

## **QUESTIONS:**

- 1. An applicant having five years of legal existence and who wants to try activities in a new sector, is he eligible for the Regional Fund grant?**
- 2. A profit-seeking commercial company or natural person that propose a non-profit activity, is it eligible?**
- 3. Are public organizations such as local authorities, universities, etc, eligible?**
- 4. Can a structure, partner of a European applicant, apply itself?**
- 5. What must be the partners' status?**
- 6. Regarding an applicant legal lifetime, which reference is considered: the request registration date or the official recognition date? For instance, an association active more than five years back, and which got its receipt only three years ago, is it eligible if it can prove that, it was active for the number of years required?**
- 7. Can a request be jointly addressed by several applicants?**
- 8. My association is French, but the project is in Benin, am I eligible?**
- 9. What is meant by "actor"?**
- 10. Can the fund contribute to the extension of the activities of a bank-funded project? Can a bank granted loan be a capital stock in the framework of co-financing?**
- 11. Are the actions anticipated for 2010 admissible?**
- 12. A project whose overall duration exceeds that of the funds, but has some activities with a duration fitting the time limit, is it eligible?**
- 13. Does the fund support music festivals?**
- 14. A project concerning other African countries besides West African ones, is it eligible?**
- 15. What is meant by "regional dimension"?**
- 16. What are the geographical priorities of the Regional Fund?**
- 17. What is the presentation format of the concept note and complete application?**
- 18. What is the currency for the action cost estimate?**

19. For a project, which concerns the actors of another area of Africa besides the area mentioned, is the comprehensive budget eligible?
20. What is called 'direct real costs' and 'indirect real costs'? What are the components of each cost?
21. Is the registration to PADOR compulsory?
22. Should the answer letters of the mentioned partners be joined to the concept note?
23. Which address to send the projects to?
24. In the geographic coverage, what is meant by: "the actions must involve actors of three countries at least from the West African area (15 ECOWAS countries and Mauritania)"?
25. Among the types of actions, which are not eligible what, is meant by "actions relating only, or on a principal basis"?

**ANSWERS:**

1. It is necessary to have at least three years of experience in the specific field for which the grant is requested (see point 2.2.1 of the guidelines of the call for projects)
2. The criteria of eligibility apply both to the applicants and to the actions. To be eligible the applicant must meet the following criteria:
  - be legal persons **and** non profit making **and**
  - be a public cultural organization from the civil society or from the private sector with a legal status, and have the main activity rooted in the domain of culture **and**
  - have a European or ACP country nationality **and**
  - be directly in charge of the preparation and management of the action with their partners, not acting as an intermediary. The organizations having the nationality of a country of the European Union must show at least two experiences of partnership for the implementation of cultural projects in the region with one or more public organisms, private associations of the civil society of one or more of the 16 States. The public cultural organisations must benefit from a sufficient autonomy of management to guarantee their capacity to carry out the proposed action till the end without the regulatory authorities' interference **and**
  - have a minimum of five years of legal existence and at least three years of specific experience in the domain for which the grant is demanded. (see point 2.2.1 of the guidelines of the call for projects)

Consequently, companies seeking profit, (limited company, limited liability company, etc.) are not eligible applicants.
3. Among the public organizations, only the public cultural organizations showing a recognized autonomy of management are eligible. This in order to guarantee their capacity

to carry out the proposed action until the end without the interference of regulatory authorities’.

4. Yes, but an applicant cannot submit more than two proposals in the framework of this call for projects, and cannot be granted more than one grant (point 2.1.3, Applicants eligibility)
5. The partners must meet the same criteria of eligibility as the applicants. However, specifically in point 2.1.1 of the guidelines, they must have at least three years of legal existence and two years of specific experience in the domain for which the grant is demanded.

They participate in the definition and implementation of the action, and the costs, which they incur, are eligible as well as those incurred by the beneficiary of the grant.

The applicant will be the lead organization and, in the event of selection, the contracting part (the "Beneficiary «).

**Those not considered as partners and that must not sign the declaration of partnership:**

**Associates**

Some other organisations may be involved in the action. Such associates play a real role in the action but may not benefit from financing under the grant, with the exception of per diem or travelling costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates must be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

**Subcontractors**

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

6. For the associations, the date of reference is that of the signature of the official recognition by the national authorities and not the date of registration of the request for recognition; for the public organizations and the local authorities, the reference is the date of the administrative act (bylaw, decree etc.) recognising the institution’s autonomy of management. In this way, it is necessary for the applicant to have an official recognition superior or equal to five years (see point 2.2.1 of the guidelines of the call for projects) and at least three years experience in the domain concerned with the project.
7. The applicant is a single and unique institution (in theory, a strong institution able to show its capacities to manage grants included between 100.000 and 300.000 Euros and having a consolidated experience in the type of action proposed); but as for partners, there can be more than one.
8. The structure belonging to a EU country can propose a project, which takes place in Benin, provided that it relies on partners, and that it shows, at least, two experiences of partnership in the framework of the implementation of cultural projects in the area, with public organizations, civil society associations from one or more States among beneficiary countries of the Regional Fund.

