



## FULL APPLICATIONS

**Question 49:** *Could you share the QUALIFIED evaluation of the concept note? We received only a note saying we are qualified for the full application (2nd stage)?*

**Answer 49:** The notification letters the applicants received include ‘General comments’ section where the main strengths and weaknesses of the concept note are provided.

**Question 50:** *All documents will be uploaded not adding each of them to the CPMA system. What about Annex H which is not on the editable format. How will we full fill out it?*

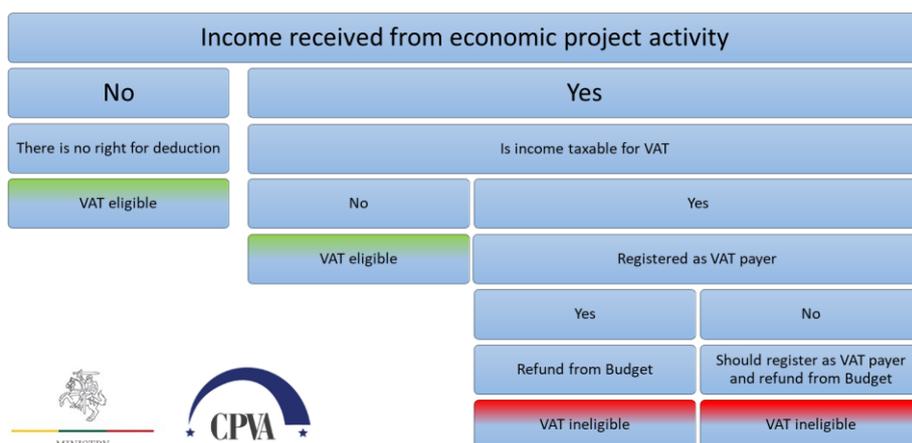
**Answer 50:** In preparing the full application it is advised to follow the structure which is on the Submittable system under the link you have received. Where it is requested, the fields of the web form should be filled in directly on the system. Where additional forms and documents are requested, please download the template using the links on the Submittable system, fill it in and upload to the system.

**The Annex H to the Guidelines for Grant Applicants should not be filled in and uploaded to the system.** The purpose of the document is to provide important/useful information on the monitoring framework of EU4Youth programme. This is to help the applicant to plan the monitoring of the Action and to prepare the logical framework matrix of the Action.

**Question 51:** *One of requested document is “Declaration of honour on VAT eligibility”. We are Ukrainian NGO, non-profit and we're not VAT eligible. Should we request document from tax office about absence of such “Declaration of honour on VAT eligibility”? Or what document should we attach in our case?*

**Answer 51:** Declaration of Honour on VAT Eligibility must be filled in when the applicant/co-applicant/ affiliated entity claims that the purchase and/or import value added tax (hereinafter referred to as VAT) costs incurred during the implementation of the Action are eligible for funding. **That basically means that the Declaration of Honour on VAT Eligibility must be filled in if it is considered that the VAT is eligible for funding. If it is considered that the VAT is ineligible for funding, it should be excluded from the budgeted expenditure and no additional document is required.**

To evaluate if the VAT is eligible or not, it is important to answer the question if the lead applicant/co-applicants/affiliated entity does receive income from the economic project activities. Below is provided the scheme which helps to navigate through the identification whether the VAT is eligible or not.





It is important to note that **the Declaration of Honour on VAT Eligibility must be filled in by the applicant, each co-applicant and affiliated entity.** The Declaration of Honour on VAT Eligibility from the entity concerned **should be accompanied by an expert statement** (e.g., by a lawyer, an auditor etc.)

**Question 52:** *At least 50% of co-funding must be in cash? Can cash co-funding come from participants of the proposal, or only from external entities?*

**Answer 52:** At least 50 % of the Action **co-financing** must be covered by **financial contributions from sources other than the general budget of the European Union.** The financial contributions may come from applicants' own sources, national, regional, or municipal budgets, other donors, and third parties, etc.

**Question 53:** *Is there any concrete budget percentage (%) which we can allocate for co-applicant organizations?*

**Answer 53:** In planning the Action budget the applicant is allowed to allocate the financial resources at its own discretion. It is advised to indicate in the budget (on the budget line and/or in the justification sheet) which party will incur the expenditure.

