

Record of questions
Regarding the Second Call for proposals
in the framework of the
Bulgaria – Serbia IPA Cross-border Programme, CCI Number: 2007CB16IPO006

No.	Question	Answer
1	Is it compulsory for project partners, which are not Lead partners, to be registered within the eligible border region at least 12 months before the deadline for submission of project proposals?	As mentioned in p. 2.5.2. Lead Partnership Principle from the GfA (page 15-16), only the Lead partner must be registered within eligible border region at least 12 months before the deadline for submission of project proposals.
2	Is a branch of an organization, registered as a Legal entity, to be considered eligible applicant under the Second Call for proposals?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), all partners who comply with the eligibility of applicants criteria, should be considered eligible.
3	Is a branch of an organization, <u>which is not</u> registered as a Legal entity, to be considered eligible applicant under the Second Call for proposals?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), any organization or branch, which complies with all eligibility criteria should be considered eligible applicant under the Second Call for proposals.
4	Is it eligible, the Lead partner under one partnership to be partner in another partnership?	As mentioned in p. 2.5.3. Limitations concerning partnership from the GfA (page 17), if an organization/institution has submitted a proposal as a Lead Partner, the same organization can be a partner in no more than 4 other projects.
5	Should it be considered eligible, if the project management activity is sub-contracted?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), all partners should be directly responsible for the preparation and management of the action, not acting as an intermediary.
6	How should the planning of activities be carried out in the Action plan of the project, when there is no indicative date for the start of its	The Action plan is to be planned for the first, second, etc. trimester, and not according to the calendar months of the project implementation.

	implementation?	
7	What documents should be used to prove the real costs, paid for project preparation?	All costs for project preparation must be carried out in the eligibility period mentioned in p. 2.5.8. Eligibility of Expenditures from the GfA (page 37) and according to the rules of PRAG. There are no specific requirements for the documental proves of the expenditure except for: tender procedure documents, contract, acceptance protocol, invoice, payment documents.
8	Is it possible for partner's employees to work as experts under the project?	Hiring of experts under the project, who are employees of the Beneficiary, is eligible under BL 5 - as external expertise.
9	How should we calculate and carry out the payments (salaries, social and health insurances, taxes, etc.) of the Project team members of Serbian partners?	The payments of salaries, social and health insurances, taxes, etc. of the Project team members of Serbian partners are to be carried out according to the applicable Serbian legislation.
10	Should a Lead partner registered in the Sofia-city district be considered as eligible under the Second Call for proposals?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), all partners who comply with the eligibility of applicants criteria, should be considered eligible.
11	Is it allowed to plan similar positions of the Project team under BL 1 (accountant, etc.) for different partners?	Planning of Project team positions, having similar functions, but for different partners, is considered to be eligible.
12	In which budget lines the Detailed works design preparation cost should be included?	The Detailed works design preparation costs for projects under Key areas of intervention 1.1 and 1.2 should be included under BL 7. For proposals under Key are of intervention 1.3 should be included under BL 5.
13	What are the requirements for own contribution - is it compulsory only for Serbian partners?	The own contribution is compulsory only for Serbian partners and it should cover at least 15 % of the total eligible costs carried out by the Serbian partner.
14	Is there any specific eligibility requirement for Lead partners? Should the Lead partner be Bulgarian or Serbian organization?	The choice of Lead partner is done in the frames of the established partnership and by all partners. The only specific requirement for eligibility of Lead partners under the present Call, as mentioned under p. 2.5.2. Lead Partnership Principle (page 16) of the GfA, says that the Lead partner must be registered within eligible border region between Bulgaria and Serbia at

