

FREQUENTLY ASKED QUESTIONS (FAQ)
FOR EUROMED YOUTH PROGRAMME PHASE IV
CALLS FOR PROPOSALS

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NB: as stipulated in Section 2.2.4 of the Guidelines for grant Applicants and in the interest of equal treatment of Applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an Applicant, a partner, an action or specific activities.

I. GENERAL QUESTIONS

NB: as stipulated in Section 2.2.4 of the Guidelines for grant Applicants and in the interest of equal treatment of Applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an Applicant, a partner, an action or specific activities.

1. How do I apply?

Step 1: check the EuroMed Youth website to see the Calls for proposals published by each of the 8 participating countries at: <http://www.euromedyouth.net/> and more specifically each EuroMed Youth IV Units:

Algeria: <http://www.algerie.euromedyouth.net/>
Egypt: <http://www.egypt.euromedyouth.net/>
Israel: <http://www.israel.euromedyouth.net/>
Jordan: <http://www.jordan.euromedyouth.net/>
Lebanon: <http://www.lebanon.euromedyouth.net/>
Morocco: <http://www.maroc.euromedyouth.net/>
Palestine: <http://www.palestine.euromedyouth.net/>
Tunisia: <http://www.tunisie.euromedyouth.net/>

Step 2: Read the Guidelines for grant Applicants to identify the Action(s) you would like to apply for, in order to see who can apply (eligibility criteria) as well as the objectives and global and national priorities per each country.

Action 1 Euro-Med Youth Exchanges

Action 2 Euro-Med Youth Voluntary Service

Action 3 Euro-Med Youth Training and Networking

Step 3: Fill in the application using the Excel Application format customised per each Action. Complete the budget taking close notice to Article 2.1.4 of the Guidelines.

Step 4: Complete, print out and sign your full application (and include an electronic copy)

Step 5: Submit your full Application by the deadlines as per Article 2.2.3 of the Guidelines.

2. Do the Euromed Youth Units or European Commission or Delegation of the European Union provide technical support for the preparation of proposals?

The Euromed Youth Units or European Commission or Delegation of the European Union do not provide technical support for the preparation of proposals.

Applicants must follow the instructions in the Guidelines for grant Applicants published for each call for proposals

As regards methodology and project management, the European Commission has adopted the "Project Cycle Management" guidelines as a tool for design and project management, based on the logical framework approach. "Project Cycle Management" guidelines are published on the EuropeAid website at the following address:

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

and can help potential Applicants in the elaboration and implementation of envisaged future actions that may be submitted for possible funding to calls for proposals.

The various Euromed Youth Units are organising national training events, contact your Units to get acquainted with the calendar of national activities.

3. Who publishes the call? The Euromed Youth Unit ? The Delegation of the European Union of each participating country? The European Commission ?? The Regional Capacity Building and Support Unit for EuroMed Phase IV Programme?

Publication/Launch is the responsibility of the each Euromed Youth unit and to be done simultaneously (best practices unless done consecutively) on the respective Delegation of the

European Union for the specific country website in addition to any other specific website that the Unit is linked to.

4. Which countries are signatories of the Euro-Med Youth IV Program?

8 countries: Algeria, Egypt, Israel, Jordan, Lebanon, Morocco, Palestinian Authority, and Tunisia.

5. How many deadlines are expected throughout the course of the program?

Please visit each Euromed Youth Unit webpage and review the Guidelines for the various deadlines of this revolving call for Proposals.

EMYU of Egypt published the revolving call for proposal with six deadlines:

- June 14th, 2011
- Nov 1st, 2011
- Feb 1st, 2012
- May 31st, 2012
- Nov 1st, 2012
- Feb 1st, 2013

EMYU of Jordan published the revolving call for proposal with six deadlines:

- June 14th, 2011
- Nov 1st, 2011
- Feb 1st, 2012
- May 31st, 2012
- Nov 1st, 2012
- Feb 1st, 2013

EMYU of Palestinian Authority published the revolving call for proposal with six deadlines:

- June 14th, 2011
- Nov 1st, 2011
- Feb 1st, 2012
- May 31st, 2012
- Nov 1st, 2012
- Feb 1st, 2013

EMYU of Israel published the revolving call for proposal with three deadlines:

- Nov 1st 2011,
- Feb 1st, 2012,
- Nov 1st, 2012.

