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End Climate Change, Start Climate of Change Call for proposals - BELGIUM

Frequently Asked Questions (FAQ)

1. 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 associations for example) and the budget does not exceed 5000 EUR.

2. We are a European (or international) association, can we apply for the grant call in Belgium?

It is possible to apply to the grant call if the local branch of the association is registered in Belgium.

3. Does the 30% of co-financing have to be money or can it also be "human resources" such as internally produced material (printing, promotion, etc.)?

Co-financing does not have to be cash, but can be internal costs that the association incurs based on existing contracts (HR engaged in the activity for X period of time: the supporting document will be the employee's contract or the supporting document will be the employee's payslip + accounts (e.g. part of the monthly remuneration will be invoiced) and possibly the contract/assignment letter for X time). One can also consider the costs of printing/promotion of the activity, which the association will pay with funds already allocated in the budget. The important thing, even in this case, is that there are supporting documents (contract, invoice and proof of the activity).

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

Yes, it is.

5. 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.

6. I understand that the association must be the one that submits the project and implements it. What is not clear to me is whether we can work with another local association or authority to implement the project?

The association can use professional services to implement the action. In this case, as part of the final report, we will request that expenses involving professional services be supported by:

- Contracts;
- A report on the activities that were carried out;
- Materials produced; photos, publications, etc.
- 3 bids if the amount is higher than € 2500,00 EUR ;
- Justification of the selection (e.g. best value for money).

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

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

8. 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 application and final report that you will send at the end of the project is in English. The proving and dissemination materials can be handed in



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the native language if they are accompanied by an English description/abstract.