		least 12 months before the deadline for submission of project proposals under current Call.
15	What is the period of reimbursement of costs?	The period of reimbursement of costs takes around 4 months after the end of the reporting period - 2 months for submission of Invoice report and 2 months for verification and payment.
16	Is a religious organization eligible as partner under the present Call?	Any organization or branch, which complies with all eligibility criteria should be considered eligible applicant under the Second Call for proposals. Organization, which is not mentioned in the list of eligible types of organizations and which does not comply with the eligibility criteria should be considered ineligible.
17	Is an NGO, registered in private benefit eligible as partner under the present Call?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), any organization or branch, which complies with all eligibility criteria should be considered eligible applicant under the Second Call for proposals.
18	How should the own contribution of Serbian partners be proved?	The own contribution of Serbian partners is proved with the applicable financial and payment documents (invoices, payment orders, etc.), related to project cost actually carried out by the respective partner.
19	Is it allowed for a Beneficiary to use financial support, provided by third party, for carrying out costs under the project?	There are no requirements forbidding the use of financial support during the realisation of projects under the Second Call.
20	Who is responsible for the accounting and the elaboration of financial reports?	During the period of implementation of the project, usually the appointed accountants are responsible for the accounting. The elaboration and submission of financial reports is responsibility of the respective partner. The Lead partner summarizes all invoice reports and submits the report to MA.
21	Is it necessary to submit supporting documents for the main organization, when such are provided for the branch, which is actually the Applicant?	Supporting documents are to be submitted for all partners, which are applying under the present Call. For detail information about the requested supporting documents, please refer to p. 3.2. Supporting Documents (page 47-51) of the GfA.
22	Are the organization granted with subsidy contracts under the First Call eligible under the Second Call?	There are no restrictions for the eligibility of partners/applicants related to previously granted subsidy contracts.

23	What is the meaning of the terms: direct and final beneficiaries?	Direct beneficiaries are all beneficiaries, part of the target group of the project, who directly benefit of its implementation. Final beneficiaries are all persons who benefit indirectly during and after the realization the project.
24	What is the legal status of a university?	Universities are considered as public body equivalent organizations.
25	Is there any limitation on how many partners to be included in the partnership/project?	There is a limit of 5 partners, included in the partnership/project.
26	Is it necessary to provide certified translation for the documents mentioned as B1 Legal status and B4 Certificate for Lack of obligations?	All requirements for translation of supporting documents are mentioned in p. 3.2. Supporting Documents (page 47-51) of the GfA. According to the GfA a certified translation of B1 and B4 is not necessary to be provided.
27	What is the process of assessment of project proposals?	The process of assessment of project proposals consists of several assessment stages: Opening session and Administrative compliance check; Eligibility compliance check; Technical/Quality assessment. The final decision on which proposals are to be financed is taken by the JMC on the basis of the project proposals proposed for financing by the Assessment Working Group.
28	Are the Guidelines for applicants available in Bulgarian?	The Guidelines for applicants are available only in English, because the official language of the Programme is English.
29	Is a partnership among NGO and district/municipal administration eligible?	An eligible partnership is any partnership which consists of eligible organizations (each one of them comply to the eligibility of applicants criteria, mentioned in the GoA) and at least one of them is registered in Bulgaria, and one of them - registered in Serbia.
30	When is the implementation of projects, proposed for finance going to start?	Having in mind the complexity of the assessment (coordination of the work of assessors and experts from both countries, and organization of several stages of assessment), the terms of internal procedures of JMC, the organization and conduction of pre-contracting visits, and the terms of the procedure for preparation and signing of contracts, a clear estimation of the start date of implementation of the first contracts under the Second call cannot be made.

31	Is a project combining measures for investment in municipal infrastructure, carried out by a municipality and cultural events, carried out by a NGO eligible?	An eligible project is any project which consists of eligible activities (activities compliant to the eligibility criteria, under the different Priority axes/Key are of intervention, mentioned in the GoA). When an organization decides to apply under an investment area of intervention, the project proposal should include at least 70 % investment activity expenditure.
32	Are the financial analysis and the “cost-benefit” analysis compulsory when estimating project income?	The financial analysis and the “cost-benefit” analysis of an investment project are to be carried out during and after the investment activities according to the applicable national legislation. All income generated should be reduced from The amount of the subsidy with the amount of the generated income.
33	Is a partnership between different public property owners possible?	An eligible partnership is any partnership which consists of eligible organizations (each one of them comply to the eligibility of applicants criteria, mentioned in the GfA) and at least one of them is registered in Bulgaria, and one of them - registered in Serbia. Additionally, each public property owner should plan investment activities on his own property.
34	Is a civil servant allowed to participate in the Project management team?	A civil servant could participate in the Project management team of a project ,implemented by the public body he works in.
35	Is the participation of an employee, working for the Beneficiary and not part of the Project management team allowed under the external consultancy of the project?	An employee of the Beneficiary, who is not part of the Project management team is allowed to work as external consultancy in the project.
36	Is it allowed the Beneficiary to sign a second labour contract with a person, who does not have a main labour contract?	The Beneficiary is allowed to sign labour contracts, according to the applicable national legislation.
37	Is the expenditure for project preparation, incurred between the submission and the proposal and the signing of the subsidy contract considered as eligible?	All project preparation costs, which comply to the eligibility of expenditure requirements are to be considered eligible. Additionally, the costs related to the preparation of the Application form, incurred after the submission of the project proposal are to be considered ineligible.
38	Is the expenditure for preparation of Detailed works design/technical documentation for investment eligible if it is included in the budget of an investment project and has been carried out before the signature of	All costs for preparation of Detailed works design, etc. carried out before the signature of subsidy contract and according to the rules of PRAG are considered as eligible. Payment of a subsidy towards the cost of Project Preparation will only be made to those applicants whose

