Open call for Proposals "Rebooting the Food System"

Financial support to third parties for grassroots and youth-led CSOs in Portugal, Spain, Poland, Estonia, Slovakia, Czech Republic

FAQ - RESPONSES TO CLARIFICATION REQUESTS

Last update: February 12th, 2025

1) **Is it required for the organization's statutes to be certified by a notary to meet eligibility criteria?**

The requirement for the organization's statutes to be certified by a notary depends on the national legislation. For the Call for Proposals (see Section 3 - Eligibility Criteria for Applicants), what is required is that the organization is a legal person registered and constituted in accordance with the national legislation in force in one of the eligible countries.

2) **Can an organization already involved in a DEAR project participate in a DEAR subgrants?**

As mentioned in the Call of Proposals at Section 3 - Eligibility Criteria for Applicants, an organization that is already beneficiary of a grant (lead/cobeneficiary/affiliated entity), associate, contractor, or recipient of other financial support to third parties within the current DEAR Call for Proposals (reference: EuropeAid/173998/DH/ACT/Multi) is not eligible to participate in grant awards under the Call. Moreover, eligible organizations must not have the financial, administrative or operational capacity to compete directly for EU funding under the current DEAR Call for Proposals (reference: EuropeAid/173998/DH/ACT/Multi).

3) **Can a new activity from another DEAR program be implemented in the same city where a DEAR pilot project is already underway? What happens if the number of young participants is limited?**

Although it is possible to implement a new activity under another DEAR program in the same city, close attention must be paid to the eligibility criteria (see question n. 2). If the number of young participants is limited to a specific area, it is important to ensure that the project meets the objectives and priorities outlined in the Call for Proposals. Proposals must involve and reach different target groups to be considered as primary and secondary target groups (see Section 4 - Eligible target groups and activities).

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4) **Do you plan to have a project website where we could upload the resourses created by our potential project? If not, should we use our own domains to publish them?**

No, there is no project website foreseen, probably a thematic one coupled with one of the major overarching activities, but details remain to be seen. Sharing of the resources on your domains and beyond, as well as within the Reboot consortium is foreseen. In coordination with the project's youth editorial team, the international Social Media Channel https://www.instagram.com/reboot.food/ can also be used to point out materials. However, awarded organizations should meet the objectives and priorities of the Call (see Section 2 – Objectives and priorities of the Call, and in particular the first and major objective is to empower youth (15-30 years old, ideally also the less engaged ones) to actively mobilize, campaign and advocate for agroecology and for fair and sustainable food systems), and the related expected results in terms of target groups and eligible activities (See section 4 – Eligible target groups and activities).

5) **The call mentions that we must include funds for participation in-presence meetings. How many meetings are planned? In order to properly adjust the budget, is there any information about the venue? And, finally, how many participants do you expect from us?**

As specified in Section 6 – Budget and in Section 2 – Objectives and Priorities of this Call, in their budget proposals, applicants must include funds (travel, per diems, accommodation) for their participation in European consortium, networking and exchange meetings.

- This is mandatory for a capacity building meeting in winter 2025/2026 in France, which is foreseen to be in the vicinity of Paris and to last 3 days.
- This is not mandatory but functional to coordination and capacity building needs, for:
  - A) a coordination meeting in Hungary in summer, probably September, 2025, which is foreseen to be in Budapest and to last 3 days.

  And/or
  - B) a coordination meeting in Romania in summer 2026, which is foreseen to be in Iasi and to last 3 days.

  And/or
  - C) a final and evaluation meeting Italy in winter/spring 2027 which is foreseen to be in Bologna and to last 4 days.

Each project proposal should proportionate the not-mandatory participation and the number of participants to its logic of intervention, and to the proposal's contribution to the transversal objective of this Call (to provide and share capacities and experiences for the Reboot project: see Section 2 – Objectives and Priorities of this Call). The minimum number of participants per meeting is 1, the maximum, only in exceptional cases, 3 people, depending on specific participants' roles, knowledge, expertise and capacity-building skills.

