

Which is the last date for the implementation of the project activities in this programme? All project activities must be completed by 31st December 2014.

How long should the partner have ownership of the project results? Prior consent of the JMA is required for the transfer of ownership, industrial and intellectual property rights for outputs and results of the project during the implementation period of the project and for five years after completion of the project.

Should the Expenditure Verification Report be submitted once per project or more often? According to the provisions of the Section 3.3.2.1 of Guidelines for Grant Applicants, the Expenditure Verification Report, produced by an auditor shall be attached to any request for a further pre-financing installments for the projects of duration over 18 months or awarded grant over 300,000 EUR, as well as to the request for balance payment and shall be submitted to the JTS. For projects of duration less than 18 months or awarded grant less than 300,000 EUR the Expenditure Verification Report is to be submitted with the request for balance payment.

Can the procurement be initiated before signing the Grant Contract? According to Grant Contract Art.7 - Procedures to award subcontracts for goods/services/works may be initiated but contracts may not be concluded by the Beneficiary or its partners before the start of the implementation period of the Project.

How is the starting date of the project defined? Project starting date is defined by the Beneficiary and the JMA and stipulated in the Grant Contract (GC). It can be either the day following that on which the last of the two parties signs the GC, or a later date agreed in the GC but no later than 6 months after signing the GC.

How to choose auditor for a Project? The requirements for the auditors carrying out the verification are listed in the Annex 8.6 to the Guidelines for Grant Applicants stating that the selected auditor has to be member of the national accounting or auditing body, which, in its turn, is member of the International Federation of Accountants (IFAC); or be a member of the national accounting or auditing body and commit itself to undertake the assignment in accordance with the IFAC standards.

Are bank commissions for transactions eligible costs? Financial service costs, in particular the bank charges for the project account, the costs of transfers and financial guarantees, are eligible.

Is it possible, that calculation method of the Administrative costs and in kind will be different for each partner? Yes.

If in our project experts are planned, can we pay to them a travel costs? Per diems and travel for external experts must be included into their service contracts and budgeted in the Budget Heading 5 “Other costs and external services”.

Do we need to plan Contingency reserve obligatory? No, it is not obligatory, but you need to think about risks, which may arise in implementation of the project.

Should there be a separate Project account on the time of submission of Application Form? No. Project partners need a separate account for the Project financing or an adequate accounting code only after the signing of the Grant Contract.

What are the evaluation costs suggested in the Project budget (Heading 5) – are they compulsory? All the cost items mentioned in the Worksheet XIV are examples and are to be replaced with the real cost categories for the particular Project. Evaluation costs are not compulsory, verification of the achievement of Project indicators can be done using the internal evaluation methods as well as objective sources of information available free of charge.

Should concrete persons be named in the project budget? In the description of the Cost items in the Worksheet XIV of the Application Form, only positions of the staff are to be mentioned, not names.

Is it possible to foresee the compensation of travel costs, accommodation costs and daily allowance to employees of applicant/partner organisation who are not listed under Budget Heading 1 and for representatives of other organisations for participants of events? According to the Section 2.1.3.4 of the Guidelines for Grant Applicants, travel and accommodation costs for participants of seminar/conference organised by the project should be included under the Budget Heading 2 “Travel costs” provided that the most economic way of transport (in relation to the time and price) is used.

When to use “daily allowance” and when “per diems”? Guidelines for Grant Applicant, Section 2.1.3.4 stipulates that “per diems” (incl. accommodation, daily allowance, local transport), set by European Commission, are to be used by Russian Federation NGOs and SMEs. For Estonian and Latvian partners and Russian Federation public authorities “daily allowance” according to national legislation applies.

How should the unpaid voluntary work be counted? Minimum monthly or hourly official national net salary level is followed when calculating the value of unpaid voluntary work.

Is it possible to send participants to visit event outside of the Programme area for getting experience, and where to show the expenses? In accordance with the Guidelines for Grant Applicants in p.2.1.2.4, in duly justified cases the soft activities up to 10% of your total budget can be spent outside of the Programme area. These costs should be indicated in the special fields of the Application Form in the Worksheet XIV under the Budget Headings 2 and 5, as well as listed in the Section 1.8. of the Application Form.

