

IPA Component IIb – Cross-Border Programme Croatia – Serbia 2007-2013

1st Call for Proposals (IPA 2007&2008)

Publication Reference: **EuropeAid/128862/M/ACT/IPA**

Tender type: Grant

QUESTIONS AND ANSWERS

Date: 7th September 2009

NOTE: The final decision concerning eligibility of an applicant, a partner, an action or specific activities will be brought by the JMC during the process of Evaluation of applications (subject to ex-ante control of the EC Delegations in Croatia and Serbia).

NOTE: Questions may be sent by e-mail or by fax no later than **21 days before the each deadline for the submission of applications**.
Final version of Q&A will be published no later than **11 days before each deadline for the submission of applications**.

List of Abbreviations:

GfA – Guidelines for Applicants

JTS – Joint technical secretariat

VAT – Value added taxes

no.	QUESTIONS	ANSWERS
1.	Q: Can we be a partner to more than one applicant?	<p>A: There is no restriction as to number of partnerships an institution can have with applicants within this particular Call.</p> <p>Please also refer to Section “2.1.3 Eligible actions for which an application may be made”, subsection “Number of applications and grants per applicant”, of the Guidelines for Applicants.</p>

2.	<p>Q: If the majority of our activities is planned for in the eligible area, while one smaller part in the adjacent area, is our project evaluated as “adjacent area project”? How is it related to percentage of the budget to be used on eligible and/or adjacent area?</p>	<p>A: Section “1.3 – Financial allocation provided by the Contracting Authority” of the Guidelines for Applicants states that “Project proposals that have project activities in Croatian and/or Serbian adjacent areas will be treated as an «adjacent areas project»”. Thus, regardless of the actual share of the project’s budget assigned to the implementation of activities in the adjacent area, the entire project is considered «adjacent areas project». Up to a maximum of 20% of the available programme funds are allocated to cover activities in adjacent areas, until exhaustion of funds. Such funds will be distributed to the best ranking “adjacent areas projects”, to cover the costs of proposed activities taking place in the adjacent areas.</p>
3.	<p>Q: If we are registered in PADOR as partners (implying less data submitted, but still having Europe Aid ID No.), do we still have to fill in the table in the grant application form?</p>	<p>A: Section II “The Applicants” of the Grant Application Form, clearly states that Applicants that are registered in PADOR do not need to fill in the points 2, 3 and 4 of that section.</p> <p>Amount of data an organisation had entered in PADOR and their relevance can not be confirmed by the Contracting Authority. Therefore, if the applicant has any doubts of sufficiency of information registered in PADOR the recommendation would be to submit written information in the application form, to be on the safe side.</p>
4.	<p>Q: In the Annex C2 – List of Indicators, do we also need to fill in the part “outputs – programme”, as well as “results – programme”?</p>	<p>A: All parts of annex C2 are to be filled in. Please note that the annex already includes indicators which apply at the programme level. Indicators applicable at the project level are to be added in by the Applicants.</p>

5.	Q: Are the faculties and universities eligible for measure 1.1?	<p>A: Eligibility criteria are defined under Section 2.1.1 Eligibility of applicants: who may apply? of the Guidelines for Applicants. Applicants should note that only general categories of eligible institutions are listed, such as research & development institutions, education and training institutions, etc. It is up to the Applicant to verify that its institution is actually included in one of the eligible categories within each measure.</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity.</p>
6.	Q: Can we in the table 1.7 of the application form in the part “required resources” also put a part of human resources from the budget, if those are participating in the implementation of the activities?	A: Yes, you can. However please note that applicants will need to describe in detail the organisational structure and team proposed for implementation of the action in other parts of their application form.
7.	Q: Please explain what is expected to be under 1.8 of the application form: should we simply copy the list of indicators?	A: Applicants can fill in Annex C2 and attach it as an annex to this document, as instructed implicitly under given section. Consequently, no change would be made to the section.
8.	Q: We have heard in Subotica during the info session that both applicants should sign the budget of each applicant. Can you please explain where should be signed by both, if this is the case?	A: Each budget template has at the bottom of it a box with the place of signature of both applicants.

9.	Q: Can sports associations (clubs) apply for measure 1.3. and if they can, can they apply on their own or have to be a part of larger entity (for example federation)?	<p>A: Please see answer to question n.5 above.</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity.</p>
10.	Q: It is mentioned in the Guidelines for Applicants that for measure 1.2 maximum budget is 200.000 euro. Is this considered as the total budget of the project or it is 200.000 per applicant, implying maximum budget per project would be 400.000 euro?	<p>A: Please refer to Section 1.3 “Financial allocation provided by the Contracting Authority” of the Guidelines for Applicants. Limits indicated there refer to single grants: “Any <u>grant</u> awarded under this programme must fall between the following minimum and maximum amounts as shown below. <u>An action will consist of two grants</u>”.</p> <p>Please note that the limits refer to the amount of contribution by EU. The total value of the action will include the co-financing by the applicants, partners or other sources (from a minimum of 15% to a maximum of 50% of the grant contribution).</p>
11.	Q: It is mentioned in the Guidelines for Applicants that for measure 1.3 maximum budgets is 50.000 euro. Is this considered as the total budget of the project or it is 50.000 per applicant, implying maximum budget per project would be 100.000 euro?	A: See answer to question no. 10 above.
12.	Q: Is scientific institute (being public non-profit organisation) eligible to apply for measure 1.3?	<p>A: Please see answer to question n.5 above.</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity.</p>
13.	Q: Can the applicant or its partner be registered in Zagreb (but of course implementing activities in the eligible territory)?	A: Yes, they can. Please refer to Section 2.1.1 “Eligibility of applicants: who may apply” of the Guidelines for Applicants.

