



Q&A

2020 CALL FOR PROPOSALS

INTERCULTURAL DIALOGUE INITIATIVES

Reference: ALF/CFP/2020/ICD

- 1. We would like to apply but is the fund closing on the 28th April or 28th May? It seems unclear.**

Due to the Covid-19 pandemic, the deadline for submission of applications has been extended to May 28th 2020. Please read carefully the new calendar for this Call for Proposals on the latest corrigendum (corrigendum no. 2) published in our website at <https://www.annalindhfoundation.org/grants/guidelines>.

- 2. We are wondering if there is likely to be any flexibility on the delivery of the programme due to corona and travel restrictions, etc. The current end date of implementation for granted projects is July 31st 2021, but the timing would work better and we would be more likely to deliver it if we had until August 31st 2021. Is this possible at all? What would be the best approach for us?**

The current end date for implementation is no later than 31st August 2021. Due to the Covid-19 pandemic, the deadline for submission of applications has been extended to May 28th 2020. Please read carefully the new calendar for this Call for Proposals on the latest corrigendum (corrigendum no. 2) published in our website at <https://www.annalindhfoundation.org/grants/guidelines>.

- 3. Is it possible to not have the bank stamp on the Financial Identification Form (Annex F) if it is the same bank that we used for a previous contract with the ALF?**

In case you are unable to have the Financial Identification Form (Annex F) stamped by your bank, the organisation can scan an old version as a temporary solution for the submission of a full application. However, a recent stamp and a signature on the Financial Identification Form will be obligatory at a later stage IN ALL CASES.

- 4. I am one of the founders a non-profit media and would like to apply for a grant under this Call for Proposals but we have an issue. We are part of one of the South National Networks of the ALF because most of our activities happen there and most of our founders are there. But for practical reasons, we are legally based in one country in the North and our bank account is in this Northern country. So I was wondering, are we considered as an organisation from the South or from the North? Is it a problem if our bank account is in the North even if we are not part of that Network?**

In order to apply under Lot 1, you need to be a member of one of the 42 ALF Networks and to be established under the national law of that same country.

- 5. We are a South organisation established in 2009. In the "Administrative Check" evaluation section we had troubles understanding one point which said that if the organisation of the main applicant was established before the end of 2018, their application will be rejected. Does this mean we cannot apply?**

No, you are totally eligible to apply. As per the first corrigendum (corrigendum no. 1) that we published on our website at <https://www.annalindhfoundation.org/grants/guidelines>, "The proposals will be immediately rejected if the applicant organisation was established **after** the year of 2018."

- 6. There is a point in the Guidelines which strongly recommends that the Partners are from different countries. We are an association established in the South shore of the Mediterranean, is it possible to have one partner from the North of the Mediterranean and one from the same country that the main applicant is from?**

Yes. For more information, please refer to answer 12 of the Frequently Asked Questions (FAQs) available at <https://www.annalindhfoundation.org/faqs>.

- 7. We are a member organisation who are planning to apply for a grant and we are asking for your kind support to have a meeting with one of the grant committee members to provide us with more clarity on the grant and its procedures.**

Please note that a positive response to this kind of request would be against the principle of equal treatment of all applicants and could constitute an irregularity. For more information, please refer to section 4.11 i) of the Guidelines.

For more clarifications regarding this Call for Proposals, please read carefully all the documents that you can find in our website (Guidelines, corrigenda, Power Point presentation with information for applicants, annexes, FAQs, etc.) at <https://www.annalindhfoundation.org/grants/guidelines>.

- 8. When preparing the project proposal, do indirect costs (7%) have to be detailed according to budget headings?**

The applicant has the right to add the indirect costs in the budget as a flat rate of up to 7% of the total direct eligible costs of the project without breaking them down. In such case, no financial supporting documents are required during the reporting period. In case the applicant decides to detail the indirect costs in the budget, they must be within the same percentage and financial supporting documents must be provided during the reporting phase in order to justify the indirect costs claimed.

