

**Cypriot Civil Society in Action VII
EuropeAid/169185/DH/ACT/CY
Questions and Answers – Part II**

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

- a) to common questions received during questions and answers sessions, that took place, on 16 and 17 February 2021 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
- b) to common questions received in the scope of help desk supports within the "Civic space" project, and
- c) to questions received via the functional mailbox REFORM-CYPRUS-SETTLEMENT-SUPPORT-CS-VII@ec.europa.eu until 16 March 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.
- The deadline for submission of full application form applications is **6 April 2021 at 15:00** (Brussels date and time).

Where the Guidelines for Applicants 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.

Guidelines for Applicants and Call for Proposal documents are available at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1615301317644&do=publi.detPUB&searchtype=AS&zgeo=35414&ccnt=7573876&debpub=&orderby=upd&orderbyad=Desc&nbPublilist=15&page=1&aoref=169185> .

No.	Question	Answer
1	How to understand the term used in Q&A I, question n° 2, 'results'? (<i>However, the applicant may further elaborate/fine-tune peripherals outlined in the concept notes, such as duration of the individual activities proposed, methodology for the proposed activities, costs if mentioned;</i>	Please refer to footnote n° 19 of the Guidelines for Applicants, specifying that: <i>'As per OECD DAC definition, the term 'results' includes: 'impact' (overall objective), 'outcome(s)' (specific objective(s) and 'output(s)'. Wherever reference is made to 'results' they encompass 'impact' (overall objective),</i>

	<i>number of sub-grants originally proposed, wording of the results....')</i>	'outcome(s)' (specific objective(s) and 'output(s)').
2	<p>Shall we copy formulas from the budget example presented at FAF workshops? Formula at the Budget that was provided during FAF workshops shows 90% of financing, but current project will be 95% financed. Is there any limitation for the rate?</p>	<p>The example budget was presented to potential applicants during the workshops only for information purposes. Hence, you should not copy formulas directly from the example budget. Applicants should develop their own budgets, including the applicable formulas, to reflect their actions.</p> <p>As per the Guidelines for Applicants, section 1.3</p> <p>Any grant requested under lot 1 of this call for proposals must fall between the following minimum and maximum amounts:</p> <ul style="list-style-type: none"> • minimum amount: EUR 30,000 • maximum amount: EUR 60,000 <p>Any grant requested under lot 2 of this call for proposals must fall between the following minimum and maximum amounts:</p> <ul style="list-style-type: none"> • minimum amount: EUR 75,000 • maximum amount: EUR 320,000 <p>Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</p> <ul style="list-style-type: none"> • minimum percentage: 60 % of the total eligible costs of the action • maximum percentage: 95 % of the total eligible costs of the action
3	Can changes be done on the project, also on the impact and outcome level that was provided at the concept note stage?	Please refer to the answer to question 2 in the <i>Questions and Answers</i> document published on 26 February 2021 and to the answer to question 1 in the present document.

4	<p>For Lot 1 applications, is there any necessity to explain in the description section how the applicant will finance their part of the funding, such as through board members or volunteers' contribution?</p>	<p>In both lots, including lot 1, applicants may use full application form's sections 2.1.1 (description of action); 2.1.2 (implementation approach); 2.1.4 (sustainability of the action) to present their co-financing plans, as well as sheets 2 and 3 of the Budget template.</p> <p>Such detail can be important for the assessment of the financial and operational capacity (cf. section 2.3 of the Guidelines for Applicants, STEP 2, evaluation grid, financial and operational capacity, questions 1.3 and 1.4 in particular). Please note that data presented in applicant(s) PADOR profile(s) will be used to assess this criterion.</p>
5	<p>In the Logical Framework, there are two different outcome sections (one being specific objective), should outcomes of the project be put in the latter part?</p>	<p>In the logical framework template, there are two rows planned for the 'Outcome (s) (Specific objective(s))' and '*Other Outcomes (*where relevant)'. The row titled 'Other Outcomes' should only be completed if this is relevant/applicable for your action's result chain.</p> <p>In the row 'Outcome (s) (Specific objective(s))' you should indicate <i>'The main medium-term effect of the intervention focusing on behavioural and institutional changes resulting from the intervention'</i>.</p> <p>In the row titled 'Other Outcomes' other short-term effect(s) of the intervention focusing on behavioural and institutional changes resulting from the intervention (e.g. intermediate outcomes) should be mentioned.</p>
6	<p>Should sources of verification be included for each row in the Logical Framework? Since each output is linked to an outcome and overall objective how do we avoid repeating the sources of verification (and to a lesser extent, the indicators since the higher ones inevitably include those below them in the objective tree?</p>	<p>Sources of information and methods used to collect and report (including who and when/how frequently) should be indicated for impact, outcome(s) and output(s). If they are the same for various outputs and/or outcomes they can be grouped in one sentence indicating which outcomes/outputs they refer to. The same approach may be used in cases where sources/methods of verification are the same across the results.</p> <p>Similarly, if one indicator measures achievement and reflects the changes of several outputs/outcomes, it may be grouped in one sentence indicating what outputs/outcomes it refers to. Linkages between outputs/outcomes and indicators do not have to always be</p>

