

# Frequently Asked Questions: EEP Fourth Call for Proposals

EEP-S&EA Programme

**Q:** How many proposals one organization may present as leading partner or as partner?

**A:** Only one proposal from an individual (username) will be accepted in this Third Call for Proposals in order to give a fair chance to all other applicants and to diversify the pool of submissions.

**Q:** I have a project which is already funded by EEP, can I submit another application during this call for proposal?

**A:** Organizations which already have project(s) funded by EEP or if they are past grantees, may still submit another application but the projects should be significantly different from the one for which you have received funding.

**Q:** Does EEP provide loans or grants?

**A:** No loans are provided by the EEP, grants only

**Q:** In which language can I prepare the project proposal?

**A:** Only in English, a submission in any other language will be automatically disqualified.

**Q:** I did not find the online application system, so I wrote my proposal on the application form and will submit off-line via email instead. Is it ok?

**A:** Proposals received via email will not be accepted. Please use any downtime of the online application system to prepare at [www.eepafrica.org](http://www.eepafrica.org)

**Q:** I did not find the proposal format, so I wrote my proposal on a blank A4 sheet instead. Is it ok?

**A:** Proposals will not be evaluated if proposal format was not used. Please use the format available at: [www.eepafrica.org](http://www.eepafrica.org) or ask for it by email to [eep@dbsa.org](mailto:eep@dbsa.org) or [memoryd2@dbsa.org](mailto:memoryd2@dbsa.org)

**Q:** Should we have a Finnish or Austrian company as a partner in order to qualify for the grant?

**A:** It is not a requirement. However, projects which enhance technology transfer, partnerships and cooperation between organizations from donor countries i.e. Finland, Austria, UK and local project developers will have added advantage.

**Q:** What is the maximum size of the project (in EUROS)?

**A:** There is no limit on the project size in terms of budget. The EEP contribution is however limited to a maximum of 200.000 EUR per project. EEP will decide to provide or not to provide the grant by assessing the significance of its own contribution in the total project financing.

**Q:** How much co-financing from other sources is required?

**A:** It is highly recommended to include your own financing contribution of at least 25% of the total project cost for private companies and 10% for non-profit making NGOs and CBOs and charities.

**Q:** What kind of expenses does the EEP contribution cover?

**A:** EEP contribution covers costs related to

- Technical services and consultancies to implement the project
- Project Travel expenses (air tickets, accommodations, etc.) related to the project
- Equipment and materials for the project
- Project execution expenses
- Project promotion and dissemination
- Audits related to the project

**Q:** We have many partners, listing them all will take a lot of space. May I add more rows for the additional partners or use smaller font size?

**A:** Do not worry because the online system allows you to add as many partners as you want. However, the system would not allow you to proceed with your application if some of your partners are not indicated to be actively participating in specific project activities. You are therefore advised to limit your partners to only those allocated budgets to carry out specific project activities.

**Q:** If my project is selected for funding, when can we start the activities?

**A:** We expect to sign contracts and start activities in May 2011. For detailed step-by-step activities and timelines please make reference to the section “Important Dates” provided in the Fourth Call for Proposals Announcement Letter or check the Timelines in our Application Guidelines.

**Q:** Could you extend the deadline?

**A:** No, the fourth call for proposals will close on 16 January 2012 at 13.00 hrs South African time. All applicants will not be allowed you to submit an application after the deadline has passed.

**Q:** Do I really have to send signature page?

**A:** Yes, only applications with signature page will be considered for evaluation. Please contact us by email on [eeep@dbsa.org](mailto:eeep@dbsa.org) if you have a problem with this. The signature page should be uploaded via the website only.

**Q:** What is the maximum duration of a project?

**A:** For the Fourth Call for Proposals, your projects implementation period should not be longer than 12 months.

**Q:** There is a perception that our project is an existing "commercial" technology; but our finding is that it is far from being commercial, evidenced by the low market penetration, consumer awareness and market maturity. Therefore we consider this technology is not commercial technology.

**A:** The national coordinator would give their recommendation if a certain technology is considered as "not commercial" in their country and therefore eligible or not eligible for funding as a pilot or demonstration project. It is recommended that the projects should be designed such that they contribute to market development of the technologies.

**Q:** Should we already have a consortium agreement when we submit the proposal?

**A:** It is not required but a firm commitment needs to be shown such as commitment letters from partners, during submission of the full proposal. All partners involved in the project should have specific role.

**Q:** We would have to borrow money, in order to implement the project before we are paid back by EEP, are financial costs eligible?

