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| **1.Which budget heading should a workshop be included in ? Is the budget heading 'Services' appropriate?** |
| The budget heading "Services" will be appropriate for this type of costs. Please bear in mind that in this budget heading there is a sub-heading 4.8 "Costs of conferences/ seminars", which includes organisation and implementation of meetings and similar events (e.g. rent of venue, catering, interpretation, external speakers), travel and accommodation for participants and speakers. |
| **2. Is it possible to sign a contract on project management with an external company ? If there is such an option, which budget line should this cost be included in ?** |
| If a contract covers full management of the project by an external company, these costs will not be treated  as eligible costs of the project. In the Programme Manual Part I – Applicant (point 2.3 Eligibility of projects, subpoint 2.3.4 Ineligible projects), it is indicated that "Actions in which beneficiaries act as intermediaries, i.e. are not directly responsible for the implementation of the action but hire a third party responsible for the implementation of project activities on their behalf” ale ineligible. Examples:  • the project is fully managed by a contracted consulting company;  • the project consists of a set of trainings, which are fully contracted within one tender to one company. |
| **3. Is it possible within the Programme that salaries of employees (full-time workers employed in a beneficiary’s institution) are treated as financial own contribution to the project? For example, a person employed under a labour contract dedicates a part of his/her working time to the project and a part of his/her salary is paid from the institution’s sources for the project. Will it be treated as the beneficiary’s own contribution to the project ?** |
| In accordance with point 6.3.2 of the Programme Manual, the staff costs assigned to a project may be considered as a part of the minimum 10% co-financing presented in the budget when paid by the lead beneficiary/ beneficiaries during project implementation. However, in the budget there is no need to indicate which budget lines provide for the beneficiary’s own contribution. In the reports, 100% of expenditures are to be reported, and the Programme’s co-financing will cover at maximum 90% of total eligible expenditures. |
| **4. In what language should a feasibility study be prepared ? If, within the project, none of the infrastructure components planned to be implemented exceeds 50 000 euro, is it necessary to complete point 3.5 of the Application Form (Brief Feasibility Study) ?** |
| Point 3.5 Brief Feasibility Study of the Application Form, is required and shall be provided only for the projects including an infrastructure component amounting from 50,000 euro up to 1 million euro.  Please bear in mind that the infrastructure component is not only construction works but also services related to the restoration, infrastructure installation, renovation, monitoring services and other activities such as costs of preparation of the technical documentation, delivery costs including purchase of fixed assets etc.  There can be a joint feasibility study drawn up for all infrastructure components of at least 1 million euro or a separate feasibility study for each single infrastructure component of at least 1 million euro within a project. If the feasibility study is in a national language (Polish or Russian), a summary in English has to be submitted along with the full feasibility study. |
| **5. What is the minimum value of a project ?** |
| The minimum grant for a project is 100 000 euro, and the minimum beneficiaries’ co-financing is 10% of total eligible costs. Therefore the minimum value of a project shall be based on these 2 requirements. |
| **6. In case of choosing the first option of receiving funds from the MA (i.e. advance payments), is it possible to divide an interim payment into several payments ? What is the number of requests for payments and the number of reports to be submitted to the JTS/MA, in this case ?** |
| If the first option of receiving funds from the MA is selected (i.e. advance payments), then the number of requests for payments is 3, whereas the number of reports is 2 (one progress report and one project final report). The interim payment cannot be split into more payments. There are only two options of payments for the projects and they cannot be modified. |
| **7. Is it possible to implement two-stage projects, including an infrastructure component amounting up to 1 million euro?** |
| Two-stage projects (covering both the preparation of technical documentation and the implementation of an investment) will not be supported. Projects must be ready for implementation (Programme Manual Part I –subpoint 6.5.5 Infrastructure component (works, services, other activities related to planned works)).  For projects with an infrastructure component: in order to support beneficiaries in financing the preparation of studies and documentation related to an infrastructure component, a grant may be awarded retroactively to cover such costs only if they were incurred after the adoption of the JOP, i.e. after December 8th, 2016 (for Polis beneficiaries) and after signing the Financing Agreement (for Russian beneficiaries). |
| **8. When shall a partnership agreement be signed ? Together with the Application Form ?** |
| At the time of submission of the Application Form, only a partnership statement/ partnership statements as Annex A1 (B), should be submitted together with the Application Form. A partnership agreement is to be signed after the project is approved by the JMC but before signing of a grant contract. This document shall stipulate the rights and duties of each beneficiary and shall be drafted in line with a partnership agreement template (to be available on the Programme website). |
| **9. Please explain what the cooperation criteria are.** |
| For each project at least three of the following four cooperation criteria must be met:   * Joint project preparation (obligatory) – each project is the result of the common work and arrangements of all partners; partners are in constant touch and actively participate in its preparation from an idea to completion of the joint Application Form together with annexes; * Joint project implementation (obligatory) – partners jointly participate in the implementation of the activities envisaged in the project, contributing to the achievement of its objectives; * Joint project financing (optional) – project has one common budget, which includes all project partners expenditures. Financial engagements of partners are connected with activities implemented within  a project. * Joint project staff (optional) – designation of persons responsible for an implementation of project components by all partners. |
| **10. Can one institution play the role of the lead beneficiary in several projects?** |
| In accordance with point 2.3.5 of the Programme Manual, the lead beneficiary may submit more than one Application Form. Where several proposals submitted by the same lead beneficiary are selected for financing, but the lead beneficiary does not prove to have the necessary capacity required to implement all selected proposals for which grants may be awarded, the proposal(s) which has (have) been awarded a lower score shall be rejected, and the proposal(s) that the lead beneficiary has the capacity to implement shall be selected.  Beneficiaries may take part in more than one application.  A decisions may be taken to limit the number of grants awarded to one lead beneficiary. |