	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 1 of 75


Record of questions

Information days / Information campaign


in the framework of the

INTERREG-IPA Bulgaria – Serbia CBC Programme, CCI Number: 2014TC16I5CB007-2015-1

No.	Question	Answer
1	Is a lead partner – NGO registered in public benefit, eligible, if its registration and management address is in Sofia, but the project activities are planned to be implemented on the territory of the eligible regions according to the Guidelines for applicants?	<p>According to p. 2.5.2. “Lead partner Principle” in the Guidelines for applicants under the Interreg – IPA Cross-border cooperation Bulgaria – Serbia Programme, in order the eligibility of the Lead partner to be ensured it should be registered on the territory of Bulgaria or Serbia at least 12 months prior to the deadline for submission of project proposals. Additionally, the Lead partner and the other project partners should fulfil the requirements concerning the eligibility of applicants, described in p. 2.5.1 of the Guidelines for applicants.</p> <p>A legally established entity (acting as Lead partner or Project partner), located outside the eligible cross-border area, but still on the territory of Bulgaria or Serbia, may participate under the Call for Proposals provided that the envisaged operations in the proposed project are for the benefit of the programme area.</p>
2	We are interested if a NGO registered in public benefit, established in 2013, but with headquarters and management address re-registered in the end of 2015 in the eligible cross-border area of Bulgaria – Serbia, is eligible under the current call for project proposals, in case all others requirements are fulfilled?	<p>According to p. 2.5.2. “Lead partner Principle” in the Guidelines for applicants, one of the requirements for eligibility of the Lead partner is to be registered within the territory of Bulgaria or Serbia at least 12 months to the deadline for submission of project proposals. There is no restriction related to date of registration of other partner/s in the project.</p> <p>Additionally, the Lead partner and the other project partners should fulfil the requirements concerning the eligibility of applicants, described in p. 2.5.1 of the Guidelines for applicants.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 2 of 75

3	Is it acceptable, if a project under Priority Axis 3. Environment covers “common natural resource”, envisages interventions / investments to be carried out in two different rivers (one in Bulgaria and other in Serbia), provided that the project contributes to the natural protection of the region as a whole?	An eligible project under the First Call for proposals is any project, which consists of eligible activities (activities compliant to the eligibility criteria, under the respective Priority axes/Specific objective, mentioned in the Guidelines for Applicants). There is no explicit requirement, specified in the Guidelines for Applicants, the object of intervention to be related to a “common natural resource”. In all cases, the project activities have to show clear cross-border impact.
4	Is it eligible if project under Priority Axis 2. Youth, where cultural activities are envisaged to be implemented by one project partner and sport activities by other project partner, or it has to envisage mirror-activities (only cultural activities, only sport activities)?	There is no requirement, specified in the Guidelines for Applicants that mirror-activities should be implemented in both sides of the border, but in all cases the project activities have to show clear cross-border impact.
5	Is it necessary to publish officially a service contract notice or other relevant document, if the project preparation is assigned with a single tender procedure, according to PRAG?	The project preparation expenditures have to be assigned according to the procurement rules mentioned in p. 2.3 of the Guidelines for Applicants, observing all requirements of the respective type of tender procedure. PRAG annexes and procedures should be followed in the process of preparation of tender dossier and implementation of tender procedure. According to the current PRAG rules, the single tender procedure does not require publication of service contract notice.
6	Is it envisaged, that the Guidelines for Applicants under the First Call for proposals to be published in Bulgarian?	The Guidelines for applicants are available only in English, because the official language of the Programme is English.
7	According to the Guidelines (page 49): “... all supporting documents must be presented either in original (when it is possible) or in the form of copies, certified “True copy” by the legal representative or an authorized person from the Lead partner and/or the respective project partner. No notary certifications are needed at the stage of application”. At the same time some of the documents required from the Bulgarian partners (as Ownership act, Positive Environmental Impact Assessment, detailed works design) must to be presented in notary certified copy. So, please give to the beneficiaries some final explanation about the form of the documents that must to be presented as a copy from the Bulgarian partners – in certified “True copy” form, or notary certified?	<p>The full sentence in section “Important” on page 49 of the Guidelines for applicants says that: “Unless stated differently, all supporting documents must be presented either in original (when it is possible) or in the form of copies, certified “True copy” by the legal representative or an authorized person from the Lead partner and/or the respective project partner”.</p> <p>You should follow the instructions for submission of each supporting document as described in the Guidelines for applicants.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 3 of 75

8	<p>It the Guidelines for Applicants is not clearly stated whether the branches of organizations (agencies) registered in the indicated districts (eligible area) can apply under the Programme or it refers only to organization, which main offices are located in the eligible area?</p>	<p>As an exception to the requirement the applicants to be legally established organizations according to the national legislation (p. 2.5.1 "General Criteria for Eligibility of Applicants" of the Guidelines for applicants) subsidiary structures of local/regional/national authorities are eligible applicants.</p> <p>Regional structures/branches of central organizations, other than local/regional/national authorities, are ineligible applicants under this Call for proposals. For Bulgarian applicants this means that even though a regional structure/branch may have its own registration code (as an extension to the registration code of its central body), it is still not a separate legal entity and therefore only the central structure could be a project partner.</p>
9	<p>How to determine the eligibility of "Southwest state enterprise" DP which is registered under the Forest law of Republic of Bulgaria:</p> <p>Art. 163. (1) The management of forest areas - state property, which are not committed to the administrations or legal entities, is establishing state enterprises in compliance with Annex № 1.</p> <p>2) The enterprises under paragraph 1 are legal entities with statute of state enterprise under art. 62, paragraph 3 of the Commercial law.</p> <p>(3) The Minister of agriculture and foods defines with an ordinance the ranges of action of the state enterprises under paragraph 1.</p> <p>Art. 164. The state enterprises under art. 163 have subsidiary structure:</p> <ol style="list-style-type: none"> 1. Central structure; 2. Regional structures – state forestries and state reserves. <p>Article 165. (1) The main activity of the state enterprises under Art. is:</p> <ol style="list-style-type: none"> 1. implementation of forest management plans for forest areas - state property; 	<p>The criteria for eligibility of applicants under the Programme are described in point 2.5.1 of the Guidelines for applicants. Please, note that these criteria are cumulative and must be fulfilled all together.</p> <p>Particular attention should be paid to the following:</p> <ul style="list-style-type: none"> - Exception to the rule the applicants to be registered in the eligible cross-border region is made for national/regional public authorities whose area of competence, established by legal acts, extends to the eligible area of the programme. Further exception to this rule is the eligibility of applicants that are located outside the eligible cross-border regions, ensuring that the envisaged operations in the proposed project are for the benefit of the programme area. - In order to be eligible, the applicants must be non-profit making organizations.

- 2. implementation of the hunting plans in the state reserves and the state forestry;
- 3. implementation of maintenance and / or restoration activities in forest areas - state property included in protected areas management plans;
- 4. organizing and conducting of events for protection of forest areas - state property;
- 5. organizing and conducting of anti-erosion activities;
- 6. maintenance of the ecosystems diversity and biodiversity conservation;
- 7. organization and assignment of design and construction activities in forests and lands in forest areas - state property;
- 8. creating new forests on agricultural lands;
- 9. protection of forest areas - state property;
- 10. provision of public services.

Article 166.


(7) The state enterprises can apply for operational programs, as well as international, national and regional programs and can be equal participants in the procedures of the Public Procurement Act, except those for inventory, elaboration and implementation of forest management plans and programs.

According to the Commercial Law

ESTABLISHMENT


Article 62.(3) State enterprises that are not trade companies can be established by law.

According to the above laws can be considered that Southwest state enterprise Blagoevgrad is eligible under the program?

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 5 of 75

10	<p>I have a foundation established 10 years ago, but up to the current period the foundation was not operational. I would like to apply under the current Programme and therefore I intend to declare start of the operation of the foundation. In the documents concerning the eligibility of candidates is written the following:</p> <p>"2) Potential applicants are not eligible to participate in calls for proposals if:</p> <p>(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation, arising from a similar procedure provided for in the national legislation or EU regulations;"</p> <p>.....</p> <p>"In the cases referred to in points (a), (c), (d), (f), (h) and (i) above, the exclusion applies for a period of two years from the time when the infringement is established"</p> <p>Please provide me with explanation of "have suspended business activities", and its relation to "the exclusion applies for a period of two years from the time when the infringement is established".</p> <p>There is no any violation by myside for which the foundation to be inactive or suspended. I have declared that up to now and from the beginning the foundation is not operational. In my opinion now is the proper time to start its activity taking into consideration the project proposal I would like to apply for.</p>	<p>To be eligible under the First Call for proposal the Lead partner and the other project partners should fulfil the requirements, described in p. 2.5.1 of the Guidelines for applicants.</p> <p>For explanation of "have suspended business activities" please refer to relevant EU Regulations and national legislation.</p>
11	<p>There is no clear information stated in the Guidelines for Applicants if the "Non-government organizations", as a term, includes foundations. My question is prompted by the fact that in some text of the Guidelines is stated that the non-government organizations are eligible applicants, and in other texts the foundations are specified separately from the Non-government organizations. Is it the above discrepancy accidentally or the foundations are eligible applicants under some of the Programme specific objectives (please see specific</p>	<p>As specified in p. 2.5.1. of the Guidelines for applicants, the candidates should be non-profit making organizations, registered in the eligible cross-border region between Bulgaria and Serbia and directly responsible for the preparation and management of the action, not acting as an intermediary. Additionally the candidates should be legally established organizations (legal persons) according to the national legislation of the state on whose territory they are located. Exceptions are also indicated there.</p>

	objectives 1.1, 1.2, 1.3 and 2.1 from the Guidelines for Applicants)?	The list of potential beneficiaries under each specific objective is indicative.
12	How many projects one applicant can submit? Can one municipality submit project as lead partner under priority 1 and under priority 2?	<p>Under the current Call for proposals an institution/organization may submit maximum one project proposals as a Lead Partner. In case an institution/organization has submitted more than one project proposal as a Lead Partner, all these proposals (submitted as Lead partner) will be eliminated at the administrative assessment stage. In addition, an organization may participate in no more than 3 (three) project proposals as a partner (i.e. if an organization/institution has submitted a proposal as a Lead Partner, the same organization can be a project partner in no more than 2 (two) other projects; an organization that has not submitted a project as a Lead Partner, can participate as a project partner in no more than 3 (three) projects). In case an organization participates in more than 3 (three) project proposals, all submitted proposals will be eliminated at the opening stage of the evaluation.</p> <p>The above requirement, specified in point 2.5.3 of the Guidelines for Applicants, applies to all three Priority Axes as a whole, meaning that an organization may be a Lead partner in only one project proposal, regardless of whether it is under Priority Axis 1, 2 or 3,</p>
13	Will costs for project elaboration during months September and October 2015 be considered eligible? What is the acceptable max sum for project preparation which could be reimbursed? Projects need to be submitted in English – in this line will the translation cost be considered eligible also? External expertise for proper filling of the project application form could be considered eligible cost or no?	To be considered eligible expenditures, the project preparation costs should be carried out before or on the date of submission of the project proposals at the latest. It means that all supporting documents as invoices, acceptance protocols, lists, etc., should be issued before or on the date of submission of the project proposal to the Managing Authority at the latest. The maximum rate of the project preparation costs is 3% of the total project direct costs under the project and they cover the expenses for project preparation (meetings between partners, consultancy, elaboration of technical documentation (incl. feasibility studies, detailed design, technical drawings, etc.), elaboration of project proposal and application form, translation of documents, taxes and other charges). In case of sub-contracting project preparation activities, procurement rules, mentioned in point 2.3 of the Guidelines for applicants, should be observed in order for the costs to be eligible for reimbursement under the Programme.
14	Regarding the requirement for realistic market-based costs, which is a criterion in the evaluation table, could you clarify does it mean that you ask to submit offers from suppliers	The proposed unit rates should be actual and realistic, not overestimated and be in compliance with the actual market prices. There is no requirement for additional documents (offers, market researches, etc.)


	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 7 of 75

	of services – for instance translation, advertising, trainers for seminars, etc.? How many offers per service type we have to submit?	to be submitted with the project proposal.
15	What is the percentage of the advance payments under the project?	<p>According to the Guidelines of applicants, Annex C. Subsidy contract, the following rules are going to be applied concerning the advance payment of the projects:</p> <p>4.1. For soft projects:</p> <p>The LP may request advance payment at the rate of 20 % of the total amount of the Contract.</p> <p>4.2. For investment projects:</p> <p>The LP may request advance payment in two installments:</p> <ul style="list-style-type: none"> - The LP may request the first installment of the advance payment at the rate of 10 % of the total amount of the Contract after the Contract enters into force. - The LP may request the second installment of the advance payment at the rate of 10% of the total amount of the Contract after one of the project partners awarded a sub-contract for investment activity.
16	Is it possible the project manager to be a person external for the lead partner (municipality)? Also it is possible an independent expert to be involved for the PR, communication and dissemination activities under the project, i.e. person who is not employee of the municipality?	<p>The appointment of the staff by the beneficiary is its own responsibility and has to be made in accordance with European and national legislation. Taking into account that the members of the project staff perform periodically repetitive actions related to the organization, coordination, management and reporting of the activities and results related to the project during the project period, the proposed (exemplary) positions for the project staff members are project manager, coordinator, accountant and assistant.</p> <p>In BL 4. EXTERNAL EXPERTISE AND SERVICES COSTS of the project partner budget could be included an external services in case they are well justified and are needed for the purposes of the project. These external services could not overlap the responsibilities related to staff mentioned above.</p> <p>The eligibility of expenditures under the First call for proposal is specified in point 2.5.8 of the Guidelines for applicants.</p>


17	<p>Regarding so called “flat rates” is there any requirement related to local legislative provisions – for instance: the monthly salary and respectively the daily wages of the accountant of the municipality are fixed. How to pay for additional activities within the project under the programme: accountant will spend few hours each month for the activities under the project which could be supplementary paid. In order to use the flat rates is it required to stick to the hour wages per hour payable within the current monthly salary or it is allowed the wages to be different?</p>	<p>The appointment of the staff by the beneficiary is its own responsibility and must to be made in accordance with national labor legislation. There is no specific requirement in the Guidelines for Applicants, which stipulates that internal experts of the beneficiary should be appointed as a project staff.</p>
18	<p>Regarding the indicators for Skills and entrepreneurship – where is the list of applicable indicators or they need to be defined with the project preparation? Number of young people attending seminar is acceptable indicator or not?</p>	<p>The output indicators are different for each Priority Axis and Specific Objective. Once the applicant select the Priority Axis and the Specific Objective in the Cover sheet of the Application Form, the respective set of possible output indicators shall appear in Part II of the Application Form “Project Identification”, point 5.1 “Expected outputs”.</p>
19	<p>What is definition for young people which you accept for the purpose of priorities of the programme?</p>	<p>According to the Programme document, young people are people up to the age of 29. Additionally, eligible target groups under the programme are both young people (up to the age of 29) and pupils in primary and secondary schools.</p>
20	<p>Can soft project under priority 2 of the programme include research (as external consulting service) for level of unemployment in the cross – border area in the sector of agriculture and measures at regional level to reduce and overcome unemployment or this activity will be considered not relevant?</p>	<p>The eligibility of activities under the First call for proposals is specified in point 2.5.6 of the Guidelines for applicants. In addition, all project activities have to show clear cross-border impact.</p>
21	<p>In the example for investment project on page 33 the sum seems to be below 300 000 euro which is required threshold for investment projects or no?</p>	<p>The grant amounts and project duration are defined in section 2.4.5 of the Guidelines for applicants. Additionally, the example on page 33 of the GoA shows how to calculate the amount of BL1 and BL2 on the basis of the maximum flat rates for staff costs and office and administrative costs, and its total amount is an instance.</p>
22	<p>Is Sofia University “St. Kliment Ohridski” eligible beneficiary under Priority axis 3. Environment, Specific objective 3.1. Joint Risk Management?</p>	<p>To be eligible under the First Call for proposal the Lead partner and the other project partners should fulfil the requirements, described in p. 2.5.1 of the Guidelines for applicants.</p>

		<p>Additionally, a legally established entity (acting as Lead partner or Project partner), located outside the eligible cross-border area, but still on the territory of Bulgaria or Serbia, may participate under this Call for Proposals. The total amount allocated under the Programme to such beneficiaries shall not exceed 20% of the support from the Union at Programme level.</p>
23	<p>According to the text on page 37 of the Guidelines for applicants under the first Call for proposals No. 2014TC1615CB007 – 2015 – 1 the project preparation expenditures should be carried out before or on the date of submission of the project proposals at the latest and all supporting documents as invoices, acceptance protocols, lists, etc., should be issued before or on the date of submission of the project proposal to the Managing Authority at the latest. Does the above mean that payments should be also made before or on the date of submission of project proposals at the latest against invoices issued by this date? If not, is it possible a pro-forma invoice to be issued instead of a final invoice?</p>	<p>To be considered eligible expenditures, the project preparation costs should be carried out before or on the date of submission of the project proposals at the latest. It means that all supporting documents as invoices, acceptance protocols, lists, etc., should be issued.</p> <p>The respective payment could be performed in accordance with the national legislation after the date of submission of the project proposal to the Managing Authority.</p> <p>Pro-forma invoice is not valid tax document and could not be taken into account.</p>
24	<p>Is the complaint procedure going to extend the assessment and contracting period with 4 months?</p>	<p>In case of initiated complaint procedure, the period for assessment and contracting will be extended only for the project/s included in the complaint.</p>
25	<p>What is the indicative deadline for contracting under the First Call for proposals?</p>	<p>The provisional time for awarding of the first subsidy contracts is the fall of 2016. Please have in mind that this period of time is indicative only - the exact time for awarding of subsidy contracts depends on the overall number of received project proposals.</p>
26	<p>Is Sofia-city District included in the cross-border region of the Programme?</p>	<p>Sofia-city Region is not included in the cross-border region of the Programme. For all potential applicants registered in Sofia-city Region are applicable the terms and conditions for applicants registered outside the Programme area. As an exception to the rule is the eligibility of beneficiaries that are located outside the eligible cross-border regions, ensuring that the envisaged operations in the proposed project are for the benefit of the programme area. The Programme shall finance operations involving beneficiaries located outside the eligible cross-border area, but still on the territory of Bulgaria or Serbia.</p>
27	<p>Please clarify if the partnership should obligatory include partners from neighboring regions</p>	<p>There are no additional eligibility criteria regarding regions within the eligible cross-border region. A</p>


	in Bulgaria and Serbia (mirror-based partnership)?	partnership should be considered eligible, when all its partners comply with all eligibility criteria.
28	What is the source of funding for the 15 % national contribution?	For all Bulgarian partners the 15 % national contribution shall be ensured by the State budget. For all Serbian partners the 15 % national contribution shall be ensured as own contribution.
29	Is the project funding under the Programme to be considered state aid?	Due to the fact the funds granted by the Interreg IPA CBC Bulgaria – Serbia Programme are of a public nature, all projects financed under the Programme shall be subject to state aid assessment. Please be aware that the Managing Authority is preparing detailed description of the procedure and a new Annex A.6 De minimis state aid declaration which will be included in the Guidelines for applicants.
30	Is the delivery of software products to be considered supply or services?	When the project envisages delivery of already developed software products, existing on the market, the expenditure should be considered as supply. In case the project envisages elaboration (programming) of custom/new software, the expenditure should be considered as service.
31	What is the meaning of the term soft-measures / people to people measures?	The term includes the vast field of activities including interaction between people and groups of people. Examples of such projects are available on the Programme's website.
32	Is mobility eligible as a project activity?	In general, mobility of people is eligible, when duly justified.
33	Is the activity of renovation of the private premises of an NGO eligible under this Call?	Renovation of premises/buildings located on private territory is not eligible under the First Call. Only investment activities on municipal or state property (compliant to all other eligibility criteria) are to be considered eligible.
34	Please clarify where should we consider the official address of a foundation, registered 10 years ago, which recently changed its official address?	According to the Guidelines for applicants, the place of establishment (registration) of candidates should be stated in the Application form and supported by most recent legal status, containing information for its official address.
35	Is there any difference between NGOs and foundations in terms of eligibility of candidates under this Call?	There is no difference under the First Call between the eligibility criteria of NGO and foundation candidates.
36	Is the expenditure for supply of transport and mobile equipment eligible?	Expenditures for supply of equipment are eligible if compliant to the eligibility of expenditures criteria and well-justified.

