



Statement by the Managing Authority (MA) concerning frequently asked questions of potential beneficiaries regarding the Third Call for Proposals under the IPA CBC Programme Bulgaria-Turkey

1. **Question:** Is there any limit of the length of road section to be reconstructed through investment projects under the Third Call for Proposals? Under the previous calls for proposals construction of roads was eligible only if the length of the road section was up to 2 km.

Answer: According to section 2.5.2 of the Guidelines for Applicants this activity is not eligible under the Third Call for Proposals.

2. **Question:** Is construction of playground an eligible expenditure under the Program Priority Axis 1 – Sustainable Social & Economic Development, Key Area of Intervention 3 - Infrastructural support for the improvement of the economic potential of the co-operation area?

Answer: According to the Guidelines for Applicants “In the interest of equal treatment of applicants the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or **specific activities**”.

3. **Question:** Is it possible for an organization that currently implements a project under the Second call for Proposals to apply for financing under the Third Call for Proposals?

Answer: The Rules of the Third Call for Proposals do not envisage conditions limiting the participation of applicants implementing projects under the previous two calls for proposals.

4. **Question:** Should organizations which do not have VAT registration submit a certificate from the National Revenue Agency?

Answer: According to section 3.2 of the Guidelines for Applicants all project partners have to submit a certificate from National Revenue Agency or Tax Office for **VAT registration or lack of VAT registration**.

5. **Question:** Is it possible for the purpose of project administration to establish offices and project teams with coordinators and accountants in both countries – Bulgaria and Turkey?

Answer: According to the Guidelines for Applicants every partner may envisage separate office, coordinator and accountant for project administration.

6. **Question:** Should expenditures for project preparation be paid before signing the Subsidy contract?



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Answer: According to section 2.5.3 of the Guidelines for Applicants project preparation costs are eligible only if **carried out before signing the subsidy contract and paid during the first financial reporting period at the latest.**

7. **Question:** Does rent of car expenditure include costs for transportation, fuel, fees and etc.?

Answer: The car rental, in the strict sense of the term, is a contract which usually **does not include** costs for fuel, transportation, taxes, fees and insurance. When a car is rented the costs will be identical with those when the applicant uses its **own vehicle**. If costs for fuel, transportation, taxes, fees and insurance are included this will be **external transportation service** which will be reported per kilometer or per trip.

8. **Question:** Is a Non-Governmental Organization registered under the Law on Non-profit Legal Entities as organization pursuing private benefit eligible as partner organization under the program?

Answer: In the interest of equal treatment of applicants the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

The Rules of the Third Call for Proposals **do not envisage conditions limiting the participation** of applicants which are non-profit legal entities registered for private benefit (school or kindergarten board of trustees and similar entities).

In any case those non-profit legal entities must not be registered for the private benefit **of single profit redistributing** economic entities.

9. **Question:** Is it possible an eligible organization to be Lead Partner under the Third Call for Proposals if it is re-registered in January 2013 and only board members were changed in re-registration.

Answer: The board members changes are not a reason the applicant to be considered as a newly established legal entity and therefore the requirement for the Lead Partner to be registered at least 12 months before the deadline for submission of project proposals is not breached in this case.

10. **Question:** Is a Creative-Syndicate Organization registered under the Law on Non-profit Legal Entities eligible as partner organization under the Third Call for proposals?

Answer: In the interest of equal treatment of applicants the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

The applicant has to get familiar with the Guidelines for Applicants where all eligibility and ineligibility criteria are listed.

11. **Question:** An organization plans to make a reconstruction of arts-premises which will not generate revenue and will be for own use. Is it possible the investment activities to be carried out on the premises owned by the organization?

Answer: According to section 2.5.2 of the Guidelines for Applicants all works activities must be implemented on **public municipal or public state-owned property.**



12. **Question:** During the information day held on 28.02.2013 in Haskovo (Bulgaria) it was explained that a detailed works design is needed for all kinds of works. According to the Bulgarian Law on Spatial Planning no such detailed design is needed for road rehabilitation. In case that such activities (road rehabilitation) are envisaged in the project which rule should be applied?

Answer: In any case the applicant should take into account the answer to Question № 1.

If a detailed works design is not required for works approval by the relevant legislation then drawing has to be included in the project proposal detailing the current situation and the state of the investment site after finishing the works. Priced bills of quantities for works and supplies have to be attached as well.

13. **Question:** As the listed eligible soft measures concern only investment designs and documentation, are the following activities eligible soft measures: meetings of students and teachers, joint exhibitions, publishing of cook-book, competitions, trainings, joint participation in partners' events? Could the above mentioned activities be considered as soft measures or they should be included in the Information and Publicity section?

Answer: According to the Guidelines for Applicants "In the interest of equal treatment of applicants the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or **specific activities**".

