

## FAQs (v.4) on the 6<sup>th</sup> Call\_Application Phase II

Date: 07/09/2020 - **corrigendum**

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**Q.1)** In the Project Application Guidelines (page 29-31) the needed documents for Phase 2 are listed. Otherwise in the table with the evaluation criteria (page 47), for the requirement for "Institutional and financial status of the partnership relevant to the activities to be implemented" it is written that "Section B + supporting documents" will be the information sources. In this context what supporting documents will be required and are these documents mandatory? Will you require any other documents for proving the capacity of the beneficiaries (expertise) for the successful implementation of project activities?

**A.1)** Please be advised that for the evaluation of the point mentioned, the term "supporting documents" refers to the documents submitted in Phase 2 and more specifically "Project Detailed Description" (Section B) and "Scope of the Project and Sustainability" with optional attachments to it. Should any other clarification is needed it will be requested during the evaluation stage as it is referred to in "Project Application Guidelines, 6th Call for Proposals" page 31: "The JS reserves the right to request additional documentation/clarification during the evaluation process".

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**Q.2)** Could you please clarify what is expected to be written in paragraphs "B.9.1 Other", "B.10.1 Other" of the file Project Detailed Description.xls?

**A.2)** The Sections "B.9.1 Other" and "B.10.1 Other" in the Project Detailed Description are optional for completion. The Beneficiaries may provide additional data, descriptions and justification of the project activities and goals, evidence for implementation capacity, etc. that would provide a better understanding of the content and will assist in the proper evaluation of the application.

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**Q.3)** On pages 15 and 16 of the Project Application Guidelines, it is stated that apart from the Project Partners, the end recipients of the projects should also issue State Aid Declarations. The exact passage is as follows: " Services received by end recipients through this Call - hereby referred to as "indirect aid" - will account towards EU 1407/2013 (de minimis) ceilings.

Under EU 1407/2013 regulation (de minimis), the total amount of the de minimis aid granted per Member State to any single undertaking shall not exceed 200 thousand euros over any period of three fiscal years (with the exception of undertakings performing road freight transport for hire or reward, in which case the total de minimis aid shall not exceed 100 thousand euros).

When services are provided to undertakings (i.e. enterprises) free of charge (e.g. consultancy services, business plans, etc.) they are considered a "state aid equivalent". In this case, and in order for the aid to be considered compatible with the EC Regulation 1407/2013 (de minimis), the body granting the aid must:

1. Develop a methodology for assigning a monetary value per type of service provided (e.g. "consulting service hourly fee of y euros" times the "number of consulting hours"); this monetary value will be the amount of "state aid equivalent";
2. Obtain from the assisted enterprises, before granting them free service, a sworn declaration indicating the amount of de minimis aid received by each single undertaking during the last three fiscal years (i.e. current year plus two previous years) and verify that the de minimis aid already received plus the indirect aid granted (through the free service) does not exceed € 200 thousand or € 100 thousand respectively for the road freight sector;
3. Verify that the firm meets all requirements of EU Regulation 1407/2013; and
4. After the provision of the free service, notify each undertaking/enterprise in writing of the amount of the state aid equivalent (indirect aid) it has received, by making a special note that it is de minimis aid in order for the undertaking/enterprise to know it.

Accumulation of aid is calculated at the level of a "single undertaking" as this is defined under Article 2. Paragraph 2 of EU Regulation 1407/2013 (i.e. including any "linked" and / or "partner" enterprises).

Verification of compliance of de minimis ceilings will be done through the sworn declaration from the undertaking concerned, in written or electronic form, and the notification from the body granting the indirect aid. The body granting the indirect aid will be responsible for submitting the information to the MA/JS for entering the state aid equivalent amounts in the State Aid Accumulation MIS for each indirectly assisted undertaking/enterprise"

Firstly whether this means that all businesses participating in a project's deliverable (e.g. training seminar) should follow these directions and secondly whether the methodology mentioned in the first point of the above passage should be created during the 2nd Phase of project proposals submission period, or it is a task that should be accounted for in the implementation stages of an approved project.

**A.3)** This approach will apply to all businesses that are recipients of provided services within the framework of the 6th Call. The developed methodology may

be mentioned in the Application Form. The Lead Beneficiary should develop a detailed methodology in the implementation period of the Project.

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**Q.4)** For the projects that were approved in the 1st Phase of the 6th Call and due to the changed circumstances because of the COVID-19 pandemic, is there any flexibility in changing/modifying budget categories (i.e. transfer of travel costs to costs for online meetings, teleconferences, online seminars, etc.)

**A.4)** Obviously some activities should be modified where applicable due to the changed circumstances because of the COVID 19. However the nature of the project should remain the same. Also the final budget requested should be less or equal to the one approved.

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**Q.5)** I would like to ask about the possibility of including in the budget of the second phase the preparation costs (3%) which was not inadvertently declared during the submission in the first phase.

**A.5)** It can be included according to the instructions of the call and without increasing the approved total Budget of the project.

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**(NEW) Q.6)** Regarding the necessary documents for the 2nd stage proposal of the 6th Call, Is it necessary to submit the document "Scope of the Project and Sustainability" as part of the documents constituting the full project proposal via the MIS of the Programme? Please note that the document is not provided in bold text as part of the mandatory documents referred to on page 29 and 30 of the Project Application Guidelines for 6th Call for Proposals. However, it is included in the evaluation grid (on page 41 of the same document) and in Section G – Checklist for submission, part of the Application form.

**(NEW) A.6)** The document "Scope of the Project and Sustainability" is a part of the documents to be submitted for Phase 2 attached to the electronically generated Application Form in the MIS of the Programme. It is marked in bold (as obligatory document) in the Project Application Guidelines for 6th Call for Proposals, page 30.

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