

FREQUENTLY ASKED QUESTIONS (FAQs)
Grants programme in the area of communication
2016-2019

Calls for proposals
COMM/FPA/2016
COMM/SUBV/2016/M
COMM/SUBV/2016/E

Ref.	Question (similar questions have been grouped)	Answer
1- General		
1.1	When will the next call for "Financial support for communication actions aimed at raising public awareness and encouraging wide public interest in the European Decisional Process" be published?	<p>1) The call for proposals for partnership in the media category (COMM/FPA/2016) was published on 22 April</p> <p>2) The call for proposals for grants in the events category is expected to be published at the beginning of May 2016</p> <p>2) The call for proposals for grants in the media category is expected to be published mid-June 2016</p>
1.2	What is the application procedure? Can we send zip files?	All applications must be submitted by email. It is possible to include zip files. Please refer to the guidelines in the calls for proposals and corresponding application form.
1.3	Where are published the results of the evaluation?	All results are communicated to the applicants by email. The list of grants awarded annually is published on the EP website at the latest on 30 June of the year following the award.
1.4	I cannot open the application form on my computer	See FAQ 2.10
1.5	Will it be possible to apply for partnership and/or for grants in 2017?	<p>It is foreseen to reopen the call for proposals for partnership every year under the grants programme 2016-2019 for the purpose of applying for grants under subsequent specific call(s) for proposals in the media category.</p> <p>Calls for proposals for grants in the media and events categories are expected to be published every year until the end of the grants programme 2016-2019.</p> <p>The publication schedule will be announced on the website.</p>

2 - Partnerships

2.1	<p>We would like to become a Partnership Applicants in the category of the media.</p> <p>Could you please tell me what we have to do, to become partnership applicants?</p>	<p>Please see the requirements set out in the call for proposals for partnership available at http://www.europarl.europa.eu/contracts-and-grants/en/20150201PVL00100/Grants</p>
2.2	<p>Would be possible to continue a programme which has already received a grant from the EP under the next grant programme as we think we could distribute it to more media and companies?</p>	<p>The only criterion is that the project proposal must be in line with the requirements of the call for proposals. It is up to the applicant to define if it is more relevant to present a brand new project or a follow-up action.</p>
2.3	<p>- My organisation signed a partnership with the EP in 2012. Do I need to apply again for partnership?</p> <p>- I would like to know if this partnership is valid for future calls or if I have to re-apply for partnership according to CALL FOR PROPOSAL FOR PARTNERSHIP COMM / FPA / 2016.</p> <p>- organisations like us that we had a framework partnership before and expired end of 2015, we need to resubmit right?</p>	<p>Your Framework Partnership Agreement with the European Parliament was signed under the past multi-annual grants programme 2012-2015. FPAs concluded under the previous programme continue to apply only until the end of running projects.</p> <p>In order to be eligible to submit a grant application in the media category under the new programme 2016-2019, applicants must first submit a partnership application under call COMM/FPA/2016, which is available on our website. This requirement also applies to the former partners of the European Parliament.</p>
2.4	<p>In regards to the establishment of framework partnership agreement, there is a declaration of honour that needs to be completed. However, there is an amount that needs to be inserted and I understand that at this stage the application is only for the establishment of framework partnership. Can you please clarify?</p>	<p>Indeed, no amount needs to be inserted at that stage. The main purpose of the declaration on honour for the framework partnership agreements is to certify that the applicant is not in one of the exclusion situation listed in the Financial Regulation.</p>
2.5	<p>With ref.to COMM/FPA/2016, Checklist for applicant/supporting documents on operational capacity item 6:Could you, please specify what you mean by "average reach capacity" of the applicant, i.e. is this the technical penetration of our TV channels or the average daily, weekly,</p>	<p>Please refer to section 7.2 of the call for proposals:</p> <p>p. 10</p> <p>"a) the capacity to reach at least the following audience in the</p>

