

Community Development Fourth Call for Proposals

EuropeAid/151214/DH/ACT/CY

Questions and Answers during the Concept Note preparation

This document provides answer and clarifications to all questions received during the information sessions and in the functional mailbox SRSS-CD@ec.europa.eu until 6 May 2016, as per point 2.2.4 of the Guidelines for grant applicants. It will be publicly available on the Europeaid and PROSPECT websites as from 16 May 2016. The deadline for submission of Concept Notes is 27 May 2016 at 16:00h Brussels time.

Please note that we cannot provide advice to individual applicants, nor can we assess the individual eligibility of a given applicant or application outside of the framework of the formal evaluation of the call for proposals.

Nr	Question	Answer
1	<i>It is not fully clear what is the maximum extension of the Concept Note, please clarify</i>	<p>The Concept Note to be submitted should include a cover page and 5 pages maximum. The reason for this is to ensure equal treatment to all applicants:</p> <ul style="list-style-type: none"> • The cover page – Annex A.1 – Concept Note (p. 1 of the template), duly filled in with the number and title of lot, title of the action and the name of the lead applicant; • Maximum 1 page for item 1.1.1. of the template (table mentioned in p. 4); • Maximum 1 page for item 1.1.2. of the template (Description of the action as mentioned in p. 4); • Maximum 3 pages for items under 1.2 (Relevance of the action as mentioned in p. 5) <p>As mentioned during the workshops, format is important. The Evaluation Committee will take the necessary measures in case space limit is not respected. Please do not forget to sign the declaration by the lead applicant (p. 6) Please follow the instructions provided in page 7 and 8, but do not include them. Please use the check list for self guidance (p. 9), but do not include it.</p>
2	<i>The Concept Note word document that have been provided by PMU have 9 pages. As discussed through the meetings, the concept note document has to consist of 5 pages. What I want to ask is, are we going to prepare a new word document for this or going to use what have been provided (which includes notice and table of contents)?</i>	<p>You should use the template provided, following the instructions provided in pages 7 and 8, which indicate which parts you can modify and/or delete.</p>
3	<i>The Concept Note has to include, current situation of service, problem analysis and background to the preparation of the action under the "1.1.2 Description of the Action" entry. However, as I understood we have to be brief under this</i>	<p>Please follow the instructions provided: "provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants)"</p>

Nr	Question	Answer
	<i>entry. Are we going to include the details of those under the "1.2. Relevance" entry?</i>	
4	<i>Due to the fact that new vehicles (and equipment) is usually costly and much more expensive than 2nd hand vehicles, is it possible to procure 2nd hand vehicles and equipment under CD4 calls for proposals?</i>	The purchase of second hand equipment is not forbidden by the applicable rules. It is possible to procure second hand equipment and vehicles under the call for proposals. However, please be aware that such a decision should take into consideration risks, guarantees, depreciation and other elements in order to make the most advantageous choice.
5	<i>The Municipalities currently own vehicles that are old and needing maintenance and new parts very often but that are very useful and are being used; is it possible to re-condition and refurbish, (renew parts, paint etc) of the existing vehicles that will be used towards project actions under the call CD4?</i>	Re-conditioning of existing vehicles is allowed by the applicable rules. But please see the answer to the previous question.
6	<i>Can NGOs apply to this call for proposals as a lead applicant?</i>	According to the guidelines, NGOs (as CSO) can only act as co-applicants. CSOs cannot apply as lead applicant.
7	<i>What do you mean by "actions which duplicate other EU funded projects or programmes" under 2.1.4, p.11</i>	By "actions which duplicate other EU funded projects or programmes" it is meant those projects that include similar activities in the same location and benefitting potentially the same people as projects that have been already funded by EU funds in the past.
8	<i>If one NGO has already been granted in previous years, and the EU financed project is still ongoing, does this create a problem for the same NGO applying for this one?</i>	As mentioned before, NGOs cannot apply to this call for proposal as lead applicant. In the event that they are a co-applicant, being beneficiary of a previous grant (even on-going) does not create any problem for this call.
9	<i>I would like to request an information about if partnership mandatory?</i>	Partnerships are mandatory for Lot 2.
10	<i>Is purchasing of cleaning equipment/vehicles to implement project activities eligible expense?"</i>	All equipment that is deemed as necessary for the project and that is purchased according to the rules set out in Annex IV of the Guidelines will be eligible expenditure. Please also refer to answer 23.
11	<i>The Guidelines mention that "The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by the Contracting Authority or any external body authorised by the Contracting Authority". Do we need to include the Expenditure Verification in the budget or the Contracting Authority will</i>	Applicants do not need to include the expenditure verification in their budgets. The Contracting Authority will contract it and pay for it.

