



# LIFE4BEST : Call for proposals 2020

## Frequently Asked Questions (FAQs)

### Questions related to the call

Applicants are invited to first refer to the Guidelines and related documents published on the [LIFE4BEST website](#). In case of remaining questions, a list of frequently asked questions - and answers - classified by themes can be found below. Requests for additional clarifications sent no later than 10 working days before the closure of the call, which are likely to be relevant to all applicants, can also be found in this regularly updated document.

### Applicants' eligibility

**Question:** Can I apply if I already benefited from a LIFE4BEST or BEST grant? Can a new project continue activities previously financed by BEST?

**Answer:** You can apply again as a former BEST beneficiary provided you still meet the eligibility criteria set in the Guidelines. The objective of BEST is to empower local stakeholders and “unlock potential”, the focus of the call is therefore on seed funding and new actions. Continuation of BEST funded activities will not be the priority.

**Question:** Is there a maximum number of co-applicants?

**Answer:** No, there is no maximum threshold. However, please bear in mind the feasibility of your project and its coordination. Numerous co-applicants could add an administrative layer and complexity to the management of your project.

**Question:** Are universities eligible to apply?

**Answer:** Universities are eligible provided they meet the “special conditions for research organisations” defined in the Guidelines for applicants.

### Costs and budget

**Question:** How should the budget be presented if the project involves co-applicants?

**Answer:** Preselected applications will need to present separately the costs of each organisation involved through different budget lines at the full proposal stage.



Question: How to design the budget? Is it necessary to request the maximum amount allowed?

Answer: The total amount of the grant must be spent during the implementation period of the project. The amount should be consistent with the proposed activities and workplan. It is important to be realistic as to what can be achieved and spent during the project. It may therefore not be necessary to request the maximum amount allowed.

Question: Is there a maximum amount allowed on subcontracting?

Answer: There is no ceiling or maximum percentage regarding the share of the budget allocated to subcontracting. However, only activities, which are not essential to the project, can be subcontracted. In all cases, subcontracting must be duly justified.

Question: What are the procurement rules applicable?

Answer: The procurement policy and procedures applicable to LIFE4BEST beneficiaries are defined in the grant contract signed by the recipient. They vary according to the value of the contracts, are applicable to all goods and services procured and must be respected in all cases.

Question: Are the costs incurred during the preparation of the proposal eligible?

Answer: No, only the costs incurred during the implementation of the project are eligible costs.

Question: How to include import taxes?

Answer: Import taxes are considered as part of the cost of purchasing items and thus should be included within the cost budgeted for the item itself; they should not be included as separate lines in the budget.

Question: Do I have to provide quotes as supporting documents (e.g. for equipment) when defining my budget?

Answer: Supporting documents are required at the full proposal stage only you choose to use a simplified costs option (SCO). We strongly encourage applicants to opt for this option if possible. The use of SCO is explained in the guidelines for applicants.

Question: What is the grant payment schedule? Are advanced payments being made? What about the amount allocated to the co-applicant?

Answer: All payments are made to the account of the main applicant who is then responsible for the transfer(s) to the co-applicant(s). The grant will be paid in several instalments: a pre-financing at the beginning of the project; interim payments which are subject to the validation of periodic reports; and a final payment of the remaining balance after approval of the final report.

### Additional information

Question: Whom to contact in case of questions?

Answer: Should you have any questions or encounter any difficulties, please contact your Regional Focal Point or the LIFE4BEST (see section Contact us on the [LIFE4BEST website](#)). The latter are bound by the principle of confidentiality. They also are impartial and will ensure equal treatment among applicants in their answer.