



EUROPEAN UNION

Delegation of the European Union to Bosnia and Herzegovina

Sarajevo, 11 April 2019

**Clarification no. 1 to the Guidelines for grant applicants**

**Call for Proposal Title:** European Instrument for Democracy and Human Rights (EIDHR): Bosnia and Herzegovina Country Based Support Scheme 2018

**Publication reference:** EuropeAid/162346/DD/ACT/BA

**Tender No:** EC/BiH/CFP/19/001

**QUESTION No. 01**

Clarification is required regarding the page limit of the Summary table in the Concept Note template. While in the PRAG 2016 template was a clear instruction that the Summary table should be maximum 1 page long, there is no indication in the current PRAG 2018 template of the Concept Note what the maximum page limit is for the Summary?

The remaining page limit is clear: of the “1.2.Description of the action: cover all the 5 points in the instructions: (max 2 pages)” as well as “1.3.Relevance of the action (max 3 pages)”. The Instructions in the Template does say that the Concept Note cannot exceed 5 pages, but it is not entirely clear if the Summary table being included into this 5 page limit (and therefore all the three sections Summary, description, relevance have to fit within 5 pages), or if the Summary is not being counted within the 5 pages.

**ANSWER No. 01**

In compliance with the instructions for drafting the Concept Note (Annex A.1), Section 1.2 should not exceed 2 pages and Section 1.3 should not exceed 3 pages. The Concept Note should not exceed 6 pages in total.

**QUESTION No. 02**

Can you, please, provide an explanation whether in this Concept Note Stage we need to attach Mandate, in regards to the provision from the call: "Co-applicants must sign the mandate in

Section 5.2 of Annex A.2 Full application form” or this stage doesn't require additional annexes to be sent.

#### **ANSWER No. 02**

'Mandate' shall not be submitted at the Concept Note Stage, only at the Full application stage. In line with Section 2.2.1 of the Guidelines for grant applicants: ***“Only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent”***.

#### **QUESTION No. 03**

The University of XY (Italy) is very interesting to presenting the Concept note with the Co-applicants from Bosnia and Herzegovina to your deadline of 22 April 2019. We would like to know if the University of XY has eligibility like Lead applicant.

#### **ANSWER No. 03**

As stated in Section 2.2.4 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 lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

As detailed in Section 2.1.1 of the Guidelines for grant applicants, “Eligibility of Applicants”:

#### ***“Lead applicant***

*(1) In order to be eligible for a grant, the lead applicant must:*

- *be a legal person **and***
- *be non-profit-making **and***
- *be a specific type of organisation such as: civil society organisations [14] with no geographical requirements set a priori. In addition, public-sector non-profit agencies, institutions and organisations (including in particular National Human Rights Institutions), international inter-governmental organisation as defined by Article 43 of the rules of application of the EU Financial Regulation [15] and national parliamentary bodies will be judged eligible when this is necessary to achieve the objectives of the EIDHR.*

- *be established in [16] Bosnia and Herzegovina or a Member State of the European Union, or any country, as all are eligible for participation in contracts financed under this Instrument **and***
- *if the applicant is a national of a country other than Bosnia and Herzegovina, it must have at least one co-applicant established in Bosnia and Herzegovina whose local capacity development must be strengthened through some proposed activities **and***
- *be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary "*

[...]

#### **Co-applicant(s)**

*If the applicant is established (see footnote 16) in Bosnia and Herzegovina, it must act with at least one (1) co-applicant, with no restrictions concerning co-applicant(s)'s nationality.*

*If the applicant is not established in Bosnia and Herzegovina, it must act with at least two (2) co-applicants established in Bosnia and Herzegovina.*

*Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.*

*Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself."*

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[14] *The EU considers CSOs to include all non-State, not-for-profit structures, non-partisan and non-violent, through which people organise to pursue shared objectives and ideals, whether political, cultural, social or economic. Operating from the local to the national, regional and international levels, they comprise urban and rural, formal and informal organisations. They include membership-based, cause-based and service-oriented CSOs. Among them, community-based organisations, non-governmental organisations, faith-based organisations, foundations, research institutions, Gender and LGBT organisations, cooperatives, professional and business associations, and the not-for-profit media. (Source: Commission Communication COM(2012)0492, The roots of democracy and sustainable development: Europe's engagement with Civil Society).*

[15] *International organisations are international public-sector organisations set up by intergovernmental agreements as well as specialised agencies set up by them; the International Committee of the Red Cross (ICRC) and the International Federation of National Red Cross and Red Crescent Societies are also recognised as international organisations.*

[16] *To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.*

**QUESTION No. 04**

If the organisation is registered as local representative office, will they be considered as local co-applicant?

