Eastern Partnership Territorial Cooperation Programmes - Territorial Cooperation Programme Armenia - Georgia

Frequently Asked Questions

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications (03 February) to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address: eaptc-tbilisi@giz.de

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the website http://eaptc-ma.eu/en/page/cat/1/Armenia-Georgia/. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

General Questions

1. How many organisations are going to be financed? How many programmes will be financed per each region? Is there a limitation in numbers?

   The total number of projects to be financed out of the EaPTC Programme Armenia-Georgia or the number per region is not determined. However, the overall budget available is limited and amounts to EUR 1'350'000. Applications will be ranked by scores received in the evaluation process. Applications meeting the necessary scores (pls. see Guidelines for Applicants, 2.3) need to fit in the overall available budget and to be approved by the Joint Decision Making Committee to receive funding.

2. Is it possible for an organisation already implementing a project in the frames of Eastern Partnership to apply for this programme, too?

   Organisations already implementing a project under EaP can apply. However, they need to make sure that double-funding will be avoided, i.e. actions already covered by any other European Union Programmes or other third party funding as defined under section 2.1.5 of the Guidelines for Applicants will not be financed out of EaPTC Programme Armenia-Georgia. During the evaluation process the Managing Authority will thoroughly check whether the actions proposed under the EaPTC Programme Armenia-Georgia already receive funding.

3. Will the Application be available in Armenian or Russian?

   Please note that the Grant Application Form needs to be submitted in English. Applications submitted in any other language will be automatically rejected.

4. Where can you find the 2.3.3 requirements of PRAG?

   Please follow the link: http://ec.europa.eu/europeaid/prag/document.do

5. The tax legislation in Armenia is different from that in Georgia. How are these issues going to be addressed by each applicant?

   Each partner acts according to the national requirements of its country.

6. Will there be any further information sessions regarding this project?

   No further info sessions will be held.

7. Is this particular call of EaPTC for preselected applicants only, i.e. those who have already submitted a preliminary logical framework or some other document?
   This is an Open Call for Proposals, meaning this call is open to all organisations that fulfil the eligibility criteria as outlined in the Guidelines for Applicants. No pre-selection of applicants

has been or will be conducted. All interested parties meeting the eligibility criteria as described in the Guidelines for Applicants can apply.

8. Can the project involve one main activity only or is it preferable that it includes multiple activities?
   Please make sure that your proposed action relates to at least one of the Operational Objectives and at least to one of a related Priority as described in the Guidelines for Applicants.
9. Shall we register before sending applications?
   No registration required.

10. Our organisation is the member of the Eastern Partnership Civil Society Forum. As we know one of the member organisations of the Civil Society Forum is also the member of the Joint Decision Making Committee. Would this fact constraint us from participating in the Call for Proposals?
    Please note that according to PRAG there would be a conflict of interest for a member of the JDMC where the impartial and objective exercise of her/his functions is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with the (potential) beneficiary.
    For more information please refer to the PRAG section 2.8.2 following the link:

    http://ec.europa.eu/europeaid/prag/document.do
11. Shall both the applicant and co-applicants present the financial identification and legal entity sheets?
    - ✓ ***As referred to in the section 2.4 of the Guidelines for Grant Applicants:***
      «Legal entity sheet (see annex D of these Guidelines) duly completed and signed **by each of the applicants (i.e. by the applicant and (if any) by each co-applicant(s),** ***accompanied by the justifying documents requested there. This document must be submitted as original.»***
    - ✓ ***As referred to in the section 2.6 of the Guidelines for Grant Applicants:***
      «On the contracting stage a financial identification form of the applicant **(not from co-applicant(s))** ***will be requested, conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made.»***
    - ✓ ***Also please note that none of the mentioned forms are submitted on the application stage (for documents to be submitted at the first stage please to GfA, 1st paragraph of the section 2.2.2). As mentioned in the above point the Financial Identification Form shall be submitted on the contracting stage and Legal Entity Sheet shall be submitted when so requested by the Managing Authority (see section 2.4)***

12. Is the translation of the supporting documents requested as per section 2.4 of the Guidelines for applicants, required?

