



Raising public awareness of development issues and promoting development education in the European Union (DEAR programme)

Reference: EuropeAid/173998/DH/ACT/Multi

Questions & Answers n° 2

Concept note phase

As set out in section 2.2.4 of the guidelines, to ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.



QUESTIONS		ANSWERS
1	<p>I noted that on Lot 5 the co-applicants cannot be in two applications. My question is if this rule is also valid for Lot 4.</p>	<p>The guidelines section 2.1.3. (i) specify that “<i>a co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than one application <u>per lot</u> under this call for proposals.</i>”</p> <p>This restriction applies to all lots.</p> <p>In addition, the Corrigendum No. 1 to the guidelines, published on 12/10/2022, specifies that: “<i>The lead applicant may be a co-applicant or an affiliated entity in other applications at the same time under this call for proposals, in a different lot from the one they are applying as lead applicant. Should an entity be included in more than one application as a co-applicant or affiliated entity per lot under this call for proposals, the Evaluation Committee will consider the first proposal arrived on the basis of submission date and hour. Any other proposal which includes the concerned entity in the same lot will be rejected.</i>”</p>
2	<p>According to the guidelines, the lead applicant under LOT 5 must be a Local Authority or an Association of Local Authorities (ALA).</p> <p>The footnote n.22 clarifies the definition of ALA. However, it does not clarify if the members that elect the ALA must be all Local Authorities, or if these members can be a mix of Local Authorities AND Civil Society Organizations (a mixed network).</p>	<p>To be eligible as a <u>lead applicant under lot 5</u>, the applicant needs to fulfil the criteria set out in section 2.1.1. of the guidelines and fall into the definition of Local Authority (LA) as in footnote 21 or as an Association of Local Authorities (ALA), as in footnote 22.</p> <p>Please see answer to question 21 of Q&A No. 1, published on 17/10/2022 on the website of the call:</p> <p>https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=173998</p>
3	<p>We have found the following point concerning the eligibility of direct costs.</p> <p>Eligible direct costs 14.2. Subject to Article 14.1 and, where relevant,</p>	<p>No, under this Call for Proposal no maximum ratio between Subtotal Human Resources (the total of all expenses under budget heading “1. Human Resources”) and Subtotal direct eligible costs of the Action is defined. Please note however that the Full Application evaluation grid on page 35 of the guidelines includes the</p>



	<p>to the provisions of Annex IV being respected, the following direct costs of the beneficiary(ies) shall be eligible: a) the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (excluding bonuses); salaries and costs shall not exceed those normally borne by the beneficiary(ies), unless it is justified by showing that it is essential to carry out the action;</p> <p>Is there a maximum ratio that salary costs should not exceed in relation to the total direct costs budget? Indeed, salary costs are generally far from negligible in projects related to awareness raising and formal or non-formal education.</p>	<p>criterion “6.2. <i>Is the ratio between the estimated costs and the expected results satisfactory?</i>” which means it is in the applicants’ interest to provide a realistic and cost-effective budget.</p>
<p>4</p>	<p>We are starting to work on our DEAR call applications, we attended the clarification meeting last Thursday, but we can’t seem to find the MEAL guide nor the DEAR indicators.</p> <p>Would you be so kind to send them or to tell us the links where to find them (we weren’t able to find them in the websites mentioned at that session).</p>	<p>The <u>MEAL guide</u> can be found here: https://europa.eu/capacity4dev/dear/documents/new-dear-handbook-all-project-stages</p>
<p>5</p>	<p>We would like to ask whether it is possible for affiliated organisations to participate as co-applicants in different proposals under the same LOT?</p>	<p>No. The guidelines section 2.1.3. (i) specify that "<i>a co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than one application <u>per lot</u> under this call for proposals.</i>"</p> <p>Please also refer to the answer to question no. 1.</p>
<p>6</p>	<p>1. P. 17 of the guidelines mentions “A minor portion of the action may be carried out in a candidate and/or potential candidate country and/or in EU partner countries on the condition that they directly contribute to the objectives of the present call for proposals.”. Could you please clarify what is “ a minor portion” ? Is it possible to set a % of the grant to represent that amount? (for</p>	<p>1. The action location for lots 1,3,4,5 is defined in the guidelines in section 2.1.3. d) Location: A minor portion of the action may be carried out in a candidate and/or potential candidate country and/or in EU partner countries on the condition that they directly contribute to the objectives of the present call for proposals. And for Lot 2: A minor portion of the action may be carried out in a minimum of 2 candidate and/or potential candidate countries and/or in EU partner countries on the condition that they directly contribute to the objectives of the</p>



