

**Last update: 19 March 2009**

**CALL FOR PROPOSALS WITH A VIEW TO OBTAINING GRANTS  
FOR ACTIONS IN THE FIELD OF URBAN MOBILITY**

TREN/SUB 02-2008

**Frequently Asked Questions**

**1. WHERE CAN I OBTAIN INFORMATION ON OTHER EU INITIATIVES ON URBAN MOBILITY?**

On the European Commission's "Transport" website<sup>1</sup>, in particular on the "Clean Urban Transport" section, that includes also information on EU funded initiatives such as CIVITAS<sup>2</sup> and ELTIS<sup>3</sup>, which have helped to develop and spread a wealth of innovative solutions and approaches in urban mobility over the past years.

**2. WHAT IS MEANT BY THE CRITERION "EUROPEAN DIMENSION OF THE PROJECT" (POINT 9.1. OF THE NOTICE OF THE CALL FOR PROPOSALS)?**

The aim is to give grants to actions which provide a real added-value at the EU level. This means that results should of widespread interest and transferable to other cities across the EU. In addition, a communication strategy should be developed that targets all interested European stakeholders.

**3. WHAT IS MEANT BY THE CRITERION "INNOVATIVE CHARACTER" "(POINT 9.1. OF THE NOTICE OF THE CALL FOR PROPOSALS)?"**

Proposers should demonstrate in their proposals their knowledge of the state of the art. The proposed actions should concern solutions not yet broadly applied at EU level or in the proposers' specific circumstances and/or innovative applications of leading edge technologies or measures.

**4. IS THERE ANY PARTNER SEARCH PORTAL FOR THE CALL?**

No partner search portal is foreseen in relation to this Call.

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<sup>1</sup> [http://ec.europa.eu/transport/clean/index\\_en.htm](http://ec.europa.eu/transport/clean/index_en.htm)

<sup>2</sup> [www.civitas-initiative.eu](http://www.civitas-initiative.eu)

<sup>3</sup> [www.eltis.org](http://www.eltis.org)

**5. IS THERE ANY GUIDANCE ON HOW MANY PARTNERS FROM ACROSS THE EU SHOULD BE INVOLVED IN A PROJECT?**

The Commission has not identified a number of partners to be involved in a project. We only require the involvement of three to five towns and cities in at least two different Member States.

**6. IS ANY OTHER TYPE OF INFRASTRUCTURES ELIGIBLE, BESIDES THOSE RELATED DIRECTLY TO THE PROJECT?**

The eligibility criteria are defined at point II.14 of the Grant Agreement. This also applies to costs relating to infrastructures.

**7. SHOULD PROPOSALS BE SUBMITTED BY A CONSORTIUM MADE OF 3 TO 5 CITIES OR CAN INDIVIDUAL CITIES ANSWER SEPARATELY?**

The proposal must not necessarily be submitted by a consortium. However, the involvement of three to five towns and cities in at least two different Member States is required. See also response No 5.

**8. DOES THIS CALL ONLY FINANCE STUDIES OR IS IT POSSIBLE TO FINANCE INFRASTRUCTURES?**

Any kind of actions can be eligible as long as they are in line with the objectives set out at point 5.1 of the Call. These provisions are not limited to studies.

**9. CAN REGIONAL PUBLIC ADMINISTRATIONS OR REGIONAL PUBLIC BODIES PARTICIPATE IN THE CALL?**

Any legal person can qualify if it complies with the conditions set out at point 7 of the Call.

**10. IS IT POSSIBLE TO PRESENT A PROJECT FOR JUST ONE CITY OR TOWN? OR MUST THE ACTIONS FINANCED BY THIS CALL BE IMPLEMENTED IN DIFFERENT CITIES FROM DIFFERENT EUROPEAN COUNTRIES?**

See response No 5 .

**11. IS IT COMPULSORY TO CREATE A PARTNERSHIP BEFORE PRESENTING THE APPLICATION**

The set-up of a partnership is not compulsory. See also response No 5.

**12. CAN A PROPOSAL CONTAIN A FEASIBILITY STUDY AND A PILOT ACTION, OR MUST THE ACTION ONLY TEST A MEASURE?**

The Call does not exclude any kind of actions, as long as these actions are consistent with the objectives of the project itself.

**13. WHAT IS THE DIFFERENCE BETWEEN "COSTS OF EQUIPMENT" AND "COSTS OF SPECIFIC EQUIPMENT"? WHY DOES THE FIRST ONE ADMIT ONLY DEPRECIATION, AND THE SECOND ONE IS TOTALLY ELIGIBLE?**

- Eligible costs, including the distinction between "Cost of equipment" and "Cost of specific equipment", are defined in an exhaustive way at point 6 of the Call.
- Contrary to "normal" equipment which can also be used for other purposes, specific equipment is directly and exclusively linked to the action and can only be use in the frame of the action.

