



**EUROPEAN COMMISSION
SERVICE FOR FOREIGN POLICY INSTRUMENTS**

**Call for Proposals: Transatlantic Civil Society Dialogues EU-USA
Ref. FPI/Call Transatlantic Dialogues EU-USA/2012**

Frequently Asked Questions (FAQ)

Last update: 21 August 2012

Dear potential applicants, please find below the answers to your questions.

Question 1)

On page 6, under the paragraph 8.2 "Application form and other required documents", it is stated that a detailed proposal has to be submitted and it does not have to exceed the 5 pages. Could you please confirm to me the 5 pages length of the proposal?

Yes, indeed. The elements listed on page 6 (point 2) should be included in a detailed proposal of maximum 5 pages. If you wish to add more information/details you could do so by adding an annex.

Question 2)

Can an organization be applicant in the call and at the same time be partner in another proposal for the same/another priority under the same call?

Each applicant can submit only one application under this call and cannot be at the same time an applicant and a partner.

Question 3)

Can an organization be partner in more than one proposal for the same/another priority under the same call?

No, each organisation cannot be partner in more than one proposal under the same call.

Question 4)

Financing of activities. Although we do have a proved expertise on this theme, we would like to know whether the project could finance a short research study that will represent the common ground for the discussions that will be carried out in the events we are proposing. Since this activity would be very important for an effective and structured discussion of the topic, could the cost of this activity fall within the Budget header G - Any other direct costs (as stated in the Guidelines for applicants page 10, the expenditure for this activity would be necessary, reasonable in amount, it would be fully documented and clearly itemised in the application, it is not going to be indicated under any other category or item of expenditure, and as cost it would be recorded in the beneficiary's or partner's institution's accounts or tax documents and be identifiable and controllable)?

Financing short research studies is, in principle, eligible under Budget Header G point VII of the Guidelines for Applicants. Please note, however, that should you wish to subcontract the study to a third party the rules indicated under point VI of the Guidelines for Applicants will apply.

Question 5)

Shareholders equity. We are a private, non profit-making organisation, consequently we do not have shareholders' equity. As an equivalent can we provide the value of the net worth (available reserve, surplus carried forward, surplus for the year)?

Yes, you can.

Question 6)

Declaration or certificate of non-liability for VAT. It is not very clear to us what the declaration or certificate of non-liability for VAT is. Do you provide a prepared module for it? As a private not-for profit organization, do we need to provide this?

Yes, you need to provide this. This is a document/certificate signed by a financial authority certifying that you are not entitled to recover VAT (it depends on national legislation). On the contrary, should you be entitled to recover VAT, then you need to certify that you will not claim it or deduct it from the costs/invoices that will be presented to the European Commission

Question 7)

FAQ. Where are the FAQ published?

The FAQ will be published on the following page:
http://eeas.europa.eu/us/grants/index_en.htm

Question 8)

Submission of the proposal. Can you confirm to me that the application has to be submitted in: 1 original, 3 copies of the original, 1 digital version on CD or USB-stick?

As indicated on point 8.3 of the Guidelines for Applicants, applications must be provided as follows: one original, three copies, one electronic version on a CD or USB stick.

Question 9)

In Annex 3 under ‘Other Documents’ to provide, you indicate that we must attach a ‘List of principal related projects undertaken in the last 2 years’. Is this a list of projects undertaken by the applicant only or should we also include a list of principal related projects undertaken in the last 2 years by each project partner?

The list should include the projects undertaken by the lead partner as well as those undertaken by the other partner(s), clearly indicating which organisation has carried out which project(s).

Question 10)

On page 17 of the Application Form, it is indicated that this list should be of projects ‘undertaken in the last 3 years’. Could you please clarify whether it is 2 or 3 years?

The list of main related projects should include at least those undertaken in the past two years.

Question 11)

Do the CVs to be submitted have to be in the European Europass format? I don’t see any reference to this in the guidelines but would like to check if there is any preferred format.

There is no formal requirement as to the format of the CVs. However, the Europass is indeed the preferred format.

Question 12)

In the budget form some tabs are not particularly relevant for this Call. My question is whether it is fine to leave some of these budget sections empty if they are not relevant to the project we are submitting? Or must all budget sections be filled out obligatorily?

We are trying to standardise the forms that we use for our projects in order to avoid changing them each time. Clearly, only the budget lines that are relevant for your proposals need to be filled in.

Question 13

I cannot find a section 1.6. on Financial Viability in the application form.

The Financial Viability section of the application form has been incorporated in the following section (i.e. 2.1). Please accept our apologies for this numbering error.

Question 14

Supporting Documents – Could you please clarify which documents the partners must submit, as the checklist for the supporting documents in the application form is not clear to me. Could you please confirm whether project partners need to also submit their statutes, official registration certificates, VAT document if relevant, and FIF?

As indicated on point 10.1 of the Call for Proposals, Partners must fulfil the same eligibility criteria as the Lead Applicant. Therefore, all the documents listed under point 6.1 in the section "Documents for Partners" have to be provided. Namely: the Legal Identity Form, the memorandum and articles of association or the statutes, an official registration certificate, a declaration/certificate of non-liability to VAT (if applicable), a Financial Identification Sheet, the Financial Viability part of the Application Form (under section 2.1), an undertaking (signed letter) by each co-financing organisation to provide the amount of funding indicated in section 4 of the Application form, and, finally the Partner's Declaration (Part 5 of the Application Form).