

QUESTIONS AND ANSWERS TO CALL NO. 2020–1

UNLOCKING YOUTH POTENTIAL

DISCLAIMER

These questions and answers are provided for clarification purposes and are not intended to constitute a corrigendum to the call for proposals or the application template.

Please note that in the interest of equal treatment of applicants, the fund operator cannot give a prior opinion on eligibility, partnership composition and/or project description.

ELIGIBILITY AND PARTNERSHIP

1. Can a lead partner be a beneficiary partner in another project consortium?

Eligible consortia may submit a maximum of one application and consortium members may not participate in other project consortia under this call (cf the call for proposals). An eligible entity can be a member in only one consortium regardless of whether this entity participates as lead, beneficiary or expertise partner.

2. What will happen if an entity which is a beneficiary partner in one consortium at the same time applies as a member of another consortium?

A consortium member may not participate in other project consortia under this call (cf the call for proposals). Please check this issue with the proposed partners in the consortium before submitting the application. Please note also that each entity must be registered in the EGREG system before the registration deadline specified in the call for proposals (11 December) and that each legal person can be registered only once. If an entity has participated in more than one application, both or all applications will be rejected.

3. What does it mean that target groups or other stakeholders in the countries of the expertise partners cannot benefit directly from the Fund? Where should we describe the target group/stakeholders in the country of the expertise partner in the application?

The EEA and Norway Grants Fund for Youth Employment shall benefit the target groups in the 15 Beneficiary States as well as Ireland, Italy and Spain. Expertise partners may support projects implemented in these countries by sharing know-how, competence and expertise. When describing the target groups the project consortium must focus on target groups in countries eligible for the Fund. It is possible to implement some project activities in the expertise partner country (e.g. study visits), however target groups cannot be recruited from the expertise partner's country.

4. How should we interpret the information that the project partners work together in a multinational partnership?

The consortium must consist of at least two entities that come from two different eligible countries, cf the call for proposals. The partners (members of consortium) form the transnational project consortium with the purpose of sharing experiences, create outputs together and reach the objectives of the project together. At the application stage it is not required to provide any official documents confirming the formation of a consortium. The partners are required to be registered in EGREG before the deadline set in the call for proposals and be listed in section 2 – Partners of the application.

5. Is there a template for partnership agreements to be given by the fund operator or shall we create such an agreement by ourselves?

No partnership agreement should be entered into at the application phase. The template is made available in EGREG, but the partnership agreement shall not be submitted before the contracting phase.

- 6. Is the FO or FMO planning to help/assist applicants in finding a beneficiary partner and building a proper consortium?**

A "Look for Partner Tool" is available in the fund operator's EGREG system. Please see <https://www.egregsystem.info/fundforyouthemployment>

- 7. How is the term 'international organisation' to be understood? Are there any special conditions to be fulfilled by such organisations in order to be eligible as expertise partners?**

International organisations are entities established by formal political agreements between their members that have the status of international treaties; their existence is recognised by law in their member countries; they are not treated as resident institutional units of the countries in which they are located (definition by the OECD).

There are no specific requirements that an international organisation needs to fulfil in order to become an eligible expertise partner. However, its role and involvement in the project must be justified in the application. Please note that all expertise partners must agree to the conditions in the Partnership Agreement.

- 8. Is it possible to include a sole proprietorship as a consortium member?**

Sole proprietorships and natural persons are not eligible as project partners, cf the call for proposals.

- 9. Is it correct to understand that an expertise partner can be an entity established only in Austria, Belgium, Denmark, Finland, France, Germany, Luxembourg, the Netherlands, Sweden, a Donor State or an international organisation? Does it mean that the expertise or good practise acquired in one of the Beneficiary States cannot be transferred to another Beneficiary State within this project (e.g. good practice in Hungary adapted and transferred to e.g. Poland or Estonia)?**

It is correct that an expertise partner can only be an international organisation or an eligible entity established in a Donor State or in Austria, Belgium, Denmark, Finland, France, Germany, Luxembourg, the Netherlands or Sweden. Transfer of know-how and good practice does however not require the presence of an expertise partner. In the example cited, the Hungarian organisation can be a beneficiary or lead partner in the project, but cannot be an expertise partner.

