

Cypriot Civil Society in Action VII
EuropeAid/169185/DH/ACT/CY
Questions and Answers

This document provides answers and clarifications, as per point 2.2.8 of the Guidelines for Applicants, to common questions received:

- a) during the *Full application form development* and *Financial support to third parties* workshops organised within the "*Setting up a Grants Support Team to support the implementation of grant schemes for the Turkish Cypriot community, in northern part of Cyprus*" project. The workshops took place on 28 and 29 January and 2, 3 and 4 February 2021.
- b) during the help desk supports within the "*Civic space*" project, and
- c) via the functional mailbox REFORM-CYPRUS-SETTLEMENT-SUPPORT-CS-VII@ec.europa.eu by 9 February 2021.

Based on the **corrigendum n°1** to the call for proposals published on 18 February 2021:

The deadline for requesting any **clarifications** from the contracting authority is **16 March 2021 at 15: 00** (Brussels date and time).

The deadline for **submission of full application** form applications is **6 April 2021 at 15:00** (Brussels date and time).

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

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), or an action, in line with Guidelines for Applicants, section 2.2.8. Guidelines for Applicants and associated Call for Proposal documents are available at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1613051693035&do=publi.detPUB&searchtype=AS&zgeo=35414&ccnt=7573876&debpub=&orderby=upd&orderbyad=Desc&nbPublilist=15&page=1&aoref=169185>

No.	Question	Answer
1	<p><i>Shall Annex H (Declaration on honour on exclusion criteria and selection criteria) be submitted together with the Full application form?</i></p>	<p>It is not required to submit Annex H at this stage. Once applicants are either provisionally selected or placed in the reserve list they will be requested to submit Annex H, provided they requested grants above EUR 60,000.</p> <p>Please also note that:</p> <ul style="list-style-type: none"> a) Section 2.1.1 of the Guidelines for Applicants reads '<i>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>'. b) PRAG Annex A14 is in fact Annex H as published within the Call for Proposals. c) As per section 2.4 of the Guidelines for Applicants, a lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority and will be requested to supply the list of supporting documents, including the filled in and signed Annex H by the lead applicant as well as all co-applicants and affiliated entities. d) For grants of EUR 60,000 or less, no declaration on honour is required.
2	<p><i>Can there be any differences between the contents provided in concept notes and in full applications forms?</i></p>	<p>Please note that, according to Section 2.2.5 of the Guidelines for Applicants:</p> <ul style="list-style-type: none"> a) The elements outlined in the concept note cannot be modified by the lead applicant in the full application. b) 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-

No.	Question	Answer
		<p>financing, as laid down in these guidelines under Section 1.3.</p> <p>c) The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one.</p> <p>d) The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants.</p> <p>e) An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.</p> <p>Therefore, <u>elements</u> outlined in the concept note, such as target groups, co-applicants, results, main activities, shall not be modified. However, the applicant may further elaborate/fine-tune <u>peripherals</u> outlined in the concept notes, such as duration of the individual activities proposed, methodology for the proposed activities, costs if mentioned; number of sub-grants originally proposed, wording of the results; as long as they do not substantially alter the elemental content already proposed in the concept notes. In all the cases, any amendment(s) need to be presented, elaborated and justified in the Annex A.2, at the applicable section, following the instructions for preparation of Annex A.2 (Section 2.1.1 of Full Application form, point viii.) Applicants are strongly advised not to decrease any originally proposed values mentioned in the concept notes, such as quantification of the target group, outcome indicator targets or number of</p>

No.	Question	Answer
		training to be held.
3	<i>Is it possible to add new co-applicants at full application stage?</i>	Please refer to the answer to question 2 (point c) in particular).
4	<i>Is it possible to amend the originally mentioned value of the sub-grants (financial support to third parties)?</i>	Please refer to the answer to question 2 (point b) and last paragraph in particular).
5	<i>Please elaborate further on the in-kind contributions and volunteer costs presentation in the budget and their relation to co-financing?</i>	<p>Please note that according to Section 2.1.5 of the Guidelines for Applicants:</p> <ul style="list-style-type: none"> a) Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are normally not eligible costs. b) 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 under this Call for Proposals. c) Volunteers' work may comprise up to 50 % of the co-financing. This type of costs must be presented separately from other eligible costs in the estimated budget. Please refer to budget line 10.2 in Annex B – Budget, Sheet 1 and point 4 of Co-financing in Annex B – Budget sheet 3. Please note that even though template does not offer a budget line for 10.2 in Sheet 2 applicants are advised to present the calculations methods for budget line 10.2 in Sheet 2 of the Annex B. d) The contracting authority may accept co-financing in kind in the form of volunteers' work, valued on the basis of unit costs, if considered necessary or

No.	Question	Answer
		<p>appropriate. In such cases, the value of such contributions must not exceed the unit cost per volunteer per day, defined and authorised by the contracting authority for a maximum of 50% of the co-financing.</p> <p>Please note that within this Call for Proposals, volunteering is considered as unpaid non-compulsory work of individuals; that is, time individuals will give without pay to perform activities proposed within the grant application, under the auspice of a grant beneficiary.</p> <p>Further literature that can be consulted regarding</p> <p>a) measuring volunteer work is available at https://www.ilo.org/wcmsp5/groups/public/--dgreports/---stat/documents/publication/wcms_162119.pdf and</p> <p>b) EU's views on volunteering is available at https://ec.europa.eu/citizenship/pdf/doc1311_en.pdf.</p> <p>Also note that, as per DEVCO Companion (https://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19.3.1.8) <i>'Volunteer work unit costs are not reimbursing costs incurred. Any eligible costs incurred by the beneficiary linked to the work of the volunteer, for example travel and accommodation, may be claimed separately as eligible costs.'</i></p> <p>In order to present and claim volunteer costs during the implementation of grant contracts, grant beneficiaries are advised to use timesheets indicating the work undertaken by their volunteers under the projects. No payment slips can be requested as volunteer work costs are not reimbursing costs incurred (volunteering work in unpaid work).</p> <p>Please also refer to the answer to question 7.</p>

No.	Question	Answer
6	<i>Can board members of a lead applicant/co-applicant volunteer for the project and can these costs be presented as volunteers' work?</i>	The Guidelines for Applicants do not foresee any particular rule as to who may act as a volunteer under the action. This will depend on individual beneficiaries' human resources policies and any local regulations governing volunteer work.
7	<i>Will the value on a unit cost for volunteer work be fixed for all projects? (for example, to 50 EUR a day maximum?)</i>	<p>Please note that section 6.3.9 of the PRAG reads: "<i>Where the relevant call for proposals allows for the work performed by volunteers to be considered as acceptable co-financing, beneficiaries may declare personnel costs for the work carried out by volunteers under an action or work programme as eligible cost, on the basis of unit costs authorised in accordance with the rules applicable to simplified cost options. The value of such unit costs is determined by the Commission at the following address:</i></p> <p>https://ec.europa.eu/transparency/regdoc/?fuseaction=list&coteld=3&year=2019&number=2646&version=ALL&language=en".</p> <p>In the above-mentioned decision, the unit cost of volunteer work in Cyprus has been valued at EUR 78 per day (or EUR 9.75/hour). Shall applicants claim otherwise in the budget of their actions, it should be corrected before the contracting phase.</p> <p>Please also refer to the answer to question 5.</p>
8	<i>Please elaborate on the importance of financial reports and financial data, which is to be submitted through PADOR?</i>	<p>Please note that, according to the Guidelines for Applicants, section 2.2.5. 'A copy of the lead applicant's accounts of the latest financial year (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) must be uploaded in PADOR by the full application deadline. A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies)'. </p> <p>Also, please note that according to the Guidelines for Applicants, section 2.3,</p>