- 9. Our partner is afraid to sign the Anna Lindh Foundation' Partnership Agreement (Annex D) because they say they have no contact with the Anna Lindh Foundation and nobody knows what would be signed and sworn, even if you say that there is no risk or cost involved. We are willing to write a formal letter about the status of the cooperation between our two organisations if this is helpful.**

Please note that Partners are not parties to the contract, but they are requested to sign the Partnership Agreement and Sworn Statement, and the principles of good partnership practice clearly defined in Annex D.

Although the Project Leader is a party to the contract and is responsible for managing the ALF grant, the Partner(s) must sign Annex D and have a clear role in the project design and implementation in order for the costs they incur to be considered eligible. An organisation that refuses to sign the Partnership Agreement will not be considered as a Project Partner.

For more information about the role of project Partners, please refer to answers 3.14 and 4.23 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

- 10. As the deadline to apply was extended to 28th May 2020, we were wondering if all the other deadlines are also extended.**

All the provisional dates have also been extended. Please consult the new calendar by downloading the second corrigendum (corrigendum no. 2) published in our website at <https://www.annalindhfoundation.org/grants/guidelines>.

- 11. I understand from the Guidelines that I can only apply once as a Leader in the framework of this Call for Proposals and, if I want to, I can apply as a Partner in another proposal. Can I also apply in more proposals as a Partner? And if yes, in how many? Will this affect the chances of accepting any of them?**

Please refer to answer 15 of the FAQs available at <https://www.annalindhfoundation.org/faqs>. Please note you can participate as a Partner with other project Leaders in as many proposals as you are offered by Leaders, and it will not affect anyone's chances for success as it won't impact the technical assessment of the proposals.

- 12. Would a 10% contribution to the total budget by the applicant and its Partner(s) in the form of human resources be enough as the co-financing requested?**

A financial contribution by the applicant to the project budget is mandatory. The financial contribution by the applicant and/or its Partner(s) is not allocated to a specific budget line, but these funds are injected to the global budget of the project.

Please note that, in order to be accepted as eligible costs, the Human Resources expenses must be justified by HR contracts, timesheets and payslips at the time of reporting.

- 13. In the application we are allowed to enter max. 10 expected results/outputs and max 10 indicators. Do we have to consider max 10 outputs in the whole project or 10 per each specific objective? Should we consider max 10 indicators in the whole project or max 10 per each expected result?**

You can only add a maximum of 10 expected results/outputs per project (linked to the project activities) and maximum 10 indicators per project too. Each indicator must be linked to the aim, the specific objectives and the expected results.

- 14. We are a partnership of two NGOs, one from the South and one from the North. Can we implement some activities in other eligible countries but without having an official Partner who signs the Partnership Agreement (Annex D) there?**

Yes, you can implement activities in any of the 42 EuroMed countries even if there aren't any Partner(s) from those countries within the project partnership. However, when planning your project activities, please keep in mind the current health crisis and travel restrictions.

- 15. Is it possible to allocate some of the budget received in the framework of our MS Contract to the joint project or would it be considered as double funding, even if we consider it as a capacity building activity?**

The contract that you are referring to is funded by the ALF Secretariat, so this would be considered as double-funding. If you include the funds that you have already received by the ALF (part of the MS contract budget) as co-financing, your proposal will be automatically rejected.

- 16. We do not know if our organisation is eligible for applying because we are not sure if we are considered Network Leaders and/or members of an ALF National Network. How could we find out about such membership or how can we become a member for future participation in ALF calls and activities?**

If you are unsure about your membership status, please check the Anna Lindh Networks website at <https://www.annalindhfoundation.org/networks>.

For more information, please refer to answers 2.2, 3, 4.21 and 4.7 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

- 17. Should each Legal Entity File (Annex M) be accompanied by an identity document and official registration of the institution? Does the institution's registration have to be translated into English?**

Yes, they should, but at a later stage. In order to submit an application, only the Legal Entity File (Annex M) is required. The registration and official documents will need to be translated only for selected applicants as per section 7 (Provisional Selection) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

- 18. Is it possible to involve migrants/asylum seekers in the project activities as discriminated groups even if it is written that only people residing in the countries indicated in the Guidelines can participate?**

Participants should be legal residents in one of the 42 EuroMed countries. Migrants/asylum seekers with official valid documentation can participate in the project activities.

