

## FAQs on the 5<sup>th</sup> EUKI Call for project proposals

### (Co-)financing

1. Q: In the Information on Financing you are stating that “it is expected that applicants will make an appropriate contribution to the costs of the project out of their own funds or in the form of third-party funds obtained from other donors” Could you please quantify the expected co-funding rate?

*A: The appropriateness can only be decided on a case by case basis and depends inter alia on the financial strength of the applicant, the general availability of funds for non-profit institutions in the respective country etc. A fixed minimum level for co-financing does not exist. Usually for smaller NGOs in the EUKI focus countries a co-financing rate of approximately 5% can be deemed appropriate. For implementers or their partners from Northern or Western EU MS the expected co-financing rate is usually a multiple of that number.*

2. Q: Can co-financing also be provided “in-kind”, e.g. by providing equipment or personnel (Annex 5)?

*A: Any non-monetarised in-kind contributions such as provision of equipment, conference venues or volunteer work are not eligible for co-financing. Costs of seconded personnel can only be accepted as co-financing if a regular employment contract is presented and costs are duly booked in the accounting system.*

3. Q: Are implementer or implementing partners requested to provide a bank guarantee or other collaterals?

*A: No bank guarantee is requested for the release of pre-payments. Though for grant contracts usually 10% of the overall contract value will be withheld until the final report is accepted.*

4. Q: Can the total budget of a project exceed EUR 1.000.000?

*A: Yes, while the maximum amount of project funding EUKI can provide is EUR 1.000.000, this does not prevent other parties from contributing additional funds.*

### Focus countries and eligibility

5. Q: Institutions from which countries are eligible for EUKI-funding?

Official office/Registration	Implementer	Implementing Partner
EU member-state	✓	✓

Albania/ Bosnia and Herzegovina/Kosovo/North-Macedonia/Montenegro/Serbia	✘	✔
Turkey	✘	✔
United Kingdom	✘	✘
Switzerland	✘	✘
Norway/Iceland/Liechtenstein	✘	✘
Ukraine/Russia/Belarus/Moldova	✘	✘
Other countries	✘	✘

6. Q: Does it lower our chances to get funding if we are based in Western Europe (Denmark, Belgium etc.)

*A: The primary evaluation criterion is the quality of the project outline and good proposals are welcome from across the EU. Though, as stated in the information on financing the EUKI program focuses on Central, Eastern and Southern EU member states as well as the Baltic States and EU candidate countries. Hence, the majority of projects selected shall be primarily targeting final beneficiaries in those countries. This does however not exclude partners from Western Europe to be part of the project consortium.*

7. Q: What types of organisations are eligible for funding?

*A: Both applicants as well as other implementing partners must be non-profit entities and/or belonging to one of the following categories: Non-governmental organisations, national/regional/local authorities, non-profit enterprises and academic and educational institutions. If within one and the same institution there is a commercial operation alongside a non-profit business, the former is excluded from financing. In such cases, implementers must prove that the project is being implemented exclusively in the non-profit area of the business and that project activities explicitly do not include any commercial activities within the meaning of European legislation on State Aid. Only legal entities endowed with legal capacity are eligible for funding; individuals cannot apply.*

8. Q: What is required in order to proof that an organisation is non-profit?

*A: The organisation must be non-profit according to their statutes as well as their actual activities (for both, evidence must be provided). For German organisations, a recent notice of exemption from the local tax office ("Freistellungsbescheid") is required.*

9. Q: What kind of information shall be submitted under Annex 2 "References" in the online application tool?

*A: Annex 2 refers exclusively to other projects already implemented or in the process of being implemented by the applicant or the implementing partners. By listing previous experiences, you demonstrate that your organisation has the necessary technical and administrative capacities to implement the requested grant.*



10. Q: Is it possible to receive a follow-on grant for an existing project?

*A: In general, it is expected that projects are designed in a way that they achieve their objectives within the given timeframe and that these results will sustain beyond the end of project without additional support. Though in exceptional and well justified cases follow-on funding might be made available (e.g. for scaling-up or intensifying previous activities).*

11. Q: Is it possible to obtain funding for a project that is part of a bigger initiative that is already being implemented?

*A: Projects that have already started are not eligible for funding. If the proposed project is part of a bigger initiative but sufficiently distinguishable from other projects in this initiative it could in principle be eligible.*

12. Q: Can organisations founded less than three years ago apply for EUKI-funding?

*A: Potential applicants and implementing partners must demonstrate that they have the necessary technical and financial capacities to administer the requested grant. This is verified first and foremost by their administrative track record over the last three years. Recently established organisations may receive funding only if they can convincingly demonstrate to have built up the necessary capacities in other ways. It is also highly recommended for younger organisations to apply first as implementing partners to an experienced implementer.*

13. Q: With regards to average annual revenue of the implementer, is only the implementers own revenue taken into account or the revenue of all project partners combined?

