

Q&A

Subject: Call for proposals to support European road safety actions aimed at tackling problems related to vulnerable road users, children, elderly and young drivers.

Ref no: CALL FOR PROPOSALS – MOVE/C4-2014/298

Q1: I should like to draw to your attention a discrepancy in the deadline for submitting applications for the above call. Page 2 Clause 3 states 20 October 2014 at 16.00. However, on page 14 Clause 14 it states 30 September 2014 at 16.00.

A1: The dead line is indeed 20 October. The date indicated in point 14 of the call has by mistake not been updated accordingly.

Q2: Is there a minimum number of EU countries to be involved?

A2: No, there is no minimum number of EU countries to be involved.

Q3: Can the operational capacity on Road safety under point 8.2 of the call be expressed only by the Applicant, i.e. not by the partners (co-applicants)?

A3: the operational capacity lies for the consortium (all the partners together) and not necessarily for each of the partner.

Q4: We are a trade union registered in Kenya. Do we qualify to apply for a grant related to vulnerable road users?

A4: Only legal entities from EU Member States can apply. Entities from other countries can be part of a project but their cost will not be eligible.

Q5: Can you please advise on which framework programme the above call belongs to? Is it under the Connecting Europe Facility Programme?

A5: The call is launched under the Annual work programme for 2014 (COMMISSION DECISION of 19.2.2014 on the annual work programme for 2014 in the field of mobility and transport, C(2014)1166 final, see http://ec.europa.eu/transport/facts-fundings/tenders/work-programme/index_en.htm) and does not belong to the Connecting Europe Facility.

Q6: Can we apply as the only company involved in the project (and not necessary in connection with another firm, based outside of our country)?

A6: Yes, as long as you fulfil all criteria for eligible applicants (see the Call for proposal, section 6.1) as well as the exclusion and selection criteria. Please note that there are different forms to be filled in for mono-beneficiaries as compared to multi-beneficiaries. All documents are available on the website.

Q7: Could you please let me know whether match funding for the above has to be revenue only or whether it can be a mixture of capital and revenue, and if so, what the proportion of capital to revenue would be?

A7: As regards of sources the co-financing by the applicant / beneficiary, please see first the Call for proposal, section 11.1: *Co-financing of the action or of the work programme may take the form of: the beneficiary's own resources, income generated by the action or work programme, or financial contributions from third parties.*

Apart from this sentence in section 11.1, there are no specific requirements applicable to the sources of co-financing by the beneficiary (the applicant) or to the proportions between the different sources of such co-financing.

In his application, the applicant must present estimated (overall) budget for the action or working programme. The budget must have revenue and expenditure **in balance** and be credible. The estimated eligible costs (to be financed by the Union) are to be indicated separately.

Please read also carefully about the financial capacity criteria described under Section 8.1 of the Call for proposals.

Q8: We would like to confirm that a single organisation can apply, without other EU member state partners?

A8: Yes, see also A6 above.

Q9: We understand that the total budget earmarked for the co-financing of projects is estimated at € 1 000 000. What maximum budget would you recommend that a 'monobeneficiary' applies for?

A9: There is no such recommendation. The budget for the action should reflect the estimated costs of the proposed action. Please see also A7 above.

Q10: Is there a contact person we can call to discuss our project idea/proposal?

A10: For the sake of equal treatment, the Commission can only reply to the general questions regarding the interpretation of the documents of the call for proposal and the organisation of the procedure, but not discuss any project ideas or proposals during the process of submitting the applications.

All applications will be evaluated at the same time and in the same manner according to the exclusion, selection and award criteria as indicated in sections 7-9 of the Cal for Proposals.

Q11: Where is it possible to find documentation and templates of the Grant MOVE/C4-2014/298?