- 10. Would it be possible to transfer/exchange examples of good practice from Macedonia or Serbia to the Beneficiary States within a project under the Fund?**

Good practice or ideas may originate in any country. However, entities in Serbia and Macedonia are not eligible as partners under this Fund.

- 11. Why is Denmark not a part of this call?**

Denmark is not included in the Beneficiary States of the EEA and Norway Grants, nevertheless relevant entities from Denmark may participate as expertise partners since Denmark is an EU Member State.

- 12. Do you have any contact person in Kosovo in order to have more information? May organisations from Albania apply for this call as partners?**

Entities from Kosovo and Albania are not eligible under this call.

- 13. Are activities implemented in Italy considered eligible?**

Yes, Italy, together with Ireland and Spain are considered beneficiary countries, cf. the call for proposals, therefore activities implemented in these three countries as well as in the 15 Beneficiary States are eligible.

- 14. Our consortium consists of three project partners. Do we have to sign one multilateral partnership agreement that shall include all three parties, or it is allowed that we, as the lead partner, sign two separate partnership agreements?**

The project consortium will be required in principle to sign one partnership agreement if the project is awarded a grant, and only after the project contract is signed. In the application phase we do not require any agreement document between the members of the consortium.

- 15. If an international organisation (based or registered outside of Europe) is an expertise partner, does the requirement of “creation and implementation of the relationship between the lead partner and the beneficiary partner and/or any expertise partner shall comply with the applicable European Union law on public procurement” still apply?**

Yes. The provision aims to clarify that the partners are not service providers but contribute to the implementation of the project sharing a common goal with the other consortium members.

- 16. The call for proposals states that each entity may be part of only one consortium regardless of the role assumed (lead/beneficiary/expertise partner). How will affiliated entities (entities belonging to a holding or one business group) be treated? For example, we are established in one of the Beneficiary States with full legal personality in accordance with said State’s laws; however, we are affiliated with an entity having branches in other Beneficiary States via founder. What happens if any of the affiliated entities applies in the same call? Shall this be treated as reason for rejection of the applications?**

No prior opinion on eligibility or design/composition of a consortium can be given in this Q&A. As a general indication, entities belonging to the same organisation (therefore considered affiliated) can only participate in one application. However, if the entities are separate legal entities, they are eligible as partners in different projects.

- 17. As a lead partner, do we need to have transnational and/or EEA/Norway Grants experience? We have no experience in such types of projects.**

There is no such requirement under this call for proposals.

- 18. Does the project need to take place in both countries of project partners? (We are from Poland and our potential partner is from the Czech Republic). For example, we would like to test some innovative activities for NEETs. Can we test these activities only in our headquarters in Poland? (with the help of our Czech Republic Partner)?**

Activities, outputs, outcomes and the impact of the fund shall be transnational in nature and the added value of the transnational dimension should be clearly described in the application. All project partners must be actively involved in, and effectively contributing to, the implementation of the project, i.e. the partnership must be substantiated and sustainable within the consortium. Activities do not need to take place in all partner countries.

- 19. Is it possible for a university in Norway to become an expertise partner in several projects under the Youth Employment call, taking into account that it will be different faculties from differently located campuses? We will appreciate the explanation considering that there are not so many academic entities in Norway.**

Consortium members, including expertise partners, may not participate in other project consortia under this call (cf. the call for proposals). For a university to be an expertise partner in more than one project the partners need to have separate legal identities (e.g. VAT number). If the project consortia have similar project ideas, they could merge into one larger project consortium. Expertise partners may also be invited from other EU Member States or an international organisation.

- 20. We are currently working on a project on youth employment financed under the previous call. Can we apply to your call as a lead partner or a beneficiary partner and get extra funding to our project?**

The Fund for Youth Employment does not support existing projects. Furthermore, if you have been awarded a grant under the previous call and you are currently either a lead partner or a beneficiary partner you cannot apply as lead partner or beneficiary partner under this call. Only expertise partners are eligible as partners under the new call.

- 21. If an international organization’s country office (separate legal entity) in a beneficiary country is an expertise partner in the project, would it be possible to organize activities for target groups or partners in a non-beneficiary country where the international organization has another country office (separate legal entity) according to definition of international organisations given?**

The activities for the target group may be organised in a non-beneficiary country provided that the location is duly justified for the project purpose.

22. Does a legal entity have to be established in the Republic of Cyprus or could also an entity registered in the Northern Cyprus be eligible for this Call?