	subsidy contract?	projects are approved for subsidy. Otherwise, this cost is not recoverable.
39	Is the provision of contingency reserves compulsory?	The amount of contingency reserves is calculated automatically within the budgets of all project proposals and is compulsory under the present Call for proposals.
40	What is social infrastructure?	Social infrastructural is infrastructure in areas such as education, health-care, child-care and other issues, related to social needs.
41	Where is the information for scoring a project proposal available?	The information related to scoring a project proposal is available in section 6.3 STEP 3: TECHNICAL AND QUALITY EVALUATION STAGE of the GfA, page 61-68.
42	<p>Bulgarian Academy of Sciences (BAS) and its Institutes are research and educational institutions registered under special Law of BAS:</p> <p>http://lex.bg/laws/ldoc/2132584961</p> <p>According to the Eligibility Criteria educational institutions could apply as leader/partner. For that matter is BAS and the Institutes eligible to apply?</p>	<p>According to p. 2.5.1. General Criteria for Eligibility of Applicants on page 13-14 of the Guidelines for Applicants, all partners must complete all of the following general eligibility criteria:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be legally established organizations (legal persons), and <input type="checkbox"/> be established within the eligible cross border region between Bulgaria and Serbia, and <input type="checkbox"/> be non profit making organization, and <input type="checkbox"/> belong to the one of the following categories: <ul style="list-style-type: none"> • be local/regional/national authorities or subsidiary structure(s) of local/regional/national authorities, located in the eligible area. • be national and regional agencies (responsible at central, regional and municipal level) • be nature park administrations • be local/regional forestry directorates • be health care institutions • be cultural institutions • be community centres • be regional employment agencies • be non-governmental or non-profit organizations. The Applicants (Lead partners and project partners) from the Republic of Bulgaria should be registered under the Non-profit organizations Law (Закон за юридическите лица с нестопанска цел). The Applicants (Lead

		<p>partners and project partners) from the Republic of Serbia should be registered in the relevant register at Serbian Business Registry or at other relevant institution responsible for keeping Register of eligible organizations (non profit or non governmental)</p> <ul style="list-style-type: none"> • be educational institutions such as universities, schools, colleges and libraries • be Euro regions, and <p><input type="checkbox"/> be directly responsible for the preparation and management of the action, not acting as an intermediary, and</p> <p><input type="checkbox"/> not be affected by potential conflict of interest with the Joint Structures of the Programme (Managing Authority, National Authority, Certifying Authority, Audit Authority, Joint Monitoring Committee and Joint Technical Secretariat). Should such situation arise during performance of the contract the beneficiary must immediately inform the Managing Authority.</p> <p>The above criteria are cumulative and all must be fulfilled together. If your organization meets all of the mentioned criteria, it should be considered eligible under the Second Call for proposals of the Bulgaria - Serbia IPA Cross-border Programme.</p>
43	<p>The Nature park "Vrachanski Balkan" is situated on the territory of 5 municipalities, 2 of which are in the eligible border region. The planned activities under the prepared project proposal will be implemented within the border region, but the park is registered in the town of Vratza. Is the park eligible to apply under the Second call for proposals?</p>	<p>According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14), all partners who comply with the eligibility of applicants criteria, should be considered eligible. If an applicant does not comply to any of the mentioned criteria, it should be considered ineligible. Please pay special attention to the following criterion: "be established within the eligible cross border region between Bulgaria and Serbia".</p>
44	<p>How is the "joint staffing" issue treated?</p>	<p>The leading principle in the joint staffing is the Applicant to ensure that there are no double tasks carried out by different members of administrative staff even if they are hired under same positions, but by different partners. As an example - it is allowed more than one project coordinator to be envisaged - one for the LP and another - for other partner, but the LP must ensure that they will carry out different tasks for the different partners, even if they will coordinate the implementation of the project activities in general.</p>
45	<p>Are the Chambers of Artisans in Bulgaria, re-registered in 2011 by the</p>	<p>According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14) and p. 2.5.2. Lead Partnership Principle of the GfA (page 15), all Lead</p>