<p>example max. 25% of the grant ?)</p> <p>2. Regarding the subgrantees, is it possible to already identify/provide a list within the concept note, of the names and countries of subgrantees? Or can it be done at the full application stage?</p> <p>3. Still on the selection of subgrantees, is a call for proposals needed in each situation, even if the subgrantees are already identified? (for example because they have an expertise unique and needed for one of the project activity foresees in the full application)?</p> <p>4. Is there any requirement of financial size for the lead application (for example: having an annual turnover at least representing 50% of the total amount of the requested grant?)</p>	<p>present call for proposals.</p> <p>The amount or proportion will have to be proposed by the applicant and the justification & logic will be evaluated by the evaluation committee by assessing for example the relevance of the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants (see evaluation grid p. 32)</p> <p>See also Q&A No. 1 Question 7 Answer 1.</p> <p>2. In their application, the applicant(s) must outline the objectives and the results that they would seek to achieve through the use of the financial support.</p> <p>The third parties who will benefit from <u>Financial support (FSTP)</u> do not need to be identified at concept note stage.</p> <p>Please note that the lead applicant needs to define mandatorily in section 2.1.1 of the grant application form – full application (Annex A.2):</p> <ul style="list-style-type: none">(i) the overall objectives, the specific objective(s) and the outputs²⁸ (i.e. the results) to be achieved with the financial support(ii) the different types of activities eligible for financial support, on the basis of a fixed list(iii) the types of persons or categories of persons which may receive financial support(iv) the criteria for selecting these entities and giving the financial support(v) the criteria for determining the exact amount of financial support for each third entity, and(vi) the maximum amount which may be given(vii) set-up of the control system to verify the eligibility of costs. <p>3. Annex X (iv) outlines that “the lead applicant shall detail in the description of the action the selection and award criteria to be used to select third parties. Subject to requirements outlined in points v, vi and vii below, grant beneficiaries may use their own rules in the selection and evaluation process,</p>
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		<p><i>provided that these comply with the principles of proportionality, sound financial management, equal treatment and non-discrimination. The grant beneficiary must ensure transparency and prevent conflict of interests throughout the entire award procedure”.</i></p> <p>In Annex A2 grant application form – full application, section 2.1.1.iv, the grant applicant shall describe criteria for selecting entities benefitting from FSTP and for awarding FSTP grants.</p> <p>For details on FSTP please also refer to articles 10.5. to 10.9. of the General Conditions (Annex II and Annex G to the guidelines of the call).</p> <p>4. At the full application stage, the lead applicant’s latest accounts and external audit report (where applicable) will be evaluated, to verify that they have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (see section 2.3. (2) of the guidelines).</p> <p>Please note that the requested EU contribution and the total budget will be taken into consideration to evaluate the financial capacity of the lead applicant.</p>
7	<p>We would like to ask a clarification about the Eligibility of applicants (2.1.1 of the guidelines for grant applicants).</p> <p>Is a Foundation of banking origin (established for philanthropic purposes, to promote cultural, civil and economic development) eligible for this kind of call and be considered as a Civil society organisation? In Italy for example the Civil Society Organisations include Foundations (Law n. 125/2014).</p>	<p>Interested parties are reminded that the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants and affiliated entity(ies).</p> <p>To be eligible as a <u>lead applicant</u>, the applicant needs to fulfil the criteria set out in section 2.1.1. of the guidelines and fall into the definition of <u>civil society organisations</u> given in footnote 18 of the guidelines.</p>
8	<p>Is there a limit for what concerns the percentage of the budget allocated to the partners outside of the EU in Lot 2?</p>	<p>No there is no upper or lower limit. The guidelines, section 2.1.3, specify for lot 2 that: <i>Actions must take place in a minimum of 4 EU Member States. <u>A minor portion of the action</u> may be carried out in a minimum of 2 candidate and/or potential candidate countries and/or in EU partner countries on the condition that they</i></p>



