

**Cypriot Civil Society in Action VII
EuropeAid/169185/DH/ACT/CY
Information Session - Questions and Answers**

This document provides answers and clarifications to questions received during the information sessions that took place on 5, 7, 10, 11 and 12 August 2020 and in the functional mailbox REFORM-CYPRUS-SETTLEMENT-SUPPORT-CS-VII@ec.europa.eu from 16 July until 7 September 2020, as per point 2.2.8 of the Guidelines for grant applicants.

The deadline for requesting any **clarifications** from the contracting authority is **25 September 2020** at 15: 00 (Brussels date and time).

The **deadline** for submission of **concept note applications** is **16 October 2020 at 15:00 (Brussels date and time)**.

Please note that we cannot provide advice to individual applicants, nor can we assess the individual eligibility of an applicant or application outside of the framework of the formal evaluation of the call for proposals.

Where the Guidelines are quoted, please note that accentuations are made for the purpose of this document.

| No. | Question | Answer |
|-----|--|--|
| 1 | <i>Is a limited company an eligible candidate under Lot 1?</i> | <p>As stated under the section “2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)” of the Guidelines for applicants:</p> <p><i>“Lead applicant for lot1:</i></p> <p><i>(1) In order to be eligible for a grant, the lead applicant must:</i></p> <ul style="list-style-type: none"> • <i>be a legal person or an entity without legal personality or a natural person and</i> • <i>be non-profit-making and</i> • <i>be a civil society organisation and</i> • <i>be established in the northern part of Cyprus and</i> • <i>be directly responsible for the preparation, management and implementation of the action with</i> |

| | | |
|---|--|--|
| | | <ul style="list-style-type: none"> • <i>the co-applicant(s) and affiliated entity(ies), not acting as an intermediary, and</i> • <i>not have been awarded a grant under the Cypriot Civil Society in Action VI grant scheme either as the lead applicant or as a co-applicant, and</i> • <i>not have been awarded a grant under the Cypriot Civil Society in Action V grant scheme as the lead applicant.”</i> <p>Therefore, profit making companies are ineligible under lot 1 for this call for proposals.</p> |
| 2 | <p><i>What are the eligibility criteria for a co-applicant?</i></p> | <p>As stated under the section “2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))” of the Guidelines for applicants;</p> <p>“Co-applicant(s)</p> <p><u>For lot 1 and lot 2:</u></p> <p><i>Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant. Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself, except the one related to the need to be established in the northern part of Cyprus.</i></p> <p><i>In addition to the categories referred to in Section 2.1.1, the following are also eligible:</i></p> <ul style="list-style-type: none"> • <i>be legally established in a Member State of the European Union or on the territory of a Member State of the European Economic Area or on the territory of Candidate Countries for Accession to the European Union.</i> <p><i>Co-applicants must sign the mandate in Annex A.2 Section 5.</i></p> <p><i>If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator)”.</i></p> |
| 3 | <p><i>Could the co-applicant be established in the United Kingdom?</i></p> | <p>Please refer to the answer to question 2 for the eligibility criteria of co-applicants.</p> |

| | | |
|---|--|--|
| | | <p>Please also be aware that following the entry into force of the EU-UK Withdrawal Agreement on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.</p> |
| 4 | <p>Would it be a problem if the co-applicant has benefited from the specified previous grant programs?</p> | <p>As stated in the section “2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)” of the Guidelines for applicants; <i>“Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself”</i>. As stated below; <i>“Lead applicant for lot1: (1) In order to be eligible for a grant, the lead applicant must:</i> [...]</p> <ul style="list-style-type: none"> • <i>not have been awarded a grant</i> under the Cypriot Civil Society in Action VI grant scheme either as the lead applicant or as a co-applicant, and • <i>not have been awarded a grant under</i> the Cypriot Civil Society in Action V grant scheme as the lead applicant.” <p>For lot 2, there are no restrictions for lead applicants or co-applicants that have benefited from previous EU funded grant schemes.</p> |
| 5 | <p>Is a CSO established after the launch of the Call for Proposal eligible for Lot 1?</p> | <p>As per section 2.2.4 of the Guidelines for applicants <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i></p> <p>Eligibility criteria are stated in section “2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)” of the Guidelines for applicants.</p> <p>Please refer to the answer to question 1 for the eligibility criteria in relation to Lot 1 and the answer to question 2 for the eligibility criteria of co-applicants.</p> <p>Also, please note that the Call does not foresee any restrictions in terms of the date of registration of the CSO applying for funds.</p> |