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 11 of 75

37	Should all Bulgarian and Serbian LPs submit their project proposals at the same address?	All project proposals should be submitted at the JS Main office in Sofia. Postal address is included in the Guidelines for applicants.
38	Is sustainability of projects' results necessary?	Sustainability of projects' results is obligatory for all funded projects. For investment projects the minimum period for sustainability is 5 years after the end of the implementation period. For soft measure projects the minimum period for sustainability is 2 years after the end of the implementation period.
39	What is risk management?	The term risk management is used in the context of Priority axis 3. Environment, Specific objective 3.1. Joint risk management. In general risk management includes activities as Establishing joint early warning and disaster management systems; Capacity building related to disaster resilience; Investments in equipment related to disaster resilience and Support of small-scale interventions/ investments.
40	Please clarify if any origin requirements are applicable?	The rule of origin of supplies according to PRAG is applicable to all projects under this Call. For more information, please refer to PRAG.
41	What should we do if we are experiencing technical issues with printing the AF and not all text is visible?	The Managing Authority will take into consideration all reported possible problems with the AF and if necessary – will publish a revised AF. The beneficiaries will be informed for all modifications on the internet page of the Programme.
42	Can one activity be relevant/targeting more than one area?	The AF requires listing of one area as a main area of implementation of the respective activity. If the activity requires involvement of more project partners and is targeting more areas, it should be described in the sub-section with responsibilities of partners.
43	Who determines cooperation criteria applicable for the project?	The cooperation criteria are chosen by the applicants/partners.
44	How can we be sure that project activities do not duplicate activities of local and regional authorities?	Since the projects and the programme are very specific in nature, in general we do not expect difficulties with applicants identifying possible areas of overlapping between the projects and their usual activities. Furthermore, please be reminded that projects are encouraged to complement the usual activities of the organizations.
45	How can we justify project activities?	The justification of project activities should include references to sources of public information - strategic


	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 12 of 75

		documents, analyses, etc.
46	If some declarations are not filled in properly, can they be provided additionally?	Depending on the type of the document, in some cases this is possible depending on the decision of the Assessment working group.
47	Is it possible to provide additionally missing “de minimis” declaration?	Depending on the type of the document, in some cases this is possible depending on the decision of the Assessment working group.
48	How should we plan the recoverable VAT?	The unrecoverable VAT from other sources is eligible under the Programme and should be included in the unit rate for all expenditures, under all budget lines. Instructions for Bulgarian partners on recoverable or unrecoverable VAT are given in letter № 91-00-316/31.07.2014 of the Ministry of Finance.
49	What is the expected time-frame for contracting?	The expected time-frame for contracting depends on the overall number of proposals received. The indicative time-frame is the fall of 2016.
50	Is it possible to include expenditures for remuneration of driver who is not part of the project team?	Expenditures for remunerations of employees who are not part of the project team are to be considered ineligible. Expenditures for transport can be envisaged under BL 3 and BL 4, and do not cover remuneration.
51	For reporting of daily allowances of business trips is it sufficient to present administrative order for the trip and report from the trip?	The requirements under the national legislation should be respected. In this case and for Bulgarian partners these documents are sufficient.
52	Should we submit the proposal with CVs of the project team?	There is no such requirement. CVs are not requested.
53	Is it possible to plan the same positions (project coordinator as an example) for several partners?	According to the needs of the project you could plan equal positions under two or more project partners.
54	Is it possible to plan the project accounting under BL 4. External expertise and to hire a company for this service?	In general, planning of project accounting could be done under BL 4. External expertise and the company which is going to provide the accounting services should be selected according to the procedures of PRAG.
55	Is it possible to transfer financial resources between budget lines?	In general, such transfers are possible, in accordance to the terms and conditions of the Subsidy contract


	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 13 of 75

		and the Project implementation manual.
56	Should we submit the supporting documents for project preparation together with the project proposal?	The supporting and payment documents for project preparation are to be presented to the FLC in the first reporting period of the project implementation.
57	What is the type of project with budget for supply of 60 % of the total eligible amount?	<p>According to the Guidelines for applicants, such a project is ineligible. Under the First Call are envisaged only 2 types of project:</p> <p>Investment projects – with investment costs (expenditures for small-scale construction and supply) equal to or higher than 70 % of the total eligible amount;</p> <p>Soft measure projects with expenditures for supply equal to or less than 50 % of the total eligible amount.</p>
58	What is the acceptable definition of young people taking into consideration priorities of the Programme?	Eligible target groups under the Programme are both young people (up to the age of 29) and pupils in primary and secondary schools.
59	What kind of property is eligible for financing under the Programme?	According to the Guidelines for applicants all works activities should be implemented on municipal or state-owned property. Additionally the property should be free of any encumbrances, not an object of a pending litigation, not an object of a claim according to the relevant national legislation.
60	Are the NGOs eligible for applying investment projects?	<p>According to the Guidelines for applicants each organization that fulfills the requirements can apply for all of the priority axes under the Programme. In particular the investment projects can be done only on municipal or state-owned property and the following documents should be submitted:</p> <ul style="list-style-type: none"> - ownership act or certificate or legal document for municipal or state ownership of the tangible assets, which will be subject of works activities together with recent outline/design of the property – original or officially certified copy (notary certified for Bulgarian partners and certified by the responsible administrative body - for Serbian partners), issued in the original language and translated into English. - consent of the owner (Decision of the Council, Board, etc.), issued in the original language and translated into English, clearly stating that the assets are given for free right of use for the purpose of the project at least for 5 years after the end of the project – original or officially certified copy (notary certified


		<p>for Bulgarian partners and certified by the responsible administrative body - for Serbian partners). The consent should be signed by the person/body with the decision-making authority (e.g. the Municipal Council, not the Mayor). Consent of the owner is necessary in all cases even when the partner is the owner of the assets.</p> <p>In case the assets are owned by a partner the consent can be given in the same act (document) as the one containing the Decision for project development and implementation.</p>
61	Are Centers for vocational training and Centers for vocational development and information eligible candidates under the current Call?	The criteria for eligibility of applicants under the Programme are described in point 2.5.1 of the Guidelines for applicants. Please note that these criteria are cumulative and must be fulfilled all together.
62	Are regional district administrations, executive agencies, schools, kinder gardens, etc. eligible candidates under the current Call?	The criteria for eligibility of applicants under the Programme are described in point 2.5.1 of the Guidelines for applicants. Please, note that these criteria are cumulative and must be fulfilled all together.
63	In case the project proposal has Lead partner from the cross-border area, is it obligatory and the project partner to be from the cross-border area?	Every project must include at least one partner from each side of the border region. Projects which do not comply with this requirement will not be eligible. All partners are directly responsible for the project implementation and cannot act as an intermediary. The maximum number of partners in a project shall not exceed 5 (five) including the Lead Partner.
64	What is the number of priority axes that should be selected per project proposal?	Only one priority axis under the Programme can be selected under the current call for proposals. The candidates should choose between 1. Sustainable tourism, 2. Youth, 3. Environment.
64	What kind of information should be provided concerning the management capacity of the project partners?	The provided information should concern the organization's background, number of implemented projects, available project staff of the organization, scope of competences and activities, etc.
66	Does information concerning the financial status of the project partners should be provided in the AF?	The financial data of each project partner should be inserted in section 2. Financial data of the AF and should refer to the last three years – 2012, 2013 and 2014.
67	What is the minimum age of youths according to the Programme document?	Eligible target groups under the Programme are both young people (up to the age of 29) and pupils in primary and secondary schools.
68	What kind of activities should be included in youth infrastructure activities?	The described investment and support activities provided in the Guidelines for applicants are only

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 15 of 75


		<p>indicative and the project partners should include the project activities that correspond to the target group/s of the project in order the cross-border impact to be ensured and the project objectives to be achieved.</p>
69	What are the assessment stages of the project proposals?	<p>The assessment is performed by Assessment Working Group (AWG) and is divided into two parts:</p> <ol style="list-style-type: none"> 1. Administrative compliance and eligibility check; 2. Technical and quality assessment. <p>The assessment process is described in details in section 6. Assessment and selection of applications of the Guidelines for applicants and examples of the evaluation grid are provided.</p>
70	What is the estimated period for assessment of the project proposals and that is the amount of the financial resources available under the current call for project proposals?	<p>The period for assessment of the project proposals depends on the decision of the Managing Authority and the number of the project proposals received. The subsidy contracts under the First Call for project proposals are estimated to be signed in the winter of 2016. The total amount in Euro allocated under the current Call for Proposals for the three priority axes is available in section 1.3. of the Guidelines for applicants.</p>
71	Is there any additional requirement concerning the registration of NGO – in public or private benefit?	<p>There is no specific requirement concerning the registration of NGO and can be registered in public or private benefit. Additionally the criteria for eligibility of applicants under the Programme as described in point 2.5.1 of the Guidelines for applicants should be fulfilled by all project partners.</p>
72	The organization is registered in 2014 and there is no financial data for 2014. Is this circumstance is significant and influence the final score of the project partner?	<p>The financial stability of the project partners is subject of assessment during the technical evaluation and reflects on the overall score of the project proposals. For further details please see section 6.2. Technical and quality assessment of the Guidelines for applicants.</p>
73	Does the financial support of the Programme will be considered as De Minimis aid?	<p>Due to the fact the funds granted by the Interreg IPA CBC Bulgaria – Serbia Programme are of a public nature, all projects financed under the Programme shall be subject to state aid assessment. Please be aware that the Managing Authority is preparing detailed description of the procedure and a new Annex A.6 De minimis state aid declaration which will be included in the Guidelines for applicants. The Bulgarian project partners should submit Annex A6. State Aid De Minimis Declaration duly filled in,</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 16 of 75

		signed and stamped.
74	Does the “soft measures” project envisage only supply?	For “Soft measures” projects, the amount of eligible expenses under sub-line “Supply” should be less than 50 % of total eligible project costs and there should be no expenditures foreseen under sub-line “Small scale construction”. In case of “investment projects”, the amount of eligible expenses under sub-line “Small scale construction” and sub-line “Supply” should form at least 70 % of total eligible project costs. This threshold is obligatory for all “investment projects” involving works and/or supplies.
75	What bank charges are eligible under the Call for proposals?	Expenses for opening and administrating of the bank account where the implementation of the project requires a separate account to be opened (only for the Lead beneficiary) and charges for transnational financial transactions (for all beneficiaries) are eligible under the current Call for project proposals.
76	Is obligatory condition CVs to be submitted during the application phase?	According to the Guidelines for applicants no CVs should be submitted. The appointment of the staff by the beneficiaries has to be made in accordance with European and national legislation. In the beginning of the project implementation each beneficiary will be requested to present a declaration that in the project implementation period he will keep up the necessary and qualified project staff for successful implementation of the project activities and a nomination of the project team members – internal order, a letter, etc.
77	Is it possible the project team members to be external experts and is it obligatory labour contracts to be signed?	According to the Guidelines for applicants no CVs should be submitted. The appointment of the staff by the beneficiaries has to be made in accordance with European and national legislation. In the beginning of the project implementation each beneficiary will be requested to present a declaration that in the project implementation period he will keep up the necessary and qualified project staff for successful implementation of the project activities and a nomination of the project team members – internal order, a letter, etc.
78	Is it possible civil servants to be hired as members of the project team?	According to the Guidelines for applicants no CVs should be submitted. The appointment of the staff by the beneficiaries has to be made in accordance with European and national legislation. In the beginning of the project implementation each beneficiary will be requested to present a declaration that in the project implementation period he will keep up the necessary and qualified project staff for successful

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 17 of 75


		implementation of the project activities and a nomination of the project team members – internal order, a letter, etc.
79	Is it possible daily allowances to be paid to participants (others than project team members) in the process of implementation of the project activities?	According to the application form costs for daily allowances can be planned and paid only to the project team members and catering costs under BL4 can be planned for the participants in project events. Additionally in case there are daily allowances planned for the project team members in BL3, the same people should not be planned in BL4, subline Catering in order double financing to be avoided.
80	In case NGO has rights to use state or municipal property for a period of 10 years is it eligible the NGO to submit an investment project that should be implemented on this property?	<p>In case the investment activities will be performed on municipal or state-owned property except the documents described in the Guidelines for applicants, the following should be also submitted:</p> <ul style="list-style-type: none"> - ownership act or certificate or legal document for municipal or state ownership of the tangible assets, which will be subject of works activities together with recent outline/design of the property – original or officially certified copy (notary certified for Bulgarian partners and certified by the responsible administrative body - for Serbian partners), issued in the original language and translated into English. - consent of the owner (Decision of the Council, Board, etc.), issued in the original language and translated into English, clearly stating that the assets are given for free right of use for the purpose of the project at least for 5 years after the end of the project – original or officially certified copy (notary certified for Bulgarian partners and certified by the responsible administrative body - for Serbian partners). The consent should be signed by the person/body with the decision-making authority (e.g. the Municipal Council, not the Mayor). Consent of the owner is necessary in all cases even when the partner is the owner of the assets. In case the assets are owned by a partner the consent can be given in the same act (document) as the one containing the Decision for project development and implementation.
81	Is it eligible NGO registered in Plovdiv to implement project activities in Pernik for example?	In case a legally established entity (acting as Lead partner or Project partner), located outside the eligible cross-border area, but still on the territory of Bulgaria or Serbia, may participate under this Call for Proposals. The total amount allocated under the Programme to such beneficiaries shall not exceed 20% of the support from the Union at Programme level.

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 18 of 75

82	Is it eligible an organization that is newly established to participate as project partner under the current Call for proposals?	The requirement for registration of at least 12 months prior to the deadline for submission of project proposals under current Call for Proposals is valid only for the Lead partner and does not apply to the rest of the Project partners.
83	Is it eligible an investment project to include “soft measures” activities?	The investment projects can include and “soft measures” activities, but in order the project to be classified as “investment project”, the amount of the eligible expenses under sub-line “Small scale construction” and sub-line “Supply” should form at least 70 % of total eligible project costs.
84	If there are three project partners applying for a project proposal with investment activities, is the requirement of 70% of the total eligible project costs should be fulfilled by all project partners or each of the partners should have at least 70%?	The estimation of 70% of total eligible project costs for investment projects is valid for the whole project budget and for all project partners.
85	Is there any restriction concerning the locations of the partners and specifically if organizations from Pernik can be partners with organizations from any of the 7 eligible areas from Serbia?	Each project must include at least one partner from each side of the border region and projects which do not comply with this requirement will not be eligible.
86	Are the churches eligible under the current call for project proposals?	The criteria for eligibility of applicants under the Programme are described in point 2.5.1 of the Guidelines for applicants. Please note that these criteria are cumulative and must be fulfilled all together.
87	Are the churches can be considered ideological organizations under the current call for project proposals?	The churches are not considered ideological organizations under the current call for project proposals.
88	According to the described complaint procedure the Lead partner may officially lodge a complaint not later than 3 working days after official receipt of the assessment grids from the MA but is it possible to be extended since is considered too short?	The determined deadlines concerning the compliant procedure remain unchained since are considered realistic. Please be aware that during the compliant procedure no additional documents improving the project proposal can be submitted by the project partners.
89	Are students eligible for project activities under the current Call?	The students may participate in different project activities under the current Call for project proposals.
90	Is it possible mirror projects to be implemented under the current Call?	There are no envisaged mirror projects to be implemented under the current Call for project proposals and in case are proposed these projects should provide detailed description of the mirror actions and explanation of the cross-border impact.


91	How should be considered the implementation of activities by organization registered in Sofia-city?	The whole budget of organizations located outside the eligible area will be considered as 20% of the support from the Union at Programme level.
92	Which section of the application form refers to information and publicity and does information concerning the publications and visibility can be provided in other sections of the AF?	The information concerning the information and publicity activities under the project can be inserted in section 3.5.1. Communication and visibility of the Application form. In case additional instruments and activities are needed to be described concerning the publicity measures, the respective information can be provided in section 3.5. Project activities of the AF.
93	Are the translations of documents for the needs of the project proposal should be made by translator or can be done by the organization itself?	The translations of the documents for the needs of the project proposal should be done by official translator.
94	What is the eligible period of validity of the document on the most recent status of each project partner?	The documentary and other evidence on the most recent legal status of each project partner should be not older than 6 months prior to the date of submission of the application. In the cases when the applicable document does not show the legal representative of the organization, additional document should be provided (the act of appointment/nomination, decision of municipal election commission, etc.) showing clearly the name of the person with representative power.
95	How the co-financing percentage /15%/ for the Serbian partners can be indicated in the application form?	Table 5 of the AF indicates the project sources and partners contribution and the respective information concerning the co-financing by the Serbian project partners is automatically filled in the table after filling in the previous sections of the application form.
96	Are there any specific requirements concerning the description of activities outside the eligible cross-border area?	The beneficiaries that are located outside the eligible cross-border regions should ensure that the envisaged operations in the proposed project are for the benefit of the Programme area and the beneficiary should provide a detailed justification proving that those activities are necessary for achieving of the specific project objectives.
97	In which part of the application form should be filled in the information concerning the activities outside the eligible cross-border area?	The description of all project activities /inside and outside the eligible area/ should be provided in section 3.5. Project activities – description and methods of implementation of the AF. The expenditures planned to be made outside the eligible area should be filled in column “Expenditures outside the eligible area” of the budget of the respective partner.

98	What does include the unit rate of 1,50 euro for travel costs?	The expenditure for rent of vehicle for project staff travels (car, van, minibus, etc.) must be budgeted in kilometers at a maximum rate of 1,50 euro per kilometer. Please note that the VAT is included in the unit rate and personal vehicles or vehicles of the organization cannot be rented for the purposes of the project activities.
99	What is the requirement concerning the “soft measures” project in case of planned supply?	For “Soft measures” projects, the amount of eligible expenses under sub-line “Supply” should be less than 50 % of the total eligible project costs and there should be no expenditures foreseen under sub-line “Small scale construction”. The respective expenditures should be planned in BL5 of the budget of the project partner.
100	In case one of the project activities foresees research and the sub-contractor assigned to perform the research is situated outside the eligible cross-border area, where is the place of implementation of the activity?	The territorial location/registration of the sub-contractor does not influence the place of implementation of the activity and the incurring of the expenditure.
101	Does the participation of project partners in the Partners search forum organized under the Programme will be considered eligible expenditure in BL6. Project preparation of the respective partner of the AF?	In order the project costs to be reimbursed subsidy contract between the Managing Authority /Contracting Authority/ and the Beneficiary /Contractor/ should be signed and the expenditures should be planned in BL6 of the respective partner and to be made according to the Programme rules.
102	Is it possible NGO to provide office /property of the organization/ to itself for the needs of project implementation?	The provision of an office /property of the organization/ to the same organization for the projects needs will be threatened as contribution in kind and as described in section 2.5.9. of the Guidelines for applicants is ineligible expenditure.
103	In what currency should be transferred the advance payment from the Lead partner to the project partner/s?	The Lead partner should transfer the advance payment to the project partner/s in Euro.
104	In case one of the project activities envisage event in Serbia, does the number of the participants from Bulgaria that are accommodated should be the same with the number of the participants received catering because in practice some of the participants can return the same day?	Only the actual number of participants received catering and accommodation will be taken into account during the verification of the expenditures and reimbursement of funds.
105	Are non-governmental organizations eligible candidates under specific objective 3.1. since	The list of the eligible organizations provided in the Guidelines for applicants is only indicative and there


	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 21 of 75

	are not included in the description available in section 2.5.1. General criteria for eligibility of applicants of the Guidelines for applicants?	are no restrictions concerning the type of organizations that can apply for.
106	In case our project proposal is in the reserve list for contracting, is there any possibility for financing at later stage?	In case any project proposal is in the reserve list the only possibility the project to be financed is in case of additional financial resources available /as a result of the performed negotiations with the proposed projects for financing or after refusal for financing by Beneficiary/.
107	Are eligible for financing construction activities or only small-scale infrastructure is envisaged under the current Call for project proposals?	Activities including construction, reconstruction, rehabilitation, widening and modernization of the building(s)/site(s) and the related installations are eligible for financing under the current Call for project proposals.
108	Is there any requirement concerning the version of the MS Office to be used in order the application form to be filled in?	There are no specific requirements concerning the version of the applicable MS Office.
109	Is it obligatory to provide fax number in section 1.1. Contact information for each project partner?	The provision of an operational fax number is obligatory since will be used by the Managing Authority during the assessment process of the project proposals if needed. Please be aware that the communication via fax is an official instrument for communication with the candidates except the registered mail and the electronic signature.
110	Is it obligatory the description of the project management to be provided only in section 4. Management of the project and reporting or the project management can be described in section 3.5. as separate project activity?	The main responsibilities of each project partner in view of the overall project implementation and reporting, the structure of the project team, the responsibilities of each member of the project team should be described in details in section 4 of the application form. In case additional actions concerning the project management are needed and are specific for the project these can be described as separate project activity.
111	What is the tentative period that will be given for response by the candidates after the administrative and eligibility check?	The period for response will depend on the decision of the Assessment Working Group in terms of number of project proposals submitted, etc. The deadlines will be realistic and according to the set operational deadlines, i.e. 5 working days.
112	Is the furniture can be considered equipment?	The furniture is considered equipment and the expenditures should be included in BL5 of the AF of the respective partner.


