

Frequently Asked Questions- FAQ

Guidelines to request grants - 2021 Call for grant request

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1. ELIGIBILITY OF ENTITIES, OPERATIONAL PARTNERS AND OTHER BODIES INVOLVED

1. **Question:** Is/are <<a Catholic religious institute>>, <<public bodies>> , <<bodies based on private enterprise and governed by public law>>, <<Foundations>> and <<amateur sports clubs>> eligible as lead subjects?

Answer: As explained under par. 2.1 of the *Guidelines to submit a Request for Grant 2021*: “The following applicants are eligible to receive Otto per Mille grants of the Waldensian Evangelical Church (Union of the Methodist and Waldensian Churches) pursuant to Article 4 of Law 409 of 1993: Entities belonging to the Methodist and Waldensian order; Italian or international associations (Associations, Committees, NGOs and non-profit Organisations provided that the requested grant is used for charitable, humanitarian, cultural purposes and not for profit activities) and Italian or international ecumenical Organisations. All of the bodies not listed in the previous paragraph are not eligible as lead subjects.

2. **Question:**<<Can a not-for-profit social enterprise from the third sector participate in the project as an operational partner even if not as a lead subject?>>

Answer: Also bodies that are not eligible as lead subjects can participate as operational partner. An ineligible entity cannot, in any case, be the recipient of Otto per Mille funds of the Waldensian Church.

3. **Question:**<<Can a for-profit body be indicated as an operational partner>> or as <<another body involved?>>

Answer: No, the for-profit entities involved in the project can be neither operational partners nor other bodies involved, but they can be duly identified as service providers.

4. **Question:**<<Can a Remittee with the Waldensian Church submit a project proposal for the 2021 Call?>>

Answer: Yes, the remittee for a project in progress can submit a project proposal regarding the 2021 funds.

5. **Question:**<<If the reports are in order, is it possible to request the refinancing of a project financed with previous 8 per mille calls?>>

Answer: Yes, it is possible to request a new contribution for an intervention already financed and in continuity with the previous one, but the eligibility of the costs of the new intervention will start

from the closure of the previous one. The advance of the new project will be paid only after the financial closure of the previous one.

6. **Question:**<<What should we enter under the heading Other bodies involved if (...) we do not involve one or more specific schools in realising the project?>>

Answer: The schools will first need to be identified and then included among the Other bodies involved. As described in paragraph 2.2 of the *Guidelines to request grants 2021* "All the other bodies involved must be duly identified".

7. **Question:** <<May an entity also submit an application for a contribution or (...) is the presence of operational partners and / or other bodies involved binding for the purposes of participation in the call?>>

Answer: Yes, an entity may submit a request for grant that does not imply the participation of either operational partners or other bodies involved.

8. **Question:**<<Association XXX resulted from the merger of two Associations in June 2020; therefore, association XXX is a body with a new Tax Code and VAT reg. no. and its own financial statements as of June 2020. However, one of the two merged associations has existed since 2008 and the other since 2014, as they have their own financial statements and explanatory notes for the years 2018 and 2019. Is it possible (...) to participate as the lead subject of Association XXX by presenting the related financial statements and reports of the individual associations joined together as well as the documentation certifying the merger?>>

Answer: Association XXX can participate by attaching in the field Deed of incorporation: the deeds of incorporation of both associations and the documentation certifying the merger, then the deed of incorporation of the new entity; in the field Bylaws: the bylaws of the new entity. In the field Financial Statements and the minutes of approval: financial statements and the minutes of approval of the two entities that have merged and possibly the financial statements of the new entity.

9. **Question:**<<Can a Social Cooperative established in January 2019 participate as lead subject?>>

Answer: An entity established in 2019 cannot participate in the call as lead subject as described in the *Guidelines to Request grants 2021*, paragraph 2.1: "The lead subject must have been in existence for more than 2 years, i.e. must be able to produce the final financial statements or the 2018 and 2019 financial statements, with explanatory notes and/or management report and related minutes of approval".

10. **Question:**<<Does a partner have to manage the budget in order to be identified as an operational partner?>>

Answer: To be identified as such, an operational partner does not necessarily have to manage budget shares.

11. **Question:**<<During the evaluation, will the presence of more operational partners be given a higher score?>>

Answer: No, there is no specific score assigned on the basis of the number of project partners.

12. **Question:** <<Could a cooperative with the qualification of social enterprise >> or <<a manufacturing and employment cooperative be among the bodies eligible for the grant?>>

Answer: Yes, only if this is a Type A and/or Type B social cooperative and the requested grant will be used for charitable, humanitarian, cultural purposes and not for profit activities.