14.	Q: What does it mean “but at the end only eligible costs are accepted”?	A: Your question probably refers to Section 2.1.4 “Eligibility of costs: costs which may be taken into consideration for the grant” of the Guidelines for Applicants, where it is stated that “Only «eligible costs» can be taken into account for grant.” Eligible direct costs are defined under the same section. In order to qualify for payment, all costs must be spent in line with the criteria defined in the Guidelines for Applicants; furthermore they must respect the provisions outlined in Annex IV (Contract award procedures) of the Standard Grant Contract (annex F of the GfA).
15.	Q: Co-financing: does 15% relate to 15% of the project or of the grant? In other words, should total co-financing amount to not less than 15% (where one applicant can co-finance less than 15% and the other co-financing more than 15%)?	A: Two separate contracts will be concluded with each of the two Applicants submitting a project proposal. Each contract will include the budget for the particular Applicant which is the contracting party, and each Applicant will thus be bound by the minimum co-financing requirements.
16.	Q: Do applicants that are registered in PADOR still have to fill in the same information in the application form?	A: Please refer to answer to question n. 3 above. If all of the information required is uploaded in PADOR, and the reference number provided in the application form, it is not required from the applicant to fill in the information in the application form.

17.	Q: Would eligible cost be purchase of equipment that would be used by SMEs, which are part of the cluster, after the project is over, as a part of small business infrastructure?	<p>A: To be eligible, costs must be necessary for the implementation of the action for which a grant is received. The eligibility of costs is not determined by who would be using a piece of equipment after the action is carried out. For details on eligibility of costs please refer to GfA, art 2.1.4 Eligibility of costs: costs which may be taken in consideration for the grant.</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity.</p>
18.	Q: Do activities have to be the same in both countries in terms of quantity (e.g. in Croatia 1 educational workshop while in Serbia 3)?	<p>A: No, quantitatively the activities do not have to be proportional in the two countries.</p>
19.	Q: Is Belgrade in the programme area?	<p>A: Please refer to Section 2.1.3 “Eligible actions for which an application may be made”, subsection “Location”, of the Guidelines for Applicants, for a list of the areas where eligible actions must be implemented.</p> <p>For the requirements about eligibility of applicants, please refer to Section 2.1.1 “Eligibility of applicants: who may apply?” of the Guidelines for Applicants.</p>
20.	Q: Do applicants jointly submit the application or each does it in its own country of origin?	<p>A: Applicants must submit one joint application following the instructions listed under Section 2.2.2 “Where and how to send the Application” of the Guidelines for Applicants.</p>

21.	Q: From whose budget (talking of two budgets) are financed joint activities, such as presence at fair?	<p>A: It is up to the Applicants to agree between them which budget (and which budget item) will contain the financial resources needed for each activity.</p> <p>Please note, however, that transfer of funds across the border (to cover costs of activities incurred during the implementation of the project) may be subject to limitations imposed by the applicable national legislations.</p>
22.	Q: Can you please explain the difference between the applicant and the partner?	<p>A: Relation among all stakeholders is explained under Section 2.1.2 “Partnership and eligibility of partners” of the Guidelines to Applicants.</p>
23.	Q: Can you check the possibility of purchasing without VAT? Current laws do not foresee such possibility.	<p>A: As concerns Croatian laws, exemption from VAT and Customs duties are allowed when the purchase is part of a project financed by support of European Community. Relevant legislative provisions can be found in:</p> <ul style="list-style-type: none"> • Article 13 within Annex II of the Framework Agreement between the European Commission and the Government of the Republic of Croatia in assistance programmes of the European Community (“Official Gazette – International Agreements” No. 8/02 and 11/02) • Article 25, paragraph 1, point e) and Article 26, paragraph 2, points b) and d) of the Framework Agreement between the Government of the Republic of Croatia and the Commission of European Communities about the rules for cooperation in connection with financial assistance of the European Community to the Republic of Croatia in implementation of an assistance in framework of Instrument of Pre-Accession Assistance (IPA)(“Official Gazette – International

		<p>Agreements” No. 10/07).</p> <p>As concerns Serbian laws, exemption from VAT and Customs duties are allowed when the purchase is part of a project financed with the support of the European Community. Relevant legislative provisions can be found in:</p> <p>Article 25, paragraph 1, point e) and Article 26, paragraph 2, points b) and d) of the Framework Agreement between the Government of the Republic of Serbia and the Commission of the European Communities on the rules for co-operation concerning EC-financial assistance to the Republic of Serbia in the framework of the implementation of the assistance under the Instrument for Preaccession Assistance (IPA) (Official Gazette No. 123-07).</p>
24.	Q: Should the project be supported by relevant government bodies (e.g. relevant ministry or local government)?	<p>A: You did not define what you consider as "support", and we are therefore not in a position to give you a precise answer. We can, however, indicate that the involvement of those categories is mandatory neither as stakeholders (applicants, partners, associates) nor as donors.</p>
25.	Q: Is it a must to have EuropeAid ID No?	<p>A: No, it is not.</p>