**Question 54:** *Equipment - to whom it should be transferred at the end of action?*

**Answer 54:** Following the provisions of the Article 7.5 of the Grant Contract General Conditions, unless otherwise clearly specified in the description of the Action in Annex A, the **equipment, vehicles and supplies** paid for by the budget for the Action **shall be transferred to the final beneficiaries of the Action, at the latest when submitting the final report.**

If there are no final beneficiaries of the Action to whom the equipment, vehicles and supplies can be transferred, the beneficiary(ies) may transfer these items to:

- local authorities
- local beneficiary(ies)
- local affiliated entity(ies)
- another Action funded by the European Union
- or, exceptionally, retain ownership of these items.

In such cases, the applicant shall submit a justified written request for authorisation to the Contracting Authority, with an inventory listing the items concerned and a proposal concerning their use, in due time and at the latest with the submission of the final report.

In no event may the end use jeopardize the sustainability of the Action or result in a profit for the beneficiary(ies).

**Question 55:** *What do you exactly mean by “voluntary work”? If a participant charged only 80% of its labour input – would the remaining 20% of hours work qualify for “voluntary work”?*

**Answer 55:** Following the European Charter on the Rights and Responsibilities of Volunteers, volunteering activities are undertaken for a non-profit cause and does not replace the paid staff. Please note that a person cannot be hired as an employee and engaged as a



volunteer in parallel at the same time. Within this Call for proposals the Contracting Authority may accept co-financing in kind in the form of volunteers' work. Volunteers' work may comprise up to 50 % of the co-financing, the rest should be covered from other financial contributions (applicant, other donors, etc.). For the purposes of calculating this percentage, contributions in kind in the form of volunteers' work must be based on the unit cost per volunteer per day as defined and authorised by the European Commission at the following address: <https://ec.europa.eu/transparency/regdoc/?fuseaction=list&coteId=3&year=2019&number=2646&version=ALL&language=en>. This type of costs must be presented separately from other eligible costs in the estimated budget, in the dedicated budget line 10.2 of the budget template (Annex B of the guidelines for applicants). The value of the volunteer's work must always be excluded from the calculation of indirect costs. When the estimated costs include volunteers' work, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work.

**Question 56:** *Is this grant VAT free? Because in our case it depends if we will have mentioned in contract that the grant is free from VAT. In this case we are not paying VAT. But if it is not mentioned - in this case we are paying VAT. Mainly all EU projects in Georgia are free from VAT (in general, we are not VAT payer).*

**Answer 56:** In order to get VAT exemption, the grant project should be registered according to Georgian legislation. Please check with the local tax authorities in Georgia in order to receive explanation may projects according to the Call for proposals be registered in unified electronic register of persons benefiting from tax relief in accordance with international agreement and receive VAT exempt.

If the grant project cannot be registered for VAT exemption, please refer to the question No. 51.

**Question 57:** *Is there any requirement on the amount for the contingency reserve under lot 2?*

**Answer 57:** Following the provisions (section 2.1.5.) of the [Guidelines for Grant Applicants](#), the budget **should not include the contingency reserve**.

**Question 58:** *Please, specify, we should reserve budget for OUR or YOUR monitoring and final evaluation? If yours, how much it should be?*

**Answer 58:** Applicant is advised when planning the budget of the Action to foresee the costs for monitoring of the Action activities and the results: setting, coordinating and reviewing performance indicators, collecting and consolidating data on the monitoring indicators, and providing reports – both internal as agreed among the partners and external as required by the grant contract.

The practise to follow might be to assign one person in the Action to be responsible for monitoring. The workload depends on the design of the action, size of the consortium, number of indicators and other factors. This is the discretion of the applicant to allocate appropriate resources for the monitoring activity.

Please note that the final beneficiary survey will be organised and conducted by the EU4Youth Coordination and Support Team. Applicants are not required to plan the separate final evaluation of the Action.



**Question 59:** *There is a war in Ukraine. People can reject to share their personal data to third parties, and we cannot provide their data for your surveys. Will it be a problem?*

**Answer 59:** The Grant Contract will require the applicants to ensure necessary permissions and consents allowing EU4Youth Coordination and Support Team/Contracting Authority to access personal contact data of final beneficiaries. This implies the applicants are requested to do their utmost in given circumstances to inform final beneficiaries that by participating in the Action they agree their personal data may be shared as required by the grant contract. Contracting Authority will be available to provide consultations on challenging and difficult cases during implementation of the Action.

