

Combined Questions & Answers
for the Public Call for Proposals for non profit organisations
"Recraft the Past: Build Up the Future"
(CFP 02-2022)

This document serves as a record of clarifications provided to interested parties related to the Public Call for Proposals for Non Profit Organisations "Recraft the Past: Build Up the Future" (CFP 02-2022) in response to their enquiries received within the set deadline for submission of enquiries. Questions were received through different channels defined in the Guidelines of this Call, including verbally during EU4Culture information sessions related to the Call, through written emails, and also during meetings and through phone calls. The answers to received questions are summarised in this document.

Q. Is there a percentage or cap when budgeting for Human Resources or administrative costs?

A. There are no budget thresholds with respect to budgeting of human resources costs in this Cfp. However, when assessing the implementation of the Cost Effectiveness criteria and in line with other evaluation criteria, budgeting for employees costs will be assessed on a case-by-case basis, depending on the nature of the project proposal and in accordance with good practice. For the purposes of this Cfp, it will be considered good practice to provide for a rational budgeting of these costs at a rate of about 20% of the total project budget. Also, in this Cfp, costs of human resources do not include expert fees; the latter, only when necessary, must be presented as separate budget items and justified accordingly.

Q. Can currently running programs be continued? Is it possible to continue the project after the contract expires?

A. All project proposals that meet the criteria outlined in the Guidelines will be considered within the framework of this call. Activities may be related to or follow those of other projects. However, if a project proposal is a continuation of a grantee's existing project or is part of a programme that is expected to continue beyond the agreement's end date, the distinction between the phases should be clear, and it will be treated as a standalone project even with regard to its communication, promotion, monitoring, and reporting (both narrative and financial). In any case, expenditures incurred before the start or after the termination of the agreement with UNOPS, shall not be funded by this grant. Similarly, funds granted in the frame of this Cfp shall not be used to finance activities funded by other sources.

Q. Is this call open to tour operators?

A. In order for their applications to be considered for evaluation, both applicant and partner organisations in this Cfp must have **non-profit organisation** clearly defined in their Statute and in the

Legal Act of Registration in Court, as well as meet the other eligibility criteria. Tour operators are typically *for-profit* business entities and, as such, are not eligible to apply for or receive grants as part of this CfP. Companies that can provide commercial services to non-profit organisations can only participate in project implementation as service providers.

Q. Can the local government be a partner in an application?

A. Local government institutions (municipalities, regional councils, prefectures, et cetera) as well as decentralised central government institutions can be neither applicants nor implementing partners in this CfP. However, any preliminary memoranda of understanding or agreements of collaboration between the applicant(s) and those institutions may be considered as contributing to enhancing the project's sustainability and may positively affect the project proposal's evaluation score.

Q. How many times can an organisation apply? How many times as a lead organisation and how many times as a partner?

A. An organisation may submit more than one application, be it as an applicant or as a partner organisation. However, if more than one of the submitted proposals pass the evaluation threshold, in the end, there will be awarded only one grant to one organisation, be it as an applicant or as a partner organisation.

Q. How far may the operational radius of a project reach? Should it be limited to the listed sites (of cultural heritage) or should it apply to the entire municipality?

A. The projects that will be funded through this Call will only operate within the administrative boundaries of the four municipalities defined in this CfP, namely Durrës, Kavaja, Rrogozhina, and Kruja. It is possible for the activities to be implemented in more than one municipal territory, as long as: a) those territories are part of these four municipalities, AND b) in the project proposal and during implementation - the latter in case of successful award, - a clear connection is shown between cultural heritage sites where EU4Culture has intervened or is intervening and the surrounding communities.

Q. Our organisation has developed some (software) applications, but there has been no continuity beyond the lifespan of the projects, particularly in terms of licences and payments. How is the continuity of applications developed during the project supposed to be solved technically?

A. Firstly, this grant will not cover expenses incurred prior to the start or after the termination of the agreement with UNOPS. This applies to the costs of developing, implementing, or purchasing application licences and digital rights too.

