



EU EXCHANGE 4 Grant scheme
Frequently asked questions No.1

Restricted Call for Proposals
Reference: EuropeAid/134435/L/ACT/RS
Deadline for submission of Concept notes: 04/07/2013

No.	Question	Answer
1.	Who should provide the supporting documents listed in the Checklist for the Concept Note (valid municipal strategies relevant for the project priority, decisions on adopting these documents and other documents) – only applicant? Applicant and obligatory co-applicant, all consortium members (applicant and all co-applicants)?	The Applicant is requested to submit the listed documents copies with the concept note submission in order to be considered eligible for this Action (please refer to the footnotes in the Guidelines for Applicants, pages 11 & 13).
2.	Should the supporting documents – strategies, decisions, documents from “preconditions” be scanned and provided in electronic form on CD along with the Concept Note, Check list for the Concept Note and Declaration by the Applicant for the Concept Note?	The scanned version of the mentioned supporting documents in paper form and on CD is sufficient. The scanned version must be identical to the original.
3.	In how many copies should we provide the supporting documents (strategic, decisions on adoption of the strategic documents and other documents from preconditions: Registration document of the agricultural cooperative issued by the Serbian Business Register Agency (APR); Extract from the Agricultural Household Registry that cooperative has at least 5 members who are registered as active agricultural holders; Cooperation Agreement with regional landfill operator and LSG unit; Establishing act of operator for managing regional landfill) – should a copy of supporting documents be attached to each copy of the Concept Note (1 original and 2 copies)?	<p>The Concept Note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in one original and 2 copies in A4 size, each bound (section 2.2.2. Guidelines for Applicants).</p> <p>Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section 2 of the grant application form) because incomplete concept notes may be rejected (section 2.2.2. Guidelines for Applicants).</p> <p>The above applies to all the supporting documents listed in the Guidelines for applicants and Concept note check list.</p>



No.	Question	Answer
4.	<p>Is travelling to non-EU states (for example, Montenegro, Bosnia and Herzegovina, FYRM) eligible for priority 2: Agricultural cooperation, for the purpose of participation in trade fairs and promotion of agricultural products?</p>	<p>Reference to the Study tours in the Guidelines for Applicants is provided on page 17 and it reads:</p> <ul style="list-style-type: none"> a) Study tours may not be longer than one week. b) Within one project if the co-applicant is from EU country, there should be a maximum 1 study tour/ visit to EU country <p>No further limitations are imposed by this Call.</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
5.	<p>Our project proposal is primarily related to the victims of violence (which includes the older population), but in the field of institutional support, providing accommodation for victims from the moment of violence and other activities...</p> <p>We specifically want to know if the Priority 3 only applies to services or `geronto domaćica` may appear other social services. Proposals of this kind are part of the Action Plan sectoral strategy on gender equality adopted at the session of Leskovac in April 2013. Please as soon as possible answer to our question, which is indispensable to be able to continue work on the project proposal and the date of the application to comply with competition.</p>	<p>For the eligibility of actions, please see section 2.1.4. Eligibility of actions: actions for which an application may be made, of the Guidelines for applicants (p.14).</p> <p>Only actions that include all mandatory activities, with the mandatory measurable project indicators provided in the Annex I of the Guidelines for Applicants will be considered eligible.</p> <p>Optional activities are given to illustrate the type and range of activities, which could contribute to the achievement of the objective of the Action. Applicants need not limit themselves to the examples given in this list which is not exhaustive.</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
6.	<p>Please clarify within the Priority 3: Social Welfare, the activity referring to the accreditation of "geronto domaćice": who can</p>	<p>For the eligibility of actions, please see section 2.1.4. Eligibility of actions: actions for which an application may be made, of the Guidelines for</p>



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	perform the training and accreditation (which institutions are authorized to do this according to the programme rules) and are the accreditation programs from the Centre for Social Welfare of the Republic of Serbia valid and eligible for the EXCHANGE 4 programme?	<p>applicants (p.14).</p> <p>The objective of the Call is to contribute to the enforcement of the relevant national policy, thus the respective national policy framework is to be adhered to when designing and implementing specific Action.</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
7.	Is it accepted for city founded agencies to appear on tender for implementation of education?	<p>“For the eligibility of applicants and co-applicants, please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), co-applicants of the Guidelines for applicants (p.8 & 9).</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
8.	What is the maximum number of agricultural producers (cooperative members) that can go on a study trip?	<p>There is no limit regarding the maximum number of agricultural producers taking part in the study trip.</p> <p>However, study tours and number of participants must be properly justified in the Application form.</p>
9.	Is it mandatory for FR of Macedonia to be co-applicant or associate if study trip to Macedonia is one of the activity?	<p>For the eligibility of applicants and co-applicants, please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), co-applicants of the Guidelines for applicants (p.8 & 9).</p> <p>However, it is not mandatory to include a co-applicant as an associate from FYROM if study travel is envisaged to this state.</p>
10.	Should the documents submitted for associations / cooperatives be translated into	Where supporting documents are not in one of the official languages of the European Union or



