



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Clarification No. 1

Publication Ref: EuropeAid/137-042/DD/ACT/BA;

Subject: "Civil Society Facility 2014 and 2015"

Location: Bosnia and Herzegovina

Question 1: In case one organization applies as the main applicant on one project and as the co-applicant on another one, and the European Commission decides to support the first application (in which case the organization in question applied as the applicant), what happens with the second one?

Answer 1: According to the Guidelines for applicants:

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

The applications are evaluated and ranked per lot. Only the best ranked applications will be awarded with a grant. In the hypothetical case you described, the better ranked application would be awarded with a grant and the second one would be rejected on the basis of the rule that either applicant or co-applicant cannot be awarded with more than one grant.

Question 2: We are a local development agency established and financed by local government (Municipality) and in nature non-profit. Can you please answer us whether we are eligible to submit concept proposal to this Call?

Answer 2:

In accordance with article 2.2.4 of the Guidelines for applicants, "to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities." Please also see the Corrigendum N° 1.

Question 3: The eligible entities must be registered as a NGO as stated in their statutes (legal status), or other entities which are neither a part of a government nor a conventional for profit business, and economically independent from the state, but that are registered (and stated in their statutes) as other legal forms such as foundations, associations, research centres. Are these also eligible for these calls?

Answer 3: See answer number 2.



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Question 4: Referring to the Chapter 2.1.4. Eligible actions: actions for which an application may be made, section ‘Number of applications and grants per applicants’, we have the following question: Our organization has interest to be the main applicant in the application in one lot and co-applicant in the application in another lot. Is one organization eligible to win both applications and implement one project as the main applicant and another as co-applicant?

Answer 4: See answer number 1.

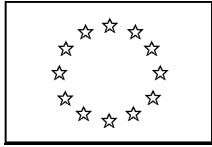
Question 5: Referring to the Chapter 2.1.1. Eligibility of applicants, which says that “The education institutions including secondary schools and universities and other certified educational institutions” are eligible to be applicants or co-applicants, we have the following question: If we have a public school or university as a partner, are project team members who are in the same time employed by the public school entitled to the 1.1. Human resources – Salaries in the budget?

Answer 5: Yes, they are. Please see also the related footnote 4 of the Annex III - Budget template. " Please note that the cost of staff assigned to the Action, must correspond to the actual gross salaries including social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary (ies), as the case may be, unless it is justified by showing that it is essential to carry out the Action (Art 14.2 of General Conditions) .

When submitting the Budget, please indicate if any of the project staff under Budget heading 1 Human Resources are paid from public budget. Please note that the salary costs of the personnel in question will be considered eligible costs to the extent that they relate to the cost of activities which the relevant public school/university would not carry out if the project concerned were not undertaken. Hence, these payments cannot be used as top-ups for the **personnel**. For **all staff that** you plan to engage for the project, and **who** are paid through public funds, please provide the following:

-- detailed information which budget lines are foreseen to be utilized for this purpose (marked in the budget);

-- statement of appointment (including time to be spent in the project) of the person planned to be engaged in the project including a **declaration** that these activities are not "regular activities carried out by the institution without the project", and an income statement showing the gross salary which is a basis for the calculation of the related costs.



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Please note that the same information should be provided for any other person already paid through public funds if they are going to be paid on fee basis. "

Question 6: The minimum grant of 150 000 euros for Lot 1 and Lot 4 involves the full value of the grant or only the contribution (which can vary btw. 50 and 90 percent) requested by EU?

Answer 6: As per article 1.3 of the Guidelines for applicants, the minimum grant value of 150,000 EUR is referred to EU contribution which may vary between 50% and 90% of the total eligible costs of the Action.

Question 7: Is it possible to have 2 co-applicants from associated countries or one from Bosnia and one from Serbia but not affiliated entities?

Answer 7: Yes, it is possible.

Question 8: Do we need to know the third parties if we will involve them at one point by contracting in the project at this stage of drafting Concept Note?

Answer 8: No, but it is required to know the category of the third party at the stage of drafting the Concept Note. Please also refer to the section 2.1.1 of the Application form.

Question 9: Do all activities have to be implemented in Bosnia and Herzegovina?

Answer 9: Yes. See article 2.1.4 (Location) of the Guidelines for applicants.

Question 10: Can it be discriminatory concerning the application if the greater percent of contribution is demanded, for example 80 percent and not 50 percent, does this influence the final decision by the Commission?

Answer 10: Cost-effectiveness of the action will be evaluated during the evaluation of the full application. Please see section 5 of the evaluation grid under article 2.3.2 of the Guidelines for applicants. Please see also the related article 2.1.5 of the Guidelines for reference.

Yours sincerely,



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