

Clarifications

IPA Cross-border Programme Bosnia and Herzegovina – Montenegro, Third Call for Proposals, Publication reference: EuropeAid/134-889/L/ACT/IPA

Date	Question
29.07. Q1	<p>Is the Institute of ?????????????? (MNE) eligible for applying for a grant under the IPA Cross-border Programme BiH-MNE Call for Proposals published on 25.07.2012?</p>
A1	<p>For eligibility of applicants, please refer to the Section 2.1.1. <i>“Eligibility of applicants (i.e. applicant and co-applicant(s))” of the Guidelines for Grant Applicants.</i></p> <p>In addition, please note that Section 2.2.4. <i>„Further information about Concept Notes” of the Guidelines for Grant Applicants</i> stipulates that <i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”.</i></p>
29.07. Q2	<p>Can institutions from Banja Luka take part in projects supported under IPA Cross-border Programme BiH-MNE?</p>
A2	<p>Please make distinction between eligibility of applicants and eligibility of actions. Please refer to Section 2.1.1. <i>“Eligibility of applicants (i.e. applicant and co-applicant(s))”</i> and Section 2.1.4. <i>“Eligible actions: actions for which an application may be made” of the Guidelines for Grant Applicants.</i></p> <p>In addition, please note that Section 2.2.4. <i>„Further information about Concept Notes” of the Guidelines for Grant Applicants</i> stipulates that <i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”.</i></p>
31.07. Q3	<p>Is the municipality of ?????? (MNE) eligible applicant for grant within the IPA Cross-Border Programme BiH-MNE 3rd Call for Proposals?</p>
A3	<p>Please make distinction between eligibility of applicants and eligibility of actions. Please refer to Section 2.1.1. <i>“Eligibility of applicants (i.e. applicant and co-applicant(s))”</i> and Section 2.1.4. <i>“Eligible actions: actions for which an application may be made” of the Guidelines for Grant Applicants.</i></p> <p>In addition, please note that Section 2.2.4. <i>„Further information about Concept Notes” of the Guidelines for Grant Applicants</i> stipulates that <i>“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”.</i></p>
01.08. Q4	<p>The Non-government organisation ?????? ?????? – Association of members in MNE intends to submit several project proposals within the IPA Cross-border Programme BiH-MNE. With reference to the aforementioned call, we kindly ask you for further clarifications:</p> <p>1. Could our NGO be considered as an eligible applicant given the fact that it was</p>

registered in Podgorica, but would implement almost all or at least 90% of the activities on the territory of Niksic and Herceg Novi?

2. Could we, as an NGO, look for another applicant from BiH among state institutions or we have to search for one exclusively from BiH NGOs pool?
3. Can we work on the project with ?????? ?????? from Banja Luka? We are two members' associations of ?????? ??????, which are two separate legal entities.
4. Can we apply with project proposal related to the establishment/continuation of the operation of international schools? School of philosophy? School of languages and literature? School of arts/painting?
5. Can we apply with a project related to establishment of an Art gallery? Construction/reconstruction of the premises in the towns of ?????? and ???????? Regular cross-border exchange of both works of art and artists? An art colony?

We also kindly ask you, if it is possible for you to arrange a meeting with us in the next couple of days either in Podgorica or Niksic where we could discuss about our plans in greater details.