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	English and verified?	<p>in the language of the country where the action is implemented, a translation into English of the relevant parts of these documents proving the applicant(s)'s eligibility, must be attached and will prevail for the purpose of analysing the application.</p> <p>Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicants' eligibility, into English.</p> <p>(section 2.4. Guidelines for applicants)</p>
11.	<p>From these three priorities in Exchange 4, is there a possibility to apply for GIS project through Economic Development?</p> <p>Considering that in specified priorities there is type of project for "List and Registration for public property in Local Government".</p>	<p>For the eligibility of actions, please see section 2.1.4. Eligibility of actions: actions for which an application may be made, of the Guidelines for applicants (p.14).</p> <p>Only actions that include all mandatory activities, with the mandatory measurable project indicators provided in the Annex I of the Guidelines for Applicants will be considered eligible.</p> <p>Optional activities are given to illustrate the type and range of activities, which could contribute to the achievement of the objective of the Action. Applicants need not limit themselves to the examples given in this list which is not exhaustive.</p> <p><i>"To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities"</i> (section 2.2.4. Guidelines for Applicants).</p>
12.	<p>The question is related to the Priority 2: Local Economic Development – Property management, LOT 1.</p> <p>We need confirmation that our project idea is eligible for co-funding if some of the mandatory activities (see page 16 of</p>	<p>Only actions that include all mandatory activities, with the mandatory measurable project indicators provided in the Annex I of the Guidelines for Applicants will be considered eligible. Mandatory activities can be implemented either by applicant or co-applicants or by all parties simultaneously, (prior or during the Action).</p>



No.	Question	Answer
	<p>Guidelines for grant applicants) have solved earlier, which means that the some of those mandatory activities will be not included in project as an activity</p> <p>(for example: the municipality X has established the structure for property management since year 2012.).</p>	<p>In case any of mandatory activities has already been performed by the beneficiary it should be adequately reflected in the project proposal /concept note.</p> <p>For more information on Establishment of municipal organizational structure for property management please refer to the Methodology on Inventory and registration of property of LSG units, available at Exchange 4 website: http://www.exchange.org.rs</p> <p>For the eligibility of actions, please see section 2.1.4. Eligibility of actions: actions for which an application may be made, of the Guidelines for applicants (p.14).</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
13.	<p>In addition we are interested for implementation of GIS system (Geographic Information System) which will be used for property management (IT structure for monitoring of the public ownership transformation process). Are the costs for installation of GIS system considered eligible?</p>	<p>For information on the eligibility of costs, please see section 2.1.5. Eligibility of costs: costs that can be included of the Guidelines for Applicants.</p> <p><i>“Eligible costs are actual costs incurred by the Beneficiary(ies) which meet all the following criteria:</i></p> <p><i>a) they are incurred during the implementation of the Action as specified in Article 7 of the Special Conditions...”</i> (Annex II – General Conditions, Article 14.1.)</p> <p>Please also refer to the answer provided for question No. 11 above.</p>
14.	<p>What is the exact Serbian title of the Serbian authority which is supposed to issue this document (Precondition 3: Extract from Cadastre with initial data of properties that are subject of transfer of ownership to Local</p>	<p>The exact title of the Serbian authority issuing this document is:”Republički geodetski zavod”.</p>



