

CALL FOR PROPOSALS
Organisation of two local EYEs in 2024

EP-COMM-SUBV-2024-LOCAL-EYE

Questions and Answers
(Q&As)

Version 05 September 2023

You will find below the list of asked questions and replies based on received questions for this calls for proposals. Please note that the present document aims to complement and clarify the current call for proposals and its documents of guidance and does not replace them. The Q&As will be periodically published; applicants are invited to check the following website regularly:
<https://www.europarl.europa.eu/contracts-and-grants/en/grants>

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SUBMISSION

QUESTION:

Do you have all the documents related to the call of proposal in Polish?

ANSWER:

For both technical and budgetary reasons, the documents for this Call for Proposals are only available in English. As mentioned in the section 12 of this Call, a translation request in another official EU language must be submitted within 10 days after call publication. As this deadline has passed, we are no longer able to provide a translation. Please rest assured that applications may be submitted in any of the EU official languages. We will organise the translation into English, which is the working language of our evaluation committees. For these cases, we generally recommend our applicants to attach an abstract of their application in English or French (since this gives us an idea of the content of the application and allows us to check if we need any specific expertise in the evaluation committee).

QUESTION:

Is there a need to submit a letter of support from the EPLO?

ANSWER:

No formal letter of support is required. However, applicants are encouraged to detail their (planned) collaboration with public organisations, such as the EPLOs, in section 4.3 of their application and if possible, submit additional proof of these collaborations.

QUESTION:

Pour des raisons pratiques nous aimerions que le document intitulé "Guide for applicants" soit en français. Cela faciliterait grandement nos travaux. Nous aimerions aussi un référent pour répondre directement à nos demandes en français.

ANSWER:

1. Pour des raisons techniques et budgétaires, les documents de cet appel à propositions ne sont disponibles qu'en anglais.

Comme indiqué à la section 12 du présent appel, une demande de traduction dans une autre langue officielle de l'UE doit être soumise dans les 10 jours suivant la publication de l'appel.

Ce délai étant échu, nous ne sommes plus en mesure de fournir une traduction.

2. Nous nous ferons un plaisir de répondre en français à toutes autres questions envoyées par courriel à la boîte dgcomm-subvention@europarl.europa.eu. Nous vous invitons d'ores et déjà à parcourir [les Questions/Réponses](#) liées à l'appel EP-COMM-SUBV-LOCAL-EYE-2024.

QUESTION:

We would like to know if there would be availability to schedule a brief meeting until the 3rd of September, in the scope of developing a close collaboration and, therefore, co-participation in the event.

ANSWER:

For the sake of transparency and equal treatment, we cannot schedule a meeting with potential applicants.

We kindly invite you to consult the [Frequently Asked Questions](#) related to the Call.

QUESTION:

We are preparing the documentation for the Call for proposals: Organisation of two local EYEs in 2024 EP-COMM-SUBV-2024-LOCAL-EYE (deadline 5th of September 2023). Within the budget form on the working sheet "Detail by category-applicant 1" there are locked cells within the table "D. Financial support to third parties" although this is an eligible cost within the call. On the mentioned working sheet also the function of adding rows within all category cost tables is locked, whereas in the other working sheets (affiliated entities), this function is enabled. What can we do?

ANSWER:

On the 31/08, the annex 2 "Detailed Estimated Budget" has been updated in the Submission System to allow the encoding of Financial Support to Third Parties as provided for in section 6.5 of this Call for Proposals. It is now possible to fill in the section D of the Detailed Estimated Budget.

SCOPE

QUESTION:

It is stated that Events should take place between the starting date of the actions and the end of May 2024, while follow up actions should take place until the European elections (6-9 June 2024). What do you mean by the starting date? Do you want it to be a two-three day event or it can consist of a series of actions preceding the main event spread over for example a week or a month before the main event?

