



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Clarification No. 1

Project Title: The Sarajevo 2014 Programme
Publication reference: EuropeAid/135-143/L/ACT/BA
Call for Proposal No: EC/BiH/CfP/13/009

Question 1:

Are we (as a regional authority – NUTS 2) eligible as cultural actors?

Answer 1:

Please refer to Guidelines for grant applicants for this CfP, Section 2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s)).

Please also refer to Section 2.2.4. Further information about Applications of the Guidelines for Applicants which states: "To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, affiliated entity(ies), an action or specific activities."

Question 2:

The CfP embraces many different issues. We would like to know which one is considered the main and central focus of the CfP. Should activities be based more on cultural and historical perspective (WWI commemoration and so on) or should they be more oriented in promoting dialogue between local communities? Should they focus exclusively on the Balkans (historically, culturally and socially) or should they be addressed in larger framework?

Answer 2:

Please refer to Guidelines for grant applicants, section 1.2 Objectives of the programme and priority issues and section 2.1.4 Eligible actions: actions for which an application may be made (types of actions).

Question 3:

The Center for EU Enlargement Studies is a research center of the Central European University (CEU) in Budapest. We are a non-profit organization and we are a VAT payer.



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My question is whether we are eligible to apply for The Sarajevo 2014 Programme under the IPA component, Reference: EuropeAid/135-143/L/ACT/BA and EC/BiH/CfP/13/009?

Answer 3:

Please refer to Guidelines for grant applicants for this CfP, Section 2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s)).

Please also refer to Section 2.2.4. Further information about Applications of the Guidelines for Applicants which states: "To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, affiliated entity(ies), an action or specific activities."

Question 4:

Annexes referred to in the Guidelines for Grant Applicants for The Sarajevo 2014 Programme do not appear to be available anywhere on the internet (i.e. in the Tender Dossier published <http://www.europa.ba/Tenders.aspx?id=65&cat=2&lang=EN>). Please make them available, or please clarify.

Answer 4:

Annexes listed as Documents to be completed are available at <http://europa.ba/Tenders.aspx?id=65&cat=2&lang=EN> and

<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&se archetype=RS&aofr=135143>. Other Annexes listed as Documents for Information can be consulted at <http://ec.europa.eu/europeaid/prag/annexes.do?group=E>.

Question 5:

Which projects themes are of priority and what is the minimum and maximum number of applicants (co-applicants)?

Answer 5:

a) Please refer to Guidelines for grant applicants, section 1.2. Objectives of the programme and priority issues and section 2.1.4. Eligible actions: actions for which an application may be made (types of actions).

b) The applicant (only one) must act with co-applicant(s). The minimum number of co-applicants is ONE (1) and there is no max number of co-applicants. Further on, at least ONE



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(1) organization (among applicants and co-applicants) must be established in Bosnia and Herzegovina.

Question 6:

Kindly let me know whether project proposal will be disqualified if we decide to put a selected institution/local partner as a beneficiary but the same one submitted a proposal directly to the EU, or is a co-applicant with a different entity/other than us?

Answer 6:

Please refer to Guidelines for applicants, section 2.1.4. Eligible actions: actions for which an application may be made, Number of applications and grants per applicants:

The applicant may not submit more than 1 application under this Call for Proposals.

The applicant may not be awarded more than 1 grant under this Call for Proposals.

The applicant may not be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant may not submit more than 1 application under this Call for Proposals.

A co-applicant may not be awarded more than 1 grant under this Call for Proposals.

A co-applicant may not be the applicant or an affiliated entity in another application at the same time.

The affiliated entity(ies) may take part in more than one application.

Question 7:

Regarding Section 2.1.1. (Eligibility of applicants) of Guidelines for grant applicants, are the Universities eligible to be co-applicants for this CfP?

Answer 7:

Please refer to Guidelines for grant applicants for this CfP, Section 2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s)).

Please also refer to Section 2.2.4. Further information about Applications of the Guidelines for Applicants which states: "To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, affiliated entity(ies), an action or specific activities."