- 19. Due to the pandemic situation, is it mandatory to start the project activities not before the 1st of October 2020?**

Yes, as per the new timeline published in our latest corrigendum (corrigendum no.2) available at <https://www.annalindhfoundation.org/grants/guidelines>.

Please note that the ALF is closely monitoring the current health crisis and these dates might change depending on how the situation evolves.

- 20. Does question no. 3.16 of the Application Form ("How has the project been developed and planned within your organisation and**

with your partners?") refers to the governance/management structure that the partnership intends to adopt or does it refer to how the project proposal was created?

It refers to both the proposal creation and the partnership, to how the different tasks will be allocated and shared by the different Partners taking part in the project, and how they have been designed within the partnership you created. As per our Guidelines' article 4.7, Partner(s) should contribute to the project's planning, implementation, evaluation and reporting.

- 21. Can I use "per day" in the "unit" box of the Human Resources line in the budget (Annex C) instead of "per month" if I have a freelancer dedicated to the project and I don't have any employee?**

The estimated number of working days may be expressed as a percentage of monthly working time if the staff is already working for the organisation and is allocating part of his/her working time to the activities of the project. Another option is to use "per day" instead of "per month" in case he/she is working part time solely for the purpose of the project.

The "per day" is most likely used when a freelancer is hired to work just in a specific activity. In that case, you should list this person's work under the activity they are working for (e.g. Activity 1, 2...), instead of under the Human Resources heading of the budget.

For more information, please refer to answer 3.24 of the FAQs available at <https://www.annalindhfoundation.org/faqs> and please remember to read carefully the Instructions sheet of the budget template (Annex C) before filling it in: "The budget heading Human Resources must include costs related to staff assigned for "the project as a whole". Staff assigned only to a specific activity should be listed under that activity. [...] If staff members are not working full time on the project/activity, the percentage of time worked per month must be indicated in brackets and multiplied by the number of months."

- 22. Regarding the following sentence: "If an applicant has already received a grant for the current project proposal or financial year, its application will automatically be rejected", what do you mean by "the current financial year"? Does it mean that the applicant cannot submit a project proposal if their organisation has received European funds for the current year, even if for a totally different project?**

Please disregard the mention of "the current financial year", which is only related to action grants. You will only be ineligible to apply if you plan to co-fund the project submitted in the framework of this Call for Proposals with some other European funds. But if you have received other European grants for different projects in the current financial year, you can still apply as long as those projects have nothing to do with the one you submit to our Call.

- 23. I would appreciate further clarifications about the question 3.14 f) of the application form: "Please provide details on how the information will reach the target group(s) and how the latter be selected"?**

If I have understood correctly, the expression "how the latter be selected" refers to the different ways in which the project information will reach the target groups and NOT to the

selection of the target groups, given that question 3.14 g) refers also to the beneficiaries' selection criteria.

Yes, that is correct. Question 3.14 f) on the online application form refers to the ways in which information will be disseminated, while question 3.14 g) refers to the selection process as per the guidance info stated under it.

24. I would like to know if the following is an eligible cost: is it possible to hire an expert to facilitate a workshop and assist in the drafting of recommendations?

Please refer to section 4.9 (Eligible/Non-Eligible Costs) of the Guidelines and to the Instructions sheet of the budget template. You can download these two documents from our website at <https://www.annalindhfoundation.org/grants/guidelines>.

25. Could you clarify what you mean by civil society actors acting like “multipliers”? Would you consider under this category local NGOs that contribute to the protection of natural and cultural local heritage by organising awareness actions for locals and visitors? Given the wide meaning of “intercultural dialogue”, can we include activities that contribute to the specific objectives of the Call through the protection of the environment and the natural heritage?

In order to ensure a fair treatment of all applicants, the ALF will not give any opinion either on the eligibility of a proposal, an applicant, a partner or the type of activity. Applicants are requested to read carefully the objectives of the Call and the eligibility criteria for project proposals.

We have voluntarily kept the scope of this Call for Proposals wide and flexible so that all organisations can apply regardless of their field of activity, as long as their project proposal is in line with our mission, which is intercultural dialogue.