26.	Q: Is 20% limitation related to activities in the adjacent area at the project level or at the programme level?	A: Please refer to answer to question no. 2 above.
27.	Q: Can you explain the pre-financing method: if 80% of the grant is paid after the signature of the contract, when is the remaining 20% paid?	A: Please refer to art. 15.1 of the Annex II “General Conditions applicable to European Community-financed grant contracts for external actions” to the Standard Grant Contract. Depending on the amount established to be financed, options 1 or 2 may be applicable. Option 1 is applicable to actions where the implementation period does not exceed 12 months or where the financing provided by the Contracting Authority does not exceed EUR 100 000. Option 2 is applicable to actions where the implementation period is longer than 12 months and where the financing provided by the Contracting Authority is more than EUR 100 000
28.	Q: Can the salaries of staff working on the project (gross amounts) be part of obligatory co-financing?	A: Yes. Please refer to Section 2.1.4 “Eligibility of costs: costs which may be taken in consideration for the grant” of the Guidelines for Applicants.
29.	Q: Project funds are comprised of: 1 – EU donation; 2 – national co-financing (provided by whom and up to what percentage); 3 – our own co-financing (up to what percentage, financial or in-kind)?	A: The budget to fund projects’ activities will be composed of EU grant and co-financing by other sources. The co-financing by other sources (min 15% and max 50%) must come from the applicant’s or partners’ own resources, or from sources other than the European Community budget. Please refer to Section 1.3 “Financial allocation provided by the Contracting Authority”.As stipulated in section 2.1.4 “Eligibility of costs: costs which may be taken in consideration for the grant” of the Guidelines for Applicants “Contributions in kind are not considered actual expenditure and are not eligible cost. The contributions in kind may not be treated as co-financing by the beneficiaries.”

30.	Q: Is the allocation of 1,440,000.00 split into measures, and if yes what are the amounts?	A: There is no financial splitting among measures. The proposals will be ranked according to their quality (scores) regardless of which measure they are addressing.
31.	Q: How big importance and financial allocation will be given to projects dealing with capacity building of cross-border cooperation?	A: Please refer to Section 2.1.3 “Eligible actions for which an application may be made” of the Guidelines for Applicants for a list of actions eligible for financing. Award criteria which will be applied during the evaluation process can be found under Section 2.3 “Evaluation and Selection of Applications”. There are no financial allocations per type of action. The total available envelop is split per country, you can find the details in article 1.3 of the Guidelines for Applicants
32.	Q: Implementation of some projects is related to vegetation seasons. How to deal with potential delays in kick-off, and the relation to “action plan”?	<p>A: The Guidelines for Applicants include, within Section 2.5.2, an indicative timetable for the finalization of the evaluation process and the signature of contracts. According to this table, contract signature is planned for April 2010 (please note that this table is indicative and that the dates given here can vary depending on the actual duration of the evaluation process).</p> <p>With regards to the start date of the implementation of the action, the template for Grant contracts allows for four possible options, please refer to Special Conditions, art 2: Taking into account these different possibilities, and provided that detailed and justified motivations are produced and submitted to the Contracting Authorities, the Applicants may request to start the project implementation in the most appropriate moment taking into account seasonal timing.</p> <p>You should also bear in mind that the maximum duration of the action is 24 months, which allows the applicants to make precise and careful planning and adjust the timing of certain activities to the season they are</p>

		targeting.
33.	Q: How are the payments technically done between the applicant and its partners, especially payments of partner's staff salaries?	A: The funds from the grant are transferred to the applicant's bank account. It is the responsibility of the applicant to distribute the funds to the partners, in accordance with the agreements freely established among them.
34.	Q: What should the budget look like of partners from "adjacent area"?	A: Please refer to Annex B-Budget of the Application Package. The Applicants should pay attention when filling in the budget lines, as there are separate columns for eligible and adjacent area.
35.	Q: What exactly does the per-diem cover? Does it cover travel expenses too (local/international)?	A: Per diems cover (for the missions requiring an overnight stay away from the base of operations) accommodation, meals, and sundry expenses. Travel expenses are calculated separately from per diems.
36.	Q: Can per-diem rates of EC be followed, even though they are higher than what is regulated for government officials when on the budget?	A: Please refer to art. 14.2 of the Annex II "General conditions applicable to European Community-financed grant contracts for external actions" of the Standard Grant Contract. According to it, travel and subsistence costs for staff and other persons taking part in the Action, must not exceed those normally borne by the Beneficiary or its partners. Furthermore flat-rate reimbursement of the subsistence costs must not exceed the scales published by the European Commission at the time of signing the contract.