No.	Question	Answer
	Authority)?	
	a) What level of information exactly is requested in such an "extract"?	Requested document should include information concerning political municipality (name of the town/municipality), cadastral municipality, parcel number and object number.
	b) Has the above issuing authority been informed of the fact that their document is a precondition to applying for your grant, and can they issue this document within requested deadline without of charge?	The institution in charge of issuing this document has been informed. In order to facilitate process of issuing requested documents, Republic Geodetic Agency will distribute requested documents free of charge through the Standing Conference of Towns and Municipalities to all applicants, applying for the respective Priority theme, who have passed the Concept note evaluation.
	c) If this document means the actual individual property extracts from the Republic Cadastre, which are subject to payment, than this information is absolutely crucial to preparation of the concept note too, and applicant need to have this clarification as soon as possible. Very few local governments have obtained such extracts about individual properties subject to transfer of property rights to local government, and most of them will want to include this cost in the project budget.	a) Please refer to the clarifications provided to the question above (14. b). b) For the eligibility of costs please see answer 13.
	d) If a local government has already established a body called "Agencija za imovinu" (Property Agency), can a confirmation letter on the status of property from such a locally established Property Agency be considered valid proof in evidence of precondition no 3?	Only documents issued by the Republic Geodetic Agency will be considered as valid. Please refer to the clarifications provided to the question above (14. b)
15.	Is the co-applicant on the project in charge of his own public procurement procedures for which he must then deliver proof to applicant, and will the applicant transfer advance to co/applicant in EUR or RSD?	The applicant / co-applicant(s) must comply with the procurement rules set out in Annex IV – contract award procedures to the standard grant contract. The transfer of resources is subject of agreement between parties and should be in line with the relevant national legislation provisions. The contracting authority will transfer the money



No.	Question	Answer
		solely to the Coordinator in EUR.
16.	If the applicant or co-applicant is a local government which is under "compulsory administration" until new local elections are held, does this disqualify this applicant or co-applicant in the process of grant award?	<p>For the eligibility of applicants and co-applicants, please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), Guidelines for applicants (p.8-9)</p> <p>Please enclose with the Concept note the decision on establishment of Temporary authorities of the Municipality of X, based on the Law on Local Self-Government and accompanied with unofficial translation.</p>
17.	Is it allowed for the City municipality to be co-applicant on the project where City is the applicant?	<p>Please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), of the Guidelines for applicants (p.9)</p> <p>Subject section states for both applicants and co-applicants the following formulation: <i>“be a local authority: municipality, town / city or city municipality in the Republic of Serbia”</i> with no restriction on links between them.</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
18.	Is it obligatory that co-applicant participate in all activities with Applicant?	<p>Please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), and section 2.1.4, Eligible actions of the Guidelines for Applicants (p.9)</p> <p>There is no explicit requirement in the Guidelines for Applicants regarding distribution of activities between the Co-applicant and the Applicant that solely depends on the design of the Action.</p>
19.	In what capacity Co-applicant participates in activities conducted by the Applicant?	Please see answer above No. 18.
20.	Do applicant and co-applicant, both sign Declaration for the Concept note, or it is only necessary to sign the Applicant?	For the information how to apply and the procedures to follow, please see section 2.2.2. where and how to send Concept notes of the Guidelines for Applicants (p.22)



No.	Question	Answer
		<p>The Concept Note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in one original and 2 copies in A4 size, each bound.</p> <p>Please read carefully the text of the Declaration and make sure that the Declaration is submitted with the full text and signed by the Applicant.</p>
21.	<p>Is it necessary to enclose LEF number if on our PADOR account LEF is N/A?</p>	<p>For the information how to apply and the procedures to follow, please consult the folder “<u>Document to be filled in</u>”, Grant Application Form, document Checklist for the concept note.</p> <p><i>“Legal Entity File number is to be filled in if the applicant has already signed a contract with the European Commission”</i> footnote of the Grant Application Form, document Checklist for the concept note.</p>
22.	<p>Can we apply to the Exchange 4 program, in the area of waste management, although we still have not built sanitary landfill, and we are signatories to the Agreement on its construction?</p>	<p>For the eligibility of applicants, please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), Applicants, of the Guidelines for applicants (p.8)</p> <p>Please note that for Priority 1, exclusively, the applicant must be a local authority participating in established regional waste management scheme, <u>with operational regional sanitary landfill in place</u></p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants)</p>
23.	<p>Could the applicant with application in one Lot be at the same time in the same Lot co-applicant within another application and be beneficiary in both at the same time?</p>	<p>If awarded the Grant contract, the co-applicant(s) will become beneficiaries in the Action (together with the Coordinator- Applicant).</p> <p>For the number of applications and grants per applicant please see section 2.1.4. Eligibility of</p>



