

FREQUENTLY ASKED QUESTIONS

On the 2023 Call for Development Cooperation and Humanitarian Aid Fund funding

No.	Question	Answer
1.	Does the applicant have to make his/her own financial contribution to the project? If yes, what size?	The applicant's financial contribution is mandatory . The applicant must contribute at least 10 % of the total amount of the project's eligible costs (point 8.1 of the Call conditions). The application must be accompanied by a free-form commitment to finance the specific project with own resources and/or, if it is planned to obtain funds from other sources to cover the own resources commitment, evidence of such commitment. (point 8.3 of the Call conditions).
2.	Can an own contribution be measured as a contribution in kind?	No, it can't. Please note that once the application is approved, all project costs will be paid in equal proportion. (Call conditions, points 8.2, 8.4)
3.	Is it necessary to meet all the objectives of the concept?	The aim of the call is to encourage applicants to meet all the objectives. An application that does not fully meet the objectives set out in the Concept Note will not be rejected during the administrative evaluation because of this non-compliance, but will not be awarded the maximum points under this criterion during the assessment of the eligibility of the content and the costs.
4.	Will there be only one winner? Will all those who meet the administrative eligibility assessment receive funding?	The amount to be distributed under this Call is EUR 1,000,000.00, with a maximum amount of EUR 100,000.00 per project to be requested from the Fund. The number of project applications to be funded will depend on the evaluation of the project applications submitted and the amount of the Fund requested. The mere fact that an application passes the administrative eligibility assessment will not determine the award of funding. The administrative eligibility assessment will be followed by an assessment of the content of the applications and the validity of the costs, which will result in a score. Funding will be awarded on the basis of the number of points scored for each concept separately.
5.	Can projects be planned for more than one year?	<ul style="list-style-type: none"> - Where the total value of the overall project is less than EUR 50,000.00, the maximum duration of the project may be up to 12 months. - Where the total value of the overall project is more than EUR 50,000.00, the maximum duration of the project may be up to 24 months. <p>(p. 6 of the Call conditions) Please note that the duration of the project must be reasonable and rational.</p>

6.	Can the same applicant submit multiple applications for different concepts?	<p>Yes, it can.</p> <p>Please note that if more than one project application is submitted for the same concept as an applicant or partner, all applications submitted by that applicant/partner for that concept will be rejected. (See point 3.4 of the Call conditions)</p> <p>For example:</p> <p>The applicant Mėnulis UAB applies for Concept 1 'Innovation for Sustainable Development'. Submits an application. Saulė UAB also applies for Concept 1 and submits an application, but also uses Mėnulis UAB as a partner. Both the applications of Mėnulis UAB and Saulė UAB for Concept 1 would be rejected.</p>
7.	Is VAT eligible?	VAT that cannot be reclaimed by the applicant or partner is eligible.
8.	Can a Lithuanian institution submit an application in English?	<p>It can.</p> <p>Please note that if the applicant is an institution in Lithuania and it receives funding on the basis of an English-language application, it will have to provide a translation of the application and its annexes into Lithuanian prior to the signing of the Agreement (Articles 4 and 9 of the Law on the State Language of the Republic of Lithuania.)</p>
9.	What kind of agreement is needed with the partner institution?	<p>The application must be accompanied by a free-form signed cooperation agreement between the beneficiary and the beneficiary's partner in the partner country(ies), or an agreement by the beneficiary's partner in the partner country(ies) to cooperate in the implementation of the project (in the case of the use of a partner(s)). In this document, we recommend discussing and defining the division of roles between the beneficiary and its partner in the project.</p> <p>(See point 9.6.5 of the Call Conditions)</p>
10.	How are potential costs for visits/travel calculated?	<p>The price application must be accompanied by:</p> <ul style="list-style-type: none"> - at least 3 commercial offers (submitted no earlier than 3 months before the closing date for submission of applications, with the average price of the 3 commercial offers indicated in the estimate, and at least 1 commercial offer to justify the price, if the estimated value of the object to be procured is up to EUR 15,000.00 excluding VAT), or - screenshots of at least 3 web shop pages, or - in cases where the services are similar to procurements carried out by the applicant in the last 1 year, the prices of the signed contract may be used, by providing a copy of the contract. <p>Price justification is not required where:</p> <p>The cost of travel (more than one day) to a foreign country (excluding the cost of travel to and from the foreign country by all means of transport) does not exceed the per diem rates set by the European Commission (including accommodation, meals, local travel, insurance and other necessary travel expenses in foreign countries): https://international-partnerships.ec.europa.eu/document/download/16b30948-4166-4846-98bb-aa055be5fd75_en?filename=Per%20diem%20rates%20-%2025%20July%202022.pdf</p>