EMYU of Tunisia published with single deadline

- June 14th, 2011.

Two additional deadlines are foreseen for:

- Apr 2nd, 2012,
- Apr 2nd, 2013.

6. Where can I find application forms and guidelines?

Refer to question 1.

7. Regarding the three actions, how will the distribution of the overall budget? Will specific actions have more than others?

Refer to each EuroMed Youth Unit Guidelines where this has been specified.

8. As the "host" organisation, could we send the volunteers to do a large part of their voluntary service and be accommodated in some of our local partner organisations?

NO, as hosting you can only host volunteers (the programme does not foresee for ENPI entities to "send" volunteers but only "receiving/hosting" them):

- As "host organisation" you must be an entity from the ENPI South region therefore your task will be "hosting" volunteers;
- As "host organisation", you have the responsibility to mentor the volunteer and to ensure a good coordination with your local partner organisations.

9. Is it possible to host an activity granted under Euromed Youth IV in a different country from which has applied?

No, the applying county is the only hosting country.

10. In a bilateral or multilateral action in Action 1 and 3, how many participants have to participate from each of the sides?

There is no limitation on the number of participants; it is up to you the Applicants to determine such details, based on the project design and budget.

11. If an international organisation located in Europe is one of the partners and the participants it sends to a MEDA (now ENPI South) country are from different countries – is that a bilateral or a multilateral action?

In youth exchanges (Action 1), this structure is not allowed, since the participants should be from organisation's respective country. While in Actions 2 and 3, where this structure is allowed, is still defined as bilateral.

The definition of projects as bilateral and multilateral is based on the number and identity of the partner organisations, not the individuals taking part in the project. A multilateral action is when two entities (or three) from ENPI South Country/Territory and two entities (or three) from EU Member States are in partnership for the implementation of an action.

12. How should an Applicant open the Excel application form files?

The user has to click outside the cell under editing and then click on the "continue" button for opening the file.

II. ADMINISTRATIVE QUESTIONS

13. Are there any requirements as concerning fonts, font size or page margins?

Full applications should be submitted in A4 size, using Arial 10 characters with 2 cm margins.

14. Is it acceptable to submit Applications by email?

Submission of applications must be in line with Article 2.2.2 of the published Guidelines.

15. Following selection, when could we start with the implementation of the action?

The provisions on the commencement of the implementation of the action are set out in Article 2 of the Standard grant contract, which allows for different options for the start date of the implementation (see annex -Special conditions published on each respective EuroMed Youth Unit website):

- the day following that on which the last of the two Parties signs
- a later date

Please specify your selection within the Action description.

16. Who are the "stakeholders"?

You may find a definition of "stakeholders" in the Glossary of key terms of the Project Cycle Management Guidelines

at http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

Any individuals, groups of people, institutions or firms that may have a relationship with the project/programme are defined as stakeholders. They may – directly or indirectly, positively or negatively – affect or be affected by the process and the outcomes of projects or programmes. Usually, different sub-groups have to be considered.

It is the responsibility of the Applicant to identify in the proposal the relevant stakeholders in line with the specificities of the proposed action.

17. What are the reporting obligations for grant beneficiaries?

The reporting obligations for grant beneficiaries are stipulated in Article 4 of the Special Conditions applicable to European Union-financed grant contracts for external actions (available on each respective EuroMed Youth Unit website, as annex to the Guidelines).

18. Should we give a timeline of our proposed project or can our application for the project be done at any of the deadlines and implemented within the timeline of the program (until the first half of 2013)?

Kindly refer to Article 2.1.3 of the Guidelines for the eligible duration under each of Actions 1, 2, 3.

19. What are the policy/rules/regulations on late submissions, will an application submitted after the first deadline be passed to the second deadline? Or will it be rejected?

Kindly refer to Article 2.2.3 of the Guidelines for the rules on submission and late submission.

