

**THE MINISTRY OF FINANCE****The Directorate for Finance and Contracting of the EU Assistance Funds  
(CFCU)****Contracting Authority's Clarifications**

Grant Scheme “Youth, women and long-term unemployed in the labour market”

**Questions and answers from the Information Sessions held on: 04<sup>th</sup>, 06<sup>th</sup> and 10<sup>th</sup>  
November 2015**

Following the info-sessions held on: 04<sup>th</sup>, 06<sup>th</sup> and 10<sup>th</sup> November 2015, the answers on questions raised by the participants are presented in the table below.

In addition, the table contains also the answers on questions received on the following e-mail address: [cfcu@mif.gov.me](mailto:cfcu@mif.gov.me).

<b>Q1</b>	<b>Can the Local Business Centre, founded by the Municipality of Rožaje, but being independent in managerial sense from the Municipality, be considered as eligible applicant/co-applicant under this Call for Proposals?</b>
A1	To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants and affiliated entity(ies), or an action.  Refer to the eligibility criteria defined in section 2.1.1. of the Guidelines for Applicants.
<b>Q2</b>	<b>Are the local branch offices of the Employment Agency of Montenegro eligible applicants under this Call for Proposals?</b>
A2	Please refer to A1.
<b>Q3</b>	<b>Can the ministries be considered eligible lead applicant/co-applicant(s) under this Call for Proposals?</b>
A3	Please refer to A1.
<b>Q4</b>	<b>Is the recovery of part of the VAT possible under this Call for Proposals?</b>
A4	Please refer to the Annex J („ <i>Information on the tax regime applicable to grant contracts signed under EuropeAid/137484/ID/ACT/ME</i> “) within the Application Package.  In addition, the Contracting Authority will establish the method of exemption of VAT. It is the applicants' responsibility to apply these principles. Following this the VAT will not be considered eligible cost under this Call for Proposals.
<b>Q5</b>	<b>Will a certain number of training participants, after completing the training, need to enter into formal employment and what time perspective is considered? In other words, should there be a guarantee that the participants, after finishing the trainings, will be employed on a long-term basis?</b>

A5	<p>The applicant needs to ensure that the action is closely aligned with the objectives of the Call for Proposals. One of the programme indicators, as indicated in the Guidelines for Applicants, is ‘number of persons employed at the end of the project’. Coherence of the proposed action in relation to this indicator will be addressed in the evaluation process.</p> <p>From the perspective of the contract the grant beneficiary is obliged to deliver the results and indicators as described in the project application.</p>
<b>Q6</b>	<b>Is there a possibility to give daily allowances to the training participants?</b>
A6	<p>Please refer to the section 2.1.5 (Eligibility direct cost) of the Guidelines for Applicants and Article 14.2 (Eligible direct costs) of the General Conditions.</p> <p>Under Article 14.2 of the General Conditions it is stated that the following costs shall also be eligible:</p> <p>“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, or the rates published by the European Commission at the time of such mission if reimbursed on the basis of simplified cost options”.</p>
<b>Q7</b>	<b>Is the sub-granting allowed?</b>
A7	According to the Guidelines for Applicants (point 2.1.4) financial assistance to third parties is not eligible under this Call for Proposals.
<b>Q8</b>	<b>After completing the training, will the participants receive a certificate?</b>
A8	<p>In case that the action deals with a publicly recognised programme, delivered by a certified training institution, it would be expected that the training participants obtain a certificate or similar at the end of the training process.</p> <p>However, such trainings are only one of the eligible actions under this Call for Proposals.</p>
<b>Q9</b>	<b>Do the supporting documents need to be submitted in English?</b>
A9	<p>Please refer to the Section 2.4 of the Guidelines for Applicants:</p> <p>“Where such documents are not in one of the official languages of the European Union or in the language of the country where the action is implemented, 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”.</p> <p>“Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English”.</p>
<b>Q10</b>	<b>Who is considered as an ‘employer’ under this Call for Proposals?</b>
A10	According to the Article 15 of the Labour Law (OJ of Montenegro, no. 49/2008, 26/2009, 59/2011 and 66/2012), an employer is a national or foreign legal person, or a part of a foreign legal person, or a physical person concluding contract of employment with an employee.

