Following the order of all guideline sections, below are some of the most frequently asked questions (FAQ) by applicants of the First Call.

ELIGIBILITY

1. **What is the difference between the main applicant and the partner?**

The **main applicant** must be legally registered as a <u>non-profit cultural association</u> from the following countries: Morocco, Algeria, Tunisia, Egypt, Lebanon, Palestine and Jordan.

The **partners** can include profit organisations, institutions or other associations coming from different sectors, not exclusively from the cultural sector, registered in the Southern Mediterranean: Morocco, Algeria, Tunisia, Egypt, Lebanon, Palestine and Jordan.

2. **The main applicant organisation in my project isn´t non-profit. Will the proposal be immediately rejected?**

According to the guidelines, the main applicant must be a non-profit organisation. However, you can apply as the **main partner** while collaborating on the project with a **main applicant** that fits the criteria. When doing so, please remember that:

- Main applicants must be non-profit organisations legally registered in the eligible countries and active in the cultural sector in the Southern Mediterranean region.

- Main applicants must be directly responsible for the preparation and management of the project proposal with their partners, not acting as an intermediary.

3. **Are individuals eligible for the grants?**

No. This grant is solely intended to involve at least two partners: one of the partners shall act as main applicant and the others as associated local or international partners. Individuals can only apply within the framework of a collaboration with a cultural association.

4. **I´m working on a project with a group of professionals as individuals, are we eligible for the grant?**

Most importantly, the main applicant must be legally registered in one of the eligible countries as a <u>non-profit cultural association</u>.

The participation of non-registered organisations as partners, <u>with the exclusion of the main applicant</u>, may be accepted in duly justified cases and insofar their existence can be proven (e.g. cultural and artistic groups or platforms of professionals which have carried out activities).

5. **Can I implement my project in non-consecutive time intervals?**

Yes, the project should take place during the period defined by the Call Guidelines.

6. What are the main differences between Lot 1 and Lot 2? (see guidelines for further details)

"Lot 1" deals with the following activities:

Area of Action	Partners involved
Artistic and cultural projects implemented in the framework of local, national or regional educational programmes	Cultural organisations and educational institutions
Artistic and cultural projects fostering citizen participation and/or addressing issues of public interest including awareness-raising activities	Profit organisations, institutions or other associations coming from different sectors
Contemporary artworks contributing to different ways of approaching the local environment and its context, and open to citizen participation	Profit organisations, institutions or other associations coming from different sectors
Other forms of collaboration with other stakeholders offering an innovative approach (e.g. research, methodology, etc.) and a strong potential for social development (e.g. target groups, advocacy, etc.)	Cultural actors and other public or private organisations active in the public space

"Lot 2" deals with the following activities:

Area of Action	Sectors
Set-up, improvement or dissemination of emerging and/or consolidated professional organizations	Cultural and artistic sectors
Training of specialized trainers, facilitators, network-brokers or planners	Cultural sector
Awareness-raising activities on the role of culture including public discussions, seminars, workshops and conferences	Local, national or regional <u>cultural</u> development
Strengthening creative industry platforms or resource centres (e.g. training schemes, incubators, etc.)	Social and economic sectors
Design and implementation of new funding models (e.g. crowd-funding platforms, etc.)	Cultural and creative sectors involving public or private funding bodies

7. **Can experienced professionals, who do not hold formal or non-formal qualifications, be considered as "specialised trainers"?**

Yes, it is possible. Though, invited professionals should match the objectives, target groups and expected achievements described in the submitted project.

However, it is a recommendation to include other professionals and specialists related to other sectors: economy, creative industries, communication and media, etc. from your own country or other countries both in the Southern Mediterranean and in the EU.

8. **How important is it to strictly follow the guidelines?**

Following the guidelines is the difference between eligibility and immediate disqualification. It also makes it easier for the panel of experts when it is time to assess all applications submitted.

9. **In the "Guidelines" section, what does this sentence mean: "Applications must involve at least two partners"?**

This means that you have to demonstrate that on top of the main applicant, you also have at least a partner. This partner can be:

- local (from the same country of the main applicant), or
- from other eligible countries

Even though only having local partners wouldn't negatively impact your application status, however SouthMed CV´s objectives include networking, exchange and peer to peer synergies.

10. **My organisation is currently not legally registered; can I fill out the application form and send in my documents at a later stage?**

Unfortunately, we cannot accept incomplete applications. Please make sure you can provide all the details and only then begin to fill the application form accordingly.

Another option would be to apply for the current call as a partner organisation and not the main applicant (if all the other guidelines fit).

11. **The main applicant organisation in my project isn't registered in one of the eligible countries, but we do implement our projects in some of the eligible countries. Can we still apply?**

Unfortunately, no exceptions to the rule can be made. The SouthMed CV beneficiary countries are Algeria, Egypt, Jordan, Lebanon, Morocco, Palestine and Tunisia; consequently, applications to the SoutMed CV call(s) for funding can be submitted only by organisations duly registered in one of the mentioned countries.

12. **Is it possible to for an organisation to submit more than one application to the Call; presenting themselves as the main applicant in one and a main partner in the other?**

It is possible as long as it is done on another project application and alternating the organisation´s roles.

However, we would discourage this without exploring other potential partners that add value to the partnership. It is the aim of SouthMed CV to develop networks across countries especially in the Southern Mediterranean.