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6) **Is it necessary for the project to last exactly from March 2025 to November 2026? Or can the implementation period be set for a shorter period?**

As specified in Section 9 – Deadlines and timeline, the earliest possible date to start the activities is 14th March 2025, and the latest possible date for activities is 30th November 2026: projects must be implemented within this period, specific starting and ending dates should be decided by applicants depending on the specific logic of intervention and budget and taking into account dates of the in-person meetings.

7) **Which organization would you consider a "grassroots-oriented CSO"?**

In the general meaning, a grassroots-oriented organization is an organization composed of people active at the community, local, regional or neighbourhood level. In the context of this Call for Proposals, a grassroots-oriented CSO refers to non-state, non-profit organisation (CSO or similar) with limited financial, administrative, or operational capacity to compete directly for EU funding. These organizations are eligible if they are legal registered in one of the eligible countries (Portugal, Spain, Poland, Estonia, Slovakia, Czech Republic) and operate within the scope of the Call's target groups and activities.

8) **Are national non-profit farmers' organizations, which are among the target groups (even if not a priority target group), eligible? Even though they are non-profit, they are category associations. Some are formally associations of young farmers, while others have a non-formalized youth component.**

National non-profit farmers' organizations can be eligible if they meet the requirements mentioned in Section 3 - Eligibility Criteria for Applicants of the Call. In addition, the youth component is not an element of eligibility but of merit, included among the additional scores (see section 7 Merit Evaluation).

9) **"Not having the financial, administrative or operational capacity to compete directly for EU funding under the current Call for Proposals": is this a negative criterion? What is the criterion for assessing this requirement?**

See question n. 2: "Current" refers to the EU DEAR call EuropeAid/173998/DH/ACT/Multi. As mentioned in the Call of Proposals at Section 3 - Eligibility Criteria for Applicants, an organization that is already beneficiary of a grant (lead/cobeneficiary/affiliated entity), associate, contractor, or recipient of other financial support to third parties within the current DEAR Call for Proposals (reference: EuropeAid/173998/DH/ACT/Multi) is not eligible to participate in grant awards under this Open Call promoted by the #RebootFood DEAR project. Moreover, eligible organizations must not have the financial, administrative or operational capacity to compete directly for EU funding under the current DEAR Call for Proposals (reference: EuropeAid/173998/DH/ACT/Multi). This means that, for example, organizations that are now implementing projects (financed by EU or other donors) smaller than DEAR projects, may be eligible.

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10) **Could the funding cover the accommodation costs for 100 young participants from Spain for a two-day event in a Spanish city?**

Travel and accommodation costs are eligible Under this Call for Proposals. For all details, please refer to Annex 2 – Template Budget Proposal – updated version 22.01.25, and to the relevant Sections of the Call for proposals, in particular: Section 6 – Budget, Section 4 – Eligible target groups and activities, Section 7 – Merit Evaluation, Section 13 – Annexes. As mentioned in Section 6, at least one project per country will be funded; therefore, the maximum financial support is limited to 60.000 EUR per third party project proposal: project proposals can be below this indicative amount, depending on the adequacy of the budget to the results and activities of the project (financial efficiency criterion: see Section 7 – Merit Evaluation). Additional information useful to guide applicants in the application process can be found in the Third-Party Dossier, which includes annexes and documentation needed for applying. The Third-Party Dossier can be requested via the form here https://forms.office.com/e/ZfBZBuD6GT (see Section 8 – How to apply).

11) **Are transportation and accommodation expenses for one, two, or three high-level experts from universities or research centers in Europe eligible for coverage?**

See question n. 10.