		<p><i>directly contribute to the objectives of the present call for proposals.</i></p> <p>See answer to question 6/1.</p>
<p>9</p>	<p>I kindly would like a clarification on Lot 5 option C (pag. 19 of the Guidelines) that reports “...for action under this call with the main purpose of financial support to third parties, the maximum amount of financial support per third party is EUR 250.000”</p> <p>The amount of EUR 250.000 is intended as total amount for the whole project and for all the member of the partnership (applicant and co-applicants)? Or the amount is intended for each partner to support many different third parties in the 4 involved countries?</p>	<p>The guidelines specify that: <i>For actions under this call with the main purpose of financial support to third parties, the maximum amount of financial support per third party is EUR 250 000.</i></p> <p>And hence, the lead applicant, any co-applicant or affiliated entity, can provide financial support to third parties, and per third party (recipient of the funds) limited to a total of EUR 250 000.</p> <p>The amount actually requested by the applicant must be coherent and manageable.</p>
<p>10</p>	<p>Regarding the DEAR-Call we have some questions regarding the requirements for visibility. The guidelines say (2.3.1. (h): <i>All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action.</i> We read the latest manual carefully and some questions remain:</p> <p>1. We understand that some projects are qualified for strategic CV, those will have a specific budget and strategy and will be closely monitored and implemented together with the EU. By whom and when is a project qualified as “strategic relevant” in terms of Communication and Visibility? Is that decided in the application by the applicants or later by EU?</p> <p>2. What does that mean for the budget: At what point do those project plan the costs for extended visibility actions? Do those project get an extra amount on top of the requested grant or do they take the extra costs from the existing budget.</p> <p>3. For the other regular projects the manual says: a communication and visibility plan is only needed upon request. Is it</p>	<p>1. All projects must ensure EU <u>visibility</u> (emblem and funding statement) is respected in any product or activity related to the project, as outlined in the 2022 guidance “Communicating and Raising EU Visibility: Guidance for External Actions” available here Communicating and raising EU visibility: Guidance for external actions (europa.eu). As outlined in the guidelines, section 2.1.3.(e), the nature of the DEAR programme is such that all applications are expected to achieve the objectives “through a combination of campaigns, awareness raising, communication and outreach activities and global learning” targeting clearly defined audiences. These activities should be fully outlined and budgeted for in the Full Application and not in a separate strategic communication plan and budget. For the purposes of the present Call for Proposal, applicants are not expected to include additional strategic communication activities.</p> <p>2. The costs required to comply with the EU visibility requirements (EU emblem and funding statement) as well as the costs for the of campaigns, awareness raising, communication and outreach activities and global learning are eligible and should be included in the budget breakdown under the relevant objective/activity to which they relate. For example, the costs associated with producing signage for a school building should be budgeted for alongside the</p>



	<p>still possible to plan budget for visibility activities? Or do we leave the budget line for Visibility empty?</p>	<p>activities related to the construction/rehabilitation of the building. It is not foreseen that applicants should include an additional budget for strategic communication related to the project.</p> <p>3. A communication and visibility plan is not required as part of the project proposal. The budget required to ensure EU visibility (emblem and funding statement) as well as the costs for the campaigns, awareness raising, communication and outreach activities and global learning should be included in the relevant objective/activity to which the cost relates.</p>
11	<p>I am writing you to kindly ask whether the recording of the information session of the DEAR call for proposals with reference 173998 is already available and if so, where it can be accessed.</p>	<p>The written minutes and the two power points presentations from the virtual information session are published on the website of the call: https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=173998.</p> <p>With regard to the technicalities of publishing and sharing a video recording, we are looking into the options of publishing a file of this size (165 MB), as it exceeds the limits set for the webpage where the call for proposal is published.</p>
12	<p>I would like to know if there is an official platform or portal in order to propose project ideas and meet potential co-applicant.</p>	<p>No, we are not aware of such a portal.</p> <p>We would like to refer you to the website https://europa.eu/capacity4dev/ and https://dearprogramme.eu/ where you can see the ongoing projects and the partners involved. You can also contact NGO/Local Authorities umbrella organizations.</p>
13	<p>Please, let us know, is there any partner searching tool that we may use?</p>	<p>No, we are not aware of any “partner searching tool”. Please refer to answer to question 12.</p>
14	<p>On page 13 of the guidelines you note that the lead applicant “<i>Under Lot 1, 2, 3 and 4, in order to be eligible for a grant, the lead applicant must:</i></p> <p><i>- be able to demonstrate to have carried out activities in the field of development education and awareness raising, and/or global</i></p>	<p>Experience in similar actions needs to be described in the Full Application form (Annex A.2), under 2.2. Experience. Maximum 10 actions can be mentioned.</p>



