

Q: Point 4.1.2 of the Guidelines talks about "subcontracting", but it does not say if there is a minimum limit of the amount of the cost of the service for which it is necessary to ask three offers. Is it necessary to ask three offers also for small amounts of services?

A: Please note that Article 4.1.2 in the Guidelines for grant applicants has been modified as follows:

"4.1.2 Subcontracting and calls for tender .

Where the implementation of the subsidised actions requires subcontracting or the launching of a call for tenders, the grant beneficiaries must award this contract to the tender offering the best value for money, respecting the principles of transparency and equal treatment of potential contractors and ensuring there is no conflict of interests. Subcontracting must only account for a limited part of the project. Details on subcontracting must be inserted in the section 2.3 of the Grant Application Form.

Where implementation of the assisted actions requires the award of a procurement contract with a value of more than EUR 60 000, the authorising officer responsible may require beneficiaries to abide by special rules. Those special rules shall be based on rules contained in the Financial Regulation and determined with due regard for the value of the contracts concerned, the relative size of the European Union contribution in relation to the total cost of the action and the risk. Such special rules shall be included in the grant decision or agreement.

The beneficiary must clearly document the tendering procedure and retain the documentation for the event of an audit.

Contracts may only be awarded after a project's start date (given in the application) upon prior written approval by the Commission."

Clarification: The beneficiary must be in a position to demonstrate that he has, for all contracts, chosen the subcontractor offering the best value for money, that is to say, to the one offering the best price-quality ratio. This applies to all contracts, with no limitation to amounts under 60 000 euros. It is up to the beneficiary how he will establish the best price-quality ratio.

However, in relation to Article 120 in the Financial Regulations of the European Commission, the Contracting Authority reserves the right to request the beneficiary to abide by special rules in case he intends to award a procurement contract with a value of more than 60 000 euros.

Q: Is it possible to be principle applicant in Lot 2 and just partner of the project in Lot 1?

A: In the case that the two applications you refer to both would be awarded grants, and if your institution would be found eligible to be a partner under Lot 1, it would be possible for you to take part in the two projects.

Q: Is it possible to have official partners (who would sign the partnership statement) from one or more candidate countries or potential candidates?

A: Article 4.1.1 in the Guidelines for grant applicants states that the partners must satisfy the eligibility criteria as applicable on the grant beneficiary himself. This means that also the partners must be public or private bodies which are registered in one of the EU's Member States.

Q: What is the minimum and maximum length of one TV program to be produced for the project and how many minutes or series in total must there be?

A: Article 4.2 of the Guidelines for grant applicants states that "*... Project proposals for TV programmes of a "one-off" nature may be considered, as will programmes broadcast as a series.*

** Minimum duration of one-off programme (or total length of a series): 55'..."*

Clarification:

55' should be read as 55 minutes.

Q: Are only air TV companies eligible applicants or may also cable and digital TV companies submit a proposal? Can a cable TV apply for grants under PRINCE 2010?

A: Eligibility of actions under Lot 1, Article 4.2 in the Guidelines reads "*Applicants – television broadcasting companies - must provide with their application a letter of guarantee that the proposed programme(s) will be broadcast either via satellite or terrestrial networks, in the event that a grant is awarded. Failure to include such a broadcast guarantee will result in your proposal being rejected.*"

The following criteria fall under terrestrial networks and are therefore eligible:

- **aerial**
- **cable**
- **digital tv via adsl.**

Please note however that Web-tv is **not** eligible.

Q: Are Lot 1 and Lot 2 linked to each other or is it possible to apply to just one of them?

A: Lot 1 and Lot 2 are not linked and it is not possible to include both Lot 1 and Lot 2 within the same project and application. Article 3 in the Guidelines for grant applicants states that *"An applicant may submit more than one proposal, but is not entitled to receive more than one grant under this Call. Projects will be ranked and selected according to selection and award criteria defined hereafter."* and Article 9.1: *"Where an applicant sends several different proposals, each one has to be sent separately."*

Q: We have seen that the guidelines state that the remuneration of the directors (as an example) or persons holding similar positions must not appear in the budget. Does it mean that the project cannot pay co-ordinators or project manager?