12) **Does the funding support communication campaigns before, during, and after specific events?**

As specified in Section 4 – Eligible Target Groups and Activities, all eligible activities, coherently with the objectives, priorities and target groups above described, project proposals
should focus on:

- Active involvement of youth (TG2) for the promotion of agroecology and fair food systems, reaching via those further youth (TG1), CSOs (TG3) and/or young farmers/producers (TG4), and/or political decision makers (TG6), to spread awareness on sustainable food system models and to incorporate agroecological principles at local, national, EU and global levels.

and/or

- Engagement of institutions providing food (TG5) to inform and support them in promoting, adopting, implementing, monitoring, modifying or further improving policies or practices supportive of sustainable food systems/ sustainable development with a focus on food. Also in this case, youth should be actively involved in the implementation of the project (TG2), and further TGs can be involved or reached (TG3, TG4, TG6).

Given these premises (….), are eligibles Campaign, communication and outreach activities involving youth (TG2) - preferably co-designed and co-realised with youth - to reach out to CSOs, young farmers/ food producers, addressing political decision-makers and institutions providing food to incorporate agroecological principles at local, national, EU and global levels. Creative campaign methodologies for campaigning both online and in presence will be favoured.
As specified in Section 5 – Project Duration, the activities can be implemented from March 2025 to November 2026.

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13) **Are salary expenses for a general coordinator overseeing the campaign, the event, its promotion, impact, and subsequent collaborations with universities or university networks eligible for funding?**

As specified in Annex 2 – Template Budget Proposal – updated version 22.01.25, staff and human resources costs are eligible, as long as they are directly related to the implementation of the project. They must be proven by signed time sheets and other staff and payroll records. Additional information useful to guide applicants in the application process, including eligibility and reporting requirements, can be found in the Third-Party Dossier, which includes annexes and documentation needed for applying. The Third-Party Dossier can be requested via the form here https://forms.office.com/e/ZfBZBuD6GT (see Section 8 – How to apply).

14) **Does the funding cover the costs of a small event to present the results at United Nations venues in Rome?**

See question n. 12. Under this call, eligible countries are Portugal, Spain, Poland, Estonia, Slovakia, and Czech Republic. However, as specified in Section 4 – Eligible Target Groups and Activities, advocacy activities at local, national, and international levels are eligible this means that international advocacy can be foreseen within the proposals' logical frameworks, even though it must not be considered the main focus, since it is not foreseen within the priorities and objectives of this Open Call (see Section 2 Objectives and priorities of the Call), and always respecting the financial efficiency criterion.

15) **Is there support for a small event to present the results in Brussels?**

See question n. 14.

16) **We would like to understand if the global experience of a global network will be taken into account in the evaluation process**

As mentioned in the Call of Proposals at Section 3 - Eligibility Criteria for Applicants, project proposals will be assessed for eligibility and merit.
In order to be eligible, applicants should:

- Be a non-state actor (CSOs or similar)
- Be a legal person registered and constituted in accordance with the national legislations in force in one of the eligible countries of this Call for Proposals (Portugal, Spain, Poland, Estonia, Slovakia, Czech Republic).
- Be a Non-profit making organization
- Have at least one bank account in the name of the organization
- Not be beneficiary of a grant (lead/cobeneficiary/affiliated entity), nor associate or contractor, nor a recipient of other financial support to third parties within the current EU DEAR Call for Proposals (reference: EuropeAid/173998/DH/ACT/Multi)
- Not have the financial, administrative or operational capacity to compete directly for EU funding under the current EU DEAR Call for Proposals (reference: EuropeAid/173998/DH/ACT/Multi)

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See also questions n. 1,2,8 which are referring to the Eligibility Criteria.
Additionally, applicants who meet all eligibility requirements will be evaluated based on the Merit criteria outlined in Section 7 – Merit Evaluation of the Call.

17) **Do organizations need to be legally registered in the EU to participate, or do they only have to demonstrate that they have experience and expertise? Can partnerships between organizations from the Global South be established?**

According to Section 3 - Eligibility Criteria for Applicants, only legal persons registered and constituted in accordance with the national legislations in force in one of the eligible countries (Portugal, Spain, Poland, Estonia, Slovakia, Czech Republic) are eligible under this Call for Proposals. Eligible applicants can include in project proposals activities realized together with organisations from the Global South, as long as relevant objectives, results and target groups (which are focused on the European context) are met.

