



EUROPEAN UNION

DELEGATION OF THE EUROPEAN COMMISSION
TO THE REPUBLIC OF SERBIA

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CONTRACTING AUTHORITY'S CLARIFICATIONS No. 1

**EIDHR CBSS 2009
EuropeAid/128689/L/ACT/RS
Tender no: 09EIDHR01/11**

Questions and Answers

Q (1): Are US-based organizations (with a programmatic focus in this region) are eligible to apply?

A: No, US-based organizations are not eligible to apply.

Q (2): Can a civil society organization from Croatia apply as the leading organization (since Croatia is still just a candidate country to the EU) and in that case, is partnership with an organization from Serbia then compulsory for Croatian organization or not?

A: Yes, civil society organization from Croatia can apply as the leading organization and the partnership with an organization from Serbia is compulsory.

Q (3): If Serbian Trade Union Organisations are eligible as applicant or as partners organizations within this Call for Proposals?

A: Yes, they are.

Q (4): Our Institute is a non-governmental, non-profit organisation legally registered in Munich/Germany, and has branch offices around the world, including one in Belgrade. As a general rule, the local branch offices are usually not registered legally in their host countries, but form part of the legal structure of our Institute's head office based in Munich as defined by our statutes. Would our Institute therefore be eligible to apply as a European Civil Society organisation (supposing it fulfils all other criteria mentioned in the guidelines for grant applicants) if it cooperates with an eligible local (Serbian) partner organisation?

A: Yes, it would be.

Q (5): Will there be a similar EIDHR call for proposals for Serbia in 2010? If this is the case, will the timeframe of publication and deadline be comparable to this year's?

A: Yes, there will be similar EDHR CfP for Serbia in 2010, with the similar timeframe of publications and deadlines.

Q (6): We are in the process of completing an application for the EIDHR Serbia support scheme (EuropeAid/128689/L/ACT/RS). Should we complete parts II and III of the application form if both we and our Serbian partner complete a PADOR profile?

A: Part 2, 3 and 4 of Section II of the part B (Full Application Form) must be encoded in PADOR. Point 1 of Section III of part B (Description of the partners) should also be encoded in PADOR. Nevertheless, the application form must be accompanied by a signed and dated partnership statement from each partner, in accordance with the model provided.

Q (7): In 2006 we signed a contract with one of the EC Delegations of the European Commission and received a LEF ID. Could you confirm we can forgo submitting a Legal Entity Form? In addition, can we submit a copy of the bank form previously submitted instead of a new original? Finally, will you require an English translation of the attachments to any of these forms?

A: LEF and FIF shall be uploaded in PADOR. Nevertheless, they will be taken into consideration only at the stage of the Eligibility checking.

Q (8): We do not audit our finances, and for this reason we cannot upload an audit report to our PADOR profile. Will our application be considered incomplete without an audit?

A: The external audit report produced by the approved auditor is not required for this CfP. Nevertheless, the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed is necessary to be uploaded in PADOR.

Expenditure verification is required for grants of more than 100.000,00 EURO, when providing a final report.

Q (9): If we organize the conference and the intercultural fair as the part of the activities, and if the participants are from the region, are the costs of correspondence, the transport of the exhibited material, the costs of travel, per diems and accommodation of the participants from neighbouring countries eligible costs?

A: The costs are eligible for the actions taking place in Serbia.

Q (10): Is the Chamber of Commerce eligible to participate in this CfP? If it is not eligible, is it possible to participate as partner and to rent the info labs and offices?

A: Partner organization must fulfil the same criteria as the applicant; therefore the Chamber of Commerce could not be a partner. An associate organization does not have to fulfil the same criteria but it may not receive funding from the grant with the exception of per diem or travel costs.

Q (11): Is it necessary for partners to register in PADOR? If so, are they required to do so by the set deadline of August 7th?

A: By the time of submission of their application, the applicant shall be already registered in PADOR, as this information is required to be provided in their application.

Q (12): If the annual budget of the organization is 50,000 Euro, is it likely that that a proposal for a 2 year project with the budget of 90,000 Euro would be considered by the Commission?

A: There is no set limit for the applicant's turnover. But in the Evaluation grid there is a part regarding the financial and operational capacity of the applicant with the criteria if the applicant has stable and sufficient sources of finance.

Q (13): In the Guidelines is stated that the budget should be detailed and lump sums will not be accepted. Should we explain every item? For example, is it enough to state that we need 5 airplane tickets of the amount of 400 Euro or we should specify more? Should we put the description of the items in the Excel table or in the Application form?

A: In section 1.7 "Description of the action and its effectiveness": it is necessary to insert financial reference for each activity planned and link it to the specific budget line in order to ensure smooth follow up of the project implementation.

Q (14): Items 1.1 i 1.2 in the budget are for Local Staff and for Expat/Int. Staff. If the main applicant is Hungarian organisation, does the local staff concern the staff in Hungary or in Serbia?

A: Since the action should be implemented in Serbia alone, all staff shall be working on the action in Serbia.

Q (15): In item 1.3.3 "Seminar/conference participants" should we include the participants as well as the lecturers?

A: Yes, you should.

Q (16): Since we will organize the seminars in our project, where should we put the fees for the lecturers? Should we put the additional item for example 1.4?

A: No, you should include the fees for lecturers in item 5.7.

Q (17): What is exactly the item 5.4 Evaluation Costs? Should we engage someone to evaluate our action with regard to set objectives and priorities and the results attained?

A: This is correct.

Q (18): In the Guidelines for grant applicants, page 20, Annex C the footnote is stating that logical matrix is optional if the grant is 100.000 EUR or less. Since the maximum amount for this grant is 100.000 EUR, is that mean that logical matrix is not obligatory or this is mistake?

A: The logical matrix is optional if the total amount of the grant is 1000,000 EURO.

Q (19): In document Grant application form, page 29, part V CHECK LIST, in the field where the EuropeAID ID Number of the organization should be filled in, there is the reference number of the call for proposals. Is this mistake?

A: Yes, this is mistake. There should be PADOR registration number.

Q (20): Is the partnership compulsory?

A: Applicants may act individually or with partner organisations. Nevertheless, when the applicant is not registered in Serbia, partnership with local organisation is compulsory.