13. **Question:** <<If the project *takes place* in a municipal kindergarten, must the letter(s) of intent be filled in by the educational policy office of the City Hall and the school board contact person or is one filled in by one of the two offices enough? >>

Answer: The letter of intent of the school signed by the Reporting Manager shall be attached.

14. **Question:** *Is* <<an unrecognised association established in 2009 and duly registered with the Inland Revenue, with its own tax code *eligible as lead subject*?>>

Answer: An unrecognised association may submit a request for grant as lead subject if it provides the mandatory documentation required in the *Guidelines to request grants 2021*.

15. **Question:**<< Can officially recognised private schools be included among the bodies involved in the project?>>

Answer: Yes, officially recognised private schools can participate as other bodies involved.

16. **Question:**<< We are a non-profit association of Umbrian local authorities that promotes sustainable human development through projects of cooperation for development at international and local level, encouraging the participation of local, public and private associations and parties while promoting territorial cooperation. *Can we participate as lead subject*?>>

Answer: An association only consisting of public entities cannot be considered eligible as lead subject.

17. **Question:**<< Are foreign foundations considered eligible?>>

Answer: Since the foreign bodies qualified as "foundation", "função" etc. do not necessarily match the cases of ineligibility of Italian foundations, a case-by-case assessment based on the analysis of the bylaws and the mandatory documentation provided is carried out for these entities during the preliminary phase.

18. **Question:**<<The Association proposes itself as the lead subject and intends to intervene in Madagascar by proposing a project for local women (...) must the women of Madagascar who are the recipient of the intervention already be associates?>>

Answer: No, it is not necessary for the group of women to be already associated. If the group of women is not formally associated: the women should be indicated as beneficiaries and no letter of intent should be attached. If not, the cooperative/association will have to be indicated among the operational partners or among the other bodies involved, depending on the role it will have in the project.

2. MAXIMUM AND MINIMUM VALUE OF THE GRANT REQUESTED AND PAID, CO-FUNDING

19. **Question:** <<I would like to know the maximum amount that can be requested, the eligible expenses and any conditions to set the budget (e.g. maximum percentage for the purchase of machinery, tools, equipment, etc.)?>> (...) <<the minimum amount?>> (...) <<and if co-funding must be arranged?>>.

Answer: There is no maximum or minimum amount set to be requested as a contribution; just as there is no maximum share or percentage to be attributed to the macro items of expenditure. Eligible expenses are detailed in the *Guidelines for reporting projects 2020*. The intervention must not necessarily be co-financed, but co-funding will be viewed positively.

20. **Question:**<<Can the work of internal volunteers be valued as a share of co-financing?>>

Answer: Yes, the contribution of volunteers can be valued only by including the related costs in the co-financing share. It is not possible to reimburse the values with Otto per mille funds of the Waldensian Church.

21. **Question:** <<Can the funding paid cover 100% of the project costs?>>

Answer: It is possible to request funding for the entire project.

22. **Question:**<<What is the average minimum and maximum amount that can be requested?>>

Answer: The call does not set a maximum and minimum amount to be requested as a grant. It is advisable to consult the list of projects approved in previous years and see the amounts disbursed.

23. **Question:**<<The project we would like to submit to you is the co-financing of a project promoted by XXX (...) for the creation of various components (...); we would like to know if it is possible to present and describe in detail only the actions referring to the Result (for which the grant is being requested) and to present only the part of the budget related to the component?>>

Answer: In the case of co-financing larger programs, it is advisable to provide an overview of the entire project, detailing the actions and cost items for which the Waldensian Church grant is being requested.

24. **Question:** <<To prove the co-financing of a third party, do special declarations need to be submitted??>>

Answer: For the purposes of a better evaluation of the RfG, it is possible to supplement it with further optional documentation. As described in paragraph 3.2 of the *Guidelines to submit a Request for Grant 2021* "for projects co-funded by other (public or private) providers: funding contract or other document proving the allocation of funds".

3. START OF THE PROJECT AND ELIGIBILITY OF COSTS

25. **Question:**<<From which date can the project be started?>> and <<can projects started before the outcome of the call be proposed?>>

Answer: As described in paragraph 3.1 of the *Guidelines to request grants 2020*: "The assigned financing can be spent starting from 1 January of the year of approval and within the month of June of the second year following the year of approval". By way of example, for projects approved in September 2021, expenses will be eligible as of 1 January 2021.

26. **Question:** <<Is it possible to enter the design expenses in the project (...)?>>

Answer: Design expenses are included in the eligible costs only if incurred from 1 January of the year of submission of the project.

