

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 session and workshops that took place on 26-27 August, 9-10, 16-17 and 24 September 2020 and in the functional mailbox REFORM-CYPRUS-SETTLEMENT-SUPPORT-CS-VII@ec.europa.eu from 8 September until 25 September 2020, as per point 2.2.8 of the Guidelines for grant applicants.

*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>How long would it take to evaluate applications? When we will sign the contract?</i>	Please consult the dates published under the section 2.5.2 Indicative timetable of the Guidelines, as follows:

2.5.2. Indicative timetable

	DATE	TIME
1. Information meeting (if any)	July – September 2020	TBC
2. Deadline for requesting any clarifications from the contracting authority	25 September 2020	15:00 (Brussels time)
3. Last date on which clarifications are issued by the contracting authority	6 October 2020	-
4. Deadline for submission of concept notes	16 October 2020	15:00 (Brussels time)
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	1 December 2020	-
6. Invitations to submit full applications	1 December 2020	-
6. Deadline for submission of full applications	29 January 2021	-
7. Information to lead applicants on the evaluation of the full applications (Step 2)	April 2021	-
8. Notification of award (after the eligibility check) (Step 3)	April 2021	-
9. Contract signature	June 2021	-

2	<p><i>Who may benefit from the financial support to third parties? Can 3rd party sub-grants be given to the board members or potential board members of CSO's?</i></p>	<p>As stated under the section 2.1.4 Eligible Actions: action for which an application may be made, page 16 of the Guidelines for applicants: <i>“The third parties eligible for financial support should be civil society activists, or CSOs as defined under section 1.2 above”</i>.</p> <p>Applicants may not propose financial support to third parties under Lot 1.</p> <p>As per the Annex IV to the grant contract, <i>“If the implementation of an action requires procurement by the beneficiary(ies), the contract must be awarded to the tender offering best value for money (i.e. the tender offering the best price-quality ratio) or, as appropriate, to the tender offering the lowest price. In doing so, the beneficiary(ies) shall avoid any conflict of interests....”</i></p>
3	<p><i>Is there a document for the Concept Note scoring criteria?</i></p>	<p><i>The scoring grid, containing quality criteria relevant for the concept note evaluation is provided under the section 2.3 Evaluation and selection of applications of the Guidelines for Applicants (page 28)</i></p>

<p>The <u>evaluation criteria</u> are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.</p>	
Section	Maximum Score
1. Relevance of the action	25
1.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5x2 **
1.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	5
1.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices) and the other additional elements indicated under 1.2. of the guidelines for applicants?	5
2. Design of the action	25
2.1. How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2 **
2.2. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? Does the design take into account external factors (risks and assumptions)?	5
2.3. Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5
2.4. To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities,	5

		<table border="1"> <tr> <td>needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?</td> <td></td> </tr> <tr> <td>Maximum total score</td> <td>50</td> </tr> </table> <p>** This score is multiplied by 2 because of its importance.</p> <p>Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (objectives of the programme) of these guidelines.</p>	needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?		Maximum total score	50
needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?						
Maximum total score	50					
4	Does the Call require to have at least one Turkish Cypriot within the initiatives?	Please refer to the section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) of the Guidelines for applicants.				
5	Guidelines mention volunteer work as contribution in kind, but in the budget should it be shown under budget heading 10 (provision for contingency reserve) as in the example or budget heading 12 (taxes and contributions in kind?)	<p>As stated in the Guidelines for applicants (Section 2.1.4, p.19): “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”.</p> <p>Please note that at concept note stage, you are not required to present the full budget (Annex B). This annex is only requested at full application stage. In Annex B, volunteer's work shall be presented under budget line 10.2.</p>				
6	Can equipment be purchased from the northern part of Cyprus or Turkey?	<p>As stated in the Annex IV “Procurement by grant beneficiaries in the context of European Union external actions” procurement of supplies and services must be in line with:</p> <p>The nationality rules <i>Participation in tender procedures managed by the beneficiary(ies) is open on equal terms to all natural who are nationals of and legal persons (participating either individually or in grouping-consortium- of tenderers) effectively established in a Member State or a country,</i></p>				

