



Republic of Serbia

MINISTRY OF FINANCE

Department for Contracting and Financing of EU Funded Programmes (CFCU)

Belgrade, 20 May 2022

CONTRACTING AUTHORITY'S CLARIFICATIONS

3rd Call for proposals: Cross-border Programme Serbia – and Montenegro 2014-2020 under the Instrument of Pre-accession Assistance (IPA II), allocations 2018, 2019, 2020

EuropeAid/173816/ID/ACT/Multi

No.	Question	Answer
1.	Concerning that d.o.o “Vodovod i kanalizacija” - Nikšić”, (Water supply and sewage disposal), as well as d.o.o. “Komunalno” - Nikšić” (Utility company) in our Municipality are not anymore public, but limited liability companies, are they eligible for a grant under the 3rd Call for proposals for the 2014-2020 cross-border cooperation programme Serbia-Montenegro, Reference: EuropeAid/173816/ID/ACT/Multi?	<p>In line with the Guidelines for Applicants, Article 2.2.4. Further information about the applications: <i>“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”.</i></p> <p>Please see the following information under the Section 2.1.1 of the GfA (Eligibility of applicants (i.e. lead applicant and co-applicant(s)):</p> <p>“Lead applicant</p> <p>(1) In order to be eligible for a grant, the lead applicant must:</p> <ul style="list-style-type: none">• be a legal person, and• be non-profit-making, and• be effectively established in⁴ either Republic of Serbia or Montenegro, 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, and• be one of the following institutions or organisations:

		<p><u>Under the specific objective 1.1 Increasing employability and employment opportunities</u></p> <ul style="list-style-type: none"> • Central, regional and local government units (ministries, municipalities, departments, agencies) • Local tourist organisations • Civil society organisations • Chambers of Commerce and Chambers of Crafts and Trades • Professional associations, farmers association and associations of SMEs • Formal and non-formal education and training institutions (e.g. primary schools, VET schools, Universities etc.) • Research, development and innovation (RDI) institutions • Agencies for local and regional development • Associations of municipalities • Local business support organisations • Public and private bodies supporting the workforce • Employment agencies <p><u>Under Specific Objective 2.1: Improving waste management and waste water treatment:</u></p> <ul style="list-style-type: none"> • Central, regional and local government units (ministries, municipalities, departments, agencies) • Civil society organisations • Agencies for local and regional development • Educational and research institutions and organizations • Local and regional development agencies • Public Companies and Public Institutions • Associations of municipalities • Bodies and organisation for nature protection • Public bodies responsible for water management <p><u>Under Specific Objective 3.1: Improving capacities for exploiting tourism potentials</u></p> <ul style="list-style-type: none"> • Central, regional and local government units (ministries, municipalities, departments, agencies) • Local tourist organisations • Civil society organisations • National parks • Sport organisations • Cultural institutions • Agencies for local and regional development • Educational and research institutions and organizations • Public Companies and Public Institutions • Associations of municipalities • Local business support organisations
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		<p>Footnote no. 4 in the GfA: ⁴ <i>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. The effective establishment of applicants should be proved not only with the statutes but with the registration certificate. 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</i></p> <p>Co-applicant(s)</p> <p>The lead applicant must act with at least one co-applicant as specified hereafter.</p> <p>If the lead applicant is established in Republic of Serbia at least one co-applicant must be established in Montenegro and vice versa.</p> <p>At least two legal entities in the partnership, one per participating country, being the lead applicant or the co-applicant, must be effectively established or have an office in the programme eligible area.</p> <p>The maximum number of co-applicants that could be involved in the action is 3.</p> <p><u>Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.</u></p> <p>Co-applicants must sign the mandate in Part B Section 4.2 of the grant application form."</p>
2.	<p>This question is related to following public calls: Cross-border Cooperation program Serbia-Bosnia and Herzegovina 2014-2020 and Cross-order Cooperation program Serbia-Montenegro 2014-2020: Under which conditions can be engaged/recruited external professional staff on project, as member of project team (Heading 1), who will work on project</p>	<p>In line with the Guidelines for Applicants, Article 2.2.4. Further information about the applications: <i>"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"</i>.</p> <p>Please see the following information under Section 2.1.5 Eligibility of costs of the Guidelines for applicants:</p>