    According to the section 2.4 of the GfA "If supporting documents are not available in the language of this call for proposals applicants can submit them in national language, however a translation into English of the relevant parts of these documents proving the applicant(s)'s eligibility, must be attached for the purpose of analysing the application."

13. When should we submit the Financial Identification Form?
    According to the GfA section 2.6, the Financial Identification Form shall be submitted on the contracting stage and not along with supporting documents requested under the section 2.4 of Guidelines for Applicants.

Partnership

14.

14.1. Are any initial meetings with cross-border partners financed by the donor? Are there anymore partner search forums envisioned?

14.2. Are you going to support us in finding partners in Armenia/Georgia?

14.3. How can you assist us in finding a partner?

As outlined in section 2.1.6 of the Guidelines for Applicants any costs incurred before the start date of the implementation period of the action are considered to be ineligible. Consequently, any meetings held with partners before the start of the implementation period (i.e. before signing the contract and its entering into force) cannot be financed. However, there is the possibility to find a partner via the database on the website of the EaPTC Support Programme: http://eaptc.eu/en/register.html

15. Is there a need for applicants to sign a MoU?

Before contracting, each applicant shall sign the Partnership Agreement according to the model Partnership Agreement provided as Annex L to the Guidelines for Applicants (See sections 2.1.4; 2.2.2; 2.6 of the Guidelines for Applicants). No additional MoU shall be signed. Also please do not to submit any Partnership Agreement along with your Application Package. Please check section 2.2. of the Guidelines for Applicants as regards which documents to submit.

16. In the frame of this programme we have already found a partner and have identified a project idea. Is this enough or should we meet again?

Ideally the proposal should be developed together with all partners and this joint development of the proposal should be demonstrated in the proposal itself in order to ensure that the applicant fulfils the respective cross-border criteria defined under section 2.1.5 of the Guidelines for Applicants. Therefore it is up to the partners to decide whether to physically meet again or use any other means of communication. Please note, however, that costs incurred before the start of the implementation period are ineligible and cannot be reimbursed (please refer to section 2.1.6 of the Guidelines for Applicants.

17. Is it possible to change the partner initially found during the events last year or should we go with the same partner?

It is possible to change the partner before the submission of the proposal. After the Grant Application is submitted and you have been awarded the grant, it will no longer be possible to change your partner during the implementation of the proposed action.

18. Would inclusion of a Tbilisi based organization as co-partner influence the assessment of the project in either positive or negative way?

First of all please refer to the sections "Eligibility criteria" (section 2.1) and "evaluation and selection of applications" (section 2.5) of the Guidelines for Applicants and consider that the necessity of involving each additional partner in the action shall be derived from the activities planned to fulfil the overall goal of the action.

19. Unfortunately, we couldn't find a co-applicant from Georgia. Will it be ok if we submitted our proposal alone as an NGO from Armenia?

    Please note that the overall objective of the territorial cooperation programme Armenia – Georgia is to strengthen cross border contacts between local authorities, communities and civil society organisations to help develop joint solutions to common social and economic development challenges.
    Therefore, all joint actions must have a clear cross border impact on the targeted regions demonstrated by the proposed activities, outputs and results intended to produce sustainable positive effects in the areas concerned.
    Consequently, it is a minimum requirement to involve a partner from the eligible regions of the other country as outlined under section 2.1.1 of the Guidelines for Grant Applicants: "The lead applicant and at least one co-applicant of the other participating country be registered in the eligible regions (for Armenia: Shirak, Lori and Tavush marzes and for Georgia: Samtskhe-Javakheti and Kvemo Kartli regions)."

Eligibility Criteria

20.
    20.1. If the organisation is registered in Yerevan, but has representations in Lori, Shirak and Tavush, is this organisation still eligible to apply as lead applicant?
    20.2. Our organisation operates in Tavush, but is legally registered in Yerevan, is it still considered to be eligible?
    20.3. The leading applicant's main body is located/registered in Yerevan, can it be a partner?
    20.4. Our NGO is registered at the Ministry of Justice which is located in Yerevan. Is it still possible for our NGO to act as lead applicant?
    20.5. Can the partner organisation be a for-profit-organisation or a state educational institution?