		<p><i>territory or region mentioned as eligible by the relevant regulation/basic act governing the eligibility rules for the grant as per Annex A2a to the practical guide. Tenderers must state their nationality in their tenders and provide the usual proof of nationality under their national legislation.</i></p> <p><i>This rule does not apply to the experts proposed under service tenders financed by the grant.</i></p> <p>The rule of origin</p> <p><i>If the basic act or the other instruments applicable to the programme under which the grant is financed contain rules of origin for supplies acquired by the beneficiary in the context of the grant, the tenderer must be requested to state the origin of the supplies, and the selected contractor will always have to prove the origin of the supplies.</i></p> <p><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><i>For equipment and vehicles of a unit cost on purchase of more than EUR 5000, contractors must present proof of origin to the beneficiary(ies) at the latest when the first invoice is presented. The certificate of origin must be made out by the competent authorities of the country of origin of the supplies and must comply with the rules laid down by the relevant Union legislation. Failure to comply with this condition may result in the termination of the contract and/or suspension of payment.</i></p>
7	<p><i>Is infrastructure works eligible under this call?</i></p>	<p>As stated under the section 2.1.4. Eligible actions: actions for which an application may be made;</p> <p><i>The following types of action are ineligible:</i></p> <ul style="list-style-type: none"> • <i>actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;</i> • <i>actions concerned only or mainly with individual scholarships for studies or training courses;</i>

		<ul style="list-style-type: none"> • <i>actions which duplicate other EU funded projects or programmes, or that are not complementary to/ not supporting the actions currently implemented with EU funding in the TCc in the respective sector and those not aligned with the strategy currently implemented by the EU in this sector;</i> • <i>actions already financed in full by another donor;</i> • <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> • projects in which infrastructure or works represent more than 10% of the budget; • projects in which the purchase of equipment represents more than 20% of the budget. <p>Furthermore, the following costs are also not eligible:</p> <ul style="list-style-type: none"> • <i>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).</i>
8	<i>Should the necessary software purchase cost and its relevant training be included in the budget?</i>	You may include it. However please note that Annex B (detailed budget) is not required at concept note stage of the application process.
9	<i>May I have 5 or more specific objectives?</i>	There is no limitation on the number of specific objectives. However, you are advised to limit the number of specific objectives to a reasonable limit. Moreover, as stated in Annex E3d (the logical framework and activity matrix), it is good practice to have one specific objective only.
10	<i>We are planning to set up a medium-scale conference. Is it necessarily to indicate the exact number of attendees for the conference?</i>	There is no need to state the exact number of participants at such conference, but to indicate the expected number of such participants.

11	<i>Is it decided how many CN will be accepted at the first stage? What is the expected percentage of success?</i>	<p>The overall percentage depends on how many concept notes were received and on the total budget that is requested.</p> <p>For further details please consult section 2.3 Evaluation and selection of the application, of the Guidelines for Applicants. In particular:</p> <p><i>“[...] Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.</i></p> <p><i>Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.</i></p> <p><i>Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to at least 250% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant. [...]”</i></p>
12	<i>If we are a newly established initiative and non-profit making what are the supporting documents, we need to upload for PADOR registration?</i>	<p>The following proof documents need to be uploaded to PADOR while creating a PADOR profile for the entity:</p> <ol style="list-style-type: none"> 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.
13	<i>Is it compulsory to include a proof of bank statement for financial guarantee?</i>	<p>Please consult section 2.4 Submission of supporting documents for provisionally selected applications of the Guidelines for applicants for further details regarding the supporting documents.</p> <p>Also, please note that evaluation of operational and financial capacity of the applicants only takes place at the full application stage of the evaluation process, not at concept note stage.</p>
14	<i>Can the fees to establish an Association legally be included?</i>	<p>The Guidelines for Applicants, under the section 2.1.5 Eligibility of Costs (sub-section</p>

		<p>ineligible costs) list the costs considered non eligible. The 'fees to establish an association' are not listed there are ineligible. Please note nevertheless that in order to be considered eligible, and in compliance with article 14 of the General Conditions, costs are to be incurred during the period of implementation of the grant agreement.</p> <p>However, please note that you are not required to submit a detailed budget (Annex B) at the concept note stage of the application process.</p> <p>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.</p>
15	<i>Can any person or an individual submit a project?</i>	<p>Please see the section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) of the Guidelines for applicants.</p> <p>All the applicants have to be civil society organisations while also fulfilling the other eligibility criteria listed under 2.1.1.</p> <p>Please note that entities without legal personality and natural persons cannot apply under Lot 2.</p>
16	<i>Can a lead applicant be a full-time worker at other institution?</i>	<p>If a representative of an entity without legal personality is a lead applicant, the representative of the CSO can be a full-time worker at another institution.</p>
17	<i>When the lead applicant represents a CSO and co-applicant represents another CSO, does this count as a partnership?</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>“Co-applicant(s)</i></p> <p><u><i>For lot 1 and lot 2:</i></u></p> <p><i>Co-applicants participate in designing and implementing the action, and the costs they</i></p>