	<p><i>learning for at least three years, preferably during the last 3 to 5 years.”</i></p> <p>Please can you clarify how you expect this experience to be demonstrated?</p>	
<p>15</p>	<p>We are an environment NGO in Latvia and we have received few requests from our partners to join in applications for this call.</p> <p>We are of the knowledge that usually an organisation can take part in only one DEAR application.</p> <p>Therefore, the question would be if it is possible to be a co-applicant in one DEAR project application and a Contractor in another DEAR project within the same call?</p> <p>Also, if the answer is yes, could you please specify if this would be acceptable under the same LOT or then it should be under two different LOTs?</p>	<p>The guidelines, section 2.1.3.(i) specify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>The lead applicant may not submit more than one application as lead applicant under this call for proposals.</i> <input type="checkbox"/> <i>The lead applicant may not be awarded more than one grant as lead applicant under this call for proposals.</i> <input type="checkbox"/> <i>The lead applicant may be a co-applicant or an affiliated entity in other applications at the same time under this call for proposals. (Nota bene: amended by Corrigendum No.1 , see below)</i> <input type="checkbox"/> <i>A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than one application per lot under this call for proposals.</i> <input type="checkbox"/> <i>A co-applicant/affiliated entity may be awarded more than one grant under this call for proposals.</i> <p>In addition, the Corrigendum No. 1 to the guidelines, published on 12/10/2022 specifies that:</p> <p><i>The lead applicant may be a co-applicant or an affiliated entity in other applications at the same time under this call for proposals, in a different lot from the one they are applying as lead applicant.</i></p> <p><i>Should an entity be included in more than one application as a co-applicant or affiliated entity per lot under this call for proposals, the Evaluation Committee will consider the first proposal arrived on the basis of submission date and hour. Any other proposal which includes the concerned entity in the same lot will be rejected.</i></p> <p>The restrictions above only refer to lead applicants, co-applicants and affiliated entities.</p>



		<p>For details on associates and contractor, please refer to section 2.1.2 of the guidelines.</p>
<p>16</p>	<p>Reading the Guidelines of the call, we would like to clarify the eligibility criteria for the co-applicants under lot 5. We are a Local Authority and we would like to know whether we can build a proposal led by us in consortium with other countries. We have read the chapter 2.1.1 and we are not sure if this is permitted (though what is written in page 14). Could you please clarify this?</p>	<p>As set out in section 2.2.4 of the guidelines for grant applicants (guidelines), to ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.</p> <p>For lot 5, the lead applicant indeed needs to be a Local Authority or Association of Local Authority, as defined in footnotes 21 and 22. It needs to act with at a minimum of 2 co-applicants. The eligibility criteria of co-applicants is defined in section 2.1.1. of the guidelines.</p> <p>Please also refer to answer to question 2.</p>
<p>17</p>	<p>For Lot 1, the guidelines indicate that the requested grant must fall between the following min. and max. of total eligible costs: Minimum 5 Mio – Maximum 10 Mio.</p> <p>Is the margin for the total eligible costs indeed EUR 5-10 Million (meaning the contribution requested from the EC cannot be up to EUR 10 Million)?</p> <p>Or is this a slight error in formulation and what is meant is that the grant size (= the EU contribution to the total eligible costs of the Action) can be between EUR 5 Mio and EUR 10 Mio?</p>	<p>As stated in section 1.3. of the guidelines “<i>Any grant requested under this call for proposals must fall between the following minimum and maximum amounts of total eligible costs of the action:</i></p> <p><i>Lot 1 and 3:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>minimum amount: EUR 5 000 000</i> <input type="checkbox"/> <i>maximum amount: EUR 10 000 000”</i> <p>It is important not confuse the requested EU contribution (grant) with the total budget (cost) of the action.</p> <p>The request EU contribution (grant, i.e. the contribution requested to the Contracting Authority) under this Call for proposals must be minimum EUR 5 000 000 and maximum EUR 10 000 000. The total cost (budget) of the action corresponds to the EU contribution requested (grant) plus the co-financing amount. The requested EU contribution (grant) must fall between 70% and 90% of the total cost of the action.</p> <p>The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority (the EU)) must be financed from sources other than the general budget of the Union or the European Development Fund.</p> <p>Please also refer to the Practical Guide PRAG 6.2. Forms of grants for more information. It can be found here:</p>



		https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG
<p>18</p>	<p>On page 6 of the guidelines, the priorities of this call for proposals are listed, one of them being gender equality. “<i>b) Gender equality: Actions shall contribute to the Gender Action Plan (GAP III). Actions need to contain one specific objective on gender and issues related to gender equality, and women empowerment shall also be addressed and mainstreamed in the actions.</i>”</p> <p>Based on the formulation of this priority, are applicants expected to include one separate Specific Objective, focusing solely on gender equality, as part of the proposed Action? Or do you expect gender equality to form an explicit part of one or more Specific Objectives of the proposed Action?</p>	<p>As specified in section 1.2 of the guidelines, the DEAR programme for 2021-2024 will align with and contribute to the European Commission’s priorities, in particular [...] iii) the Gender Action Plan (GAP III). <u>Gender equality</u> is one of the priorities of this call for proposals. As stated in section 1.2 of the guidelines, <i>at least one or several priorities need to be addressed by the action</i>. In any case, as indicated under priority b) Gender equality: “<i>Actions need to contain one specific objective on gender [...].</i>”</p> <p>Please also refer to the corrigendum no 2 to the guidelines.</p>
<p>19</p>	<p>I would be grateful if you could clarify a point regarding the Gender Equality priority, as stated on chapter 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES, point b of the Priorities, page 6 that says:</p> <p><i>b) Gender equality</i></p> <p><i>Actions shall contribute to the Gender Action Plan (GAP III). Actions need to contain one specific objective on gender and issues related to gender equality, and women empowerment shall also be addressed and mainstreamed in the actions.</i></p> <p>1. If we would like to address the gender equality priority, are we obliged to develop a dedicated Specific objective for it, or it is sufficient to address it in all the main results/ activities? I mean, would it be considered that we addressed the Gender equality priority even if we don’t develop a specific dedicated objective for it?</p>	<p>1. As indicated in section 1.2. of the guidelines, under priority b) Gender equality: “<i>Actions need to contain one specific objective on gender [...].</i>” Please also refer to the reply to question 18 as well as to corrigendum no 2 to the guidelines.</p> <p>2. If the dissemination activities are related to the project and contribute to the project activities, the expenditure in third countries is eligible provided it fulfils the provisions of Art.14 of the General Conditions and does not fall under ineligible costs as defined in section 2.1.4. of the guidelines.</p>