No.	Question	Answer
		<p><i>'The selection criteria help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants).'</i> and</p> <p><i>'For the purpose of the evaluation of the financial capacity, lead applicants must ensure that the relevant information and documents (i.e. accounts of the latest financial year and external audit report, where applicable) in their PADOR profile are up to date. If the information and documents in PADOR are outdated and do not allow for a proper evaluation of the financial capacity, the application may be rejected.'</i></p> <p><i>Also note that, as per point 7 in Section 2.4 '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.'</i></p> <p>In the interest of smooth financial and operational capacity assessment, applicants without legal entities/natural persons are therefore strongly advised to: a) provide documents offering financial and operational guarantees equivalent to those provided by legal persons, such as bank statements of representatives of that applicant; b) elaborate on their financial and operational capacity in their full application forms.</p> <p>Registered CSOs acting as lead applicants, on the other hand, must ensure that their accounts of the latest financial year are available in PADOR, but they are also advised to elaborate on their financial and operational capacities in their full application forms.</p>

No.	Question	Answer
9	<i>For LOT 1, how an entity without legal personality will prove its financial and operational capacity? Does it make difference how much money there is in our personal accounts as initiative representatives?</i>	Please refer to the answer to question 8.
10	<i>What if we are a registered CSO but have no turnover at all in the last years?</i>	Please refer to the answer to question 8. Stable and sufficient sources of finance to maintain your activity throughout the proposed action and your ability to participate in its funding is one of the criteria used to determine financial and operational capacity (applicable only for lead applicants), and thus, a selection criterion at the full application stage. Hence, you are advised to provide any evidence, apart from your financial account, that can support this relevant part of the assessment.
11	<i>Can we upload financial accounts of entities who are not lead applicants in our PADOR profile?</i>	No, in PADOR you are expected to upload financial data applicable to lead applicants only (registered CSO or individual representatives forming a non-registered CSO or natural persons acting as lead applicants) . If however, you anticipate support from other parties during the implementation of the action, in financial or other terms, you may elaborate further on that in your full application form, and hence provide relevant information that may also be taken into account during the assessment of your financial and operational capacity.
12	<i>Will adding an Associate (or more of them) to the action increase the quality of the proposal?</i>	Please note that, 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), or an action, in line with Guidelines for Applicants, section 2.2.8. As per the section 2.1.3 of the Guidelines for Applicants <i>'Associates do not have to meet the eligibility criteria referred to in Section 2.1.1.'</i> and <i>'Associates must be mentioned in Annex A.2 Section 4 — 'Associates participating in the action' — of the grant application form.'</i>

No.	Question	Answer
		<p>Artificially adding such organisations to a project proposal, simply in the interest of what is perceived as a more favourable assessment, if not clearly linked with the project idea and intentions, is not recommended at all.</p>
13	<p><i>Could you give an indication of when the grant actions will commence?</i></p>	<p>Section 2.5.2 provides an indicative timetable of the Call for Proposals, indicating June 2021 as tentative start of the actions. However, please note that the dates in this timetable are only indicative and depend on other factors (deadline for application, number of applications, etc.). Given the COVID-19 challenges faced globally and in particular in the northern part of Cyprus it is likely that the indicative start of actions shall be in the last trimester of 2021.</p> <p>Unless complex actions are concerned, the evaluation of the full application forms shall be finalised (applicants informed on the award decision) maximum 180 days after the deadline for submission of full proposals.</p> <p>The signing of a grant contract with an applicant takes place within 3 months from the notification of the award decision. However, in exceptional circumstances, in particular in case of complex actions (such as multi-beneficiaries calls or, in case of calls with a large number of proposals) or where there have been delays attributable to the applicants, this rule could not be applied.</p>
14	<p><i>Which email address should be used to ask questions about further information on full application forms?</i></p>	<p>Per section 2.2.8 of the Guidelines for Applicants: <i>'Questions may be sent by e-mail no later than 21 days before the deadline for the submission of full applications to the addresses: REFORM-CYPRUS-SETTLEMENT-SUPPORT-CS-VII@ec.europa.eu, indicating clearly the reference of the call for proposals'</i>.</p>
15	<p><i>Do we need to obtain Participant Identification Code (PIC) in order to submit our proposals via PROSPECT?</i></p>	<p>A PIC number is currently not required to apply via PROSPECT for this call for proposals.</p> <p>You may decide to register on the EU's funding and tender portal (where a PIC is</p>

No.	Question	Answer
		required) to keep track of other opportunities.
16	<i>Is signing of a Memorandum of Understanding between the grant applicants and submission of this document required for this Call?</i>	No, it is not required. The applicants who have signed memorandum of understanding can mention it in their full applications if such an MoU makes sense and/or is a value added for the action.
17	<i>Which font and text size should be used when completing full application form? Will maximum pages indicated for each section be checked?</i>	The template uses Times New Roman 11, single spacing in sections indicated as <i><insert text></i> . While conducting administrative check, Evaluation Committee will verify if the instructions for completion of the templates were followed. In cases the allowed number of pages is exceeded, you will be asked to mark those pages you wish the Evaluation Committee to actually read during the assessment. Hence, you are strongly advised not to exceed the max pages per sections, as defined in the instructions for FAF completion.
18	<i>Can we modify the FAF template?</i>	No, please note that in the Annex A.2 template on page 4 you will find this instruction <i>'You must follow the instructions at the end of this document on how to fill in the full application'</i> and in page 2 <i>'In no circumstances may you alter any other part of these standard instructions.'</i> Modifying of application formats may lead to rejection of the application.
19	<i>Can you elaborate about reporting requirements?</i>	Please note that reporting requirements refer to the implementation of the action, after the grant has been awarded and the contract has been signed between the beneficiary and contracting authority. Details on reporting requirements and payment procedures (linked to reporting) can be

No.	Question	Answer
		<p>found in Annex II General Conditions (Articles 2, 10, 15).</p> <p>Please note that the reporting period is intended as a twelve-month period unless otherwise provided for in the special conditions. When the remaining period to the end of the action is up to 18 months, the reporting period shall cover it entirely (Article 15.2, and applicable for actions with an implementation period of more than 12 months and grant of more than EUR 100,000).</p> <p>Actions lasting less than 12 months will only be required to submit one final report. Actions lasting 30 months will be required to submit one interim report and a final report. Actions lasting 31 months and above will be required to submit two interim reports and a final report.</p> <p>However, regardless of these obligations, also note that as per Article 8.2 of the General conditions you may be requested to provide information pertaining to monitoring exercises conducted by the European Commission in addition to reporting obligations.</p>
20	<p><i>Given the uncertainty regarding the project start, what is your advice in relation to some 'seasonal' activities, that need to, for example be implemented in summer months or similar.</i></p>	<p>Please note that, as per instructions for completion of Annex A.2 (page 17 of the full application form template) <i>'Applicants should not give a specific start-up date for the implementation of the action but simply refer to 'month 1', 'month 2', etc. It is recommended to base the estimated duration of each activity and the total period on the most probable duration and not on the shortest possible duration, by taking into consideration all relevant factors that may affect the implementation timetable.'</i> This extends to the start of the actions.</p> <p>Also note that, as per Article 2 of the Special conditions <i>'This contract shall enter into force on the date when the second of the two parties' signs'</i>. Hence, even in the case the</p>

