



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

### Frequently Asked Questions

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Questions may be sent by e-mail no later than 21 days before the deadline for the submission of applications (27 November) to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address: [eaptc-tbilisi@giz.de](mailto: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/2/azerbaijan---georgia/>. It is therefore advisable to consult the above mentioned website regularly in order to be informed of the questions and answers published.

## General Questions

Q1. How can I apply for this programme?

*Please consult with the Guidelines for Grant Applicants and other documentation uploaded to the following address:*

<http://eaptc-ma.eu/en/page/cat/2/azerbaijan---georgia/>

Q2. We could not attend the information sessions held in Telavi and Rustavi can we still participate in this Call for Proposals?

*It is not mandatory to attend the information sessions; therefore it is possible to participate in this Call for Proposals if prospective applicant complies with the eligibility criteria defined in the Guidelines for Grant Applicants.*

*In addition we recommend that you regularly consult the Call for Proposal website (<http://eaptc-ma.eu/en/page/cat/2/azerbaijan---georgia/>) for the information on any upcoming informational sessions.*

Q3. Can the application be submitted by three organizations, NGOs - one from Azerbaijan, two from Georgia?

*Under this Call for Proposals, the number of applicants participating in the Action is not restricted, provided that the Partnership (The Applicant and co-applicants and Affiliated Entities (if any)) complies with the eligibility criteria described in the Guidelines for Grant Applicants, however it is advisable that capacity of the Lead Applicant is taken into consideration as If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator which shall assume the responsibilities as described in the section 2.1.4 of the Guidelines for Grant Applicants and Article 1.6 of the General Conditions (Annex II) to the Grant Agreement*

Q4. What do you mean by joint financing? If we ask you to finance, and you want one finance manager, then what joint financing are you referring to? Is it the 10% that we find for financing between our organization and our partner's org?

*Please refer to the Guidelines for Grant Applicants section 2.1.5:*

*“First of all please take into consideration that “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.”*

*Farther, the joint financing shall be understood as follows:*

*“Joint financing means that there will be only one grant contract per joint action and there must be one common budget and common reporting. The common budget shall be divided between the partners according to a balanced distribution of activities to be carried out by them. The Lead Applicant (Coordinator) is responsible for the administration and distribution of the funds to the partners and for reporting on their use.”*

*Please do not confuse joint financing with joint staffing (also explained in section 2.1.5 of GfA) or with the co-financing contribution of 10% requested under this Call for Proposals.*

## Eligibility Criteria

- Q1. Is it possible to apply for the grant if the Lead Applicant is the NGO registered in Ganja, Azerbaijan and its Partner is registered in Tbilisi, Georgia, considering that the project is implemented on the territory of Kvemo-Kartli. Or is it Mandatory that the mentioned NGOs are registered in the cross border territory?

*According to the section 2.1.4 of the Guidelines for Grant Applicants:*

*“Each proposal must have at least two cross-border applicants, one from the eligible regions of the Republic of Azerbaijan and one from the eligible regions of Georgia, acting in partnership. One of the two applicants will act as lead applicant; the other will be its co-applicant”.*

*For the information on eligible regions as well as other eligibility criteria please consult with the section 2.1 of the Guidelines for Grant Applicants.*

- Q2. Should the Action given in the proposal cover both countries? Or should the projects submitted by Georgian organisations cover Azerbaijan.

*Please note that overall objective of the territorial cooperation programme Azerbaijan – 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. – Guidelines for Grant Applicants, section 1.3*

*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.” - Guidelines for Grant Applicants, section 2.1.5*

- Q3. Is this program eligible for the Universities? It means higher education institution from mentioned regions.

*For the eligibility criteria please refer to the Guidelines for Grant Applicants – Sections 2.1.1 and 2.1.2*

- Q4. Social insurance charge is 22% in Azerbaijan. What do you mean while saying taxes are ineligible costs and consider taxes in your country? These both instructions are different.

