



Abu Dhabi, 1 November 2018

[Strengthening Resilience to Violent Extremism -STRIVE Global- Support of Civil Society initiatives to Prevent/Counter Violent Extremism in Central Asia, Western Balkans and MENA region]

**Reference:** Hedayah/STRIVE/2018/R2/A2/02

Questions and Answers No. 1

**Question 1:** What kind of supporting letters from the stakeholders we consulted, you wish us to provide with the full proposal? Are Supporting letters mandatory?

**Answer 1:** It is recommended to include supporting letters from stakeholders involved. Originals or photocopies of originals of the requested supporting documents must be provided showing legible stamps, signatures and dates of the said originals. If the supporting documents are not written in one of the official languages of the European Union or (if applicable) of the country of implementation of the action, a translation into the language/one of the languages of the call for proposals of the relevant excerpts of these documents showing proof of the applicants' eligibility may be requested for the purposes of interpreting the proposal.

**Question 2:** Can the budget form we will send with the full proposal be somewhat different (i.e. including more expenses) than the budget expenses we already listed in the logframe?

**Answer 2:** Total budget amount submitted in a concept note can be increased just 20% in the full proposal.

**Question 3:** Can we send the full application via WeTransfer or only via pouch in hard copy? If yes, to which address?

**Answer 3:** Full applications (i.e. the full application form, the budget, the logical framework and the declaration by the lead applicant) must be submitted to Hedayah to the following email address: [strive.CVEprojects@hedayah.ae](mailto:strive.CVEprojects@hedayah.ae) with the reference "Hedayah/STRIVE/2018/R2/A2/02\_FP" and followed by the name of the lead applicant. Applicants must verify that their application is complete using the checklist (section 7 of Part B of the grant application form). Incomplete applications may be rejected. Applications must be sent from the NGO email used previously for the submission of the concept note.

**Question 4:** If we win the grant (hopefully) which percentage of that amount is prior to the realization of the project and which percentage is after handling the final report?

**Answer 4:** PRAG, chapter 6, section 6.3.8. Non-retroactivity: Grants may, as a rule, only cover costs incurred after the date on which the grant contract is signed. Exceptionally, a grant may be awarded for an action which has already begun only where the applicants can demonstrate and justify the need to start the action before the contract is signed. In this case, expenditure incurred before the submission of grant applications is, as a general rule, not eligible for financing. Under direct management, retroactive financing - where costs incurred before the signature of the grant contract but after the submission of the grant applications will be reimbursed requires a prior approval (Article 19 of Annex IV of the Cotonou Agreement) / constitutes an event to be reported (Budget). Under indirect management with ex-ante controls, the contracting authority must obtain the prior authorization of the European Commission. The current call for proposal only covers costs incurred after the date on which the grant contract is signed.

**Question 5:** We are not sure what is the number of the proposal in the application form and where to find it?

**Answer 5:** After the evaluation of concept notes, the Contracting Authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation to be included in the case of restricted calls: The pre-selected lead applicants will subsequently be invited to submit full applications.

**Question 6:** Could you please clarify until what time and according to which time zone it should be submitted?

**Answer 6:** 23:59 h 13<sup>th</sup> November 2018, Abu Dhabi Time (GMT+4)