FREQUENTLY ASKED QUESTIONS:

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

**Open Call for Proposals**

**Ref: CC4WBS001OR/2023**

# Question 1

**Q: Please clarify "proposal must include at least two Western Balkans IPA Beneficiaries". Can there be 2**  **or more beneficiaries/organisations from ONE WB country, or must there be at**  **least two beneficiaries/organisations from TWO (or more) WB countries?**

**A:** The Lead Applicant and a minimum one partner must be established in two different WB IPA beneficiaries (please refer to eligibility at the following link (excluding Republic of Türkiye): <https://neighbourhood-enlargement.ec.europa.eu/enlargement-policy/overview-instrument-pre-accession-assistance_en.>

# Question 2

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

**A:** Private entities **which earn profit** 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 **which earn profit** are eligible to be an Associate as explained in the Call.

# Question 3

**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.

# Question 4

**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.

# Question 5

**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 budget form and will have to be backed by accounting or supporting documents upon Contractor’s request.

# Question 6

**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.

# Question 7

**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).

# Question 8

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

# Question 9

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

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

# Question 10

# **Q: While it is noted that Lead applicants and Partners must have been formed by December 1 2020, this is not noted next to the Associate category on the next page. Does the same date also apply to potential Associates? And is there any other guidance on the potential role of Associates?**

**A:** No, Associates do not need to be established before December 1, 2020, since they do not receive funds from the Programme. However, if Associates are necessary, their role and contribution should be clearly explained in the project proposal.

# Question 11

**Q: What if an organisation is established in 2021 or later ? What role can we have?**

**A:** Lead Applicant and/or partners must be established prior to December 2020. There is no such limitation for Associates. Please refer to Chapter 2 Who can apply?

# Question 12

**Q: I would appreciate the information whether there will be another Open call for proposals (Culture and Creativity for the Western Balkans) during this year, or maybe the following year?**

**A:** Another Open Call for Proposals within the programme CC4WBs will be published by mid-2024.

# Question 13

**Q: Do we have to translate in English all necessary documentations which we are required to enclose?**

**A:** The documents specified as Annexes (1-4) in the Call for Proposals, can be sent in the language of origin. No translation needed.

# Question 14

**Q: Since we are not supposed to share the files through ‘We Transfer’ or similar platforms subject to expiration, how can we share such large files? Via Google link perhaps?**

**A:** You can zip files so that they do not exceed 35 MB. All files should not exceed 35 MB.

# Question 15

**Q: Annex 1, Annex 2, Annex 3 and Annex 4 – are they all to be sent in PDF format? Or can they be sent in WORD?**

**A:** Annexes (1-4) should be scanned versions of the original documents.

# Question 16

**Q: Form 3 Logical Framework form: At the top of the third and fourth columns (Sources of Verification; Assumptions and Risks) there are fields that look like envelopes. Are these just illustrations or are we expected somehow to fill these too?**

**A:** The cells "Sources of Verification" and "Assumptions and Risks" must not be filled out in correspondence of the overall objective. Hence, they are blocked. You should not try to fill these out.

# Question 17

**Q: “Copy of the balance sheet and income statement for 2021 certified by a chartered accountant or authorised person, or equivalent“ is it only for Lead Applicant or all the partners?**

**A:** The “Copy of the balance sheet and income statement for 2021 certified by a chartered accountant or authorised person, or equivalent”, referred to as Annex 3 in the Open Call for Proposals, should be submitted for the Lead Applicant and the partner/s.

# Question 18

**Q: Can in-kind contributions be the earnings of employees of the leader and partner?**

**A:** Yes, as stated in Chapter "5. Budget" in-kind contribution may include "professional services in the form of the time that employees spend on the implementation of activities". It is the Lead Applicant's and Partner's responsibility to ensure that in-kind contributions comply with the legally required tax and social security rules.

# Question 19

**Q: How do we list collaborators on the project? Do they only need to be mentioned in the application form or is it necessary to sign a cooperation agreement?**

**A:** The roles and modalities of engagement for Partners and Associates are clearly stated in the Call for Proposals, Chapter "2. Who can apply?". In the application phase, the Lead Applicant and its partner/s are only required to submit a Partnership Statement, not an agreement. Regarding Associates, (or collaborators) it is only needed to explain their role in the Form 1 (Project Proposal) in the application phase.

