

BESTbelt: Call for proposals 2023 Frequently Asked Questions (FAQs)

Applicants are invited to first refer to the BESTbelt Operational Manual and related documents published on the [BESTbelt website](#). Questions, likely to be relevant to all applicants, can be found in this regularly updated document, classified by themes. Requests for additional clarifications can be sent until 23 June 2023 latest (10 days before closure of the call on 3 July 2023).

Full proposal forms and structure	
Question:	Where should I include the information regarding the qualification or skills of staff/experts?
Answer:	There is no explicit field to include the information about staff or expert qualifications. We recommend keeping this information as concise as possible. Possible fields to include this information though are Budget (section E) or Activities (section C).
Question:	Can we sign our Full Proposal electronically?
Answer:	Yes, you may sign it electronically as long as the online tool or provider for digital signatures you are using is easily comprehensible and the process of signing is verifiable.
Question:	What happens if we do not submit our Full Proposal? Can we apply again next year?
Answer:	Yes, you can apply again next year. However, you would start the application for the 3 rd call just as any other applicant. That is, you would proceed the concept note evaluation without any extra points but also without any disadvantage.
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.
Question:	Is it ok to add additional lines for outcomes to the logical framework?
Answer:	Yes, you may add more lines or specify more than one outcome in the same field, but please maintain the structure of the logframe.
Question:	The due diligence form is hard to understand – what shall we do?

Answer:	If you have concrete questions about the due diligence form, you can ask your regional focal point or the BESTbelt office for support. Please be aware, that a completed due diligence form(s) is an eligibility criterion.
Question:	Is the due diligence questionnaire needed for municipalities when they are a co-applicant?
Answer:	Yes, every co-applicant must hand in a due diligence and financial capacity questionnaire. Please be aware, that a totally completed due diligence form(s) is an eligibility criterion.
Question:	Does the registration date of organisation (court registration) affect the application?
Answer:	The registration date of organisations is asked and considered in the due diligence and financial capacity questionnaire. The whole questionnaire will be considered during the evaluation process.
Question:	Is it possible to add additional co-applicants in the full proposal which were not included in the concept note?
Answer:	Generally, this is not possible, as it affects the complete project structure. Please use the section “stakeholders” in the full proposal form to describe the involvement of further partners and stakeholders, reflecting their role in the project. However, if this approach does not fit for your project, please kindly contact your regional focal point or the BESTbelt Office for further assistance.
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 is necessary. Please be aware that the earliest starting date for projects is 1 st November 2023.
Question:	Which forms need to be filled in by co-applicants?
Answer:	The full proposal form, the budget form and the logical framework are filled in for all applicants together. The Due Diligence form is mandatory for all applicants. The financial ID form is only needed for the lead applicant.
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:	Reporting requirements are described in the reporting guidelines. For the financial reporting the official European Commission accounting rates (InforEuro) ¹ are recommended to be applied (on a monthly basis).
Question:	How to report driven kilometres with own vehicles?
Answer:	For mileage allowance please send proof of mileage based on our travel route. The maximum amount that can be accounted per kilometres is 0.30 EUR. Nonetheless, just the actually incurred costs, can be reported. 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:	Will the grant be transferred in EUR or in national currency?
Answer:	The grant will be transferred in EUR. Charges for currency conversion differ according to the bank.
Question:	Is it necessary to have a separate cost centre or reference number in the accounting system?
Answer:	The reporting requirements are defined in detail in the reporting guidelines. However, it is helpful if a specific project reference is used 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:	All the reporting requirements and necessary supporting documents are defined in the reporting guidelines, as well as in 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.

¹ https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoureuro_en

Question:	How will the payment of the grant be organised?
Answer:	The grant will be provided in several payments as a pre-financing. The first instalment of 60 % of your total approved grant will be transferred after the signature of the grant agreement. The second instalment of 30 % is due after the approval of the midterm progress report. The transfer of instalments that are related to progress reports will only be processed if at least 80 % of the previous instalments have been spent and reported by the recipient. The total sum of all pre-financing and interim payments will not exceed 90% of the total grant. The remaining 10% balance will be paid following the approval of the final report.
Question:	Is an audit needed for the project?
Answer:	There is no audit needed for the project.
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, respectively up to a maximum of 60,000 EUR for projects with a specific transboundary focus.
Question:	My country has a standard regulation for paying transportation costs that are higher than 0.30€/km, which is different from the BESTbelt program. Which fee will apply to my project, and who will pay it?
Answer:	BESTbelt can only cover 0.30€ per km of transportation costs (Transport with own vehicle, see Budget template) for your project. In case you have a higher fee that apply in your country, you must cover the rest of the transportation cost with your own money.
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). For the reporting we ask you to describe what the amount was spent for. Even if the costs have not to be proved, we ask you to keep the relevant documents (e. g. bills) in case they are needed for the final BESTbelt audit.
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:	When travelling do we have to follow national regulations for daily allowances?
Answer:	Yes, it is advised to follow national regulations for setting the costs of daily allowances but please be aware that these are capped (see reporting guidelines)
Question:	Are there any costs which are not eligible?
Answer:	All expenditures incurred 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).
Question:	Is there a minimum sum for tendering?
Answer:	Please consult the BESTbelt Procurement regulation for more details on tendering.
Question:	Is VAT eligible?
Answer:	Yes, VAT is eligible but if you are recovering VAT then it is not. If in doubt, please contact your regional focal point or the BESTbelt Office for assistance.
Additional information	
Question:	As a small organization, we do not have employees. For projects, regularly members of our board are engaged. For some donors they are considered as staff and for others as external experts. How does it fit within BESTbelt?
Answer:	Staff/personnel are employed by the (co-)applicant with a regular work contract. Service contracts count as external experts. It is highly recommended to include a minimum of contracted staff, which is accounted by your BESTbelt project to assure the supervision and durability of the project. In any case, please explain the reasons for your working model and how you intend to organise internally as well as potential synergies deriving from the chosen structure. Please state how supervision and durability will be secured.
Question:	Is it possible to include part-time employees additionally as external experts? How about the tendering procedure in this case? These employees are also mentioned in the project application by name.
Answer:	This is a very specific case, and some specifications must be taken into account. Please contact the BESTbelt Office for clarification. In any case the tendering procedure must

BESTbelt

	be an open-ended process so that external experts cannot yet be determined prior to completing the procedure.
--	---