113	If after the performed negotiations the total project costs are lower than the minimum required for the specific objective, does it mean that the project will be rejected?	The negotiation process does not envisage automatic reduction of the project costs but is performed by Negotiation committee and the reductions are in accordance with the given recommendations by the assessors during the technical and quality assessment. In case the total project costs are lower than the minimum required for the specific objective, the project will not be proposed for financing.
114	Does the given maximum rate of 1.50 euro per kilometer for rent of vehicles for project team and participants in events include fuel?	The unit rate of 1.50 euro per kilometer is the maximum expenditure that can be made and includes fuel, rent of vehicle, VAT, etc. Please note that personal vehicles or vehicles of the organization cannot be rented for the purposes of the project activities.
115	In which budget line should be filled in the information for rent of vehicle for the project team?	The travel costs, daily allowances and the accommodations costs necessary for the needs of the project team members during the project implementation period should be planned in BL3 of the budget of the respective partner.
116	Can you provide clarifications concerning the allowances for depreciation of equipment i.e. computer that will be used for the project implementation period, i.e. 1 year?	Depreciation costs for equipment that will not be used by the project partners or the project target group after the project completion and if the economic lifetime of the equipment (respectively – the period of depreciation) is longer than the project duration, are eligible only for the period of project duration. The depreciation rate has to be in line with national rules. Depreciation is charged proportionally for each relevant period for which a periodical report is required and prepared. The full value of depreciated costs on equipment in relation to the total project duration cannot be charged as total amount for one particular period. Only the proportionate sum of the depreciations costs according to the use of equipment for the project is eligible. The amount (percentage used and time duration) has to be properly clarified (auditable). The depreciation costs of equipment can never exceed the purchase price of the equipment.
117	In the description of BL3 of the application form in the Guidelines for applicants is written that the travel costs cover expenses for train tickets, bus tickets, airline tickets, parking fees, car/mini-bus travels (expenditure for fuel/kilometer, insurances for cars, green cards, motor way taxes, vignettes, etc.), rent of vehicle for the operation, medical insurances. In case that personal vehicle is used for the needs of the project implementation, do the following expenditures are eligible namely annual vignette, medical insurance, green card and other	In case such expenditures are made and requested for verification and reimbursement, strict control of the documentation will be exercised concerning the reported information and will be reimbursed only the expenditures that are really incurred and are in accordance with the Programme rules.

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 23 of 75


	insurances?	
118	How will be considered the costs for elaboration of the tender procedures – as direct or indirect costs?	These expenditures should be included in BL4 of the budget of the respective partner. Budget lines 3, 4 and 5 are direct costs and budget lines 1 and 2 are indirect costs.
119	Should all project partners fulfil the requirement for registration of at least 12 months prior to the deadline for submission of project proposals?	The Lead partner must be registered on the territory of Bulgaria or Serbia at least 12 months prior to the deadline for submission of project proposals under current Call for Proposals and the condition for registration at least 12 months prior to the submission deadline does not apply to the rest of the project partners.
120	How many Lead partners can participate in one project proposal?	Under the current Call for project proposals only one organization can participate as Lead partner and may submit maximum one project proposals as a Lead Partner. In case an institution/organization has submitted more than one project proposal as a Lead Partner, all these proposals (submitted as Lead partner) will be eliminated at the administrative assessment stage. Under the current Call for proposals an organization may participate in no more than 3 (three) project proposals as a partner (i.e. if an organization/institution has submitted a proposal as a Lead Partner, the same organization can be a project partner in no more than 2 (two) other projects; an organization that has not submitted a project as a Lead Partner, can participate as a project partner in no more than 3 (three) projects). In case an organization participates in more than 3 (three) project proposals, all submitted proposals will be eliminated at the opening stage of the evaluation.
121	Is it possible to be submitted three identical project proposals by three different project partners?	Each project proposal should implement different project activities, the target groups should differ and the cross-border impact should be ensured. Under the current Call for proposals an organization may participate in no more than 3 (three) project proposals as a partner (i.e. if an organization/institution has submitted a proposal as a Lead Partner, the same organization can be a project partner in no more than 2 (two) other projects; an organization that has not submitted a project as a Lead Partner, can participate as a project partner in no more than 3 (three) projects). In case an organization participates in more than 3 (three) project proposals, all submitted proposals will be eliminated at the opening stage of the evaluation.

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 24 of 75

122	Is there any exact definition of reconstruction activities?	There is no definition for reconstruction activities but these should be in compliance with the Programme rules. Please be informed that the list of activities provided in the Guidelines for applicants is only indicative.
123	Can you explain in details the criteria "Joint financing"?	Joint financing means that there will be only one contract per project and therefore there must be one joint project budget. The budget should be divided between partners according to the envisaged activities. A project with 0.00 Euro or very small financing from one side of the border cannot be considered as having joint financing. There is also only one project bank account for the EU and national contribution (held by the Lead Partner) and the Lead Partner is responsible for administration and distribution of these funds and for reporting on their use. Complementary funding should come from both sides of the border and guarantees the commitment by each partner to the joint project. The budgets of the project partners should be balanced and in according to the project activities.
124	How significant is the distribution of the project costs between the project partners In case of investment project and is it acceptable the Bulgarian partner to implement infrastructure activities and the Serbian partner to participate in the project with know-how for example?	Even distribution of the project costs should be ensured and the project costs should be in accordance with the project activities. Even distribution doesn't mean equal. The balanced distribution is quite significant since is part of the technical and quality assessment, for further details please see the Technical and quality assessment grid, point 21 of the Guidelines for applicants. Other significant requirement is the achievement of the cross-border impact as a result of the implementation of cross-border project.
125	Is it possible "soft measures" project to include investment activities?	For "Soft measures" projects, the amount of eligible expenses under sub-line "Supply" should be less than 50 % of total eligible project costs and there should be no expenditures foreseen under sub-line "Small scale construction".
126	Does the optimization of the budget as a result of the performed negotiations envisage only reduction or distribution of the project costs between the different budget lines?	The optimization of the budget is performed on the basis of the recommendations of the assessors, given during the technical and quality assessment, the negotiation process also envisages changes of the units, unit rates and distribution of project costs between the different budget lines if needed. Please take into consideration that during the negotiations is not allowed increasing of the project total costs.


	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 25 of 75

127	Who is responsible for the elaboration of the detailed works design in case of investment activities and are the expenditures for its elaboration eligible for reimbursement?	<p>The responsibility for the elaboration of the detailed works design is of the respective project partner planned implementation of investment activities. The detailed works design should be elaborated by an authorized person/expert according to the national legislation. The costs for the elaboration of the detailed works design can be reimbursed in case are respected the following:</p> <ul style="list-style-type: none"> - The subsidy contract between the Managing Authority and the Beneficiary is signed; - The expenditures are planned in BL6 of the budget of the respective partner; - The expenditures are requested for verification by the Beneficiary; - The expenditures are incurred according to the Programme rules and the national legislation.
128	Does it eligible the external expert/company developed the project proposal to be sub-contractor during the project implementation in case are respected the PRAG rules?	According to PRAG and the Programme rules there is no restriction concerning the participation of external experts/companies developed the project proposal to be sub-contractors during the project implementation phase in case all the envisaged requirements for assigning are respected.
129	Is it mandatory requirement the payments and transfers during the project implementation to be made through the official bank account of the Lead partner in foreign currency /euro/?	The Lead partner is obliged to maintain the official bank account in euro in order to receive funds from the Managing Authority and to transfer funds to the project partners. The payments concerning the project implementation /salaries, overheads, consumables, payments on service/supply contracts/ can be made through separate bank account/s in BGN maintained by the Lead partner. National transactions costs are ineligible under the current Call for project proposals.
130	In case a service contract is signed with company for elaboration of the project proposal is it eligible the payment to the company to be made after the signing of the subsidy contract between the Managing Authority and the Beneficiary?	The project preparation expenditures should be carried out before or on the date of submission of the project proposals at the latest. It means that all supporting documents as invoices, acceptance protocols, lists, etc., should be issued before or on the date of submission of the project proposal to the Managing Authority at the latest. The expenses for project preparation should be requested for reimbursement and verified only in the first reporting period of the respective project partner and in accordance with the guidelines from the Managing Authority. In case of sub-contracting project preparation activities, procurement rules should be observed in order the costs to be eligible for reimbursement under the Programme.

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 26 of 75


131	Do we have to merge the costs for rent of hall for three similar project events or should be written in separate rows?	The costs for rent of hall should be planned in BL4 of the budget of the respective partner and in case the unit prices of the halls are identical for all three events the costs can be planned in one subline otherwise should be planned in separate sub-lines of the budget line.
132	Is there minimum or maximum rate for information and publicity activities that should be taken into account during planning of the total project costs?	There are no specific rates for the information and publicity activities under the project. These expenditures should be realistic according to the market prices and to be planned in BL4 of the respective partner.
133	Is it necessary the items supplied under BL5 of the respective partner to be accompanied with declaration of origin?	The beneficiaries should be familiar with the most actual version of the PRAG document concerning the requirements for declaration of origin in case of supply.
134	Is it eligible the implementation of each project activity to be during the whole period of the project realization, i.e. each project activity to continue 12 months in case of "soft measures" project?	The planning of the project activities implementation and the development of the action plan is responsibility of the project partners and it should be strictly observed. The realistic and logically structured action plan on the other hand is one of the prerequisites for the successful project implementation.
135	Does the project management will be considered external expertise if is written as separate activity in 3.5. of the AF?	The main responsibilities of each project partner in view of the overall project implementation and reporting, the structure of the project team, the responsibilities of each member of the project team should be described in details in section 4 of the application form. In case additional actions concerning the project management are needed and are specific for the project these can be described as separate project activity.
136	Does the maximum number of characters /1500/ of section 3.5. of the application form refer to one activity or is valid for the description of all project activities?	The requirement for minimum 600 to maximum 1500 characters refers to the description of each project activity in section 3.5. of the AF.
137	What kind of document/s should be submitted under section B4.6 as described in the Guidelines for applicants?	Section B4.6 refers to description of envisaged supplies, including exact quantities, presented in English. For supplies, payments for which may be made against invoice without prior acceptance of a tender, submission of technical specifications is not required. For all other supplies, which shall be procured through tender procedures, applicants must provide technical specifications. Please note that brands/trademarks and models must not be indicated in the technical specifications.

138	Are the candidates obliged to submit offers, market researches, etc. during the submission of the project proposals in case maximum eligible unit rates are not specified in the Guidelines for applicants?	According to the Guidelines for applicants justification for calculation of the expenditures planned as a lump sum in BL4. External expertise and services costs, sub-line “Consultancy, studies, designs, website development, etc.” should be presented in separate document/s signed by the respective partner.
139	Are the costs for elaboration of tender documentation under BL4 should be deducted from the staff costs?	The costs for elaboration of the tender documentation as part of BL4 are classified as direct costs and will not be deducted from the staff costs /indirect costs/. Direct costs are all expenditures that can be attributed directly to the project - expenditures for travel and accommodation, external expertise and services, equipment and works (Budget lines 3, 4 and 5). Indirect costs are the costs that cannot be assigned directly to the project activities but are necessary for their implementation – expenditures for staff, office and administrative expenditures (Budget lines 1 and 2).
140	Is it eligible the translation of project documentation to be planned in sub-line “Elaboration, design, translation of advertising materials” of BL4?	The subline “Elaboration, design, translation of advertising materials” includes expenses for elaboration, design, written translation, publishing or printing of: information materials (concerning project documents, project events, meetings, implementation provisions, etc.); brochures, leaflets (informing about the project's implementation and results); manuals and guidelines (related to the project); design of project's logo; design and printing of advertising items with the logo of the project or with the logo of the Programme (pens, key chains, CDs, USBs, hats, bags, note books, folders etc.). The maximum allowed rate for written translation is 10 euro per page.
141	Are eligible costs the scholarships and travel costs of trainees /unemployed/ selected through the Employment agencies?	According to the Guidelines for applicants no scholarships should be awarded to trainees or other participants in project events. The eligible expenditures related to trainees as part of project activities should be planned in BL4 of the respective partner and envisage costs for travel, accommodation, catering, materials, etc.
142	What is the percentage of the staff costs that will be reimbursed to the Lead partner after the verification of the expenditures?	Staff costs shall be reimbursed by the Managing Authority to the beneficiaries as a flat rate of maximum 20 % of direct costs for “Soft measures” projects. For “Investment” projects the flat rate shall not exceed 10% of direct costs. The flat rate percentage should be indicated in the budget by the project partner and will remain the same for the entire project implementation period! In the verification process the beneficiaries do not need to present the supporting documents that the expenditure has been incurred


	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 28 of 75

		and paid.
143	How is organized the process of project assessment?	In order to be proposed for financing, a project must fulfil all the administrative and eligibility criteria and receive at least 65 points at the technical and quality assessment. Taking into account the Good Administrative Practices, the Assessment Working Group can exclude an applicant at any stage of the evaluation process whenever it is obvious that the latter does not meet the eligibility criteria. Detailed description of the assessment process, the procedure for selection of applicants as well as the administrative compliance and eligibility check and the technical and quality assessment check are provided in part. 6 of the Guidelines for applicants.
144	In one of your answers concerning the preparation costs you state: "...all supporting documents as invoices, acceptance protocols, lists, etc., should be issued before or on the date of submission of the project proposal to the Managing Authority at the latest". Is it obligatory for a Contracting Authority (Applicant under the call) to pay its Contractor (Consultant) before the deadline for submission of projects or it's enough that the invoice is issued before the deadline?	Please see the answer above (Question 23)
145	According to the Guidelines for applicants under the first call for proposals 2014TC16I5CB007–2015–1 (p.51), in case of construction works, for which the relevant legislation does not require approval of a works design, the applicants have to present a statement by the relevant institutions for exception of the rule for design's approval, issued in the original language and present situation drawings, supported with the following documents, translated in English: Explanatory note and detailed Bill of Quantities. In relation to the above mentioned, is it possible in the application phase to be submitted preliminary design, in case it is eligible, the Construction permit to be issued on the basis of the preliminary design, as per the relevant legislation, and the works design to be elaborated during the project implementation phase, as well as the respective expenditure related to its	If the national legislation requires elaboration /and approval of detailed works design, its submission after the deadline for application or separately from the related project proposal is to be considered unacceptable. Additionally, to be considered eligible expenditures, the project preparation costs should be carried out before or on the date of submission of the project proposals at the latest. It means that all supporting documents as invoices, acceptance protocols, lists, etc., should be issued before or on the date of submission of the project proposal to the Managing Authority at the latest.


	elaboration to be recovered under the project?	
146	<p>Regarding the eligibility criteria set in section 2.5.1. in the Guidelines for applicants, and the important note “Regional structures/branches of central organizations, other than local/regional/national authorities, are ineligible applicants under this Call for proposals. For Bulgarian applicants this means that even though a regional structure/branch may have its own registration code (as an extension to the registration code of its central body), it is still not a separate legal entity and therefore only the central structure could be a project partner.”, please clarify whether the branches of the NGOs are ineligible as Lead partners or as Project partners as well. The branches of organizations, registered in the cross-border area were eligible applicants during the last programming period – please clarify why they are not now, or at least they can be a partner to a leading organization from Serbia.</p>	<p>One of the general criteria for eligibility of the applicants is to be legally established organizations and can act as a legal entity according to the national legislation of the state on whose territory they are located.</p> <p>In case of branches of NGOs, they shall be considered as ineligible partners under the Call, regardless of the fact that they may have their own registration codes (as an extension to the registration code of their central bodies), since that does not constitute a separate legal entity. Therefore, in those cases only the central structure could be a project partner.</p> <p>All potential applicants must be reminded that the current INTERREG IPA CBC Bulgaria – Serbia Programme is a different programme that the one from the last programming period and thus many of the requirements, conditions and eligibility criteria have considerably changed as a result of EC regulations, public consultations and lessons learnt. Therefore, Applicants must study carefully the Guidelines for Applicants under the present Call for Proposals and comply with all their requirements without making references to previous periods, documents and practices.</p>
147	<p>Please clarify whether the Bulgarian non-profit making NGOs will be receiving the subsidy as a de minimis state aid, given that they had no economic activities.</p>	<p>Under the programme as an undertaking will be considered any entity engaged in an economic activity, regardless of its legal status and the way in which it is financed (an undertaking can be a public body, a charity, a NGO, an association, an university etc.). The application of the State aid rules as such does not depend on whether the entity is set up to generate profit, as also non-profit entities can offer goods and services on a market too. The only relevant criterion is to decide whether or not the entity carries out an economic activity in the context of the project. It is important whether the aid is giving an economic advantage (a benefit), which an undertaking would not have obtained under normal market conditions, including the potential possibility for development of economic activity as a result of the project and whether as a result of the project the market will be changed. Public support given by the Programme to undertakings for activities of economic character can be granted under the de minimis rule.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 30 of 75


148	When filling in the sections of the application form in electronic, only part of the added text is visible, although the eligible number of symbols is not exceeded. The whole filled in information is visible only in paper copy.	The Managing Authority has taken into consideration all reported problems concerning the filling and printing of the Application form and will publish an up-dated version of the AF on the website of the programme.
149	There is a technical problem regarding the filling in the detailed project budget /T2-B/ of the Application form. When filling in the type of the expenditure in a new added row of the respective budget sub-line, only part of the added text is visible, if it contains many symbols.	Please, see the answer to question 148.
150	A technical problem regarding the part II. Project identification, point 5.1. Expected outputs of the Application form is observed. After selection of the first output and filling in its related information (quantity, sources of verification), the AF adds a new row where a random quantity is generating automatic.	Please, see the answer to question 148
151	The Bulgarian association for transfer of technologies and innovations is non-profit making organization (NGO), which is registered in Varna more than 12 months ago. At the present, a procedure for change of managing address of the organization (on the territory of Sofia city) is leading. In relation to the abovementioned, is it eligible to apply BATTI as a lead partner under the Programme, since its managing address will be changed in a period shorter than 12 months prior to the deadline for submission of project proposals, but it will correspond to the eligibility criteria, as per the initial registration of the organization.	Please see the answer of question No1, listed above.
152	<p>Regard to the filling in on the detailed project budget /T2-B/ for each of the project partners, observe the following problem:</p> <p>- By the filling in on new rows after the first row after the each budget sub-line the words in the newly introduced rows are not visible.</p> <p>-Expect this in Part II of the Application form /"Project identification"/, point 5.1 "Expected outputs", by the filling in on the expected output in the row, it introduce automatic a new row under the first.</p>	Please, see the answer to question 148

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 31 of 75


	Please explain how to eliminate these problems.	
153	According to the Guidelines for Applicants the consultancy costs, which amount is to be 3%, should be carried out before the submission of the project proposal. Our question is what should we understand by "carried out" - to be actually paid or to be only invoiced before the submission of the project proposal?	Please see question No 23 and its answer, listed above.
154	Could the Leading partner be registered outside the eligible cross-border area of the program?	<p>There is no requirement, specified in the Guidelines for Applicants that the Lead partner should be registered in the eligible cross-border area.</p> <p>According to p. 2.5.2. Lead partner principle, the Lead partner must be registered on the territory of Bulgaria or Serbia at least 12 months prior to the deadline for submission of the project proposals under the First Call for Proposals. In addition, to be considered eligible the project proposal must include at least one partner from each side of the border region.</p> <p>Additionally, the Lead partner and the other project partners should fulfil the requirements concerning the eligibility of applicants, described in p. 2.5.1 of the Guidelines for applicants.</p>
155	If a NGO is registered 5 years ago in Sofia and re-registered in the eligible area 3 months prior to project submission, is it eligible to be the Lead Partner? Can it have more that 20% of the project budget?	<p>Please see the answer stated above.</p> <p>Additionally, the Programme shall finance project partners that are located outside the eligible cross-border regions and/or activities outside the eligible cross-border area, in case they are well justified and ensuring that the envisaged operations in the proposed project are for the benefit of the programme area. The total amount allocated under the Programme to beneficiaries and activities outside the eligible cross-border area shall not exceed 20 % of the support from the Union at Programme level. The Joint Monitoring Committee under the Programme will monitor the percentage of funds allocated to both project partners and activities outside the eligible cross-border area in order to ensure compliance with the 20% rule.</p> <p>Project partners are not obliged to respect the 20% rule at project level.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 32 of 75