| | | |
|---|---|---|
| 6 | <p><i>If we are planning to make an application in cooperation with an informal organisation established in the Republic of Cyprus, is it eligible under the Lot 1?</i></p> | <p>As per section 2.2.4 of the Guidelines for applicants <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i></p> <p>Please see “2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))” of the Guidelines for applicants. Please also refer to the answer to question 2 for the eligibility criteria of co-applicants.</p> |
| 7 | <p><i>As an eligible candidate can we apply for a project on social inclusion and youth?</i></p> | <p>As per section 2.2.4 of the Guidelines for applicants <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i></p> <p>However, please note that social inclusion and youth participation are within the optional priorities for all actions. However, you must also refer the mandatory priority for all actions as stated under priorities in section “1.2. Objectives of the program and priority issues” of the Guidelines for applicants;</p> <p>“Priorities</p> <p><i>The Priorities of this call for proposals are (see Chapter 2.3, step 1, evaluation grid to reflect the importance of this section):</i></p> <p><i>Mandatory for all actions:</i></p> <p>1) <i>Civil society capacity building</i></p> <p><i>Optional for all actions:</i></p> <p>2) <i>Environment and climate change</i> 3) <i>Human rights (including gender equality and anti-discrimination)</i> 4) <i>Good governance (e.g. public transparency and accountability, strengthening CSOs’ watchdog roles)</i> 5) <i>Social Inclusion and youth participation</i> 6) <i>Media literacy and promotion of ethical journalism</i></p> |