		<p><i>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>
18	<i>Could web page preparation be an expense under Visibility?</i>	<p>Web page design can be presented under the “services” or “visibility” budget heading. Please note nevertheless that in order to be considered eligible, and in compliance with article 14 of the General Conditions, costs are to be incurred during the period of implementation of the grant agreement</p> <p>However, please note that you are not required to submit a detailed budget (Annex B) at the concept note stage of the application process but only at full application stage.</p>
19	<i>Default font on Annex I is Times New Roman, even to this do we need to write with Arial?</i>	<p>Default font shall be Arial. Although the first few introductory pages of the concept note (e.g. table of contents) are in Times New Roman font, starting from page 4, the default font of the actual sections to be filled out by the applicants should be Arial. As stated under the <i>instructions for drafting the concept note</i>, the font used by applicants should be Arial 10.</p>
20	<i>Should place names be written with both “new” and “old” names?</i>	<p>Yes. As an example, Trikomo/Iskele.</p>
21	<i>Is there any registration number for Associations? If yes, what is it?</i>	<p>The registration number requested in PADOR under the “Registration data and VAT” section refers to the registration number which is indicated on the association registration document. It is specific to each legally registered association.</p>
22	<i>Can the representative of one group also be eligible to</i>	<p>In principle, this is possible, however do note that as per Guidelines for Applicants (page</p>

	<i>apply in another group as representative? If so, can both projects be awarded?</i>	<p>17), Section 2.1.4:</p> <p><i>The lead applicant may not submit more than 1 (one) application per lot under this call for proposals.</i></p> <p><i>The lead applicant may not be awarded more than 1 (one) grant under this call for proposals.</i></p> <p><i>The lead applicant may be a co-applicant or an affiliated entity in another application at the same time.</i></p> <p><i>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.</i></p> <p><i>A co-applicant/affiliated entity may be awarded more than 1 (one) grant(s) under this call for proposals.</i></p>
23	<i>Can the representative of a group also be the project coordinator in a project?</i>	Yes, provided he/she is not working full time in either of the actions or in any other EU funded grant project simultaneously.
24	<i>Can the head of an Association's Board be the project coordinator in a project?</i>	In principle, yes, unless otherwise defined in the association's organisational statutes and other founding documents.
25	<i>Can someone be project coordinator in two different projects?</i>	Yes, provided the person is not working as a full-time employee in one of the projects or in any other EU funded grant project simultaneously.
26	<i>xx will apply under Lot 2 to improve the capacity of the 15 chambers under its umbrella. Is it possible for the chambers under the xx to apply under Lot 1?</i>	The Guidelines, apart from the eligibility and other criteria defined (section 2.1 of the Guidelines for applicants), do not restrict affiliated entities with potential grant applicants to apply on their own.
27	<i>Could you define the point "salary cost of the personnel of local bodies" under ineligible cost?</i>	This point refers to costs of salaries of personnel working in local bodies tasked with issues such as social protection, 'legal' matters, external relations etc. operating in the northern part of Cyprus.

28	<p><i>Financial documentation requirements for the lead partner organisation (applying under Lot 2): Could you please specify the financial documents needed at the concept note stage and the full-proposal stage respectively?</i></p> <p><i>Does the lead partner have to provide financial accounts for the last 3 years or less (e.g. only 2019) can be sufficient for newer organisations; do these need to be audited accounts or completed accounting books/files (i.e. since 2019 audits are not complete) would suffice?</i></p>	<p>Please consult section 2.4. point 6 of the Guidelines (p.35), supporting documents, to further understand the supporting documents required.</p> <p>Please note that operational and financial capacity of the applicant(s) will be evaluated at full application stage, and not at concept note stage.</p> <p>Among supporting documents, you shall be requested to submit “A copy of the lead applicant’s latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed)”.</p> <p>Please also consult point 7. section 2.4 which states: “Entities without legal personality must, to the extent possible, submit the documentation listed above. In addition, a letter must be provided by the legal representative certifying his/her capacity to undertake legal obligations on behalf of the entity.”</p> <p>Please also note that “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”.</p>
29	<p><i>Does the lead applicant have to be TC organisation? Are Greek Cypriots eligible to apply as a lead applicant?</i></p>	<p>Please refer to section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) of the guidelines.</p> <p>In particular, please note:</p> <p>Lead applicant</p> <p>For lot1: (1) In order to be eligible for a grant, the lead applicant must:</p> <ul style="list-style-type: none"> • be a legal person or an entity without legal personality or a natural person and