		linear.
7	If we are planning to travel to another country as a group for a study visit and will have staff travel within this country, how should we reflect the fuel expense? Can we add it as per diem? Or should it be listed under transportation? What is 2. travel if the flight ticket goes under per diem cost?	<p>Please refer to the answer to question 73 in the <i>Questions and Answers</i> document published on 26 February 2021. Please note in particular that per diems cover accommodation, meals, tips, local travel, and sundry expenses.</p> <p>'Local travel within the place of mission' also relates to city to city travel in a country abroad while on study tours (cf. budget line 1.3.1 <i>Per diems for missions/travel abroad</i>).</p> <p>Please note that flight ticket costs (for example traveling from Cyprus to a designated study tour country) are not a part of the per diem and should be included in budget heading 2 <i>Travel</i>.</p>
8	Is there any per diem that is applicable for the northern part of Cyprus?	<p>Please refer to the answer to question 73 in the <i>Questions and Answers</i> document published on 26 February 2021.</p> <p>Any subsistence allowances to be paid for missions undertaken must not exceed the per diem rates published on the website - https://ec.europa.eu/internationalpartnerships/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.</p>
9	Could you please confirm that only local city to city travel on a study tour should be covered within per diem? And could you please explain the scope of local travel? Does it cover taxi, etc. expenses? Does local travel also include trip from one city to another in the same country, by bus or train?	<p>Please refer to the answer to question 7.</p> <p>'Local travel within the place of mission', to be covered by per diems, also relates to city to city travel in country abroad while on study tours, regardless of the mode of transport (train, bus, taxi, local airlines, boats, etc).</p>

10	It was mentioned in the concept note application stage that our organisation will be established in 2020, however decision is still not announced as local responsible bodies have busy schedules. For Lot1, would it be a problem at the full application stage if the organisation is still not established yet?	In Lot 1 , applicants may also be non-registered CSOs ('entities without legal personality' are eligible under section 2.1.1 of the Guidelines for Applicants- lot 1 eligibility criteria). You may use one of the sections in the full application form to elaborate as to why intentions/plans expressed in the concept note could not have been fulfilled.
11	What is the meaning of the social inclusion? Does it include the employment of the use of the women population or is it more like an economical thing?	For the purposes of this Call, you may refer to a definition of social inclusion put forth by the European Commission: <i>'Social inclusion is a process which ensures that those at risk of poverty and social exclusion gain the opportunities and resources necessary to participate fully in economic, social, political and cultural life and to enjoy a standard of living that is considered normal in the society in which they live. It ensures that they have greater participation in decision making which affects their lives and access to their fundamental rights'</i> https://ec.europa.eu/employment_social/esf/docs/sf_social_inclusion_en.pdf . Further details can also be found in the following United Nations' publication https://www.un.org/esa/socdev/rwss/2016/chapter1.pdf
12	Does the local transportation under the Budget covers the travel costs that will take place in the northern part of Cyprus?	Yes, budget line 2.2 <i>Local transportation</i> from Annex B (Budget) can be used for local transportation/travel costs in Cyprus (including in the northern part of Cyprus). Please also refer to the answer to question 38.

