

Q: Could you let me know if the documents related to this Call, and above all the Guidelines will be translated to French?

A: The original documents are available in English only.

Q: In what language the projects for the Prince 2009 Call should be submitted?

A: Applicants may submit the grant application form in any Community language. For practical reasons we would like to ask applicants to submit the grant application form in English. If applicants submit a grant application form in a Community language other than English, German or French, we request that applicants provide a summary of the action programme in English or German or French (working languages of the Communities).

Q: Do we need to translate some annexed documents such as our legal documents, act establishing our organisation, activity report etc.?

A: As concerns the translation of Annex documents, we would like to ask you to provide a translation to English, German or French. You may do the translation yourselves.

Q: Is there a maximum limit to the budget?

For LOT 2 - could the budget be 300.000 while the EC covering 200.000 i.e. the 66%?

A: The maximum of the total budget is not specified and is not binding.

Answer to question re. Lot 2: yes, the case described is eligible, because two conditions are met: i.e. maximum grant per project 200K eur and maximum 80% of co-financing. (Article 3 of the Guidelines).

Q: Are private sponsorships supporting the actions permitted?

A: The co-financing conditions are guided by the two following principles:
"The applications must include evidence that co-financing is available (secured) for the amount of eligible costs not financed by the European Commission." (Article 3 of the Guidelines)
"The partners' written commitment to co-finance the project" (Article 4.2 of the Guidelines)
The private sponsorship is not excluded in case the above conditions are met

Q: With the view to include more participants, could we charge fees to the participants for their participation in seminars and workshops?

A: Fees are not excluded, if the main condition of the grant is met: "The proposed projects shall not have the purpose or effect of producing a profit for the applicant." (Article 4.1.2 of the Guidelines). It can however not be an obstacle for reaching the maximum relevant audience.

Q: Is audiovisual coverage permitted for LOT2? We are thinking to include audiovisual coverage by national media (non-profit) as a means of publicity and communication and without this being included in the budget.

A: Guidelines of the Call do not forbid including AV coverage as a measure helping publicizing the action.

Q: Question related to the presentation of the accounts of the company - private one.

In the Annex 3, the second page stating the FINANCIAL DOCUMENTS to be attached, it says:
- *External audit report by an approved auditor certifying the accounts for the last 2 years for which they have been closed and giving an assessment of the applicant's financial viability for the period during which the action or work programme will be carried out.*

Question is the following one:

Limited liability companies are not obliged to audit their accounts unless they have a turnover of more than 1.000.000€ per year. Our company doesn't go over this amount, so it's not obliged by the law. As you can imagine, making an auditing exclusively for a grant application is something very expensive for a medium/small company, so this condition would probably put us out of the call for proposal.

A: I.

The Article 173(4) of the Implementing Rules is not applicable in your case, as the concerned grant for an action does not exceed 500,000 EUR.

It therefore suffices to submit the other financial documents requested in Annex 3 of Guidelines to the Call: Accounting documents: the latest official complete statement of accounts (including the balance sheet, turnover, profit and loss account, investments and capital)

II.

The audit certificate (called as well expenditure verification or certificates on the action's financial statement) represents an eligible expenditure and it can be included in the budget of the action. Please see Article II.14.2 General Conditions of the Grant Agreement:

II.14.2 The eligible direct costs for the action are those ... In particular, the following direct costs are eligible provided that they satisfy the criteria set out in the previous paragraph: ...

- costs arising directly from requirements imposed by the agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction, etc.), including the costs of any financial services (especially the cost of financial guarantees).

Q: How long approximately should be the Detailed description of the action?

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 (incl. description of potential partners and their involvement) against which the action will be evaluated.

Q: What if the beneficiary is not covered by the indemnity insurance policy and can not provide the required document - *copy of the professional indemnity insurance policy*?

A: Organisations who are not able to provide a professional indemnity insurance policy as requested in the section 4.2 of the Guidelines for Applicants may provide an appropriate statement from bank

instead.

Q: In Guidelines: "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".

If the director is, however, involved actively in the action implementation, how should be paid in such case?

A: In line with the art. 4.1.3. of the Guidelines, the cost of any staff who is assigned to the project can be included.

Q: Can Turkey be a partner for this project?

A: The eligibility criteria for applicants are set out in article 4.1.1. of the Guidelines. As concerns the partners, please consult in particular the Article 4.1.1.(3) of the Guidelines: "Partner organisation may come from the country that is not an EU member. In particular, the cooperation with partners coming from the region of SEE is encouraged."

Q: Can we pay the accomodation and meal for participants in the planned event? If we have participants from other countries, can we pay them travel costs, too?

A: The provisions concerning the financing of the action can be found in Article I.3 and II.14 of the Draft Grant Agreement (Annex 6 to Guidelines).

Q: Concerning Annex 1 - involvement of third parties in the action (i.e. 2.3.1. and 2.3.2).

I. Are these documents needed for tasks assigned to parties outside the consortium or it refers also to the tasks assigned to each partner of the consortium? In other words if all tasks are going to be implemented by the members of the consortium (leader and partners) is Annex I needed?