A11: All documents and templates are available via the website http://ec.europa.eu/transport/facts-fundings/grants/2014-road-safety_en.htm

Q12: Are information and documents to be found also at page 1 - 1.2. Grants, 1.2.1. Call for proposals with a view of awarding grants in the field of Road Safety <http://ec.europa.eu/transport/facts-fundings/tenders/work-programme/doc/2014/annex-general-work-programme.pdf>?

A12: The work programme includes some information about this Call for proposals but please note that the work programme does not provide the complete file with all information on the call and it only presents an indicative timetable. For the detailed, updated information, please see http://ec.europa.eu/transport/facts-fundings/grants/2014-road-safety_en.htm where all documents are available including this regularly updated Q&A.

Q13: Regarding the application form, Section IV. ADDITIONAL FUNDING, Question 1.2: "Have any of the applicants submitted grant/loan applications for similar/complementary action(s) or offers of service or an operating grant to the Union Institutions/bodies/agencies in the current year?"

Does this include also H2020 proposals submitted or to be submitted this year?

A13: Yes. In their applications, the applicants are bound to indicate the sources and amounts of Union funding received or applied for the same action or part of the action or for its functioning during the same financial year, **as well as** any other funding received or applied for the same action.

Q14: We are considering a project under this call with the duration of 36 months. We have access to match funding but it would all need to be spent in the 1st year of the project, meaning the project would be funded in the 1st year entirely from the match funding source. We would then be looking to the grant to fund the project in the remaining 2 years - would this be possible?

A14: The grant covers a certain percentage of the expenses (maximum 50%). It is possible to have a pre-financing payment and to have one or several interim payments. The latter are based on real expenditures. Please refer to articles I.3 and I.4 of the model of grant agreement available on the website http://ec.europa.eu/transport/facts-fundings/grants/2014-road-safety_en.htm

Q15: Referring to page 8 of the call (section I.1.c): "Co-financing of the action or of the work programme may take the form of: – the beneficiary's own resources" ; may working hours of employed staff considered an own resource?

A15: Yes. Please also read paragraph on Eligible direct costs at page 10 of the call. You can also refer to part A1 of the Annex to grant application form: grant application budget available on the website http://ec.europa.eu/transport/facts-fundings/grants/2014-road-safety_en.htm

Q16 Concerning subcontracting: As indicated in page 9, "Sub-contracting, i.e. the externalisation of specific tasks or activities which form part of the action/work programme [...] - it must be clearly stated in the proposal". Does this mean that only the service must be clearly stated in the proposal or also the subcontracted party?

A16: The applicant must have a plan on intended subcontracting – please see the last bullet point of point 11.1 (e). That plan must indicate, as clearly as objectively possible at the moment of submission of the application, the area(s) and purpose(s) of subcontracting. The estimated costs of the subcontracting must be clearly identifiable in the estimated budget as well. However, it is not compulsory to have prior identification of the subcontracted party if the applicant is objectively not yet in a position to have such knowledge.

Please also look for references to sub-contracting in the model of grant agreement available on the website http://ec.europa.eu/transport/facts-fundings/grants/2014-road-safety_en.htm : Article I.XX Additional provisions on awards of contracts and subcontracting) , art. I.XX.3 Checks and audits, II.1. General obligations and role of the coordinator and art. II.10 – Subcontracting of tasks forming part of the action.

Q17: Question regarding Eligible costs on page 10 of the call: In which of the indicated categories can be costs for possible "adaptation of the infrastructure environment" (see page 2) accounted?

A17: The list on page 2 are not costs, nor actions but possible aspects addressed by the actions proposed; the costs are linked to the performance of the action.

Q18: In Section 4 of the above mentioned call for proposals document, it is stated that "the total budget earmarked for the co-financing of the projects is estimated at € 1 000 000", while the maximum number of proposals to be funded is 5. Does that mean that the amount of € 1 000 000 will cover the budget of all (max) five proposals, or each one of the selected proposals?

