

CEI Know-how Exchange Programme (KEP)

Call for Proposals 2025

Questions & Answers

In accordance with **Section 7. Contact and Support** of the KEP Call for Proposals 2025:

*For any questions regarding the KEP Call for Proposals 2025, please write to **kep@cei.int**.*

Questions shall be sent in English no later than seven (7) days before the submission deadline.

Answers will be provided no later than three (3) days before the deadline for submitting proposals.

All questions received and related answers will be published on <http://application.cei.int/kep-2025/> to ensure fair, transparent, and equal treatment of all applicants.

Below is a list of anonymised questions submitted by applicants alongside official answers provided by the CEI Office for the CEI Fund at the EBRD. To ensure clarity and brevity, similar or related questions have been consolidated and addressed jointly where appropriate.

For any further inquiries, please contact **kep@cei.int**

Q1. Eligibility of Project Thematic Area

Q:

An organisation working on educational programmes addressing memory politics, Holocaust distortion, and tolerance among youth, in cooperation with a partner from another CEI country, asked whether such a project is eligible under the current KEP call.

A:

Based on the thematic area, the project may fall within the scope of the CEI Plan of Action 2024–2026, specifically Section 2.2: Empowering youth, women, and vulnerable groups. Final eligibility will be assessed upon submission and full evaluation of the application.

Q2. Eligibility of Tech Platform Project Outside the CEI Region and Partnership Structure

Q:

An applicant inquired whether a digital platform project connecting students and tourists to discounted meals in London, with a Spanish partner, is eligible. They also asked if a partnership with only one know-how provider and one know-how beneficiary meets eligibility.

A:

- A partnership with one know-how provider and one beneficiary is sufficient.
- The Spanish partner is ineligible as a know-how provider because Spain is not an EU CEI Member State.
- Project activities must take place within the CEI region unless formally approved; London is outside the CEI region.
- The project should be a capacity-building or knowledge-transfer initiative with measurable impact rather than a commercial service.

Follow-up clarification:

- Replacing the provider with Alma Mater Europaea University (Slovenia) and conducting activities in Milan and Sarajevo is acceptable.
- Financial flows alone do not suffice as impact; the project must demonstrate capacity building, local employment, and training activities to align with KEP objectives.

Q3. Eligibility of Individual Participants as Beneficiaries

Q:

Can individual participants from institutions not directly involved as partners be considered beneficiaries?

A:

Yes, provided they are identified or selected via clear criteria. However, partner institutions should remain the primary beneficiaries.

Q4. Participation of Private Companies and Number of Proposals per Applicant

Q:

- Can private companies participate as applicants, providers, or beneficiaries?
- Can non-EU partners be private companies?
- Must beneficiaries from non-EU countries be public institutions?
- Can the same private company submit multiple proposals?

A:

- Private companies from EU CEI and non-EU CEI countries can participate in any role.
- Beneficiaries do not need to be public institutions.
- Each applicant may submit only one project proposal.

Q5. Final Reporting Requirements

Q:

Is financial reporting required at project completion?

A:

Yes, a Final Implementation and Financial Report must be submitted upon completion.

Q6. Roles of Partners from EU and Non-EU CEI Countries

Q:

Can partners from non-EU CEI countries act as know-how providers?

A:

No. Only institutions from EU CEI Member States can act as know-how providers; institutions from non-EU CEI countries can only act as beneficiaries.

Q7. Payment Structure, Reporting, and Eligible Costs

Q:

- Is the grant paid only after project completion or is pre-financing available?
- Who signs the Grant Agreement?
- When is the final report template shared?
- Are food costs eligible under accommodation or as a separate category?
- How to fill Annex 2 regarding costs and in-kind contributions?

A:

- The grant is paid in two instalments: an advance of up to 50% after signing by the applicant and CEI approval; the balance after project completion based on eligible expenses.
- Only the applicant signs the Grant Agreement.
- The final report template is provided upon Grant Agreement finalisation.
- Food costs are covered either as catering or daily allowances.
- Annex 2 columns represent total project cost (grant + co-financing), percentage shares (must total 100%), and in-kind contributions excluding CEI grant.

Q8. Partnership Composition and Applicant Role

Q:

Must partners be from different countries? Is the applicant considered one of the partners?

A:

Yes, at least two partners are required: one know-how provider from an EU CEI Member State and one know-how beneficiary from a non-EU CEI Member State. The applicant counts as one of the partners.

Q9. Eligibility of NGOs as Beneficiaries

Q:

Are NGOs eligible as beneficiaries under the KEP?

A:

Yes, NGOs are eligible as beneficiaries.

Q10. Budget Breakdown and Personnel Details in Annex 1

Q:

- Should the budget be broken down per partner or total for the project?
- Are individual names of personnel required?

A:

- The budget should be presented as a total for the entire project, with partner shares (if applicable) indicated in item descriptions.
- Naming personnel is not mandatory; total days per role suffice.

Q11. Eligibility of Website/Platform Investment and Voluntary Work as In-kind Contributions

Q:

Are website/platform investments and voluntary work eligible as in-kind contributions?

A:

- Only depreciation costs for the website/platform during the project period are eligible if properly documented.
- Voluntary work without formal employment contracts and compensation is not eligible.

Q12. Agreement Between Partners in the Application Phase

Q:

Is a formal partnership agreement required at the application stage?

A:

No formal agreement is required at application but may be requested if the project is awarded.

Q13. Co-financing Arrangements

Q:

Can one partner provide the entire co-financing?

A:

Yes, co-financing can be fully or partially covered by either partner.

Q14. Inclusion of In-kind Contributions in Annex 1 Budget Table

Q:

Should in-kind contributions like personnel, expert work, and infrastructure use be included?

A:

Yes, provided they are identifiable and quantified properly.

Q15. Questions on Team Members, Contracts, Eligible Activities, and Project Scope

Q:

Various questions on team member biographies, expert roles, contract types, funding for websites, IP rights, strategic focus, CEI events, and access to past project resources.

A:

- Biographies/names are not required at application, but roles and estimated costs might be included.
- Regional/international experts are allowed as know-how providers linked to partners.
- Contracts typically with the know-how provider; expert fees allowed without formal contracts for individual tasks.
- Funding may be used for websites/platforms if directly linked to project goals.
- Technology transfer including IP rights is acceptable if aligned with capacity building.
- Beneficiaries cannot be from CEI EU Member States.
- Past project resources are available in CEI Annual Reports online.