Under which Budget Heading should the preparation of technical design be listed? Elaboration of the technical documentation has to be listed under the Budget Heading 6 “Infrastructure”, where according to the Guidelines, Section 2.1.3.4 “all

costs of works and services related to construction, renovation, installation of infrastructure and their supervision” are to be listed.

What is in-kind? Where is the place in budget, where to describe the in-kind contribution? In-kind contribution can be the unpaid voluntary work (but not the staff of the Project partner) and use of the Beneficiary’s and/or the project partner’s own premises for implementation of the project activities (for example, hall for seminars/conferences etc.). Each project partner can report the value of in-kind contribution only up to 10% of its total eligible expenditure, but in any case it cannot exceed the Beneficiary’s and/or the project partner’s own contribution to the project. In-kind contribution is to be listed in the separate column of the Budget table in the Worksheet XIV of the Application Form, where use of own premises for the seminar/conference purpose should be reflected under Budget Heading 5 and the unpaid voluntary work – under the Budget Heading 1.

Can partners make profit out of the grant? The projects must be of a non-commercial character. Neither applicants nor project partners can make profit out of a grant. Article 17.1 of the General Conditions of the Grant Contract stipulates that The Beneficiary accepts that the grant can under no circumstances result in a profit for itself and that it must be limited to the amount required to balance income and expenditure for the Action. Profit shall be defined as a surplus of actual receipts over the actual costs of the Action in question when the request is made for payment of the balance.

How to paste information already typed into the Application Form? When copying information into the Application Form, it is important to choose for copying only the text (not the entire cell). Also, when pasting this information into the Application Form, please double-click into the cell into which you would like to paste this information (the mouse pointer has to be in the cell); you will not be able to paste information if the entire cell is selected.

How to fill in the indicators (Section 3.6. of the Worksheet I in the Application Form) for the Measure 2.3, the Form shows an error there? Indeed, the Application Form does not allow filling in the indicator for the Measure 2.3. We kindly ask all projects applying to this measure to leave empty the table “Fulfilment of Programme indicators” in the Section 3.6. of the Worksheet I in the Application Form.

How to fill in and save the Legal Entity Sheet? Information entered there disappears when I try to save the document. Please turn your attention to the instructions on the top of the document: „You cannot save data typed into this form. Please print your completed form if you would like a copy for your record”. Please, fill in this document electronically, print it out and submit together with the paper version of the Application Form!

Where to find more detailed information on filling in the Logical Framework? Projects supported under this Programme are following the Project Cycle Management principles, which is a set of project design and management tools based on the Logical Framework Approach. Full version of the “ Aid Delivery Methods

PCM - Project Approach Guidelines” you can find here:
http://ec.europa.eu/europeaid/infopoint/publications/europeaid/49a_en.htm

What sums from the partner budget are to be stated in the Partnership Statement? In the Partnership Statement each project partner has to state its budget in the project (according to the information in the budget table in the Worksheets VIII (for the Applicant) and Worksheet IX for the other project partners), as well as the partner’s co-financing, which includes its contribution in cash, contribution in-kind, and the state budget contribution.

Do we have to submit AF electronic version as excel fail, or as scanned .pdf document? Filled Application Form must be submitted in the Excel form as an attachment to the email sent to project@estlatrus.eu .

What is “results” and what is “outputs”? Results are direct and immediate effects brought about by the project, which provide, for example, information on improvement in capacity/efficiency of partners or enhancement of performance. Outputs directly result from activities of the project. They are typically measured in physical or monetary units such as: number of meetings, seminars, or training sessions, number and type of reports, policy tools or written concepts etc.

When we need to submit Partnership statement and when Partnership agreement? Partnership statement must be submitted together with the Application pack, but Partnership agreement must be submitted before signing of the Grant contract.

Is it possible that we have more than 5 Activity packages? No, 5 Activity packages is the maximum.

In the Application Form “Time table” – is it calendar months? No, these are months of the Project implementation.

The Guidelines say that any error or major discrepancy related to the points listed in the instructions in the Application Form may lead to the rejection of the Application. The worksheet XVII Checklist enables to mark “Yes” under the criteria listed in the table or leave it unmarked. How should be acted if there is no obligation to submit the document listed under the criteria listed in the table? The Checklist in the Worksheet XVII is for use of the Applicant to check that the Application complies with the criteria, which will be used during the administrative and eligibility check of the Applications. If there are points mentioned in the Worksheet XVII which do not apply to your project, please leave the field with the drop-down menu in the last column empty.