A: Article 4.3 of the guidelines states the following: *"the cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration; the remuneration of management persons of the applicant organisation and / or any partner(s) are not covered, i.e. the remuneration of the directors (as an example) or persons holding similar positions must not appear in the budget;"*

Clarification:

"staff assigned to the action" includes project manager and alike.

"the remuneration of management persons of the applicant organisation and / or any partner(s) are not covered" could for example be the head of your organisation, who might perhaps sign the grant agreement but not necessarily be directly involved in the project.

Q: In the guidelines it says that in order to prove financial capacity an audit is necessary: an external audit report produced by an approved auditor. This report shall certify the accounts for the last 2 years available. In FAQ for Prince 2009 I read that this is not necessary if the amount requested does not exceed 500 000 euros. Would this be the case here as well?

A: 1. The only exception on certification of accounts is stated in Article 6.2 in the Guidelines for grant applicants: *"Public bodies are considered having the necessary financial and administrative capacity, together with the necessary financial stability, to carry out projects under the Prince Information and Communication Programme: they shall not be required to present further documentation to demonstrate this."*

The requirements under Call for Proposals PRINCE 2009 do not apply for PRINCE 2010.

Q: Do the applicants outside the eurozone for calculation have to use the monthly rates available at the EU Commission website <http://ec.europa.eu/budget/inforeuro>

A: Yes, the Commission official exchange rates are the ones published on the InforEuro <http://ec.europa.eu/budget/inforeuro> .

Q: Before starting the proposal preparation, we would be grateful to have your feedback on the eligibility/interest of the project idea currently planned.

A: Unfortunately we cannot give any feedback on any specific project proposal in beforehand. However, we invite you to read Article 2 in the Guidelines for grant applicants, where the objectives are stated.

Q: The budget form provides a section for costs for staff travels and subsistence, but how can I do if the project wants to move a group of students from different countries? In what section I can add lines for those costs?

A: Costs for travel carried out by other persons than staff taking part in the action (such as participants in an event etc.) should be included under heading A.6. *Any other direct costs.*

Q: If the applicant is a public body, is it mandatory to provide the accounting documents (official complete statement of accounts and external audit report)?

A: - Article 6 (selection criteria) of the Guidelines states the following concerning financial capacity:

"Public bodies are considered having the necessary financial and administrative capacity, together with the necessary financial stability, to carry out projects under the Prince Information and Communication Programme: they shall not be required to present further documentation to demonstrate this."

Seeing that public administrations and public sector legal entities are subject to special statutory controls by the audit bodies authorised to audit their accounts by national law, it has been decided to waive the obligation to produce external audit certificates for beneficiaries that are public bodies.

Q: Would consulting costs fall under eligible costs?

A: Consultancy fees would fall under the category *Subcontractors* under Article 4.1.2 in the Guidelines for grant applicants (Subcontracting and calls for tender) as an award of contract. Consultancy fees are eligible if they are for the purposes of carrying out the action.

The Commission must first be informed (information to be supplied by the beneficiary either in the grant application if known in advance or by *ad hoc* means while the action is under way, in which case the Commission must then give its authorisation).

Q: Is it possible for an action to take place in one EU Member State and one candidate country or potential candidate?

A: The Guidelines of the Call do not prohibit combining the locations. Actions may therefore take place in "*one or more EU Member States*" AND in "*one or more candidate countries or potential candidates*"

Q: Où est-ce que je peux trouver le formulaire en français pour l'appel à proposition?

A: Le formulaire de candidature existe uniquement en anglais. Nous vous invitons à utiliser ce formulaire et à le remplir en français.

Q: Is it possible to cover part of the co-financing with contributions in kind?

A: Article 4.3 in the Guidelines for grant applicants states that contributions in kind are **not** eligible:

Non eligible costs:

"- contributions in kind (e.g. land, immovable property whether in its entirety or in part, durable capital goods, raw materials and unpaid voluntary work) under any circumstances."

Please note the following: By contributions in kind we mean the provision of goods or services to the beneficiary free of charge by a third party. Contributions in kind do not therefore involve any expenditure for the beneficiary and are not entered in the accounts. The use by the beneficiary of his own staff or equipment for the purposes of implementing the action does not represent a contribution in kind since this use constitutes a cost for the beneficiary and may consequently constitute a direct (or indirect) cost of the action. If the beneficiary intends to meet this cost himself it counts as self-financing out of own resources.