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		<p>actions: actions for which an application may be made of the Guidelines for Applicants (p. 17).</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
24.	<p>Could the Applicant in one specific Lot be at the same time co-applicant in two more projects in the same Lot?</p>	<p><i>Please refer to the clarifications provided to the question No.23 above.</i></p>
25.	<p>Do we need to translate all our project in English?</p> <p>(we mean on both: Project concept note and complete the application form)</p>	<p>Application must be submitted in accordance with the Concept Note instructions in the Grant Application Form annexed to the Guidelines for Applicants (Annex A).</p> <p>Applicants must apply in English.</p> <p>(section 2.2.1, Guidelines for Applicants)</p> <p>Please see answer 10.</p>
26.	<p>Do we need to include budget in our project concept note, and do we need to elaborate it?</p>	<p>Application must be submitted in accordance with the Concept Note instructions in the Grant Application Form annexed to the Guidelines for Applicants (Annex A).</p> <p>In the Concept Note, applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority and a percentage of that contribution in relation to the total amount of the Action. Only the applicant invited to submit a full application in the second phase will be required to present a detailed budget.</p> <p>(section 2.2.1, Guidelines for Applicants)</p>
27.	<p>Whether the disposal of animal waste as well as medical and pharmaceutical waste activities eligible under priority 1.3 or whether in municipal solid waste includes animal waste?</p>	<p>Please see section 2.1.1. Eligibility of applicants and section 2.1.4, Eligible actions of the Guidelines for Applicants (p.9)</p> <p>Only actions that include all mandatory</p>



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		<p>activities, with the mandatory measurable project indicators provided in the Annex I of the Guidelines for Applicants will be considered eligible.</p> <p>Optional activities are given to illustrate the type and range of activities, which could contribute to the achievement of the objective of the Action. Applicants need not limit themselves to the examples given in this list which is not exhaustive.</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants)</p>
28.	<p>Please can you confirm whether municipality from Croatia is eligible as co-applicant for EXCHANGE 4, since Croatia will become member of the EU starting from July 1st 2013?</p>	<p>For the eligibility of applicants, please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), Applicants, of the Guidelines for applicants (p.8)</p> <p>Please note that the Concept note submission deadline is 4th July 2013.</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
29.	<p>Must in the existing EU call EXCHANGE 4 the applicant be only municipality, town / city or municipality in the Republic of Serbia or it can be an organization founded by the Municipality 100% or in part?</p> <p>For example, whether applicants can be the Rural Development Agency Ltd established by the municipality? or, and the Regional Development Agency Ltd. founded by the municipality?</p>	<p>For the eligibility of applicants, please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), Applicants, of the Guidelines for applicants (p.8)</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants)</p>
30.	<p>The X Municipality wants to apply with Project proposal through Exchange 4 program</p>	<p>For the eligibility of actions, please see section 2.1.4. Eligibility of actions: actions for which an</p>



No.	Question	Answer
	<p>to create a Geographic Information System (GIS) for Municipality, so I wonder whether there is a possibility that such a project proposal will be approved with respect to the value of such a project and taking into account the size and population of the Municipality (26,000 citizens)?</p>	<p>application may be made, of the Guidelines for applicants (p.14).</p> <p>Please refer to the clarifications provided for question No. 11 above</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
31.	<p>If the Municipality X receives the Grant, is there an upper and lower limit of the ratio of the distribution of the Grant with co-applicant?</p>	<p>Distribution of the Grant is subject of agreement between the applicant and co-applicant(s).</p>
32.	<p>To what kind of investment implies term "small-scale investment" (page 17 of the Guidelines for Grant applicants, section – limitations)?</p> <p>Does it include small infrastructure works and supply of equipment and furniture in the maximum value of 20% of the total project costs?</p> <p>Could we assume small scale infrastructure work as refurbishment of existing premises for the purpose of the project?</p>	<p>Small scale investments include purchase of equipment and small infrastructure works which together cannot go over 20% of the overall project budget with exception for Priority 1- Waste management action where small scale investment must not go over 40%.</p> <p>For more information on the eligibility of costs, please see section 2.1.5. Eligibility of costs: costs that can be included of the Guidelines for Applicants.</p> <p>Also, please refer to the section 2.1.4 where ineligible types of action are presented.</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
33.	<p>Can an NGO which is a social service provider and therefore for several years back has had partial financing from its local government be the "Affiliated entity"?</p>	<p>For more information about the eligibility of affiliated entities, please see section 2.1.2. Affiliated entities. Any entity fulfilling the requirements listed in the section 2.1.2. Affiliated entities is eligible to take part in the application.</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section</p>



