



**CALL FOR PROPOSALS**  
**Call for proposals for grants for media actions in the area of communication ahead of the 2024 European Elections**

**EP-COMM-SUBV-2022-MEDIA**

**Questions and Answers  
(Q&As)**

Version 20 January 2023

*You will find below the list of asked questions and replies based on received questions for this calls for proposals. Please note that the present document aims to complement and clarify the current call for proposals and its documents of guidance and does not replace them. The Q&As will be periodically published; applicants are invited to check the following website regularly: <https://www.europarl.europa.eu/contracts-and-grants/en/grants>*

**QUESTIONS RECEIVED UNTIL 19/12/2022**

No	QUESTION	ANSWER
1	<p><b>In the case of coordinated proposals, would the exclusion of one of the coordinated applications lead to the automatic exclusion of all other connected applications? Or higher chances of that? Or can a single proposal that is part of a coordinated group of applications be selected for funding even if the other proposals are not selected?</b></p>	<p>Under the call EP-COMM/SUBV/2022/Media:</p> <ul style="list-style-type: none"> <li>• each proposal will be evaluated separately according to the award criteria set up in the call;</li> <li>• the non-selection of one of the coordinated proposals will not lead automatically to the non-selection of all other connected proposals;</li> <li>• the non-selection of one of the coordinated proposal might lead to the non-selection of the other coordinated applications if the latter are not feasible, credible or relevant anymore because of that reason;</li> <li>• Therefore, it is possible that one single proposal that is part of a coordinated group of applications may be selected for funding even if the other proposals are not selected.</li> </ul>
2	<p><b>Is it possible for the same organization to make several applications? In other words, within a business group, two entities belonging to the group, can they present separate initiatives or should they be united in a single application?</b></p>	<p>Under the call EP-COMM/SUBV/2022/Media, one legal entity or several entities within a group may submit several proposals.</p>
3	<p><b>May several entities within a group submit several proposals, but should these proposals be in a coordinated participation, or individual participations?</b></p>	<p>Under the call EP-COMM/SUBV/2022/Media, several entities within a group may submit several proposals that may be coordinated among them or with other entities external to the group or not.</p>
4	<p><b>As the call mentions “The actions supported under this call are mono-beneficiary actions. This means that only proposals submitted by one only legal entity are eligible for a grant”, we would like to know if, we could submit one application for one of our channel and another entirely different application for another one of our channel. Both would be submitted in the name of the legal entity that includes our two</b></p>	<p>Under the call EP-COMM/SUBV/2022/Media, one legal entity may submit several proposals and however, only one proposal per applicant will be retained for being awarded a grant.</p>

	<p>channels. In other words, could the same entity be awarded of two grants?</p>	
<p><b>5</b></p>	<p><b>We are developing our project in which we would like to subcontract some activities to a public authority non-economic (Italian Law 20 march 1975, n. 70.). We kindly request you if it is possible to go on.</b></p>	<p>Under the call for proposals EP-COMM/SUBV/2022/Media applicants may subcontract action tasks provided you follow these rules:</p> <ul style="list-style-type: none"> <li>• Subcontract only a limited part of the project; subcontracting all or most of the activities would raise questions on the ownership of the project and capacity to implement it.</li> <li>• Subcontract only tasks that are necessary due to the nature of the project and its implementation needs.</li> <li>• Do NOT subcontract the management and general administration of the project.</li> <li>• For subcontracting going beyond 30% of the total eligible costs, give specific reasons.</li> </ul> <p>Applicants must specify in Part B of the Proposal Form the tasks that will be subcontracted (and explain what value subcontracting will add and why the relevant expertise is not available in your organisation) and show the estimated costs in your estimated budget.</p> <p>Applicants may subcontract to any company or entity except for an affiliated entity (for the definition of affiliated entity please see section 3 page 4 of the Guide for applicants here attached). The subcontracts should be based on the best value for money (considering the quality of the service proposed, i.e. the best price-quality ratio) or on the lowest price and avoiding any conflict of interest.</p> <p>The name of the subcontractors is in principle not necessary. If the name of the subcontractor is known at the time of the application, applicants may indicate it already. The fact that the name of the subcontractor is indicated does not imply the approval of the European Parliament of the subcontract (or the subcontracting costs). Please see further information on page 27 of the Guide for applicants.</p> <p>The obligations under Articles II.4, II.5, II.6, II.8 and II.9 of the grant agreement also apply to your subcontractors (see model grant agreement among the documents of the call).</p>

6	<p><b>Section 7 Eligibility, 7.1 Eligible participants, one of the elements needed for demonstrating that an applicant is a legal person is: with nonpartisan political affiliation (Political affiliation means membership of or close association with a political party).</b></p> <p><b>Could you please let us know how this element will be assessed: what kind of supporting documents will the applicants need to submit to prove this – a declaration of honour? Or some other documents?</b></p>	<p>Applicants must complete the declaration on the non-partisan political affiliation at the end of Part B - Description of the action in the application form in.</p>
7	<p><b>I am the director of a portal that works from 2019 and belongs to another company. Can this “relation” allow our portal to apply for your support?</b></p>	<p>For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.</p> <p>Without going into your particular case, please note that only entities with legal personality and registered as such are eligible under the call EP-COMM/SUBV/2022/Media.</p>
8	<p><b>I would like to consult since within the City Council we have a local radio.</b></p> <p><b>We would like to know if as City Council we could submit a proposal under the call and bring together all media of the municipality or if it is for the local radio to submit the proposals independently of the City Council.</b></p>	<p>The EP-COMM/SUBV/2022/MEDIA call requires as an eligibility requirement that the applicant be an entity (public or private) legally established in a Member State for a period of at least 2 years at the time of submitting the application and without political affiliation. Therefore, if the local radio has legal personality and meets all other requirements, it may submit a proposal.</p> <p>We call applicants’ attention to the other selection criteria in relation to financial and operational capacity (see section 8 of the call).</p> <p>Furthermore, please note that the potential audience and impact of the action in terms of contributing to citizens’ awareness of the European Parliament, ensuring wide dissemination and geographical balance, and promoting a wide public debate on the EU and the 2024 European elections are key criteria for awarding grants (see award criteria in section 10 of the call).</p>
9	<p><b>May production companies submit a proposal or it is only for the broadcasting companies?</b></p> <p><b>If yes, should the broadcasting company be subcontractor or affiliated entities?</b></p> <p><b>If not, may production companies be a subcontractor or an affiliated entity in a proposal submitted by a broadcasting company?</b></p>	<p>Both production companies and broadcasting companies may apply for a grant under the call for proposals EP-COMM/SUBV/2022/Media.</p> <p>However please note that the potential reach, audience and impact of the action in terms of contributing to raise citizen’s awareness, to ensure wide dissemination and geographical balance, and to promote a wide public debate on the EU and the 2024 European Elections are key criteria for awarding the grants. Therefore, a proof of the</p>

		<p>commitment by the broadcasting companies is an asset when a production company submits the proposal.</p> <p>The actions supported under this call are mono-beneficiary actions. This means that only proposals submitted by one only legal entity are eligible for a grant. If both production companies and broadcasting companies go together in one only proposal, one of them will be the applicant (beneficiary signing the grant agreement and receiving the funds) and the other may participate as subcontractor (providing a service against payment of an invoice) except if there is a legal link between both of them (affiliated entities as described in the Guide for applicants).</p>
10	<p><b>We are a non-profit media organization that started publishing in October 2015 as a collaborative project; in 2021 the newsroom established an independent non-profit association. In the context of eligibility requirements, can we be considered eligible since our organisation has been established in 2015, but working under different publisher (legal entity) until June 2021.</b></p>	<p>For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.</p> <p>To be eligible for a grant under the call EP-COMM/SUBV/2022/MEDIA, applicants must be able <u>to demonstrate</u> that they are a legal person:</p> <ul style="list-style-type: none"> <li>- constituted and registered as legal entity for at least two years at the time of application;</li> <li>- based in one of the Member States of the European Union;</li> <li>- with non-partisan political affiliation</li> </ul> <p>Please submit all relevant documents to prove the fulfilment of the eligibility criteria together with your proposal within the given deadline.</p>
11	<p><b>We run a newspaper registered as a non-governmental and non-profit organization. Would it be possible for us to apply for a grant under the Call for proposals EP-COMM-SUBV-2022-MEDIA?</b></p>	<p>A non-governmental and non-profit organisation may apply under the call for proposals EP-COMM-SUBV-2022- Media provided they fulfil the eligibility criteria, that is, it must be a legal person:</p> <ul style="list-style-type: none"> <li>- constituted and registered as legal entity for at least two years at the time of application;</li> <li>- based in one of the Member States of the European Union;</li> <li>- with nonpartisan political affiliation .</li> </ul> <p>We call applicants' attention to the conditions of the financial and operational capacity also required (section 8 of the text of the call).</p>

