



EUROPEAN UNION

EUROPEAN UNION OFFICE IN KOSOVO

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Cross-Border Cooperation Programme Kosovo*- The Republic of North Macedonia under IPA II 2017 and 2018

EuropeAid/171111/DD/ACT/XK

Clarification Points and Clarifications during the Information Sessions

Clarification points

GENERAL REMARK: According to the provisions made in the Section 2.2.4 of the Guidelines for applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred. Therefore, all the clarifications provided below regard general aspects brought into discussion and they are applicable to more potential applicants, and not strictly applicable to a specific lead applicant, co-applicant, affiliated entity, action or activity.

Question 1:

I have a few questions regarding the Cross-border Cooperation Programme for Kosovo - North Macedonia (EuropeAid/171111/DD/ACT/XK):

a) Page 7 of the Guidelines for Applicants states the following:

"• At least 60% of eligible costs should be dedicated to investments (fixed assets, work and equipment including design and supervision);"

However, Page 34 of the Guidelines for Applicants states the following:

"b. Approved/certified detailed work design/technical documentation or otherwise a statement by the relevant national institution(s) confirming that the national legislation(s) do/does not require the design's approval for this type of works"

Do technical designs for construction work have to be ready during the application stage, or after contract award and before signing the contract, or can technical designs be an activity of the project?

Please keep in mind that environmental impact assessments in the case of wastewater treatment systems are part of the design process, and this should be part of project implementation. This is because municipalities usually do not have technical designs sitting ready for whenever a donor opens calls for proposals.

b) If technical designs can be an activity of the project, is it allowed to have any of the following modalities for one budget line?

(i) design and supervision (combined, but construction is a separate budget line);
(ii) design and construction (combined design and construction, but supervision is a separate budget line).

c) In the event of being awarded a grant contract, can existing employees of public institutions, such as municipal employees, be allowed to gain a salary as implementation staff of a project?

d) In the event of being awarded a grant contract, in the case of public institutions, can the hiring of external project implementation staff be done in any of the following ways:

- (i) hired as external consultants to the applicant/co-applicant? or,
- (ii) hired through an external company or NGO to act as external consultants, even though the external company or NGO are not co-applicants for the grant?

e) Under this EU funding, is it possible to procure any used items if they are in good functioning order? For example, a greater number of second-hand vehicles could be purchased for a project compared to new ones, and this could make a grant more cost-effective.

Answer 1:

- a) Technical designs for construction work have to be ready before grant contract award and before contract signature, as indicated in the Guidelines for grant applicants, Section 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS;
- b) Technical designs should be ready prior to the grant contract signature; therefore, cannot be activity of the action;
- c) Please see Section 2.1.5 Eligibility of costs – Eligibility of direct cost, where it reads: **‘Salary costs of the personnel of national, regional or local administrations, as well as those of other publicly owned or controlled institutions or enterprises, 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 or operation were not undertaken.** **These personnel shall not receive for the engagement in the project activities any other remuneration than their standard, regular salaries in their respective institutions’.**
- d) Please see Section 2.1.5 Eligibility of costs – Ineligible costs, where among the list of ineligible costs it reads as well:
 - (a) consultant fees between the beneficiaries for services or work carried out within the project;
 - (b) remuneration of any kind for staff of any of the beneficiaries being hired as external experts or freelance consultants;
- e) According to Annex II General Conditions, Article 14.2 – Eligible direct costs under point c) it reads: purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, provided that ownership is transferred at the end of the action when required in Article 7.5. Furthermore, Annex IV is applicable to all procurement of all supplies, works and services.

Question 2:

Regarding the Open Call for project proposals, Ref No: EuropeAid/171111/DD/ACT/XK, hereby I would like to ask the following questions:

- a) Is a partnership consisting only of Municipality from Kosovo and NGO from Macedonia considered eligible for this Call for proposals?
- b) Is MLS, acting as an Operating Structure from Macedonia going to cover the mandatory 15% co-financing by Macedonia beneficiaries, similar to the practice is in other CBC Programs?