**14. THEREFORE, THE COMMISSION WILL ONLY ACCEPT THE PORTION OF THE EQUIPMENT'S DEPRECIATION CORRESPONDING TO THE DURATION OF THE ACTION FOR NORMAL EQUIPMENT (CF. ARTICLE II.14.2 FOURTH BULLET POINT OF THE MODEL GRANT AGREEMENT) WHILE IT WILL ACCEPT THE FULL COST AS ELIGIBLE FOR SPECIFIC EQUIPMENT. WHAT IS THE CORRECT INTERPRETATION OF THE CONDITION SPECIFIED AT POINT 5.1 IN RELATION TO THE SET-UP OF PARTNERSHIPS?**

Please refer to response No 5.

**15. WHICH COUNTRIES ARE ELIGIBLE FOR THIS CALL?**

Any legal person domiciliated in a Member State of the European Union (Art. 7 of the Call) can apply for the relevant financial support, irrespectively of the nationality of its owners, management, or shareholders.

**16. CAN CO-FINANCING BE COVERED EXCLUSIVELY THROUGH PERSONNEL COSTS OR IS IT COMPULSORY TO SHARE-IN IN CASH?**

The eligibility of costs of projects will be determined on the basis of the provisions of Article II.14. The contribution can cover between 10 and 50 percent of the eligible costs, irrespectively of the category of costs.

**17. WHERE CAN I FIND THE GUIDELINES FOR THIS CALL?**

We have not developed specific guidelines for this Call. However, some useful information can be found on our website

[http://ec.europa.eu/transport/urban/grants/2009\\_03\\_31\\_en.htm](http://ec.europa.eu/transport/urban/grants/2009_03_31_en.htm)

**18. CAN PUBLIC AUTHORITIES CHARGE STAFF COSTS?**

Yes, staff costs relating to public officials allocated to the project are eligible.

**19. HOW MANY ANNUAL ACCOUNTS HAVE TO BE CERTIFIED TO PROVE FINANCIAL VIABILITY OF A CANDIDATE ENTITY?**

The text of the Call, Point 10 (1 year) should be retained in this respect.

**20. IS THERE ANY MAXIMUM OF WORDS/PAGES FOR THE INFORMATION ON THE PROPOSAL TO BE PROVIDED?**

No, we have not set any such limit.

**21. IS THERE IS A SPECIFIC DOCUMENT TO BE PROVIDED - OR TEMPLATE TO USE -TO DEMONSTRATE THAT COMPETENT AUTHORITIES OR ORGANIZATIONS IN THE MEMBER STATES COVERED BY THE ACTION ARE COMMITTED TO THE ACTION TO BE IMPLEMENTED?**

No, there is no specific document or format to be used meet this requirement. A letter of intent will fit.

**22. IS THE DRAFT AGREEMENT THAT WILL BE USED THE SAME AS FOR TREN/SUB 01-2008?**

No, the draft grant agreement that will be used for these grants differs to some extent from the one used for .TREN/SUB 01-2008.

**23. IS IT POSSIBLE TO COMMISSION AN EXTERNAL PROJECT MANAGER? ARE THE RELEVANT COSTS ELIGIBLE?**

Nothing prevents the resort to an external manager, but his/her profile has to be included in the team description. The relevant costs are eligible as sub-contracting costs provided that the applicable conditions of the Grant Agreement are fulfilled.

**24. LA DUREE MAXIMALE DE L'ACTION (36 MOIS) COMPREND-ELLE LES ETUDES ET LA MISE EN ŒUVRE OPERATIONNELLE? EN D'AUTRES TERMES, PEUT-ON PROPOSER UN PROJET DE 36 MOIS QUI COMPORTERAIT EN PLUS, UNE PHASE D'ETUDES D'UN AN AUPARAVANT PAR EXEMPLE?**

Rien n'empêche de présenter un projet qui comporte ou qui aurait comporté une phase d'études. Cependant, le soutien financier communautaire sera limité aux frais encourus pendant 36 mois (période d'éligibilité).

**25. SI LA DUREE DE L'ACTION PROPOSEE DEPASSE LE DELAI DE 36 MOIS, EST-IL ENVISAGEABLE DE LA PROPOSER QUAND MEME, SACHANT QUE SEULE UNE PARTIE POURRAIT ETRE SOUTENUE?**

Oui.