Q: Could we plan in our budget payments for external staff on temporary contract from the candidates and potential candidate countries, that could carry out the activities on place?

A: Provision for external staff would fall under the category *Subcontractors* under Article 4.1.1 in the Guidelines for grant applicants as award of contract.

The Commission must first be informed (information to be supplied by the beneficiary either in the grant application if known in advance or by *ad hoc* means while the action is under way, in which case the Commission must then give its authorisation).

Please also see Article II.9 in the Draft Grant Agreement.

Q: In order to present a project under the PRINCE 2010, and in order to permit the assessment of the applicant's financial capacity, it is referred the need to present and we quote: «an external audit report produced by an approved auditor. This report shall certify the accounts for the last 2 years available» and it is regarding this specific issue that we have some doubts. This because we are a Portuguese trade union, legally constituted and operating according the national law. Concerning our accounting, once we are considered to be an association, we cannot have an organized accounting, this by the law.

A: Article 6 (selection criteria) of the Guidelines states the following:

"Public bodies are considered having the necessary financial and administrative capacity, together with the necessary financial stability, to carry out projects under the Prince Information and Communication Programme: they shall not be required to present further documentation to demonstrate this."

If your trade union is operating on behalf of and under the responsibility of a public authority, it falls under the above category.

Q: Dans les lignes directrices de l'appel, il est écrit que :

"Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself." Si nous comprenons bien, ces critères sont notamment "be registered in one of the EU's 27 Member States".

Nous en concluons donc que les pays candidats ou candidats potentiels ne sont pas considérés comme des partenaires mais comme des "Associates: Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 4.1".

Est-ce correct ?

De plus, si certaines activités du projet se déroulent dans l'un de ces pays Associates, nous comprenons que les frais doivent être réglés par l'Applicant ou les partenaires du projet et non pas par l'Associate lui-même (vu que ce dernier "may not receive funding from the grant with the exception of per diem or travel costs"). Est-ce correct ?

Enfin, est-il possible d'avoir comme partenaires associés (Associates) des partenaires issus des pays tiers méditerranéens ?

A: Concernant les partenaire(s) et les associés du bénéficiaire, nous vous confirmons que les partenaires doivent être enregistrés dans un des 27 états membres de l'UE et que, en revanche, les associés ne sont pas inclus dans cette restriction.

Les coûts pour toutes les activités, y compris les activités qui se déroulent dans d'autres pays que les pays membres de l'UE, doivent être pris en charge par le bénéficiaire et le(s) partenaire(s).

Il n'y a pas des restrictions géographiques en ce qui concerne la location des associés et sous-traitants.

Q: My question is concerning the word 'startklar' in the German abstract of the call for proposals. It says the project needs to be ready to start. I was wondering what exactly it means. Does it mean the co-financing must be in place, or it needs to start right away when the proposal is accepted?

A: Article 2 (objectives) of the Guidelines to the grant applicants states the following:

"Grants will only be offered to project proposals which are clear and well-defined, which have been researched and fully developed having taken all time-schedule and budget considerations into account, which are ready to commence, and which aim at achieving the above-mentioned objectives. The evaluation committee will take into account the expected multiplier effect of the project. Particular attention will be given to creativity and innovation in the proposed methods of communicating with the public and strategic multipliers."

Please read Article 4.2 of the Guidelines (eligibility types of actions), which, depending on which Lot you are interested in, states the maximum duration of the activity and the final date when implementation must be finalised. Please note also that "a grant may not be awarded for a project that has already started."

Article 9.2 of the Guidelines provides the time schedule of the award procedure. The applicants will receive notification of the results in October 2011 and the ones chosen to be awarded a grant must be ready to sign the agreement by 30 November 2011 at the latest.

To summarise: The financing may not be retroactive, so the earliest the action may start is in November 2011. The duration of the action may be of maximum 12 or maximum 18 months (depending on which Lot) and it must be finalised by 30 November 2013 at the latest.