Answer 2:

- a) Yes
- b) During the information sessions held on 9 March 2021, Minister of Local Self Government of Republic of North Macedonia, Mr Goran Milevski during his welcoming remarks made reference to the readiness of the ministry to continue with supporting the beneficiaries of North Macedonia with 15% of co-financing. However,

Contracting Authority of this call cannot confirm this and cannot take commitments for the Government of the Republic of North Macedonia. We advise you to communicate with the respective institutions of the Republic of North Macedonia.

Question 3:

Respected, we are two organizations that want to be co-applicants to a municipality, and are in the following situation (thus need your clarification):

Can 2 organizations established as separate local organizations (registered) in two different countries, that are part of a single global network of centers (CEED) and share the same name (CEED Macedonia and CEEED Kosovo, respectively) be partners i.e. co-applicants in the same consortium for this call? We do not see any obstacles for this (as we are registered separately, in 2 different countries, have different budgets and activities, etc.), however we are afraid that the evaluators may think we are the same organization because of our names and branding.

Answer 3:

As indicated under the GENERAL REMARK ‘**the contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred’.

The Contracting Authority is not in the position to reply to such question. Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s));

Question 4:

I have a request for information regarding the open call for CBC Kosovo-North Macedonia. In past calls, we know that a municipality had the right to apply only with one project proposal, as a leader or as a partner. In the current call does this rule apply, or can we have two collaborations, with one municipality as a leader and another as a partner?

Answer 4:

In line with Guidelines for grant applicants Section 2.1.4 Eligible actions - *Number of application and grants per applicants/affiliated entities* (page 16), it reads: ‘**NB. As a way of exception, local authorities (municipalities) can submit a maximum of 2 (two) applications, 1 (one) as lead applicant and another as co-applicant. This also means that Local authorities (municipalities) may be awarded a maximum of 2 (two) grants (one as a lead applicant and another as a co-applicant)**’.

Therefore, in line with the above it is only local authorities (municipalities) that can submit maximum 2 (two) applications.

Question 5:

I have a question about a CBC project. We have an association owned by two organizations, so I am interested in whether we have the right to apply with both the organization and the association on different projects?

Answer 5:

As indicated under the GENERAL REMARK ‘**the contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred’.

The Contracting Authority is not in the position to reply to such question. Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s));

Clarifications during the Information Sessions

Question 1:

Please correct me if I'm wrong - NGOs cannot be Lead Applicant? NGOs can assist applicants listed in section 2.1.1 (i.e Local authorities, National and regional centers for disaster management, national parks, formal education and trainings institute, central and local cultural institutions, public enterprises, etc.) ONLY as co-applicant?

Answer 1:

Yes, in accordance with Guidelines for grant applicants under Section 1.3 Financial allocation provided by the contracting authority more specifically under HIGH IMPORTANT INSTRUCTIONS it reads that 'NGOs can assist applicants listed in Section 2.1.1 (i.e. Local authorities, National and regional centres for disaster management, national parks, formal education and training institutions, Central and local cultural institutions, public enterprises, etc.) **ONLY as co-applicants**'.

Question 2:

According to the section under high important instruction it is not clear the calculation of the indirect costs. It is say that 30% of eligible costs may be dedicated to HR and indirect costs and 10% of eligible costs may be dedicated for workshops travel etc. including indirect costs. Should indirect costs be calculated as a percentage of total eligible direct costs or as a percentage of ONLY the two above mention eligible costs? What is the total percentage of indirect costs allowed?

Answer 2:

Please note that in accordance with Guidelines for grant applicants under Section 2.1.5 Eligibility of costs that can be included, more specifically under Eligible indirect costs it reads 'The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 2 % of the estimated total eligible direct costs'.

Under HIGH IMPORTANT INSTRUCTIONS it was explained that when preparing budget of the action you can apply the following two options:

- Maximum 30% of eligible costs may be dedicated to human resource and indirect costs;
- Maximum 10% of eligible cost may be dedicated for workshops and travel and other including the indirect costs.

Please note that the applicant is not obliged to budget costs for workshops, travel or indirect costs and this depends on the activities foreseen for the action. Additionally, please note that these costs are subject to maximum permitted thresholds.