13. What is meant by the term "Project" for SouthMed CV?

In the case of SouthMed CV, a project is considered a <u>cultural work</u> that can be implemented and communicated on a long term basis while having an impact on one or several spheres in the public space: cultural, health, social, educational, etc.

FINANCIAL PROVISIONS

1. In the budget sheet, in which category would "Training costs" fall under?

Any fees for trainers, for awareness-raising activities or for external experts attending peer to peer assessments involving the sub-granted projects should be stated under "Human Resources" in the budget sheet provided for download on the application form.

In the case of travel and subsistence expenses, for <u>attending</u> awareness-raising activities or peer to peer assessments involving the sub-granted projects please refer to Part 2 of the budget sheet provided for download on the application form.

For travel and subsistence expenses related to <u>trainers and external experts</u> please refer to Part 2 of the budget sheet provided for download on the application form.

2. Should the 15% (networking, mobility and participation in training and peer to peer activities) be exclusively dedicated to meet funding needs of training participants, or should it also cover professional fees for experts?

The 15% is for travel subsistence expenses for members of the granted projects to participate in awareness raising sessions (conferences, seminars, etc.), training courses or other capacity building activities, as well as peer to peer meetings and assessment amongst members of granted projects.

At least, one capacity building programme will be arranged by the SouthMed CV consortium during the implementation of the granted projects in the eligible countries that are part of the Call.

3. Can the purchase of equipment (e.g. cameras/ etc.) for some activities organised in a project proposal be accepted as part of the project budget?

Equipment might be funded depending on the content of each project. However, we recommend looking for rentals or leasing instead of purchasing materials. In case of equipment purchase, then these materials should be made available to other associations/projects and never for private use only.

The evaluation committee will ultimately assess the necessity for the project to purchase or otherwise rent the materials.

4. We plan to include a small number of European experts as part of our activities. Are travels to and from European countries considered an eligible direct cost?

Please refer to part 2.1 of the Guidelines page.

You can work with European organisations and implement a network with them as well as pay fees for European experts to be part of your activities. However, you should be very specific about how the main activities of your project will benefit target groups and stakeholders in the seven eligible countries that are part of this Call.

CONTRACT AND MODALITIES OF PAYMENT

1. How will the contract and payments to sub-grantees be carried out?

Please refer to section 4: **Contract and modalities of payment** in the Guidelines.

REPORTING

1. How is the follow-up process for sub-grantees carried out?

Please refer to section 5: **Reporting** in the Guidelines.

2. Should the external auditor´s role be strictly limited to post-project budget revision, or should he/she play a role in the drafting of mid-term and final technical and financial reports?

After a contract is signed with the granted projects, The Contracting Party will inform all granted projects´ main applicant organisations about the external audit procedures.

It is recommendable that the external audit is carried out throughout the implementation of the project, and he/she must certify the mid-term and final technical and financial reports of the granted project.

PUBLICITY

1. What responsibilities do the sub-grantees have in regards to acknowledging the contributions provided by the grant?

Grant beneficiaries must acknowledge the EU contribution throughout the project implementation. (Please refer to section 6: **Publicity** in the Guidelines)

Grant beneficiaries shall contact and update all along the project implementation the EU delegations of their countries.

Guidelines for the visual identity to the SouthMed CV grant will be provided to beneficiaries in the contract agreement.

OTHER QUESTIONS

APPLICATION FORM QUESTIONS

1. Where can I find the application form?

The application form can be found on the website under: Apply - First Call – Application form.

www.smedcv.net/second-call-application-form

2. What is the main applicant´s organisation registration document?

This is an official document that proves that the organisation legally exists. It is of utmost importance when filling out the application form that this document is uploaded. The document could be the register(s) of companies, official gazette, VAT registration, etc., in one of the eligible countries.

3. Should the "Main applicant contact person" be part of the "Main Applicant Organisation"?

It is convenient that the person be a part of the organisation. In case the person is external, then applicants should provide a document that certifies on behalf of the organisation carrying out the project that he/she is responsible for it.

4. I have more than two partners but I can´t find the fields to fill in their information.

You can provide the entire necessary information in the **Project Description** field; including links to their websites, blogs, etc.

5. In the application form, the character count in the project description field is very limiting. Is there any way around it?

After filling out the compulsory fields, you may upload any additional supporting material in the indicated parts.

6. For the "Organisation´s References", can we list the names of the organisation´s Board of Trustees?

Yes. The Board of Trustees members can be your references in the application.

7. When stating the "Previous Projects" in the application, should they have been subject to grants?

No. Previous projects can include those financed by grants or other means.

8. In the application form, do I have to complete the "Budget Breakdown" table as well as the "Detailed budget" on the Excel sheet provided?

It is obligatory to complete both. Not doing so will result in immediate disqualification.

Firstly, fill out the Budget Breakdown table stating each item and its cost. Next, download the Budget (by clicking on the link) and after completing all the required fields you can proceed to upload it.

LANGUAGE

1. I sent you an email in French/Arabic but received the reply in English. Why?

Due to the fact that there's a consortium developing SouthMed CV and being that the project is EU-funded, we have an obligation to communicate in English (the official language of the project). Moreover, the commission of experts that are going to handle the projects are from different countries.

2. On the SouthMed CV website, I can´t find any information in French.

The project website will not be available in French at the time being.

OTHER

1. **Is the SouthMed CV team itself &/or Interarts open to collaborating?**

Currently the project is being organised for all purposes explained on the website. You can always write us with your information which will be kept for future references.