	<p>implementation and he/she is not employed in institutions members of partnership consortium. Accordingly, in what percentage is their cost eligible (33,3 - 100% of engagement) Also, at which point should they be engaged: before signing the contract, during the clarification or after signing?</p>	<p><u>“Eligible direct costs</u> 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).</p> <p>Salary costs of the personnel of national, regional or local administrations, as well as those of other publicly owned or controlled institutions or enterprises, may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action or operation were not undertaken. This personnel shall not receive for the engagement in the project activities any other remuneration than their standard, regular salaries in their respective institutions.</p> <p>The total sum of the salaries of this personnel shall not exceed the total amount of co-financing provided by the applicant, co-applicant(s) and affiliated entity(ies).</p> <p>Prior to the signature of a grant contract, the contracting authority may require from the relevant beneficiaries the appointment of these staffers by their authorised representative in writing (indicating their names, project function and gross salaries).</p> <p>Please note that this does not apply to professional staff recruited by the national, regional or local administrations, as well as other publicly owned or controlled institutions or enterprises, for the sole purpose of managing this project resulting from the grant award. Potential applicants are also reminded that assessment of the operational capacities will be focused on in-house expertise, which is reflected in assessment grids”.</p> <p>As a general rule, tasks performed by consultants, experts and/or other service providers (e.g. accountants, lawyers, translators, external IT staff etc...) are to be considered as resulting from implementation contracts (Article 10 of the General Conditions to the standard grant contract). Consequently, beneficiaries must award these contracts in accordance with Annex IV. These costs</p>
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		<p>are thus not considered as human resources (budget heading 1), but as other costs/services (notably budget heading 5 or 6).</p> <p>NB: According to the Article 10.1 of the General Conditions to the standard grant contract: “If the implementation of the action requires the beneficiary(ies) to procure goods, works or services, it shall respect the contract-award rules and rules of nationality and origin set out in Annex IV of this contract.”</p> <p>Potential applicants don’t have to provide signed contracts for external staff during the evaluation clarification phase. But please be reminded that assessment of the operational capacities will be focused on in-house expertise, which is reflected in assessment grids.</p>
3.	<p>We are interested in whether the Municipality of Niksic can be the lead applicant on one goal within the Bilateral with Serbia, and a partner on another goal within the same application.</p>	<p>As described in Article 2.1.4 Eligible actions: actions for which an application may be made, please pay attention to the subtitle and footnote: <u>Number of application and grants per applicants /affiliated entities⁹:</u></p> <p>The lead applicant may not submit more than 1 application per specific objective under this call for proposals.</p> <p>The lead applicant may not be awarded more than 1 grant under this call for proposals.</p> <p>The lead applicant may not be a co-applicant or an affiliated entity in another application of the same specific objective at the same time.</p> <p>A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 application per specific objective under this call for proposals.</p> <p>A co-applicant/affiliated entity may not be awarded more than 1 grant under this call for proposals.</p> <p>GfA footnote no. 9:</p>

		<p>⁹ The lead applicant/co-applicant/affiliated entity may not submit more than 1 application per specific objective under this call for proposals. A lead applicant/co-applicant/affiliated entity may not be awarded more than 1 grant under this call for proposals.</p> <p>Failing to comply with all requirements related to the number of applications per applicants / affiliated entities may lead to rejection of all applications where the lead applicant/co-applicant/affiliated entity appears.</p> <p>In case that one legal entity, being lead applicant, co-applicant or affiliated entity, is placed on more than one list for financing, the award criteria will be better overall score of the project proposal, regardless of the ranking position on the particular list for financing.</p>
4.	<p>Dear Madam/Sir, I am writing on behalf of the University of Belgrade - Faculty of Chemistry as a Coordinator for International Cooperation and the head of our Grant Office. We are interested in participating in Third Call for Europe Aid/173816/ID/ACT/Multi Programme. We have a few questions.</p> <p>a) Since our Faculty is established in Belgrade region, are we eligible to be a lead applicant? We do not have an office in the programme area. Still, we plan to develop cooperation and conduct project activities with applicants from the Serbian programme area and at least one from the Montenegro programme area.</p>	<p>a) Please refer to the Article 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant(s)): “The lead applicant must act with at least one co-applicant as specified hereafter.</p> <p>If the lead applicant is established in Republic of Serbia at least one co-applicant must be established in Montenegro and vice versa.</p> <p>At least two legal entities in the partnership, one per participating country, being the lead applicant or the co-applicant, must be effectively established or have an office in the programme eligible area.”</p> <p>“Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself⁵.</p> <p>Guidelines for applicants footnote 5:</p>

b) If not, are we at least eligible to be a co-applicant? And if the answer is yes, is it possible to be a co-applicant if the leading applicant is from the programme area from Montenegro?