According to these Guidelines for grant applicants the thresholds are:

- Human Resources and indirect costs – max 30% of eligible costs
- Indirect costs (potentially eligible for flat-rate funding) max 2% of eligible costs
- Workshops and travel and other and indirect cots - max 10% of eligible costs

Please refer to Guidelines section 1.3 Financial allocation provided by the contracting Authority under the High Important Instructions; and section 2.1.5 Eligibility costs; cost that can be included under ELIGIBLE INDIRECT COSTS;

Question 3:

Center for development for Skopje Planning region is registered as local government unit. Are we allowed to apply with two projects: one applicant as a project leader (lead applicant) and a second application as co-applicant of the project?

Answer 3:

For details on the number of applications you can submit under this call for proposals, please refer to the Guidelines for grant applicants under section 2.1.4 Eligible actions - *Number of application and grants per applicants/affiliated entities* (page 16).

Question 4:

Center for promotion of sustainable practices: As NGO are we eligible to apply as leading applicant?

Answer 4:

In accordance with Guidelines for grant applicants under Section 1.3 Financial allocation provided by the contracting authority more specifically under HIGH IMPORTANT INSTRUCTIONS it reads that 'NGOs can assist applicants listed in Section 2.1.1 (i.e. Local authorities, National and regional centres for disaster management, national parks, formal education and training institutions, Central and local cultural institutions, public enterprises, etc.) **ONLY as co-applicants**'.

Question 5:

Can Chamber of Commerce apply as a leading applicant?

Answer 5:

As indicated under the GENERAL REMARK '**the contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred'.

Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s));

Question 6:

May an NGO, or more specifically an association, be co-applicant? (It is not well explained in the call; can you give us more information? According to the call, are supported activities for installation of modular mini-facilities (INFO ATELIER WORKSHOP CENTER) for promotion, support and sustainability of tourism in the border region;

Answer 6:

In accordance with Guidelines for grant applicants under Section 1.3 Financial allocation provided by the contracting authority more specifically under HIGH IMPORTANT INSTRUCTIONS it reads that 'NGOs can assist applicants listed in Section 2.1.1 (i.e. Local authorities, National and regional centres for disaster management, national parks, formal education and training institutions, Central and local cultural institutions, public enterprises, etc.) **ONLY as co-applicants**'.

Regarding the activities please note that as indicated under the GENERAL REMARK '**the contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred'.

Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s));

Question 7:

Is it mandatory to have same activities in both countries?

Answer 7:

As indicated under the GENERAL REMARK ‘**the contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred’.

In addition to this and in line with Guidelines for grant applicants, please note that following the joint development of an operation by at least two cross-border partners, **full cross-border cooperation would mean the joint implementation and financing of activities by the partners resulting in the intensification of neighborly relations, sustainable partnerships for socio-economic development and/or the removal of obstacles to this development.**

Please refer to Guidelines under section 2.1.4 Eligible actions/ actions for which application may be made and under Types of the activities (indicative);

Question 8:

Are only local authorities (municipalities) part of the exceptions for submitting a maximum of 2 two applications, 1 (one) as a lead applicant and another as co-applicant? Can other forms of eligible lead applicants such as national and regional centers for disaster management or museums submit more than one application as lead partner and co-applicant?

Answer 8:

In line with Guidelines for grant applicants Section 2.1.4 Eligible actions - *Number of application and grants per applicants/affiliated entities* (page 16), it reads: ‘**NB. As a way of exception, local authorities (municipalities) can submit a maximum of 2 (two) applications, 1 (one) as lead applicant and another as co-applicant. This also means that Local authorities (municipalities) may be awarded a maximum of 2 (two) grants (one as a lead applicant and another as a co-applicant)**’.

Therefore, in line with the above it is only local authorities (municipalities) that can submit maximum 2 (two) applications.

Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s));

Question 9:

If an NGO organization was already lead applicant in the call Cross Border Cooperation Kosovo-former Yugoslav Republic of Macedonia under IPA II 2014 and 2015 allocation reference EuropeAID/156446/ACT/XK is it possible to apply on this call in general (as lead applicant or co-applicant). The project that was implemented is in the finishing phase.

Answer 9:

There is no restriction introduced in the Guidelines for grant applicants regarding the recipients of the grants in the past call for proposals.

Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s));

Question 10:

Has the project taken into consideration the fact that in Kosovo we will have local elections in autumn, and the risk that signed partnership agreement or might be jeopardized by the eventual change of the majors;

Answer 10:

The ongoing 4th Call for Proposals is part of the IPA II Cross Border Programme Kosovo-North Macedonia 2014-2020.