Entities legally registered in the Republic of Cyprus are eligible for funding under the Fund for Youth Employment.

23. Are lead applicants from Italy eligible?

No, entities from Italy, Spain and Ireland may only take on the role as beneficiary partners in the project consortia. They cannot take on the responsibilities as lead partner.

24. Is it possible to outsource some part of the project coordination?

The coordination is expected to be carried out by the lead partner. Please see the call for proposals provisions as well as the contractual documents' templates published in EGREG. This does not prevent the sub-contracting of specific tasks; however, all project partners will be responsible for fulfilling their obligations to the consortium and all contact with the fund operator shall be through the lead partner.

25. We are an international NGO with a registered office in Greece and would like to apply as lead partner, as a Greek NGO. However, due to our status we cannot assume responsibility in a contract for all the other members of the consortia and we cannot transit funds through our accounts to other partners. Could we obtain an exception so that the FO pays directly the funds to our partners?

No, this is not possible. As indicated in the call for proposals (Chapter 3) the role of the lead partner is to coordinate the project's activities and be the contact point for the fund operator. The grant amount can only be paid to the lead partner and it is his or her responsibility to distribute the funding to the other partners. No exception can be considered.

SUBMISSION OF APPLICATIONS

1. Where should we describe our expertise partner's relevant work achievements in the application form as required in the call for proposals?

The place in the application to describe relevant work achievements of each of the partners and why they are considered necessary to reach the objectives of the project is in section 2 – Partners under a. Role in the project and b. Experience of expertise partner with transnational or regional programmes and/or EEA/ Norway Grants.

2. Can we ask for a face to face meeting with the FO's experts in one of the Information Units?

The FO does not provide the applicants with individual consultations. Questions related to this call for proposals may be sent electronically by e-mail to eeagrants@ecorys.com and answers will be published on the webpage of the Fund, <https://eeagrants.org/topics-programmes/fund-youth-employment>. Upon registration in EGREG, a set of guidelines and tutorials is available. Applicants may also call one of the three Hub Information Units, where basic information on the call for proposals is provided.

3. Are there compulsory work-packages? (management, dissemination, etc.). Is there a minimum or maximum number of activities / work-packages?

Yes, there are some mandatory work packages, like project management and communication. Please consult the guidelines. A manual for filling in the application is available for entities registered in the EGREG system.

4. What are the required documents to complete a registration in EGREG? Do they need to be officially translated to English and legalized?

No legal documents are required to complete a registration in EGREG.

5. Where can we find the draft of the declaration on honour?

Applicants can download the declaration template from section 6 of the online application form as well as from the documents section in their user panel. The declaration shall be signed by each partner individually (preferably on the partner's letterhead) and submitted to the lead partner who is

responsible for collecting all of them and upload them in the system. Please note that in absence of the legal representative, it is up to the partner entity to nominate the person who shall sign the declaration upon power of attorney.

6. Where can I find the manual for filling in the application?

Registered users in the EGREG system can view and download the manual from their accounts (the button User Manual in the horizontal menu).

7. Should we include the names of the researchers in the proposal, if yes - where? Should we include the CVs of the researchers in the proposal, if yes - where? Where should we include the bibliography references?

There is no need to list the names of individuals within the project partner organisations in the application, nor attach their CVs.

8. We are having problems using copy/paste to fill in the application. The platform seems to allow only a very small number of characters to be pasted in the fields. Please instruct us on how to bypass this problem.

The various sections in the application have a maximum number of characters to ensure brief entries. The number of characters cannot be modified. The maximum number of characters that are allowed for each section is visible on the bottom bar of each section.

9. Regarding the Declaration on Honour that must be signed by all project partners. Due to the difficult month of December (where most of the legal representative of the entities are on holiday) and the proximity of the deadline for submitting the application, some of our partners may not be able to get the signature and we would not be able to submit the all declarations document. May we submit only some of the signatures? Could we submit the missing ones later in case our proposal is awarded?

The declarations should be uploaded with the application; otherwise, the submission will not be complete and hence considered as invalid. It is up to the partner entity to nominate the person who shall sign the declaration. A declaration without partner's representative's signature shall be considered as invalid. It is advised to prepare the declarations earlier, before the holiday period.