| | | The minimum number of priorities to be addressed is 2, including priority 1 (mandatory) plus minimum one from the list of five optional priorities. | | | | | | | | | | | | | | | | | | |
|------------------------------------|---|--|--|-------|-------|----------------------------|-----------------------|------------------------|-------------|---|---|-----------------------------------|---------------|-----------|--------------------|-------------|--------------|------------------------------------|--------------|----------|
| 8 | <i>What's the difference between Lot 1 and Lot 2?</i> | <p>Please refer to the table below (section 1.3 of the guidelines, p.7) that summarises the differences between lot 1 and lot 2 of the call for proposals.</p> <table border="1"> <thead> <tr> <th></th> <th>Lot 1</th> <th>Lot 2</th> </tr> </thead> <tbody> <tr> <td>Size of grants (min – max)</td> <td>EUR 30,000-EUR 60,000</td> <td>EUR 75,000-EUR 320,000</td> </tr> <tr> <td>Eligibility</td> <td>Entities without legal personality can apply.</td> <td>Entities without legal personality cannot apply.</td> </tr> <tr> <td>Declaration of honour (annex A14)</td> <td>Not necessary</td> <td>Necessary</td> </tr> <tr> <td>Duration (min-max)</td> <td>6-36 months</td> <td>24-36 months</td> </tr> <tr> <td>Financial support to third parties</td> <td>Not possible</td> <td>Possible</td> </tr> </tbody> </table> | | Lot 1 | Lot 2 | Size of grants (min – max) | EUR 30,000-EUR 60,000 | EUR 75,000-EUR 320,000 | Eligibility | Entities without legal personality can apply. | Entities without legal personality cannot apply. | Declaration of honour (annex A14) | Not necessary | Necessary | Duration (min-max) | 6-36 months | 24-36 months | Financial support to third parties | Not possible | Possible |
| | Lot 1 | Lot 2 | | | | | | | | | | | | | | | | | | |
| Size of grants (min – max) | EUR 30,000-EUR 60,000 | EUR 75,000-EUR 320,000 | | | | | | | | | | | | | | | | | | |
| Eligibility | Entities without legal personality can apply. | Entities without legal personality cannot apply. | | | | | | | | | | | | | | | | | | |
| Declaration of honour (annex A14) | Not necessary | Necessary | | | | | | | | | | | | | | | | | | |
| Duration (min-max) | 6-36 months | 24-36 months | | | | | | | | | | | | | | | | | | |
| Financial support to third parties | Not possible | Possible | | | | | | | | | | | | | | | | | | |
| 9 | <i>Can foundations apply to this Call for Proposal?</i> | <p>Please refer to the answers to questions 1 and 2 above in relation to the eligibility of applicants and co-applicant.</p> <p>Please also note that the target groups of this Call (as defined in the Guidelines for applicants, section 1.2) are “<i>all non-state, not-for-profit structures, non-partisan civil society groups through which people in the TCc organise to pursue shared objectives and ideals, whether political, cultural, social or economic; operating from the local to regional and international levels, urban and rural, formal and informal organisations. They include membership-based, cause-based and service-oriented CSOs, community-based organisations, non-governmental organisations, faith-based organisations, foundations, research institutions, gender and LGBT organisations, cooperatives, professional and business associations, not-for-profit media, trade unions and employers' organisations</i>”.</p> | | | | | | | | | | | | | | | | | | |
| 10 | <i>If a CSO established few months ago, is it an eligible</i> | As per section 2.2.4 of the Guidelines for applicants “ <i>To ensure equal treatment of</i> | | | | | | | | | | | | | | | | | | |

| | | |
|----|--|---|
| | <p>candidate?</p> | <p><i>applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities."</i></p> <p>Please note that eligibility criteria are listed in the item "2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))" of the Guidelines for applicants.</p> <p>Also, please note that the Call does not foresee any restrictions in terms of the date of registration of the CSO applying for funds.</p> |
| 11 | <p><i>Can we write a project on health or technology? or, a project on technology education?</i></p> | <p>As per section 2.2.4 of the Guidelines for applicants "<i>To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities."</i></p> <p>Please note that priorities and objectives of the Call for Proposal are stated within section "1.2. Objectives of the programme and priority issues" as referred in the Guidelines for applicants and include:</p> <p><i>Mandatory for all actions:</i></p> <ol style="list-style-type: none"> 1) <i>Civil society capacity building</i> <p><i>Optional for all actions:</i></p> <ol style="list-style-type: none"> 2) <i>Environment and climate change</i> 3) <i>Human rights (including gender equality and anti-discrimination)</i> 4) <i>Good governance (e.g. public transparency and accountability, strengthening CSOs' watchdog roles)</i> 5) <i>Social Inclusion and youth participation</i> 6) <i>Media literacy and promotion of ethical journalism</i> <p>The Guidelines for applicants also provide an indicative list of eligible actions (not exhaustive) (p. 15, section 2.1.4), including <i>inter alia</i>: developing skills and competencies of youth; training activities specifically aimed at increasing the capacity of civil society workers and other community actors; promoting innovative approaches in addressing</p> |

