



THE MINISTRY OF FINANCE

The Directorate for Finance and Contracting of the EU Assistance Funds

Contracting Authority's Clarifications

Call for Proposals under „Cross-Border Cooperation Programme Montenegro-Albania 2014-2020“

Questions and answers from the Information Sessions held on 22nd (Podgorica, Montenegro), 25th (Shkoder, Albania), 26th (Lezhë, Albania) and 27th (Berane, Montenegro) July 2016

Following the information sessions held on 22nd, 25th, 26th and 27th July 2016, below are presented the answers to questions raised by the participants.

Also, the table contains the answers to questions received on the functional e-mail address cfpmne.al@mif.gov.me until 9th August 2016.

Q1	Are salaries of civil servants an eligible cost?
A1	<p>Please refer to the Section 2.1.5. of the Guidelines for Grant Applicants - <i>Eligibility of costs: costs that can be included</i>; Eligible direct cost:</p> <p>“Salary costs of the personnel of national administrations 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 were not undertaken.”</p> <p>Also refer to article 14.9. of the General Conditions, Annex II to the Guidelines for Applicants, which foresees following costs as non eligible:</p> <p>“Salary costs of the personnel of the national administrations, unless otherwise specified 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>
Q2	Is registration in PADOR required?
A2	<p>Please refer to the Section 2.2 of the Guidelines for Grant Applicants - <i>How to apply and the procedures to follow</i>, stating the following:</p> <p>“Information in PADOR will not be drawn upon in the present Call”.</p>
Q3	What will be the dynamics of payment after the signature of the contract?

A3	<p>Please refer to the Article 15.1. of the General Conditions – Payment and interest on late payment (Payment procedures), Annex II to the Guidelines for Applicants:</p> <p><u>“Option 2: Actions with an implementation period of more than 12 months and grant of more than EUR 100 000</u></p> <p>(i) 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;</p> <p>(ii) 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);</p> <ul style="list-style-type: none"> - the total sum of pre-financing payments may not exceed 90 % of the amount referred to in Article 3.2 of the Special Conditions, excluding not authorised contingencies; <p>(iii) the balance of the final amount of the grant.”</p>
Q4	Is a Kayak club eligible as an applicant?
A4	<p>As it is prescribed in the Section 2.2.4- <i>Further information about concept notes</i>, of the Guidelines for applicants: “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), or an action.”</p> <p>Please note that, to be eligible, an applicant has to fulfil all eligibility criteria as defined in the Section 2.1.1 of the Guidelines for Grant Applicants.</p>
Q5	Does an applicant have the obligation to fulfil all three specific objectives of the Call for Proposals and what types of activities are eligible under Thematic Priority 3?
A5	<p>Please refer to the Section 1.2. of the Guidelines for Grant Applicants – <i>Objectives of the Programme and priority issues</i>, stating that:</p> <p>„Note that actions have to fall under <u>not more than one</u> of the three thematic priorities”.</p> <p>For the list of actions eligible under Thematic Priority 3 of the Call for Proposals, please refer to the Section 2.1.4. of the Guidelines for Grant Applicants – <i>Eligible actions: actions for which an application may be made</i>.</p> <p>However, please note that the list of possible types of activities is indicative only and not exhaustive. Appropriate innovative activities that are not mentioned may also be considered for support.</p>
Q6	How detailed should be the budget submitted together with the Concept Note?

