

Call for proposal: **EAC/S18/2013**

## Networks

Deadline 19 March 2014

### Frequently Asked Questions

27.02.2014

#### **Application form**

**Question: Should we use the eForm generated via the portal or the form (“detailed description of the project” - word document) available on the website? Or: Should the “detailed description” be added to the form?**

You have to use the electronic application form (=eForm) generated via the portal. The "detailed description of the project (max.40.000 characters) that you have to attach to the eForm is the detailed application form available on our website.

**Question: How to deal with 150 member organisations? Do 150 members have to register in the portal? Should a representative choice be presented in the application?**

It is requested from the applicant to fill in the application form by providing information on 20 members of the network provided that the criterion stated in the point 5.3.3. of the guideline is respected. The information on the other members can be provided on a excel sheet.

**Question: Should a third country member be cited among the member organisations?**

Yes, it is possible- not an obligation - to mention the existence of members based in countries not participating in the programme so that the criterion of point 5.3.3. concerning the minimum number of eligible member organisations is respected.

**Do I understand correctly, that only the umbrella organisation has to register in the Portal and present the application?**

Yes, only "the network" has to register in the portal, not its individual member organisations.

#### **European Networks vs Cooperation Projects**

**Is it possible for members of a network to apply for a cooperation project at the same time if the network as a whole submits an application for network support?**

This is indeed possible. There are limitations in terms of applying for the same scheme: for example, for cooperation projects, you cannot apply for a category 1 and a category 2 project at the same time. Please bear in mind that the same activity cannot be funded under 2 different agreements.

#### **Framework Partnership Agreement**

**When applying for network support you have to specify each activity in the first year of the project-period. In the guidelines/application form it looks like these activities have to be closed within the same year (something that makes no sense given that the project will be running for 3 (4) years). Can you please give us the correct interpretation of this issue?**

Framework partnership agreements finance annual actions through 3 (or 4) yearly specific agreements. Annual Actions/project cannot last more than a year.

### **Eligibility period**

**It says in the guidelines that the maximum annual support is 250.000 euros, representing a maximum of 80% of the annual budget. If the activities start on the 1.9.2014, does this mean that the annual refers to the period 1.9.2014-30.8.2015?**

YES

### **Earlier Starting date**

**I would like to know what the exact dates of the early start are.**

We refer to the guidelines 5.6 : "Activities should normally start between September and December 2014. However applicant can request an earlier start. Such request must be duly justified and need to be approved by the Agency. In any case the project can not start before 19 March 2014 (deadline of the call)"

**NB: information provided in the application guide page 10 should therefore read as follow (with the last sentence to be deleted):**

The project start date should lie between September and December 2014. However, a EU grant may be awarded for a project which has already begun if the applicant can demonstrate (justification to be provided in the cover letter) the need to start the project before the agreement has been signed. In principle this early start cannot be earlier than the date for the deadline for submission. ~~However, for this 1st call for proposals, the legal basis exceptionally authorises the Agency to consider the costs related to 2014 projects incurred between the date of entry of the Programme and the date of signature of the agreement as eligible.~~

### **Staff**

**What is the meaning of the staff employed by the organisation up till submission of the project? Do we have to indicate the whole staff of the organisation?**

It is requested to mention the staff employed by the organisation dedicated to the network activities and not the entire staff of the organisation.

### **Audit reports and financial capacity**

**We will ask a financial grant of less than 60000. Do I need to submit an audit report?**

YES In case of Framework partnership agreement it is necessary ALL applicants need to submit an audit report produced by an approved external auditor certifying the accounts for the last two financial years available even if grant is less than 60 000.

To summarise applicants must submit the following documents :

For grants of less than 60 000 per year:

- a declaration on their honour –
- an audit report produced by an approved external auditor certifying the accounts for the last two financial years available.

For grant above 60 000 per year:

- a declaration on their honour –
- the financial statements (including the balance sheet, the profit and loss accounts and the annexes) of the last two financial years for which the accounts have been closed
- financial capacity form provided for in the application form, filled in with the relevant statutory accounting figures, in order to calculate the ratios as detailed in the form.
- an audit report produced by an approved external auditor certifying the accounts for the last two financial years available.

**We are a public organisation. Do I need to submit an audit report?**

NO this obligation does not apply to public bodies and international organisations under public law.

**Do all (at least 15 in the case of networks member) organizations need to submit an external audit report, or only the coordinating (lead) partner?**

Only the umbrella organisation (the "network") need to submit financial information and audit report. The members are not concerned by this obligation.

**Question: As stated in the guidelines Networks, "External audit report produced by an approved external auditor, certifying the accounts for the last two available financial years", how does it must be interpreted in case of a newly created networks, that had no common account before?**

In case of a network legally established (for less than 2 years) resulting of a merger of a consortium between existing networks (legally established as mentioned in point 5.3.2.), we would proceed to the analyse of the certified accounts for the last 2 financial years of each networks involved in the merger or the consortium.

### **Sub-contracting**

**In this context, can you explain to me what distinction is being made at 9.4.2 when it discusses staff costs and says 'Staff costs of other organisations are eligible only if they are paid directly OR (my emphasis) reimbursed by the beneficiary'? I understand 'paid directly' - what would constitute 'reimbursement' - is this how to avoid the subcontracting issue? Can we somehow 'reimburse' the member organisations on the basis of timesheets and proven staff costs (wage slips etc)?**

The Agency will sign mono-beneficiary agreements with the applicant organisation = the network. Only costs directly incurred by this organisation are eligible. Expenses incurred by the other members in relation to eligible activities will have to be invoiced to the applicant organisation in order to be eligible.

### **In Kind**

**How to indicate the contribution in kind?**

Costs covered by contributions in kind are not eligible. Contribution in kind cannot therefore be taken into consideration. For this reason, in the budget form, there is no field for the mention of these costs. On the base of the definition provided by the guideline, page 24, any contribution in the form of durable capital goods and equipment, putting at the disposal of premises, raw materials, unpaid charity work by a private individual or corporate body, or staff seconded from and remunerated by another organisation (other than the beneficiary) will be considered as non-eligible.