156	<p>Is it possible in BL4, budget sub-line “Elaboration, design, translation of advertising materials”, to be included expenditures for translation of project’s documentation or these expenditures must to be included in budget sub-line “Other”?</p>	<p>In case the expenditures for translation of project documentation are going to be carried out during the project implementation period, they should be included in BL4. External expertise and service costs, sub-line “Interpreters, lecturers, trainers, moderators, etc.”.</p> <p>In case the above expenditures are related to the preparation of the project proposal, they are to be included in BL6. Project preparation. In addition, all expenditures under BL6 are to be carried out before or on the date of submission of the project proposals at the latest.</p>
157	<p>In point 2.5.8 “Eligibility of Expenditures” of the Guidelines for Applicants is indicated, that the maximum allowed rate for translation is 10 euro per page. For what kind of translation concern this limitation / English or Serbian/?</p>	<p>The maximum allowed rate for written translation (10 euro per page), specified in p. 2.5.8 “Eligibility of Expenditures” of the Guidelines for Applicants, applies to all types translation, including English, Serbian and Bulgarian.</p>
158	<p>In case the development of the project proposal is assigned to a company which of the partner has to assign the task to the company and conclude the contract with it? Does the partner has to apply tender procedures before assignment of the task for development of the project proposal to a company? In case the project partners are schools in the eligibility area do they have to approve the decision for assignment of a contract in a School council? Which partner is obliged to do that?</p>	<p>The project preparation expenditures have to be assigned according to the procurement rules mentioned in p. 2.3. Applicable law and public procurement of the Guidelines for Applicants, observing all requirements of the respective type of tender procedure. There is no requirement which partner will assign the project preparation to the contractor, but PRAG annexes and procedures should be followed in the process of preparation of tender dossier and implementation of tender procedure. In addition, the project preparation expenditures cannot exceed 3% of total project direct costs and should be envisaged in BL6 of the respective project partners’ budget.</p> <p>Decision of local council, or board of directors, or any similar body, or managing person should be provided (in original or in the form of copy, certified “True copy”) by each project partner regarding the project development and implementation. The decision has to be issued in the original language and has to be provided in all cases, no matter whether sole or collective managing authority takes the decisions in the organization.</p> <p>Additionally, in case of investment project, Consent of the owner (Decision of the Council, Board, etc.), issued in the original language and translated into English, clearly stating that the assets are given for free right of use for the purpose of the project at least for 5 years after the end of the project – original or officially certified copy (notary certified for Bulgarian partners and certified by the responsible</p>


	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 33 of 75

		<p>administrative body - for Serbian partners). Please be reminded that the investment activities under the First call for proposals must be performed on municipal or state-owned property.</p> <p>Both the decision for project development and implementation and the consent should be signed by the person/body with the decision-making authority (e.g. the Municipal Council, not the Mayor).</p> <p>The detailed list of the supporting documents required is mentioned in p. 3.2 of the Guidelines for Applicants.</p>
159	<p>According to the guides for applicants Serbian project partners has to co-financed the grant with 10%. Are these 10% from the total amount of the project proposal or from the amount which Serbian partner possesses according the activities he is supposed to complete?</p>	<p>The obligatory own co-financing for Serbian partners should be minimum 15 % of total amount of the respective project partners' budget.</p>
160	<p>On page 64 from the Guidelines for Applicants, in the table of "Technical and Quality Assessment Grid", p. 2 The partners are experienced in project management in EU funded projects, line 1 reads:</p> <p>- The same partnership has implemented at least 1 EU funded project.</p> <p>Would you be so kind to provide additional information how "same partnership" should be interpreted when referring to 4-5 partners - if one partner is replaced with a new (better for the present project one) and all the rest (main partners) are preserved, then do we still have "same partnership"?</p>	<p>The "same partnership" means if all of the project partners included in the respective project proposal have implemented all together previous project/s. In cases, one of them is replaced with another, the partnership cannot be considered "the same".</p>
161	<p>According to the Guidelines for Applicants (p.20-21), soft projects should not "grant more than half of their total eligible budget to purchase of equipment" and investment projects should "have works (construction, reconstruction, rehabilitation, renovation, etc.) and/or purchase of equipment components, forming at least 70% of the total eligible cost of the entire project". Are projects with equipment component between 50%-70% of total eligible budget (and no works component) eligible for financing under the Programme and, if yes, how are they classified – as soft or investment projects?</p>	<p>The projects that grant between 50% - 70% of their eligible budget to purchase of equipment are not eligible under the First call for proposals.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 34 of 75


162	Our project envisages the development of a software application. Should we treat this as equipment?	<p>In case the project nature necessitates development of unique software application its development should be considered as service and the respective expenditure should be planned in BL4. External expertise and services costs of the respective project partners' budget</p> <p>In case the software application is going to be purchased, it should be treated as equipment and its related expenditures should be planned in BL5. Equipment and works.</p>
163	Is it possible project partner to be located outside NUTS III regions? For example, organization from Bor to participate with organization from Damyanovo or to form consortium, for example organizations from Bor and Knjazevac to participate with project partner in Damyanovo.	Every project must include at least one partner from each side of the border region. Projects which do not comply with this requirement will not be eligible.
164	Could you please tell me how to open sheets for more than two partners in the Application Form?	The sheet for a new partner will be created if you put "X" into the cell of the subsequent partner (partner 3, partner 4, etc.) in sheet "Checklist" of the Application form. Please be reminded that you should fill in all sections of the Application form consequently, starting from the Cover page.
165	According to p. 28 of the Guidelines for applicants concerning investment projects all works activities should be implemented on municipal or state-owned property. In that regard would it be permissible for us as NGO to include under the project the implementation of construction works on our own private property? What documents should be presented in this case?	Under the First call for proposals the investment activities is eligible to be performed on municipal or state-owned property. All supporting documents should be provided and submitted together with the Application form are described in point 3.2 of the Guidelines for Applicants.
166	According to p. 28 of the Guidelines for applicants concerning investment projects all works activities should be implemented on municipal or state-owned property. In that regard would it be permissible for us as NGO to include under the project the implementation of construction works on municipal or state-owned property with having the rights construction? What documents should be presented in this case?	Please see the list of the supporting documents should be provided and submitted together with the Application form are described in point 3.2 of the Guidelines for Applicants.
167	Is it permissible to equip an educational center in a rented private building? What documents should be presented in this case?	To be considered eligible the equipment envisaged in project proposal should be necessary for implementation of planned project activities and should ensure the achievement of project objectives.

		Description of envisaged supplies, including exact quantities (Annex B4.6.) should be provided in English and submitted together with the Application form.
168	According to the Guidelines for applicants all Bulgarian Applicants bear the responsibility to declare that the de minimis aid they apply for when accumulated with the one they have received before, will not exceed the de minimis aid ceiling. Does that mean that the maximum budget of a Bulgarian partner should not exceed 200 000 euro in case the partner has not received any other aid.	Public support given by the Programme to undertakings for activities of economic character will be granted under the de minimis rule (the amount of the state aid received should not exceed 200 000 euro for the last three fiscal years). This implies that undertakings will receive grants only if they have not received public aid under the de minimis rule (for activities of economic character) totaling more than 200,000 EUR within three fiscal years from the date of granting the aid. As a consequence, undertakings (i.e. not only private companies but also public authorities, NGOs etc.) carrying out state aid relevant activities in the project might receive limitations on the public contribution to their budgets in case they have received public aid in the mentioned period.
169	Our NGO is registered in the eligible area on 13th of February 2015. Can we apply as Lead Partner under current Call for proposals?	To be eligible under current Call for Proposals, the Lead partner must be registered on the territory of Bulgaria or Serbia at least 12 months prior to the deadline for submission of project proposal. Additionally, the project partners, including the lead partner, must fulfil all other requirements, specified in point 2.5.1 of the Guidelines for applicants.
170	Regard to the indicated in the Guidelines for Applicants maximum rates for the different kind of services/supplies, are these maximum rates with included VAT?	All indicated rates in the Guidelines for applicants as well as the whole project budget are VAT included.
171	Is it possible establishment of cross-border cultural product for popularization of songs and dances and for covering all the eligible area to buy a mini-bus for the traveling activities of musicians under priority axis 1? Is it possible this mini-bus to be considered as eligible expenditure under Budget line 5?	The eligibility of activities under the First call for proposals is specified in point 2.5.6 and the eligibility of expenditures is specified in point 2.5.8 of the Guidelines for applicants. In addition, all project activities have to show clear cross-border impact. The planning of the project costs is responsibility of the project partners and should be in accordance with the unit prices provided in the Guidelines for applicants. The realistic and logically structured project budget and the correspondence of the project costs with the project activities is one of the prerequisites for the successful project implementation.
172	Are decoration costs for concerts of folklore ensemble eligible under budget line 4 or budget line 5?	The planning of the project costs is responsibility of the project partners and should be in accordance with the unit prices provided in the Guidelines for applicants. The realistic and logically structured project budget and the correspondence of the project costs with the project activities is one of the prerequisites


	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 36 of 75

		for the successful project implementation.
173	Is it acceptable under this call to purchase also musical instruments and folklore ensemble costumes and under which budget line?	The eligibility of activities under the First call for proposals is specified in point 2.5.6 and the eligibility of expenditures is specified in point 2.5.8 of the Guidelines for applicants. In addition, all project activities have to show clear cross-border impact. In case the project envisages supply these expenditures should be filled in BL5 of the budget of the respective partner.
174	For purchasing of acoustic and recording equipment for the concerts could you clarify if the project is for 15 months what will be the eligible amount of these equipment if you will apply kind of accounting principles for amortization expenses?	Depreciation costs for equipment that will not be used by the project partners or the project target group after the project completion and if the economic lifetime of the equipment (respectively – the period of depreciation) is longer than the project duration, are eligible only for the period of project duration. The depreciation rate has to be in line with national rules. Depreciation is charged proportionally for each relevant period for which a periodical report is required and prepared. The full value of depreciated costs on equipment in relation to the total project duration cannot be charged as total amount for one particular period. Only the proportionate sum of the depreciations costs according to the use of equipment for the project is eligible. The amount (percentage used and time duration) has to be properly clarified (auditable). The depreciation costs of equipment can never exceed the purchase price of the equipment.
175	Regarding the indicators could you clarify for priority 1.3 People to people networking under priority axis 1 Sustainable tourism – is it applicable to carry out activities related to elaboration of strategies and action plans or these indicators are applicable only for priority 3.2 Cross border touristic product?	List of indicative activities under each of the priority axes is provided in part 2.5.6. Eligible activities of the Guidelines for applicants. Additionally, each project proposal, through its envisaged activities and expected results, must clearly contribute to the achievement of the Programme's output indicators for the respective Priority Axis and Specific Objective.
176	Which regions can apply under the Programme? Are partners registered in Vratsa District eligible or not?	The eligible Programme area includes 6 districts in Bulgaria, i.e. Vratsa District, Vidin District, Montana District, Sofia District, Pernik District and Kyustendil District, as stated in point 1.1.1 of the Guidelines for applicants.
	Our Serbian partner has concluded long-term contract (for 10 years) with local tourist association for usage of bungalows camp, situated near to City of Nis. The association is not a public body. In our Serbian colleagues' opinion, the bungalows are buildings which have	All investment activities under the Programme must be performed on municipal or state-owned property. Consent of the owner is necessary to be submitted together with the Application form in all cases even when the partner is the owner of the assets.


	<p>different statute from the other buildings according to the relevant Serbian legislation and the type of the land property is the key factor. The land owner is the state enterprise "Serbia shuma". In this connection, I have the following questions:</p> <p>1. In case there is consent of the land owner, is it possible reconstruction of the camp to be done under the Programme?</p> <p>2. In case the above described is not eligible, is it possible an investment project which envisages only supply of furniture/equipment (without construction activities) to be financed under the Programme?</p>	<p>The Programme shall finance investment activities if the assets are not owned by the respective partner. In this case, the consent of the owner should clearly state that the assets are given for free right of use for the purpose of the project at least for 5 years after the end of the project.</p> <p>Investment projects under the Programme must envisage works (construction, reconstruction, rehabilitation, renovation, etc) and/or purchase of equipment components, which form at least 70% of the total eligible cost of the entire project.</p>
177	<p>Our NGO is registered in the eligible area on 13th of February 2015. Can we apply as Lead Partner under current Call for proposals?</p>	<p>To be eligible under the First call for proposals, the Lead partner should be registered on the territory of Bulgaria or Serbia at least 12 months prior to the deadline for submission of project proposals. Additionally, the project partners, including the lead partner, must fulfil all other requirements, specified in point 2.5.1 of the Guidelines for applicants.</p>
178	<p>Is it possible to apply with a conceptual project on the priority " 2.1." for infrastructure and the rehabilitation and reconstruction of the building to be set out as engineering in the project?</p>	<p>All envisaged works activities have to be supported with approved/certified detailed works design, detailed Bill of Quantities and Explanatory Note (if applicable according to the relevant legislation of the respective country, where the works activities will be implemented). In case the construction works do not require approval of a works design, the applicants have to present a statement by the relevant institutions for exception of the rule for design's approval. Please see the list of supporting documents that are to be submitted together with the Application form, mentioned in point 3.2 of the Guidelines for applicants.</p>
179	<p>Is a NGO registered in Sofia eligible to be Lead partner under this open call of the programme?</p> <p>Does it necessary the 20% of the budget to be for the lead partner in Sofia and 80% of the budget for the project to be for the partner in Nis?</p>	<p>Since Sofia-city Region is not included in the cross-border region of the Programme, for all potential applicants registered in Sofia-city Region apply the terms and conditions for applicants registered outside the Programme area. The Programme shall finance operations involving beneficiaries located outside the eligible cross-border area, but still on the territory of Bulgaria or Serbia, and ensuring that the envisaged operations in the proposed project are for the benefit of the programme area. The total amount allocated under the Programme to beneficiaries and activities outside the eligible cross-border area shall not</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 38 of 75

		<p>exceed 20 % of the support from the Union at Programme level. At the project level, it is not obligatory the 20% rule to be respected by the project partners. Additionally, please keep in mind that each partnership must include at least one project partner from the eligible border region of each country – i.e. besides the project partner registered in Sofia City District, the partnership must include at least one more Bulgarian project partner, registered in one of the 6 eligible border regions.</p>
180	<p>Can NGO registered in Plovdiv to apply with project under the program through its subsidiary office located in Vidin?</p>	<p>Regional structures/branches of central organizations, other than local/regional/national authorities, are ineligible applicants under this Call for proposals, as specified in point 2.5.1 of the Guidelines for Applicants.</p>
181	<p>The project will cover education for entrepreneurship for 12 months where participation in trainings is free of charge. Can we continue offering more advanced education (second stages) in the next years which to be paid by participants (not big taxes but training to be paid for generating incomes to cover hall rent and teacher costs)?</p> <p>Do you consider eligible the costs for Art planner that will be part of common touristic product between eligible region? Painters will produce drawings which we want to offer for sale to tourists. Is it allowed to develop income generating projects under the program? If there is no mechanism for this estimation is it acceptable if we realize drawings for sales to give this amount for charity?</p>	<p>In case the project generates revenue, in accordance with Article 65.8 from Regulation 1303 the total eligible expenditures of the operation shall be reduced by the net revenue of the operation directly generated during its implementation.</p> <p>During the project implementation phase, each beneficiary, generating revenue under a project, should keep detailed, timely, adequate and traceable information concerning the generated revenues.</p> <p>To be considered eligible, the expenditures should be necessary for the implementation of the proposed activities and should be envisaged in the project budget. In addition.</p>
182	<p>Can our NGO also prepare and apply with project under another priority axis for tourism product?</p>	<p>Under the current Call for proposals an institution/organization may submit maximum 3 (three) project proposals as a partner, i.e maximum one project proposals as a Lead Partner. Each project proposal may cover different priority axis under the Programme.</p>
183	<p>Our association was established in 2009 with headquarters in Sofia-city. We are currently in process of moving our headquarters in the cross-border area, therefore changing our official address. Can we apply as Lead Partner under the current call, having in mind that the period from changing the official registration address and the deadline for submission of the project</p>	<p>Please see the answers above (Questions 2, 154 and 155).</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 39 of 75


	will be shorter than 12 months?	
184	Our association was established in 2009 with headquarters in Sofia-city. We are currently in process of moving our headquarters in the cross-border area, therefore changing our official address. Can we apply as Lead Partner under the current call, having in mind that the period from changing the official registration address and the deadline for submission of the project will be shorter than 12 months?	Please see the answers above (Questions 2, 154 and 155).
185	Is it eligible under Priority axis 1. Sustainable tourism free advertisement of hotels, restaurants and other private sites to be done together with promotion of state cultural – historical sites and sights?	There is no restriction about the kind of property of the tourist sites which could be promoted within the Programme. It depends on the specific character of activities envisaged in the respective project proposal.
186	Is it eligible under Priority axis 1.Sustainable tourism business representatives to participate in a festival together with representatives of state cultural – historical sites and sights?	Every project partner defines the target groups, direct and final beneficiaries (point 3.4 of the Application form) depending on the specific character of the planned activities in the respective project proposal.
187	We are interested whether a Bulgarian District Administration which has reached the limit de minimis for the last 3 years is eligible to participate in a project as a Partner.	Public support given by the Programme to undertakings for activities of economic character will be granted under the de minimis rule. This implies that undertakings will receive grants only if they have not received public aid under the de minimis rule totaling more than 200,000 EUR within three fiscal years from the date of granting the aid. Considering the activities financed under the programme non-economic activities for which the beneficiaries do not act as economic operators and for which there are no considerations to assume that the competition will be distorted, will generally not be treated as subject to state aid rules.
188	According to the Guidelines for applicants under the first Call for proposals No. 2014TC16I5CB007 – 2015 – 1 (page 49) “.....Furthermore, all supporting documents should be submitted in the original language and when specifically required, translated in English as well. The translation may either be made by a certified translation agency or be certified “True copy” by the legal representative or an authorized person from the Lead partner and/or the respective project partner.....”, while your answer to Question No. 93 says that: “The translations of the documents for the needs of the project proposal should be done	As specified in p. 3.2. Supporting documents of the Guidelines for applicants, the candidates should respect obligatory the following: all supporting documents should be submitted in the original language and when specifically required, translated in English as well. The translation may either be made by a certified translation agency or be certified “True copy” by the legal representative or an authorized person from the Lead partner and/or the respective project partner. Additionally, during the information campaign it was recommended (not obligatory) that all documents