# Question 20

**Q: I would appreciate it if you could clarify for me a job shadowing position – should we engage a young professional to work with the project team member or creative industry experts?**

**A:** Yes, the job shadowing position should be covered by a student or a young graduate or a young professional, who is accessing the job market in the cultural and creative sector. The aim of this position is for the young profession to learn first-hand the requirements and the tasks needed by the job position, accompanying step-by-step the professional/expert. The job-shadowing position should be clearly budgeted in the project proposal and in the budget form.

# Question 21

**Q: I’d like to ask you if it is possible to include in the proposal an NGO that is not a WBs IPA Beneficiary and that will co-finance the envisaged percentage of the total costs.**

**A:** The condition for eligibility for the Lead Applicant and Partner(s) is that they are established in one of the WB IPA beneficiaries. If co-funding is provided by other parties (outside of the region of Western Balkans), please refer to the role of Associates in the Call for Proposals, Section 2: Who can apply?

# Question 22

**Q: Can the associate partner be from another EU country, not from the WB IPA beneficiaries?**

**A:** Associates can be from EU country. They are not treated as partner in the proposal and cannot replace the role of a partner who needs to be from one of the WB IPA Beneficiary. Please refer to the following link for the list of Western Balkans IPA Beneficiaries (excluding Republic of Turkey): <https://neighbourhood-enlargement.ec.europa.eu/enlargement-policy/overview-instrument-pre-accession-assistance_en>

# Question 23

**Q: Can the associate partner be paid for a service it performs for project purposes, like expert fees or another type of service?**

**A:** Associate can contribute to the implementation of project activities, can be budgeted and paid by applicant for delivery of a particular service within the scope of the project proposal and their engagement should be duly justified in the Form 1 Project Proposal.

# Question 24

**Q: Can one organization be a partner on two separate applications under the call Culture and Creativity for the Western Balkans (CC4WBs)?**

**A:** Yes, the organization can apply as partner in more than one project proposal. Number of applications are not limited, but one applicant can potentially be awarded only with one project as a Lead Applicant and one project as a Partner, as stated in the Chapter 10 "Number of Project Proposals and Grants per Applicant".

# Question 25

**Q: I cannot find a relevant source telling me which are the countries considered as « WBs IPA Beneficiaries ». Could you please tell me which countries are concerned?**

**A:** Please refer to the following link for the list of Western Balkans IPA Beneficiaries (excluding Republic of Turkey): <https://neighbourhood-enlargement.ec.europa.eu/enlargement-policy/overview-instrument-pre-accession-assistance_en>

# Question 26

**Q: Is it allowed for the entire co-financing by the Applicant and its partners for this project to be in-kind?**

**A**: Yes, co-financing can be entirely in-kind contribution. The Lead Applicant and / or its partner must indicate as exact as possible a value of in-kind contribution in the proposed budget and ensure that it complies with legally required taxes and rules. During the implementation of the project, costs declared will have to be backed by accounting or supporting documents upon the Contractor's request, according to the Lead Applicant's and / or its partner's internal rules and procedures and applicable legislation.

# Question 27

**Q: In case this project is implemented at the same time when project activities financed from another donor and/or international organization are implemented during that period, and the target group is already involved in that project, would that be an issue for acceptance of the project financed by this call?**

**A:** It is eligible to target similar / same target groups as in other on-going projects. Please refer to the Chapter 6 "Non-eligible expenditures and/or activities under this Open Call for Proposals", stating that "financing regular activities of the Lead Applicant and/or its partner/s is an ineligible expenditure". Also, "activities that are identical in scope and nature to another EU-funded grant scheme where the Lead Applicant and/or partner(s) are already a Grant Beneficiaries" are ineligible.

# Question 28

**Q: Is it allowed for the entire in-kind contribution in the project to be provided by the Applicant's external company/collaborator?**

**A:** In-kind contribution must be budgeted and explained. If the source of in-kind contribution is external to either Lead Applicant's or partner's source of funding, this must be clearly explained and justified as to the type of in-kind contribution that is necessary for the project implementation.

# Question 29

**Q: In our project we would like to involve independent experts (Cultural Entrepreneurs). They do not have a position within the Lead Organisation or Partner organisations and they are a legal residence within the Western Balkan (Serbia, Montenegro, Bosnia and Kosovo) region. In which of the Windows 1 or 3 (LOT 2) would this be allowed? And will the expert costs be able to be part of the Applicants budget, as they are not European?**

**A:** In Thematic Window 1, the fees for experts can be budgeted in the Budget Form.

Under TW 3/LOT 2, consultancy cost (fee) of European experts would be financed outside the grant scheme. However, all other related costs of the European experts (including travel, accommodation, etc.) should be budgeted in the Budget Form. Experts from the Western Balkans should be budgeted in the Budget Form.