10. Where can I find the word offline version of the application?

No offline version of the application is provided. A manual on how to fill in the application is available for registered users in EGREG system (cf: q6, above). All partners are obliged to register in the EGREG system. Upon registration the applicants have access to guidelines, templates of contractual documents and tutorials.

11. Is the identification number the same as the PIC number?

No, the EGREG system is not linked to the EC PIC. The requested identification number is referring to the Legal Entity registration document of your entity if any.

12. Does the "registration date" refer to the date of registration of the organisation?

Yes. Please indicate a date in line with your registration documents.

13. Where in the application should we include information that the project is consistent with sustainable development, long-term economic growth, social cohesion and environmental protection?

Such information can be included in the project summary (section 1.2) and in section 3 – Project description.

PROJECT IDEA

1. What is the maximum allowed project duration?

There is no maximum project duration foreseen in the call for proposals. The duration of the project should be decided by project consortium and adjusted to activities planned. Expenditures incurred by the project partners shall be eligible as of the date on which the Financial Mechanism Committee decides to award the project grant, while the final date for eligibility of expenditures for projects is 30 April 2024 at the latest.

- 2. Providing that we will be awarded a grant shall we be obliged to have an indicator such as: employment of x% of participants of the project during implementation of the project/after project completion?**

The applicant is required to choose the proper outcomes for the project among those listed in the results framework. In addition, one or more relevant indicators listed must be selected. The applicant may also include their own indicators if they are proper for the project type and scope.

- 3. Can we apply the European Commission's paper on 20 principles for quality apprenticeships and work-based learning? We consider in our project to use some of the principles. Will it be enough for our project to be innovative?**

Under the support area 'Transfer of know-how and good practice' the fund seeks projects that focus on transferring know-how and good practice on youth employment initiatives across European countries, with the ultimate goal of creating more quality jobs and lower unemployment rates among youths within the target groups listed. The Commission's working paper is considered a good practice that could be implemented across the countries eligible for this call. Its innovativeness depends on the target groups, sectors, stakeholders and countries involved in the project.

- 4. Does the project need to be only about developing an idea or should the project also put the idea into reality, for example conducting a developed training or just testing it on a small group?**

The fund aims to advance new and innovative solutions that focus on the specific needs of the target groups listed in the call for proposals. These solutions also need to be sustainable and replicable for other organisations after the end of the project. The amount of testing and level of implementation needed to reach the outcomes will vary from project to project.

- 5. What is the minimum level of innovation scale for projects, for example, can we use good practice from the UK?**

The innovation and exploration support area implies the pioneering of solutions and the application of unconventional practices. Applicants must substantiate in the application that their ideas are new to their field, sector, target group or countries involved. With the support area 'Transfer of know-how and good practice' the innovation scale is lower.

A good practice from the UK that for the first time is implemented in a beneficiary country may as such be regarded as innovative. Please note that organisations from the UK are not eligible as expertise partners under this call for proposals.

- 6. Do the applications have to be submitted for totally new project ideas or can it be for continuous projects? Can the project idea be a continuation of an already finished project; can the idea originate from an already realised project or can the grant be awarded to an ongoing project (e.g. for the extension of activities)?**

Within the support area 'Innovation and exploration' the fund will support new project ideas. The applicants must substantiate in the application that their ideas are new to their field, sector, target group or countries involved. Operational support to continue existing projects will not be funded.

The support area 'Transfer of know-how and good practice' funds new projects based on a previously tested solution. Such solutions must be considered a good practice, i.e. been implemented and shown sustainable results.

Ongoing projects are not eligible for funding.

- 7. Must the legal status of a property (e.g. a building), that will serve the project needs and will be renovated according to project requirements, be changed after the project ends or can it remain in the same ownership?**

Change of ownership is not required however it is advisable to consider further use of the building after the project ends as a means of securing project sustainability. Specific conditions on the further use of real estate may be set in the decision to award a grant to the project.

- 8. During the project an e-platform for finding business partners and organizing gatherings for youth businesses will be developed. Should we in the application choose only the “transfer of know-how and good practice” support area or should we also include the “analysis and research” support area, because we will do a feasibility study?**

Funding under the Analysis and Research support area is reserved for transnational research networks that share learning on how to evaluate and perform impact studies on youth employment initiatives. A feasibility study will not fall under this support area. Note that only one support area can be selected under this call for proposals.

