

Support to Civil Society Organizations as actors of a sustainable energy policy in the Republic of the Marshall Islands

11th European Development Fund - Call for proposals EuropeAid/165345/IH/ACT/MH

Frequently Asked Questions

17th October, 2019

This document provides the answers to some of the questions which may be asked regarding the guidelines for applicants. In case of inconsistencies, the guidelines for applicants and its annexes prevail over the information provided in this document.

Important updates

As a courtesy, applicants who are sending their application by post are requested to inform the contracting authority by sending an email to didadirector@gmail.com, copy to mtarbwilin@gmail.com, at the latest on October 28th, 2019.

The checklist in section 7 of the Application form contains a mistake. The duration of the project must be between 12 and 24 months as stated in the guidelines for applicants, and not between 18 and 36 months.

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1 When is the deadline for submitting my application?

The applicants' attention is drawn to the fact that there are two different systems for sending applications: one is by post or private courier service, the other is by hand delivery.

In the first case, the application must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application which will serve as proof.

The deadline for the submission of applications is October 28th, 2019 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 17:00 28th October, 2019 Majuro, Marshall Islands local time, as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

2 Where and how to submit the application?

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

P.O Box D, MH, 96960, Majuro, Marshall Islands

Address for hand delivery

MIDB Building, Floor 4 Room 405

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in a sealed envelope bearing the **reference number and the title of the call for proposals**, together with the full name and address of the lead applicant, and the words 'Not to be opened before the opening session'.

3 What needs to be in my application?

1. The application in one original and 2 copies in A4 size paper, each bound. Each of the 3 copies consists of:
 - 1.1. Part A of the application form: Concept note
 - 1.2. Part B of the application form: full application form),
 - 1.3. The budget (annex B of the guidelines)
 - 1.4. The logical framework (annex C of the guidelines)
2. The same documents must also be supplied in electronic format (CD-ROM or USB drive). The electronic file must contain **exactly the same** application as the paper version enclosed.
3. The checklist (Section 7 of Part B of the grant application form) filled in (please note that there is an error in the duration mentioned in the checklist, the duration of the project must be between 12 and 24 months as stated in the guidelines for applicants)
4. The declaration signed by the lead applicant (Section 8 of Part B of the grant application form)

4 Which form shall I use to prepare my application?

You should use the application form provided on the website. Using any other format may prevent the evaluation committee from assessing correctly your application.

5 How much funding can I request?

The funding requested has to fulfil 2 conditions:

- It must be between USD 95,000 and USD 220,000
- It must represent between 50% and 95% of the total eligible costs of the action.

For example, if your total eligible costs are USD 100,000, the amount of funding you can request has to be 95,000

Example of total eligible costs	Minimum grant amount	Maximum grant amount
USD 100,000	USD 95,000 (minimum amount)	USD 95,000 (maximum co-financing rate of 95%)
USD 150,000	USD 95,000 (minimum amount)	USD 142,500 (maximum co-financing rate of 95%)

USD 200,000	USD 100,000 (minimum co-financing rate of 50%)	USD 190,000 (maximum co-financing rate of 95%)
USD 250,000	USD 125,000 (minimum co-financing rate of 50%)	USD 220,000 (maximum amount)
USD 300,000	USD 150,000 (minimum co-financing rate of 50%)	USD 220,000 (maximum amount)

6 What is the allowed duration for my project?

The initial planned duration of an action may not be lower than 12 months nor exceed 24 months.

Applicants are informed that the duration of the project must be between 12 and 24 months as stated in the guidelines for applicants, and not between 18 and 36 months as stated in the checklist in section 7 of the application form.

7 Am I eligible to apply?

In order to be eligible for a grant, the lead applicant must:

- be a legal person **and**
- be non-profit-making and
- be a non-governmental organisation,
- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary
- be established in RMI or in one of the countries listed in Appendix 1 of the guidelines for applicants. If the lead applicant is not legally established in RMI, at least one co-applicant must be legally established in RMI.

Applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide, which can be found here:

<http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.6.10.1>

Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG, <http://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.4>) at the moment of the award decision cannot be awarded the contract. The updated lists of sanctions are available at www.sanctionsmap.eu. Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails.

8 Are my co-applicants eligible?

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in Part B Section 4 of the grant application form.

9 Can I submit several applications?

The lead applicant may not submit more than 1 application(s) under this call for proposals.

The lead applicant may be a co-applicant or an affiliated entity in another application at the same time.

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 2 application(s) under this call for proposals.

A co-applicant/affiliated entity may be awarded more than 1 grant(s) under this call for proposals.

10 Can my proposal address several priorities?

Proposals should address at least one of the priorities listed in section 1.2. They can address several of these priorities; however, this is not a requirement.

11 What activities should not be included in my application?

Proposals should not include the provision of major physical investments.

The following types of action are not eligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- one-off conferences: conferences can only be funded if they form part of a wider range of activities to be implemented in the life-time of the action. For these purposes, preparatory activities for a conference and the publication of the proceedings of the conference do not, in themselves, constitute such "wider activities".
- actions which consist exclusively or primarily of capital expenditure, e.g. land, buildings, equipment and vehicles, except in special circumstances;

- actions which discriminate against individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs or lack of them, or their ethnic origin;
- actions supporting political parties; and
- actions which include proselytism.

12 Which costs are eligible?

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may only be based on actual costs incurred by the beneficiary(ies) and affiliated entity(ies);

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the contracting authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

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 G of the guidelines).

Contingency reserve

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs. It can only be used with the **prior written authorisation** of the contracting authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are normally not eligible costs.

As an exception, contributions in kind may include personnel costs for the work carried out by volunteers under an action or work programme (which are eligible costs).

Contributions in kind from third parties in the form of volunteers' work, valued on the basis of unit costs defined and authorised by the contracting authority, shall be presented in the estimated budget, separately from the other eligible costs (i.e. as an accepted costs together with other contributions in kind).

Volunteers' work may comprise up to 50 % of the co-financing. For the purposes of calculating this percentage, contributions in kind and other co-financing shall be based on estimates provided by the applicant.

When the estimated costs include volunteers' work, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work.

Contributions in kind may not be treated as co-financing.

However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;
- currency exchange losses;
- credit to third parties
- salary costs of the personnel of national administrations

13 When will I know if my application is successful?

This is the indicative timetable:

- Information to lead applicants on opening, administrative checks and concept note evaluation: December 09, 2019.

- Information to lead applicants on the evaluation of the full applications: January 27, 2020. Successful applicants will be requested to provide administrative documents to verify their eligibility.
- Notification of award (after the eligibility check): February 17, 2020.
- Contract signature: March 09, 2020