

Q&A

regarding the Grant procedure No.9138-30 launched by the Council of Europe project “Enhanced social protection in Ukraine”

Question	Answer
1. Could you please tell me what the eligibility criteria are for "being active for at least 2 years in the field of social rights protection"? Is this a requirement for the date of registration of a non-governmental organisation? Or is it a question of the qualifications of the key personnel involved? I'm asking because we would like to submit a project proposal from an organisation registered in 2022 and uniting experts who have been working with social rights for many years.	1. According to the Call for proposals (p.2 Eligibility criteria of the section VI. Evaluation and selection procedure) in order to be eligible, the Applicant (NGO) should be active for at least 2 years in the field of social rights protection. To prove this experience, the Applicant should submit the organisation’s portfolio including at least 2-year record and experience in the sphere of social rights protection in Ukraine as well as fill in the section 4 “Recent activities” of the Application form.
2. I represent the charitable organisation. Can we participate in the present Call for proposals (9138-30) for implanting projects in the social rights sphere?	2. Please refer to the p.2 of the section VI. Evaluation and selection procedure of the Call for proposals which has an exhaustive list of eligibility criteria for the applying organisations.
3. I am reaching out to seek clarification regarding the application guidelines. I wanted to ask whether it is permissible to exceed the specified limits in the grey areas (added the picture). Your guidance on this matter would be greatly appreciated.	3. The size of table columns can be adapted according to the needs of the Applicant.
4. Could you please tell if it is possible to have a consultation with your experts to better understand if our project is suitable for this grant?	4. According to the p. 2 Question of the section V. How to apply of the Call for proposals, if you have any questions, send them at the latest one week before the deadline for the submission of proposals, in English, to the following address: socialrightsua@coe.int , with the following reference in subject: Questions regarding Grant procedure 9138-30.
5. Could you be so kind as to inform us about some aspects for the budget preparation under the respective call for proposals as mentioned above? Could we make abroad payments for the consulting services provided by the European experts under the planned project research activities in Ukraine?	5. The Applicant can include the abroad payments for the consulting services provided by the European experts to the estimated budget. The comprehensive list of eligible costs is mentioned in the Article 12 of the draft Grant Agreement.
6. I would like to ask another question regarding Grant Procedure 9138-30. Could you please clarify what our organization's portfolio should look like?	6. There is no established template form for the organisation’s portfolio. It can be either in form of the presentation or any other form.
7. In what language should the Application form and the budget be filled out, and should we try to apply for it if the Organization-Applicant has been operating for 1.5 years and is implementing a project in 2023, that is, it received support in the current year, and in 2022	7. The Application form and the provisional budget should be completed in English according to the templates provided. The eligibility criterion (as mentioned in the p.2 Eligibility criteria of the section VI. Evaluation and selection procedure of the Call for