20. There is no item for accommodation for the project implementation? Should we consider the same rate of planning visit for the project implementation or there is another way for calculation the accommodation costs for Action 3 projects?

Lodging and meals are under the Planning visit costs, no other costs are considered eligible.

21. In the page RESOURCES of the application forms (excel format), which is the difference between “Turnover managed or equivalent”, “Net earnings or equivalent” and “Total balance”?

Some entities do not have any turnover, they are spending a budget provided, the case of public administration for example. Applicants are requested to provide their Contracting Authority with a clear indication on historical and available financial resources. These data will be utilised during assessment to answer to question 1.4 of the Evaluation Grid.

22. In the page THE ACTION of the application forms (excel format), which is the difference between “specific objective” and “objective of the action”?

Objective of the action would be the main general issues tackled in line with the purpose of the Action, while the specific objective identifies a short-term, measurable step within a designated period of time (your proposed Action) that is moving toward achieving a long-term goal and how they are related to the action and the priorities.

III. PADOR REGISTRATION

23. What is PADOR?

PADOR stands for Potential Applicant Data On-line Registration

24. Where can I find more information about PADOR? PADOR manual? PADOR Quick guide for Applicants? PADOR Quick guide for partners? PADOR e-learning? Frequently Asked Questions?

For additional information on registering in PADOR, please consult the Quick Guide for Applicants, the Quick Guide for partners and the Frequently Asked Questions Document, available at the following website: http://ec.europa.eu/europeaid/onlineservices/pador/index_en.htm

All questions related to the registration in PADOR should be addressed to the PADOR help desk: europeaid-pador@ec.europa.eu

25. Due to technical problems I have not managed to register/access my profile in PADOR. The deadline is approaching. What shall I do?

Prior registration in the PADOR is not mandatory within the EuroMed Youth Calls for Proposals, while some Contracting Authorities may ask for it prior to grant contract signature, in such a case the EMYU involved will provide for all necessary support.

26. Is it possible to upload the application in the PADOR registration system?

It is not possible to upload the application Proposal in the PADOR registration system. Application must be submitted in accordance with the provisions of sections 2.2.1 and 2.2.2 of the respective Guidelines for grant Applicants.

27. If our organisation is registered in PADOR and has had previous contracts with the EU, do we need to complete this section of the application?

PADOR number should be sufficient provided that Applicant has kept the information up to date.

28. Do the partner organisations have to be registered in PADOR?

Yes, partner organisations (not associates) have to be registered in PADOR, while associates do not have to be registered in PADOR. Yet, for the Euro-Med Youth Programme, registration in PADOR is not compulsory prior to the application. The selected Applicants and their Partners may be requested to register in PADOR if they are not already registered, but it is not a must for the evaluation process.

IV. ELIGIBILITY QUESTIONS

Kindly refer to Article 2.1 for all Eligibility Criteria issues

29. Are recently established organisations eligible to apply?

Kindly refer to Article 2.1.1 of the Guidelines for the eligibility of Applicants.

30. Is it possible to sub-contract the management of the Action?

As indicated in the eligibility criteria in section 2.1.1 the Applicant and partners must be directly responsible for the preparation and the management of the proposed action. Consequently, the Applicant may not subcontract the management of the action to another organisation.

NB: Subcontracting project management to another organisation (which is prohibited) should not be confused with recruiting a member of the proposed project's personnel through a service contract: (i.e. the person will not appear on the payroll of the grant beneficiary) to perform "project management" tasks. This method of personnel recruitment must follow the procurement procedures set out in annex IV to the standard grant contract (see annex IV – Contract award procedures, available at published on each respective EuroMed Youth Unit website as annex to the Guidelines).

31. We are an organisation already receiving funds from the EC through a previous Call. Are we eligible to apply?

Organisations already receiving EU funding under another (or the same) financing instrument may submit applications for another call for proposals. However, of course, no "double-funding" is allowed and therefore, items already financed in another framework cannot be considered as eligible costs.