What information should be provided in the AF (worksheet VIII and IX) if the Beneficiary and/or project partners want to sub-contract the project manager or financial manager? Should the CVs be submitted in case of sub-contracting? In this case the CV is not required, but the description field of the project manager or/and financial manager in the Worksheets VIII and IX qualification requirements should be listed, which will be used in the tender for provision of project management services.

What technical documentation is to be submitted for the infrastructure projects?

Technical documentation has to be provided in line with the national building legislation. It is required to obtain evidence that in case the project is approved the tender procedure for construction works can begin immediately. Furthermore, the detailed breakdown of (re)construction costs has to be included. If available, Building permission has to be submitted already at the stage of project submission; but in any case not later than before signing the grant contract.

Should Legal Entity sheet be submitted by all partners? No, only the Applicant submits the Legal Entity Sheet.

Is it allowed to submit documents (statutes, financial reports, statement from tax authority) in the original language (Estonian, Latvian, Russian)? Yes, it is allowed according to the Guidelines for Grant Applicants Section 2.2.1 (documents listed in the points 5, 7, 8, 9, 10 and 11).

What reports should be presented by the Latvian amalgamated municipality, which consists of several municipalities merged during the reform? How to show their financial capacity for the previous three years in the Application Form? In case of Latvia the administrative reform was in 2008, thus all the amalgamated municipalities have financial figures about the year 2009 to be presented. In the Worksheet VIII of the Application Form table on Applicant's financial information for the year 2009 is to be filled in, and for the two previous years "NA" (not applicable) has to be indicated.

If the Project idea is preparation of technical design (technical project), does applicant/partner has to provide the documentation certifying the rights for the land for what the technical design is planned? The respective applicant/partner has to be able to fulfill the contract obligation regarding the ownership of the produced documents as stated in the Section 3.1.3 of the Guidelines for Grant Applicants; as well as the provisions of the Clause 7.1 of the General Conditions of the Grant Contract: "Ownership of, and title and intellectual and industrial property rights to, the Action's results, reports and other documents relating to it shall be vested in the Beneficiary and Project partners."

What financial documents (reports) have to be submitted by the project partners? The applicant's and the partner's financial report (the profit and loss account and the balance sheet) for the last financial year for which the accounts have been closed must be submitted.

How to stitch the Application if the technical documentation is of more than 500 pages? Guidelines say that the Application (Application Form and Annexes) are to be stitched together. If the technical documentation is of volumes, it is possible to stitch separately the Application Form and Annexes (except for the technical documentation) and stitch the technical documentation separately (in one or several volumes depending on the number of pages). Application (including the Technical documentation) must be submitted in the one envelope /box.

Shall we enumerate technical documentation as well, i.e. environmental studies if they have already page numbers? It is not necessary to have the double-numbering of pages for the documents which already have the pages enumerated.

May one project application cover two measures? Choice of the Priority and measure depends on the focus of the project, but only one Measure has to be chosen for each project. To define the appropriate measure, please take into account the indicators, which are foreseen by the Programme for each particular measure.

How should the copies submitted with the Application be certified? How many copies of Application we need? These have to be copies of the originals certified as true by the authorised person/ head of the applicant organisation or the project partner organisation. For submission you must prepare and submit one original and one copy. We recommend to make a copy of Application for each project partner also.

Do we have to submit „Statement from the national tax authority” for each Partner or just Project applicant? What information should be in this statement? „Statement from the national tax authority” must be submitted by the Applicant and all project partners. Statement from the national tax authority- is a document from the national tax authority confirming that your organization has no tax debts!

It is one A4 paper with few sentences of content "...XXX organisation, with Reg.No XXXXXXXXXX...has no tax debts..."

When should the Statement from the National Tax authority be issued? Statement from the National Tax authority has to be issued during 3 months before the submission of the Application.

Can we renovate one part of building during this Project, if technical documentation is for whole building? In order to apply for a partly execution of works within the project, the activities and costs related to the project are to be clearly separated, e.g. the implementation of the infrastructure works should be clearly divided into stages.