We know that we must have an institution from the Serbian Programme area for co-applicant in that case.

I appreciate any help you can provide.

“In line with the cross-border nature of the programme, please note that the nationality of the lead applicant (either country A or B) automatically determines the nationality of at least one co-applicant (country B if the lead applicant is effectively established in country A or country A if the lead applicant is effectively established in country B).”

b) Furthermore, please see the following information under the Section 2.1.4 Eligible actions for which an application may be made of the GfA:

Location

Actions or operations must have as final beneficiaries the population of the programme area. They must take place in one or more of the following territorial units:

In the Republic of Serbia	In Montenegro
<ul style="list-style-type: none"> • <u>Zlatiborski District:</u> <ul style="list-style-type: none"> • Nova Varoš • Priboj • Prijepolje • Sjenica • <u>Moravički District:</u> <ul style="list-style-type: none"> • Ivanjica • <u>Raški District:</u> <ul style="list-style-type: none"> • Kraljevo • Novi Pazar • Raška 	<ul style="list-style-type: none"> • Andrijevića • Berane • Bijelo Polje • Gusinje • Kolašin • Mojkovac • Nikšić • Petnjica • Plav • Pljevlja • Plužine

		<ul style="list-style-type: none"> • Tutin • Vrnjačka Banja 	<ul style="list-style-type: none"> • Rožaje • Šavnik • Žabljak
		<p><u>Types of action</u></p> <p>Actions or operations selected under this cross-border cooperation programme shall deliver clear cross-border impacts and benefits, that is, they must:</p> <ul style="list-style-type: none"> – take place in the specific programme area of Republic of Serbia and Montenegro – have cross-border impacts and benefits in parts of the programme area of Republic of Serbia and Montenegro; – foresee cooperation of the cross-border applicant and co-applicant(s) in both: <ul style="list-style-type: none"> • joint development: applicant and co-applicant(s) cooperate in designing the action, filling in a joint application form and drawing up their respective budget; • joint implementation: grant beneficiaries coordinate, in the frame of the operation, their activities across the border, and carry out most of the project activities together and not as independent, unrelated, mechanically reproduced and country-bound initiatives; – foresee cooperation of the cross-border applicant and co-applicant(s) in either: <ul style="list-style-type: none"> • joint staffing: staff on both sides of the border act as one project team (e.g., some staffers carry out their duties for all entities in the partnership: procurement, financial management, overall coordination, training planning, etc.); or • joint financing: activities are financed by the applicant's and co-applicant(s)'s own budget; • or both joint staffing and financing. 	

		<p>Briefly, following the joint development of an operation by at least two cross-border partners, full cross-border cooperation would mean the joint implementation and staffing and/or financing of activities by the partners resulting in the intensification of neighbourly relations, sustainable partnerships for socio-economic development and/or the removal of obstacles to this development.</p>
<p>5.</p>	<p>Danas sam učestvovala u Informativnoj sesiji povodom objavljenog Trećeg poziva za dostavljanje prijedloga projekata u okviru PPS Srbija-Crna Gora 2014-2020.</p> <p>Imam dva pitanja u vezi isplate naknada:</p> <p>1. Da li lica koja su iz institucija koje su aplikanti ili ko-aplikanti imaju pravo da kao kordinatori ili asistenti imaju isplaćenu naknadu?</p> <p>2. Kolika je naknada za predavače koji će raditi obuku i predavanje u okviru projektnih aktivnosti?</p> <p><i>Unofficial translation</i></p> <p>Today I have participated (the Informative Session of the published 3rd Call for Proposal for submitting project proposal under the CBC Programme SRB – MNE 2014 – 2020.</p> <p>I have two questions regarding the payment of the fees:</p> <p>1. Are the persons from the institutions that are applicants or co-applicants entitled to be paid as coordinators or assistants?</p>	<p>1) Please refer to Guidelines for Applicants Article 2.1.5 :</p> <p>“Salary costs of the personnel of national, regional or local administrations, as well as those of other publicly owned or controlled institutions or enterprises, may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action or operation were not undertaken.</p> <p>This personnel shall not receive for the engagement in the project activities any other remuneration than their standard, regular salaries in their respective institutions.</p> <p>The total sum of the salaries of this personnel shall not exceed the total amount of co-financing provided by the applicant, co-applicant(s) and affiliated entity(ies).</p> <p>Prior to the signature of a grant contract, the contracting authority may require from the relevant beneficiaries the appointment of these staffers by their authorised representative in writing (indicating their names, project function and gross salaries).</p> <p>Please note that this does not apply to professional staff recruited by the national, regional or local administrations, as well as other publicly owned or controlled institutions or enterprises, for the sole</p>

