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| image001  Republic of Serbia |
| **MINISTRY OF FINANCE**  Department for Contracting and Financing of EU Funded Programmes (CFCU) |
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| 3-5 Sremska St,  B e l g r a d e |

**Frequently asked questions No. 1**

**European Partnership with Municipalities**

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| **No.** | **Question** | **Answer** |
| 1. | Regional Development Agency Zlatibor (RDA Zlatibor) is founded by 9 municipalities from Zlatibor County and among them are municipalities Nova Varos, Priboj and Prijepolje which are eligible as applicants under this Call for Proposals. According the Guidelines for grant applicants’ regional development agencies are eligible as co-applicant under this Call.  RDA Zlatibor is not formally registered on territory of these municipalities (RDA Zlatibor is formally registered in Uzice) and we have Local offices in Prijepolje and Priboj. Also RDA Zlatibor is accredited from National Agency for Regional Development for implementation of development projects and activities of our founders (9 municipalities) financed from budget of Republic of Serbia and other sources of funding according the Law on regional development on territory of Zlatibor County.  Is Regional Development Agency Zlatibor eligible as co-applicant under this Call for proposals? | For the eligibility of applicant and co-applicants, please see Article 2.1.1 of the Guidelines for Applicants - Eligibility of applicants (i.e. applicants and co-applicants(s)).  *“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”* (section 2.2.4 Guidelines for Applicants). |
| 2. | Poštovani, da li je za konkurs neophodno partnerstvo udruženja građana i lokalne samouprave. Na koji način 10 % sredstava za budžet projekta treba da obezbedi aplikant.  FREE TRANSLATION:  Is partnership between civil society organisations and local self-government necessary for this Call for Proposals? What is the procedure for allocation of 10% of the project budget which needs to be provided by the applicant? | Please refer to Article 2.1 of the Guidelines for Applicants, point (1), bullet 2 and Article 2.1.1 of Guidelines for Applicants, Eligibility of applicants (i.e. applicants and co-applicant(s)).  According to Article 1.3 of Guidelines for Applicants „*The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund.”* |
| 3. | Could engagement of external associates on the project as team members for project management be included in the budget, if a municipality does not have sufficient human resources for qualitative preparation and project realisation (no LED, only one person working on project preparation and realisation)? | According to Article 14.2 of the General Conditions of the Standard Grant Contract the eligible costs include, amongst other: staff assigned to the action, costs entailed by the contracts awarded by beneficiary. |
| 4. | Should municipalities have allocated funds in the budget for co-financing projects when submitting the concept note? | The beneficiary shall ensure that through the implementation of the action, the percentage of total eligible costs indicated in the action budget is provided as the balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) and is financed from sources other than the European Union Budget or the European Development Fund. |
| 5. | Should the project be registered in PADOR? | Prior registration in PADOR for this Call for Proposals is not obligatory. Information in PADOR will not be drawn upon in the present Call. |
| 6. | Are there any limitations within budgets in terms of distribution of costs for infrastructure and soft activities? Can visibility costs be included in the budget? | There are no limitations, but the budget has to follow the project actions. Budget planning is the responsibility of the applicant and depends on the design of the Action.  Please refer to Article 14 of the General Conditions of the Standard Grant Contract.  Regarding visibility costs please refer to Article 6 of the General Conditions of the Standard Grant Contracts and information that can be found at: <https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en>. |
| 7. | Should co-applicants sign a declaration with the concept note, as the applicants do? | For the information how to apply and the procedures to follow, please see Article 2.2.2 of the Guidelines for Applicants -Where and how to send Concept notes. |
| 8. | Is it necessary to have co-applicants? What is the real meaning and importance of partnerships? | Please refer to Article 2.1 of the Guidelines for Applicants, point (1), bullet 2 and Article 2.1.1 of Guidelines for Applicants - Eligibility of applicants (i.e. applicants and co-applicant(s)). |
| 9. | Are there any limitation in the percentage of the budget heading 1 and 3 in relation to the total budget? | There are no limitations, but the budget has to follow the project actions. Budget planning is the responsibility of the applicant and depends on the design of the Action.  Please refer to Article 14 of the General Conditions of the Standard Grant Contract. |