Moreover, in the interest of avoiding duplication of funding for the same action, the Applicant in signing the declaration within the application form takes full responsibility to fulfil the obligation of informing the Contracting Authority as stipulated. The position of organisations receiving operating grants is dealt within the provision of the General Contract Conditions available as published on each respective EuroMed Youth Unit website as annex to the Guidelines.

In the specific frame of the Euro-Med Youth Programme IV please analyse provision of Article 2.1.3 of the Guidelines indicating participation and awarding possibilities.

32. We are an NGO from country XYZ but with field offices all over the world. Can each of the field offices apply for a grant?

Kindly refer to Article 2.1.1 of the Guidelines for Applicants (and 2.1.2 for Partners) for eligibility rules.

33. We would like to apply for this Call with organisation XYZ as partner. Is this partnership eligible?

Kindly refer to answer (32) above and remember that, as stipulated in Section 2.2.4 of the Guidelines for grant Applicants and in the interest of equal treatment of Applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an Applicant, a partner, an action or specific activities. It is up to the Applicant to demonstrate that the proposed partnership complies with the requirements of and is in line with the objectives of the Call.

34. Should the partner country organisation or the EU-based organisation apply as Applicant?

Kindly refer to answer (32) above.

35. What are the differences between partners, associates and subcontractors?

Please refer to section 2.1.2 of the Guidelines for grant Applicants for information on partners, associates and subcontractors.

A partner is an entity that fulfils eligibility criteria, in case an entity which does not satisfy the eligibility criteria and wishes to participate to the action implementation they are allowed ONLY as associate (only travels and per-diem are eligible, no other costs). Applicant, Partner and Associate are very well explained in the Guidelines, the same applies for sub-contractor

Partners are actively involved in the design and implementation of the action and therefore have the right to be reimbursed for the related eligible costs. Associates are an interested party taking part in the implementation of the action but are not involved in its design and their costs are not covered by the grant except for travel and per diem costs.

Associates cannot be taken into account with regard to any partnership composition requirements of a Call.

As also indicated in the above-mentioned section, the grant beneficiaries have the possibility to award contracts to subcontractors for services, supplies and works. Subcontractors are neither partners nor associates.

Please be informed that via clarification, the contracting authority will not take any specific position especially related to relevance and/or eligibility.

36. Could be “partner” an association from the same country who is applying? For example is eligible a project presented by two Egyptian organisations + two UK organisations?

YES, but they will not have multi-countries action advantages.

37. How is a contractor selected?

A sub-contractor is selected after following the specific Procurement Procedure as stipulated for in Annex IV Procurement by grant Beneficiaries in the context of European Union external actions.

38. We would like to implement an action on theme XYZ. Is this in line with the objectives and priorities of the Call?

Kindly refer to article 2.2.4 of the Guidelines.

39. We would like to implement the activity XYZ. Is this activity eligible?

Kindly refer to article 2.2.4 of the Guidelines.

40. Who can submit a project?

Only organisations from the eight southern Mediterranean countries may submit a project at their respective Euro-Med Youth Units, kindly refer to answer (32)above.

41. In a bilateral or multilateral action in Action 1 and 3 how many participants have to participate from each of the sides?

There is no limitation on the number of participants; it is up to you the Applicants to determine such details, based on their project design and budget.

42. Considering the next deadline (14 of June) I’m writing to you just to know between which periods or date the financed project has to start and to end?

Actions 1 & 3, the maximum allowed project duration is 6 months, while activity duration varies depending on the nature of the activity (please refer to the Guidelines for further information). While for Action 2, the maximum duration is 12 months, and the minimum is 3 months. Durations are calculated from the date of signing the grant contract.

43. Is a planning visit obligatory?

No, planning visits are not obligatory.

44. Is it possible to have more than one partner from the same country?

Kindly refer to articles 2.1.2 and 2.1.3 of the Guidelines (and also question 2.3 of the Evaluation Grid).

45. In a bilateral action with Palestine and Germany, is it possible to have an Israeli organisation as an associate partner – and the action will still be bilateral?

Kindly refer to article 2.2.4 of the Guidelines.