		<p>In addition, the potential reach, audience and impact of the action in terms of contributing to raise citizen's awareness about the European Parliament, to ensure wide dissemination and geographical balance, and to promote a wide public debate on the EU and the 2024 European Elections are key criteria for awarding the grants (see section 10 of the text of the call on the award criteria).</p>
<p><b>12</b></p>	<p><b>Having taking notice of your "Call for proposals EP-COMM-SUBV-2022-MEDIA: Grants for media actions in the area of communication ahead of the 2024 European Elections" (deadline 26/01/2023), we would like to know if we can apply, as our agency is currently awaiting your reply to the call for tender with reference COMM/AWD/2022/480. Is it possible to apply for both?</b></p>	<p>The object and nature of each of the calls you are referring to in your email are different. The Call for proposals EP-COMM-SUBV-2022-MEDIA relates to <u>grants</u> to implement Media actions. The Call for tenders COMM/AWD/2022/480 relates to a <u>contract</u> for the organisation of training for journalists. Entities fulfilling the respective required criteria may apply for both.</p>
<p><b>13</b></p>	<p><b>I would like to ask you about this new part of the Application form of the call EP-COMM-SUBV-2022-MEDIA – “Cost effectiveness and financial management”. How do you expect this part to be described in the application form? What form and what methodology should we use? Please advise us.</b></p>	<p>In section 4.1 of the application form (part B) on “Cost effectiveness and financial management”, we expect applicants to explain how they calculated the budget, the necessity of the expenditure, the measures to make it cost-effective. Applicants may include any information relevant to award criterion 4 (see section 10 of the call for proposals). In particular the evaluation committee will pay attention to the suitable allocation of the resources in relation to the objectives and scope of the activities; the clarity of the description of the estimated costs and the accuracy of the budget; the consistency between the estimated costs and deliverables; the accuracy of the estimation of costs of coordination and the activities implemented by the applicant, including number and rate of person/days. This section is free style. You may include tables.</p>
<p><b>14</b></p>	<p><b>In the course of the project a grant recipient has to pay taxes for several expenses related to the project, f.e. VAT for subcontractors, catering for offline events, etc.) Will the EP reimburse these tax payments as well?</b></p>	<p>The model grant agreement published with the call include in article II.19 what are the conditions for the eligibility of the costs. In particular it is stated that the VAT paid by the beneficiary is an eligible cost (article II.19.2) except if it is deductible (article II.19.4).</p>

15	<p><b>May I submit a proposal about the coverage of EU elections and its implication for EU / AU and in general Europe / Africa relations? This would also cover why European citizens should care about African affairs.</b></p> <p><b>Are online-only publications accepted?</b></p>	<p>For the sake of transparency and equal treatment, we cannot provide a prior assessment of the relevance of any proposal. The relevance of the proposal is one of the award criteria to be assessed by the evaluation committee.</p> <p>We suggest you read carefully the objectives of the call EP-COMM/SUBV/2022/Media to well prepare your proposal.</p> <p>In addition, please note that all the formats are accepted.</p>
16	<p><b>Nous vous prions de trouver ci-dessous deux questions relatives au call.</b></p> <p><b>1/ nous comprenons que vous privilégiez une diffusion réseaux sociaux plus qu'un site web dédié qui risquerait de n'avoir qu'une faible audience. Avons-nous bien compris ce point, il n'est pas nécessaire de construire un site ad hoc ? Si c'est bien le cas, nous proposerons néanmoins que l'ensemble des contenus (texte, podcasts, vidéos, fact checks) mis en ligne sur divers réseaux pour ce projet soient également visibles sur une tierce plateforme.</b></p> <p><b>2/ est-il envisageable d'utiliser d'une part, et de faire financer d'autre part, la technique du paid media pour booster les audiences de certains contenus (de façon limitée)? étant entendu que nous souhaitons privilégier la diffusion des contenus via des chaînes dédiées sur les plateformes réseaux sociaux et que nous aurons aussi recours à nos canaux traditionnels de diffusion.</b></p>	<p>En réponse à vos questions, veuillez noter que:</p> <p>1) nous privilégions des initiatives diffusant leur contenu simultanément sur plusieurs canaux (traditionnels et en ligne) de manière à optimiser l'audience. La publication des contenus liés à ces initiatives dans des canaux à succès existants pourrait, en effet, être considéré comme une garantie, pourvu que ces contenus soient convenablement mis en relief;</p> <p>2) les propositions basées uniquement sur des événements ou paid media ne seront pas retenues. Ceci dit, un recours limité à la technique du paid media pour booster les audiences de certains contenus pourrait être cofinancé dans le cadre de ces subventions à condition qu'il ne soit qu'un outil complémentaire.</p>
17	<p><b>We have a doubt related to point 8.2 of the call, it talks about evidence to prove past and current levels of reach. This evidence should be backed up by the national monitoring authority or a third party monitoring body (e.g. Eurobarometer, TNS, IPSOS, GFK, Reuters, Nielsen, Médiamétrie, Kantar, Gallup, CIM, AGF, Google analytics, Estudio General de Medios or equivalent).</b></p>	<p>The reach, audience and impact of the action are key criteria for awarding the grants (see section 10 of the call for proposals). This is why proving past and current levels of reach by using a third party body is of utmost importance although not mandatory.</p>



	<p>Since not all partners and especially independent, non-commercial media with which we are writing a proposal have this data, we would like to know what exactly you expect and whether this request is mandatory and penalising for our network.</p>	
<p><b>18</b></p>	<p><b>How should the daily rate per person be calculated? Is the rate based on the incomes for previous year of the every member of a team or it is based on any fixed by EU rates? I see in the Guide for applicants: For example for Volunteers, a fixed rate for Bulgaria 47€/day.</b></p> <p><b>And for the hourly/daily rate: "The 'hourly/daily rate' is calculated as follows:</b></p> <p><b><i>{annual personnel costs for the person divided by number of individual annual productive hours/days}</i></b></p> <p><b><i>using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned."</i></b></p> <p><b>And if it is based on the incomes for previous years of exact person, how it should be calculated in case he/she has been not employed the whole period in the year?</b></p> <p><b>And are we obliged to attach to our application documents declaring thus incomes of team members for previous years?</b></p>	<p>We understand that you are preparing your budget estimation in preparation of your proposal for the Call mentioned below, and in such a case please note the following:</p> <ul style="list-style-type: none"> <li>• The budget at this stage is only an estimation. Therefore, you may use whatever reference you consider appropriate to calculate the staff costs (current or past salaries of the concerned persons, legal minimum salaries, the average salary for a professional category in your company, etc.). To be on the safe side you should also take into account any possible indexation/revision of the salaries.</li> <li>• In this line, applicants do not need to submit any document proving the current incomes of the persons involved in the action at this stage.</li> <li>• After the action is concluded, only those costs actually incurred by the beneficiary will be reimbursed and not those estimated/budgeted in the proposal stage. It is in your own interest to make an estimation that covers your real costs in the future without being too disproportionate.</li> <li>• There are no fixed EU rates for staff costs applicable to this call. The Guide for applicants applies to all the calls of the European Parliament, but the volunteers' work is not an eligible cost under the current call for proposals (for eligible costs please see section 11.3 of the call for proposals).</li> <li>• The calculation method mentioned in the Guide for applicants is to be applied for the purposes of the reporting of the incurred (real) costs after the action is concluded and therefore it refers to the year when the action is implemented and covered by the grant agreement.</li> </ul>
<p><b>19</b></p>	<p><b>We're very interested in applying for the call but have a few questions:</b></p> <ul style="list-style-type: none"> <li>• <b>Is there a specific criteria to qualify as digital media other than just publishing online?</b></li> </ul>	<p>On your first question, the operational capacity (point 8.2 of the call for proposals) is the criteria to be met.</p> <p>On your second question, the call for proposals does not set a minimum monthly reach/page views.</p>