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 40 of 75

	by official translator.”	containing specific terminology /such as investment documents, etc./ to be accompanied by official translation in order to avoid mistakes and discrepancies.
189	We are a municipality i.e. we are Assignor of public procurement tenders as per the Bulgarian legislation. We plan to use an external consultant to prepare our project proposal (Budget line 6) and the question is about the nature of the procedure - should we organize it as per the Bulgarian Public Procurement Law or we should organize it as per PRAG? And if it is PRAG - which procedure is most appropriate?	<p>The project preparation expenditures have to be assigned according to the procurement rules mentioned in p. 2.3. Applicable law and public procurement of the Guidelines for Applicants, observing all requirements of the respective type of tender procedure. As it is underlined in p. 2.3., Beneficiaries under this Call for Proposals must refer to and use the guidelines and templates of the “Procurement and Grants for European Union External Actions – a Practical Guide” document (PRAG).</p> <p>The type of the tender procedure depends on the scope of the services that should be implemented and the maximum available budget for the implementation of the activity, in particular. The thresholds are available in PRAG. In addition, the project preparation expenditures cannot exceed 3% of total project direct costs and should be envisaged in BL6 of the respective project partners' budget.</p>
190	If the Lead partner is registered outside the eligible cross-border area, but all activities envisaged for implementation by the organization are in the eligible cross-border area - in such case their budget shall be also 20% of the support from the Union or they could plan more funds?	<p>The whole budget of organizations located outside the eligible area will count towards the 20% rule at Programme level. The total amount allocated under the Programme to beneficiaries and activities outside the eligible cross-border area shall not exceed 20 % of the support from the Union at Programme level. The Joint Monitoring Committee under the Programme will monitor the percentage of funds allocated to both project partners and activities outside the eligible cross-border area in order to ensure compliance with the 20% rule.</p> <p>The project partners are not obliged to respect the 20% rule at project level. Additionally, the Programme shall finance projects with partners that are located outside the eligible cross-border regions and/or activities outside the eligible cross-border area, in case their involvement is well justified and ensuring that the envisaged operations in the proposed project are for the benefit of the programme area.</p>
191	Is it possible universities, academies or other institutions of higher education, which train staff (including leading staff) in response and actions under emergency situations – fire, flood, disaster, CBRN average, earthquake, etc. to apply as beneficiaries (lead partners)	<p>In order to be eligible for funding, the applicants should meet the eligibility criteria specified in p. 2.5.1 General Criteria for Eligibility of Applicants of the Guidelines for Applicants.</p> <p>The list of the potential beneficiaries under each of the Programme specific objective, given in point 2.5.1</p>

	under priority axis 3. Environment, specific objective 3.1. Joint risk management?	General Criteria for Eligibility of Applicants of the Guidelines for applicants, is indicative and it should not be considered comprehensive. The involvement of the specific project partner depends on the specific character of the planned activities in the respective project proposal.
192	We have the following situation - two of our Serbian partners are NGOs so they have very limited budgets. There is another Serbian partner - a municipality - and the Mayor is ready to lend the money needed to the two NGOs so they be able to contribute the 15% required. The question is whether this is an acceptable approach and what type of documents should they prepare?	<p>All project partners have to guarantee their financial stability in order to ensure smooth implementation of the respective project. There is no restriction, stated in the Guidelines for applicants, how the amount of own co-financing be ensured by the Serbian partners. There is no also requirement specific document to be provided except for Partnership and Co-financing Statement and Declaration of Commitment, which must be signed by each partner.</p> <p>In addition, be reminded that the financial stability of each project partner is subject to technical and quality assessment of the project proposal.</p>
193	When filling in the Application Form (Section 1.2 Cooperation Criteria in Project Identification), if you check and fill all 4 criteria, then the field 1.2. Cooperation Criteria in the Checklist is not automatically filled. If you check and fill 3 criteria in Project Identification, then the field 1.2. Cooperation Criteria in the Checklist is automatically filled. On page 12 of the Guidelines (Section 2.1) it is said: "...additionally, one of the two cooperation criteria: joint financing or joint staffing...", but in the Application Form (Section 1.2 Cooperation Criteria in Project Identification) it is said: "... you should select minimum one from Joint Staffing and Joint Financing". Could you explain is it possible to include all the 4 criteria and if yes how to overcome the technical problem, or it is obligatory to include 3 criteria (2 mandatory and 1 additional).	The Managing Authority has taken into consideration all reported problems concerning the filling and printing of the Application form and will publish an updated version of the AF on the website of the programme.
194	If a same project activity is planned to be realised on both sides of the border, e.g. tourist tour that is to be realised partially in Bulgaria and partially in Serbia, or promotional campaign that is to be realised in parallel and in a same manner in Bulgaria and Serbia, do we need to repeat the activity in Project Identification (since we can select only one location) or we can select one location and describe that the activity will be realised on both sides of	<p>There is no specific requirement concerning the description of similar activities but the candidates should provide clear, exact, detailed and realistic description of the planned project activities to respect the set minimum and maximum characters per activity, to plan adequately the project activities in order smooth implementation to be ensured in case the project proposal is proposed for financing.</p> <p>You can select the primary location and describe that the activity will be realised on both sides of the</p>

	the border?	border.
195	Is it necessary to provide technical specification for supplies to be procured within soft project and for which the payment may not be made against invoice? If yes, is there any template to prepare technical specification or we can just enclose a document to the Application Form, since there is no space to that within the Application Form?	<p>According to the Guidelines for applicants, p. 3.2. Supporting documents, B4.6 – Description of envisaged supplies, including exact quantities, should be presented in English for all supplies, which shall be procured through tender procedures. For supplies, payments for which may be made against invoice without prior acceptance of a tender, submission of technical specifications is not required., Please note that brands/trademarks and models must not be indicated in the technical specifications.</p> <p>There is no specific template for technical specification. The applicants should prepare and enclose the document to the Application form.</p>
196	The template for the Application Form is .xlsm file and the Guidelines ask for .xls file (page 54, Section 4.2). Do we need to change the template in .xls or not?	The extension of the Application form file (.xlsm or .xls) depends on the Windows version that you are using. Both options are acceptable as long as the Application form is filled in entirely and correctly.
197	If we want to engage 2 trainers to work in parallel, does the cost of max 40 EUR per hour refer to one trainer so the cost would be 2 x 40 EUR or to both trainers in sum so the cost would be 1 x 40 EUR?	The maximum allowed rate (40 euro/hour, 320 euro/day) for lecturers/trainers, provided in page 36 of the Guidelines for applicants is per lecturer/trainer.
198	Could you please explain a little closer the State Aid De Minimis rule? Could you give some examples of what should be filled in in Annex 6?	Under the programme as an undertaking will be considered any entity engaged in an economic activity, regardless of its legal status and the way in which it is financed (an undertaking can be a public body, a charity, a NGO, an association, an university etc.). The application of the State aid rules as such does not depend on whether the entity is set up to generate profit, as also non-profit entities can offer goods and services on a market too. The only relevant criterion is to decide whether or not the entity carries out an economic activity in the context of the project. It is important whether the aid is giving an economic advantage (a benefit), which an undertaking would not have obtained under normal market conditions, including the potential possibility for development of economic activity as a result of the project and whether as a result of the project the market will be changed. Public support given by the Programme to undertakings for activities of economic character can be granted under the de minimis rule and all projects financed under the Programme shall be subject to state aid assessment. Please be aware that the Managing Authority is preparing detailed description of the procedure and a new Annex A.6 De

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 43 of 75

		<p>minimis state aid declaration which will be included in the Guidelines for applicants. The Bulgarian project partners should submit Annex A6. State Aid De Minimis Declaration duly filled in, signed and stamped.</p>
199	<p>What if we do not have economic activity within the project, but it could become economic activity in the future? Would this be eligible?</p>	<p>Assessment of the nature of the activities included in the project proposal will be carried out at a preliminary stage (before signing of the subsidy contract), and control of the strict observance of the rules on State aid will be carried out after this stage as well. Provision of Programme funds is permissible unless violates these rules, as their, circumvention on a subsequent stage of the project may lead to reimbursement of the funds by the project partner.</p>
200	<p>Is it permissible the lead beneficiary, registered outside the cross border area and participating with 20% project costs, to broadcast the manager and the financier of the management team who are currently assigned to work at the beneficiary? In this case, is it permissible the expenses for manager and financial expert to be calculated in BL 1 "Personnel costs" or must be calculated in BL3 and BL4 as an external service? In case that the costs for the manager and financial expert of the management team are calculated in BL3 and BL4 as an external service, what kind of contracts must be concluded with these employees for the project purposes?</p>	<p>The appointment of the staff by the beneficiaries has to be made in accordance with European and national legislation. The proper appointment of the project team is the sole responsibility of the beneficiaries themselves. The project team members could be internal persons, as well as external persons for the project partner. In all cases, the expenditures for remuneration of the project management team should be envisaged in BL1. Staff costs of the respective project partners' budget. The staff costs include salary payments and any other costs directly linked to the salary such as employment taxes and social security. The expenditures under BL.1 Staff costs should be indicated by the beneficiaries as a flat rate of maximum 20 % of direct costs for "Soft measures" projects and respectively as a flat rate of maximum 10% of direct costs for "Investment" projects.</p> <p>Please be aware that project partners are not obliged to respect the 20% rule at project level.</p>
201	<p>Within Priority 2, specific objective 2.1, is it eligible to participate with project aimed to improve the social infrastructure for the youth (building of social center), with emphasis on improving of a social inclusion of the young people with disabilities?</p>	<p>Specific objective 2.1. Skills & Entrepreneurship of Priority Axis 2 – Youths concerns supporting the development of attractive environment for advancement of young people in the border region achieved through cooperation.. More information can be found in the Programme document. The list of the eligible activities under specific objective 2.1, mentioned in point 2.5.6. of the Guidelines for applicants is indicative and should not be considered comprehensive.</p>
202	<p>Is it possible MA to extend the deadline for the projects on call? My question is because of</p>	<p>The deadline is officially set by the Joint Monitoring Committee, and the mentioned facts are taken into</p>

	<p>the following facts:</p> <ul style="list-style-type: none"> - From the beginning of September 2015 till now due to local elections in Bulgaria, a lot of municipal administrations (including municipal councils) actually do not function; - Newly elected mayors and municipal councils in Bulgaria will begin their real work as early as the end of November 2015; - Between December 24'15 and January 04'16 in Bulgaria celebrate Christmas and New Year holidays; - Between January 07-14'16 in Serbia celebrate their Christmas and New Year holidays; 	<p>consideration.</p>
203	<p>What is the minimum number of the project partners, including the lead partner?</p>	<p>Every project must involve at least two partners (including the lead partner), i.e. one partner from each side of the border region.</p>
204	<p>Regarding the maximum number of the symbols, defined to be added in each section of the Application form – does it include the spaces or not?</p>	<p>The limitation of the number of the characters does not concern the number of spaces added in the respective section.</p>
205	<p>Is it eligible most of the investment activities and their related expenditures to be made by one of the partners, i.e. in the eligible area, where is the main office of the lead partner; and other expenditures related to soft activities to be made within the area of the other partner?</p>	<p>All projects under the Programme must show clear cross-border impact. Project partners define the places of implementation of project activities and their related expenditures depending on the respective project objective. It should be noted that the intervention logic, level of involvement and participation of project partners in activities and budget breakdown between partners are also part of the selection criteria.</p>
206	<p>Is it eligible team members with one and the same positions to be doubled in the project, for example one project coordinator from each project partner to be assigned in order to be reached the most effective implementation of project activities?</p>	<p>There is no restriction, stated in the Guidelines for applicants, that team members with one and the same position cannot be appointed by two or more project partners. Project partners define the proper team members needed for project implementation. In addition, the appointment of the project team is the sole responsibility of the beneficiaries themselves.</p>
207	<p>In the Guidelines for Applicants, there are two different criteria on „Cross-border impact“. The first one, on the page 12, where the Cross-border impact is directly linked only to the</p>	<p>In section 1.2 of the Application Form you should describe the cross-border impact in terms of the cooperation criteria. In addition to this in section 1.3 you should describe how the project impacts and</p>

cooperation criteria:

2.1. Cross-border impact. The projects must deliver direct cross-border impact and benefits for the project partners / target groups / project area / programme area. The partners should clearly demonstrate that the cross-border approach has been respected in the project proposal.

Cooperation criteria

Direct cross-border impact shall be understood in terms of respecting the following cooperation criteria as they are defined below: at least joint development and joint implementation and, additionally, one of the two cooperation criteria: joint financing or joint staffing (as described below).

The other one is on the page 42: 1.3 Cross border impact of the project

Please describe what the impact of the project on the cross-border area will be.

The question is: which of these two instructions should be bared in mind when answering to the question 1.3 Cross-border impact?

benefits the project partners / target groups / project area / programme area. You should clearly demonstrate that the cross-border approach has been respected in the project proposal.

208 On the page 43 of the Guidelines of Applicants, it is clearly stated that the project team meetings (and some other actions and activities) are not considered as separate activities:


Formation of the project team”, “Project team meetings”, “Project reporting”, “Preparation of tender documentation”, “Project Accounting” etc. are not to be considered as separate activities since they could be incorporated within almost all project activities.

For the examples (team formation, procurement, reporting...)it is understandable, because they only require the work of the project team and do not require other resources.


However, project team meeting requires other resources: transport, daily allowance, accommodation.

It is recommended to describe the details necessary for the realization of the applicable activity in the section 3.5 of the Application Form, while organizing them by types and presenting their interconnection, as described on the page 43 of the Guidelines for Applicants. Please, have in mind that each activity should be described in a clear way so that it provides all necessary information about its execution.


As described in section 2.5.8 “Eligibility of expenditures”, List and description of Budget Lines and Eligible Expenditures of the Guidelines for applicants, costs related to transport, daily allowances and accommodation of the project staff members must be budgeted in BL3.

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 46 of 75


209	BL3 – travel costs - Car rental for project team members – it is recommended that the cost is shown in km, with the price up to 1,5 EUR/km. The agencies that perform the car rental charge by day. Could it be shown in the budget per day?	The beneficiaries are recommended to respect the relevant provisions as described in the Guidelines for Applicants on the subject matter, i.e. the expenditure for rent of vehicle for project staff travels (car, van, minibus, etc.) must be budgeted in kilometers at a maximum rate of 1,5 euro per kilometer.
210	2.5.7. Ineligible activities – „Actions that include provisions to finance the core activities currently carried out by the applicant of (if any) his partners“? What does this actually mean?	This means that the Programme will not fund activities that an applicant organization conducts as their regular activities.
211	2.5.9. Project ineligible expenditures – „Contracting of employees of the partner organizations as external experts (for Serbian partners only)“. - Are the related costs eligible for Bulgarian partners?	In exceptional cases, the partner organization from Bulgaria can assign its employee by a service contract to perform expert work under the project (which differs from the project management activities: organization, coordination, management and reporting. In such specific case, it will be required detailed justification for the reasons leading to these circumstances to be elaborated, which shall be attached to the signed contract.
212	A6. State Aid De Minimis Declaration – signed, dated, stamped and provided by each Bulgarian partner – in original (Serbian partners should follow the national regulations) – Please clarify for Serbian partners.	<p>Please be aware that the Managing Authority is preparing detailed description of the procedure and a new Annex A.6 De minimis state aid declaration which will be included in the Guidelines for applicants. The Bulgarian project partners should submit Annex A6. State Aid De Minimis Declaration duly filled in, signed and stamped.</p> <p>Serbian beneficiaries are not obliged to fill in A6. State Aid De Minimis Declaration.</p>
213	<p>2.3 Applicable law and public procurement - Beneficiaries under this Call for Proposals must refer to and use the guidelines and templates of the "Procurement and Grants for European Union External Actions – a Practical Guide" document (PRAG).</p> <p>1. Which PRAG is applicable?. Is it New PRAG from 15 July 2015.</p> <p>2. According to New PRAG on 15 July 2015, Chapter "2.4.8. Negotiated procedure/single tender procedure " single tender procedure are used when the contract does not exceed EUR 20000. Moreover, "If applicable, for services and supplies, payments for amounts less than or equal to EUR 2500 may be made against invoices without prior acceptance of a tender". In case purchase of services, exists templates for tender dossier (Simplified tender</p>	<p>As stated in the Guidelines for Applicants, Beneficiaries under this Call for Proposals must refer to and use the guidelines and templates of the "Procurement and Grants for European Union External Actions – a Practical Guide" document (PRAG). They should use the PRAG version, applicable at the time of the procedure launching.</p> <p>Answers to your particular questions can be found in PRAG: http://ec.europa.eu/europeaid/prag/.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 47 of 75

	<p>dossier for the single tender procedure). However, in cases of procurement of services below 2,500 there are no templates. What is correct in this case?</p> <p>3. Please clarify rules on origin. Specifically for procedures below the threshold of the competitive negotiated procedure - EUR 100 000</p> <p>4. Single procedures: What is the period for submission of tenders (10 or 15 days)?</p> <p>5. Single procedures: How many entities must be invited (only 1 or 3)?</p>	
214	<p>The Application should be submitted in 2 (two) hard (paper) versions - one Original version and one Copy version, together with 1 (one) electronic version (CD, DVD or USB flash drive). The electronic version must contain exactly the same proposal as the paper version enclosed. The documents issued by public authorities or other bodies should be scanned. The directories and files within the electronic carrier (CD, DVD or USB flash drive) have to be structured according to the following predefined pattern and file formats of the appendixes (.doc, .pdf, .jpg, etc.). The documents issued by public authorities or other bodies should be scanned. What in the case of drawing formats A0. Is it possible to submit in AutoCAD format (pdf or .dwg)?</p>	<p>As described on the page 58 of the Guidelines for Applicants, if some of the scanned files becomes too large and difficult to handle by regular computers it is acceptable the same file to be divided into several files clearly noting which part of the respective annex they contain, e.g. B4.6_PP1_en.pdf can be separated in two parts as follows: B4.6_PP1_en-part1.pdf and B4.6_PP1_en-part2.pdf.</p>
215	<p>Estimated expenditures are necessary for the implementation of the project and the prices are realistic and market based. All estimated costs fully correspond to the proposed activities and are necessary for the implementation of the project. All prices are realistic and market based. No budget reduction/revisions are needed. Regarding the requirement for realistic market-based costs in Questions and Answers as of 25.09.2015 for 14 question whether you answer: "The proposed unit rates should be actual and realistic, not overestimated and be in compliance with the actual market prices. There is no requirement for additional documents (offers, market researches, etc.) to be submitted with the project proposal"</p> <p>However, additional documents (offers) whether it will ask during the procedure of budget</p>	<p>The beneficiaries under the projects proposed for financing will be additionally informed about the documents they should present in order to justify the expenditures (if needed) depending on the specific case.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 48 of 75


	clarification? In that case, how many offers we have to submit?	
216	We are an NGO, and we own a property. Could we perform infrastructure works on our land within the project?	According to the Guidelines for Applicants, all works activities should be implemented on municipal or state-owned property
217	We plan to submit the project proposal in Sofia on January 18, and to go there by car. Are the related costs incurred on that date eligible as project preparation costs?	To be eligible, the project preparation expenditures should be carried out before or on the date of submission of the project proposals at the latest.
218	<p>Are the following partners eligible, if all activities under the project are for the benefit and are organized on the programme area:</p> <ul style="list-style-type: none"> - Lead partner - NGO, registered in public or private benefit, registered and managed outside the eligible area; - Partner from Serbia - NGO, registered in public or private benefit, registered and managed outside the eligible area; - Public authority, registered in the eligible area in Bulgaria? 	<p>Every project must include at least one partner from each side of the border region. In case of the proposed partnership, this requirement is not met. Projects which do not comply with this requirement will not be eligible.</p> <p>The Lead partner must be registered on the territory of Bulgaria or Serbia at least 12 months prior to the deadline for submission of project proposals under current Call for Proposals and the condition for registration at least 12 months prior to the submission deadline does not apply to the rest of the project partners. Additionally, the Lead partner and the other project partners should fulfil the requirements concerning the eligibility of applicants, described in p. 2.5.1 of the Guidelines for applicants. The beneficiaries that are located outside the eligible cross-border regions should ensure that the envisaged operations in the proposed project are for the benefit of the Programme area and should provide a detailed justification proving that those activities are necessary for achieving of the specific project objectives.</p>
219	Is it obligatory the partner in Serbia to ensure a public authority partner?	There is no such requirement in the Guidelines for Applicants. The involvement of the project partners is responsibility of candidates but please be aware that every project must involve at least two partners (including the lead partner), i.e. one partner from each side of the border region.
220	<p>What is the grounds for public authorities to award preparation activities under the rules of PRAG?</p> <p>Public authorities are Contractors under the Public Procurement Act and as such should apply the law when carrying out expenditure, including services. Moreover, the Guidelines</p>	In order for the expenditures incurred under the current Programme to be eligible, these should be made in accordance with the legal provisions governing the Programme implementation, which are specified in section "Legal basis" of the Guidelines for Applicants. With regard to public procurement, Art. 45(1) of Commission Implementing Regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 49 of 75