13	For the logical framework, should we just put one indicator for outcome or overall objective or should we add more?	<p>Please refer to the answer to question 6.</p> <p>In addition, please observe that, according to European Commission, ‘When defining indicators, there are no unique or universal principles to be followed.’ (reference from https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/pdf/financial_assistance/phare/evaluation/2016/20160831-dg-near-guidelines-on-linking-planning-progrming-vol-1-v-0.4.pdf, page 53).</p> <p>The quality/required number of indicator(s) depends on the purpose it serves, on the nature of the intervention, on the intervention stage, and on the development and maturity of the performance/monitoring systems.</p>
14	If total EU grant is EUR 60,000 and co-funding amount is 5%, should this 5% be added in the budget?	<p>Yes. The budget of the action must reflect both the total cost of the action corresponding to the sum of the costs to be covered by the EU grant and the costs covered from co-financing.</p> <p>Please also refer to the answer to question 2 for the minimum and maximum sizes of the EU grant.</p>
15	Can costs of services, such as trainings, be presented as co-financing?	<p>Please refer to the answers to questions 5, 7, 27 and 45 in the <i>Questions and Answers</i> document published on 26 February 2021.</p> <p>Section 6.3.9 of PRAG available at https://ec.europa.eu/europeaid/prag/document.do?nodeNumber=6.3.9 states that the co-financing may take the form of the beneficiary's own resources (self-financing, other donors funds), income generated by the action and financial or in-kind contributions from third parties. In this Call, co-financing in kind (provision of goods or services to the grant beneficiary free of charge by a third party) is only accepted in the form of volunteer work.</p> <p>Please also refer to section 2.1.5 of the Guidelines for Applicants (paragraph titled ‘Contributions in kind’).</p>

16	Can a travel from Barcelona to Madrid on a study tour be covered as a per diem? From the previous projects that I was involved there are examples where such travel abroad, is considered as local transportation and it is not reimbursed from per diem but is included under budget heading 2.	Please refer to the answers to questions 7 and 9.
17	In our project, there will be an activity related to publishing, based on advocacy and policy making for the organisation, which will be carried out by an external expert. Should it be presented under HR or service section?	Tasks performed by external consultants, experts and/or other service providers should typically be included under budget heading 5 or 6 of Annex B – Budget, unless these experts are ‘in-house’ experts. Please also refer to the answer to question 32.
18	Do we have to include activities like project management and visibility (cross cutting activities) under the Log Frame in the intervention logic section?	Cross-cutting activities, such as project management or visibility, should be listed in the activity matrix of the logical framework. Activities should in principle be linked to corresponding output(s) through clear numbering, however, in cases of cross-cutting activities this may not be fully applicable as they apply to all outputs (are resulting from the grant contract itself). Hence, cross-cutting activities do not have to be mentioned in the intervention logic section.
19	Does the project accountant need to be certified?	It is advised to hire accountants with the appropriate qualifications and experience to support project implementation.

20	Is there any limit of numbers of the organisations that can be the part of the Steering Committee under the project?	<p>The present Call does not envisage formation/functioning of a Steering Committee as a mandatory activity nor does it define any maximum or minimum number of members of such a committee. Representatives from different stakeholder groups may take part in such a mechanism and/or diverse range of stakeholders with different perspectives might also be consulted on specific issues.</p> <p>Should you decide to establish such a body, in case its governance envisages majority (in contrast to for example, consensus/hierarchical) decision making you may decide to opt for an odd number of members.</p>
21	One of the Committee members is currently working under an EU funded project but her/his/their contract ends in August 2021. Would it be a problem?	<p>Please refer to the answer to question 35 in the <i>Questions and Answers</i> document published on 26 February 2021.</p> <p>A person working full-time elsewhere cannot be recruited to work on the action in full time capacity, but only in a supplementary manner.</p> <p>Please also refer to the answer to question 13 in the <i>Questions and Answers</i> document published on 26 February 2021 as regards indicative start of the actions.</p>
22	Is it possible to hire translation services from the Republic of Cyprus?	<p>Please refer to the answer to question 69 in the <i>Questions and Answers</i> document published on 26 February 2021.</p> <p>In this sense, without prejudice to other eligibility/procurement criteria, it is possible to recruit a Greek Cypriot translator/agency under services.</p>
23	Can the same activity that was implemented during previous EU funded project be also implemented under the current project? This activity was approved at the concept note stage.	<p>Please note that there is no procedure for ‘approving’ activities at concept note stage. Proposals are simply evaluated as per the published grids, and eligibility checks shall be done prior to contract signatures.</p> <p>‘No double funding’ is a basic principle in grant funding. Where the action/part of the action continues a previous action, already funded by the EU or otherwise, in the full</p>