BUDGET DEVELOPMENT

- 1. Are there any limits regarding the budget per project partner, including expertise partners?**

There is no limit set per project partner. The budget should be justified, reflect the amount of tasks the partner is involved in and consist of costs proportionate and necessary for the project implementation.

- 2. Can any member of the consortium (lead partner/beneficiary partner/expertise partner) provide co-financing in a form of in-kind contribution as long as said partner has a status of a non-governmental organisation?**

Yes. Any project partner being a non-governmental organisation may provide co-financing in the form of in-kind contribution, provided that this in-kind contribution consists of voluntary work.

- 3. Are any other forms of in-kind contribution (apart from voluntary work) allowed?**

The in-kind contribution shall be accepted as eligible only in the form of voluntary work – no other forms of the in-kind contribution are allowed under this Fund.

- 4. What happens with interest earned on the transferred grant?**

There will be no obligation to declare and reimburse the interest generated by the transfers of funds to the lead partner’s or other project partner’s bank account.

- 5. Who is subject to exchange rate risk in the case of the partner not from the Eurozone?**

Exchange rate losses are not eligible cost under the Fund (cf the call for proposals). The risk of exchange loss lies solely on the partner covering the particular cost.

- 6. One of the conditions that we have to fulfil in order for our incurred expenditures to be eligible is as follows: they comply with the requirements of applicable tax and social legislation. What applicable tax and social legislation, that’s of which country, is considered binding?**

Each partner is obliged to comply with tax and social legislation applicable in the country of legal registration of the partner’s entity.

- 7. If a partner is not from Eurozone, what date should we take into account for conversion of costs incurred in other currency into Euro?**

In case costs have been incurred in another currency than Euro, the costs must be converted into euros using the monthly accounting rate of the European Commission (http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm) of the month when the expenditure was paid. This is done automatically by EGREG system upon registration of cost in original currency.

- 8. Beneficiary partners: Do they have a budget for the project? Can they participate in the co-funding? Expertise partner: Do they have a budget for the project? Can they participate in the co-funding? Are there budget limits per budget line/typology? Are there budget limits per activities / work-packages?**

All partners are expected to actively participate in the project by implementing activities. The budget allocated to each partner should be proportionate and necessary for the implementation of the partner's activities and used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness. The partners decide among themselves how to provide the required co-financing for the project.

There is no limit/threshold per budget headings, but the budget should be proportionate and necessary as well as complying with the principles of economy, efficiency and effectiveness.

9. Are there any financial guidelines on how to calculate the workhour rates from country to country? The Financial provisions in Chapter 6 gives a very general understanding how to do it. Do you have a unique table to follow?

It is not foreseen to provide unified workhours rates for applicants. As stated in the call for proposal, the cost of staff should comprise of actual salaries plus social security contributions and other statutory costs included in the remuneration provided that these costs are in line with the partner's usual policy on remuneration.

10. Can the co-financing of one of the project partners be contributed from an ESF funded project?

Co-financing received from international, national, regional and/or local funds is permitted provided that the costs are not double financed.

11. Referring to the "Eligible direct expenditure" covered under Chapter 6 of the call for proposals, we would like to know how is "equipment" defined? Furthermore, it is not clear to us when can we expense the purchase of the equipment and when can we only expense equipment in terms of the value of its depreciation for the duration of the project?

As a general principle, only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be eligible. In case the project partner determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price may exceptionally be eligible if such equipment represents an investment item which was planned and approved. In that case the equipment should be solely used for the project purposes during the project life.

12. Are the eligible indirect costs for "general administrative costs" to be used solely by the lead partner or can they be shared between other beneficiary and expert partners?

A flat rate of 15% of the total eligible staff costs of the project is eligible under indirect costs, representing the general administrative costs which can be regarded as chargeable to the project, regardless of by whom they were generated (the lead, beneficiary or expert partner).

Where in-kind contribution in the form of voluntary work (Voluntary work – BH1a) constitutes part of the project co-financing and the voluntary work is carried out under the responsibility of the relevant project partner, the value of that voluntary work shall be taken into account when calculating the indirect costs.

13. As for the cost of staff assigned to the project (eligible costs): Can we as a lead partner employ staff from outside of our organization? For example, an expert from other organization (on the basis of contract agreement)?