37.	Q: Are the costs of preparation of the project, its technical documentation, financed from the same project?	A: Please refer to Section 2.1.3 “Eligible actions for which an application may be made”, sub-section “Types of action”, of the Guidelines for Applicants, where it is indicated that “Preparatory studies or preparation of preliminary work design for works to be carried out within the project” are ineligible. For costs other than mentioned in the above provision, please note that grants may, as a rule, only cover costs incurred after the date on which the grant contract is signed.
38.	Q: Is the budgetary clearing done separately for each applicant, or it is done in one place for the entire project?	A: Budgetary clearing is not in the terminology of the call for proposals and we are not sure about the meaning of the rest of your question as well. Potential changes to the budget prior to signature of contracts are regulated in the Guidelines for Applicants, art 2.1.4 Eligibility of costs: costs which may be taken in consideration for the grant, where it is stipulated: Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authorities to impose modifications or reductions to address such mistakes or inaccuracies.
39.	Q: Should the applicant have on its account the co-financing amount on the day of signature of the contract?	A: No, the applicant does not need to have the amount of its co-financing on its account at the signature of the contract.

40.	Q: Can the employees of primary and secondary schools be paid for the preparation and implementation of the project? Can the cost for their work in such case be represented in the budget as salaries?	<p>A: As concerns eligibility of costs and eligibility of salaries for Civil Servants, please refer to Section 2.1.4 “Eligibility of costs” of the Guidelines for Applicants. In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an action or specific activities.</p> <p>As regards eligibility of costs for the preparation of the project, see answer to question no. 37 above.</p>
41.	Q: Should the information on the envelope be those of applicant 1 & 2 or just one of them?	A: The information should be of the Functional Lead Partner. Please refer to the Guidelines for Applicants, art 2.1.2 for the information about a functional lead partner.
42.	Q: How do we prove our co-financing (e.g. amount on the bank account, budget, statement from the notary, etc.)?	A: The co-financing does not have to be proved at the time of the submission of the applications. However, after the finalization of the action, the beneficiary will either be audited (if the grants are above 100,000€) or will have to provide with their final report indicating other sources of financing. Once the activities are carried out and paid, the grant beneficiary provides the Contracting Authority with a final financial report, invoice, and supporting documents proving the costs incurred.
43.	Q: When can we expect to have the information about passing or not to second phase of evaluation?	A: The Guidelines for Applicants contain indicative time-table under 2.5.2.
44.	Q: Is the programme webpage operational already?	A: Yes, the programme webpage is operational.

45.	Q: Are we required to open a separate bank account for the purpose of project implementation?	A: Please refer to art. 16.1 of Annex II “General conditions applicable to European Community-financed grant contracts for external actions” of the Standard Grant Contract. Among other provision, it reads: Accounts and expenditure relating to the Action must be easily identifiable and verifiable. This can be done by using separate accounts for the Action concerned or by ensuring that expenditure for the action concerned can be easily identified and traced to and within the Beneficiary’s accounting and bookkeeping systems. Accounts must provide details of interest accruing on funds paid by the Contracting Authority.
46.	Q: On what side of the envelope (front or back) should the information be written when submitting the application?	A: There is no special requirement; the applicants may feel free to write the information on the side they prefer.
47.	Q: If our co-financing is minimum 15%, can the entire amount represent salaries or there is some limitation to this (e.g. 10% salaries and the rest “cash” money, or similar)?	A: The co-financing share can be entirely covered by staff salaries. There is no other limitation, provided that the co-financed amount covers the minimum requirement of 15%.
48.	Q: In which phase should we have a separate bank account or sub-account? Should it be already at the application stage or once the project is accepted for financing?	A: Only Applicants who have been provisionally selected or listed under the reserve list will be asked to submit the Financial Identification Form, which contains the data on the beneficiary’s bank account/sub-account. Please also refer to answer provided to question n.45 above.
49.	Q: Is shifting between budget lines allowed, to what percentage and what is the modality for this?	A: It is not clear from your question whether it is supposed to refer to the preparation of proposals, evaluation/selection procedure, contracting or implementation of the action. In case it refers to the implementation of the action, please refer to Article 9 of Annex II

		<p>“General conditions applicable to European Community-financed grant contracts for external actions” of the Standard Grant Contract.</p>
50.	<p>Q: Would it be possible to fund certification processes such ISO and HCCP as project activities?</p>	<p>A: Please refer to Section 2.1.3 “Eligible actions” of the Guidelines for Applicants.</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity</p>
51.	<p>Q: What would be the easiest way to find cross-border partner? Can JTS/Antenna help us?</p>	<p>A: Finding a partner is entirely the responsibility of the Applicants. Although the JTS and its Antenna office organized Partner-search forums and Info days before the launch of the Call, these activities cannot be carried out while the Call for Proposal is open. However, a database of organizations which expressed the interest for presenting themselves and their project ideas can be freely accessed on the programme website (www.croatia-serbia.com), in the section “Partner search forum”. It is also possible, for interested organisations, to upload information about themselves and their project ideas, with a view to present it to other potentially interested organisations.</p>
52.	<p>Q: Do we need to organize tenders for the purchase of goods and services in both Croatia and Serbia, or just in one of the countries?</p>	<p>A: One of the possible ways of cooperation for the partners to the same proposal is the implementation of joint activities. It is indeed responding to the EU supported principle of sound financial management to achieve economies of scale by carrying out joint tendering procedures. Applicants should however be aware of potential limitations determined by applicable national legislation when it comes to transferring funds and goods or services across the borders.</p>

