

## KEP Call for Proposals 2023

### Q&A

Updated as of 14 July 2023

**Q1:** Wich are the modalities for transferring the CEI grant? Is the any advance payment? Is there any financial reporting guide as well as technical reporting document?

**A1:** The GRANTOR's contribution to the implementation of the project will be paid as follows:

The GRANTEE is entitled to an Advance Payment of up to fifty (50) per cent of the approved grant contribution. The Advance Payment will be paid to the GRANTEE within thirty (30) days upon receipt of the request for Advance Payment. The GRANTEE can submit to the GRANTOR the request for Advance Payment only after all the following conditions have been satisfactorily met:

- i. The Grant Agreement is signed by both the parties (GRANTEE and GRANTOR).
- ii. The GRANTOR has approved, by written communication, the following documentation in English submitted by the GRANTEE: the detailed working schedule of the project's activities, and the Curricula of professional personnel involved in the project. The documentation must be submitted by the GRANTEE within thirty (30) days the Grant Agreement is signed by both the parties. The GRANTOR must approve the documentation within fourteen (14) days upon reception.

After completion of project implementation, submission and approval of a Final Implementation and Financial Report, the GRANTEE is entitled to a Final Payment in the amount that constitutes the difference between the amount of the eligible expenses and the amount already disbursed to the GRANTEE as Advance Payment.

The GRANTEE undertakes the duty to provide the GRANTOR with Progress Implementation Report(s). A Progress Implementation Report has to outline the project activities undertaken. A Progress Implementation Report must cover all project activities that have been implemented or are being implemented at the time of the drafting of the Report. Regardless of the duration of the implementation period of the project, any project lasting less than a year requires the mandatory submission of one progress report. The report should be submitted at the midpoint of the implementation period. In case of projects lasting more than twelve months, Progress Reports must be submitted every six months.

Final Implementation and Financial Report will provide the following information:

- a) Summary report on implemented activities and results achieved, including information on any difficulties occurred during the implementation of the project as well as on planned follow-up activities. The GRANTEE shall include in the Report (in Microsoft Excel format) the lists of participants, experts, consultants, and all other stakeholders, who took part in the project's implementation, including their contact details (email addresses and telephone numbers), capacity in which they participated in project activities, and qualifications.
- b) Copies of all materials produced during the implementation of the project (e.g. programmes, analyses, reports, reviews, press releases, presentations, and others).
- c) Assessment of the achieved results by the know-how beneficiary partners (i.e. usefulness and effectiveness of the project, ownership, collaboration with the GRANTEE, required follow-up actions, and others).

- d) Information on the project's publicity and CEI visibility, including information on prepared press releases, articles, websites, mailing campaigns, and others; and the use of the CEI logo and references to the CEI's role in the project.
- e) Whenever appropriate, photographic material for possible publications.
- f) Justification of expenses for the entire project budget, including items paid by the CEI grant.
- g) Invoices or equivalent proof of payments. These documents shall be submitted to the GRANTEE in original or authenticated copies in English or accompanied by an appropriate translation into English.
- h) With regard to personnel expenditures, the GRANTEE will submit the following documentation:
  - i. Curricula of professional personnel involved in the project.
  - ii. Copies of payslips (or the work Terms of Reference and proof of payment made in case of external consultants).
  - iii. The detailed working time sheets.
- i) 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).
- j) With regard to in-kind contributions (with the exception of the personnel costs which must be justified as outlined in article 4.2 h of this Agreement), the GRANTEE will provide accounting documents having a probative value equivalent to an invoice.

At any time during project implementation, upon request of the GRANTOR, the GRANTEE will provide information on the status of the execution of the project, implemented activities, encountered difficulties, work schedule, as well as all other project aspects. The GRANTOR reserves the right to appoint its staff members or an external consultant to monitor the implementation of the project, and the GRANTEE undertakes to invite representatives of the GRANTOR to all project activities and public events organised within the project with a notice at least fourteen (14) days before.

**Q2:** How can we quantify (in Euro), the in-kind co-financing such as human resources, infrastructure support, office supplies support, or equipment support?