26. What types of projects can we propose?

In order to ensure a fair treatment of all applicants, the ALF will not give any opinion either on the eligibility of a proposal, an applicant, a partner or the type of activity. Applicants are requested to read carefully the objectives of the Call and the eligibility criteria for project proposals.

You can find example of activities you can include in section 4.4 of the Guidelines (Eligibility of the Contents and Type of Activity(ies)) and in question 3.2 (Type of activity) of the online application form.

27. How can we find Partner(s) from the other shore of the Mediterranean? And if I am a member of your Network, there is no need for a Partner?

Even if you are a member of the ALF Network, you still need to have at least one Partner from the other shore of the Mediterranean in order to comply with the 1+1 formula. For more information about this, please refer to answers 2.12, 2.13, 2.14 and 7 of the FAQs available at

<https://www.annalindhfoundation.org/faqs>. In order to find partners, please consult answer 4.6 of those FAQs.

- 28. We are an association based in the North and we would like to submit a project proposal with three more partners, two of which are associations and one recently-created publishing house that is not set as an association but as an enterprise. Since the proposed activities are not-for-profit, is this Partner eligible as per section 4.3 of the Guidelines (Eligibility of the Project Partner(s))? If so, is there a declaration template that we need to sign? Should we attach this declaration to our application or will you request it later?**

Please refer to the eligibility criteria of the project Partners as per section 4.3 of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>. A declaration might be requested later if your project is selected.

- 29. We recently received a question from one of our members which has not been a member since the 1st of February 2020. They would like to know if they can apply for the Call as well.**

Please refer to answers 2.2 and 3 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

- 30. Our plan involves moving people from one country to another for exchanges, but in this scenario of uncertainty we are not sure about what we should do. In case it was not possible to travel, could we extend the implementation period?**

Given the current situation, the ALF strongly encourages applicants to this Call for Proposals to be creative and flexible and plan for activities that could easily be adapted to a virtual format if needed.

The ALF will not authorise the selected candidates to extend the implementation period of their project. However, the ALF is closely monitoring the current pandemic situation and will adapt the Call calendar if needed.

- 31. We are a social cooperative/enterprise and a member of one of the ALF Networks. Are we eligible to participate as a social cooperative/enterprise?**

The applicant needs to be a legal person officially registered and established in one of the 42 EuroMed countries in order to be eligible to apply for this Call for Proposals. For more information, please refer to sections 4.1 (Eligibility of the Project Leader (Applicant): Who May Apply under Lot 1?), 4.2 (Eligibility of the Project Leader (Applicant): Who May Apply under Lot 2?) and 4.3 (Eligibility of the Project Partner(s)) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

- 32. If an organisation received, for example, Erasmus+ funds for a project in 2020, which also come from the European Commission, will it be ineligible for funding?**

An organisation is eligible to apply for a grant under this Call for Proposals even if it has received European funds as long as these funds do not cover the same project proposal that they are submitting to the ALF.

33. Is it possible to send the link to the uploaded presentation?

The presentation is available in English and French in our website at <https://www.annalindhfoundation.org/grants/guidelines>, under the Guidelines and the two corrigenda.

34. Can we be two Partners from the same North country and one from the South?

Yes, you can. For more information, please refer to answer 12 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

35. I would like to submit a project proposal that sets the basis for a new Euro-Mediterranean Network contributing to transferring cross-cultural values. So, for a specific project about the relation between mobility and immobility, that we would implement for 11 months, we would put in place the objective of duration. Should we specify this objective of the Network that we want to establish or should we focus on the specific project?

Please refer to answer 5 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

36. Can Partners only contribute with in-kind contributions or is it better if they do it financially?

We strongly recommend Partners to contribute financially to the project budget. In-kind contributions are also eligible but they cannot exceed 5% of the total eligible costs of the project.

37. Can we consider partners from Ceuta and Melilla as South?

No. They would be considered as partners from Spain, therefore from the North.

38. Can we work with Partners from Israel? If yes, are they South?

Yes, you can work with them and they are considered South. For more information, please refer to section 4.7 (Partnerships) of the Guidelines that you can download at <https://www.annalindhfoundation.org/grants/guidelines>.