ANSWER:

The starting date of the action is set out in the grant agreement. It refers to the date the beneficiary can start incurring costs on its projects (i.e. covering preparatory actions for the event). A local EYE is a stand-alone event that should mirror the format of the central EYE in Strasbourg (a diverse range of activities taking place over two days). It should not be organised as a sub-event of a bigger event.

QUESTION:

How many participants are expected to participate in local EYE?

ANSWER:

As stated in the call for proposal (Section 1.2, p.5), Local EYEs should offer a diverse range of activities to attract as many and as diverse young people as possible, including those that are less likely to already be involved in EU actions.

QUESTION:

My inquiry relates to the criteria and scope outlined in the call for proposals. Specifically, I refer to page 5 of the call for proposals, which highlights "bringing the European Parliament closer to young people in peripheral regions of Europe, promoting European democracy and creating a two-way communication channel". I seek clarification on

whether this criterion solely pertains to the geographical periphery of Europe, or if it extends to encompass the social and societal periphery that we encounter in the very heart of Brussels.

ANSWER:

Without going into your specific case, we confirm that the concept of "peripheral regions of Europe" can be extended to deprived areas, even if they are in proximity to a major city.

ELIGIBILITY

QUESTION:

We are a group of Portuguese citizens eager to make a change. We saw that there are currently applications for the EYE event 2024. We don't own an **NGO**, so we come to ask if the call is available for groups of citizens.

ANSWER:

The call is not open to natural persons but only to NGO registered as private legal entities (see eligibility conditions, sections 6.1 and 6.2 of the call for proposals).

You could however support us with the promotion of the call to the NGOs of your country. Communication material (promotional text, social media posts, visuals and pictures) is available in English on the [EYE website](#).

As you are eager to make a change, we also warmly invite you to join the community [Together.eu / Unidos.eu](#). It brings together people from all over Europe who want to meet each other, share their knowledge and learn new skills, while encouraging others to vote in the European elections in 2024.

QUESTION:

May an SME may submit a proposal, as beneficiary, since it is a private **for-profit entity**? Or be just affiliated? Or neither of them?

ANSWER:

As per the eligibility criteria stated in section 6, only non-profit making organisations are eligible. This excludes your organisation as you mention you are a private for-profit entity.

As stated in point 6.3 about affiliated entities, these must also satisfy the eligibility criteria, so unfortunately you are not eligible, as above.

QUESTION:

In the text of the call, it is stated:

“As local EYEs should be events for young people and by young people, the organisations selected for funding are expected to be local or national **youth organisations** (as main applicants)”.

Can a non-profit organisation with a strong focus on youth apply to this call, even if not formally registered as youth organisation? Or does “expected” mean that “youth organisations” are preferred over non-youth?

ANSWER:

The call for proposal is targeting youth organisations, but any applicant who fulfils the eligibility conditions set out in section 6.1 of the call may participate.

Therefore, applicants may apply to the call if they are able to demonstrate that they are:

- a non-profit making organisation;
- constituted and registered as a private legal entity for at least three years at the time of the application;
- be based in one of the EU Members States;
- without political affiliation.

In addition, applicants must have the operational capacity required in section 7.2 of the call for proposals, including at least 3 years of proven communication experience as a multiplier, able to mobilise wider networks with an explicit aim at connecting with and empowering young people. In order to demonstrate their operational capacity, applicants must provide, among other, the organisation's annual activity report and a list of previous projects and activities for the last three years connected to the actions to be carried out (i.e., youth actions).

QUESTION:

I am writing about the call for proposals with the subject "EP-COMM-SUBV-2024-LOCAL-EYE: Organisation of two local EYEs in 2024." We are interested in participating and would like to inquire about the eligibility of **Public Universities** to apply for this opportunity.

ANSWER:

The eligibility conditions for participating in the call are set out in Section 6. Accordingly, applicants must be:

- A non-profit making organisation;
- A private legal person constituted and registered as legal entity for at least three years at the time of application. A private legal person excludes governmental organisations and bodies but not public universities;
- A legal person based in one of the EU Member States;
- Without political application.

If all the above-mentioned conditions are fulfilled, public universities may apply.

