

## **Commonly asked questions & answers about FLC Call for Proposals 2019**

**Q: Applicants are asked to include in the application proof of an existing bank account in the name of the applying organization in the original language. Does this mean the document has to be in Arabic? If yes, does it have to be officially translated?**

**A:** Most banks in Lebanon can provide the original documentation in Arabic, English or French so you can submit the certificate in any of these languages if they are original. Document does not need to be translated.

**Q: How about other documents, are official translations required?**

**A:** If you have an official translation available of your organisation's official registration certificate, you can attach a copy of that to your application. However, this is not necessary and you can only include the original certificate in Arabic.

**Q: What currency do I use when I make my budget?**

**A:** You can make the budget in Euros or local currency (LBP or USD). However, to make your financial reporting easier, it is better to do the budget in the same currency as your organisation does its bookkeeping, so in most cases this means doing the budget in USD. If you make the budget in local currency (LBP or USD), you will only have to convert the final amount to Euros. The funding decision will be done in Euros as well as the money will be transferred in Euros.

**Q: What about my receipts and other documents related to accounting and financial management?**

A: We expect partners to use local currency for all financial management, including receipts. There no need to ask for receipts in Euros from service providers.

**Q: Which staff costs can be included in the budget? Should they be included in the administrative costs?**

A: You can include project staff costs in the budget as they are justified – in general this means staff that are directly involved in the implementation of the project. Project support staff whose role is clearly administrative, such as finance officer, should be included in admin costs or administrative overhead. Admin costs /overhead can be up to a maximum of 10% of the project budget.

**Q: Does Audit costs need to be included in the budget?**

A: The Embassy will conduct the audit so you don't have to include audit costs in your budget.

**Q: We are registered as a non-profit organisation (NPO), not as a NGO, is this a problem?**

A: No, it's not a problem. NPOs are eligible apply. Almost all local registered organisations are eligible (please see "criteria, eligibility & information on FLC projects" for details).

If you are uncertain about your organisations eligibility, please contact [Sanomat.bei@formin.fi](mailto:Sanomat.bei@formin.fi).

**Q: Can two registered organisations co-implement a project?**

A: Yes, consortiums between organisations are eligible to apply. In this case both organisations need to fill the eligibility criteria. However, there should still only be one main applicant who manages the funds and with whom the funding agreement is made.

## **Can we cooperate with an unregistered organisation?**

It is also possible to cooperate with an unregistered organisation. In this case only the applicant has to be eligible and the funds can only be transferred to the applying organisation, but project activities implemented together with another organisation are eligible costs and can be included in the budget. Also, two registered organisations can choose to cooperate in this way, i.e. a consortium is not necessary.

## **Can we cooperate with municipalities/other governmental actors?**

Yes, you are encouraged to cooperate with local officials, especially when it contributes to project sustainability. However, this is not a requirement. However, government actors cannot be the recipients of the grant.

## **Q: Your theme is really broad, does the Embassy have any priorities under this overall theme?**

**A:** It is broad for a reason – we want to give you more space to self-define what you see as the issues women and girls in Lebanon face and what you see as the best way to address the issues. The project needs have the overall impact of empowering women and girls, but under the broad theme, we do not have any priority sector. However, according to Finland's development policy, the needs of vulnerable groups (for example ethnic minorities, people with disabilities etc.) are considered as a priority, so it is good to have these groups somehow included in your proposal.

While creating your proposal, it's good to keep in mind the principles of human rights based approach and that projects carried out under FLC funding must always be classified as development aid (including, for example, projects that support business partnerships) in accordance with the OECD/DAC ODA criteria.

**Q: How do I know if my project idea is eligible for FLC funding?**

**A:** When developing your proposal, check that it is in line with the following principles:

1. The overall impact of the project enhances the rights and status of women and/girls
2. You can justify our proposed action: Why is X an issue you want to tackle? How do you want to address the issue and why have you chosen this approach? How would it benefit women or girls? What is your theory of change? How is sustainability considered? Is the budget justified?
3. You have taken into consideration the Cross Cutting themes of Finnish development policy.
4. The project is development assistance (as defined by OECD).
5. The project is developed according to Human Rights Based Approach and Results Based Management guidelines.

In general, we encourage you to be innovative and creative in finding new ways to address the issues.

**Q: How big is your budget? Does it go to one or more organisations?**

**A:** For this round of Call for Proposals our total budget is 100 000 euros. We will divide it between 1-4 applicants depending on the proposed projects. We do not have a preference regarding the size of the budget – the main principle is to have a justified and realistic budget for the proposed project.

**Q: In the call for proposals, you mention that the maximum duration of the project is 2 years. Is there a minimum?**

**A:** No, there is no minimum project duration. However, a project that is very short in duration might have difficulties creating a sustainable impact, so with very short projects it is good to pay extra attention to sustainability aspects.

**Q: The application form asks for OECD/DAC code. Do I need to fill it out?**

**A:** No, we will fill it out when we receive the application.