



Barcelona, 14 September 2020

## **ANSWERS TO QUESTIONS**

UFM GRANT SCHEME FOR EMPLOYMENT PROMOTION REGIONAL RESPONSE TO THE COVID-19 PANDEMIC

REFERENCE: <UFM/2020 GRANTS-001>

With reference to the above-mentioned call for proposals, please find below the answers to the questions posed by the interested companies:

### **REQUEST FOR CLARIFICATIONS n°. 1 up to (09/09/2020)**

#### **05-08-2020**

**Question 1.** How many projects can you support under this grant? What is the total budget available for this grant scheme?

**Answer:** A proposal could address one or more objectives/priorities mentioned in the call for proposals. The lead applicant may not submit more than one application under this call for proposals. The total budget available is EUR 1.130.000 in accordance with section 1.3 of the Guidelines for grant applicants.

You can apply for funds between EUR100.000 and EUR300.000.

For any grant requested under this call for proposals for an amount between EUR 100.000 and EUR 149.999: The grant can account for between 50% and 90% of the total eligible costs of the action.

For any grant requested under this call for proposals for an amount between EUR 150.000 and EUR 300.000: The grant can account for between 50% and 80% of the total eligible costs of the action.

**Question 2.** I kindly ask you if a non-profit organization, legally established in the form of a “Limited liability consortium” is eligible as applicant.

**Answer:** As indicated in the guidelines, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant or a partner to ensure equal treatment of applicants. Please refer to section 2.1.1 and 2.1.2 of the guidelines on eligibility requirement of applicant and partners. In order to be eligible for a grant the lead applicant must fulfil the following requirements and provide proof of them:

- be a legal person (non-governmental organisation, public sector operator, local authority)
- be non-profit-making
- be established in UfM Region
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary

**Question 3.** Are FLAGs or LAGs eligible entities? \* (Fishery Local Action Groups & Local Action



Groups). Furthermore, according to the call, the percentage of funding is between 50% and 90% or between 50% and 80%. Could you please explain if there are any rules regarding the assignment of a percentage rather than another?

**Answer:** Please refer to Section 2.1.1 of the Guidelines to Applicants, which clearly outlines the details pertaining to 'Eligibility of Applicants'. We cannot give a prior opinion on the eligibility of an applicant. It is the applicant's responsibility to ensure all participants in the call are eligible.

For grants requested for an amount between EUR 100.000 and EUR 149.999, the rate of co-financing must fall between minimum 50% and maximum 90% of the total eligible cost of the action.

For grants requested for an amount between EUR 150.000 and EUR 300.000, the rate of co-financing for budget must fall between minimum 50% and maximum 80%.

**Question 4.** Is it possible to obtain the documents to be submitted (Annexes A, B, C, D, E, F) in French? (question translated from French).

**Answer:** Note that applicants must apply in English, in accordance with section 2.2.1 of the Guidelines for grant applicants. Where such documents are not in English, a 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 5.** Please send me a copy of the annex F.

**Answer:** The annex F has been removed and does not need to be submitted.

**06-08-2020**

**Question 6.** One of the eligibility criteria mentioned in the call is that the grant recipient has to start the implementation immediately after receiving the grant. However, in Jordan, the project implementation cannot start before the approval of the government by the Ministry of Planning and International Cooperation, and the approval process can take up to several months. Considering these limitations, would we be considered eligible to apply?

**Answer:** Indeed, according to section [1.2 of the guidelines for applicants](#), implementation of the proposed projects and their respective activities should begin if possible immediately after the acceptance of the proposal and signature of grant contract. As per the above, applications are encouraged where the lead applicants can implement the project/s within the time period as stated in the guidelines.

**Question 7.** Kindly note that annex F is not downloadable. Can you please check it and send me a copy?



**Answer:** [Please see the answer for question n°5.](#)

**07-08-2020**

**Question 8.** Is a cooperative or union of cooperatives eligible as Lead Applicant?

**Answer:** [Please see the answer for question n°2.](#)

**08-08-2020**

**Question 9.** We work in Amman, Jordan and have been legally registered in Jordan as an international NGO with the Ministry of Social Development. Our primary registration is in the USA as a US 501 (c)(3) non-profit organization, although all of our activities and all of our administration are in Jordan, not in the USA. If we apply, and if we were to be successful, then could my organization receive funding for our programs in Jordan to our bank accounts in the USA? or do you specify that payment must go to the same country where the activities will take place (which would be in Jordan)? Because of the laws of Jordan, as a registered international NGO, my organization can run programs and activities in Jordan, but the source of our funding is from abroad, and we do not have the right to fundraise in Jordan or to receive direct donations or payments for our activities in Jordan. We can only bring approved funds from the USA to Jordan to pay for our programs and activities.

**Answer:** The nationality of an entity is determined by the place where the legal status has been established and registered. [Please see the answer for question n° 2.](#)

(1) The active UfM Member States are: Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxemburg, Malta, Mauritania, Monaco, Montenegro, Morocco, The Netherlands, Palestine, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Tunisia, Turkey, United Kingdom.

(2) The establishment in the UfM Region is determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its **head office** is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded

(3) in line with the published guidelines, section 2.4, a financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. **This bank should be located in the country where the lead applicant is established.**



## 09-08-2020

**Question 10.** We are based in Sarajevo- Bosnia and Herzegovina. We have a great program for pregnant woman in Bosnia and Herzegovina and a training plan working exercise in water. Could you help us and become a partner and donator in our program?

**Answer:** In the interest of equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of an applicant, an affiliated entity, an action or specific activities. Hence, we cannot give a prior opinion on an action or specific activities. It is the applicant's responsibility to indicate the various activities proposed and to demonstrate how these activities contribute to the achievement of the objectives of the action in line with the priorities and objectives of the call. Applications must be submitted following the instructions provided in section 2.2.2. "Where and how to send applications" of the Guidelines for grant applicants, by using the application forms which can be downloaded from here <https://ufmsecretariat.org/grant-scheme-2020/>

## 10-08-2020

**Question 11.** In section 2.1.1 Eligibility of applicants talking about the establishment of the applying entity in UfM Region. The actual phrase is: "be established in UfM Region" **(1)** Could you please elaborate on the meaning of the sentence? **(2)** Our organization is dully registered in Jordan as a branch of DOT HQ in Canada. So are we eligible to apply for this opportunity?

**Answer:** Please see the answer for question n°2.

(1) The active UfM Member States are: Albania, Algeria, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Israel, Italy, Jordan, Latvia, Lebanon, Lithuania, Luxemburg, Malta, Mauritania, Monaco, Montenegro, Morocco, The Netherlands, Palestine, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Tunisia, Turkey, United Kingdom.

(2) The establishment in the UfM Region is determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its **head office** is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

## 11-08-2020

**Question 12.** We would like to know if our organization is eligible as partner and/or lead partner for the call for proposals. We are a non-profit consortium company with public participation of 24% (local authorities) and of 140 companies in the nautical sector. We are a public sector operator, even if with a majority private ownership such as an SME, we also manage Distretto Tecnologico Toscano per la nautica e la portualità, a public Tuscany Region cluster network. On Horizon Call for example, our organization is a Non-profit Organisation



with a grant of 100% of the budgets.

**Answer:** Please see the answer for question n°2.

**12-08-2020**

**Question 13.** In the Grant Benefits, it is mentioned that the implementing partner “can apply for funds between 100.000 and/or 300.000 Euro”, Is it allowed to distribute the allocated budget 100,000 for employment and 200,000 for self-employment?

**Answer:** A proposal could address one or more objectives/priorities mentioned in the call for proposals. Please note that the lead applicant may not submit more than one application under this call for proposals. The grant’s funds must be allocated to the approved project based on the specific objectives and priorities highlighted in section 1.2 of the guidelines for applicants.

**Question 14.** Can we allocate budget to be distributed for 30 women entrepreneurs within the self-employment scheme and the allocated budget?

**Answer:** Please note, as per 2.1.4 Eligible actions of the Guidelines for applicants, applicants may not propose financial support to third parties (may not forward funds to third parties).

For eligible costs, please refer to section 2.1.5 of the Guidelines for applicants and to article 14 of the General Conditions applicable to European Union-financed grant contracts for external actions (available at <https://ec.europa.eu/europeaid/prag/annexes.do?annexName=E3h2&lang=en>) where it is stipulated, inter alia, that to be considered eligible, costs "must be necessary for the implementation of the action which is the subject of the grant" and "must be reasonable, justifiable and comply with the requirements of sound financial management, in particular regarding economy and efficiency".

It is up to each applicant to consider the costs that would be indispensable for the direct implementation of the proposed action and to justify how these would contribute to meeting the objectives of this call for proposals.

**Question 15.** BDC “MaharatMeD” Program is labeled by UFM. Can we include, implement and capitalize on the program within the suggested activities in our submitted proposal?

**Answer:** A proposal could address one or more objectives/priorities mentioned in the call for proposals based on the specific objectives and priorities highlighted in section 1.2 of the guidelines for applicants.

As indicated in the call, to ensure equal treatment of applicants, the Contracting authority may not give a prior opinion on the eligibility of applicants, an action or specific activities.