27. **Question:** <<If the project includes activities to be carried out at the school complex of an officially recognised private school with the officially recognised private school not participating

operationally in realising the project but being willing to host the project activities at its premises, must the out-of-pocket expenses (electricity, cleaning staff, non-teaching staff, etc.) be documented in the project?>>

Answer: The registered rental contract entered into with the Bank or the fiscal invoice for the use of the premises issued by the officially recognised private school will need to be produced.

28. **Question:** <<What is the timing for the disbursement of the grant?>>

Answer: The methods and amounts of the grant disbursed are described in paragraph 2.1 of the *Guidelines to request grants 2020*

29. **Question:** <<When will the project have to start and end, if it is approved and receives funding? >> [e-mail of 25/11/20] and << how should one behave with the payments and invoices issued before the possible approval of the project?>>

Answer: As specified in paragraph 3.1 of the *Reporting guidelines 2020* "The assigned financing can be spent starting from 1 January of the year of approval and within the month of June of the second year following the year of approval". The final financial report must be sent by the same date". The entities awarded a grant in this Call may elect their expenses starting from 1 January 2021 and must submit the final report by 30 June 2023. The expenses incurred before 1 January 2021 will not be admitted. In any case, the expenses will be eligible for the duration indicated (in months) as the duration of the intervention.

30. **Question:**<<Are the costs of rent, utilities and ordinary maintenance of a property intended for a co-housing project accounted for up to a maximum limit of 5% of the Otto per Mille funding allocated or are they fully accounted for?>>

Answer: As described in paragraph 4.12 of the *Reporting Guidelines 2020*, the 5% limit refers to the general costs, i.e. the running costs of the Remittee such as, for example, rent of the premises, utilities, administrative fees, cleaning services.

31. **Question:**<< Will the Reporting Guidelines for 2021 be published as well, or should the guidelines 2020 be considered valid to complete the request for grant 2021?>>

Answer: In order to prepare the requests for grant 2021, the indications contained in the *Reporting Guidelines 2020* are to be considered valid. The office reserves the right to update them.

32. **Question:**<< Do the operational partners that contribute to the project receive their budget share directly from the funder or is it managed by the project lead subject?>>

Answer: The methods of managing the funds between the lead subjects and the partners are governed by paragraph 4.10 of the *Reporting guidelines 2020*

33. **Question:**<< Can renovation costs also be included if they are related to the project?>>

Answer: Renovation costs can be included if they are related to the project activities.

4. MAXIMUM NUMBER OF RfG

34. **Question:** << Are the two proposals that can be sent to be considered in total or by geographical area (two Italy and two abroad)?>>

Answer: No, a total number of two requests for grant can be submitted, regardless of where you plan to implement the actions.

35. **Question:** <<Is the maximum limit of 2 proposals that can be submitted meant for entities participating in any form whatsoever or only as project lead subject?>>

Answer: The limit of 2 requests for grant refers to the requests submitted as lead subject.

36. **Question:**<<Is it possible to submit projects that concern more than one area of intervention?>>

Answer: It is possible to submit a project that concerns more than one area of intervention: in these cases the prevailing category must be stated, depending on the project objective.

37. **Question:** <<Does the half-yearly budget forecast for 2020 have to be an official document approved by the governing council? Does it have to be drawn up based on a particular format?>>

Answer: No, no particular format is required. It is advisable to include a document approved by the internal body in charge.

38. **Question:** <<"Proportionality between the organisation's budget and the grant requested, i.e. consistency with the organisation's financial capacity and organisational structure". Does this proportionality have a specific numeric value?>>

Answer: No, no particular numeric value is required.

39. **Question:** <<Are the project indicators to be assumed for each individual project or are there some KPIs already available that you will provide?>>

Answer: The project indicators must be assumed for each individual project.

40. **Question:**<< Association XXX intends to build a water supply well in the town of XXX in Uganda (...) the Association does not own the land in Uganda (...) Can a declaration by the village chief, as a local authority recognised, albeit informally, to authorise the Association to carry out the work on the land in question, be considered sufficient as proof of entitlement?>>

Answer: Yes, only for projects carried out abroad, and if no other type of documentation is available, it is possible to attach a declaration from the local authority stating the ownership of the land.

41. **Question:** <<Is the evaluation grid of the projects with the respective scores made public?>>

Answer: No, the evaluations on the projects submitted are not made public. Nevertheless, in the weeks following the publication of the list of funded interventions it is possible to contact the Otto per Mille Office for information about the non-acceptance.