| | | |
|----|--|---|
| | | relevant sector issues etc. |
| 12 | <i>Could you please explain the contribution how volunteers' work may contribute to co-financing?</i> | As presented in the Guidelines for applicants (section 2.1.4, p.19): <i>“As an exception, contributions in-kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs). Volunteers' work may comprise up to 50 % of the co-financing (financial contribution of the grant beneficiary). This type of costs must be presented separately from other eligible costs in the estimated budget. The value of the volunteers' work must always be excluded from the calculation of indirect costs. When the estimated costs include volunteers' work, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work”.</i> |
| 13 | <i>Can those who prepare projects proposals claim fees in the budget plan? Is there a certain percentage reserved for this?</i> | As stated under Guidelines for applicants under (section 2.1.5, p.20) ineligible costs, inter alia , include: [...] • costs incurred prior to the signature of the contract. |
| 14 | <i>We are planning to establish playground for children as a foundation. Are these kinds of actions eligible costs under this call for proposal?</i> | As per section 2.2.4 of the Guidelines for applicants <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i> However, please note that, among others, the following types of action are ineligible under this call for proposal (section 2.1.5, p.20): [...] • <i>projects in which infrastructure or works represent more than 10% of the budget; and</i> • <i>projects in which the purchase of equipment represents more than 20% of the budget.</i> Also, note that, among others, the following costs are not eligible : [...] • <i>rent of land, buildings and offices where property rights of natural and legal persons have not been respected (in conformity with Article 7 of the Council Regulation (EC) No 389/2006 of 27 February establishing an instrument of financial support for encouraging the economic development of the Turkish Cypriot community); and</i> |

| | | |
|----|--|---|
| | | <ul style="list-style-type: none"> • works, infrastructures and renovation/refurbishment of buildings where property rights of natural and legal persons have not been respected (in conformity with Article 7 of the Council Regulation (EC) No 389/2006 of 27 February establishing an instrument of financial support for encouraging the economic development of the Turkish Cypriot community). |
| 15 | <i>If the project owner is also the coordinator of the project, can he/she receive a salary within the project?</i> | <p>Please note that, to be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines) and with the provisions of article 7.1.1 of the special conditions.</p> <p>According to Article 14.2 of the general conditions, the following direct costs of the beneficiary(ies) shall be eligible (inter alia):</p> <p><i>a) the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (excluding performance-based bonuses); salaries and costs shall not exceed those normally borne by the beneficiary(ies), unless it is justified by showing that it is essential to carry out the action.</i></p> <p>Please also consult section 2.1.5 of the Guidelines for applicants, for details in relation to the eligibility of costs.</p> |
| 16 | <i>Can associations without formal registration select `Natural Persons` option for PADOR?</i> | If an association is without formal registration or without legal personality “ unknown ” can be selected for PADOR registration. |
| 17 | <i>Can two different natural persons with affiliation to the same civil society organisation submit different applications under Lot 1</i> | <p>The number of applications and grants per applicants / affiliated entities as stated in section 2.1.4 of the Guidelines (p.17) are as follows:</p> <ul style="list-style-type: none"> • <i>The lead applicant may not submit more than 1 (one) application per lot under this call for proposals.</i> • <i>The lead applicant may not be awarded more than 1 (one) grant under this call for proposals.</i> • <i>The lead applicant may be a co-applicant or an affiliated entity in another application</i> |

| | | |
|----|---|--|
| | | <p>at the same time.</p> <ul style="list-style-type: none"> • A co-applicant/affiliated entity may be the co-applicant or affiliated entity in more than 1 (one) application(s) under this call for proposals. • A co-applicant/affiliated entity may be awarded more than 1 (one) grant(s) under this call for proposal. |
| 18 | Does a natural person need to register in PADOR under Lot 1? Please note that based on guidelines page 22 it is not necessary to register. | <p>Registration through PADOR is recommended even though the Guidelines says it is not mandatory.</p> <p>It is strongly recommended to register in PADOR well in advance and not to wait until the last minute before the deadline to submit your application in PROSPECT.</p> |
| 19 | Is co-applicant mandatory either for Lot 1 or for Lot 2? | Partnerships are not mandatory under this call. |
| 20 | Can a natural person be a citizen of the northern part of Cyprus but residing abroad or should the person be established and residing in the northern part of Cyprus? | <p>Please refer to the answer to question 1 for the eligibility criteria of the lead applicants and the answer to question 2 for the eligibility criteria of co-applicants.</p> <p>Please note that entities without legal personality and natural persons cannot apply under LOT 2.</p> |
| 21 | Does the bank have to be in the northern part of Cyprus? | <p>As stated under section 2.4. point 6 of the Guidelines (p.35), supporting documents for provisionally selected applications include, among others:</p> <p>[...]</p> <p><i>“A financial identification form of the lead applicant (not from co-applicant(s)) [...], certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the European Commission was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead”.</i></p> |
| 22 | Can the co-applicant fill the application form on behalf of the lead applicant? | The lead applicant should submit the application form. The application form can be prepared together by the lead applicant and the co-applicant, but a co- applicant cannot submit the application on behalf of the lead applicant. |