**A2:** Personnel costs

Estimated costs related to in-kind contributions concerning personnel involved in the project implies a calculation of the time that a person will likely spend on the project itself. An hourly or day rate must be calculated for each employee or expert, then multiplied by the number of hours or days he/she is supposed to work (personnel costs = hourly or day rate x project hours or days). Personnel costs calculations must take into consideration related gross costs (i.e. salary, ancillary wage costs and other mandatory salary components). Please note that this level of details (including personnel timesheets as well as pay slips) is mandatory only in project financial reporting of project selected for co-financing.

Other in-kind co-financing

Estimated non-cash, other than monetary contribution or input which can be given a cash value should be recognized at fair market value. The fair market value is the price an entity would be

expected to pay the same service or good. It is fundamental that the basis of measurement be determined in advance.

**Q3:** The Call documentation indicates that project partners can be all public and private sector bodies. Does this also include civil society organizations (non-governmental organizations)?

Can project start on January 1st, 2024, or later? Is there a cutoff date for the start of the implementation?

Do you allow for the 50% project co-financing to be covered in its entirety from other donors' funds (i.e. salaries, rent, utilities, etc.)?

Can the costs that our know-how partner will incur be covered from the CEI co-financing part?

**A3:** Civil society organizations (non-governmental organisations) are eligible as know-how partners.

Project implementation can start on January 1st, 2024, or later. There is not cutoff date for the start of the implementation.

The project co-financing share can be covered in many ways (other donors, project partners, in-kind contributions including personnel costs etc.)

It is up to the applicant to propose which budget lines be covered by the requested CEI grant.

**Q4:** Which is the maximum number of project team members (in total, and to partners) and an age limit for researchers, or any conditions for them?

**A4:** Please note that there is no limit to the number of project partners involved in the project implementation and there is no maximum number and condition applied to the personnel/experts involved in addition to the eligibility criteria outlined in chapter 2.2.2; 2.2.3 and 2.24 of the Call.

**Q5:** Is a sole-trader one-person business, not a limited company eligible as know-how provider?

**A5:** Sole traders with persons' identification numbers are not eligible as partner entities, as they are considered individuals.

**Q6:** Is an organisation or entity registered in Kosovo\* (*\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo declaration of independence*) eligible to participate in the Call?

**A6:** Project applicants, know-how providers as well as know-how beneficiaries shall be registered in CEI member states (see section 2.2.2; 2.2.3; 2.2.4 of the Call), therefore an entity registered in Kosovo is not eligible.

**Q7:** Is it possible to upload additional documentation in addition to the three annexes, such as letters of intent or partnership letters?

**A7:** It is not allowed to upload any annex in addition to the three listed in the Call (see section 3.1 and 3.2). We would rather suggest describing the partnership scheme of project proposals in the field "Cooperation experience".

**Q8:** How many proposals an applicant can submit?

**A8:** According to the Call (see section 3.1) applicants can submit one project proposal only.

**Q9:** Are private companies eligible to apply?

**A9:** According to section 2.2.2 of the Call “all public and private sector bodies (not individuals) as well as international and non-governmental organisations operating in the public interest” are eligible.

**Q10:** Are related parties eligible to apply (e.g. two legal entities that have the same owners)?

**A10:** Related parties (e.g., two legal entities that have the same owners) are eligible to apply except the case they act as know-how provider and know-how beneficiary in the same project proposal.

**Q11:** Can project applicants re-arrange the budget structure/template of Annex 1 (e.g., delete or add budget lines, introduce new items etc.)

**A11:** As indicated in Annex 1, the description of items are examples and can be modified according to the project activities. Rows can be added or deleted as appropriate.

**Q12:** Is it possible for a university to submit more than one application? For instance, from different faculties and/or institutes?

Who should be the legal signatory?

**A12:** A University can submit more than one application exclusively through different departments, provided each of the departments are granted financial autonomy, administrative and negotiating rights according to the rules established by the regulation of the University and in compliance with them.

The legal representative signing the application should be in compliance with the above regulations.