**A:** No. Financing expenses are not eligible. However, depending on the type of your organization, we would consider partial once-off advance payment.

**Q:** Are organizations from Switzerland eligible (even governmental)?

**A:** List of types of partners eligible for funding is available on the project website and in the Guidelines for the Fourth Call for Proposals. Project partners may come from any country of the world but projects may only be implemented in the nine EEP partnering countries (Kenya, Tanzania, Zambia, Mozambique, Namibia, Botswana, Seychelles, South Africa, and Swaziland).

**Q:** How much funds are allocated to each country?

**A:** There are currently no "financing quotas allocated per country". All projects are evaluated and financed based on their merits. Funds allocated for each country will depend on the number of approved projects and the agreed project budgets.

**Q:** Should we select one component, or can our project include activities related to various components?

**A:** One proposal may include activities related to several components, but is limited to the amount of funding available for the project. Projects must be well elaborated, straight forward and focused on their objectives, activities, tangible results and impacts.

**Q:** Is there any funding available for preparation of the full project proposal?

**A:** No.

**Q:** Can the EEP send prospective developers copies of project documents (of the successful ones), as a rubric, to other applicants?

**A:** Due to the proprietary, patent laws and other ownership rights the EEP is restricted to send or interchange project documents among project proponents. A list of approved projects will be put on the EEP website [www.eepafrica.org](http://www.eepafrica.org) . The EEP standard contract document is however available to anyone interested, to receive a copy please contact; [memoryd2@dbsa.org](mailto:memoryd2@dbsa.org) .

**Q:** Does the EEP fund project replicas?

**A:** No, the EEP only funds projects which have a transboundary footprint but not projects which are prepared to be replicated in different regions (i.e. submit 2 of the same projects from different locations). However, the replication should critically consider local conditions which could impact the project's performance.

**Q:** Can the EEP change (positive or negative) its consideration of funding after provision is granted for the approval of a project?

**A:** Yes, The Programme retains the right to decrease, increase or cancel funding allocation at any time during its interaction with the project developer provided there is justification to do so. For more information on this please read the EEP Guidelines for Execution.

**Q:** "...I missed the deadline (or didn't respond directly to the Call for Proposal Guideline) can the EEP still consider my appraisal?"

**A:** No, The EEP does not accept any unsolicited applications. All project funding proposals are

to be submitted within application period set out as per guidelines given on the announcement letter and on our website: [www.eepafrica.org](http://www.eepafrica.org)

**Q:** I followed all the guidelines and submitted my profile on-time but, received a response that the submission was late.

**A:** The EEP often receives many and voluminous documents, especially during the closing day, which can overwhelm our mail servers and result in delays in delivery. Please, don't wait to submit your application until the last minutes in order to guarantee smooth submission of your application.

**Q:** I requested evaluation comments/recommendations that can help to improve our proposals. Why have I not as yet received the reply?

**A:** While the EEP is driven to supporting projects in their development stage, no detailed examining comments will be provided if the submission is not recommended for further funding by the EEP Steering Committee Decision.

**Q:** Why am I bound to submit the project profile (concept note) online?

**A:** Besides the document management process and keeping the content of applications homogeneous easy to handle and evaluate, the EEP online application system has been structured to capture relevant information in order to facilitate evaluation based on already predetermined criteria. We receive a huge number of applications and without such an online system we would not be able to capture the information on time for evaluation and provide you feedback promptly.

**Q:** May the applicant/beneficiary of the EEP grant provide support/lend out to a third party from the grant?

**A:** No, EEP grants are not for lending out to a third party as commercial loans.

**Q:** Can an applicant who seeks to embark on private /individual scholarships, tuition or training apply to the EEP?

**A:** No actions or activities aimed at particular individuals will be grant funded by the EEP

**Q:** My project will include substantial procurement of different equipment and services, which procurement rules should we use?

**A:** You must get three quotes from different suppliers/consultants and select the best. Reasons for selection shall be annexed to your progress report. In all cases where the value of a purchase of equipment or services is 30 000 Euros or more (the threshold set by the Finnish legislation), the procurement procedure should be agreed upon with the Ministry

for Foreign Affairs of Finland before any such purchase. In practice, you would have to contact the EEP Regional Coordination Office to pursue this agreement on your behalf.

**Q:** Can I apply for EEP funding for my jatropha biodiesel project, will this be considered as an eligible project?

**A:** No, the EEP does not endorse any project which involves the use of jatropha plants or its products.