

## FREQUENTLY ASKED QUESTIONS

### On the 2024 Call for applications to receive funding of the Fund for Development Cooperation and Humanitarian Aid

| No. | Question  | Answer  |
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| 1.  | Does the applicant have to make his/her own financial contribution to the project? If yes, what are the requirements? | <p>The applicant's financial contribution is <b>mandatory</b>. The applicant must contribute at least 10 % of the total amount of the project's eligible costs (point 6 of the terms and conditions of the Call).</p> <p>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.<br/>(point 6 of the terms and conditions of the Call).</p> <p>Please take note that if the financing of a project application has been approved, all actual eligible project costs are paid in the same proportion (point 6.3 of the terms and conditions of the Call).</p> <p>Up to 50 percent of the required Own contribution may be in the form of an in-kind contribution, valued in monetary terms, provided it meets the conditions outlined in paragraph 9 of the Terms and Conditions of the Call.</p>   |
| 2.  | Can an own contribution be measured as a contribution in kind?  | <p>Own contribution may be in the form of an in-kind contribution provided it meets the conditions outlined in paragraph 9 of the Terms and Conditions of the Call.</p> <p>It means:</p> <ol style="list-style-type: none"> <li>1. In-kind contributions to the Project are only possible if the project promoter meets the definition of a Non-Governmental Organisation (NGO) or Social Partner.</li> <li>2. Only the project promoter and/or the project partner meeting the definition of an NGO or Social Partner may contribute in kind. A project partner meeting the definition of an NGO or a Social partner can only contribute in kind to the project if the project promoter meets the definition of an NGO or a Social partner.</li> <li>3. The in-kind contribution, expressed in monetary value, may not exceed 50 per cent of the amount of the Own contribution.</li> <li>4. Only voluntary work, where the actual time spent is expressed in monetary value, can constitute a contribution in kind. The in-kind contribution is expressed in monetary value using the volunteering rates adopted by the Decision C (2019) 2646 of 10 April 20198 of European Commission.</li> </ol> |
| 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 eligibility assessment   |

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|    |   | <p>because of this non-compliance but will not be awarded the maximum points under this criterion of the assessment of the content and reasonableness of costs of the project application.</p> <p>Please take note to the exception applicable to Concept no. 7 "Provision of psychosocial assistance to individuals affected by the war against Ukraine", which sets a total of 4 objectives to achieve the project aim, but in the point No 5 it is stated that "The project will be considered suitable if it meets at least two objectives".</p>   |
| 4. | Will there be only one winner? Will all those who meet the administrative eligibility assessment receive funding? | <p>The amount to be distributed under this Call is EUR 300,000.00, with a maximum amount of EUR 100,000.00 per project to be requested from the Fund.</p> <p>The number of project applications to be funded will depend on the number of the applications submitted, the results of the evaluation of the project applications and the amount of the Fund requested in the project applications.</p> <p>The mere fact that an application passes the administrative eligibility assessment will not determine the award of funding.</p> <p>The administrative eligibility assessment will be followed by an assessment of the content and reasonableness of costs of the project application, during which points will be assigned to the project applications according to the evaluation criteria set out in the terms and conditions of the Call (Annex of the terms and conditions of the Call "Fund for the Development Cooperation and Humanitarian Aid project application content and cost validity assessment form"). Funding will be awarded to project applications with the highest number of points in each concept.</p> |
| 5. | Can projects be planned for more than one year?   | <ul style="list-style-type: none"> <li>- Where the total value of the entire project is less than or equal to EUR 50,000.00, the maximum duration of the project implementation may be up to 12 months.</li> <li>- Where the total value of the entire project is more than EUR 50,000.00, the maximum duration of the project implementation may be up to 24 months.</li> </ul> <p>(point 7 of the terms and conditions of the Call)</p> <p>Please note that the duration of the project must be reasonable and rational. In the plan for the implementation of the project activities (Annex 5 to the Call) must be provided the timing of each planned activity.</p>  |
| 6. | Can the same applicant submit multiple applications for different concepts?                                       | <p>Yes, it can.</p> <p>Please take note that if more than one project application is submitted by an applicant or project partner for the same concept, all applications submitted by that applicant and/or partner in that concept will be rejected. (point 3.5 of the terms and conditions of the Call)</p> <p>For example:</p>  |