53.	Q: Is there a version of Guidelines for Applicants in Serbian language?	A: English is the official language of the programme; therefore all documents in the Application package are in English.
54.	Q: Do we need to have our 15% of co-financing at the moment of project proposal submission?	A: Co-financing amount is not requested from the applicant at the moment of submission of the project. However, applicants are supposed to indicate in the table "Expected sources of funding" what are the sources from which min 15% co-financing will be ensured and which source will ensure which %/amount of co-financing.
55.	Q: Our NGO is established this year. Can we apply for the grant?	<p>A: Any organisation which fulfills the criteria established under Section 2.1.1 "Eligibility of applicants: who may apply?" of the Guidelines for Applicants can apply. However, "young" organisations may wish to consider the impact of the evaluation criteria listed in article 2.3, under Section 1 of the Evaluation Grid on page 23 of the Guidelines for Application.</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity</p>
56.	Q: What percentage of the project budget can be spent on the purchase of equipment?	A: There is no defined limit, but the balanced and realistic costs for the purchase of works, equipment and services are in the interest of the applicants.
57.	Q: Do the project activities need to be identical on both sides of the border?	A: neither activities, amount of grant, or type of organization need to be identical on both sides of the border.
58.	Q: Can the applicant be an institution outside Croatia or Serbia?	<p>A: Please refer to Section 2.1.1 Eligibility of applicants: who may apply of the Guidelines for Applicants.</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of</p>

		an applicant, a partner, an action or specific activity
59.	Q: We need to contract services of independent audit for projects valued above 100,000 EUR. Does that apply for the total value of the project, or only if the budget of one participating country exceeds 100,000?	<p>A: The requirement, which is explained in detail in article 15.6 of Annex II – “General Conditions applicable to European Community-financed grant contracts for external actions”, refers to each grant contract, not to the action as a whole.</p> <p>Please note that the threshold refers to the amount funded by the European Commission and not to the total amount of the eligible costs incurred to implement the Action.</p>
60.	Q: Can we engage auditors for the project valued at less than 100.000 Euros?	<p>A: Please refer to article 15.6 of Annex II “General Conditions applicable to European Community-financed grant contracts for external actions” for the cases in which a verification of the Action’s expenditure by an external independent auditor is mandatory.</p> <p>Such services may be contracted for smaller amounts too, if such is the choice of the Applicant. In this case, this shall be clearly indicated in the Description of the Action, and the auditor may be contracted at any time during the implementation of the contract, following the sub-contracting procedures as per Annex IV “Contract Award Procedures” of the Standard Grant Contract.</p>

61.	Q: Who is in charge of project monitoring and how often the activities will be monitored?	<p>A: Monitoring may be undertaken by either the staff of the Joint Technical Secretariat and the staff of the Contracting Authority. Please note that, according to article 16.2 of Annex II “General Conditions applicable to European Community-financed grant contracts for external actions”:</p> <p>“The Beneficiary will allow the European Commission, the European Anti-Fraud Office, the European Court of Auditors and any external auditor authorized by the Contracting authority carrying out verifications as required per Article 15.6 to verify, by examining the documents or by means of on-the-spot checks, the implementation of the Action and conduct a full audit, if necessary, on the basis of supporting documents for the accounts, accounting documents and any other document relevant to the financing of the Action. These inspections may take place up to 7 years after the payment of the balance.”</p>
62.	Q: Can “Mesna zajednica” be an applicant in these projects?	<p>A: Eligibility criteria are defined under Section 2.1.1 “Eligibility of applicants: who may apply?” of the Guidelines for Applicants.</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity.</p>
63.	Q: If we don’t spend the contingency reserve, what is happening with that money?	<p>A: Contingency reserve of 5% is added on the top of the planned direct eligible costs in the budget of the action and its usage is connected only to the unexpected costs/spending. If this doesn’t occur during the project implementation, and thus the contingency reserve remains unused at the end of the project, the corresponding amount will not enter in the calculation of the final total cost of the action.</p>

64.	Q: If we spend some money on project activities (such infrastructure works documentation) before the project is officially approved, can that be considered as the part of our co-financing?	<p>A: For the specific example you mentioned, please refer to Section 2.1.3 “Eligible actions for which an application may be made”, sub-section “Types of action”, of the Guidelines for Applicants. There it is indicated that “Preparatory studies or preparation of preliminary work design for works to be carried out within the project” are ineligible.</p> <p>For all other cases, please note that grants may, as a rule, only cover costs incurred after the date on which the grant contract is signed.</p>
65.	Q: Can privately owned educational institution apply for the project?	<p>A: In order to be eligible for grants, applicant must satisfy the conditions as stated in Guidelines for Applicants, section 2.1.1</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity.</p>
66.	Q: Can sport organizations apply under measure 1.3?	A: Please refer to the answer to question n. 5 above.
67.	Q: If EU is providing the applicant with 80% pre-financing, when the remaining 20% will be transferred to the applicant’s account?	A: Please refer to the answer to question no. 27 above.
68.	Q: Is there some kind of the list of recommended amounts for per-diems and where we can see it?	<p>A: Per-diem rates list is a regular part of the application package – Annex G. Updated list can be checked on the following website: http://ec.europa.eu/comm/europeaid/perdiem/index_en.htm</p> <p>Please bear in mind the provision of the General conditions (annex F to the Guidelines), which in article 14 2 stipulates that travel and subsistence costs for staff and other persons taking part in the Action are eligible, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be.</p>