| 10. | Can human resources such as project managers, assistants, public procurement commission be budgeted within the project? | According to Article 14.2 of the General Conditions of the Standard Grant Contract the eligible costs include the cost of staff assigned to the action. |
| 11. | Financial audit is obligatory within the projects. How is the financial audit company going to be selected? | Please refer to Article 15.7 of the General Conditions of the Standard Grant Contracts. |
| 12. | 7 % of indirect costs- should they be included in the project? | Please refer to Article 2.1.5 of Guidelines for Applicants and Article 14.7 of the General Conditions of the Standard Grant Contracts. |
| 13. | Is the cost for the purchase of agricultural machinery eligible within the project budget? | For the information on the eligibility of costs, please see section 2.1.5 of the Guidelines for Applicants - Eligibility of costs: costs that can be included. |
| 14. | Should the municipalities open new accounts for project purposes? If yes, describe how. | Please refer to Article 16.1 of the General Conditions of the Standard Grant Contract. |
| 15. | Can a private company be an associated entity in the Action as an entity providing co-funding for the Action? | Please refer to Article 2.1.1, Article 2.1.2 of the Guidelines for Applicants. |
| 16. | Can one Local Self Government be an applicant in one project proposal and the co-applicant in additional 2 project proposals? | Please refer to section 2.1.4 of Guidelines for Applicants - Eligible actions: actions for which an application may be made – Number of applications and grants per applicant. |
| 17. | RDA “Zlatibor” from Uzice, is not registered within any municipality covered by the call for proposals but, however is formed by the municipalities that are covered by this call – Priboj, Prijepolje, Nova Varos and Sjenica. Can RDA “Zlatibor” be a co-applicant in the action if all activities proposed are to be implemented in municipalities that are considered to be part of the European PROGRES area of responsibility? | For the eligibility of applicant and co-applicants, please see Article 2.1.1 of the Guidelines for Applicants - Eligibility of applicants (i.e. applicants and co-applicants(s)).  *“To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, or affiliated entity(ies), an action or specific activities”* (Article 2.2.4 of Guidelines for Applicants). |
| 18. | Can a portion (percentage) of the civil servants team members’ salaries be considered as a co-funding to the Action? | Please refer to Article 2.1.5 of Guidelines for Applicants - Eligibility of costs: cost that can be included : *The salaries of the civil servants or other public employees of the central and local administrations may be presented as co-financing contribution of the applicant only with the prior approval of the Contracting Authority during contracting stage.* |
| 19. | Should a proposed Action be subject to an Audit, is the Auditor selected and contracted before the Grant Agreement is signed? If so, what is the procedure for such action? | Please refer to Article 15.7 of the General Conditions of the Standard Grant Contracts. |
| 20. | If technical documentation for the proposed Action is prepared according to the old Law on Planning and Construction, should the construction permit for the works proposed by the Action be issued according to the new Law on Planning and Construction? | Please refer to the Law on Planning and Construction "Official Gazette of the Republic of Serbia, No. 72/2009, 81/2009 - revision, 64/2010 - decision of the Constitutional Court, 24/2011, 121/2012, 42/2013 - decision of the Constitutional Court, 50/2013 - decision of the Constitutional Court, 98/2013 – decision of the Constitutional Court, 132/2014 and 145/2014” |
| 21. | The Guidelines for Applicants states that “The deadline for the submission of Concept Notes is 28 April 2015 as evidenced by the date of dispatch, the postmark or the date of the deposit slip.” Does this mean that the Concept notes may be submitted to the post on April 28, and still be considered to be submitted in a timely manner; even it might take additional two days for them to physically reach the intended destination? | Please refer to Article 2.2.3 of the Guidelines for Applicants, Deadline for submission of Concept Notes:  *“The deadline for the submission of Concept Notes is 28 April 2015 as evidenced by the date of dispatch, the postmark or the date of the deposit slip.”* |
| 22. | What happens when a local self-government is a co-applicant in several projects? Are all those projects automatically rejected? | Please refer to Article 2.1.4 of Guidelines for Applicants - Eligible actions: actions for which an application may be made – Number of applications and grants per applicant. |
| 23. | Do municipalities submit one original and 2 copies or one original and 3 copies of concept notes? | Please refer to Article 2.2.2 Where and how to send Concept Notes of Guidelines for Applicants.  *“The Concept Note together with its relating Checklist and Declaration by the applicant (to be found in Part A sections 2 and 3 of the grant application form) must be submitted in one original and two (2) copies in A4 size, each bound.”* |