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|     |  | The applicant PI "X" submits a project application for the Concept No 1. PI "Y" submits a project application for the Concept No 1 as well but it includes a project partner PI "X". Both the PI "X" and PI "Y" project applications submitted for Concept No 1 would be rejected.   |
| 7.  | Is VAT eligible?   | VAT is eligible project cost if it is not recoverable by the project promoter or project partner.  |
| 8.  | Can a Lithuanian institution submit an application in English? | Lithuanian legal or natural persons (applicants) shall complete and submit the project application in Lithuanian (Article 4 of the Law on the State Language of the Republic of Lithuania); foreign legal or natural persons (applicants) shall complete and submit the project application in English or Lithuanian. If the annexes attached to the application are issued or drawn up in other languages, they must be accompanied by translations into Lithuanian or English.<br>(point 10.2 of the terms and conditions of the Call)   |
| 9.  | What kind of agreement is needed with the project partner?     | The application must be accompanied by a free-form signed cooperation agreement between the applicant (project promoter) and project partner (s) or by the project partner's agreement to cooperate in the implementation of the project. In these documents, we recommend determining the functions and responsibilities of the project promoter and project partner in the project.<br>(point 10.7.9 of the terms and conditions of the Call).   |
| 10. | How should project costs be planned and justified??            | To justify the project costs planned in the project application estimate together with the project application must be submitted (point 8.11.1 of the terms and conditions of the Call): <ul style="list-style-type: none"> <li>– at least 3 commercial offers (submitted not more than 3 months before the deadline for submission of applications. In the estimate shall be indicated the calculated average price of the 3 commercial offers) and, where the estimated value of the object purchased is equal to or less than EUR 15 000,00 excluding VAT, at least 1 commercial offer; or</li> <li>– screenshots of at least 3 webpages of online shops showing the price of the goods, services or works, or</li> <li>– a copy of a signed contract for goods, services or works, if the contract for goods, services or works was concluded no earlier than 1 year before the deadline for submission of applications (where the goods, services or works are equivalent to those resulting from purchases carried out by the applicant or the project partner).</li> </ul> <p>It is not required to justify the cost when in the project application estimate are planned:</p> <ol style="list-style-type: none"> <li>1. expenses for short-term experts and/or speakers working under service contracts (fees) and where such planned costs per person are not more than or equal to EUR 350 per working day or EUR 43,75 per working hour and include all other related costs of the short-term expert and/or speakers (e.g. travel, hotel, etc.).</li> <li>2. expenses for travel (of more than one day's duration) to a foreign country (excluding travel to and from the foreign country by all means of transport) and where such expenditure does not exceed the European</li> </ol> |

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|     |   | <p>Commission's per diem rate (cover accommodation, meals, local travel, insurance and other necessary travel expenses in foreign countries): <a href="https://international-partnerships.ec.europa.eu/document/download/16b30948-4166-4846-98bb-aa055be5fd75_en?filename=Per%20diem%20rates%20-%2025%20July%202022.pdf">https://international-partnerships.ec.europa.eu/document/download/16b30948-4166-4846-98bb-aa055be5fd75_en?filename=Per%20diem%20rates%20-%2025%20July%202022.pdf</a><br/>(point 8.12 of the terms and conditions of the Call).</p> <p>Please take note that the rates referred to in paragraph 8.12 shall be used only for the purpose of evaluating the costs planned in the project application. During the implementation of the project, the actual expenses will have to be declared, based on the documents of expenses incurred and paid, and calculated in accordance with the requirements established by the legal acts.</p>  |
| 11. | Is there a set rate for meals for project participants? | <p>No, but the cost must be justified.<br/>Options for justification are:</p> <ul style="list-style-type: none"> <li>- at least 3 commercial offers (submitted not more than 3 months before the deadline for submission of applications. In the estimate shall be indicated the calculated average price of the 3 commercial offers) and, where the estimated value of the object purchased is equal to or less than EUR 15 000,00 excluding VAT, at least 1 commercial offer; or</li> <li>- screenshots of at least 3 webpages of online shops showing the price of the goods, services or works, or</li> <li>- a copy of a signed contract for goods, services or works, if the contract for goods, services or works was concluded no earlier than 1 year before the deadline for submission of applications (where the goods, services or works are equivalent to those resulting from purchases carried out by the applicant or the project partner).</li> </ul> <p>(point 8.11.1 of the terms and conditions of the Call)</p> |
| 12. | How should the expenses for experts be planned?         | <p>The costs of expert work must be reasonable, cost-effective and in line with market prices.</p> <p>It is not required to justify the cost when in the project application estimate are foreseen the expenses for short-term experts and/or speakers working under service contracts (fees) and where such planned costs per person are not more than or equal to EUR 350 per working day or EUR 43,75 per working hour, and include all other related costs of the short-term expert and/or speakers (e.g. travel, hotel, etc.). The rate is set according to the fixed rate calculated by the European Commission and applied to bilateral projects: <a href="https://neighbourhood-enlargement.ec.europa.eu/document/download/17f3c568-9b56-4e05-beca-a35f003ac8b0_en">https://neighbourhood-enlargement.ec.europa.eu/document/download/17f3c568-9b56-4e05-beca-a35f003ac8b0_en</a>.<br/>(point 8.12 of the terms and conditions of the Call)</p>   |