No.	Question	Answer
		<p>applicant has been notified on the award of the contract, they may decide, if need be, to ‘delay’ the start of the action, and decide to start a contract at a later stage. The applicant should notify the contracting authority on this need before the contract is signed. Typically, these ‘delayed’ starts are not longer than 3 months. Please also refer to the answer to question 13.</p> <p>In addition, please note that, once the grant implementation starts, the proposal can also be amended, and details on this procedure are presented in Annex II – General conditions, Article 9.</p> <p>Therefore, should some activities be of seasonal character, while preparing the action plans for the action, you are advised to give your best possible estimates for the start and end of each activity and to elaborate on all peripherals in the ‘Description of the action’ section. Furthermore, note that the action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The action plan for each of the subsequent years may be more general and should only list the main activities proposed for those years. To this end, it must be divided into six-month periods. Any months or interim periods without activities must be included in the action plan and count toward the calculation of the total estimated duration of the action.</p>
21	<p><i>What shall be presented in column ‘Implementing bodies’ in the action plan (section 2.1.3 of the FAF template)? Can these be, for example, stakeholders who are not applicants, affiliated entities, associated and/or subcontractors?</i></p>	<p>The implementing body to be indicated in the column ‘implementing bodies’ in the action plan must be either the applicants or any of the affiliated entity(ies), associates or subcontractors.</p> <p>Stakeholders who are not applicants, affiliated entities, associated and/or subcontractors cannot be indicated as ‘Implementing bodies’. Their roles however may be further</p>

No.	Question	Answer
		elaborated when presenting activities, in the 'Description of action' section of FAF and elsewhere.
22	<i>Should re-granting (financial support to third parties) be always planned as an activity in Lot 2? Is financial support to third parties (FSTP) mandatory activity under Lot 2?</i>	No, as per the section 2.1.4 of the Guidelines for Applicants, under Lot 2 ' <i>Applicants may propose financial support to third parties in order to help achieving the objectives of the action. Under this call, financial support to third parties is not considered essential to achieve the objective of the action.</i> '
23	<i>Is there an upper limit of how much of the total budget can be allocated to human resources?</i>	<p>No. However please note that as per the Guidelines for Applicants, section 'Ethics clauses and Code of Conduct': '<i>Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses.</i>'</p> <p>Please also note that staff costs are eligible provided that the staff are essential to the implementation of the Action and are explicitly mentioned in the project proposal. The eligible costs are constituted by gross salaries or wages in respect of the actual time devoted to the project and include income taxes, social security etc., and other statutory costs included in the remuneration, provided they are standard human resources policy of the beneficiary and can be proved by supporting documents of the beneficiary (or affiliated entity). Also note that 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.</p>
24	<i>Can a project manager and project assistant work equally and get paid same salaries?</i>	<p>Please refer to the answer to question 23.</p> <p>Typically, the duties and obligations of a person holding a project manager position and a person holding a project assistant position would differ. The manager has a more senior position and, typically, this would be reflected in their salaries rates. However the</p>

No.	Question	Answer
		<p>Guidelines for Applicants do not set any nominal limits and scales for different staff profiles. You are advised to follow your internal human resources policies and usual practices when deciding on the unit values of human resources unit costs. Please note that 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.</p>
25	<p><i>Is payment of social contributions for the staff working under the human resources section of a project budget mandatory?</i></p>	<p>Please note that as per Article 12.2 of the General conditions (Annex II) a situation where a beneficiary(ies) has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country/territory in which it is established constitutes a ground for the termination of a contract.</p> <p>Applicants must have fulfilled the obligations regarding the payment of security contributions or taxes. Non-compliance with these obligations is referred also as an exclusion criteria. Under point 2 of Annex A.1 the obligation of not being in a situation of exclusion criteria is referred as follows <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.</i></p> <p><i>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> <p>You are advised to consult local regulations in relation to social contributions and charges.</p>
26	<p><i>Do project manager salary costs need to be presented in the</i></p>	<p>Please note that in section 2.1.1 of the Guidelines for Applicants, one of the eligibility</p>

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	<p><i>budget heading 1? Can they also be presented in budget heading 5?</i></p>	<p>criteria for both lots is for the applicants to 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.</p> <p>Therefore, outsourcing management costs under budget heading 5 would be considered highly unusual, as applicants are expected to be directly responsible for the (<i>inter alia</i>) management of the actions. The selection criteria for the Call include the criterion of lead applicants, co-applicants and affiliated entities having the management capacity, professional competencies and qualifications required to successfully complete the proposed action.</p> <p>However, the contracting authority notes that it may be difficult to employ staff for applicants who are not legally registered – and they are advised to elaborate on their plans in this regard in the applicable section of the full application form and also in the justification sheet of their budgets.</p> <p>Please also refer to the answer to question 38.</p>
27	<p><i>Can cost of office rent/meeting space be covered as in-kind contribution/co-financing?</i></p>	<p>As per section 2.1.5 (p.19) of the Guidelines for Applicants, <i>'the contracting authority may accept co-financing in kind in the form of volunteers' work [...]. Other co-financing shall be based on estimates provided by the applicant. Contributions involving real estate must be excluded from the calculation of the amount of co-financing'</i>.</p> <p>The only in-kind contribution that can be accepted as co-financing under this Call is volunteer work. Other co-financing may come from any of the budget lines (including office rent or meeting space ones) presented under direct and/or indirect eligible costs in the budget (Annex B – budget headings 1 to 8).</p> <p>Please also refer to the answers to questions 5 and 7 on in-kind contributions and volunteer work.</p>

No.	Question	Answer
28	<i>For a project in Lot 1, do all the members of the management team get paid? Or is there a limit on how many persons can be paid?</i>	<p>Please refer to the answer to question 23.</p> <p>Staff costs are eligible provided that the staff are essential to the implementation of the Action and are explicitly mentioned in the project proposal. The Guidelines for Applicants do not foresee any rule as to how many persons can/shall be planned under budget heading 'Human resources'. Also note, as per Guidelines for Applicants, section 2.1.5: <i>'Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections. It is therefore in the applicants' interest to provide a realistic and cost-effective budget.'</i></p>
29	<i>Shall an event with rental cost, food and other costs be presented in total as one budget line in the budget, or shall it be broken down into several budget lines to be presented separately in the budget?</i>	<p>Both options may be used. Such costs can be broken down as per type (rental, food, accommodation) or presented as a total amount per event, with detailed breakdown of costs presented in the Justification sheet of the budget.</p> <p>In either case, please note footnote no 8 of Annex B - budget, Sheet 1 – <i>'Specify the typology of costs or services. Global amounts will not be accepted'</i>.</p>
30	<i>What is the difference between direct and indirect costs?</i>	<p>Please refer to section 2.1.5 of the Guidelines for Applicants.</p> <p>As regards action grants, a distinction is made between direct and indirect eligible costs:</p> <ul style="list-style-type: none"> - Direct eligible costs: direct costs are action-specific costs directly linked to the performance of the action and that can therefore be booked to it directly. Direct costs are identifiable and verifiable costs, for which concrete supporting documents can be

