

QUESTIONS AND ANSWERS

WOMEN IN THE LABOUR MARKET Republic of Croatia

1. Publication reference

EuropeAid/129003/M/ACT/HR

2. Procedure

Open

3. Programme

IPA

4. Financing

Operational Programme for Human Resources Development 2007-2009, Instrument for Pre-Accession Assistance

5. Contracting Authority

Croatian Employment Service, Department for Financing and Contracting of EU Projects

QUESTIONS	ANSWERS
Q1 Is a project that aims to create and develop a non for profit agenda for the promotion of women education for higher educational degrees in Croatia (i.e. MBA, Executive MBA etc.) eligible for grant?	Regarding the eligibility of actions please refer to GfA, section 2.1.3 <i>Eligible actions: actions for which an application may be made.</i> As indicated in the GfA, section 2.2.4 <i>Further information for the Application</i> , in the interest of equal treatment of applicants, the Contracting Authority can not give prior opinion on the eligibility of an applicant, a partner, <u>an action or specific activities.</u> Please note that this is the task & responsibility of the Evaluation Committee.
Q2 We would like to know whether a part of the action can take place outside the Croatia while the core action is delivered in Croatia (are study visits outside the Croatia eligible)?	According to the GfA, section 2.1.3 <i>Eligible actions: actions for which an application may be made</i> it is stated: “Actions must take place in Croatia.”
Q3 Is this Call for Proposal open to those who already have a business of their own or is it also open for those who are thinking of starting their own business? I am unemployed and for a while I have been thinking about starting my own business but I do not have sufficient funds to carry out my project (Production and sale of eco, nature toys, decorations, household supplies).	Please refer to GfA sections 2.1.1 <i>Eligibility of applicants: who may apply?</i> and 1.2 <i>Objectives of the programme and priority issues</i> for information on objectives of this Call for Proposals. Please note that actions related to establishing a private company are considered to be ineligible, according to the GfA, section 2.1.3 <i>Eligible actions: actions for which an application may be</i>

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	<i>made.</i>
<p>Q4 I would like to know if Chamber of Craft and Entrepreneurship of Slovenia can apply to this Call for Proposals.</p> <p>Q5 Are development NGOs from Moldova and Ukraine eligible to participate in the Programme?</p>	<p>Regarding eligibility of applicants, please refer to GfA sections 2.1.1 <i>Eligibility of applicants: who may apply?</i></p> <p>We are hereby providing you with the link to the web-site where eligible countries of the European Neighbourhood and Partnership Instrument and countries of the European Economic Area are listed:</p> <p>http://ec.europa.eu/europeaid/work/procedures/implementation/eligibility/index_en.htm, under Eligibility - programmes 2007-2013 – in the table under the Instrument for Pre-Accession Assistance (Council Regulation (EC) N° 1085/2006 - OJ L 210/82 of 31.7.2006)</p> <p>As indicated in the GfA, section 2.2.4 <i>Further information for the Application</i>, in the interest of equal treatment of applicants, the Contracting Authority can not give prior opinion on the eligibility of <u>an applicant, a partner</u>, an action or specific activities.</p> <p>Please note that this is the task & responsibility of the Evaluation Committee.</p>
<p>Q6 Is Croatian Employment Service Split eligible as partner or associate in this project?</p> <p>Q7 Are local authorities, like for example employment centres, eligible partners in this type of projects?</p>	<p>Regarding the eligibility of partners, please refer to GfA, section 2.1.2 <i>Partnerships and eligibility of partners</i>, where the eligibility criteria of partners are listed.</p> <p>As indicated in the GfA, section 2.2.4 <i>Further information for the Application</i>, in the interest of equal treatment of applicants, the Contracting Authority can not give prior opinion on the eligibility of an applicant, <u>a partner</u>, an action or specific activities.</p> <p>Please note that this is the task & responsibility of the Evaluation Committee.</p>
<p>Q8 Is there a requirement for stakeholders from Moldova and Ukraine to apply in partnership with a Croatian partner?</p>	<p>No, the eligibility criteria within the GfA do not define requirements for having a Croatian partner.</p>
<p>Q9 How many European partners have to participate in the project? (minimum and maximum)</p> <p>How many partners from Croatian side do we have to involve? (minimum and maximum)</p>	<p>Please note that GfA do not specify minimum and maximum number of partners for this Call for Proposals.</p> <p>As regard the eligibility (such as the nationality) of partners please consult GfA, section 2.1.2 <i>Partnerships and eligibility of partners</i>.</p>