	<p>for Applicants state that, under the IPA Instrument, project preparation will be reimbursed only to those applicants awarded subsidy contracts (applicants acquire the capacity of beneficiaries upon subsidy contract award). It is therefore possible candidates whose projects have been rejected, to award services paid by their budget without applying the procedures specified in the PPA. It should be noted that Contractors bear administrative and criminal liability in case of non-application of PPA when the grounds for it are present.</p>	<p>implementing Regulation (EU) No 231/2014 establishing an Instrument for Pre-accession Assistance applies.</p> <p>One of the conditions for reimbursement of the expenditures for project preparation under the Programme is compliance with the requirements for public procurement as stipulated in Section 2.3. "Applicable law and public procurement" in the Guidelines for Applicants.</p>
221	<p>Would the total amount of the grant be 20 % only, if below mentioned partners are eligible applicants?</p>	<p>A legally established entity (acting as Lead partner or Project partner), located outside the eligible cross-border area, but still on the territory of Bulgaria or Serbia, may participate under this Call for Proposals. The total amount allocated under the Programme to such beneficiaries shall not exceed 20% of the support from the Union at Programme level. The inclusion of project partners that are located outside the eligible cross-border regions should be well justified and ensuring that the envisaged operations in the proposed project are for the benefit of the programme area.</p> <p>The project partners are not obliged to respect the 20% rule at project level, meaning that the budget of a project partner, located outside the eligible cross-border area, may exceed 20% of the total project budget.</p>
222	<p>In most sections of the Application form, where texts are to be inserted, there is a maximum number of characters indicated. However, in some cases it is difficult to say much or enough within this limited space. My questions are:</p> <ul style="list-style-type: none"> - How should the maximum numbers of characters be counted - with or without spaces? - If the maximum is exceeded even slightly, what will be the consequences in terms of evaluation – minimum number of points awarded for the respective text, exclusion from further evaluation or something else? - Excel tables are probably not the best option for texts to insert in and work with. And the current Application form is fully Excel based with protected sheets. Shall we expect a new improved AF version to be published soon as mentioned in some of your answers to 	<p>In each section of the Application Form the limitations of the number of the characters include the spaces as well. In case the maximum number of characters filled in each section is exceeded, the whole added text becomes coloured in red and if printed, the text which exceeds the limitation set by each question box, is invisible. Therefore, while this shall not result in an automatic rejection of the project proposal, the correct evaluation shall be significantly hampered if certain sections of the applicant's answers are invisible to the assessors. Revised version of the Application Form, where all detected technical problems are eliminated, has been published on the Programme web site on 24th November 2015.</p>

	questions about this issue?	
223	In table 3.4 “Description of the target groups and beneficiaries (estimated numbers)” of AF sheet “Project identification” there is just one row for each one of the three categories indicated where a description is to be inserted and an estimated number indicated. However, in some cases, each of these three categories could be split into several sub-categories. Shall we, in such cases, try to indicate specific numbers for each sub-category in the right column, having no option to add new rows, or the indication of a total estimated number for the whole category would be enough?	In section 3.4. “Description of the target groups and beneficiaries” of the Application Form it is possible description of the target groups/beneficiaries and their estimated number as a summarized information per each category or as information about the separate sub-categories which refer to the respective main category to be inserted. It depends on partners’ approach. In all cases, the target groups/beneficiaries, defined in section 3.4, should refer to the project objectives and activities of the respective project proposal.
224	In the tables of AF sheet “Project identification” where project activities shall be described, just one possible location can be indicated – in Bulgaria or on Serbia. However, the location of some activities could be in both countries, e.g. project management, communication and visibility, etc. Shall we, in such cases, split the activity into two separate activities to be implemented in each of the countries, or there is another way to indicate that a certain activity will take place in more than one location?	When the nature of the respective activity envisages to be implemented in more than one location, the primary location can be selected, and other locations could be mentioned in section “Brief description of the activity”, point 3.5. Project activities of the Application form.
225	In table 5.1 “Expected outputs” of AF sheet “Project identification” indication of concrete quantity is required, but also a justification is mentioned, incl. related activities and sources of information for verification of the quantified values. For the latter there is a separate column to fill in, but it is not very clear what you mean by justification and where and how it should be provided – in the column for quantities by adding further details to the numbers indicated, in the right column or in another way?	In order to be ensured traceability of achievement of the envisaged output indicators and their related quantities, each of them should be linked to the respective project activity/source of information. In cell “Sources of verification”, project partners should clarify how the selected output indicator/s could be verified during the project implementation – through implementation of one or more project activities, or through various sources of information /other methods for verification of the respective indicator. In cell “Quantity” project partners should fill in the exact quantity of the selected output indicator.
226	According to the Guidelines for applicants /page 35/, for the expenses for feasibility studies, surveys, technical expertise, legal advice, elaboration of works design/specialized software/web-pages, etc, that are planned as a lump sum, a justification for calculation of the amount should be presented in a separate document/s signed by the respective partner. Could you please clarify what you mean by justification in this case, provided that up to 10	A justification for calculation of the amount of expenditures for services, mentioned on page 35 of the Guidelines for Applicants, is required in order to be ensured that the proposed prices are market based. This document should provide exact and clear information on how the specific cost for study, survey, development of web site, etc., envisaged in the respective project partners’ budget, is formed.


	<p>rows could be opened and completed in the Table 2 of AF sheets “T2-B (PP1)” and “T2-B(PP2)” to indicate in more detail the type of expenditure envisaged, e.g. for website development, preparation of tender documentation, etc. Is the applicant supposed to provide additional documents were the corresponding amounts are broken down further or the specification of the main types of expenditure under this budget sub-line indicated in the additional rows in this section of Table 2 would be sufficient?</p>	
227	<p>A Bulgarian NGO registered 1 year ago in Sofia-city is now in process of changing its headquarters address outside of town but still in Sofia district. If the new address falls in the eligible cross-border area of the programme, will you still count it for a partner outside the area (because of its old registration in Sofia City in 2014) and thus will the project of the NGO be considered for the limited 20% support from the EU for projects outside the cross-border area or it will have the chance to apply for the remaining 80% of funding, provided for projects fully in the cross-border area (having a lead partner from the area and benefiting the same area)?</p>	<p>Please see the answers above (Questions 2, 154 and 155).</p>
228	<p>Could you please advise if we need to support cost estimate for supply of equipment, consumables, etc. with a proforma invoice?</p> <p>Or if it is sufficient to conduct a research on the price of the project equipment on the Bulgarian and Serbian market and enter the amount without providing supporting documents?</p>	<p>Every project partner should conduct a market research on the estimated expenditures for services/ supplies in order to plan realistic and market based expenditures for supply of equipment, consumables, etc.. No proforma invoice is required to be provided by project partners. For some kind of expenditures (feasibility studies, surveys, technical expertise, legal advice, elaboration of works design/specialized software/web-pages, etc.), which are planned as a lump sum in the project budget, justification for calculation of the amount should be presented (in a separate document signed by the respective partner).</p>
229	<p>According to the Guidelines and the Q&A ver.27.10, the National Museum of Military History, registered at Sofia is eligible to act as a Lead partner (we are established in 1916) Is that correct?</p>	<p>To be eligible under current Call for Proposals, the Lead partner must be registered on the territory of Bulgaria or Serbia at least 12 months prior to the deadline for submission of project proposal. There is no restriction, specified in the Guidelines for applicants, the Lead partner to be registered in the eligible cross border area. However, each partnership must include at least one project partner from the eligible</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 52 of 75

		<p>cross border region of each country, stated in point 1.1.1 of the GfA.</p> <p>Additionally, all project partners, including the lead partner, must fulfil all other requirements, specified in point 2.5.1 of the Guidelines for applicants.</p>
230	<p>Our project will include 3 or 4 partners. When we try to add Excell sheets to the Application form for the additional partner profiles and the budget of the additional partners, the Excel file doesn't let us do it. For instance, we make a copy of the PP2 sheet that we insert before the Project Identification sheet and try to change the name of the new sheet to PP3 but it is not accepted. What is the right way to insert sheets for additional partners?</p>	<p>Revised version of the Application Form, where all detected technical problems are eliminated, has been published on the Programme web site on 24th November 2015.</p>
231	<p>Is the Implementation Manual going to be published before the deadline for submission of project proposals?</p>	<p>It is not envisaged the Project implementation manual (PIM) to be uploaded on the Programme website before the deadline for submission of the project proposals. PIM will be available on the Programme website before signing of the Subsidy contracts.</p>
232	<p>What are the rules for "country of origin" regarding supplies/services planned in the project?</p>	<p>The rules of origin are detailed in point 2.3.1 and point 2.3.2 of the "Procurement and Grants for European Union External Actions – a Practical Guide" document (PRAG).</p>
233	<p>Are municipalities also subject to the State Aid De Minimis rule?</p>	<p>An undertaking is considered any entity engaged in an economic activity, regardless of its legal status and the way in which it is financed. In this connection, public bodies, charities, NGOs, associations, universities, etc. must apply the State aid rule.</p> <p>Corrigendum to the Guidelines for Applicants regarding the State Aid criteria is uploaded on the Programme website.</p>
234	<p>In the document Questions and Answers as of 16.11.2015, in Answer 204, it is said: "The limitation of the number of the characters does not concern the number of spaces added in the respective section", but when we fill e.g. Sections 5.2 and 5.3 of the revised Application Form with the text that has less then max. number of characters without spaces but more than max. number with spaces, the text becomes red. Please specify – Does the limitation of</p>	<p>In each section of the Application Form the limitations of the number of the characters include the spaces as well.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 53 of 75


	the characters include spaces or not?	
235	Sections 1.3, 3.1, 3.2, 3.3, 3.5.1, 4, 5.2, 5.3 and 6.2 of revised Application form become red when we exceed the number of characters (including the spaces). Sections 3.5 and 6.3 never become red. What does this mean? What should we do to either avoid the red or to check the correctness of the field?	Revised version of the Application Form, where all detected technical problems are eliminated, has been published on the Programme web site on 24 th November 2015.
236	When we fill Sections 3.5, 4, 5.2, 5.3, 6.1 and 6.2 of revised Application form in the excel sheet "Project identification", the respective fields in the excel sheet "Checklist" are not automatically checked. What should we do?	Revised version of the Application Form, where all detected technical problems are eliminated, has been published on the Programme web site on 24 th November 2015.
237	The title of the project is still not visible in the "Project identification" sheet of revised Application form; titles of activities are still not visible in the Action plan of the "Project identification" sheet – what should we do?	Revised version of the Application Form, where all detected technical problems are eliminated, has been published on the Programme web site on 24 th November 2015.
238	The fields within the excel sheets "Summary_EN" (e.g. for project objectives, activities, results) and "Summary_BG" of revised Application form cannot be expanded while "Summary_RS" can. Will you enable this functionality in EN and BG version, since it is impossible to describe what is requested in such small fields?	Revised version of the Application Form, where all detected technical problems are eliminated, has been published on the Programme web site on 24 th November 2015.
239	<p>Is it possible and acceptable that the Municipality finances significantly more than the foreseen 15%?</p> <p>In the table 5 – Project sources/Partners, there are Thereof others co-fin, that enables the entry of the funds of the other „co-funders“</p> <p>Thereof own co-fin that counts the 15% of the obligatory own co-financing</p> <p>- Do we enter additional co-financing by the municipality (difference between real construction costs and costs foreseen through the project) in the field Thereof others co-fin?</p>	As written on the page 48 of the Guidelines for applicants, in case the project partners envisage additional own contribution (co-financing), the amount of contribution must be inserted by the partner in its respective column (PP1/LP, PP2, PP3 etc.), row "Thereof others co-financing".
240	Regard to the indicated in the Guidelines for Applicants maximum rates for the different kind	All indicated rates in the Guidelines for applicants as well as the whole project budget are VAT included

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 54 of 75


	of services/supplies, are these maximum rates with included VAT?	for Bulgarian beneficiaries. For Serbian beneficiaries the maximum rates do not include VAT.
241	Related to maximum rates for different kind of services/supplies indicated in the Guidelines for Applicants, and related to the Question no 170, are these rates including or excluding VAT for Serbian beneficiaries?	For Serbian beneficiaries, the maximum rates do not include VAT..
242	We are registered in Sofia city but our competence extends to the whole eligible area of the Programme. What should we fill in for District/ NUT III in this case in the Partner Contact Information and which columns should we fill in in the budget – expenditures in the eligible area or outside the eligible area?	In such cases you should fill in “Outside eligible area” (because Sofia city is outside the area) both in the Partner Contact Information and in the budget. At the stage of the assessment of project proposals the assessment group will identify all partners which have competences extended to the whole territory of the Republic of Bulgaria or Serbia and will review their proposals as such.
243	Is it eligible a consultancy organization in the sphere of preparation and management of the European and national projects to prepare a project proposal under the Programme and the respective expenditures to be envisaged in the project budget?	There is no requirement, stated in the Guidelines for Applicants, about the type of organization which may elaborate the project proposals. In case of sub-contracting project preparation activities, procurement rules should be observed in order for the costs to be eligible for reimbursement under the Programme (point 2.3 of the Guidelines for Applicants). In order to be reimbursed under the Programme, the respective expenditures should be envisaged in the project budget.
244	What is the type of the expenditure for development of Internet site – service or supply?	The development of Internet site is to be accepted as a service.
245	Is it possible the development of the Internet site to be planned as a separate activity in the Application form, since it will have a key role for the project? (We are asking since in the Guidelines for applicants the expenditures for development of Internet website are pointed in Budget line 4.)	It is up to the project partners to define all project activities and to describe how they will contribute to achievement of the project objectives. When defining each of the project activities, the partners should take into consideration their notability for the project, not the budget line where they are envisaged. The envisaged expenditures should be filled in the respective Budget lines as described in point 2.5.8 Eligibility of expenditures of the Guidelines for applicants.
246	Is it possible the development of GIS application to be planned as a separate activity in the Application form, not only a separate expenditure under Budget line 5, since it will have a key role for the project?	Please see the answer above.

247	<p>A module of the project proposal envisages research studies in the project area. The project team from the NIGGG-BAS has the expertise for doing this research and the related expenditures are mainly for salaries and equipment. The required project staff for this study will consist of more persons than specified in the example of the Guidelines for Applicants, Budget line 1:Staff Costs, p. 32. Are the staff costs for the researchers will be eligible in this case? If not, does this mean that a subcontractor has to conduct the research activities instead of the specialists of NIGGG-BAS?</p>	<p>The staff planned in BL1 Staff costs of each project partner should include only those experts who will be hired for the project administration – for example project manager, coordinator, technical assistant, etc. Costs for all other experts needed for implementation of certain project activity/ies (for example: experts for elaboration of feasibility studies, surveys, technical expertise, legal advice, elaboration of works design/specialized software/web-pages, etc.) should be planned in Budget line 4 External expertise and services costs.</p>
248	<p>Is there an option for advanced payment to the project in order to start the activities planned for the period before the first reimbursement of the expenditures? If yes, what percentage of the project budget the advanced payment can be expected to be?</p>	<p>Provisions for advance payments are stipulated in Article 8 of Annex 4. Subsidy contract:</p> <p>For soft projects: The LP may request advance payment at the rate of 20 % of the total amount of the Contract as per article 4, paragraph 1. In order to receive an advance payment, the LP must send a request for an advance payment to the MA (in a model for Request for payment annexed to the Project Implementation Manual) no later than 45 days after the Contract enters into force.</p> <p>For investment projects: The LP may request advance payment in two installments. The LP may request the first installment of the advance payment at the rate of 10 % of the total amount of the Contract as per article 4, paragraph 1 after the Contract enters into force. In order to receive the first installment of the advance payment, the LP must send a request for advance payment to the MA (in a model for Request for payment annexed to the Project Implementation Manual) no later than 45 days after the Contract enters into force. The LP may request the second installment of the advance payment at the rate of 10% of the total amount of the Contract as per article 4, paragraph 1 after one of the project partners awarded a sub-contract for investment activity. In order to receive the second installment of the advance payment, the LP must send a request for advance payment to the MA (in a model for Request for payment annexed to the Project Implementation Manual) and a copy of the notification letter to the successful tenderer.</p>
249	<p>Is it eligible a candidate to participate as a Lead partner/Project partner in two different projects (with different partners) which are in the same Priority axis and in the same Specific</p>	<p>Under the current Call for proposals an institution/organization may submit maximum one project proposals as a Lead Partner. An organization may participate in no more than 3 (three) project proposals</p>


	<p>objective, for example: 1 candidate to participate with 2 different projects only in PA 1, SO 1.1?</p>	<p>as a partner (i.e. if an organization/institution has submitted a proposal as a Lead Partner, the same organization can be a project partner in no more than 2 (two) other projects; an organization that has not submitted a project as a Lead Partner, can participate as a project partner in no more than 3 (three) projects). There is no limitation in the Guidelines for Applicants related to number of projects that can be submitted by the same organization under Priority axes and Specific objectives.</p>
<p>250</p>	<p>Are the expenses mentioned above eligible under the Program?</p>	<p>For the eligibility of expenditures, please refer to point 2.5.8 of the Guidelines for applicants.</p>
<p>251</p>	<p>Our Serbian partner is planning to rent an office in Serbia for his organization and to hire an accountant for the purposes of the project. Are these expenses eligible according to the Program? The project team will be in Bulgaria.</p>	<p>According to point 2.5.8 of the Guidelines for applicants, expenditures for remuneration for project staff and rent of office are eligible under the Programme. The expenditure for remuneration of the project staff should be planned in BL1 and for rent of office in BL 2 of the respective project partner's budget Staff costs and office and administrative costs shall be reimbursed by the Managing Authority to the beneficiaries as a flat rate within the limits specified in the Guidelines for applicants.</p> <p>The proper appointment of the project team is the sole responsibility of the beneficiaries themselves.</p>
<p>252</p>	<p>According to the Guidelines in section 2.5.4 Project duration and grant amounts (p. 20-21), investment projects are those that have works and/or purchase of equipment components, forming at least 70 % of the total eligible cost of the entire project. Could you please, clarify to us is it obligatory for one investment project to have works and equipment components as well or it might only contain purchase of equipment components forming at least 70 % of the total eligible cost of the entire project?</p>	<p>As specified in section 2.5.4. of the Guidelines for applicants, "investment projects" are those projects which envisage works (construction, reconstruction, rehabilitation, renovation, etc) and/or purchase of equipment components, forming at least 70% of the total eligible cost of the entire project. A project, containing only supply, forming at least 70% of the total eligible cost of the entire project, will be considered investment project as well.</p>
<p>253</p>	<p>Also, our second question refer to the work component in investment projects - is the construction of informational kiosks with joint GIS platforms may be considered as such work component or it is concerned as equipment components delivery?</p>	<p>In case the project envisages only delivery of informational kiosks, the respective element should be considered as supply. In case there are additional activities concerning the establishment of the information kiosks /for example: preparation of the place where the kiosks will be situated – renovation/reconstruction activities etc./ - this should be considered as works. Please be informed that each project is strongly individual and taking into consideration that the project partners possess the whole detailed information about the project, they bear the sole responsibility for the description of the</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 57 of 75


		project objectives, activities, expenditures, outputs etc.
254	Are eligible small-scale construction works implemented in Sofia City by a partner from Sofia and is the budget of this partner limited to 20 % of the total project budget or there is no such limitation in the frames of the project budget?	There is no restriction in the Guidelines for applicants for investment activities, implemented by a project partner outside the eligible Programme area. Please be aware that such activities should be for the benefit of the programme area. The total amount allocated under the Programme to beneficiaries and activities outside the eligible cross-border area shall not exceed 20 % of the support from the Union at Programme level. The project partners are not obliged to respect the 20% rule at project level.
255	When the lead partner is from Serbia where we have to submit the project proposal? If the Serbian partner visit Sofia can the project proposal be submitted in the Secretariat in Sofia?	All project proposals, no matter the nationality of the lead partner, must be submitted at the Joint Secretariat main office in Sofia, Republic of Bulgaria. Detailed information on how and where the project proposals to be submitted is provided in section 4 of the Guidelines for applicants.
256	Our project is under priority axis Youth and we want to know for the trainings in entrepreneurship of young people we need to find the licensed educational center according applied legislation or we can invite individual teachers including from Universities? Is it required form in which we have to issue the certificate for attendance of relevant trainings?	There is no explicit requirement, specified in the Guidelines for Applicants, the entrepreneurship trainings to be implemented by the licensed educational organization. In all cases, project partners must follow the national legislation if it requires a licensed educational organization to conduct the respective training and certificates or other relevant documents to be issued.
257	Is this necessary the same training to be organized in the 2 next years following the finalization of the project? Please provide clarification for requirements for sustainability of the project when the key activity of the project is educating young people for start-ups and successful entrepreneurship?	The project's main results/ outputs must have positive effect on the target group and must provide significant and long-term contribution to solving the targeted challenges in order sustainability of the project to be ensured. It is up to the project partners do define how the sustainability will be ensured. Please be aware that the project costs must cover only activities implemented in the project implementation period.
258	When the project includes cultural musical events is it required the same events to be organized in the next two years following the fulfilment of the project for the purposes of sustainability and how to plan budget for this if such a requirement exists?	Please see the answer above.
259	What is the definition for cultural product under this call for proposals? Is it necessary to be in strict compliance with Law for tourism? The cultural products created under the	Cultural/tourist product is each concrete output delivered as a result of the implementation of project activities, for example: strategy, research, action/management plan, analysis, created tourist

