

Disclaimer :

The below table listing the questions and answers is provided for clarification purposes and is not intended to constitute any corrigendum¹ to the guidelines and its annexes.

Frequently Asked Questions and Answers
Call for Proposals
EIDHR Country Based Support Scheme (CBSS) for South Africa
EuropeAid/131543/L/ACT/ZA

A. General	
Question	Answer
A.1. Where can the Application forms for the Call be obtained?	<p>The documentation (Guidelines, Application Form and Annexes) can be downloaded from two websites:</p> <p>http://www.eusa.org.za/ , under section "Vacancies and Tenders" is annex "A" Grant application Form"</p> <p>and</p> <p>https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSCheck=130794806020&do=publi.welcome&userlanguage=en.</p> <p>In this website you have the Guidelines for applicants in a separate documents and a ZIP folder with the annexes to the Guidelines for applicants where the Annex "A" Grant application form can be found.</p> <p>The reference number of the Call is EuropeAid/131543/L/ACT/ZA.</p>

¹ A corrigendum notice shall be published if there are substantial changes to the guidelines for grant applicants needed

<p>A2. If a project is already being implemented, but the funding is coming to an end, would that funding be considered as part of the co-financing?</p>	<p>No. Please see section 6.2.8 of the Practical Guide PRAG "Non-retroactivity". Grants may, as a rule, only cover costs incurred after the date on which the grant contract is signed. Co-financing will need to be secured for the period of the grant contract. However a grant may be awarded for an action which has already begun only where the applicant can demonstrate the need to start the action before the contract is signed and if it is approved by the Contracting Authority. In such cases, expenditure incurred prior to the deadline for submitting proposals will not be eligible for financing. No grant may be awarded retroactively for actions already completed.</p>
<p>A3. Is the deadline of 31 January 2012 only for the concept note?</p>	<p>Yes, only the concept note (part A of the application form) must be submitted.</p>
<p>A4. Does the EU have specific sustainability requirements? Can a % of funds be allocated to a sustainability plan after the grant has ended?</p>	<p>Sustainability should be focus on the sustainability of the project or action, in terms of any long-term impact and sustainable results of the project. Please see section 2.2.4 of the Grant Application form "<i>sustainability of the action</i>" for more information about what should be explain under that section. Please see section 2.3.2 "<i>Evaluation and selection of applications</i>"/Step 2 to for information about the maximum score given to this criteria during the evaluation. There is no possibility for providing financial sustainability for the organization after the grant contract period.</p>
<p>A5. Can applications be sent electronically?</p>	<p>No, Concept Notes including one signed original version and two copies must be submitted in a sealed envelope by registered mail, private courier service or by-hand-delivery to the address specified in the Guidelines for Applicants (section 2.2.2). Concept Notes sent by any other means or delivered to other addresses will be rejected.</p>
<p>A6. Must copies of the organization's registration documents be attached to the concept note?</p>	<p>No, applicants must register in PADOR before the deadline for the submission of Concept Notes. All the latest relevant documents (for instance financial and audit documents, statutes² or equivalent document) must be uploaded in PADOR at the latest before the eligibility check; if your organization is preselected. In case you Full Proposal is selected to the next status: Eligibility check, the Contracting Authority will send you a letter requesting to ensure that the information is uploaded in PADOR. For more information about PADOR, please visit the following website: http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm No additional annexes should be sent with the Concept Note.</p>

² A Statute is a document that proves that your organisation is officially registered with the authorities of the country in which it is based

B. PADOR

Question

B1. What is PADOR?

Answer

Prior registration in PADOR for applicants and their partners for this Call for Proposal is obligatory. See section Guidelines for Applicants, 2.2 "how to apply and the procedures to follow".

The Potential Applicant Data On-Line Registration (PADOR) is an on-line database in which organisations register themselves and update regularly their data. In PADOR, organisations introduce the same data that is requested in the chapters II (for the main applicants) and III (for the partners of the main applicant) of the paper application form. This data concerns the organisation itself, it is not linked to the project proposal.

This data concerns the organisation itself, it is not linked to a particular project proposal, and is used by the European Commission for evaluating the operational and financial capacity criteria as well as for checking the eligibility of the organisations that participate in calls for proposals.
PADOR was launched by EuropeAid to:

- Make it no longer necessary for potential applicants to provide all the data concerning their organisation in paper form each time they participate in a Call for proposals. Applicants now only need to indicate in their application forms their unique identification number, called **EuropeAid ID** (PADOR number), which is created after registering in PADOR.
- Allow EuropeAid to have a better knowledge of its (potential) partners in development cooperation.

B2. Why register my organisation in PADOR?

Registration in PADOR is necessary for organisations in order to:

- (a) obtain an identification number (EuropeAid ID),
- (b) upload all information concerning their profile to be taken into consideration by the Evaluation Committee of the Call for proposals they apply for (administrative and financial data, previous experience, etc.)
- (c) make their existence known to the European Commission, but also to other organisations through the "search for local partners" tool.