**26. PEUT-ON PROPOSER UNE ACTION QUI DEMARRERAIT EN 2010 VOIRE 2011 OU AU-DELA ?**

Nous nous attendons à ce que les actions sélectionnées démarrent dans un délai raisonnable après la signature du contrat, car le calendrier de mise en œuvre des actions est pris en compte dans le cadre des critères d'évaluation (impact) repris au point 9.1 de l'appel.

**27. TO WHOM CAN A PRE-PRESENTATION OF THE PROJECT BE SENT?**

Pre-presentations of projects are not foreseen.

**28. EN LA CALL SE MENCIONA QUE HAY 5 ÁREAS DE ACTUACIÓN (PAG 2) Y QUE SE DEBEN SELECCIONAR UNA O VARIAS. ¿ES MEJOR CENTRARSE EN UNA DE LAS ÁREAS O POR EL CONTRARIO CONVIENE CONTEMPLAR VARIAS DE LAS ÁREAS?**

As indicated at point 5.1 of the Call, the proposals to be selected should promote good practice, with focus on one (or several) of the 5 areas mentioned. It is up to the applicant to decide which area(s) to address.

**29. EXISTE UN CRITERIO PARA DEFINIR EL PORCENTAJE DE LOS COSTES ELEGIBLES QUE SE PUEDE PEDIR PARA UN PROYECTO ?**

As indicated at point 4 of the Call, the Community contribution can cover between 10 and 50 percent of the total eligible costs of the action. It is up to the applicant to propose the percentage of Community support.

**30. MUST THE APPLICANT PRESENT A BOX WITH THE INFORMATION FOR EACH PARTNER OR IS IT ONLY FOR THE COORDINATOR?**

The information box has to be filled out by each participant.

**31. DOES THE INFORMATION ON DESCRIPTION OF THE ACTION / WORK-PROGRAMME HAVE TO BE PROVIDED FOR EACH PARTNER OR THE CONSORTIUM AS A WHOLE?**

The information on the Description of the action / work-programme concerns the consortium as a whole; however, the activities to be carried out by each participant should be described.

**32. DOES THE INFORMATION ON ACTIVITIES, OBJECTIVES, STRUCTURE AND COMPOSITION OF APPLICANT, AND OTHER COMMUNITY FUNDING HAVE TO BE PROVIDED FOR EACH PARTNER OR THE CONSORTIUM AS A WHOLE?**

This information has to be filled out by each participant. The whole section I of the Grant Agreement should be filled out as well.

**33. DO THE DOCUMENTS REQUIRED BY THE APPLICATION FORM HAVE TO BE PROVIDED FOR THE COORDINATOR ONLY OR FOR ALL THE PARTICIPANTS?**

The documentation has to be provided for all members of the consortium.

**34. DOES THE TECHNICAL CAPACITY (3-YEAR EXPERIENCE) OF APPLICANTS HAVE TO BE PROVED FOR THE COORDINATOR ONLY OR FOR ALL PARTICIPANTS?**

All participants must have a 3-year experience. This is not a compulsory condition for team members. However, the proposal will also be appraised on the basis of the experience quoted in the team members' CVs.

**35. MUST BANK DETAILS BE PROVIDED IN THE APPLICATION FORM?**

Bank details do not have to be provided in the application form. Annex 3 form is attached for applicant to use if the relevant proposal is selected.

**36. IN THE SECTION "LIST OF THE ORGANISATIONS OR NATURAL..." IS IT CORRECT TO WRITE "NOT APPLICABLE" IN CASE THERE IS NO COMPANY HOLDING SHARES IN THE APPLICANT'S CAPITAL?**

Yes, it is correct to enter "Not applicable".

**37. WHAT IS THE MEANING OF "DATES OF THEIR BUDGETARY YEAR IN THE CASE OF AN OPERATING GRANT"?(PAG.9 OF APPLICATION FORM)**

This Call does not concern operating grants. Therefore the relevant phrase of the Application Form is not applicable.

**38. PAG.10 (APPLICATION FORM) WHAT IS THE DIFFERENCE BETWEEN "AS A PERCENTAGE OF PROPOSED ELIGIBLE COSTS" AND "AS A PERCENTAGE OF THE TOTAL ESTIMATED COSTS OF THE ACTION/WORK PROGRAMME?"**

The application form requests in fact both percentages, which will be different when only part of costs are eligible. On the other hand the two percentages will be identical when the amount of eligible costs and the amount of total costs coincide.

**39. MUST THE NON-ELIGIBLE COSTS AND CONTRIBUTIONS IN KIND BE DETAILED IN ANNEX 2A?**

Yes, both non-eligible costs and contributions in kind must be specified.

