

BESTbelt: Call for proposals 2022 Frequently Asked Questions (FAQs)

Applicants are invited to first refer to the BESTbelt Operational Manual and related documents published on the [BESTbelt website](#). In case of remaining questions, a list of frequently asked questions - and answers - classified by themes can be found below. Requests for additional clarifications sent no later than 5 days before the closure of the call (20 July 2022), which are likely to be relevant to all applicants, can also be found in this regularly updated document.

| Logical Framework | |
|-----------------------------|--|
| Question: | Do we have to put different results in the logical framework and the full proposal template? |
| Answer: | No, you should use the same results in both files. The logical framework is seen as a tool to strengthen your project design and the intervention logic. The two documents should fit to each other. |
| Reporting and pre-financing | |
| Question: | How often will we need to report during project implementation? |
| Answer: | The reporting requirements will be defined in detail in the grant contract. It is foreseen to report every six months. |
| Question: | Which exchange rate do we have to use for reporting? |
| Answer: | The reporting requirements will be defined in detail in the grant contract. For the financial reporting the official European Commission accounting rates (InforEuro) will probably be applied (on a monthly basis). |
| Question: | How to report driven kilometres with the own vehicles? |
| Answer: | The reporting requirements will be defined in detail in the grant contract. Kilometres have to be documented in an understandable way, including starting and ending point of the journey. |

| | |
|------------------|---|
| Question: | Is it necessary to have a separate bank account for the project? |
| Answer: | No, this is not needed. Ideally all payments should be made from the account number you provide in the contract. |
| Question: | Is it necessary to have a separate cost centre or reference number in the accounting system? |
| Answer: | The reporting requirements will be defined in detail in the grant contract. However, it can be expected that a specific project reference will be mandatory in analytical accounting system(s) and time registration so that costs may be clearly attributed to your BESTbelt project. |
| Question: | What kind of receipts do we need to provide with the reports? |
| Answer: | The reporting requirements and necessary supporting documents will be defined in detail in the grant contract and the corresponding reporting templates. However, all expenses need to be documented (e.g. invoices, time-sheets, pay-slips). |
| Question: | Do we have to translate our invoices? |
| Answer: | This is not needed if the financial report is logical and complete. The project team may ask for translations if needed. |
| Question: | How will the payment of the grant be organised? |
| Answer: | <p>The grant will be provided in several payments as a pre-financing of 90% of your total approved grant. The first instalment will be transferred after the signature of the grant agreement to pre-finance the expenses of the first reporting period. Number and amount of the different payments will be clarified in the grant contract. If not the total amount of a payment was spent in a reporting period, the underspend amount will be deducted from the payment for the next reporting period.</p> <p>The total sum of all pre-financing and interim payments may not exceed 90% of the total grant. The remaining 10% balance will be paid following the approval of the final report.</p> |

| Costs and budget | |
|------------------------|--|
| Question: | Is it possible to change the project budget in the full proposal compared to the concept note? |
| Answer: | Deviations from the concept note budget are possible but the total project budget may not deviate by more than 20% . The grant may be awarded up to a maximum of 40 000 EUR. |
| Question: | Do we have to provide further details for our overheads? |
| Answer: | No, overheads are covered through the indirect costs budget line and need no further prove. You should however be able to justify the rate of indirect costs included in your budget (see also: Operational Manual). |
| Question: | How do I include indirect costs? |
| Answer: | Indirect costs can be included with a maximum rate of 7% or lower of the total direct eligible costs (see also: Operational Manual). |
| Question: | Are there any costs which are not eligible? |
| Answer: | All expenditures outside the project period are not eligible. Furthermore, all goods or services provided to the beneficiary free of charge by a third party (contribution in kind) are not eligible costs (see also: Operational Manual). |
| Additional information | |
| Question: | Is it possible to change the project period compared to the concept note? |
| Answer: | If you adjust the project duration, you should justify exactly why this step is necessary. |