The soft measures projects have to include as **fundamental** (core) activities some of the indicative soft measures listed in section 2.5.2 of the Guidelines for Applicants. They could be supported by other soft measures aiding the fundamental activities implementation.

14. **Question:** Is it possible the project team to consist of more than 6 members and could they sign additional labour agreements for 3 - 4 working hours per day?

Answer: The Guidelines for Applicants of the Third Call for Proposals do not envisage conditions limiting the number of project team members.

15. **Question:** Are Annual Balance Sheets and Profit and Loss Accounts for years 2010, 2011, and 2012 required to be submitted when applying under the Third Call for Proposals?

Answer: Under the Third Call for Proposals the above documents are not required to be submitted with the project proposal. In the Application Form Financial Data Section the partners have to provide information for their turnover or equivalent in euro using the official exchange rate of the currencies of the European Commission for the years 2009, 2010 and 2011 respectively, for which the Annual Balance Sheets and Profit and Loss Accounts had been prepared.

16. **Question:** How should we understand the text regarding *copies of the partners' certificate for lack of obligations (taxes and social security duties) "accompanied by English translation stamped signed by respective organization as true copy"*. Does it mean that we should submit the original documents in Bulgarian? Who certifies the translation in English as "true copy" - the translation company or the



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applicant organization? Is it obligatory a licensed translation company to certify the supporting documents?

Answer: The document should be in original or certified copy and accompanied by English translation prepared, stamped and signed by the applicant organization as true copy.

17. **Question:** We are a budgetary organization. Is it possible our employee who is a civil servant and is not a member of the project team to be hired by a consulting company as a key expert? That company will be our subcontractor. Is there a conflict of interest?

Answer: This is a question regarding **the project implementation** and not the stage of application.

The Guidelines for Applicants give definition for conflict of interest.

18. **Question:** We will take part in event on the other side of the border organized by our partner. In Budget line 3, line "Rent of vehicle for event" we envisaged rent of bus to the venue of the event with daily allowances and accommodation costs for driver included. Are the driver's daily allowances and accommodation costs eligible?

Answer: The driver's daily allowances and accommodation costs will be eligible only if the rented vehicle is driven by an employee of the candidate's organization (see Question № 7). If the **transportation service** will be provided by **sub-contractor** the driver's accommodation costs and daily allowances have to be calculated in the trip's total price or in the unit price per kilometer.

19. **Question:** Is it eligible to include in the project team a person who is employee of another organization? Do we have to present his/her CV? What should we do in this case?

Answer: The Guidelines for Applicants do not envisage restriction for including employees of other organizations in the project team. In this case after the signature of the Subsidy contract, an additional labour contract with the person is to be concluded. CVs of the project management team are to be attached to the application pack in all cases.

20. **Question:** Is it obligatory in the Consent of the owner, stating that the assets are given for free right of use for the purpose of the project at least for 5 years after the end of the Subsidy contract, to point out the project title and the programme under which this consent is given?

Answer: According to section 3.2 "Supporting documents" of the Guidelines for Applicants it is obligatory to submit the Consent of the owner, stating that the assets are given for free right of use **for the purpose of the project** at least for 5 years after the end of the Subsidy contract. In this respect for the undisputed reference to the purpose of the project the project title and the programme have to be pointed out

21. **Question:** A detailed work design was prepared for us by subcontractor in 2010, but it is still not paid. Are the expenses for project preparation eligible in case



we pay the subcontractor after the signature of the Subsidy contract under the Third Call for proposals?

Answer: According to section 2.5.3 of the Guidelines for Applicants project preparation costs are eligible only if **carried out before signing the subsidy contract and paid during the first financial reporting period at the latest**. The starting date for eligibility of expenditure for project preparation for the Bulgarian partners is one year before the date of launch of current call for proposals (**11.02.2012**).

22. **Question:** The candidate possesses the relevant documents for the complete rehabilitation of a building. Within the Third Call for proposals he will submit a project for partial rehabilitation of the same building. Will it be appropriate to use the existing documents for the needs of the partial project by submitting an explanatory note justifying the new situation? Can the partner translate just the part of the documentation that concerns the new partial rehabilitation?

Answer: The question is unclear. If the partner possesses a valid construction permit for the complete rehabilitation he can use it for partial rehabilitation of the same building.

For the needs of the project proposal under the Third Call however the candidate must prepare separate documentation, relevant to the investment activities of the new project for partial rehabilitation.

23. **Question:** Who is authorized to translate the supporting documents and is it necessary the English version to be stamped by a certified translator?

Answer: According to section 3.2 "Supporting documents" of the Guidelines for Applicants it is enough the supporting documents to be supplied in English translation, prepared, stamped and signed by the candidate as true copy.