A4

1. Please make distinction between eligibility of applicants and eligibility of actions. Please refer to Section 2.1.1. *“Eligibility of applicants (i.e. applicant and co-applicant(s))”* and Section 2.1.4. *“Eligible actions: actions for which an application may be made”* of the *Guidelines for Grant Applicants*. Further, as stipulated in the Section 1.3 *“Financial allocation provided by the Contracting Authority”, in accordance with Article 97, item 1 of the IPA Implementing Regulation (EC 718/2007), in duly justified cases, EU funding to Montenegro may finance expenditure incurred in implementing operations or parts of operations in adjacent areas up to a limit of 20 % of the amount of the Montenegrin allocation for all three years (2011, 2012 and 2013) at programme level.”*
2. There is no restriction to the selection of applicants other than those referred to in the Section 2.1.1 *„Eligibility of applicants (i.e. applicant and co-applicant(s))“* of the *Guidelines for Grant Applicants*.
3. In the Section 2.1.1. *„Eligibility of applicants (i.e. applicant and co-applicant(s))“* it is stipulated that *“Each applicant will act as the Lead Applicant for the part of the action financed from the IPA CBC financial allocation either in Bosnia and Herzegovina or Montenegro. This partnership will not be accepted when established between operators responding to the same name **and** belonging to the same mother organisation or being the same organisation, irrespective of the fact that they are registered or accredited in each of the two eligible participating countries.”*
4. The Delegation cannot provide inputs or advice on the contents of applications, nor can it provide pre-assessment of the applications. Please note that Section 2.2.4. *„Further information about Concept Notes”* of the *Guidelines for Grant Applicants* stipulates that *“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”.*

5. The Delegation cannot provide inputs or advice on the contents of applications, nor can it provide pre-assessment of the applications. Please note that Section 2.2.4. „Further information about Concept Notes” of the Guidelines for Grant Applicants stipulates that “To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”.

In order to ensure equal treatment of applicants, no additional meetings with potential applicants, after Information sessions, will be held.

05.08
Q5 **We would like to know if installation of solar panels (a pilot project) is considered as construction works. We need this information so that we could provide all necessary documentation in the preparatory stage of application.**

A5 Yes, the installation of solar panels is considered as construction work. Please refer to Section 2.2.4 „Further information about Concept Notes” of the Guidelines for Grant Applicants stipulating an equal treatment of applicants. Applicants planning any construction works in their projects will be invited to submit additional documents as stated in the Section 2.4 “Submission of supporting documents” of the Guidelines for Grant Applicants. Further to that, please take note that only pre-selected applicants will be requested to supply supporting documents together with the full application form.

06.08.
Q6 **The ??? and non-governmental organisation for the ?????????????? have been preparing project proposal for the protection and sustainable use of water of Bileca lake. Since Bileca lake is located on the border of BiH and Montenegro and since it has been of vital importance for both countries, we are of the opinion that IPA Cross-border Programme fund would be very interested in financing it. The ??? and ?????????????? have created a long-term cooperation through ??? programme for sustainable management of the river basins of Neretva and Trebisnjica. One of the missions of ??? is strengthening of the local NGOs. Therefore, ??? and ??????????????, besides the main goal of enhancing cross-border cooperation to protect Bileca lake, also consider to use this IPA fund in order to increase capacities of ?????????????? in terms of applying for future IPA funds or similar calls for proposals. According to the rules of this Call, it is required for applicant to be a local organisation, while an international organisation can apply as a co-applicant which formally sets basis for the organisation of our project in a way that ?????????????? is the main applicant, while ??? is actually an associate on the project. Unfortunately, ??????????????, at this moment, does not have sufficient administrative capacities to implement such an ambitious project. That is why we consider that the ??? keeps the administrative responsibilities related to the project regardless of its being an associate on the project. It is also questionable whether ??????????????, as applicant, could use references of ??? We think that ??????????????, as an applicant, takes over the work related to the local expertise, while the ???, in the capacity of an co-applicant would take over the administration including reporting and coordination. We are well aware of the fact that it would be more logical if the ??? is an applicant and ?????????????? an associate, but because of the intention of the ??? to strengthen local NGOs and rules of this call, we consider that ?????????????? could be an applicant though it may not possess adequate capacities nor references. Our question is whether the ??? with its**

capacities and references can help ?????????????? be successful in this Call for proposals? Or might such a partnership structure envisaging ?????????????? as an applicant and the ??? as an associate be considered as an obstacle when applying for IPA Cross-border Programme BiH-MNE?