As long as the criteria laid out in the Guidelines are fulfilled, the action can start either on the date on which the grant agreements are signed or later.

Q: **Partnership Statement:** According to the guidelines the complete application must include a partnership statement signed by all the members of the consortium. Should the partnership statement be sent with the original signature, or can we send a copy of the original?

The partners' written commitment to co-finance the project : At page 20 of the Guidelines, is written that the application must include: "The partners' written commitment to co-finance the project". Is this declaration different from the Partnership statement mentioned above? Do we have to recollect another specific declaration from all the partners? Should we send this further declaration originally signed or can we send a copy of the original?

A: The Guidelines for grant applicants do not require that the partnership statement must be sent with the original signature of the partner.

Article 9 in the Guidelines states that the applications must include "*The*

partners' written commitment to co-finance the project". Clarification: The written commitment is different from the partnership statement. Only those partners and/or external sponsors who agree to co-finance projects must produce letters of commitment confirming the amounts. The Guidelines for grant applicants do not require that this written commitment must be sent with the original signature of the partner and/or sponsor.

Q: To give account of activities carried out in (potential) candidates countries, can legal entities from these countries be considered Associates? If not, do the applicants or partners have to give some evidence of the way they intend to involve beneficiaries from these Countries?

A: Article 4.1.1 sets out the eligibility criteria for partners and associates. Clarification: The associates do not have to fulfil the eligibility criteria of applicants and partners, therefore the associates may come from non-EU Member States, such as candidate countries and potential candidates. Information regarding the associates must be given in section 1.7 of the grant application form. Details concerning the involvement of partners and associates should be explained under the title *Description of the action* in section 2.1 in the application form.

Q: In the detailed budget sheet

- a. do we have to copy rows to better describe items ? (e.g. one different row for each conference/seminar, publication)
- b. do we also have to add rows ? (e.g. specify for each conference/seminar costs for room rental, translators, teachers/experts)
- c. do we have to specify which partner incur in each cost/activity ?

A: a. and b. Footnote 1 in Annex II section 2.2 reads as follows:

"The Budget must cover all eligible costs of the Action, not just the Contracting Authority's contribution. The description of items must be sufficiently detailed and all items broken down into their main components. The number of units and unit rate must be specified for each component depending on the indications provided."

Clarification: you need to copy and add rows in order to accommodate for your budget needs. Each budget item should be clearly specified.

c. The contributions of partners and external sponsors should be specified in column B in Annex II section 2.1. Footnote 10 reads as follows:

"Give details in section 4. Specify in particular whether these contributions are allocated to specific costs."

Clarification: The details concerning the contributions of partners and external sponsors need only to be given in section 4 in the grant application form. This information does not need not be included in Annex II, Budget of the Action.

Q: In order to demonstrate the eligibility of the partner, which documents do we have to provide? Is it sufficient to fill in the table from the **Section 1.6.1** of the

Application Form?

A: Article 4.1.1 in the Guidelines for grant applicants states that partners must "*satisfy the eligibility criteria as applicable on the grant beneficiary himself*". Information regarding the partner should be given in section 1.6.1 in the grant application form, and the partner must sign the partnership statement in section 1.6.2.

Q: In order to demonstrate the Partner's commitment in co-financing the project, which documents do we have to provide? Is it sufficient to fill in the Partnership Statement included in **Section 1.6.2** or should we draft another, more personalized, agreement?

A: The section "*Financial viability of the applicant and of any third parties involved throughout the period during which the planned action is to be carried out*" in section 2.1 of the Grant application form applies to both the main applicant and to partners/external sponsors.

The co-funding partner and external sponsors must also produce a letter of commitment in accordance with Article 9 in the Guidelines.

Q: Regarding the document's language, do we have to provide a translation in English for all the documents requested: legal documents for establishing the applicant body, the official statement of accounts for 2009, 2 external reports of auditors for 2008 and 2009, the applicant's most recent activity report? In case of long documents, can we provide a short resume in English?

A: Applicants shall submit the grant application in English or French. As concerns the translation of Annex documents, we would like to ask you to provide a copy of the original versions together with a translation to English or French. You may carry out the translation yourselves.