	<p>In any case, we will integrate gender equality and empowerment in our results/activities, but will it be considered only as a cross-cutting issue if we won't elaborate on a dedicated S.O.?</p> <p>2. The second question is about the dissemination plan of which a part will be assigned to an associate. The action will involve two non-EU countries but the idea is to disseminate the outputs and materials to other non-EU countries not directly involved in the project. Would the cost related to travel and per diem be eligible for the dissemination activities in countries not directly involved in the activities of the project?</p>	
<p>20</p>	<p>Our organisation is already involved as a partner in a DEAR project funded under the last call and that ends at 2024.</p> <p>Can we apply to another one on this one as co-applicant and, as a consequence, have 2 projects at the same time during at least the next year? or can we not apply again until our current project finishes?</p>	<p>Yes, you can participate in any form (as lead, co-applicant, affiliated entity or other) in the present Call for Proposal even if you are already involved in an ongoing DEAR project (as lead, co-applicant, affiliate or other).</p>
<p>21</p>	<p>1. In terms of co-funding and reporting, does the project need to match the co-funding for the whole duration of the project or is it calculated annually. For example, by the end of the 1st implementation year of a 4-year project, do we need to have ¼ of the co-funding ready or is it calculated by the end of the project duration?</p> <p>2. Is the lead applicant financially accountable for the co-applicants as well?</p> <p>3. In the context of Lot 3, its objective is reached via financial support to third parties - are lead applicants & co-applicants entitled to allocate a part of the grant to up-scaling their own</p>	<p>1. In line with the Practical Guide PRAG 6.3.9: <i>The beneficiary has to declare the co-financing actually provided in the final report. The beneficiary(ies) may at that point replace any planned contribution from its own resources by financial contributions from third parties</i></p> <p>Please note that funds provided as co-financing are based on the total eligible costs and cannot be earmarked, meaning that the co-financing cannot be allocated to a specific activity or item included in the budget.</p> <p>The Practical Guide PRAG can be found here: https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG</p>



operations capacity e.g hiring an administrative and financial officer in order to oversee the finances of the project?

4. In relation to the third parties:

4a) Within Lot 3, what are the financial/reporting obligations of the third parties in relation to the lead applicant and co-applicants? For instance, would there be a need to provide justification to every single cost during the implementation or would it be a lump-sum with the only reporting obligation being an activity report?

4b) Following the description of Lot 3, "third parties" are the final recipient of the EU funds, what kind of financial obligations would (1) co-applicants have and (2) the lead applicant have?

4c) What modalities of indirect financial contribution to third parties are there? Could you give us examples of what you mean by indirect financial contribution?

5. Equally, if you could let us know whether the recording of the information session held on the 13th of September is already available, we would be much grateful to you.

2. Yes. As stated in the General Conditions (Annex II and Annex G to the guidelines, article 1.6 (g): *The coordinator (lead applicant in the case of this call) shall have full financial responsibility for ensuring that the action is implemented in accordance with this contract.*

This means that the coordinator bears the ultimate responsibility (including financial) for the entire action and must reimburse to the contracting authority any cost declared ineligible in accordance with article 18 of the General Conditions. The coordinator is responsible for monitoring the correct implementation of the contract and for verifying and consolidating the information that will be provided to the contracting authority; therefore the coordinator should also make sure that the conditions for the eligibility of costs are met, through accurate supervision of the co-beneficiaries and the affiliated entities, and appropriate internal arrangements.

3. Yes, under Lot 3, the administration of the financial support to third parties, e.g. through personnel recruited for this purpose or other expenses that are related to administrating the financial support to third parties, is eligible.