The Contracting Authority expects that there will be business continuity in the civil service of the municipalities, regardless of possible changes in the political leadership'

Question 11:

If the lead applicant is a municipality from North Macedonia, does it require the co-applicant to be municipality from Kosovo?

Answer 11:

If lead applicant is municipality from North Macedonia, co-applicant can be any other eligible applicant from Kosovo.

Please refer Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s)); particularly, to the call rule "If the lead applicant is established in Kosovo, at least one co-applicant must be established in North Macedonia, and vice versa'

Question 12:

Does any restriction apply when it comes to contracting foreign experts? I.e maximum number of experts or their nationality?

Answer 12:

Contracting experts for the action should be done in accordance with Annex IV - Procurement by grant beneficiaries in the context of European Union external actions.

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines).

In these Guidelines for grant applicants there is no reference to the maximum number of experts nor their nationality.

Please refer to Guidelines section 2.1.5 Eligibility of costs: costs that can be included;

Question 13:

Can the "Conservation Center for protection of cultural heritage" that are government institutions be a lead applicant?

Answer 13:

As indicated under the GENERAL REMARK 'the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred'.

Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s));

Question 14:

Can one expert be member in more than one projects applied?

Answer 14:

Contracting experts for the action should be done in accordance with Annex IV - Procurement by grant beneficiaries in the context of European Union external actions.

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines).

Please refer to Guidelines section 2.1.5 Eligibility of costs: costs that can be included;

Question 15:

Can a local authority that is not a municipality and that does not fall under the other categories specified below be a lead applicant?

Answer 15:

As indicated under the GENERAL REMARK ‘**the contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred’.

Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant(s));

Question 16:

Can a non-profit making organization for sustainable tourism development (NGO) be a lead applicant under this call?

Answer 16:

As indicated under the GENERAL REMARK ‘**the contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred’.

In addition to and in accordance with Guidelines for grant applicants under Section 1.3 Financial allocation provided by the contracting authority more specifically under HIGH IMPORTANT INSTRUCTIONS it reads that ‘NGOs can assist applicants listed in Section 2.1.1 (i.e. Local authorities, National and regional centres for disaster management, national parks, formal education and training institutions, Central and local cultural institutions, public enterprises, etc.) **ONLY as co-applicants**’.

Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant(s));

Question 17:

Is it possible for one municipality as lead applicant and 2 NGO's as co-applicant to apply or is obligatory to be 2 Municipalities one from Kosovo and one from N. Macedonia?

Answer 17:

As indicated in the Guidelines for grant applicants under section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant(s)), lead applicant should be any from the indicated in this list.

In addition to this under the same section it further reads:

The applicant must act with at least one co-applicant as specified hereafter.

If the lead applicant is established in Kosovo, at least one co-applicant must be established in North Macedonia, and vice versa.

The maximum number of co-applicants that could be involved in the action is three (3).

Therefore, based on the above if a local authority (municipality) is lead applicant there can be NGO(s) from the other CBC country as co-applicant. It is not necessary to have two local authorities (municipalities), one from each country respectively.

Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s));

Question 18:

I'd like to raise a question related to the actions under this call that include execution of works/infrastructure investments: is an approved/certified detailed work design/technical documentation A MUST document during the full application submission, both for the lead and co-applicant? This refers especially in case if statement by the relevant national institution(s) confirming that the national legislation(s) do/does not require the design's approval for this type of works is NOT available or does not replace the approved detailed technical design.

Answer 18:

Please note that in Section 2.2.5 Full application of Guidelines for grant applicants, reads:

When the application includes the undertaking of works, following supporting documents that MUST be submitted with the full application:

- a. Proof of ownership or long term lease (at least for 10 years after the signature of the contract) of the land/assets where the works are to be executed;
- b. A positive decision on environmental impact assessment or otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities

This requirement is obligatory for both, lead applicant and co-applicant(s) if application includes undertaking of works.

