

**Cypriot Civil Society in Action X EuropeAid/185928/DH/ACT/CY Call for Proposals
Questions and Answers**

This document provides answers and clarifications, as per point 2.2.4 of the Guidelines for Applicants, to common questions received:

- a) during the CSX Info sessions held 22 April (H4C), 6 May (Online) & 7 May (Triкомо/Iskele)
- b) via the functional mailbox REGIO-CY-SETTLEMENT-SUPPORT-CS-X@ec.europa.eu by 26th May 2026 at 15: 00 (Brussels date and time).

The deadline for requesting any clarifications from the contracting authority is **26th May 2026** at 15: 00 (Brussels date and time).

The deadline for submission of full application form applications is **16th June 2026** at 15:00 (Brussels date and time).

Where the Guidelines are quoted, please note that accentuations are made for the purpose of this document.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), or an action, in line with Guidelines for Applicants, section 2.2.4.

Guidelines for Applicants and associated Call for Proposal documents are available at <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/opportunities/prospect-details/185928PROSPECTSEN>

No	Question	Answer
1.	For Lot 2 projects involving one organisation from the northern part of Cyprus and one from the area south of the Green Line, with joint workshops and activities, what key aspects should be considered during project design? Should the main focus be on bicomunal cooperation?	Yes, under Lot 2, the action must clearly demonstrate a strong bicomunal dimension and meaningful cooperation between the two Cypriot communities. Joint design, implementation and participation of both communities should be visible throughout the action. Applicants are encouraged to avoid symbolic or isolated cooperation and instead demonstrate genuine collaboration, joint ownership, regular interaction, and sustainable confidence-building elements. The bicomunal aspect should be reflected not only in activities, but also in the partnership structure, target groups, geographical coverage, and expected results.
2.	What is the definition of the Turkish Cypriot community (TCc) within the scope of this call?	<p>For the purposes of this Call for Proposals, references to the Turkish Cypriot community (TCc) follow the framework of Council Regulation (EC) No 389/2006 establishing an instrument of financial support for encouraging the economic development of the Turkish Cypriot community. The term TCc refers to the areas not under the effective control of the Government of the Republic of Cyprus, where the EU acquis is suspended in accordance with Protocol No 10 of the Act of Accession.</p> <p>Also, for the purposes of this Call for Proposals, organisations registered in the TCc and fulfilling the eligibility requirements set out in the Guidelines for Applicants, are considered eligible applicants from the TCc. Eligibility is assessed primarily based on the legal establishment, non-profit character, and compliance with the applicable eligibility criteria. For more details, please see Section 2.1.1 of the Guidelines for Applicants.</p>
3.	Some organisations in the northern part were established by Turkish nationals rather than Turkish Cypriots. Would these organisations still be considered TC organisations under this programme?	Eligibility is assessed based on the criteria defined in the Guidelines for Applicants, including legal establishment, non-profit character, and status as a civil society organization, inter alia. The nationality or ethnic background of founders, members or staff is not in itself a factor for the assessment of eligibility (except for the specific cases mentioned under Lots 2 and 3 when the lead applicant needs to demonstrate the bicomunal character of its organization). For more details, please see Section 2.1.1 Eligibility of applicants

		of the Guidelines for Applicants and the answer to question no. 2.
4.	<p>We are currently considering developing a Lot 1 project in which one of the added-value elements would be the provision of small grants. As we do not have prior experience with small grant schemes, could you please explain how small granting (FSTP) works, including the maximum grant amount that can be awarded and the process for selecting projects?</p>	<p>Under Lots 1 and 2, applicants may propose financial support to third parties in accordance with Section 2.1.4 of the Guidelines for Applicants. The maximum amount of financial support per third party is EUR 10,000.</p> <p>Financial support to third parties (sometimes referred to as sub-granting or cascading grants) allows grant beneficiaries to redistribute a limited portion of the EU funding to smaller actors such as civil society organisations, grassroots initiatives, activists, journalists or media actors for targeted activities contributing to the objectives of the action.</p> <p>This mechanism is intended to widen participation, increase outreach to smaller or emerging actors, strengthen grassroots engagement, and support initiatives that may otherwise have limited access to EU funding opportunities. It may also help beneficiaries respond more flexibly to local needs and encourage broader civic participation and ownership.</p> <p>Applicants proposing financial support to third parties are expected to establish transparent, objective and well-documented procedures for the selection, award and monitoring of the support provided.</p> <p>Applicants proposing financial support to third parties must clearly describe in the Full Application:</p> <ul style="list-style-type: none"> • the objectives and expected results of the support scheme; • the types of eligible activities; • the categories of eligible beneficiaries; • the selection criteria and award procedures; • the criteria for determining grant amounts; and • the maximum amount that may be awarded. <p>Overall plans should also be described in the Concept notes.</p> <p>The lead applicant remains fully responsible for ensuring transparent, fair and</p>