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|     |   | <p>Please take note that this rate shall be used only for the purpose of evaluating the costs planned in the project application. During the implementation of the project, the actual expenses will have to be declared, based on the documents of expenses incurred and paid, and calculated in accordance with the requirements established by the legal acts.</p> <p>If the planned expenses for experts exceed the above-mentioned rates for expert services, together with the project application must be submitted:</p> <ul style="list-style-type: none"> <li>- at least 3 commercial offers (submitted not more than 3 months before the deadline for submission of applications. In the estimate shall be indicated the calculated average price of the 3 commercial offers) and, where the estimated value of the object purchased is equal to or less than EUR 15 000,00 excluding VAT, at least 1 commercial offer; or</li> <li>- screenshots of at least 3 webpages of online shops showing the price of the goods, services or works, or</li> <li>- a copy of a signed contract for goods, services or works, if the contract for goods, services or works was concluded no earlier than 1 year before the deadline for submission of applications (where the goods, services or works are equivalent to those resulting from purchases carried out by the applicant or the project partner).</li> <li>- documents justifying salary cost (certificates on the rates normally applied in the institution, certificates on the 6-month average salary of a specific employee, certificates on the average total salary of employees in the relevant position (or performing similar functions), or references to publicly available information on average salaries in Lithuania and/or the partner country (institution, organisation), etc.).</li> </ul> <p>(point 8.11 of the terms and conditions of the Call).</p> <p>Important: during the implementation of the project, in order to ensure transparency and equality, project promoter and project partner (s) <b>cannot purchase works (if it is a part of project activities), goods and services from the project partner(s) or from the employees of the project promoter and/or project partner(s)</b> (they will be able to be paid wages according to applicable wage rates)</p> |
| 13. | What is the maximum possible total project value in the project application estimate? | <p>The maximum amount of the project application estimate is not specified in the terms and conditions of the Call, however, maximum amount of funding that can be requested from the Fund per project application is EUR 100,000.00.</p> <p>The minimum amount of funding that can be requested from the Fund per project application is EUR 30,000.00. (point 5 of the terms and conditions of the Call).</p>  |

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| 14. | The project promoter (applicant) is registered in Lithuania. Is it necessary to have a project partner?           | <p>The applicant must have at least one partner registered in the partner country(ies).</p> <p>A partner in a partner country is not necessary if the project application is submitted by an applicant registered in a partner country. Specific requirements for applicants and partners may be set out in the Concepts approved by the Governing Board of the Fund.<br/>(points 3.3, 3.4 of the terms and conditions of the Call)</p> <p>E.g. if the application is being submitted for Concept No 2 where it is determined a partner country Republic of Moldova, there are no specific requirements for the applicant/partner, the applicant is a legal entity registered in the Republic of Moldova. In this case, it is not required to have project partners.</p> <p>However, please take note, the project must be in line with the project aim and project objectives that are set the concept. If the concept note refers to the transfer of Lithuanian experience, etc., then in the absence of partners and in the presence of a foreign entity, the applicant would be advised to provide a more detailed justification and explanation of how the transfer of Lithuanian experience is planned.</p> |
| 15. | The project promoter (applicant) is registered in the partner country. Is it necessary to have a project partner? | <p>A partner in a partner country is not necessary if the project application is submitted by an applicant registered in a partner country.</p> <p>Specific requirements for applicants and partners may be set out in the Concepts approved by the Governing Board of the Fund.<br/>(points 3.3, 3.4 of the terms and conditions of the Call)</p> <p>E.g. if the application is being submitted for Concept No 2 where it is determined a partner country Republic of Moldova, there are no specific requirements for the applicant/partner, the applicant is a legal entity registered in the Republic of Moldova. In this case, it is not required to have project partners.</p> <p>However, please take note, the project must be in line with the project aim and project objectives that are set the concept. If the concept note refers to the transfer of Lithuanian experience, etc., then in the absence of partners and in the presence of a foreign entity, the applicant would be advised to provide a more detailed justification and explanation of how the transfer of Lithuanian experience is planned.</p>  |
| 16. | Who can be an applicant (project promoter) and project partner?   | <p>An applicant (project promoter) and project partner can be a Lithuanian and foreign legal entities, other organisations, their subdivisions and natural persons that meets the requirements set out in the terms and conditions of the Call.</p>   |
| 17. | Is it mandatory to submit CVs of the project team members and experts?  | <p>It is not required to submit the CVs with the project application, moreover, it is recommended not to submit the CVs. Please describe the experience of team members and experts in the project application</p>  |