**Question 60:** *How much of the budget should be reserved for Monitoring - approximately how many hours per months? Can you give a rough estimate?*

**Answer 60:** There is no average estimation on the duration of the monitoring activities per month. It differs in each Action and should be set reasonably.

**Question 61:** *But we can use our own communication channels, yes? Like webpage of the organization and social media channels of the applicant and co-applicants?*

**Answer 61:** Yes, the applicants are advised to use their own communication channels, as the Action team may already have quite high reach of the target audience.

Following the information provided in the section on Communication and Visibility of the [Guidelines for Grant Applicants](#), please note that no separate “project-type” web-presence by actions, including new project level communication channels (such as new project websites, new project social media channels, etc.), should be developed. Most of the information about the actions implemented through the EU4Youth programme will be automatically generated from EUDIGITOOL ([www.eudigitool.eu](http://www.eudigitool.eu)) which is a fully integrated online communication platform for EU-funded projects in the Eastern partner countries (Armenia, Azerbaijan, Belarus, Georgia, Republic of Moldova and Ukraine). Each project will have its presence on EU NEIGHBOURS east website (see <https://euneighbourseast.eu/projects/>) and of the relevant eu4country website (see [here](#) an example).

**Question 62:** *How many transfers are planned in Lot 1? 80%+20% after reporting?*

**Answer 62:** The provisions of the Article 15 of the Grant Contract General Conditions will be applied. Please note that if the duration of the project is up or equal to 18 months option 1 will be used for payments.

Otherwise, option 2 will be used for payments.

**Question 63.1:** *At what time of the project will you transfer the funding?*

**Answer 63.1:** Payment procedure is established in the Article 15 of the Grant Contract General Conditions. Following the provisions of the Article 15.4 of the Grant Contract General Conditions, the initial pre-financing payment shall be made within 30 days of receipt of the payment request by the Contracting Authority. Further pre-financing payments and payments of the balance shall be made within 60 days of receipt of the payment request by the Contracting Authority.

**Question 63.2:** *At what time of the project is co-funding due?*



**Answer 63.2:** There is no due date set for co-financing of the Action. However, please note that amount of each payment will be reduced by the amount corresponding to the rate of co-funding indicated in the budget.

**Question 63.3:** *Suppose a co-applicant claims costs for 500 days work at a daily rate of 100 Euro, i.e. 50,000 Euro in total. Could this co-applicant commit to contribute 10,000 Euro of co-funding, hence effectively co-funding 20% of its time effort? Is this kind of co-funding mechanism compliant with the call guidelines?*

**Answer 63.3:** The requested co-funding contribution is from 10% to 25%. At least 50 % of the Action **co-financing** must be covered by **financial contributions from sources other than the general budget of the European Union**. The financial contributions may come from applicants' own sources, national, regional, or municipal budgets, other donors, and third parties, etc. The rest of the co-funding contribution may be accepted in the form of volunteers' work.

Please note that consortia can decide internally how to distribute co-funding between the parties.

**Question 64:** *Is it allowed to reduce the duration of the project in the full application to e.g. 22 months when we stated 24 months in the concept note?*

**Answer 64:** Following the provisions 2.2.5. of the [Guidelines for Grant Applicants](#) the lead applicant may adjust the duration of the Action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (a risk of Action not being carried out). In such case the duration must remain within the limits (18-24 months) imposed by the Guidelines for Grant Applicants. It is important to note that all the changes/modifications made in the full application **should be explained in the section 2 THE ACTION, 1.1. Description of the Action of the full application form**. Should the explanation/justification not be accepted by the Evaluation Committee, the proposal may be rejected on that sole basis.

**Question 65:** *Shall the final evaluation be commissioned and organised by the lead applicant/co-applicant (= contract with final evaluator concluded by the lead applicant or co-applicant)?*

**Answer 65:** Applicants are not required to plan the separate final evaluation of the Action. Please refer to the answer No. 58.