18) **How long does the Call process last?**

According to the Call for Proposals - Updated version 24.1.25, the deadline to present Project Proposals has been postponed to 23rd February 2025. The publication of the selection results will be on 17th March 2025. Project activities can be implemented from 28th March 2025 to 30th November 2026 (see Section 9 – Deadlines and Timeline).

19) **In Annex 2 - Template Budget Proposal, part Cost Description - Human Resources can the costs of the project manager also be invoiced?**

See question number 13. As reported in Annex 2 – Template Budget Proposal – updated version 22.01.25, staff and human resources costs are eligible, as long as they are directly related to the implementation of the project. They will have to be proven by signed time sheets and other staff and payroll records. Additional information useful to guide applicants in the application process can be found in the Third-Party Dossier.

20) **Could provide us further information about the criteria for considering that an organization has the financial, administrative or operational capacity to compete directly for EU funding under the current DEAR Call for Proposals (reference: EuropeAid/173998/DH/ACT/Multi).**

See question n. 2 and n. 9.

21) **We would like to ask if the consortium has prepared or is planning to prepare any materials that could be translated into Slovak and used as part of the campaign or trainings that we would like to do. If so, how can we access them? We would like to**

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know what their scope is so that we can plan the amount of work needed to translate them.

As stated in the Preamble of the Call for Proposals, the #RebootFood project foresees the development of a pan-European awareness campaign with and for young people, to promote values and good practices of agroecological principles in the EU and the Global South, and to give voice to women, girls, and people at the margins in creating a sustainable food system. The production of such materials is ongoing; therefore, a final bundle of documents cannot be currently shared. The materials will be in English. If you find it necessary to translate materials into another language, you should include a budget for translation costs as part of your proposal.

22) **Will there be any joint research or preparation of information materials during the implementation of the project? If so, what kind of materials and research does the consortium plan to do?**

As stated in the Preamble of the Call for Proposals, the #RebootFood project includes research, education and advocacy activities, developed by partners and active youth, for the empowerment of producers and workers in the global food system and the inclusion of agroecological principles and practices in European and national food system-related policies. The consortium is planning to publish several studies and policy papers, based on field and desktop research carried out by professional researchers and journalists. A final bundle of documents cannot be currently shared, since most of them are still under development. Documents will be in English and/or in partners' national languages.

23) **As part of our proposal, we would like to map examples of good agroecological practices in our country. We are aware that there are also interesting cases in some neighbouring countries, where organizations from the consortium operate. Do we understand correctly that these foreign examples of good practices could not be included in our research?**

According to the Call for Proposals (see Section 4 – Eligible target groups and activities), among eligible activities there are campaign, communication and outreach activities, involving youth (TG2) - preferably co-designed and co-realised with youth - to reach out to CSOs, young farmers/ food producers, addressing political decision-makers and institutions providing food to incorporate agroecological principles at local, national, EU and global levels. Creative campaign methodologies for campaigning both online and in presence will be favoured. Therefore, a map of good practices – both national and international - can be included in the proposals, when functional to these objectives; examples from neighbourhood countries can be included, especially if those add a substantial and meaningful outcome to the collection.

24) **Would it be possible for us to invite lecturers from Czech Republic in our activist trainings? The reason is their broad expertise on food alternatives activism, agroecology, short supply chains and community-supported food systems which,**

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based on our research and past experience, are more developed than in Slovakia. We believe that activists here could greatly benefit from an exchange of experiences with them.

According to the Call of Proposals (Section 2 - Objectives and priorities of the Call), a transversal objective is to provide and share capacities and experiences for the Reboot project, in terms of: thematic expertise; capacity of involvement of determined target groups; innovative methodology for global citizens education, campaigning and advocacy initiatives; exchange of practices and challenges in the EU-Countries external to the consortium. Therefore, it is possible to include speakers from other countries in trainings and other project activities. Travel and accommodation costs are eligible Under this Call for Proposals. For all details, please refer to Annex 2 – Template Budget Proposal – updated version 22.01.25 and to the relevant Sections of the Call for proposals, in particular: Section 6 – Budget, Section 4 – Eligible target groups and activities, Section 7 – Merit Evaluation, Section 13 – Annexes.