No.	Question	Answer
		<p>submitted as evidence. They are expenses strictly related to the implementation of the action and exist only by consequence of its implementation.</p> <p>- Indirect eligible costs: these are not identifiable as specific costs directly linked to the performance of the action. Indirect costs may not include any eligible direct costs included in other headings of the budget. They mainly represent a small proportion of the beneficiary's overheads. Overheads are all the structural and support costs of an administrative, technical and logistical nature that are cross cutting for the operation of the beneficiary body's various activities. They therefore cannot be booked in full to the action for which the contract is awarded because this action is only one part of the beneficiary's activities.</p> <p>Depending on the characteristics of the action and the organisational and cost structure of the beneficiary, it may happen that some costs can be considered either direct or indirect costs (e.g. depreciation costs, consumables, headquarters staff), but in all events costs cannot be taken into account twice as a direct cost and an indirect cost.</p> <p>Please note that where an office is used for several projects in parallel, shared office costs (such as cost of staff working on different projects, rent, electricity, security etc.) can be declared as following:</p> <p>a) Costs that can be directly attributed to an action (e.g. local staff working part time on a project and providing time sheets or shared office costs) can be declared as costs actually incurred without invoking a simplified cost option by applying the apportionment for office costs.</p> <p>b) As part of the indirect costs (up to 7% of the total direct eligible costs of the action).</p>
31	<i>Is it mandatory to plan contingency costs in the budget?</i>	<p>No, this is optional.</p> <p>In case you decide to plan contingency reserve, please note that a justification for these</p>

No.	Question	Answer
		<p>costs should be presented in the full application forms and in the budget. The provision for contingency reserve should represent up to 5% of the total direct eligible costs of the action.</p> <p>Please also refer to the answer to question 66.</p>
32	<i>Could you please clarify the tax policy for this Call?</i>	<p>Refer to Annex J/e3a1 'Information on the tax regime applicable to grant contracts' for guidelines.</p> <p>In case the application is selected and a contract is signed, the contracting authority delivers a VAT and custom exemption letter to the lead applicant and co-applicants (if applicable).</p> <p>For any questions related to VAT exemption you are advised to contact local tax 'authorities' and seek clarification.</p>
33	<i>If there is a project manager in the budget, can funding for procurement services be requested?</i>	<p>There are no rules prohibiting such plans, apart from the general instruction that budget should be realistic and cost-effective.</p> <p>If applicants require external services to assist them in the procurement under the action, costs of such services may be presented within budget heading 5, in addition to (any) human resource costs related to project management. Note also, that regardless of any technical assistance project in place supporting grant beneficiaries in, <i>inter alia</i>, secondary procurement under grants, as per Article 1.1 of the general conditions (annex II), the beneficiary(ies) and the contracting authority are the only parties to the grant contract. According to Article 1.6 of general conditions – the coordinator (currently lead applicant) has full financial responsibility for ensuring that the action is implemented in accordance with this contract. It is in your best interest therefore to ensure all required expertise arising from the grant contract is in place (budgeted), also observing question 6.2 of the Evaluation grid for Full Application Forms.</p>
34	<i>Can a person working and being paid in the project be based</i>	Remote work of staff working under the action is not prohibited, but please note

No.	Question	Answer
	<i>abroad and work remotely?</i>	<p>however that the Guidelines for Applicants state that actions <u>must take place</u> in the northern part of Cyprus and therefore project staff would normally be expected to spent appropriate amount of their work time in the northern part of Cyprus.</p> <p>However, the contracting authority notes the restrictions to travel imposed by the current COVID-19 situation which may continue to require use of remote work options.</p> <p>Contractual arrangements, including remote work options, between the staff working on the action and grant beneficiaries are to be in line with beneficiaries' human resources policies and defined in individual staff contracts.</p>
35	<i>Can a person working full time elsewhere also work under the project?</i>	<p>Sound financial management and avoiding double-financing of costs are basic principles of grant contracts implementation. To that end, recruitment of individuals incompatible in terms of capacity and timing with the planned project engagements have to be avoided.</p> <p>A person working full-time elsewhere cannot be employed full time under the action. S/he could only be employed in a supplementary manner.</p>
36	<i>How should co-applicants be included in the budget?</i>	<p>As per the section 2.1.1 of the Guidelines for Applicants 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. Hence, their costs may be presented in the same way as those of the lead applicants, throughout the applicable budget lines. Each co-applicant shall sign a mandate (section 5.2 of the full application template) in which it confirms that <i>'they have read and approved the contents of the proposal submitted to the contracting authority.'</i></p>
37	<i>Can a part of the salaries/activities be covered by some other donors/sources? If this is possible, how and where should it be included in the budget form?</i>	<p>Yes it is possible.</p> <p>That proportion may be presented as the co-financing to the action (sheet 3. Expected</p>

No.	Question	Answer
		sources of funding of Annex B - budget). Applicants are advised to elaborate on details in the justification sheet of the budget.
38	<i>Where to present costs of employees' vs consultants?</i>	<p>Costs of staff normally working for the beneficiary are presented in budget heading 1 <i>human resources</i> of Annex B - budget.</p> <p>Tasks performed by consultants, experts and/or other service providers (e.g. accountants, lawyers, translators, external IT staff, external experts) are resulting from implementation contracts. They are not considered as human resources costs but as other costs/services and should be included under budget heading 5 or 6 of Annex B – Budget.</p>
39	<i>Can someone be a part time project manager/assistant in two projects?</i>	<p>Yes, provided:</p> <ul style="list-style-type: none"> a) there is no double financing (i.e the same day/time cannot be charged as working on both projects) and, b) the sum of the remunerations of the two part-time positions is not higher than the remuneration of an equivalent full-time position. <p>Please note that timesheets are cross-checked across projects when reports are verified.</p> <p>Please also refer to the answer to question 35.</p>
40	<i>When preparing a logical framework is it necessary to have at least one indicator for each output?</i>	<p>No, in some cases grouping of indicators is possible.</p> <p>For example, an action may organise several trainings, with each training presented as an output. However, the indicator applicable to all of them may be 'the number of people trained as the results of the action, by end project'.</p>
41	<i>How can an entity without a legal personality employ staff,</i>	Please note that every individual working under the human resources section of the

No.	Question	Answer
	<i>design human resources and social insurance?</i>	project is obliged to follow the local legal regulations. Therefore, remuneration must be calculated as gross salary. For the registration and remuneration rules to be followed, please consult locally registered accountants.
42	<i>How can we communicate with the Civic Space team?</i>	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
43	<i>Do associates need to be registered on PADOR?</i>	No. The template asks for the associates' EuropeAid number: you may complete it, if the associate has completed its PADOR registration. However, the PADOR registration of associates is not required under this Call. If associates are not registered in PADOR, please indicate N/A on the applicable place.
44	<i>Can the PADOR profile be edited at this stage? For instance, contact details and/or email, contact person?</i>	Yes, the profile and contact details may be edited. Please use functional e-mails that are frequently checked in the interest of smooth communication and apply the same principle when naming contact persons.
45	<i>Apart from volunteer work, what other sources of co-financing are possible?</i>	Please note that section 6.3.9 of the PRAG reads: <i>'The co-financing may take the form of the beneficiary's own resources (self-financing), income generated by the action and financial or in-kind contributions from third parties'</i> . Please note that, according to section 2.1.4 (p.17) of the Guidelines for Applicants co-financing cannot originate from third parties receiving financial support and must originate from sources other than the general budget of the Union or the European Development Fund. Please also refer to the answer to question 5 on the percentage of co-financing that can come from volunteer work.

