



**FOOD WAVE - *Empowering Urban Youth for Climate Action***  
**Sub-granting Scheme**  
**Frequently Asked Questions (FAQs)**

**Last updated version**  
**25<sup>th</sup> of February 2021**

1. Will the entire amount of the project be funded?

The sub grant scheme will cover 100% of the total project budget. Keep in mind that the total project amount requested by a project cannot be higher than 3.000 EUR. All expenses must be reported within the implementation period and with justificatory documents (invoices, proofs of payments etc).

2. Can one project proposal be presented by more than one organisation?

The project proposal can be presented only by one lead applicant who will receive the total amount of the grant and who will be the only direct responsible for the management of the actions. Nevertheless, the creation of linkages with other local or international organisations and/or international events is encouraged.



3. What do you mean by Youth and Small Civil Society Organisation?

The Call considers as Youth and Small Civil Society Organisations, those **non-profit** organisations whose board is partly composed by people between 18 and 35 years old and whose last annual budget is lower than 150.000 Euros.

4. Who are the eligible entities?

To be eligible for the sub grant, the applicant must be a **not-for-profit** organisation established and acting in one of the 16 EU Member States involved in the Food Wave Project. The board has to be partly composed by people between 18 and 35 years old and the last annual budget has to be lower than 150.000 Euros. See the criteria at Chapter 4 of the Call for Proposals.

5. Is it possible for us to apply for the Food Wave call even though we are not a formal youth-organisation?

Yes. In order to be eligible, the board of your organisation has to be partially composed by people between 18 and 35 years old. No minimum threshold is required.

6. Should the organisation's board be made up entirely of people between 18 and 35 years old?

No, in order to be eligible, the board of the applicant organisation has to be partly composed by young members (18-35 years old), not entirely. That is why in the application we ask to provide the exact number composition of the board and number of the under 35 years old board members.

7. If my project idea is successful, can I apply for other funding opportunities within the Food Wave project?

No, a legal entity may only be eligible to receive one financial support within the framework of the Food Wave project and of the Call for Proposals 2018 EuropeAid/160048/DH/ACT/MULTI. Therefore, entities who have received (direct or indirect) financial support within this call are not eligible.

8. Can I submit the application in my native language?

No, you are allowed to submit your application only in English.



## 9. When and how will I receive the results?

You will receive the results within April. The results will be sent by email to every applicant and will be published on the website of the project. The International Selection Committee will have the final decision on the selection of the re-granted projects and its verdict will be un-appealable.

## 10. Which are the eligible member states?

Activities must take place in one of the following EU Member States: Belgium, Bulgaria, Croatia, Germany, Greece, Hungary, Italy, France, Netherlands, Poland, Portugal, Romania, Slovenia, Spain, Sweden, UK.

The activities which will take place in the territories directly involved in the FOOD WAVE project will be preferred: Almere, Brasov, Bruges, Frankfurt, Lisbon, London, Madrid, Malmö, Manchester, Maribor, Molenbeek, Milan, Murcia, Nea Smyrni, Pest, Sofia, Strasbourg, Turin, Warsaw, Zagreb.

## 11. The "annual budget of the organisation" (lower than 150.000€) must be intended as the difference between the income and the outcome (financial statement) or as just the income?

The annual budget of the organization is defined as the total annual income of the organization.

## 12. In the case we face new Covid-19 restrictions, can be the approved proposals be modified?

If, at the time of the implementation of the project activities, it will be necessary to modify the initial submitted proposal due to Covid-19 restrictions, we will evaluate the activities remodulation case by case.

## 13. Is it possible to hand in our application with only one of the board members fulfilling the age requirements?

In order to be eligible, the board of your organisation has to be partially composed by people between 18 and 35 years old. No minimum threshold is required.



14. Is it a problem that the only person who is under the age of 35 will reach the age limit during the project?

No, for the purposes of the application, this is not considered a problem. In fact, the age limit of 35 years old is reached at 35 years and 364 days.

15. Despite being already established and operating and having being granted funds, we won't be legally registered before the call deadline 28/02. Would it be possible to apply anyway on this call?