| 24. | In cases where certain works have already been realised and financed by local self-government, are these funds presented as contribution or differently? | These costs cannot be presented in the budget, since the eligible costs are actual costs incurred by the Beneficiary which meet all the following criteria: (…) costs are incurred during the implementation of the Action, as specified in Article 2 of the Special Conditions.  Please refer to Article 14 of the General Conditions of the Standard Grant Contracts. |
| 25. | Which forms should be used when applying for projects, the one on CFCU website or other? | The full Guidelines for Applicants with annexes are available for free download on the following internet sites:  CFCU: [www.cfcu.gov.rs](http://www.cfcu.gov.rs)  EuropeAid: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=136873> |
| 26. | How is the Government/authorised Ministries going to provide for contribution of applicants? | The beneficiary shall ensure that through the implementation of the action, the percentage of total eligible costs indicated in the action budget is provided as the balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) and is financed from sources other than the European Union Budget or the European Development Fund. |
| 27. | Are demolition costs of old buildings/facilities eligible costs within projects, if not how are those to be presented? | For eligibility of costs please refer to Article 14 of the General Conditions of the Standard Grant Contract. |
| 28. | Should technical documentation be in English? If not, then, which part should be English? | Supporting documents can be in one of the official languages of the European Union or in the language of the country where the action is implemented (Serbian). Otherwise a translation of the relevant part into English should be provided. |
| 29. | Can a municipal Directorate established and funded by the municipality be a technical supervisory body in the project? | The Beneficiary(ies) will ensure implementation of the Action in line with the legislation and professional standards. |
| 30. | Are there any limitations in the payment of human resources budget line? Example: Max 30 % of the total cost etc. | There are no limitations, but the budget has to follow the project actions. Budget planning is the responsibility of the applicant and depends on the design of the Action.  Please refer to Article 14 of the General Conditions of the Standard Grant Contract. |
| 31. | Who verifies time sheets of human resource engagement? | The Beneficiary(ies) will ensure financial documentation in line with the provisions of the General Conditions during the implementation phase. |
| 32. | When should a municipality submit complete technical documentation? | Please refer to Section 2.4 of the Guidelines for Applicants - Submission of supporting documents for provisionally selected applications:  “*An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies):….”*  Also, please refer to Section 2.5.2 of the Guidelines for Applicants - Indicative timetable, where you can find indicative dates.  “*This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid web site* [*https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome*](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome) *and on the website of the Contracting Authority in the Republic of Serbia:* [*www.cfcu.gov.rs*](http://www.cfcu.gov.rs)*.”* |
| 33. | Whether as timely submitted application will be treated application delivered to the post office of the sender no later than stated deadline (28 April 2015, 15.00) regardless to its arrival to the Ministry or the application has physically to be delivered to the Ministry to the stated deadline? | Please see answer No. 21 above. |
| 34. | Can the salaries of the municipal officials be presented as co-financing of the applicant (municipality) or the amount of co-financing, stated in the project budget, must be paid on opened dedicated account? | Please refer to section 2.1.5 Eligibility of costs: cost that can be included of guidelines of Applicant: *The salaries of the civil servants or other public employees of the central and local administrations may be presented as co-financing contribution of the applicant only with the prior approval of the Contracting Authority during contracting stage.*  The salaries does not have to be paid from the dedicated project account. |
| 35. | Da li je uz kompletan predlog projekta (koji treba da se dostavi 30.oktobra) potrebno dostaviti projekat za dobijanje dozvole ili izvodjacki projekat?  FREE TRANSLATION:  Is it necessary to submit design for obtaining permit or main design along with the Full Application Form (which needs to be submitted until 30th of October)? | Please refer to Section 2.4 of the Guidelines for Applicants - Submission of supporting documents for provisionally selected applications:  “*An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies):….”*  Also, please refer to Section 2.5.2 of the Guidelines for Applicants - Indicative timetable where you can find indicative dates.  “*This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid web site* [*https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome*](https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome) *and on the website of the Contracting Authority in the Republic of Serbia:* [*www.cfcu.gov.rs*](http://www.cfcu.gov.rs)*.”* |