Question 8:

Do the activities must take place only in Sarajevo or they can take place in other BiH towns?



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Answer 8:

Please refer to Guidelines for applicants, section 2.1.4. Eligible actions: actions for which an application may be made, Location: *Actions must take place in Bosnia and Herzegovina.*

Question 9:

I would kindly ask You, If You can briefly explain as the summary tender in attached to be able to see if we appropriate the same one, so that we can prepare at the given time. Tender would be sent ahead of Europe Sarajevo Hotel 5 *, so we are interested do we fulfill the given conditions.

Answer 9:

Please refer to Guidelines for grant applicants, published for this Call for Proposals.

Question 10:

I am writing from International Burch University, I am the coordinator of Burch scientific Olympiad which is held among all Bosnia Herzegovina high schools. You can find the statistics of 2013 Burch Olympiad via our web sites, <http://olympiad.ibu.edu.ba/en/>. My question is the Olympiad eligible for the funding?

Answer 10:

Please refer to Guidelines for grant applicants for this CfP, 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.

Please also refer to Section 2.2.4. Further information about Applications of the Guidelines for Applicants which states: "To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, affiliated entity(ies), an action or specific activities."

Question 11:

We would like to clarify whether we are eligible as Lead Applicant or Co-Applicant for this programme since we have a very nice and progressive idea for a project and would like to apply with this project within the deadline. The Sarajevo Economic Region Development Agency (SERDA) is a non-profit limited liability company governed by public law and owned by the Canton of Sarajevo, the City of Sarajevo, the City of East Sarajevo and 32 municipalities from the Sarajevo Macro Region (SMR).



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Answer 11:

Please refer to Guidelines for grant applicants for this CfP, Section 2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s)).

Please also refer to Section 2.2.4. Further information about Applications of the Guidelines for Applicants which states: "To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, affiliated entity(ies), an action or specific activities."

Question 12:

Could you please tell us if it is possible for sports collectives and sports clubs to apply like an applicant or even like a co-applicant in this Programme? We read about this in the Guidelines for grant applicants under 2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s)), but it still remained unclear to us.

Answer 12:

Please refer to Guidelines for grant applicants for this CfP, Section 2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s)).

Please also refer to Section 2.2.4. Further information about Applications of the Guidelines for Applicants which states: "To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, affiliated entity(ies), an action or specific activities."

Question 13:

In 2.1.1. (ELIGIBILITY OF APPLICANTS), you state that applicants and co-applicants must be non-profit making civil society organization and /or cultural actors. Would it be possible to clarify the meaning of cultural actors? Could this be a Bosnian documentary production company, for example?

Answer 13:

Please refer to Guidelines for grant applicants for this CfP, Section 2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s)).

Please also refer to Section 2.2.4. Further information about Applications of the Guidelines for Applicants which states: "To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, affiliated entity(ies), an action or specific activities."



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Question 14:

I would like to get information about final date for Application submission related to the project proposal call, reference: EuropeAid/135-143/L/ACT/BA and EC/BiH/CfP/13/009 (The Sarajevo 2014 Programme under the IPA Transition and Institution Building Component for the year 2013).

Answer 14:

Please refer to Corrigendum no 1, published on 6th November 2013. The deadline for the submission of applications is January 21, 2014 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:00 hours local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected. However, for reasons of administrative efficiency, the Contracting Authority may reject any application sent in due time but received after the effective date of approval of the first evaluation step (i.e. Concept Note). This is an open Call for Proposals, where all documents are submitted together (Concept Note and Full Application Form).

Question 15:

In the guidelines is written the actions not developing in Bosnia and Herzegovina are not eligible. So the action must be 100% local, or we can foresee expenses in the applicant's country (in our case Italy) like visibility, some salary for coordinator and travels from Italy to Bosnia? This is very important for the building of our project because it will change according to your answer.

Answer 15:

An action is composed of a set of activities. **Activities taking place** outside BiH are ineligible.