In case the project is approved, the organization must be legally registered when signing the Partnership Agreement. During the proposal's submission, if the organization is not able to attach an official proof of registration, it is required to attach an official and signed document declaring that it will attach the required document when signing the Partnership Agreement.

16. Our organization is involved in political activism (despite not being or willing to become a party). Might this cause the ineligibility of the organization?

Any action supporting a political party is not eligible.

17. How can we prove that the current board is different from the first one mentioned in the statute?

At the bottom of the application form, in the Attachments section, you shall upload your organization's board composition. If your current board composition is different from the previous one, you can attach a formal document in which you specify the composition, or an official report of your last executive board meeting.

18. We are not located in one of the territories of implementation of the Food Wave Project. Can we participate?

Yes, you can participate if your organization is legally established in one of the 16 EU Member States involved in the Food Wave Project (Belgium, Bulgaria, Croatia, Germany, Greece, Hungary, Italy, France, Netherlands, Poland, Portugal, Romania, Slovenia, Spain, Sweden, UK).



19. Is it possible to propose different events or activities in the period between April and November?

Yes, it is possible to propose different activities between April and November 2021.

20. Is a Socially Responsible company (French "ESS") eligible for the call?

If the applicant is a **not-for-profit organization** and respect all the eligibility criteria of the call of proposals (Chapter 4), it is eligible.

21. Are Italian Ets or associazioni are always included?

The Italian ETS that respect the eligibility criteria of the call of proposals (Chapter 4) are eligible.

22. Is there a minimum duration of the project?

No, there is not a minimum duration of the project in order to be eligible.

23. Is it possible to cover staff costs?

Yes, it is possible to cover staff costs. These have to be proven by invoices or accounting documents of equivalent probative value (e.g. receipts, payslips) or by suitable documentation that proves that the expense has actually been incurred. Each expense has to be traceable and verifiable through proper and complete record keeping. As stated in the call for proposals (Chapter 6), the eligible costs are actual costs incurred by the beneficiary which meet all of the following criteria:

- They are incurred during the lifetime of the submitted proposal.
- They are indicated in the estimated overall budget of the submitted proposal.
- They are necessary for the implementation of the project which is the subject of the grant.
- They are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary.
- They comply with the requirements of applicable tax and social legislation.
- They are real costs, reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.



- They are not covered through EU grants in the form of contribution to unit costs, lump sums or flat-rate financing.

24. Is work through student referrals an eligible cost in the financial construction of the application form?

As explained in the previous answer, any staff cost has to be proven by invoices or accounting documents of equivalent probative value (e.g. receipts, payslips) or by suitable documentation that proves that the expense has actually been incurred. Each expense has to be traceable and verifiable through proper and complete record keeping.

25. Question about the cost of the initiative (i.e. cost of expert given a conference). Do we need to put the exactly cost or an approximation?

The budget has to be built doing a realistic estimation of the costs that will be covered by the project budget and that will have to be duly justified and verified by invoices or accounting documents of equivalent probative value or by suitable documentation that proves that the expense has actually been incurred. Each expense has to be traceable and verifiable through proper and complete record keeping.

26. What is the statutory registration number required in the Declaration of Honor? Is our organisation's CODICE FISCALE number valid?

The statutory registration number is the official and unique registration number of the organization, assigned by the national authorities. The CODICE FISCALE of the organization can be included as statutory registration number in the Declaration of Honor.

27. Our organization does not have a VAT number, therefore, shall we leave the concerning space blank in the declaration of honor?

Yes.

28. Do the contact details have to be from someone (regularly) employed in the organization or can we appoint someone who works through a volunteer contract / student referral to MKC as the project manager?

The contact details do not have necessarily to be the ones of an employee of the organization.



29. The activity can be executed in our native language? During the settlement will you accept all the proving materials, videos, graphic elements in our native language?

It is possible to realize an activity in a language other than English as long as the final report that you will send at the end of the project is in English. The proving and dissemination materials can be handed in in the native language if they are accompanied by an English description/abstract.

30. We already have activities that run, although covid has mostly paused them, so we were wondering if this funding could be applied to these already established activities?