    Please refer to the sections 2.1.1 and 2.1.2 of the Guidelines for Grant Applicants and check the eligibility criteria.

21. What kind of propaganda can we not do? Healthy lifestyle? Political? Religious? Other?

    As defined under section 2.1.5 of the Guidelines for Applicants actions involving proselytism are ineligible. Proselytism is determined as the act of attempting to convert others to another religion or opinion

22.
    22.1. If a construction activity is directly linked to the project, is that not allowed?

22.2. Can we build infrastructure for demonstration purposes?

In general, the Joint Operational Programme for the EaPTC Programme Armenia-Georgia determines to focus on "soft projects", i.e. activities related to institutional building, training, policy reform, exchange of experience or similar. Therefore, infrastructural activities (like construction) should not be the main purpose of the action proposed. They will only be financed, if they are undertaken to support the main purpose of the action.

23. Can the action take place in all the target regions of the programme?

    There is no restriction on how many eligible regions the applicant can cover as long as at least one eligible region in each of the two countries is being covered by the action.

24. Can we purchase a computer?

    Please refer to the sections 2.1.5 and 2.1.6 of the Guidelines for Applicants.

25. Can the project involve only Tsalka and Dilijan or does it have to be spread to the whole region, involving beneficiaries in wider territories?

    Please refer to the sections 2.1.1 and 2.1.5 of the Guidelines for Applicants and when choosing the territories (within the eligible regions) to be covered by your action please also consider the capacity of the partnership applying for the grant. Please also make sure that your action proposed meets the needs of the target group and region identified in your problems and needs analysis undertaken prior to submitting the proposal.

26. Would the partnership be eligible if the Project Manager of the Lead Applicant and the Finance Manager of the co-applicant are relatives?

    As described in section 2.1.1 of the Guidelines for Grant Applicants in order to be eligible for a grant, applicants must not be affected by potential conflict of interest with the Structures of the Programme (Joint Decision Making Committee, Technical Secretariat).

27. Is it possible for two Georgian organisations, one based in Tbilisi and one in Rustavi, to participate in the Call for Proposals along with one Armenian co-applicant, considering that the Georgian NGO based in Rustavi acts as a Lead Applicant?

    Please refer to the Eligibility criteria of Applicant and Co-applicant(s) listed under section 2.1.1 of the Guidelines for Grant Applicants and you will find that the Lead Applicant and the 1st Co-applicant should be registered in the Eligible Regions of Georgia and the Republic of Armenia. Thus, if the Lead Applicant is from an eligible region of the Republic of Armenia, the 1st co-applicant needs to be from an eligible region of Georgia and vice versa. Any second and further co-applicant could be registered outside of the eligible areas, given that it complies with eligibility criteria stated under section 2.1.1.

28. Can a non-governmental, non-profit organization specializing in creating software and hardware participate in the Call for Proposal as a second co-applicant, considering that the purchase of both hardware and software will serve a broader project purpose?

In the Guidelines for Grant Applicants, please refer to the ineligible actions as listed under the section 2.1.5 - "eligible actions" and also to the section 2.1.1. - "eligibility criteria".

29. If an NGO established and functioning in Yerevan, has several regional branches in the eligible regions, would these regional branches be eligible to apply for the EaPTC grant on their own without involving their head office in the action.

    Section 2.1.1 of the GfA describes that the applicant and its co-applicant must be legal persons. Therefore it would be possible for the above mentioned regional branches to participate in this call for proposal without involving the head office in the Action in case they have their own legal personality and can provide the supporting documents during the eligibility check as it is requested under the section 2.4 of the Guidelines for Grant Applicants.

    In case these branches do not have a separate legal personality, the structure suggested by the section 2.1.2 (Affiliated entities) of the GfA can be applied.