QUESTION:

I have received your email in which you indicate that you are going to choose two European capitals for another EYE event at local level.

I am a 26 year old Spanish lawyer who participated in the EYE in Strasbourg, I am a person very involved with social and environmental issues and I would love to help you to organize the event in Madrid (Spain).

ANSWER:

Thank you for your interest in our call for proposals and your offer for help.

Please note that **Spain** is not eligible to host a local EYE this time, as there has already been one in Santander last year.

If you haven't done yet, we warmly invite you to join the community [Together.eu](https://www.together.eu). It brings together people from all over Europe who want to be involved in society, meet each other, share their knowledge and learn new skills, while encouraging others to vote in the European elections in 2024.

QUESTION:

I am a member of a University of Macerata, **Italy**. I participated in the EYE in its latest edition and I would like to know if it was also possible through my University to nominate Macerata for the possible Local Eye here in central Italy.

ANSWER:

The next local EYE could very well be organised in Macerata if we receive a formal proposal and if, following the evaluation of all proposals, the proposal in Macerata is ranked among the two best ones.

Please have a thorough look at call for proposals and in particular the selection and award criteria.

In order to be eligible under the call for proposals (see section 6), applicants must be:

- A non-profit making organisation;
- A private legal person constituted and registered as a legal entity for at least three years at the time of application;
- Based in one of the EU Member states;
- With non-political affiliation.

QUESTION:

I wondered if the company with which we would like to propose is okay: it is registered in the Register of Sector III, has existed for more than 3 years and is not for profit, I attach the file with all the information below.

ANSWER:

For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.

In order to be eligible under the call for proposals (see section 6), applicants must be:

- A non-profit making organisation;
- A private legal person constituted and registered as a legal entity for at least three years at the time of application;
- Based in one of the EU Member states;
- With non-political affiliation.

QUESTION:

We have already participated as organisers in the EYE2023 event and are considering applying for the organisation of the local EYE in Brussels.

However, registered as an AISBL we want to double-check with you if we are eligible to apply. Thou we have an international scope, we can absolutely designed a project Belgium-based reaching both Belgian youngsters and also international ones communicating and disseminating in different languages.

ANSWER:

According to the call (Section 6.1), to be eligible applicants must:

- Be non for profit
- Private legal person constituted and registered as a legal entity for at least three years at the time of the application;
- Based in one EU Member States
- Without political affiliation.

AISBL are indeed private legal persons. Please note that pan-European or transnational organisations are not eligible, but we encourage their members at a national level to submit a proposal.

OPERATIONAL CAPACITY

QUESTION:

In regards to operational capacity in terms of human resources – on a day to day basis we operate voluntary and membership based, so we don't have any full or part time employees in the Association. We only hire – usually our skilled members and cooperating with us experts – as a project staff for implementing specific project when we get the financing for that project – will we still be eligible?

ANSWER:

According to the call for proposals (Section 7.2), the operational capacity means that the applicant must have the know-how, qualifications and resources to successfully implement the project. This capacity will be assessed on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and others) or, exceptionally, the measures proposed to obtain it by the time the implementation of the project starts. As a results, the applicant as an entity must be able to prove three years of communication experiences as a multiplier and in additional rely on human resources whose competencies and qualifications to the organisation of a Local EYE as specified under the call. In principle, the human resources should be staff of the organisation or staff working for the organisation and exceptionally other arrangements that ensure the applicant has the operational capacity at the time of the implementation of the project may be taken into account.

QUESTION:

You mention that the Event is for and by youth: audience and speakers between 16 and 30 years old. But I assume that the Project staff can be highly skilled adults over 35 years old?

ANSWER:

The project staff can be over 35, keeping in mind that the event must be co-designed with young people, and that the event's programme must be co-created with young participants and youth organisations.

QUESTION:

Language certificates are required for each project team member or only for a coordinator is sufficient?

ANSWER:

All project staff primarily responsible for managing and implementing the action should provide language certificates.