	<ul style="list-style-type: none"> <li>The call asks for evidence to prove past and current levels of reach: is there a minimum monthly reach/page views required to qualify for the call?</li> </ul>	
20	<p>May a grant agreement be amended if this leads to a lower final cost?</p>	<p>The budget submitted with the application is an estimate and can be adapted during the project implementation period. The final amount to be paid at the end of the project depends on the final financial breakdown submitted with the final report.</p> <p>If the project costs less, the EP contribution is lower:  Total eligible amount x % of the co-financing= final grant amount.</p>
21	<p>This email is to ask if the entities that can apply for the fund under the following application: “Call for grants for media actions in the area of communication ahead of the 2024 European Elections (EP-COMM-SUBV-2022-MEDIA )” must be registered with the ERC (ENTIDADE REGULADORA PARA A COMUNICAÇÃO SOCIAL- Portugal).</p>	<p>In response to your question please note that under the below mentioned call for proposals the registration in a regulatory agency is not required. However, applicants must be able to implement the media action (for which they request the EP funding) in their respective country in accordance with the applicable national rules.</p>
22	<p>The Call states that candidates must possess "At least 2 years' proven communication experience...". Although our team members have a lot of experience individually, our organisation is newly-formed and therefore it does not have 2 years experience per se; that would also stop us from presenting the "financial statement" for the last 2 years.</p> <p>Can we still apply in those terms or are blocked from doing it?</p>	<p>For the sake of transparency and equal treatment, we cannot provide a prior assessment of the eligibility of any particular entity.</p> <p>However please note that to be eligible for a grant under the call EP-COMM/SUBV/2022/MEDIA (section 7 of the call), applicants must be able to demonstrate that they are a legal person constituted and registered as legal entity for at least two years at the time of application (among other criteria).</p> <p>In addition, organisations that are not able to demonstrate they fulfil the minimum required financial and operational capacity, which will be assessed on the basis of the supporting documents listed in sections 8.1 and 8.2, will be rejected.</p>
23	<p>We would like to partner with two other media to make a global proposal, each media producing content in its expertise and all the content distributed on the three media. Is this possible?</p>	<p>As stated in the text of the call (section 7.1), the actions supported under this call are mono-beneficiary actions. This means that only proposals submitted by one only legal entity are eligible for a grant. Grant agreements will be signed with a single beneficiary.</p>

		<p>Therefore, several applicants cannot submit one common proposal. However, applicants may submit a proposal coordinated with another proposal by one or more grant applicant(s). In such case, the coordination modalities should be reflected in the description of the action. This coordination scheme could lead to the signature of two or more grant agreements provided all the actions are selected for funding.</p>
<p><b>24</b></p>	<p><b>In our proposal we would like to include a University. Can we consider it as a project partner or should we have to include it as a subcontractor?</b></p>	<p>The call for proposals only admits proposals by one only applicant. You may include another organisation as subcontractor under certain conditions.</p> <p>Under the call for proposals EP-COMM/SUBV/2022/Media you may subcontract action tasks provided you follow these rules:</p> <ul style="list-style-type: none"> <li>• Subcontract only a limited part of the project; subcontracting all or most of the activities would raise questions on the ownership of the project and capacity to implement it.</li> <li>• Subcontract only tasks that are absolutely necessary due to the nature of the project and its implementation needs.</li> <li>• Do NOT subcontract the management and general administration of the project.</li> <li>• For subcontracting going beyond 30% of the total eligible costs, give specific reasons.</li> </ul> <p>You must specify in Part B of the Proposal Form the tasks that will be subcontracted (and explain what value subcontracting will add and why the relevant expertise is not available in your organisation) and show the estimated costs in your estimated budget.</p> <p>You may subcontract to any company or entity except for an affiliated entity (for the definition of affiliated entity please see section 3 page 4 of the Guide for applicants here attached). The subcontracts should be based on the best value for money (considering the quality of the service proposed, i.e. the best price-quality ratio) or on the lowest price and avoiding any conflict of interest.</p> <p>The name of the subcontractors is in principle not necessary. If the name of the subcontractor is known at the time of the application, you may indicate it already. The fact that the name of the subcontractor is indicated does not imply the approval of the European Parliament of the subcontract (or the subcontracting costs). Please see further information on page 27 of the Guide for applicants.</p>

		The obligations under Articles II.4, II.5, II.6, II.8 and II.9 of the grant agreement also apply to your subcontractors (see model grant agreement among the documents of the call).
25	<p><b>Concerning the Call EP-COMM/SUBV/2022/MEDIA, we are wondering if an applicant can apply twice for the call. One time as leader and another time as a subcontractor for specific services within a proposal submitted by another legal entity. Of course with different project.</b></p> <p><b>For example:</b></p> <ul style="list-style-type: none"> <li>- The applicant presents an application alone with a project A;</li> <li>- The applicant is a subcontractor for some video services of another applicant applying to this call with a project B.</li> </ul>	<p>In reply to your question, we confirm one same entity may apply for a grant for a media action and be subcontracted for another action funded with another grant under the same call.</p> <p>However particular attention must be paid to avoid double funding of the same activity with EU funds. For instance a video that has been produced and funded with one grant, let's say project A, cannot be sold (subcontractor) to the beneficiary of a grant for project B.</p>
26	<p><b>Is it possible for an entity to apply as subcontractor for two different actions? As far as it does not provide the same videos to the leader entities in case both actions are selected for media grant even if the services provided in the applications are similar.</b></p>	<p>We confirm that participating as subcontractor in several actions funded with a grant is possible.</p> <p>You might provide the same videos to different beneficiaries but the cost of those videos may be claimed for reimbursement only once by one or the other beneficiary, as the same item cannot be funded twice by the EU budget.</p>
27	<p><b>In an attempt to fill in the Budget form - Annex 2 - Detailed budget table – we noticed that the budget form is locked and we cannot add rows. Can you tell us how to proceed? What can we do to unlock it and insert more rows so we can fill in our budget?</b></p>	<p>Indeed, there was a mistake in the form. A corrected version of Annex 2 is now available in the Portal.</p> <p>In the new version of the document, you may add rows, but not modify the columns. However you may add a row and then copy one of the rows that are already configured for the related item and do 'paste special' (all) with the right button of the mouse on the new added row.</p>
28	<p><b>Can the costs for the audit be included in the eligible costs? For some media, this audit costs are not negligible in relation to the whole budget. And is the audit compulsory part of the grant?</b></p>	<p>Just for clarification, for grants above 60.000 what it is requested is a certificate to be issued by an auditor only of the financial statement of the costs incurred and for which the beneficiary claim the reimbursement, we do not ask for the audit of the accounts. Therefore, the cost should not be so high.</p>