*A: The average annual revenue over the past three years of the implementer alone is used to determine the maximum amount of project financing.*

### **Project partnerships/subcontracting**

14. Q: Is it a necessity to establish a consortium to receive funding?

*A: It is not mandatory; but we do encourage to form partnerships with other institutions since one of the key aims of EUKI is to establish and to strengthen sustainable bilateral and multilateral cooperation within the EU.*

15. Q: In the „Information on Financing it is stated that subcontractors may only be selected through a competitive procedure. Could you please provide further information on the selection process for sub-contractors?

*A: Minimum standards for subcontracting are laid out in Article 5 of the sample [grant agreement](#) and Article 5 of the [Zuschussvertrag](#). Whereas the procedure is laid out in more detail in the [Zuschussvertrag](#) itself the provisions of the grant agreement are supplemented by [Annex 4a](#) of the grant agreement which is available [here](#).*

16. Q: Can implementing partners award contracts to sub-contractors or is the implementer the only partner allowed to do this?

*A: Implementing partners can purchase external services under the same conditions as the implementer*

17. Q: What is the difference between an implementer or implementing partner and a final beneficiary?

*A: An implementer is an institution receiving a grant from EUKI (and may forward subgrants to implementing partners – if any), e.g. a think tank. The final beneficiaries are those target groups ultimately benefitting from the results of the project, e.g. a ministry which is designing a new funding scheme based on study prepared by the think tank.*

18. Q: Is it possible to change implementing partners after the contract is signed?

*A: This is possible in very exceptional cases if a strong justification for the change is presented and the new implementing partner has successfully passed the commercial qualification test.*

19. Q: Can EUKI help in finding project partners?

*A: Unfortunately not.*

## **Budgeting**

20. Q: Is it necessary to submit a budget proposal with the project outline?

*A: With the project outline, we only require an estimated total financing volume. In the second round, we require a project proposal that includes a detailed budget.*

21. Q: Do we have to budget gross salaries of internal staff working on the project?

*A: Yes, please always calculate gross salaries incl. employer's contribution and other regular contractually defined salary components*

22. Q: Can EUKI-funding be used to purchase materials and equipment?

*A: Materials and equipment that are to be used in order to apply and disseminate technical solutions for climate action are eligible for financing for relatively small applications.*

23. Q: What share of EUKI-funding should be allocated to non-German implementers?

*A: Apart from supporting ambitious climate policies across the EU EUKI seeks to support the financial and institutional development of environmental organisations in (primarily) Central, Eastern and Southern Europe as well as in the Baltic States and*

*Candidate Countries. Therefore, we would like to see the greater share of the funds to be allocated to organisations in these countries.*

24. Q: Should the budget be presented year by year or only as total sums?

*A: For the project outline (1<sup>st</sup> stage) we require you to provide total amounts per year, for individual categories just overall sums. For the full proposal (2<sup>nd</sup> stage) you will be required to prepare a detailed financial plan.*

## Other

25. Q: Is it possible for an implementer or implementing partner to submit more than one proposal under this call?

*A: Yes, there is no formal limit to the number of project outlines an institution may submit both as an applicant or partner.*

26. Q: What is meant with “other suitable body in the target country” mentioned in the explanatory remarks of Annex 4 “Letter of Support” in the online application tool.?”

*A: In certain project contexts - esp. where the final beneficiary of the action is not the government - other bodies might be more suitable to provide a credible letter of support. E.g. for projects targeting SMEs such a letter might come from a business association.*

27. Q: How much time will the project partners have to develop a full project proposal after they have been notified of the preselection of their concept note.?

*A: Implementers whose project outlines have been selected in the first round will be asked in writing to prepare a full project proposal, which must be submitted within approximately six weeks.*

28. Q: Is it necessary to submit official translations of required documents with the application?

*A: In general, documents need to be submitted in German or English. If the original document is in another language, we recommend an official translation in one of these languages to be included, but an internal translation is also admissible.*

29. Q: What is the latest date for a project to start?

*A: 01.11.2021 would be the latest possible contractual starting date.*

30. Q: Our target groups are companies. Would such a project be eligible?

*A: Companies are one of the target groups of EUKI. Though, we can only finance projects that are not distorting the internal market as requested by EU State Aid rules. Please consult the Information on Financing for further information.*

On behalf of:



Federal Ministry  
for the Environment, Nature Conservation  
and Nuclear Safety



European  
Climate Initiative  
EUKI

of the Federal Republic of Germany

31. Q: Do we need to submit letters of support during the first stage or the second?

*A: Letters of support must be submitted during the first round.*

### **Disclaimer**

These FAQs reflect the current EUKI practice and, if applicable, scope of discretion. As such these FAQs are not binding and do not justify any legal claims. The FAQs do not claim to be exhaustive. In objectively justified individual cases other decisions might be possible.