		<p>well-documented award procedures and for the proper use of EU funds.</p> <p>For illustrative purposes, when defining the financial support to third parties, applicants are encouraged to familiarise themselves with the recent guide “Enhanced Outreach to Civil Society Organisations: a Collection of Good Practices of Financial Support to Third Parties in the Neighbourhood and Enlargement Countries” (available at https://www.tacso.eu/enhanced-outreach-to-civil-society-organizations).</p> <p>For more details please see chapter Financial support to third parties from the Section 2.1.3 Eligible actions: actions for which an application may be made of the Guidelines for Applicants. Please also see Corrigendum no. 1 concerning updating the template Annex G - Standard grant contract (special conditions) with a reference to authorisation of the financial support to third parties where applicable.</p>
5.	How is it determined whether an organisation is considered bicomunal?	<p><i>In line with footnote 18 ‘An organisation shall be considered bicomunal if (a) at least 20% of its currently registered/active members are from the opposite community of Cyprus, or if (b) at least there is one member of its board or executive committee belonging to the opposite community of Cyprus, or if (c) it has a longstanding and recognisable track record of bicomunal actions and activities. During the evaluation process, applicants may be asked to submit additional supporting documents or information to demonstrate that they meet one of these criteria.’</i></p> <p>Therefore, applicants should clearly explain and demonstrate compliance with one of these conditions as well as the bicomunal nature of the proposed action within the application.</p>
6.	If our organisation is bicomunal both in structure and activities but has not previously received EU funding, should we apply under Lot 2 or 3? Would our bicomunal nature make us ineligible for Lot 3?	<p>A bicomunal organisation may apply under Lot 2 or 3, provided all eligibility requirements for these lots are fulfilled. Applicants should select the Lot that best corresponds to the objectives and focus of the proposed action. To ensure equal treatment of applicants, the Contracting Authority cannot make suggestions concerning the choice of lots by the applicants.</p>

		<p>Lead applicants should clearly explain and demonstrate their bicomunal character through compliance with one of the conditions mentioned in footnote 18 (please see the answer to question no. 5) in case they apply alone under Lot 2 or are established in the Greek Cypriot community for applications under the lot 3.</p> <p>Please also check the ‘List of CSOs NOT eligible to apply under Lot 3’, which lists the beneficiaries under the CS5, CS6, CS7, CS8, CS9, anti-trafficking, HR6 and HR7 calls, as well as directly awarded grants. If your organisation is on this list, it is NOT eligible under Lot 3.</p>
7.	For Lot 3 eligibility, does the organisation need to have never applied for an EU grant before, or simply never received one?	<p><u>Please check the ‘List of CSOs NOT eligible to apply under Lot 3’, which lists the beneficiaries under the CS5, CS6, CS7, CS8, CS9, anti-trafficking, HR6 and HR7 calls, as well as directly awarded grants. If your organisation is on this list, it is NOT eligible under Lot 3. Organisations that previously applied for but were not awarded EU funding are not on this list and remain eligible, provided they meet all other eligibility requirements.</u></p>
8.	We have applied for permission to formally establish our organisation but have not yet received approval. In this regard can we apply using the document showing that we have submitted our application for establishment?	<p><u>At the time of submission, applicants and co-applicants must meet the eligibility requirements set out in the Guidelines, including being a legal person.</u> Pending registration or proof of submission of registration documents would not be considered sufficient, and the applicants will be considered ineligible.</p>
9.	As a newly established organisation, would Lot 1 or Lot 3 be more suitable for us?	<p>Applicants should select the Lot that best corresponds to the objectives and focus of the proposed action. Lot 3 specifically aims to encourage diversification of EU funding towards organisations that have not previously/recently benefited from EU grants financed under the Aid Programme. To ensure equal treatment of applicants, the contracting authority cannot make suggestions concerning the choice of lots by the applicants. For more details, please see Section 2.1.1. Eligibility of applicants of the Guidelines for Applicants. Please see also the answer to question no. 7.</p>
10.	Completing the application forms appears quite complex for organisations without professional	<p>Information sessions were organised and Concept Note training sessions were conducted by EU funded technical assistance contract ‘Civic space’ to support</p>