69.	Q: In how many projects the same organization can act as a partner?	A: Please refer to the answer to question no. 1 above.
70.	Q: Do we need to submit CVs of the project staff among the project documentation?	A: No, you do not.
71.	Q: Can JTS provide help to the potential applicants in filling the application form?	A: No. Nevertheless, questions related to specific call during its launch period can be addressed in writing to JTS (e-mail or by fax), no later than 21 days before the deadline for the submission of proposals. Replies will be given no later than 11 days before the deadline for the submission of proposals. All relevant questions and answers will be published on www.croatia-serbia.com , www.mrrsvg.hr and www.evropa.gov.rs
72.	Q: Is it possible to have some profit-making organizations involved in our project as the partners from Serbia?	<p>A: Partners of the applicants must satisfy the same eligibility criteria as applicants referred to in the section 2.1.1 -. Other organisations may be involved in the action e.g. as associates, but they may not receive funding from the grant, with the exception of per diem or travel costs. Please refer to article 2.1.2 for details about partners and associates.</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity.</p>
73.	Q: Can bank transactions provision be a budgetary item?	A: Bank transactions in general are ineligible, except in trans-national financial transactions Please consult Section 2.1.4 “Eligibility of costs: costs which may be taken in consideration for the grant”, subsections “Eligible Direct Costs”, and "Ineligible costs" of the Guidelines for Applicants.

74.	Q: Are VAT costs in the project eligible?	<p>A: As stated in Guidelines for Applicants 2.1.4. Eligibility of costs: costs which may be taken in consideration or the grant, taxes, including value added taxes, are ineligible, except in certain exceptional cases. VAT can be considered as direct eligible cost if the following conditions are fulfilled:</p> <ul style="list-style-type: none"> • they are not recoverable by any means; • it is established that they are borne by the final beneficiary; and • they are clearly identified in the project proposal.
75.	Q: I work in Croatian Forest Research Institute registered in the location out of the programme area (Zagreb county). But we have regional centre (which is not a legal person itself) in Vinkovci, inside programme area. We are planning to submit a proposal with institute from Novi Sad. So the question is can we apply for funding of a project, which is strictly related to Environmental protection of programme area in spite of position of our Institute out of programme area.	<p>A: Please refer to Section 2.1.1 “Eligibility of applicants: who may apply” of the Guidelines for Applicants.</p> <p>Please note that in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity.</p>

76.	<p>Q: When does the implementation of a project start and from which date are costs eligible? In GfA we have noticed that the date for signing the grant contract is April 2010</p>	<p>A: The start of the implementation of the action will be defined during the contracting process in the special conditions of the Grant Contract in line with article 2 of the Standard Grant Contract (Special Conditions).</p> <p>Please also refer to Section 2.1.4 “Eligibility of costs”, subsection “Eligible direct costs”, of the Guidelines for Applicants, where it is stated that the costs are eligible if “they are incurred during the implementation of the action”.</p> <p>Finally please note that the dates reported under Section 2.5.2 “Indicative time-table” of the Guidelines for Applicants are only an estimate which may be shifted during the evaluation process.</p>
77.	<p>Q: Women's forum LUNA from Jankov Most/Zrenjanin deals with issues regarding rights of women from the countryside and works on active inclusion of these women into the modern society. Could this be an eligible project idea?</p>	<p>A: Eligibility criteria are defined in the Guidelines for Applicants. For this question you may, in particular, refer to Section 2.1.3 “Eligible actions for which an application may be made”: within the subsection “Types of actions” you may find a list of eligible activities. However, please note that the “list is not exhaustive and appropriate innovative activities that are not mentioned [...] may also be considered for support” as long as the action relates to the objectives stated in Section 1.2 of the Guidelines for Applicants.</p> <p>Please note that in the interest of equal treatment of applicants, the CA cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity</p>
78.	<p>Q: Could Faculty of Humanities and Social Sciences University of Zagreb be one of the partners in project?</p>	<p>A: Please refer to the answer to question no. 58 above.</p>

79.	<p>Q: Under the Measure 1.3. stands category "Public/non-profit organisation including universities, colleges, secondary and elementary schools". Can other public/non-profit organisations which are not explicitly stated be counted under this category?</p>	<p>A: Public/non-profit organisations are eligible under measure 1.3</p>
80.	<p>Q: If the applicant is municipality but on project works and agency and NGO. What are this second two (agency,ngo)? Partners or associates? (5 August 2009)</p>	<p>A: The applicants themselves have to decide who and why they would cooperate with in their project, and in which capacity (partners, associates). Please refer to Section 2.1.2 “Partnerships and eligibility of partners” of the Guidelines for Applicants for the information about the roles of those categories.</p>
81.	<p>Q: Can you please confirm that the "Hrvatska Rijec" publishing firm located in Subotica, Republic of Serbia, meets the requirements for IPA program for cross-border cooperation Croatia - Serbia by act 1.3 "People to people"? By statue of "Hrvatska Rijec", paragraph 2, publishing firm "Hrvatska Rijec" is legal entity with status of institution and role of public information and publishing house on Croatian language. The founder of the "Hrvatska Rijec" publishing firm is the National Council of Croatian national minority in Republic of Serbia, as a government body. It has been financing mostly from the government budget. Our point of view is that the "Hrvatska Rijec", publishing firm represents non-profit organization and according the act 1.3 "People to people" meets the requirements to participate in IPA contest as public/non-profit organization and as a cultural organization.</p>	<p>A: Please note that in the interest of equal treatment of applicants, the CA cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity.</p>