46. If an international organisation located in Europe is one of the partners and the participants it sends to Palestine are from different countries – is that a bilateral or a multilateral action?

Kindly refer to answer 11.

47. What about Turkey?? Is it from South (Med countries) or north (program countries) in the Euro-med IV program.

Turkey is not part of the eligible Countries and Territories, kindly refer to article 2.1.3 of the Guidelines.

V. EVALUATION QUESTIONS

48. We are a small NGO with a small yearly turnover. What are our chances of being selected?

As indicated in section 2.3 of the Guidelines for grant Applicants, in the full application grid under section 1, "Financial and Operational Capacity", sub-criteria 1.1-1.3 relate to the capacities of both Applicant and partners in terms of project management experience, technical expertise and financial management, whilst sub-criterion 1.4 relates to the sources of finance of the Applicant only. It is therefore important that the scale of the proposed action and its related budget is coherent with the size, past experience and available resources of the organisations involved in the partnership.

49. How will the financial capacity of Applicant organisations from the beneficiary countries be taken into account in the evaluation?

Kindly refer to answer 21 and answer 48 above.

VI. BUDGETARY QUESTIONS

50. Explain in the easiest way possible the difference between Lump sums and Flat rates.

Lump sums are for money provided to a third party; flat-rates are money retained by the Applicant.

51. How should the Budget be distributed between Applicant and partners?

As stipulated in sections 2.1.1 and 2.1.2 of the Guidelines for grant Applicants, if the proposal is selected, the Applicant (the "beneficiary") will act as the only contracting party to the Contracting Authority.

The Applicant is in charge of the overall project management and is responsible to the EU for the implementation of the contract and for the use of funds. The Applicant signs the contract, receives funds, reports (both technical and financial) on the implementation of the action and on the use funds.

It is up to the Applicant to decide how the funds advanced by the Contracting Authority are allocated and distributed to and between the partners, in line with the objectives of the action.

Each partner must provide evidence of expenditure modalities and that they have been indeed incurred to the Applicant, who in turn reports to the Contracting Authority. In this respect it may be advisable that the Applicant and the partners sign an agreement including reporting modalities and an internal budget breakdown between the Applicant and the partners.

52. The budget template has some formulas. Can we add formulas?

Please do not change existing formulas, in order to not interfere with the document's configuration.

53. The budget does not have detail for activities. Should this be the case or do you need details to be added?

The budget must be filled in based on the available budget lines in the template, allowing for flexibility and sufficient details. Any other costs not included in the specific lines can be added (in more lines) dedicated to other costs. Each of the added budget line in other costs must be clearly indicated and described.

54. What types of cost can be considered as eligible costs?

For eligible costs, please refer to section 2.1.4 of the Guidelines for grant Applicants.

55. From which sources should the balance be financed?

As stipulated in section 1.3 of the Guidelines for grant Applicants, the balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed by the Applicant's and/or partner's own resources or other sources apart from the European Union budget or the European Development Fund.

This being said, it is up to the Applicant to decide on the most appropriate sources of funding for the action.

56. Can staff salaries be counted as contributions in kind?

As set out in Section 2.1.4 of the Guidelines for grant Applicants, the cost of staff assigned to the action is not a contribution in kind and may be considered as co-financing in the budget of the action when paid by the beneficiary or partners. Nevertheless, salaries paid to staff working for other projects cannot be charged to the new proposed action. Furthermore, unpaid staff (voluntary works) would be considered as a contribution in kind.

57. When converting from a local currency into EUR, should the current exchange rate be used or the exchange rate applicable at the end of each respective financial year?

For the purpose of preparing an application, the exchange rate used should be the most recent one published on the InforEuro website at the time of proposal submission. The InforEuro site can be accessed at the following address: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

As stipulated in Article 15.8 of the General Conditions, your final financial report should consider the average InforEuro rate of exchange of the months during which the action is implemented..

58. Are action costs incurred before the signing of the contract eligible for co-financing?

As indicated in section 6.2.8 of the Practical Guide to contract procedures for EC external actions (PRAG)

http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/documents/2010_prag_en.pdf

Grants may, as a rule, only cover costs incurred after the date on which the grant contract is signed.

