

KEP Call for Proposals 2021

Q&A

Q1: How many applications can be submitted by an applicant?

A1: At point 3.1 *Application Package* of the Call we have specified the following: *“Under this Call for Proposals, applicants can submit one project proposal only”*.

However, this does not prevent an applicant to submit a proposal and at the same time be part of the partnership of another proposal submitted by another applicant.

Q2: The CEI grant ceiling amounts to 40,000 EUR (max 50% of the total project costs). Does it mean that if a project total costs amounts to 80,000 EUR, an Applicant can request a CEI contribution of 40,000 EUR and the other 40,000 have to be provided with in-kind contributions?

A2: At point 2.2.6 *Eligibility of project costs, CEI grant ceiling and percentage of total cost of project* of the Call we have specified the following: *“Any grant awarded under this Call for Proposals shall not exceed fifty per cent (50%) of the total cost of a given project, and the maximum grant amount allocated to a single project cannot exceed forty thousand euro (40,000 EUR). The balance must be financed from the project partners’ own resources or from other sources, including in-kind contributions.”*

If an Applicant requests the maximum grant amount (i.e. 40,000 EUR) the project should be co-financed with additional 40,000 EUR provided by the project partnership (cash or in-kind contributions) or resources from other donors (if applicable). We do not provide any indication with regard to how the balance is provided by the project partnership (co-financing scheme).

Q3: In the Call no reference is made to the “signature of the proposal” by the Project Partners.

A3: At point 3.2 *Submission* of the Call we have specified the following related to the Applicant signature: *“Annex with signature of the applicant’s legal representative/authorised legal representative”*. Thus, only the Applicant must sign the proposal by using ANNEX 3 template.

Q4: We did not understand whether a know-how beneficiary should find the know-how provider(s) or will they be assigned by the CEI?

A4: At point 7. *Contact and Support* we have specified the following: *“In the interest of equal treatment for applicants, the CEI does not provide any support and/or assistance for the creation of the project partnership.”*

Q5: Are the costs related to equipment eligible? Do you provide any indication with regard to the percentage of the administrative costs?

A5: At point 2.2.6 *Eligibility of project costs, CEI grant ceiling and percentage of total cost of project* of the Call we have specified the following: *“In principle, the CEI grant can be requested for any type of costs linked to the project implementation.”* We do not provide any indication related to the percentage of administrative costs and related shares for each project partner (if applicable).

Q6: How to report about in-kind contributions? Which will be the reporting documents for the project expenses in general?

A6: The applicant should report on in-kind contributions according to the type of costs:

- With regard to personnel expenditures, the grantee will submit the following documentation: curricula of professional personnel involved in the project, copies of payslips (or the work Terms of Reference and proof of payment made in case of external consultants), detailed working time sheets.
- With regard to any other in-kind contributions the grantee will provide accounting documents having a probative value equivalent to an invoice.

At the end of the project implementation, the grantee will provide a Financial Report including:

- Justification of expenses for the entire project budget, including items covered by the CEI grant.
- Invoices or equivalent proof of payments made, these documents shall be submitted in original or authenticated copies in English or accompanied by an appropriate translation into English.

Q7: Are private companies eligible to participate and apply to the KEP Call?

A7: At point 2.2.2 *Eligible applicants*, 2.2.3 *Eligible know-how providers*, 2.2.4 *Eligible know-how beneficiaries* we have specified that are eligible “*all public and private sector bodies (not individuals), international and non-governmental organisations operating in the public interest, e.g. national, regional and local authorities, education/research institutions, and environmental organisations.*”