82.	Q: 1. Is it possible that the Applicant is awarded 2 grants? 2. In case the first answer is positive, can an Applicant be a Functional Lead partner in 2 awarded Actions?	A: Yes it is. Please refer to Section 2.1.3 “Eligible actions for which an application may be made”, subsection “Number of applications and grants per applicant”, of the Guidelines for Applicants, which reads: “an applicant may not be awarded more than 2 grants under this CfP”. No other limitations were stipulated with regards to the role played by the Applicant in each of the proposals for which it could possibly be awarded.
83.	Q: Is it allowed to buy used / second hand / equipment with sellers guarantee? We want to cut our costs.	A: No, it is not. Please refer to Section 2.1.4 “Eligibility of costs: costs which may be taken in consideration for the grant” of the Guidelines for Applicants, where “second hand equipment” is indicated as an ineligible cost.
84.	Does the application for the IPA cross border project in part of the project that refers on investments require an existing license building or could the license be issued during the project?	As stated in GfA under 2.4. Selection of supporting documents for provisionally selected proposals “all necessary legal authorizations required by applicable law (location permit, construction permits etc) must be submitted by all applicants whose projects involve the execution of works. Those documents must be presented during the verification of eligibility of the applicants and partners which is prior to signing the contract.
85.	In one part of the project we plan preparation of a complicated object. We cannot buy all object as new, there are some components that have to be built. Can those components be bought used (second hand)? For those we can get certificate (as a guarantee) from public administration.	As stated in GfA 2.1.4. Eligibility of costs: costs which may be taken in consideration for the grant “second hand equipment” is an ineligible cost.
86.	Could you explain me what it means “ a EU Member State “ is eligible to be partner?	As stated in GfA 2.1.1. Eligibility of applicants in order to be eligible applicants must, among other criteria, “be nationals of and legal persons who are established in Croatia or Serbia. A EU member State, any other country that is beneficiary of the European Neighbourhoods and Partnership Instrument or a Member State of the European Economic Area” Please note that

		all partners must satisfy the same criteria as applicants.
87.	If the partner is coming from EU member country, where should the co-financing for this partner come from?	The percentage of co-financing for each grant is minimum 15% and maximum 50%, which is presented in the applicant's budget. As stated in GfA 1.3. Financial Allocation provided by the CA “ The balance must be financed from the applicants or partner's own resources, or from sources other than the European Community budget” There are no further criteria on the distribution of co-financing.
88.	Can a project partner be in more then in one Project in program of cross border cooperation CRO-SER? If yes, will they receive the grant for the both projects or only one?	There is no restriction as to number of partnerships an institution can have with applicants within this particular Call. If selected applicant (not partner) will act as contracting party (the Beneficiary) and sign a separate contract with the respective Contracting Authority. An applicant may not be awarded more than 2 grants under this call for proposal.
89.	Are the 20 % of assets related to activities in adjacent region part of the budget or does the applicant have to secure those additional 20% of resources?	All activities, including the ones in adjacent area are part of the applicant budget. However, attention should be paid when entering the budget lines as there are separate columns for eligible and adjacent area.

90.	<p>Potential partner in the Project proposal is one Municipality (local Government) and it is clear that the person who will work on the project can not get a salary out from the IPA programme, but the work of this person can be seen as co-financing in the project. However, does the category of "civil and public servant" include for example -school teachers (one of the partner is a local school)? They are not a private school, they are a public school financed from the state budget. Or does this term apply only to employees of local and regional self-government? It is little unclear and I would ask for an explanation.</p>	<p>2.1.4 Eligibility of costs of the Guidelines for Applicants under states the following: "Please note that, salaries/fees of current employees that will be engaged on the project by the applicant or partner being any institution that is continuously financed at any part from the local/state level budget, will only be accepted as eligible and considered as co-financing up to the level of co-financing paid from the Beneficiary or it's partners or other donors from sources other than IPA."</p>
91.	<p>It is clear how persons from the project staff team are going to be financed. What I'm interested in is, what if we have a subcontractor who's responsibility is to implement only 1 lecture at 1 roundtable during the project and this person falls under the category "Civil servants or other public employees of the central and local administrations", meaning, he/she is a employee at a Municipality? Is it possible that this person delivers the lecture and it can be seen as co-financing to the project if he/she is paid from the state budget? Example: An expert employed in a local self-government is going to perform 1 lecture relevant to the project. He/she files out the time-sheet for that particular day, together with his bank statement and pay sheet, and his/her work is considered as co-financing. The Municipality where this person works is not a project partner, and this person in not a part of the project team, but under section 5. in the project budget. Please explain.</p>	<p>Firstly, all persons participating in project as external experts who are not part of the human resources are being contracted based on a service contract respecting rules and procedures for secondary procurement. As such, a service rendered based on a service contract cannot be regarded as co-financing through existing salary. The external expert may receive fees paid from the project funds.</p>