Nr	Question	Answer
	<i>pay for it?</i>	
12	<i>Is it possible to clarify the meaning of the specific objective?</i>	<p>The Specific Objective of the call for proposals is: <i>"To increase the efficiency and the quality of services delivered to citizens by local communities in the northern part of Cyprus and to introduce a "shared services" approach in rural local communities"</i>.</p> <p>Efficiency is the capacity to achieve results with the minimum possible resources. In this sense, project proposals, from the Concept Note, must be clearly aiming at increasing the efficiency of the services provided to the citizens. It must be clear that projects that may require that the beneficiary will need to increase their regular expenditure in the future for the necessary Operation and Maintenance of the project, will be considered negatively</p>
13	<i>What are the differences in the roles of the lead applicant and the co-applicant?</i>	<p>The lead applicants and co-applicants must equally participate in designing the action for the effective and efficient implementation of the action, if awarded the grant contract.</p> <p>However, the lead applicant has to sign a declaration and also carries the administrative and financial responsibility of the co-applicants. The lead applicant becomes the coordinator of the grant and bears specific responsibilities.</p> <p>During the evaluation in Step 2, the Full Application evaluation, although lead applicant and co-applicants are mainly evaluated as a team (all together), regarding having stable and sufficient sources of finance, only the capacity of the lead applicant is evaluated. Therefore, the lead applicant must have stable and sufficient sources of finance. A Memorandum of Understanding will be requested at Step 2.</p>
14	<i>Can an urban local community be a co-applicant to rural local community in Lot 2, and can a rural local community be a co-applicant to an urban local community in Lot 1?</i>	<p>Yes. However, please also see 2.1.4 of Guidelines (page 12-13)</p> <p>The lead applicant may submit more than 1 application(s) per lot under this call for proposals. The lead applicant may not be awarded more than 1 grant(s) per lot under this call for proposals.</p> <p>The lead applicant may be a co-applicant or an affiliated entity in another application at the same time.</p> <p>A co-applicant/affiliated entity may submit more than 1 application(s) per lot under this call for proposals.</p> <p>A co-applicant/affiliated entity may not be awarded more than 1 grant(s) per lot under this call for proposals.</p> <p>Therefore, for both lots a lead applicant can be awarded only 1 grant and can become co-applicants in max 1 grant under lot 1 and max 1 grant under lot 2.</p>
15	<i>For Lot 2, are partnerships with another local community compulsory? Is it enough to have a CSO as partner to fulfil the obligation to act with co-applicant(s)?</i>	<p>Yes, the call for proposals aims at introducing the "shared services" approach in the rural areas. For Lot 2 it is compulsory to apply in partnership with at least another local community. As it is mentioned in the Guidelines, "in addition" Civil Society Organizations are also eligible. It is not enough to have a CSO as partner to fulfil the obligation to act with co-</p>

Nr	Question	Answer
		applicant(s).
16	<i>Are "federations" eligible as "applicant"?</i>	Applicants have to meet all eligibility criteria as defined in Section 2.1.1 of the Guidelines. Federations may only be eligible to apply as co-applicants provided they meet all the relevant criteria, including evidence that they are established in the northern part of Cyprus, that they are non-profit-making and that are a Civil Society Organisation
17	<i>Are Universities eligible to apply?</i>	Applicants have to meet all eligibility criteria as defined in Section 2.1.1 of the Guidelines. Universities may only be eligible to apply as co-applicants provided their legal form meets all the relevant criteria, including evidence that they are established in the northern part of Cyprus, that they are non-profit-making and that are a Civil Society Organisation. Universities that do not meet the above requirements may still participate as associates (Associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. They are mentioned in section 2.1.3 of the Guidelines – page 9. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Annex A.2., section 6 — ‘Associates participating in the action’)
18	<i>Can a religious institution established in the northern part of Cyprus be eligible?</i>	Applicants have to meet all eligibility criteria as defined in Section 2.1.1 of the Guidelines. Religious institutions may be eligible to apply as co-applicants provided they meet all the relevant criteria, including evidence that they are established in the northern part of Cyprus, that they are non-profit-making and that are a Civil Society Organisation.
19	<i>Are Partnerships obligatory? If so, can Mukhtars be co-applicants?</i>	Yes, partnerships are obligatory in Lot 2 of this call. However, Mukhtars can neither be applicants nor co-applicants. Please refer to section 2.1.1 of the guidelines (page 7).
20	<i>Is there a limit for the number of co-applicants? Can all the 28 local communities be in partnership under one project?</i>	There is no limit for the number of co-applicants. However, please also consider that the effectiveness and feasibility of the action will be evaluated. The roles and responsibilities of each co-applicant must be elaborated in details.
21	<i>Can municipalities directly apply, without any partner or co-applicant?</i>	Applicants can apply individually without co-applicants only under Lot 1 as specified in section 2.1.1 of the Guidelines. Partnership is compulsory in Lot 2.
22	<i>Could you clarify the issue of eligibility of renovation of buildings? If an old Greek Cypriot school is intended to be renovated, provided that the land is a public land, will the works related costs be eligible under the grant contract?</i>	Please note that we cannot provide advice to individual applicants, nor can we assess the individual eligibility of a given applicant or application outside of the framework of the formal evaluation of the call for proposals. Regarding renovation of buildings, please refer to the Guidelines (section 2.1.4, page 12): "actions involving restoration, conservation or protection of historical sites and monuments.