In addition to the above, for Applicants whose application has been provisionally selected or placed on the reserve list and in line with section 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS, among other listed documents, when an operation contains the execution of works, the following supporting documents shall be submitted before the contract signature:

- a. All necessary legal authorisations (e.g.: location and construction permits). If a construction permit cannot be issued unless the funding for investment is approved, an official document confirming the engagement of the applicant/co-applicant that the construction permit will be ensured at the contract signature at the latest, must be provided instead.
- b. Approved/certified detailed work design/technical documentation or otherwise a statement by the relevant national institution(s) confirming that the national legislation(s) do/does not require the design's approval for this type of works;
- c. A completed bill of quantities prepared not earlier than 2 years prior to the deadline for submission of full applications – calculated in euro;

Please refer to Guidelines section 2.2.5 Full application and section 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Question 19:

Must municipalities be as leads and is it obligatory to have municipalities from both sides? or they could be state /local /public institutions?

Answer 19:

As indicated in the Guidelines for grant applicants under section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s)), lead applicant should be any from the indicated in this list.

In addition to this under the same section it further reads:

The applicant must act with at least one co-applicant as specified hereafter.

If the lead applicant is established in Kosovo, at least one co-applicant must be established in North Macedonia, and vice versa.

The maximum number of co-applicants that could be involved in the action is three (3).

Therefore, based on the above if a local authority (municipality) is lead applicant there can be NGO(s) from the other CBC country as co-applicant. It is not necessary to have two local authorities (municipalities), one from each country respectively.

Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s));

Question 20:

Can you please tell me if the final technical designs of any construction works have to be submitted during the application process, or can the technical design process be part of the project implementation itself? Often municipalities do not have technical designs ready for such calls for proposals, or they cannot complete the technical designs in time for deadline of submissions?

Answer 20:

Please note that in Section 2.2.5 Full application of Guidelines for grant applicants, reads:

When the application includes the undertaking of works, following supporting documents that MUST be submitted with the full application:

- c. Proof of ownership or long term lease (at least for 10 years after the signature of the contract) of the land/assets where the works are to be executed;
- d. A positive decision on environmental impact assessment or otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities

This requirement is obligatory for both, lead applicant and co-applicant(s) if application includes undertaking of works.

In addition to the above, for Applicants whose application has been provisionally selected or placed on the reserve list and in line with section 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS, among other listed documents, when an operation contains the execution of works, the following supporting documents shall be submitted before the contract signature:

- d. All necessary legal authorisations (e.g.: location and construction permits). If a construction permit cannot be issued unless the funding for investment is approved, an official document confirming the engagement of the applicant/co-applicant that the construction permit will be ensured at the contract signature at the latest, must be provided instead.
- e. Approved/certified detailed work design/technical documentation or otherwise a statement by the relevant national institution(s) confirming that the national legislation(s) do/does not require the design's approval for this type of works;

f. A completed bill of quantities prepared not earlier than 2 years prior to the deadline for submission of full applications – calculated in euro;

Please refer to Guidelines section 2.2.5 Full application and section 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS.

Question 21:

What is considered under "indirect" costs? Can you give some examples?

Answer 21:

In line with the Guidelines for grant applicants, Section 2.1.5 Eligibility of costs – Eligible indirect costs, it reads:

'The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 2 % of the estimated total eligible direct costs.'

Indirect costs may not include any eligible direct costs included in other headings of the budget. They mainly represent a small proportion of the beneficiary's overheads. Overheads are all the structural and support costs of an administrative, technical and logistical nature that are cross cutting for the operation of the beneficiary body's various activities and cannot therefore be booked in full to the action for which the contract is awarded because this action is only one part of the beneficiary's activities.

Example: costs connected with infrastructure and the general operation of the beneficiary at headquarter level and costs such as administrative and financial management, training, legal advice, documentation, IT, maintenance of buildings, water, gas, electricity, insurance, office supplies, communications, human resources, accounting fees, depreciation, telephone bills, travel and other utilities costs, etc.

Indirect eligible costs relate to the functioning and general activities of the beneficiary: they cannot be attributed entirely to the action, but are still partially generated by it.

Please refer to Guidelines section 2.1.5 Eligibility of costs.

Question 22:

Are actions for mitigation or adaptation to climate change more favorable?

Answer 22:

As indicated under the GENERAL REMARK '**the contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred'.

The two thematic priorities for this call for proposals are:

Thematic Priority 2: Encouraging tourism and cultural and natural heritage and

Thematic Priority 3: Protecting the environment, promoting climate change adaptation and mitigation, risk prevention and management

Question 23:

What is the total number of legal entities that can be involved in an eligible partnership? Section Co-applicant's states that the max number of co-applicants is 3. Is this implying that the final number of applicants (one lead+3 co-applicants) is 4?

