UKRAINE2EU – EU INTEGRATION SUPPORT PROGRAMME FOR UKRAINE

	QUESTION	ANSWER
1.	When preparing a full proposal, we need to submit several mandatory Annexes. Could you please let us know in which way it is allowed to sign them? Should it be only QES or a scan copy of solid signed Annexes is allowed as well ?	You may use either a QES or a scanned copy of solid signed annexes. Before using a qualified electronic signature (QES), please make sure that it complies with the eIDAS Regulation and that both the service provider and the qualified certificate generation service are included in the EU Trusted List Browser.
2.	Could you please clarify the requirement for the lead applicant to submit an audit report produced by an approved external auditor? Specifically, the phrase "where it is available" in the context of the audit report—does this mean that if an external audit report is not available (because it is not required by national law and we don't have it), the lead applicant can submit an official internal financial report or a self-declaration instead? "The lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts of the lead applicant for up to the last three available financial years".	Yes, the phrase "where it is available" means that if an external audit report is not available because it is not required by national law and your organisation does not have it, the lead applicant can submit self-declaration certifying the validity of its accounts for up to the last three available financial years instead.

3.	Regarding Declaration by the Lead Applicant (full application) – would you, please, clarify the meaning in the following paragraph: "the lead applicant declares that these are the sources and amounts of European Union funding received or applied for the action or part of the action or for its functioning during the same financial year as well as any other funding received or applied for the same action: <list source and amount and indicate status (i.e. applied for or awarded)>"	Phrases written in brackets and highlighted in bold < ... > are not part of the declaration's actual text but an instruction to the applicant and should be replaced with the information relevant to your application. In this particular case, the highlighted text is an instruction asking you to list the source and amount of European Union funding received or applied for this action during the same financial year, as well as any other funding received or applied for the same action, and to indicate the status (applied for or awarded), if any.
4.	We have a table of regulatory and legal acts that is very important for the team to work with during the project implementation, but it takes up a large part of the application if we place it there. Is it possible to add a separate attachment to the application in the form of an A3 table, and where should it be uploaded? Or is it possible to change the application form itself so that the table is included in it, but change the format of the sheet to A3 accordingly?	Please include the table directly in the application itself. You can adjust the application document so that only the section containing the table uses an A3 page format, while the rest of the document remains in A4. Microsoft Word allows you to mix page sizes within the same document by inserting a section break and changing the page size for that specific section only. Instruction on how to do it: 1. Place your cursor at the point where you want the page size to change. 2. Go to the Layout (or Page Layout) tab. 3. Click Breaks → Next Page under Section Breaks to create a new section. 4. Then go to Size → A3 to change the page size for that section. 5. Repeat the steps to switch back to A4 after the table if needed.
5.	Should the Action Plan be left in the application itself (in those 10 pages), which also takes up a lot of space, if it is also part of Annex C and will be included there?	You should include a general timeline in the application form to illustrate the overall flow of activities, while the detailed version should be provided in Annex C.

6.	We would like to kindly inform you that our account on the platform does not display the option to submit the full application. As a result, we are currently unable to proceed with the submission from our side. Could you please advise on how we should proceed?	Access to the full application form is possible only through the appropriate link. The link was sent on October 1, 2025 to both emails indicated as contact emails when filling out the concept note. Please check your inbox (letter from Good Grants) and reach out to us as soon as possible if you do not have access to the system.
7.	Could you please clarify do applicants need to submit Annexes A1 and A2 again?	No, they should not be submitted. List of documents to be submitted before the deadline is as follows: Annex B1 Full Application Form Annex B2 Mandate for Co-Applicant(s) (if any) Annex B3 Declaration by the Lead Applicant (Full Application) Annex C Logical framework Annex D Budget (was updated on October 10th) Annex H Declaration on Honour on exclusion criteria (for Lead Applicant and Co-Applicant) Annex L Self-evaluation questionnaire on SEA-H (for Lead Applicant) Annex M Declaration of honour on VAT eligibility (for Lead Applicant and Co-Applicant)
8.	Could you please clarify where we can access the annex templates for completion?	The templates can be found HERE (see "**Documents for Information**" under the videos).