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 58 of 75


	programme shall be entered in any register or no?	destinations, etc. The beneficiaries should also respect requirements of the national legislation.
260	<p>We would like to ask the following - in case of a hard project, is it possible only one of the two partners to implement investment activities?</p>	<p>There is no restriction in the Guidelines for applicants as to whether all project partners in an investment proposal to perform investment activities. Nevertheless, each project proposal must show clear cross-border impact. One of the obligatory elements of the cooperation criteria under the Programme is joint implementation of the project, which means that there must be clear content-based links between the activities on the both sides of the border. The intervention logic “project objective – activity – result/output” and level of involvement and participation of project partners in activities are subject to quality evaluation of the project proposals.</p>
261	<p>Is it possible the Bulgarian Red Cross - Mountain Rescue Service to apply under specific objective 3.1. Joint risk management?</p> <p>According to the national legislation the Bulgarian Red Cross - Mountain Rescue Service is a part of the uniform system for responding to disasters and emergencies. This issue is regulated in article 19 and article 25(2) of the law on the National Emergency Call System Using Pan European Number 112. The statute and activities of the Mountain Rescue Service as a regional rescue organization are also regulated in article 4(2) of the Bulgarian Red Cross Act.</p> <p>In relation to the above-mentioned please clarify whether the Bulgarian Red Cross - Mountain Rescue Service is eligible applicant under specific objective 3.1. Joint risk management, since on page 17, point 6. Relevant local and regional structures dealing with emergency situations of the Guidelines for Applicants there is no detailed list or definition of the eligible organizations.</p> <p>In addition, please confirm if the above mentioned lows are acceptable in order to be proved that the Bulgarian Red Cross - Mountain Rescue Service is acting as regional rescue organization.</p>	<p>One of the general eligibility criteria of applicants, as mentioned in point 2.5.1 of the Guidelines for Applicants, is to be legally established organizations (legal persons) according to the respective national legislation. Regional structures/branches of central organizations are ineligible applicants under the First Call. As an exception to this rule, the subsidiary structures of local/regional/national authorities will be accepted eligible applicants under the Programme. In case a structure of local/regional/national authority is not and cannot act as a legal entity, its legally established central organization, if such exists, shall be the project partner.</p> <p>In addition, the applicants should fulfil all other eligibility criteria set in point 2.5.1 of the Guidelines for Applicants.</p> <p>Proving the legal status of the project partners is the sole responsibility of the beneficiaries themselves. The requested documents are indicated in p. 3 of the Guidelines for Applicants.</p> <p>The list of potential beneficiaries, stated in the Guidelines for Applicants, shows the main categories of eligible applicants under each Specific objective of the Programme. It is indicative and should not be considered comprehensive.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 59 of 75

262	<p>I have downloaded the latest (24.11.2015) AF but still experience troubles with the full view of the text in some cells, for example page PP1, lines 41-42. Is it still a bug in the AF or the problem is in my PC?</p>	<p>The text filled in each section of the Application form must not exceed the maximum number of the characters, specified for the respective section.</p>
263	<p>We are a community house (читалище), and we would like to participate under the Programme for reconstruction of the premises (which is municipal property).</p> <p>Is it eligible to apply with the above idea for reconstruction of municipal property, as a Partner/Lead partner, having in mind that the Municipality (which is the owner of the property) will apply with another 3 projects under the Programme.</p>	<p>The restriction, stated in the Guidelines for Applicants, regarding participation of one organization as a project partner in maximum 3 project proposals concerns the particular organization, involved as a project partner, not the public body owner of the land/premises where the works are envisaged to be implemented within the project.</p>
264	<p>On page 60 of the Guidelines, in item 7 of the table with criteria for administrative compliance the following is written:</p> <p>“The Application Form is duly completed in compliance with the template. All lists of the Application Form are dated prior to the submission of the Application form”.</p> <p>Could you please clarify what you mean by lists of the AF that should be dated prior to the submission?</p>	<p>The Application form should be bound (together with its Annexes) in A4 format in the way that pages could not be taken away from the whole set. All pages should be numbered in the lower right corner (with consequent numbers starting from the cover page of the Application Form until the last page of the last annex). It is up to the applicant to decide how to number all pages (by hand, electronically, by the means of stamp, etc.)</p>
265	<p>There is also a requirement for numbering of all pages of the Application form together with its Annexes in the lower right corner. Could you clarify how the annexes in pdf format shall be submitted. i.e. the corresponding document shall be scanned before page numbering of the whole set or after. In any case the electronic version of the AF in Excel itself cannot be numbered and it makes impossible to submit an electronic version of the proposal that is absolutely identical to the paper one.</p>	<p>All documents concerning the application package should be prepared in accordance with the requirements set in the Guidelines for applicants and all pages should be numbered in the lower right corner (with consequent numbers starting from the cover page of the Application Form until the last page of the last annex). It is up to the applicant to decide how to number all pages (by hand, electronically, by the means of stamp, etc.). After that all documents should be scanned taking into consideration that the electronic version must contain exactly the same proposal as the paper version enclosed. The directories and files within the electronic carrier (CD, DVD or USB flash drive) have to be structured according to the predefined pattern and file formats of the appendixes (.doc, .pdf, .jpg, etc.) described in Section 4.2. of the Guidelines for applicants.</p>
266	<p>How shall we proceed if in the updated AF template there still are cells where the completed</p>	<p>During the filling of the Application form, the project partners should respect the set minimum and</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 60 of 75


	content is not fully visible and cannot be printed out?	maximum characters that can be inserted. In case the limitation is not respected, the relative text will emphasize in red and this means that the project partners should make the necessary actions in order the discrepancies to be avoided.
267	I would like to ask you a question regarding Section 5.1 Expected Outputs of the Application Form. The project we are preparing contributes to the achievement of more than one of the Output indicators. However, there is no option to select more than one from the drop-down list. In which section of the Application Form should we include additional information about the achievement of the indicators?	It is necessary that you properly fill in the preceding sections, especially related to the “Priority axis”, “Specific objective” and the “Type of project”, since the information in those fields is correlated in the Application Form. Then you will be able to specify more than one specific Output indicator in section 5.1, including “Quantity” and description of “Sources of verification”. Once you fill in all required information for the first indicator, the form will automatically generate additional row for you to add another.
268	Is there a requirement only assets above 700 leva to be considered fixed tangible assets for accounting purposes? It relates to the periodic depreciation (for tangible assets) or amortization (for intangible assets). If buying computer below 700 leva and software also below 700 leva is it necessary to apply periodic depreciation rules?	There is no threshold of materiality value of the fixed tangible/ intangible assets defined in the Guidelines for Applicants. It has to be considered in accordance with the accounting policy of the respective organization and national legislation. Project partners must apply the depreciation rules observing national legislation.
269	A Serbian municipality is preparing documentation and the project application related to the construction of a collector and a facility for waste water treatment. In accordance with the Law on Planning and Construction, Article 135, Para 5, for the construction of municipal infrastructure in the regulation of the existing road, in accordance with the factual situation on the ground, it is not necessary to submit the proof of right to land or property, as evidence of resolved property relations. The Department of Urban Planning has no legal obligation to require the consent of private persons in case of construction of infrastructure facilities in the regulation of the existing road, and may issue a construction permit.	According to the Guidelines for Applicants, for the investment activities performed on municipal or state-owned property, OR the investment activities that require passing through private territories, it is necessary Ownership Act OR Consent of the Owner to be submitted.
270	In preparing the necessary documentation, we have found that we need to submit Positive	The relevant Serbian authorities should be contacted.

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 61 of 75

	Environment Impact Assessment. We are unsure what this document should look like and who would be the relevant body to issue such a document in Serbia. Could you please provide us with some insight regarding this document.	
271	An NGO , which has the transferred right of construction on municipal property (municipal center for children and youth), is applying with an investment project in partnership with another NGO . Is it eligible, in this configuration, to perform repair works on municipal property?	There is no requirement, stated in the Guidelines for applicants, the owner of the property where the investment activities will be implemented to be involved as a project partner. Ownership act and Consent of the owner of the property are to be presented by the respective project partner (applicant). All supporting documents, needed to be presented together with the Application form, are listed in point 3.2 of the Guidelines for applicants.
272	According to the Guidelines "All partners (Bulgarian and Serbian) must also present Explanatory note and Bill of Quantities in original (signed and stamped) and translated into English". Could you clarify if all Explanatory notes and all Bills of quantities to all parts of the works design should be translated in English or translations of one general Explanatory note and one Bill of quantities for the whole works design are meant in the above-quoted text of the Guidelines?	<p>According to the Guidelines for applicants, all partners (Bulgarian and Serbian) must present Explanatory note and Bill of Quantities in original (signed and stamped) and translated into English, together with the detailed works design. You are expected to present generalized Explanatory note (for all parts of the works design) and detailed Bill of Quantities (in Euro) in the respective language (Bulgarian or Serbian) with translation into English language.</p> <p>For further information, please review section 3.2. Supporting documents from the Guidelines for applicants.</p>
273	<p>I ask for information do we need to fill the following parts of the Partnership Agreement (Annex A2):</p> <ul style="list-style-type: none"> • Second page, second paragraph, items one and three: <ol style="list-style-type: none"> 1) ... Interreg - IPA CBC Bulgaria - Serbia Programme approved by the Decision of the European Commission No. C (hereinafter referred to as Programme); 3) ... Guidelines for Applicants adopted by JMC on • Third page, second paragraph, third sentence: <p>... The implementation period of the operation is months. ...</p> 	<p>The Partnership Agreement should be submitted signed, dated and stamped by all partners – in original. Please find below the answers of your questions concerning the Partnership Agreement (Annex A2):</p> <ul style="list-style-type: none"> - The INTERREG IPA Cross-border Cooperation Programme Bulgaria – Serbia was adopted by the European Commission with Decision No C(2015) 5444 on 30th of July 2015. - The Application package, including Guidelines for Applicants and Selection Criteria for Applications, under the First Call for proposals was adopted by JMC on 30th of July 2015. - Concerning the implementation period of the operation, the project partners should determine the period needed for implementation of the proposed activities taking into consideration the set minimum and maximum project duration described in p.2.5.4. of the Guidelines for applicants.


	<ul style="list-style-type: none"> • Fourth side, point five, fifth item. Please give me the brief description what is needed to be write in a blank field of the following paragraph. <p>5) ... Every Partner is obliged to provide quarterly Progress Report pertaining to the tasks provided for the Partner in the Application Form as well as certificate of expenditures issued by the national controller in accordance with the procedures specified within.....[1] days ... ([1] The date established by the project partners.). The footnote was not clear enough.</p> <p>If the answer is positive, please confirm that the following data are correct:</p> <p>1) ... Interreg - IPA CBC Bulgaria - Serbia Programme approved by the Decision of the European Commission No. C (2015) 5444 (hereinafter referred to as Programme);</p> <p>3) ... Guidelines for Applicants adopted by JMC on 30th of July 2015</p>	<p>- The right and duties of the Lead partner and the Contracting Authority are described in details in Annex. Subsidy contract /attached to the Guidelines for applicants/.</p>
<p>274</p>	<p>If the partner participated in the project funded by the EU, which part of the funds we need to calculate for the amount of De Minimis State Aid:</p> <ul style="list-style-type: none"> a. the amount of funds for the entire project b. just the part of the funds for the entire project which belongs to that partner c. just the part of the funds co-financed by the State d. just the part of the funds co-financed by the State and which belongs to that partner 	<p>For questions concerning De Minimis State Aid issues please see Corrigendum No 1 to the Guidelines for applicants, published on the Programme’s website and available at: http://www.ipacbc-bgrs.eu/sites/ipacbc-bgrs-105.gateway.bg/files/corrigendumno1.pdf and the updated version of the De Minimis State Aid declaration.</p>
<p>275</p>	<p>The Criteria for Administrative Compliance include the following requirement: partnership and co-financing statement provided by each partner. Since there is not a specific template for this partnership and co-financing statement, aren’t the decisions of the Local Municipal Councils of the partners (in this case municipalities) on both sides of the border equivalent to the required partnership and co-financing statements. If not, who should sign the partnership and co-financing statement – the Mayor of the respective municipality?</p>	<p>The partnership and co-financing statement is part of the Application form and will be generated automatically for each project partner. In addition, each partner must fill the name and the position of its legal representative. After printing, the statements have to be signed, dated, stamped and provided together with the Application Form.</p>

276	<p>If the project partners have decided to prepare a soft project under Priority Axis 1: Tourism, is it possible for the project activities to combine joint marketing and promotion of cross-border tourist destinations and products (under Specific objective 1.2) with organization of joint events to promote cross-border natural and cultural heritage, such as cultural festivals (under Specific objective 1.3)? By the way, the Guidelines mention that the activities listed under each specific objective are indicative.</p>	<p>The types of activities financed under each priority axis and specific objective must demonstrate a clear cross-border effect to the eligible programme area. The activities included in the application form should be in compliance with the relevant specific objective. The project partners have the sole responsibility concerning the proposed project activities.</p>
277	<p>Regarding the equipment purchased as part of a soft project, is it possible to buy equipment related to the organization of exhibitions and/or festivals, such as stands, stages, acoustic equipment, TV sets, headphones, etc.? If this type of equipment is eligible, then my understanding of the Guidelines is that the eligible costs for the equipment will be equal only to the depreciation of the equipment accumulated during the project period. Is this understanding correct?</p>	<p>Please see answers No 112, 116 and 174.</p>
278	<p>I would like to ask whether in case the applicant misses to attach a supporting document from the list indicated on pages 60-62 of the Guidelines, the applicant will be contacted by the managing Authority (the Joint Secretariat) and the document will be demanded again.</p>	<p>All supporting documents should be provided and submitted together with the application form. Failure to provide any of the requested annexes / supporting documents may result in direct rejection of the whole project proposal.</p>
279	<p>Can we organize public events where English is the working language (meaning the only language to be used, there will be no translation neither in Bulgarian, nor in Serbian)?</p>	<p>The selection of the working language during project events is responsibility of the Beneficiary and depends on the type of activity, place and the target group to which is oriented, but please be noted that using the local language may ensure more accessibility of the target group/s and the implementation of the project activities to become more effective and valuable.</p>
280	<p>According to the definition in the Guidelines for Applicants, Investment projects are “projects that have works (construction, reconstruction, rehabilitation, renovation, etc) and/or purchase of equipment components, forming at least 70% of the total eligible cost of the entire project”. Therefore, it is possible to have Investment project, which includes purchase of equipment components, but not works, if the purchase of equipment components is forming at least 70% of the total eligible cost of the entire project.</p>	<p>Please see answer No 252.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 64 of 75

281	Is it permissible to perform investment project on property which is not municipal or state-owned if the project doesn't include works (construction, reconstruction, rehabilitation, renovation, etc), but includes purchase of equipment components, forming at least 70% of the total eligible cost of the entire project?	Please see answers No 33, 165 and 167.
282	Is Annex B4.6 the only one document from group B4 which should be provided in such case (investment project without any works)?	In case only supply is planned to be delivered under the project, documents B4.6 should be submitted as described in the Guidelines for applicants.
283	Will rental of software be treated as eligible cost under Budget line 5?	Such expenditures could be considered eligible if are well justified, needed for the implementation of the respective project proposal and are not listed in point 2.5.9 Ineligible Expenditures of the Guidelines for applicants.
284	Will rental of laboratory equipment, machines, measuring instruments, etc. be treated as eligible cost under Budget line 5?	Such expenditures could be considered eligible if are well justified, needed for the implementation of the respective project proposal and are not listed in point 2.5.9 Ineligible Expenditures of the Guidelines for applicants.
285	As usually servers are situated in data centres or other properties which are far from the place of use, in case of rental of server (definitively IT equipment) is there a requirement where to be situated physically?	There is no specific requirement regarding this issue according to the Guidelines for applicants.
286	What kind of documentation will be necessary to provide during project implementation in order to prove rental costs?	All necessary documents, procedures and processes will be described in details in The Project Implementation Manual /in process of preparation/.
287	Are the costs for materials and consumables, which are necessary for on-the-job training and workshops, eligible costs? (e.g. printed circuit boards, controllers, sensors, metal boxes, cables, solder, bolts, nuts, composite powder for 3D printer, and etc.) If yes (which should be the answer as costs for materials are not mentioned as ineligible), which is budget line covering them (where to put them in the budget)?	The eligible expenditures for preparation of materials and consumables for events are listed in point 2.5.8. Eligibility of expenditures of the Guidelines for applicants.
288	Are the grants received part of the annual turnover?	The treatment of these expenditures should be in accordance with the national legislation.

289	Where is expected to count the number of natural persons working for the partner organization under a contract other than an employment/work contact – in the number of part time staff or elsewhere?	The definition of the full-time staff and part-time staff is provided in the national labour legislation. Therefore please consult the existing and valid law acts and documents and include the necessary information regarding the staff of the partner organization /if applicable/
290	How many points will be awarded if not all partners have implemented at least 1 EU funded project but more than one of the partners has implemented EU funded project/s? (criterion 2 “The partners are experienced in project management in EU funded projects”)	According to the Technical and assessment grid, in case that none of the partners has experience in management of EU funded projects – the project proposal will receive “0” points on this criteria and in case only one of the partners has implemented EU funded project/s, the project proposal will receive “2” points on this criterion.
291	Should the other project/s have been already finished or could be in process of implementation/ application? (criterion 11 “Connection of the project to bigger or to another project/s”)	There is no explicitly stated if the project should be finished or in process of implementation.
292	<p>Concerning the new rules for State aid and the list with activities of potential economic character, please answer the following questions:</p> <p>1. If a free access to facilities is allowed and no fees taken (i.e. the target groups use the equipment without any charges), is there an economic advantage (a benefit) to the undertaking which is direct beneficiary or not (is criterion 2 for State aid met or not)?</p> <p>2. If the access to facilities is not free but the service in question is of a merely local interest (only local young people will use it), is the grant affects trade between Member States (is criterion 5 for State aid met or not)?</p>	All project proposals proposed for financing will be subject to check for compliance with the state aid rules. The assessment will be made case by case, taking into consideration all the information included in the Application form.
293	Is the rental of specialized sports equipment for the implementation of project activities an eligible expenditure under the First Call for proposals under INTERREG IPA-CBC Bulgaria - Serbia Programme?	In relation to article 7. Equipment expenditure of Regulation 481/2014 such expenditures are to be considered eligible. In all cases they have to be well justified and needed for implementation of the respective project proposal.
294	Can lecturers/trainers come from the team of the project partners, can they be part of their staff (of course there will be no overlapping of lecturers and members of the project managing team)?	<p>Contracting of employees of the project partner organizations as external experts is ineligible, as mentioned in point 2.5.9 of the Guidelines for Applicants.</p> <p>There is no restriction to be involved international lecturers in the projects under the Programme. The</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 66 of 75

	Can we invite international lecturers and do lecturers' travel costs fall under Budget Line 4?	expenditures for lecturers and trainers should be planned in BL 4 of the respective project partner budget.
295	<p>Filling in the Application form under the First Call for Proposals within Interreg –IPA CBC Bulgaria-Serbia Programme, was found that the drop down menu regarding the type of the organization does not work for all project partners. In the same time, this information cannot be added by hand.</p> <p>We use most recent version of the Application form (24.11.2015) and checked it on different operational systems, but it continuing not to be possible to be added this information.</p>	No problem regarding the selection of the type of the organization has been detected by the Managing Authority on the latest version of the Application Form, posted on the Programme's website. Please make sure that you have filled in properly all the information required prior to the question regarding type of the organization.
296	<p>On page 53 of the Guidelines for applicants the following is written concerning the Application form:</p> <p>“The Application form should be bound (together with its Annexes) in A4 format in the way that pages could not be taken away from the whole set. All pages should be numbered in the lower right corner (with consequent numbers starting from the cover page of the Application Form until the last page of the last annex)”.</p> <p>Could you please clarify what you mean by Annexes that must be numbered together with the Application form:</p> <ul style="list-style-type: none"> - All Annexes under point 3 on page 48 of the Guidelines, incl. Support documents (B) listed on pages 49-52 <p>or</p> <ul style="list-style-type: none"> - Annexes (A) under point 3.1. on page 48. 	Each Application form must be submitted together with Annexes A1-A6 and supporting documents B1-B3. In case the project proposal envisages investment support activities (works or supplies) supporting documents B4, as listed in the Guidelines for Applicants must be provided as well. This means that the numbering of the pages starts with the cover page of the Application form and ends with the last page of the last Annex that you provide with the Application form.
297	Do we have to translate all communication and visibility materials for the project (website, banners, flyers, leaflets, etc.) both in Bulgarian and in Serbian? Is it possible to have some of them in only one language depending on the country where they will be distributed? Do we	In all communication activities/materials the local language of the target group should be used. In order to ensure the cross-border impact of the outputs/results achieved within the project, it is advisable in elaboration of the promotional materials (brochures, leaflets, flyers, etc.) to be used at least Bulgarian


	have to have materials in English? In which language/s should be the project website?	and Serbian, especially for the project web site.
298	Is it allowed for the staff of a municipality (the municipality is a project partner) to receive payment for its work in the project (members of the municipality's staff intend to take part in the project management team as there will be Joint Management)?	The appointment of the staff by the beneficiary is its own responsibility and has to be made in accordance with both the European and the relevant national legislation.
299	Is it possible to have participants in events from outside the project's eligible cross-border area (for example from Belgrade) and if yes - under what conditions?	The definition of the project target group depends on the project character. The project partners are expected to justify the definition of target group/s (inside or outside the eligible cross-border area) in the Application form taking into consideration that it must also contribute to the achievement of the specific objective of the project, respectively the Programme objectives, and should be closely connected with the achievement of the cross-border impact.
300	If the project budget is equally distributed among both Bulgarian and Serbian partners, but there is no "own contribution" by Bulgarian side, does this mean the cooperation criterion "Joint financing" is fulfilled? If Bulgarian partner wants to provide "own contribution", how to technically include this amount in the budget of the Application Form?	Please see the definition of joint financing stated in point 2.1. Cross-border impact of the Guidelines for Applicants. In case the project partners envisage additional own contribution (co-financing), the amount of contribution must be inserted by the partner in its respective column (PP1/LP, PP2, PP3 etc.), row "Thereof others co-financing" of Table 5 – Project sources/Partners' contribution.
301	There is a mistake in the Application form- an error message "Exceeded budget limit" appears when filling in the project budget without taking into consideration that the limit of the project funds concerns the grant, not the project budget as a whole. It concerns the amount of 15% Serbian co-financing which is not excluded from the total budget although it is not a grant. It does not allow exceeding of the respective budget limit although there is no limitation of the amount of the own co-financing.	The grant amounts, specified in the Guidelines for Applicants, must be considered as a sum of the EU contribution (85% of the respective project partner budget), national public co-financing in rate of 15% of the respective budget (for Bulgarian partners) and national own co-financing in rate of 15% of the respective budget (for Serbian partners). In case an additional co-financing is planned to be provided for the needs of the project, its amount will not reflect the grant limit of the project. The amount of contribution must be inserted by the partner in its respective column (PP1/LP, PP2, PP3 etc.), row "Thereof others co-financing" of Table 5. Project sources/Partners' contribution. For Serbian partners this additional own co-financing shall come as a supplement to the obligatory own co-financing of 15% of the activities. There are no limits for the amount of the additional own co-financing.