		<p>(Call conditions, point 7.2)</p> <p>Please also note that when planning staff subsistence allowances, they should be planned in accordance with the statutory rates.</p>
11.	Is there a set rate for meals for project participants?	<p>No, but the cost must be reasonable.</p> <p>Options for justification include:</p> <ul style="list-style-type: none"> - at least 3 commercial offers (submitted at least 3 months before the closing date for submission of tenders, with the average of the 3 commercial offers being indicated in the estimate, and at least 1 commercial offer to justify the price, if the estimated value of the subject to be procured is up to EUR 15,000.00 excluding VAT), or - screenshots of at least 3 web shop pages, or - in cases where the services are similar to procurements carried out by the applicant in the last 1 year, the prices of the signed contract may be used, by providing a copy of the contract.
12.	What is the principle of payment for expert work?	<p>The costs of expert work must be reasonable, cost-effective and in line with market prices. If the project foresees the procurement of services for short-term experts and/or speakers, the estimated fees must not exceed EUR 350 per day or EUR 43,75 per hour (based on the fixed rate calculated by the European Commission and applied to bilateral projects:</p> <p>https://neighbourhood-enlargement.ec.europa.eu/document/download/17f3c568-9b56-4e05-beca-a35f003ac8b0_en listed at: https://ec.europa.eu/transparency/documents-register/detail?ref=C(2017)1122&lang=en);</p> <p>This amount does not include travel, accommodation, daily subsistence allowances and other travel expenses as referred to in the Government Decision No 526 of 4 April 2004 on the payment of daily subsistence allowances and other travel expenses.</p> <p>Please note that if the expenses for experts exceed the rates indicated, the following must be submitted with the application:</p> <ul style="list-style-type: none"> - at least 3 commercial proposals (submitted no earlier than 3 months before the deadline for submission of applications, with the average price of the 3 commercial proposals indicated in the estimate, and at least 1 commercial proposal to justify the price when the estimated value of the object to be procured is up to EUR 15.000,00 excluding VAT); <p>or</p>

		<p>- where the services are similar to the applicant's purchases in the last 1 year, the prices of the signed contract may be used, by providing a copy of the contract.</p> <p>(point 7.2 of the Call conditions)</p> <p>In order to ensure transparency and equal treatment of suppliers, the beneficiary shall not procure the works required for the project, if they are an integral part of the project, the goods and services from the project partners and the employees of the beneficiary and the project partners, as they are paid according to the applicable wage rates.</p>
13.	What is the maximum possible estimate?	<p>There is no maximum project estimate, but the maximum amount of the Fund that can be requested per application is EUR 100,000.00.</p> <p>The minimum amount of the Fund that can be requested per application is EUR 30,000.00.</p> <p>(point 5 of the Call conditions)</p>
14.	Is it necessary to have a project partner?	<p>The applicant must have at least one partner in the partner country(ies). A partner in a partner country is not necessary for Concepts where the "Democracy Support" is mentioned under point 2 "Field of Cooperation" or where the project application is submitted by an applicant from a partner country.</p> <p>Specific requirements for applicants and partners may be set out in Concepts approved by the Governing board of the Fund.</p> <p>(Call Conditions, points 3.2, 3.3)</p> <p>E.g. if the application is for Concept 2 where it is determined with Kenya as partner country, there are no specific requirements for the applicant/partner, the applicant is a Kenyan legal entity. In this case, it is not required to have project partners. However, the project must be in line with the aims and objectives of the concept. If the concept note refers to the transfer of Lithuanian expertise, etc., then in the absence of partners and in the presence of a foreign body, the applicant would be advised to provide a more detailed justification and explanation of how the transfer of Lithuanian expertise is planned.</p>
15.	Who can be a beneficiary / project partner / applicant?	<p>Lithuanian and foreign legal entities, other organisations, their subdivisions and natural persons who meet the requirements set out in the Call.</p>
16.	Is it mandatory to submit CVs of the applicant and partners?	<p>No.</p> <p>The following information must be provided in points 4.2, 4.3 and 4.5 of the application:</p> <p>4.2. the experience of the members of the project team in similar projects: title of the specific project, position in the project, value of the project, source of funding. The composition of the project team (project manager; coordinator; financial officer, etc.) and their roles in the project should also be indicated.</p> <p>4.3. where experts are to be used in the Project: specify the experts to be used or the requirements to be met by them. Remember to justify the need for experts and the number of experts to be used.</p>

		4.5. indicate the experience of the project coordinator in the partner country (name of the specific project, position in the project, value of the project, source of funding), what will be the role in the project.
17.	Are all the annexes specified in the call conditions mandatory?	<p>The application must be accompanied by the following essential documents:</p> <ul style="list-style-type: none"> • A signed Applicant's confirmation (Annex 3 of the Call); • Signed declaration(s) by the applicant and the project partner(s) in the partner country(ies) (if any) (Annex 4 of the Call); • Estimate of the project application (Annex 2 of the Call); <p>Failure to submit these will result in the rejection of the application for non-compliance with the administrative eligibility assessment requirements.</p> <p>Failure to submit the other documents specified in the Call conditions will not lead to the rejection of the application, but the evaluators will have the right to request them.</p>
18.	Does the application have to cover all the target groups identified in the specific concept?	Yes.