	<ul style="list-style-type: none"> • <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 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>For lot 2: (1) <i>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 and</i> • <i>be non-profit-making and</i> • <i>be a civil society organisation¹⁶ and</i> • <i>be legally established in the northern part of Cyprus and</i> • <i>be directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.</i> <p>Co-applicant(s)</p> <p>For lot 1 and lot 2:</p> <p>Co-applicants <i>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.</i></p> <p><i>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>
30	<p><i>What is the amount of pre-financing?</i></p>	<p>Pre-financing arrangements are defined in the general conditions (Annex II), article 15.1 (payment procedures), where it states:</p> <p><i>“The contracting authority must pay the grant to the coordinator following one of the payment procedures below, as set out in Article 4 of the special conditions.</i></p> <p><i>Option 1: Actions with an implementation period of 12 months or less or grant of EUR 100,000 or less</i></p> <p><i>(i) an initial pre-financing payment of 80% of the maximum amount referred to in Article 3.2 of the special conditions (excluding contingencies);</i></p> <p><i>Option 2: Actions with an implementation period of more than 12 months and grant of more than EUR100000</i></p> <p><i>(i) an initial pre-financing payment of 100 % of the part of the estimated budget financed by the contracting authority for the first reporting period (excluding contingencies). The part of the budget financed by the contracting authority is calculated by applying the percentage set out in Article 3.2 of the special conditions;</i></p> <p><i>(ii) further pre-financing payments of 100 % of the part of the estimated budget financed by the contracting authority for the following reporting period (excluding not authorised contingencies)”</i></p>

		Please consult this article in full, to understand payment options in detail.
31	<i>Can a Turkish Cypriot be a legal person and apply through a CSO that is based in the Republic of Cyprus?</i>	<i>Please refer to question section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) of the guidelines.</i>
32	<i>Can I cooperate as a natural person with a Turkish Cypriot CSO? Is it eligible such cooperation?</i>	Co-applicants can be natural person under lot 1 as long as they are also a civil society organisation and fulfil the other criteria specified under section 2.1.1 of the guidelines for applicants. However please note that for lot 2, the applicant has to be legally registered.
33	<i>EU funding contribution is 60-95%. What are the criteria to determine the exact contribution rate?</i>	The EU does not have specific criteria to determine the contribution rate within the 60%-95% limits. The applicants determine themselves and propose the percentage of their contribution and the EU contribution in their requested grant.
34	<i>If applying under Lot1, can implementation begin later, as long as the action is completed within the 36-month project period. E.g. can the start date of a project be 1st November 2021 with the end date being 30th January 2023?</i>	The expected tentative start of the grant actions, is June 2021. As per standard grant contract published for this Call (Annex G), the (grant) contract enters into force on the date when the second of the two parties signs , and implementation of the action shall begin on the day following that on which the second of the two parties signs.
35	<i>Can someone be a contact person in 2 projects but be part of 2 different organisations?</i>	The Guidelines for applicants do not envisage any rules for the contact persons for the project.
36	<i>Can a new entity/ organisation not registered in the northern part of Cyprus have Greek Cypriots or persons residing in the UK as part of their group?</i>	Please note that Guidelines are not defining the exact nationality of all individuals comprising the non-registered CSO applying for the Call, but that eligibility criteria for the applicants clearly state (among others): - <i>“Actions must take place in the northern part of Cyprus.</i> <i>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</i>

		<p><i>activities cannot constitute the major part of the action”.</i></p> <p>- Lead applicants for Lot 1 need to <i>“be established in the northern part of Cyprus”.</i></p> <p>-Lead applicants for Lot 2 need to <i>“be legally established in the northern part of Cyprus”.</i></p>
37	<i>As xx Association, we would like to ask if it is possible to use xx Project deliverables as our proposed action's training material?</i>	Please consult Article 7 of the General conditions for the rules in relation to ownership of results. Unless otherwise stipulated in the special conditions, ownership of, and title and intellectual and industrial property rights to, the action's results, reports and other documents relating to it will be vested in the beneficiary(ies).
38	<i>We understand that associates cannot receive funding from the project budget in terms of human resources or administrative costs, but they can receive per diem and travel reimbursement. Can project associates who support and participate in the project activities as facilitators, experts, consultants, or provide their convening power (e.g. coordinating access to members, networks, groups) and the like, be reimbursed for their time, with service fees, daily fees or honorariums?</i>	<p>Please refer to section 2.1.3 of the Guidelines for applicants, for the definition of the term ‘associates’ (<i>“Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Annex A.2 Section 4 — ‘Associates participating in the action’ — of the grant application form”</i>).</p> <p>Staff and individuals working under the action, such as facilitators, experts, consultants, or project coordinators for instance do not need to be defined as associates.</p>
39	<i>In case where the main applicant will apply with a co-applicant, do they have to share the co-financing?</i>	Co-financing and other financial as well as operational matters need to be agreed between the project partners. It is strongly recommended to have a signed memorandum of understanding between project partners.
40	<i>Can we show two different target groups within our project?</i>	The number of the target groups may differ from project to project depending on the scope of the project as well as its expected impact and outcome.
41	<i>If we want to develop a software, where we will list the costs?</i>	<p>This should be budgeted under the “other costs, services” heading of the budget.</p> <p>Please note that Annex B (detailed budget) is not required at concept note stage.</p>