	<p>2. What is the fee for lecturers who will do training and lectures within project activities?</p>	<p>purpose of managing this project resulting from the grant award.</p> <p>Potential applicants are also reminded that assessment of the operational capacities will be focused on in-house expertise, which is reflected in assessment grids.</p> <p>1) Fees for the lecturers who will be engaged for the services on the project are not defined by GfA.</p>
<p>6.</p>	<p>Dear Sir/Madam,</p> <p>We have two questions related to the Call for proposals with the Reference: EuropeAid/173816/ID/ACT/Multi, published within the CBC Programme Serbia-Montenegro 2014-2020, as follows:</p> <p>1. The first question is related to budgeting of the costs within the budget category/budget heading 4 – Local office. Namely, we would like to know if it is possible to budget certain costs (e.g. electricity, heating, consumables, vehicle costs and similar) within this heading for the use of the existing infrastructure in the target area – our existing office, part of which would be used for the implementation of the proposed action.</p>	<p>1. Please refer to Annex II, General Conditions,</p> <p>Article 14.2 – Eligible Direct Costs: “Subject to Article 14.1 and, where relevant, to the provisions of Annex IV being respected, the following direct costs of the beneficiary(ies) shall be eligible: (...) d) depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action; e) costs of consumables specifically dedicated to the action; (...) j) project office costs: Costs actually incurred in relation to a project office used for the action or a portion of these costs may be accepted as eligible direct costs if:</p> <ol style="list-style-type: none"> 1) the need for setting up or using a project office is recognised by the Contracting Authority in the Special Conditions; 2) the description of the project office, the services or resources it makes available, its overall capacity and (where applicable) the distribution key are provided in the Description of the Action and the Budget; 3) (where applicable) the distribution key reasonably reflects the portion of the resources or services needed by and actually used for the Action; 4) the costs concerned comply with the cost eligibility criteria referred to in Article 14.1; 5) they fall within one of the following categories:

	<p>2. The second question is: Is it possible to implement certain activities outside the programme area, but which would have as target groups and final beneficiaries the population of the programme area? For example, would it be eligible to organise a study visit to an EU Member State country (e.g. Slovenia or Croatia) with participants from the programme area?</p> <p>Thank you very much in advance.</p>	<ul style="list-style-type: none"> i) costs of staff directly assigned to the operations of the project office; ii) depreciation costs, rental costs or lease of building, equipment and assets; iii) costs of maintenance and repair contracts; iv) costs of consumables and supplies specifically dedicated to the action; v) costs of IT and telecommunication services; vi) costs of facility management contracts including security fees and insurance costs; vii) duties, taxes and charges, including VAT, related to the purposes of the action, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions. <p>2. Please see the following information under the Section 2.1.4 of the GfA Eligible actions: actions for which an application may be made:</p> <p><u>Types of action</u></p> <p>Actions or operations selected under this cross-border cooperation programme shall deliver clear cross-border impacts and benefits, that is, they must:</p> <ul style="list-style-type: none"> – take place in the specific programme area of Republic of Serbia and Montenegro – have cross-border impacts and benefits in parts of the programme area of Republic of Serbia and Montenegro; – foresee cooperation of the cross-border applicant and co-applicant(s) in both: <ul style="list-style-type: none"> • joint development: applicant and co-applicant(s) cooperate in designing the action, filling in a joint application form and drawing up their respective budget; • joint implementation: grant beneficiaries coordinate, in the frame of the operation, their activities across the border, and carry out most of the project activities together and not as independent, unrelated, mechanically reproduced and country-bound initiatives; - foresee cooperation of the cross-border applicant and co-applicant(s) in either: <ul style="list-style-type: none"> • joint staffing: staff on both sides of the border act as one project team (e.g., some staffers carry out their duties for all entities in the partnership: procurement, financial
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		<p>management, overall coordination, training planning, etc.); or</p> <ul style="list-style-type: none"> • joint financing: activities are financed by the applicant's and co-applicant(s)'s own budget; • or both joint staffing and financing. <p>Briefly, following the joint development of an operation by at least two cross-border partners, full cross-border cooperation would mean the joint implementation and staffing and/or financing of activities by the partners resulting in the intensification of neighbourly relations, sustainable partnerships for socio-economic development and/or the removal of obstacles to this development.</p> <p>Please see also the following information under the Section 2.1.4 Eligible actions for which an application may be made of the GfA:</p> <p><u>Location</u></p> <p><u>Actions or operations must have as final beneficiaries the population of the programme area.</u> They must take place in one or more of the following territorial units:</p> <table border="1" data-bbox="867 1129 1490 1843"> <thead> <tr> <th data-bbox="867 1129 1179 1222">In the Republic of Serbia</th> <th data-bbox="1179 1129 1490 1222">In Montenegro</th> </tr> </thead> <tbody> <tr> <td data-bbox="867 1222 1179 1843"> <ul style="list-style-type: none"> • <u>Zlatiborski District:</u> • Nova Varoš • Priboj • Prijepolje • Sjenica • <u>Moravički District:</u> • Ivanjica • <u>Raški District:</u> </td> <td data-bbox="1179 1222 1490 1843"> <ul style="list-style-type: none"> • Andrijevica • Berane • Bijelo Polje • Gusinje • Kolašin • Mojkovac • Nikšić • Petnjica • Plav </td> </tr> </tbody> </table>	In the Republic of Serbia	In Montenegro	<ul style="list-style-type: none"> • <u>Zlatiborski District:</u> • Nova Varoš • Priboj • Prijepolje • Sjenica • <u>Moravički District:</u> • Ivanjica • <u>Raški District:</u> 	<ul style="list-style-type: none"> • Andrijevica • Berane • Bijelo Polje • Gusinje • Kolašin • Mojkovac • Nikšić • Petnjica • Plav
In the Republic of Serbia	In Montenegro					
<ul style="list-style-type: none"> • <u>Zlatiborski District:</u> • Nova Varoš • Priboj • Prijepolje • Sjenica • <u>Moravički District:</u> • Ivanjica • <u>Raški District:</u> 	<ul style="list-style-type: none"> • Andrijevica • Berane • Bijelo Polje • Gusinje • Kolašin • Mojkovac • Nikšić • Petnjica • Plav 					

		<table border="1" data-bbox="867 205 1490 611"> <tr> <td data-bbox="867 205 1179 611"> <ul style="list-style-type: none"> • Kraljevo • Novi Pazar • Raška • Tutin • Vrnjačka Banja </td> <td data-bbox="1179 205 1490 611"> <ul style="list-style-type: none"> • Pljevlja • Plužine • Rožaje • Šavnik • Žabljak </td> </tr> </table> <p data-bbox="867 646 1490 751">Please also bear in mind the provisions of the General Conditions Article 14.1, especially points c) and f).</p>	<ul style="list-style-type: none"> • Kraljevo • Novi Pazar • Raška • Tutin • Vrnjačka Banja 	<ul style="list-style-type: none"> • Pljevlja • Plužine • Rožaje • Šavnik • Žabljak
<ul style="list-style-type: none"> • Kraljevo • Novi Pazar • Raška • Tutin • Vrnjačka Banja 	<ul style="list-style-type: none"> • Pljevlja • Plužine • Rožaje • Šavnik • Žabljak 			
7.	<p data-bbox="284 808 803 1207">Related to published Call for Proposals for CBC Programme Serbia - Montenegro, I would like to kindly ask you for the interpretation of 2 different statements related to eligibility/ineligibility of cost. Namely, at page 45 (Eligible direct costs section) it is stated that salaries of national, regional and local administration personnel salaries are eligible, while at page 47 (Ineligible costs section) there is a contradictory statement that these costs are not eligible.</p> <p data-bbox="284 1249 803 1417">In general, the question is if the salary costs can be defined in the project budget as eligible for refundation and/or as co-financing (contribution) by the beneficiaries.</p>	<p data-bbox="846 808 1479 877">Article 2.1.5 Eligibility of costs: costs that can be included of the Guidelines for applicants states:</p> <p data-bbox="846 905 1089 936"><u>Eligible direct costs</u></p> <p data-bbox="846 961 1479 1207">“Salary costs of the personnel of national, regional or local administrations, as well as those of other publicly owned or controlled institutions or enterprises, may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action or operation were not undertaken.</p> <p data-bbox="846 1234 1479 1375">This personnel shall not receive for the engagement in the project activities any other remuneration than their standard, regular salaries in their respective institutions.</p> <p data-bbox="846 1402 1479 1543">The total sum of the salaries of this personnel shall not exceed the total amount of co-financing provided by the applicant, co-applicant(s) and affiliated entity(ies).</p> <p data-bbox="846 1570 1479 1753">Prior to the signature of a grant contract, the contracting authority may require from the relevant beneficiaries the appointment of these staffers by their authorised representative in writing (indicating their names, project function and gross salaries).</p>		