92.	Is there a possibility of pre-check up of a proposal i.e. if we send you a concept note, can you give opinion on eligibility and relevance of the proposal to the call or not?	Eligibility criteria are defined in the GfA, for this question particularly under 2.1.3. Eligible actions for which an application may be made. Under Types of actions you can find a list of eligible activities. However, “the following list is not exhaustive and appropriate innovative activities that are not mentioned below may also be considered for support” as long as the action relates to the objectives stated in section 1.2. of the Guidelines for Applicants. Please note that in the interest of equal treatment of applicants, the CA cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activity
93.	If there is a Flemish partner in the project, how that partner can be financed: from IPA for Croatia, IPA for Serbia, or both?	As stated in GfA 2.1.2. Partnerships and eligibility of partners an applicant may apply either for funds from the Croatian Contracting Authority or for funds from the Serbian Contracting Authority. An applicant must not apply for both both funds under the same proposal. Please note that “if the applicant for funds from the Croatian Contracting Authority is not originating from Croatia, he must have at least one partner originating from Croatia. If the applicant for funds from the Serbian Contracting Authority is not originating from Serbia, he must have at least one partner originating from Serbia.”
94.	Could you please specified what is requested in the line: Programme measure (1.4 summary)? Is it equal to Indicators?	<p>No, programme measure is not equal to indicators.</p> <p>Under programme measure you should enter the measure for which you are applying. Please note that applications have to fall within the scope of only one of the 3 priority measures, which are:</p> <p>Measure 1.1. Economic development</p> <p>Measure 1.2. Environmental protection</p> <p>Measure 1.3. People-to-people</p>

95.	We are a municipality. What should we enter under "3.2. Experience by Geographical Area (country or region)" in "2-Annex A Grant Application"?	Under this section in first column you should enter the country or region (indicative list of regions are listed under the same section) in which your organisation is active or has experience.
96.	Is money available form IPA Fund transfer to the leading partner account and then distributed to the partners which are involved in realization of project, or the leading partner use all the money and pay for the activities for all partner included in projects, considering projects which are financed form IPA Cross border Fund?	Under IPA Cross-Border Programme Croatia-Serbia there are 2 applicants acting in partnership. The funds from each grant are transferred to the applicant's bank account. It is the responsibility of the applicant to distribute the funds to the partners on the project for the activities performed by that partner. As long as the transfers and payments are well documented, the technical arrangements among partners for the methods of payment are left to them to decide
97.	In a case when the money is transferring directly to the cross-border partner, which rules for tender will be applied: EU or National rules?	Both, EU or national rules may be applied for sub-contracting as long as they are in line with the procedures set out in Annex IV – contract award procedure, which is part of Application Package, must be respected, regardless whether sub-contracting is done by applicant or any of the partners. Upon the signature o the grant contract recommended procedures for sub-contracting will be communicated to successful applicants during an implementation seminar and all applicants will receive an Implementation Package.
98.	In a case when the money from IPA Fund is transferring to cross border partners, is it necessary that all partners included in project from one side have 15% co-finance, or it is enough that overall amount of money which one side need to co-finance is 15% in total?	As two separate contracts will be concluded from each application, each contract will have only one budget, of a particular applicant and not the one of the other. It is therefore imperative for each applicant to foresee in his budget minimum 15% co-financing
99.	Are all cross-border partners involved in project proposals obliged to co-finance 15 % for all costs of project, or there is a possibility that one side co-finance, for example, 5% and the	The percentage of co-financing for each grant is minimum 15% and maximum 50%, which is presented in the applicant's budget. As stated in GfA 1.3. Financial Allocation provided by the CA "The

	other cross borders side 25% of all cost (and in overall to have 15% co-finance on a project level)?	balance must be financed from the applicants or partner's own resources or from sources other than the European Community budget" There are no further criteria on the distribution of co-financing.
100.	<p>Is it possible for one organisation to be the Applicant both in Croatia and in Serbia ? In other words, must there be two different applicants, one on Serbia side and one on Croatian side?</p> <p>What about if they are associated entities?</p>	<p>Each proposal must have 2 applicants acting in partnerships. As stated in GfA 2.1.3. Eligible actions for which an application may be made in order to be eligible actions implemented by applicants must, among others, foresee cooperation of the 2 cross-border applicants in at least one and preferably more of the following ways:</p> <ul style="list-style-type: none"> -Joint project development -Joint financing -joint staffing -joint implementation
101.	<p>We have been looking at the documentation and we are not sure whether we have to submit the Legal Entities (Public/Private Companies) form and Financial Information form whether or not an applicant is registered with PADOR when we are submitting the Grant Application Form</p> <ul style="list-style-type: none"> i. Do we have to submit those now with the Grant Application or later if the applicant are shortlisted for further consideration? ii. Even where the organisation is registered with PADOR do we still have to send those documents with the Grant Application form? 	<ul style="list-style-type: none"> i. As stated in GfA 2.4. Submission of supporting documents for provisionally selected proposals only applicants who have been provisionally selected or listed under the reserve list will be requested to supply the supporting documentation, among which is also Legal entity sheets and a financial identification form. ii. As stated in GfA 2.4. Submission of supporting documents for provisionally selected proposals the Legal entity sheet and the financial identification form must always be submitted in original, regardless whether they have been uploaded in PADOR or not.

102.	Do we have to open the bank account now and send you the details with the Grant Application form?	Not at this stage. Once the evaluation of the application form is carried out, those recommended the award will be asked to open a separate bank account (or sub-account) and submit the Financial Identification Form, which contains the data on the separate bank account/sub-account
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