 <b>Interreg - IPA CBC</b> <b>CCI 2014TC16I5CB006</b>	<b>INTERREG-IPA CBC PROGRAMMES MANUAL</b>		<b>Chapter 3</b>
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### Record of questions

#### Information campaign in the framework of


**the INTERREG - IPA CBC Programme Bulgaria – the former Yugoslav Republic of Macedonia,**

**CCI Number: CCI 2014TC16I5CB006 from 06.11.2015 to 23.11.2015 – part IV**

No.	Question	Answer
1.	In the Guidelines for Applicants for the above mentioned Call for Proposals I have not come across information regarding the maximum percentage that can be allocated for the Lead Partner from the total sum of the investment type of project. Could you clarify?	<p>In case of “investment” projects the amount of the eligible expenses for small scale construction/supply (Budget line 5: Equipment and works) <b>should be at minimum 70 % of total eligible project costs</b> according to Guidelines for applicants, point 2.5.3 “<i>Eligibility of expenditures</i>”, <i>Budget line 5 Equipment and works</i>. This threshold is obligatory for “investment” projects.</p> <p>There is no fixed maximum percentage for the Lead Partner’s allocation from the total project budget.</p> <p>Budget breakdown between partners will be one of the criteria applied on the technical and quality assessment stage of project evaluation – point 7 “<i>Assessment and Selection of Applications</i>”, <i>Technical and quality assessment stage</i>, section IV: <i>Budget</i>, p. 20 “<i>Budget breakdown between partners</i>”.</p>
2.	Can you inform me whether with same kind of investment type of project can be applied on this Call for Proposals in two or three different applications? The essence of the project will be the same but there will be modifications in the applications based on the differences of the applicants.	<p>Any institution/organization <b>may submit only 2 project proposals: 1 project proposal as Lead Partner and 1 project proposal as Project Partner or 2 project proposals as Project Partner</b> according to Guidelines for applicants, point 2.5.1 “<i>Eligibility of applicants</i>”.</p> <p>All investment activities should be implemented on a municipal or state-owned property. The applicants should submit document certifying the right of property.</p> <p>Relevance of the partnership to the proposed project, project intervention logic, sustainability of project results/outputs and capacity of beneficiary to implement it, distributions of partners’ responsibilities are subject to assessment at the technical/quality evaluation stage. The projects approved for financing will be subject to check for double financing.</p>

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3.	Is it possible Beneficiary to provide office /property of the organization/ to itself for the needs of project implementation?	<p>The provision of an office /property of the organization/ to the same organization for the projects needs will be treated as contribution in kind which, as described in point 2.5.3. “<i>Eligibility of expenditures</i>” of the Guidelines for applicants <b>is ineligible expenditure</b>. The Beneficiary can use own office for the needs of project implementation free of charge.</p>
4.	Taking into account that public and civil servants are not eligible for engagement in case a Municipality is an applicant, can you advise is there a possibility for part-time engagement of the Municipality staff which will be responsible for the project? If there is a possibility for engagement of the Municipality staff, can you inform me whether that engagement will be eligible as expenditure or it will be a contribution in kind?	<p>There is no restriction in the Guidelines for applicants public and civil servants to be engaged in the project team in case a Municipality is an applicant. The proper appointment of the project team is on the responsibility of the beneficiaries themselves and <b>should be done in accordance with European and national legislation</b>.</p> <p>Since the funds for staff costs are reimbursed as a flat rate, in the verification process the beneficiaries do not need to present any supporting documents that the expenditures has been incurred and paid.</p>
5.	Can you clarify whether under eligible expenditures for project preparation are included or can be included external consulting services for project preparation?	<p>As stated in the Guidelines for applicants, point 2.5.3 “<i>Eligibility of expenditures</i>” Project preparation expenditures <b>should be planned in BL6 Project preparation</b> of the respective partner’s budget and to be made according to the Programme rules. The budget line covers the expenses for project preparation (meetings between partners, <b>consultancy</b>, studies, translation of documents, taxes and other charges arising from preparation of project proposal). At the stage of preparation of the budget the project preparation expenditures should be <b>maximum 3 %</b> of direct project costs (BL 3 + BL 4 + BL 5).</p>
6.	With ref. to p. 2.5.2 “ <i>Eligibility of activities</i> ” of Guidelines for applicant the Lead Partner is allowed to submit a proposal including both type of measures (soft and investment) for a specific “priority axis”, respecting given parameters?	<p>The Lead Partner is allowed to submit project proposal including soft and investment measures.</p> <p>In case of “investment” projects the amount of the eligible expenses of budget line “Equipment and works” should be at minimum 70 % of total eligible project costs. This threshold is obligatory for “investment” projects.</p> <p>In case of “soft” projects the amount of eligible expenses of budget line “Equipment and works” should be maximum 50% of total eligible project costs. This threshold is obligatory for “soft” projects.</p>
7.	We understand that a single institution is also allowed to be part of two (2) separate	<p>According to Guidelines for applicants, point 2.5.1 “<i>Eligibility of applicants</i>”, any institution/organization <b>may submit only 2 project proposals</b>:</p>

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proposals, if acting as Lead Partner in one proposal and Project partner (or associate) for the second one. Is that correct?	or	<ul style="list-style-type: none"> <li>- <b>1 project proposal as Lead Partner and 1 project proposal as Project Partner</b></li> <li>- <b>2 project proposals as Project Partner.</b></li> </ul>
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