30. 2.1.5. Eligible actions: actions for which an application may be made-Joint staffing – means that the joint action should not duplicate functions. Within the staff, a balanced distribution of activities and responsibilities shall be made, for example, one project manager and one financial manager should be sufficient for the entire project in case of small scale projects.

    How should the budget line be?
    Director (Applicant)
    Two Coordinators (Armenia and Georgia)
    Two Assistants (Armenia and Georgia)
    Two Accountants (Armenia and Georgia)

    Or should it be in this way?
    Director (Applicant)
    Finance Manager in Georgia
    Coordinator in Georgia
    Assistant to Coordinator in Armenia
    Assistant in Georgia
    Assistant to Coordinator in Armenia
    Accountant in Armenia

    Joint staffing means that functions shall not be duplicated i.e. overall Action shall be managed by one employee and/or the overall financial reporting shall be made by one Finance Manager. If the action is large enough and if the functions can be justified the partners can involve their own accountant each of them performing relevant duties and their areas of functioning should not overlap each others'.

    As for how the staff involved shall be listed in the budget, as it is referred to in the Guidelines for Grant Applicants, "each cost item should be broken down as per each applicant, co-applicant and affiliated entity and names of applicants (as well as co-applicant and affiliated entities) should be indicated along with the description of each particular cost." Also do not mention two positions in one line meaning two coordinators or two accountants shall not be indicated into one budget line.

31. Would the Organisations holding the legal status of Agricultural Cooperatives be eligible?

For the list of legal statuses accepted as well as other eligibility criteria please refer to the Guidelines for the Grant Applicants, the section 2.1.1 – "Eligibility of Applicants".

32. According to the Guidelines for Grant Applicants: «the lead applicant and at least one co-applicant of the other participating country be registered in the eligible regions (for Armenia: Shirak, Lori and Tavush marzes and for Georgia: SamtskheJavakheti and Kvemo Kartli regions)»

    Does it mean that the lead organization should be registered in Kvemo kartli or Samtskhe-javakheti region for Georgia? Or it might be registered in Tbilisi and should have at least one co-applicant from eligible region?

    Please refer to the answer to the question 25 stating:

    «Please refer to the Eligibility criteria of Applicant and Co-applicant(s) listed under section 2.1.1 of the Guidelines for Grant Applicants and you will find that the Lead Applicant and the 1st Co-applicant should be registered in the Eligible Regions of Georgia and the Republic of Armenia. Thus, if the Lead Applicant is from an eligible region of the Republic of Armenia, the 1st co-applicant needs to be from an eligible region of Georgia and vice versa. Any second and further co-applicant could be registered outside of the eligible areas, given that it complies with eligibility criteria stated under the section 2.1.1. »

Financial Questions

33. Should the co-finance of 10% be shown in the form of the amount deposited on the applicant's account in advance?

    No proof for the 10% co-financing is requested in advance. In the 3rd worksheet of Annex D to the GfA, the Budget, the applicant lists the expected sources of funding i.e. the sources the applicant expects to get the match funding from.

34. Can we include salaries or other office running costs? Is there a fixed rate set of what should be the proportion of such costs compared to the overall budget?

    Please refer to eligibility of costs section 2.1.6 of the Guidelines for the Applicants. There is no fixed rate determined of what should be the portion of salaries and other office costs compared to the direct eligible costs. However, please note that all costs included in the budget shall be justifiable meaning that they should be absolutely necessary for the implementation of the proposed action. Please also note that the action should meet an Operational Objective and related Priority and have an impact on cross-border-cooperation. Operating Grants, with its main purpose to sustain an organisation, are not eligible for funding under EaPTC.

35. Among all partners who is responsible to provide the 10% of co-financing? Can it be provided by the second or farther co-applicants registered outside the eligible regions?

The question of which partner shall provide which share of the co-finance contribution required is the subject of negotiation among partners.

36. How can the Lead Applicant pay for the salaries and other costs for the co-applicant(s) involved in the action from the other side of the border?