	<p>monthly reach on an year, or two years, or other period basis.</p> <p>Or it's the yearly reach of the channels for 1 or two years average basis, separately or combined? If the figure requested is a reach value, please clarify the reach definition, i.e. on 30 seconds consecutive viewing basis, or 60 seconds, or other time slot definition?</p>	<p>country(ies) of activity for each of the field(s) of application: For television:</p> <p>a) either 2% of the national audience (average daily reach calculated on the basis of data gathered on a yearly basis or equivalent) using its own channel or in cooperation with one or more TV channels established in the same Member State,</p> <p>b) or 1,000,000 unique viewers, (average daily reach, calculated on the basis of data gathered on a yearly basis or equivalent) provided that the applicant demonstrates the capacity to reach trans-border audience (e.g. on the basis a cooperation agreement with one or more TV channels established in another Member State).</p> <p>c) or be among the 2 major televisions at regional level in terms of audience, (after the national TV) (based on average daily reach, calculated on the basis of data gathered on a yearly basis or equivalent). The list of EU regions is available at: http://cor.europa.eu/en/regions/pages/europe-in-my-region.aspx</p> <p>p.11 "Reach capacity calculated on the basis of data gathered on a yearly basis (Year N-1) or equivalent backed up by the national monitoring authority or a third party monitoring body (e.g. Eurobarometer, TNS, IPSOS, GFK, Reuters, Nielsen, médiamétrie, Kantar, Gallup, CIM, AGF, Google analytics, Estudio General de Medios or equivalent) divided by the total population;"</p>
2.6	<p>With ref. to COMM/FPA/2016, would you please give some more details about the Action plan referred to in Checklists for applicants and the guidelines. As far as we could not find an appropriate form of such Action plan among the documents uploaded, we kindly ask you to provide information of what we are expected to draft and attach to the application. Should it be something very detailed; or something referring to future activities for example TV productions related to FPA subject or...</p>	<p>The purpose of the so called Action plan is to describe the common objectives of the applicant and the EP in compliance with the objectives stipulated in the call for proposals and the types of actions contributing to the achievement of those objectives. This means that applicants should explain how 1) they share the objectives expressed in the calls; 2) how they intend to reach them (type of actions/activities). There is no template for such Action Plan.</p>
2.7	<p>Is the FPA needed for submitting the applications for activity (under a specific Call) and what would happen if we have not been approved for</p>	<p>Please refer to section 2.2 of the call for proposals. "It should be noted that, when responding to calls for proposals for grants, partners</p>

	signing of FPA	should propose projects in the same field(s) of application as the partnership application. Projects may also include subsidiary activities outside their principal field of application e.g. partners in the area of media (field of application: TV) may propose a project including an online media component" Only selected partners will be eligible to be awarded a grant under the specific calls for proposals in the media category.
2.8	Is the grants programme open for media institutions in Moldova?	Please see the eligibility criteria in the call for proposals for partnership in the media category or the call for proposals for grants in the events category (to be published beginning of May 2016).
2.9	Our question is related to the possibility (or not) to participate in more than one category, that is to say, if a company have different activities (TV and radio, for example) and want to participate in both (TV and radio), that would possible? [...] In that case, if a corporate's group want to apply, the application in each category have to be done in name of the whole group or in the name of each company of the corporate's group, depending on the category.	Your organisation may apply for partnership in one or more fields of application (TV, radio and/or online media) under one single application. In that case, the reach criteria (selection criteria-operational capacity) will be assessed for each field of application. It is up to your organisation to choose which company will apply for partnership. Please note that the applicant must comply with the eligibility criteria announced in the call.
2.10	We would like to apply for the PARTNERSHIP COMM/FPA/2016. However, when we try to access the application form on the following link: http://www.europarl.europa.eu/tenders/1.1_eGrants_media_partnership_application_form_v.2_00.pdf we receive the following error message (a print screen was added in the attachment): Please wait... If this message is not eventually replaced by the proper contents of the document, your PDF viewer may not be able to display this type of document. You can upgrade to the latest version of Adobe Reader for Windows®, Mac, or Linux® by visiting http://www.adobe.com/go/reader_download .	Please follow the following procedure: - right click on icon "EN" next to the PDF form and select "save target as", "save link as" or save "as". - save the PDF form on your computer - open the PDF form