II. Regarding for the annex 1 – 2.3.2. – is it allowed to reimburse the costs of third partners by using lump sum or flat-rate financing (and what conditions are required if applicable).

A: I.

The section 2.3.1 of the Annex 1 is related to subcontracting through a tender and is procedurally explained in the Article 4.1.1.(4) of the Guidelines.

Article 184 of the Implementing Rules to Financial regulation adds that "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..." ie. in addition to those referred to above.

The section 2.3.2 of the Annex 1 only refers to financial support to 3rd parties through beneficiary and legal framework for this is given in the Article 120 of the Financial Regulation mentioned in the footnote no.1.

II.

Please note that Section 2.3.2 of the Annex I refers to financial support to be granted to third parties (and not partners).

The costs to be incurred by the beneficiary together with its partners are to be detailed in the budget proposed for the implementation of the action and it can take the form of lump sum or flat-rate.

Q: Is there a template for the letter of commitment from a broadcaster to broadcast the programme or its content is drafted by the applicant?

A: There is no binding template for written commitment from TV stations to broadcast the programs produced.

Q: Concerning the implementation period of 15 months: is the obligatory broadcasting (Lot 1) included in this period or can the broadcasting occur after this period of 15 months? It should mean that the implementation period could be the period to produce the programmes and not to broadcast them?

A: Article 4.1.2. of the Guidelines stipulates that "The project implementation period may not exceed 15 months from the date of signature of the agreement and may not extend beyond **30 November 2012**, i.e. programmes must be broadcasted (Lot 1) ... between the date of signature of the grant agreement and 30 November 2012, but the implementation period must not exceed 15 months." The implementation period includes the broadcasting.

Q: Are eligible the costs (interests) of credit opened to a bank as pre-financing the action before the final payment made by EC?

A: Article 3 of the Guidelines stipulates that "The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget. The applications must include evidence that co-financing is available (secured) for the amount of eligible costs not financed by the European Commission." The list of eligible costs as well as non-eligible costs during the implementation of the project is provided in the Article 4.1.3 of the Guidelines.

Q: Article 3 of the Guidelines states "The applications must include evidence that co-financing is available (secured) for the amount of eligible costs not financed by the European Commission." What kind of evidence do you have in mind?

A: Together with submitting the Grant Application Form you should fill in the Section no.4 "Other sources of external finance, excluding any Community grant". You should also sign the "Declaration by the applicant" (Section 5 of the Grant Application Form) proving that you do not fall in any of the situations listed in the Article 4.1.1. of the Guidelines of the Call.

Q: LOCATION

In the Guidelines it is mentioned countries from the SEE region can be included. But all of them or only selected ones?

Is the combination of the action taking place in one or more EU member state/s AND in one SEE country also acceptable?

A: I. The section "Location" in the article 4.1.2. of the Guidelines stipulates that "Actions can take place in:
– one or more EU member state/s;
– one of the countries of SEE (and involving participants from EU Member States);

– or in one of the EU Member States (and involving participants from the region of SEE and EU Member States)."

The number of enlargement countries involved is not explicitly limited. The action can thus include one country, more or all countries of SEE.

II. Yes. The Guidelines of the Call do not prohibit action taking place in one or more EU member state/s AND in one SEE country.

Q: In the indicative list of eligible applicants in section 4.1.1 of the Guidelines, private bodies are not mentioned as eligible candidates. Could you kindly confirm our eligibility as a prospective applicant? Is it mandatory that an organization of any of those types be present either as a grant beneficiary or as a partner organization?

A: The list of the organisations that may apply is only indicative and not exhaustive; Applicants must fulfil the eligibility criteria listed in Section 4.1.1. of the Guidelines: i.e.:

- be public or private bodies;
- be registered in one of the EU's 27 Member States and provide evidence from their country of registration certifying that the applicant is correctly established and registered;
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

Q: What does "Any guarantees granted by third parties" mentioned in section 2.1. of the Grant Application Form (page 8) mean?

A: It is one of the possible elements to assess the financial viability of the applicant and thus to limit the financial risks linked to the pre-financing payment. The purpose of such a guarantee is to make a bank or a financial institution, third party or the other beneficiaries stand as irrevocable collateral security for, or first-call guarantor of, the grant beneficiary's obligations (through eg. financial assurance agreement...)
This requirement does not apply to public bodies.

Q: Which documents the partners must provide (e.g. legal entities form, financial identification form, letter of commitment)?

Whether the partners have to provide the letter of commitment, is there a format for such letter? In the annex documents listed on the website there isn't any format of the letter of commitment and the guidelines do not provide the list of documents that the partner must provide. The list is exhaustive only for the Applicant?

A: The Guidelines do not require any obligatory documents from partners to be submitted together with the application form. However, the partners shall be listed together with the description of their tasks in the section "2.1 Description of the action" of the Grant Application Form. The contracting authority reserves the right to ask the applicants to provide more details about any partners during the evaluation phase of the Call for proposals.