A6	<p>Please refer to the Section 2.2.1. of the Guidelines for Grant Applicants – <i>Concept Note Content</i>, stating that:</p> <p>“In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.”</p>
Q7	<p>Should the budget be submitted together with the Concept Note and to what extent may it differ in the Full Application?</p>
A7	<p>Please refer to the A6.</p> <p>In addition, please refer to the Section 2.2.1. of the Guidelines for Grant Applicants – <i>Concept Note Content</i>, stating that:</p> <p>“The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines in Section 1.3.”</p>
Q8	<p>Will any pre-financing of the action be provided by the Contracting Authority?</p>
A8	<p>Please refer to the A3.</p>
Q9	<p>What is “simplified” in the calculation based on the simplified cost option?</p>
A9	<p>Please refer to Annex K of the Application Package prescribing that:</p> <p>“Once simplified cost amounts (as specified in the Action Budget) have been assessed and approved by the CA such costs <u>will not be subject to an ex post verification of actual underlying cost data</u>. Hence, <u>Auditors will not be required to check supporting documents</u> to verify the actual costs incurred but they will verify the correct application of the method and formula for the calculation of the cost based on related inputs and relevant quantitative and qualitative information.”</p> <p>Also, as referred to in Article 14.4 of Annex II - General Conditions:</p> <p>“Costs declared under simplified cost options shall satisfy the eligibility criteria set out in Article 14.1 and 14.2. They do not need to be backed by accounting or supporting documents, save those necessary to demonstrate the fulfilment of the conditions for reimbursement established in Annex I and III.</p> <p>These costs may not include ineligible costs as referred to in Article 14.9 or costs already declared under another costs item or heading of the Budget of this Contract.</p> <p>The amounts or rates of unit costs, lump sums or flat-rates set out in Annex III may not be amended unilaterally and may not be challenged by ex post verifications.”</p> <p>Also, please note, that simplified costs cannot be a subject of reallocations as set out</p>

	in art. 9.4 of the Annex II - General Conditions.
Q10	Why may only non-profit organisations be considered as eligible, when the grant anyway cannot be used for making profit?
A10	The implementation of the Programme is overseen by a Joint Monitoring Committee (JMC) composed of representatives from Montenegro and Albania. The JMC is the body responsible for identifying the thematic priorities, as indicated in article 78.8 of the Framework Agreement. Accordingly, prior to the launch of the Call for Proposals the JMC adopted the decision on thematic priorities, specific objectives, target beneficiaries for the 1 st Call for Proposals and as well the amount available under this call.
Q11	Is Regional Business Centre eligible as an applicant?
A11	Please refer to the A4.
Q12	Is it possible for the Regional Business Centre to apply if it has been registered for less than one year?
A12	The Guidelines for Grant Applicants does not define criteria for how long an applicant must be established prior to the submission of application in order to be eligible.
Q13	How to fill in the field “co-applicant” on the page 2 of the Grant Application Form - “relation with the lead applicant”?
A13	In the abovementioned field co-applicants might indicate briefly the background for the creation of the partnership for the application. For example: previous cooperation in other projects, common vision and strategies, shared experience etc. Similar information but expressed in a more elaborated way should be produced under Section 4 in the Grant Application Form, when co-applicants have to indicate History of cooperation with the lead applicant.
Q14	Is it necessary to submit only one budget for the action or separate budgets for each actor should be submitted?
A14	The applicants whose applications are provisionally selected must submit one joint budget for the action together with the Full Application. In addition, please refer to the Section 2.1.4. of the Guidelines for Grant Applicants - <i>Eligible actions: actions for which an application may be made</i> , stating that: “The action must involve cross-border cooperation in order to be eligible, i.e. it shall foresee cooperation of the cross-border lead applicant and its co-applicants in the development and implementation of the action: - Joint development: applicants and co-applicants cooperate in designing the

	action, filling in a joint Grant Application Form and drawing up the respective budget. ”
Q15	Is there a budget category for the evaluation costs?
A15	Please refer to the Annex B – Budget for the Action, Budget Heading 5, number 5.4. – Evaluation costs.
Q16	When is the deadline for submission of Full Application?
A16	Please refer to the section 2.2.7 of the Guidelines for Grant Applicants - <i>Deadline for submission of full applications</i> : “The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected. ” Also, in the section 2.5.2 of the Guidelines for Grant Applicants, an indicative timetable is provided for all activities which shall be performed. However, bear in mind that the abovementioned indicative timetable may be updated by the Contracting Authority during the selection procedure.
Q17	Will only the lead applicant sign the contract with the Contracting Authority?
A17	Please refer to the Section 2.1.1. of the Guidelines for Grant Applicants – <i>Eligibility of applicants</i> , stating that: “If awarded the grant contract, the lead applicant will become the beneficiary identified as the Coordinator in Annex E3h1 (Special Conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinates the design and implementation of the action. The lead beneficiary shall assume responsibility for ensuring the financial implementation of the entire operation, monitor that the operation is implemented in accordance with the conditions set out in the contract and lay down the arrangements with other beneficiaries to guarantee the sound financial management of the funds allocated to the operation, including the arrangements for recovering amounts unduly paid.“

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Q18	Is it possible to apply an organization which will be at 13.09.2016- registered on little more than a year?
A18	Please refer to the A12.