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Q10 Can an organization apply for the grant in a grant scheme and be partner in consortium applying on a tender?	There are no barriers prescribed in this GfA regarding the situation that you have described in your question.
Q11 I would like to know if the de-minimis rule apply to Chamber of Craft and Entrepreneurship of Slovenia since organization is NGO and established under the public law?	<p>According to the GfA, section 2.1.1 <i>Eligibility of applicants: who may apply?</i>, the de-minimis rule applies only to private enterprises/institutions.</p> <p>Additionally, please note that a Corrigendum concerning the de-minimis rule for entities not established in Croatia has been published on CES DFC and EuropAid web pages.</p> <p>Please, see question no. 12.</p>
Q12 Should we apply de minimis rule in the case of regional development agency established by county, city and private company? 1% ownership belongs to private company. The regional development agency is registered as non-profit limited liability company. Is it possible for such development agency to be partner?	<p>According to the GfA, section 2.1.2 <i>Partnerships and eligibility of partners</i>, partners must satisfy the eligibility criteria as a grant beneficiary himself. Hence, if an organization is registered as a private entity, it should apply de minimis rule.</p> <p>However, the statement regarding de-minimis rule will be signed only by applicant, according to the GfA, section 2.4 <i>Submission of supporting documents for provisionally selected applications</i></p> <p>With regard to the details of the applicability of the de-minimis rule please consult the following regulations:</p> <p>The Government of the Republic of Croatia Decree on de-minimis aid published in Official Gazette, 45/2007 (http://narodne-novine.nn.hr/clanci/sluzbeni/2007_05_45_1487.html).</p> <p>Or the Commission Regulation (EC) No 1998/2006 (http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:379:0005:0010:EN:PDF)</p>
<p>Q13 One of our activities in the application is education of unemployed women (older than 40, longer than one year unemployed). Are travel costs for the participants (unemployed women) eligible?</p> <p>In the project we plan to organize and implement motivational workshops for the target group. That activity will be performed by external company.</p> <p>Regarding to the fact that employment office employees do not have the knowledge necessary to perform that type of education, are the costs for their education in performing motivational workshops eligible too?</p>	<p>According to the GfA, section 2.1.4 <i>Eligibility of costs: costs which may be taken into consideration for the grant, Eligible direct costs:</i></p> <p>To be eligible under this Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).</p> <p>In principle, travel costs (within Croatia) and educational costs are eligible under the above mentioned condition.</p> <p>Second part of the question also concerns relevance of the target group which will be evaluated by the</p>

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	<p>Evaluation Committee. For further information on target groups, please see GfA, section 1.2 <i>Objectives of the programme and priority issues</i></p>
<p>Q14 Does the project itself and its outsourcing suppliers of good and services have VAT exemption? If so, which regulation or law regulates that matter?</p>	<p>Yes. According to the GfA, section 2.1.4 <i>Eligibility of costs: costs which may be taken into consideration for the grant</i>, “taxes, including value added taxes, unless they are not recoverable by any means and it is established that they are borne by the final beneficiary” are considered to be ineligible costs. For further information please refer to Regulation on Amendments and Annexes to Regulations on VAT („Official Gazette“, No 34/2008).</p>
<p>Q15 Can successful applicants open separate bank account for the duration of the project or will they receive grant on the existing bank account, but have to open separate account numbers in their classification of accounts so that everything related to project is clearly visible?</p> <p>If there is a possibility to open separate bank account, do costs of opening the bank account represent eligible cost which one can put into 7% of overhead costs?</p>	<p>Grant beneficiary can open a separate account for the project needs, recommended for easier monitoring, but can also use an existing account, as specified in Annex II, the General Conditions (GC), Article 16.1.</p> <p>Regarding second part of the question, please refer to article 14.4. of the GC:</p> <p>A fixed percentage not exceeding 7% of the total amount of direct eligible costs of the Action may be claimed as indirect costs to cover the administrative overheads incurred by the Beneficiary for the Action, save where the Beneficiary is in receipt of an operating grant financed from the Communities' budget.</p> <p>The flat-rate funding in respect of indirect costs does not need to be supported by accounting documents.</p> <p><u>Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of this Contract.</u></p>
<p>Q16 How do we specify our budget costs for the Project office which is located in our building (we are public institution), as local office costs (real price of rent) or lump sum in administrative costs?</p> <p>How do we specify our budget costs for the Centre which will be opened when the project starts? Space is given by our partner in the project – but it has a rent cost value (other users rent it for exact amount)? The Centre will provide services for the beneficiaries.</p>	<p>Please refer to article 14 of Annex II, the General Conditions, in particular bullet point d.</p> <p>14.1. Eligible costs are costs actually incurred by the beneficiary of this grant which meet all the following criteria:</p> <p>d) they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary.</p> <p>If the costs that you have mentioned do not meet the above then it can fall under in-kind contribution.</p>

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<p>Q17 In form e3_c_budget_en-1.xls on sheet Budget by 5.3 is Expenditure verification, and on sheet Justification for the budget for the same point 5.3 are Auditing costs. I think they ought to be the same, so could you please tell me which one is correct one?</p>	<p>Yes, the "Auditing costs" mentioned in the Budget justification sheet refer to the "costs for expenditure verification" in the Budget.</p>
<p>Q18 In our project we plan to subcontract outsource individual/s or physical person/s (experts) with proven experience in entrepreneurs' training and coaching within project framework. Is the subcontracting as described above eligible? If the answer is positive, in which line of budget table subcontracting expenditure should be placed?</p> <p>As far as above mentioned subcontracting finance is concern, we planned our budget according to HAMAG and MINGORP price list. Are costs from these price lists eligible?</p>	<p>Subcontracting is allowed under this Call for Proposals. Costs of subcontracting services ought to be specified in budget heading 5 <i>Other costs, services</i></p> <p>With regard to the cost estimation, please refer to article 14.2. of Annex II, the General Conditions. "purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the Action, <u>and costs of services, provided they correspond to market rates;</u>".</p> <p>Explanations related to the cost estimation will need to be included in the Budget justification sheet (Annex III).</p>
<p>Q19 Does employment contract of the employee (or employees) of CES whose salary is included in project-budget require an Annex?</p>	<p>In the evaluation process, such document will not be required. However, in the implementation phase, Contracting Authority may decide, on case by case basis, to request any document for the purpose of eligibility of costs control.</p> <p>Additionally, please note that employees already receiving salary from the state budget can not be paid from the project, but their work (salary) can be shown as co-financing, if their institution is an applicant or a partner in the project.</p>
<p>Q20 Is the volunteers' work included in the project an additional benefit for project-applicants when it comes to evaluation of the project? (Does the applicant in that case get additional point?)</p>	<p>Criteria for scoring during the evaluation of the offers are stated in GfA, section 2.3 Evaluation and selection of Applications, step 3: Evaluation of the full application, Evaluation Grid.</p>