Nr	Question	Answer
		<p>However, rehabilitation of non-religious buildings that are not listed in the inventories funded by the EU under the 2010 Study for Cultural Heritage, may be eligible". In any case, please note that will be ineligible "works, infrastructures and renovation/refurbishment of buildings where property rights of natural and legal persons have not been respected (in conformity with Article 7 of the Council Regulation (EC) No 389/2006 of 27 February establishing an instrument of financial support for encouraging the economic development of the Turkish Cypriot community)."</p> <p>Please also note that all proposals that include works/infrastructures/construction that affects the land will be requested to submit Annex U (in the case the proposal includes infrastructures, to be submitted together with Full Application Form regarding pre-feasibility study of the infrastructures included in the Proposal) and Annex Y, which shall include the cadastral reference of the affected plot of land (location, plot number, sheet reference, etc. and attach a cadastral map picturing the location) together with the Full Application Form (phase two).</p>
23	<p><i>Could you clarify the issue of ineligibility of costs dedicated to works, infrastructures and renovation of buildings? How is the property verification process?</i></p>	<p>The following types of action are ineligible:</p> <ul style="list-style-type: none"> • actions that include Works/Infrastructures that do not comply with EU disability standards; • actions involving sectors in which local communities do not have the main responsibilities under the current local regulation; • actions involving restoration, conservation or protection of historical sites and monuments. (However, rehabilitation of non-religious buildings that are not listed in the inventories funded by the EU under the 2010 Study for Cultural Heritage, may be eligible); • actions involving road works. <p>Please refer to section 2.1.4 of the guidelines (pages 10-11).</p> <p>Infrastructure and /or equipment must be part of a broader service/strategy and the management of such service/strategy (including its operation and maintenance) must be incorporated in the action. Hence, actions with budget allocation to Works and Supplies (Budget Heading 3 - Equipment and Supplies plus Budget Heading 6.1 – Works) over 50% of the total budget for the action will be ineligible. Please revise your budget carefully to meet with this requirement. At phase two of the call (Full Application Form) a pre-feasibility study on the proposed construction works to be carried out will be requested (as per Annex U).</p>
24	<p><i>Considering that solid waste management is a priority sector in the CfP, will investments targeting to animal waste be eligible under this CfP?</i></p>	<p>No, animal waste/by-products are subject to a very specific regulation and are not part of the priorities of this call. The European Commission is providing assistance to the Turkish Cypriot community in this area through other projects.</p>

Nr	Question	Answer
25	<i>Do original title deeds need to be submitted?</i>	<p>Any project that may include works, infrastructures, renovation or refurbishing of buildings or other permanent infrastructure that affects the land will be requested to submit Annex U (in the case the proposal includes infrastructures, to be submitted together with Full Application Form regarding pre-feasibility study of the infrastructures included in the Proposal) and Annex Y, which shall include the cadastral reference of the affected plot of land (location, plot number, sheet reference, etc. and attach a cadastral map picturing the location) together with the Full Application Form (step two).</p> <p>Any document that is deemed relevant to adequately identify the affected land should be included and submitted within Annex Y. However, copies are usually accepted.</p>
26	<i>Do we need to provide construction permissions during the application?</i>	<p>Construction permissions are not required at the application stage. However, all local requirements will need to be fulfilled during the implementation stage.</p>
27	<i>If the original property owner can give permission of usage, then is it applicable to do renovation and have activities?</i>	<p>Any project that may include works, infrastructures, renovation or refurbishing of buildings or other permanent infrastructure that affects the land will be requested to submit Annex Y together with the Full Application Form (phase two). This Annex Y shall include the cadastral reference of the affected plot of land (location, plot number, sheet reference, etc. and attach a cadastral map picturing the location).</p> <p>Any document that is deemed relevant to adequately identify the affected land should be included and submitted within Annex Y. Written permission of usage by the legitimate owner would be a relevant document to be included and submitted within Annex Y to ensure respect of property rights</p>
28	<i>Since the specific objectives of the call are defined also as sectors, only NGO specialised in those sectors can apply? Can different NGOs working in different fields also apply for a grant?</i>	<p>NGOs can only take part as co-applicants and/or associates under this CfP. As co-applicants NGOs have to be established in the northern part of Cyprus and meet all other eligibility criteria as defined in Section 2.1.1 of the Guidelines. As long as the proposal is in line with the priorities and the entities fulfil the eligibility criteria, any entity(ies) that can make a contribution to achieving the specific objectives and that meets the eligibility criteria can be involved in the proposals as co-applicants. In the spirit of partnerships that the call is promoting, it is actually an advantage to look for synergies from different participants. The evaluation will assess the applicant's and the co-applicant's experience and previous involvement in similar actions will be valued. However, it is not a condition to be specialized in a defined sector.</p>
29	<i>What is the evidence that assessors will look for when assessing the financial capacity / capacity to co-finance? How is financial capacity measured?</i>	<p>During the evaluation in Phase 2, the Full Application process, lead applicant and co-applicants are mainly evaluated as a team (all together) regarding the project management capacity and experience. However, regarding the financial capacity and having stable and sufficient sources of finance, only the capacity of the lead applicant is evaluated.</p> <p>During Step 2 the Evaluation Committee is entitled to request any relevant information in</p>

