

Sub-granting call 2023: Setting up Child Advisory Boards of the CFJ-EN

Frequently Asked Questions & Answers

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Eligibility

- **Can one organisation submit several applications?**

No, each legal entity should only submit one proposal for a CAB. Multiple proposals, even for activities in another country, will not be considered.

- **Is it possible for several members based in the same country to apply separately?**

Yes, all EU-based members are welcome to apply. There is no restriction in the number of projects run in one country, if they are run by different CFJ-EN Members.

- **Can organisations apply jointly to the sub-granting call?**

There is no rule forbidding CFJ-EN Members to collaborate and apply together to a call, especially if they are based in the same country. If their application were successful, they would then **share the implementation of the project and the budget** among themselves.

- **Can partners/sister organisations/affiliate entities of CFJ-EN members apply for sub-granting?**

While the activities can take place in any EU country, **only CFJ-EN member organisations** can enter in the sub-granting contractual relationship. If and only if a potential applicant is under the **same legal entity** as a member of the CFJ-EN can they apply for sub-granting.

Please note that **Sub-contracting is not allowed** for sub-granting purposes. Therefore, should a member apply on behalf of a partner/sister organisation/affiliate entity, they would have to **handle all activities and expenses directly**, though they could hire local staff under a consultancy agreement. This means that all invoicing should be made under the name of the CFJ-EN Member organisation.

Content of the proposal

- **To what extent should CABs have a mixed membership of children?**

It is **not expected** that each CAB has members from each of the target categories identified (children suspected, accused or convicted, child victims and witnesses of crimes, children in administrative proceedings, including migrant children, children in civil proceedings, including family matters, etc.). The project proposal assessment will not approach the composition of the group statistically.

However, it is **encouraged** that each group remains as open and mixed as possible. If the group only contains young people over 18, it is crucial that these young people had **experience of the justice system below 18**.

- **Should the Child Justice Caravan be included in the proposal?**

Yes, as the Child Justice Caravan will be a core activity of the CABs, the activity should be **explicitly included** in the proposal. While the costs to participate in the Caravan should be included in the application (see question below), the logistics to organise the Child Justice Caravan will be handled by the Operational Team, who will issue an invitation to all CAB members who are able to come.

In case of **children who are not able to travel**, further discussion should take place to allow for remote participation and combine events both online and face-to-face. This will be further discussed at the kick-off meeting with successful applicants.

Budget

- **Should the budget of the proposal be built using unit costs?**

Yes, any costs for **accommodation, subsistence or travel** should be budgeted for as unit costs. Proofs of expenses should be kept accordingly, in particular attendance sheets. **Volunteer's** time can also be accounted for with unit costs.

Any information regarding unit costs can be found [here](#).

- **Should the proposal include co-financing?**

Yes, project proposals should indicate the **total estimated eligible budget** (ranging from 15.542 € up to 20,722€). Each beneficiary will receive an amount equal to 80% of the total estimated eligible costs of the project. The remaining **20% shall be provided as co-financing** by the applicant.

- **Can volunteer costs cover some of the co-financing requirements?**

Yes, the value of the work of volunteers is eligible as co-financing. Volunteer's work value should be calculated using the relevant **unit costs**.

- **Is VAT an eligible cost?**

No, VAT is in general considered an ineligible cost. However, **VAT is an eligible cost** if the beneficiary can show that the organisation is **unable to recover it** according to the applicable national legislation. In short, **non-refundable VAT** is an eligible cost.

- **When will the organisation receive payment for the sub-granted amount?**

Each beneficiary will receive **80%** of the sub-granting amount upon **signature** of the sub-grant agreement. The remaining **20%** will be paid **after the final report** is approved. All payments will be made through DCI-BE as the framework partner of the EC Grant.

- **What should the organisation budget for regarding the Child Justice Caravan?**

The Child Justice Caravan is a core activity of the CABs. Costs related to the participation of children and their youth facilitator/coordinator (fee for interpreter, transportation, accommodation costs, subsistence costs) should be included in the budget of the proposal.

Sub-grant management

- **Does the sub-granting entail any kind of reporting?**

Yes, sub-grant beneficiaries will need to report on the CAB activities to the CFJ-EN. There will first be a mid-term narrative report due on **mid-January 2024** to cover the first six months of activities. The final narrative and financial report will be expected at the end of the project, on **mid-July 2024**. The exact dates for reporting will be communicated during the online kick-off meeting with grantees.

An additional report on the Child Justice Caravan will also be expected in **December 2023**.

- **Does the CFJ-EN conduct checks on conflicts of interest?**

Yes, COI checks are included in the application form to ensure organisations and their staff have no ties to DCI-BE as the framework partner.

COI checks are also conducted with the Review Committee to ensure they have ties neither to DCI-BE nor to any of the potential applicants.

- **Will there be a similar sub-granting opportunity next year?**

The CFJ-EN will have a similar sub-granting call next year, but the application process may vary based on an assessment of this year's procedure involving 2023 grantees.

The **topic** of the sub-granting call, including its thematic priority, will be shared in the first quarter of 2024, after the proposal is approved by the European Commission.