| | | |
|----|--|--|
| 23 | <i>Where can the full list of projects from previous calls be found?</i> | The lists of previously awarded EU funded grant projects in the civil society sector (in English and Turkish) are available on the website of the EU Grant Support Team: https://www.tceugrantsupport.eu/en/cs-projects-results/ |
| 24 | <i>If a lead applicant applies for both Lot 1 and Lot 2 and is granted for both, who decides which project should be chosen? Can the lead applicant choose between the grants?</i> | In this case, the applicant will be informed by the Evaluation Committee and will be given an opportunity to choose between the selected grant projects. |
| 25 | <i>Is it possible to make a collaboration with a natural person from other EU countries such as France or Italy?</i> | Please refer to the answer to question 2 for the eligibility criteria of co-applicants. Please note that entities without legal personality and natural persons cannot apply under LOT 2 . |
| 26 | <i>If the lead applicant is an entity without legal personality; what are the proof documents that the lead applicant can provide to meet the conditions listed in footnote 14 (page 9 of the guidelines)?</i> | Please note that, as per footnote 14 (Guidelines for applicants, section 2.1.1 p.9) <i>“Grant applications may be eligible if submitted by entities which do not have legal personality under the applicable local legal text, on the condition that the representatives of that applicant can prove that they have the capacity to undertake legal obligations on behalf of the applicant, and that they offer financial and operational guarantees equivalent to those provided by legal persons”</i> . The following proof documents need to be uploaded to PADOR while creating a PADOR profile for the entity: 1) a) ID; or, b) Passport or ID, and resident permit; and, 2) Bank documents (of a bank operating in the northern part of Cyprus) showing bank account and account holder details. |
| 27 | <i>Do all eligibility criteria need to be fulfilled? Can an individual person apply and not be a Civil Society organisation?</i> | Please refer to the answer to question 1 for the eligibility criteria of the lead applicants and the answer to question 3 for the eligibility criteria of co-applicants. |

| | | |
|----|---|--|
| | | <p>All the applicants have to be civil society organisations while also fulfilling the other listed eligibility criteria.</p> <p>Please note that entities without legal personality and natural persons cannot apply under LOT 2.</p> |
| 28 | <i>Does an organisation need to have a bank account to apply?</i> | <p>It is necessary to have a bank account but it can be a bank account of a natural person who is applying on behalf of the organisation that is not formally registered. As the entities in question do not have formal registration documents, a bank account serves as proof that the entity applying under Lot 1 is established in the northern part of Cyprus.</p> <p>If the applicant's concept note and full application are successful and the proposal is provisionally selected, the applicant will then be required to indicate a bank account (ideally in EURO), into which the grant will be deposited, if the applicant is eventually awarded a grant contract. Then, it is required that a financial identification form indicating the details of this particular bank account will be required. For further details, please see section 2.4 p.35 of the Guidelines to Applicants.</p> |
| 29 | <i>Does the EU Grant Support Team provide help on project development (such as providing comments to finalised concept notes, drafting concept notes, developing individual log-frames etc.)?</i> | <p>For help on project design and project development, please consult Civic Space. Upon request, Civic Space will provide support for potential applicants related to project development.</p> <p>Please contact: info@civicspace.eu/info@sivilalan.eu or +90 392 227 6505 Civic Space Help Desk website: https://www.civicspace.eu/help-desk.php?l=t</p> <p>The Grant Support Team's may be contacted if you need support ONLY related to PADOR and PROSPECT: www.tcceugrantsupport.eu or +90 392 228 32 60 or https://www.facebook.com/ABhibedestek/</p> <p>Please note that to ensure equal treatment of applicants, Civic Space, the Grant Support</p> |