Nr	Question	Answer
		order to clarify any proposal, such as annual budget or income.
30	<i>Does the financial capacity evaluation concern just the lead applicant or all co-applicants?</i>	Please refer to the previous Answer.
31	<i>How will the percentage of EU contribution be decided for a proposal? Will the applicant request the applicable contribution for their proposal? Can we change the percentage in the second phase of application?</i>	The amount and percentage of EU contribution are decided by the applicant and it must be within the limits defined in the Guidelines. EU requested contribution may not vary from the initial estimate by more than 20%. Lead applicants are free to adapt the requested EU contribution as a percentage of the total eligible costs within the minimum and maximum amounts and percentages provided in section 1.3. It is therefore in the applicants' interest to provide a realistic and cost-effective budget.
32	<i>Will the applicants receive higher scores if they have requested less EU contribution?</i>	No. The requested amount and the indicative percentage of EU contribution are not part of the evaluation grid criteria, so they will not affect the scoring. However, amounts and percentages limits are part of the eligibility criteria defined in the Guidelines.
33	<i>Could you please clarify what is PADOR and how is the registration process?</i>	PADOR means " <i>Potential Applicant Data Online Registration</i> " and it is an online data base in which any entity has to register in order to apply for grants from the European Union. As described in section 2.2 of the Guidelines, for the current phase of this call, registration in PADOR is obligatory for all applicants and optional (but strongly recommended) for co-applicants and affiliated entities. In principle the registration process can be made online, fulfilling all the data and documents required. However, if the applicant can demonstrate that the online registration was impossible, the paper version (PADOR off-line form) can be submitted by the submission deadline. For any clarification or difficulty regarding PADOR, entities should send their queries to the PADOR helpdesk at Europeaid-pador@ec.europa.eu .
34	<i>How does it work in practice the financial support to third parties (sub-granting)?</i>	Applicants may not propose financial support to third parties under this Call for Proposals.
35	<i>What is the first payment ratio from the budget?</i>	There will be an initial pre-financing payment of 100 % of the part of the estimated budget financed by the Contracting Authority for the first reporting period (excluding contingencies). The part of the budget financed by the Contracting Authority is calculated by applying the percentage set out in Article 3.2 of the Special Conditions. Please refer to Annex G: Standard Grant Contract (Special Conditions) which details the payment procedures, subject to the provisions in Annex II (General Conditions)
36	<i>What is the interim payment from the budget?</i>	Further pre-financing payments of 100 % of the part of the estimated budget financed by the Contracting Authority for the following reporting period (excluding not authorised contingencies) will be paid according to instruction set up in Annex G: Standard Grant

Nr	Question	Answer
		Contract (Special Conditions) which details the payment procedures, subject to the provisions in Annex II (General Conditions).
37	<i>Can we revise the budget in our full application in the second phase?</i>	Please see 2.2.1 of guidelines. The elements outlined in the concept note may not be modified in the full application form. The EU contribution may not vary from the initial estimate by more than 20%. Lead applicants are free to adapt the requested EU contribution as a percentage of the total eligible costs within the minimum and maximum amounts and percentages provided in section 1.3. It is therefore in the applicants' interest to provide a realistic and cost-effective budget.
38	<i>Are € 750.000 (for Lot 1) and € 560.000 (for Lot 2) maximum project budgets?</i>	No. These are the maximum contributions that could be requested from EU. The project budgets can be higher (but mind that the maximum EU contribution in % terms could not then become lower than 50%).
39	<i>Can the lead applicant replace a co-applicant or an affiliated entity?</i>	Please see 2.2.1 of guidelines. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one.