Secondly, at the end of the project, the digital product licensing rights are expected to be transferred to the project's institutional beneficiaries, which in most cases are expected to be the Ministry of Culture or a subordinate agency designated by the Ministry. Until the end of the project, they will belong to the donor (EU) or UNOPS, but this will be decided and communicated on a case-by-case basis.

Thirdly, as regards the continuity of the functionality of applications and/or their maintenance beyond the project lifespan, the solution that will be proposed in the project proposal will be assessed in accordance with the Sustainability criterion [see 10. Evaluation Criteria].

Q. In terms of admission criteria, when should the entity be registered?

A. Both the applicant and the partner organisation must be legally registered no later than six months before the application deadline.

Q. Is the 15% cap intended to cover the costs of creating promotional materials for the whole project or those of the promotion of products which will be supported?

A. Costs for **outsourcing** promotional activities may not exceed 15% of the total project budget. This applies to actions planned to be carried out by third-parties (legally registered for-profit entities) contracted to provide professional promotional services including design and production of content and materials. However, the project's activities of awareness-raising and dissemination of promotional messages and materials will be considered as an integral part of implementation carried out by the implementing organisation(s). As such, they should be resourced adequately and should not be outsourced to third parties.

Q. What does the partner's cost limit of 30% imply?

A. The costs budgeted in the "partner's costs" column (see Annex C), as well as the financial expenditures that shall be reported by the organisation managing the grant as 'incurred' by the partner organisation AND which, after review, will be accepted as eligible by EU4Culture, may not exceed 30% of the eligible total expenditures for each project budget item.

Q. Is it likely that this project will be extended in other municipalities?

A. The EU4Culture grant scheme will be extended, through subsequent calls for project proposals, to other municipalities which are part of the territories of the municipalities affected by the November 2019 earthquake.

Q. We are a young organisation that has applied but has not been successful in obtaining and implementing grants in the past. How much can the application process penalise an organisation's experience and longevity?

A. If an organisation was legally registered earlier than 6 months before the deadline of submission of applications to this CfP and meets the other criteria outlined in the Guidelines [9. General Eligibility Criteria a), b), c), and d)] it is still eligible to apply and will not be excluded from the application process.

Q. Is the 2021 balance sheet a necessary criteria, given that the process for issuing it runs until the end of March?

A. Yes, according to the checklist [Annex F], the presentation of the balance sheets for the previous financial and fiscal year, i.e. 2021, is a mandatory criterion.

Q. Can shop rent be included in the budget of a project that supports handicraft products and their sale through artisan shops?

A. Store rents, as well as the costs of purchasing raw materials and other costs listed in the Guidelines, are not covered by these grants. [6. Ineligible Costs and Budget Thresholds]

Q. When can we expect a follow-up call?

A. A subsequent Call for Proposals is expected to be launched before Autumn 2022.

Q. What areas will be covered by the second Call?

A. There is no final decision yet. However the territories where the eligible project actions will take place will be extended to municipalities other than those in the first CfP.

Q. Can the Municipality participate in an application as a partner?

A. Municipalities, as institutions, are not eligible to participate in this CfP as applicants or as implementing partners. However, any preliminary memoranda of understanding or agreements of collaboration between the applicant(s) and those institutions may be considered as contributing to enhancing the project's sustainability and may positively affect the project proposal's evaluation score.

Q. Can an activity be presented based on a government agreement on employment training with the women's prison reached with the relevant ministry?

A. Project proposals are expected to include actions which should contribute directly to the attainment of the overall objective through activities that aim to achieve any or both specific objectives. Lack of relevance to any of the stated objectives may disqualify the proposal. Furthermore, the relevance of specific activities with the stated project and CfP objectives is part of the evaluation criteria [10. Evaluation Criteria] and will be assessed and scored accordingly.

