

## Frequently asked questions

### Applications: BIOPAMA Action component medium grants 2019

Version1\_18 July 2019

Application form	Applicants can submit their application by email in exceptional circumstances – what is an example of an exceptional circumstance?	A proven electric/ internet failure, a document from the service provider proving the failure will be requested for justifying the exception.
Budget/eligible costs	Is the purchase and maintenance of a vehicle can be accommodated in an Medium Grant proposal?	Yes, vehicle purchase may be included in the project proposal if it is necessary for the implementation. Budget category “ Equipment and supplies for the project”.
Budget/indirect costs	Section 3.3.6 indicates that a maximum 7% indirect cost is allowable. Is there any flexibility here, since our costs for administering these types of projects are more than 7%?	BIOPAMA AC is governed by the rules and regulations of the European Commission and 7% is the maximum allowed. Also, 7% flat rate cannot duplicate the direct costs. For example, if rent or electricity is budgeted, the % of indirect costs may be reviewed down.
Budget/indirect costs	Can the Lead applicant also charge a maximum 7% indirect costs on the expenses of the Co-Applicants to cover the costs of managing the partnership, even if the co-applicants are also charging indirect costs? Or is the Lead Applicant only allowed to charge indirect costs on their own direct expenses?	Maximum 7% is applied over the total budget. Applicable to the budget of the project as a whole. If the total budget is 100,000€, the maximum of indirect costs is 7,000€. The distribution of the indirect costs between the co-beneficiaries is an internal matter of the consortium. However, the applicants are encouraged to treat their partners in an equitable manner and not deprive smaller entities of the overheads.
Eligible entities	Can an organisation based in an ACP country apply in another ACP country?	A legal entity constituted in an ACP country can apply for a grant to be carried out in another ACP country, provided this legal entity has a permit to operate there.  In case of a successful award the challenges will be of operational nature: opening a bank account, hiring employees under local legislation, etc.
Eligible entities	Is an EU based organisation with two registrations in Africa eligible? If yes how to apply?	The organisation can apply either through its EU based organisation or its registered office in Africa. It is not

#### Donors & Implementing Partners



		possible to apply through both. Conditions differ for EU and OECD based organisation, please see details in the guidelines.
Eligibility	Can Cuba be a beneficiary of this grant mechanism even if it is not an eligible country?	Cuba is not a signatory of Cotonou agreement and is not entitled to EDF funding.
Eligibility	Can provincial level governments apply as either lead or co-applicants?	Yes, they can as co-applicant.
Eligibility	What 'registeted in an ACP country' means? For example, some international organisations are based in one OECD country but have offices in ACP countries (but are not independent legal entities from their parent office)?	Registered means be consituted/incorporated by a valid instrument of national law. The answer to the question on the eligibility of OECD member states is in the guidelines for the applicants page 4 footnote 1 "These organisations are eligible in the case of contracts that are implemented in a Least Developed Country (LDC) or a Highly Indebted Poor Country (HIPC), as included in the list of Official Development Assistance (ODA) recipients, or in the case of a contract implemented in regional or global programmes which include at least one LDC or HIPC country."
Eligibility	Noting Protected areas, NGOs managing Protected areas, Conserved areas, ICCAs can apply as lead applicants only when part of a consortium with other organisations, can they also choose to apply as co-applicants?	Yes, it is possible too.
Eligibility	Can the organisations with a blue dot but no asterisks next to them apply as either lead- or co-applicant? •National network of Protected Areas •Regional Network of Protected Areas •National civil society organisation, national NGO, national non-profit organisations •National authorities, agencies, bodies and services	As lead applicant. They can be as well co-applicant of the same category of eligible stakeholders through a consortium.
Eligibility	For the purpose of being able to apply as a lead applicant, what is the difference between a 'local' CSO/NGO/NPO and a 'national'	It is determined by what is described in their legal status and geographic scope i.e a women association a cbo from a village dealing with the village issues/ a national NGO working at the national level.

