FAQ - WBAA Projects

The following questions were asked at Q&A sessions during past Calls for WBAA Projects.

Questions	Answer
What do we do with expenses from e.g. Serbia when companies cannot deliver invoices from abroad?	We can – case by case- reimburse the expenses by providing the original voucher. However, it is recommended to work with agencies and companies that can receive invoices from abroad.
Can we buy lunch/coffee/sweets for the participants of a physical event?	Lunch/coffee/sweets are eligible costs, if they are related for example with a venue and catering. We cannot provide lunch/coffee/sweets during an online event for participants.
Is it possible to have a travel agency which plan all travels?	Yes, travel agencies can be paid for. However, the service provider does provide the logistics for travel arrangements.
Is it possible to include more trainer than just one in a project?	Yes, there is no limitation, but the use of the trainers has to be comprehensible and justified.
Does the invoice from the company can include the taxes?	Companies that are in non-EU countries include the VAT in their invoices. There are some exceptional cases. The service provider pays the VAT.
Is it eligible to include copies of handbooks/ books etc. which present the results of the WBAA projects?	Yes, this can be included under the visibility costs. Other similar activities are considered on a case by case basis to be approved by the European Commission.
What type of agreement do we need with our experts/partners?	It should be a written agreement which includes the services from the expert/partners.
On which ground can agencies refer to the taxes?	Companies that are in non-EU countries include the VAT in their invoices and do not have to pay it by themselves. The reverse charge applies for companies that are in EU countries, meaning the invoice is submitted with the net amount, without the VAT.
If individual tickets cannot be purchased online beforehand, can they be reimbursed afterwards?	Yes, they can be reimbursed by providing the original voucher and ticket. They have to fill out the reimbursement tool.
Can you apply for more than one project?	Yes, there is no limit, you can apply for several projects.
Is it necessary to have a current residency in WBAA region?	No, but your project needs to take place in the WBAA region or your event needs to address directly the WBAA community.
Can physical meetings take place, if they are allowed by the country?	Yes, as long as the national regulations are being followed and the presence of a local office of the Service Provider is assured.
In the document WBAA project criteria and about section Long – term commitment do we need to enlist all stakeholders as our partners or not?	No, you don't need to contact and list all of stakeholders as your partners on project, it would be better if you have one of them as partner but you don't need to include them all.

Questions	Answer
When renting venues etc., what kind of documentation is needed?	We the SP will get in contact with the venue and will care about all necessary financial issues etc. You as a project coordinator provide us with the necessary information (i.e. venue name, location, rooms, amount of participants, date of event(s), technical set up etc.)
Can we use universities as potential venues?	Yes, if the universities can provide us with a competitive invoice.
What do "subsistence cost" include/mean?	These costs refer to catering/food etc. from the venue.
If we choose to organize a webinar who will provide me with the technical support (like digital platform etc.)	The SP will provide you and will give you access to an account you can use for your webinar (e.g. webex)
If the trainer we choose does not speak well English, is it fine to hold the sessions in the national language? (Western Balkan languages)	Yes, this is possible.
How many participants do we need for project activities?	There is no minimum or maximum of participants you need, it has to be comprehensible to your project structure.
If we have our own private Zoom channel that we pay, can we use it for our project?	Yes, you can use your own Zoom channel, but the SP cannot reimburse those costs, because ZOOM is not GDPR compliant to the EC (European Commission) GDPR- rules.
Are books included to be paid for if they are for example needed for research of my project? Can we afterwards donate these books to universities, for example?	Books fall under visibility materials which are considered eligible costs upon prior, written authorisation received from the contracting authority on a case by case basis. The donation aspect is a case-by-case decision, because the SP requires an official approval from the EC.
When is the planned implementation period of the second project call in May 2021?	The implementation period will approx. start Mid of September 2021.
How concrete does the draft of timeline have to be?	The draft of timeline should include the month or weeks of your activities, but those are not fixed timetables.
Is there some encouraging statistic how many WBAA project application usually get approved?	No, there is no fix percentage. It depends on the numbers of applications and as well the overall budget the SP has for realizing the WBAA projects.
Can we apply again with the same project idea when it was rejected in the call before?	Yes, this is possible.
If I organize more webinars, for ex 8 webinars during period September-November 2021 regarding entrepreneurship (or soft skills), is it necessary to have the same participants to all webinars?	It depends on the project: You have to explain in the project description, what's the idea behind it.
The participants could be only WBAA members and Erasmus Students, or students who were on other exchange programmes, or any students (because I saw in the forms word volunteers)? What does it mean?	By volunteers we mean WBAA members. It is possible to involve other people who have been abroad as well. It would be a good opportunity to promote Erasmus+ and WBAA.

Questions	Answer
Is it possible to get more projects if I apply with more ideas, or only one?	It is possible to submit several projects, but only one project per person and call can be approved.
If some problem occurs, for ex. the trainer is ill, or we don't have enough participants interested in the webinar the date we suggest, could we change the timeline?	These kinds of changes are generally possible, but you have to be aware that the changes don't generate additional cost.
or we have more interested to repeat the same?	It depends, as long as the time frame is respected, it's fine. However, the project must not be changed too much, the budget cannot be increased, e.g. to pay a speaker again.
Can it be a continuation of the first project, but with topics not covered in the first project, such as negotiation skills, storytelling?	It depends on the projects, it has to be justified why the topics are developed further.
Can it overlap in time with the first project	There is no problem.
Can the zoom costs be covered?	It is possible to cover software tools, you have to list them in your application.
If it is an exchange of Erasmus+, are they consider Erasmus+ alumni? What is it considered Erasmus+ alumni in this call for projects?	Yes, it is. Erasmus+ Alumni to be considered as mentors in the project call are alumni of academic physical mobilities funded by E+ or one of its predecessor programmes.
It is possible to make research out of the event and write the support of the WBAA projects on it?	Yes, you can use the events/trainings/workshops included in your project to develop a paper or a research document. This can be also included as a result of your project.
It is possible to combine two different topics like mentoring and renewal energy?	Yes, the scope of the call is not limited, as long as you answer the compulsory question in the submission form: *How is your project planning to involve mentoring of perspective Erasmus+ participants by Erasmus+ alumni?* Your project can include different topics.