**Open Call for Proposals**

**Call for Proposals for CSO’s and Media**

*This document serves as a record of clarifications provided to interested parties related to the Public Call CFP 07-2019 in response to their inquiries received verbally, though phone calls and on info sessions related to the Call, as well as clarifications provided in writing in response to emails received through channels defined by the Call. The answers to received questions are summarized in this document.*

**Questions and answers**

Q.1:   Regarding the eligibility criteria on similar projects with a budget of 30.000 USD, whether they are calculated from several projects or it should be just from one project?

The Call for Proposal (CfP) requires to submit proof of implementation of two projects in the past five years whose cumulative value should be at least 30,000 USD for LOT 1 and at least 65,000 USD for LOT 2.

Q.2:   Whether the partner projects, in cases when the organization was a co-applicant could be taken into consideration to meet the criteria for past projects?

Projects where the lead applicant has participated as co-applicant are eligible for consideration. Please provide additional information about the amount responsible within the project as well as be specific about your activities and responsibilities in the projects.

Q.3:   In case when there is one applicant and more co-applicants, whether the criteria for past project with a budget of over 30.000 USD should be met only by the applicant or by all co-applicants too?

The lead applicant is responsible for meeting the criteria for eligibility of the call. The lead applicant should provide proof for past experience, years of registration, clean records, and all other requirements as specified in the CfP.

Q.4:   Most of the local and regional media cannot met the criteria of 65,000 USD in past projects, whether the criteria could be reduced?

This criterion is for cumulative at least two projects implemented in the past five years. This criterion was developed to provide proof of past experience and organizational capacity to implement projects of this value. Media are encouraged to partner with CSO’s that have experience in creating similar media content or have implemented similar projects in partnership with media, that also ads additional points for the application. However, priority is for registered media to be the lead applicants in LOT 2.

Q.5:   Do the organizations that are registered less than three years ago could apply?

CSO’s that apply need to have been registered in accordance with the Law on Associations and Foundations for at least three years.

Q.6:   Whether organizations that are working on different issues/areas could submit a joint application, as co-applicants?

The lead applicant can submit an application with organizations that are working on different issues/areas. The project proposal should however clearly define the roles and responsibilities of each organization, provide rationale for the co-partnership with organizations and provide detailed budgeting.

Q.7:  Is there maximum number of co-applicants per application?

The call does not set the maximum number of co-applicants per application. However, the project proposal should clearly define the roles and responsibilities of each organization, provide rationale for the co-partnership with organizations and provide detailed budgeting.

Q.8:  Which document should be submitted as a prove of the tax identification number? Is the document from the Central Registrar Office sufficient?

Any document that is issued by a competent authority that has the tax identification number will be considered sufficient proof.

Q.9:  Can the universities apply on the call?

The call defines a criterion for applicants to be fully registered citizens’ non-for-profit organizations or associations (CSOs) in accordance with the Law on associations and foundations, or media registered in the register of the Agency for Audio and Audiovisual Media Services clearly. Lead applicants should meet those criteria. Co-applicants can be any CSO, media or legal entity that clearly contributes to the attainment of project objectives and without whose participation the project cannot achieve the defined results, regardless of their time of registration and status.

Q.10:  Do the documents submitted in Macedonian language should be officially translated into English?

Original scanned documents in Macedonian language should be submitted. There is no requirement for the documents to be translated into English. If there is a need for additional clarification, the applicant will be dully notified to provide clarification.

Q.11:  Can one organization or media be a co-applicant to more than one project?

One entity can submit only one application regardless of it being the lead applicant or co-applicant.

Q.12:  Whether the lead applicant can transfer part of the budget to the other co-applicants?

The lead applicant is accountable and liable for the implementation of the project proposal. The applicant should provide detailed budget that clearly describes the disbursement of funds, as well as activities undertaken by other co-applicant organizations. The applicant should ensure use of funds in accordance with best practices.

Q.13:  Are not for profit entities registered under the Law on Institutions, the Law on Higher Education or the Law on Scientific-Research Activities not under the Law on associations and foundations eligible to apply?

The call defines a criterion for lead applicants to be fully registered citizens’ non-for-profit organizations or associations (CSOs) in accordance with the Law on associations and foundations, or media registered in the register of the Agency for Audio and Audiovisual Media Services clearly. Applicants should meet those criteria. Co-applicants can be any CSO, media or legal entity that clearly contributes to the attainment of project objectives and without whose participation the project cannot achieve the defined results, regardless of their time of registration and status.

Q.14:  We will kindly ask you for clarification, regarding the “Open call for proposals for support to civil society organizations and media for EU Integration Process”, if Internet portals can be considered eligible for application?

The call defines a criterion for applicants to be fully registered citizens’ non-for-profit organizations or associations (CSOs) in accordance with the Law on associations and foundations, or media registered in the register of the Agency for Audio and Audiovisual Media Services clearly. Applicants should meet those criteria. Co-applicants can be any CSO, media or legal entity that clearly contributes to the attainment of project objectives and without whose participation the project cannot achieve the defined results, regardless of their time of registration and status.