No.	Question	Answer
46	<i>Is annex D also mandatory for non-registered CSOs?</i>	<p>Yes, the legal entity sheet (Annex D) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the related justifying documents will be required.</p> <p>Please note that Annex D should not be submitted now: it will only be requested from the provisionally selected applicants and those placed on the reserve list.</p>
47	<i>Who can receive financial support to third parties?</i>	The third parties eligible for financial support should be civil society activists, or CSOs. For the full definition of CSOs, please consult the Guidelines for Applicants (section 1.2 page 6 and section 2.1.1, footnote 15 page 9).
48	<i>Can non-CSOs or individuals who are not civil society activists receive financial support to third parties?</i>	No. Please refer to section 2.1.4 p.16 of the Guidelines for Applicants.
49	<i>How shall civil society activists prove their civil society activism when applying for the financial support to third parties, during the implementation of the action?</i>	Please refer to section 2.1.4 p.16 of the Guidelines for Applicants. The application process for third parties is to be defined by the applicants, in their full application forms. For example, references, statements and similar can be used in the process.
50	<i>What would financial support to third parties ideally aim at?</i>	<p>Financial support to third parties (FSTP) should ideally aim at funding small projects/initiatives of individual CSOs for targeted actions on topics relevant under the priorities of the call for proposals. FSTP should also, as much as possible, be channelled to CSOs acting in the interest of specific groups and/or working in distant and remote areas and/or promoting activities with multi-communal networking and/or networking with CSOs based in the Republic of Cyprus.</p> <p>For further details, please refer to section 2.1.4 p.16 of the Guidelines for Applicants.</p>
51	<i>Do lead applicants need to apply PRAG procedures to select</i>	No.

No.	Question	Answer
	<i>the recipients of financial support to third parties?</i>	<p>However, Article 204 of the financial regulation and articles 10.5 to 10.9 of the general conditions (Annex II to the grant contract) request the following conditions to be met for providing financial support to third parties (FSTP):</p> <ul style="list-style-type: none"> - it should be defined in the grant agreement, with no margin for discretion by the beneficiary; - it should mention the maximum amount of FSTP that can be paid to a third party and the criteria for determining it; - an exhaustive list of the types of activities that may receive financial support should be included; - it should provide the definition of the persons or categories of persons which may receive such FSTP and the criteria for providing it. <p>Beneficiaries may use their own procedures provided these procedures comply with the principles of proportionality, sound financial management, equal treatment and non-discrimination, ensure transparency with adequate publication of calls for proposals and prevent conflict of interests throughout the entire award procedure (in accordance with Annex IV to the grant contract).</p>
52	<i>Can board members of the lead applicant receive financial support to third parties?</i>	<p>Financial support to third parties (FSTP) is justified if given to support the achievement of the objectives of the action. Awarding financing to third parties to board members of the applicants is hence likely to be considered as a conflict of interest.</p> <p>Please refer to the answer to question 51 in relation to prevention of conflict of interest.</p>
53	<i>Can financial support to third parties be implemented on in-kind basis?</i>	<p>Financial support to third parties (FSTP) may not be implemented on in-kind basis. FSTP may be a 'grant in cascade', or a financial contribution of a different nature (e.g. cash allowance). However, the persons/entities receiving FSTP are the final recipients of the EU funds. In that sense, they cannot be supported on in-kind basis. Financial support to third parties implies a transfer of funds (finances) to such parties.</p>

No.	Question	Answer
54	<i>Are the costs occurring under financial support to third parties (FSTP) also VAT exempted? Can FSTP beneficiaries use the organisation's VAT exemption letter and obtain invoices on behalf of the organisation?</i>	For any questions related to VAT exemption, you are advised to contact local tax authorities.
55	<i>If we apply to full application for our 2 projects (we were preselected in both Lot 1 and Lot 2), what is the probability of blocking each other? If both applications are selected, who will decide which one will be awarded?</i>	<p>Please note that according to general Guidelines for Assessors for grant actions ‘each application must be assessed on its own merits and not by comparing different applications’.</p> <p>According to the Guidelines for Applicants, section 2.1.4 <i>‘the lead applicant may not be awarded more than 1 (one) grant under this call for proposals’</i>.</p> <p>In the event that both your projects are provisionally selected, you will be approached by the Evaluation Committee and asked to decide which grant you wish to sign.</p>
56	<i>Can the lead applicant of the project be changed at this stage of the application?</i>	No.
57	<i>Is it requested to submit communication plan and sustainability strategy plan at this stage?</i>	No.
58	<i>Can scientific publications on the same subject be shown as experience?</i>	The information in section 2.2 of the full application form (Annex A2) will be used to assess whether applicants have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested. To that end the definition of ‘actions’ to be presented in section 2.2 may relate to donor funded projects, nonformal civic actions, voluntary civic initiatives, research projects (including scientific publications), advocacy civic initiatives implemented by the lead applicant; the co-applicant(s) and/or affiliated entity(ies) and their representatives in cases of non-registered CSOs.

No.	Question	Answer
59	<i>Are there any specific rules of origin to be followed?</i>	<p>As stated in 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</p> <p>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, 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. This rule does not apply to the experts proposed under service tenders financed by the grant.</p> <p>The rule of origin</p> <p>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. The supplies must originate from an EU Member State, from a Member States of the European Economic Areas, or from a candidate country for Accession to the European Union. For equipment and vehicles of a unit cost on purchase of more than EUR 5,000, 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.</p>

No.	Question	Answer
		<p>Exceptions to the rule of origin</p> <p>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 (please also consult Article 7 of the Special Conditions – Annex G).</p>
60	<p><i>May certain amounts in the budget be reserved for bank transfers? And how to justify this during implementation?</i></p>	<p>The costs of financial services, including bank charges are eligible costs under this Call, and they should be presented under budget line 5.6 titled Financial services (bank guarantee costs etc.). To determine the estimate amount you are advised to inquire into such costs from your bank and present it as a global amount. At implementation stage, these costs will be claimed on ‘pay as you go’ basis supported by copies of bank statements where amounts will be made visible.</p>
61	<p><i>Do we need to show numbers in decimals under the budget?</i></p>	<p>When completing sheet 1. budget of Annex B, decimals may not be used, however they should be used when completing the ‘Sources of funding’ worksheet (third worksheet).</p>
62	<p><i>Can the timesheets be filled hourly rather than daily? E.g., volunteer work, experts etc.</i></p>	<p>Hourly timesheet completion is possible. If this option is chosen, the contract with staff/experts shall clearly indicate which number of hours constitutes a full or part-time working day.</p>
63	<p><i>What are the procurement thresholds applicable?</i></p>	<p>Please note that secondary procurement during project implementation has to be in line with Annex IV “Procurement by grant beneficiaries in the context of European Union external actions”.</p> <p>Procurement by grant beneficiaries generally anticipates the following approach:</p> <ul style="list-style-type: none"> • Purchase based on invoice only. The beneficiaries may procure supplies or services based on invoice (asking one provider/supplier for pro-forma invoice) for services/supplies below EUR 2,500. Providers/suppliers should demonstrate clear