25) **We would like to clarify some details regarding participation in the consortium coordination meetings. Our understanding is that attendance at the meeting in France in the winter of 2025/26 will be mandatory and the other 3 are as needed. Can we send two people to a meeting, or will one be enough? Since we do not know where exactly the meetings will take place, could you advise us on the amount we should expect and earmarked in the budget for accommodation and travel? And how many days will the events last? This is information that will allow us to plan more accurately the expenses for these meetings.**

See question n. 5. Meetings are planned to be in or around the foreseen cities, but exact locations will be identified in time by the partners responsible, so no further details can be currently provided. Applicants should make an estimation of the resources needed for their participation in the meetings. Annex 2 – Template Budget Proposals – updated version 22.01.2025 includes a section for travel costs, which must include not only international and local travel, but also costs linked to food and accommodation.

26) **In the Call guidelines, it states that the entity must demonstrate that it does not have the financial, administrative, or operational capacity to compete directly for EU funding under the current call for proposals (reference: EuropeAid/173998/DH/ACT/Multi). We would like to understand how this demonstration should be made and what type of documentation is required, as we are unsure how to proceed.**

See question n. 2 and n. 9.

27) **I have a technical question regarding the submission process. When we provide answers to the questions, should we prepare an additional document with both the questions and answers? Or should we focus on completing Annex 1, as provided?**

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Annex 1 does not seem to have sufficient space to include all the necessary details, even within the character limits. Would it be acceptable to submit an additional PDF with the complete answers, alongside a signed Annex 1 containing the shorter responses? Alternatively, should we make every effort to fit all information within Annex 1, using Arial font and size 11 as specified?

As stated in the Call for Proposals (Section 8 – How to Apply), the application to submit shall consist of all the following fulfilled documents:
1) Template technical proposal (using the template in Annex 1)
2) Template budget proposal (using the template in Annex 2)
3) Declaration by the third party (Annex 3)
4) Official documentation on the legal and non-profit status of the CSO (Statute/Charter stating that the CSO is a legal person officially registered, and expressing its aims and purpose)
5) further documents (e.g. Organisation's CV, Internal SEA-H policy, Code of Conduct) must be attached only if relevant and in 1 unified PDF file.
No additional documents must be sent.
All annexes and documentation needed for applying are included in the Third-Party Dossier (editable Word and Excel files). If the space provided by Annex 1 is insufficient, it is possible to enlarge the rows. The font to be used is Arial 11, single line spacing.

28) **I would like to ask if you have any more specific plans or ideas about where the project meetings will take place, how many days, etc. The point is to allocate a sufficient budget for these activities.**

See question n. 5 and n. 25.

29) **Regarding the Human Resources budget, I want to ask whether there is a specific type of employment contract required, or is it free of choice and we can use services of self-employed workers with a mandate contract.**

Human resources are eligible, as long as they are directly related to the implementation of the project. They will have to be proven by signed time sheets and other staff and payroll records, including employment contracts (see question n. 13). In exceptional cases, applicants may include in their proposals a human resource budget based on contracts other than employment contracts, accompanied by justification of the case. The appropriateness is evaluated in the merit evaluation.
Additional information useful to guide applicants in the application process can be found in the Third-Party Dossier.

30) **We would like to clarify a question regarding the new version of Annex II you recently published. The document mentions an Excel table, but the new Annex II is in PDF format and doesn't automatically calculate the costs. Could you please clarify how we should complete this document? Should we combine both formats, or is there a specific way to proceed?**

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The Excel file with the editable budget template is included in the Third-Party Dossier. Once you complete the registration form, you will automatically receive the dossier containing all the annexes, including Annex II in Excel format. For those organizations that registered prior to the template update, an email from the address reboot@weworld.it has been sent, with the updated Third-Party Dossier, which includes the revised version of Annex II, titled Annex 2 – Template Budget Proposals – updated version 22.01.2025.