What are the requirements for the Applicant regarding the ownership of the building subject to the construction? According to the Section 2.1.3.4 of the Guidelines for Grant Applicants, description of the Budget Heading 6, the project partner must be the owner or have long term rental of land agreements for (re)construction works. In case the infrastructure investments are planned in the project, the relevant project partner has to be the owner of the land and/or have the building rights on the land.

Is purchase of land eligible? According to the Guidelines for Grant Applicants, Section 2.1.3.3 purchase of land is not eligible, except where necessary for the direct implementation of the project, in which case ownership must be transferred to the final beneficiaries and/or local partner(s), at the latest by the end of the project.

Are the social security charges eligible? According to the description of Budget Heading 1 Human Resources in the Section 2.1.3.4 of the Guidelines for Grant Applicants, it includes the cost of the staff of the Beneficiary and the project partner

assigned directly to the project, based on actual gross salaries and including compulsory taxes due in the respective country.

Can a school which has no own accounting participate as a project partner?

Programme Guidelines stipulate that the Project partners have to be directly responsible for the preparation and management of the Project, not acting as an intermediary. It means that the organization participating in the project as an Applicant or a partner should among other requirements listed in the Section 2.1.1.1 of the Guidelines be able to manage its own accounts and be the sole decision maker. If there is another organization whose prior consent is required for the decisions, then rather this supervising authority should act as the project partner.

How long before the applying to the program, NGO should be run at least? Is there any specific limitation on that? An NGO acting as the Beneficiary or the project partner should documentary prove its operational and financial capacity acting for at least one year before announcement date of this Call for Proposals (i.e. 23 August 2009).

Are preparation costs eligible? Costs made before the Project starting date are not eligible.

Is it possible to designate one auditor for the Beneficiary and all of the project partners? According to the Section 3.3.2.1 of the Guidelines for Grant Applicants all projects implemented within the Programme are subject to expenditure verification for projects, and the compliance of such expenditure with the provisions of the Grant Contract signed between the Joint Managing Authority and the Beneficiary. The Beneficiary shall designate an auditor that shall examine whether costs declared by the Beneficiary and its partners are real, exact, accurate and eligible in accordance with the Grant Contract. The project partner(s) in cooperation with the Beneficiary are responsible for designation of the partner's auditor(s) – either one per all partners located in the respective Programme Participating Country or one per each project partner or one per the project. Please note that audit service is subject to procurement procedures described in section 3.2.5 of the Guidelines for Grant Applicants.

If one of partners is SME, will the public partners also have to co-finance 50%? Co-financing is calculated separately for each project partner depending on its legal status. According to the Guidelines for Grant Applicants, Section 2.1.2.1 applicant and each project partner must contribute not less than 10% of its total eligible costs to financing of the project. For the private partner (as set in the section 2.1.1.1 of the Guidelines) participating in the project supported under the Priority 1 the maximum co-financing from the Programme cannot exceed 50% of the total eligible costs for respective project partner.

Is it possible to have investments under all priorities of the Programme?

Programme document states that under all priorities and measures both, investments and soft activities are eligible.

Is there a division of proportion of investments and soft activities in the project?

There are no additional requirements regarding the proportion of investments and soft activities.

When can be associates involved into the project? And what costs can be covered for them? Associates can be involved in the project implementation if they play a real role in the project. Associates may not receive funding from the grant with the exception of daily allowances, accommodation and travel costs. Associates do not have to meet the eligibility criteria referred to in this section. The associates have to be mentioned in the Application Form (according to the Guidelines for Grant Applicants, Section 2.1.1.1).

Can the Project Manager be on the same time also Financial Manager? Yes, if the same person can perform both tasks, he/she can act as both, Project and Financial manager. Qualifications to fulfill both tasks are to be reflected in the CV of the person.

Can we plan to organize a seminar outside the program area, providing the covering of travel costs for project staff and seminar participants' travel costs? Yes, you can. In accordance with the Guidelines, Article 2.1.2.4., if it is necessary for the project implementation and for the benefit of the Programme territory, in duly justified cases up to 10% of the project's total budget can be spent for implementation of the project soft activities outside the Programme area. These costs have to be clearly indicated, specified and justified in the Application Form and approved by the JMC. For travel costs for staff and participants in the seminar outside the programme territory – Budget Heading 2 “Travel costs”, for organizing seminar – Budget Heading 5 “Other costs and external services”

Can Estonian applicants and partners submit registration certificate, which is printed out from the Internet? Estonian applicants and partners can submit printouts of the Registration certificate from the registers ” E-Commercial Register” and “National and municipal organisations register” are allowed if confirmed by the person of the Organisation who has the right to do it.

