QUESTIONS AND ANSWERS
(as of 16 June 2015)

Introduction
As written in the KEP ITALY Call for proposals 2015 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 06 May 2015):
To Whom It May Concern:

Could you please precise information on budget share, stated in KEP Italy Call for proposal? There is indicated, that grant shall not exceed fifty per cent (50%) of the total cost of a given project. Could the other 50% be co-financed by applicant and/or partner by means of in-kind contribution?

ANSWER (provided by the Office for the CEI Fund at the EBRD on 07 May 2015):

Dear Applicant,

As written in the Call for Proposals at point 2.2: “Any grant awarded under this Call for Proposals shall not exceed fifty per cent (50%) of the total cost of a given project, and the maximum grant amount allocated to a single project cannot exceed forty thousand euro (€40,000).” Therefore a project’s budget must include the necessary co-financing in order to be financially sustainable.

As written in the document Guidelines for the completion of KEP Application Form (point 6.4) “The value of in-kind contributions cannot exceed 25 per cent (25%) of a total project cost.” This means that the applicant can match in-kind contribution and cash to ensure adequate co-financing to the project (other than the CEI Grant).

QUESTION n°2:

QUESTION (received by the Office for the CEI Fund at the EBRD on 12 May 2015):
To Whom It May Concern:

1. Is it possible collaboration between Poland, the Czech Republic and Ukraine?
2. What is maximum grant amount?
3. What is per cent obligatory own contribution?
4. What is per cent eligible costs?

ANSWER (provided by the Office for the CEI Fund at the EBRD on 13 May 2015):
Dear Applicant,

1. Yes it is possible the collaboration between Poland, the Czech Republic and Ukraine. As per the nationality of the applicant and the beneficiary(s), please note that, as written in the Call for proposals (point 2.2.2): “The Applicant shall be registered in a CEI Member States that is also member of the EU, namely: Austria, Bulgaria, Croatia, Czech Republic, Hungary, Italy, Poland, Romania, Slovakia, and Slovenia”; while as written in the Call for proposals (point 2.2.3): “Beneficiaries shall be organisations registered in an ODA-eligible non-EU CEI Member State, namely: Albania, Belarus, Bosnia and Herzegovina, Macedonia, Moldova, Montenegro, Serbia, and Ukraine”.

2. As written in the Call for proposals (point 2.2.5) “Any grant awarded under this Call for Proposals shall not exceed fifty per cent (50%) of the total cost of a given project, and the maximum grant amount allocated to a single project cannot exceed forty thousand euros (€40,000).”

3. As written in the Guidelines for the completion of the Application Form (point 7.1) “The applicant must provide information on sources of project financing and cost-sharing. The completed table must demonstrate financial sustainability (i.e. demonstrate that the operation does not risk of running out of funds). The financial responsibilities of each contributor and for the entirety of the project cost should be made clear. All co-financing and in-kind contributions must be evidenced and described. The applicant must indicate if the co-financing has been requested or confirmed.” As for the in-kind contribution, please note also that as written in the Guidelines for the completion of the Application Form (point 6.4) “The value of in-kind contributions cannot exceed 25 per cent (25%) of a total project cost.” This means that the applicant can match in-kind contribution and cash to ensure adequate co-financing to the project (other than the CEI Grant).

4. As written in the Call for proposals (point 2.2.5) “In principle, the CEI grant can be requested for any type of costs associated with the project implementation.”

QUESTION n°3:

QUESTION (received by the Office for the CEI Fund at the EBRD on 13 May 2015):
To Whom It May Concern:

1. Which is the total amount of the budget that the Ministry with its partners can apply?
2. How many application can the Ministry as the (know-how recipient ) apply for this call with different partners know-providers?
3. The limit amount of the budget is 80.000 eur and the grant offered is 40.000 by CEI Italy for one projects?
4. Are related the application of Italy and Austria for grant requested by the Ministry, do you have a limit number of application?
5. In the call for proposal CEI Know-How Exchange Programme (KEP) - ITALY, the know how provider(applicant) has to be an Italian parter, organization University etc and the beneficiary in this case is the Ministry (main partner

ANSWER (provided by the Office for the CEI Fund at the EBRD on 15 May 2015):
Dear Applicant,

1. As written in the Guidelines for the completion of the Application Form (point 7.1) “The applicant must provide information on sources of project financing and cost-sharing. The completed table must demonstrate financial sustainability (i.e. demonstrate that the operation does not risk of running out of
funds). The financial responsibilities of each contributor and for the entirety of the project cost should be made clear. All co-financing and in-kind contributions must be evidenced and described. The applicant must indicate if the co-financing has been requested or confirmed.”