Answer 23:

The maximum number of co-applicants that could be involved in the action is three (3)

(one (1) Lead applicant +3 (three) co-applicants).

Question 24:

If an Environmental Impact Assessment decision is needed for the full application, then actually the full technical designs must be ready at the deadline of the full application? Usually Environmental Impact Assessments are part of the technical design process?

Answer 24:

Please note that in Section 2.2.5 Full application of Guidelines for grant applicants, reads:

When the application includes the undertaking of works, following supporting documents that MUST be submitted with the full application:

- e. Proof of ownership or long term lease (at least for 10 years after the signature of the contract) of the land/assets where the works are to be executed;
- f. A positive decision on environmental impact assessment or otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities

This requirement is obligatory for both, lead applicant and co-applicant(s) if application includes undertaking of works.

In addition to the above, for Applicants whose application has been provisionally selected or placed on the reserve list and in line with section 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS, among other listed documents, when an operation contains the execution of works, the following supporting documents shall be submitted before the contract signature:

- g. All necessary legal authorisations (e.g.: location and construction permits). If a construction permit cannot be issued unless the funding for investment is approved, an official document confirming the engagement of the applicant/co-applicant that the construction permit will be ensured at the contract signature at the latest, must be provided instead.
- h. Approved/certified detailed work design/technical documentation or otherwise a statement by the relevant national institution(s) confirming that the national legislation(s) do/does not require the design's approval for this type of works;
- i. A completed bill of quantities prepared not earlier than 2 years prior to the deadline for submission of full applications – calculated in euro;

Please refer to Guidelines section 2.2.5 Full application and section 2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS.

Question 25:

Can the same partner municipalities from both sides apply for both thematic areas: i.e. one as lead applicant and one as co-applicant and vice versa?

Answer 25:

Please refer to the Number of applications and grants per applicants / affiliated entities page 16 of the guidelines.

There is no contradiction for application on either of both thematic priorities for local authorities (municipalities).

Question 26:

Can academic institutions also apply?

Answer 26:

As indicated under the GENERAL REMARK ‘**the contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred’.

Please refer to the Guidelines section 2.1.1 Eligibility of applicants (i.e. lead applicant and co-applicant (s));

Question 27:

Regarding lease, can a family member sign the contract for min 10 year, as the owner is not alive?

Answer 27:

Please note that in Section 2.2.5 Full application of Guidelines for grant applicants, reads:

When the application includes the undertaking of works, following supporting documents that MUST be submitted with the full application:

- a. Proof of ownership or long term lease (at least for 10 years after the signature of the contract) of the land/assets where the works are to be executed;
- b. A positive decision on environmental impact assessment or otherwise a statement from the relevant public authority(ies) that the latter assessment(s) are/is not needed for the specific project activities

In any case long term lease should be a notarized document.

Question 28:

How much time we will have for preparation of the application?

Answer 28:

Please note that this call for proposals is a restricted call. The deadline for submission of Concept Notes is **13 Apr 2021 at 12:00hrs**.

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, and in any case this period will be at least 45 days from the date the letter will appear online automatically in the PROSPECT profile of the lead applicant.

Question 29:

Can the lead applicant be a youth NGO registered in Kosovo with two partners/co-applicants, one local municipality in Kosovo, and one NGO in North Macedonia?

If you have other EU-funded projects as an NGO in the implementation process does this impact the opportunity to apply for this call?

Answer 29:

As indicated under the GENERAL REMARK ‘**the contracting authority cannot give a prior opinion** on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities proposed under the grant scheme referred’.

In accordance with Guidelines for grant applicants under Section 1.3 Financial allocation provided by the contracting authority more specifically under HIGH IMPORTANT INSTRUCTIONS it reads that 'NGOs can assist applicants listed in Section 2.1.1 (i.e. Local authorities, National and regional centres for disaster management, national parks, formal education and training institutions, Central and local cultural institutions, public enterprises, etc.) **ONLY as co-applicants.**

There is no restriction introduced in the Guidelines for grant applicants regarding the recipients of the grants in the past call for proposals.