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|     |   | <p>The project application must include the following information:</p> <ul style="list-style-type: none"> <li>- in point No 4.2, composition of the project team, responsibilities and main functions in the project, experience in implementing similar projects: title of the specific project, responsibilities in the project, value of the project, source of funding. It is also necessary to indicate the composition of the project team (project manager; coordinator; financier, etc.) and define their functions in the project.</li> <li>- in point No 4.3, the experience of experts (when they are planned to be used): a list of specific (if the experts are selected) or planned to be used (if the experts are not yet selected) experts, their functions in the project and their experience (if the experts are selected) or the requirements for the experts (if the experts are not yet selected). It is also necessary to justify the necessity of experts' participation in the project.</li> </ul>  |
| 18. | What are the mandatory project application attachments that lead to rejection of the project application? | <p>The application must be accompanied by a mandatory document – the estimate of the project application (Annex 2 of the Terms and Conditions of the Call).</p> <p>If it is not submitted, the application will be rejected due to non-compliance with the administrative eligibility assessment requirements.</p> <p>Failure to submit other documents specified in the terms and conditions of the Call will not result in rejection of the application, but the evaluators will have the right to request them to be submitted. (points 10.6–10.9 of the terms and conditions of the Call)</p>  |
| 19. | Does the application have to cover all the target groups identified in the specific concept?              | Yes, unless the specific concept states otherwise.   |
| 20. | How are Fund disbursements carried out in case of project financing?                                      | <p>Project promoters must submit project implementation reports, which consist of subject and financial parts. In the financial part, information about the expenses incurred (according to the lines of the project estimate) and documents justifying that those expenses are incurred and paid (contracts, acceptance-transfer acts, invoices, payroll journals, bank transfer statements, etc.) are provided.</p> <p>All actual eligible project costs are paid in the same proportion, i.e. each project cost is always paid in the same proportion as specified in the application and the Project Implementation Agreement (amount of the Fund : the amount of Own contribution).</p> <p>After evaluating the project implementation report submitted by the project promoter, eligible project costs are determined and approved, and the amount of Fund is calculated accordingly. After approval, this amount of funds is transferred to the project promoter.</p> <p>During the implementation of the project, the project promoter can request for an advance payment. The first advance request cannot exceed 40 percent of the total approved amount from the Fund. The second advance</p> |

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|     |  | payment request can be submitted only when the project promoter, submitting the project implementation reports, has declared that the amount of Fund used is more than 50 percent of the first advance amount and CPVA has approved these expenses as eligible. During the entire implementation of the project, no more than 80 percent of the resources of the Fund allocated for the implementation of the project can be paid in advance. |
| 21. | Does the project application estimate submitted with the application need to be signed?  | Project application estimate is not required to be signed. However, if in the applicant's organisation it is determined that it has to be or for other reasons the applicant submits signed project application estimate in a format other than Excel and it cannot be edited, a project application estimate document in Excel format identical to the signed document must be attached.   |
| 22. | The applicant is an international organization (or legal entity) with a branch or representative office registered in the partner country (to which the project application is submitted). Is a project partner in a partner country necessary in this case? | In such case a partner in a partner country is not necessary.<br>In the point No 3.3 of the terms and conditions of the Call it is determined that a partner in a partner country is not necessary if the project application is submitted by an applicant registered in a partner country.   |