	After updating to and later downloading the newest version, we still receive the same error message. We have tried different browsers and operating systems, but we still receive the same message.	
2.11	<p>In article 7.2 of the Call there are some requirements for applicant's capacity to reach particular part of the audience.</p> <p>1. For television. Since we are regional television (for Šiauliai region), we do not have neither 2 per cent of the national audience nor 1 000 000 unique viewers. However where are only two televisions in Šiauliai region (us being one of them), would we be considered eligible applicants according to the point c) (paragraph "For television")?</p> <p>2. For online media. We own the regional internet portal Etaplus.lt covering news from whole Šiauliai region. For now we have about 8 thousand unique visitors per day and about 45 thousands unique visitors per month (and increasing). In the paragraph c) For online media the requirements sets at least 2 per cent of the national internet users (which would be about 42,5 thousand in Lithuania's case). Does this mean we cannot participate in this Call as an applicant in online media section?</p> <p>3. Can the application for partnership be submitted by the association of several regional internet portals in Lithuania which collectively cover 2 or more per cent of the national internet users?</p>	<p>1. If your organisation is in one of the situations listed under section 7.2 of the call for proposals (reach criteria), please provide the relevant data proving that your organisation complies with the criteria provided under section 7.2 (see page 12: Reach capacity calculated on the basis of data gathered on a yearly basis (Year N-1) or equivalent backed up by the national monitoring authority or a third party monitoring body (e.g. Eurobarometer, TNS, IPSOS, GFK, Reuters, Nielsen, médiamétrie, Kantar, Gallup, CIM, AGF, Google analytics, Estudio General de Medios or equivalent) divided by the total population)</p> <p>2. There are two possibilities: either your organisation reaches 2% of the national internet users (average daily unique visitors calculated on the basis of data gathered on a yearly basis or equivalent), or 1,000,000 average daily unique visitors calculated on the basis of data gathered on a yearly basis or equivalent, provided that the applicant demonstrates the capacity to reach trans-border audience (e.g. on the basis of a cooperation agreement with one or more media established in another Member State).</p> <p>3. The call for proposals does not foresee the possibility to conclude multi-beneficiary agreements (consortia). As explained under section 6.2, the applicant must be a single legal entity complying with the eligibility criteria set in the call for proposals. However, this does not prevent the applicant from working with a network of partners at national or transnational level. In such case, the criteria remain as described above.</p>
2.12	Which projects will be eligible under the call for proposals for grants in the media category?	The call for proposals for grants in the media category is expected to be published mid-June 2016. In the meantime, information on the targeted projects may be found in the call for proposals for

		partnership, section 3.3
2.13	<p>We are applying under the CALL FOR PROPOSALS FOR PARTNERSHIP COMM/FPA/2016 FOR THE ESTABLISHMENT OF FRAMEWORK PARTNERSHIP AGREEMENTS¹ IN THE CATEGORY OF MEDIA , PERIOD COVERED: 2016 – 2019.</p> <p>At the point 7.2 Operational capacity, we read that: Applicants must have the capacity to reach at least the following audience in the country(ies) of activity for each of the field(s) of application:</p> <p>b) For radio:</p> <p>a) either 1% of the national audience (average daily reach calculated on the basis of data gathered on a yearly basis or equivalent) using its own channel or in cooperation with one or more radio established in the same Member State.</p> <p>(...)</p> <p>Do we have to provide you a sum of the involved local radios' data, or only the applicant number of audience? Do we also provide you a letter of intent or other document from the involved local radios to demonstrate the cooperation with them?</p>	<p>You must provide the official data which is necessary to prove that you fulfil at least one of the conditions reproduced below.</p> <p>- Please also provide in your application file a letter of intent or other document from the involved local radios to demonstrate the cooperation with them</p>
2.14	<p>Referring to CALL FOR PROPOSALS FOR PARTNERSHIP COMM/FPA/2016 I have a question concerning needed audience. [...] Articles were published by several or even a dozen key websites. However we do not know whether the clause in the call for partnership does not preclude us from application, because directly our websites do not reach necessary audience ratings. What is the position of the EP on this issue?</p> <p>In case we cannot apply as an agency I have other questions. Could we apply in partnership with the website which has a large coverage? What is the proposed method to check, if the website achieve the 2% of the national internet users?</p>	<p>As regards your first question, please refer to the criteria set in section 7.2 of the call for proposals for partnership.</p> <p>The reach criteria for online media is:</p> <p>a) either 2% of the national internet users (average daily unique visitors calculated on the basis of data gathered on a yearly basis or equivalent), b) or 1,000,000 average daily unique visitors calculated on the basis of data gathered on a yearly basis or equivalent, provided that the applicant demonstrates the capacity to reach trans-border audience (e.g. on the basis of a cooperation agreement with one or more media established in another Member State).</p>

