

## Frequently Asked Questions

### **Who can apply (commercial organisations, non-profit organisations, individual entrepreneurs, organisations or institutes based outside Ukraine)?**

Any organisation who meet the CSSF call for bids criteria can apply.

### **Would an organisation who already receives UK funding (or intends to apply in the future), still be eligible to participate in this call for bids?**

Any organisation, who meets the CSSF call for bids criteria and has capacity to deliver on time, can apply. There are no restrictions on organisations who already receive or intend to bid for future UK funding.

### **Can you clarify what information is required in the section on "Communication and visibility" in the proposal template. Should the bidder propose a communication strategy for the dissemination of the project's results? Or, does this refer to the bidder's media presence and relevant experience within the expert community?**

The key audience for this project is the British Embassy Kyiv. The Embassy will also seek to share the analysis with other donors in Ukraine and the Ukrainian government stakeholders. Therefore, a communication plan on how the research will be disseminated and communicated to experts is required.

### **Which regions should be covered?**

The project proposal should cover the whole Ukraine.

### **What information should be presented on pages 4 and 5 in the application, as these pages are blank?**

Applicants should disregard the two blank pages after "Part one" of the CSSSF project proposal template.

## Finance-related questions

### **Should VAT be included within the project's costing or will there be a VAT exemption?**

UK funding is not exempt from VAT. However, in line with Ukrainian legislation (Cabinet of Ministers Resolution №153), all projects registered at the Cabinet of Ministers Secretariat, who is responsible for International Technical Assistant (ITA) registration, can apply for the TAX/VAT exemption. This procedure exists for all ITA projects.

### **What costs should be included?**

Financial guidance to complete the CSSF project budget can be found in the ABB template.

### **What currency should be used within the budget?**

The budget should be in pound sterling (GBP).

### **Can you provide further description of what is understood as "administrative costs"?**

Administrative costs refer to project management costs, office rent, office equipment rent, utilities, internet/communications/rent of server, external audit costs and relevant bank fees.

### **The combined total of administrative costs must not exceed 10% of the overall project costs. Can we exceed this amount if it is reasonably justified?**

We would kindly request that administrative costs do not exceed 10% of the overall project costs. Administrative costs will be assessed on a case by case basis.

**What is the mechanism and process for grant funding? Will pre-payments (advance payments) be considered or do you intend to make one payment after the completion of the project?**

Payments are generally made on a quarterly basis, but pre-payments can be considered on a case-by-case basis.