



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
REGIONAL AND URBAN POLICY  
Communication Unit

## **CALL FOR PROPOSALS**

2021CE16BAT001

***'Support for information measures relating to the EU Cohesion policy'***

## **Questions & Answers (Q&As)**

04/01/2022

You will find below a list of questions received for this call for proposals. Please note that the present document aims to complement and clarify the call for proposals and does not replace it. A Q&As document will be periodically published; applicants are invited to check this website regularly.

**Q1.** In the “grant application form” it is specified in chapter 2 “Financial capacity” in “Legal notice” that “For grants of or below EUR 60 000 as well as for grants to public bodies and international organisations the only supporting document to be required is the Declaration of Honour provided in section 5.” But there isn’t a section 5 on the Grant application form... Do you refer to the document which is provided only in English on the portal? Or is there another form for Declaration of Honour specifically intended for financial capacity?

**A1.** This refers to the Declaration on honour available with the other documents for this call for proposals. There is no specific Declaration on Honour for the financial capacity.

**Q2.** According to the call document, eligible direct costs are divided in different categories, including costs of travel and related subsistence. In other call for proposal we have applied for, these costs are identified in the budget category:-"Other costs".

However, taking into consideration the Excel file "grant application budget" under the call 2021CE16BAT001, the category D. Other costs is marked as "Not Applicable": as a consequence, we were wondering in which section of the budget we should declare travel and related subsistence costs.

**A2.** With reference to Article 6.2 of the model grant agreement, the budget Category C “Purchase costs” includes Travel and subsistence (C1). Therefore, Travel and subsistence costs must be indicated in the budget category C. Purchase Costs.

**Q3.** Our association has built a website through a previous European funded project. We would like to implement new services on the same website to be attributed to the project for this Call while the maintenance and management costs of the website would remain the responsibility of the association. Would it be possible or is it better to create a new web platform?

**A3.** This is possible. Please note however that an action may only receive one grant from the EU budget. This means that a previous action which received a grant from the EU budget may under no circumstances receive financing from a new action grant under EU Budget.

**Q4.** Is it mandatory to submit with the application the Supporting documents listed in section 6.1?

If yes, in the case of a private entity, is it sufficient to provide only one of the listed documents (e.g. statute or Chamber of Commerce certificate)?

**A4.** The list of requested documents is provided at the end of the application form:

All sections of the application form have been filled in, where appropriate, in accordance with the guide for applicants or any other document provided as guidance related to the programme concerned.(*)	<input type="checkbox"/>
The budget annex has been duly filled in and is attached.	<input type="checkbox"/>
Balance sheets or extracts from balance sheets for the last two financial years for which accounts have been closed have been included with the application form.	<input type="checkbox"/>
Profit and loss account for the last two financial years for which the accounts have been closed has been included with the application form.	<input type="checkbox"/>
The declaration of honour of the applicant/coordinator has been signed and attached.	<input type="checkbox"/>
In the case of multi-beneficiaries, the declaration(s) of honour of the co-applicant(s) has (have) been signed and attached.	<input type="checkbox"/>
The declaration(s) of honour of the affiliated entity(ies) has (have) been signed and attached.	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

(\* ) Please also provide the documents mentioned under Section 8.2 of the Call for proposals:

a list of previous projects/activities performed and related to the call or a list of activities that have been carried out in the last two years (maximum 4 projects/activities). Applicants may submit this list as a separate annex or by filling section II of the application form.

As indicated in the last two paragraphs of Section 6.1 of the call for proposals:

*“Please note that, in the course of the procedure, applicants may be requested to register and provide a Participant Identification Code (PIC, 9-digit number), serving as the unique identifier of their organisation in the Participant Register. Applicants will receive instructions on how to create a PIC in due time.*

*Upon communication of the applicant's PIC, the EU Validation Services (Research Executive Agency Validation Services) will contact the applicant (via the messaging system embedded in the Participant Register) and request the latter to provide the supporting documents necessary to prove the legal existence and status of the organisation. All necessary details and instructions will be provided via this separate notification”*

**Q5.** In order to prove financial capacity, if we do not have profit and loss account as well as the balance sheet in English, is it sufficient to fill in the table provided for in the application form, filled in with the relevant statutory accounting figures?

**A5.** Please note that profit and loss account as well as the balance sheet may be provided in any of the EU official languages.

With regard to your question, as indicated in Section 8.1 “Financial Capacity” of the Call for proposals:

*“[...] The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:*

- a) Low value grants ( $\leq$  EUR 60 000):  
– a declaration on their honour.*
  
- b) Grants > EUR 60 000:  
– a declaration on their honour, and*

*EITHER*

*– the profit and loss account as well as the balance sheet for the last two financial years for which the accounts were closed;*

*– for newly created entities: the business plan might replace the above documents;*

*OR*

*– the table 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. [...]*

**Q6.** Regarding the supporting documents listed in section 6.1 of the call, are they required for the applicant and co-applicant or also for affiliated entities?

**A6.** We understand that this question relates to the documents to be provided together with an application. Please refer to Answer 4 above.