

NOTICE OF CALL FOR PROPOSALS WITH A VIEW TO OBTAINING GRANTS IN THE FIELD OF MARITIME TRANSPORT

Questions & Answers (updated on 23 May 2013):

1. Which are the eligible beneficiaries for this call for proposals?

*Reply: See under section 8. Eligibility and exclusion criteria in the call for proposals.*

2. Can public or private universities that have departments of maritime studies participate in the call or is the call open exclusively to Maritime Education and Training (MET) institutions?

*Reply: They are eligible according to section 8.1 of the call for proposals; however, the exclusion, selection and award criteria as outlined in the notice of call for proposals will of course be applied.*

3. The estimated amount of EU funding is around EUR 400.000. Is this also the maximum amount of funding available for this call?

*Reply: This is indeed the maximum amount mentioned for the estimated total amount in the call for proposal.*

4. How many partners have to participate to the project at least and is there a min or max number of partners required for a project?

*Reply: An application can be submitted by single applicant or a consortium of several partners. The call for proposals does not indicate a minimum or maximum number of partners. While the call does not exclude a single applicant, it is unlikely that a single beneficiary is able to meet the objectives of the call.*

5. The call seems to match with Erasmus Mundus to a certain extent (see chapter 2, 1. paragraph). Would it be possible that a proposal is issued (or associated) by an Erasmus Mundus consortium, this means with the master supported by this Erasmus Mundus program?

*Reply: No insofar as the target of the projects are not students destined to embrace maritime careers as seafarers.*

6. Chapter 5, last paragraph, is confusing as this is addressing the seafarers and not standard engineers (in the broad sense as marine engineers, ship designers, ...), same with the word "cadets" page 3, 2nd line on top. Should we understand that the call is specific for maritime academies that train officers (for example)?

*Reply: The notice for call refers to the improvement of the quality of education and training and the enhancement of training capacity of the European maritime institutions and bodies for students interested in embracing maritime careers as seafarers.*

7. Would scholarships for students in the framework of the project be eligible?

*Reply: No*

8. Could the Commission provide the communication on "Strategic goals and recommendations for the EU's maritime transport policy until 2018"

*Reply: Yes*

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:52009DC0008:EN:HTML:NOT>

9. Do you offer more comprehensive guidance notes to applicants for this type of call?

*Reply: No*

10. Is there a 'Word' version of the application form?

*Reply: Yes, see word document at [http://ec.europa.eu/transport/facts-fundings/grants/2013\\_04\\_27\\_en.htm](http://ec.europa.eu/transport/facts-fundings/grants/2013_04_27_en.htm)*

11. Regarding the geographical eligibility criteria would partners from Norway be eligible?

*Reply: No, according to section 8.1 of the call for proposals only "applications submitted in writing by legal persons who are established in a Member State of the European Union are eligible."*

12. If an application is submitted by several partners/a consortium who will have to sign the grant agreement?

*Reply: The grant agreement will be signed by the coordinator of the consortium (lead partner) on his own behalf and on behalf of the other partners who have to confer power of attorney to the coordinator by virtue of mandates. For details please see the model multi-beneficiary grant agreement published with the call for proposals including the model mandate as annex V.*

13. In case of an application submitted by several partners how does the application form have to be filled in? Do we duplicate the part B for each partner or do we integrate the financial data of partners in the part B? Or do we use only the part 10. And we present only the expenditures of the "lead partner" in the part B?