No.	Question	Answer
		<p>preparedness and ability to supply goods/supplies or deliver services as required. It is always recommended to archive records (documentary proofs) of the procedure (such as e-mail enquiry by grant beneficiary and pro-forma invoice received by supplier/provider).</p> <ul style="list-style-type: none"> • Single tender. Contracts worth under EUR 20,000 or less may be awarded based on a single tender. If the estimated budget is less than EUR 20,000, one offer is enough. However, the budget lines cannot be artificially ‘broken down’ to avoid following the procurement rule and apply simplified procedure. The grant beneficiary might decide to contact/compare more offers if it considers that this would improve efficiency of the procedure (i.e. improve quality of supplier/provided goods or services or decrease prices). The grant beneficiaries need to justify the choice of invited candidate(s) in both situations. The quality and financial aspect of the procedure needs to correspond to standard market conditions, otherwise the generated costs might be considered ineligible. For single tenders the procedure may be performed in the local language. • Simplified tender procedure (above EUR 20,000 and under EUR 300,000) for complete budget line or total amount of budget lines of similar nature which can be procured under one procedure. <p>Regardless of the procurement procedure, principles of Annex IV to the grant contract always need to be respected. The grant beneficiary needs to ensure clear audit and documentary trail of procedure – the enquiry, tenderers response and evaluation (assessment) must be properly documented.</p>
64	<i>Can we receive service from someone we know?</i>	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</i>

No.	Question	Answer
		<p><i>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> <p>It is hence possible to procure services from someone 'you know' however please observe the need to avoid any conflict of interest and that the requirement imposed by Annex IV, detailing principles to be applied during secondary procurement, are to be respected by the grant beneficiary.</p>
65	<p><i>If it is a 3-year project, do we get the payments every 12 months?</i></p>	<p>The frequency with which pre-financing payments are made depends on the duration of the Action and on the total amount of the grant. The General conditions recognizes two options in Article 15(1):</p> <p>In option 1, for actions with an implementation period of 12 months or less or grant of EUR 100,000 or less, there are two payments only, an initial pre-financing payment of 80% of the maximum amount referred to in Article 3.2 of the special conditions (excluding contingencies); and the balance of the final amount of the grant, to be paid upon approval of the final report.</p> <p>In option 2, for Actions which last more than 12 months and where the contracting authority's contribution is more than EUR 100,000, the pre-financing will be split based on several reporting periods (by default 12 months). An initial pre-financing payment of 100 % of the part of the estimated budget financed by the contracting authority for the first reporting period shall be paid upon signing of the contract. This payment will be executed without considering contingencies in the budget.</p> <p>Further pre-financing payments are split among the reporting periods (they are presented as a single global amount in the special conditions – Annex G). If at the end of the reporting period the part of the expenditure actually incurred which is financed by the contracting authority is less than 70 % of the previous payment (and 100% of any</p>

No.	Question	Answer															
		<p>previous payments), the further pre-financing payment shall be reduced by the amount corresponding to the difference between the 70 % of the previous pre-financing payment and the part of the expenditure actually incurred which is financed by the contracting authority.</p> <p>This is further explained in the example below:</p> <table border="1" data-bbox="1025 539 2027 994"> <thead> <tr> <th data-bbox="1025 539 1361 595">Project (duration 18 months, no contingences)</th> <th data-bbox="1361 539 1541 595">Grant</th> <th data-bbox="1541 539 2027 595">Payments</th> </tr> </thead> <tbody> <tr> <td data-bbox="1025 595 1361 659">Total eligible cost= 166,667</td> <td data-bbox="1361 595 1541 659">150,000 (90%)</td> <td data-bbox="1541 595 2027 659"></td> </tr> <tr> <td data-bbox="1025 659 1361 762">First installment (first pre-financing) (100 % of the part of the estimated First year budget, financed by the contracting authority)</td> <td data-bbox="1361 659 1541 762">80,000 (within 30 days)</td> <td data-bbox="1541 659 2027 762">80,000</td> </tr> <tr> <td data-bbox="1025 762 1361 906">Forecast second pre-financing</td> <td data-bbox="1361 762 1541 906">Max 55,000 (within 90 days)</td> <td data-bbox="1541 762 2027 906">Case 1 – project reported eligible expenditures =56,000 (>=80,000 x 70%) Further pre-financing=55,000 Case 2 -project reported eligible expenditures = 46,000 (57,5%, i.e 10,000 les than 70%) Further pre-financing=45,000 (55,000-10,000)</td> </tr> <tr> <td data-bbox="1025 906 1361 994">Forecast final payment</td> <td data-bbox="1361 906 1541 994">Max 15,000 (within 90 days)</td> <td data-bbox="1541 906 2027 994">The balance of the final amount of the grant will only be payable after the end of the implementation period, when the final report together with a request for payment has been approved by the contracting authority</td> </tr> </tbody> </table>	Project (duration 18 months, no contingences)	Grant	Payments	Total eligible cost= 166,667	150,000 (90%)		First installment (first pre-financing) (100 % of the part of the estimated First year budget, financed by the contracting authority)	80,000 (within 30 days)	80,000	Forecast second pre-financing	Max 55,000 (within 90 days)	Case 1 – project reported eligible expenditures =56,000 (>=80,000 x 70%) Further pre-financing=55,000 Case 2 -project reported eligible expenditures = 46,000 (57,5%, i.e 10,000 les than 70%) Further pre-financing=45,000 (55,000-10,000)	Forecast final payment	Max 15,000 (within 90 days)	The balance of the final amount of the grant will only be payable after the end of the implementation period, when the final report together with a request for payment has been approved by the contracting authority
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66	<p><i>How can the risk of increasing costs or exchange rate fluctuations during project implementation, be mitigated?</i></p>	<p>As per the Article 14.7 of the general conditions (Annex II to the grant contract) a reserve for contingencies and/or possible fluctuations in exchange rates not exceeding 5% of the direct eligible costs may be included in the budget for the action, to allow for adjustments necessary in the light of unforeseeable changes of circumstances on the ground. It can be used only with the prior written authorisation of the contracting authority, upon duly</p>															

