



FAQ

15th May, 2014

Read carefully the regulatory bases and the call before examining this FAQ document.

1. Is the Call already open?

No, it has not been yet published in the Official State Gazette (in Spanish, BOE). The Preliminary Call and its Annexes are available in the web for the potential beneficiaries, only for information purposes¹, for interested entities to become aware of all its aspects, clarify any questions that may arise and advance the preparations for the proposal submission.

2. If the documentation is not definitive, where can I find the latest version?

Both the Call and its Annexes are provisional documents that may change until the final version will be published in the BOE. The latest version will be available in Women's Institute site, and it is recommended to consult it regularly: [www.inmujer.gob.es / news / NovedadesNuevas / SubvencionesNoruega.htm](http://www.inmujer.gob.es/news/NovedadesNuevas/SubvencionesNoruega.htm), as the latest versions of the documents will be made available. These documents are preliminary and cannot be used for the submission of the application.

Once the Call is published in the BOE, this, and the final version of the Annexes will be provided in Word format so they can be used to submit the application.

3. When is the Call going to be publish?

The call is expected to be published in the BOE in late April.

4. How long do I have for submitting proposals?

The application can be submitted in the following ten working days after the publication of

¹ According to the general regulation established for this type of calls in the framework of the EEA Financial Mechanism, this previous information phase and questions clarification, should last, at least, two months, which started counting on the 10th of February 2014.



the Call in the BOE.

5. In what format do I have to submit the applications?

You must submit all the required documentation in paper and digital format.

6. Can I send the application by mail?

It is allowed to send it by administrative mail, addressed to the Women's Institute. Shipping date must be within the ten working days allowed in the Call. It is recommended that the mail stamp with that date appears, at least, in the application itself.

7. How should I submit the documentation in digital format?

The filled templates, from Annexes I, II, III, V, VI and, if necessary, also VII, should be presented in pdf format along with the scanned original documents or certified copies required under Article 10 of the Call. All of them may be:

- Attached to the application submitted on paper using CD, USB flash..., or
- Sent via email to convocatoriaEEE@inmujer.es. In this case, to prevent loss and possible failure in the delivery, it is asked to request return receipt and, in the email subject, indicate firstly the entity's NIF followed by "documentation in digital format."

In any case, delivery shall be made within the ten working days specified in the Call.

8. In what languages the applications must be submitted?

It must be filled in Spanish or, if presented in another language, it is necessary to attach a translation into Spanish.

9. How many projects can present each entity?

Each entity, as promoter, may submit a proposal for each project type (Type 1, 2 and 3), as long as they comply with the requested requirements.

10. The same entity can be promoter in one proposal and partner in other/s?



Yes. Any entity can be partner in all the projects it wants if it meets all the requirements needed to be a partner.

11. Can a legal person or a Company present a project?

No, in any case. They must be local authorities, business organizations, trade unions, non-profit universities and research centers and private non-profit associations.

12. What are local entities?

Are the ones defined in Article 3 of Law 7/1985 of 2 April, regulating the Local System (amended by Law 27/2013, 27 December, of rationalization and sustainability of Local Government). According to this Article 3, local authorities are:

- a. The Municipality
- b. The Province
- c. The island in the Balearic and Canary Islands (Island Councils and Island Cabildo respectively)

Also are local authorities:

- d. The Counties and other entities comprising several municipalities, instituted by the Autonomous Communities
- e. Metropolitan Areas
- f. The Associations of Municipalities

13. How must the groups of local entities get together?

Preferably, the aggrupation of local entities should have a single legal personality, with a unique NIF. Alternatively, an agreement, ratified by each participating entity is allowed. In this document it must be specified which entity assumes the role of representative of the group.

14. What entities can present a proposal to the projects type 2.1 y 3?

The private non-profit entities that have as statutory purposes the foster of women's entrepreneurship (Type 2.1 project) or the socio-labor insertion and integration of



vulnerable groups (for Type 3 projects). It is not mandatory that these entities are formed exclusively by women.

15. In the projects type 3, the target groups listed in the Call are the only ones allowed?

This list of vulnerable groups is not exhaustive or exclusive. It is allowed to submit a project addressing other vulnerable groups. In this case, it is important that the promoter explains, in the application, why the group proposed is considered vulnerable.

16. What does it mean that the projects type 1, 2.1 and 3 must be done in, at least, three Autonomous Communities?

The activities reflected in the project should be developed in three or more Autonomous Communities (CCAA). It is not necessary that the entity is based in all these regions.

17. Is it mandatory to have partners?

It is not mandatory, although having partners improves the score when assessing the applications.

18. What are the requirements requested for partners?

In general, an entity cannot be a partner if it could not be a promoter in any of the project types of the Call. For example, a local entity that cannot be promoter because it has a population over 150.000 people, cannot be a partner in any of the project types.

Also, the partners must meet the following requirements:

- i. Be legal entities that meet the requirements listed in Article 4.2 of the Call, or Article 4.3., if they are local authorities.
- ii. Its head office is located in Norway, Liechtenstein, Iceland, in any country outside the EEA that has a common border with Spain (Morocco and Andorra) or any beneficiary State of the EEA Grants (including Spain).
- iii. Share with the project promoter a common economic and social objective that will



be accomplished through the implementation of the project.

19. Can a legal person or a Company be a partner?

No, for the reasons indicated in the previous question.

20. Must the partners from other countries meet the same requirements than the Spanish's? How should they prove them?

It is necessary that the partners provide to the promoter entities official national documents that justify each of the requirements. They must also demonstrate that their registered office is located in Norway, Liechtenstein, and Iceland; in any country outside the EEA that has a common border with Spain; or any beneficiary of the EEA Grants. They should also share a common economic and social objective with the project promoter, which will be accomplished through the implementation of the project.