31) If we want to subcontract the realization of some of the activities to other entities, can we justify it economically with an invoice of services rendered by the entity or can we present the payrolls of the subcontracted entity, or both options?

According to Article 10 of Annex C – General Conditions of the Reboot Call for Proposals, included in the Third-Party Dossier, beneficiaries may subcontract tasks forming part of the action. However, the following conditions must be met:

- The subcontracting does not cover core tasks of the action.
- The subcontracting is justified by the nature of the action and necessary for its implementation.
- The estimated costs of the subcontracting are clearly identifiable in the estimated budget (Annex III).
- If subcontracting is not foreseen in Annex I, it must be justified and documented.

Regarding economic justification, it is expected that the costs of subcontracted activities are supported by invoices for services rendered rather than payrolls. Please ensure compliance with the relevant rules outlined in Article 10.4 of Annex C.

32) About travel expenses related to networking and sharing tools, methodologies, issues and practices with Reboot partner organizations: we have doubts about how much it may cost, and especially if my organization will have any control over the expense, e.g. choosing the place of accommodation or the cost of meals.

See questions n. 5 and 25.

33) What will we be expected to bring to the European meetings, will we have to produce a guide to replicate the project, or will we have to produce reports?

According to the Call of Proposals (Section 2 - Objectives and priorities of the Call), a transversal objective is to provide and share capacities and experiences for the Reboot project, in terms of: thematic expertise; capacity of involvement of determined target groups; innovative methodology for global citizens education, campaigning and advocacy initiatives; exchange of practices and challenges in the EU-Countries external to the consortium. Therefore, awarded organisations will expect to contribute to the meetings depending on their specific expertise, as well as on the specific meetings' agenda, which is defined in detail in the weeks before the meetings. Examples of contributions to the meetings are presentations, seminars, workshops, etc. In general, consider that

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the meetings have different goals: as specified in Section 4 – Eligible target groups and activities, while one meeting will be a capacity building meeting, the others will be coordination meetings.

34) Regarding the compulsory and non-compulsory meetings, we are not entirely sure about the following:

- **How many people from our organization should attend the meetings? Is one person sufficient?**
- **How many days should we plan for each meeting?**
- **Is one meeting mandatory, and at least one other recommended?**
- **Would it be possible to attend the optional meetings remotely?**

See questions n. 5, 25 and 33. As for attending the optional meetings remotely, in general, it can be foreseen, but it will depend on the specific meetings' agenda, which is defined in detail in the weeks before the meetings, and on the meetings' venue equipment.

35) We are legally established as a company, but we work on a non-profit basis and address cultural and social issues with young people, the elderly and multicultural people. I would therefore like to ask if, as a company, we are eligible for this application.

The Call for Proposals is open to grassroots-oriented CSOs with a strong track record and who reach out and work with youth. According to Section 3 - Eligibility Criteria for Applicants, to be eligible to this Call for proposals, applicants must meet (among others) the following criteria:

- Being a non-state actor (CSOs or similar)
- Being a legal person registered and constituted in accordance with the national legislations in force in one of the eligible countries of this Call for Proposals (Portugal, Spain, Poland, Estonia, Slovakia, Czech Republic)
- Being a Non-profit making organization

Therefore, an entity registered as a company seems to be not eligible under this Call for Proposals; however, the specific answer depends on the national legislation: if the national legislation considers the same company as a legally registered non-state actor and non-profit making, it may be eligible.

36) In the description of the Call it says that there will be some face-to-face events, one of them mandatory in France. The question is: how many people should participate in these events from each entity and how many days are planned to be? We will need this data to complete the budget section.

See questions n. 5, 25, 33 and 34.