		These criteria apply only to the applicant, except in the case of trans-border cooperation, as described under point b) above.
2.15	Where do we find information on “section 6.2” (Supporting document No. 4), “section 7.1” (Supporting document No. 5), “section 7.1” (Supporting document No. 5), and “section 7.2” (Supporting document No. 6)? Are those section part of the application form resp. the call for proposals? Are they actually named “section” or are they titled differently?	The checklist for applicant refers to the sections of the call for proposals and not to the application form.
2.16	If there are travel and accommodation costs as well subsistence allowances made within the execution of the project will they be refunded during the project or after its completion? What is the time frame for reimbursement if the costs are refunded after the project is completed?	Please refer to the guidelines for applicants published on our website + the model framework partnership agreement/grant agreement
2.17	When providing data for the average daily unique visitors and reach capacity of an online media, can we provide data from online audience behaviour measurement company Gemius and/or web analytics service Google Analytics? Should we include different stats for the different online websites in the group or make a combined report?	It is up to the applicant
2.18	With ref.to COMM/FPA/2016, eGrants application form: This form does not allow the inserting of any additional explanations in its financial part regarding financial capacity, such as the years to which the "last closed accounts" refer or mentioning of which year would be "the previous year" (for example we mean to insert 2014 or 2013 as years of reference). Where/how would you propose such information to be clarified. How would you prefer the amounts- in euro or BGN (the application form does not allow also any specification in this regard to be made- just numbers are allowed)	There is no need to specify which years correspond to the 'last closed accounts" and the "previous years" because they mentioned in the annual accounts which you are requested to attach to your application. Please fill in the application form with amounts in € if possible.

Grants		
3.1	If the applicant is awarded a grant in the media category when will it receive the actual distribution of the funds?	Please refer to call for proposals for grants in the media category which is expected to be published mid-June
3.2	If the applicant is awarded a grant in the events category when will it receive the actual distribution of the funds?	Please refer to call for proposals for grants in the events category
3.3	<p>In the "Guidelines for applicants Grants programme in the area of communication 2016-2019" it is written: An organisation that normally operates for profit may apply for a grant but will need to clearly demonstrate that the project being proposed is of a non-commercial nature, and that no profit generation is included in the estimated budget.</p> <p>But in the "CALL FOR PROPOSALS COMM/SUBV/2016/E": To be eligible for a grant, applicants must be able to demonstrate that they are: Non-profit making; Public authorities and profit-making entities are non-eligible entities under this call for proposals.</p> <p>Does it really mean that profit-making entities are not eligible for the events call, even if they clearly demonstrate that the project being proposed is of a non-commercial nature?</p>	<p>The guidelines for applicants provide the general principles applicable to grants in general. In this legal framework, the contracting authority may decide to set stricter criteria. In the call for events, for instance, Public authorities and profit-making entities are non-eligible entities under this call for proposals. This is not in contradiction.</p> <p>This criterion does not apply to the specific call for proposals for grants in the media category.</p>
3.4	<p>In the media category, please clarify the following:</p> <ul style="list-style-type: none"> - When you ask us to include a "Number of guaranteed contacts based on previous record", what are you referring to? Relevant persons already contacted or sources of information? - You ask for "a declaration of guarantee that the proposed programme(s) 	<p>There is no special template for the declaration of guarantee.</p> <p>Concerning the number of guaranteed contacts, the applicant should indicate the audience that the project may reach. This number of persons should be based on previous experience in similar projects.</p>