	power of additional legal requirements eligible as LPs?	partners who comply with the eligibility of applicants criteria, should be considered as eligible LPs.
46	How could additional requirements/clauses be added to the Partnership agreement?	Additional requirements/clauses could be added to the Partnership agreement as an additional annex.
47	What is the share of financial contribution of Serbian partners?	As mentioned in 2.5.4. Project duration and grant amounts (page 18), the own co-financing rate for Serbian partners is 15% of the total eligible project costs of the respective partner.
48	Is it compulsory the project preparation activities, implemented prior to the submission of the proposal, to be described as a sole activity, distinguished for the others?	There is no such a requirement, mentioned in the GfA.
49	Is it allowed to use the project name if short as project acronym?	If the project name is short enough to be used as an acronym, it could be used as such, according to the convenience of the LP.
50	Where is the eligible VAT to be filled in the AF?	As mentioned in p. 2.5.8. Eligibility of Expenditures (page 37) of the GfA, the eligible VAT (non-recoverable from other sources) shall be filled by the Applicants in row "Eligible VAT" of Table 2 of the AF.
51	If a Bulgarian partner is not registered under the VAT Law, should it indicate with NO the VAT applicable point of part 2.1 of the AF?	If a Bulgarian partner is not registered under the VAT Law, it should indicate the VAT applicable point of part 2.1 of the AF with NO and if the organization is to recover VAT under the project - the VAT recoverable point of part 2.1 of the AF should be indicated with YES.
52	For which years of operation is the financial data of the organization to be filled in?	The information should be provided for the last three years.
53	Is it compulsory to present a certified Profit and loss account for the last year?	It is not compulsory to present a certified Profit and loss account for the last two years, but it should be a copy of officially issued and stamped document.
54	Is it compulsory to translate in English all supporting documents?	In p. 3.2 Supporting Documents (pages 47-51) of the GfA is explained how the supporting documents are to be presented and the requirements are listed for every one of them.

55	A municipality has a Plan rescheduling of debts, accepted by the territorial administration of the NIA. Is it applicable as a supporting document?	As mentioned in p. 3.2. Supporting Documents (page 41) of the GfA, the Plan for rescheduling of the debts is an applicable document, providing official information about the debts of the organization.
56	Is it compulsory to present CVs of all persons, part of the Project management team?	As mentioned in p. 3.1. Annexes (page 41) of the GfA, CVs of the project management team are to be attached to the Application.
57	Where in the budget is to be planned the expenditure for payment to a legal expert, who is already an employee of the organization, to elaborate the tender dossiers of the project?	The expenditure for the services of this expert should be included in the BL 5 External Expertise. It is important to note that his activity in the project should not be part of his job description in the organization. For his participation in the project he should sign a service contract with the organization.
58	Is it compulsory to present a Letter for support by the Council of ministers for a District administration, related to the operational funding of the project?	It is not compulsory to present any Letter of support, but every organization applying under the present Call should be able to fund its project activities in accordance to the payment and verification conditions of the Programme.
59	Is it necessary to envisage in the budget expenditure for first level control?	The First level control activity is coordinated and funded by the MA/NA and the applicants should not envisage any expenditure for first level control in their budgets.
60	How are the tender procedures being carried out and the activities under them grouped?	All procurement procedures are to be carried out according to the PRAG and the specific requirements of the MA/NA, mentioned in the subsidy contract and the Project implementation manual.
61	Are the accommodation costs to be planned with VAT included?	As mentioned in p. 2.5.8. Eligibility of Expenditures (page 37) of the GfA, the amount of all unit rates shall be VAT excluded.
62	Which expenditures are to be envisaged under BL 3 of the budget?	In p. 2.5.8. Eligibility of Expenditures (pages 34-35) of the GfA is described all eligible expenditure types to be included in BL 3 of the budget.
63	Is expenditure carried out after regular working time and in weekends to be considered eligible?	For the republic of Bulgaria there is no restriction related to expenditure carried out after regular working time.