Q. Is it mandatory for the project proposal to be tangible with the listed site in the call? For instance, our project proposal will focus on both tangible and intangible culture and identity of the Roma minority. Each targeted municipality has a Roma population, but we are not sure how or whether historical or archeological sites are connected directly to the Roma minority.

A. Project proposals are expected to include actions which should contribute directly to the attainment of the overall objective through activities that aim to achieve any or both specific objectives. Lack of relevance to any of the stated objectives may disqualify the proposal. Direct links between the final beneficiaries and with any, some or all of the sites and institutions within any, some or all territories of the four municipalities are not mandatory but the expectations are for them to be stated whenever possible, aimed to be created and made clear at the largest extent possible. For more details on the expectation of proposals, please refer to **Section 10. Evaluation Criteria of the Guidelines of this CfP.**

Q. Can we apply as a consortium?

A. Joint applications from more than one organisation, in operational partnership with other *non-profit* local and community development organisations are acceptable. In such a case, the project applications should reflect the internal capacities of both the applicant and of the partner organisation(s) to conduct the proposed activities. For more details on the partnership formulas and any restrictions that may apply, please refer to the Guidelines of this CfP.

Q. Which are illegible (sic*) CSOs to apply for?

A. For the purposes of this document we are reading “illegible” as “eligible”. As per **Section 9: General Eligibility Criteria of the Guidelines of this CfP**, only the legal entities registered in accordance with the applicable laws in the Republic of Albania as **not for profit** with an active status at the time of application are eligible to apply. This includes but is not limited to all CSOs, associations of artisans, associations of touristic operators, business associations, social business organisations (social enterprises), regional and/or local (economic) development agencies, etc. to name only some. For a longer non-exhaustive list of different types of eligible entities registered as non-profit please read in full **Section 9 of the Guidelines of this CfP**.

Q. How many institutions could be involved?

A. Applications from more than one organisation, in operational partnership with other organisations, are acceptable. In this sense, there is no limit to the number of organisations that could partner in the application phase. In any case, the project applications should reflect the internal capacities of both the applicant and of the partner organisation(s) to conduct the proposed activities.

More institutions, including government agencies, can be involved through Memoranda of Understanding or other Collaboration Agreements. Nevertheless, for the purposes of this Call, they will not be considered as partner organisations and the prospective grantee should not foster expectations of joint project or financial management.

The applicants also have the possibility to award contracts to subcontractors for execution of clearly defined tasks and these shall be selected through a transparent selection process. For more details on these, please read carefully the Guidelines of this CfP.

Q. Regarding the implementation of the entire project should it be led by a joint manager for the partnership?

A. In case a grant is awarded for the execution of a project proposal agreed to be implemented in operational partnership with another eligible entity, a Grant Support Agreement (see the **GSA template** in the website) will be signed between UNOPS and the lead applicant (only) in the capacity of the prospective Grantee. Hence, the main applicant is expected to demonstrate both management and financial capacity to successfully manage the project and to assign the dedicated key human resources, including the project coordinator/manager and the finance officer. Also, during implementation, financial expenses whether incurred by the Grantee or the partner organisation will be endorsed and reported to UNOPS by the Grantee.

Q. We have a question regarding the 4 municipalities that you have included: The proposal should be in ALL 4 of them, or we can include municipalities with similar approaches to the activities of the proposal?

A. Project proposals are expected to include actions which should contribute directly to the attainment of the overall objective and any of the two specific objectives in some or all the territories of the four municipalities (Durrës, Kavaja, Rogozhinë and Kruja). Other territories may only be included to illustrate the approaches taken in the main eligible territories but actual activities in them, especially those requiring travel and accommodation, have to be kept to a reasonable minimum.

Note that as per **Section 6: Ineligible Costs and Budget Thresholds** of the Guidelines of this Call, activities taking place solely or mainly in the territories of other municipalities, different from the four municipalities where the project sites are located, will be considered ineligible. Also, please read carefully the **Budget Thresholds** sub-section as well as **Section 10: Evaluation Criteria**.