		<p>The grant agreements states:</p> <p>A certificate on the financial statements established by an independent auditor qualified to carry out statutory audits of accounting documents in accordance with EU law or similar national regulations, or by a competent and independent public officer in whom the relevant national authorities have vested the legal capacity to audit the participant and who has not been involved in the preparation of the financial statements shall be submitted when that amount is equal to or greater than EUR 60 000 at the time of claiming the payment of the balance of the grant. It shall cover the total amount of the grant claimed by the beneficiary under the form of reimbursement of actual costs and/or under the form of unit costs, excluding the amounts declared on the basis of lump sums, flat rates and unit costs other than those determined according to the participant's usual cost accounting practices.</p> <p>And yes, the cost of the certificate by the auditors is an eligible cost. It should be budgeted under the category C.3 Other goods, works and services.</p>
29	<p><b>1) Taking into account this from the Guide for applicants: "The 'hourly/daily rate' is calculated as follows: - {annual personnel costs for the person divided by number of individual annual productive hours/days} using the personnel costs and the number of annual productive hours/days for each full financial year covered by the reporting period concerned."</b></p> <p><b>and the "Annex III detailed budget table" (excel table) whose personnel cost table lists columns "Monthly salary cost/€ - Time Allocated to the project (months) - Cost attributed to the project"</b></p> <p><b>Are we allowed to use hourly rates already in planning, rather than only in reporting, so the above stated excel table would have the following moderated fields:</b></p>	<p>We understand that you are preparing your budget estimation in preparation of your proposal for the Call mentioned below, and in such a case please note the following:</p> <ul style="list-style-type: none"> <li>• The budget at this stage is only an estimation. Therefore you may use whatever reference you consider appropriate to calculate the staff costs. However we kindly ask you to provide your estimation in accordance with the provided form in Annex III detailed budget table.</li> <li>• After the action is concluded, only those costs actually incurred by the beneficiary will be reimbursed and not those estimated/budgeted in the proposal stage. Therefore at the time of reporting, you may use any of the methods you describe. Concerning the second method, please note that according to the Guide to applicants, the 'number of individual annual productive hours/days' is the total actual hours/days worked by the person in the year. It may not include holidays and other absences (such as sick leave, maternity leave, special leave, etc.). However, it may include overtime and time spent in meetings, trainings and other similar activities.</li> </ul>

	<p><b>"Hourly rate/€                      Hours allocated to the project Cost attributed to the project"</b></p> <p><b>We would calculate hourly rate taking annual cost of a person's salary for the last closed financial year divided by 1720 annual productive hours. The IT system logging hours (both for planning and implementation) is very precise and hours contributed to the project can be recorded and reported very easily.</b></p> <p><b>2) Another very similar approach to 1)</b> The difference would be that the hourly rate is not calculated by the annual salary divided by 1720 productive hours, but on the basis of actual cost that will be incurred for every working hours. The IT system of the applicant does have tracking of actual costs of personnel assigned to every single format/broadcast, and the producers are obliged to do those calculations for every and each program/show/ format/ broadcast.</p>	<p>And in both cases, the total number of hours/days declared in the EP grants, for a person for a year, cannot be higher than the annual productive hours/days used for the calculations of the hourly/daily rate. Finally, the reliability of the IT system on tracking the actual costs of personnel assigned to the project will be key in case of audit.</p>
30	<p><b>In relation to the list of KPIs. Do we have to fill all the fields, or can we just focus on the ones we think will reach the widest audiences and/or the desired targeted group of audience?</b></p>	<p>Applicants do not need to fill all the fields, but to focus on the ones relevant for your proposal.</p>
31	<p><b>We are about to participate to the "Call for proposals for grants for media actions in the area of communication ahead of the 2024 European Elections - EP-COMM/SUBV/2022/MEDIA", unfortunately we have not found the document to sign for the "declaration of honour", we have already downloaded the part b and the other annexes but the document is not there. Could you please help us to find it?</b></p>	<p>Applicants do no need to submit the declaration on the honour at the stage of the application. The declaration will be requested to the successful applicants before signing the grant agreement.</p>

32	<p>The Call for Proposals states in section 7.2: <i>"Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. members of networks, federations, trade unions), may take part in the action as affiliated entities, and may declare eligible costs. The participation of the affiliated entities must be described in the proposal. Supporting documents proving the legal link between the beneficiary and the affiliated entity will be requested at a later stage and only for selected proposals."</i></p> <p>Does this mean that an association of regional media (a separate legal entity) could submit a proposal?</p>	<p>An association of regional media may submit an application provided it is a legal registered entity. The association will act as an applicant /beneficiary and must show a proof of the legal link with the associated media (membership attestation). In such a case this provision of the call (section 7.1) will also apply: Proposals by pan-European associations (pan-European association means, for the purpose of this call, an organisation operating in most or all EU Member States) or networks of media should provide a clear commitment from each of the members participating in the action to publish or broadcast part or the totality of the media content produced by the association or network.</p> <p>That is, letters from the members of the association stating their commitment must be submitted together with the application.</p> <p>The participation of the members must be described in the application form (section 4.2).</p>
33	<p>Our company has a legal representative who is also the owner of the company. From our interpretation, the owner of the company must produce a statement stating with which he entrusts the mandate to act to himself. Is that correct? Finally, the applicant - then the legal representative - will have to confirm it again by signing a declaration on honor. Is it possible to have a model of this statement on honor?</p>	<p>In the submission system on the Funding and Tender Portal, before submitting the proposal you will be asked to confirm to a series of declarations, including that you have the mandate to act for the applicant (and its affiliates if any), that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (specially eligibility, financial and operational capacity, exclusion, etc.), by clicking 'YES' for each declaration.</p>
34	<p>Can the Legal Entity Appointed Representative (LEAR) be the Main Contact/Proposal Coordinator or does this need to be another participant?</p> <p>LEAR role – does the person considered LEAR need to be the CFO, member of the legal team or the Editor in Chief? We are trying to understand if this is going to be your point of contact after the submission of the</p>	<p>The role of the LEAR can be performed by any member of your staff (typically from the central administration). They are the formally-nominated main responsible for your organisation's use of the Portal Electronic Exchange System and thus bear the final responsibility for all your actions in the Portal (and not only for this concrete call). The validation of the LEAR is done directly in the Funder and Tender Portal and it is carried out by Central Validation Service with specific templates to fill in. You will be contacted at a later stage for doing so.</p>

	<p>proposal and if so, if it can be the same person who is the project coordinator.</p>	<p>You may appoint a different contact person that will be the responsible for the proposal to be submitted under this concrete call.</p>
<p><b>35</b></p>	<p>1) Legal form – we are unsure what legal form we should use. We are a public service media provider, however, there is no such category. Are you able to advise us which form to use? We opted for UNKNOWN for now.</p> <p>2) 2.2_annex-iii-detailed-budget – can you please confirm which rate we should use for CZK/EUR conversion?</p>	<p>1) On the legal form, if you do not find the exact legal form please just select UNKNOWN. Your entity will be validated at a later stage by a legal team. Please be sure you upload the required documents.</p> <p>2) On the detailed budget, please note that the budget at this stage is just an estimation. The budget must be presented in EURO, therefore you may calculate your budget in the national currency and then convert it into EURO at the rate you better consider (please use round figures). The final amount of the grant will take the form of a reimbursement of actual (real) costs and not the estimated costs. The exchange rate to be used in the financial statement to be submitted after the end of the action is ruled in article I.4.6 of the model grant agreement:  <i>"I.4.6 Currency for requests for payment and financial statements and conversion into euro</i>  <i>Requests for payment and financial statements must be drafted in euros.</i>  <i>The beneficiary and affiliated entities with general accounts in a currency other than the euro must convert costs incurred in another currency into euros at the average of the daily exchange rates published in the C series of the Official Journal of the European Union (available at <a href="http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html">http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html</a>), determined over the corresponding reporting period.</i>  <i>If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, conversion must be made at the average of the monthly accounting rates established by the Parliament and published on its website (<a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm</a>), determined over the corresponding reporting period.</i>  <i>The beneficiary and affiliated entities with general accounts in euros must convert costs incurred in another currency into euros in accordance with their usual accounting practices."</i></p>
<p><b>36</b></p>	<p>1. Is the Media Actions EE24 tool (EP-COMM-SUBV-2022-MEDIA) also open to applications from sole traders?</p>	<p>1) For eligibility and selection criteria see sections 7 and 8 of the call for proposals.</p> <p>2) A Chamber of Commerce registers only legal persons.</p>