**Question 16.** Is it possible to present and implement the two pillars in the same proposal employment and self-employment?



**Answer:** Yes, a proposal could address one or more objectives/priorities mentioned in the call for proposals. The lead applicant may not submit more than one application under this call for proposals.

**Question 17.** Is it possible to work within all priorities?

**Answer:** Yes, a proposal could address one or more objectives/priorities mentioned in the call for proposals. The lead applicant may not submit more than one application under this call for proposals.

**Question 18.** In the RFP it is mentioned “For any grant requested under this call for proposals for an amount between EUR 150.000 and EUR 300.000: The grant can account for between 50% and 80% of the total eligible costs of the action.” Please clarify, what are the main line items that could be considered as eligible cost? The 20% will be considered as co-financing/contribution from the implementer?

**Answer:** Eligible costs are actual costs incurred by the beneficiary(ies) which meet certain criteria. These costs are defined in the [article 14 of the Annex G II. General Conditions](#).

As per article 14.1: “Eligible costs are actual costs incurred by the beneficiary(ies) which meet all the following criteria:

- a) they are incurred during the implementation of the action as specified in Article 2 of the special conditions. (...)*
- b) they are indicated in the estimated overall budget for the action;*
- c) they are necessary for the implementation of the action;*
- d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the beneficiary(ies);*
- e) they comply with the requirements of applicable tax and social legislation;*
- f) they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.*

As per article 14.2: “Subject to Article 14.1 and, where relevant, 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 performance-based 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;*
- b) travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded;*
- c) purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, provided that ownership is transferred at the end of the action when required in Article 7.5.*



- d) depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;*
- e) rental costs related to project office, when a project office is foreseen, duly justified and described in the description of the action and in the special conditions;*
- f) costs of consumables;*
- g) costs of service, supply and work contracts awarded by the beneficiary(ies) for the purposes of the action referred to in Article 10; this includes the costs for mobilising expertise to improve the quality of the logical framework (e.g. accuracy of baselines, monitoring systems, etc.), both at the beginning and during the implementation of the Action.*
- h) costs deriving directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the contract);*
- i) duties, taxes and charges, including VAT, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions;*

We encourage you to carefully read [section 1.3, 2.1.4 and 2.1.5 of the guidelines for applicants](#) and [article 14](#) of the Annex G II. “General Conditions” for more information regarding eligible direct and indirect costs, contingency reserve and contributions in kind.

Co-financing of the eligible costs of the action may take the form of:

- the beneficiary's own resources
- financial contributions from third parties.

**Question 19.** The targeted audience should include only Jordanians?

**Answer:** The targeted audience may include any nationalities within the geographical scope in which the action/s will take place. The geographical scope of each action must encompass at least one MENA country of the UfM region (Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia).

**Question 20.** Is there a preferable group age?

**Answer:** No. However, the grant intends to innovatively respond to the challenges Mediterranean citizens face, considering the severely affected regional employment situation and business climate. Based on the above, targeted groups must be in a position of benefiting from the specific objectives and priorities described in [section 1.2 of the guidelines for applicants](#).

**Question 21.** Are there any restrictions on level of education on the selected participants?

**Answer:** No.

**Question 22.** Can we submit the proposal without having any co-applicant or affiliates?

**Answer:** Yes. Having co-applicants and affiliated entities is not mandatory.



**Question 23.** Is there any expected match making percentages?

**Answer:** Please clarify your question.

Any grant requested under this call for proposals for an amount between EUR 100.000 and EUR 149.999 must fall between the following maximum percentages of total eligible costs of the action:

- Minimum percentage: 50 % of the total eligible costs of the action.
- Maximum percentage 90 % of the total eligible costs of the action (see also Section 2.1.5)

Any grant requested under this call for proposals for an amount between EUR 150.000 and EUR 300.000 must fall between the following maximum percentages of total eligible costs of the action:

- Minimum percentage: 50 % of the total eligible costs of the action.
- Maximum percentage 80 % of the total eligible costs of the action (see also Section 2.1.5).

**The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the Union for the Mediterranean.**

**Question 24.** Is there any financial contribution from the implementer?

**Answer:** Yes. The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the Union for the Mediterranean.

Co-financing of the eligible costs of the action may take the form of:

- the beneficiary's own resources
- financial contributions from third parties.

**Question 25.** Regarding the proposal geographically targeting different countries, the allocated amount is for all countries, or each country will be granted 300,000 Euros?

**Answer:** Please note that the UfM covers minimum and maximum percentages of the total eligible costs of a project. The amount covered is per project, not per country. We encourage you to read section [1.3 of the guidelines for applicants](#).

**13-08-2020**

**Question 26.** We are a regional Arab non-profit organization based in Tunis affiliated with the Arab League, can we present a project under this call? Can the project be presented in French or Arabic? (question translated from French)

**Answer:** Tunisia is a UfM member state. Please see answers to questions n° 2, n° 4 and n°11.



**17-08-2020**

**Question 27.** I understand that the grant is mainly for non-profits, but would Ministries of Labour and Tourism qualify as a local authority and or a public sector operator?

**Answer:** [Please see answer to question n°2.](#)

**Question 28.** In our previous email we have asked for some clarifications related to the call for proposals and in particular on the eligibility of our organization. Could you please inform us within what time frame we will receive a reply?

**Answer:** [Replies will be given no later than 11 days before the deadline for the submission of applications. As mentioned in section 2.2.4 of the guidelines for applicants, it is advisable to consult the UfM website regularly in order to be informed of the update of this document.](#)

**Question 29.** We are interested in applying for the above mentioned grant. However, we have a few questions we would like to ask: As an organization, we are not registered within the Mediterranean region. However, several of our members are. **(1)** Is it OK if we submit the application in our name and ensure that our members are involved? **(2)** If we apply for the 300 k grant, I would like to know what in kind contribution will be eligible to cover the remaining 20%. **(3)** And would it be acceptable to reach out to a third party to cover the difference? **(4)** Can we involve more than 3 member countries?

**Answer:**

[\(1\) Please note that it is clearly specified in section 2.1 of the guidelines for applicants that the lead applicant must be established in UfM region. See answer to question n°2 and n°11.](#)

[\(2\) Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are normally not eligible costs. As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme \(which are eligible costs\). Please read section 2.1.5 of the guidelines for applicants and article 14.9 of the Annex G.II "General Conditions".](#)

[\(3\) Yes, co-financing of the eligible costs of the action may take the form of:](#)

- [- the beneficiary's own resources](#)
- [- financial contributions from third parties.](#)

[\(4\) Priority will be given to regional actions \(i.e. involving at least 3 of the UfM Member States\), nevertheless, it does not prevent your organisation to apply as long as the action encompasses at least one MENA country of the UfM region \(Algeria, Egypt, Jordan, Mauritania, Morocco, Palestine and Tunisia\).](#)

**18-08-2020**



**Question 30.** Question 18. Is co-financing mandatory?

**Answer:** [Yes, it is.](#)

**Question 31.** Can I submit a project from Turkey (Sirnak province)?

**Answer:** [Turkey is a UfM Member State. Please see answer to question n°2.](#)

**19-08-2020**

**Question 32.** Under Priority 3 “Supporting entrepreneurial activity and building the capacities of MSMEs to enable income generation and job creation”, as you know, many people has been severally affected and lost their jobs due to COVID-19 pandemic, is it allowed to target closed enterprises (closed due to covid-19 pandemic) that released their employees and employ them back?

**Answer:** [Please see answer to question n°14.](#)

**Question 33.** Are contributions in-kind allowed. If yes, what is the type of in-kind contribution expected?

**Answer:** [Please see answer to question n°17.](#)

**Question 34.** Under the Target Groups it is indicated that “the initiative should have focus on vulnerable target groups such as women, people living in rural areas, young people struggling to enter the labour market and people with disabilities”, could the project target also urban areas or only rural areas?

**Answer:** [Both urban and rural areas are included.](#)

**Question 35.** Under page 19 of 30 of the guidelines for grants applicants, it is indicated that “With the application the lead applicant also has to submit completed registration form (Annex F) for the lead applicant, each (if any) co-applicants and each (if any) affiliated entities”, is this form “the EuropeAid offline registration form”? Also, even the entity is registered at PADOR System, do we have to also submit the offline registration form with the application form?

**Answer:** [The annex F has been removed and does not need to be submitted.](#)

**Question 36.** Can we purchase new assets and provide inputs for the production of services?

**Answer:**

[As per article 14.2: “Subject to Article 14.1 and, where relevant, 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](#)



*performance-based 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;*

*b) travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded;*

*c) purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, provided that ownership is transferred at the end of the action when required in Article 7.5.*

*d) depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;*

*e) rental costs related to project office, when a project office is foreseen, duly justified and described in the description of the action and in the special conditions;*

*f) costs of consumables;*

*g) costs of service, supply and work contracts awarded by the beneficiary(ies) for the purposes of the action referred to in Article 10; this includes the costs for mobilising expertise to improve the quality of the logical framework (e.g. accuracy of baselines, monitoring systems, etc.), both at the beginning and during the implementation of the Action.*

*h) costs deriving directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the contract);*

*i) duties, taxes and charges, including VAT, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions;*

We encourage you to carefully read section 1.3, 2.1.4 and 2.1.5 of the guidelines for applicants and article 14 of the Annex G II. “General Conditions” for more information regarding eligible direct.