The current call for proposals can support already running activities, with the aim of maximizing the impact of the territorial actions. Activities that are proposed in the framework of already existing processes are eligible.

31. We might want to invite participants to create a video (instead of paying a professional to do it) and give them a Prize for the winner video. Can we spend money from the project to pay this prize? Maybe not giving them money in cash but a material prize (e.g a Camera).

Unfortunately, it is not possible to donate goods acquired within the project to individuals. Therefore, the cost would not be eligible.

32. Is it mandatory for the organizations to be based in an urban context or can they also be located in smaller towns or rural areas of the eligible countries?

In order to be eligible, it is not compulsory to be based in an urban context as long as the country is among the eligible ones indicated in the call for proposals.

33. We want to organize an event. Part of the budget will be dedicated to the participation in a tourist package of a local (profit) agency. Can this tourist package be considered an eligible expense?

The expense is eligible if correctly justified with a regular invoice directed to your organization, as beneficiary of the action, specifying that the expense is related to the project activities.





34. Can the expenses related to the preparation of an event (routes, maps, projector, audio system) be considered eligible expenses?

The expense is eligible if strictly related to the preparation of the project event and necessary for its implementation (see the list of eligible costs in the call for proposals and in question n. 23).

35. Is it allowed to cooperate with the Ministries (agriculture, economy, etc.)? Is it allowed to cooperate with NGOs, youth organizations, educational institutions, and other specific institutions as well?

See answer n. 2 of the FAQ document. The creation of linkages with local, national or international organizations within the project activities is encouraged, as long as the beneficiary of the sub-grant is the one and only responsible for the management of the actions.

36. Concerning the budget, do we need offers in advance (for example 3 offers) and if so, how many offers?

It is necessary to ask for 3 offers in advance for expenses higher than 2.000,00 €.

37. Are the bills supposed to be in English and the amount in Euros?

The bills can be issued in a language other than English and in the national currency with the indication of the conversion in Euros. For the conversion, it is required to use the monthly [InforEuro exchange rate](#).

38. Are there any forms of restrictions in terms of the percentage covered by each voice of costs in the budget (personnel, travel, etc.)?

If the question refers to the amount of budget assigned to each category cost, there are no restrictions.

39. I have not read anything about any specific time by which the form must be completed on the 28th . Could it perhaps be 23:59, then?

Yes.





40. It is not clear to us whether paying external individuals to give lectures/workshops is an eligible cost since you stated that the applicant has to be responsible for the preparation of activities as well. We imagined establishing a link with local organizations who are specialists in their field to give lectures, workshops, etc., and our role as the applicant would be to organize, coordinate and promote the activities. Does involving partners count as an eligible cost or do we have to perform the activities on our own?

The beneficiary of the action is responsible for the budget management. It can involve external providers to purchase goods or services which are necessary to realize the activity as long as all the incurred costs are justified and proved through regular invoices directed to the beneficiary of the action, specifying that the expense is related to the project activities. See Chapter 6 of the call for proposals and the answers n. 23.

41. In connection to the Declaration of Honor, what exactly should be written in the brackets instead of [action]?

In that space you should indicate the title of your action.

42. In connection to the Declaration of Honor, we've never committed any of the listed crimes. We operate completely in accordance with the law. In this case our legal representative should fill the declaration only in the remaining parts and sign it?

Yes exactly, including the name of the action where asked.

43. Is it okay to configure the budget lines according to the needs of the project?

Yes, it is.

44. Is it okay to enter the final costs including VAT because I see you have another line for VAT?

The Value Added Tax (VAT) will be considered as an eligible cost only if it is not recoverable under the applicable national VAT legislation. If you can recover the VAT, you must not include it in your budget as an eligible cost.



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45. What is the difference between these two documents: i) Annex III. Official proof of registration of the organisation; ii) Annex V. The organisation's statute - is it in connection to our public benefit status?

The official proof of registration of the organisation is the document that certifies that your organization legally exists, being a legal person with a non-profit status.

The organisation's statute is the document, signed by the founding members, containing the rules of the organisation, the norms that regulate its existence, the existing connections among its components etc.