As for the in-kind contribution, please note also that as written in the Guidelines for the completion of the Application Form (point 6.4) “The value of in-kind contributions cannot exceed 25 per cent (25%) of a total project cost.” This means that the applicant can match in-kind contribution and cash to ensure adequate co-financing to the project (other than the CEI Grant).

2. As written in in the Call for proposals (point 3.1): “Under this Call for Proposals Applicants might submit up to two distinct Project Proposals, provided that the beneficiaries are different”.

3. As written in the Call for proposals (point 2.2.5) “Any grant awarded under this Call for Proposals shall not exceed fifty per cent (50%) of the total cost of a given project, and the maximum grant amount allocated to a single project cannot exceed forty thousand euros (€40,000).”

4. An applicant can submit a project proposal to both KEP ITALY and KEP AUSTRIA. The submission of each project shall be follow the rules envisaged in the respective Call for Proposals.

5. As per the nationality of the applicant and the beneficiary(s), please note that, as written in the Call for proposals (point 2.2.2): “The Applicant shall be registered in a CEI Member States that is also member of the EU, namely: Austria, Bulgaria, Croatia, Czech Republic, Hungary, Italy, Poland, Romania, Slovakia, and Slovenia”; while as written in the Call for proposals (point 2.2.3): “Beneficiaries shall be organisations registered in an ODA-eligible non-EU CEI Member State, namely: Albania, Belarus, Bosnia and Herzegovina, Macedonia, Moldova, Montenegro, Serbia, and Ukraine”.

QUESTION n°4:

QUESTION (received by the Office for the CEI Fund at the EBRD on 15 May 2015):

To Whom It May Concern:

1. Can we apply in consortium of 2 institutions- our university from Poland and a company from Trieste, It?
2. Do I understand well that the beneficiaries e.g. participants in the trainings, meetings can be only the citizens from non EU countries- in our case PhD students from Serbia?
3. Can we cover the costs of our visits to Serbia or it is better to invite them to Poland/Italy?
4. The CEI KEP budget will cover only 40% of the costs- the 60% has to be our own contribution in kind or financial?

ANSWER (provided by the Office for the CEI Fund at the EBRD on 18 May 2015):

1. as written in the Call for proposals (point 2.2.2): „The following types of applicants are eligible to apply: all public and private sector bodies (not individuals), international and nongovernmental organisations operating in the public interest, e.g. national, regional and local authorities, education/research institutions, 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 such international body.”

An applicant can cooperate with other institutions from a CEI Member States that is also member of the EU. In this case the applicant has to list such other institutions in point 1.3 and in Annex 1 of the application form as foreseen by the Guidelines for the completion of the Application Form.

2. As per the nationality of the beneficiary(s), please note that, as written in the Call for proposals (point 2.2.3): “Beneficiaries shall be organisations registered in an ODA-eligible non-EU CEI Member State, namely: Albania, Belarus, Bosnia and Herzegovina, Macedonia, Moldova, Montenegro, Serbia, and Ukraine”.


3. As written in the Call for proposals (point 2.2.5) “In principle, the CEI grant can be requested for any type of costs associated with the project implementation.”

4. As written in the Call for proposals (point 2.2.5) “Any grant awarded under this Call for Proposals shall not exceed fifty per cent (50%) of the total cost of a given project, and the maximum grant amount allocated to a single project cannot exceed forty thousand euros (€40,000).”

Moreover, as written in the Guidelines for the completion of the Application Form (point 7.1) “The applicant must provide information on sources of project financing and cost-sharing. The completed table must demonstrate financial sustainability (i.e. demonstrate that the operation does not risk of running out of funds). The financial responsibilities of each contributor and for the entirety of the project cost should be made clear. All co-financing and in-kind contributions must be evidenced and described. The applicant must indicate if the co-financing has been requested or confirmed.”

As for the in-kind contribution, please note also that as written in the Guidelines for the completion of the Application Form (point 6.4) “The value of in-kind contributions cannot exceed 25 per cent (25%) of a total project cost.” This means that the applicant can match in-kind contribution and cash to ensure adequate co-financing to the project (other than the CEI Grant).