	<p>2. Is a Chamber of Commerce registered sole proprietorship regarded as a 'natural person' or as a 'legal person'?</p>	<p>A natural person is a human being as opposed to a legal person that has been established by law. The legal entities may be owned by one or more natural/legal persons.</p>
<p>37</p>	<p>1. Are the costs of broadcasting also eligible costs? For example, we need resources for both technical costs (maintenance of towers, rent of antennas, electricity costs, internet costs, provision of radio signal launches, licenses and permits so that we can broadcast on the radio waves, etc. technical costs) and administrative (human resources).</p> <p>2. As the proposal should indicate a methodology for collecting the data and to evaluate the results of the action, can we put costs for research (on which we will refer our achieved KPIs) as eligible direct costs?</p>	<p>1) The costs you are describing seem to fall under the indirect costs category reimbursed with a flat rate of 7% of the total eligible direct costs. On the conditions for the eligibility of costs please see article II.19 of the model grant agreement. You will find further explanations in the Guide for applicants (pages 16 and following).</p> <p>2) You may include the costs for research as direct costs provided they fulfil the conditions for the eligibility (see article II.19 of the model grant agreement and pages 16 and following of the Guide for applicants).</p>
<p>38</p>	<p>In article 5.2 and in Part A of the Guide for Applicants, it is declared that "<i>NO need to declare receipts if your proposal is: below 60 000 EUR requested grant amount (low value grants)</i>".</p> <p>If we request less than EU 60.000, what means of justification for our costs shall we use in order to submit the final report?</p>	<p>For clarification, 'receipts' refer to project-generated income and financial contributions from third parties that are specifically to be used to cover eligible costs.</p> <p>The grants funded with EU budget should not generate a profit. That is why if the beneficiary receives funds from other sponsors/donors or have an income from the project (for instance after selling the content produced under the grant) he/she must declare those amounts. If the sum of the receipts + the amount of the grant generates a profit, the grant will be proportionally reduced.</p> <p>There is an exception to this rule: when the amount of the grant is below EUR 60.000 (low value grant).</p> <p>Otherwise all beneficiaries must submit a financial statement together with the other documents as stated in article I.4.4 of the grant agreement for the payment of the balance.</p>
<p>39</p>	<p>I entered the online Participants portal and began filling Part A which is entirely online. There, in the budget section, the indirect costs is set to 7% and</p>	<p>The budget is an estimation at this stage. Only actual direct incurred costs will be reimbursed and those must be declared in the financial statement after completion of the action.</p>

	<p>can't be changed. In the same time, in the budget table, there is a note below the Summary stating : <b><i>“Applicants may set up a different amount within the maximum of 7% of indirect costs”</i></b>.  <b>This is what we did – our rate is below 7% but we can't change the rate in the online sheet in the Participants portal.</b></p>	<p>Moreover, and unless your organisation benefit of an operating grant funded with EU budget (see page 30 of the Guide for applicants), the indirect costs will be reimbursed with a fixed flat-rate of 7% of the direct eligible costs, and those are calculated automatically by the system. This means that your indirect costs will depend directly on your direct costs, and that you will not need to keep track of your actual indirect costs because no proof nor justification will be requested for those costs in case of audit.</p> <p>If the grant is awarded, beneficiaries may request less than the fixed flat rate when submitting the financial statement after completion of the action.</p>
40	<p><b>If we decide to use EP's premises for the venue of our activities, such as recording the interviews with MEP, is it necessary to pay for the rental of video rooms, recording or are they free of charge? And what would be the rental cost per hour or per day?</b></p>	<p>Please, find below a link to our audio-visual services and facilities, including the contact details of services running them.  Those services and facilities are free of charge for media reporting on European Parliament activities.  For further details, we invite you to contact the relevant services.</p> <p><a href="https://www.europarl.europa.eu/website/multimedia-centre/en/index.html">https://www.europarl.europa.eu/website/multimedia-centre/en/index.html</a></p>
41	<p><b>1. Are we allowed to secure funding from public entities? If not, how do you suggest we cover the remaining 30% of the cost of the campaign (other than the 70% that is covered by the fund)?</b></p> <p><b>2. We are planning to rent a space where we will be working on our projects and organising the relevant events. Is the rental of this space an eligible cost?</b></p>	<p>1) The purpose of the call for proposal in subject is to award grants co-financing media actions, that is part of the total eligible expenses entered in the estimated budget must be financed from sources other than the grant (co-financing principle). It is for the beneficiary to secure the part that is not covered by the grant from whatever sources it considers appropriate (own sources or third parties' sources, public or private). Those must be declared in the summary of the Detailed budget table.</p> <p>2) For the general eligibility conditions of direct costs, please see pages 16 and following of the Guide for applicants. For the costs of premises rented to carry out the project, you will have to provide a specific rental contract/lease indicating a clear and exclusive link with the project. They must be included in the category 'Other costs'. If this link is not demonstrated, the cost will be considered covered by the indirect costs (7% flat rate of the direct eligible costs).</p>
42	<p><b>The application mentions that an applicant may apply for reimbursement of costs under the EP programme</b></p>	<p>The travel and accommodation costs covered by the EP programme for invitation to journalists are not eligible for funding under this call (prohibition of double funding).</p>

	<b>for invitation to journalists. Are these costs included in the eligible costs or are these extra costs?</b>	
<b>43</b>	<b>Will we need to provide an audit report in English? If so, can the costs be included in the grant proposal?</b>	Costs arising directly from requirements imposed by the grant agreement such as translations are eligible for funding under the grant (please see article II.19 of the model grant agreement).
<b>44</b>	<b>Comment doit-on signaler le matériel de tournage déjà acquis ?</b>	Seule la partie des coûts d'amortissement, de location ou de crédit-bail de l'équipement (ou d'autres actifs) correspondant à la période de mise en œuvre et au taux d'utilisation réelle aux fins de l'action peut être prise en compte lors de la détermination des coûts éligibles. Par exception, la totalité du coût d'achat d'un équipement peut être éligible au titre des Conditions Particulières, si cela est justifié par la nature de l'action et le contexte d'utilisation de l'équipement ou du bien (voir article II.19.2.c) du modèle de contrat de subvention).
<b>45</b>	<b>1) What is meant for “detail by category - affiliate” in the budget sheet? Who is affiliate with regard to the applicant please?</b>	1) For the definition of the affiliate entities please refer to section '7.2 Specific cases' of the call for proposals and section 3 page 4 of the Guide for applicants. If the applicant has affiliated entities participating in the project, their budget must be detailed separated from the main applicant. If the applicant has not affiliated entities participating in the project they must complete only the sheet 'detailed by category applicant' and some part of the 'summary'.
<b>46</b>	<b>In the budget sheet, when a person will work for the project 30% of his/her time for ex. , should the applicant put” full time” and then put 30% in the cost allocated? or should they put 30% part -time? or they could also provide a new contract to these people dedicated only to the work on the project. Could you pls advise?</b>	Under work pattern, the applicant must indicate if the person works for the concrete project either full time or part time (indicating the %). Under the time allocated applicants must indicate the number of months dedicated by this person to the project. For instance a person may work 'full time' during '3 months' or 30% part time during 3 months. The costs will be different. The costs attributed to the project will be the result of multiplying the work pattern x monthly salary costs x time allocated to the project.
<b>47</b>	<b>We plan an activity in partnership with a specialised association. The association could provide us with a series of specialised articles.  However, we have a doubt as to the budget category in which we could plan this service : Is it "Other</b>	We understand that you intend to produce some articles that will be provided by another entity and those will be the core activity of the proposal. In such a case, the costs of producing those articles must be considered as subcontracting (see page 27 of the Guide for applicants) except if the conditions for considering the other entity as affiliated (see section 3 of the Guide for applicants) are met.