**Question 37.** If we submit an application which addresses two of the priorities, e.g. 2 and 3, and activities for priority 3 will start at a later date than activities under priority 2, do we still have a duration of maximum 11 months, or can we then design and implementation of up to 22 months?

**Answer:** Project activities, whichever priority they fall under, must be within the deadline provided which is 11 months; i.e 30/11/2021 Please see, section 2.1.4. Eligible actions: “Duration”

**Question 38.** Can one organisation send more than one application?

**Answer:** No, please see section 2.1.4. Eligible actions: Number of applications and grants per applicants / affiliated entities

**20-08-2020**



**Question 39.** We are a non-profit foundation university in Turkey, we would like to apply “UfM Grant Scheme for employment promotion - Regional response to the COVID-19 pandemic” call with 2 potential partners from Lebanon and Morocco. As far as we could see from Application Guide, Turkey is one of UfM Member States but not a MENA country which have priority for this call. So we would like to ask if a University is eligible for applying this call as Lead Applicant?

**Answer:** Turkey is part of the UfM member states and Lebanon and Morocco are MENA countries, therefore, a project including these three countries would be eligible for this grant. Please see answer to question n°2.

**21-08-2020**

**Question 40.** We are a non-lucrative caring association that aims to facilitate the economic educations and autonomy of vulnerable women. (question translated from French).

**Answer:** If you want to know if your project and your organization can benefit from this grant please see answer to question n°2. Also, we encourage you to read sections 1.2 and 2.1.4 of the guidelines for applicants.

**Question 41.** My proposal is to build a large business in the village of Kniajevo, and in this case, many local people will have the chance to work locally without needing to travel far distances, in eco style vegetable large greenhouses. This business will also help with the world situation with covid 19. Local people would remain working locally in the countryside.

**Answer:** Please see answer to question n° 40.

**23-08-2020**

**Question 42.** We wanted to clarify the method of application would be emailing the required documents to this email address, is that correct?

**Answer:** The applications must be sent both by post (or hand delivery) and in electronic format. Please see specific instructions in [section 2.2.2 of the guidelines for applicants](#).

**26-08-2020**

**Question 43.** The 2020 Guidelines for grant applicants says that applicants and co-applicants need to be a legal person (non-governmental organization, public sector operator, local authority) and non-profit organizations. We are a non-for-profit cooperative, would we be eligible? and a public university? Regarding the payment calendar of the grant, is it a fractioned payment? What is its percentage?

**Answer:** In regards of eligibility, please see the answer for question n°2 and question n°8. Regarding the payment calendar, there is a pre financing, an interim payment and a balance payment. Deadlines of payments and percentages will be specified in the special conditions



later on. Please note that we follow the standard grant contract templates of the PRAG, which can be consulted in Annex G (for information only). See the link here: <https://ufmsecretariat.org/grant-scheme-2020/>

#### **27-08-2020**

**Question 44.** Our non-profit is based in Luxor, in Southern Egypt, and our project will focus on improving the socio-economic status of the members of the rural communities there, through targeting specific groups as women & youth. **(1)** However, we do not have an audit report with 3 years financial report on the foundation to provide along with the other documents. Could you please advise us on how can we tackle this point? Actually, I am also the founder of another a non-profit in Egypt, based in Cairo, but its mandate does not cover these type of development programs.

**(2)** Based on the current new non-profit societies law, any cooperation between an Egyptian NGO and an international organization, development agency or foreign company requires the prior authorization from the Ministry of Social Solidarity, which has created a lot of delays and obstacles for different grants .

Could your team take this issue in consideration and be open for approaches to help tackle this obstacle? **(3)** For instance, can a social enterprise be part of the grant team and receive money on behalf of the non-profit?

**(4)** Concerning local authorities, would the Ministry of Tourism and/or Tourism board qualify as a local authority that can apply to this grant? The Egyptian Ministry of Tourism and Jordan Tourism board are interested to participate in the grant proposal, and I wanted to check if there are any reasons that would not allow it.

#### **Answer:**

**(1)** As mentioned in the guidelines page 27, the 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.

**(2)** Regarding the prior authorization that your organization requires, please see the answer for question n°6.

**(3)** For the conditions of being Lead applicant, co-applicant, affiliated entities, associates and contractors, please see sections 2.1.1, 2.1.2 and 2.1.3 of the guidelines.

Please note that, Entities that receive financial support from the applicant are not affiliated entities (2.1.2) and Applicants may not propose financial support to third parties (2.1.4).

**(4)** Regarding eligibility, please see the answer for the question n°2.

#### **28-08-2020**

**Question 45.** **(1)** Do we have to detail the co-financing part of the project in the budget? **(2)** and if so, would it be possible to use European funds from other EU Programmes/calls to do so?

#### **Answer:**

**(1)** Yes, the co-financing must be detailed in the budget in worksheet 3 (expected sources of



funding).

(2) Yes, co-financing of the eligible costs of the action may take the form of:

- the beneficiary's own resources
- financial contributions from third parties, including EU Programmes/calls

**Question 46.** Can the project also be co-financed in kind (facilities, accommodations, staff, etc.)?

**Answer:** If necessary to implement the action, the beneficiaries may use in-kind contributions. We invite you to carefully read:

- Section 2.1.5 of the guidelines for applicants
- Article 14.9 of the Annex G.II "General Conditions".

**Question 47.** I am running a training small company in the field of aquaculture and agriculture and sustainable blue growth, my project is providing training and skills in aquaculture and help entrepreneur to succeed their projects, am I qualified to apply?

**Answer:** As indicated in the call, to ensure equal treatment of applicants, the Contracting authority may not give a prior opinion on the eligibility of applicants, an action or specific activities.

**01-09-2020**

**Question 48.** Following my below e-mail, would you be able to provide feedback or advise where and when feedback would be published online?

**Answer:** Please see the answer to question n° 28.

**Question 49.** With reference to the Call for Proposal "UfM Grant Scheme for employment promotion - Regional response to the COVID-19 pandemic" we are looking for a clarification on ineligible costs. the CfPs guideline states that among the ineligible costs there are "costs declared by the beneficiary(ies) and financed by another action or work programme receiving a UfM grant;" (page 17). In the standard contract published on your website it is written that among ineligible costs there are "costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union grant (including through the European Development Fund);". It isn't clear if we can consider an EU funded project (DG NEAR) that we are implementing in the Mediterranean region as co-financing of a project proposal to be submitted to this specific CfPs. **(1)** Could you please clarify if an EU grants can be considered as co-financing of this CfPs? **(2)** And at the same time, could you confirm that the present CfPs is funded by GIZ and not by the EU (so that a project granted by this CfPs could be considered as co-financing of a project funded by the EU)?

**Answer:**

- (1) The EU grants can be considered as a co-financing of this call for proposals
- (2) We confirm that the call for proposals is financially supported by GIZ, on behalf of the



Federal Ministry for Economic Cooperation and Development of Germany (BMZ), and not by the EU.

#### 05-09-2020

**Question 50.** I kindly ask your clarifications regarding the eligibility of social enterprises either as applicants or partners. I read that for-profit enterprises are not eligible, however it is important to have your specific answer as regards social enterprises, since they are part of the third sector economy.

**Answer:** Please see section 2.1.1 of the guidelines. The lead-applicant and co-applicants must satisfy the eligibility criteria including the criterion of non-profit making.

#### 07-09-2020

**Question 51.** We are a non-profit and non-governmental organization established in Istanbul, Turkey. We would like to apply for the “UfM Grant Scheme for Employment Promotion Regional response to the COVID-19 pandemic” but we would like to ask you a few questions beforehand.

**(1)** We are in the UfM eligible countries list, but not in the geographical scope for this grant. Can we still apply? If we want to include 2 other eligible institutions from other countries within the regional scope, can we apply as a lead applicant? If we do, would us being the lead applicant have any effect on our proposal’s favorability during the evaluation process?

**Answer:** The geographical scope of each action must encompass at least one MENA country of the UfM region. Priority will be given to regional actions (i.e. involving at least 3 of the UfM Member States), nevertheless, it does not prevent your organisation to apply if the action encompasses at least one MENA country of the UfM region (Algeria, Egypt, Jordan, Mauritania, Morocco, Palestine and Tunisia). If these conditions and eligibility requirements are met, the location of the lead applicant does not affect the evaluation of the proposal

#### 08-09-2020

**Question 52. (1)** Can one organization submit multiple proposals? **(2)** In previous program UfM limited direct costs, what is the ceiling for indirect costs?

**Answer:**

**(1)** A proposal could address one or more objectives/priorities mentioned in the call for proposals. The lead applicant may not submit more than one application under this call for proposals.