39. With relation to the Simplified Logical Framework (Annex A1), we are considering cluster activities that reinforce each other. Can the different activities within each cluster refer to the same set of indicators, sources of verification and description of risks and assumptions?

Please refer to answer 4.16 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

- 40. I have a question about the Financial Identification Form (Annex F). Due to the current mobility restrictions, we cannot go to the bank to get their signature and stamp. Can we submit it without the bank signature and stamp for now?**

In case the bank signature and stamp cannot be obtained at the moment, please submit the Financial Identification Form (Annex F) and attach a copy of an e-bank statement showing the account number and name of the bank account holder.

- 41. Would a financial contribution from the Partners be considered as part of the co-funding?**

The Partners are strongly encouraged to contribute to the project budget as part of the co-funding, which has to be at least 10% of the total eligible costs of the project. However, please note that the financial contribution by the Leader is compulsory.

For more information, please refer to section 3.1 (Size of Grants) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

- 42. Are human resources provided by another donor considered as an in-kind contribution or a financial contribution?**

Please note that financial contribution by the Leader, its Partner(s) or other sources of funding are not allocated to a specific budget line, but these funds are injected to the global budget of the project. Costs of human resources are considered eligible financial contributions provided that, at the time of reporting, they are justified by HR contracts, timesheets and payslips.

For more information, please read carefully the Instructions sheet of the budget template (Annex C) that you can download from our website at <https://www.annalindhfoundation.org/grants/guidelines>.

- 43. What is the percentage of pre-financing transferred after signing the contract?**

According to corrigendum number 2 published on the ALF website at <https://www.annalindhfoundation.org/grants/guidelines>, the pre-financing payment is 70% of the ALF contribution (excluding the contingency reserve, if applicable).

- 44. In case the ALF online application system collapsed due to technical issues and we could not submit our application, would it be possible to send it by email?**

In order to avoid last-minute issues, please read carefully and follow the recommendations available at the end of our How to Apply website: <https://www.annalindhfoundation.org/grants/how-to-apply>.

In case you wish to address any complaint related to the submission of you application to the ALF, you must send it no later than the 6th of June, 2020, at 16.00 hrs Egypt time (GMT +2) to the ALF by email to the following email address: ALFgrants@bibalex.org.

45. Can certain project activities be held before October 1st 2020 if they are not funded by the ALF? For example, a coordination meeting or the participants' selection.

Preparatory sort of activities may take place before the start of the project. However, they may not make part of the proposed project budget and shall not be eligible for ALF funding.

46. Should we use the logos of the EU and the ALF on the communication material?

You will have to comply with both the ALF and the EU Communication Guidelines (https://ec.europa.eu/international-partnerships/system/files/communication-visibility-requirements-2018_en.pdf), as the donors, if your project is awarded a grant under this Call for Proposals. You can find specific information about the use of the EU logo on the following file: https://ec.europa.eu/info/sites/info/files/use-emblem_en.pdf. Please read these documents carefully and follow the instructions set in them.

47. If the main component of the project involves receiving content from ALF member organisations in all the 42 countries throughout the entire project cycle, can it be stated on the application form that there will be 41 Partners?

Please note that, in order to be considered as such, project Partners must participate in designing and implementing the project, and therefore sign the Partnership Agreement (Annex D). For more information, please refer to answer 3.14 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

48. Concerning the eligible costs, what does "Taxes, including VAT, if a declaration is provided to ALF indicating that these taxes are reclaimable" mean?

The taxes (including VAT) paid by the project Leader and its Partner(s) during the course of implementation of the project can be considered eligible costs provided that the Leader can prove that such taxes cannot be reclaimed or reimbursed according to some law of exemption for example.

49. Regarding the indirect costs, do we have to add those incurred by Partner(s) to those incurred by the Leader in order to get to the 7% maximum percentage, or can we have 7% administrative costs incurred by the Leader and 3% by the Partner(s)?

The 7% indirect costs cap is calculated based on the total eligible costs of the project. Therefore, it includes any overheads or administrative costs incurred by the project Leader and/or its Partner(s). No indirect costs beyond this 7% limit will be considered eligible.

50. Should the contingency reserve be blocked as a financial guarantee at the bank, or should it simply be kept in the project Leader's system?