		<p>application form (description of the action section), applicants should describe how the action is intended to build on the results of the previous action. Repetition of activities already funded (for example training one and the same group of people in one and the same topic and requesting funds for these) should be avoided, as associated costs may be interpreted as ineligible, on the basis of the 'necessary for action' principle (art 14.1 of the general conditions).</p>
24	<p>Regarding financing to third parties, can the amount provided at the concept note stage be changed during full application? Is it possible to increase the number of people who will be financed and decrease the amount of money?</p>	<p>Please refer to the answer to question 2 in the <i>Questions and Answers</i> document published on 26 February 2021.</p> <p>Costs of financial support to third parties (FSTP), if mentioned in the concept note (CN), including those related to FSTP as well as number of sub-grants originally proposed are considered peripheral details of the concept note and as such may be amended in the full application.</p> <p>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 the full application form, point viii.) and section 2.2.5 of the Guidelines for Applicants.</p>
25	<p>Should the researchers that will be hired during the project be put under budget heading 1? If yes, does it mean that they should be on a pay-roll and pay social security benefits? Is it possible to put them under budget heading 5 or 6?</p>	<p>Please refer to the answer to question 17.</p>
26	<p>Is there any chance to change the bank account later in the application/implementation process?</p>	<p>Please note that during the implementation of the contracts, as per the Article 9.5 of the general conditions '<i>Changes of address, bank account or auditor may simply be notified by the Coordinator.</i>' Hence, it is possible to change the bank account during the implementation. However, in duly substantiated circumstances, the Contracting Authority</p>

		<p>may oppose the Coordinator’s choice.</p> <p>Also, note that as per point 6 of section 2.4 of the Guidelines for Applicants ‘A <i>financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made’ shall be requested from a lead applicant whose application has been provisionally selected or placed on the reserve list’.</i></p> <p>Hence, you will be asked about the bank details (for the bank account you intend to use to receive grant) only following the finalisation of the full application evaluation process.</p> <p>The bank should be located in the country/territory where the lead applicant is established.</p>
27	<p>Our application envisages some expenses in the Republic of Cyprus. If there will be an advertisement that will be broadcast in both the Turkish Cypriot and Greek Cypriot communities do we require to put them in two separate budget lines or could it be under same budget line?</p>	<p>Please refer to the answer to question 22.</p> <p>Costs mentioned can be grouped in one budget line or presented in two separate budget lines (details to be presented in the justification sheet of the budget).</p>
28	<p>Can an update be done to the activities and keep the same objectives that was provided at the concept note stage? Can an additional activity be added?</p>	<p>Please refer to the answer to question 2 in the <i>Questions and Answers</i> document published on 26 February 2021.</p> <p>Elements 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 peripherals outlined in the concept notes, and/or add additional activities; as long as they do not substantially alter the elemental content already proposed in the concept notes.</p> <p>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.) and section 2.2.5 of the Guidelines for</p>

		Applicants.
29	Is it required to have an external evaluation process?	<p>External evaluation is not a mandatory activity in this Call.</p> <p>However, please also reflect on question 4.2 of the full application evaluation grid (section 2.3 of the Guidelines for Applicants): <i>‘Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?’</i></p> <p>The Guidelines do not distinguish further between the external or internal mode of the evaluation. This is left at the discretion of the applicant, should an evaluation be planned.</p>
30	Can UK be mentioned as a destination for study visit?	<p>Activities such as study tours cannot take place in UK, within this Call.</p> <p>As per section 2.1.4 of the Guidelines for Applicant <i>‘Actions must take place in the northern part of Cyprus. If proven relevant by the description of the action, some of the activities may take place in a member state of the European Union, in a member state of the European economic area or in one of the candidate countries for accession to the European Union. However, such activities cannot constitute the major part of the action.’</i></p>
31	Should project management be presented as a cross cutting activity rather than a working package?	<p>Both options are possible, depending on how the applicant decides to present the project’s activities. Project management is indeed a cross cutting activity, and it may be presented as such or as a separate working package.</p>