**QUESTION n°5:**

**QUESTION** (received by the Office for the CEI Fund at the EBRD on 20 May 2015):

To Whom It May Concern:

1. If the own financial contribution of the applicant can be in fact a contribution made by one of the partners?
2. How is such contribution documented?
3. Can a non-EU NGO be an applicant for KEP Italy and bring the financial contribution?

**ANSWER** (provided by the Office for the CEI Fund at the EBRD on 25 May 2015):

1. As. The KEP ITALY does not put any rule on the single contribution of the project partners, however, as previously written in Q&A n° 2.3, the project has to be financially sustainable and the applicant must provide information on sources of project financing and cost-sharing
2. For detailed information on how to document the contribution, please see point 4 of the Grant Agreement.
3. As per the nationality of the applicant and the beneficiary(s), please note that, as written in the Call for proposals (point 2.2.2): “The Applicant shall be registered in a CEI Member States that is also member of the EU, namely: Austria, Bulgaria, Croatia, Czech Republic, Hungary, Italy, Poland, Romania, Slovakia, and Slovenia”

**QUESTION n°6:**

**QUESTION** (received by the Office for the CEI Fund at the EBRD on 21 May 2015):

To Whom It May Concern:

1. The Partners need do have any primary guarantee fund to apply ?
2. How will be the grant given if the project is a winning one, which are the modalities , by rate or immediately in the beginning of the project?
3. The invoices are recognized as a whole sum or we need to foresees the VAT /to exclude the VAT ?

**ANSWER** (provided by the Office for the CEI Fund at the EBRD on 25 May 2015):

1. No, the partners are not required to have any primary guarantee fund.
2. As written in the Grant Agreement of the project at point 3.1 and 3.2 the GRANTEE is entitled to:
- An “Advance Payment of up to fifty (50) per cent of the eligible grant contribution. The Advance Payment will be paid to the GRANTEE within thirty (30) days upon receipt of the Request for Advance Payment.” and
- A „The GRANTEE is entitled to a Final Payment in the amount that constitutes the difference between the amount of the eligible expenses and the amount already disbursed to the GRANTEE as Advance Payment.”

3. The invoices are recognised as a whole sum.

**QUESTION n°7:**

**QUESTION** (received by the Office for the CEI Fund at the EBRD on 05 June 2015):

1. What should be the premise of our event?
2. Is it better if the applicant is from Italy?
3. Who has to sign the application form?
4. Do we have to send you any supporting document showing support from our institution to the project?
5. Regarding ANNEX I, from the “Call for Proposals” document, do all three priority areas have to be included in the application? If not, what would be the minimum number of areas we have to respect?
6. We’ve had trouble understanding the paragraph 3.5 called “Period of Validity of the Project Proposal”. Does it mean only that project activities shouldn’t start before January 2016?

**ANSWER** (provided by the Office for the CEI Fund at the EBRD on 15 June 2015):

1. As written in the Call for Proposal at point 2.2.4 “All project activities shall take place in the CEI region and the CEI shall approve any exceptions to this rule”.
2. Under this Call for Proposals there is no preference on the eligible nationality of the applicants.
3. The application form has to be signed by the applicant and by the beneficiary/s, as requested in point 8 of the project Application Form
4. The applicant and the beneficiary/s are requested to sign the Application Form. Such signatures mean that the legal representative of the applicant and the legal representative of the beneficiary/s confirm that that information provided in the application are correct and accurate. The legal representatives confirm also that the respective organisations are fully committed to the implementation of the project.
5. As written in the Call for Proposal at point 2.2.1 “Project Proposals are required to address at least one of the KEP Priorities”
6. As written in the Call for Proposal at point 2.2.4 “Project implementation should indicatively start after 01 January 2016”.

**QUESTION n°8:**

**QUESTION** (received by the Office for the CEI Fund at the EBRD on 15 June 2015):

1. The applicant is a private firm (associated professionals) which usually applies time-based fees for both, the firm partners’ and the internal and external collaborators’ professional work. In these fees all usual current expenditures are included, i.e. personal income, office rent, other current office costs, etc., for which it is impossible to provide for specific project-related invoices, since most of these costs are paid for the whole firm's activities at regular intervals. Additional costs are accounted only when they exceed significantly the 'normal' budget, such as travelling costs, organisation of events, purchase of software and hardware equipment etc. Is it admissible to act in the same way in the budget breakdown (item 6.3 of the Application Form)?
2. Related to question no. 1: are there binding fee ranges (minimum/maximum) that have to be observed, as for instance required by several national regulations for private professional services?
3. In reference to point 2.2.5 of the Call for Proposals and to item 3.2 of the Draft Grant Agreement, in the specific case of the purchase of technical equipment outside the Euro-area (e.g. purchase of software licences in the USA) that need to be documented through actually paid invoices: stated that exchange rate fluctuations penalising the grantee have to be absorbed by the grantee itself through adequate financial
feasibility calculations, what about exchange rate fluctuations advantaging the grantee? Do they determine a situation as described in item 3.2 of the Draft Grant Agreement?