*Taxes, duties and charges, including VAT, considered as ineligible do not include the Individual Income Tax or the Social Taxes related to the salaries or the remunerations of the individual persons.*

*According to the General Conditions Annex II to the Grant Contract Article 14.2:*

*The cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs are considered as eligible.*

*Therefore when planning for such costs please take into consideration to plan for Gross Amounts which include all related taxes (Individual Income Tax and/or Security Charges) according to your local legislation.*

*Taxes such as customs charges and duties, VAT, excise, etc. are not eligible under this Call for Proposals.*

- Q5. Which organizations are eligible to apply apart from the NGOs?

*Legal forms of the organisations that are eligible to participate in this Call for Proposals are listed in the table given under the “Eligibility of applicants” – section 2.1.1 of the Guidelines for Grant Applicants.*

Q6. Can national NGOs apply if they are registered outside the eligible regions?

*According to the section 2.1.4 of the Guidelines for Grant Applicants:*

*“Each proposal must have at least two cross-border applicants, one from the eligible regions of the Republic of Azerbaijan and one from the eligible regions of Georgia, acting in partnership. One of the two applicants will act as lead applicant; the other will be its co-applicant”.*

*The eligibility criteria for second and further co-applicant can be found in the Guidelines for Grant Applicants under the section, 2.1.1*

Q7. Is it possible that the TV program covering the problems of the cross-border regions to be financed under this Call for Proposals:

*Joint actions to be financed under the territorial cooperation programme Azerbaijan - Georgia must relate to at least one of the three operational objectives and a related priority described in the section 2.1.5 of the Guidelines for Grant Applicants. In the same section you can also find the non-exhaustive list of the types of actions.*

Q8. What does the term established in Georgia mean. Does this mean registered or does this mean created in Georgia.

*1. Please refer to the footnote 6 from section 2.1.1 of the Guidelines for Grant Applicants to understand the meaning of “established” in the republic of Azerbaijan or Georgia”.*

*Established - “To be determined on the basis of the organisation’s statutes, (in case of public bodies the underlying law or any other official document) which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded.*

*2. Please refer to the footnote 7 from section 2.1.1 of the Guidelines for Grant Applicants to understand the meaning of “registered” in the eligible regions.*

*Registered – “To be determined on the basis of the legal address as indicated in the registration certificate or its equivalent document.”*

## **Financial Questions**

Q1. Please provide us with information regarding the budget of the project, namely, our organization's annual budget for the year 2015 was X amount. With this budget are we able to participate in the call for Proposals under the Territorial Cooperation Programme Azerbaijan – Georgia?

*There is no certain restriction defining how much the previous turnover of the organisation shall be in order to participate in this Call for Proposals. However it is advisable that applicant takes into consideration its financial capacity when drafting the proposal and the budget for the Action.*

*As for the minimum and maximum amount of the grant that can be requested under this Call for Proposals, as per section 1.4 of the Guidelines for Grant Applicants:*

Q2. What is the estimated budget scale for the projects?

*According to the Guidelines for Grant Applicants – section 1.4:*

*“Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:*

- Minimum amount: € 20,000*
- Maximum amount: € 250,000”*

Q3. Is it possible to get 10% of contribution from the Local authorities?

*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.*

Q4. Can 10% of co-financing contribution be provided in kind?

*According to the Section 2.1.6 of the Guidelines for Grant Applicants - “Contributions in kind may not be treated as co-financing.”*

Q5. For heading 8 of the budget, the indirect costs - do these need to be identified and listed, or do we just take 7% of the direct cost subtotal?

*As defined in the Guidelines for Grant Applicants section 2.1.6 –*

*“The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. “*

*In the budget it shall be calculated as follows “Subtotal direct eligible costs of the Action” (heading 7) shall be multiplied by the flat-rate of the indirect cost, which cannot exceed 7%. No father breakdown shall be listed in the first worksheet of the Annex B – the budget. However please take into the consideration that “The applicant may be asked to justify the percentage requested before the contract is signed” as described in section 2.1.6 of GfA.*

Q6. For heading 10 of the budget, the contingency reserve - shall we list these and justify them, or can we take 5% of the direct cost subtotal?