**Question 66.1:** *On an information meeting held on 18th of October 2022, it was mentioned that the relevance and the outline of the activities should be left largely unchanged. At the same time the notification letter issued in response to our concept note describes the main weaknesses and recommends adding some elements to the activities & relevance components to strengthen the proposal (for example: adding entrepreneurship element to the activities and adding information on needs and constraints of target groups to the relevance section). Our question is whether we are allowed to consider above and other recommendations in the full application, as it will require some modification in the relevance and activity description parts.*

**Answer 66.1:** As it was mentioned on the Information event (held on 18 October 2022), at the full application stage the Relevance of the Action **must not be changed**, however some modifications to elaborate on the section are allowed. As well it should be noted that the score the concept note received for this section will be transferred to the full



application. No new/additional assessment of this section will be done. Therefore, if the applicant the modifications of the Relevance of Action sees as the ones which will help to elaborate on the proposal, by not changing the essence, the modifications might be done. Each modification should be included into the full application form, the section **2 THE ACTION, 1.1. Description of the Action by clearly explaining what was modified and why**. Should the explanation/justification not be accepted by the Evaluation Committee, the proposal may be rejected on that sole basis.

**Question 66.2:** *You have mentioned VAT eligibility issue during the information meeting, but we would still like to double-check whether we can be VAT exempt for this project (please note, that the project activities will not generate any income).*

**Answer 66.2:** Please refer to the answer No. 51 and No. 56. In addition, it is important to underline that the beneficiary(ies) (or, where applicable, its affiliated entity(ies)) must prove that they are not tax exempted and that they can not recover taxes under the applicable national law.

**Question 67:** *I cannot download the Annex I: Daily allowance rates (per diem) from your link in Guidelines:*

[https://ec.europa.eu/international-partnerships/system/files/per-diem-rates-20200201\\_en.pdf](https://ec.europa.eu/international-partnerships/system/files/per-diem-rates-20200201_en.pdf)

**Answer 67:** Apologies, but the link was changed by the website administrator. The link which should be used for daily allowance rates (per diem) for this Call for proposals is:

[https://international-partnerships.ec.europa.eu/document/download/0f3e2fcb-13fc-4ba5-b265-d8c5e755b3df\\_en?filename=per-diem-rates-20200201\\_en.pdf](https://international-partnerships.ec.europa.eu/document/download/0f3e2fcb-13fc-4ba5-b265-d8c5e755b3df_en?filename=per-diem-rates-20200201_en.pdf).

**Question 68:** *I would like to ask about the format of the expert statement confirming eligibility of VAT (e.g. by a lawyer, auditor etc.), which should be attached to the annex J. This applies to our partners, but they never had to provide it before. Could you please clarify, what is the minimum criteria of this document, which it should address, issuer and specifics on it for partners in different EaP countries?*

**Answer 68:** The audit firm or the lawyer should confirm that the information provided in the Declaration of Honour on VAT Eligibility is correct. It is the free-form document, however it should be addressed to the entity which is under the confirmation. In the confirmation document should be stated that the entity is not entitled to reclaim taxes incurred for the activities in question. It is important to note that this confirmation should not be related to the fact that the entity does not wish to be the subject to the VAT and is not willing to register as the VAT payer.

**Question 69:** *Could you please update the link in the submittable form, which is provided under the logframe part? This is the link, which doesn't work*

<https://ec.europa.eu/europeaid/prag/annexes.do?group=E>

**Answer 69:** Apologies, but the link was changed by the website administrator. The link which should be used for filling the logical framework for this Call for proposals is:

<https://www.epva.lt/data/public/uploads/2022/10/annex-c-logframe.docx>

**Question 70:** *Section 1.1.3 (Indicative action plan for implementing the action) has a table "For the following years", which includes the next numbering in the columns titles: Half-year 3,4,5,6,7,8,9,10. Please, explain what is this numbering stands for - half of the years or months? if months, are you sure that we have to start from the 4th month of the second*



year? or we can continue as 13,14,15,16,17,18, 19 months (our project is for 19 months) instead of your numbering?

**Answer 70:** The numbering “Half-year 3, Half-year 4, Half-year 5 and etc.” stands for 6 months of the particular year of the Action implementation. E.g., Half-year 3 stands for the first six months of the second project implementation year. It is suggested that the Action plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. While the Action plan for each of the subsequent years may be more general and should only list the main activities proposed for those years. (NB: A more detailed Action plan for each subsequent year must be submitted before any new pre-financing payments are received under Article 4.1 of the Special Conditions of the Grant Contract). However, to provide the detailed action plan for the whole Action implementation period is not prohibited.