	<p>goods, works, and services", or "Subcontracting cost" category ?</p> <p>In our view, it should be placed in C.3 "Other goods, works, and services" considering that this service falls into one of these categories :</p> <p><i>"- purchase of copyrights and other intellectual property rights (IPR);</i>  <i>- intellectual property costs connected with publishing project materials (e.g. CD-ROMs);"</i></p> <p>We are also thinking about this category because these activities will be the heart of our activities and we see this partnership as a collaboration.</p>	
48	<p>In our case our Association would like to submit an idea and be the coordinator (submitter of the application). But there are several other regional media outlets with whom we have a cooperation on a regular basis and we would like to include them in our proposal. There is also a memorandum or agreement of cooperation among the outlets (but not a legal entity).</p> <p>Based on our idea they would publish our contents and they would make their own contents too in relation with the work of the EP. In this case are they affiliated entities or are they subcontractors? How should we mention and include them?</p> <p>Another closely related question is about if they must have registration too on <a href="https://ec.europa.eu/">https://ec.europa.eu/</a> or is it enough if the submitter (us) have a registration, but the other outlets are highlighted in the proposal and the budget?</p>	<p>As stated in the text of the call (section 7.1), the actions supported under this call are mono-beneficiary actions.  This means that only proposals submitted by one only legal entity are eligible for a grant. Grant agreements will be signed with a single beneficiary.  Therefore, several applicants cannot submit one common proposal. However, applicants may submit a proposal coordinated with another proposal by one or more grant applicant(s). In such case, the coordination modalities should be reflected in the description of the action. This coordination scheme could lead to the signature of two or more grant agreements provided all the actions are selected for funding.</p> <p>Moreover, under the call for proposals EP-COMM/SUBV/2022/Media you may include another organisation as subcontractor under certain conditions:</p> <ul style="list-style-type: none"> <li>• Subcontract only a limited part of the project; subcontracting all or most of the activities would raise questions on the ownership of the project and capacity to implement it.</li> <li>• Subcontract only tasks that are absolutely necessary due to the nature of the project and its implementation needs.</li> <li>• Do NOT subcontract the management and general administration of the project.</li> <li>• For subcontracting going beyond 30% of the total eligible costs, give specific reasons.</li> </ul> <p>You must specify in Part B of the Proposal Form the tasks that will be subcontracted (and explain what value subcontracting will add and why the relevant expertise is not available in your organisation) and show the estimated costs in your estimated budget. The</p>

		<p>subcontracts should be based on the best value for money (considering the quality of the service proposed, i.e. the best price-quality ratio) or on the lowest price and avoiding any conflict of interest.</p> <p>Please see further information on page 27 of the Guide for applicants.</p> <p>You may subcontract to any company or entity except for an affiliated entity (for the definition of affiliated entity please see section 3 page 4 of the Guide for applicants here attached).</p> <p>Only applicants and affiliated entities must register. Subcontractors do not need to be registered.</p>
<p><b>49</b></p>	<p><b>1. For persons working part time on the action and the list of records/supporting documentation</b>  <b>On page 21 of the document Guide for Applicants it is stated that; "For persons assigned to the action at a fixed pro-rata of their working time, where the direct personnel costs are calculated following point (b)(i), there is no need to keep time records, if the beneficiary signs a declaration that the persons concerned have effectively worked at the fixed pro-rata on the action".</b></p> <p><b>While furtheron on page 39 of the same document it is stated that timesheets are mandatory (and no condition of a declaration is mentioned) for the staff that doesn't work exclusively on the project.</b></p> <p><b>Please confirm what prevails. Is it correct that timesheets are not mandatory if we enclose a signed declaration?</b></p> <p><b>2. Subcontracting costs vs. costs of services (other goods and services)</b></p>	<p>1) Thank you for spotting this. The valid statement of the guide for applicants is the one in page 39, that is, for persons who do NOT work exclusively for the action, the beneficiaries must show the actual hours worked with reliable time records (i.e. time-sheets) either on paper or in a computer-based time recording system.</p> <p>2) The budget category Subcontracting covers the costs for subcontracting of a part of the action tasks (i.e. externalising a part of the action to a third party). Action tasks refers to the core object of the action being funded such as production and dissemination of media content.</p> <p>The budget category 'other costs' covers consumables, participation in conferences and seminars, publication and dissemination, translation and other costs not covered in the previous categories.</p> <p>As regards the proof of the best value for money in the selection of the subcontractors, please note that:</p> <ul style="list-style-type: none"> <li>• There is no proof/documentation required at the stage of application but only after being awarded and in case of audit.</li> <li>• In case of audit you must be able to prove the respect of the best value for money principle by any appropriate means (those may include for instance quotations from several companies). An existing contract or the fact of a long lasting cooperation is not enough as proof of the respect of the best value for money principle.</li> </ul>

	<p>We are questioning what is the essential condition for the cost to be classified in one or another category? Namely, our company which is a digital portal has been using for years the services of external providers for IT and video productions. Both services will be used also for the project's activities. We are wondering whether we need to put them under subcontractors category or under other (goods and) services category.</p> <p>Moreover, how do we demonstrate that the provider has been awarded on the basis of best-value-for money if we have been cooperating for quite some time? Is the enclosure of the existing contract enough good evidence?</p>	
50	<p>We have a question regarding the possibility of subcontracting. In the guide for applicants we saw the following paragraph and were wondering when and how we need to show that we ensured the best value for money principle:</p> <p><i>"Ensure that the subcontracts are based on the best value for money (considering the quality of the service proposed, i.e. the best price-quality ratio) or on the lowest price.</i></p> <p><i>This does NOT in all cases require a competitive selection procedure. You can organise the tender according to your internal practices – if you can demonstrate that you will:</i></p> <ul style="list-style-type: none"> <li><i>- select the tender offering best value for money, or the lowest price</i></li> <li><i>- avoid any conflicts of interest."</i></li> </ul>	<p>In reply to your questions about on the proof of the best value for money in the selection of the subcontractors, please note that:</p> <ul style="list-style-type: none"> <li>• There is no proof/documentation required at the stage of application but only after being awarded and in case of audit.</li> <li>• In case of audit you must be able to prove the respect of the best value for money principle by any appropriate means (those may include for instance quotations from several companies).</li> </ul>

	<p>Is a certain proof or documentation already necessary during the application process or only in case we get awarded? Which documentation/procedure is accepted to show the best value for money principle was followed without doing a competitive selection process?</p>	
<p><b>51</b></p>	<p>1) Can the subcontractor be an individual (no freelancer and no legal entity) in which case the invoice will be a simple receipt of payment?</p> <p>2) I read in the Guide for Applicants that natural persons working under a contract with the beneficiary other than an employment contract can account for personnel costs. What kind of contract or proof are accepted?</p> <p>3) Can you confirm that volunteers' cost are not eligible under this contract?</p>	<p>1) Subcontractors may be natural persons or legal entities. We confirm a subcontractor can be an individual to whom you may pay a fee</p> <p>2) For the costs of natural persons working under a contract with the beneficiary other than an employment contract may account for personnel cost beneficiaries will be asked for any kind of document that provides sufficient evidence that the following conditions are fulfilled: (i) the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed); (ii) the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and (iii) the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.</p> <p>3) Volunteers costs are not eligible under this call for proposals.</p> <p>For budget categories and cost eligibility rules see section 11.3 of the call for proposals as well as Article II.19 and II.21 of the model Grant Agreement.</p>
<p><b>52</b></p>	<p>May I ask for clarification between “subcontracting” and “other goods and services” in the following examples:</p> <p>-A big part of our project is a sociological study. Are the sociologists carrying out the research considered</p>	<p>For clarification, the budget category 'subcontracting' covers the costs for subcontracting of a part of the action tasks (i.e. externalising a part of the action to a third party). Action tasks refers to the core object of the action being funded such as production and dissemination of media content.</p> <p>The budget category 'other goods and services' covers consumables and other costs not covered in the previous categories, such as translation, audit certificates of the financial statement, etc.</p>