302	<p>In relation with the requirement of providing Approved detailed work design (B4.5 from supporting documents list), is it possible and correct in the application phase to be submitted Approved detailed design in phase "Technical project" with respective Explanatory note and Bill of Quantities?</p>	<p>Please see the answers above (Questions 145 and 178)</p>
303	<p>According to the Guidelines (page 54): "The application should be submitted in 2 paper versions – 1 Original and 1 Copy". Regarding to this, please give the following details:</p> <ol style="list-style-type: none"> 1) This mean that we need to present 2 versions (original and copy) of application form, annexes and supporting documents, right? 2) What is the requirement form of the "Copy" version for the Bulgarian partners – is it enough to certify all documents as a "True copy", sign and stamp, or it must be notary certify copy? 3) As a "Copy" version can we present originals and/or notary certify of some of the documents? 	<p>The Application should be submitted in two identical paper versions – one Original version and one Copy version, together with one electronic version (CD, DVD or USB flash drive), including annexes A1-A6 and all applicable supporting documents B1-B4.</p> <p>Additionally, please see the answer of question 4.</p>
304	<p>If the project partner from non-eligible area budgets daily allowance for spending days in eligible area, is this expenditure in or outside the eligible area? Vice versa also, if the partner from eligible area budgets daily allowance for spending days in non-eligible area, is this expenditure in or outside the eligible area?</p>	<p>Please see the answer of question 190.</p> <p>It is important to keep in mind that the whole budget of an organization registered outside of the eligible area should be filled in the column "Expenditures outside eligible area" regardless of where the actual expenditures are made, as specified in p.2.5.5 of the Guidelines for Applicants.</p>
305	<p>We are preparing investment project, but our Serbian partner is unable to use municipal property and therefore envisages costs only for delivery, but not for small scale construction. The Lead partner envisages works and delivery costs, which are 70% of his budget, but Serbian partner delivery costs form 50 % of his budget. Is it eligible investment project with such allocation of costs or delivery costs of Serbian partner also should form 70% of his budget?</p>	<p>Investment projects must include expenditures for works (construction, reconstruction, rehabilitation, renovation, etc.) and/or purchase of equipment components, which together form at least 70% of the total eligible cost of the entire project.</p>


306	<p>We are planning to purchase sport equipment for training process. This equipment is necessary for project implementation, but it is not made in Europe and there is not such equipment in Europe. It is eligible to purchase equipment from USA? Which documents are necessary to justify that such equipment is not produced in Europe?</p>	<p>During the project implementation stage, each partner is responsible to follow the rules of origin regarding the supplies, as mentioned in the PRAG document.</p>
307	<p>According to the Guidelines for Applicants "During the project implementation phase, each beneficiary, generating revenue under a project, should keep detailed, timely, adequate and traceable information concerning the generated revenues". In the Q&A it is also explained that "In case the project generates revenue, in accordance with Article 65.8 from Regulation 1303 the total eligible expenditures of the operations shall be reduced by the net revenue of the operation directly generated during its implementation."We understand that and will respect the rules stated. But is it allowed for a project funded under this call for proposals to generate revenues after the project implementation phase (after the 2nd year, we are talking about Specific Objective 2.1. of Priority Axis 2, Investment Measure), meaning after the end of the funding receipt from the programme when the project becomes independent from Interreg funding?</p>	<p>Project partners are obligated to ensure sustainability of the project results after completion of the project. According to point 5.3. Sustainability of the Guidelines for Applicants, for investment support projects, project partners should ensure the sustainability of the project results not less than 5 (five) years after completion of the project implementation period. In relation to the above mentioned it is responsibility of the project partners for keeping detailed, timely, adequate and traceable information concerning the generated revenues.</p>
308	<p>One of our project partners will be a JV between two national science institutes which don't have own staff, only an administrative staff.</p> <p>In relation with section PROJECT PARTNER, 2. Financial Data, section 2.2. Financial status, capacity and equipment of the Application Form, We would like to know is it necessary to be presented the whole staff capacity of the two institutes or only the staff involved in the project?</p>	<p>In section 2.2. Financial status, capacity and equipment of the Application form the project partner has to fill in the number of the employees in the respective organization, including number of the full-time staff and number of the part-time staff. This information should concern the past 3 years.</p>
309	<p>Is it eligible each partner to have separate budget line for equipment, i.e. supplies to be planned for each partner separately? Or should it be planned in the budget of one partner only?</p>	<p>According to p. 2.5.8. Eligibility of expenditures of the Guidelines for Applicants, one of the main eligibility requirements is planning of expenditures within the project budget, meaning not only planning, but also planning under each partner's budget, depending on which partner is going to use it.</p>

310	Is it legible to buy specialized car by leasing scheme?	The question does not define the type of leasing - operational or financial. As a whole buying a car through a leasing scheme is not recommendable as it can lead to an infringement of the principle of sound financial management, namely in accordance with the principles of economy, efficiency and effectiveness set in art. 30 of Regulation (EU, Euratom) No 966/2012 of the European parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002.
311	Within a project, a group of people from Serbia and Bulgaria would travel to Slovenia, or another EU country, in order to see best practices and learn from other experiences. Does this bring an added value to a project, considering that it would be promoted outside of Programme area, also. What has experience shown considering the assessment of such projects? And what about their implementation?	The Programme shall finance activities outside the eligible cross-border area carried out by project partners located inside the eligible area, given that those activities are for the benefit of the respective project and the beneficiary has provided a detailed justification proving that those activities are necessary for achieving of the specific project objectives, according to the article 2.5.5 of the Guidelines for Applicants. Furthermore, please be reminded that, according to p. 2.6.1 of the Guidelines for applicants, in the interest of equal treatment of applicants, the Managing Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action.
312	<p>1. The project concerns waste management in a municipality where this activity is performed by a 100% municipality-owned company and there is no concession contract for waste management services with third parties. The project envisages the purchase of waste collection equipment for the activities performed by the municipality-owned company. Please clarify who should be the eligible beneficiary in this situation – the municipality, the municipality-owned company or both?</p> <p>2. The project envisages the purchase of a small airplane. We intend to request extended producer’s guarantee for the airplane for 5 years (to cover the required post-project maintenance period). Please confirm if this cost is:</p> <p>[1] eligible for financing under this Programme</p> <p>[2] recognized as investment costs.</p> <p>• For the same airplane insurance coverage will be purchased. Please clarify which should</p>	<p>In relation to questions 1 and 2, please be reminded that according to p. 2.6.1 of the Guidelines for applicants, in the interest of equal treatment of applicants, the Managing Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action. Please review the list of Q&A under the First Call – answers on questions 9, 22 and 36, regarding eligibility of applicants and actions. The Q&A is available here: http://www.ipacbc-bgrs.eu/application-stage/application-package</p> <p>In relation to question 3, please review point 2.5.4. „Project duration and grant amounts“ of the Guidelines for applicants, where the minimum and maximum budgets per type of projects are listed.</p> <p>In addition to this, you should be aware that all project proposals proposed for financing will be subject to check for compliance with the state aid rules. For more information about the procedure, please refer to point 1.5 “State aid” of the Guidelines for applicants.</p>


	<p>be the insurance basis – the airplane purchase cost only or it should include the cost of the extended producer’s guarantee as well (the total invoiced amount).</p> <ul style="list-style-type: none"> • Finally, the airplane would be used for training purposes and it will be operational for one training season within the project timespan. Are the insurance cost and the applicable state taxes eligible for financing by the Programme during this initial training season? <p>3. The project envisages the purchase of equipment which will expand the services offered by a relevant NGO. However, these services will be offered only locally. With respect to the de minimis regime, please clarify whether it will be applied or not to a project which has only local Bulgaria-Serbia cross-border impact and does not affect significantly the trade between the EU Member States. In other words, can the NGO apply for a grant exceeding EUR 200 000?</p>	
<p>313</p>	<p>Is it possible if school is an applicant, that some of the teachers from the school be contracted as trainers for some of the activities and to be paid per hour in BL 4 in sub-line trainers, and at the same time, expenditures for them to be planned in BL 4 accommodation, travelling, catering for participants during a cross-border meeting?</p>	<p>Project partner cannot be a sub-contractor under the project. In exceptional cases, the partner organization from Bulgaria can assign its employee by a service contract to perform expert work under the project (which differs from the project management activities: organization, coordination, management and reporting. In such specific case, it will be required detailed justification for the reasons leading to these circumstances to be elaborated, which shall be attached to the signed contract..It is not advisable one person to be simultaneously engaged as a team member and external expert under the project. The expenditures for trainers are to be planned per hour or per day under Budget line 4. “External expertise and services costs”, sub-line “Interpreters, lecturers, trainers, moderators etc”. Expenditures envisaged in sub-lines “Travel for events”, “Catering for events” and “Accommodations for participants in the events” should concern only participants (target group) in the project events and should be planned per participant.</p>
<p>314</p>	<p>Is it eligible if expenditures for trainers, interpreters, consultants are envisaged both in BL 4, sub-line Interpreters, trainers, etc. or sub-line Consultancy and in accommodation, catering during meetings of participants?</p>	<p>Please see the answer to question 313 above.</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 72 of 75


315	Is it eligible cost training of trainers/ coaches / for applying a specific program to conduct sports training for children? In this case, how to determine coaches- like "target group", "direct beneficiaries" or" final beneficiaries"	The eligibility of project activities depends on the respective project objectives. The definition of the "target group", "direct beneficiaries" and "final beneficiaries" is given in point 3.4. "Description of the target groups and beneficiaries" of the Application form.
316	In the guidelines for applicants, as well as in the questions and answers, clarifications regarding VAT are given only for the municipalities from Bulgaria, while for Serbian municipalities there is no such information. For the Bill of Quantities, should we present the amount with VAT included? Also, in the Application form, should we enter the amount with the VAT included? After the tender procedure conduction, who will pay the VAT to the contractor?	Please see question and answer No. 240, published on 30.11.2015 on the Programme's website. In addition, according to the VAT exemption procedure, the beneficiaries from Serbia should be exempt for VAT, before the expenditure occurred.
317	On the page No. 51 in the Guidelines for applicants, point B.4.5. (Approved detailed works design) there is an „explanation“ stated. What is an „explanation“, is that a „Technical report“ or a „Technical description“ and is it necessary for every section of the project or only one for the whole project?	As stated in the GfA, Explanatory note is required to be submitted in the application phase which should give the information on the technical description of the project. This document should be submitted also in English.
318	<p>When trying to fill in the detailed budget of the application form, T2-B(PP1), I cannot open the hidden rows in some of the categories such as BL3 and BL4.</p> <p>The response I receive when trying to use some of the functions is that the "The cell or chart you are trying to change is protected and therefore read-only" and I am prompted for a password in order to remove the protection.</p> <p>Is there s problem with the cells/rows or something else must be done first in order to be able to work in the table and add rows for additional expenses?</p>	<p>When filling in the detailed budget tables for each project partner, you must keep in mind the following:</p> <ul style="list-style-type: none"> - Each budget table has a column for "Expenditures in the eligible area" and for "Expenditures outside the eligible area". If a project partner is located outside the eligible area (and this is indicated in Part I, Point 1 "Identity of the project partner" in the Application Form), then this partner shall only be able to fill in the budget in the "Expenditures outside the eligible area" column, as all the cells in the "Expenditures in the eligible area" column shall be locked. On the other hand, if a project partner is located inside the eligible area, then this partner shall be able to fill in the budget in the "Expenditures in the eligible area" column, as well as in BL 3 and BL 4 of the "Expenditures outside the eligible area" column. - It is necessary that you properly fill in all required information for the first expenditure in the respective sub-line, including the type/description of the expenditure, unit, number of units and unit rate. Only then shall the form automatically generate additional row so that you can add

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 73 of 75

		other expenditure.
319	If the Bulgarian partner is not having any commercial activities at all, as far as we understand, it cannot be considered an 'undertaking' in the sense of State Aid rules. Is it then obligatory for that partner to fill in Annex A6 (the De Minimis State Aid Declaration)?	Annex 6. State Aid De Minimis Declaration has to be provided by each Bulgarian partner no matter whether the respective project partner has been an undertaking. All annexes (A1-A6) and supporting documents (B1-B3) have to be provided by project partners together with the Application form.
320	From the Guidelines and the Q&A published so far, it is not 100% clear whether the English translation of the 'evidence of the most recent legal status' is obligatory, and whether it should be done by a professional translator. Please clarify that explicitly.	According to the information stated in section "Important" of point 3.2. Supporting Documents of the Guidelines for Applicants, "all supporting documents should be submitted in the original language and when specifically required, translated in English as well. The translation may either be made by a certified translation agency or be certified "True copy" by the legal representative or an authorized person from the Lead partner and/or the respective project partner". Since the Guidelines for Applicants specify no further requirement for Supporting document B1 – Documentary and other evidence of the most recent legal status, the document/s may be presented in the original language only.
321	The catering and accommodation expenses in BL3 clearly do not include the project team members. Do they include the lecturers then, or the latter should cover their accommodation and catering from their remuneration money?	<p>Budget line 3. "Travel and accommodation costs" covers expenses for participation in events of the project staff members only, including travel costs, daily allowances and accommodation for events and business trips related to the project., whereas, the expenditures under BL4. "External expertise and services costs", sub-lines "Travel costs for events", "Catering for events" and "Accommodation for participants in the events" cover expenses for participants in the events only.</p> <p>Additionally, the honoraria of interpreters, lecturers, trainers, moderators, etc. under BL4, sub-line "Interpreters, lecturers, trainers, moderators, etc." must cover all their expenditures related to performance of their duties, as well as remuneration, travel costs, daily allowances, etc.</p>
322	We have a problem working with the budget because it doesn't seem to offer the option of inserting rows. For example, Section BL4 (External expertise and services costs) has only one row for 'Catering for events' and only one option to give a unit rate. However, we plan to organise multiple events for which we will need different types of catering and therefore different unit rates (sometimes 20 EUR per participant, sometimes 35 EUR per participant).	It is necessary that you properly fill in all required information for the first expenditure in the respective sub-line, including the type/description of the expenditure, unit, number of units and unit rate. Only then shall the form automatically generate additional row so that you can add other expenditure.

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 74 of 75

	<p>Bearing in mind that we can't insert rows in the budget and we can't describe the different events and respectively the different unit rates, what unit rate are we supposed to include in the single row provided for this cost in the budget?</p> <p>The question pertains to all rows in Section BL4 and Section BL5 in the budget.</p>	
323	<p>Please clarify if the Bulgarian Red Cross – Mountain Rescue Service is eligible applicant under Priority Axis 3 – Environment, specific objective 3.1. Joint risk management of the Interreg IPA CBC Bulgaria-Serbia Programme.</p>	<p>To be assessed as eligible, each project partner must cumulatively comply with the general eligibility criteria, described in details in point 2.5.1 of the Guidelines for Applicant, namely:</p> <ol style="list-style-type: none"> 1. be separate legal entity established according to the national legislation of the state on whose territory they are located; 2. be registered in the eligible cross-border region; 3. be non-profit making organizations; 4. be directly responsible for the preparation and management of the action, not acting as an intermediary. <p>It is important to be mentioned that regarding the first criterion an exception could be made for local/regional structures/branches of national authorities only, which will be considered eligible applicants, no matter that essentially are not separate legal entities. All regional structures/branches of central organizations, other than local/regional/national authorities, are ineligible applicants under this Call for proposals (for example branches of NGOs/associations/foundations, etc.).</p> <p>Regarding the second criteria, the Programme also foresees an exception – it concerns only national/regional public authorities registered outside eligible cross-border area, whose area of competence (established by legal acts) extends to the eligible area of the Programme. In the presence of such circumstances, these organizations could be also considered eligible applicants.</p> <p>Please also be aware that the fulfilment of the above mentioned criteria by each project partner is strictly individual and depends on the type of the organization and its legal status, as well as the presented</p>

	INTERREG-IPA CBC PROGRAMMES MANUAL		Chapter 3
	Annex 3.4. Record of questions		
	Version: 1 September 2015	Revision: Month/Year	Page 75 of 75

		<p>together with the Application form supporting documents, certifying the quoted facts. Only on the basis of the presented information, decision regarding the eligibility of each applicant could be taken. In this connection, with a view to the equal treating of all potential applicants and observing the principle of transparency, the Managing authority cannot give concrete answer regarding the eligibility of the concrete applicant.</p>
324	<p>In description of the activities in AF 3.5, point 1, you put the limitation of 1500 characters, but in fact when we put more than 1000 words (with space) the text colored in red, which mean that we are over the limit. Please give some explanation about that - what we need to take in count - red text or limit of 1500 characters?</p>	<p>Notwithstanding that the text filled in point 3.5. Project activities-description and methods of implementation, 1. Brief description of the activity of the AF is colouring in red when it contains more than 1000 characters, but not exceeding the limitation of 1500 characters, the AF accepts the text and ticks off point 3.5 as correctly filled in the "Checklist".</p>
325	<p>When we are copying and pasting text from Word to Excel in cells of the AF these cells are locking and requesting a password. How can we get a password for unlocking the cells?</p>	<p>The paste function shall be used from the menu that appears on right mouse click in the respective cell and not with "CTRL+V" keyboard combination.</p>
326	<p>In the section 2.5.4 of the Guidelines for applicants, do the thresholds given in the table represent the EU contribution, i.e. 85% of the total project cost?</p>	<p>The thresholds listed on the page 21 of the section 2.5.4 of the Guidelines for applicants represent 100% of the amount of obligatory activities, which are covered by: a) for Bulgarian bodies: 85% EU contribution + 15% national public co-financing, and b) for Serbian bodies: 85% EU contribution + 15% national own co-financing. It should be noted that further to the forementioned obligatory amount of the activities, each project partner (Bulgarian or Serbian) may choose to provide ADDITIONAL own co-financing for the needs of the project. For Serbian bodies, this additional own co-financing shall come as a supplement to the OBLIGATORY own co-financing of 15% of the activities. There are no limits for the amount of the additional own co-financing.</p>