No.	Question	Answer
		<p>justified request by the coordinator (currently lead applicant).</p> <p>A reserve for contingencies and/or exchange rate fluctuations not exceeding 5% of the direct eligible costs may be included in the budget. As a consequence, the contingency reserve should only be included in the initial total budget, and not budgeted in the requests for pre-financing. This provides some flexibility if there are unforeseen circumstances, as the contracting authority's contribution to the action may never be increased (neither the maximum amount nor the percentage of co-financing). When the use of the reserve is authorised, the corresponding amount will be split and allocated to the concerned budget headings according to the specific needs of the action. As the total amount of direct costs will be higher, the indirect costs will also consequently increase. This should be kept into consideration when using the contingency reserve because in any case the maximum amount of the grant as set in Article 3 of the special conditions cannot be changed.</p> <p>Please note that during project implementation, modification to the budget can also take place as detailed under article 9 of the general conditions of the contract (annex II).</p>
67	<p><i>Is it possible to learn scores of the concept note stage and/or receive our grids from the concept note evaluation?</i></p>	<p>In the interest of equal treatment, the contracting authority will not inform individual applicants selected to submit a full application on the results (scoring) of their concept note evaluation.</p> <p>As the call for proposals is still ongoing and the evaluation has not been completed yet, the contracting authority cannot share individual grids with the applicants selected to submit a full application, at this stage in the process.</p>
68	<p><i>For unregistered CSOs with no 'legal entity', how will they make recruitment under Human Resources? What type of documents they will need?</i></p>	<p>Please refer to the answer to question 41.</p>

No.	Question	Answer
69	<p><i>For part time staff, if the person is Greek Cypriot and already recruited in a company or public institution in the Republic of Cyprus, is it possible to recruit them under services?</i></p>	<p>Please consult nationality rules provided in Annex IV.</p> <p>Please also refer to the answer to question 59.</p> <p>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, 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. In case of this Aid programme, member states of EU, IPA countries/territories, EEA countries are all eligible. This rule does not apply to the experts proposed under service tenders financed by the grant, where experts can hold any nationality.</p> <p>In this sense, without prejudice to other eligibility criteria, it is possible to recruit a Greek Cypriot under services. Please note however, the no double funding rule, in cases they are already employed on full time basis elsewhere.</p>
70	<p><i>Will unregistered CSO beneficiaries having no 'legal entity' under Lot 1 be able to issue "Gider Makbuzu/Expenditure Receipt"? If not, how will they be able to recruit trainers, consultants, on a daily basis, who do not have their own invoices?</i></p>	<p>You are advised to consult local accountants and/or responsible local bodies for applicable practice.</p>
71	<p><i>How can a person who is already under pay roll and social security under another company or institution, can be recruited as part time? If we do not want to pay for additional social security, etc.</i></p>	<p>Please refer to the answer to question 25.</p> <p>Any recruitment of staff needs to follow local regulations.</p>
72	<p><i>How are we going to prove the work/contribution provided</i></p>	<p>Please refer to the answer to question 5.</p>

No.	Question	Answer
	<i>by the volunteers? What type of supporting documents will be required</i>	
73	<i>Is there a maximum per diem amount for over-night stays in the northern part of Cyprus?</i>	<p>Please note, as per PRAG section 2.2.5, per diem are daily subsistence allowances that may be reimbursed for missions foreseen in the terms of reference and/or approved by the contracting authority (grant beneficiaries in this case), carried out by the contractor's authorised experts outside the expert's normal place of posting.</p> <p>The per diem is a maximum fixed flat-rate covering daily subsistence costs. These include accommodation, meals, tips and local travel, including travel to and from the airport.</p> <p>Per diem are payable on the basis of the number of hours spent on the mission. Per diem may only be paid in full or in half (no other fractions are possible). A full per diem shall be paid for each 24-hour period spent on mission. Half of a per diem shall be paid in case of a period of at least 12 hours but less than 24 hours spent on mission. No per diem shall be paid for missions of less than 12 hours. Travelling time is to be regarded as part of the mission. Any subsistence allowances to be paid for missions undertaken must not exceed the per diem rates published on the website - https://ec.europa.eu/international-partnerships/system/files/per-diem-rates-20200201_en.pdf - in force at the time of contract signature.</p> <p>Currently the maximum per diem is EUR 238 for Cyprus. The per diem rates for the northern part of Cyprus specifically are not published.</p>
74	<i>To whom are we going to officially submit our interim and final reports? To the EU Grant Support Team or the EU directly?</i>	<p>Reports are submitted to the contracting authority. Article 5 of the Special Conditions (Annex G) defines the contact persons among the contracting authority.</p> <p>Please note that the current EU grant support team service contract expires in October 2021. While funds are allocated for the new EU Grant support Team service contract (documents are available at https://ec.europa.eu/info/publications/turkish-cypriot-</p>

No.	Question	Answer
		community-aid-programme-financing-decision_en) the contracting authority cannot give any prior information as to the tasks of the upcoming service contract.
75	<i>It was recommended to us that if it will be our first time implementing an EU funded grant project and do not know procurement and tendering procedures, to add the costs of an expert to help us in our budgets. However, if we do not have enough budget to add such a new cost, are we going to be able to receive support from the EU Grant Support Team during implementation to support us in these aspects?</i>	Please refer to the answers to question 74 and to question 33.
76	<i>Do we have to fill the “other outcomes” section of the Logical Framework Matrix?</i>	No, this section (row) can be deleted. It is only required in case of intermediary outcomes being a part of your intervention logic/result chain.
77	<i>What should we do if there is no baseline value generated or available? Should we leave it blank or write “N/A or 0”?</i>	<p>If data is unknown you may indicate ‘unknown’ or ‘not available’ and if baseline value is zero, you may indicate ‘0’.</p> <p>Please also consult evaluation grid, Step 2, question 3.2 stating ‘Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?’</p>
78	<i>What is “current value”? Do we have to fill that column on the Logical Framework Matrix?</i>	Currently no. The ‘current value’ column of the LFM template shall only be used for future reporting purposes, during the actual implementation of grants.
79	<i>If we realise at this point, when preparing the Logical Framework Matrix, that minor changes are required at output level or activities, can we do them by explaining and justifying them in the full application? Some examples: - if we discover that we need to add an activity now to achieve the output, or to measure or monitor an indicator? - If we realise that some of our outputs are indeed indicators, can we</i>	<p>Please refer to the answer to question 2.</p> <p>Adding a sub-activity to achieve an indicator, rearranging logical framework to depict better the result chain, re-grouping of activities, changes in the wording of the results are all not considered as elements, but as peripherals in this context of this Call for Proposals.</p>

No.	Question	Answer
	<p><i>rearrange them as such in our Logical Framework Matrix? – Can we re-group our activities, by changing some as sub-activities of others? – Can we propose minor alterations in our output or outcome sentence formulations to make them clearer?</i></p>	
80	<p><i>Can you clarify the difference between outputs and outcomes? Should the outputs refer to the change expected to happen by way of implementing one or more activities (e.g. knowledge of at least 20 health workers increased on preventive measures, services needed by people more vulnerable to Covid-19 are identified) or should they be directly related with the activity itself (e.g. 2 trainings conducted, 1 needs assessment survey conducted).</i></p>	<p>For further information of the definition of outputs, outcomes etc. you may refer to DG NEAR Guidelines on linking planning/programming, monitoring and evaluation available at:</p> <p>https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/pdf/financial_assistance/phare/evaluation/2016/20160831-dg-near-guidelines-on-linking-planning-programming-vol-1-v-0.4.pdf</p> <p>‘Outputs’ are defined as ‘direct products or services delivered by activities, directly influencing the achievement of outcomes’ and ‘outcomes’ as ‘The likely or achieved short-term and medium-term effects of an intervention’s outputs.’ (page xi of the above-mentioned guidelines).</p> <p>You may also observe that ‘output indicators’ are ‘by nature activity-specific’. As explained on page 50 of the above-mentioned guidelines ‘number of people trained’ would be a typical example of an output indicator. Output indicators are directly connected with the intervention, unlike outcome or impact indicators, whose value is influenced by other interventions and phenomena. Outcome indicators signal whether the short to mid-term desired changes are happening.</p>
81	<p><i>What is the difference between assumptions and pre-conditions?</i></p>	<p>Using the same source provided in the answer to question 79, ‘assumptions’ are the necessary and positive conditions that allow for a successful cause-and-effect relationship between different levels of results (page 32 of the guidelines mentioned in the answer to</p>