No.	Question	Answer
		2.2.4. Guidelines for Applicants).
34.	Can human resource costs for the “Affiliated entity” be planned under the budget category 1 and, if agreed between the Applicant and Affiliated entity, be allocated (when the project is awarded) to the special (the project) purpose account of the Affiliated entity from which they will be paid out to individuals as planned under the project?	<p>Affiliated entities participate in the design and in the implementation of the Action and the costs they incur (including those incurred for Implementation Contracts and Financial Support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the Beneficiary(ies) under the Grant Contract.</p> <p>For more information on the eligibility of costs, please see section 2.1.5. Eligibility of costs: costs that can be included of the Guidelines for Applicants.</p> <p>Budget planning is the responsibility of the applicant and it depends on the design of the Action.</p> <p>In addition, the relation between the Applicant and the Affiliated entity is the responsibility of the two parties and their agreement.</p>
35.	Will the references (previous projects, organizational capacities etc.) of the "Affiliated entity" also be taken into account in scoring of project proposals of the Action?	<p>The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies) will be evaluated using the evaluation criteria from the evaluation grid.</p> <p>Please refer to the section 2.3 of the Guidelines for Applicants, the Step 2: Evaluation grid of the Full Application and the full application form, part B, section 6.2 . stating the information will be used to assess whether the affiliated entity has sufficient and stable experience of managing actions.</p> <p>The necessary financial and operational capacity of the affiliated entity depends on the project design and envisaged roles and responsibilities of the parties in the project implementation.</p>
36.	Will the references (previous projects, organizational capacities etc.) of the organization which has the status of the "Affiliated entity" be scored in the same manner as if that organization had the status of the "Co-applicant"?	Please refer to the answer to the question above No. 35.
37.	In the existing EU Call for Proposals	



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	<p>EXCHANGE 4, must the applicant be only municipality, town / city or municipality in the Republic of Serbia or it can be an organization founded by the Municipality 100% or in part?</p> <p>For example. whether applicants can be the Rural Development Agency Ltd established by the municipality? or, and the Regional Development Agency Ltd. founded by the municipality?</p>	<p>Please see answer 29</p>
38.	<p>We have an unregulated, unhygienic landfill in our municipality.</p> <p>Other landfill is planned to be our regional regulated landfill, but it still in the developing phase. We are included in the regional scheme through that landfill, but it will be operational in 2014. Is our municipality eligible to apply for Exchange 4 call for proposal?</p>	<p>For the eligibility of applicants, please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), Applicants of the Guidelines for applicants (p.8)</p> <p>Please refer to the clarifications provided to the Question No. 22 above</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants)</p>
39.	<p>Budget decision by the Law on financing of Local Self-Government cannot be adopted before December 2014 for the year 2015 - Is it valid for projects within Priority 3 in terms of Mandatory Activity?</p>	<p>Provisional date for contract signatures is December 2013, which should in turn give sufficient time (considering expected duration of the actions) to the applicants to adopt budget decisions at local level.</p>
40.	<p>Are services provided by geronto-caretakers (their salaries) eligible project costs? If yes, in which way, under which budget line?</p> <p>Can employees of LSG or Social Welfare Centers receive salaries, or part of their salaries from the project? (in "Exchange 3" they received 30% of their salaries)?</p> <p>Can beneficiaries' participation be represented</p>	<p>Budget planning is the responsibility of the applicant and it depends on the design of the Action and how and by whom the services are to be provided.</p> <p>Salary costs of local government employees may be considered as eligible costs, to the extent that they relate to the costs of activities which the relevant public authority would not carry out if it did not undertake the project concerned</p> <p>If by “beneficiaries’ participation” is meant salaries of the employees, then this co-financing is considered eligible. Please pay special attention to the list of ineligible costs (p. 20) in the Guidelines</p>



No.	Question	Answer
	as municipality's co-financing?	<p>for Applicants.</p> <p>Any costs meeting the eligibility criteria set out in the Guidelines for Applicants will be considered eligible.</p> <p>For more information on the eligibility of costs, please see section 2.1.5. Eligibility of costs: costs that can be included of the Guidelines for Applicants.</p>
41.	<p>Is the term: “cooperative“ in definition of Priority 2 (Local Economic Development – Agricultural cooperation at local level, <u>Type of Action</u>: Support competitiveness of local economies through strengthening agricultural cooperatives), strictly limited/restricted to cooperatives exclusively, or it is eligible to implement this request through the establishment of “clusters“?</p>	<p>For the eligibility of actions, please see section 2.1.4. Eligibility of actions: actions for which an application may be made, of the Guidelines for applicants (p.11-18).The Action specifically addresses the agricultural cooperatives and entails mandatory activities related to them.</p> <p><i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants).</p>
42.	It is stated that Auditing costs are ineligible costs because expenditure verification will be contracted by the Contracting Authority. Does it mean that Contracting Authority will pay these costs?	Expenditure verification under this grant scheme will be carried out by the Audit company contracted and paid by the Contracting Authority.
43.	Can one Applicant also, at the same time, be the Co-applicant in two applications and the Affiliated entity in one or more applications?	For the number of applications and grants per applicant please see section 2.1.4. Eligibility of actions: actions for which an application may be made of the Guidelines for Applicants (p. 17).
44.	Is this call's Priority 2 taking in account the national legislation related to cooperatives – Draft Law on Cooperatives (as said on page 6 of Guidelines for Grant Applicants) and not Law on Cooperatives currently in force (“Official Gazette of SRJ“ №41/96 and 12/98 and “Official Gazette of Republic of Serbia“ №101/2005 and 34/2006)?	All existing agricultural cooperatives are established under the Law on Cooperatives currently in force (“Official Gazette of SRJ“ №41/96 and 12/98 and “Official Gazette of Republic of Serbia“ №101/2005 and 34/2006)
45.	Clarification concerning eligibility of applicant/co-applicant.	For the eligibility of applicants, please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), Applicants of the Guidelines for