<p>it had no funds and can submit a balance sheet with zero indicators?</p>	<p>proposal) requires the organization to be active for at least 2 years in the field of social rights protection.</p>
<p>8. The Call for Proposals document states that the indicative available budget for this call for proposals is EUR 80,000.00 (eighty thousand euros). At the same time, it is stated that the Council of Europe intends to award up to 6 grants for a maximum amount of EUR 20,000.00 (twenty thousand euros) each. Therefore, we ask you to clarify the maximum amount of the future grant.</p>	<p>8. As stated in the section III. Budget available of the Call for proposal, the maximum amount of the future grant can be 20 000.00 EUR.</p>
<p>9. Do you inform about results of the Grant competition.</p>	<p>9. According to the Section VII. Notification of the decision and signature of grant agreements of the Call for proposal, on completion of the selection process, all Applicants will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.</p>
<p>10. Hello! I have a question about budgeting for a project. Are there restrictions on the minimum and maximum salary of the staff?</p>	<p>10. As stated in the section III. Budget available of the Call for proposal, the maximum amount of the future grant can be 20 000.00 EUR. The minimum amount is not defined by this Call for proposal.</p>
<p>11. Should we attach all the documents for each organization if we apply as a consortium? I see in the application form we mention mostly Lead organization only.</p>	<p>11. The Applicant (either consortium or not) has to attach the listed documents for the organisation(s) involved.</p>
<p>12. The legal research is to be implemented by team members as analytical and expert work. Should we keep it in 1.1. (staff) category or mention it in the row 5.2? Should we mark in the staff chapter any note to mark an organization that is represented by team members? Should we describe in the budget the role of the staff member under the project?</p>	<p>12. The Estimated budget has defined budget lines. If it is a staff member, the Applicant should keep them under the defined line of p. 1.1 (staff) of the Estimated Budget, if an expert to be involved for the provision of services – under line 1.2. (experts/consultants) or p. 6 (other services). The Applicant can mention the organization that is represented by team members, but the role of the staff if better to describe in the Application form under p. 8.</p>
<p>13. Considering "...incurred by the grantee in connection with the action or project concerned" -- does it mean that we can't cover some piece of programme payments (like a part of salary of someone who does not contribute to the project), but we can cover bank fees, HR services in case of project staff turnover, and unexpected costs (for ex., if design contractor will raise his honorar for the service? Do both organizations or Lead only can use the indirect costs?</p>	<p>13. Please refer to the Article 12 of the draft Grant Agreement which comprehensively covers the eligible costs. Namely, Article 12.2 stipulates that the indirect costs may be considered eligible only if they are incurred in the connection of the Action; appear in the estimated budget and are approved upon presentation of the final financial report. Also, Article 12.4. stipulates the ineligible costs, e.g. bank charges, conversion costs etc.</p>

	The indirect costs should be reflected in the estimated budget and can be used by all organisations that are part of the consortium.
14. In-kind contribution - should we describe it in the application form (p.11) without duplicating in the budget? May the total budget with our financial contribution be over 20 000 y.e.? or it should be under 20 000 in general.	14. The Applicant should specify the in-kind contribution in the budget (line Contribution by the Grantee) and in the application form (section 11 Co-funding). The estimated budget without Grantee's financial contribution shall not exceed 20 000 EUR.
15. We would like to clarify one question regarding the application. Could you please let us know, in the text box 4 (Recent activities) of the application form, should we describe the experience of our organization? Or should we show awareness of research and recent activities on the concerned topic in general across the country?	15. In the text box 4 (Recent activities) of the Application form, the Applicant should describe its experience related to the social rights sphere.
16. I would like to specify whether the filling of all the fields in the application form in Word document should be in English?	16. The Application form and provisional/estimated budget should be completed in English according to the templates provided.
17. Could you be so kind as to clarify us with some aspects of the application preparation? Do we need to have UAH bank account or EUR bank account to provide you with bank certificate confirming bank details?	17. The Applicant should have a bank account. It can be either EUR or UAH bank account.
18. Please consider our portfolio and provide us with the information on the terms of the Grant procedure No. 9138-30 in Ukrainian.	18. According to the p. 2 Question of the section V. How to apply of the Call for proposals, if you have any questions, send them at the latest one week before the deadline for the submission of proposals, in English, to the following address: socialrightsua@coe.int , with the following reference in subject: Questions regarding Grant procedure 9138-30.
19. Could you please also give us some hints on the scope of information needed per each section? Perhaps any minimal and maximal number of pages? What could also serve as an advantage for the applicant in the application form?	19. The Call for proposals does not provide any requirement on the scope of information under each section of the Application form. Please refer to the p.6 of the section IV Requirement of the Call for proposals which stipulates the preferences that would be given further to the general objective of the call.
20. Please mention the maximum and minimum amount of a grant.	20. As stated in the section III. Budget available of the Call for proposal, the maximum amount of the future grant can be 20 000.00 EUR. The minimum amount is not defined by this Call for proposal.