	will be broadcasted in the event that a grant is awarded”. Do you have any template or model to do it?	
3.5	<p>In relation to the "List of key indicators for project proposals and reporting"(2.4.) in the media category, we would like to know more information about the following indicators:</p> <ul style="list-style-type: none"> • For Media: Satisfaction rate • Exposure rate (compared to average exposure) • TV & Radio: Number of media reports on EP/MEPs 	<p>Indicators must be provided by applicants in their project proposal, with a view to measuring the outcome (impact) and the output of the action at final reporting stage against objectives and expected results. Outcome and output indicators must be defined by applicants depending on the subject of the action. Applicants should provide the data for all relevant indicators as per the list of indicators annexed to the calls for proposals. Where the indicator is not relevant they should mention N/A (not applicable). Where relevant, the key indicators provided by the EP may be complemented by other indicators proposed by the applicant.</p> <p>It is up to the applicants to propose indicators (in the grant application), on the basis on which they will report on the achievement of their project (in the final report). The purpose of the list of indicators annexed to the call for proposals is to help them define their indicators. If they are not relevant, please use other indicators.</p>
3.6	<p>- Can you please clarify whether the applicant organisation can have any partner organisations? By partner organisations I mean other NGOs that will contribute to the implementation of the project based on their area of expertise and will participate in some of the activities, not subcontractors that will provide services for the project.</p> <p>- Can a partner present an application in the field of media in its name including another organisation as partner, although our two structures have both their own Framework partnership agreement?</p>	<p>The calls for proposals do not foresee the possibility for consortium to apply for a grant (multi-beneficiary agreements). However, the applicant may work with partner organisations which should be mentioned in section 1.1.f) of the grant application “methodology to be followed and project implementation”. In this case, the EP will only have a contractual relationship with the applicant.</p>
3.7	Is it possible to apply in order to continue a project, which has received a grant under the previous programme?	It is not forbidden under the calls for proposals.
3.8	Can the same organisation apply two times for two completely different actions and collaborators under the same call for proposals?	It is not forbidden under the calls for proposals

3.9	<p>In the Guidelines for applicants, section 4.3 c) non-eligible costs, it states that “Costs which result from transactions between departments of associated beneficiaries” are non-eligible.</p> <p>If the applicant is an umbrella organisation (Media group) with different companies within the groups, does this mean that companies cannot issue invoices between them and the main company?</p>	<p>This mean that “additional” costs related to transactions between departments of associated beneficiaries are non-eligible. However, subcontracting is permitted.</p>
3.10	<p>We have a doubt with 2.3_Model_specific_grant_agreement.pdf document. There is mentioned 2 annex documents (description of action and budget estimated) and we don't know if we have to use an established basis and we can't find them on PE's website or we have to create them from scratch, just to clarify.</p>	<p>The model specific grant agreement is provided for your information only. Please see the checklist for applicants in order to know which supporting documents should be sent with the project proposal</p>
3.11	<p>Can you specify what do you mean with Annex 3: Final financial reporting - supporting documents? This annex does not appear in the checklist and there is no model to fill it.</p>	<p>Annex 3 will be submitted at later stage to successful applicants. This was intended to be provided for information only (model of final reports). Therefore, please disregard it.</p>
3.12	<p>Is it mandatory to have external sponsor? Can the application be sent without them?</p>	<p>It is mandatory to have at least 40% cofinancing, either from your organisation or from an external sponsor</p>
3.13	<p>We would like to have some clarifications on the Annex 1 “reimbursement ceilings for accommodation costs and daily subsistence allowances in the EU”.</p> <p>1) For instance, if a TV team goes several days to shoot a show in Germany, should we budget the ceilings provided in the Annex for daily subsistence allowance (93 EUR) and for the Hotel reimbursement (115 EUR), which means budgeting 208 EUR per person and per day? 2) For Brussels, Luxembourg and Strasbourg, what is the difference between Hotel reimbursement ceilings and Accommodation reimbursement lump sums ?</p>	<p>Please apply your usual rules concerning the reimbursement of travel and accommodation costs in the limits mentioned in Annex 1. Accommodation reimbursement lump sum is an alternative solution used for EP staff: instead of requesting reimbursement of real costs, staff on mission may request a "remboursement forfaitaire". Please note in the case of a grant, the accommodation invoices will be requested at final payment stage anyway.</p>