4. 4a) On p. 9 it is specified that *"The grant beneficiaries under this lot (applicant and co-applicants) will be responsible for the operational and financial supervision of the action carried out by third parties in compliance with the contract. They will provide accessible and flexible funding for third party actions contributing to the global and specific objectives of this call for proposals."* Yes, same as for your expenses, every single cost needs to be included in the expenditure verification and hence, we suggest that you establish a sound (financial) control and report system with the recipients of financial support for third parties.

4b) Grant beneficiaries under this lot (lead applicant and co-applicants) will be operationally and financially responsible for the project including the financial support to third parties. (see section 2.1.3 of the guidelines).

4c) The EC provides a direct financial support to the lead applicant and co-applicants, and the lead applicant and co-applicant provide an indirect financial



		<p>support to the third parties receiving the financial support to third parties. For example, as part of your project you provide a maximum of EUR 50.000 to a small organisation (the third party receiving financial support) to organise citizen mobilisations or an exhibition in a few cities to alert citizens to an aspect of your project (e.g. climate change).</p> <p>5) The written minutes and the two power point presentations from the virtual information session are available on the website of the call: https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=173998.</p> <p>With regard to the technicalities of publishing and sharing a video recording, we are looking into the options of publishing a file of this size (165 MB), as it exceeds the limits set for the webpage where the call for proposal is published.</p>
<p>22</p>	<p>On page 29 of the DEAR call guidelines, it says “<i>For applications of Lot 4 including activities in formal education, applicants will be required to provide evidence in the form of a signed declaration by the relevant educational authority in each of the countries of intervention, where activities in the formal education sector are taking place...</i>”</p> <p>If in a project were in different countries activities in formal or(!) non-formal education possible would this mean that either only the (co-)applicants in the countries where the activities in formal education would take place need the signed declaration or that all (co-)applicants would need the signed declaration which would include the applicants who only implement activities in non-formal education?</p>	<p>The applicants or co-applicants/affiliated entities need to provide the signed declaration by the relevant educational authority only for the countries, where actions in the field of formal education are taking place.</p>
<p>23</p>	<p>The Guidelines for grant applicants regarding DEAR Programme call EuropeAid/173998/DH/ACT/Multi say that “<i>Co-applicants must</i></p>	<p>No, the sentence “<i>Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself</i>” is the first requirement referred in section 2.1.1 of the</p>



	<p><i>satisfy the eligibility criteria as applicable to the lead applicant himself</i>". Does this mean that, under Lot 5, all co-applicants must be Local Authorities (meaning legal entities and LA of a Member State of the EU/ALA registered in a Member State of the EU and established in a Member State of the EU and able to demonstrate to have carried out activities in the field of development education and awareness raising, and/or global learning for at least three years preferably during the last 3-5 years)?</p>	<p>guidelines.</p> <p>In addition to the categories referred to in Section 2.1.1, the following are, however, also eligible:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>be legal persons or an entity without legal personality and</i> <input type="checkbox"/> <i>be non-profit-making and</i> <input type="checkbox"/> <i>be a specific type of organisation such as:</i> <ul style="list-style-type: none"> <input type="checkbox"/> <i>a Civil Society Organisation (CSO) or</i> <input type="checkbox"/> <i>an association of CSOs or</i> <input type="checkbox"/> <i>a Local Authority (LA) or</i> <input type="checkbox"/> <i>an association of LAs and</i> <input type="checkbox"/> <i>be effectively established in one of the eligible countries or territories as per Annex M.</i>
<p>24</p>	<p>We are kindly asking you to clarify the following questions:</p> <ol style="list-style-type: none"> 1. Can an organisation that is a public VET provider and founded by the state, be eligible for a DEAR grant and 2. Can it be the lead partner on the project? 	<ol style="list-style-type: none"> 1. Yes, as long as the organisation fulfils the criteria set out under section 2.1.1 of the guidelines. 2. Same as above, as long as you fulfil the criteria for lead-applicants, yes.
<p>25</p>	<p>Among the documents that should be uploaded in PADOR during the full application stage, the following documents are mentioned: in the Guidelines</p> <p><i>“For action grants exceeding EUR 750 000 and for operating grants exceeding EUR 100 000, the lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last 3 financial years available. In all other cases, the lead applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available”.</i></p>	<ol style="list-style-type: none"> 1. Yes, section 2.2.4 (Full applications) of the guidelines specify that if the audit report is not available, <i>“(…) the lead applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available.”</i> 2. PRAG 6.5.3.2. defines that <i>“supporting documents may include an external audit report of the lead applicant, the profit and loss account and the balance sheet for <u>up to the three last financial years</u> for which the accounts were closed”.</i> <p>The availability of all 3 reports may depend on national legislative requirements. In case of doubts about the capacity of the applicants, the evaluation committee may ask for additional proof.</p>