	<p>to be a subcontract of the action or is this considered to be a purchased costs of other goods and services?</p> <p><b>-Are data services considered a subcontract or other goods and services?</b></p> <p><b>-Some of our presenters are not employees but have an external contract. Is this admissible under personnel costs / other goods and services or is this subcontracting?</b></p>	<p>Therefore, if the mentioned sociological study is part of the core object of your proposal must be included under the subcontracting costs, on the contrary data services fall better under the other goods and services category.</p> <p>In relation with the presenters with external contracts (page 19 and following of the Guide for applicants) their cost may be included under the personnel costs, provided that the following conditions are fulfilled:</p> <ol style="list-style-type: none"> <li>1. the person works under conditions similar to those of an employee (in particular regarding the way the work is organised, the tasks that are performed and the premises where they are performed);</li> <li>2. the result of the work belongs to the beneficiary (unless exceptionally agreed otherwise); and</li> <li>3. the costs are not significantly different from the costs of staff performing similar tasks under an employment contract with the beneficiary.</li> </ol> <p>Otherwise their cost must be considered under the category of subcontracting.</p>
53	<p>The last annex says the following:</p> <p><i>“Declarations of each of the members of the pan-European associations and networks of media participating in the action on their commitment to publish or broadcast a part or the totality of the media content produced under the action (only for pan-European associations and networks). These documents aim at screening the operational capacity of the applicant.”</i></p> <p>We are not sure who are pan-European associations or networks. Should we collect a declaration from all of our planned subcontractors? If it is not the case, should we have any declarations from subcontractors?</p>	<p>The Declarations you mentioned refer to the pan-European associations or networks such as Circom or ENEX.</p> <p>However, please note that the potential reach, audience and impact of the action in terms of contributing to raise citizen’s awareness, to ensure wide dissemination and geographical balance, and to promote a wide public debate on the EU and the 2024 European Elections are key criteria for awarding the grants.</p> <p>Therefore, if you plan to subcontract the publication or broadcasting of the media content produced under the action, a proof of the commitment by the broadcasting companies in the form of such a declaration is an asset.</p>
54	<p>A part of media content production and distribution would be subcontracted to have higher reach and</p>	<p>No there is not a template for such a declaration.</p>



	dissemination. Is there a form for declaration among the partners?	
55	Can you please tell me if there is a Financial Statement template? Because I could not find it in the downloaded documents for the call.	No, there is not a template for a financial statement. You must submit a copy of the formal documents including the balance sheet, the profit and loss accounts and the annexes of the legal entity for the 2 last financial years for which accounts have been closed as well as the summary of those in the Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts form (template available in the Submission System and attached for your convenience).
56	I would like to clear with you, if it is possible, one of the financial requirements. <i>"In particular, they should have an average turnover/income in the 2 last financial years of at least 100% of the total amount requested to the European Parliament."</i> The average turnover/income should be at least 100% of the requested amount - for every of the latest 2 years or for the latest 2 years as a sum?	In reply to your question, please note that the required average turnover/income should be at least 100% of the requested amount for every of the latest 2 financial years.
57	I have doubts with one of the documents we have to fill, the simplified balance sheet profit and loss. It refers to the annual accounts of the years 2022 and 2021?	According to the text of the call (see section 8.1 of the call for proposals), the applicant's financial capacity will be assessed on the basis of the following supporting documents:  - A financial statement (including the balance sheet, the profit and loss accounts and the annexes) for the 2 last financial years for which accounts have been closed.  - The Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts dully filled in.  The latter refers to the annual accounts of the applicant. If the accounts of 2022 are not formally closed yet you may include the financial information of 2021 (year N-1) and 2020 (year N-2).
58	Can you please confirm that the only documents that have to be uploaded are the ones in the annexes file?	We confirm the documents indicated on the last page of the application form are the only documents you must submit at this stage. Applicants do not need to submit the declaration

	<p><b>Because on previous calls you also required:</b></p> <ul style="list-style-type: none"> <li>▪ <b>The declaration of honour</b></li> <li>▪ <b>Extract from the official journal, copy of articles of association, extract of association register or any other relevant supporting document (with curtesy translation Etc).</b></li> </ul>	<p>on the honour at the stage of the application. The declaration will be requested to the successful applicants before signing the grant agreement. The supporting documents to verify the legal existence of the entity will be required by the central validation services to applicants if not yet validated in the Portal.</p>
59	<p><b>In the section CVs and the other sections there is only 1 option to upload one file, right? So if I want to upload all the CVs, I have to make them all in one PDF file. Is that correct?</b> <b>Same goes for the “OTHER” section and the other sections.</b></p>	<p>Indeed you need to merge the relevant pdf documents in one only file.</p>
60	<p><b>In the budget (2.2 Annex 2 - Detailed budget table - locked), sheet Summary, field D10 we have to show the amount of the requested EU contribution, but the filed is formatted in percentage and the Sheet can not be unprotected (password is needed). Please advice how to write the amount (not percentage) there.</b></p>	<p>We have verified the form and field D10 in the summary may be completed with an amount. Field D11 is blocked and includes the formula to automatically calculate the percentage the amount you include in D10 represents in relation to the total eligible costs (B12). Please be aware that an updated version of the form was published in the portal on the 13/12/2022 and that you need to download the form in order to fill it.</p>
61	<p><b>I have a question about the budget form. We are ready with all the eligible costs and the first column of the Summary page is correct. But the problem is with the second column – The Total Funding. At the contribution by the applicant we put our 30 % in euro. We don't have partners, so its zero for us for D6 and D8. D9 is calculated by itself. But when we put 70% at D10, the sum of the Total funding – D12 is only of our contribution plus .7 after that. Shouldn't the Total funding be the sum that EP grants us. Therefore it should be equal to D9.</b></p>	<p>The total funding D12 should be equal to the total eligible costs B12. The budget must be balanced. The total eligible costs (B12) must be covered by the EP contribution + Applicant's contribution + other contributions (if any). Please put only the amount in EUR in D10. Do not put %.</p>

	<p>So we think that there is a mistake and there should not be a %. But the form is protected and the number we put only goes with percent.</p>	
62	<p>Can we upload the audited financial statements in the Slovenian language?</p>	<p>We confirm you may submit the financial statements and any other document in Slovenian.</p>
63	<p>Le dossier peut-il être écrit en français ou doit-il être écrit en anglais ?</p>	<p>Les propositions peuvent être soumises dans n'importe quelle langue officielle de l'UE (le résumé de l'action doit cependant toujours être en anglais ou en français). Pour des raisons d'efficacité, nous vous conseillons fortement d'utiliser l'anglais ou le français pour l'ensemble de la candidature.</p>
64	<p>Nous avons une question au sujet de la distinction à opérer dans la réponse aux 2 paragraphes suivants :</p> <ul style="list-style-type: none"> <li>- 2.2 Methodology to be followed/action implementation</li> <li>- 4.3 Arrangements for monitoring/supervision of the operation and any risks involved in its implementation</li> </ul> <p>Dans les deux cas, il nous semble qu'il s'agit de décrire comment notre mode d'organisation permet de mettre en œuvre, de suivre et de superviser le projet que nous proposons en réponse à l'appel à propositions. Quelle différenciation est attendue entre ces deux paragraphes ?</p> <p>Plus précisément, quelle doit être la nature des "evaluation methods", "use of the data" et "segmentation and target strategy indicators" mentionnés dans le 2.2 ?</p> <p>Dans le paragraphe 4.3, s'agit-il de décrire les mesures mises en œuvre pour assurer une qualité d'exécution, avec par exemple un contrôle de la</p>	<p>Le point 2.2 fait notamment référence aux aspects éditoriaux (2. QUALITY OF THE ACTION), alors que dans le point 4.3 l'accent doit être mis sur le volet budgétaire (4. BUDGET AND COST EFFECTIVENESS).</p> <p>Un exemple de risque: une recrudescence de la pandémie de Covid que vous empêcherait de réaliser votre projet tel qu'initialement prévu.</p>