A6 Please note that Section 2.1.1. *“Eligibility of applicants (i.e. applicant and co-applicant(s))”, subsection “Co-applicants” of the Guidelines for Grant Applicants* stipulates that *“Co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicants. They must therefore satisfy the same eligibility criteria as applicant, referred to in section 2.1.1 except for the criteria of the country and minimum duration of establishment”.*

Also, please note the distinction between co-applicant(s) (reference to Section 2.1.1. *“Eligibility of applicants (i.e. applicant and co-applicant(s))”, subsection “Co-applicants” of the Guidelines for Grant Applicants*) and associates (reference to Section 2.1.3. *“Associates and Contractors”, subsection Associates*).

In addition, when submitting Full Application Form you are requested to fill-in the Section 5. “Experiences” in the Application form referring to applicant’s, co-applicant(s)’ and affiliated entity(ies) experiences. This information will be used to assess whether you have sufficient and stable experience of managing actions in the same sector and of comparable scale to the one for which a grant is being requested.

06.08. **May I kindly ask you to provide me with the information if it is possible to apply with the projects related to the agricultural development (goat farm, to be more specific)? Please, could you also inform me about the conditions for applying?**
Q7

A7 Please refer to Section 2.1.4. *“Eligible actions: actions for which an application may be made” of the Guidelines for Grant Applicants* where you will find detailed information on actions that are eligible from the aspects of definition, duration, **sector or themes**, location and types of action and activity for which you may apply.

For additional information related to the rules of the 3rd Call for proposals of IPA Cross-border Programme BiH –MNE, please refer to the Application package, Guidelines for Grant Applicants, uploaded on the Programme’s website www.cbc.bih-mne.org.

14.08. **My organisation is a grant beneficiary within the 2nd Call for Proposals and, at the moment, we are preparing (an application) for the 3rd Call for Proposals. While developing a project, we faced a dilemma, i.e. whether we could choose a sport club to be a co-applicant? Further to that, could a co-applicant spend financial means as independently as applicant and submit bills to the Lead Applicant and then to the European Commission?**
Q8

Also, does Partnership Statement, in the context of the project proposal, need to be signed by co-applicant as well?

A8 Please note that Section 2.1.1. *“Eligibility of applicants (i.e. applicant and co-applicant(s))”, subsection “Co-applicants” of the Guidelines for Grant Applicants* stipulates that *“Co-applicant(s) participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the applicants. They must therefore satisfy*

the same eligibility criteria as applicant, referred to in Section 2.1.1 except for the criteria of the country and minimum duration of establishment”.

In addition, please note that Section 2.2.4 „Further information about Concept Notes” of the Guidelines for Grant Applicants stipulates that “To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”.

Please take note that there is no document named “Partnership Statement”. However, Mandate (for co-applicant(s)) and Partnership Agreement Between Applicants have to be submitted together with the Full Application Forms. Please refer to the Section 2.2.2 “Where and how to send Concept Notes” and Section 2.2.6 “Where and how to send Full Application Forms” for detailed information on documents to be submitted with Concept Notes and Full Application Forms.

16.08. **Is it possible to engage employees from state institutions (future lead applicant) and NGO's (future co-applicant) who are not part of the project team to work on project and to be paid for their work from the grant?**
Q9

A9 Only those who are implementing project activities, and therefore are considered as a project team, may be paid for their work within the budget heading 1 (Human resources). Additionally, subcontractors, if needed, may be engaged within the budget heading 5 (Other costs, services), but their engagement is temporary and is a subject of service contract, therefore they are not considered as a project team.

Furthermore, please take note that: *“Civil servants or other public employees of central, entity and cantonal (in BiH), or local administrations which participate under this call for proposals may not receive fees for their contribution to the action other than their standard/regular salaries in the respective institution. The salaries of the civil servants or other public employees of the central entity, cantonal (in BiH) and local administrations may be presented as co-financing contribution of the applicant.”* (Guidelines for Grant Applicants, Section 2.1.5 *Eligibility of costs: costs that can be included*)

Q10 **Is there a difference if we are engaging employees from state institution or NGO's?**

A10 Please refer to Section 2.1.5 *Eligibility of costs: costs that can be included, paragraph Eligible direct costs, item (a), of the Guidelines for Grant Applicants.*