Please note that the pre-financing payment is released to the project Leader excluding the contingency reserve. The use of the contingency reserve requires the prior approval of the ALF.

51. Is it possible for the full project to be held only in the Leader's country?

The project activities can be implemented in one or more of the 42 EuroMed countries. For more information, please refer to section 4.6 (Eligibility of the Contents and Type of Activity(ies)) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

Given the current situation, the ALF strongly encourages applicants to this Call for Proposals to be creative and flexible and plan for activities that could easily be adapted to a virtual format if needed.

52. Can a venue be considered as an in-kind contribution?

The rent of a venue for an activity can be considered as an in-kind contribution as long as the cost indicated in the project budget is reasonable and corresponds to normal market rates.

53. Regarding questions 3.8, 3.9 and 3.10 of the online application, do the specific objectives, expected results and indicators have to be synchronized so that indicator 1 is directly linked to objective 1 and result 1, etc.?

Yes. As per the instructions/explanations available in the online application form, there must be a causal link among the indicators, the aim, the specific objectives and the expected results of the project, which should be presented in the Simplified Logical Framework (Annex A1).

54. Can the project title be written in Spanish?

The project title will be used in all communications by the ALF Secretariat. It should be clear and short, and must be written in English or French. However, you can translate the project title into your language and use it locally as well to increase the visibility of the project. Please remember that the project proposal and all the annexes must be drafted in English or French only. If submitted in any other language, your application will be automatically rejected.

For more information, please refer to section 6.1 (Administrative Check) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

55. Can we save the application several times before sending it?

Please refer to our How to Apply website: <https://www.annalindhfoundation.org/grants/how-to-apply>.

56. Can more than one person work in the application?

Yes, technically they can as long as have they the credentials to sign into the online application system. However, as per answer 4.16 of the FAQs available at <https://www.annalindhfoundation.org/faqs>, we strongly recommend that the same person fills in the application and all the annexes for the sake of consistency.

57. What certification or guarantee needs to be produced to ensure the applicant's financial capacity?

Please note that the documents that demonstrate the applicant's financial capacity will only be requested at a later stage from the preselected applicants, as per section 7 (Provisional Selection) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

58. Is it possible that the full financial contribution of the applicant be covered by sponsors or public bodies, e.g. the municipality?

No. The financial contribution by the project Leader is compulsory. In addition to the Leader's financial contribution, financial contributions by sponsors, partners, municipalities, etc. are also eligible. For more information, please refer to answer 3.4 of the FAQs available at <https://www.annalindhfoundation.org/faqs> and to section 3.1 (Size of Grants) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

59. Are costs incurred by the project Partner(s) eligible?

Yes, the costs incurred by the project Partner(s) are eligible in the same way as those incurred by the applicant (Leader).

60. In which languages can we submit our application?

You can only submit your application and its corresponding annexes in English or French. Any application received in a language other than English or French will automatically be rejected. For more information, please refer to section 6.1 (Administrative Check) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

61. Are projects specifically directed to minors (we implement our work at primary school level) with the participation of their families and teachers considered eligible?

Please refer to answer 4.14 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

62. Can participants be under 15?

Please refer to answer 4.14 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

63. If we plan mobility activities that cannot finally take place due to the Covid-19 pandemic and we adapt them to an online format, will the budget be decreased when we handle the final report?

It is strongly recommended to have an alternative plan in case the Covid-19 pandemic prevents the implementation of mobility activities or physical meetings. Such alternative plan must be presented in the application form and is subject to evaluation. In case the original plan changes during the project implementation, a request must be submitted to the ALF including

changes/revision of the budget before such changes are put in place. Changes may be validated by way of addendum to the contract.

64. Do we have to submit the Partnership Agreement (Annex D) along with the proposal?

Yes, the Partnership Agreement (Annex D) must be submitted alongside the online application form and the rest of annexes available at <https://www.annalindhfoundation.org/grants/guidelines> (under the section called “Templates to be downloaded, filled in and uploaded online”).

65. Does the project manager/coordinator have to be an employee of the Leader organisation or may he/she be an employee of the Partner(s)?

It could be either as long as it is correctly specified in the budget (Annex C) and in the online application form.

