



**FOOD WAVE - Empowering Urban Youth for Climate Action
Sub-granting Scheme
Call for proposals – 2nd Round**

FAQ

Does the project have to consist of a single activity?

The activities can be multiple, as long as the applicant is only one (and not a group of municipalities for example) and the budget does not exceed 5000 EUR.

Does 25% necessarily have to be cash or also "human resources" such as internally produced materials (printing, promotion, etc.)?

The co-financing does not necessarily have to be cash, but could concern internal costs that the municipality incurs on the basis of existing contracts (HR engaged in the activity for X period: the supporting document will be the employee's pay slip+accounts (e.g. part of the monthly remuneration will be charged) and possibly the contract/letter of assignment for X time. One could also consider the costs of printing/promoting the activity, which the municipality would pay with funds already allocated in the budget. The important thing, even in this case, is that there is supporting documentation (contract, invoice and proof of payment).

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

Yes, it is.

We already have activities that are planned and that can fit the theme of the call for proposals, although they have a bigger budget so we were wondering if this funding could be applied to one or two activities within that umbrella?

The current call for proposals can support already planned activities, with the aim of maximizing the impact of the territorial actions. Therefore, yes, this call for proposals can support an activity that is set in the context of a bigger event (e.g. two workshops of a festival). The budget of the action presented though must not be higher than 5000 euros.

I understand that the municipality must be the one submitting the project and also implementing it. What is unclear to me, is if we can work with a local association for the implementation of the project?

The Municipality can hire professional services for the implementation of the action. In this case in the context of final reporting, we will ask for the expenses involving professional services to be supported by:

- Contracts;
- Report of the activities that were carried out;



- Material produced photos, publications, etc.
- 3 offers if the amount is higher than € 2500,00 EUR;
- Justification for the selection (e.g. best value for money);

In the Declaration of Honour, what should be written instead of [action] ?

The text refers to the name the submitted project/action.

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.