A19: 1.000.000 € is the total budget available for co-funding the totality of the projects under this call. The proposals will be evaluated and ranked. The best ones will be proposed for funding up to the amount available (1.000.000 €). At the end they may be one, or more project selected. It is expected that there would not be more than 5. The amount of the budget of each proposal does not influence by any way its chances for being selected; it should reflect the real costs of the

Q19: We are a local authority considering submitting an application to the above call. We would like to know what the rate of success is likely to be or has been in the past?

There is no rate of success as such. Proposals must fulfil the admissibility requirements as well as the eligibility, exclusion and selection criteria as stipulated in the call (points 5 to 8 of the call). Then they will be assessed and ranked on the basis of the award criteria as indicated at point 9 of the call.

See also A18 above

Q20: Referring to page 6 "Grants for an action ≥ EUR 750 000, in addition: - an audit report produced by an approved external auditor certifying the accounts for the last financial year available. In the event of an application grouping several applicants (consortium), the above thresholds apply by applicants." We

don't understand whether in case of a consortium application, whose total requested budget is >750.000 EUR, the audit report has to be delivered for each applicant, or only for the main applicant?

The obligation to submit a certified audit report applies to all applicants requesting 750 000 euros or more, regardless of whether they are a sole applicant or an applicant as a member of a consortium.

Q21: We are an in-house company established by the Municipality at the end of 2011; as in-house company, it is fully owned and controlled by the Municipality, for which it operates as instrumental company for all action regarding transport and mobility in the cities, including road safety. The company has therefore not 3 fully years of experience in road safety, but it incorporated in itself all the pre-existing experiences and skilled people previously employed by the transport department of the municipality, then transferred to the in-house company.

Taking into consideration the above characteristics, is the company eligible?

A21: No.

The requested number of years of experience are indicated on point 8.2 of the call and refer to the operational capacity (a selection criterion). This requirement applies to the applicant as a whole, which in your case is the company as the legal person. Therefore, length of experience of employees, and other people working for the company cannot be taken into account.

It is understandable that the legal status may have changed during the past 3 years; but the operational capacity has to be proved; this has to be done with the documents mentioned in the call at point 8.2.

Q21: The actions must cover the four targets (vulnerable road users, children, elderly and young drivers)? Or can we develop one of them? For example a project aimed to children.

The action may cover only one group (such as children as mentioned in the example).

Q22: We are writing the proposal in Spanish because the text says: “ you should submit the tender In one of the official languages of the European Union”. But, do you recommend to draft in a different language?

A22: You may submit the tender in any one of the official languages of the EU. More information about what languages are official and working languages can be found here:

http://ec.europa.eu/languages/policy/language-policy/official_languages_en.htm

Nevertheless, please bear in mind that according to paragraph I.4.3 of the Draft contract, all requests for payments, technical reports, financial statements and certificates shall be submitted in English.

Q23: We want to develop a project that really helps to improve road safety, and to ensure the viability, we think that is very important to study the projects with similar objectives previously funded. In 2009 the European Commission funded AVENUE, ROSA, BEST POINT, SAMERU, WHITEROADS and PILOT4SAFETY (TREN/SUB/01-2009). There are more precedents?

A23: You can see the projects on Road Safety co-financed by the Commission on the Commission Road Safety Website at http://ec.europa.eu/transport/road_safety/specialist/projects/index_en.htm

Q24: we are a public body and we would like to submit a proposal as the only applicant (mono-beneficiary). Can the proposal be submitted and realized by only one legal entity, without the involvement of any other legal entity?

A24: Yes. See also A6 and A8.

Q25: Could you please clarify the following sentences of section 6.1 of the Call for proposals?

**“By way of exception, application may be submitted by one applicant, whether established specifically or not for the action, provided that:
- *it is formed of several legal entities complying with the eligibility, non-exclusion and ,selection criteria set out in this call for proposals, and implementing together the proposed action;*”**

A25: The bullet point referred to in your question refers to a situation where the grant application, for the reasons of simplification, is submitted by **one applicant** representing other entities to be treated as affiliated entities e.g. by a roof organisation representing its members. The entities represented must together comply with all the eligibility-, non-exclusion and selection criteria. They must be capable of implementing the action according to the award criteria.

