



Support for projects of civil society organisations (CSO) in Montenegro within the project
CSOs in Montenegro – from basic services to policy shaping – M’BASE

**II Call for
Project proposals of civil society organisations (CSO) in Montenegro**

CLARIFICATIONS¹

Question 1	Reading the clarification from the I call for support for projects of CSO, I found your answer: ‘The organizations whose authorized person is a public official at the time of submission of the application or was a public official within the past year, cannot be supported within this call.’ Are there the same conditions in this II call, i.e. in which part of the Guidelines is this question explained?
Answer 1	All limitations are explained in the Guidelines for this call, i.e. including the matter of your interest in Chapter 5 - Rules of the Call, and pay also attention to the recently published Corrigendum No.1 - http://media.cgo-cce.org/2021/12/Corrigendum-no-1.pdf Kindly note that this Call is not identical to the previous one in some aspects, including certain limitations.
Question 2	Are the projects supported within the Call ‘CSOs in Montenegro – from basic services to policy shaping – M’BASE’ subject to VAT invoice exemption?
Answer 2	Yes. When drafting the budget, it should be borne in mind that costs exceeding 50.00 EUR are subject to VAT exemption when purchasing products or services from legal entities.
Question 3	If the project is not subject to VAT exemption, does the applicant communicates with the Ministry of Finance (submitting invoices, obtaining a certificate for VAT exemption, etc.), or the CCE carries out these procedures as the lead project organisation and the one who conducts the competition?
Answer 3	In the projects that will be supported, products and services whose gross value exceeds EUR 50.00 are exempt from VAT, as stated in the answer no 2. The procedure includes sending a proforma invoice to the CCE, as a contracting authority, and the CCE further communicates this with the EU Delegation to Montenegro.
Question 4	Are the costs and therefore the activities outside the territory of Montenegro eligible? This refers to the activity of a potential study visit that would be organized in the region (e.g. Croatia or Slovenia).
Answer 4	The Guidelines, more precisely Chapter 5 – Rules of the Call, item 5.4. prescribes that ‘projects have to be implemented in Montenegro’.
Question 5	Our NGO was registered in mid-November 2020, and by the end of 2020 we had no activities or inflows on the account, therefore, we did not submit balance sheets for that year. Can we participate in the call ‘CSOs in Montenegro – from basic services to policy shaping – M’BASE’ given that we cannot submit Financial report for 2020?

¹ Clarifications were given based on received questions to e-mail mbase@cgo-cce.org and during info sessions, with certain shortening during the processing of questions to address the essence



Answer 5	In addition to the application package, project applicants should submit a copy of the financial report for 2020 electronically submitted to the Tax Administration (with the number of statements assigned by the Tax Administration, nowadays the Revenue and Customs Administration). If the document is not submitted electronically, a copy of the balance sheet and income statement need to be accompanied by a copy of the certificate of submitted final account. Kindly note that there is obligation to submit a financial report to the Tax Administration regardless of whether there was any income.
Question 6	Can we have more than one partner and more than one institution as project associates?
Answer 6	The number of partners and associates is not limited. Keep in mind that each CSO can participate in this call only once, i.e. either as a project applicant or as a partner.
Question 7	There is a signature and stamp section for the partner, while we do not see this for the associates. Do the associates certify and sign the documents or do we just list them by adding columns to the associate grid?
Answer 7	For associates, only Table IX ASSOCIATES OF THE PROJECT APPLICANT need to be fulfilled.
Question 8	Is it necessary to submit a certificate of the Ministry of Education, Science, Culture and Sports for the implementation of projects in primary schools when applying for the project, or is it enough to state that it will be obtained later? So far, we have not had a problem as an NGO to get that certificate, but the procedure was to get it / ask for it only if project is supported within the call, and not in the project preparation phase.
Answer 8	In this phase, that certificate of the Ministry is not necessary.
Question 9	Given the announced changes of these limits, rates and percentages related to salaries from the beginning of next year, how can we calculate them now, because if these changes happen, we will automatically have a budget deficit?
Answer 9	In the budget within this Call (and the budgets within the calls announced by the EU) in the part concerning salaries, whether they are based on an employment contract or service contract, you should state the gross amounts that include all related taxes, surtaxes, etc. If the law is amended, it should not affect the gross amount, but the net. In addition, all changes that occur during the project are in the domain of risk that organizations must take into account.
Question 10	Within our planned budget of about 20,000 EUR, 9,200 EUR is planned to be allocated to fees and equipment, more precisely - about 6,000 EUR to fees and the rest for equipment, while funds up to 20,000 EUR for everything else related to activities and their implementation. If we do not get 100%, but 70%, does that mean we need to have an advance guarantee for these funds of 30% or they can be obtained from various discounts, environmental resources, fee waivers and volunteer engagement as in other calls?
Answer 10	The required funds within this competition can range between a minimum of 70% and a maximum of 100% of eligible costs. The gap between the total budget of the project and the amount of support approved through this call, if it is not supported 100%, it must come from non-EU budgets. Note that the staff costs should not exceed 45% of the total budget. It is up to you to decide on the share of support, which means that if you want 100% funding, and if the budget is in accordance with the principle of economic operation, you get full support.



Question 11	I am engaged, i.e. I am the head of two NGOs. Can I be an expert associate in both or a coordinator in one and an expert associate in the other? Are there any limitations, because I am going to apply for both NGOs, but with completely different projects?
Answer 11	The professional engagement of an individual is a private matter and part of the employment policy of organizations. Within this Call, the laws of Montenegro are applied, hence it is necessary that the organization complies with these laws when hiring employees and expert associates. Term 'expert associate' refers to persons that the organization hires for areas that it cannot be performed by its staff. From your question, we conclude that you are an authorized person in two organizations, and therefore you would potentially appear as signatories to two contracts, which further leads to the conclusion that you can only be a staff on the project, and not an expert associate.
Question 12	Can this Call support project that include the award of mini-grants to smaller NGOs with the aim of empowering them?
Answer 12	Priorities, themes and eligible activities are described in Chapter 3 of the Guidelines for this Call.
Question 13	The Guide prescribes that the total amount for salaries and fees cannot exceed 45% of the required amount. Does this also apply to the fees that are planned to be given to artists who are the backbone of the project, if approved? Namely, exhibitions of international well-known artists are planned and each has its own fee, both for its attendance and conversation, as well as for the works themselves, which means that a large part of the funds would be allocated to these instances.
Answer 13	See answer no. 10. These rules apply to the project team and not to external associates.
Question 14	Can organizations whose projects were not supported within the previous call apply with the same project?
Answer 14	Project proposals should be in line with the priorities, themes and eligible activities of this call, and if your project proposal is such, the fact that it has already been submitted is not a hindrance. We note that in the last Call there were a lot of quality projects that could not be supported due to limited funds.
Question 15	Are partnerships mandatory?
Answer 15	As stated in the Guidelines, partnerships are not mandatory but are allowed and advisable. Also, within the project evaluation, that segment is assessed according to the evaluation grid which is an integral part of the Guidelines.
Question 16	Can partners of the ongoing projects (supported within the I call) apply to the second call, either as partners or as lead applicant?
Answer 16	See the recently published Corrigendum no.1 - http://media.cgo-cce.org/2021/12/Corrigendum-no-1.pdf
Question 17	Can one organization apply to a call with multiple projects?
Answer 17	Guide, within Chapter 5 which refers to the rules of the Call, prescribes that each CSO can participate in this call only once, i.e., either as a project applicant or as a partner.