Q: In the section **Organisation/Implementation**, you request information related to the "qualifications and skills for the action of the staff who will be assigned to it especially in terms of project management". Is it necessary to nominate the people assigned to occupy these positions or can we just describe each position in terms of qualifications and skills?

A: Article 6 in the Guidelines states the following: "*An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below.*"

Clarification: The Guidelines do not specify any particular types of documentation that must be submitted, however they state that: "*Documents submitted by the applicant must enable this evaluation to be made.*" The profiles of the staff to be involved in the action would be sufficient; there is no obligation to submit CVs.

Q: What do you mean with *applicant's most recent activity report*? Which kind of information should this report comprise of?

A: The applicant's most recent activity report could be for example your organisation's last annual or periodical report, or another type of report presenting your field of work during the preceding period.

Q: The "third parties" mentioned in the Guidelines refer to subcontractors. According to the Guidelines and Grant agreement, we are not allowed to subcontract any activity prior to signing the contract with the European Commission. If we don't know the name of our subcontractors, which kind of guarantee should we mention?

A: Section 2.1 in the grant application form states that:

"Financial viability of the applicant and of any third parties involved throughout the period during which the planned action is to be carried out.

This section must show that the applicant has stable and sufficient sources of funding to continue operating throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.

...

Any guarantees granted by third parties:"

Clarification: Section 2.1 applies to the applicant and to the partners/external sponsors who have agreed to contribute to the implementation and/or funding of the project. It does not apply to subcontractors.

Q: In the application form, there is not much space left for the description of the action. Can we insert extra pages to describe the action/project?

A: The Guidelines of the Call do not prescribe any length for the Application Form. It is therefore up to the applicant's deliberation to include all the necessary elements against which the action will be evaluated.

Q: What percentage of the total eligible costs is allowed for subcontracting?

A: The Guidelines do not specify any particular amount or percentage to be taken into account for subcontracting.

Q: Under point 2.1 of the Application : “Financial viability of the applicant and of any third parties involved throughout the period during which the planned action is to be carried out. This section must show that the applicant has stable and sufficient sources of funding to continue operating throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding.”

Should this form be filled in also by the partners and the associates?

A: The section "*Financial viability of the applicant and of any third parties involved throughout the period during which the planned action is to be carried out*" in section 2.1 of the Grant application form applies to both the main applicant and partners/external sponsors.

Q: In relation with the supporting financial documents to be attached and point 4 and 5 : could we send the official accounts for the 2009 financial year as we haven't yet the final accounts for 2010. In this regard could the External audit report be for 2008 and 2009 accounting years?

A: 2. Article 6 /2 in the Guidelines to grant applicants states the following:

"In order to permit an assessment of their financial capacity, these applicants must submit, together with their applications:

- *one copy of the official annual accounts for the most recent financial year² for which accounts have been closed;*
- *an external audit report produced by an approved auditor. This report shall certify the accounts for the last 2 years available."*

If the accounts for 2010 have not yet been closed, you may send the official annual accounts for the previous year 2009 and the external audit report for the two previous years 2008 and 2009.

Q: For our separate mobile studio we will be using additional equipment. With regard to the eligibility of costs we kindly ask you to let us know whether sound proofing, decoration, set–scenes , lighting, easels, camera expenses, and bus branding can be covered under the programme's funding

A: Article 4.3 in the Guidelines for grant applicants states that costs must be "*necessary for performance of the action*" and "*generated during the lifetime of the action*". Only costs generated during the lifetime of the action are eligible. As a result, the period during which the operation runs determines the period of eligibility of the corresponding costs.

Concerning equipment, only equipment directly linked with implementation of the action can be charged as direct costs, and as a rule only in respect of "*the portion of the equipment's depreciation corresponding to the duration of the action and the rate of actual use for the purposes of the action, provided that it is written off in accordance with the tax and accounting rules applicable to the beneficiary and generally accepted for items of the same kind*".

The depreciation rates must comply with experience and practice in your sector

of activity, the general tax rules and the degree and conditions of use of the items concerned.

Costs relating to the purchase of buildings and land are not eligible.

