

Clarifications with regards the Full Application
Third Call for Proposals under IPA Cross-border Programme
Bosnia and Herzegovina – Montenegro
Publication reference: EuropeAid/134-889/L/ACT/IPA

Date Question

Note: in order to protect confidentiality of evaluation process all references pointing to identity of the applicants requesting clarifications have been concealed.

30.04.	<p>Dear Sir/Madam,</p> <p>Q1 ***, in partnership with ***, has been invited to submit full project proposal, under the call Cross-border Programme Bosnia and Herzegovina - Montenegro, 2007-2013, Instrument for Pre-Accession Assistance (IPA), Component II, Reference: EuropeAid/134-889/L/ACT/IPA. Concept note Reference number: 3/***. We kindly ask you to provide answers on the following questions:</p> <p>We discussed among project partners and would like to explore possibility to includemunicipality *** in this project, will it be possible in this phase of project selection, to include a new partner?</p>
A1	<p><i>Partnership is part of the Concept note and any changes of partners is considered as changes of the Concept note itself, as according to the GfA, section 2.2.5. "Full Application forms", where it is defined that "... The elements outlined in the Concept note cannot be modified by the Applicant in the Full application form...".</i></p> <p><i>Please refer to the Guidelines for Grant Applicants relevant to this Call and above mentioned section (2.2.5. „Full Application forms“).</i></p>
30.04	<p>Dear Sir/Madam,</p> <p>Q2 Is it necessary that full project proposal consists of Concept, already submitted and positively evaluated and added part of the Form for the Full project proposal, or we should submit only Full project proposal, without Concept?</p>
A2	<p><i>An Applicant invited to submit a Full application form, following pre-selection of their Concept Note, must do so using Part B of the Application form, annexed to the Guidelines for Grant Applicants (Annex A), as according to the GfA, sections 2.2.5. "Full Application forms", 2.2.6. "Where and how to send Full Application forms", 2.3. "Evaluation and selection of applicants" and 2.4. "Submission of supporting documents". Moreover, all pre-selected Applicants should submit supporting documents, together with the Full application form.</i></p> <p><i>Please refer to the Guidelines for Grant Applicants relevant to this call and above mentioned sections.</i></p>
30.04.	<p>Dear Sir/Madam,</p> <p>Q3 Please be informed that our organization was notified that our Concept note has been recommended for further evaluation. Our Concept Note Reference Number is: 3/***.Please clarify the following: ¹</p>

A3	<p>If we have already signed a contract with the EU Delegation to Montenegro in 2013, what paper can we submit for the supporting documents instead of LEF sheet? Is the copy of previous LEF acceptable?</p> <p><i>In addition to Full Application form, applicants should submit supporting documents. Regarding Legal entity sheet (Annex D of the Guidelines for Grant Applicants), it should be duly completed and signed by each of the applicants (i.e by the applicants and (if any) by each co-applicant(s), accompanied by the justifying documents requested there. If the Applicants have already signed a contract with the Contracting Authority, instead of the Legal entity sheet and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime, as according to the GfA, section 2.4. "Submission of supporting documents" (point 3).</i></p> <p><i>Please refer to the Guidelines for Grant Applicants relevant to this call and above section (2.4. "Submission of supporting documents").</i></p>
30.04.	<p>Dear Sir/Madam,</p> <p>Q4 How can the 20% variation in the budget be applied? Does it mean that own contribution can be altered to 20% or the total cost of the action (EU and own contribution) can be altered by 20% from the originally envisaged sum.</p> <p>A4 <i>The EU contribution may not vary from the initial estimate by more than 20 %: Meanwile, Applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as it is defined in the GfA, under section 1.3. However, you should keep in mind that, as according to the GfA, section 2.2.5. "Full Application forms", the elements outlined in the Concept Note cannot be modified by the Applicant in the Full Application form.</i></p> <p><i>Please refer to the Guidelines for Grant Applicants relevant to this call and above mentioned section (2.2.5 "Full Application forms").</i></p>
05.05	<p>Dear Sir/Madam,</p> <p>Q5 We have received your letter that our Concept Note has been recommended for further evaluation. Could you please confirm if at this stage we are supposed to send only the Part B of the Grant Application Form and do not have to send Part A – Concept Note again, as it has been evaluated.</p> <p>A5 <i>An Applicant invited to submit a Full application form, following pre-selection of their Concept Note, must do so using Part B of the Application form, annexed to the Guidelines for Grant Applicants (Annex A), as according to the GfA, sections 2.2.5. "Full Application forms", 2.2.6. "Where and how to send Full Application forms", 2.3. "Evaluation and selection of applicants" and 2.4. "Submission of supporting documents". Moreover, all pre-selected Applicants should submit supporting documents, together with the Full application form.</i></p> <p><i>Please refer to the Guidelines for Grant Applicants relevant to this call and above mentioned sections.</i></p>