64	Is an organization registered within the Adjacent area eligible to be a LP?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14) and p. 2.5.2. Lead Partnership Principle of the GfA (page 15), all Lead partners who comply with the eligibility of applicants criteria, should be considered as eligible LPs.
65	Are expenditures carried out outside the Adjacent area, but by an organization registered within the Adjacent area to be considered eligible?	According to the Corrigendum, the budget of a project partner from the adjacent area shall be considered in its entirety, meaning that the whole budget of an organization that is registered in Sofia-city district shall be considered as "adjacent area allocation".
66	What is the amount of the advance payment under a subsidy contract?	According to the Subsidy contract template published for information, the advance payment under a Subsidy contract under the Bulgaria-Serbia IPA CBC Programme is 20% of the total amount of the contract.
67	When providing information of previous projects implemented by an applicant, which amount is to be provided - the total amount of the contract or the amount of the budget of the respective partner?	In general, applicants should provide information about the total amounts of contracts for previously implemented budgets.
68	When the expenditure for project preparation is carried out by different partners, should its total amount be up to 3 % of the total amount of the budget of the Action?	As mentioned in p. 2.5.8. Eligibility of Expenditures (page 37) of the GfA, maximum 3 % of total eligible project costs should be envisaged as project preparation costs and this is applicable for every partner's budget and for the whole budget of the action.
69	Is it compulsory the payments for project preparation to be carried out by a bank account?	It is not compulsory, but MA strongly advises all applicants/beneficiaries to carry out their payments by bank accounts.
70	Is the 15 % share of financial contribution compulsory for partners, which are not Lead partners?	As mentioned in 2.5.4. Project duration and grant amounts (page 18) of the GfA, the own co-financing rate is compulsory for all Serbian partners: they have to cover at least 15% of the eligible project costs attributed to them.
71	On which stage of application process does the applicant provide the own contribution guarantee?	The only required guarantee for the partners' contribution is the Partnership and co-financing statement, which is submitted as part of the application form at the stage of submission of project proposals.

72	Is it possible organizations registered within the Adjacent area to apply as Lead partners?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (Lead Partner and Partners) (page 14) and p. 2.5.2. Lead Partnership Principle (page 15), all Lead partners which comply to the eligibility of applicants criteria, should be considered as eligible LPs.
73	Is an applicant branch office, registered less than 12 months prior to the submission of the proposal to be considered as eligible partner?	According to the GfA, p. 2.5.1 General Criteria for Eligibility of Applicants (page 14), all partners which comply to the eligibility of applicants criteria, should be considered as eligible partners. The additional criterion (related to the 12 months registration), mentioned in p. 2.5.2. Lead Partnership Principle (page 15) of the GfA is applicable only to Lead partners.
74	Is it compulsory for every partner to prove that according to its financial statements it has profit?	The financial results of the partners are to be reviewed during the assessment process, technical/quality assessment - in the section of Management capacity assessment, p. 4 Staff, technical capacity and financial stability of the project partners. Part of the total score of the assessment of the project is based on the financial stability of the partners (please see 6.3 STEP 3: TECHNICAL AND QUALITY EVALUATION STAGE of the GfA)
75	Is a public company registered in Serbia to be considered as eligible partner?	In order to be considered eligible, the organizations should meet the eligibility of applicants criteria, listed on page 14 of the GfA (p. 2.5.1 General Criteria for Eligibility of Applicants).
76	For how many years is the financial information about partners to be stated?	According to the Application form, p.2.2 Financial status, capacity and equipment for every partner should be stated relevant financial information for the last 3 years.
77	Is the conflict of interest valid for the members of the JMC?	All members of the JMC should state any possible conflict of interest prior voting on decision.
78	What is the meaning of the term "joint financing"?	Joint financing means that the budget should be divided between partners according to the activities carried out in the project (p. 2.1. Cooperation criteria - page 10 - of the GfA)
79	Are expenditure planned in the budget of an applicant, registered within the Adjacent area to be considered as adjacent area costs?	According to the Corrigendum №1 to the GfA, the budget of a project partner from the adjacent area shall be considered in its entirety, meaning that the whole budget of an organization that is registered in Sofia-city district shall be considered as "adjacent area allocation".
80	Regarding the eligibility criterion for non-profit making: is this	The General Criteria for Eligibility of Applicants (p. 2.5.1 of the GfA) refer to organizations,