As defined under the section 2.1.4 of the Guidelines for Applicants, the Lead Applicant later defined as "Coordinator" is the recipient of the funds from the Contracting Authority. The Lead Applicant is responsible for transferring EaPTC funds to its co-applicants. Thus, if awarded a grant co-applicants shall receive the funds necessary to carry out their activities in line with the Work Plan from the Lead Applicant. Therefore, each applicant will pay the costs related to the activities implemented by them themselves.

37. For which amount of grant, monitoring and auditing will be required for the project?
According to the Article 15.7 of the Annex II (General Conditions) to the Annex G (Standard Grant Contract):
The Coordinator must provide an expenditure verification report for:
b) Any final report in the case of a grant of more than EUR 100 000.
As for the Evaluation/Monitoring of the Action please refer to the Articles 8.1 and 8.2 of the same document (Annex II of the Annex G – The General Conditions).

38. May Associates provide the required 10% co-financing?

In line with section 2.1.3 of the Guidelines for the Applicants, associates may not receive funding from the grant, nor can their costs be covered by the grant with the exception of per diem or travel costs. Thus, any costs incurred by associates other than travel costs or per diems would be regarded as ineligible.

Apart from its direct involvement in the action, an associate can at the same time also be the source of co-financing i.e. providing financial support to activities and components and thus act as donor to the action.

39. Can Sida (The Swedish Development Agency) be one of the sources of funding for providing the 10% co-financing as requested from the applicant(s) under this Call for Proposals?

As described under the section 1.4 of the Guidelines for Grant Applicants the requested contribution must be financed from other sources of funding except for the European Union Budget and/or European Development Fund.

40. As demanded by the large-scale project in order to be able to accurately explain the presented costs, can we add columns and/or lines to the initial Budget Template?

As described in the footnote 1 of the 1st worksheet of the Budget (Annex B), the description of items must be sufficiently detailed and all items broken down into their main components, therefore it is not just possible, but also important to add lines within the respective budget headings when it's applicable, however the columns cannot be added or modified in any other way.

Furthermore, in the second worksheet of Annex B, "Justification of the budget for the Action", you should provide a proper justification of the calculation of each cost.

41. Do we need to consider the current exchange rate EUR/AMD or EUR/GEL when budgeting?

    As referred to in section 2.1.6 of the Guidelines for Applicants your budget shall be realistic and cost-effective. Therefore it is in the Applicant's best interest to use realistic currency exchange rates when converting costs given in local currencies to Euros.

    For your consideration, and as it is described in the Special Conditions or General Conditions also uploaded on the website, the selected applicants will have to use the InfoEuro exchange rates published on the website of the European Commission when converting expenses for their reporting purposes:

    http://ec.europa.eu/budget//contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

    Please bear in mind that the budget shall be presented in EUR.

42. As described under section 2.1.6 of the Guidelines for Grant Applicants the ownership of goods purchased under the action is transferred to the final beneficiaries at the end of the action if required according to Article 7.5 of the General Conditions. Do we have to specify these organisations in advance?

    In line with Article 7.5 of the General Conditions unless otherwise clearly specified in the Description of the Action in Annex I, the equipment, vehicles and supplies paid for by the Budget for the Action shall be transferred to the final beneficiaries of the Action, at the latest when submitting the final report.

    Please state and describe your final beneficiaries in the description of the action. Please specify the group of beneficiaries – those who will benefit from your project realisation on the level of the overall objective. (please provide numbers /estimations if available)

    If there are no final beneficiaries of the Action to whom the equipment, vehicles and supplies can be transferred, these items may be transferred to local authorities, local Beneficiary(ies), local affiliated entiy(ies), another action funded by the European Union or, exceptionally, retain ownership of these items.

43. Should we specify along with the application form which company will perform the Audit of the Action.

    In line with Article 15.7 of the General Conditions the expenditure verification report 'shall be produced by an auditor approved or chosen by the Contracting Authority'. Therefore, no name of any company performing the Audit shall be indicated on the application stage.

