

**IPA Component IIb – Cross-Border Programme Serbia – BiH 2007-2013**

**3<sup>rd</sup> Call for Proposals**

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**Tender type: Grant**

**QUESTIONS AND ANSWERS**

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List of Abbreviations:

**GfA** – Guidelines for Applicants

**JTS** – Joint technical secretariat

**VAT** – Value added taxes

<b>no.</b>	<b>QUESTIONS</b>	<b>ANSWERS</b>
1.	Are the educational institutions eligible to apply within the 3 <sup>rd</sup> CFP?	<p>In line with GfA, Section 2.2.4, to ensure equal treatment of applicants, the Contracting Authorities cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities.</p> <p>Relevant information related to the eligibility of applicants is provided in Section 2.1.1. "Eligibility of Applicants" (i.e. applicants and co-applicant(s)) of GfA. in order to be eligible for a grant, the applicant must:</p> <ul style="list-style-type: none"><li>• be a legal person and</li><li>• be non-profit-making and</li><li>• be a specific type of organisation such as: public authorities</li></ul>

		<p>and/or institutions, public sector operators, local authorities, public companies in charge of communal infrastructure and waste management and other public entities active in the field of environmental and nature protection and emergency planning and</p> <ul style="list-style-type: none"> <li>• be established in Serbia when applying for the allocation for Serbia and be established in Bosnia and Herzegovina when applying for the allocation for Bosnia and Herzegovina.</li> <li>• be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.</li> </ul> <p>Therefore, if an 'educational institution' fits within these categories and requirements, eligibility would in principle be met.</p>
2.	Can NGO-s participate in this Call for Proposals?	Please refer to the Answer no 1.
3.	Is tourism organization eligible to apply to the Call?	Please refer to the Answer no 1.
4.	Can regional agencies participate in this CfP as co-applicants or affiliated entities?	<p>Please refer to the Answer no 1.</p> <p>In line with GfA, Section 2.1.2 <u>Affiliated entities</u>: " .. Affiliated entity(ies) must satisfy the same eligibility criteria as the applicant and the co-applicant(s)."</p>
5.	How many projects can one institution be awarded with, both as applicant and co-applicant?	<p>In line with GfA, Section 2.1.4 <u>Number of applications and grants per applicants</u></p> <ul style="list-style-type: none"> <li>• The applicant may not submit more than one application under this Call for Proposals.</li> <li>• <u>An applicant may be awarded only one grant</u> under this Call for Proposals.</li> <li>• The applicant may be a co-applicant or an affiliated entity in another application at the same time.</li> <li>• A co-applicant may submit more than one application under this Call for Proposals.</li> </ul>

		<ul style="list-style-type: none"> <li>• <u>A co-applicant may not be awarded more than two grants under this Call for Proposals.</u></li> <li>• A co-applicant may be the applicant or an affiliated entity in another application at the same time.</li> <li>• The affiliated entity(ies) may take part in more than one application.</li> </ul>
6.	If an institution applies with 2 projects which is not allowed would it be eliminated automatically?	If an operator submits more than one application as applicant, all its applications will be rejected on this sole basis.
7.	Can city and public company apply as two separate applicants in two different applications?	Please see answer for the question no 1. and question no 5.
8.	Will the application damaged in the Post office be eliminated?	In line with GfA, Section 2.2.2. "...Applications must be submitted in a <b>sealed envelope</b> by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer)..."
9.	Is it necessary to translate supporting documents into English?	In line with GfA, Section 2.4. "Submission of supporting documents", supporting documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original. Where such documents are not in one of the official languages of the European Union or in the language of the countries where the action is implemented, a translation into English of the relevant parts of these documents proving the applicant(s)'s eligibility, must be attached for the purpose of analysing the application. Where these documents are in an official language of the European Union other than the/ language of the call for proposals, it is <b>strongly</b> recommended, in order to facilitate the evaluation, to provide a translation into English of the relevant parts of the documents, proving the applicants' eligibility, into the/ language of the call for proposals.
10.	What are justifying documents that are sent with LEF in case of municipalities?	This "Legal Entity" Form should be completed, signed, stamped and returned together with: <ul style="list-style-type: none"> <li>• a copy of the resolution, law, decree or decision establishing</li> </ul>

		<p>the entity in question;</p> <ul style="list-style-type: none"> <li>• or, failing that, any other official document attesting to the establishment of the entity by the national authorities</li> </ul>
11.	Can documents/permits/bill of quantities for a reconstruction be financed from the project at the same time as the reconstruction itself?	<p>In line with GfA, Section 2.1.5 <u>Eligible direct costs</u>: "...costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines and IPA Implementing Regulation)."</p> <p>Please see in particular General Conditions Article 14.1. : " Eligible costs are actual costs incurred by the Beneficiary(ies) which meet all the following criteria: a) they are incurred during the implementation of the Action as specified in Article 2 of the Special Conditions..."</p> <p>Additionally, in line with GfA, Section 2.1.5. "Ineligible costs" the following costs shall not be considered eligible: n) update and/or preparation of project documentation for works that will not be carried out during the Action.</p>
12.	Can purchase of land be eligible if it contributes to the protection from floods?	<p>In line with GfA section 2.1.5. <u>Ineligible costs</u>: " The following costs shall not be considered eligible: ... c) purchase, rent or leasing of land and existing buildings. ... By way of derogation from paragraph above, the following expenditure shall be eligible: ... g) the purchase of land for an amount up to 10% of the eligible expenditure of the operation concerned."</p>
13.	Can public company buy machines for the after floods recovery and cleaning?	<p>In line with GfA, Section 2.1.4 Eligible Actions are related to "construction, rehabilitation and recovery of the area affected by floods in 2014". Additionally, "actions shall envisage to contract not less than 60% (preferably more) of the direct eligible costs to procure works and/or supplies"</p>

14.	When is expected for the selected projects to sign the contracts?	In line with GfA, Section 2.5.2. Indicative timetable – signing of the contracts is expected in March 2016.
15.	If minimum grant is not 300.000 EUR does that eliminate project from the evaluation?	In line with GfA, Section 1.3. any grant requested under this Call for Proposals <u>must fall between the 300.000 EUR and 600.000 EUR</u>
16.	If less than 60% of grant is allocated for the procurement will that eliminate the project from the evaluation?	In line to GfA Section 2.1.4. the actions shall envisage to contract <b>not less than 60% (preferably more)</b> of the direct eligible costs to procure works and/or supplies.
17.	Are the operational costs eligible?	Please refer to 2.1.5. <u>Eligibility of costs: costs that can be included</u> , para. <u>Eligible indirect costs</u> : "... The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The applicant may be asked to justify the percentage requested before the contract is signed...."
18.	Will costs incurred before the start of the project be eligible?	In line with GfA, Section 2.1.5 <u>Eligible direct costs</u> : "...costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex G of the Guidelines and IPA Implementing Regulation)."  Please see in particular General Conditions Article 14.1. : " Eligible costs are actual costs incurred by the Beneficiary(ies) which meet all the following criteria: a) they are incurred during the implementation of the Action as specified in Article 2 of the Special Conditions..."
19.	Is our organization eligible for the participation in this Cfp?	Please refer to the answer no 1.