Who should submit the Statement from the national tax authority? Applicant and all project partners.

What documents are required if renovation works are planned in territory of in Estonia? Accordingly to the Guidelines for Grant Applicants section 2.2.1 point 5 "In case the project includes (re)construction works, the technical documentation in line with the national building legislation has to be submitted".

In case the investment does include renovation of existing building, accordingly to Estonian legislation it is sufficient that relevant project partner has long term rental agreement for rent of building, but not for land. According to Estonian national building legislation rental agreement for land under the building is not required for building permission.

Do we need to plan the cost of participation in events, organized by the Programme JTS? Yes, you need to plan the costs of participation in the Programme events. During the project implementation period could be 2 -4 events, depending of the project duration.

If there will be purchased some equipment specially for the project but the duration of use is longer than the project, so, is then only part of the costs

eligible? In accordance with the Grant agreement Art.14.2. purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the Project, and costs of services, provided they correspond to market rates are eligible.

What can be included in BH 4. Direct local office costs? Direct local office costs - directly allocated for premises rented especially for the project and justified by receipted invoices. Costs are invoiced directly to the project.

Eligible costs for this category:

- Offices rent (eligible only if an office is rented specifically for the Project);
- Offices supplies (consumables) that are directly related to implementation of the project;
- Internet and fax/phone calls and other running costs (electricity, heating, water, etc.) – separate bills for separate office;
- Vehicle costs – costs related to the use of a car for everyday implementation of project activities;
- Other services directly related to the implementation of the project.

What can be included in BH „Administrative costs“? Indirect administrative costs are related to office running for the purposes of the project. They are calculated on percentage or pro rata basis according to justified and clear method, which has to be presented before signing the contract with JMA. Indirect costs are eligible if they do not include costs assigned to another heading of the budget (for example, BH 4). If partners used their own premises for project implementation, they put those office rent, supplies, communication costs, vehicle costs and other costs in this BH. Accounting documents having an equivalent probative value.

What is meant by ”Nationality rule and rule of origin“? According to the nationality rule participation in the procurement and grant procedures is open on equal terms to all natural and legal persons from the EU and from eligible countries.

According to the rule of origin all supplies and materials purchased under a contract financed within the Programme must originate from the EU or from eligible countries.

Eligible countries:

Member States of the European Union:

Austria, Belgium, Bulgaria, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom.

ENPI countries:

Algeria, Armenia, Azerbaijan, Belarus, Egypt, Georgia, Israel, Jordan, Lebanon, Libya, Moldova, Morocco, Palestinian Authority of the West Bank and Gaza Strip, Russian Federation, Syria, Tunisia, Ukraine.

Countries that are the beneficiaries of an Instrument for Pre-Accession Assistance set up by Council Regulation (EC) No 1085/2006 of 17 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA):

Croatia, The former Yugoslav Republic of Macedonia, Turkey, Albania, Bosnia, Montenegro, Serbia, including Kosovo.

Member States of the European Economic Area:
Iceland, Lichtenstein, Norway.

The nationality rule applies to natural and legal persons.

The nationality rule does not apply to the experts proposed by service providers taking part in tender procedures or service contracts financed by the Programme.

All supplies and materials purchased, including the materials to be used for construction are the subject to the rule of origin.

The rule of origin does not apply to the contractor's equipment to be used during the construction.

Is it allowed to use black & white Programme logo? Depending on the colors used in the publicity material the Programme logo has to be used either in full colors or in grey scale.

Where is the proper place for description of communication and visibility activities in the project Application? Communication and visibility activities should be described in the Worksheet III (Description of the Activity Package 2); the relevant costs are to be foreseen in the respective Budget Headings of the project Budget and their division per partner has to be reflected in the costs for implementation of Activity Package 2 in the Worksheet XIII of the Application Form.

