

EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Sarajevo,

Clarification No. 2

Project Title: **CIVIL SOCIETY FACILITY PROGRAMME 2012**

Publication reference: EuropeAid/132-796/L/ACT/BA
Tender No: EC/BIH/CFP/012/002

Question 1:

Will the technical and financial capacities of the applicant and its partners be evaluated separately for each organization or cumulatively for the whole network?

Answer 1:

The technical and financial capacities of the network members will be evaluated cumulatively for the whole network.

Question 2:

We would like to participate, as Applicant, to the 10 and 11 Lot; regarding the eventual Partners, we need to have Montenegro NGO's, or any Partner of IPA Country?

Answer 2:

Please refer to the article 2.2.4 "Further information for the application" of the Guidelines for grant applicants: "In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities."

Also, please refer to articles 2.1.1 "Eligibility of applicants: who may apply?" and 2.1.2 "Partnerships and eligibility of partners" of the Guidelines for grant applicants where eligibility criteria are explicitly defined.

Question 3:

Because xxx in Italy is a specific private organization working for third world countries, we are a social cooperative type A... can we apply? Or only as associated or contractor?

Answer 3:

Please refer to answer no 2.

Question 4:



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We are a non profit Italian association for social promotion and we are interested in participating as applicant to this call for proposal. We have a question regarding part 2.1.1 “Eligibility of applicants: who may apply?” We would like to know what is meant for NGO and if there are any specific criteria to fulfill in order to be considered NGO therefore eligible to apply as an applicant.

Answer 4:

Please refer to answer no 2.

Question 5:

In the section: 2.3 Applicant's experience of similar actions of the application form, can we put the experience of our managers or only of our organization. Our organization is pretty young but the staff has participated in numerous projects.

Answer 5:

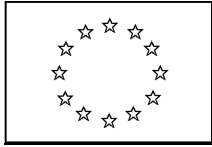
Section 2.3 Applicant's experience of similar actions of the application form refers to the experience of organizations, therefore only such experience will be taken into account.

Question 6:

- a) What do you understand exactly under operating costs?
- b) Can potential applicants and partners apply or participate in other EU Programme tender calls without being excluded from applying for the Civil Society Facility Programme 2012?
- c) How is it possible for a non profit making organization in BiH to get a Proof of Reclaiming VAT?
Which institution can provide this to NGOs?
- d) Can the network partners also refer to the administrative costs in Budget or just the applicant? In how far can the partners apply for covering costs related to Human Resources and their local office?

Answer 6:

- a) Operating costs are costs listed under item 4 of Annex III - Budget for the Action.
- b) Please refer to answer no 2.
- c) Please refer to corrigendum no 2 under point 4 with relevant ITA instructions attached.
- d) Both applicant and partners can claim costs under administrative costs if eligible and justified under the Action. Note that the eligible administrative costs must be real costs based on supporting documents. The budget is both a cost estimate and a ceiling for administrative costs. Please read also provision on Partners, point 2.1.2 of the Guidelines for grant applicants.



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Question 7:

It is stated under Chapter 2.1.2 Partnership and eligibility of partners that „ ... the network members must sign the partnership statements which prove partnership and commitment of network members to address concrete issue/problem in Bosnia and Herzegovina“.

Please clarify:

1.1 Do you have in mind standard Partnership Statement, presented in the Grant Application Format under chapter 4.2, which is a mandatory document within the submitted application package?

1.2 If answer to the Question 1.1 is negative – which implies that additional statements are required, the questions are:

1.2.1 Do these statements (signed and stamped) have to be attached as mandatory documents within the submitted application package?

1.2.2. If answer to the above Question 1.2.1 is negative, please clarify does it mean that the respective statements are to be produced within the project implementation, and made available as specific outputs with interim and/or narrative project reports?

1.2.3. Irrespective on the answers on Questions 1.2.1 and 1.2.2, is it required to create one single statement document (to be jointly signed & stamped by each partner organization), or each partner organization shall sign individual statement document?

Answer 7:

Only standard partnership statement is required under this CFP. The standard partnership statement is mandatory and shall be submitted together with the Application as per point 4.2 of the Grant Applicant Form. Each partner organization shall sign individual statement document.

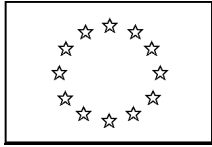
Question 8:

In reference to Chapter 2.1.4 Eligibility of costs It is stated that taxes, including value added taxes* are not eligible (*unless the following conditions are fulfilled: (i) the value added taxes are not recoverable by any means; (ii) it is established that they are borne by the final beneficiary; and (iii) they are clearly identified in the project proposal“.

Our questions are:

2.1 Since this CFP comes under IPA assistance, please clarify should we follow the same VAT-exemption rules as within other IPA-funded projects (i.e cross border cooperation grants)?

2.2 If answer to the above Question 2.1 is affirmative, and having in mind that there is a separate budget line set in the Budget of the Action document (Item 12. Taxes), is it correct to understand that in such case under item 12. Taxes we should include only those taxes (including VAT) that cannot be recoverable through IPA-related VAT-exemption procedures?