		<p>Please note that this does not apply to professional staff recruited by the national, regional or local administrations, as well as other publicly owned or controlled institutions or enterprises, for the sole purpose of managing this project resulting from the grant award.</p> <p>Potential applicants are also reminded that assessment of the operational capacities will be focused on in-house expertise, which is reflected in assessment grids”.</p> <p>Please also refer to <i>Ineligible costs</i> listed in GfA Article 2.1.5 related to the salaries costs of the personnel of national administrations and the derogation of the General Conditions (Article 7.2.3 of the Special Conditions Annex G 1).</p> <p><u>“Ineligible costs</u></p> <p>- salary costs of the personnel of national administrations, <i>unless otherwise specified</i> in the special conditions and only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.”</p>
8.	<p>Dear CFCU team,</p> <p>on behalf of NALED, I would like to pose the following questions regarding the open call Cross-border Cooperation programme Serbia – Montenegro 2014-2020 under the Instrument of Pre-accession Assistance (IPA II), allocations 2018, 2019, 2020:</p> <p>1. Is there a limit as to which percentage of the budget can be spent on equipment investments?</p> <p>2. Are infrastructural investments eligible costs and is there a limit as to which percentage of the budget can be spent on infrastructural investments?</p>	<p>1. The percentage of the budget for equipment is not defined by GfA.</p> <p>2. The percentage of the budget for works is not defined by GfA.</p> <p>Please pay attention to the following:</p> <p>In line with the Guidelines for Applicants, Article 2.1.5. <i>Eligibility of costs</i> in the subsection Eligible direct costs the following has been prescribed: “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).</p>