Is a separate account required for the purpose of keeping the project accounts? The Beneficiary and the project partners shall keep accurate and regular accounts of the implementation of the project using an appropriate accounting and double-entry bookkeeping system. In order to ensure it the Beneficiary and all partners involved in the implementation of the project and receiving funds from the Programme must maintain a separate accounting system or an adequate accounting code for all transactions related to the project without prejudice to national accounting rules. In this way all project related expenditure and receipts should be clearly identified.

If project management and / or financial management are sub-contracted, is the public procurement required? Yes, purchase of services is subject to procurement procedures described in section 3.2.5 of the Guidelines. It has to be noted that the beneficiary and the project partner(s) as well as associates are not allowed to sub-contract each other or employees of their organizations in order to carry out project activities.

Can project partners (especially partners from Russia) receive payments under the Grant Contract? After the Grant Contract has signed, the beneficiary is responsible for requesting and receiving payments from the Contracting Authority, which then are timely forwarded to the project partner(s) in accordance with the project budget and Partnership agreement.

When can the Beneficiary request pre-financing? Option 1:
If the overall duration of the project does not exceed 18 months and if the grant does

not exceed 300,000 EUR, the pre-financing is paid in two instalments - (1) initial pre-financing instalment, which will be transferred to the account of the Beneficiary within 45 days after signing the Grant Contract and submission the Request for advance will be maximum 40% of the grant; (2) together with the 6-monthly Interim Report the Beneficiary may submit the Request for further pre-financing instalment not exceeding 40% of the project grant. If the consumption of the previous payment is less than 70%, the amount of the further prefinancing instalment shall be reduced by the unused amounts of the previous payment.

Option 2:

If the overall duration of the project exceeds 18 months or if the grant exceeds 300,000 EUR, the initial pre-financing instalment will be 40% of the forecast budget for the first 12 months of the project. It will be transferred to the account of the Beneficiary within 45 days after signing the Grant Contract and submission the Request for advance. The Joint Managing Authority shall pay further pre-financing instalment for each twelve month period of implementation of the project after approval of the 6-monthly Interim Reports. Further pre-financing instalment may only be given if the part of the expenditure actually incurred which is financed by the Joint Managing Authority stands at least at 70% of the previous payment (and at 100% of any previous payments) as supported by the corresponding Interim Report, an Expenditure Verification Report. If the consumption of the previous payment is less than 70%, the amount of the further prefinancing instalment shall be reduced by the unused amounts of the previous payment.

Half (50%) of the supported projects have to target provision of equal opportunities. What is the meaning of this requirement? Joint Operational Programme sets an indicator for the projects supported by the Programme stipulating that at least 50% of all projects have to target disadvantaged groups or have positive influence on gender equality.

How long the assessment process will continue and when the contract could be signed? Signature of the Grant Contracts for projects approved in the first Call for Proposals is foreseen in summer 2011.

Will all of the projects submitted by applicants be assessed according to the certain steps and criteria? All projects submitted by applicants will be assessed according to the steps and criteria set in Guidelines. Only these criteria will be used in the assessment process.

Are the daily allowances/ per diems for one day trip to seminar eligible costs? Per diems are paid for the missions abroad and within the home country of the Beneficiary/respective project partner requiring an overnight stay. Payments of the daily allowances have to follow the national legislation of the respective country.

Are the social security charges eligible? Budget Heading 1 Human Resources includes the cost of the staff of the Beneficiary and the project partner assigned directly to the project, based on actual gross salaries and including compulsory taxes due in the respective country. Voluntary contributions are not eligible.

Is VAT eligible if the beneficiary or the project partner cannot reclaim it? The general rule is that VAT is eligible only in case, if the beneficiary and/or the project partner cannot recover it. In latter case it has to be proved with National Tax Authority's certificate.

VAT recoverable by whatever means cannot be considered eligible, even if it is not actually recovered by the Beneficiary or the Project partner (i.e. the Beneficiary or the partner who could officially recover the VAT has decided not to do it).

What does it mean: in-kind contribution cannot exceed the Beneficiary's and/or the project partner's own contribution to the project? The general rule is that the project partner can report the value of in-kind contribution up to 10% of its total eligible expenditure. However, there is a possibility that the national authorities of the Participating countries contribute to the Project co-financing. In this case the in-kind contribution cannot exceed partner's own contribution to the Project.

What is the co-financing rate for the projects? The Community financing rate of ENPI funds for Priorities 1 - 3 is up to 90% of total eligible project expenditure. In case of private enterprises, the Community financing rate may be up to 50% of total eligible partner expenditure.