**40. WILL THE FINANCIAL GUARANTEE MENTIONED AT PAG 8 (NOTICE OF CALL FOR PROPOSALS) BE REQUIRED ONCE THE PROPOSAL IS APPROVED?**

Yes, the guarantee will only be requested if the proposal is selected.

- 41. FOR ACTIONS WHERE THE COST TO BE FINANCED BY THE COMMISSION EXCEEDS €500 000, THE PROPOSAL MUST BE ACCOMPANIED BY AN EXTERNAL AUDIT REPORT PRODUCED AUDITOR AND GIVE AN ASSESSMENT OF THE FINANCIAL VIABILITY OF THE APPLICANT. THIS REPORT MUST CERTIFY THE ACCOUNTS FOR THE LAST YEAR AVAILABLE". IS IT NOT ENOUGH TO PROVIDE A COPY OF THE ANNUAL ACCOUNTS SIGNED BY AN AUDITOR?**

The text at point 10 of the Call confirms that a report of an approved external auditor, including certification of the last year available, must be attached to the proposal. This certification is generally not required for public bodies.

- 42. PUEDE CONFIRMAR QUE NO HAY DURACIÓN DETERMINADA DEL PROYECTO?**

A maximum duration of 36 months has been set for the actions to be carried under the framework of the Call (point 6 of the text of the Call).

- 43. UNE CAMPAGNE DE SENSIBILISATION A LA MOBILITE DURABLE SERAIT-ELLE ELIGIBLE DANS CET APPEL A PROJET?**

Une campagne de sensibilisation à la mobilité durable pourrait être éligible si elle concerne la mobilité durable urbaine. En effet, la description des objectifs fournie au point 5 du texte inclut spécifiquement les actions d'information et de sensibilisation.

- 44. PEUT-ON CUMULER CET APPEL A PROJET AVEC CELUI DE LIFE + (DG ENVIRONNEMENT) ?**

Une action déjà présentée dans le cadre d'une autre initiative n'est pas éligible (Article 111 du Règlement financier de Commission européenne).

- 45. LA SUBVENTION PEUT COUVRIR DE 10 % A 50 % DES COUTS ELIGIBLES. SUR QUELLE BASE? QUID SI L'OPERATION CONCERNEE EST DEJA EN COURS?**

Please see responses No 16 and 24.

- 46. QUID SI LE MONTANT DE LA SUBVENTION S'AVERE INSUFFISANT POUR COMPLETER LE PROJET ?**

Lors de la préparation de la proposition, il y a lieu d'établir un plan de financement adéquat à garantir la mise en œuvre du projet proposé.

- 47. PLEASE SEE RESPONSES ABOVE HOW DOES ONE KNOW WHETHER ONE IS ELIGIBLE TO BE GIVEN A GRANT FROM DG TREN OR NOT?**

Any legal person based in an EU Member State can apply for a request for grant in the framework of this Call.

**48. CAN A SINGLE ENTITY (FROM A MEMBER STATE) SUBMIT AN APPLICATION FOR A GRANT? IS IT NECESSARY THAT DIFFERENT PARTNERS FROM DIFFERENT MEMBER STATES PARTICIPATE IN THE PROJECT?**

The Call does state in Article 5 that the action must be carried out in three to five towns or cities in different (at least two) Member States.

**49. WHAT ARE THE EXACT MEANINGS OF THE TERMS "PROPOSER", "APPLICANT", "BENEFICIARY", "THIRD PARTIES", AND "PARTNER"?**

"Proposer" and "applicant" have the same meaning, i.e. "those that submit a proposal".

"Beneficiary" is the entity who signs the grant agreement (and thereby may benefit from a grant). In the case of multi-beneficiary grant agreements, a distinction is made between the "coordinator" of a consortium, and the "co-beneficiaries", i.e. the other members of the consortium. Both the coordinator and the co-beneficiaries are referred to as beneficiaries in the grant agreement.

"Third parties" refers to any entities which are not beneficiaries of the grant agreement.

"Partner" is one of the members of the consortium submitting a proposal

**50. ACCORDING TO ART. 8.1 OF THE CALL, APPLICANTS HAVE TO SUBMIT THEIR PREVIOUS ACCOUNTS TO QUALIFY FOR THE CALL. WHAT IF THE APPLICANT IS A NEWLY-SET UP COMPANY?**

A newly-set up society does not need to submit any previous accounts to qualify for the Call. However, the Commission may request other evidence of financial capacity. In addition, according to Point 8.1, second paragraph, all applicants must provide evidence for availability of the financing resources needed.