**(2)** The indirect cost of the action must not exceed 7% of the estimated total eligible direct cost. (Section 2.1.5 Eligibility of cost: eligible indirect cost)



Barcelona, 16<sup>th</sup> October 2020

UFM GRANT SCHEME FOR EMPLOYMENT PROMOTION REGIONAL RESPONSE TO THE COVID-19 PANDEMIC REFERENCE: <UFM/2020 GRANTS-001>

**REQUEST FOR CLARIFICATIONS n°2: from 14-09-2020 to 08-10-2020**

**14-09-2020**

**Question 53. (1)** Is it appropriate if the project only targets women in Mena Countries & UfM Countries? **(2)** Due to being an online training and support program, there will be no physical space for our activities. In order for our platform to be accessible from countries in above mentioned regions, our platform and designed activities will be in Turkish, English, and most probably in Arabic. Since there will be no physical activity area, do we need to apply to a grant in collaboration with a co-applicant operating in one of the MENA countries in order to encompass the region? or would dissemination activities which will be held in targeted countries be sufficient? **(3)** In this respect, what is the role of the co-applicant? For example, is it appropriate for an NGO from MENA countries to organize part of the platform's activities and disseminate the project in its own region? **(4)** What will be the share from the grant for the co-applicant? Is it determined according to budget or is there a limit? **(5)** Do we have to submit both the concept note and the full application documents on the 29th? **(6)** Can companies such as Google be a part of the key stakeholders as "Associates" or any other type of partner? **(7)** How many co-applicants can we have from Turkey with us as the lead applicant from Turkey, other than the 3 UfM region partners?

**Answer:**

**1)** Please see the answer to question n° 2 in regards of eligibility and, [section 2.1.1 of the guidelines. Women are included in the vulnerable groups the Grant Scheme sets out to support.](#)

**2)** The establishment in the UfM Region is determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country." Please see the answer to question n° 9.

**3)** *"Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant. Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. Co-applicants must sign the mandate in Part B Section 4 of the grant application form. If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary(ies) in the action (together with the coordinator)".*

**4)** The UfM does not interfere on how the beneficiary distributes the funds internally with the co-applicants and/or affiliated entities (if any).

**5)** Yes, both documents have to be submitted within the deadline.

**6)** Beware that your partners must satisfy the eligibility criteria as well.



7) Beware that co-applicants are not mandatory to apply for this grant and there is no limit of co-applicants either.

**15-09-2020**

**Question 54.** (1) Is Turkey among the eligible countries? In this statement Turkey wasn't mentioned. "The geographical scope of each action must encompass at least one MENA country of the UfM region (Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia)." (2) As you might be aware of, CARE operates in more than 100 countries, including the MENA. It is mentioned that one lead can only submit one application. We are wondering if that means per country or per organization, so if Jordan submits as well, does this disqualify both of us? (3) The call for proposal indicates that fund matching is required (10%- 50%). Can you please elaborate more on this? What account for this matching fund requirement. E.g., resources and expertise could be counted?

**Answer:**

1) Yes Turkey is among eligible countries. The geographical scope of each action must encompass at least one MENA country of the UfM region. Priority will be given to regional actions (i.e. involving at least 3 of the UfM Member States), nevertheless, it does not prevent your organisation to apply if the action encompasses at least one MENA country of the UfM region (Algeria, Egypt, Jordan, Mauritania, Morocco, Palestine and Tunisia). If these conditions and eligibility requirements are met, the location of the lead applicant does not affect the evaluation of the proposal

2) a proposal could address one or more objectives/priorities mentioned in the call for proposals. The lead applicant may not submit more than one application under this call for proposals.

3) You can apply for funds between EUR100.000 and EUR300.000.

For any grant requested under this call for proposals for an amount between EUR 100.000 and EUR 149.999: The grant can account for between 50% and 90% of the total eligible costs of the action.

For any grant requested under this call for proposals for an amount between EUR 150.000 and EUR 300.000: The grant can account for between 50% and 80% of the total eligible costs of the action.

For further information, please see also the answers to questions n°2, n° 3, n° 11 and n° 23.

**16-09-2020**

**Question 55.** Regarding submission, in the Guidelines, it is mentioned that the concept note & full proposal alongside the supporting documents have to be submitted through one of 2 systems: post\private courier service and the other is by hand delivery. Since the hand delivery option is not possible due to the Gaza siege, and it seems that the post\private courier service option is not available as well, because we are -in Gaza Strip- under the lockdown due to the recent discovery of COVID cases in the Gaza community, and all services including postal are suspended. (1) the online submission, through the



mentioned procedures, is enough in our case. (2) I read the per diem document, and Palestine is not mentioned there, where to search about this issue? (3) regarding the referral number needed to submit the full proposal, I need clarification how to get the number?

**Answer:**

1) Please see the answer to question n° 42. In your particular case, we would accept your online application and require the hardcopies later on, whenever possible.

2) The Per diem of Palestine is “West Bank & Gaza Strip”

3) The referral number is the grant reference number “UfM/2020 Grants-001”

**Question 56.** 1) Can we apply with a regional proposal (West Africa)? 2) Is it possible to submit an application in French? 3) Can we have a form for writing the project?

**Answer:** Please see the answers to questions n° 2 and n° 4.

As indicated in the guidelines, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant or a partner to ensure equal treatment of applicants. Please refer to section 2.1.1 and 2.1.2 of the guidelines on eligibility requirement of applicant and partners. In order to be eligible for a grant the lead applicant must fulfil the following requirements and provide proof of them:

- be a legal person (non-governmental organisation, public sector operator, local authority)
- be non-profit-making
- be established in UfM Region
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary.

Please note that all the forms required to submit your project proposals can be found here: <https://ufmsecretariat.org/grant-scheme-2020/>. We kindly encourage you to carefully read the guidelines for applicants.

**Question 57.** We would like to ask whether there is an official definition for non-governmental organisation or a list of type of entities to refer to under this call for proposals.

**Answer:** Please note that the term NGO (Non-Governmental Organization) is used to identify organizations that are not part of the government spheres nor companies whose fundamental purpose is profit.

**Question 58.** Can an organization that is less than 3 years old apply as a lead applicant? because you are asking for audited reports for the past 3 years.

**Answer:** No. Please note that for action grants exceeding EUR 750 000 and for operating grants above 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 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.

Please see also the answer to question n° 44.

17-09-2020



**Question 59.** We are a company limited by shares, headquartered in the UK, however, we have amended our Articles of Association to state that will operate as a not for profit and therefore will not distribute any dividends to shareholders between 1st January 2020 and 31st December 2022, but re-inject them back into the business. Given this, please can you confirm if our organisation mentoring fits the eligibility criteria for this call?

**Answer:** As indicated in the guidelines, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant or a partner to ensure equal treatment of applicants. Please refer to section 2.1.1 and 2.1.2 of the guidelines on eligibility requirement of applicant and partners. In order to be eligible for a grant the lead applicant must fulfill the following requirements and provide proof of them:

- be a legal person (non-governmental organisation, public sector operator, local authority)
- be non-profit-making
- be established in UfM Region
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary

Please see also the answer to question n° 9.

**Question 60.** Of my understanding of this brochure, Israeli applicants are eligible but the geographical scope of their proposal cannot be in Israel. Is this correct?

**Answer:** Please see the answers to questions n° 19, n° 29 and n° 51.

The geographical scope of each action must encompass at least one MENA country of the UfM region. Priority will be given to regional actions (i.e. involving at least 3 of the UfM Member States), nevertheless, it does not prevent your organisation to apply if the action encompasses at least one MENA country of the UfM region (Algeria, Egypt, Jordan, Mauritania, Morocco, Palestine and Tunisia). If these conditions and eligibility requirements are met, the location of the lead applicant does not affect the evaluation of the proposal.

**Question 61. 1)** Do I have to pay my coverage in the project at the beginning of the contract? And covered amount is deposited in cash or just financial reports are provided for the costs of the activities I cover? **2)** By the deadline for submitting the application 29-10. must I attach the concept note and full application in the same email?

**Answer: 1)** Please see the answers to questions n° 18, n°24 and n° 30.

Eligible costs are actual costs incurred by the beneficiary(ies) which meet certain criteria. These costs are defined in the article 14 of the Annex G II. General Conditions.

As per article 14.1: "Eligible costs are actual costs incurred by the beneficiary(ies) which meet all the following criteria:

- a) they are incurred during the implementation of the action as specified in Article 2 of the special conditions. (...)*
- b) they are indicated in the estimated overall budget for the action;*
- c) they are necessary for the implementation of the action;*
- d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the beneficiary(ies);*
- e) they comply with the requirements of applicable tax and social legislation;*



*f) they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.*

As per article 14.2: “Subject to Article 14.1 and, where relevant, 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 performance-based 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;*
- b) travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded;*
- c) purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, provided that ownership is transferred at the end of the action when required in Article 7.5.*
- d) depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;*
- e) rental costs related to project office, when a project office is foreseen, duly justified and described in the description of the action and in the special conditions;*
- f) costs of consumables;*
- g) costs of service, supply and work contracts awarded by the beneficiary(ies) for the purposes of the action referred to in Article 10; this includes the costs for mobilising expertise to improve the quality of the logical framework (e.g. accuracy of baselines, monitoring systems, etc.), both at the beginning and during the implementation of the Action.*
- h) costs deriving directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the contract);*
- i) duties, taxes and charges, including VAT, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions;*

We encourage you to carefully read section 1.3, 2.1.4 and 2.1.5 of the guidelines for applicants and article 14 of the Annex G II. “General Conditions” for more information regarding eligible direct and indirect costs, contingency reserve and contributions in kind.