<p>32</p>	<p>I am writing on behalf of XX to bring to your attention an issue which we need clarification on under Lot 1 - 169185.</p> <p>XX is not legally registered in the northern part of Cyprus, as a result, we do not have a formal legal entity and cannot write contracts on our behalf. In the event our 'Action' is accepted, this will mean that we are unable to either receive the grant in our account or execute contracts. While this may seem as a problem for later, it poses a unique challenge for us. That is to say, how do we draw our current budget?</p> <p>So basically, under the legislation in the northern part of Cyprus, the first problem is that we will need to find a registered entity (preferably a CSO) willing to stand in as executor of our project contracts since we do not have a legal entity. This in itself should not pose a problem, but the issue here is that because we are foreign nationals, in particular students, we are only allowed to work part time. Meaning, on paper the project coordinator or assistant even if they work full time, will have to be registered as part time workers. The second issue is that as foreign nationals who are registered as part time workers, at least 36% of any fee paid covers insurance and VAT, which will affect how much this individual will be paid and consequently the budget of our action. In the event, where we choose not to be registered as part time workers, but receive such fees as contractors, the insurance fee and VAT is even higher. The best option, would be for such a fee to be made as a payment for a service, and as such no tax or VAT would be paid, hence, decreasing the amount spent on salaries of staff.</p>	<p>You are advised to consult local accountants, lawyers and bank officers in order to better understand the possibilities and options. The EU is currently funding non-legal entities (natural persons) through different grant schemes in the northern part of Cyprus. These entities have been able to sign sub-contracts with suppliers/service providers, and have received funds on their bank accounts.</p> <p>Please note that, as per eligibility criteria (section 2.1.1 of the Guidelines for Applicants), applicant needs to (<i>inter alia</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. Hence, '<i>finding a registered entity (preferably a CSO) willing to stand in as executor of our project contracts</i>' is ineligible as an implementation approach.</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>You are advised to consult local regulations in relation to social contributions and charges.</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> <p>Direct eligible costs that can be presented under budget heading 5 or 6 include, among others:</p> <ul style="list-style-type: none"> - costs of experts assisting the smooth implementation of the contract; - costs of service, supply and work contracts awarded by the beneficiary(ies) for the purposes of the action (for example costs for mobilising expertise to improve the quality of the logical framework (e.g. accuracy of baselines, monitoring systems, etc.),
-----------	---	--

	<p>The difficulty here is finding a CSO willing to be the executor of the contract, and also willing to assume the risk of disbursing such payments under option 3. While the risk is low as we were informed, it is still a risk, and someone or some organization has to assume such risk.</p>	<p>both at the beginning and during the implementation of the action; and</p> <ul style="list-style-type: none"> - costs deriving directly from the requirements of the contract (dissemination of information, evaluation specific to the action, etc.). <p>Please also refer to the answer to question 17.</p>
33	<p>We have just found out that our NGO has been removed from the system in the District Office and we need to re-register. We can of course do this in the next few days, but it may take 60 days for the registration process to be completed. Are we able to still proceed with our application under such circumstances?</p> <p>Please note that we are also required to change the name slightly in the paperwork. It will be a small change only and will still reflect the organisations name.</p> <p>Finally, if we are still able to proceed, should we remove all previous documentation uploaded on the system and replace it will the registration documents submitted to the district office for re- registration?</p>	<p>Please be advised that entities without legal personality are eligible to apply for Lot 1 of the present Call. You are advised to submit a formal letter, along with your full application form explaining any changes to the originally presented information in your current PADOR profile, copying also all relevant documents, if applicable.</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), or an action, in line with Guidelines for Applicants, section 2.2.8. Guidelines for Applicants.</p>
34	<p>If a local office will not be rented under 4. Local Office, can we still put costs for 4.1 (vehicle costs), 4.3 (consumables) or 4.4 (Other services (tel/fax, electricity/heating, maintenance))?</p>	<p>Article 7 of the Special Conditions clarifies that 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) is ineligible.</p> <p>Regardless of whether a local office is rented or not, local office costs where property rights of natural and legal persons are respected (in conformity with Article 7 of the</p>

		<p>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) are eligible and should be planned depending on the actual use arrangements (shared/not shared) and the extent of which the office use is considered necessary for carrying out the Action. Hence, a percentage (apportionment) of costs and/or claiming actual costs booked in accordance with their actual use may be applied when presenting local office costs.</p> <p>Cost of consumables are eligible on the basis of article 14.2 of the General conditions.</p>
35	If we will pay the rent for our existing office under 4. local office and/or utilities can we pay the whole rent cost of the Office and utilities or only some percentage of these costs?	Please refer to the answer to question 34.
36	Can we indicate lumpsum cost of a service (e.g. trainings, conferences, studies) under heading 5 including the fees for trainers/experts or should we separate the fees for trainers/experts?	<p>Please refer to 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> <p>If one budget line is used to present all associated costs, please elaborate on details in the 'justification' sheet of the budget.</p>
37	Can we indicate lumpsum for equipment and supplies under heading 3 or do we have to indicate the costs of each equipment and/or supplies separately?	Please refer to the answer to question 36.

