

## Application

### 1. Which are the application steps?

The first step to follow is completing the Application Form. The pre-selected associations will be contacted by 15/03/2024 and invited to draft the Full Application Form, to be completed with the support of INTERSOS.

### 2. In which language can the application be submitted?

In Italian or English. If you have a specific request to submit the application in another language, write to [info.partecipazione.italia@intersos.org](mailto:info.partecipazione.italia@intersos.org).

## Associations

### 3. Is it mandatory for associations to be formed entirely of refugees and asylum seekers?

No, but the significant presence of refugees or asylum seekers in the association's decision-making bodies is paramount.

### 4. Can associations that have already been financed by PartecipAzione in the past years participate in the Expression of Interest?

No, the Expression of Interest is only open to associations that have not received funding by PartecipAzione in the past years.

### 5. Can associations that have not yet been registered but are in the registration phase participate?

Yes, informal groups that have not yet formally formed an association, but have begun the registration process, can participate. The registration process with the Agenzia delle Entrate can also be completed after signing the Memorandum of Understanding (MOU). Recognition of legal personality is not necessary.

### 6. Can trade unions participate?

No.

### 7. Can religious institutions participate?

No, religious institutions or orders cannot participate (such as, by way of example, Salesians, Comboni Missionaries, etc.), while the participation of small associations, even those of religious inspiration, is admissible, provided they are in line with the eligibility criteria and without religious purposes.

### 8. Can social enterprises participate?

Yes, but only if they are no-profit associations.

## Eligible expenses

### **9. At what stage of the selection process should the budget be presented?**

An indication of the total budget expected by the associations for the implementation of the projects must be included in the Expression of Interest phase. The pre-selected associations will be asked to compile a detailed budget, with the support of INTERSOS.

### **10. Are personnel costs eligible in the project budget?**

Yes. Staff costs, both for new hires and for the paid work of existing staff, are eligible, provided they are vital to the operation and planning of the project and do not exceed 10% of the budget (per individual staff) or 20% (for two or more staff) – For example, for a requested funding of 5000 EUR, maximum 500 EUR can be allocated for the payment of a Project Manager or project administrator, maximum 1000 EUR can be allocated for the payment of more staff figures. These costs must be allocated to refugees or asylum seekers.

### **11. Are costs related to salaries or payment of experts or consultants eligible?**

Yes, costs related to reimbursements or compensation of specific figures functional to the implementation of project activities (i.e. trainers, cultural mediators, graphic designers, etc.) are eligible.

### **12. Are costs related to legal obligations eligible?**

Yes, costs related to legal obligations, such as registering the association's statute, are eligible.

### **13. Can the costs for registering the association's logo be included among the "costs for legal obligations"?**

Yes, the costs for legal compliance may include expenses related to the registration of association logos, specific brands, etc., provided that they are relevant to the proposed project activities and provided that expenses are carried out after signing of the Memorandum of Understanding.

### **14. Are costs related to bank commissions and accounting fees eligible?**

Yes, accounting costs and bank fees are eligible, but they must not exceed 5% of the overall project funding – For example, for a requested funding of EUR 5000, a maximum of EUR 250 can be allocated to the payment of bank fees.

## Projects

### **15. Is it possible to submit proposals that contain activities carried out in more than one region?**

Yes, it is possible to submit proposals whose activities are carried out in multiple Italian regions.

### **16. Can the project proposals also concern activities that the association is already carrying out?**

Yes, it is possible to present project proposals that aim to strengthen activities already implemented; in this case, it is desirable to explain the reasons why it is intended to further strengthen these activities (e.g. expansion of the number of beneficiaries, expansion of the areas of intervention, etc.).

### **17. Is it possible to present projects in partnership with other associations?**

No, the Programme is aimed at individual associations. However, it is possible to indicate partners who will take part in the implementation of the project or in some activities. It is not possible to entrust the management of any part of the budget to partner associations and their intervention must be considered as a free contribution or provided through funds not linked to the grant of PartecipAzione. It is possible, however, to recognize compensation to third parties, including partners of the presenting association, provided that they are to all intents and purposes considered as providers of work for the provision of specific activities directly linked to project activities (e.g. cultural mediation , training, etc.).

## Documents

### **18. What documents must be submitted together with the Expression of Interest?**

Attachment 1 (Signature of legal representative). No other documents must be presented during the Expression of Interest phase. Additional documents may be requested during the evaluation phase. The documents related to the Budget and the Calendar of activities must be submitted only by the pre-selected associations, together with the Full Application Form.

### **19. What other documents can be requested when evaluating Expressions of Interest?**

Anti-mafia self-certification and self-certification of pending charges for the legal representative.

**20. Is there a pre-compiled form for anti-mafia communication and self-certification of pending charges?**

Yes, if your association is pre-selected following the Expression of Interest, INTERSOS will provide you with the pre-compiled forms.

**21. If the association does not yet have a bank account, is it admissible to use the bank account of the Legal Representative?**

Yes, it is eligible as per the guidelines in case of absence of the association's official bank account.

**22. Which item should you refer to for the eligibility requirement relating to an annual budget of less than €200,000?**

Reference must be made to the total income items from activities, from fundraising and from activities in the management statement. Neither extraordinary income nor financial and patrimonial income will be taken into consideration.

**23. Is it mandatory to put association's stamp on project's documentation?**

Only if available; the association's stamp must be affixed together with the signature of the Legal Representative on the application form.