	<p>qualité de la production éditoriale, des activités de communication, et des moyens techniques utilisés ?</p>	
65	<p>1) When filling out annex 1 - Key performance indicators there is a field 'Average page views of the website chosen for distribution of the action'.</p> <p>Since the project holder is web portal A, and we have a partnership with web portals B and web portal C that will transfer and exchange content, does it average page view apply only for average page view project holder (web portal A) or the sum of page views from A, B and C portals should be entered in the field?</p> <p>2) Also, what is the required period of google analytics statistics to submit? 1 month, year...?</p>	<p>1) The average page view applies to the sum of page views from the different relevant portals. You could briefly explain that in the column "source of verification/methodology to collect the data".</p> <p>2) The required period of google analytics statistics is two years.</p>
66	<p>With reference to the following (call-for-proposals document, page:10): "<i>evidence to prove past and current levels of reach. This evidence should be backed up by the national monitoring authority or a third party monitoring body (e.g. Eurobarometer, TNS, IPSOS, GFK, Reuters, Nielsen, Médiamétrie, Kantar, Gallup, CIM, AGF, Google analytics, Estudio General de Medios or equivalent)</i>",</p> <p>Would you consider IAB certified hosting-service (Acast) provided analytics, as sufficient evidence for an application focus on the production of podcasts?</p>	<p>In reply to your question we confirm that IAB certified hosting-service (Acast) would be valid for podcasts.</p>
67	<p>Under the list of annexes, you stated: "<i>Evidence to prove past and current levels of reach. This evidence should be backed up by the national monitoring authority or a third party monitoring body (e.g. Eurobarometer, TNS, IPSOS, GFK, Reuters, Nielsen,</i></p>	<p>1) A document issued by the national monitoring authority or a third party monitoring body</p> <p>2) Two years; the latest data available</p>

	<p><i>Médiamétrie, Kantar, Gallup, CIM, AGF, Google analytics, Estudio General de Medios or equivalent). These documents aim at screening the operational capacity of the applicant.”</i></p> <p>Our questions are:</p> <ol style="list-style-type: none"> <li>1. What kind of form of the document mentioned above is required? Is an official document published by IPSOS required or can an excel table be sufficient?</li> <li>2. Which period does "past" cover, and what does "current" level of reach (audience) mean? Is it left up to publishers to send, for example, a survey that is a year or two old and a current one from the last quarter of 2022?</li> </ol>	
68	<ol style="list-style-type: none"> <li>1. What do you mean by KPI "Average page views of the website chosen for distribution of the action" ? Is this average page views per one visit or average monthly/daily views of the website? We assume it's the latter. But we do not know what period we should present, per day or per month?</li> <li>2. When we are supposed to make the estimates "Expected number of views of the specific pages / sections of the website", do you mean the daily/monthly numbers or in the whole period of the project?</li> <li>3. And similarly, "Expected number of daily unique visitors of the specific pages / sections ". You mean exactly per day, not per month or total duration of the project?</li> </ol>	<ol style="list-style-type: none"> <li>1) Indeed, average monthly/daily views of the website. You can insert both daily and monthly figures.</li> <li>2) and 3) During the whole period of the project.</li> </ol>
69	<p>May I ask for clarification regarding the start of the project? Can the start of the project be specific</p>	<p>We understand you refer to a preparation phase as start of the project. This is of course admissible provided the preparation phase is consistent with the broadcasting phase.</p>

	<b>analysis/research/data collection etc., or does this need to be an article, a news report or other type of broadcast?</b>	You may describe it in the application form Part B section 2.3 'Timetable'.
<b>70</b>	<b>Should we submit one application and include two options within it (for the selection committee to see which one to choose), OR should we submit two different applications (would that even be possible)?</b>	Since there are two different options, we would suggest to submit two different proposals. This is what the call says (page 17): "Multiple proposals - Applicants may submit more than one proposal for different actions under the same call. However, only one proposal per applicant will be retained for being awarded a grant"
<b>71</b>	<b>Could you please help me understand what should be the correct acronym used in the submission system?</b>	The acronym in Part A of the application form refers to the acronym (short title) of the project proposal to be given by you. Often the name of the project proposal is very long, and for practical reasons, an acronym is requested as it facilitates communication.
<b>72</b>	<b>One of the features we are considering for our proposal is a series of articles produced by one of our sections. The concerned section is funded by an external sponsor that may have received EU funding for communication and awareness initiatives.  Given that our section is not directly funded by the EU, does this fall upon the double funding category or are we clear to include this section as a part of our proposal?</b>	If the external sponsor uses the EU funds to fund the production of the related articles (that is the sponsor declares those costs under the grant it receives for communication and awareness initiatives), the costs of producing those articles are not eligible under this call for proposals (prohibition of double funding).  If this is not the case, the costs of producing those articles are eligible, but you must declare the funds you receive for those articles from the consortium in the summary of detailed budget table as contribution by other external sponsor.
<b>73</b>	<b>Nous sommes une société récente et ne disposons pas d'annual activity report.</b>	Pour rappel, pour être admissible à une subvention dans le cadre de cet appel d'offres, les candidats doivent être en mesure de démontrer qu'ils sont une personne morale 'constituée et enregistrée en tant que personne morale depuis au moins deux ans au moment de la demande' parmi autres conditions (voir section 7 de l'appel à propositions).  Pour démontrer la capacité opérationnelle (section 8.2 de l'appel à propositions), vous devez soumettre bien le rapport annuel d'activité de l'organisme pour les deux derniers exercices clos soit une liste exhaustive des projets et activités antérieurs réalisés au cours des deux dernières années et liés aux actions à mener.
<b>74</b>	<b>Concernant le paragraphe "2. 3 Timetable". Ce calendrier peut-il être présenté sous forme d'une annexe au document "application-form-part-a-and-b"</b>	Vous pouvez inclure le tableau du calendrier après le tableau de la section 2.3 et avant la section 3.

	<b>? Ou est-il impératif de faire figurer le calendrier dans l'emplacement indiqué sur ce fichier "application-form-part-a-and-b" ?</b>	
<b>75</b>	<p><b>We are un umbrella organisation of several franchises located in over a dozen European capitals together forming a network.</b></p> <p><b>For the purpose of the current call, we are involving some of these entities as subcontractors.</b></p> <p><b>Considering the above, would it be necessary for us to upload the document certifying that we would act as a pan-european network?</b></p> <p><b>If we are not considered as pan-european, how do you recommend we proceed in framing our application?</b></p>	<p>According to the call for proposals (section 7.2), 'legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation (e.g. members of networks, federations, trade unions), may take part in the action as affiliated entities, and may declare eligible costs. The participation of the affiliated entities must be described in the proposal. Supporting documents proving the legal link between the beneficiary and the affiliated entity will be requested at a later stage and only for selected proposals.'</p> <p>For further information on the role of affiliated entities please see section 3 of the Guide for applicants.</p> <p>The budget for each of the affiliated entities should be detailed in a separated sheet in Annex 2.</p>
<b>76</b>	<b>Are all Other annexes mandatory to fill? If some of those annexes are not provided, would it mean automatically rejection?</b>	<p>Proposals must be complete and contain all parts, annexes and supporting documents at the time of submitting proposals.</p> <p>Failure to submit annexes indicated as mandatory will lead to the inadmissibility of the proposal (without further consideration).</p> <p>Failure to submit other supporting documents will not lead to the inadmissibility but may have an impact in the evaluation of your proposal as they are required to assess the financial and operational capacity.</p>
<b>77</b>	<b>Which category of costs may we include <i>Online Marketing</i>? We mean Facebook advertising or advertising on social media that we do have to pay for.</b>	Online marketing falls under the budget category 'other goods and services'.