FREQUENTLY ASKED QUESTIONS:

**Culture and Creativity for the Western Balkans (CC4WBs)**

**Open Call for Proposals**

**Ref: CC4WBS001OR/2023**

1. **Q: If organisation is registered on 1 January 2021, is it eligible to apply?**

**A:** No, it is not eligible. The organisation should be established before 01 December 2020, so at least one financial report can be submitted, and relevant experience presented.

1. **Q: Are private entities (private cultural centres, faculties, theatres) eligible to apply for grants for organisations?**

**A:** Private entities are not entitled to apply in the role of Lead Applicant or Partner. Please refer to Chapter 2 Who can apply? of the Open Call for Proposals (Ref: CC4WBS001OR/2023) document. However, private entities are eligible to be an Associate as explained in the Call.

1. **Q: Do we need to open a bank account in EUR to receive the funds under this grant?**

**A:** Yes, to receive funds under this grant, your organisation/institution needs to have a bank account in EUR or USD. It will depend on the designated Contractor. Bank account should be opened during grant agreement preparation in case you do not have it already.

1. **Q: Can we use lump sums for some costs?**

**A:** The budget should be clearly presented, with detailed justifications for each budget line. Lump sum may be applied to some extent (this is to be considered as an exception), but it is preferable that costs are described as much detailed as possible. If lump sum instead of unit cost is used, calculation should be provided how the applicant has come to this lump sum.

1. **Q: What are the rules for weighting in-kind contribution in monetary terms?**

**A:**  Transfer of in-kind contribution into monetary value should be done in accordance with local regulations and accounting rules linked to the recognition of value for the existing goods/assets. Methods used by an Applicant to determine unit costs should be based on an Applicant’s historical or actual accounting data. Costs declared will have to be backed by accounting or supporting documents upon the Contractor request.

1. **Q: Do we have to prove how in-kind contribution has been weighed in monetary terms and what documents should be submitted as proof?**

**A:** Yes. Costs can be declared as in-kind contribution only in the co-finance part of the project and will have to be backed by accounting or supporting documents upon Contracting Authority request.

1. **Q: When in-kind contribution supporting documents should be submitted?**

**A:** If the application is successful, in-kind contribution supporting documents should be submitted during the contracting process. We strongly advise you to prepare the supporting documents during the budget development process as it is basis for entering in-kind contribution values in the budget form.

1. **Q: Should the Lead Applicant and Partner plan activities in more than one WB-IPA beneficiary?**

**A:** Yes, please refer to the Open Call for Proposals document, Chapter 3.

1. **Q: Is there a limitation in sharing funds among partners on the project?**

**A:** No, it depends on the agreement between Lead Applicant and Partner(s).

1. **Q: Are there limitations in percentage of salaries of staff?**

**A:** Staff in the Administrative Expenditures category could be engaged fully or in certain percentage. This percentage should be proportional to the level of engagement. Please take into account the limit set for the total of the Administrative Expenditures category (i.e. 25%).

Staff in the Project Expenditures category could be engaged fully or in a certain percentage. There is no limitation under the Project Expenditures category for staff costs, but please note that the budget needs to correspond to the proposed activities, level of engagement on the project and be realistic. Detailed justification for each budget heading needs to be provided.

1. **Q: Are fees/salaries for employees to be expressed by gross or net amount?**

**A:** All fees/salaries of project staff should be expressed by gross amount.

1. **Q: Can we include only salaries of current staff or can we hire some additional staff to be involved in project implementation?**

**A:** The budget can be used for both: current staff (full or part of the salary) and new staff (full or part of the salary) if needed.

1. **Q: Can we engage an accountant/finance manager on the projects?**

**A:** Yes, in the percentage proportionate to the level of involvement of accountant/finance manager on the proposed project. This cost should be budgeted under Administrative Expenditures category.

1. **Q: Should we engage company or a person for an IT support?**

**A:** You can include IT support in the budget and depending on the type and purpose of IT support, it can be either under Administrative or Project Expenditures.

1. **Q: The limit of up to 25% of the total budget amount for Administrative Expenditures category – is this fixed or it can be flexible?**

**A:** The limit for Administrative Expenditures category is fixed and it is up to 25% of the total budget. This limit cannot be changed (increased).

1. **Q: Will the equipment purchased in the framework of this grant, remain property of the grant recipient, when the grant implementation ends?**

**A:** Yes, at the end of the grant implementation, there will be transfer of the ownership of the assets bought during the project implementation in line with EC regulations to the grant recipient (Lead Applicant). The Grant Agreement will contain more information on the procedural part of this issue.

1. **Q: Can you clarify if procurement of software is eligible, and if software is considered under the category Equipment or Project Expenditure?**

**A:** Yes, it is eligible, if purchase of licensed software is deemed unambiguously necessary for the implementation of project. It should be included in the Equipment Expenditures category.

1. **Q: If we put equipment in the budget, should we keep offers/prices from the time of budget preparation as a proof that we searched the market?**

**A:** During the budget preparation, you should search the market, so that that price is as much closer to the price at the time of purchase of goods or services during project implementation. Offers received or prices available on net (screenshots) should be collected at the actual time of purchase and submitted upon the request during the grant implementation.

1. **Q:**  **Should all amounts be presented without VAT in the budget?**

**A:** The Project is VAT exempted, so all amounts specified in the Budget should not include VAT amount.

1. **Q: What will be the basis of VAT exemption?**

**A:** This is EU-funded project that is exempted from VAT. You will be exempted on the basis of the document the Contractor will provide you with.

1. **Q: Should any of the certificates (tax certificates or others) requested as supporting document be translated?**

**A:** The application must be submitted in English; however, the supporting documents issued by local institutions can be submitted in local languages. No translation needed.

1. **Q: What if we cannot obtain the tax certificate in time due to slow process of issuing of the certificate by Tax Administration?**

**A:** You are requested, in line with Section 8 of the Open Call for Proposals, to submit the tax certificate (as Annex 4) issued by tax administration. This procedure may vary across different WB-IPA Beneficiaries, so as the time is needed to obtain the relevant certificate, please timely plan and initiate process as soon as possible.

Only in exceptional cases when you cannot obtain the certificate before the Open Call’s deadline, you are requested to submit rationale (text) along with the evidence that you have requested it and when you expect to receive it.

1. **Q: How old should be the Tax Administration certificate on payment of all due taxes?**

**A:** The applicant may submit the certificate issued by the Tax Administration in January 2023 or later.

1. **Q: Financial statements: is it required to be issued by relevant regulatory body or by the applicant? Similarly, is the Lead Applicant’s stamp and signature enough on the financial statements?**

**A:** Financial statements are to be submitted together with the application form and certified in line with the local accounting regulations.

1. **Q: Is revision or evaluation or audit of the project foreseen after the end of the project implementation?**

**A:** The Lead Applicant will sign Grant Agreement which will define all the obligations, project activities, reporting, how long project documentation should be archived, as well as whether the project audit is foreseen and when.