

## KEP Call for Proposals 2022

### Q&A

Updated as of 9 June 2022

**Q1:** Can a non-governmental organization be eligible as know-how beneficiary (or be part of a consortium of project beneficiaries)?

**A1:** Yes, it can, provided it is registered in a non-EU CEI member state.

**Q2:** Is it possible to have more than one know-how beneficiary from one country?

**A2:** Yes, it is possible, provided they are registered in a non-EU CEI member state.

**Q3:** Are the costs for the organisation of a project kick-off meeting eligible?

**A3:** Yes, they are, provided it takes place after the signature of the project grant agreement.

**Q4:** Are several know-how beneficiaries from different non-EU countries eligible as project partners?

**A4:** Yes, they are, provided they are registered in non-EU CEI countries.

**Q5:** How should we calculate the use of private cars?

**A5:** No indication is provided.

**Q6:** Where project activities should take place?

**A6:** All project activities shall take place in the CEI region and the CEI shall approve any exceptions to this rule.

**Q7:** Can an NGO registered in a non-EU CEI member state and operating in the public interest be an eligible applicant and at the same time the beneficiary of a project?

**A7:** Yes, it can

**Q8:** In case of an NGO registered in a non-EU member state is the project beneficiary, would it be an advantage if the application is submitted by the beneficiary instead of being submitted by an NGO registered in an EU CEI member state and acting as know-how provider?

**A8:** In the interest of equal treatment for applicants, we do not provide any indication that might result in an advantage for a given applicant. At the same time please note that as stated in the Call, "The applicant shall demonstrate and give evidence of experience in project management. The applicant is expected to be directly responsible for the management and implementation of the project for its entire duration.

Preference will be given to projects displaying the ability of applicants to integrate or align project proposals into wider frameworks of related interventions”.

**Q9:** Is there any kind of agreement the project partners need to sign among/between themselves?

**A9:** No, there is not. The applicant is free to decide to do so independently in order to regulate its cooperation with other project partners.

**Q10:** Who should sign the Grant Agreement with the CEI?

**A10:** Only applicants will be requested to sign a Grant Agreement on the terms of project implementation and management of the CEI grant.

**Q11:** Is it possible to submit two project proposals?

**A11:** Under this Call for Proposals, applicants can submit one project proposal only.

**Q12:** How are the expenses going to be justified?

**A12:** Expenses should be justified with invoices or equivalent proof of payments. These documents shall be submitted in original or authenticated copies in English or accompanied by an appropriate translation into English. 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 accommodation and travel expenses, the grantee shall provide individual invoices or equivalent proof of payments made (hotel bills and travel air tickets shall contain names of guests/ passengers). With regard to in-kind contributions (with the exception of the personnel costs which must be justified as previously outlined), the grantee will provide accounting documents having a probative value equivalent to an invoice.

**Q13:** Are there any other annexes or forms that need to be filled?

**A13:** No annexes are required in addition to the ones listed in the Call for Proposals (Annex 1, 2, 3).

**Q14:** Should the budget be equally divided between the partners?

**A14:** The budget as well as the co-financing scheme should be agreed by project partners.

**Q15:** Is there any limit between the cash contribution and the in-kind contribution- i.e. 50% needs to be allocated in cash and 50% in in-kind?

**A15:** No indication is provided regarding the project co-financing between cash and in-kind contributions.

**Q16:** Please clarify whether an NGO or other partner, can be an applicant or co-applicant in two project proposals.

**A16:** Under this Call, co-applicants are not envisaged while NGOs are eligible as project applicant, know-how provider partners, know-how beneficiary partners.

**Q17:** Are costs related to taxes eligible as project costs?

**A17:** Yes, they are.

**Q18:** How does project accountability exactly work? Should it be reported per item or per invoice?

**A18:** Please see A12. Cost should be reported per invoice with indication of item covered.

**Q19:** When will the co-financed funds be disbursed? Will the co-financed grant be paid in advance, or will it be settled in the balance?

**A19:** Up to 50% of the approved CEI grant might be requested after the signature of the grant agreement and the balance after the submission of the project final implementation and financial report.

**Q20:** How the co-financed but unspent funds will be managed? Are they allowed to flow into other expenditure items, or they will be lost?

**A20:** If after the approval of the CEI contribution any changes occur regarding the dates, venue, title, scope of activities, participation, budget, personnel involved in the project, or any other project aspects described in the Application Form, the grantee will promptly inform the CEI and obtain its written approval before implementing any modifications.

**Q21:** Are we allowed to express the unit of the personnel costs in months and not days?

**A21:** Days are preferred in order to describe how you make calculations.

**Q22:** Do the other project partners (both know-how provider and know-how beneficiary) need to sign Annex 3 other than the applicant?

**A22:** Only applicants must sign Annex 3.

**Q23:** In the application form, do we need to indicate previous cooperation experiences of all partners (both know-how provider and know-how beneficiary) which are involved in the project?

**A23:** Yes, if applicable. We intend cooperation among and between project partners, not cooperation in general.

**Q24:** Can two different legal entities having the same founder be eligible in a bilateral project?

**Q24:** Yes, they are eligible provided one is registered in a CEI EU member state and one is registered in a non-EU CEI member state.

**Q25:** Can the Annex 3 be signed digitally or is it necessary it be signed by hand?

**A25:** Annex 3 might be signed digitally.

**Q26:** Which is the minimum and maximum number of project partners?

**A26:** The minimum number of project partners is two: one know-how provider registered in a CEI EU member state, and one know-how beneficiary registered in a CEI non-EU member state. There is no limit to the number of partners.

**Q27:** In case of a bilateral project with beneficiary institutions based in one non-EU member state, can we involve to project event/activities participants from other CEI countries that are members?

**A27:** Under this Call project beneficiaries might be only public/private entities and not to individuals. Therefore, if with "participants" you intend representatives of public/private entities that are formally listed as project partners the answer is yes, they can participate.

**Q28:** How general costs like overheads should be documented?

**A28:** Under this Call it is possible to account for general costs without producing an invoice, simply providing a statement. There is no reference to a fixed percentage, usually up to 5% of the total project cost is eligible, considering that cost related to administration are also eligible in a separate budget item.