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EUROPEAN UNION OFFICE IN KOSOVO

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Support to civil society, media and human rights actors in Kosovo 2021

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Clarifications during the information session

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 potentially applicable to more potential applicants, and not strictly applicable to a specific lead applicant, co-applicant, affiliated entity, action or activity.

Clarifications during the Information Session

<p><u>Question 1:</u></p> <p>Does organisations need to submit audited financial statements?</p>	<p><u>Answer 1:</u></p> <p>Please refer to the section 2.2.5 of Guidelines for grant applicants where audit reports are required for action grants exceeding EUR 750 000 as follows:</p> <p><i>“1. For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last three available financial years.</i></p> <p><i>In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last three available financial years. [...]”</i></p>
<p><u>Question 2:</u></p> <p>Is there a need for certificates to be translated</p>	<p><u>Answer 2:</u></p> <p>According to the section 2.2.5 of Guidelines for</p>

<p>in English? If yes, do we have to verify those translations by court or verified translators?</p>	<p>grant applicants <i>“Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.</i></p> <p><i>Where such documents are not in one of the official languages of the European Union, <u>a translation into the English language of the relevant parts of these documents</u> proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.</i></p> <p><i>Where these documents are in an official language of the European Union other than English language, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into the English language.”</i></p> <p>There is no such requirement that translations are done by court translators or verified translators.</p>
<p><u>Question 3:</u></p> <p>Considering that the majority of media in Kosovo are registered as businesses, how can media outlets be involved? Can we include them as FSTPs?</p>	<p><u>Answer 3:</u></p> <p>Applicants must satisfy eligibility criteria as outlined in Guidelines for grant applicants, <i>Section 2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)).</i></p> <p>However, regarding <u>the financial support to third parties</u>, the lead applicant should define mandatorily in Section 2.1.1 of the grant application form:</p> <ul style="list-style-type: none"> (i) the overall objectives, the specific objective(s) and the outputs (i.e. the results) to be achieved with the financial support (ii) the different types of activities eligible for financial support, on the basis of a fixed list (iii) <u>the types of persons or categories of persons which may receive financial support</u> (iv) the criteria for selecting these entities and giving the financial support (v) the criteria for determining the exact amount of financial support for each third entity, and (vi) the maximum amount which may be given.

<p><u>Question 4:</u></p> <p>Is it necessary for the lead applicant to be an organization with experience in terms of project management, since the organization I represent is more experienced in the field of media and fact-checking?</p>	<p><u>Answer 4:</u></p> <p>Experience of applicants in project management is very important element as it's assessed during the full application evaluation under financial and operational capacity (section 1.1 of the evaluation grid).</p>
<p><u>Question 5:</u></p> <p>Any criteria on annual turnover of the lead applicant?</p>	<p><u>Answer 5:</u></p> <p>There is no specific criteria regarding the annual turnover of lead applicant. However, please note that for action grants not exceeding EUR 750 000 and for operating grants below EUR 100 000, a copy of the lead applicant's profit and loss account and the balance sheet for up to the last three financial years for which the accounts were closed should be uploaded in PADOR.</p> <p>The above financial data is taken into account during the full application evaluation under financial and operational capacity (section 1.4 of evaluation grid), when it's checked if lead applicant have stable and sufficient sources of finance.</p>
<p><u>Question 6:</u></p> <p>Does the organisation need to submit audited financial statements?</p>	<p><u>Answer 6:</u></p> <p>Please see Answer 1 above.</p>