	<p>Can you please clarify the following:</p> <ol style="list-style-type: none"> 1. What is meant by “must provide an audit report where it is available? So, if no report is available just a self-declaration should be provided? 2. The report shall certify the accounts for up to the last 3 financial years available. Does this mean that audit reports for all 3 years should be provided or a report for the last 1 or 2 years is acceptable? 	
26	<p>Is it possible to get any recording of the meeting, powerpoint notes or similar in order to better familiarize ourselves with the open call? If not would it be possible to step in contact with any of the Slovenian participants that were present.</p>	<p>Please refer to the answer to question no. 11 and 21/5.</p>
	<p>Is the text regarding the size of grants on p. 11 of the call guidelines to be understood;</p> <ol style="list-style-type: none"> a) that the maximum EU contribution is 10 M € in this lot, i.e. the total project budget could be EU funding 10M € + 10-30% co-financing OR b) is the maximum total project budget 10M €, i.e. EU contribution would then be maximum 9M€ with 10% co-financing from project partners? 	<p>Please refer to the answer to question 17.</p>
27	<p>I am writing to you because I participated in the info session that has been held on September 15 but I didn't receive the power point presentation and neither the link to acces Q&A. Would it be possible to share these two tools with me please ?</p>	<p>Please refer to the answer to questions no.11 and 21/5.</p>
28	<p>In the guidelines of the call you write on page 25, 2.2 How to apply: <i>"Lead applicants must register at the concept note step. Co-applicants and affiliated entities must register at the full application step; lead applicants must make sure that their PADOR profile is up to date."</i></p>	<p>No, at the concept note step the lead applicant needs to insert the correct official name of the co-applicant organisation and place of establishment but registration in PADOR (or the PADOR off line form) is not mandatory at this step.</p>



	<p>You state here that Co-applicants must register at the full application step and not necessarily at the concept note step. However, in the Prospect System under tab 3 I am asked to enter all co-applicants with EuropeAid ID or with PADOR off-line form.</p> <p>Does this mean that all co-applicants - if they are not already registered in Pador - have to fill in the offline form?</p>	
29	<p>With reference to Article 2.1.3 of the Guideline for grant applicants, point i) Number of applications and grants per applicants/affiliated entities: is it possible for an organization to be the co-applicant in the same lot in which it has submitted an application as lead applicant, for a maximum of 6 applications submitted?</p> <ul style="list-style-type: none"> • given the composition and nature of youth organizations whose membership comprises young people aged 18-35 years old, is it possible to include young people between 30 and 35 among the target groups? • can activities involving minors under the age of 16 be included in the proposal? 	<p>1. In the Corrigendum No. 1 to the guidelines, published on 12/10/2022 it is stipulated that:</p> <p><i>The lead applicant may be a co-applicant or an affiliated entity in other applications at the same time under this call for proposals, in a different lot from the one they are applying as lead applicant.</i></p> <p>2. Yes, given that in section 1.2. of the guidelines under a) Youth engagement it is specified that:</p> <p><i>Having youth engagement as one of the priorities does not exclude actions involving and targeting other groups such as parents, elders, educators, teachers, youth workers and any other group involved in life-long and life-wide learning.</i></p> <p>3. Yes, but obviously, the national legal frameworks with regard to minors need to be adhered to.</p>
30	<p>There is a strong focus on youth in this DEAR call which we strongly welcome. Thankfully, this has led to a number of organisations reaching out with interest to partner with us, and we are considering a number of highly viable options across a range of our (not too overlapping) priority areas.</p> <p>As such, we were wondering whether it is an issue or would be negatively considered if we were to apply:</p> <ul style="list-style-type: none"> • Under more than one lot or; • Multiple times under the same lot? 	<p>Please make sure to comply with section 2.1.3. (i) of the guidelines and the Corrigendum No. 1, where it is specified that: <i>“The lead applicant may be a co-applicant or an affiliated entity in other applications at the same time under this call for proposals, in a different lot from the one they are applying as lead applicant.”</i></p>