| | | |
|----|---|--|
| | | Team or any other service or grant contract funded by the European Union, cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities. |
| 30 | <i>Does this Call for Proposal include research institutes or universities?</i> | <p>Please refer to the answer to question 1 for the eligibility criteria of lead applicants and also note that (as per the Guidelines for applicants, section 1.2, p.6):</p> <p><i>The target groups of this Call are all non-state, not-for-profit structures, non-partisan civil society groups through which people in the TCc organise to pursue shared objectives and ideals, whether political, cultural, social or economic; operating from the local to regional and international levels, urban and rural, formal and informal organisations. They include membership-based, cause-based and service-oriented CSOs, community-based organisations, non-governmental organisations, faith-based organisations, foundations, research institutions, gender and LGBT organisations, cooperatives, professional and business associations, not-for-profit media, trade unions and employers' organisations.</i></p> |
| 31 | <i>Who evaluates concept note applications?</i> | <p>Details of the evaluation process are presented in the Guidelines for applicants, section 2.3, p.27.</p> <p>Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors.</p> |
| 32 | <i>Does the project and necessary documents need to be in English?</i> | <p>Applicants must apply in English in the provided concept note form.</p> <p>Per section 2.4 of the Guidelines (p.35), <i>“the requested supporting documents (uploaded in PADOR or sent together with the PADOR offline form) must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. Where such documents are not in one of the official languages of the European Union, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)'</i></p> |

| | | |
|----|--|--|
| | | <i>eligibility, must be attached for the purpose of analysing the documents”.</i> |
| 33 | <i>Can old PADOR accounts be used for the new call?</i> | Old PADOR accounts can be used, but documentation and information need to be updated. |
| 34 | <i>Is it necessary to provide the budget at this stage of the application?</i> | <p>At the concept note stage, the requested EU contribution and the requested EU contribution percentage need to be stated. A budget adhering to Annex B of the Guidelines for applicants needs to be submitted with the full application, not at the concept note stage.</p> <p>Per section 2.2.5 of the Guidelines (p.25): <i>“The elements outlined in the concept note may not be modified in the full application. The EU contribution may not vary from the initial estimate by more than 20%, although lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in the Guidelines under Section 1.3”.</i></p> |
| 35 | <i>Could the “municipalities” apply to this Call as applicants or co-applicants?</i> | <p>Please refer to the answer to question 1 for the eligibility criteria of the lead applicants and the answer to question 2 for the eligibility criteria of co-applicants.</p> <p>The eligibility criteria do not apply to associates.</p> <p>For the purposes of this Call for Proposals, local communities are NOT considered civil society organisations.</p> |
| 36 | <i>Does the call envisage a ceiling for Human Resources salaries?</i> | Although the call does not dictate an upper limit for human resource remuneration, it is expected that the fees indicated are coherent with the scope and needs of the action as well as being in line with the general salary scale and/or human resources policy of the organisation (see Art. 14.2 – a) of the general conditions of the draft contract). |
| 37 | <i>What is the payment procedure once the grant contract is signed?</i> | As per section 2.6 of Guidelines for applicants: <i>“Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these Guidelines)”.</i> |