38	<p>Under which heading should we put the gas/transport costs for project-related transportation within Cyprus? (under heading 2 or 4)</p>	<p>Typically, these costs are presented under budget heading 2 (budget line 2.2 Local transportation). Vehicle costs can be presented under budget line 4.1.</p>
39	<p>For the call for proposal Cypriot civil society in action VII, I would like to ask a question in regards to modifying the scope of the project in the intervention logic.</p> <p>During the training sessions held by the xx, it is underlined that the Overall objective and specific objective cannot be changed but according to the Q&A list that the responsible body published earlier, it was stated that "Therefore, elements 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 peripherals 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.)". However, after receiving xx's support, we have acknowledged that our project would be more effective and beneficial if we narrow its scope and move one of the outputs as the outcome. Thus, if we are</p>	<p>Further fine-tuning of the outputs and outcomes, including the promotion of an output to an outcome is not considered as modification of the concept note elements.</p> <p>Please also refer to the answer to question 1.</p>

	allowed to do that, (the target group/final beneficiaries are going to be the same but the methodology will be changed to a certain extent), then the activities have to be changed according to the new outputs. Is that possible?	
40	Is it possible to remove a co-applicant at the full application phase if it has been ascertained that their role does not add any value to the project?	<p>Please refer to the answer to question 2 in the <i>Questions and Answers</i> document published on 26 February 2021.</p> <p>As per the section 2.2.5 of the Guidelines for Applicants: <i>'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'</i>.</p>
41	If it is not possible to remove a co-applicant at the full application phase, is it possible to have said co-applicant become an Associate in the application instead?	Please refer to the answer to question 40.
42	Can a co-applicant withdraw from the application at full application stage?	Should such decision be made by the co-applicant, the lead applicant would still need to observe the provisions of the Guidelines for Applicants, detailed under the answer to question 40 of this document.

43	How can an entity show their financial capacity bearing in mind that a score of 1 is needed for financial capacity otherwise the application is rejected?	Please consult the answers to questions 8 and 10 of the <i>Questions and Answers</i> document published on 26 February 2021.
44	For an entity composed of 2 individuals, do both people need to upload their bank statements on to PADOR and if so, do both people's bank statements need to show adequate funds in their accounts to support the project?	Footnote no 14 of the Guidelines for Applicants (page 9), states: ' <i>Grant applications may be eligible if submitted by entities which do not have legal personality under the applicable local legal text, on the condition that the representatives of that applicant can prove that they have the capacity to undertake legal obligations on behalf of the applicant, and that they offer financial and operational guarantees equivalent to those provided by legal persons</i> '. In line with this, both individuals may present their bank statements . However, please note that there is no obligation for ALL representatives to present their bank statements.
45	How can a newly established organisation show their financial capacity and ensure they are not rejected if they do not have any financial income or only projects that paid in kind contributions?	Please refer to the answer to question 43.

46	<p>We, as a CSO registered in the northern part of Cyprus, have applied to CSVII and our concept note is accepted to submit a full application. Given the fact that we are a CSO, we have just received our registration, and according to our legal implementation we could have our general assembly within six months after the registration. Given the circumstances and measures taken by the duty bearers for Covid-19 pandemic, to open a bank account takes longer than it is supposed to with limited employees working in the legal bodies and banks etc... The question is, as we are applying under LOT 1, is it possible to give one of our members' bank account and change it if the project proposal gets accepted? Or even upload an empty FIF and provide the approved one before signing the contract?</p>	<p>Please note that if you have applied as a registered legal entity, bank details of that legal entity should be uploaded in PADOR database.</p> <p>If, on the other hand, you have applied as a non-registered entity, please follow the details as described in the answer to question 43 of this Q&A and answers to questions 8 and 10 of the <i>Questions and Answers</i> document published on 26 February 2021.</p> <p>Please note that data currently presented in the financial identification form (bank account) may change prior to contracting, should you decide to use another bank account.</p>
47	<p>Would it be possible (question relates to non-registered CSO applying for Lot 1) to present data from one of the bank accounts the representative of the organisation has in PADOR, and then, if grant is approved, dedicate a different bank account (in the same name) to receive the grant?</p>	<p>Yes. Please also refer to the answers to questions 26 and 44.</p> <p>It is advisable to present financial data of the representative(s) (in case of an applicant being a non-registered CSO) that can further support your financial and operational assessment.</p>