*Reply: In case of an application comprising several applicants the application form has to be filled in as follows:*

- *Part A 'Information about the Applicant' has to be filled in by each partner except for points 3, 4, 10, 12 and the Financial Identification Form which have to be filled in only by the coordinator.*
- *Part B 'Information about the Operation for which a Grant is Requested – 1. Description of the Project' has to be filled in by the coordinator only.*
- *Part B 'Information about the Operation for which a Grant is Requested – 2. Estimated total budget' has to be filled in by the coordinator but has to give details on the budget of each partner as explained in the form.*
- *Part B 'Information about the Operation for which a Grant is Requested – 3 and 4 have to be filled in by the coordinator.*
- *Part C 'Declaration of the Applicant ' has to be filled in by each partner.*
- *Each partner must also fill in the form relating to legal entities, available from the following website:*

*[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.html](http://ec.europa.eu/budget/execution/legal_entities_en.html).*

14. Do we need to give also the bank details of each partner?

*Reply: Only the bank details of the coordinator have to be provided. See above question 13.*

15. In case a University is the lead partner, would it be possible to subcontract the technical secretariat and is there a maximum percentage that can be used for subcontracting? What is it?

*Reply: As mentioned in para. 7 of the Call: "Certain tasks can be subcontracted if the beneficiaries are not able to carry them out themselves. If so, the rules laid down in Article II.9 and I.10.2 of the draft grant agreement apply.*

*Contracts concluded with subcontractors must cover only a limited part of the action. The reasons for subcontracting must be stated. The tasks concerned and an estimate of the relative costs must be set out clearly in the application form."*

*See also Section 1.5, page 13 of the application form referring to subcontracting.*

*There is no threshold (maximum percentage) for subcontracting. However, the applicant is expected to have the operational capacity to carry out the action. From this requirement and the requirement that only a limited part of the action may be subcontracted it follows that the core tasks of the action may not be subcontracted.*

*For example, if a university is the coordinator of a consortium it may not subcontract the coordination as such, but only certain technical support services.*

16. Could we organize through the project mobilities for staff, students, trainees and professionals similar as the Erasmus programme but focused only in the maritime field?

*Reply: See question 5. Above : YES insofar as the target of the projects are not students destined to embrace maritime careers as seafarers.*

17. Does the project cover the cost of mobilities since it seems it doesn't cover scholarships?

*Reply: No if such costs are linked to scholarships programme, otherwise, for details on the eligibility of costs please see Article II.14 of the draft grant agreement regarding travel and subsistence costs related to the proposal.*

18. Are natural persons (one or several) eligible and can therefore participate to the call?

*Reply: As mentioned in para. 8.1 of the call, 'applications must be submitted in writing by legal persons". Hence, natural persons are not eligible under the present call.*

19. In Article II.14.5 of the draft grant agreement says: "Contributions in kind shall not constitute eligible costs. However, the Commission can accept, if considered necessary or appropriate, that the co-financing of the action referred to in Article I.4.3 should be made up entirely or in part of contributions in kind".

Is it possible a co-financing of the project with part of the staff costs?

*Reply: Contributions in kind are non-financial resources made available free of charge by third parties to the beneficiary or the consortium. Staff costs of a beneficiary are not contributions in kind but an eligible costs according to Article II.14.2 of the grant agreement provided they meet the criteria set out in II.14.1. As such they can constitute part of the co-financing.*

20. We would like to participate in the call and in that sense we would like to join a consortium with those operators who are formulating project and have similar interests. Can the Commission provide support in matching partners?

*Reply: For procedural reasons, the Commission cannot provide such a service or contact details of the participants in this call.*

21. Is it focused only on the commercial shipping transport or does it include also the tourist maritime transport (including marinas traffic, leisure charter activities, sailing schools, etc.)?

*Reply: the call for proposals concerns the shipping sector i.e.: commercial maritime transport.*

22. One partner can be involved in more than one proposal ? as leader or as partner ?

*Reply: YES, however, it is the responsibility of this entity to manage any possible conflict of interest and issues of transparency.*

23. Grant application form, question "List of all contracts, subsidiaries and loans which the applicant has obtained directly or indirectly during the last five financial years from a European Union institution (including the European Commission)". Do we have to list all the projects from which the applicant receives cofinancing from the EC?

*Reply: YES*

24. Would you please send me by email or post online the application form for DG Move in \*.doc format. Unfortunately, I cannot find it in your website yet.