Co-financing of the eligible costs of the action may take the form of:

- the beneficiary's own resources
- financial contributions from third parties

**2) Yes.**

**Question 62.** We are targeting rural farmers and youth in Lebanon who want to transition to organic agriculture or want to start a business in organic agriculture. Demands were communicated to our university about the need to prepare and train these target people for them to become successfully certified and succeed in their operations. Due to COVID 19 pandemic we can no more develop and provide training through conventional ways. We



would like to develop a professional program that could be taken online and prepare the target groups for organic certification and for successfully applying good agricultural practices and be able to sell their produce and make a decent living. While the program will be prepared by our experts in Lebanon, it can be applied to different groups in the UFM targeted states as it will be made in English and Arabic. Please let us know if a submission by the American University of Beirut around the topic above would be eligible.

**Answer:** Please see the answer to question n° 2.

As indicated in the guidelines, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant or a partner to ensure equal treatment of applicants. Please refer to section 2.1.1 and 2.1.2 of the guidelines on eligibility requirement of applicant and partners. In order to be eligible for a grant the lead applicant must fulfil the following requirements and provide proof of them:

- be a legal person (non-governmental organisation, public sector operator, local authority)
- be non-profit-making
- be established in UfM Region
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary

**19-09-2020**

**Question 63.** what are the criteria to decide the percentage of funding we request? does this percentage have an impact on the evaluation process?

**Answer:** Please see the answers to questions n° 23, n° 25 and n° 43.

You can apply for funds between EUR100.000 and EUR300.000.

For any grant requested under this call for proposals for an amount between EUR 100.000 and EUR 149.999: The grant can account for between 50% and 90% of the total eligible costs of the action.

For any grant requested under this call for proposals for an amount between EUR 150.000 and EUR 300.000: The grant can account for between 50% and 80% of the total eligible costs of the action.

**20-09-2020**

**Question 64.** You wrote in the guidelines that only invited organizations that can apply for this grant but we were not invited. Can we apply? (we are non-profit organization). We don't have any membership in unions or federations since we work for 13 years in Palestine. Must we have a membership or can we apply anyway?



**Answer:** There are no invitations, entities are free to apply. Please see the answer to question n° 2 and read the section [2.1 to 2.1.4 of the guidelines for applicants](#). (pages 10 to 13).

**21-09-2020**

**Question 65.** The guidelines mentioned: “The geographical scope of each action must encompass at least one MENA country of the UfM region (Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia). Priority will be given to regional actions (i.e. involving at least 3 of the UfM Member States). Does that mean that we can enter the project individually as one institution? Or do we need UfM partners? At least 3?

**Answer:** The above means that the lead applicant must submit a project or projects in which the geographical scope encompasses at least one MENA country. Having co-applicants and/or affiliated entities is not mandatory.

**22-09-2020**

**Question 66.** It is not clear if this grant needs an end of project evaluation. If yes please let me know in which page or annex is mentioned, so we can include it in the budget.

**Answer:** Please note that any project aiming to be granted requires an evaluation. The assessment will be made as per the guidelines of Annex C “Logical Framework and Activity matrix (annex E3d)” in accordance with article 8.1 of the General Conditions (Annex G II General Conditions). At another level, to conduct an evaluation of the project at the end of the execution is considered a good practice.

**Question 67.** I would like to receive some clarifications regarding the articles 1.3 and 1.2. As per article 1.3 any grant requested under this call for proposals for an amount between EUR 150.000 and EUR 300.000 can have a maximum of 80% eligible costs funded. In order to cover part of the 20% I would like to ask the following: **(1)** Can match funds be considered as cash contribution for the 20%? or in other words, can funds provided by a current EU funded project be considered as cash contribution if the proposal approved under the UfM/2020 Grants- 001 call for proposal have matching or complementary activities?

**Answer:** Funds provided by a current EU funded project can be considered as cash contribution. Please see the answer to question n° 49.

**23-09-2020**

**Question 68.** I was wondering if it is possible to double apply? Knowing that one version, we will be Lead applicant and co-applicant in the other.

**Answer:**

[Number of applications and grants per applicants / affiliated entities](#)

[The lead applicant may not submit more than one application\(s\) under this call for proposals.](#)

[The lead applicant may not be awarded more than one grant\(s\) under this call for proposals.](#)

[The lead applicant may be a co-applicant or an affiliated entity in another application at the same time.](#)



A co-applicant/affiliated entity may be the co-applicant or affiliated entity in more than one application(s) under this call for proposals.

A co-applicant/affiliated entity [may be awarded more than one grant(s) under this call for proposals

**24-09-2020**

**Question 69.** (1) Is a cooperative union eligible as lead and/or partner? (2) If one of the partners is a microfinance institution and it provides a credit line to beneficiaries, can it be considered as co-financing from the microfinance institution?

**Answer:**

1) Please see the answer to question n° 2.

2) Funds cannot be forwarded.

**Question 70.** The documents of Guidelines and of Grant application forms talk about "Annex F: registration form", but it is not present on the call webpage <https://ufmsecretariat.org/grant-scheme-2020/> Could you please support me?

**Answer:** Please see the answer to question n° 5. The annex F has been removed and does not need to be submitted.

**Question 71.** (1) As local government can be a lead applicant from Turkey? (2) How many applications can be done by 1 entity? (3) Can Ankara Keçiören Municipality be a lead applicant and at the same time co- applicant in two different submissions?

**Answer:** Please see the answers to questions n° 1, n° 2 and n° 68.

**Question 72.** There should be at least 4 partners within the project or it is eligible to be 2 partners that might develop activities in at least 4 countries?

**Answer:** The Contracting Authority cannot give a prior opinion on the eligibility of an applicant or a partner to ensure equal treatment of applicants.

The geographical scope of each action must encompass at least one MENA country of the UfM region. Priority will be given to regional actions (i.e. involving at least 3 of the UfM Member States), nevertheless, it does not prevent your organisation to apply if the action encompasses at least one MENA country of the UfM region (Algeria, Egypt, Jordan, Mauritania, Morocco, Palestine and Tunisia).

If these conditions and eligibility requirements are met, the number of partners/co-applicant does not affect the evaluation of the proposal. Having co-applicants and/or affiliated entities is not mandatory.

**Question 73.** (1) If the applicant has a current EU funded project only in one country, would this condition be applied to the other two countries? (2) Does "it may not claim" means it is forbidden asking for overhead costs on the proposal or that a lower percentage can be requested anyway? Improved conditions for the development of innovative approaches to tackle the COVID-19-related changes in workplaces and business communities

(3) Improved business environment and support for entrepreneurial activity, taking into account the unique challenges of the COVID-19 crisis Are all 4 results compulsory? Must all 3 results be met? (4) Is it possible to add other and different results and impacts?



**Answer:**

1) No.

2) Please consult the [section 2.1.5 of the guidelines](#) related to indirect costs.

3) and 4) Your project must [cover at least 1 of the priorities](#) described in [section 1.2 of the guidelines](#). Please see also the answer to the question n° 52.

**25-09-2020**

**Question 74.** I am interested in the call "UfM subsidy program for the promotion of employment - regional response to the Covid-19 pandemic". I wish to demonstrate project on the creation of new incubators within our establishment. I would like to know if I am eligible for this call. (Question translated from French.)

**Answer:** [Please see the answer to question n° 2.](#)

**28-09-2020**

**Question 75.** I am most likely to receive the scholarship in the circumstances of the Corona Covid pandemic I am from Algeria and I have great difficulty in filling the budget and financial schedules. I want clarification and help in the near future.

**Answer:** [Note that the budget is an essential document for the UfM to assess your project proposal, therefore, it is mandatory to submit it jointly with the rest of the documents.](#)

**30-09-2020**

**Question 76.** We are interested in your call for projects, however we want to know should the project be presented in English if not are there the forms in French. (Question translated from French.)

**Answer:** [Please see the answer to question n° 4.](#)

**Question 77.** We are writing to kindly ask whether International Organizations and Intergovernmental Organizations (such as for instance UN Agencies, The World Bank, OECD and others) are eligible to apply to the Call "*UFM Grant Scheme for employment promotion - Regional response to the COVID-19 pandemic*"? The eligibility criteria set in the Call do not clearly mention such organizations neither as eligible, nor as ineligible.

