



Office for the CEI Fund at the EBRD
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KEP ITALY
CALL FOR PROPOSALS 2017
Financed by the CEI Fund at the EBRD

QUESTIONS AND ANSWERS
(as of 10 May 2017)

Introduction

As written in the KEP ITALY Call for proposals 2017 at point 3.4: *“All the questions received by the Office and their related answers will be published on the CEI website in order to give a fair, transparent and equal treatment to all the applicants”*, therefore please find below all the questions received so far by the Office for the CEI Fund at the EBRD and their related answers.

QUESTION n°1:

QUESTION (received by the Office for the CEI Fund at the EBRD on 05 May 2017):

1. How should the consortium of partners be composed (how many) and what does the role of a beneficiary comprise, since Albania is considered an eligible country as beneficiary?
2. What are the (legal) documents needed? Shall we apply as an NGO or through the university?
3. Does the Lead Partner (applicant) send the application via email or through postal mail?

ANSWER (provided by the Office for the CEI Fund at the EBRD on 10 May 2017):

1. As written in the Guidelines for the completion of the Application Form at point 2.5 *“There are no restrictions as to the number of project partners, other than the applicant, and beneficiaries”*. Beneficiary organisations shall participate in project planning and in drafting the Application; this shall also be described in the application form at point 3.2.

2. The needed documentation is listed at point 3.2 of the call for proposals as follows:

“The Application Form, the Budget template, and supporting documents (if any) shall be submitted via e-mail (Subject: KEP ITALY Call 2017 – APPLICANT’S COUNTRY – PROJECT TITLE). The Project Proposal has to be sent in electronic format as follows:

- *a PDF copy of the Application Form with legible applicant and beneficiary(ies) signatures and stamps where requested in the Application Form.*
- *a Word format of the Application Form.*
- *Budget (the use of the Budget template is mandatory). “*

As written in the Call for proposals (point 2.2.2): *„The Applicant shall be registered in a CEI Member State also member of the EU, namely: Austria, Bulgaria, Croatia, the Czech Republic, Hungary, Italy, Poland, Romania, Slovakia, and Slovenia. The following types of applicants are eligible to apply: all public and private sector bodies (not individuals), international and non-governmental organisations operating in the public interest, e.g. national, regional and local authorities, education/research institutions, and environmental organisations. In case of applications from international organisations facilitating cooperation between the know-how providers and the beneficiary institutions in the CEI region, the CEI grant shall be transferred to and managed by this international body.”* Therefore project partners shall decide whether apply through NGO or University compliant with the above mentioned point 2.2.2.

3. As written at point 3.2 of the call for proposals, the Project Proposal has to be sent in electronic format "to kep.italy@cei.int and to the CEI National Coordinator (Cc) of the applicant's country. Contact details of the CEI National Coordinators are available at <http://www.cei.int/contacts/National%2BCo-ordinators> . If a copy is not sent to the CEI National Coordinator as specified above, the Project Proposal may be rejected. Project Proposals from international organisations and other transnational bodies can be submitted directly to kep.italy@cei.int For technical reasons the Application Form and related documentation as listed above - to be submitted by email only - shall not exceed the size limit of 4 MB."