*As defined in the General Conditions (Annex II to the Grant Contract), article 14.6:*

*“A reserve for contingencies and/or possible fluctuations in exchange rates not exceeding 5% of the direct eligible costs may be included in the budget for the Action, to allow for adjustments necessary in the light of unforeseeable changes of circumstances on the ground.”*

*Calculation is as follows: “Subtotal direct eligible costs of the Action” (heading 7) shall be multiplied by the flat-rate of the Provision for contingency reserve, which cannot exceed the 5%.*

*Please note that the Contingency Reserve “can only be used with the prior written authorisation of the Contracting Authority” as described in section 2.1.6 of GfA.*

*No father breakdown shall be listed in the first worksheet of the Annex B – the budget. Applicant may be asked to provide the clarification and/or justification if questions are raised on the percentage of the Contingency reserve.*

Q7. 1. If we use 1/2 of a staff member for implementing this project, the 1/2 salary we pay is considered co-financing, correct?

*If the staff member is involved in the Action only by 50%, then 50% of his/her salary will be considered as eligible cost. Only the Eligible Costs can be co-financed by the applicant, therefore another 50% of the salary not related to the action, cannot be provided as a co-financing contribution (of at least 10% under this call for proposals) of the applicant.*

## Application Form

Q1. In the Grant Application form (Annex A), Part B- General information it is written "Enter EuropeAid reference for the Call for Proposals" What reference we should enter?

*If the organisation does not have the EuropeAid (PADOR) ID, the field shall stay blank*

Q2. We don't have an Affiliated Entity and Associates of the applicant participating in the action. Is it ok if we don't fill this part and put N/A?

*If the Affiliated Entity and Associates are not involved in the Action, the relevant parts of the Grant Application form can be marked as N/A.*

Q3. In the 3rd sheet of the Budget in Expected sources of funding part there is "Revenue from the Action". What exactly should be inserted to this part?

*If there is no Revenue expected from the Action the mentioned field shall stay blank*

Q4. Should the application be submitted in English?

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

Q5. Can you please explain the following phrase from section 2.1.1 of the Grant Application Form?

If financial support is allowed by the Guidelines for Applicants, applicants wishing to give financial support to third parties must define, in line with the conditions set by the Guidelines for Applicants the objectives and results to be obtained with financial support, the different types of activities eligible for financial support, on the basis of a fixed list, the types of entity eligible or categories of persons which may receive financial support, the criteria for selecting these entities and giving the financial support, the criteria for determining the exact amount of financial support for each third entity, and the maximum amount which may be given.

*Please refer to Guidelines for Grant Applicants, section 2.1.5, where it is mentioned that "Applicants may not propose financial support to third parties", in other words financial support to third parties is not allowed by the Guidelines for Grant Applicants.*

Q6. In section 1.3.1 it is requested to provide the following information " Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the Guidelines for the call, e.g. local ownership. etc. " I don't find any subthemes, etc. referenced in the Call. To what are you referring? Or are these areas that we find of

importance in our local regions?

*Please refer to the Guidelines for Applicants –section 2.1.5 -Eligible Actions. In this section, you will find 3 operational objectives, 5 priorities and eligible actions under each priority.*

Q7. In section 2.1.2, of grant application form, it is asked to describe in detail:

- the methods of implementation and rationale for such methodology;

Can you please give us an example?

*Please, justify your implementation methodology with solid grounds.*

*Example: implementation method for X project will be on participatory bases, involving actors in local, regional and national level. It will be quite helpful to address the real needs, cover the most vulnerable beneficiaries, increase the ownership over project outputs and ensure future sustainability*