FREQUENTLY ASKED QUESTIONS

Call for Applications under
2020 EaP Civil Society Fellowships
Supporting Young Civil Society Leaders in Eastern Partnership Countries

1	Eligibility of candidate, Application form and supporting documents	
1.1	How old do I have to be in order to be eligible?	You are eligible for this Call if you are born on or after the 1st of January 1985.
1.2	Can organisations apply for the fellowship?	This fellowship is for individuals, not for organisations. The eligibility criteria are listed in section 5.1 of the Guidelines.
1.3	I am not a member of any Civil Society Organization. Can I apply?	Yes, the Fellowship is designed for civil society activists who are willing to take a leadership role in their community irrespective of their connections to civil society organisations.
1.4	Can my current workplace influence my eligibility for this Fellowship Call?	Your employment status or workplace do not influence your eligibility to participate in the Fellowship Call. However, previous and current work experience may be taken into account during the evaluation process.
1.5	What information should I include in the application part regarding placement?	A placement or an internship might be proposed as a part of the action. If so, you will have to fill in the requested information within section 4 of the Application form. If you do not propose a placement/internship, you can state "not applicable" in the form.
1.6	Can I participate in the programme if I am not fluent in English?	Working level of English is essential for this programme. All communication (written and oral) will be held in English.
1.7	What format should I submit my application in?	There are no restrictions on the format of the application submission (Word, pdf). It is preferable to send the proposed budget in Excel format.
1.8	I have submitted my application but want to change it. Can I resubmit?	You can resubmit your application before the deadline – January 13, 2020. Please clearly state that this is a revised version of your application.
1.9	What should be included in the letter of recommendation?	Any recommendation letter (from an organisation or person) will be relevant for this Fellowship call. The essential details of a recommendation letter are name, contact details of your referee as well as duration and nature of your relationship and evaluation of your skills. The letter should give the Evaluation Committee a better understanding of who you are and why you are suitable for the programme.
2	Action timeline	
2.1	Can I start my project later than May?	A proposed fellowship project can start any time from April 2020, but all project activities have to be completed before the end of September 2020.

2.2	Should I schedule all capacity building events for the project period?	Specific dates for the proposed events are not needed at the proposal stage. Although, an indication of planned activities per month is required.
2.3	Can the whole fellowship period be spent in an EU member state at a host organisation?	No, the project needs to focus on the positive changes in your community in one of the six Eastern Partnership countries.
3	**Action proposal**	
3.1	Can I conduct research within the framework of the Fellowship?	A research component can be included into the proposed action, however, development of a research paper as such should not be the key objective. Research should be a part of a bigger action that brings positive changes in your community (for example by using it as basis for an evidence-based advocacy campaign or awareness raising campaign).
3.2	What topics proposed actions should cover?	An indication of the different categories of activities generally supported by the programme is given in the Guidelines for Applicants – Section 5.2. The different categories relate to the main roles of civil society. The specific topics are defined as priorities for 2020 Call (see section 5.2 of the Guidelines). There will be additional points given during the evaluation for actions supporting watchdog function of civil society.
3.3	Can I write a proposal for an on-going campaign?	We would encourage applicants to propose new actions and ideas for this Fellowship. However, if you can convincingly demonstrate the need for a project which would be a follow-up or second stage of another initiative, the Evaluation Committee will take this into account.
3.4	Can I transfer the project to someone else during the implementation process in case of my absence?	No, you need to fully commit personally to the project and alumni activities.
3.5	I have several project ideas. Can I submit more than one action proposal?	No, each application should include only one action proposal.
3.6	Is it possible for two people working on the same project to apply as separate fellows with one project?	The fellowship programme is designed for individuals. Each applicant should develop and be responsible for the implementation of his/her project. The maximum amount of each fellowship is 5000 EUR. So the answer is no. Moreover, as stated in section 5.2 the Evaluation Committee will oversee the overlapping with the activities of previous fellowship projects.
4	**Budget**	
4.1	What are the eligible expenditures for this fellowship?	The eligible costs are listed in section 5.3 of the Guidelines.

4.2	Can the fellowship budget be allocated as a salary paid to the fellow?	No, the fellowship cannot cover any salary or remuneration of any kind to the fellow.
4.3	Can I use the Fellowship budget to pay for my seminars and conferences?	Yes. In this case, travel, insurance and visa costs need to be included.
4.4	What type of payment would I need to provide in the field "Fees of technical expert/mentor fees"?	The listed items under "Action costs" in the provided Annex C (Action budget) are given as an example. If you do not involve a mentor or technical expert during the implementation of your project, then this budget line should be deleted. If you plan to have a mentor or a technical expert to support the implementation of your action, the fee can be indicated as hourly, daily or weekly rate depending on the needs of the proposed project.
4.5	Should the costs directly related to the networking events within the Fellowship programme be added to the budget?	No, such events will be covered separately.
4.6	How should I calculate and reduce costs?	The costs can be estimated by comparing the prices in your country. These prices can be checked on the Internet or by directly contacting providers for quotes.
4.7	What if the proposed prices change during the implementation period?	You must take into account that prices may change and while preparing the budget proposal, are advised to allow for contingencies when estimating costs.
4.8	Can I purchase a specific software and web domain in order to implement the envisaged activities of the project?	Yes, if it will be used specifically for the needs of the project and the related cost included in the budget will cover only the timeframe of the proposed action (for example, web hosting for 6 months).
4.9	Can I purchase things that I could also use after the end of the project?	Purchase of equipment is not eligible. Purchase of materials that can be used for the action implementation is allowed.
4.10	Can my project be co-financed?	Co-financing is not required, but your project can have other sources of income as well. The action proposal should justify the need for co-financing.
4.11	Is the fellow/expert eligible for per diems when travelling within the country of implementation or outside of it/in the host country?	An applicant may include into his/her proposed budget expenses for accommodation, meals and other expenses associated with implementation of his/her proposed project/action. These costs should be justified by necessity staying outside the place of residence for the project/action purposes.

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5	Host organisation	
5.1	Who can be a mentor or a host organization?	A mentor/host organization can be a person or organization (NGO, public body, university, etc.) that has sufficient expertise in your field of interest and can provide you with the skills and knowledge needed to implement your project.
5.2	How will inexperienced entrepreneurs be guided by professionals while carrying out their project activities?	It is up to you and the host organization/mentor to agree on the nature of the support to be provided, depending on the expertise needed for the project.
5.3	Do I necessarily have to have a mentor or operate within a certain civil society organisation to be eligible for the Fellowship?	No. A Mentor might be needed if you do not have enough expertise to implement your proposed action.
5.4	Do I need to find a mentor myself or will you select someone for me?	It is your responsibility to define what type of expertise is needed to implement your action and identify/select a mentor. It is expected that future leaders are pro-active and make all necessary arrangements themselves. In exceptional cases the project will assist in finding a mentor.
5.5	I don't have a host organisation for my placement yet. Can I still apply?	Yes. Nevertheless, we expect that you are already in contact with some organisation to ensure that the proposed action will happen.
5.6	Can I implement a project or do an internship in another country than my country of residence?	Yes, however, your project must be implemented in one of the six Eastern Partnership countries. Internships can be done in one of the countries of the European Union or EaP region, but the positive changes using the obtained skills and knowledge should be for the benefit of your community.