	<p>3. Can equipment with the origin from Serbia or Montenegro (that is, the beneficiary country) be purchased?</p>	<p>Please refer to Article 14 of the General Conditions, as well.</p> <p>Furthermore, in line with the Article 2.1.4. of GfA <i>Eligible actions: actions for which an application may be made</i> in the subsection <i>Types of action</i>, it is stipulated:</p> <p>“The following types of action are ineligible:</p> <ul style="list-style-type: none"> • actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses; • actions concerned only or mainly with individual scholarships for studies or training courses or research; • <i>actions aimed at the upgrading of infrastructure and equipment in privately owned facilities;</i> • <i>preparatory studies or preparation of preliminary design for works to be carried out within the project;</i> • actions without a real cross-border impact; • actions linked to political parties; • actions including commercial and profit-making activities; • actions which fall within the general activities of competent state institutions or state administration services, including local government; • actions confined to charitable donations; • actions covered and financed by other EU funded programmes..” <p>Also, refer to the Article 2.2.1 Application form and 2.4 for the necessary supporting documents in case an operation contains the execution of works.</p> <p>3. Where implementation of the action requires the beneficiary(ies) and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex G_4 (Annex IV) to the standard grant contract.</p> <p><i>Annex IV Award procedures Article 2.2. The rule of origin</i> contains rules of origin for supplies acquired by the beneficiary in the context of the grant.</p>
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	<p>4. With regards to the co-financing to be secured from the applicants (to the level of total eligible cost-100% cost of the action), what kind/forms of co-financing are allowed? And is there any proof to be submitted?</p> <p>5. Can the applicants present salaries for staff and fees for consultants as co-financing in the budget?</p>	<p>Serbia and Montenegro are eligible countries for the origin of supplies if complied with the abovementioned provisions of the Annex IV.</p> <p>4. GfA defines minimum and maximum percentage:</p> <p>“Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</p> <ul style="list-style-type: none"> • Minimum percentage: 60% of the total eligible costs of the action. • Maximum percentage: 85% of the total eligible costs of the action (see also GfA Section 2.1.5). <p>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 general budget of the Union.”</p> <p>Please also refer to Article 2.1.5 of the GfA regarding <i>Contributions in kind</i>:</p> <p>“<u>Contributions in kind</u> Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs (except for personnel costs for the work carried out by volunteers under an action or an operating grant if so authorised). <u>Contributions in kind may not be treated as co-financing.</u> However, if the description of the action as proposed includes contributions in kind, the contributions have to be made. Other co-financing shall be based on estimates provided by the applicant.</p> <p>5. Co-financing can be expressed for all eligible costs defined under section 2.1.5 Eligibility of costs.</p>
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<p>6. Can a third-party investment be presented as co-financing - for example a private company buying equipment for municipalities?</p> <p>7. On page 33 of the GfA it says that ‘No additional annexes should be sent’. However, later on page 43 of the GfA the document mentions two additional annexes (Declaration on Honor and Self-evaluation questionnaire on SEA-H). Should we provide these additional documents alongside our application as well?</p> <p>8. In addition to the documents which are found in the folder “documents to be completed”, should the application also contain the signed Annex G_8 – financial guarantee? Or is this only in case of successful award?</p> <p>9. As the documentation mentions a financial guarantee, which guarantees or documentation do we need to submit, and for what in the application stage?</p> <p>10. Should the concept note documentation and full application documentation be submitted in two separate envelopes or together in one joint</p>	<p>(Annex IV) <i>Award procedures</i> to the standard grant contract.</p> <p>6. A third-party investment cannot be presented as co-financing.</p> <p>7. Guidelines for applicants Article 2.4. <i>Submission of supporting documents for provisionally selected applications</i> states that the lead applicant should submit the documents listed in Section 2.2.1 and in addition, a lead applicant <i>whose application has been provisionally selected or placed on the reserve list</i> will be informed in writing by the contracting authority. It will be requested to supply the documents listed in the Article 2.4. <i>Submission of supporting documents for provisionally selected applications</i>.</p> <p>8. As defined in the template of the Special conditions: <i>If</i> a financial guarantee is requested: The first instalment of pre-financing shall be accompanied by a financial guarantee amounting to EUR <amount, usually the amount of the first prefinancing payment> and complying with the requirements of Article 15.8 of Annex II. <i>If</i> the financial guarantee is requested, such provision shall be inserted in the special conditions of the contract after the successful award.</p> <p>9. Please see the answer to the question 8.</p>
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	<p>envelope but in separate inner envelopes inside that outer envelope?</p> <p>11. Should the Declaration on Honour be provided also in 1 original and 3 copies or is 1 original enough?</p>	<p>10. The applicant should submit concept note and full application as two separate documents in one joint envelope, preferably, but not necessarily in separate inner envelopes. Please refer to the Guidelines for applicants Article 2.2.2 <i>Where and how to send applications</i> for more details.</p> <p>11. The applicant should submit 1 original and 3 copies of Declaration on Honour.</p>
9.	<p>Dear all,</p> <p>We are referring to the point “ineligibility of actions” stated on page 23. of the Guidelines for applicants:</p> <p>It is listed that “the following types of actions are ineligible: actions aimed at the upgrading of infrastructure and equipment in privately owned facilities”.</p> <p>If a project targets tourism rural households which previously undergo specific capacity building and training and are submitting business plans which aim to diversify and increase the quality of their offer under a transparent procedure – which together are expected to contribute to overall goal of the project and the fulfillment of indicators- would it be possible to allocate equipment/direct some activities to them which remain under the ownership of the project partners?</p> <p>We would appreciate your opinion concerning this matter.</p>	<p>In line with the Guidelines for Applicants, Article 2.2.4. Further information about the applications: <i>“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”</i>.</p>