	<p>project management experience. Is any support available for applicants, or are there plans to simplify the application process?</p>	<p>applicants in understanding the requirements of the Call and the application process (www.civicspace.eu). Applicants are strongly encouraged to carefully study the Guidelines for Applicants and related templates.</p> <p>As this is an EU-funded Call for Proposals managed under PRAG rules, the application templates and procedures follow standard EU requirements and cannot be substantially simplified.</p>
11.	<p>Would it be an issue if the co-applicants are not officially registered? Our organisation is registered in the Republic of Cyprus, but the co-applicants based in the northern part of Cyprus are not formally registered there.</p>	<p>Co-applicants must comply with the eligibility requirements applicable to co-applicants under the Guidelines for Applicants. <u>Co-applicants need to be legally established entities (i.e. formally registered).</u> Please see also the answer to question 8.</p> <p>Applicants are advised to carefully review Section 2.1.1. Eligibility of applicants of the Guidelines regarding eligibility of applicants and co-applicants.</p>
12.	<p>Are professional chambers or associations (for example, the Chamber of Computer Engineers) eligible to apply under this call?</p>	<p>Chambers and associations are potentially eligible under this call, provided they fulfil the eligibility criteria set out in the Guidelines for Applicants, including being non-profit-making civil society organisation and a legal person.</p> <p>As per the footnote 15 of the Guidelines for the Applicants <i>'CSOs include membership-based, cause-based and service-oriented CSOs, community-based organisations, non-governmental organisations that bring people together in a common cause, including faith-based organisations, foundations, research institutions gender and LGBT organisations, cooperatives, professional and business associations, not-for-profit media, consumer organisations, trade unions and employers' organisations.'</i></p> <p>Please see Section 2.1.1. Eligibility of applicants of the Guidelines for Applicants.</p>
13.	<p>How many Concept Notes may an organisation submit, either as a lead applicant or as a co-applicant/partner?</p>	<p>Please see Section 2.1.3. Eligible actions: actions for which an application may be made of the Guidelines for Applicants (page 16). The lead applicant may not submit more than one application per Lot. It may be awarded only one grant per Call.</p>

		<p>The lead applicant may be a co-applicant or affiliated entity in other applications.</p> <p>A co-applicant or affiliated entity may participate in more than one application and may be awarded more than one grant.</p>
14.	To clarify the eligibility requirements regarding registration and establishment: can a co-applicant be registered in an EU Member State while the lead applicant is established in the Republic of Cyprus?	<p>As specified in the Guidelines, co-applicants may also be legally established in EU Member States, EEA Member States or Candidate Countries, provided all other eligibility requirements are fulfilled.</p> <p>However please note that <u>unless</u> they have a bicomunal character (please see the answers to question no. 5 and no 6.), an organisation established in the Republic of Cyprus may be lead applicants only in Lot 2, and that the partnership in such cases must also include a CSO established in the TCc.</p> <p>Please see Section 2.1.1. Eligibility of applicants of the Guidelines for Applicants.</p>
15.	It was mentioned that an organisation may receive only one grant as a lead applicant. Does this limitation also apply to organisations participating as co-applicants or partners?	<p>Please see Section 2.1.3. Eligible actions: actions for which an application may be made of the Guidelines for Applicants (page 16).</p> <p>The limitation applies only to organisations acting as lead applicants. A co-applicant or affiliated entity may participate in more than one application and may be awarded more than one grant.</p>
16.	Considering the limited available funding, would a strong project proposal requesting a smaller budget be viewed more favourably than another strong proposal with a higher budget request?	<p>Applications are evaluated based on selection and award criteria and scoring methodology set out in the Section 2.3. Evaluation of the Guidelines for Applicants. The requested budget should be realistic, justified, cost-effective and proportionate to the proposed action.</p> <p>To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the evaluation process of the applications budget.</p>
17.	Do applicants need to indicate the requested grant amount already at the Concept Note stage? If so, would it be possible to revise the amount during the	<p><u>Yes, the applicants are required to indicate the requested EU contribution already at Concept Note stage.</u> Please see the provisions of Annex A.1 – Grant application form - Concept note and the Prospect application outline (there</p>