42	<p><i>Are the rental of the buildings on community land eligible under this call?</i></p>	<p>Rent of land, building and offices are eligible as long as the property rights are respected. As stated within the “Ineligible Costs” under section 2.1.5. Eligibility of costs: costs that can be included of the Guidelines for applicants; this is an ineligible cost if “<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).</i>”</p>
43	<p><i>Can we upload the relevant legal texts and documents in Turkish?</i></p>	<p>As stated under the section 2.4. Submission of supporting documents for provisionally selected applications.</p> <p><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.</i></p> <p><i>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)' eligibility, must be attached for the purpose of analysing the application.”</i></p>
44	<p><i>At what stage should the project coordinator and those who will work on the project be determined?</i></p>	<p>Project staff are selected / recruited / appointed once the project implementation starts (on the day following the grant contract signature). While writing the project, suitable candidates can be considered. Please note that CVs will not be required at concept note and full application phases.</p>
45	<p><i>I am a Greek Cypriot. Am I eligible to apply as a main applicant?</i></p> <p><i>If yes what is the process and if no please explain in detail if I can apply under a different position and how.</i></p>	<p>Please refer to the answer to question 29 above.</p>

46	<p><i>Is declaration of honour same as ‘Declaration by the lead applicant’ section of the application form or is it separate as PRAG Annex A14? Does declaration of honour for amounts over 60,000 Euros need to be signed at concept note stage by both applicant and co-applicant?</i></p>	<p>The declaration of honour (Annex A14) and the declaration by the lead applicant (Annex A.1 section 2 and Annex A.2 section 5) are two separate declarations. Please refer to section 2.1.1, in particular: “[...] <i>In this respect, lead applicants, co-applicants and affiliated entities are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14).</i> <i>In Annex A.1 Section 2 and Annex A.2 Section 5 (‘declaration(s) by the lead applicant’), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.</i></p> <p><i>For grants of EUR 60 000 or less, no declaration on honour is required. [...]</i>”.</p> <p>And also:</p> <p><i>“Co-applicants must sign the mandate in Annex A.2 Section 5.” (i.e. at full application stage only).</i></p> <p>Please also refer to section 2 of Annex A.1, entry 4: “iv. <i>if the requested amount is above EUR 60 000: [the lead applicant, the co-applicant(s) and the affiliated entity(ies) must fill in and sign a declaration on honour (PRAG Annex A14) certifying that they are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following Internet address: http://ec.europa.eu/europeaid/prag/document.do?locale=en). Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;</i>”</p>
----	--	--

47	<i>If we need a Project Coordinator, should we add the social insurance contributions to the salary while preparing the budget of the action</i>	Please refer to Annex B (budget) and in particular entry 1.1 “Salaries (gross salaries including social security charges and other related costs , local staff)”. Please note however that Annex B is not requested at concept note stage.
48	<i>In case we have a co-applicant for Lot 2, what kind of documents need to be added to the concept note? Only registration form?</i>	Please refer to section 2.2 How to apply and the procedures to follow of the Guidelines for applicants. In particular, please note: “To apply for this call for proposals the lead applicants need to: I. Provide information about the organisations involved in the action. Please note that the registration of this data in PADOR is obligatory for this call for proposals: ✓ Concept note step: Registration is obligatory for lead applicants applying for EU contributions of more than EUR 60 000. ✓ Full application step: Registration is obligatory for co-applicant(s) and affiliated entity(ies) . Lead applicants must make sure that their PADOR profile is up to date. II. Provide information about the action in the documents listed under sections 2.2.2 (concept note) and 2.2.5 (full application). Please note that online submission via PROSPECT is obligatory for this call”
49	<i>Is there any declaration to be signed by the co-applicant at the concept note stage? If yes, where is it under the concept note format?</i>	Please refer to the answer to question 46 above.
50	<i>Can contribution in kind be given to the co-applicant in return to its voluntary work?</i>	Please refer to the chapter on <i>contribution in kind</i> in section 2.1.5 Eligibility of costs: costs that can be included (page 19). Please also refer to the answer to question 5 above.