#### Donors & Implementing Partners



Eligibility	Can there be more than one co-applicant per proposal?	Yes, it is possible.
Eligibility	If an OECD member state organisation meets the listed criteria, is it able to apply as <i>either</i> lead applicant or co-applicant?	Both options are possible but when they act as lead they have to respect and meet all conditions of eligibility, i.e. working in a LDC or HIPC.
Eligible activities	Would funding BIORAP assessments in priority areas be eligible?	It has to meet the definition of diagnostic tool as they are defined in the guidelines. BIOPAMA is focusing on management and governance issues and the use of related assessment tools.
Eligible activities/budget/sub-granting	Applicants may not propose financial support to third parties through sub-grants. Does this mean third parties must form part of the application as co-applicants?	Applicants cannot organise sub-granting at their level grants with BIOPAMA fund: no grant mechanism in cascade. Sub-granting is not allowed, this means that the recipient(s) of the grant cannot redistribute it to third parties. The applicants can form a consortium/partnership to include local NGOs for the implementation of the proposed project. The structure of a typical proposal includes a lead applicant and co-applicants. The partners will be treated as co-beneficiaries of BIOPAMA funded actions, with the same rights and obligations.
Eligible activity : Sub-contracts	Noting sub-granting to organisations is not allowed, can individual consultants be sub-contracted?	Sub-contracting is a valid budget category. The costs of services provided by third parties are eligible. Please note that sub-granting IS NOT sub-contracting. The beneficiaries of BIOPAMA funds cannot distribute grants en cascade, i.e. they cannot provide support to third parties.
Eligible activity	Purchasing land is ineligible for funding, but what about funding to establish land lease agreements?	Property rights being a very sensitive ESMS issue, activities impacting/changing the property rights and status are not fundable by BIOPAMA AC.
Formal support from national agencies	EU Member State organisations, EU OCTs organisations, OECD Member State organisations, regional and international organisations need to show 'formal support of the relevant national agencies and authorities' – does this need to be a letter or would an email exchange suffice?	A letter of support. An email is not a strong evidence from a legal point of view.

#### Donors & Implementing Partners



Govt support	Do national NGOs (CSOs, NFPs etc) also require a letter of support from governments or just the regional/international ones?	Yes they need to have a support letter from the national authority for operating in Protected Areas, unless they are already officially in charge of the management of the targeted protected areas.
Guidelines	Is there a word version available ?	All documents are in PDF for security reasons.
Number of applications	Is it possible to submit two proposals for different projects in different locations?	BIOPAMA has regional approach so the limit of 2 proposals as lead/co-applicants is per region.
Number of applications for co-applicants	Can an organisation apply for more than two grants as a co-appliant per region? (E.g. apply as co-applicant on different projects)	BIOPAMA has regional approach so the limit of 2 proposals as lead/co-applicants is per region.
Partnerships	Is 'joint and several' liability required for partnership arrangements?	After the grant is awarded the lead applicant and co-applicant(s) are expected to enter into an agreement which provides for the "joint and several liability". They will become co-beneficiaries of the grant to be issued by IUCN. The rules and obligations of these actors are explained in the powerpoint presentation.
Partnerships	Are there any further requirements related to how the budget or activity responsibilities are divided between lead and co-applicants? E.g. does the lead applicant have to manage a minimum percentage of the budget, or perform a certain percentage of activities?	There are no explicitly formulated requirements in respect of the distribution of budget and activities. Common sense dictates that the lead is expected to have a higher operational and financial capacity, and the workplan and budget be built accordingly.
Portal	What does it mean to "work offline" on the portal?	The portal has the function to save progress while the internet connection of the user goes off. This progress is saved on the user's browser, not on the server of the portal. Saving progress on the server is NOT possible without internet access.
Portal	During the registration to the application portal, what can I do if I do not receive the validation e-mail to confirm my account?	Please check all your inbox folders. If you haven't received the confirmation e-mail, it is likely that your e-mail server blocks incoming e-mails from the BIOPAMA action component application portal. Please add the e-mail address "no-reply@biopama.org" on your safe list. Then login with the details you had chosen for your user account. In your user profile you will find the option to resend the confirmation e-mail.

#### Donors & Implementing Partners



Priority for actions	What 'validated studies by Protected and Conserved Areas management authorities' are? Peer-reviewed journal articles? Project reports? Government documents?	Any studies as long as they have been validated by the management authorities.
Project length	Is there a minimum project duration for medium grants?	12 months, the budget needs to be realistic and the project needs to have tangible impacts. The project will be assessed on its practical feasibility and cost effectiveness.
Reporting	What is meant by 'activity reports' - is this documents like annual reports and donor reports?	Annual report on the activities of an organisation.

#### Donors & Implementing Partners

