



EUROPEAN UNION
DELEGATION TO MONTENEGRO

Contracting Authority's Clarifications

European Instrument for Democracy and Human Rights (EIDHR) Country Based Support Scheme (CBSS) for Montenegro 2018

Call ref. **EuropeAid/161931/DD/ACT/ME**

Q 1: Should concept note be submitted together with the Full Application?	A 1: Yes, this is an open call for proposals, where all documents are submitted together (concept note and full application), as mentioned on page 2 of the Guidelines for Grant Applicants.
Q 2: In the “Annex A.1 – Grant application form - Concept note”, at page 14, in table of the “Checklist for self-guidance”, it is stated that: <i>6. The budget is enclosed, in balance, presented in the format requested, and stated in EUR.</i> Could you please confirm whether it does it refer to Annex B of the Guidelines for grant applicants or to another format?	A 2: Yes, the budget form is in Annex B of the Guidelines for grant applicants.
Q 3: In the Minutes of the meeting held on the 27 th of February 2018 at EUIC Podgorica published on the Europaid website, it is stated that <i>“Financial support to third parties, i.e. sub-granting,[...] should be co-financed by minimum 10% of the total amount of sub-grant.”</i> Since this information is not mentioned in the published Guidelines for grant applicants, could you please clarify if this requirement is mandatory? Moreover, which kind of co-financing is	A 3: Co-financing by third parties is set at 10% minimum as a guidance. Eligibility of costs, including the kind of co-financing, are outlined under 2.1.5 of the Guidelines for Grant Applicants and apply also to third parties. It is the third party's and not the lead applicant's contribution and cannot be regarded as the lead applicant's co-financing quota.

<p>expected to be added to the sub-granting? Namely, is it the third part or the Lead Applicant' contribution? Should the mentioned 10% be included and considered as part of the Lead Applicant' co-financing quota as balance to the total costs of the action?</p>	
<p>Q 4: In the Minutes of the info session meeting held on the 27th of February 2018 at EUIC Podgorica published on the Europaid website it is stated that “<i>Contingency reserve is not considered as justified in this Call for Proposals, neither is office rent unless the office is specifically set up for the implementation of the project, which is rarely the case.</i>” However, this information is not mentioned in the Guidelines for grant applicants under the <u>Ineligible costs</u> paragraph (pag.16). Could you please clarify which instruction should be considered - guidelines for Applicants or info session minutes –on this regards?</p>	<p>A 4: As a general observation, contingency reserve is not considered as justified in this call for proposals. However, Contingency reserve is allowed and can be eventually used, it can be used only with the prior written authorisation of the contracting authority, upon duly justified request by the coordinator.</p>
<p>Q 5: The Guidelines for Grant Applicants state that co-applicants must satisfy the eligibility criteria as applicable to lead applicant, and one of the criteria says:</p> <p>- to be registered at least 12 months prior to the deadline for submission of project proposal.</p> <p>██████████ would like to apply with the partner ██████████ ██████████.</p> <p>However, ██████████ informed us that ██████████ based in ██████████ decided to move the headquarters of the organisation in the ██████████ in order to more effectively implement the mission and strategy of the organisation. The decision and the process of moving ██████████ headquarters was based on the decision of the owner of ██████████ – the ██████████ ██████████.</p>	<p>A 5: In the interest of equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of an applicant, an affiliated entity, an action or specific activities. The applicants are however encouraged to submit sufficient and up-to-date information and documents to support their case, which will be taken into consideration by the evaluation committee.</p>

In order to legally execute the transfer of headquarters, it was decided that best approach is to **set up a new organisation in the legal form of a foundation that will retain the name of [REDACTED] but with the addition of [REDACTED]** and will have its seat in the [REDACTED]. Accordingly, [REDACTED] set up a new organization and became the founder of the [REDACTED] [REDACTED], registered on November 28, 2018.

Although the [REDACTED] does not formally exist for more than 12 months, there is a clear continuity between the two organisations:

- The **objectives** of [REDACTED] fall in line with the mission and objectives of [REDACTED] (attached).
- [REDACTED] **carries forward all projects and commitments of [REDACTED]** as soon as the transition between the two organisations is completed (e.g., donor contracts and employee contracts transferred). [REDACTED] is currently in the process of communication with donors and transferring the ongoing contracts, grants and other legal obligations. [REDACTED] accepts full management of transferred grants and will steer the remaining activities of projects as outlined in original grant agreements and complies with reporting requirements of donors.
- Key [REDACTED] **staff (senior management, legal staff and communication staff) will continue employment under [REDACTED]** and in that way critical [REDACTED] staff capacity and expertise will be transferred to the new entity and remain part of [REDACTED].
- Key **governing bodies of [REDACTED]**

<p>have the same members that are current or previous members of [REDACTED] Supervisory Board.</p> <p>- More information on the transferring of the organisation is attached to this e-mail.</p> <p>-Our question is - Is [REDACTED] eligible to apply as a co-applicant to EIDHR 2018 Call?</p>	
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