    Please bear in mind to calculate costs for an audit and to present it in your budget in case of a grant exceeding EUR 100.000.

44. Should the expenses for each country involved in the Action be audited together or separately.

Please be advised that the Audit shall be performed for the entire Action.

45. Ineligible costs: Salary costs of the personnel of national administration7.-

    The salaries of civil servants from local administration are considered as eligible costs in case they relate to the costs of activities which the relevant public authority would not have carried out if the action were not undertaken. However, the salaries cannot be financed from the EU contribution. They can be considered only as co-financing contribution.
    What does it mean?
    1. If a project coordinator is a public officer can he/she be paid salary form a grant amount (90%)?
    2. Can the same public officer input the part of his/her salary as a co-financing?
    3. Should he/she provide a justification document from his/her management that he/she will be able to appropriate % of working time used for the project?
    4. Should the organization where he/she works charge the mentioned % of salary to the project?

    If the project coordinator is a civil servant her/his salary is not eligible (except for the case with the civil servant of local administration).

    A salary from a civil servant of a local administration can be considered as a co-financing and only as co-financing (10%).

    In line with article 16.9, paragraph "k", she/he should provide the documents mentioned there i.e. staff and payroll records such as contracts, salary statements and timesheets.

    If a person devotes a certain percentage of her/his time to the action, this input can be covered from the action as long as costs are eligible in line with section 2.1.6 of the Guidelines for Applicants.

46. The applicant must open a separate bank account for the project. Should a partner organization which receives financing for the appropriate activities open a separate bank account for the project, too?

    In line with an Article 4.4 of Annex L – The Partnership Agreement - The Lead Partner will transfer the funds to the Partner within 15 days after the receipt of pre-finance funds from the Contracting Authority. Pre-finance amounts shall be transferred on the separately opened bank account.

47. Is volunteer time eligible cost?

    If the volunteer is not paid, then please take into consideration that according to section 2.1.6. of the GfA , the "contributions in kind may not be treated as co-financing" and contribution is in kind are in general considered as ineligible costs.

    However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

48. In the budget sheet- the 10th line on indirect costs- can you elaborate how this needs to be completed? what to include

First of all please refer to the section 2.1.6 of the Guidelines for Grant Applicants, afterwards, as described under the Article 14.7 of the General Conditions of Standard Grant Contract

«The indirect costs for the action are those eligible costs which may not be identified as specific costs directly linked to the implementation of the Action and may not be booked to it directly according to the conditions of eligibility in Article 14.1. However, they are incurred by the Beneficiary(ies) in connection with the eligible direct costs for the Action.»

Also they may not include ineligible costs or costs already declared under another costs item or heading of the budget of this Contract.

Therefore after applicant comes up with the percentage it should apply in order to cover the above described indirect costs, the calculation goes like this:

Heading 9 × x%= Heading 10, where:

Heading 9 is the total direct eligible costs of the Action

And

„x" is the above mentioned percentage for the indirect costs not exceeding 7%.

49. In the per diems form you have got 3 different options for our countries. Which one shall be used?

- ✓ *Column I (subsistence allowance highest rate under tax law in EUR 24hrs) - Depicts the PD rates for those days when the person is 24 hours in the Business Trip*
- ✓ *Column II (subsistence allowance highest rate under tax law in EUR for the day of arrival and departure and for an absence of more than 8 hrs per calendar day)*
  These rates shall be used when trip last for more than 8 but less than 24 hrs. such cases might be the arrival day, departure day or any single day trip that lasts for more than 8 hours.
- ✓ *Column III (accommodation allowance reduced GIZ rate in EUR)*
  This column depicts the acceptable hotel rates per trip/night.
- ✓ *Column IV (Accommodation allowance highest rate under tax law in EUR (see footnote 3))*
  As described in the footnote 3 «These highest tax rates are being published for purely informational reasons. In accordance with Section 6.7 of the Regulations governing the reimbursement of travel expenses», the reduced GIZ rates are paid.