	Full Application stage?	<p>are entries there for the requested budget).</p> <p>The requested amount may be adjusted at Full Application stage within the limits and conditions established by the Guidelines and the instructions provided to pre-selected applicants (20% change). As per section 2.2.1 of the Guidelines for Applicants <i>'The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3'</i>.</p>
18.	When are the pre-selection results expected to be announced?	<p>The indicative timetable for the evaluation process in the Guidelines for Applicants mentions 14th September 2026 as the tentative deadline for informing the lead applicants concerning the results of the concept note evaluation. However, all dates remain indicative and may be subject to change.</p> <p>Applicants will be informed through PROSPECT and/or the relevant communication channels.</p> <p>Contract signature is expected in May/June 2027.</p>
19.	How can an activist be involved or work within the framework of the project?	<p>Activists may participate in projects in various ways depending on the design of the proposed action, including as target groups, beneficiaries, associates, trainers, experts, volunteers, or potential recipients of financial support to third parties where applicable.</p> <p><u>Please be aware that natural persons are NOT eligible as applicants under this call.</u></p>
20.	Which Lot would be most suitable for our CSO to apply under?	<p>To ensure equal treatment of applicants, the contracting authority cannot advise applicants on which Lot to select. Applicants should carefully assess the objectives, priorities and eligibility requirements of each Lot and determine which one best corresponds to their organisational profile and the proposed action.</p>
21.	Is it possible to have a co-applicant from another EU	<p>Yes, co-applicants may also be established in EU Member States, EEA Member</p>

	Member State?	<p>States or Candidate Countries, in accordance with the eligibility conditions set out in the Guidelines for Applicants.</p> <p>Please see Section 2.1.1. Eligibility of applicants of the Guidelines for Applicants and the answer to question 14.</p>
22.	Would the purchase of a folk costume be considered an eligible cultural activity or expense under the project?	<p>Please see section 2.1.4. Eligibility of costs concerning the eligible expenditure. Please also see Section 2.3. Evaluation of the Guidelines for Applicants.</p> <p>The requested budget should be realistic, justified, cost-effective and proportionate to the proposed action.</p> <p>Eligibility of costs is assessed in the overall context of the proposed action, its objectives, necessity, proportionality and compliance with the Guidelines for Applicants and the applicable budget rules.</p> <p>If properly justified and directly linked to eligible project activities and objectives, expenditure may potentially be considered eligible. However, the final assessment would depend on the specific proposal, budget justification and evaluation.</p> <p>To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the evaluation process or on the eligibility of costs.</p>
23.	Can the Civic Space project recommend qualified individuals to be part of the project team?	<p>In line with the principles of equal treatment, transparency and fair competition, applicants are responsible for identifying and recruiting their own project staff and experts.</p> <p>Civic Space role is limited to organization of info sessions, trainings and helpdesk for administrative support in submitting the applications.</p>
24.	Why is it necessary to prepare and submit the project proposal in English when our working language is Turkish?	<p><u>As per provisions of the Section 2.2.1 of the Guidelines, English is the official language of the Call for Proposals</u> and is used to ensure equal treatment and a uniform evaluation process across all applications. The evaluation process may involve evaluators and stakeholders from different linguistic backgrounds.</p> <p>Applicants are therefore required to submit applications in English in accordance with the Guidelines for Applicants.</p>

25.	<p>Application form: <i>ii Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.</i> Going through the Guidelines I cannot find any specific themes beyond the few lines referring to Bicomunal Confidence Building on p. 5/33. The way the text is worded it is as though some other list of requirements exists including a reference to 'ownership'- which does not appear anywhere. I presume it does not refer to the list under 'value added', p. 6/33 which has its own question at 2.3.3, nor to the types of activity in pp. 13,14/33.</p>	<p>Applicants should address the objectives, priorities, sectors and themes set out for the relevant Lot in the Guidelines for Applicants. Please look into Section 1.2 of the Guidelines for Applicants which defines: the overall objective of the Call for Proposals, the specific objectives of the Call for Proposals, the priorities of the Call for Proposals. 'Sectors or themes' are also defined in Section 2.1.3 Eligible actions: actions for which an application may be made of the Guidelines for Applicants.</p> <p>For Lot 2, relevance mainly relates to the bicomunal confidence-building objective and the thematic areas indicated in the Guidelines. There are no specific subthemes defined.</p> <p>The reference to "local ownership" is part of the standard Concept Note template (Annex A.1) and should be understood as an invitation to explain how the action is rooted in the needs, participation and commitment of the relevant communities, target groups and stakeholders. It does not introduce an additional eligibility requirement.</p>
26.	<p>Annex A.1 Concept note 2026 : The numbering goes from 1 to 1.1 etc. ending 1.3.4 pp. 4, 5, whereas in the instructions at the back pp. 10-13, the same headings are numbered from 2.1 to 2.4.</p>	<p>Yes, applicants should follow the structure and headings of Annex A.1 as provided (1.1 to 1.5). The different numbering in the instructions for drafting the concept note results from the standard template structure where these explanations are placed under section 2, and this does not change the substance of the information to be submitted. Applicants should ensure that all requested information is included under the relevant headings.</p>
27.	<p>The footer on the bottom of each form page (pp. 4-13), states that this is Annex A.1 from 2025. Is this still the right one to be using?</p>	<p>Yes, the Annex A.1 form is published as part of the CS10 Call for Proposals dossier under reference EuropeAid/185928/DH/ACT/CY. The footer year does not affect the validity of the document – it simply indicates that this template is part of the PRAG 2025 Manual. <u>Applicants should use the templates published with the current Call dossier and should not use older templates from previous calls.</u></p>
28.	<p>At the beginning of 1.2 Description of the Action (p. 4/13), it states "cover all 7 points in the instruction", and true enough, there are 7 points (i-vii) on p. 10/13.</p>	<p><u>Applicants must respect the page limits and formatting requirements stated in Annex A.1.</u> The Description of the Action must not exceed 2 pages and the Relevance section must not exceed 3 pages, using the required format.</p>