Where is it possible to find the model example of CV? No template has been provided. We suggest use Euro-Pass form, but the other forms are accepted as well.

What is the Pre-Feasibility Study and when should it be submitted? Pre-Feasibility Study is an explanatory document on the planned investments/ renovations in cases the national legislation does not foresee submission of the technical documentation in line with the national building legislation. The Pre-Feasibility Study is also to be provided for the projects, in which the total costs under the Budget Heading 3 "Equipment and supplies" is equal to or exceeds EUR 100,000.

In this meaning the Pre-Feasibility Study is an investigation with the aim to explain in detail the necessity of the proposed equipment/ investments and to provide a detailed breakdown of costs (cost estimate) for the equipment/ work contracts, technical specification, relation of the equipment and investments to the other activities of the project, ownership of the proposed equipment/ investments and a plan for its future use.

Recommended content of the Pre-Feasibility Study shall include: Executive summary; Description of the current regional situation in the particular field; Project strategy (including financing and institutional aspects) and analysis on different scenarios (expected, optimistic, pessimistic); Project justification (including detailed description of the planned investments in the project and their costs; information on ownership of outputs and management plan for the future, as well as the expected socioeconomic effects).

Should Building permission be submitted for all construction works? Is it needed for submission of project? Technical documentation for (re) construction works has to be provided in line with the national building legislation. These documents are required to obtain evidence that in case the project is approved the tender procedure for construction works can begin immediately. Furthermore, the detailed breakdown of (re)construction costs has to be included. If available, Building permission has to

be submitted already at the stage of project submission; but in any case not later than before signing the grant contract.

Where is precisely the place in Application Form which has to have a signature?

In Application Form there is signature of an authorized representative of the Applicant required in the Worksheet XV Declaration by the Applicant.

Could the application form be printed on A4 size paper on both sides? Yes, for economical and ecological reasons we recommend you to use double-sided print-outs as much as possible.

Is it allowed for the technical documentation in case the document is sent electronically to be saved in the .dwg or other relevant format normally used by architects? In case the document is sent electronically by email, it has to be scanned and saved in the .pdf format.

Could the applicant come from the adjoining area? Yes, the Programme funding may up to a limit of 20% be used for financing of expenditure incurred by the project applicant and/or partner(s) from adjoining areas of Estonia and Latvia.

Is it allowed to organise an activity or its part outside of the Programme area if it was not indicated, specified and justified in the Application Form? If it is necessary for the project implementation and for the benefit of the Programme territory, in duly justified cases up to 10% of the project's total budget can be spent for implementation of the project soft activities outside the Programme area. These costs have to be clearly indicated, specified and justified in the Application Form and approved by the Joint Monitoring Committee. If during the project implementation partners discover that it is necessary to organise an activity or its part outside of the Programme area, the beneficiary has to receive a prior approval of the Joint Managing Authority.

Can an NGO act as the Applicant for a Project under Priority 1? NGO can be an Applicant or Project partner if it fulfils the requirements listed in the Section 2.1.1.1 of the Guidelines for Grant Applicants. Please note that an NGO acting as the Beneficiary or the project partner and an SME acting as the project partner should documentary prove its operational and financial capacity acting for at least one year before announcement date of this Call for Proposals

Under which conditions do the private partners participate in the projects?

Accordingly to the Programme, small and medium-sized enterprises (SMEs) can participate in the Programme only within Priority 1 – Socio-economic development. Small and medium enterprises (SMEs) are eligible for participation in the Programme if they fulfil the requirements listed in the Section 2.1.1.1 of the Guidelines for Grant Applicants and under the following conditions:

private company is micro, small or medium sized enterprise, which means it employs fewer than 250 persons and it has an annual turnover not exceeding EUR 50 million, and/or has annual balance sheet total not exceeding EUR 43 million;

the SME-s can be eligible for funding in projects whose immediate objective is non-commercial;

the results of the projects with the involvement of the SMEs have to be available for

the use of wide public, i.e. access to these results can not be limited only to the partners of the project;
in case of participation of the SME as the project partner, the maximum Programme co-financing rate is 50% of the total eligible costs of this SME;
the SME cannot act as the Beneficiary of the project;
the SME cannot act as the only partner from the Participating Country;
the SME acting as a project partner may not apply for a grant exceeding EUR 200,000.