4. Despite answer to Q&A 6.3 we did not completely understand how VAT (Value Added Tax) should be handled. Hence the following questions:

   a) Does the applicant need to issue a regular invoice addressed to the grantor to receive the two grant payments?
   b) If so, do we have to consider Trieste as the grantors financial domicile?
   c) If so, for an Italy based applicant, does this determine a national invoice (with VAT) or an intra-EU invoice (without VAT)?
   d) If so, wouldn’t this determine different kinds of treatment for Italy based firms and firms based in other EU countries

ANSWER (provided by the Office for the CEI Fund at the EBRD on 16 June 2015):

1. Applicants are requested to fill in the budget form by using the excel Budget template and therefore presenting the costs related to the various budget items. As written in the Guidelines for the completion of KEP Application Form (point 6.4), “In case of more complex budgets, the applicant can submit a more detailed breakdown of costs in addition to the Budget template”.

2. No, there are no binding fee ranges (minimum/maximum) that have to be observed.

3. As written in the Call for Proposal at point 2.2.5 “The CEI is not responsible for and will not reimburse currency rate variations, nor can the CEI be charged with potential shortages or financial consequences of exchange rate fluctuations and underestimation or disregard of national fiscal regulations by the Applicant. Budget calculations in countries not using the Euro currency can take the exchange rate of the National Bank of their country on the day the Application is submitted. The CEI grant will be transferred in EUR. The CEI will not be responsible of any depreciation of the transferred tranches of the CEI contribution.”

4. The CEI ensures equal treatment to all project partners and therefore the CEI recognises the VAT as part of the expenditure a project partner has to face. As written in the Grant Agreement of the project at point 3.1 and 3.2 the GRANTEE is entitled to:
   - An „Advance Payment of up to fifty (50) per cent of the eligible grant contribution. The Advance Payment will be paid to the GRANTEE within thirty (30) days upon receipt of the Request for Advance Payment.” and
   - A „The GRANTEE is entitled to a Final Payment in the amount that constitutes the difference between the amount of the eligible expenses and the amount already disbursed to the GRANTEE as Advance Payment.”

In order to request such payments, the GRANTEE has to send a Request for Advance Payment and a Request for Final Payment to the CEI Headquarters located in Trieste (both documents will be provided by the CEI).

QUESTION n°9:

QUESTION (received by the Office for the CEI Fund at the EBRD on 15 June 2015):

1) if we have to use for the e-mail transmission a Certified E-mail System, i.e. in Italian: PEC – Posta Elettronica Certificata (Certified Electronic Mail);

2) if we can submit - along with the Application Form (.pdf copy + Word format) and the Budget (in .xls form) - also other supporting documents, e.g., declaration of interest/letter of endorsement – in some cases, with statement of co-financement – from stakeholders interested to our proposal (Ministries, Regional Authorities, Entrepreneur Associations, etc.), and in which form;

3) if the signatures of different beneficiaries on the Application Form may be split into different sheets (in order to collect them - one from each Partner - in electronic form, i.e. by scanning them);

4) which are the Contact details of the CEI National Coordinator for Italy (since we could not find it at the relevant website: http://www.cei.int/contacts/National%2BCoordinators).

ANSWER (provided by the Office for the CEI Fund at the EBRD on 16 June 2015):

1) The transmission of the application for via a Certified E-mail System, i.e. in Italian: PEC – Posta Elettronica Certificata (Certified Electronic Mail) is not requested.
2) Yes, it is possible to submit - along with the Application Form (.pdf copy + Word format) and the Budget (in .xls form) - also other supporting documents. Please note that, as written at point 3.2 of the Call for proposals: “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”

3) Yes, it is possible to split into different sheets the signatures of different beneficiaries on the Application Form.

4) The Contact details of the CEI National Coordinator for Italy is: unitabalcani@esteri.it