| | | |
|----|--|---|
| | | Payment terms of the grant contract are detailed in the general conditions (Annex II) under article 15. |
| 38 | <i>Can public institutions be funded under ‘financing to third parties’?</i> | As per the Guidelines for applicants (section 2.1.4): <i>“The third parties eligible for financial support should be civil society activists or CSOs”</i> . |
| 39 | <i>When is the expected date of contract signature?</i> | As per Section 2.5.2 of the Guidelines “Expected Timetable”, <i>the expected (indicative only) date for contract signature is June 2021.</i> |
| 40 | <i>Should we include extra annexes to the concept note?</i> | No. As laid down in Guidelines for applicants (section 2.2.1, p.23) <i>“Only the concept note form will be evaluated. It is therefore of the utmost importance that this document contains all relevant information concerning the action. No additional annexes should be sent.”</i> |
| 41 | <i>Should the EU contribution be stated at the concept note stage?</i> | The requested EU contribution and its percentage of the total eligible cost should be stated in PROSPECT at the concept note stage. |
| 42 | <i>What is the title of Lot 1 and title of Lot 2</i> | There are no titles – please simply indicate ‘Lot 1’ or ‘Lot 2’. |
| 43 | <i>Just to confirm that Lot 1 and Lot 2 have the same application form?</i> | Yes, Lot 1 and Lot 2 have the same concept note application form. |
| 44 | <i>Are federations classified as civil society organisations?</i> | As per section 2.2.4 of the Guidelines for applicants <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i> Please note that the target groups of this Call are: <i>“All non-state, not-for-profit structures, non-partisan civil society groups through which people in the TCc organise to pursue shared objectives and ideals, whether political, cultural, social or economic; operating from the local to regional and international levels, urban and rural, formal and informal organisations. They include membership-based, cause-based and service-oriented CSOs, community-based organisations, non-governmental organisations, faith-based organisations, foundations, research institutions, gender and LGBT organisations, cooperatives, professional and business associations, not-for-profit media, trade unions</i> |

| | | |
|----|---|--|
| | | <p><i>and employers' organisations".</i></p> <p>Please also note that eligibility criteria are listed in the item "2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))" of the Guidelines for applicants.</p> |
| 45 | <i>Are municipalities considered as eligible lead applicants or co-applicants for this call.</i> | Please consult answer to question 35. |
| 46 | <i>Can you please confirm if there is any prior years of establishment for the NGOs to become eligible to apply?</i> | There are no such requirements. |
| 47 | <i>Are newly founded NGOs (1 year or less) eligible to apply?</i> | The Call does not foresee any restrictions in terms of the date of registration of the NGOs applying for funds. |
| 48 | <i>Does the Coordinator and the co-applicant (separately and/or together) have a right to demand any financial aid for the services and the time they've spent for the administration of the project?</i> | <p>Please refer to the answer to question 15 above.</p> <p>Please also consult section 2.1.5 of the Guidelines for applicants, for details in relation to the eligibility of costs.</p> |
| 49 | <i>If we want to buy a service from third parties (ex: an instructor) what is the method for us to calculate the daily or annual average minimum wage for them and the method of buying these services?</i> | <p>The procurement rules that should be followed during contract implementation are defined under "Annex IV to grant contract" available on the EuropeAid website.</p> <p>In Annex B – Budget, applicants define the unit value, number of units and total costs of their various budget's items based on their own market research.</p> <p>Please note that at the concept note stage, only the requested EU contribution and the requested EU contribution percentage need to be stated. A budget adhering to Annex B of the Guidelines for applicants needs to be submitted with the full application, NOT at the concept note stage.</p> |
| 50 | <i>If any conferences or exhibition visits are to be planned in any</i> | As per section 2.1.4 of the Guidelines for applicants: |