Q: As far as I understand, the project/ actions cannot generate profit. Is that just limited for the 18 months i.e. during the duration of the project or can the action continue even after the 18 months period supporting itself financially?

A: Grants may not have the purpose or effect of producing a profit for the beneficiary. However, the European Commission welcomes measures leading to sustainability and additional visibility of the outcome of the projects.

Q: Are we required to provide references from companies for which we have produced television programmes in the past?

A: The Guidelines do not specifically require the applicants to submit references from companies. Article 6 in the Guidelines stipulates the *selection criteria* and states that "*Documents submitted by the applicant must enable this evaluation to be made*".

Q: Discussions such as roundtables: is this an accepted method for achieving the 'multiplier' effect?

A: Article 4.2 in the Guidelines provides a non-exhaustive list of eligible actions. The Guidelines do not prohibit any particular action method, please read carefully the objectives and results expected in Article 2.

Q: How do we need to calculate the budget balance if we have partners? Is it included in the overall budget or is a separate budget?

A: Information regarding funding by partners should be given in section 4 in the Grant application form. Funding must be included in the budget, Annex 2, under 2.1.B Funding and 2.3 Sources of funding. The total amounts for A. *Eligible costs* and B. *Funding* must correspond.

Q: What do you mean by TV programmes with broadcasting guarantee?

A: Article 4.2 further stipulates the following:

"Only TV programmes with broadcasting guarantee are eligible under Lot 1 of this Call for Proposals. Applicants – television broadcasting companies - must provide with their application a letter of guarantee that the proposed programme(s) will be broadcast either via satellite or terrestrial networks, in the event that a grant is awarded. Failure to include such a broadcast guarantee will result in your proposal being rejected."

Clarification: Letter of guarantee and broadcast guarantee is a broadcasting commitment, which must be provided with the application. This to ensure that the programme will be broadcasted within the implementation period of the action.

Q: Times and dates of broadcasting - is a media plan required and if it is, does it need to include prices?

A: According to article 4.2 in the Guidelines, you must provide the schedule for times and dates of broadcasting. This should include the dates and time of the day that the programme will be broadcasted. If the programme will be broadcasted by other television broadcasting companies than yours, you must also provide signed letters from those companies, guaranteeing their intention to broadcast and confirming the dates and times.

Important to remember here also is that the programme must be broadcasted within the implementation period of the action.

Concerning whether a media plan should be incorporated in the action depends on the action itself. Unfortunately we cannot give any specific advice or feedback on any project specification in beforehand. Please note however that all costs connected with the subject of the action must be provided for in the estimated budget, and to be eligible they must be necessary for the performance of the action (see Article 4.3 in the Guidelines).

Q: What is understood by 'return on investment'? page 17, 5.1 in the Guidelines.

A: The evaluation grids presented in the Guidelines Article 8 gives the applicants the information on the procedures in order to assess the applications. Return on investment is a measurement to analyse the benefits in relation to the costs.

Q: What is understood by cover letter? Is that setting the context in which the action is taking place? The motivation behind it etc? Do you insert it separately as I cannot see space provided in the Application Form?

A: A cover letter would be the letter accompanying the grant application form, probably with a small presentation of the subject and signed by the applicant. It could also be a motivation letter, if the applicant considers that necessary. The cover letter should be inserted separately.

Q: What documents are considered 'identifiable and verifiable'? page 13 in the Guidelines

A: Article 4.3 stipulates that in order to be eligible the costs must be "*identifiable and verifiable*"

Clarification: Identifiable and verifiable costs are costs that are being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost-accounting practices of the beneficiary. Costs must ultimately be incurred by the beneficiary. Supporting documents must be produced for all costs. The beneficiary must enter costs in his accounts in accordance with the applicable rules.

Q: What is required under Methodology? page 17 in the Guidelines

A: Article 7 of the Guidelines states that, in relation to the evaluation of the applications, "*Particular attention will be given to projects which clearly demonstrate, through the thoroughness of the application and methodology, the clarity of the budget and the proposed project management, that their proposal is one which will not only address the criteria and objectives of this Call, but can be completed successfully.*"

Clarification: Methodology in this sense would mean the presentation of the structure and methods to be used throughout the action in order for it to be successful from start to end.