59. Is it possible to finance the travel costs completely with funds other than from the EU?

All costs related to the project should be listed in the budget regardless of who pays for what component. Co-financing is applied to the entire budget and not to certain segments of it. The EU will contribute based on the percentage of the total eligible cost indicated in the contract Special Conditions and the beneficiary is responsible to co-fund the rest from whatever sources (see also answer 55).

60. Is it correct that (under Action 2 EVS) volunteer accommodation and meals are excluded from eligible costs? Should these costs then not be included in the budget?

No, that is incorrect, there is a specific budget component of a lump sum of 360 euro's per month per volunteer specifically designated to cover such costs (table 1 of article 2.1.4). Thus it is eligible, but included in a lump sum format. In addition a monthly allowance allocation is also eligible (table 2 of article 2.1.4).

61. In regard to the Budget Appendix Table: there is a separate line for the budget, including taxes, while in another line it is required to write the full amount without tax (excluding taxes).

Is there a need to separate the tax from the estimated price of each section (line)? If so, how can you calculate it, since some of the sections are intended for other countries, then the percentage of the tax changes?

This budget line is only to be utilised: *“Taxes, including VAT. Only to be filled in where the Beneficiary (or where applicable, its partners) can show it cannot reclaim them.”* All other costs must exclude any taxes and/or VAT.

62. In relation to eligible costs for action 3- training and networking - activity per cost, base A (food & lodging) does not appear (Guidelines table Article 2.1.4).

The same enquiry applies for Action 1- Youth exchange/ activity per cost, where Base B & C are not indicated?

For Action 3, there is Flat rate + Lump sum (base C) + Lump sum (base B), and this is clearly indicated under eligible costs: lodging, meals, ...

For Action 1: Flat rate (360) + Flat rate (200) + Lump sum (Base A), and this is clearly indicated under eligible costs: lodging, meals, ...

63. Trainer fees and Training Materials are not indicated as eligible costs under Youth Exchange?

Because a youth exchange is not a training course and does not require to hire trainers. Youth leaders should be the ones of the partner organisations.

As for training materials, the same, material costs required for a youth exchange should be included in the costs of the lump sum and the 2 flat rates of the activity per se.

VII. SUPPORTING DOCUMENTS

64. When do supporting documents need to be submitted?

Refer to Article 2.4 of the published Guidelines.

65. As it is not possible to upload originals of the supporting documents, should copies be certified?

It is not necessary to provide certified copies, but the copies must be true copies of the originals, that is they must be legible and clearly show the signatures, dates, stamps, etc. Copies in the form of unsigned computer printouts or in illegible hand-writing, for example, will not be accepted.

66. Should translations of supporting documents (e.g. statutes or articles of association) be certified translations?

It is not necessary for translations to be certified and only the relevant parts of the supporting documents proving the eligibility of the Applicant or partner organisation (nationality, type of organisation, non-profit-making objectives etc.) need to be translated.

VIII. REQUESTS FOR RESULTS, SCORES OR COMMENTS

67. Our proposal was rejected. Could you send us specific comments concerning our proposal?

Refer to Article 2.5 of the published Guidelines.

68. My proposal was rejected. Can you let me know the scores of the selected projects?

The scores awarded for the different evaluation criteria are communicated only to unsuccessful Applicants in order to help them improve their proposals for potential future submissions. If the rejection is due to administrative matters, assessment is not carried out.

69. When will we be notified whether our Full Application was successfully evaluated?

Refer to Article 2.5.2 of the published Guidelines

70. Are the results of the Calls for Proposals published?

The results of each Call for Proposals are published on each specific EuroMed Youth Unit website.

71. Is there a realistic chance that our reserve-listed proposal will still obtain funding?

Unfortunately we are unable to give you an indication concerning the probability of a reserve-listed proposal eventually obtaining funding.

While the Evaluation Committee is responsible for recommending the reserve list, it has no involvement in the contractualisation process and therefore cannot predict the potential future availability of funds that could be transferred to reserve-listed proposals.