Registration in PADOR is obligatory for all applicants and partners to Call for proposals, non state actors, public administration bodies, including local authorities, who apply for a grant over €25,000. Associates do not need to register in PADOR.

	<p>For further information on PADOR, please consult the following website: http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm</p> <p>Helpdesk for questions related to the functioning of PADOR: europeaid-pador@ec.europa.eu</p>
<p>B3. Should the associates also register in PADOR?</p>	<p>No, associates do not need to register in PADOR. Only Applicant and Partners need to register.</p>
<p>B4. When should the documents be uploaded in PADOR?</p>	<p>Applicants and partners must be registered in PADOR before the deadline for submission of Concept Note. See previous question "A6" and reply. Applicants are encouraged to register on PADOR, and where possible, upload all relevant documents, as soon as possible but latest before the eligibility check.</p>
<p>B5. Problems with PADOR</p>	<p>All PADOR related issues are dealt with by European Commission head quarters. Please use the following e-mail: Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu for questions / assistance. Also see http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm for detailed information, and in particular the right-hand menu. In case of problems to access PADOR, please contact the helpdesk (europeaid-pador@ec.europa.eu).</p>
<p>C. Eligibility criterion & partnership requirements</p>	
<p>C1. Can the Contracting Authority give a prior opinion on the eligibility of an application?</p>	<p>In the interest of transparency and equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility or indeed the quality, of a proposal, a partner, an action or specific activities. See point 6.4.4 of our PRAG: http://ec.europa.eu/europeaid/work/procedures/implementation/practical_guide/documents/2010_prag_en.pdf</p>
<p>C2. Can a network / alliance with a number of organizations apply?</p>	<p>Only one organization with the registered Legal Entity can be grantee and sign the contract with the European Union. However, the grantee may have several partners who sign the partnership agreement</p>

	with the grantee. Both applicant and partners must fulfill the eligibility criteria. Guidelines 2.1.
C3. Are provincial projects also acceptable?	There are no criteria for national or provincial projects, both are equally acceptable. Guidelines 2.1.1 location: South Africa.
C4. Can CBO's apply?	Yes.
D. Financial Allocation and Budget Queries	
D1. Can core (?) funding from other donors be considered part of the co-financing?	Yes, the co-financing can be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.
D2. What shall be done with the interest earned (if any)?	Article 15.9 of the General Condition's states: Any interest or equivalent benefits accruing from pre-financing paid by the Contracting Authority to the Beneficiary shall be mentioned in the interim and final reports. Subject to the conditions laid down in the basic act, any interest accruing from pre-financing equal or below EUR 250 000 paid by the Contracting Authority shall not be due to the Contracting Authority and may be used by the Beneficiary for the Action.
D3 What is the EU policy for carry-over funds?	The first advance payment will be 80% of the part of the forecast budget for the first 12 months of implementation financed by the Contracting Authority. See Special Conditions of the contract, Article 4.2. Further pre-financing instalment designed to normally cover the part of the Beneficiary needs for each twelve month period of implementation of the action financed by the Contracting Authority will be subject to the provisions of Annexe II of the Contract "General Conditions" (Article 15.1.2). The financial report will reflect expenditure for 12 months, and the balance of funds will automatically be carried over for the next period. See Article 2 and 15 of the General Conditions and annex VI of the contract "Financial report".
D4. Our organization already has an auditor. Can we use the same auditor for this project?	Yes, the same auditor can be used but should be internationally recon and approved by the European Union. However, a separate audit / expenditure verification has to be conducted for the project according to the EU regulation. See Article 15.6; 16 and Annex VII.
D5. How should you allocate staff time to the project?	If staff are not working full time on the Action, the percentage should be indicated in the budget alongside the description of the item and reflected in the number of units (not in the unit rate)

<p>See the General conditions of the contract, Article 14.2 and 16 and Guidelines for applicants, " Annex B: "Budget".</p>	<p>No, this is not required. Please see General conditions of the contract, Article 16 "Accounts and technical and Financial Checks".</p> <p>However, it is a specific requirement that the funds received from the Commission are clearly identified and segregated from the general account of the Beneficiary so as to ensure clarity in case of audit and that any interest accrued is reflected accurately. It is obviously preferable that a separate bank account is opened specifically for the action. However this is not always feasible but in many countries a sub-account reference within an organisation's main bank account can be opened. There may be cases where a new bank account or sub-account cannot be opened. In these cases the applicant must justify why it cannot open either a new account or sub account and provide a clear indication how they intend to maintain a segregation of the funds from the point of reception through to disbursement, and accurately calculate and notify any interest accrued.</p>
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D6. Are organizations expected to open a separate bank account?