No.	Question	Answer
	<p>Namely, it is stated under Para. 2.1.1. that applicant must be legal person, non-profit making, and that for Lot 1, it must be local-self government unit (plus, specific for Priority 1. LSG unit participating in regional waste management “scheme”/having regional landfill). However, in Para. 2.2.2, giving criteria for affiliated entities, it is said that affiliated entities must fulfill same criteria as applicant/co-applicants, but it is also said that “In addition to categories referred to in 2.1.1, the following are however also eligible: Regional/local public utility companies”.</p> <p>Our question relates to status of eligibility of public utility company which is owned by several local self-government units (51%) and privately owned company (49%) – Public-private partnership/ownership. Since public utility company is not non-profit making, is it eligible to be affiliated entity? Plus, does remark in Para 2.2.2. means that it could be co-applicant, or could be treated only as affiliated entity?</p>	<p>applicants (p.8)</p> <p>In specific please refer to the eligibility requirement: <i>“be non-profit-making (with an exemption of the Agricultural cooperatives eligible as co-applicants)”</i> <i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”</i> (section 2.2.4. Guidelines for Applicants)</p>
46.	<p>Can staff already employed at the local authority be paid from the grant?</p>	<p>Budget planning is the responsibility of the applicant and it depends on the design of the Action.</p> <p>For more information on the eligibility of costs, please see the Guidelines for Applicants, .section 2.1.5. Eligibility of costs: costs that can be included</p>
47.	<p>Can total project cost exceed 200,000 EUR?</p>	<p>Total project costs can exceed EUR 200,000.</p> <p>However, any grant awarded under this Call for Proposals must fall between the minimum and maximum amounts:</p> <ul style="list-style-type: none"> • Minimum amount: EUR 100,000 • Maximum amount: EUR 200,000
48.	<p>Can software be considered as an investment?</p>	<p>Please see the answer above. Whether the software can be considered an investment or not depends on your design of the action and the related budgeting,</p>



No.	Question	Answer
		i.e. whether software is part of the equipment (investment) or represents provision of services.
49.	Is it eligible to calculate gas mileage as 0,20 EUR per km?	<p>For the eligibility of costs please refer to guidelines section 2.1.5.</p> <p>The budget has to be provided with the Full application. Part of the budget template is the justification sheet for the calculated costs (see guidelines annexes for information, Budget of the Action)</p> <p>Depending on a justified reasoning the Evaluation committee might decide to accept/reject or revise the proposed reasoning.</p>
50.	What is the most appropriate contract type for employing expert staff?	There are no provisions in the Guidelines for Applicants prescribing type of contracts between the Applicant and its staff. It is up to the beneficiaries to define the most appropriate type of contract depending on the design of the Action and in line with the national legislation.
51.	Is vehicle purchase an eligible cost?	<p>Any costs fulfilling the eligibility criteria set out in the Guidelines for Applicants will be considered eligible.</p> <p>For more information on the eligibility of costs, please see the Guidelines for Applicants, .section 2.1.5. Eligibility of costs: costs that can be included,</p>
52.	What are simplified costs?	<p>Simplified cost options may take the form of:</p> <ul style="list-style-type: none"> • unit costs: these cover all or certain specific categories of eligible costs which can be clearly identified (as indicated in the Budget at proposal stage) and are expressed in amounts per unit. • lump sums: these cover in global terms all or certain specific categories of eligible costs which can be clearly identified (as



