



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)**

22/12/2021

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.** Please clarify what kind of costs can be assigned as eligible to group C.3 Other goods, works and services. As we can read in the grant agreement (page 18) those can be: *consumables and supplies, promotion, dissemination, protection of results, translations, publications, certificates and financial guarantees*, **if required under the Agreement**.

Should all costs included in this group (C.3) be “*required under the Agreement*”, OR is this text (“*if required under the Agreement*”) relates only to “*certificates and financial guarantees*”? If relates to all costs, why for example “*consumables*” or “*translations*” are included in this group (they are not required by the Agreement)?

Following my previous question, how can we determine what kind of services should be included in the “**B. Subcontracting costs**” and what kind of costs in “C.3 Other (...) services” ? What is the difference between those two groups taking into account also my previous question?

**A1.** The costs mentioned in the second paragraph of the question above are examples of costs that may be included in category of costs C3. It is up to each applicant to determine which type of expenses they need for the implementation of the action.

Subcontracting is for an entire defined task whereas other goods and services is for a specific good or service. If the service that you are contracting is related to the realisation of the task, it falls under subcontracting category cost (category B). If the services contracted is just a support for the realisation of the task, then it falls under other goods and services (category C3).

We draw your attention to the fact that, as indicated in section 11.7 c) of the call, subcontracting may not cover core tasks of the action.

**Q2.** Can an entity which is owned at 100% by another company but has separate legal personality and balance sheets apply as main beneficiary? Or should it be the mother company?

**A2.** We understand that you are asking whether, in case of an entity which is own at 100% by a mother company but with separated legal personality and balance sheets, it is possible that this entity applies as main beneficiary in an application for which the mother company is not a co-applicant. The answer is yes.

**Q3.** It is not clear to me if the in the Declaration on honour (pp. 6) the following part should be filled by default or not (and exactly) what need to be presented:

The person is not required to submit the evidence if it can be accessed on a national database free of charge. The signatory declares that the following internet address of the database/identification data provide access to the evidence required.

Internet address of the database	Identification data of the document
<i>Insert as many lines as necessary.</i>	

Regarding the same document, if the director of a private entity is the representative signing this Declaration of honour (pp. 1) his Passport or ID number should not be included?

**A3.** Table in page 6 must be completed only if all evidence required are accessible on a national database free of charge.

The ID or passport number is only requested for natural persons. Natural persons are not eligible applicants.

**Q4.** The following requested documents are written in Croatian language (would that be a problem?); also do these sheets need to be signed by the representative (director of the private entity in this case)?

- *Balance sheets or extracts from balance sheets for the last two financial years for which the accounts have been closed.*
- *Profit and loss account for the last two financial year for which the accounts have been closed.*

**A4.** All supporting documents provided as evidence for financial capacity assessment may be in any EU language. At the submission phase, it is not required to provide these documents signed by a legal representative.

**Q5.** In the call under **6.1. ELIGIBILITY CRITERIA: Supporting documents** the following documents are from the registry of the Republic of Croatia, thus written and produced by the governmental entities of the Republic of Croatia in **CROATIAN language**; would that be a problem?

- private entity: extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);

**A5.** All supporting documents provided as evidence for the assessment of applicants' eligibility may be in any EU language.

**Q6.** Could you provide more details on your understanding of subcontracting? Event or marketing agency, catering for events, external experts (trainers, panellists, moderators) are included in this category or should they be included in the category of Purchase costs?

**A6.** See answer 1 above.

**Q7.** In the Declaration of Honour we can read the following phrase “...*which has been authorised to sign the present declaration on behalf of the following other persons*”, with the request to insert the names of other entities on behalf of which the declaration is being signed. Does this mean that we have to insert here the names of the affiliated entities on behalf of which we sign the declaration?

**A7.** As mentioned in section 7.4 of the call, declarations on honour may be signed in one of the following ways:

**For mono-beneficiary grants:**

- (i) the applicant signs a declaration in its name and on behalf of its affiliated entities; OR
- (ii) the applicant and its affiliated entities each sign a separate declaration in their own name.

**For multi-beneficiary grants:**

- (i) the coordinator of a consortium signs a declaration on behalf of all applicants and their affiliated entities; OR
- (ii) each applicant in the consortium signs a declaration in its name and on behalf of its affiliated entities; OR
- (iii) each applicant in the consortium and the affiliated entities each sign a separate declaration in their own name.

Applicants signing declarations on honour on behalf of their affiliated entities must insert the names of those affiliated entities where it is indicated “*[insert names of other entities on behalf of which the declaration is being signed]*” in the declaration on honour.

**Q8.** I saw that category B is dedicated exclusively to subcontracting. Our project is mono-beneficiary and to carry it out we will rely on the support of affiliated associations and associations members of our executive board. So do we have to leave that category blank?

For what concerns the reimbursements of food, accommodation and travel of staff, do they have all go to category A Personnel costs?

**A8.** Applicants which do not foresee subcontracting costs may simply leave 0,00 EUR in this cost category.

We understand that you would also like to know where travel, accommodation and subsistence costs of staff should be included. As they fall under the budget category C.1 (C.1 Travel and subsistence) of the model grant agreement, please include them in costs category C (Purchase costs).