66. Could you explain a bit more about Annex A1 (Simplified Logical Framework)?

The Simplified Logical Framework (Annex A1) is a document that helps the project Leader to draft the project and summarise it. It will allow you to establish a causal link among the indicators, the aim, the specific objectives and the expected results of your project proposal. For more information, kindly refer to answer 4.16 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

67. How does the co-finance work? Do we, as applicants, state the amount of contribution (say 10%) or is it later decided by the ALF after the grant is awarded? It is not clear from the Guidelines how the percentage of co-finance is allocated.

The applicant designs the project budget (Annex C) including the allocation of sources of funds, taking into consideration that the ALF may contribute from 25% up to a maximum of 90% of the total eligible project budget. The remaining percentage (10% to 75%) must include a financial contribution by the applicant (project Leader), which can be combined with other sources of funding.

For more information, please refer to answer 3.21 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

68. We already submitted an application before the deadline was extended, so now the dates we chose are not in line with the updated ones. We would like to withdraw our application, is that possible?

Yes, you can submit a new application for the same project correcting the dates. Please send an email to ALFgrants@bibalex.org informing us of your decision to withdraw your initial application. When we perform the technical assessment of your proposal, the latest application form will be taken into consideration.

69. One of the main expenses of our project is to purchase certain equipment, which must be done before the beginning the project. Is it an eligible cost?

Please note that expenses incurred before the signature of the grant contract shall be considered as ineligible for funding. For more information, please refer to section 4.9 (Eligible/Non Eligible Costs) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

70. Is it compulsory to have a common project with another Euro-Mediterranean organisation in order to be eligible?

Please refer to answers 2.13 and 8 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

71. What is the age range that you consider Youth?

Please refer to answer 4.13 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

72. What is the maximum percentage of the budget (Annex C) that can be allocated to the Human Resources heading (salaries)?

There is no maximum percentage as long as the amount you allocate to this budget heading is reasonable, clear, realistic and necessary for implementing the activity.

73. Is it possible to include participants from countries other than the 42 EuroMed countries?

Projects should involve participants from the 42 EuroMed countries. Participants from other countries should officially reside in one of the EuroMed Partnership Countries.

For more information, please refer to section 4.6 (Eligibility of the Location(s) for the Project and Origin of Participants) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

74. Due to Covid-19, it is not possible for us to get some signatures and stamps for some annex forms right now. Do we still have to submit those forms with signatures and stamps?

Please use electronic signatures and stamps where applicable.

75. We are registered into the ALF Network as the research centre of the university that we are part of. The university has legal entity but not the research centre. Is it okay if the head of the research centre signs the declaration form (section 6 of the online application) and Partnership Agreement and Sworn Statement (Annex D), or do we need the signature of our rector?

Please note that, in order to be eligible to apply for a grant under this Call for Proposals, you should be a legal entity and all the documents need to be signed by the legal representative or the authorised person of the organisation.

76. Given the compulsory lockdown and intercity travel restrictions imposed during the current situation that we are facing, would the ALF be understanding if some grant documents were missing?

Please note that all the requested documents must be submitted. Please refer to section 6.1 (Administrative Check) of the Guidelines available at <https://www.annalindhfoundation.org/grants/guidelines>.

77. Can the accountant's salary be considered as administrative costs?

The accountant's salary shall be included under the Human Resources heading of the budget (Annex C) as a direct cost, but it could be considered as administrative costs (indirect costs) depending on the size and nature of the organisation, the project budget and the scope of the planned activities.

78. Is it possible to make profit from this grant? And how should we treat the surplus?

All project activities either implemented by the Leader or the Partner(s) may not have profit-making purposes. Any profit generated by a project funded by the ALF must be re-injected in the project budget.

79. Under section 1.13 of the online application form (Human resources capacity), should we only include the staff that will be working on this project from the Leader organisation, or also the staff from the Partner organisation(s) and/or freelancers?

Please refer to answer 3.24 of the FAQs available at <https://www.annalindhfoundation.org/faqs>.

80. How will volunteer work be considered?

The work carried out by volunteers under the project can be considered as direct eligible costs on the basis of unit costs in the budget (Annex C) and may be treated as co-financing.