No.	Question	Answer
		<p>indicated in the Budget at proposal stage).</p> <ul style="list-style-type: none"> flat-rate financing: this covers specific categories of eligible costs which can be clearly identified (as indicated in the Budget at proposal stage) and are expressed as a percentage of other eligible costs.
53.	<p>What constitutes a 60,000 EUR limitation in regards to the simplified costs?</p>	<p>The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60,000 (the indirect costs are not taken into account).</p> <p>For the purpose of this Call, the Contracting Authority authorizes the use of simplified cost options only to the budget subheadings: 1.1 and 1.2 Salaries.</p>
54.	<p>Do we have to fill in only the left side of the budget template?</p>	<p>Please refer to the footnote 2 of the Annex e3c, Budget of the Action template.</p> <p>This section ("right side of the budget template) must be completed if the Action is to be implemented over more than one reporting period (usually 12 months).</p>
55.	<p>Which equipment requires a certificate of origin?</p>	<p>All goods (supplies and materials) purchased under a contract financed under an EU instrument must originate from the EU or from an eligible country (for the list of eligible countries, please see the PRAG 2013, section 2.3.1. The rules on nationality and origin. Web link for PRAG 2013: http://ec.europa.eu/europeaid/prag/document.do.</p> <p>Please see also the Section 2.2 of the Annex IV (documents for information) in the Guidelines for Applicants.</p>
56.	<p>Is it necessary to have the supporting document e.g. Local Strategic Plan, Action</p>	<p>Where supporting documents are not in one of the official languages of the European Union or in the</p>



No.	Question	Answer
	Plan etc. in English language when submitting an application?	<p>language of the country where the action is implemented, a translation into English of the relevant parts of these documents proving the applicant(s)'s eligibility, must be attached and will prevail for the purpose of analysing the application.</p> <p>Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicants' eligibility, into English (section 2.4. Guidelines for applicants).</p>
57.	Does the applicant have to translate the entire strategic document or just the part relating to the area for which he is applying?	Please see the answer 56.
58.	Is it necessary to submit signed declaration along with project Concept notes?	The Concept Note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in one original and 2 copies in A4 size, each bound (section 2.2.2. Guidelines for Applicants).
59.	Are applicant and co-applicant listed in the grant contract?	If awarded the Grant contract, the applicant will become the Beneficiary identified as the Coordinator in documents for information Standard grant contract (Special conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the Action (Guidelines for Applicants, section 2.1.1.). The co-applicant is listed in the Special Conditions as well.
60.	Do municipalities have to pre-finance implementation of the Action?	<p>For the purposes of the initial pre-financing payment, the signed contract serves as payment request.</p> <p>Initial pre-financing payment shall be made within 30 days of receipt of the payment request by the</p>



No.	Question	Answer
		Contracting Authority (Article 15, General Conditions).
61.	Are both the applicant and the co-applicant required to provide minimum 10% of co-financing.	<p>Budget planning is the responsibility of the applicant and it depends on the design of the Action.</p> <p>The minimum 10% co-financing applies to the Action budget as a whole disregarding individual contribution of the project beneficiaries and partners.</p> <p>Distribution between the Applicant and the Co-applicant is subject of agreement between the two parties.</p> <p>For the maximum and minimum percentage applicable please refer to Guidelines for Applicants section 1.3.</p>
62.	Are salaries of employees in local authorities eligible to be treated as applicant's co-financing?	<p>Salary costs of local government employees may be considered as eligible costs, to the extent that they relate to the costs of activities which the relevant public authority would not carry out if it did not undertake the project concerned.</p> <p>Salaries of the employees are considered eligible as co-financing.</p> <p>However, contributions in kind will not be considered eligible costs.</p>
63.	Does the co-applicant have to have a valid strategic document when applying?	<p>When submitting the Concept note, it is necessary to enclose a valid municipal strategic document (sustainable development strategy (LSDS), sector strategy, action plan) where priority areas for which applicant is applying for is identified as priority with the decision on adoption of the subject document.</p> <p>There is no specific requirement that both the applicant and co-applicant have to submit valid strategic document.</p> <p>Applicants are advised to refer to the Check list for the concept note.</p>
64.	In case the local government strategy has	Please submit the valid strategic document, formally