**ANSWER No. 04**

Please refer to the Section 2.1.1 of the Guidelines for grant applicants, footnote 16. Please see answer No.3.

**QUESTION No. 05**

The organisation is local representative office of the British NGO, can they apply as main applicant with 2 co-applicants or the main applicant must be the UK NGO?

**ANSWER No. 05**

Please refer to the Section 2.1.1 of the Guidelines for grant applicants, footnote 16. Please see answer No.3.

**QUESTION No. 06**

If Italian NGO is applicant, do they need 2 local co-applicants with respect to development of co-applicant capacities?

**ANSWER No. 06**

As stated in Section 2.1.1 of the Guidelines for grant applicants *"If the applicant is not established in Bosnia and Herzegovina, it must act with at least two (2) co-applicants established in Bosnia and Herzegovina", out of which "at least one co-applicant established in Bosnia and Herzegovina whose local capacity development must be strengthened through some proposed activities."*

**QUESTION No. 07**

If the co-applicant/s are outside BiH, does eligible cost apply to them as well?

**ANSWER No. 07**

Please refer to the Section 2.1.5 "Eligibility of Costs" of the Guidelines for grant applicants, in particular to the following paragraph:

*"Eligible direct costs*

*To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines)."*

### **QUESTION No. 08**

Is co-financing up to 5% within the total amount of EUR 160,000?

### **ANSWER No. 08**

Please refer to the Section 1.3 of the Guidelines for grant applicants:

*"Size of grants*

*Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:*

- *minimum amount: EUR: 100,000*
- *maximum amount: EUR: 160,000*

*Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:*

- *Minimum percentage: 51 % of the total eligible costs of the action.*
- *Maximum percentage: 95 % of the total eligible costs of the action (see also Section 2.1.5)."*

The "minimum" and "maximum amounts" stated above (EUR 100,000 / EUR 160,000) are the amount of the EU contribution to the action, which is limited to a maximum of 95% of the total eligible costs of the action. Those amounts therefore do not include the 5% co-financing.

### **QUESTION No. 09**

If the co-applicant is grass root organisation from Croatia, do they need one more local co-applicant?

### **ANSWER No. 09**

Please refer to the Section 2.1.1 of the Guidelines for grant applicants. Please see answer No.3.

### **QUESTION No. 10**

Are activities outside BiH eligible if financed from other sources?

### **ANSWER No. 10**

Please refer to the Section 2.1.4 of the Guidelines for grant applicants "Eligible Actions":

*"Location*

*Actions must take place in Bosnia and Herzegovina. Nevertheless, specific activities related to study tours, participation in events and attendance of NGO representatives to platforms, meetings and conferences, etc. may, if duly justified in the description of the action, take place*

*outside of Bosnia and Herzegovina as long as they clearly contribute to the achievement of the project's overall objectives."*

**QUESTION No. 11**

Is it necessary to submit bank guarantees in the application process?

**ANSWER No. 11**

No. Please refer to the Sections 2.2.1 of the Guidelines for grant applicants. Please see answer No. 2.

**QUESTION No. 12**

Is the action related to the capacity building of governmental institutions eligible?

**ANSWER No. 12**

According to the Section 2.2.4 of the Guidelines for grant applicants:

*"To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities."*

**QUESTION No. 13**

If the NGO already has a project financed by the EU, is an indirect cost of the new contract eligible?

**ANSWER No. 13**

Please refer to the Section 2.1.5 "Eligibility of Costs" of the Guidelines for grant applicants, in particular to the following paragraph:

*"Eligible indirect costs*

*The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.*

*If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action."*

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