**Question 71:** *We have got feedback that our activities could have more innovative format. We want to replace some activities of the project, of course not changing the topic and impact. Also we want to change the format of this activities from offline to online. Can we do that?*

**Answer 71:** As far as the Relevance of the Action is not significantly changed, the modifications of the Action activities and the format of those activities are allowed. It is important to note that all the changes/modifications made in the full application **should be explained in the section 2 THE ACTION, 1.1. Description of the Action of the full application form.** Should the explanation/justification not be accepted by the Evaluation Committee, the proposal may be rejected on that sole basis.

**Question 72:** *Can some of the action take place in a non EaP-country? The lead is from an EU country and some limited action on knowledge exchange/knowledge transfer would take place in this EU country. Would the associated costs be eligible for funding?*

**Answer 72:** Following the provisions 2.1.4. of the [Guidelines for Grant Applicants](#), the Action must take place in at least 2 (two) of the following countries: Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine. Actions may target the sub-national levels. However, punctual or limited activities taking place outside the selected countries are eligible provided that this is consistent with the proposed Action and that these activities are instrumental to the objectives of the proposed Action. For activities involving participants from Belarus, these may also take place in another country (any other EaP countries or EU member states), as long as the political environment does not allow otherwise. Therefore, in accordance with the above the costs incurred for implementing activities in non-EaP region countries are eligible.

**Question 73:** *Annex H (log frame) includes the next low group of indicators within outcome “Enhanced youth participation in society”: 1.31, 1.35, 1.36, 1.37, 1.38, 1.40, 1.41,1.44,1.45. Your Annex H (KPI) includes only one of them (1.31), other eight indicators are absent. Absence of your information greatly complicates the task of matching the design our log frame with intervention logic of EU4YOUTH. It will be very kind of you to send us ASAP full list of indicators, which you mentioned in your log frame.*

**Answer 73:** The intervention logic (Annex H Monitoring EU4Youth (framework-intervention-logic)) has the indicators numbers from the entire EU4Youth programme, which has more indicators than only those which apply to this Call for Proposals. The numbers



listed in the question above refer to the indicators that apply only to other specific activities and are not relevant to this Call for Proposals. Therefore, those numbers are not included in the list supplied (Annex H Monitoring EU4Youth (key performance indicators)).

**Question 74:** *One more question about your Annex H (KPI). Column "Intervention Logic - Link" includes name of group of skills, for example "work readiness skills". Sorry to say, but searching "work readiness skills" at YouthPass and ESCO (European Commission) has no matching results. Our project is aimed at the upskilling disadvantaged young people and we should have a clear vision of what exactly skills did you include in every group of the column "Intervention Logic - Link".*

**Answer 74:** The Annex H Key Performance Indicators, as well as the Intervention Logic of EU4Youth, are the documents which are meant to help the applicant in defining the indicators for the Action which is going to be implemented. Those documents are not obligatory and are recommended to use as the guidelines. Therefore, there is no exact skills inclusion in the column mentioned. This column guides the applicant to Intervention Logic of EU4Youth. It should be noted that the column Indicators – EU4Youth Initiative and Descriptions should be used as the additional information in defining the particular indicators of the Action.

**Question 75:** *The Declaration of honour on VAT eligibility from the entity concerned should be accompanied by an expert statement (e.g., by a lawyer, auditor etc.). Can be official extract from register be taken as expert statement? We are Ukrainian NGO, it is not safe now to go to Dnipro region to request document in tax office, can we attach extract from online register and in case of funding we will provide all needed proves.*

**Answer 75:** Unfortunately, the extract from the registers of the tax office stating that the entity is not registered as the VAT payer is not sufficient proof for the VAT eligibility. The expert statement (e.g., the lawyer, the auditor etc.) confirming that the entity is not entitled to reclaim taxes incurred for the activities in question should be accompanied with the Declaration of Honour on VAT Eligibility. It is important to note that this confirmation should not be related to the fact that the entity does not wish to be the subject to the VAT and is not willing to register as the VAT payer.