Please note that an NGO acting as the Beneficiary or the project partner and an SME acting as the project partner should documentary prove its operational and financial capacity acting for at least one year before announcement date of this Call for Proposals.

What organisations are eligible to submit the project? In order to be eligible for a grant, the applicant and the project partner(s) must be one of the following:

- 1) national, regional and local public authority;
- 2) association formed by one or several national, regional or local authorities;
- 3) public equivalent body (any legal body governed by public or private law):
 - a. established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character,
 - b. having legal personality,
 - c. having legal relationship with the state, regional or local authorities or other bodies governed by public law in regards of:
 - is financed or owned at least 51% by those bodies,
 - or is the subject to management supervision by those bodies,
 - or have an administrative, managerial or supervisory board, more than half of whose members are appointed by the bodies mentioned above;
- 4) Associations formed by one or several bodies governed by public law as defined under point 3 of this section above;
- 5) NGOs and other non-profit making bodies;
- 6) Educational organisations (schools, preschool institutions, colleges, institutes, universities);
- 7) Small and medium enterprises (only under Priority 1).

What is the required partnership in the project? Each project shall involve at least two partners, of whom at least one project partner shall be located in the Programme area in one of the Member States (Estonia and Latvia) and at least one project partner located in the Programme area in Russian Federation.

In the Guidelines it is used terms applicant and beneficiary, what is the difference between them? According with ENPI Implementing Rules the body which signs a grant contract with the Contracting Authority and which assumes full legal and financial responsibility for project implementation vis-à-vis that authority, is called 'Beneficiary'. Until the grant contract is signed, anybody that submits a proposal is called 'Applicant'.

Is the legal entity as NGO eligible if it is established less than 1 year ago? An NGO acting as the Beneficiary or the project partner should documentary prove its operational and financial capacity acting for at least one year before announcement date of this Call for Proposals (i.e. 23 August 2010).

Are there restrictions for SME partner on project or partner level? The restrictions (50% co-financing rate and max grant of 200 000 EUR) apply to SMEs involved as partners in the projects under Priority 1.

When the information seminars on the Programme will take place? The information seminars aiming to provide information on the Programme's requirements are organised in the eligible regions of Estonia, Latvia and Russia. Detailed time schedule of information events is available on the Programme website.

How long will the 1st Call for proposals be open? The first Call for Proposals has been opened on 23 August 2010 and the deadline for submission of Applications is 29 November 2010.

What is the maximum duration of a project? Maximum project duration is 36 months.

What is the official working language of the Programme? The official working language of the Programme is English. Applications shall be filled in English, Grant Contracts shall be concluded in English, all official documentation and communication related to the implementation of projects should be in English. Interpretation and translation costs foreseen during the project implementation can be included in the budget of the project.

What is the minimum and maximum grant which can be requested for a project? The following minimum and maximum amounts of ENPI grants have been set:

Priority 1: Socio-economic development - min EUR 50 000 - max EUR 2 000 000;

Priority 2: Common challenges - min EUR 50 000 - max EUR 2 000 000;

Priority 3: Promotion of people to people cooperation - min EUR 10 000 - max EUR 300 000.

How much money is allocated for the 1st Call for Proposals? The overall indicative amount made available from the Programme under the 1st Call for Proposals is EUR 23 648 491.

Where the project partners can come from? The eligible territories of the Programme are following:

- Estonia are Kirde-Eesti, Lõuna-Eesti, Kesk-Eesti; adjoining area: Põhja-Eesti;
- Latvia - Latgale, Vidzeme; adjoining areas: Riga City and Pieriga;
- Russia - Leningrad oblast, Pskov oblast, St. Petersburg City.

What are the Programme's priorities? There are three priorities under the Programme:

1. Socio-economic development - including strategic development of border region's competitiveness through support to business and labour market development, improvements in communication networks and exploring region's potential for tourism as well as maintaining efficient and safe borders.
2. Common challenges – aiming to address common problems, initiating and continuing joint actions in the areas of common interest on both sides of the border.
3. Promotion of people to people cooperation - focusing on small scale activities for

improving cooperation of the border region supporting wide range of activities which have been identified as being of crucial importance to a more integrated region.