	requirement compulsory only for the project or for all activities of the organization?	applying with a project proposal.
81	When the Declaration for conflict of interest should be submitted?	The Declaration for conflict of interest is to be submitted by all applicants whose projects are proposed for financing - at the stage of pre-contracting.
82	Is it possible for a project to cover more than one priority axes?	Every project is directed to solving some local society problems, which could cover more than one priority axes, but the project must be directed to one priority axis only, which is to be noted in the Application form.
83	When the LP is registered in Bulgaria, should the other partner also envisage a project manager?	The requirements for project staff are mentioned in p. 6.2. Team proposed for project implementation (pages 44-45) of the GfA. The general principal is that partners should propose a balanced team in terms of experience, competences and capacity.
84	Is it possible both partners of the project to have accountants in the project team?	The requirements for project staff are mentioned in p. 6.2. Team proposed for project implementation (pages 44-45) of the GfA. The position of an accountant is compulsory for the project team and when both partners justify the need of accountant for each partner, their responsibilities should be different: each accountant carries out the accounting and the financial reporting for the respective partner.
85	Is it compulsory the members of the project team to be employees of the organization prior to the realization of the project?	There is no such requirement.
86	Is it possible some of the activities under the project to be carried out by the partners?	The project activities should be divided between the partners according to the specific goals and expected indicators of the project.
87	Is it possible if an indicator is part of the general output/result indicators to be included in the specific output/result indicators also?	If any output/result indicator is part of the general indicators it should not be included in the specific part of the output/result indicators. Only specific/unique project related indicators are to be envisaged in the specific output/result indicators' part.
88	Are the CVs of project team to be submitted in 3 languages?	The CVs of the project team should be submitted in English, according to the annex A3. CVs of the project management team.

89	Is it possible some of the project team members to be envisaged in BL5?	No, according to p. 2.5.8. Eligibility of Expenditures of the GfA, the administrative staff must be envisaged in BL1 of the budget of each partner.
90	Which person is considered as an official representative of the organization?	Official representative of the organization is the person mentioned as such in the Legal status or any other relevant document.
91	Is it possible the manager of the organization to be appointed as project manager?	The applicant may propose any person having the needed qualification and experience as project manager, but if the person already is an employee of the organization, the possibilities of second/additional labour contract and percentage of employment should be considered.
92	Is the supply of equipment bought by project partners eligible?	The supply of equipment is eligible if it is justified as needed for the project and economically grounded, and procured, and paid according to the respective rules.
93	Is the contingency amount of 7 % of the total eligible costs compulsory?	The 5 % share of contingency to the total eligible costs is compulsory and is automatically calculated.
94	Is the translation in English of the Supporting documents required?	In p. 3.2 Supporting Documents (pages 47-51) of the GfA is explained how the supporting documents are to be presented and the requirements are listed for every one of them.
95	Are the project team members of an applicant which is not public body to be engaged under labour contracts?	The administrative staff must be engaged according to the requirements set in p. 2.5.8. Eligibility of Expenditures of the GfA regardless of the legal status of the organization.
96	Is the bank account in euro required for the project?	The bank account in euro is required only for the Lead partner.
97	What documents are needed to prove project preparation?	According to p. 2.5.8. Eligibility of Expenditures (pages 36-37) of the GfA, expenses for project preparation should be carried out before the signature of the subsidy contract. When sub-contracting project preparation activities, Applicants must strictly follow the provisions of the Practical Guide to Contract procedures for External actions (PRAG). All documents proving the procurement and implementation of the project preparation should be available in the LP's archives. Payment towards the cost of Project Preparation will only be made to those applicants whose projects are approved for subsidy. Otherwise, this cost is not recoverable.