In order to select the most appropriate TW/LOTs for your proposal, please refer to the description of TW/LOTs provided in the Open Call for Proposals.

# Question 30

**Q: The project manager of the project is holding a European passport, can he still have the position within the Lead Organization (a NGO registered in Serbia) as a Project Manager?**

**A:** Staff employed within the project must hold the legal right to perform their duties in the WB IPA Beneficiary where the applicant is locally registered. All legal taxes and duties related to the employment of staff should be paid according to applicable law.

# Question 31

**Q: How is this signing of documents by all partners functioning? It is 1 Lead applicant and 3 partners. Each of them hand-sign one document or scanned signatures and stamps are ok? If you can explain me how to do it** **properly in case od hand written signatures and stamps. About copies of administrative documents for Annexes 1-4. They can be submitted in original languages , correct?**

**A:** One document for each of the Form 7 and Form 8 should be signed and stamped by Lead Applicant and all partners. Please add as many lines for partners and for their signatures and stamps as you deem necessary. Scanned signatures and stamps are acceptable. They will be treated as originals.

Annexes (1-4) should be scanned versions of the original documents and they can be submitted in original language. The organizers of the Call may request originals, therefore a copy of each original should be duly archived within the premises of each partner.

# Question 32

**Q: We have a question regarding the Thematic Window 2, LOT 2: are we supposed to build a brand new platform or can we incorporate these activities in an already existing website?**

**A:** There is no specific technical limitations at this stage in the Open Call for Proposal. Please propose your own approach with a clear methodology as requested by the application form.

# Question 33

**Q: TW3/LOT3: Where do we budget the rent of equipment, in the Activity/Production section 2.1 or in the Equipment section 2.3? In your budget template I see the section for purchase of equipment.**

**- Where do we calculate the cost for Accounting? Is it supposed to be in the section 1.2 Overheads or to make a new section 1.3 Accounting?**

A: Rent of equipment should be budgeted under the Project Expenditure category and in relation to the project activity for which it is needed. Equipment category is for purchase of equipment, tools and similar goods.

Cost of accounting is a part of 1.2 Overheads.

# Question 34

**Q: Can you please explain to me if there are specified requirements related to job-shadowing position? -The minimum 1 person per project or per partner?**

**-Is there a required amount of honorary for this person?**

**-Or preferred way how we chose this person**?

**A:** In TW1 and TW4, at least 1 job shadowing position per proposal should be included and budgeted according to the prevailing local market practices and tax regulations of the place where the selected person will carry out the job-shadowing. The person covering this position should be a student and/or young professional in the field of culture and creativity, whose ambition is that of working in this industry.

# Question 35

**Q: One organization can be partner (not lead) in two different project?**

**A:** One organization can apply in two different proposals in the role of partner. Be aware that one applicant can potentially be awarded only with one project as a Lead Applicant and one project as a Partner, as stated in the Chapter 10 "Number of Project Proposals and Grants per Applicant".

# Question 36

**Q: We are writing the project timeline, so can you tell us when should we plan to begin the project implementation... Is it 2nd part of June or..?**

**A:** As per instructions provided in Form 4, months should be indicated with Month 1, Month 2 and not with names of months (June, July). For each of the activity, please indicate with an "X" for the month during which the activity will be implemented. The Organisers of the Call will evaluate all proposals within 60 days of the closing date of the Open Call and notify the winning applicants within 15 days following the evaluation process. This is followed by contracting process that may take a few weeks.

# Question 37

**Q: Can you tell me if bank transfer-and other related costs are part of administrative costs and can be budgeted under 25% of administrative costs?**

**A:** Banking fees related to the project can be budgeted under the administrative costs, both in Form 2A Budget template and in Form 2B Budget template.

# Question 38

**Q: Would you please answer us if the public entities have to deliver their copy of balance sheet (Annex 3) and Certificate from Tax Authority (Annex 4)?**

**A:** In case of public entities, equivalent financial reports and certificates are accepted. Please note that these reports need to be signed and stamped by an authorised person within the entity, when submitted as Annexes along with to the Application Form.

# Question 39

**Q: Can we send project application in zip form?**

**A:** Yes, the application can be submitted as a .zip file, without exceeding the size of 35 MB. Please further consult Chapter 9 of the Open Call for Proposals for more instructions and information.

# Question 40

**Q: When is the new deadline for applications?**

**A:** The new deadline for this Open Call for Proposal of the CC4WBs programme is May 31st, 2023.