

## Call for ESAA Project Ideas, FAQs session on the 19.03.2021

15:00 – 16:00 CET

Question	Answer
<p>Q1. How specific should be the required timeline in the ESAA Project Idea Description?</p>	<p>The timeline should show the organization of your project. It should also show the coherence with the information you are providing us in the description of the project. If you already have dates in mind you can mention them, but this is not necessary, and it is more important that the timeline shows a realistic approach.</p>
<p>Q2. Do we need to justify every cost estimation?</p>	<p>As the projects are not pre-financed the justification of the costs is not required. You should only describe the costs to implement your project. The costs mentioned should be comprehensible.</p>
<p>Q3. For an event that requires catering or other services, an advance payment is required. Are the projects contemplating pre-finance?</p>	<p>If the project is accepted, the SP will support you to review the services needed for your event and contract and pay the needed services before your event. In this case we warranty that the use of resources is covered by the expenditure rules of the EC. Pre-financing is not applicable.</p>
<p>Q4. What can be accepted as membership prove?</p>	<p>Your organization can give you a membership letter (ESN) or you can submit a photo of your account of the community portal of your organization (EMA, OCEANS or garagErasmus). ESAA may request the partner-organisations to confirm submitters membership in unclear cases.</p>
<p>Q5. If the project idea is a webpage or an IT tool that supports an event or conference and requires continuity and to be paid in a longer period than the one covered by the project, is this possible?</p>	<p>As this is a case of an IT tool, if your project is accepted and the EC gives green light to the implementation, the project will be financed according to the rules and acceptance of the EC. If you want to extend the period in which your webpage or it tool is available, you should find your own means to keep the project. The finance of the project normally finishes 6 months after the second phase of the ESAA Projects Scheme, in this case in December 2021.</p>
<p>Q6. The event should take into consideration the COVID. Can this project happen in countries without lockdown?</p>	<p>Events could happen if the national regulations are being followed and the presence of a local office of the Service Provider is assured. In the end it is the European Commission, which must decide if an ESAA project could be implemented on-site or not. You should keep the current global uncertainties in mind and consider the</p>

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	possibilities to migrate your event in a non-presential format.
Q7. If the project idea is a web-platform development, does the projects can include the payment of webpage developers?	If your project is accepted, we are in the case of a “case by case” situation, where the EC should approve the use of the resources of the entire project, included the ones of the developers.
Q8. Should the project ideas be focused on online format?	We highly recommend you to be prepared in case of a lockdown in the country you are planning your event. As the Project Idea Description includes a part in which you are asked to describe the mitigation and flexibility towards external factors, you should show this idea in the description of your project.
Q9. How can I be part of ESAA and submit my project idea?	ESAA is an umbrella that currently includes four partner organisations: ESN, EMA, OCEANS and garagErasmus. You must be a member of one of these organizations to submit an ESAA Project idea.
Q10. If the project idea includes an event where translation is needed, are these services covered?	If the translation is required yes. If your project is accepted, our Event Managers will support you in getting the services hired necessary for your project, including translation.
Q11. Can the project idea include the costs to transport invitees to the event within a country?	Yes, if the country allows to travel.
Q12. It is possible to pay for the speakers/trainers of the event	Yes, it is possible to pay speakers/trainers. The event managers will help you to identify suitable trainers, make a market research and contract them. Members of the four partner organisations are not eligible to be paid. The contributions of the Alumni is expected to be voluntarily.
Q13. How many project ideas can be submitted?	In the detailed description of the call, in the submission criteria it is mentioned that you can submit up to three projects, and only one can be awarded.
Q14. If the people in the organization are not going to be anymore in the association in the incoming year, can we still apply?	We highly recommend applying only if you are committed to start and finish the project. You will be asked to sign an agreement that formally supports your project, but also describes your duties as Project Coordinator. The responsible

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	persons are the individual members of the four partner organisations and not the position or office they might hold within.
Q15. Is it mandatory to keep the characters limit of the submission form? (to the <a href="mailto:service@esaa-eu.org">service@esaa-eu.org</a> )	Yes, the limit is mandatory. The rule of limiting the characters helps you to better focus on the most important things, allows equal treatment in the evaluation and serves efficiency.