50. Do hotel, food expenses go under the budget line "other costs, services"?

If accommodation (hotel) and food expenses relates to the applicant(s) staff than please refer to the budget heading 1
If the hotel and food expenses refer to the conference, seminar, and workshop etc. participants, than please refer to the budget heading 6.
However if such services (conferences, seminars, workshops), are fully subcontracted, please refer to the budget heading 5.

51. Can you please clarify the following part?

1. Part from Article 2.2.1 of the Guidelines for grant applicants Worksheet 1 - 'Budget for the action' (worksheet 1 must include all eligible costs that are foreseen under the action); each cost item should be broken down as per each applicant, co-applicant and affiliated entity and names of applicants (as well as co-applicant and affiliated entities) should be indicated along with the description of each particular cost. For each salary line, the percentage of time devoted to the action should be indicated along with the position title.

Along with the description of the budget line the name of the applicant should be indicated which would incur this particular cost during the implementation period, also meaning that one and the same type of cost belonging to two different co-applicants or to the applicant and co-applicant should be split in two budget lines, indicating the name of the respective applicant or co-applicant along with the description of the budget line.
Also if the budget line refers to the staff salaries it is important to indicate the percentage of time (out of the full time) the particular staff member would devote to this Action.

For instance, suppose the applicant named X and its co-applicant named "Y" both employees the project accountant to administer the relevant portion of project accounting. Project accountant of "X" devotes the 70% of it's time to the action and the project accountant of "Y" devotes the 50% to the Action. Given the conditions above these budget lines would look the following way:

1.1.2.2 - Project Account - "X" - 70%
1.1.2.3 - Project Account - "Y" - 50%

2. the budget worksheet- the 10th line on indirect costs- can you elaborate how this needs to be completed, could it be separated among Applicant, co-applicant 1 and co-applicant 2 as it is required by the Article 2.2.1 of the Guidelines for grant applicants?
No need to separate the budget heading 10. The amount is calculated based on the flat-rate (i.e. certain percentage).
In the correctly filled in budget where each budget line indicates the respective applicant (or co-applicant or an affiliated entity) along with the description the cost item belongs to, it will be already clear what would be the distribution of indirect costs between applicant and each co-applicants.

52. Should we keep strictly the Chapters (like Human Resources) and the numeration of the expenses (like 1.1.1 Technical). Can we add or delete Chapters and the expenses lines accordingly to the rationales of our specific project?

Please do not delete chapters and stick to the numbering of the expenses, for instance, 1.1.1 Technical and 1.1.2 Administrative/ support staff, these are the subheadings, therefore one should neither touch them nor fill in any figures (costs) along these lines.
1.1.1. Technical simply separates the project related staff from 1.1.2 Administrative/support staff, i.e. under Technical you would simply list such staff as Project Manager or any other, also indicating respective figures (costs) along these budget lines and number them as 1.1.1.1; 1.1.1.2; etc.
Same principle applies to 1.1.2 Administrative/support staff. Here you could list positions as accountant, driver or any other administrative personnel as required by your action therefore numbering them as 1.1.2.1; 1.1.2.2; etc.

Although the budget headings shall not be touched, it is permissible to add or delete budget lines within budget headings provided by the template. If you cannot find the right budget heading to locate your cost, please remember that you can allocate such costs under Heading 6: "Other"

53. If the project duration is 18 months and the project manager is involved in the project for 50%, how shall we present the **«# of units»** and the **«Unit value»** in the budget?

    If the employee is devoting certain percentage of time to the Action, then the duration shall be multiplied by the percentage of time of the staff will allocate to the Action e.g. 9 (18X50%) months would have been indicated under the column «# of Units» and in the «Unit Valuee» the full time (100%) salary shall be indicated.

Application Form

54. What documents exactly does the application package comprise? Should we include Annex E – financial identification form and Annex L - Partnership Agreement in the application package?