**Answer:** [Please see the answer to question n° 2.](#)

**Question 78.** 1) Can the affiliated entities be co-applicants? 2) In our proposal, do we have to choose one priority to meet (priority 3 for instance) or should we address the three priorities? 3) Where can we find Annex F (Registration Form)? We couldn't find it on the list of annexes to fill in. 4) Is there any budgetary ratios that we should comply with (for instance, maximum of HR costs eligible)? 5) It is said that: "The requested UfM contribution for grants above or equal 150.000 EUR is between 50 % and 80 % of the total eligible costs (minimum and maximum percentage allowed). To apply for the maximum (i.e. 80%), are there any criteria to be met? For instance, does the percentage of subsidy depend on the lead applicant's country of origin? 6) Can the grant requested from the UfM complement the financing plan of a multi-year project? In this case, the project proposed to the UfM would be an 'extract' from this more ambiguous program. In other words, is it possible to present a project already co-financed by other donors if it meets the criteria of the guidelines?

**Answer:**

1) The lead applicant and its co-applicants may act with affiliated entities, please read the [section 2.1.2 of the guidelines](#);



- 2) Please see the answer to question n°52. Note as well that the list provided in the guidelines is not exhaustive, and applicants are encouraged to use new, innovative and creative ways of achieving the objectives taking into account the constraints and opportunities revealed by the COVID-19 pandemic.
- 3) The annex F has been removed and does not need to be submitted.
- 4) Please see the answer to question n° 18 and read section 2.1.5 of the guidelines. Please note that as per the General conditions of the grant contract, Art 14.1 : *Eligible costs are actual costs incurred by the beneficiary(ies) which meet all the following criteria : (.....)*

*“f) they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.”*

And

Subject to Article 14.1 and, where relevant, 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 performance-based 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;”*

- 5) Please see the answers to questions n° 1, n°3 and n° 18. The percentage assigned does not depend on the lead applicant’s country of origin.
- 6) Yes, it is possible to present a project already co-financed by other donors, provided that the contribution represents the remaining percentage of the grant contribution.

#### **01-10-2020**

**Question 79.** 1) According to the classification of UfM, would you describe the Eastern and Southern Mediterranean countries? 2) Should all activities be implemented in other partner countries? Or is it enough to implement one pillar of the activities in partner countries? 3) Should Annex G documents will be completed before the deadline? And Could Annex G be completed in the execution phase too?

**Answer:**

- 1) Please see the answer to question n° 9.
- 2) Please consult the [section 1.2 of the guidelines](#).
- 3) At this stage, annex G is for information only, you can consult all the documents and forms of annex G here: <https://ufmsecretariat.org/grant-scheme-2020/>

**Question 80.** I am a Tunisian journalist with long experience in the field of written press. My personal project is to launch a French-speaking media published in Tunisia, which presents current events: the climate, the protection of the environment, the green space, the city of tomorrow as well as the suppression and reduction of illegal immigration. My media project would be a way to educate young citizens. (Question translated from French.)

**Answer:** If you want to know if your project and your organization can benefit from this grant, please see the answer to question n°2. Also, we encourage you to [read sections 1.2 and 2.1.4 of the guidelines](#).



**Question 81.** I am writing to you about the call for projects in question. We noticed that all documents are in English. I wanted to know if these documents exist in French at least if we can answer the call with documents written in French.

**Answer:** [Please see the answer to question n° 4.](#)

**Question 82.** Could you please confirm that social enterprises are eligible to participate as applicants (lead applicant or co-applicant) in the specific grant scheme.

**Answer:** [Please see the answer to question n° 2.](#)

**Question 83.** If we plan to implement online trainings for disadvantaged job seekers, **1)** Can we include in the budget Internet reload payments to allow them to follow trainings online? (Trainings are typically 6 to 8 hours a day and require a good Internet connection). **2)** Do we need to submit the Declaration of Honor of each applicant jointly with the Full Application Form or after we have been notified of having been pre-selected by the Contractual Authority?

**1)** [Please see the answer to question n° 18. We encourage you to carefully read sections 1.3, 2.1.4 and 2.1.5 of the guidelines for applicants and article 14 of the Annex G II. "General Conditions" for more information regarding eligible direct and indirect costs.](#)

**2)** Yes.

**Question 84.** **1)** According to Section 2.1.1. Eligibility of applicants, page 10 of the document "UfM Grant Scheme for employment promotion Guidelines for grant applicants", a non-profit-making foundation would be considered eligible as legal entity to participate as Lead Applicant? **2)** According to Section 2.4 Submission of supporting documents for provisionally selected applications page 27: at the Point 1 is stated: The statutes or articles of association of the lead applicant, (if any) of each co-applicant and (if any) of each affiliated entity. Where the contracting authority has recognized the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, it should be submitted, instead of the statutes or articles of association, a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime.

Does the UfM/2020 Grants-001 relate to a specific general budget line? If yes, which is the mentioned budget line to be considered by Lead applicant and cp-applicants should as "same budget line"? On the contrary, if UfM/2020 Grants-001 is not related to a specific budget line active in the last 2 years, should the request to supply a copy of the document providing eligibility in a former call considered not applicable? **3)** At the point 2 is stated: For action grants exceeding EUR 750 000 and for operating grants above 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 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. Which is the typology of grant that apply within the present call for application UfM/2020 Grants-001? With reference to the self-declaration mentioned, is there a specific template to be used or a minimum of information to be inserted in the above mentioned declaration? **4)** According to Section 3 LIST OF ANNEXE, page 30, in the list of the documents to be completed it is mentioned the Annex F registration form which template is missing among the documents



enclosed and attached to the present call for proposals. Could you, please, indicate which is the template to be completed and submitted to fulfil the requirement of the mentioned call?

**Answer:**

1) Yes

2) Please note that this is the first call for proposals of this kind. Hence, all supporting documents must be provided as per the guidelines and there is no previous call for which previous supporting document can be used.

3) The obligation to provide an external audit report only applies to Applicants and not to co-applicant(s) or affiliated entities. In case the Applicant does not usually certify its accounts, it shall indicate in section 2.4.2 of the Guidelines the references of the external auditor that will perform the audit of its accounts for the last 3 financial years available. If the project is pre-selected. This certification will be requested by the Contracting Authority as supporting document during the verification of eligibility (step 3 of the evaluation process). Please note there are no mandatory requirements for the external auditor, so he/she can be either a firm or a single auditor, provided that he/she can certify the accounts of the Applicant according to the applicable national legislation.

4) Please see the answer to question n° 5.

**04-10-2020**

**Question 85.** We are in the process of preparing our application and we are wondering about what is the effective role of the other regional countries that we are contacting? That is to know what extent does a project in country A for which one has received funding, be related or shared in country B? and if it does need to be somehow reproduced (in parts certainly), do the requested funds from the UfM include also this disbursement?

**Answer:**

The Contracting Authority cannot give a prior opinion on the eligibility of an applicant or a partner to ensure equal treatment of applicants.

The geographical scope of each action must encompass at least one MENA country of the UfM region. Priority will be given to regional actions (i.e. involving at least 3 of the UfM Member States), nevertheless, it does not prevent your organisation to apply if the action encompasses at least one MENA country of the UfM region (Algeria, Egypt, Jordan, Mauritania, Morocco, Palestine and Tunisia).

**Question 86.** As part of the UPM subsidy program for the promotion of employment, would you be kind enough to inform me about the possibility of submitting our application in French. cordially.

**Answer:** Please see the answer to question n° 4.

**05-10-2020**

**Question 87.** I am writing to inquire about the submission criteria. Submitting the application in a sealed envelope by registered mail, private courier service or by hand-delivery may take more time to be delivered due to the current COVID-19 restrictions, as well as, the very long distance from **Gaza, Palestine (where the lead applicant organization is located)** to the destination in Barcelona, Spain. I am not sure that the original and copy documents could be delivered on time, for we are still working on the proposal (concept note and full application) and other related documents. I think we are going to be done with them 7 days before the deadline. So, what shall we do in this case? And how might you help in this?

**Answer:** Please see the answer to questions n° 42 and n° 55.



**Question 88.** 1) with the procurement by grant beneficiaries, does this allow construction /building cost allocation? 2) Can an organization submit a proposal as lead with local beneficiaries and be an affiliate in another totally different concept?

**Answer:** 1) Eligible costs are actual costs incurred by the beneficiary(ies) which meet certain criteria. These costs are defined in the article 14 of the Annex G II. General Conditions.

As per article 14.1: “Eligible costs are actual costs incurred by the beneficiary(ies) which meet all the following criteria:

- a) they are incurred during the implementation of the action as specified in Article 2 of the special conditions. (...)*
- b) they are indicated in the estimated overall budget for the action;*
- c) they are necessary for the implementation of the action;*
- d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary(ies) and determined according to the accounting standards and the usual cost accounting practices applicable to the beneficiary(ies);*
- e) they comply with the requirements of applicable tax and social legislation;*
- f) they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.*

As per article 14.2: “Subject to Article 14.1 and, where relevant, 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 performance-based 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;*
- b) travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded;*
- c) purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, provided that ownership is transferred at the end of the action when required in Article 7.5.*
- d) depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;*
- e) rental costs related to project office, when a project office is foreseen, duly justified and described in the description of the action and in the special conditions;*
- f) costs of consumables;*
- g) costs of service, supply and work contracts awarded by the beneficiary(ies) for the purposes of the action referred to in Article 10; this includes the costs for mobilising expertise to improve the quality of the logical framework (e.g. accuracy of baselines, monitoring systems, etc.), both at the beginning and during the implementation of the Action.*
- h) costs deriving directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the contract);*



*i) duties, taxes and charges, including VAT, paid and not recoverable by the beneficiary(ies), unless otherwise provided in the special conditions;*

2) Yes, please see the answer to the question 68.