Q: What is the guarantee required to show that the TV Channel has financial resources?

A: The guidelines do not stipulate any specific requirement as to the form or content of the audit report to be submitted with the grant request. The aim is to use the conclusions of the external audit report of the accounts of the previous financial year. The accounts for the last two financial years must be audited by an auditor in order for the grant application to be admissible.

Q: Page 10, in the Application Form, what is meant by 'operational capability'?

A: Article 8 in the Guidelines sets out the criteria of operational capacity on the basis of which the applicants will be evaluated. In other words, the applicant must have the professional competencies and qualifications required to complete the proposed action.

Q: Is audit considered as the official means? Page 16 in the Guidelines

A: *Official annual accounts for the most recent financial year* means your last published balance sheet and profit and loss account, the revenue and expenditure account and other annexes supplementing the financial information provided by the annual accounts.

Q: *Accounting documents:*

- *the official complete statement of accounts for the most recent financial year for which accounts have been closed (including the balance sheet, turnover, profit and loss account, investments and capital)*

- *an external audit report produced by an approved auditor; this report shall certify the accounts for the last 2 years available.*

Can you confirm these documents are due only on the behalf of the applicant and that partners don't have to provide such documentation?

A: Article 6 /2 in the Guidelines for grant applicants states the following:

"Financial capacity: to ensure that applicants have stable and sufficient

sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding.

...

"In order to permit an assessment of their financial capacity, these applicants must submit, together with their applications:

- one copy of the official annual accounts for the most recent financial year² for which accounts have been closed;*
- an external audit report produced by an approved auditor. This report shall certify the accounts for the last 2 years available."*

Clarification: This obligation is applicable to the applicant only.

Q: In the official document "*Standard grant application form*" in section 3 "*Budget Summary*" is written that two type of budget must be used : "Annex 2A (single beneficiary)" and "Annex 2B (multiple beneficiaries)" but in the website only one file is available "Annex 2. Budget of the Action". Could we use the available file in any case?

A: This Call for Proposals is designed as single beneficiary. Therefore Annex 2 published on the website shall be filled in.

Q: Is it possible to use the contract of people already hired by the applicant and by the partners?

A: Article 4.3 of the guidelines states the following: "*the cost of staff assigned to the action, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this does not exceed the average rates corresponding to the beneficiary's usual policy on remuneration; the remuneration of management persons of the applicant organisation and / or any partner(s) are not covered, i.e. the remuneration of the directors (as an example) or persons holding similar positions must not appear in the budget;*"

Clarification: Staff assigned to the action means permanent or temporary staff employed by the beneficiary or partners.

If they are service providers, the corresponding costs must be presented under the head of implementing contracts or subcontracting.

Q: Is it possible to be both

- Lead partner/applicant in one proposal, and
- Partner organization in another proposal?

Furthermore: Is it possible to be partner organization in more than one project proposal?

A: Article 3 in the Guidelines for grant applicants states that "*An applicant may submit more than one proposal, but is not entitled to receive more than one grant under this Call.*"

The Guidelines do not prohibit organisations to be the main applicant in one or more proposal(s) and at the same time act as partner in one or more proposal(s) submitted by other applicants.

It is also possible to be partner in more than one project.

Q: Regarding the expenses and the management of the funds:

Article II.14.1 "Eligible costs" of Grant agreement says that "Eligible costs of the action are costs actually incurred by the beneficiary,..."

Does it mean that the beneficiary has to manage also the partners' expenses (asking for offers, payment of invoices, etc)?

A: Article 4.3 in the Guidelines for grant applicants states that costs must be *"actually incurred by the beneficiary, be recorded in his accounts in accordance with the applicable accounting principles, and be declared in accordance with the requirements of the applicable tax and social legislation;"*

Article 4.1.1 states the following: *"Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself."*

Clarification: Seeing that the costs incurred by the partners are eligible in the same way as those incurred by the grant beneficiary, the costs of the partners must be actually incurred by the partners and recorded in the partners' accounts.

Q: If the project we would like to propose has already taken place in different places some time ago, is it ok to propose to repeat it in different locations and angles under the EU sign? According to 'guidelines' it is only said that 'a grant may not be awarded for a project that has already started'. If I understand correctly, it only applies to those, that would inquire to get co-finance back-date.