*Reply: It is published under "related documents" at the following link:*

*[http://ec.europa.eu/transport/facts-fundings/grants/2013\\_04\\_27\\_en.htm](http://ec.europa.eu/transport/facts-fundings/grants/2013_04_27_en.htm)*

25. According to the call supported activities shall strengthen training in maritime activities. Would specific training activities be eligible, for example a course or seminar addressed to students which would cover call specific objectives?

*Reply: Yes*

26. Is there any limit of characters in filing the application form?

*Reply: No*

27. Are training courses on pleasure boating providing for cultural exchanges between students among 2 EU countries eligible.

*Reply: No, the call for proposals concerns the shipping sector i.e.: commercial maritime transport.*

28. I would like to know if it is necessary to submit an Expression of Interest by applicants.

*Reply: No*

29. If the coordinator is a public body. Are the bank stamp and signature of bank representative (required at page 6 of the application form) necessary?

*Reply: Yes*

30. Why the stamp is required?

*Reply: to confirm that the bank account holder is the real one.*

31. In the document C. Declaration by the Applicant of the grant application form, in the second line, where it says a grant of EUR ....., the amount to be written is it the total expenditure (co-financing + grant) or the funds to be requested to the Commission?

Example:

Total Expenditure      X €

Co-financing              Y €

Costs to be covered by the Commission:  $X - Y = Z$  €

In the declaration, shall will write a grant of Z €?

Please, confirm if this is correct.

*Reply: Yes, the requested contribution from the Commission has to be inserted.*

31. If option 2 of Article I.5 of the model multi-beneficiary grant agreement is chosen for the requests of payments, what is the maximum number of financial interim reports which can be done? Can applicant choose the number of reporting periods?

*Reply: For a project of 24 months one interim payment will be done based on an interim report. In the case of a 12 months project no interim payment will be done.*

*Independently of the payments, you may foresee the submission of progress reports linked to the milestones of the action.*

32. With regard to the CVs to be provided as per point 11. 3, do they need to be only of the applicants staff involved in the project or also of the staff from the partner organisations?

*Reply: CV of the team carrying out the action, whether coordinator or partner organisation, have to be submitted.*

33. Whenever in the application form the word “applicant” is used – in case of multiple contractors/partners – does it denote only the lead partner or all partners (e.g. in point A.1 of the application form: whose contact details should be mentioned)? By the same token, whose list of all grants and project should be listed in point A.8 – only the lead partner’s or all partners’?

*Reply: in case of multiple contractors/partners, information requested in the application form should be provided for all. (also reply to question 23 above)*

34. If the prefinancing-interim-final option of financing will be chosen:

a) should an audit be carried our separately for each partner prior to further request for funding

*Reply: This requirement applies to each beneficiary.*

b) should an audit be carried out regardless of the amount the partner spent and reports (e.g. if one of the partners spent and reports only 5 000 EUR should the costs be audited as well)?

*Reply: In principle a certificate has to be provided by each beneficiary claiming costs. Exceptions could however be envisaged, if the Commission considers it disproportionate.*

35. Point A.13 – should it be filled n-times for n-partners of the applying consortium or just once by the leader? Should it be signed?

*Reply: Point A.13 of the application form has to be filled in by each partner in case of a consortium. The declaration does not have to be signed explicitly as the equivalent statement is included in the grant agreement under Article II.5.2.*

36. In section A of the application form is stated under 11 the following: Applicants must have the financial capacity to carry out the operation to be supported and must provide their balance sheet for the last financial year for which the accounts have been closed. The latter does not apply to public bodies and international organisations. In case a consortium consists solely of public entities, which type of document is needed to proof financial capability?

*Reply: Under point 11 of the application form there are no other documents required for public entities.*

37. As announced in the call for proposals, the evaluation is foreseen for May 2013 and the award decision for June 2013. What is the applicable procedure for informing the applications about the evaluation outcomes. Will the outcomes be communicated via the website or via other means of communication?

*Reply: The timetable announced in the call for proposals was tentative depending on the number of applications received. Applicants will be informed by individual letter of the outcome of the evaluation process in due course.*