Yes. Such expenditure would fall under "Staff costs (BH1)" provided that the contract meets the requirements of employment contract or equivalent. Otherwise (e.g. short-term expertise) the expenditure falls under "Subcontracting costs (BH6)".

14. Are there any exceptions/waivers for public higher education institutions in scope of the minimum requirement of 15% of co-financing? Can co-financing in this case include voluntary work of this institution's researchers or admin staff?

Only project partners registered as non-governmental organisations may provide co-financing in the form of in-kind contribution, provided that this in-kind contribution consists of voluntary work.

- 15. Are there any special rules regarding eligible direct expenditure that apply to expertise partners or can expertise partner charge the cost of staff, travel expenses and other expenditure described in the call, in the same way as other partners?**

Expertise partners should follow the same rules on eligible direct expenditure as other project partners.

- 16. For the implementation of the project a building is needed. Is leasing possible considering that during the project part of the leasing will be amortized?**

Renting a space necessary for the project implementation may be an eligible cost, however costs related to leasing/purchase of real estate shall not normally be considered eligible.

- 17. In case of implementation of comprehensive programmes or professional trainings dedicated to youth which require the engagement of young people for a given period of time (e.g. 10 to 12 months), will the cost of attributing to participants a kind of 'subsistence fee', 'training grant' or 'scholarship per diem' to support them in keeping on with their daily lives while attending the programme / training be considered eligible? If yes under what category of cost?**

Provided that the subsistence fee is within the context of a clearly defined training/education scheme, which aims to create a measurable outcome in line with the objective of the Fund, and participants have entered into a formal agreement with the project partner, such fees may be considered eligible under the category "Subcontracting costs (BH6)".

- 18. Are basic costs for start-up business (taxes for registration new company etc.) for the young people representing the target group of this Fund eligible?**

Such costs may be eligible provided they are proportionate and necessary for the implementation of the project.

- 19. The project idea foresees "bringing" unemployed people from one beneficiary country to another, teaching them the language and helping them to find a job. Is it possible to finance the costs of their arrival in the new country? If yes under what category of costs?**

Such costs may be eligible provided they are proportionate and necessary for the implementation of the project. The category of the eligible expenditure will depend on the actual activity.

- 20. Are prizes for young people who have the best business idea or plan, such as money or in kind services eligible?**

Financial prizes are not eligible under the Fund. However, the provision of services to the target group may be eligible provided it is necessary and proportional and in line with the objective of the Fund.

- 21. Costs related to trainings of young people for the target group, such as travel costs and accommodation, are they eligible?**

Such costs may be eligible provided they are proportionate and necessary for the implementation of the project.

- 22. Are there any limits on the financing of fixed assets?**

There are no limits on the financing of fixed assets. However, to be considered as eligible they must satisfy the general criteria for eligibility of expenditure and fulfil the requirements set in the chapter 6 Financial Provisions, sub-heading: "Eligible direct expenditure" (of the Call for proposals) under the category of direct expenditures entitled "Equipment costs".

- 23. Do we have to confirm that we have own funds for own contribution (project co-financing)?**

Lead partners (except for public institutions) are requested to fill in a simplified financial statement and submit it electronically via the fund operator's system (EGREG) together with the proposal. The lead partner organisation's financial viability will be checked by the fund operator during the administrative and eligibility check. The fund operator may request the lead partner to submit further relevant financial and administrative supporting documents.

- 24. Could you clarify what do you mean by co-financing can be covered by voluntary work? I.e. what counts as voluntary work?**

The required co-financing may be provided by one or more partners, as decided among themselves. Any project partner being a non-governmental organisation may provide co-financing in the form of in-kind contribution, provided that this in-kind contribution consists of voluntary work. Voluntary work is by definition work done for the benefit of others without monetary payment.

25. Could the calculation of co-financing look like this:

50% voluntary work

50% cash (can it be indirect cost - for premises, electricity so on, 15% from staff costs?)

The grant cannot constitute more than 85% of the total eligible expenditure of the project. A minimum of 15% co-financing on all eligible costs of the project must be ensured. In the case of partners that are NGOs, up to 100% of the provided co-financing for the project may be in the form of in-kind contribution taking the form of voluntary work. The remaining co-financing should also be drawn from all eligible costs of the project.