Q19	How will be the payment of grants, how many phases and in what percentages?
A19	Please refer to the A3.
Q20	Is it one of the conditions for applying as a applicant or co-applicant, circulation of money in the bank account?
A20	<p>In the Section 2.1. <i>Eligibility Criteria</i>, of the Guidelines for Applicants, three (3) sets of eligibility criteria are prescribed-eligibility of actors, eligibility of actions and eligibility of costs. These three sets of criteria prescribe conditions for participation.</p> <p>Please refer to the Section 2.4. of the Guidelines for Grant Applicants – <i>Submission of supporting documents for provisionally selected applications</i>, stating that:</p> <p>“A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the lead applicant, (if any) of the co-applicant(s) and (if any) of their affiliated entity(ies):</p> <p>3. A copy of the lead applicant’s latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed). A copy of the latest account is neither required from (if any) the co-applicant(s) nor from (if any) affiliated entity(ies).”</p> <p>However, as set out in Section 2.3 Step 2 of the Guidelines for Applicants, the financial and operational capacity of the applicants and affiliated entities, if any, are evaluated during the Full Application Evaluation. The minimum scoring to be achieved is 12 points.</p>
Q21	Can we show the 15% participation, through the current earnings?
A21	Please refer to the A1.
Q22	Do you have a database of potential partners from Albania in your records? Where I can find this?
A22	<p>To ensure equal treatment of applicants, the Contracting Authority cannot provide such information.</p> <p>Please refer to the Section 1.1 of the Guidelines for Grant Applicants – <i>Background</i>, stating that:</p> <p>“The Joint Technical Secretariat is responsible for the day-to-day management of the programme including support and advice to all potential applicants in the Programme area. The JTS, including Antenna office, is the main contact point for the applicants to the Cross-border Cooperation Programme Montenegro-Albania.“</p> <p>Sanja Todorović Head of Joint Technical Secretariat</p>

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Q23	<p>We are interested to know whether it is possible to have regranting for social enterprises within the project (social enterprises operate in the form of NGOs registered for performing economic activities)? And is it possible that, after analyzing the needs of social enterprises, we provide them with necessary machines and materials for work? We wanted to check this with you, since the Guidelines states the following: "Applicants may not propose financial support to third parties" (p.13).</p>
A23	<p>According to the Section 2.1.4 of the Guidelines for Applicants - <i>Eligible actions: actions for which an application may be made</i>, applicants may not propose financial support to third parties, meaning that no sub-granting is allowed.</p> <p>For the list of eligible activities, please refer to the A4 and A5.</p>
Q24	<p>How we can come to the projects partners or whether it will open a web page of CBC Programme Montenegro – Albania and partner search section? How can you help us?</p>
A23	<p>Please refer to the A22.</p>
Q25	<p>I need to know if entities that has a national role but main premises outside the eligible area (e.g. the chamber of Commerce of Albania, located in Tirana but with a national level role) are eligible as partner into the Cross-Border Cooperation Programme Montenegro-Albania.</p>
A25	<p>According to section 2.1.1 Eligibility of Applicants (i.e. lead applicant and co-applicant(s)): “(Lead)- applicants must: - be established in Montenegro and/or Albania 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 ...”</p> <p>However, according to section 2.1.4 of the Guidelines for Applicants – Eligible actions/Location: „Actions must take place in the Programme area of one or both participating countries, Montenegro and Albania, but must provide clearly identified cross-border impacts and benefits.”</p> <p>Also, please refer to the A4 and A5.</p>