    Referring to section 2.2.2 of the Guidelines for Grant Applicants at application stage the following documents shall be submitted:

    1) Annex A – Application Form including both parts A and B i.e. the concept note and full application form (the application form must not be split into several different files)
    2) Annex B – The Budget
    3) Annex C – The Logical Framework

55. Do we need to fill Annex A as it is given on the website of the project?

    Yes, please use the Application file uploaded on the Call for Proposals website, follow the instructions and do not alter it.

56. Please provide us with directions on how the following sections of the Application Form (Annex A) shall be filled in:

    a) *Location(s) of the action:* Could we fill it this way: Name of the Country/ Region/ City or town
    b) *Nationality of the applicant:* Do we need to write the full address of the organization or only mention the nationality (Armenian or Georgian)?
    c) *Dossier No:* Do we need to fill this column?
    d) *EuropeAid ID:* Is this obligatory?

    - ✓ ***Location(s) of the action: Please specify the country and name of the region where your project will be realised and that will benefit from your project. Divide the names by a simple coma (,).***

    - ✓ ***Nationality of the applicant: Please state which country the applicant is registered in as it is depicted in the Organisation's Statutes e.g. Republic of Armenia or Georgia.***

    - ✓ ***Dossier No: Please do not fill in this box. It shall be empty to be filled by the Contracting Authority.***

- ✓ ***EuropeAid ID: If the applicant's organisation is registered in PADOR (Potential Applicant Data On-Line Registration), please write your EuropeAid ID number here. If not – you might want to register, and registration is encouraged, however under this Call for Proposals PADOR registration is not mandatory.***

57. If only the co-applicant has an affiliated entity participating in the action shall we still fill in the affiliated entities section in the Application Form?

    - ✓ ***No matter whether the affiliated entity is structurally linked to the Lead Applicant or to the co-applicant, If such an entity is involved in the action then the sections related to the affiliated entities shall be filled in for all relevant documents.***

58. Shall we include quantitative data in section 1.1 – "The Summary of the Action" of the Grant Application Form?

    Please note that the Summary of the Action shall be presented in the table format given in the Application Form and shall not exceed one page as stated in the instructions. You will have more space for providing more detailed information in the further sections of the Application Form.

59. Please give us the directions of how the following section of the Application Form (Annex A) shall be filled in "The applicant's contact details for the purpose of this action" under section 3.1 "Identity"

    Please provide the contact details of the applicants' organisation /institution. Please remember that the information provided here, will be used by the Contracting Authority for contacting with the applicant, e.g. when additional documents will be required. Therefore, provide the exact contact details of a person really involved in the application process, to have enough time to respond to any questions or requirements in time.

60. Is it possible that the Lead Applicant pays all costs on behalf of a partner or shall the Lead Applicant transfer the respective amount to the partner and monitor its expenses?

    The Lead Applicant, from the contracting stage identified as Coordinator, transfers the appropriate portion to other beneficiaries and performs all duties as described under GfA section 2.1.4 (the Concept of the Lead Applicant) listing the responsibilities that the Lead Applicant shall assume as well as under Article 1.6 of the General Conditions – "The role of the Coordinator" and also in the Annex L – The Partnership Agreement.

61. In excess of what amount is bidding required?
    Please refer to Annex IV of the Annex G Contract Award Procedures

62. Can we submit the application in Georgian?
    Please refer to the question 3 of this FAQ as well as the section 2.2.1 of the Guidelines for Grant Applicants.
63. Relation with the applicant or co-applicant – please give a short description about the nature of their relation;
    Please insert a separate line for each of co-applicant providing the above data for each one. Please ensure that the role of the co-applicant and its linkage to the applicant are clearly defined and each of them is described in the text.

64. Do we have to leave all the texts in the application even if they are not applicable for us, including the headings and explanations? For example, if we don't have an affiliated entity, do we have to leave the text anyway, or just remove it?
    Please do not change the format of the concept note and full application form. However, please delete the instructions given in the template for each section. Mark N/A in those fields that do not apply to you.

65. Does Arial 10 font size and style refer to the whole application or the ones filled in by us?
    Arial 10 font size, 2 cm margins, single line spacing refers to the parts of the concept note and the full application form filled in by the applicant.