<b>Q11</b>	<b>Does the term “employer” stated in the Guidelines for Applicants, include private companies?</b>
A11	Referring to the Guidelines for Applicants, section 2.1.1 (1) the “employers” indicated in the third bullet (Specific organizations), must to be at the same time legal bodies and non-profit making or profit-making organizations.
<b>Q12</b>	<b>For how long an applicant must be established in order to be eligible under this Call for Proposals?</b>
A12	The Guidelines for Applicants do not define criteria for how long an applicant must be established prior to the submission of application in order to be eligible.
<b>Q13</b>	<b>What is the annual turnover which an applicant must have in order to be eligible to apply for a grant of 200.000 EUR?</b>
A13	Financial capacity of the lead applicant is evaluated during the Full application evaluation. The referred criterion is only one of the evaluation criteria. It is not a selection criteria (i.e. qualifying criteria) which the applicants would need to fulfil in order to be eligible. The scoring of the criterion is left to the judgement of independent evaluators/assessors. The applicants should nevertheless keep in mind that for the Full application evaluation criteria 1 “Financial and operational capacity” a minimum of 12 points needs to be achieved otherwise the application will be rejected.
<b>Q14</b>	<b>What percentage can be allocated for specific budget items in the budget breakdown?</b>
A14	No such recommendation can be given. The allocation of costs per main budget headings and budget items depends on the type of the project applied.  The applicants should keep in mind that the purchase of equipment for purpose of achieving the project objectives must not exceed 10% of total eligible direct costs of the project.
<b>Q15</b>	<b>Is registration in PADOR required?</b>
A15	Registration in PADOR is not required under this Call for Proposals.
<b>Q16</b>	<b>Is the lead applicant required to apply with a co-applicant? If yes, what is the maximum number of co-applicants in one project?</b>
A16	In line with the point 2.1.1. <b>Eligibility of applicants (i.e. lead applicant and co-applicant(s))</b> , the lead applicant must have at least <b>one (1) co-applicant</b> .  However, the Guidelines for Applicants do not limit the maximum number of co-applicants per project.
<b>Q17</b>	<b>Should the trainings when proposed as projects activities be accredited/licensed in order to be eligible?</b>
A17	The applicants are allowed to propose certified (publicly approved) and non-certified programmes (for example vocational training for known employer), providing that the action corresponds to the objectives of the Call for Proposals.
<b>Q18</b>	<b>Are salaries of civil servants eligible?</b>
A18	Please refer to the Guidelines for Applicants section 2.1.5- <b>Eligibility of costs: costs that can be included; Eligible direct cost:</b>  “Salary costs of the personnel of national administrations <b>may be eligible</b> to the extent that they relate to the cost of activities which the relevant public authority

	<p>would not carry out if the action were not undertaken.”</p> <p>Also refer to <b>article 14.9. of the General Conditions</b> one of the non eligible costs is:</p> <p>“Salary costs of the personnel of the national administrations, unless otherwise specified in the Special Conditions and 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.”</p> <p>Salaries of civil servants are considered eligible cost. However, these salaries can only be calculated as applicants’ own-contribution. They cannot be calculated as part of the Contracting Authority’s contribution.</p>
<b>Q19</b>	<b>What does it mean that an applicant cannot generate profit from the project?</b>
A19	<p>In line with the point 2.1.4. <i>Eligible actions: actions for which an application may be made</i> of the Guidelines for Applicants, “profit-making activities” are defined as an ineligible action.</p> <p>The applicant must not generate any extra profit from implementation of the project. The costs proposed in the project budget need to be fully spent in line with proposed activities and results.</p> <p>Costs can be considered eligible only when clearly linked to the activities and proven by financial documentation.</p>
<b>Q20</b>	<b>Can a hotel (private company) apply for funds for improving its infrastructure and procure certain equipment?</b>
A20	<p>In line with the point 2.1.4. <i>Eligible actions: actions for which an application may be made</i> of the Guidelines for Applicants, “actions concerned only or mainly with infrastructure investments and/or the procurement of equipment” are defined as ineligible.</p> <p>However, the purchase of equipment for purpose of achieving the project objectives is eligible, but must not exceed 10% of total eligible direct costs of the project.</p>
<b>Q21</b>	<b>Is a purchase of weaving looms an eligible cost under this Call for Proposals if this equipment will be used for training of unemployed women?</b>
A21	<p>In line with the point 2.1.4. <i>Eligible actions: actions for which an application may be made</i> of the Guidelines for Applicants, the purchase of equipment for purpose of achieving the project objectives is an eligible action, but must not exceed 10% of total eligible direct costs of the project.</p>
<b>Q22</b>	<b>Is it obligatory to have a sub-contractor on a project?</b>
A22	<p>It is obligatory for an applicant to act jointly with a co-applicant under this CFP.</p> <p>It is not obligatory for applicants to use services of sub-contractors (for definition of associates and contractors please consult point 2.1.3 of the Guidelines for Applicants).</p>
<b>Q23</b>	<b>Are the applicants required to implement verification of budget accounts with the final report?</b>
A23	<p>According to the Article 15 of the General Conditions Expenditure verification report is required with the final report for grants exceeding 100.000 EUR.</p>
<b>Q24</b>	<b>How many grants can a lead applicant receive under this Call for Proposals?</b>
A24	<p>A lead applicant can be a co-applicant or an affiliated entity in another application at</p>

	<p>the same time and can receive one grant in this role.</p> <p>A lead applicant may not be awarded more than one grant under this Call for Proposals in the role of a <b>lead applicant</b>.</p>
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<b>Q25</b>	<p><b>Could you please be kind to clarify an issue regarding the Guidelines for grant applicants for "Youth, Women and Long-term Unemployed in the Labour Market".</b></p> <p><b>Namely, under Section 2.4. (Submission of supporting documents for provisionally selected applications), number 6, it is requested to submit "license for publicly approved education programme in case a lead applicant/co-applicant is applying to implement an education programme, as per eligibility criteria defined in section 2.1.1". However, the requirement related to possession of licenses for publicly approved education programme of lead applicant/co-applicant is not mentioned in the section 2.1.1.</b></p>
A25	In case that a proposed action involves applicants who are certified institutions of publicly approved educational programme(s) and the subject of the project is implementation of such programme(s), the applicants will be required to submit the license as a part of the supporting documentation.
<b>Q26</b>	<b>Is the Ministry of Education from Montenegro eligible to be lead or partner at this Call?</b>
A26	Please refer to A1.