	<p>However, when we come to 1.3 Relevance of the Action (p. 5/13) it outlines four headings (1.3.1 to 1.3.4) with no similar reference to the instructions for drafting. Yet on p.11/13 there is a whole list of info to be provided, which seems difficult to put into three coherent pages, but we shall try. What happens if we exceed by a few lines? Does the system cut them off?</p>	<p>Information exceeding the page limit may not be assessed and may affect the admissibility or evaluation of the Concept Note. Applicants are therefore advised to remain strictly within the limits and to prioritise the most relevant information.</p> <p>Section 1.3 relevance is further broken down to 4 sub-titles. You will find in the instructions (pages 10, 11, 12) the instructions for responding to these 4 sub-titles.</p>
29.	<p>Instruction 2.3.1 iii states “describe expected results referred to in the guidelines”. I have not found a heading “Results’. I presume they mean ‘outcomes’, ‘outputs’, etc.</p>	<p>Yes, applicants should understand “expected results” in line with the intervention logic of the action, including the expected outcome(s), outputs and longer-term impact. The Concept Note summary table already asks applicants to indicate the overall objective/impact, specific objective/outcome, expected outputs and main activities.</p> <p>In terms of the expected results of the Call for Proposals, they are indicated in section 1.2 of the Guidelines for Applicants and refer to overall objective, specific objectives and the priorities of the Call. There are no further detailed ‘expected results’.</p>
30.	<p>Eligibility of costs, Guidelines, p. 17/23: In box market ‘important’ it states that HR costs should not exceed 50% of the total eligible direct costs of the action. In a confidence-building action concerning joint preparation of plans for community fire resilience, almost the whole action is composed of meeting, discussing, inviting experts to advise on plans, and rather less will go on expert travel and accommodation, travel within Cyprus catering etc. How can we manage to remain within 50%? Also, do the fees paid to experts, who are ‘third parties’ count as HR?</p>	<p>The 50% ceiling applies to Human Resources costs budgeted under the relevant HR budget lines for staff costs. Human Resources (HR) costs (staff costs) proposed must not exceed 50% of the total eligible direct costs of the action (50% of the total sum under budget line 7.2 Subtotal direct eligible costs of the action: all headings (1-6) – see Budget template for the details.</p> <p>Applicants should distinguish between staff costs and other eligible costs such as external expertise, services, travel, accommodation, venue, interpretation, catering, materials, communication and other direct costs necessary for the action. Fees paid to external experts contracted as service providers are not treated as staff/HR costs, but as service/expertise costs, provided they are contracted in accordance with the applicable procurement rules and are not employees of the beneficiary/co-beneficiaries. These costs should be listed under budget headings 5. Other costs, services and 6. Other.</p> <p>Applicants should prepare a realistic and cost-effective budget and ensure that</p>

		costs are correctly classified and justified.
31.	In the same box on p. 17/23 it is stated that prior approval is needed for project managers. If we designate one of our staff as project manager (i.e we do not hire), is prior approval still necessary?	The prior approval requirement concerns project management personnel such as project managers, project coordinators or staff responsible for overall project management, coordination and reporting. Therefore, where an existing staff member is assigned to such a project management role and charged to the project budget, applicants should assume that the prior approval requirement applies, regardless of whether they are newly recruited or appointed staff.
32.	Co-funding: I did not see any requirement for co-funding by the parties.	<p>The Guidelines provide that the EU contribution may cover up to the maximum percentage of eligible costs indicated in the Call.</p> <p>Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</p> <ul style="list-style-type: none"> • Minimum percentage: 60 % of the total eligible costs of the action. • Maximum percentage: 95 % of the total eligible costs of the action <p>Please see Section 1.3 Financial allocation provided by the contracting authority of the Guidelines for Applicants for details.</p>