Question 16:

We would like to request clarification for the following deadlines at your earliest convenience:

- a) Final date to submit for draft review of proposal
- b) Final date for submission of grant application. Two dates were published.



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Answer 16:

a) There is no draft review of proposal. If you refer here to Concept Note please find answer below.

b) This is an open Call for Proposals, where all documents are submitted together (Concept Note and Full Application Form). Please refer to Corrigendum, published on 6th November 2013. The deadline for the submission of applications is January 21, 2014 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:00 hours local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected. However, for reasons of administrative efficiency, the Contracting Authority may reject any application sent in due time but received after the effective date of approval of the first evaluation step (i.e. Concept Note).

Question 17:

In the guideline document under section "2.1.5. Eligibility of costs: costs that can be included" there is a mention of financing on the basis of simplified cost options.

Since each proposal must be between 100-200K euro, can you please clarify the following statement? "The total amount of financing on the basis of simplified cost options that can be authorized by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60 000 (the indirect costs are not taken into account)." What is these 60,000 euro limit refer to?

Answer 17:

Please refer to Guidelines for applicants, section 2.1.5. Eligibility of costs: costs that can be included.

Question 18:

Do the Associates on the project, which we are applying within Sarajevo Programme 2014, need to be registered in PADOR? (if they have not been registered so far).

Answer 18:

As stated in Guidelines for grant applicants, section 2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW: Prior registration in PADOR for this Call for Proposals is obligatory. *Registration is obligatory for all applicant, co-applicant(s) and affiliated entity(ies).*



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Question 19:

Do we change the date on the cover page of the application form from 15th to 21st January since the application date had been changed or is it better not change it?

Answer 19:

You can change the date in accordance to Corrigendum published on 6th November 2013.

Question 20:

There is one stipulation in the Guidelines which we do not fully understand. On page 8 under the section “Ineligible costs”, “taxes, including value added taxes” are listed. In many other CfPs, the equivalent entry in the list reads “taxes, including VAT, unless the beneficiary or co-beneficiaries can demonstrate they cannot reclaim them”. At the same time, footnote 11 in the budget (Annex B) provided seems to make a link between non-eligibility of VAT and the notion of “accepted costs”, which is however absent from section 1.3 of the Guidelines. (Cf. also the rule under the EIDHR Call for Bosnia earlier this year, Call ID 134211). Could you please specify how the situation is under this CfP? Like many other NGOs, our organization would not be able to reclaim VAT paid on the project (neither in Bosnia nor in other countries) and this would constitute a substantial burden beyond the normal co-financing requirement. It is also a burden in setting up the budget to take out VAT of every single cost item in which it would be incurred.

Answer 20:

Taxes, including value added taxes are ineligible cost under this Call for Proposals. For more information please refer to ANNEX J, published as part of the Call for Proposals dossier.

Question 21:

For what concerns the EU financing request as percentage. According to the rule that this percentage must fall between the minimum of 50% and maximum of 90%, which criteria fix exactly the percentage amount?

Answer 21:

Any grant requested (amount requested from the Contracting Authority) under this Call for Proposals must fall between 100,000.00 and 250,000.00 EUR. Further on, any grant requested



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(amount requested from the Contracting Authority) under this Call for Proposals must fall between 50% and 90% of the total eligible cost of the action.

Question 22:

The costs of staff are considered an eligible cost? And namely, also the staff involved in Italy could be considered eligible cost or just the staff working on field (i.e. Mostar)?

Answer 22:

The costs of staff assigned to the Action are considered as eligible cost.

Question 23:

The costs of staff could be considered as co-financing by the partner?

Answer 23:

Yes.

Question 24:

Guidelines Section 2.1.4 states: A co-applicant may not be the applicant or an affiliated entity in another application at the same time. Is an institution eligible as co-applicant in this Call if it was applicant in Cross-Border Programme Croatia-Bosnia and Herzegovina 2007-2013, IPA Component II – Cross-Border Cooperation, 3rd Call for Proposals, whose deadline for submitting the application expired on 4.11.2013. In my understanding the two applications are not presented at the same time.