| | | |
|----|---|--|
| | <p><i>other countries, what are the limitations of these visits in cases of country selection, number of attendants or the maximum duration of these visits?</i></p> | <p><i>“Actions must take place in the northern part of Cyprus. If proven relevant by the description of the action, some of the activities may take place in a member state of the European Union, in a member state of the European economic area or in one of the candidate countries for accession to the European Union. However, such activities cannot constitute the major part of the action.”</i></p> <p>The same section also lists ineligible actions among which:</p> <p>[...]</p> <ul style="list-style-type: none"> • <i>“one-off events such as conferences, round tables, seminars and similar events. Such events may be financed if they are part of a wider action”;</i> <p>Apart from the above, the Guidelines for applicants do not give any specific requirements on the number of participants nor on the duration of conferences or other visits outside the northern part of Cyprus.</p> <p>Please also consult section 2.1.5 of the Guidelines for applicants, for details in relation to the eligibility/ineligibility of costs.</p> |
| 51 | <p><i>Should the declaration by the applicant be signed with e-signature, or a scanned version of an original signature would be fine?</i></p> | <p>The declaration should be printed out, signed and a scanned version should be uploaded in PROSPECT under the relevant section.</p> |
| 52 | <p><i>Do we insert gross or net salaries under the budget?</i></p> | <p>The budget under the human resources heading should consist of gross salaries including social security payments, and other social contributions. (see Art. 14.2 –a) of the general conditions of the contract). However, do note that the budget is only submitted at full application stage and NOT at concept note stage.</p> |
| 53 | <p><i>Does the rule of origin for procuring equipment apply without exception? What if there is no brand of the particular equipment complying with rule of origin.</i></p> | <p>As per Annex G of the Guidelines for applicants (Article 7) - <i>For those items included in the approved budget and necessary for the implementation of the Action, the rule of origin shall not apply for the purchase of equipment of an individual value below EUR 2,500.</i></p> |

| | | |
|----|---|---|
| | | <p>Also, as per the same Article - <i>Where an agreement on widening the market for procurement of goods, works or services applies, access must also be open to nationals and goods originating from other countries under the conditions laid down in that agreement. In addition, in duly substantiated exceptional cases foreseen by the applicable regulations, in order to give access to nationals or goods originating from countries other than those referred to in sections 2.1 and 2.2, a derogation by the European Commission must be sought prior to the launch of the procedures.</i></p> |
| 54 | <p><i>Is a Chamber an eligible candidate for this Call for proposals?</i></p> | <p>As per section 2.2.4 of the Guidelines for applicants <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i></p> <p>Please refer to section “2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))” of the Guidelines for applicants and to the answers to questions 1 and 2 above in relation to the eligibility of applicants and co-applicant.</p> <p>Please also note that the target groups of this Call (as defined in the Guidelines for applicants, section 1.2) are <i>“all non-state, not-for-profit structures, non-partisan civil society groups through which people in the TCc organise to pursue shared objectives and ideals, whether political, cultural, social or economic; operating from the local to regional and international levels, urban and rural, formal and informal organisations. They include membership-based, cause-based and service-oriented CSOs, community-based organisations, non-governmental organisations, faith-based organisations, foundations, research institutions, gender and LGBT organisations, cooperatives, professional and business associations, not-for-profit media, trade unions and employers’ organisations”.</i></p> |
| 55 | <p><i>Can an applicant that applies as an “entity without legal personality” include costs related to the establishment of its CSO in the budget of its action?</i></p> | <p>As per section 2.2.4 of the Guidelines for applicants <i>“To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.”</i></p> <p>Please refer to the answer to question 7 above on the priorities and objectives of the Call for proposals and to section 1.2. “Objectives of the programme and priority issues” of the</p> |

| | | |
|--|--|--|
| | | <p>Guidelines for applicants. In particular please note:</p> <p><i>“The Priorities of this call for proposals are (see section 2.3, step 1, evaluation grid to reflect the importance of this section):</i></p> <p><i>Mandatory for all actions:</i></p> <p>1) <i>Civil society capacity building. [...]”</i></p> <p>Please also consult section 2.1.5 of the Guidelines for applicants, for details in relation to the eligibility and ineligibility of costs.</p> <p>However, please note that the budget is only submitted at full application stage and NOT at concept note stage.</p> |
|--|--|--|