#### **06-10-2020**

**Question 89.** In the guidelines, it is requested from the lead applicant and the co-applicants to submit a completed registration form (Annex F) – see clause below – that is supposed to be available on the UfM website. However, after several checks, we have realized that this form is not available on the aforementioned website. Therefore, could you please let us know from where we could download this form and if it is necessary to be completed by those applicants that already have an EuropeAid account on PROSPECT?

**Answer:** Please see the answer to question n° 5.

**Question 90.** Please let us know regarding the eligibility of the public university in a UfM proposal we are planning to submit.

**Answer:** Please see the answer to question n° 2.

**Question 91.** In terms of objectives, does this call focus exclusively on including pre-established MSMEs or potential MSMEs still in the ideation stage?

**Answer:** It is up to the applicants to define a target group and methodology they find suitable for the purpose of the action. Please see the section 1.2 of the guidelines. Note that the guidelines specify the need of immediacy regarding the implementation *“Implementation of the proposed projects and their respective activities should be possible to begin immediately after the acceptance of the proposal. Ongoing projects that meet the priorities and objectives of this call for proposals, are thereby especially encouraged to apply.”*

**Question 92.** Are there any activities that are required or preferred to accomplish, for example with regard to objective 2?

**Answer:** No.

**Question 93.** Are submitted projects required to address all expected results and impacts, for example with regard to objective 2?

**Answer:** Please see the answers to questions n° 13, n°15, n° 17 and n° 52.

**Question 94.** Please advise how partnership with MENA countries could be realized during corona lockdowns and restrictions on travels?

**Answer:** It is up to the applicants to define the way and methodology suitable for the purpose of the action.



**Question 95.** Please elaborate the criteria: The geographical scope of each action must encompass at least one MENA country of the UfM region (Algeria, Egypt, Jordan, Lebanon, Mauritania, Morocco, Palestine and Tunisia). Priority will be given to regional actions (i.e. involving at least 3 of the UfM Member States)?

**Answer:** [Please see the answers to questions n°1, n° 2 and n° 11.](#)

**Question 96.** Is it possible to engage the private sector from outside Palestine (outsourcing employment)?

**Answer:** [Please see section 2.1.1 of the guidelines “Eligibility of applicants \(i.e. lead applicant and co-applicant\(s\)\)” and section 2.6. “Conditions for implementation after the contracting authority’s decision to award a grant”.](#) The participation of each organisation will be checked under stage 1 (Concept Note) on the basis of its national registration number (e.g. VAT, national code, social security etc.), name of the organisation and name of the legal representative.

**Question 97.** Is it possible to have a match fund from the private sector?

**Answer:** [Yes, as long as you meet the eligibility criteria described in the guidelines. Please see the answer to question n° 2.](#)

**Question 98.** Is it possible to include university students or only the graduated students?

**Answer:** [In regards of eligibility criteria please see the answer to question n° 2. It is up to the applicants to define a target group and methodology they find suitable for the purpose of the action](#)

**Question 99.** Is there any preference for some themes over the other such as health, agriculture, etc.?

**Answer:** [Please note that the call for proposals foresees specific objectives and priorities in the guidelines for applicants. Your proposal must be based in the objectives and priorities described.](#)

**Question 100.** What is the type of contribution do be expected from our side in this project ?

**Answer:** [Please see the answers to questions n° 18, n° 24, n° 29 and n° 33.](#)

**Question 101.** Annex F (Registration form) is required but not uploaded on the website.

**Answer:** [Please see the answer to question n° 5.](#)

**Question 102.** Missing Annex J: Information on the tax regime applicable to grant contracts signed under the call.



**Answer:** As per Article 14 of the general conditions of the grant contract, the tax regime shall be in accordance with the legal provisions of the country in which the beneficiary/applicant is established;

Please note that the same provisions foresee that duties, taxes and charges, including VAT, paid and not recoverable can be eligible provided that the beneficiary(ies) submit proof that taxes and/or VAT that have been paid cannot actually be reclaimed as laid down in article 16 of the same general conditions.

**Question 103.** Is a German NGO with a regional office in Amman eligible to participate in this call for a project that will take place in the oPT?

**Answer:** Please see the answers to questions n°2, n° 9 and n° 11.

**Question 104.** Could a semi-governmental organizations submit as lead applicant for the call?

**Answer:** In regards of eligibility criteria please see the answer to question n° 2.

**Question 105.** Regarding partnership, is it obligatory to have a partnership with European party and another one from Mediterranean region?

**Answer:** It is not mandatory to have a co-applicants or affiliated entities. Please see the answer to question n° 2.

**Question 106.** Regarding the period of implementation if tackling two priorities, what is the eligible period of implementation?

**Answer:** please see the answers to questions n° 6 and n° 37. Implementation is 11 months in all cases.

**Question 107.** Regarding the indirect costs, if we have an ongoing project funded by EU, we can't add indirect cost in this call.

**Answer:** We encourage you to read [section 2.1.5 of the guidelines](#). Note that *"If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action."*

**Question 108.** Do we have to complete the baseline before the submission or can it be part of the proposal?

**Answer:** All documents uploaded on our website referring to this call for proposals need to be submitted within the deadline, except the Annex G package, which is only for information at this stage.

**Question 109.** Does the project have a VAT exemption?



**Answer:**

As per Article 14 of the general conditions of the grant contract, the tax regime shall be in accordance with the legal provisions of the country in which the beneficiary/applicant is established; (...)

Please note that the same provisions foresee that duties, taxes and charges, including VAT, paid and not recoverable can be eligible provided that by the beneficiary(ies) proof that taxes and/or VAT that have been paid cannot actually be reclaimed as laid down in article 16 of the same general conditions.

**Question 110.** 1) Can the lead applicant be in other proposals as a co-applicant? And 2) is the co-applicant allowed to be a co-applicant for one more time in other proposals?

**Answer:** 1) Yes, 2) Yes.

**07-10-2020**

**Question 111.** 1) Target countries: is it eligible a project proposal whose actions will involve Palestinian areas such as West Bank and Gaza strip (connecting them with participants from Sicilian and Tunisian regions)? 2) Logical Framework in the guidelines: The Logical Framework is mentioned as an Excel doc, but from the website download it is in a Word file. Can we submit it as a Word or we need to move the contents of such doc in an Excel file and submit it as an Excel? 3) Application procedures and documents Reference number of the call for proposal: What is the reference number of this call for proposals? 4) Annex F in the guidelines (point 2.2.1) the registration form (Annex F) is mentioned as necessary doc to be signed and submitted by lead applicant and co-applicants, but it is not among the documents to download. It is correct to assume that we need to sign and submit Annex D (legal entity form) instead of Annex F? 5) Annexes D and E: We need to sign and submit Annex D (legal entity form) for both lead and co-applicants and Annex E (financial identification form) just for the lead applicant or both are necessary for all the co-applicants as well? 6) Signature: The Signature requested for several docs (such as the Mandate, Annexes E and D) need to be electronic signature or it is admissible hand-written signature?

**Answer:**

1) Please see the answer to question n° 2. We encourage you to read the [section 2.1.4 of the guidelines](#).

2) Please submit the document in the format uploaded in our website: <https://ufmsecretariat.org/grant-scheme-2020/>

3) it is Reference UfM2020 Grants- 001.

4) Please see the answer to question n° 5.

5) Please see the answer to question n° 4. Note that the lead applicant and the co-applicant must submit both annexes.

6) Please see the answer to question n° 42.

**Question 112.** 1) Can we as lead applicant work with GIZ\_Jordan as Co-applicant?



According to my knowledge, GIZ is nonprofit organization in the geographical scope and its the financial supporter for the grants too. 2) Is there any material or guidelines in addition to the tips in the Excel sheet that could help through preparing the budget sheets?

**Answer:**

1) GIZ, as financial contributor to this Grant Scheme, cannot be included as a co-applicant within this Grant Scheme.

2) In principle, all the information that needs to be provided is foreseen in the template of the budget.

**08-10-2020**

**Question 113.** 1) Can a private company participate at a non-profit basis in a proposal as a partner? 2) What would be the level of co-financing required?

**Answer:**

1) Please see the answer to question n° 2.

2) Please see the answers to questions n° n°18, n°24, n° 29, n°30, n° 45 and n° 49.

**Question 114.** should all project activities be applied in all partner cities in an equal manner? I mean, there may be legal or managerial differences throughout the partners and some partner cities may not would like to execute all activities in their cities.

**Answer:** No preferential treatment may be given to any potential beneficiary. This rule applies not only to the process of identifying and selecting beneficiaries but also during the implementation of the action.

**Question 115.** Mental Health has been a persistent problem in our country Kenya. Despite our abilities to work through this crisis we lack enough resources and tangibility to properly demystify and appreciate mental health as a Nation.