No.	Question	Answer
		<p>question 79).</p> <p>On the other hand, actual implementation realisation and utilisation can depend on other interventions (e.g. availability of a premises or personnel by a partner). Such interventions are to be considered as pre-conditions.</p>
82	<i>Is it possible to update our contact person in PADOR?</i>	<p>Please, refer to the answer to question 44.</p> <p>Update in PADOR or a contact person cannot constitute any ground for the rejection of your application and should not influence the assessment of such application.</p>
83	<i>Is it possible to learn our scores on the evaluation grid and the information on our evaluation grid scores.</i>	Please, refer to the answer to question 67.
84	<i>Is it possible to participate in the project (e.g. as part-time project manager or financial assistant) without being obligated to pay social insurance either in the Turkish Cypriot or the Greek Cypriot communities?</i>	Please, refer to the answer to question 25.
85	<i>What is the difference between co-financing and in kind contributions?</i>	Please refer to the answer to question 5.
86	<i>Can the start date of a project be delayed, and if so for how long?</i>	Please refer to the answer to question 13.
87	<i>Can volunteers and those working part time in the project be based abroad and work remotely if the activities e.g events are taking place in Cyprus?</i>	Please refer to the answer to question 34.
88	<i>If an entity rents an office room can this be offset in the budget as an in kind contribution?</i>	Please refer to the answer to question 27.

No.	Question	Answer
89	<i>Can someone be a part time project manager in 2 projects for different organisations/entities?</i>	Please refer to the answer to question 39.
90	<i>Does a registered NGO (established 2017) need to have bank statements/account even if inactive and had no financial income? Can bank statements of Board members be sufficient?</i>	Please refer to the answer to question 10. Please note that, for the registered CSO, accounts of that registered CSO (which is an entity acting as applicants) shall be uploaded in PADOR.
91	<i>Can members an NGO's Board be volunteers or employed in the project?</i>	Please refer to the answer to question 6.
92	<i>If an NGO was established in 2017 but has not received any funding/income how can it's financial status be shown?</i>	Please refer to the answer to question 10.
93	<i>What does the term eligibility of costs refer to?</i>	<p>The following are eligibility criteria, to further understand this term:</p> <ul style="list-style-type: none"> • Costs are incurred during the implementation of the action • They are indicated in the estimated overall budget of the action • They are necessary for the implementation of the action • They are identifiable and verifiable, recorded in the accounting of beneficiary and partners, and backed up by originals of supporting documents (note in case of simplified costs options, or volunteers work these support documents are not proofs or payment, but proofs of delivery). • They are compliant with the requirements of applicable tax and social legislation (this means that the grant beneficiaries and the affiliated entities are fully responsible for the coordination and execution of all activities and have to ensure compliance with local, national and other applicable legislation). • They are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency. <p>Please refer to section 2.1.5 of the Guidelines for Applicants for further information.</p>

No.	Question	Answer
94	<i>Are all actions and expenditures listed in grant contracts a priori eligible?</i>	<p>No. Simply because something was listed/mentioned in the project proposal it is not automatically eligible.</p> <p>Please also refer to the answer to question 93.</p>
95	<i>What are Annex IV principles?</i>	<p>Regardless of whether you follow PRAG or not, Annex IV- <i>Procurement by grant beneficiaries in the context of European Union external actions</i> obliges you to follow the following principles:</p> <ul style="list-style-type: none"> • Principle 1 - Best Value for money • Principle 2 - Avoidance of conflict of interest • Principle 3 - Being able to justify the choice of tenderer • Principle 4 – Using objective criteria in evaluation • Principle 5 – Record keeping • Principle 6 –Respecting EU restrictive measures <p>Note that failure to comply with these principles or rules may result in ineligible expenditure.</p>
96	<i>In the Guidelines for Applicants, of page 25 it is written ‘With the full application the lead applicant also has to submit completed PADOR registration form (Annex F) for the lead applicant, each (if any) co-applicants and each (if any) affiliated entities’. Shall we submit this?</i>	<p>No, provided the applicants, co-applicant or affiliated entities (if any) completed the <u>online</u> registration in PADOR, they do not have to complete Annex F.</p> <p>However, please also refer to Annex A2 – Instructions for drafting the full application (p.19):</p> <p>‘If it is impossible to register online in PADOR, you must complete the 'EuropeAid offline registration form' (Annex F to the guidelines) and send it together with your application. It is strongly recommended to register in PADOR before you start drafting your proposal and not to wait until just before the deadline of submission’.</p>

No.	Question	Answer
97	<i>Should the names of CSOs we intend to distribute financial support to third parties (FSTP) in our application (indicate their names)?</i>	No. FSTP is awarded after a call for proposals and evaluation. Applicants are not able to determine now who the recipients of such support may be.
98	<i>Is the contracting authority procuring experts and services for us under the grant actions?</i>	No. Grant beneficiaries act as a contracting authority: they procure services, supplies, and equipment on their behalf.
99	<i>Are there any different procurement rules that should be applied for the part of Action financed by the applicants' (the own co-financing to be provided by the Grant Beneficiaries)?</i>	<p>There is no distinction between contracting authority's and applicant's contribution.</p> <p>Annex IV defines the principles to be followed and they are applicable to the beneficiary and all partners, as well as affiliated entities, regardless of their legal status or nationality.</p> <p>Please also refer to the answer to question 95.</p>
100	<i>Is it necessary to follow procurement rules for the personnel budgeted in Human resources?</i>	No, it is not necessary.
101	<i>Does definition of target groups relate only to human race? For example in projects tackling environment protection?</i>	<p>Please note that as per section 1.2 of the Guidelines for Applicants (p.6), 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 and employers' organisations.</i></p> <p>The final beneficiaries of this Call are all social groups and communities for the interest of whom the CSOs advocate for in the TCc and all active citizens taking part in civil society initiatives and actions. They may also extend to elements constituting flora and fauna.</p>

No.	Question	Answer
102	<p><i>Considering the full lockdown enforced in the northern part of Cyprus since the beginning of February, the applicants are facing various hindrances to prepare their full applications correctly. Could the contracting authority consider an extension of the deadline for submission of the full applications?</i></p>	<p>The contracting authority is aware of the situation in the northern part of Cyprus and has accepted to extend the submission deadline of the full applications to 6 April 2021 at 15:00 Brussels time.</p> <p>Please refer to the corrigendum n°1 to the call for proposals published on Prospect and the Europeaid website for further information.</p>