9. Any non-profit natural person or individual intervening in the cultural sector is a "cultural actor". However, in the framework of this call for project individuals are not eligible as applicants but they can benefit from the actions.
10. A grant cannot, in no case, be used to refund a bank debt even if the loan was used for activities anticipated in the grant. In this case, the rule of the non-retroactivity of the financing is to be applied. However, if the project develops and needs to be reinforced by new activities, those can be the subject of a grant demand. The demand and the applicant will be subjected to the same criteria of eligibility. The credit obtained from another source can be regarded as an own capital stock.
11. The duration of the action should not exceed the duration mentioned in the guidelines of the call for project, i.e. at the latest on December 31, 2010
12. The actions, whose period of implementation and end does not extend beyond 2010, are eligible even if they belong to a project with a longer duration. However, the actions financed by the grant must be easily identifiable, managed and justified in conformity with EDF procedures. In addition, the conditions enabling such a support must be strictly defined in the contract of grant or in the decision, very clearly and without any ambiguity.
13. The festivals, whatever be the themes, are eligible in type B actions and are subjected to the actions eligibility criteria (paragraph 2.1.3, guidelines of the call for project)
14. Yes, provided that the actions planned also concern at least 3 countries of the area (15 ECOWAS countries plus Mauritania)
15. The 'regional dimension' is opposed here to 'the national dimension'. The subsidized actions must have effects in, at least, 3 countries of the concerned area.
16. A priority will be given to the actions which relate to countries particularly isolated or weakened by conflicts, and which are likely to improve their integration in the regional space, and which contribute to the development of the exchanges between countries which have poor contacts, particularly between French-speaking, English-speaking and Portuguese-speaking countries..
17. The instructions to fulfil the concept notes and the complete applications forms are contained in the grant application form, Parts A and B which can be downloaded on the gate of the Regional Fund for the Promotion of Co-operation and Cultural Exchanges in West Africa (in English, French, Portuguese), Web addresses: [www.uemoa.int](http://www.uemoa.int); and [www.ecowas.int](http://www.ecowas.int).
18. The currency to use is the euro or the CFA Franc.
19. The comprehensive budget is eligible, provided the action have effects and relates mainly to the countries of the area.
20. The attention of the applicant is drawn on the fact that the eligible costs must be real costs and cannot be established on a lump basis excepted the travelling and stay expenses, and the indirect costs. Consequently, it is in the interest of the applicant to provide a realistic budget with a good cost/ efficiency ratio.

### Eligible direct costs

To be eligible under the call for project, costs must respect the provisions of article 14 of the General Conditions to the Standard Grant Contract available on the Web to the address:

[http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index\\_fr.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/grants/index_fr.htm)

### **E3h\_2** General Conditions (appendix II)

#### Eligible indirect costs (administrative costs)

The indirect costs incurred in carrying out the action can be eligible for a flat-rate funding fixed at not more than 7% of the total eligible direct costs.

Besides, if the applicant already benefits from a running grant by the European Commission budget, no indirect costs can be claimed within the budget proposed for the action.

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case, ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;
- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and if the applicable regulations do not forbid the coverage of taxes;
- credits to third parties.

21. The registration in PADOR is not compulsory

22. The only documents to attach to the concept note of presentation are the checklist and the applicant declaration (Part A of the guidelines for grants applications).

The address the projects must be sent to is:

Post Office address:

**"Fonds Régional pour la Promotion de la Coopération et les Echanges Culturels en Afrique de l'Ouest" - Unité de Gestion du Projet S/C Commission de l'UEMOA, 380 Avenue du Pr Ki -Zerbo – 11 BP 104 Ouagadougou CMS 11 - Burkina Faso**

Address for hand delivery or by private courier service

**"Fonds Régional pour la Promotion de la Coopération et les Echanges Culturels en Afrique de l'Ouest" - Unité de Gestion du Projet S/C Commission de l'UEMOA, 380 Avenue du Pr Ki- Zerbo -Ouagadougou 01 - Burkina Faso. Tél: (226) 50 30 81 88**

24. The Regional Fund wants to foster collaboration between the actors of the area without making the partnership compulsory (except for the EU applicants who are obliged to have partners). Thus, generally, when one speaks of involving the actors of at least three countries, those can be partners, associates or simply beneficiaries of the proposed action.

25. Are not eligible the projects, whose activities, results and more than 50% of the budget of the demanded grant, are intended to finance the sponsorship of private individuals' participation to workshops, conferences or congresses, individual scholarships, the making of films (others than those defined in point "C" of the sector-based priorities 1.2.2 of the guidelines), the editions and the building of infrastructures.