98	How the national co-financing is to be paid to Bulgarian partners?	The state co-financing under subsidy contracts is paid to Bulgarian partners by the MA, together with the IPA co-financing.
99	Is it possible part of the project team to be envisaged to work for the project with no payment?	According to p. 2.5.8. Eligibility of Expenditures of the GfA, contribution 'in kind' is not eligible under the Second Call for proposals.
100	What is the mechanism for payment to partners under the project?	After receiving payment from the Managing authority, the Lead partner transfers the respective amounts to the other partners.
101	Should the currently implemented projects be described in the partner's profile section of the Application form?	The partners should describe the relevant projects (already finished and/or currently implemented) for which they have received financial aid.
102	Is it compulsory the partner to have experience in projects in or related to Serbia?	There is no such compulsory requirement within the present Call for proposals.
103	If partners envisage carrying out similar activities, is it to be considered a weakness in the project?	Carrying out of similar activities is not necessarily a weakness. All activities that are eligible according to the GfA, well justified and needed for the implementation of the project should not be considered as a weakness.
104	For which years are the Annual balance sheet and Profit and loss account to be provided?	According to p. 3.2. Supporting Documents (page 48) of the GfA, the applicants should provide copies of the Annual Balance Sheet and Profit and Loss Account for 2009 and 2010 (in the original language, certified as a true copy).
105	Which of the partners should plan the budget of the project?	Each partner should plan its own budget. The Lead partner should consolidate the information and to insert it in the Application form.
106	What is "de minimis" state aid declaration?	The State Aid De Minimis Declaration is presented as annex A8. This declaration should be signed by all Bulgarian partners in original.
107	Is it compulsory the creation of an internet site to be envisaged in the project?	There is no such obligation in the second Call for proposals. The beneficiary decides how to implement the EU requirements for visualization and publicity.
108	Is a depreciation plan, tailor-made for the organization, to be respected	No, the depreciation plan should be prepared according to the respective national legislation.

	during the implementation?	
109	What should be the course of action in case an applicant does not have “de minimis” aid granted in the process of submission of the project proposal, but during the assessment it receives such aid and reaches the “de minimis” aid ceiling?	The amount of “de minimis” aid granted is stated by the applicants in the process of submission of the project proposal and if the proposal is selected for financing, prior to the contracting, the applicants should state again the amount of “de minimis” aid granted.
110	Should the experts planned to carry out activities under BL 5 be proposed during the submission of the project proposal?	No. According to p. 3.1. Annexes (page 47) of the GfA, only CVs of the project management team are to be presented within the project proposal.
111	Is it compulsory the materials, prepared for the target group under the project to be prepared in English?	There is no such a requirement in the GfA. All materials should respect the language of the target group in general, and/or needed could be printed in several languages.
112	When are reporting documents for the implementation of activities to be presented?	All reporting documents for the implementation of activities should be presented during the reporting stage of implementation of the project, after the proposal has been granted with a subsidy.
113	The Regional administration of Sofia region is located in the city of Sofia, but its activities take place in Sofia region not in Sofia-city. If this administration applies as a partner how its expenditures will be treated – as expenditures in Sofia region or as expenditures in the Sofia-city (“adjacent area”).	As stipulated in the Corrigendum No1 to the GfA “the whole budget of an organization that is registered in Sofia city district shall be considered as adjacent area allocation”.
114	The main office of an organization, registered out of the cross-border area, has been granted "de minimis" aid in the past three years. The branch office of this organization is registered in the cross-border area and will apply with the project. In this case, should the state aid granted to the main office be calculated and declared by the main office?	As stipulated in the GfA all applicants should comply to the eligibility criteria listed on p.14 (2.5.1 General Criteria for Eligibility of Applicants). Therefore, if the branch office of the organization, registered in the cross-border area, complies with the eligibility criteria (incl. being a legal person), all “de minimis” state aid received by the main office should not be included in the grant amount reported by the branch office. The branch office should provide information only about the state aid granted to this office (legal person).