37) In the eligible criteria it says: Not having the financial, administrative or operational capacity to compete directly for EU funding under the current EU DEAR Call for Proposals (reference: EuropeAid/173998/DH/ACT/Multi). As I understand this means that our organization shouldn't be eligible for the EU DEAR Call, but I cannot find the

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criteria for this call to see if we can or can't participate. Please, could you clarify these criteria? And confirm that if we can meet the EU DEAR Call criteria means that we can't submit for your call?

See questions n.2 and 9.

38) There are no percentages for each budget line. I'm used to see specifications on how much percentage of the budget you can spend on Human Resources from the NGO, or volunteering.

This Call for Proposal does not foresee percentages for each budget line. Each applicant is required to make an estimation of the resources needed for each budget line, and distribute the budget accordingly. According to Annex 2 – Template Budget Proposal, staff and human resources costs are eligible, as long as they are directly related to the implementation of the project. They will have to be proven by signed time sheets with the templates provided by CIR.
Financial efficiency of the application will be evaluated in the Merit evaluation (see section 7 - Merit evaluation).
Additional information useful to guide applicants in the application process, including eligibility and reporting requirements, can be found in the Third-Party Dossier, which includes annexes and documentation needed for applying. The Third-Party Dossier can be requested via the form here https://forms.office.com/e/ZfBZBuD6GT (see Section 8 – How to apply).

39) Do we have to express if we as the NGO will contribute economically to the project? And how much? Or, instead, is not mandatory for this call?

According to the Section 6 – Budget of the Call for Proposals, any grant requested awarded under this Call for Proposals will be financed 100% of the total eligible costs.

40) Do we need to support our presented budget with pro-forma invoices? Or, the viability of the project economically should only be visible on the budget template?

It is not required to present pro-forma invoices to apply to this Call for Proposal.

41) Should we include the meeting in France as an activity inside the project? It means, in the narrative part?

Yes, the meetings must be included briefly both in Annex 2 – Template Budget Proposal and as activities in Annex 1 – Template Technical Proposal. For additional information on project meetings and the related budget, see also questions n. 5, 25, 33 and 34.

42) Is there somewhere that we can understand better what is to be done on the other 3 not mandatory meetings? With the aim that we can proportionate better if we should include it in our proposal/budget or not.

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See questions n. 5, 25, 33 and 34.

43) I understand that the France meeting is mandatory and the other 3 optional. But, is it mandatory to go to at least one?

See questions n. 5, 25, 33 and 34.

44) In case the project is approved and we start with it, in the case there are changes on the way (example: an activity must be changed), can we redistribute the budget differently? That means using money from one activity for another one. Is there a margin for this? I'm also used to see specifications about this (example can be redistributed 10% of the budget)

According to Annex A – Template Third Party Agreement, art. 4 – About Modifications: *All parties shall inform each other promptly of any special event or circumstance which will cause interference or delay in the Project implementation, and which may necessitate a modification of the extent, character or execution of the agreed detailed plan and budget. The implementation of the Third Party Project is based on the (...) application and related budget (...). Any major modification of activities and expected results needs the explicit written consent of both parties and shall thereupon be considered part of the present Agreement.*
Moreover, according to Annex B - Reporting, Planning, MEAL and Handling of funds, Heading II, art. 1: *Only with written information without delay of the Co-Beneficiary it is possible to exceed the amount for a budget item by [more than 25 %] at the cost of another budget item, so that the overall budget remains unaffected. This method may not be used to amend the headings for salaries.*
Both documents are available in the Third Party Dossier, which includes all the annexes and documentation needed for applying. The Third-Party Dossier can be requested via the form here https://forms.office.com/e/ZfBZBuD6GT (see Section 8 – How to apply).

45) Can the project be destinated to any region in our country?

Yes, project activities can be implemented in any region in the eligible countries (Portugal, Spain, Poland, Estonia, Slovakia and Czech Republic). All project activities must be coherent with the objectives and priorities of the Call (see Section 2 – Objectives and Priorities of the Call).

46) We wanted to clarify if we could not be eligible for the fact that we already work together with WeWorld in another project (Erasmus + financed, not DEAR program).