No.	Question	Answer
	expired (e.g. covered the period until 2012) and the new one for the period 2013 – No. x is under preparation but not adopted yet, can we submit the adopted strategy as considered valid until the new one is adopted. , Is it necessary to submit an annex to the adopted valid strategic document?	adopted. In case the period covered by the subject strategy has expired but the priorities identified in it continue to be valid and subject of implementation until the new strategy is formally adopted please submit appropriate clarification and justification in addition to the document itself.
65.	How explicitly does the priority theme to which an applicant is applying has to be elaborated in the strategic document?	Priority areas for which applicants are applying under this Call for Proposals have to be identified as priorities in adopted valid municipal strategic document (sustainable development strategy – LSDS, sectoral strategy, action plan, etc).
66.	Does the city strategy relate to every city municipality?	Yes.
67.	Do all indicators have to be filled in the application form?	<p>Please refer to the Guidelines for Applicants, section 2.1.4, Types of Activity, and Annex I – Table of Indicators.</p> <p>Only actions that include all mandatory activities, with the mandatory measurable project indicators provided in the Annex I of the Guidelines for Applicants will be considered eligible.</p> <p>Applicants should fill in the Annex I indicating their baseline and estimated targets for each indicator in line with the priority they are applying for. Mandatory indicators must be duly filled. If your project does not involve optional indicators leave it blank. Indicators are not exhaustive and applicants are encouraged to develop more indicators for measuring the achievement of the project objectives.</p>
68.	If the applicant already enacted one of the listed mandatory activities, is it necessary to do it again?	<p>Only actions that include all mandatory activities, with the mandatory measurable project indicators provided in the Documents to be filled in of the Guidelines for Applicants will be considered eligible. Mandatory activities can be implemented either by applicant or co-applicants or by all parties simultaneously, (prior or during the Action).</p> <p>In case any of the Mandatory activities has already</p>



No.	Question	Answer
		<p>been performed by the applicant it is necessary to reflect it adequately in the concept note / project proposal.</p> <p>For the eligibility of actions, please see section 2.1.4. Eligibility of actions: actions for which an application may be made, of the Guidelines for applicants (p.14).</p> <p>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities” (section 2.2.4. Guidelines for Applicants).</p>
69.	<p>Do activities of an applicant and a co-applicant have to be the same? Are there obligatory activities in which the co-applicants have to take part?</p>	<p>For the information about designing and implementing the action please see section 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), Co-applicants of the Guidelines for Applicants (p.9)</p> <p>There is no specific requirement in the Guidelines for Applicants related to the distribution of activities between the co-applicant and the applicant.</p>
70.	<p>Does the co-applicant have to introduce participation/co-payment?</p>	<p>The distribution of project funds (grant and co-financing contribution) between the project parties (applicant and co-applicant) is subject of their agreement based on the design of the Action.</p>
71.	<p>Do mandatory activities require bigger portion of financing in the application?</p>	<p>There are no limits regarding the distribution of the Grant in regards to the action activities. The distribution of the Grant is to be agreed between the applicant and co-applicant(s).</p>
72.	<p>Is registration document issued by the Serbian Business Registry Agency necessary for agricultural cooperatives?</p>	<p>Yes, in case you intend to support the existing agricultural cooperative through the project.</p> <p>No, if you intend to establish new agricultural cooperative through the project.</p>
73.	<p>Does the Delegation of the European Union transfer funds only to the applicant?</p>	<p>Yes. The Contracting Authority will transfer funds to the Applicant/Coordinator only, in EUR.</p> <p>If awarded the Grant contract, the applicant will</p>



No.	Question	Answer
		<p>become the Beneficiary identified as the Coordinator in annex E3h1 (Special conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the Action (section 2.1.1. Guidelines for Applicants (p. 8))</p>
74.	<p>What is the difference between applicant, co-applicant and an affiliated entity?</p>	<p>If awarded the Grant contract, the applicant will become the Beneficiary identified as the Coordinator in annex E3h1 (Special</p> <p>Co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicant.</p> <p>The applicant and its co-applicant(s) may act with affiliated entity (ies)</p> <p>Any entity fulfilling the preconditions listed in the section 2.1.2. Affiliated entities, are eligible to take part in the application.</p>
75.	<p>Is PADOR registration for applicants and co-applicants mandatory for Concept Note evaluation?</p>	<p>Please refer to the Guidelines for Applicants, section 2.2.</p> <p><input type="checkbox"/> Phase 1, concept note: Registration in PADOR is obligatory for an applicant applying for grants above € 60 000.</p> <p>Registration is optional though strongly recommended for:</p> <p>co-applicant and affiliated entity(ies).</p> <p><input type="checkbox"/> Phase 2, full proposal: Registration in PADOR is obligatory for all pre-selected applicant, co-applicant(s) and all their affiliated entity(ies).</p>
76.	<p>Where can we find LEF number?</p>	<p>For detailed information on LEF number, please refer to EU PADOR helpdesk on the following e-mail address:</p> <p>Europeaid-pador@ec.europa.eu</p>