21. Does having more partners improve the score?

No. Having partners improve the score if compared with a project without partners, but there's no difference between having a partner or more than one. It is better having donor countries' partners and partners with different legal nature.

22. Do I need to present the agreement signed with the partners at the same time as the application?

At the time of submitting the application, it is not necessary to sign an agreement between the partners, it is only necessary to fill the template of the Annex VII. Once granted, it is necessary to present a partnership agreement, which will be in English if the partner entity is 'not Spanish', and that should be approved by the Programme Operator before its signature. For more information about the content of this agreement, please see "Partnership agreement" Article 6.8 of the regulation of the Financial Mechanism in: http://eeagrants.org/content/download/7079/86265/version/1/file/Regulation+EEA+F+M+2009-2014_amended+FINAL.pdf

23. Then, what documentation related to the partners should be submitted together



with the application?

Original and certified copy of sections e), f) and g) of Article 10 of the Call must be added to the application. Also, Annex VII must be filled with basic data of all partner entities. When signing this document, the project promoter becomes responsible of its partners complying with all eligibility criteria stated in Article 5 of the Call.

24. Is the budget assigned to a partner considered a subcontracting?

The Budget assigned to a partner is not considered a subcontracting.

25. What is the maximum percentage of subcontracting in a project?

Maximum percentage of subcontracting, referred to the total budget of the project, is 50%.

26. Can the project partner subcontract?

No, only the Project promoter can subcontract.

27. Project Promoters can subcontract part of the project to a donor country entity (Norway, Iceland and Liechtenstein)?

Yes, as long as the total subcontracting of this Project promoter does not exceed the 50% of the total budget.

28. How can the project partners justify their expenditure?

Expenditure is not justified by the project partner but by the project promoter, according to the Regulation of the Call. In order to do so, they must present:

- A technical report
- An economic report
- An Audit report developed by an auditor from the Official Registry of Auditors, according to the model provided by the Women's Institute (WI).
- Proof of compliance with the advertising rules.

Therefore, the project partners must present their justification of expenditure to the project promoter so this can justify it to the WI.



29. Can the co-financed amount be partially provided by the project partner?

Yes, a partner can co-finance a part or even the total amount the Project promoter has committed to.

30. Which entities must provide only 10% of cofinancing?

Non-governmental organisations (NGOs) must provide 10% co-financing. An NGO is a non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and political parties are not considered NGOs.

More specifically, NGOs are organisations meeting the following general principles:

1. Are non-profit, being organisations that have not been created nor operate to generate personal profit. Although they may have paid staff and may engage in revenue generating activities they do not distribute profits to their members nor to their board. Where revenue generating activities are undertaken, these should not represent the purpose of the NGO but should be solely a means to support its mission and values;
2. Have members who do not have any direct commercial interest in the outcome of the work of the organisation or of its commercial activities and should not pursue the commercial or professional interests of their members. This requirement therefore excludes trade and professional associations, where the aims and purposes of the association is to further the specific interests of its members only;
3. Are voluntary in nature, formed voluntarily by groups or individuals and usually involving an element of voluntary participation in the organisation;
4. Act in the public arena and for the public good on concerns and issues related to the well being of people, groups or society as a whole;
5. Have some degree of formal or institutional existence, unlike informal or ad hoc groups, involving formal statutes or other governing documents defining their mission, objectives and scope;
6. Are membership-based, with transparent structures and elected chair / board, and are accountable to their members and donors;
7. Are independent of local, regional and national government and other public authorities,
8. Are independent of political parties and commercial organisations.

The following entities are not considered NGOs: political parties, religious institutions as such, social partners or profit-distributing cooperatives.

31. In relation with the adscription of staff costs, is it necessary that staff have a specific contract for the development of this project?

No. Employment contracts specifically linked to the project can be funded, but also other type of contracts as long as there is a certificate from the legal representative of the entity assigning that particular staff to the funded project, indicating the percentage of



assignment and the specific tasks developed.

32. In case of specific hiring for the project, is it necessary that the contract specifies the realization of a particular activity of the project?

Yes, it should be specified, although it may happen that it's not the only reason for the hiring. In case other projects appear in the contract, a certificate from the legal representative of the entity assigning the percentage of dedication to the project and the specific tasks developed must be provided.

33. Can the public entities ascribe public servants or previously hired staff salaries?

Salaries from Town Hall staff assigned to the project can be ascribed to it as long as they are related with the cost of the activities that won't take place if the project doesn't occur. This implies that public servants or previously hired staff salaries are not eligible.

Alternatively they could ascribe extra time from these workers as long as they can demonstrate this concept has been effectively paid and it appears in the payslip as "Extra time". In this case, they must present an affidavit from the legal representative indicating those hours have been dedicated to the project.

34. Can a Project Promoter take over the travel expenses of those involved in the project when they are staff from the project partner?

Yes, and it will not be considered a subcontracting.

35. How are the indirect costs justified?

For the justification of the indirect costs, a detailed list of expenditure will be presented, Annex X from the Justification Guide (staff indirect costs) and XI (other indirect costs), that would be supported by:

- Receipts/ bills/ pay slips, etc., indicating the percentage allocated
- Payment supporting documentación.
- Method of how the calculation of the percentage applied for each type of indirect cost has been performed.

36. In relation with the requirement of presenting the CV of the people implementing the project, and in the case of public local entities hiring external people, given that they must make an open call, it won't be possible for them to present the



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exact CV.

Exceptionally, in the case of local authorities it would be enough to add the description of the profiles used to draw the public call for employment. This process can be used for all types of entities on the assumption that the staff that will carry out the project was not hired at the time of applying for the Call.

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