Q.15:  Our internet news portal is member of the Macedonian Journalist Association and a member of the IAB (Interactive Advertising Bureau). Please advise us, if membership in these bodies, make us eligible to apply on the call?

The call defines a criterion for applicants to be fully registered citizens’ non-for-profit organizations or associations (CSOs) in accordance with the Law on associations and foundations, or media registered in the register of the Agency for Audio and Audiovisual Media Services clearly. Lead applicants should meet those criteria. Co-applicants can be any CSO, media or legal entity that clearly contributes to the attainment of project objectives and without whose participation the project cannot achieve the defined results, regardless of their time of registration and status.

Q.16:  Does the salary for the project team member is eligible costs?

Salaries for the project team members are considered eligible costs.

Q.17:  Can an organization be a lead applicant and a medium co-applicant?

CSO’s can be the lead applicant in both LOT 1 and LOT 2. In LOT 1 media can be co-applicant, in LOT 2 registered media must be co-applicant with submitted guarantee letter/agreement for cooperation in implementation of the project activities.

Q.18:  How many projects will be approved under LOT 1 and LOT 2?

Nordic Support for Progress of North Macedonia does not have an obligation to spend all funds available for this activity of USD 623,000 and will fund only quality projects that meet specific criteria, selected in a transparent and competitive process. It is envisaged that the project will award at least six grants for CSO’s and at least four grants for media. Depending on quality of applications the Project may decide to increase or decrease the number of grants planned per LOT. Cooperation between CSO’s and media is strongly encouraged.

Q.19:  Is cost for fee for a public servant is eligible costs?

In accordance with the provision 2.1.3. Costs, fees for personnel employed in public administration are considered as ineligible costs.

Q.20:  Can the Secretariat for European Affairs be invited to take part of some of the project activities?

It would be extremely beneficial for project proposals to envisage cooperation and engagement with SEA or other state institutions.

Q.21:  Can the CSO applicant be part of the negotiations working groups?

There is no provision that limits the participation of CSO that are members of the working groups.

Q.22:  Which document should be submitted in order to confirm that there is a planned cooperation with a medium?

The media should provide signed guarantee letter or agreement for cooperation in implementation of the project activities.

Q.23:  Can the project budget include co-financing in another EU funded project?

This grants under this Call for Proposals are awarded for complete projects without the possibility to be used as co-financing share.

Q.24:  Can on-line web portal be co-applicant?

Co-applicants can be any CSO, media or legal entity that clearly contributes to the attainment of project objectives and without whose participation the project cannot achieve the defined results, regardless of their time of registration and status.

Q.25:  Which document should be submitted in order to prove the implementation of past projects? Should a project final report or a statement for implemented projects in the past be submitted with the project application? What can a proof of implementing a similar project be?

Similar projects are considered past implemented projects that are comparable in topics covered, expertise utilized or activities implemented to the submitted project proposal. Project final report or statement for implemented projects will be sufficient proof in this stage of the process. If needed, additional documents may be asked in latter stages of the selection process.

Q.26:  Which is the official language of communication with the project for administrative purposes?

English is the official language for project reporting purposes.

Q.27:  Can a CSO/media based in the Balkan region (regardless if they are EU member states, or not) which we have a very good cooperation with, be a co-applicant? All the actions are envisaged to take place in North Macedonia, though.

CSO’s or media from the region can be included in the project activities and their experiences and expertise are welcomed to be shared and utilized by local stakeholders. However, the main applicant is responsible for the implementation of the activities proposed. The role and the contribution to activities of any co-applicant need to be well elaborated and the rationale for their inclusion should be provided. Due to the expatriate status of the entities mentioned and the difficult procedure to check their credentials, it would be advisable to keep them as participants in the project.

Q.28:  Is there a minimum of years eligibility requirement for media such as the minimum of 3 years since legal registration for the CSOs?

The requirement for media is to be registered in the registers of the Agency for Audio and Audiovisual Media Services regardless of the year of founding.

Q.29:  How to calculate the inhouse projects implemented by the media?

Projects developed by media as their own products should be presented as value equivalent to cost of production.

Q.30:  How to manage the possible fluctuation of the exchange rates?

Project budgets should be submitted in USD. The payments will be conducted as per the official exchange rates on the day of payment in several installments. Fluctuation of exchange rates are the responsibility of the project implementer.

Q.31:  Do the Project budget form and the Project Budget Narrative form need to be separate documents?

The Annex 2 Project Budget excel file consists of three different sheets. In Sheet 3 Narrative Budget, you should insert the narrative budget information as described in the sheet.

Q.32:  What is considered under "Sources of Funding Budget form"?

The Sources of Funding Budget form, sheet 2 of the Annex 2 Project Budget excel file should be filled in with information of financial contribution from the applicant if any. Please note that co-financing under this call is not mandatory.

Q.33:  What is the limit that can be spent on personnel costs? How to calculate the salary for the people employed with this project?

The call does not set a limit for personal costs. However, when preparing the budget, applicant should clearly describe the disbursement of funds, as well as activities undertaken and provide rationale for each cost. The applicant should ensure use of funds in accordance with best practices. All costs should reflect actual costs.

The example of the salary calculation is given as an example.