



**EUROPEAN UNION**

Delegation of the European Union to Bosnia and Herzegovina

Sarajevo, 14 February, 2011

## **CLARIFICATION No. 1**

### **European Instrument for Democracy and Human Rights (EIDHR)**

#### **Country Based Support Scheme 2011 and 2012**

**Publication reference: EuropeAid/131857/L/ACT/BA**

**Tender No: EC/BIH/CFP/11/007**

#### **Disclaimer:**

Applicants will find below a series of questions which have been sent to [Delegation-BIH-Procurement@ec.europa.eu](mailto:Delegation-BIH-Procurement@ec.europa.eu) mailbox since the launch of the above-mentioned Call for Proposals.

In accordance with Guidelines for Applicants of the relevant Call for Proposals and its article 2.2.4 Further information for Concept Note:

**"...In the interest of equal treatment of applicants, the European Commission cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities."**

All eligibility related criteria are specified in **Sections 2.1.1 and 2.1.2** of the Guidelines for Grant Applicants.

In reference to **eligibility of an action**, please refer to Section 2.1.3. "Eligible actions: actions for which an application may be made" of the Guidelines for Grant Applicants, which clearly states all actions that could be considered eligible or ineligible.

**Question 1:**

Could you please specify if this call is for new projects only or continuation of an existing project is also eligible?

**Answer 1:**

Please see section 1.2.2. of the Grant Application Form (Annex A of the Guidelines), ref. page 7, the second paragraph: "... Where the action is the continuation of a previous action clearly indicate how the proposed action is intended to build on the activities/ results of this previous action; refer to main conclusions and recommendations of evaluations that might have been carried out."

**Question 2:**

Chapter 1.3 of guidelines – Does the applicant need to provide own financial participation and, if yes, what is minimum;

**Answer 2:**

The applicant's financial participation is obligatory. EU grant is limited to 95% of the total accepted costs. Please see Article 1.3 Financial Allocation Provided by the Contracting Authority of the Guidelines, as well as the related footnotes, ref. page 6 of the Guidelines.

**Question 3:**

Does the applicant, based on agreement signed between EC and BiH, have to pay costs of VAT from its own sources, or these costs can be listed under the budget line „Taxes“ and included in direct costs of the action? In this case, applicant must attach the document proving the organization is not obliged VAT taxpayer and VAT can not be refunded;

**Answer 3:**

Taxes, including VAT, should be indicated under the line 12. (Taxes) of the Budget for the Action. These taxes should not be mixed with other obligations, such as social contributions, as the latter are eligible costs, in accordance with the footnote 11. of the Budget template.

Although not eligible for EU funding, the taxes under budget line 12. are considered costs of the project and accepted to be covered by the matching/co-financing funds.

It is not necessary to prove inability to claim taxes (VAT costs) as the EU Delegation is familiar with the existing procedures that allow it and EIDHR is not included in those procedures. VAT costs under the EIDHR funded projects therefore could be covered by project matching funds (co-financing).

**Question 4:**

Taxes – can funds from EC can be used for taxes for payments of staff including permanent engagements and other contracts?

**Answer 4:**

Please see answer 3 above. All staff related costs should be specified under heading 1. Human resources of the Budget for the Action.

**Question 5:**

Can an organization that was created less than a year ago apply for this Call for Proposals?

**Answer 5:**

There are no restrictions in terms of organizations' time of establishment.  
Please see the Evaluation Grid in accordance with Article 2.3 EVALUATION AND SELECTION OF APPLICATIONS (STEP 2: **EVALUATION OF THE FULL APPLICATION**) of the Guidelines for grant applicants. It specifies elements to be evaluated at the relevant step of the evaluation procedure, i.e. Financial and operational capacity (section 1 of the Evaluation Grid).

**Question 6:**

Do only the previous experiences of the organization count, or have the experience that employed obtained elsewhere the same value?

**Answer 6:**

Please see answer 5 above. In addition, experience of staff obtained elsewhere would have to be supported by relevant documentary proof.

**Question 7:**

Does the project have to start immediately after the signing of the contract in November 2012, or it can proceed with the first January 2013?

**Answer 7:**

Please note that the dates provided in section 2.5.2 Indicative time table of the Guidelines for grant applicants are provisional.

The project start date can be agreed upon between the contracting parties.

**Question 8:**

I would like to know the themes and the different priorities linked to the two lots. In fact the call highlights the priorities and identifies that for BiH could be submitted projects linked to priority n. 2. But in chapter number 1.3 (Financial Allocation provided) it's mentioned 2 lots that in the call are not specified.

Would you mind sending me further infos?

**Answer 8:**

Please see Article 2.1.3 of the Guidelines for grant applicants, which defines priorities, themes, actions and activities that are the same for both of the lots. The difference between lots is the grant amount and duration of the action.

**Question 9:**

We kindly ask you to inform us whether the activity that will take place outside of BiH, i.e. in the partner's country - Italy is eligible and could be put in the Project Proposal, precisely it is about study visit to Italy.

**Answer 9:**

Also, please refer to section 2.1.3 "Eligible actions: actions for which an application may be made", the "Location" sub-heading (page 9) of the Call for Proposals' Guidelines for Grant Applicants, which clearly notes:

"Actions and activities must take place in Bosnia and Herzegovina."

**Question 10:**

We are writing you in regards with EIDHR call for proposals to ask you if you could clarify us the difference between Lot 1 and Lot 2, do they differ only in the amounts or are there differences between the thematic fields financed from each Lot?

**Answer 10:**

Please see Answer 8 above.

**Question 11:** Can you also clarify us for which exact purposes can the sub-grants be used for, can they be granted to individuals?

**Answer 11:**

Purpose of a sub-grant is to support the achievement of the objectives of the action, and in particular where the implementation of the action proposed by the applicant requires financial support to be given to third parties, in accordance with Article 2.1.3., the "Sub-granting" sub-heading, ref. page 10 of the Guidelines.

It is applicant's responsibility to define specific purpose and the beneficiary of a sub-grant, in accordance with the above-mentioned article.

Sub-grants may be awarded to individuals provided they are duly justified.



Emile Mabita

Head of Contracts, Finance and Audit Section