Answer 24:

This only applies for this Call for proposal, so co-applicant may not be the applicant or an affiliated entity in another application at the same time under this Call for Proposals.

Question 25:

Can Public institution be co-applicant?

Answer 25:

Please refer to Guidelines for grant applicants for this CfP, Section 2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s)).

Please also refer to Section 2.2.4. Further information about Applications of the Guidelines for Applicants which states: "To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, affiliated entity(ies), an action or specific activities."



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Question 26:

Could you forward me Anex K, or explain me how to find it?

Answer 26:

As indicated in the Guidelines for grant applicants, ANNEX K is part of the list of Documents for information. You can consult it at:

<http://ec.europa.eu/europeaid/prag/annexes.do;jsessionid=z4QnS4VKbMYxVgRx219N4M92JzF7pzy2WhkF3qMvS8NnJLpJy8TC!1155267679?group=E, E3a2> Checklist for simplified cost options.

Question 27:

Font size in application should be 10 or 11?

Answer 27:

Please follow the instructions of the Application form, published as part of the Call for Proposals dossier.

Question 28:

How much is daily fee for guest artists that Aparat teatre should pay: 130 KM as it is in your regulation book or 25KM as it is in BiH regulation book?

Answer 28:

If by daily fee you mean per diems, please refer to template of the Budget for the action, published as part of the Call for proposals dossier, namely footnote 5 for explanation of the per diems, what they cover and applicable fees.

Question 29:

Presentations and projects of Aparat theatre are always based on original scenography and costumes that are composed from variety of materials and handmade. Beside that the process of making the play itself is artistic process of a director and it has its own flow and is defined/finalised only at the end of the process. That is the reason why it is impossible to specify all materials, tools and work required. Is it all right to give an estimate of the costs for all scenography in total, and for each costume separately but including all costs of materials and handwork in that estimation?

Answer 29:

Please refer to Guidelines to grant applicants, section 2.1.5. Eligibility of costs: costs that can be included.



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Question 30:

"That salaries of civil servants may not be presented as co-financing contribution by the

Applicant(s) “. Is this true and please refer to the section in GfA where this is stated?

Answer 30:

Salaries of civil servants or other public administrations employees may be presented as co-financing and must be in compliance to the criteria for eligibility of costs set in Article 14 of General Conditions. Please note that the salary costs of personnel of public administrations are considered eligible costs to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.

Question 31:

Is it true that the eligible costs for the affiliated entities are only per diem and travel costs?

Answer 31:

As stated in Guidelines for grant applicants, section 2.1.2. Affiliated entities, if the applicants are awarded a contract, their affiliated entity(ies) will not become Beneficiary(ies) of the Action and signatory(ies) of the Contract. However, they will participate in the design and in the implementation of the Action and the costs they incur (including those incurred for Implementation Contracts and Financial Support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the Beneficiary(ies) under the Grant Contract.

The rule mentioned in your question refers to Associates, as stated in Guidelines for grant applicants, section 2.1.3. Associates: “Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs”.

Question 32:

According to GfA section 2.1.1. Eligibility of Applicants, the applicants can, among others, be "cultural actors including municipalities". Furthermore, one of the documents to be



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completed is LEF. In tender dossier there is only LEF form for private entities. Since the above mentioned are public entities, should we fill-in this document anyway?

Answer 32:

For public entity please use form available at:

<http://ec.europa.eu/europeaid/prag/annexes.do;jsessionid=z4QnS4VKbMYxVgRx219N4M92JzF7pzy2WhkF3qMvS8NnJLpJy8TC!1155267679?group=E; E3e3> Legal Entity File (public bodies).

Further clarifications for this Call for proposals will be published on the web site of the EU Delegation to BiH at <http://europa.ba/Tenders.aspx?id=65&cat=2&lang=EN>. It is therefore advisable to consult the mentioned website regularly in order to be informed of the questions and answers published.