	<p>We would hate to compromise the viability of a strong proposal or consortium by over-extending ourselves, but see strong relevance and potential for impact through a few options – so your insight would be very welcome if possible!</p>	
<p>31</p>	<p>In connection with the preparation of the application by the Municipality of XXX and non-governmental organizations in cooperation with other entities from 5 EU countries, I would like to ask about the issue of eligible own contribution. It is not clear to us to what extent it is permissible to recognize the salaries of officials working in local authorities in XXX. Is it acceptable and to what level is it acceptable (of course, in accordance with the ranges provided for in point 1.3).</p>	<p>As defined in section 2.1.4. of the guidelines, salary costs of the personnel of national administrations are NOT eligible.</p>
<p>32</p>	<p>We would like to submit a request for clarifications regarding the eligibility of Universities as applicants in the call for proposals of the DEAR Programme "Raising public awareness of development issues and promoting development education in the European Union". According to section 2.1.1. of the Guidelines for Applicants, in order to be eligible for a grant, co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.</p> <p>For CSOs : this means that they shall "<i>be a legal person and be non-profit-making and be a Civil Society Organisation (CSO) or an association of CSOs and be established in a Member State of the European Union (...)</i>" and, based on the definition at page 7 of the Guidelines for Applicants, these criteria could be integrated as follows:</p> <ol style="list-style-type: none"> 1. Be a private (non-State) entity 2. Having legal personality 3. Not-for-profit 4. Independent 5. Non-violent <p>For LAs: "<i>be a legal person and be a Local Authority (LA) from a Member State of the European Union, constituted in accordance with</i></p>	<p>As explained in the minutes of the virtual information session published on the website of the call: https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=173998</p> <p>Please also refer to answer to question 2 of Q&A 1 published on 17/10/2022 on the website of the call: https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome&nbPubliList=15&orderby=upd&orderbyad=Desc&searchtype=RS&aofr=173998</p>



the legislation in force in the country, or Associations of Local Authorities (ALA) registered in a Member State of the European Union and be established in a Member State of the European Union (...)", which is further defined by the following characteristics:

1. being a State entity (i.e, a component of the State structure)
2. Having legal personality
3. Accountable to citizens

In the MEAL guide, universities are indicated among stakeholders and they have a role as "*partners of or participants in the DEAR projects or direct grants*" (page 89 of the Guide).

During the info-session, Universities were listed as an example of Associates to the Action. At the same time, we do not recall a straightforward statement during the session on whether the Universities' role is limited to the one of Associates.

As a matter of fact, Universities have various juridical forms in the EU Member States and this creates a gray area in which it is difficult to clearly affirm whether they fulfil the above mentioned applicant's criteria. For instance, in Spain, public universities are a public body with strong accountability requirements and have a direct structural link to the Comunidades Autónomas and the Administración General del Estado (Ley Orgánica 6/2001, de 21 de diciembre, de Universidades, updated in 2021).

Moreover, the active involvement of EU-based Universities, including the possibility of managing a portion of the grant, may be paramount to the successful involvement of youth and the wide promotion of awareness regarding development issues.

To conclude, we would like to kindly ask you to give us clear guidance on the possibility to formally involve Universities in the proposed Action, and possibly to confirm that public Universities can be applicants (given that they are established by the State, have legal



	<p>personality, they are accountable to citizens, and are indirectly selected at local level) as well as private Universities (because they are private, not-for-profit entities with legal personality).</p>	
33	<p>I have a query regarding the recording of the information meeting on the DEAR Call held on 15th September. We understood that the recording would be published online but have since heard that it not now be published. I understand that there may a Q&A sheet from the meeting but I cannot find that.</p> <p>I would greatly appreciate it if you could confirm that the recording will not be made public and advise on where I might find the link to the Q&A sheet from the Information Meeting.</p>	See answer to question 11 and 21/5.
34	<p>We have a lot of interest to get involve in a DEAR project and I was wondering if you have a partner search section in you website where we could find project proposals looking for partners.</p> <p>If there is not such a section, would it be possible to get information about the projects DEAR in preparation?</p>	See answer to questions 12 and 13.
36	<p>We fully acknowledge the definition of CSO, as per guidelines.</p> <p><i>Civil society organisations embrace a wide range of actors with multiple roles and mandates which includes all non-State, not-for-profit independent and non-violent structures, through which people organise the pursuit of shared objectives and ideals, whether political, cultural, religious, environmental, social or economic. Operating from local, national, regional and international levels, they comprise urban and rural, formal and informal organisations.</i></p> <p>Would you please confirm whether, for the purpose of the call, CSOs are organisations through people [i.e. individuals] organise the pursuit of shared objectives [...] or people may include for profit organisations, private and public institutions and others (as constituting members of the CSO)?</p>	<p>As set out in section 2.2.4 of the guidelines, to ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants or affiliated entity(ies).</p> <p>The definition of Civil society organisations (CSOs) is given in footnote 12 of the guidelines. Please also refer to section 2.1.1. of the guidelines for eligibility criteria of the lead applicant and co-applicants under each lot.</p>



36	More precisely the request for clarification concerns the concept of “minor portion of the action “possibly to carried out in a candidate and/or potential candidate country and/or in EU partner countries. Would it be possible to clarify and to provide a more specific standard to assess the notion of minor portion in this sense?	See answer to question 6/1.
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