

Frequently asked questions

Applications: BIOPAMA Action component medium grants 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	Can the purchase and maintenance of a vehicle be included in an Medium Grant proposal?	Yes, vehicle purchases may be included in the project proposal if it is necessary for the implementation of the project. The budget category is “ Equipment and supplies for the project”.
Budget/eligible costs	What is the reasoning behind the 5% co-financing? Is this a mandatory requirement by the EU?	5% co-financing is an absolute minimum. The co-financing by beneficiaries is a regular requirement in the EU funding mechanism. It is mandatory.
Budget/indirect costs	Section 3.3.6 indicates that a maximum of 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, the 7% flat rate cannot duplicate the direct costs. For example, if rent or electricity is budgeted, the % of indirect costs may be adjusted downwards.
Budget/indirect costs	Can the Lead Applicant also charge a maximum of 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?	The maximum of 7% is applied over the total budget of the project. If the total budget is 100,000€, the maximum of indirect costs allowed is 7,000€. The distribution of the indirect costs between the co-beneficiaries is an internal matter for 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 one 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 <u>within the same region</u> , provided this legal entity has a permit and capacity to operate in the other country. In case of a successful award the challenges will be of operational nature: opening a bank account, hiring employees under local legislation, etc.

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Eligible entities	Is an EU-based organisation with two registrations in Africa eligible? If yes how should the organisation apply?	The organisation can apply either through its EU-based organisation or its registered office in Africa. It is not possible to apply through both. Conditions differ for EU and OCDE based organisation. Please see details in the guidelines p4.
Eligibility	Can provincial level governments apply as either lead or co-applicants?	Yes, they can as co-applicant.
Eligibility	What does 'registered in an ACP country' mean? 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 to be constituted/incorporated by a valid instrument of national law. The answer to the question on the eligibility of OCDE member states is in the guidelines for the applicants on Pg 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."
Eligibility	Noting that 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.
Eligibility	Can the organisations with a blue dot but no asterisks in the guidelines for applicants 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 also be co-applicants in 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' organisation.	It is determined by what is described in their legal statutes or constitutive documents (objectives, purpose and geographic scope) i.e a women association, a CBO dealing with the village issues/ a national NGO working at the national level not only on one specific area.
Eligibility	What is the difference between national and local organisations?	The national or local nature of an organisation is defined and specified by the the legal statutes (constitutive documents) of the organisation that describes the objective, the purpose and the scope of the mandate.

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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, including working in a LDC or HIPC, see guidelines p4.
Eligibility	Can an organisation apply for more than two grants as a co-applicant per region? (e.g. apply as co-applicant on three different projects)	BIOPAMA has taken a regional approach so there is a limit of two proposals as lead/co-applicants per region.
Eligibility	Can an organisation currently implementing an EU-funded project submit a proposal to BIOPAMA AC?	Yes, provided the BIOPAMA AC proposal does not overlap with the project(s) already funded by the EU. See costs eligibility provisions in the Guidelines for applicants. Duplications have to be avoided and the co-funding should not come from another EU grant.
Eligibility	Does having an MoU with a relevant government agency constitute being 'established' in an ACP country?	No, being established means be constituted by an instrument of national law. For example, statutes, act of incorporation, etc.
Eligibility	What is the difference between a co-applicant and a partner?	<p>The term "co-applicant" is relevant at the application submission stage. The co-applicant is included in the application alongside the lead applicant.</p> <p>The term "partner" is relevant at the implementation stage. Normally, a partnership (implementation) agreement is concluded between the lead (coordinator) and its partners. BIOPAMA will publish a template with main provisions to be incorporated in such agreement.</p>
Eligibility	What is the difference between a separate legal entity that can be considered as a national organisation and a branch of an OECD or EU Member States' organisation?	<p>The criteria is the existence or not of a separate legal entity. A legal entity is defined as a lawful or legally standing association, corporation, partnership, proprietorship, trust. A separate legal entity has legal capacity to (1) enter <u>itself</u> into agreements or contracts, (2) assume obligations, (3) incur and pay debts, (4) sue and be sued, in its own right, and (5) to be accountable for illegal activities. If it is not the case, then the organisation cannot be considered as a separate legal entity but as a branch of a mother-organisation based in an OECD or EU Member State.</p> <p>The existence of a registration in an ACP country or an MoU with a Government agency does not make a branch a legal entity.</p>

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Eligible activities	Would funding BIORAP assessments in priority areas be eligible?	Any assessment must 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 using BIOPAMA funds. 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. See line 31
Eligible activity	Purchasing land is not eligible for funding, but what about funding to establish agreements regarding change of land-use or other activities?	Any activity that may change access to land or resources affecting rights-holders or stakeholders would trigger ESMS safeguards, and so would require to be further investigated. No general approval is possible without investigation. Given the short time-frame of the grant agreement, questions of sustainability would need to be resolved.
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 is needed. An email is not a strong evidence from a legal point of view.
Formal 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 the applicant is the relevant authority.
Number of applications	Is it possible to submit two proposals for different projects in different locations?	BIOPAMA has a regional approach, so there is a limit of two proposals as lead/co-applicants per region.
Number of applications per Protected and Conserved Area	Is there a quota of proposals for Protected and Conserved Area?	No, as long as there is sufficient capacity for implementation and there is no duplication.

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Number of applications for co-applicants	Can an organisation apply for more than two grants as a co-applicant per region? (e.g. apply as co-applicant on different projects)	BIOPAMA has regional approach, so there is a limit of two proposals as lead/co-applicants 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 "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. The core activities, coordination and management have to be the responsibility of the lead organisation.
Portal	What does it mean to "work offline" on the portal?	The portal has a SAVE function to avoid loss of data if the internet connection is lost 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	What can I do if I do not receive the validation e-mail to confirm my account once I have registered on the Portal ?	Please check all your inbox folders, including JUNK or SPAM 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.
Protected and Conserved Areas	What is the registration number of a Protected Area? And where can it be found it?	The registration number of a protected area is assigned in the World Database on Protected Areas (WDPA), accessible at www.protectedplanet.net . Search by the name of the Protected Area, and if discrepancies are found, please note this.
Protected and Conserved Areas	Can a protected/conserved area that is NOT listed in the WDPA apply?	Yes. If the protected/conserved area is not listed in WDPA, the applicant must indicate "not listed" in the box requesting the registration number.

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Priority for actions	What are 'Validated studies by Protected and Conserved Areas management authorities'? Peer-reviewed journal articles? Project reports? Government documents?	Any studies as long as they have been validated by Protected and Conserved Areas management authorities. Indicate the source of the studies, and obtain confirmation of the authority that the study is officially recognised.
Project length	Is there a minimum project duration for medium grants?	Yes, 12 months, provided that the budget is realistic for a 12-month period and the project can achieve its intended results and desired impact in that time. The project will be assessed on its practical feasibility and cost effectiveness in relation to the state time period.
Reporting	What is meant by 'activity reports' - are these documents like annual reports and donor reports?	Yes, these should be at least the annual report on the activities of an organisation.

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