QUESTION:

Do you have any form/ template for an annual activity report?

ANSWER:

We do not have a template of an annual activity report. In case you do not have an annual activity report, a list of projects should be submitted.

FINANCIAL CAPACITY

QUESTION:

In the call for the Local EYE, in the part 7. Financial and operational capacity and exclusion (7.1 financial capacity), is written:

Applicants must have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate,

to participate in its funding. The analysis of the **financial capacity** will be based on neutral financial indicators allowing in particular, the assessment of financial dependency on EU funding and the liquidity of the applicant.

*As a minimum requirement, applicants should have an average **turnover/income** in the last 2 financial years of at least 20% of the total cost of the action.*

In this case, the income could include the funds received for the European projects or it must include resources received outside the EU Institutions?

ANSWER:

We confirm that for the assessment of the financial capacity, the turnover/income includes the operating income which can comprise grants awarded, including funded under the EU budget.

QUESTION:

What do you mean for financial statement? The files to be uploaded have to be all in PDF format, or the ones which are EXCEL files should be uploaded on this format? And due that there are several pages on the file due to multiplicity of languages that can be chosen, should we remove the other languages pages or they will not be counted anyway?

ANSWER:

As outlined in **section 7.1** of the [Call for proposals](#), applicants are required to have stable and adequate financial resources to sustain their operations throughout the project's duration. As a minimum requirement, applicants should have an average turnover/income in the last 2 financial years of **at least 20% of the total cost of the action**. The applicant's financial capacity will be assessed on the basis of the following supporting documents:

- **Financial statement** (including the balance sheet, the profit and loss accounts and the annexes) for the last financial year for which accounts have been closed.
- **Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts** dully filled in (template available in the Submission System). You can also access this template on [our webpage](#) following [this link](#).

Concerning your question about the format of uploaded files, kindly submit them in the format requested in the section 5 of this Call for Proposals. We confirm that the KPIs and the Detailed Estimated Budget must be submitted in Excel.

Regarding the Financial Identification Form (FIF) with multiple language sheets, you are requested to fill out in the language of your application or in English or French.

EU FUNDING RATE AND MAXIMUM GRANT AMOUNT

QUESTION:

We would be interested in submitting a project to the call for projects Organisation of two local EYEs in 2024 EP-COMM-SUBV-2024-LOCAL-EYE.

Please specify that the budget allocated for the 2 events could amount to 220 K€?

ANSWER:

We confirm that the total **available budget** for this call is EUR 220.000 for projects organised by two different organisations.

The maximum budget per project is therefore expected to be EUR 110.000.

QUESTION:

Funding rate is 80%. Can the 20% of own contribution consist of in-kind contributions or the value of volunteers work? Or it needs to be paid financial contribution?

ANSWER:

The maximum funding rate is 80% of eligible costs actually incurred. The remaining costs of the project must be financed from other sources (i.e., own contributions, income generated by the actions, financial contributions from third parties). Volunteers costs can be considered in the co-financing part of the beneficiary in the limits set out in the Financial Regulation: costs for volunteers cannot represent more than 50% of the total (ineligible and eligible) project costs and contributions estimated in the proposal and the grant shall not exceed the estimated eligible costs other than the costs for volunteers work.

QUESTION:

We are filling the budget excel, but in the summary tab we are seeing an error at the end, should it be like that? Also Total eligible costs should be only from EU or with our contribution with EU funds (100%)? Also, Total funding, should be this only the EU funds (80%)?

ANSWER:

For a budget to be in balance, it is necessary that the "total eligible costs" amount be identical to the "total funding" amount. In your case, those 2 amounts do not correspond which explains the error message.

Please note that "Total Eligible costs" must include all eligible costs of the project: the part of the project financed by the EP as well as the remaining part financed from sources other than the grant.