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2.3 If answer to the Question 2.1 is negative, and having in mind point 14.7 of Annex II (General Conditions) stating that „The beneficiary will not have to show it cannot reclaim taxes in any of the following cases:

Where the amount of taxes per invoice is less than EUR 200, with a maximum of EUR 2500, representing not more than 5% of the Contracting Authority's contribution“, further questions are:

2.3.1 Does it mean that if the above condition is fulfilled, and if the envisioned VAT-costs are budgeted under item 12. Taxes, it is not necessary to undergo VAT-exemption process?

2.3.2 Does it mean that the total amount on the budget item 12. Taxes should not exceed 5% of the required EU contribution?

Answer 8:

Please refer to corrigendum no 2.

Question 9:

It is also stated that customs and import duties, or any other charges are not eligible. Could we then include them in the budget item 12? Taxes (not totaling more than 5% of the requested EU contribution)?

Answer 9:

Taxes, (import duties and customs) should not be included in the budget as they are ineligible costs. Please refer also to corrigendum no 2.

Question 10:

Please clarify what is meant under operating costs being ineligible, more specifically:

4.1 Is it meant here that ineligible operating costs include any or all of the budget items under budget lines 4? Local Office costs (4.1 Vehicle costs, 4.2 Office rent; 4.3 Consumables – office supplies; 4.4 Other services (tel/fax, electricity/heating, maintenance)?

4.2 If yes, are they ineligible for the applicant only? In other words, are these costs eligible for the project partners?

4.3 If answer to the Question 4.1 is generally affirmative, is it still eligible /possible to include certain amounts under i.e budget line 4.4 Other services, if we can prove that for example tel/fax costs strictly relate to the project implementation (i.e telephone-bill listing – phone numbers clearly assigned to the action)?

4.4 If answer to the Question 4.1 is affirmative (4.1 costs are ineligible), is it eligible then to put these costs under budget item 10. Administrative costs?

Answer 10:

Operating costs of the Action are eligible. Please see corrigendum no 2. These costs must be clearly related to the Action and based on real costs in conformity with article 14 of the General Conditions. Please refer also to answer no 6a above.



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Question 11:

It is also stated that ineligible are costs of „bank charges, conversion costs, other purely financial expenses“.

5.1 In light of these ineligible costs, please clarify whether accounting & book-keeping costs (for the applicant and each of its partners) are eligible?

5.2 If the accounting & book-keeping costs are eligible, can we include them under budget item 5.3 Expenditure verification (as there is not budget line „5.6 financial services“ listed in the budget format?

5.3 Further referring to the above, please note that while in the Budget for the Action format there is no „Financial services“ budget line included, it is included in the justification of the Budget of the Action format (under budget line 5.6). This causes inconsistency in budget-line numbers, for Costs of Conferences /Seminars and Visibility Actions lines. Please clarify which list of budget lines should we follow?

Answer 11:

Accounting and booking costs related to the Action are eligible and can be covered from the administrative costs listed under item 10 of Annex III - Budget for the Action if not reflected in the "Human resources" section (item 1 of Annex III - Budget for the Action). These costs must be clearly related to the Action and based on real costs in conformity with article 14 of the General Conditions. Regarding your question 5.3, please refer to corrigendum no 2.

Question 12:

Referring to Grant Application Form, when it comes to the associate organizations it is required under some other/previous Calls for Proposals, that in addition to filling the table describing each associate (in this CfP: „5. ASSOCIATES OF THE APPLICANT PARTICIPATING IN THE ACTION“), it is also required that the associates' support letters (statements confirming their participation) are also attached (to concept notes or full proposals) as a mandatory document. Our question for this CfP is it sufficient to fill-in the table 5. ASSOCIATES, without submitting their support letters within the application package?

Answer 12:

It is sufficient to fill-in table 5. ASSOCIATES, without submitting support letters within the application package under this CfP.

Question 13:

In relation to the above mentioned call, please be kind to confirm the following:

Applicants who encode information from points 3.2, 3.3, and 3.4. from the Grant Application Form under the PADOR are not obliged to fill in these points in the paper application.

Answer 13:

Your reading is correct as also clearly indicated in the Grant Application Form on page 14.



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Question 14:

Legal status of our organization is an institute/institution with full name xxx, an institute for the care, promotion and marketing of natural and cultural heritage, rural development and tourism. The founder xxx is a private (Ltd.), non-profit organization. Is xxx eligible to apply for this call of proposal?

Answer 14:

Please refer to answer no 2.

Question 15:

We would like to request more information referring to section 2.12 (Partnerships and eligibility of partners). It is mandatory the participation of 5 members, 4 of them must be of Bosnia and Herzegovina, right?

Answer 15:

Correct. It is mandatory that the network is comprised of minimum 5 organizations out of which 4 must be from Bosnia and Herzegovina.

Question 16:

Our organization is a private (Ltd.), non-profit organization. Is it eligible to apply for Call for proposals?

Answer 16:

Please refer to answer no 2.

Question 17:

Is it possible to apply, in the same Application Form, more than 1 LOT?

Answer 17:

That is not possible. Please refer to section 2.1.3:

Number of applications and grants per applicant:

- An applicant may not submit more than 1 (one) application under this call for proposals.
- An applicant may not, at the same time, be partner in another application.
- Applicants/Partners may not take part in more than one application.