



is announcing an open Call for Proposals  
to support sustainability of HIV responses in the five countries of Southeastern Europe

### **Questions and Answers**

1. Is it possible for the one national NGO to have some sort of subrecipients at the national level in case this NGO is applying as an international consortium?

Yes, possible.

2. Do subrecipients need to be named in the international consortium application or can they be decided upon at a later date?

Yes, they can be named later.

3. If the CCM members get together to discuss a set of priorities and implementers and afterward there is a single application — will this be a problem?

Single application is not a problem.

4. If there will be a single application and there will be some things which will not be supported or agreed, would this mean rejecting the whole application or there will be a process of negotiations in order to reach common ground?

There will be negotiations following the recommendations of the review committee.

5. Can somebody be hired to work for the applicant for the 3 years at the expense of the grant?

Somebody can and should be hired for the grant.

6. "On the partnerships with policy/lobby organizations" — does this mean that such an organization can be hired from the grant to do the job or "partnership" means something else?

Yes, it means using the grant funds, hiring a policy/lobby organization to perform relevant components of activities.

7. Does the SSR mean partner within the consortium where one organization is Lead Applicant (SR) while other partners are Co-applicants or SSRs? If yes, is subgranting of SSR allowed, or payments of SSR activities and salaries should be made by the Lead Applicants? Also, is there any percentage and/or amount limitations regarding the subgranting or payments to third parties (partners, experts, consultants)?

Subgranting to SSRs is allowed. If you apply for one country activities, you can have SSRs to do some components of work, e.g. work on the certain city level. There is no limitation on shares of payments to third parties. If you apply as multi-country, you can have country SRs and they can have SSRs if appropriate and economically proven.

8. This question is related to the Annex 3. Budget. What is the link between activity and cost category? In particular, how should we define budget costs which are related to the general project management and/or administration and therefore to all program activities (e.g salary to project coordinator, salary to financial officer, office costs etc)? Should we define project program/financial management and/or project administration as extra activities or there will be another way to name these costs?

For general project management costs in column Activity description please indicate "Project management", in column "Unit of Measure" specify project coordinator, financial officer, rent, utilities, etc. and then choose Costs category passed on the essence of costs - 1.1 Salaries - program management for salary or 11.1 Office related costs for Office rent, utilities, maintenance etc. Later, during the budget negotiation, we will allocate these costs between program activities.

9. An issue occurred when we opened the document with different Excel versions which are installed on the PC and laptop and some of the content was unreadable. We are afraid that we miss some instructions other than these on Instruction tab. Can you specify which Excel version is adequate for viewing the document?

Better to use Excel 2013 and more new versions. However, there is no more instruction than these on the Instruction tab. We additionally provided on website budget template version for Excel 97-2003