The entities represented by the applicant are to be considered as entities whose costs are eligible on the conditions foreseen in the call documents and in grant agreement.

In the case concerned, the link between the applicant and the entities it represents might be established for the implementation of this action only.

Q26; Our Municipality (in Italy) is checking the participation at MOVE/C4-2014/298. In the CALL, chapter 'The eligible direct costs', page 10, is reported: 'the costs of personnel working under an employment contract with the applicant'. Do you confirm please that it is possible to calculate the 50% of co-financing of the Coordinator and Applicant entirely with the cost of personnel?

A26: Yes. See also A15

Q27: The Financial viability check is to fill in alternatively to the 2 forms on Balance sheets and Profit and Loss account for the last 2 years? Or should any applicant provide the 3 forms/documents?

A27: The 3 documents have to be provided.

The models for the balance sheet and the profit and loss are available via the application form. Additionally you are required to fill in the Financial Viability Check Tool, excel form available on the website (http://ec.europa.eu/transport/facts-fundings/grants/2014-road-safety_en.htm).

Q28 Why is the draft Grant agreement already at disposal in the document section. When should it be signed? Probably after evaluation, right?

A28: The draft Grant Agreement is attached to the call for information only. The Grant Agreements will be drawn up with the successful applicants selected according to the criteria set out at points 5 to 9 of the call.

All the applicants will be informed by letter of the results of the evaluation as soon as this one is finalised. The timing cannot be known at this stage: it will mostly depend on the number of applications; in any case this cannot be later than 6 months after the final date for submission of the proposals.

Q29: The Grant Application Budget Multi-beneficiary includes a term 'Affiliated Companies' in the estimated eligible actual costs. Please provide a definition of 'Affiliated Companies' including examples of permissible relationships to a beneficiary. Does this include companies that may offer to provide information free of charge? Does it include subcontractors?

A29: please refer to point 6.1 of the call and see also Answer 25 above

Examples of permissible relationship can be: networks, federations, trade-unions...

The costs of these affiliated companies must be eligible; they should not constitute in kind contribution, i.e. if companies offer to provide information free of charges this should not appear in the budget of the action as contribution. The same rules apply to co-beneficiaries.

Affiliated companies must not be mixed up with subcontractors – concerning subcontracting see also Answer 16

Q30: Should the application include original signed copies of the following documents for each beneficiary?

- **Financial Identification Form for each partner?**
- **Balance sheets – are these for both public and private sector**

companies?

- **Profit & loss accounts - are these for both public and private sector companies?**
- **Declaration of honour**

A30 **Revised answer:** Yes – Each partner has to provide its full set of document (originals) as specified at point 7.3 and 8.1 of the call and as specified in the application form for multi-beneficiaries. The models are available via the application form.

~~For public bodies it is not necessary to prove the financial capacity; therefore balance sheet and profit & loss accounts are not requested.~~

Q31: Concerning point 8.1 of the call, the 60.000€ threshold relates to the to the total grant of the proposal or the single grant of the single applicant within the proposal?

A31. The value of the grant is the total amount requested for the project, whatever the total amount and whatever the number of co-beneficiaries or affiliated entities.

Q32. Can you specify which documents are required in case of Public Administrations?

A32. Please see A 30 above

Q33 referring to the documents listed under the paragraph 6.1 “*In order to assess the applicants' eligibility, the following supporting documents are requested: ...*” Are all documents requested for each type of subject to be sent or it is sufficient to send one of the listed documents? Should they be provided in original?

A33: in the case one applicant foresees to submit several proposals it is advisable to submit them separately in order to avoid any misunderstanding. If the beneficiary(ies) is(are) the same you may choose to send one set of original supporting documents and clearly mention their availability in each proposal. Documents have to be originals. Color copies/scans are not considered as originals.