**Question 76.1:** *Could you please explain how to fill in Annex C Log frame?*

**Answer 76.1.:** To fill in the Annex C Log frame, it is recommended to use the Annex H where intervention logic of the EU4Youth programme and key performance indicators are provided.

**Question 76.2:** *Does the section 2 THE ACTION should be filled in answering all the listed questions?*

**Answer 76.2:** The section 2 of the full application form THE ACTION should be filled in by answering all the questions, relevant to the particular Action.

**Question 77:** *Several organisations from several countries were at the stage of the concept note. Among them there are two organisations from the same country. Is it allowed to take out one organisation before submitting the full application? It won't affect the number of project countries.*

**Answer 77:** Following the provisions 2.2.5. of the [Guidelines for Grant Applicants](#), the lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only **in duly justified cases**. It is important to note that all the changes/modifications made in the full application **should be explained in the section 2 THE ACTION, 1.1.**



**Description of the Action of the full application form.** Should the explanation/justification not be accepted by the Evaluation Committee, the proposal may be rejected on that sole basis.

It is also reminded that **any proposed action must be submitted by a grouping of minimum 3 (three) and maximum 6 (six) entities**: one lead applicant + minimum two co-applicants.

**Any proposed action must be submitted by a grouping made of entities from minimum 2 (two) EaP countries** (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine).

**Question 78.1:** *What documents supporting the salary of the project employees should be submitted together with the full application? Is it enough to state in the budget Annex that the average employee's salary paid in the organization is taken? Should the supporting documents be provided? If yes, then what kind of documents?*

**Answer 78.1:** The documents supporting the salary of the project employees should not be submitted together with the full application. In the justification part of the budget should be indicated that the average salary of the employees in the specific position is taken. However, the Contracting Authority might ask for the supporting documents at the evaluation and implementation stage of the project.

**Question 78.2:** *Another question is, if the applicant, who is the public institution, has two employees. In case of implementing the project, will the applicant be able to hire the needed employees for the implementation of the project?*

**Answer 78.2:** There is no restrictions in hiring the employees that are in need in terms of their qualification.

**Question 79.1:** *In the file of Declaration of Honor, we need to indicate the title of the call here? Ref: [action [insert name/reference]], namely "EU4YOUTH PHASE III YOUTH EMPLOYMENT AND ENTREPRENEURSHIP: FOSTERING YOUTH EMPLOYMENT AND SOCIETAL CHANGE THROUGH SOCIAL ENTREPRENEURSHIP". Or we need to indicate the title of our action/project title?*

**Answer 79.1:** Yes, the applicant should insert EU4Youth Phase III Youth Employment and Entrepreneurship: Fostering Youth Employment and Societal Change Through Social Entrepreneurship.

**Question 79.2:** *As supporting document, we need to submit the statutes of co-applicants. Would it be acceptable to submit the statute of Mariupol Youth Union (Ukraine) on national language? Or we need to have the English version for sure?*

**Answer 79.2:** Unfortunately, but for this Call for Proposals the requirement is applied that if the supporting document is not in one of the official languages of the European Union, the translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

**Question 79.3:** *Let me kindly ask another question, under the „number of the proposal“ we need to indicate the concept note reference number?*

**Answer 79.3:** Yes, the applicant should indicate the concept note reference number.



**Question 80:** *Our foundation is not VAT registered (which means we are not VAT payers). Therefore we are VAT eligible organization. I am attaching the documents that we prepared for the application including from POLISH MINISTRY OF FINANCE system document that says (PL original EU language) Nie figuruje w rejestrze VAT - does not appear in the VAT register. It is extracted from <http://www.podatki.gov.pl> which is official page recognized by the EU Commission on tax related issues. We have used the same form extracted for the Central Capacity Building for Youth and it is varified positive without any doubts. Therefore if you confirm we will provide these documents as confirmation of the decleration on VAT.*

**Answer 80:** Unfortunately, the extract from the registers of the tax office stating that the entity is not registered as the VAT payer is not sufficient proof for the VAT eligibility. The expert statement (e.g., the lawyer, the auditor etc.) confirming that the entity is not entitled to reclaim taxes incurred for the activities in question should be accompanied with the Declaration of Honour on VAT Eligibility. It is important to note that this confirmation should not be related to the fact that the entity does not wish to be the subject to the VAT and is not willing to register as the VAT payer.