As mentioned in the section 3 of this Call, the maximum budget per project is expected to be EUR 110 000, but this does not preclude the submission/selection of proposals requesting other amounts. As indicated in the section *10.2 of this Call*, this grant is limited to a maximum funding rate of 80 % of the action's eligible costs. The remaining 20% shall be funded from other sources (e.g. own contributions, income generated by the action, financial contributions from third parties, etc.)

The other sources of financing must be listed in the Annex "Detailed Estimated Budget " and must be as well described in the Application Form under the point "4.4 Budget: allocation of internal and external resources" of the Part B.

ESTIMATED BUDGET AND ELIGIBLE COSTS

QUESTION:

How does it work for costs? Are the "direct costs" costs that should not be anticipated? Are there costs that should be anticipated?

How does it work if our project is accepted, is it possible to have a guide in Italian?

ANSWER:

Applicants must fill in the Part A of the application and Annex 2 of the Application Form – **Detailed estimated budget** with an estimation of the costs (per budget category) for the implementation of the proposed action. The budgeted costs should be based on a detailed and accurate estimation of your estimated project costs. We can find more information on the **eligible costs and budget categories** in section 10.3. and in the Guide for applicants (p.9 and following and p.16 and following).

The Guide for applicant is unfortunately not available in Italian. Nevertheless, we are at your disposal for any clarification on the document, and if needed, upon your request, the documents may be translated.

QUESTION:

I would like to clarify a doubt regarding the call for proposals EP-COMM-SUBV-2024-LOCAL-EYE. The guide mentions the costs of traveling with participants, but in the clarification session video, in the question and answer section, it is said that these costs are not funded. Therefore, we would like to know if travel, accommodation and food costs are eligible.

ANSWER:

The travel, accommodation and food costs are eligible under costs category C.1 Travel and subsistence as indicated in Section 10.3 of the call for proposals.

As indicated in the Guide for applicants, only travel costs relating to specific and clearly identifiable activities, incurred by people directly involved in or contracted for such activities are eligible. They may include the costs of participants in conferences and seminars.

For the Local EYE, the costs for participants can be claimed within reasonable bounds.

Volunteers

QUESTION:

I am writing, regarding a specific budgetary aspect of the DG Comm call for proposals "Organisation of two local EYEs in 2024" (EP-COMM-SUBV-2024-LOCAL-EYE).

The document "Guide for Applicants", with reference to **volunteers' work** as an eligible cost, specifies that: *"Applicant's attention is drawn to the fact that the grant shall be limited to the estimated eligible costs other than those covering volunteers' work. Therefore, the costs covering volunteers' work must be covered by the other funding sources of the action (co-financing), up to **maximum 50% of the cofinancing**, based on the estimates provided in the action proposal. Costs covering volunteers' work must be presented separately from other eligible costs"*.

How should we intend this indication? Does the guide mean that the volunteers' work can cover up to 50% of the co-financing, like in the following example?

- Funding rate = 80% of eligible costs
- Total eligible costs (A) = 110.000,00 €
- Co-financing (B) = 22.000,00 €
- Max. volunteer's work (C) = 50%*B = 11.000,00 €

ANSWER:

In relation to the costs of volunteers, the Guide for applicants contains a mistake and needs to be updated. The following rule is applicable: Costs for volunteers cannot represent more than 50% of the total (ineligible and eligible) project costs and contributions estimated in the proposal. The grant shall not exceed the estimated eligible costs other than the costs for volunteers work.

If we take an example based on the maximum EU contribution per project (EUR 110.000), the calculation would be as follows:

- Total eligible costs : EUR 137.500
- Funding rate: 80%
- Maximum EU grant amount : EUR 110.000
- Co-financing: EUR 27.500

⇒ Volunteers costs

- Maximum 50% of total ineligible and eligible project costs and contributions:
EUR 137.500 * 50% = EUR 68.750
- [Estimated eligible costs (EUR 137.500) – volunteers costs] < 110.000 EUR.
==> Maximum volunteers work is EUR 27.500

On the basis of the example, the maximum costs for volunteers work would be **EUR 27.500**

QUESTION:

The estimated budget in Part A of the application form does not automatically include 7% **indirect costs for volunteers work**? How to include them?