26. Will there be an advance payment?

Yes, an advance payment may be requested for the start of the project. The amount of the advance payment (if any) will depend on the availability of the financial guarantee. Please refer to templates of contractual documents available in EGREG system.

27. Is it allowed during the project period to buy publicity services?

Yes, publicity services may be eligible cost provided that they are duly justified by the project description and serve the project purposes.

28. Are the occupational accident social security costs an eligible expenditure that can be foreseen for the work-based learning phase of the project?

Such costs may be eligible provided they are proportionate and necessary for the implementation of the project. In the case of staff assigned to the project, such costs shall be eligible provided that these are in line with the partner's usual policy on remuneration.

29. Are social insurance, scholarships and accommodation costs for project participants considered eligible expenses? If yes, are there any caps/limits/fixed amounts to follow while preparing the project budget?

Such costs may be eligible provided they are proportionate and necessary for the implementation of the project.

30. Are tuition fees for doctoral students considered to be eligible costs for this call?

Such costs may be eligible provided they are proportionate and necessary for the implementation of the project. The Fund welcomes joint applications from cooperating research institutions planning to increase their capacity by supporting PhD candidates within the field of impact studies (cf the call for proposals).

31. We are a not for profit social cooperative. We are not a non-governmental organisation but members of our cooperative do not share profit. Is it possible for us to provide co financing in the form of in-kind contribution, provided that this in-kind contribution consists of voluntary work.

A "Non-governmental organisation" is defined as a non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and political parties are not considered NGOs. Any project partner falling within the above definition may provide co-financing in the form of in-kind contribution, provided that this in-kind contribution consists of voluntary work.

32. A big international conference on employment for young people is foreseen in a non-beneficiary country. The plan is to launch the project in the frame of this event. Can the lead partner get cover of the costs of the organisation of the launch (venue, materials) and travel and accommodation of speakers even if the event is planned in a non-eligible country?

In case the activity is considered as contributing to the aims of the call for proposals, these costs could be eligible provided that they satisfy the general criteria for eligibility of expenditure and that they are duly justified by the project idea. Project expenditure to be eligible should be in accordance with the criteria set in the call for proposals.

33. In the Call for Proposal it is written that the project must follow the no-profit principle. Is my foundation allowed to charge private entities for using the product (the effect of the project in the frame of that program) after the project is finished?

Revenues generated by the project will only be monitored throughout the project lifetime. Should the applicants expect the projects to be revenue-generating, these are expected to be indicated in the application.

EVALUATION PROCEDURE

1. What does the assessment procedure look like?

The fund operator assesses whether the applicant and the application meet the administrative, exclusion and eligibility criteria outlined in the call for proposals. The Financial Mechanism Office is responsible for evaluation of the application against the selection criteria. The final assessment and decision on awarding a grant is the responsibility of the Financial Mechanism Committee.

2. All other things being equal, are two-country consortia awarded fewer points than consortia that involve organizations from three or more eligible countries? Are there any additional points or is it preferable for the consortium if one of the members (the expertise partner) comes from one of the Donor States?

Scoring will be based on an assessment of the partnership composition according to the proposed project design. Consistent with the overall objective of the EEA and Norway Grants to strengthen relations between the Donor States and the Beneficiary States, the participation of relevant partners from the Donor States will be viewed as advantageous.

GENERAL ISSUES

1. How often will the Q&As be published?

Q&As will be published on the fund's webpage regularly dependent on the number and nature of questions received by the fund operator. In addition, all entities registered in EGREG will receive an info message immediately after the web publication.

2. In order to prepare our application all partners will incur some costs. Are these costs eligible under the grant if we get selected?

No, preparation costs are not covered by the grant.

3. Are there any national priorities for this call?

The Fund for Youth Employment has no national priorities. However, the project should be related to challenges in the countries participating in the project.

4. What will be the method of financial resources contribution? Is it necessary to transfer money to a project's account? Or are some activities directly funded by the partner?

The prior transfer of money to a project's account is not required. The project partner shall directly fund chosen project activities, provided that they are duly justified by the project idea and that they generate costs that meet the eligibility criteria and the costs will be covered by the Fund according to the project grant rate set (normally 85%).

5. Who is responsible for the answers: the fund operator or the Financial Mechanism Office?

All answers published are prepared jointly by the fund operator and the Financial Mechanism Office.