



EUROPEAN UNION

DELEGATION OF THE EUROPEAN COMMISSION  
TO THE REPUBLIC OF SERBIA

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

### **CFP PROMOTION EVENTS**

**Media Centre, Belgrade, June 30<sup>th</sup>, 2009**  
**Regionalna privredna komora Subotica, July 1<sup>st</sup> 2009**  
**Dom kulture, Novi Pazar, July 3<sup>rd</sup> 2009**  
**Regionalna privredna komora Nis, July 6<sup>th</sup> 2009**  
**Regionalna privredna komora Kragujevac, July 8<sup>th</sup> 2009**

### **Questions and Answers**

**Q (1): If non Serbian organisation is registered officially in Serbia in which way do you consider it: like foreign organisation or like Serbian organisation?**

A: If you are registered in Serbia, you are Serbian organisation.  
But if you are registered as a branch office, it does not have independent legal personality and it is therefore the foreign organisation.

**Q (2): Are local Trade Unions eligible as an applicant?**

A: Yes, they are.

**Q (3): Is there limit regarding the length of existence of NGOs for this CfP?**

A: There is no limit regarding the length of existence of NGOs for this CfP.

**Q (4): Do you consider the professional experience of the staff of the organisation?**

A: When evaluating financial and operational capacity of an applicant and its partners, management capacity, professional competencies and qualifications of applicant/partners is taken into consideration. No individual CVs are evaluated.

**Q (5): Is it required to do expenditure verification?**

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

**Q (6): Is the deadline for submission of the Concept Note and Full Application at 7<sup>th</sup> of August 2009?**

A: Yes, it is.

**Q (7): If organisation is already registered in PADOR, can it use the same number?**

A: Yes, it can.

**Q (8): Is it necessary to upload in PADOR the statutes or articles of association of the applicant organisation and copy of the applicant's latest accounts in English language?**

A: Yes it is. The official language of the Call is English, and all documents should be in English.

**Q (9): Is it possible that partner provide the co-financing part for this CfP?**

A: Yes it is.

**Q (10): Is it possible to transfer money to the partner's account?**

A: The Contracting Authority will transfer the money only to the main applicant's account, stated in the FIF.

**Q (11): What kinds of the reports are requested during the implementation of the action?**

A: The Narrative and financial reporting are requested as stated in Articles 2 and 15.1 of Annex II (General Conditions).

**Q (12): The maximum amount of the grant under this CfP is 100.000 Euro. Can the total eligible costs of the action be 125.000 Euro?**

A: Yes, this is correct. The maximum amount financed by the Contracting Authority is EUR 100.000 (for Lot 2). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund. The applicant shall pay attention that its co-financing (percentage with regards to the total eligible costs of the Action) falls within the indicated minimum and maximum for respective Lot.

**Q (13): Is there a limit concerning the applicant's turnover during the previous budget year. If the applicant has the 40,000.00 euro turnover last year, is it obligatory to participate on Lot 1?**

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 (14): Do you have your budget divided according to the type of actions?**

A: No, we do not have budget divided according to the type of action.

**Q (15): Could partner be a municipality?**

A: Please refer to Article 10 of the Regulation (EC) No 1889/2006 of the European Parliament and of the Council of 20 December 2006.

**Q (16): Could partner be a Civil Society Organisation from EU?**

A: Yes, partner can be a Civil Society Organisation from EU.

**Q (17): Could consultant engaged in this CfP be from EU?**

A: Yes, consultant engaged in this CfP could be from EU.

**Q (18): What is the Commission's attitude if the project costs include education of staff outside Serbia?**

A: Actions must take place in Serbia alone. Therefore, if the training is performed in Serbia, the action would be eligible.

**Q (19): If the organization already has a project that covers the activities with same goal as stated in guidelines, could continuation and enhancement of existing activities, be funded under this Call?**

A: As long as action complies with eligibility criteria and other parameters from the Guidelines, we encourage you to apply. The assessment of the sustainability of the action shall be performed. Nevertheless, please be reminded that the items already financed in another framework are ineligible costs.

**Q (20): Could we build on already existing project and apply with a follow-up project? The idea is to continue/have follow up of the ongoing EIDHR grant "YOUNG PROMETHEUS - Serbian youth as carrier of a strong democratic society of the future" financed by EC, which is still ongoing in Serbia?**

A: As long as action complies with eligibility criteria and other parameters from the Guidelines, we encourage you to apply. The assessment of the sustainability of the action shall be performed. Nevertheless, please be reminded that the items already financed in another framework are ineligible costs.

**Q (21): Do you request the supporting documents for the Administrative costs?**

A: No, for Administrative costs (maximum of 7% of the direct costs) supporting documents are not required.

**Q (22): What happens if the co-financing fails?**

A: 80% or 95% (depending on Lot) is the maximal contribution of the EC. Another donor or applicant itself must ensure a minimum of 20% or 5% respectively, which must be financial (not in kind) contribution.

**Q (23): Could financial reports be hand written?**

A: No, financial report can not be hand-written.

**Q (24): Is the Culture Institute of Vojvodina's Croats (Zavod za kulturu Vojvodjanskih Hrvata) eligible as an applicant for this CfP?**

A: Yes, it is eligible.

**Q (25): Where we could state that the organisation has very good experts?**

A: In the Application form you could state the experts that are planning to be part of your action.

**Q (26): If the organization had smaller turnover in the previous budget year then the grant size specified in Guidelines, would it be disqualified?**

A: No, it would not be automatically disqualified, but it is necessary that the applicant organization demonstrates in the project proposal that it has the stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding.

**Q (27): For what budget year is requested the applicant's account?**

A: The profit and loss account and the balance sheet are requested for the previous financial year for which the accounts have been closed, i.e. 2008.

**Q (28): Could we finance the culture events and festivals within this CfP?**

A: In principle it is allowed. However the relevance of these actions will be evaluated accordingly by the evaluators with the regards to all set objective and thematic focus.

**Q(29): Should FIF and LEF be sent together with Application form?**

A: No, FIF and LEF should upload in PADOR.

**Q(30): Are the taxes for the Authors' fees eligible?**

A: Taxes, including Authors' fees taxes, are ineligible.

**Q(31): When should we send a letter of support from the Associates?**

A: The Applicant must provide a letter of support from the Associated Organization confirming its readiness to cooperate within the framework of the project during the eligibility checking.