Organizations are eligible under this Call for Proposals, as long as they meet the eligibility criteria listed in Section 3 - Eligibility Criteria for Applicants. For further information on eligibility criteria, see also questions n. 2 and 9.

47) Is the limit to the budget item no 1 human resources 25% of total projects costs?

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See question n.38. This Call for Proposal does not foresee percentages for each budget line.

48) **What can we include into 40% of internal costs? Does it mean Human resources, energies, phones, web hosting, administrative, or other overhead expenses? Please be as detailed as possible**

It is the applicant's responsibility to define budget items and budget amounts that are relevant for the implementation of the proposal. The relevance depends on the concrete proposal and cannot be answered on a general base. The financial efficiency of the project will be evaluated in the merit evaluation (see Section 7 - Merit evaluation).

49) **What kind of canteen can participate in the project? We understand, that school canteen would be good partner of project, can we include the elementary school canteens? Furthermore, we have chosen a canteen of week-long care centre for disabled people – is it suitable partner for this project?**

As indicated in Section 4 – Eligible Target Groups and Activities, canteens fall under TG5 of the Reboot Project (institutions providing food, newly involved in the project with demonstrable commitment to the project, which improve policies and/or practices supportive of Global Citizens Education and/or sustainable development/ sustainable food systems). An illustrative and non-exhaustive list of institutions that can be considered TG5 includes: canteens and cafes of educational institutions such as schools and universities; municipalities and local authorities, national institutions, supermarkets, enterprises, CSOs, etc. An elementary school canteen or a care centre canteen are therefore eligible as TG5.

50) **What is the minimum of third party participants? We plan minimum participation as follows: include students from one middle school, one school canteen, one farmer. That is our minimum amount of organisations, we will have the Letter of intent from them. Is that ok?**

In Section 4 - Eligible target groups and activities, different frameworks, models, and definitions are specified: in the Reboot project the different target groups, which are the different groups of people impacted positively by the action, are allocated across a range of levels of engagement. The Call for proposals does not mention "participants".

With reference to target groups, under this Call for Proposals projects must focus primarily on TG2 (15-30-year-old EU Youth actively involved in implementing the project) and TG5 (institutions providing food that are newly involved in the project with demonstrable commitment). Secondarily, activities might reach or involve the other target groups, namely TG1 (15-30-year-old EU youths reached by campaign, educational, advocacy activities); TG3 (Civil Societies Organisations involved in the project as partners or supporters of the activities); TG4 (young farmers and producers involved in the project as partners, experts, trainers, supporters of educational and/or campaign and/or advocacy activities), TG6 (national and international political decision-makers addressed by advocacy activities). The Call foresees no minimum number of TGs to be involved by each organization, but eligible proposals will be evaluated according to the different merit evaluation criteria (see Section 7 – Merit evaluation).

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As specified in Section 3 – Eligibility Criteria for Applicants, no co-applicants are allowed by this Call for Proposals. The funds will be transferred to one organisation per project only. It is possible to subcontract specific tasks of the project. However, outsourcing more than 60% of the project budget by the applicant to third parties is not allowed (see also question n. 31). Templates for letter of intent are not provided, so, if it is deemed necessary to provide them, they must be included in the application as "further documents" (see Section 8 – How to apply).

51) Is it possible within the project budget to plan a short study visit to another country, for example Germany, to learn about interesting initiatives run by young people?

A study visit to another country can be included in the project when functional to the objectives and priorities of the Call (see Section 2 – Objectives and Priorities of the Call). Travel costs (including those linked to food and accommodation) must be included in Annex 2 – Template Budget Proposals, under budget line 2 – Travel Costs.

52) Does a participation of our organization in earlier DEAR calls - 2022 (even though it wasn't selected) affect eligibility?

It is possible to participate in this Call for Proposals for organizations that applied to earlier DEAR Calls without being selected. See Section 3 – Eligibility Criteria and questions n. 2 and 9 for further specifications.

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