Q34: Referring to the documents listed under the paragraph 8.2 "Operational capacity", they are not include in the Checklist for applicants of the Application form. Are these information to be described in the Application form, or to be sent while applying.

A34. They have to be sent and in original

Q35: we are working on the budget form for multi-beneficiary grants. I have a question about the completion of the form: In the section B – FUNDING, “1. Requested EU financial contribution (column E)” but column E refers to: Estimated eligible actual costs – affiliated N. What should I do?

A35: You have to refer to the column of the chart and not the column of the excel table; therefore column E refers to "Estimated EU contribution reimbursing eligible cost"

Q36 Could you please clarify what you mean and expect for “natural or economic resources involved in the project”, as stated in the call at section 8.2. Operational capacity.

A36: This requirement is not clear enough. Please disregard it.

Q37: Does the "Declaration of honour by the applicant" has to be signed only by the signatory of the consortium leader and thus for all applicants of the consortium? We doubt that it is possible for the consortium leader to declare and certify these points for the other applicants.

If yes, would you recommend the consortium leader to ask all partners for a declaration to have it for the files but not submit it?

A37: Each applicant, being co-beneficiaries or affiliated entities, has to sign a Declaration of honour. These have to be included in the proposal and be originals. The reason for this is that all applicants – mono- or multibeneficiary or affiliated entity – must be compliant with the non-exclusion criteria.

Please also refer to A30 above

Q38: regarding a discrepancy in the request for Balance sheets and Profit&Loss Accounts:

The Standard grant application form for "Grants for an action" says on page 5 that

"Applicants should provide Balance sheets and Profit and loss accounts for the last two financial years"

while the Checklist on page 16 mentions "Balance sheets and Profit and loss accounts for the last year"

I kindly ask you to clarify if the financial documents are required for only 1 year or for the last 2 years.

A38: financial documents for the last 2 years are preferable as they give a better indication of the financial situation; nevertheless, applications with only the last year will be accepted as such without giving prejudice to the applicant

Q39: Can a partner (in our case a public body: the Regional School Office) spend his part of EU grant to pay their teachers specifically involved in the project?

A39: As a rule, yes. Please refer to paragraph 11.2 of the call, and the list of direct eligible costs.

However, the grant is a percentage of the eligible costs; it is not specifically allocated to specific items of part of items of the budget. Finally, you may be aware that the grant may not generate a profit (as explained at the end of point 11.2).

Q40: In the call of proposals it is said that the proposal (except the requests for payments...etc) can be submitted in any EU language. Nevertheless the grant application form is in English, so should we just fill that in Italian or how should we proceed?

A40: Yes, you can fill in the form and other documents in Italian.

In such case it would be advisable to submit an electronic version of the proposals, in order to allow us to send it to our translation service.

Q41. The deadline for the submission of all the documents is October 20th. Does this date refer to the day in which the Commission has to receive everything or to the date in which everything should be sent from the post-office?

A41: Please refer to point 14 of the call. The proposal must be **sent** – not received - at no later than 20th of October.

An **alternative** possibility to deliver the application is hand delivery to the Commission central mail department – in that case the delivery must take place at 16.00 of 20th of October, the latest.

Q42: must a university submit the profit and loss account and the balance sheet?

A42. Please refer to paragraph 2 – Financial capacity – of the application form. Public entities are not obliged to submit the audit report, otherwise required from applicants applying for the grant in the amount of 750 000 euros, or above.

On the other hand, the balance sheets, as well as profit and loss accounts have to be submitted by **all** applicants, the exceptions being newly established entities.

Q43: regarding to the financial and operational capacity: when the call mention the declaration on their honour in chapter n. 8 (paragraph 8.1), is it the same document present in the application form in the paragraph V? And is it the same document mentioned in the paragraph 8.2 about operational capacity?

A43. Yes.