**CLARIFICATION TO THE CALL FOR PROPOSALS No: 1**

**Title:**Increased Awareness on Environmental and Climate Action Policies

**Publication Reference:** EuropeAid/166754/IH/ACT/ME

**QUESTIONS & ANSWERS**

**Question 1:** We have notice that the Annex A – Application form is missing from the templates provided within the call publication link. Therefore, can we expect the right template to be uploaded in official call publication sites within the next few days?

**Answer 1: The Application form was published on April 17, 2020 and it is available for download:**<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754>

**Question 2:** Whether the updated information/corrigendum and/or similar, shall be published and interested applicants informed about, due to the new developments of COVID-19 and possible schedule changes in regard?

**Answer 2: The Guidelines for grant applicants, updated in terms of extension of the deadlines referred to in the Indicative timetable (2.5.2.), were published on April 17, 2020 and on May 29, 2020. Both documents are available on:** <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754>

**Question 3:** I would like to draw your attention that there is no Annex A - Application form in the application package published on <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754>.

**Answer 3: The Application form was published on April 17, 2020 and it is available for download:**<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754>

**Question 4:** Are we obliged to address only one priority area listed in guidelines or we can address more priority areas within one application? Maybe it is clear from Annex A but it is not available yet?

**Answer 4: The Application form was published on April 17, 2020 and it is available for download:**<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754>.

As indicated in point 2.1.1, bullet 1 of the abovementioned Application form, an applicant is free to address more than one priority.

**Question 5:** Where is the Annex A application form in the Call package, and if the Logical framework is needed along with the concept note in first phase?

**Answer 5: The Application form in the published call for proposals is available under the file e3b\_applicform.doc.pdf. In Word format it is available in this file as an answer to question 15. The logical framework is not to be sent along with the concept note.**

**Question 6:** Can the lead applicant receive 7% of indirect costs, although they already have 2 EU-funded projects, which have an indirect cost of 22.99% and therefore it is not covered by this percentage?

**Answer 6: As explained under point 2.1.5. (subtitle Eligible indirect costs): The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract.**

**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 7:** Can co-financing by the lead applicant (based in an EU country) be 10% or should it be larger? Is the percent lower if the lead applicant is based in Montenegro**?**

**Answer 7: Co-financing rules are described under paragraph 1.3 of the guidelines for grant applicants and apply to all the applicants independently from their nationality. Minimum EU co-financing is 50% and maximum EU co-financing is 90%. Applicants are therefore requested to co-finance 10 to 50% of total eligible costs of the action. Please note that the guidelines attribute to the Applicant (lead applicant and co/applicant(s)) the obligation to co-finance the cost of the action and not to the lead applicant.**

**Question 8:** It would be useful to get more information on simplified options for management and reporting of costs. How will the system work and what will it require from the lead applicant in the reporting process?

If there is an implementation guide that contains this information and is already defined for the given call - we would also appreciate this information or similar guidance.

**Answer 8: Section 2.1.5 of the Guidelines for grant applicants and Annex K (Guidelines on simplified cost options) to the Guidelines for grant applicants, available on:** <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754> **contains the required information.**

**Question 9:** In reference with the Call for Applications for the project Increased Awareness on Environmental and Climate Action Policies, I kindly ask you to send me the Concept Note form, as I could not find it in the Guidelines.

**Answer 9: The Application form was published on April 17, 2020 and it is available for download:**<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754>

**In relation to Concept Note, in part A of the Application form it is said that there is no specific template for the concept note, but the lead applicant must ensure that the text meets the requirements listed therein.**

**Question 10:** could you please confirm that at this stage (till April 20.2020.) we are supposed to submit only the Concept Note, without any other accompanying documentation.

**Answer 10: See page 18, point 2.2.1. of the Guidelines for grant applicants. Please have in mind that this document was updated in terms of extension of the deadlines referred to in the Indicative timetable (2.5.2.), according to which the current deadline for submission of concept notes is on June 22, 2020 (not on April 20, 2020).**

**Please also refer to Part A of the Application form, being an integral part of the set of documents published at the website above.**

**Question 11:** Could you please indicate where to find the application form for this call Annex A EuropeAid/166754/ID/ACT/ME. Unfortunately, this Annex A is missing on the call and the deadline for submission is nearing <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582808912117&do=publi.welcome&orderbyad=Desc&searchtype=RS&alphabet=cyr&aofr=166754&orderby=upd&nbPubliList=15&userlanguage=en>.

**Answer 11: The Application form was published on April 17, 2020 and it is available for download:**<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754>

**Question 12:** Going through the call Increased Awareness on Environmental and Climate Action Policies I noticed that there is no application form, or concept note form to be submitted.

Can you help me, direct me where to find Application form Concept note form for this call.

**Answer 12: The Application form was published on April 17, 2020 and it is available for download:**<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754>

**In relation to Concept Note, in part A of the Application form it is said that there is no specific template for the concept note, but the lead applicant must ensure that the text meets the requirements listed therein.**

**Question 13:** Annex A – Application form is missing from the templates provided within the call publication link. Considering that the deadline given within the guidelines (20/04/2020) is approaching, can we expect the right template to be uploaded in official call publication sites within the next few days?

**Answer 13: The Application form was published on April 17, 2020 and it is available for download:**<https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754>

**Question 14:** Shall the updated information/corrigendum and/or similar will be published and interested applicants informed about, due to the new developments of COVID-19 and possible schedule and submitting procedures changes in regard?

**Answer 14: The Guidelines for grant applicants were updated in terms of extension of the deadlines referred to in the Indicative timetable (2.5.2.), the respective corrigenda were published on April 17, 2020 and on May 29, 2020. Both documents are available on:** <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1582040712552&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=166754>

**Question15:** Could you please publish the application form as a WORD document, as the one that has been published is as a PDF document?

**Answer 15: WORD version of the application form is attached:** ****

**Question 16:** Would like to draw your attention that as far as I have seen, the format for the narrative report has not been published; in the Annex VI – Model narrative and financial report only an excel table with the table for the financial report has been published**.**

**Answer 16: Templates for narrative (interim and final) reports are attached:**  

**Question 17:** Regarding the EuropeAid/166754/IH/ACT/ME Call for projects, we want to enquire about the possibility of having a study tour as one of the activities of the project proposal we intend to submit.

We are aware of the location requirement of this Call that "Action must take place in Montenegro." However, having in mind the specific issue of waste management our proposal will address, we find it necessary to have a Study Tour as an activity. In our strong opinion, it is vital for our specific target group to get acquainted with the best practices in the area of waste management in other European municipalities with similar setting before proceeding with other planned activities of the project proposal. Besides the study tour, rest of the activities will take place in Montenegro.

We would value very much your feedback on whether study tour will be in line with the location requirements of this Call.

**Answer 17: The call for proposals “Increased Awareness on Environmental and Climate Action Policies” under paragraph 1.2 establishes the priority areas to be addressed. The activities to address these priority areas are to be implemented exclusively in Montenegro as pointed out under paragraph 2.1.4 of the guidelines.**