ANSWER:

Due to a technical error, the estimated budget Part A does not automatically calculate the indirect costs for volunteers work.

Applicants are therefore requested to manually add the indirect costs in the column "Requested EU contribution to eligible costs/EUR".

Application forms

Proposal ID: SEP-21-0493945

Acronym: TEST-REG2018-1

3 - Budget

No.	Name of beneficiary	Country	Role	Personnel costs without volunteers/EUR	Personnel costs volunteers/EUR	Subcontracting costs/EUR	Purchase costs - Travel and subsistence/ EUR	Purchase costs - Equipment/EUR	Purchase costs - Other goods, works and services/EUR	Financial support to third parties/ EUR	Indirect costs/EUR	Total eligible costs/EUR	Ineligible costs/ EUR	Total estimated project costs and contributions/EUR	Funding rate	Maximum EU contribution to eligible costs/€	Requested EU contribution to eligible costs/EUR	Max grant amount/EUR	Income generated by the project/€	In kind contributions/€	Financial contributions/€	Own resources/ EUR	Total estimated project income/ EUR
1	Basil Campling Soc	BE	Coordinator	25 000	750	4 500	11 000	15 000	2 500	1 800	4 536,00	70 086,00	0	70 086,00	75	49 060,20	49 060,20	49 060,20	2 000,00	5 000,00	0,00	18 000,00	74 060,20
2	Société Générale	BE	Partner	3 000	0	5 500	7 800	9 000	850	0	1 830,50	27 980,50	0	27 980,50	70	19 586,35	19 586,35	19 586,35	0,00	0,00	0,00	0,00	19 586,35
	Total			28 000	750	14 000	18 800	24 000	3 350	1 800	6 366,50	98 066,50	0	98 066,50		68 646,55	68 646,55	68 646,55	2 000,00	5 000,00	0,00	18 000,00	93 646,55

The "show warnings" at validation are not blocking and the proposal can be submitted.

Table of contents Validate form Save form Save & exit form

Application forms

Validation result

Show Error The red 'Show Error' button indicates an error due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will be blocked** unless that specific field is corrected!

Show Warning The yellow 'Show Warning' button indicates a warning due to a missing or incorrect value related to the call eligibility criteria. The submission of the proposal **will not be blocked** (proposal will be submitted with the missing or incorrect value).

Section	Description	
Budget	Requested contribution cannot be higher than the Max Eu Contribution.	Show Warning
Budget	You cannot request more than 100% of your budget!	Show Warning

Please refer to the "indirect costs of volunteers work" as explanation when prompted to.

Validations

The following warnings will not block the submission of your proposal, but may affect its admissibility and eligibility during evaluation

Part A Form

Collapse all ^ Expand all v

Budget 2 warnings v

If you believe that your proposal is eligible even with these warnings, then you may enter an explanation below - this will be passed to the eligibility committee.

Indirect costs for volunteers wok are eligible costs.

947

OK

QUESTION:

What does volunteer cost mean? Is there some kind of payment we can make to volunteers for their meals, etc.? How many international participants are expected? At first, we were thinking about a very international event, like the one in Strasbourg, but the deeper we went, we came to the conclusion, that we are expected to do an event for Lithuanians with some guests from the international arena. Is that true?

ANSWER:

1. For the purpose of this call for proposals, the work performed by volunteers is considered as eligible personnel costs and shall take the form of unit costs. Please note that unit costs shall not cover any actual costs which might be incurred and paid by the beneficiary, such as insurance, social security, travel or subsistence costs. Any such categories of costs associated with the work of volunteers can be declared and reimbursed separately under the other relevant budget categories. For more information on volunteers costs, we refer you to page 22 of the Guide for Applicants.
2. The number of international participants will depend on the concept – and scope – of your proposal. The call encourages cross-border projects (sections 1.2 and 1.3) and insists on the inclusivity of the event (notably by "offering activities in national languages" (section 1.1).