



Frequently Asked Questions

for the Call for Proposals: “Recraft the Past: Build Up the Future 3”

ALB/EC/22644/CFP 05-2024

I. Eligibility Criteria

Q1. Are Local Public Companies eligible for support under this Call for Proposals?

The Local Public Companies are not eligible for support under this Call for Proposals.

Q2. Are individuals eligible for support under this Call for Proposals?

Individual applicants who are not registered as a non-for-profit organisation or other type of eligible organization (e.g. as an academic institution), are not eligible for support under this Call. However, they may be engaged as Associated Partners of a project proposal or as external consultants (experts).

Q3. Aside from the entities mentioned in the Call for Proposal (*non-profit organisations*), can the private business companies, including consulting companies, which offer services in the areas of arts, crafts and culture, tourism, business start-up support consulting, etc., be considered eligible for grant support?

The organisations which can be applicants and/or partners within this Call for Proposal should be defined as **not-for-profit** entities in their Court Registration Act and they need to meet the other criteria for their applications in order to be taken into consideration for evaluation. Consulting companies which provide support to other for-profit or not-for-profit entities on a commercial basis can be engaged only as Associated Partners in the application phase. These entities may also be engaged as service providers during implementation.

Q4. Can a Higher Educational Institution be an applicant under the Call for Proposal? Is a Centre for professional development (registered for research and education) eligible for support?

Academic organisations are eligible to apply for as long as they are legally registered as **non-profit** organisations and fulfill the other criteria of the Call for Proposal.

Q5. Can an organisation apply once as a lead applicant and once as a partner?

No. An organization should either be an applicant, or a partner in this Call for Proposal.

Q6. Can a municipality participate in an application as a partner?

Municipalities, as government institutions, are not eligible to participate in this CfP as applicants or partners. However, they can be engaged as Associated Partners. Such engagements expressed within the application, between the applicant and those institutions may be considered as contributing to enhancing the project's sustainability and may positively affect the project proposal's evaluation score.





Q7. Does a partner organisation have to be from Albania?

Partner organizations must be registered in Albania, in accordance with the Albanian law.

Q8. Does a lead organisation have to be from one of municipalities stipulated in the Call for Proposal?

The Lead Applicant organisation does not have to prove presence or direct experience in the administrative territory of the municipalities stipulated in the Call for Proposal. Presence or related experience (past or current) is recommended but it is not a must.

II. Budget and Co-financing

Q9. Are the expenses of renting an office considered as operational costs?

Yes. Operational costs include the cost of renting a working space and as such are not eligible costs. They can be foreseen and included in the budget only as the applicant's co-financing contribution. If that would be the case, the co-financing party will be asked to provide proof of payment of rent as part of the financial reports.

Q10. Is co-financing obligatory under this Call for Proposal?

No. Co-financing is not obligatory.

Q11. Does the staff costs' threshold of 25% of total project budget include only project staff expenses or all human resources?

The overall staff costs' threshold (Personnel budget header) includes eligible costs for the project team that will be permanently involved throughout the project implementation by means of employment contracts with the implementing organisation.

Q12. Can the co-financing of the organisation be used for funding the employees' salaries?

Staff salaries are part of personnel costs for the project team hence they should not exceed 25% of the total project budget. Co-financing contributions may be used to cover all or a part of the salaries of the employees dedicated to the project for as long as the total staff costs' threshold of 25% of the total budget is not passed.

Q13. Can the rental cost of a space for capacity building activities be considered as a co-financing within the project budget?

Renting premises for specific project related activities outside of the organisation offices can constitute eligible co-financing. However, if the same space is also used as office space by the applicant or its partner organisation, the rental costs will not be accepted as co-financing within the project budget.

Q14. Could purchasing of work premises be included in the project budget?

No, the purchasing of work premises is not an eligible cost under the condition of this Call for Proposal.





Q15. In the Call it is stated that the maximum amount of a grant award is USD 50,000. Does this mean that the funding provided from EU4Culture in the total can be USD 50,000 or it also includes co-financing?

The maximum amount of a grant award - USD 50,000 means that EU4Culture may only participate in the overall cost of the project **up to this stated maximum grant award.**

III. Scope

Q16. Do the proposed actions have to respond to both specific objectives of this Call for Proposal?

Not necessarily. All actions under this Call should contribute directly to the attainment of the overall objective through activities that aim to achieve either the first or the second objective OR both of them.

Q17. Do the proposed actions have to respond to both main themes of this Call for Proposal?

Not necessarily. All actions under this Call should contribute directly to the attainment of the overall objective through activities that aim to achieve either of the themes or both of them.

Q18. Is it justifiable or not to engage in activities with manufacturers of alcoholic drinks which are registered to produce wine, beer, brandy and other alcoholic drinks?

Activities related to the manufacturers of alcoholic drinks are not supported by this Call for Proposal. Activities related to the manufacturers of fruit registered for fruit processing (but not registered to produce alcoholic drinks) may be eligible for support under this Call for Proposal.

Q19. Should the proposal address all the municipalities noted in the Call for Proposal?

Project proposals are expected to include actions which should contribute directly to the attainment of the overall objective and any of the specific objectives in **one, some or all** the territories of the municipalities stipulated in the Call for Proposal.

Q20. Can project proposal activities be connected to other ongoing activities of the organisation?

Activities may succeed or be linked to other projects. However, funds from this Call for Proposal cannot be used for activities already financed from other funding sources, which are not or would not be part of the grant support agreement with UNOPS.

Q21. Can organisations that have implemented projects awarded from previous EU4Culture Calls apply?

Organisations that have implemented and concluded (operationally and financially) projects awarded from previous Calls published under EU4Culture are eligible to apply.

Q22. Can the overall duration of a project funded through this Call for Proposals be extended to address any unexpected challenges faced during implementation?

The duration of the implementation of projects that will be awarded under this Call for Proposals can not, in any case, extend beyond the timeframe noted in the Call for Proposal (Section "Particulars"). Any foreseeable internal or external risks that may arise during planned implementation should be discussed in the proposal together with the corresponding mitigation measures.





IV. Application Procedure

Q23. Can the application form be filled in and submitted in the Albanian language?

Application forms are to be filled in and submitted in the English language only. However, those supporting documents that are issued by the Albanian authorities (as specified in the Call for Proposals) will be accepted in Albanian language.

Q24. Can the application be submitted in the printed version by post delivery?

No. Applications will be accepted only in electronic format in the email noted in the Call for Proposal.

Q25. Should all project team members listed in the application send CVs together with the application?

The application form should include detailed information of all the key team members. This information is to be filled within the Annex A- Proposal as per the template requirements and submitted by the applicant only. CVs in other formats will not be accepted as part of the application, whether submitted by the applicant or by another party.