A: Article 4.2 of the Guidelines to grant applicants states that *"A grant may not be awarded for a project that has already started"*.

Clarification: No grant may be awarded retrospectively for actions already completed. Only costs generated during the lifetime of the action or work programme can be eligible. As a result, the period during which the operation runs determines the period of eligibility of the corresponding costs (Article I.2 – Duration – of the draft grant agreement, Annex 6 to the Guidelines). This period must be determined carefully and fixed in such a way as to cover all costs relating to the operation.

Q: If there are some sponsors we are about to get support from, is it allowed to use their logos and etc. together with the EU symbols?

A: Article 7 in the Guidelines states that *"They (the award criteria) enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the*

Community (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm)."

Clarification: It is allowed to use the logos of partners that are co-funding the action. Please read Article 4 in the Communication and visibility manual for detailed instructions.

Q: We have the opportunity to involve a European Commission Representation in our project. That is why I would like to ask if a European Commission Representation could also be one of our Associates?

A: The European Commission Representations are to be considered as part of the Contracting Authority. Therefore they may not act as associates or partners to a project or action co-funded by the European Commission. However, they may be consulted by the beneficiary during the project implementation and the beneficiary may invite them to participate in certain parts of the action, such as conferences/events. In case there would be costs incurred by the Representations the costs would not be considered as eligible costs under the grant agreement.

Q: Concerning the external audit, I understand that the applicant has to provide the auditor and that the cost is eligible. However, are there any cost limits?

A: The Guidelines do not stipulate any maximum amount as concerns audit costs, however, please take into consideration Article 4.3 of the Guidelines which stipulates that the expenditure must be "*necessary, reasonable and justified*" in order to be eligible.

Q: Should the activities included in the proposal relate to enlargement towards all three abovementioned regions, or can they, for example, raise awareness exclusively related to the enlargement towards Turkey, (and not Western Balkans or Iceland).

I am aware that the activities should be IMPLEMENTED in "at least two EU Member State/s;" or "one or more EU Member States (and involving participants from candidate countries and potential candidates)" or "one or more candidate countries or potential candidates (and involving participants from one or more EU Member States)".

I am still interested though, whether the activities can be dedicated just to one or two regions (Western Balkans OR Turkey OR Iceland) or perhaps all three of them: (Western Balkans AND Turkey AND Iceland).

A: Article 4.2 in the Guidelines for grant applicants states the following for Lot 2:

"Eligibility of actions under LOT 2

*In order to be eligible, actions should fulfil **at least one** of the following conditions:*

- **cross-border** dimension (as defined in "Location" below)
- consist of a series of awareness-raising activities (see the non-exhaustive list below)
- combine two or more different types of awareness-raising activities each

delivering its own impact

Location:

Actions can take place in:

- *at least two EU Member State/s;*
- *one or more EU Member States (and involving participants from candidate countries and potential candidates).*
- *one or more candidate countries or potential candidates (and involving participants from one or more EU Member States);*

Non-exhaustive examples of eligible activities:

- *Cultural and sports events and encounters.*
- *Youth events.*
- *Workshops, summer schools and conferences.*
- *Academic events, informed public debates.*
- *Strategic stakeholders study visits.*
- *Interactive websites*

Projects should include a communication plan to ensure the visibility and dissemination of information on one or more of the specific objectives using the appropriate media (major media, national and regional media, information networks specific to target groups, etc.) and endeavour wherever possible to involve the different relays and networks established by the EU in the Member States.

Clarification: The Guidelines do not specify any certain limitations for the geographical coverage of the content as long as the activities proposed fulfil at least **one** of the eligibility conditions. For example, if the content of your project would be dedicated to Iceland only, it would not fulfil the cross-border dimension criteria and you would therefore have to choose one of the other two criterias.

Please keep in mind that this Call for Proposals intends to support projects *"likely to have maximum reach/impact with the aim to increase public understanding for the EU enlargement process by stimulating an informed public debate about EU enlargement; and familiarise people in EU Member States with the contemporary reality of candidate countries and potential candidates"* (Article 1 in the Guidelines).