**Answer:** Please see the answer to question n° 40.

Please note that Kenya is not part of eligible countries. Please see answer to question n°9.

**Question 116.** 1) Annex F: What is annex F? It is not included in the proposal package and there are no Annex F on the PRAG list of annexes. 2) Annexes for initial submission: Could you clarify which annexes must be submitted with the initial submission, and which much be submitted if the CN is provisionally selected? For example, Annex D is mentioned both under section 3 “Documents to be completed” and under section 2.4 “supporting documents for provisionally selected applicants”. We are therefore unsure whether to submit them with the initial submission, or only if we are selected for the proposal phase. 3) Account validity self-declaration: “Self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available”: is there a template available? 4) Deadline for submission by mail: the guidelines indicate that there are two ways to submit the proposal package: “one is by post or private courier service, the other is by hand delivery.” The guidelines then indicate that “In the first case, the application/full proposal must be sent before the date for submission, as evidenced by the postmark or deposit slip”. Does this mean that proposals must be sent by mail at the latest on the 28/9? 5) Registration: Do you require a proof of registration in the country of



implementation? (I.e. for an international NGO with a country office in Jordan, do you require a proof of registration in Jordan)? Or is the proof of registration of our HQ sufficient? **6) Other EU funding:** The guidelines indicate that *"If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action."*. We are applying through our HQ. Our country office, where the grant would be implemented, does not have other EU funding, but our HQ does. Does this clause apply to HQ coordinating grants globally? **7) Implementation approach / Method of implementation section in the proposal template:** we are a bit unclear what is what is expected under the heading "methods of implementation (including the main means proposed - e.g. equipment, materials and supplies to be acquired or rented) and rationale for such methodology". Could you provide additional guidance as to what is requested here?

**Answer:**

- 1) Please see the answer to question n° 5.
- 2) Annexes A, B, C, D, E and H need to be submitted within the deadline. The beneficiary (ies) selected will provide Annex G later on.
- 3) No.
- 4) Yes.
- 5) The proof of registration must be in one of the eligible countries described in the guidelines. Please see the answer to questions n° 9 and n° 11.
- 6) No, EU operating grants received by headquarters may NOT prevent from claiming indirect cost for an application under this call for proposals
- 7) It is up to the applicants to define the way and methodology they find suitable for the purpose of the action.

**Question 116.** The National Council for the licensure and Examination for Registered Nurses NCLEX-RN program is the standardized of the computer adaptive exam administrated by the National Council of State Board of Nursing. Find attached a full explanation of our program proposal.

**Answer:** 1) Please see the answer to question n° 40.

**Question 117.** 1) I would like to ask about the application process if should send my application directly to this address or should I do so using a certain platform. 2) Also I would like to ask about the eligibility criteria. 3) Finally, is in-kind cost considered in the shared-cost required as its states in the announcement that any grant requested under this call for proposals for an amount between EUR 150.000 and EUR 300.000: The grant can account for between 50% and 80% of the total eligible costs of the action?

**Answer:**

- 1) Please see the answer to question n° 42.
- 2) Please see the answer to question n° 2.
- 3) Please see the answers to questions n° 29, n° 33 and n° 46.

**Question 118.** 1) Does the UFM consider a specific definition for MSMEs? If yes, what is it? As this will be helpful for the proposal design. For instance, do the MSMEs have to be registered? 2) Does the UFM consider a specific definition for startups? For instance, must they be registered? For how long should a startup be functioning? 3) We will apply for the maximum budget (300 K euro). Is it ok to target two specific objectives at the same time? Is there a preference towards targeting only one specific objective? 4) We have formulated a



consortium of three partners (Palestine, Jordan, Spain) for this call. Is it ok if one of the priorities will be implemented only in one location (ex: implementation of priority 2 will only happen in Jordan, meanwhile all 3 countries will implement priority 3 as well)?

**Answer:**

**1 & 2)** It is up to the applicants to define a target group and methodology they find suitable for the purpose of the action

**3)** Please see the answer to question n° 17

**4)** Yes that is a possibility. In any case, please remember that priority will be given to regional actions (i.e. involving at least 3 of the UfM Member States), nevertheless, it does not prevent your organization to apply as long as the action encompasses at least one MENA country of the UfM region (Algeria, Egypt, Jordan, Mauritania, Morocco, Palestine and Tunisia).

**Question 119. 1) Eligibility:** What is your definition of Non-governmental Organisation for this call? We, as a non-profit and non-governmental funds based cooperative (and social impact mission, too), are eligible as grant's leaders? **2) Contingency Reserve:** Guidelines said "Contingency reserve The budget may include a contingency reserve not exceeding 5% of the estimated direct eligible costs. It can only be used with the prior written authorization of the contracting authority" Does it imply that all projects must take this contingency reserve into account and include it in the budget? In other words, is it compulsory to include it or optional? **3) Minimum budget/ Actions in non-European Countries** We haven't seen anywhere if must include in the budget a minimum percentage for actions to be developed in non-European Mediterranean. Can you confirm if it is necessary and, in this case, which % should we include? **4) Budget** The budget form is only broken down by year. Do we need to double it for each partner? or do they just ask for a budget for the whole consortium broken down by year?

**Answer:**

**1)** Please see the answer to question n° 2.

**2)** Note that the contingency reserve is mandatory and should be included in the budget for each project. Please see the answer to question n° 17

**3)** Please see the answer to question n° 25.

**4)** The budget cannot be broken down. A single budget per application is required.

**Question 120. 1)** The application guidelines state in Eligible direct costs of paragraph 2.1.5. Eligibility of cost: costs that can be included: Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken. (p. 16) In Ineligible costs it is stated: The following costs are not eligible: - salary costs of the personnel of national administrations (p. 17). As this seems contradictory, we are unsure if we can include salary costs of the personnel of national administration in the budget (whether it can be requested budget or co-financing). Furthermore, are public universities considered as national administration in such regards? **2)** We are planning actions related, in part, to the training in traditional construction techniques and therefore we are planning a construction site. Would the costs for the materials, equipment and labor related to it be eligible in this case, and listed under Equipment and supplies of Annex B? **3)** Since ongoing projects are encouraged by the call, we are including a renovation project that has already started (preliminary project is concluded and the executive one is still missing). Could in this case consider the work already done as part of co-financing (monetising the work already done)



and request a part of its budget for the conclusion as we consider it relevant for the hands on training workshops?

**Answer:**

- 1) The salary of civil servants are eligible provided that the competent authority does not perform the activity.
- 2) Note that the implementation period is 11 months and implementation of the action shall start immediately after the signature of the grant contract. Please see the answer to question n° 6 and n° 17
- 3) The work already done might benefit the feasibility of your project, and might speed its implementation, but in any case should be considered as co-financing. Please see the answers to questions n° 24, n° 29, n° 30, n° 45 and n° 49.

**Question 121.** 1) In Annex C – Logical Framework, what has to be precisely included in the activity Matrix, specifically in the “Costs” part? Can you please make some examples? In Annex C – Logical Framework, how should be precisely detailed the breakdown of the action costs in the activity Matrix? Can you please make some examples? 2) At page 8 of the guidelines, under paragraph Scope, is written that “there will not be any direct financial support to enterprises”: what do you exactly mean as direct financial support? The financial support only includes non-refundable money support to enterprises? What do you exactly mean as enterprise? 3) Which will be the period of implementation of the awarded projects? The activities of the projects awarded have to be implemented in 2021? 4) Equipment and machineries for MSMEs enterprises to maximize production and reduce costs, and to facilitate the employability are eligible costs? 5) At page 10 of the guidelines, what do you exactly mean as “public sector operator”? Public National Research Centers can be considered public sector operators? 6) According to page 10 of the guidelines, Municipalities and Ministries are considered local authorities? 7) According to page 15 of the guidelines paragraph Number of applications and grants per applicants / affiliated entities, is it possible for the same NGO to apply and award two grants: one as Lead applicant and one as Co-applicant, under this call for proposal? 8) At page 16 of the guidelines, what do you exactly mean as national administration? A Ministry can be considered national administration? A National and Public Research Center can be considered a national administration? A General Direction of a public administration, can be considered national administration? 9) Can you please better explain, possibly with examples, the difference between the two cases: A) “salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken” (at page 16 of the guidelines) and B) “salary costs of the personnel of national administrations” are ineligible cost (at page 17 of the guidelines)?

**Answer:**

- 1) Please submit a planning tool consisting of a matrix which provides an overview of an action's goal, activities and anticipated results. It provides a structure to help specify the components of an action and its activities and for relating them to one another
- 2) Please consult [the section 2.1.4 of the guidelines](#).
- 3) Please see the answer to question n° 37.
- 4) Yes. The purchase of equipment is an eligible cost as long as they are necessary for the implementation of the action in line with the article 14 of the General Conditions.



5 & 6) Please see the answer to question n°2.

7) Please see the answer to questions n° 16, n° 17, n° 38 and n° 52.

8) Please see the answer to question n° 2

9) Please see the answer n°1 to question n° 120. Note that *“salary costs of the personnel of national administrations are eligible only to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken”*.