

Q&A, Call for ESAA Project Ideas

Question	Answer
Q&A, Session on the 01.03.2021 (1st Call ESAA Project Ideas)	
Q.1. Is it possible to apply for 3 events in one project?	<p>Yes.</p> <p>A project idea can consist of more than one event if it is justified in the concept of your project and it is important for its implementation. An example might be a road-show or a series of capacity building trainings.</p>
Q.2 Is it needed to upload more than one template explaining the budget differences between an online format and a presential format of an event?	<p>No, you just need to upload one budget template for your project.</p> <p>You can include notes in the budget, and you should explain in the description of your project, if and how you can move from a presential event to a virtual one if needed. If you already want to provide a second “alternative” budget template for your online plan B you are free to provide it.</p>
Q.3. If the country where the Project will be implemented is not in lockdown, is it possible to have a local event in a presential format?	<p>Yes.</p> <p>Events in a presential format are only possible in countries and regions without lockdown and</p> <ul style="list-style-type: none"> • As long as you follow the local authorities’ regulations for events, • if it is legally allowed by the moment that you are proposing the implementation of your event and If the Service Provider can facilitate the implementation in this country/region.
Q.4 Where can we find information of projects from the past?	<p>On the ESAA webpage, in the ESAA Projects, there is a section of ESAA Projects News. Also, under the ESAA News, you can search for “Project News” category.</p>
Q.6. If the project it is about to develop a webpage or include an IT tool for this purpose, it is fine?	<p>Projects about website developments and or IT-Tools and project ideas including such parts can be considered and are generally eligible.</p> <p>IT developments and the purchase of IT tools are generally subject of a case-by-case decision by the European Commission. If the ESAA project idea is interesting and generally evaluated positive, the idea will be proposed to the EC for this decision.</p> <p>N.B.: Even if specific tools might be excluded due to GDPR regulations the idea might be implemented using similar tools complying with GDPR. The Service Provider will support the ideas to find suitable solutions.</p>

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Q&A, Session on the 19.03.2021 (1st Call ESAA Project Ideas)	
Q1. How specific should be the required timeline in the ESAA Project Idea Description?	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.
Q2. Do we need to justify every cost estimation?	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.
Q3. For an event that requires catering or other services, an advance payment is required. Are the projects contemplating pre-finance?	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.
Q4. What can be accepted as membership prove?	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.
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?	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.
Q6. The event should take into consideration the COVID. Can this project happen in countries without lockdown?	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

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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 persons are the individual members of the four

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	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 service@esaa-eu.org)	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.
Q&A, Session on the 08.06.2021 (2nd Call ESAA Project Ideas)	
Q1. I am working with a classmate, that is studying with me, but she is doing another programme, she is not a member of EMA. Is it possible to work with other volunteers that are not part of the association in the project?	You can inform about the role of other stakeholders and its participation in your project. In the submission form there is a section where “non-ESAA Partner Organizations collaboration for your project-idea” should be described, you can add the names of your collaborators in this part of the submission form.
Q2. Professionals that cannot be provide invoices how can be paid?	If a trainer or speaker provides services under a project other than voluntary work, we can only pay these services based on an invoice. There is no other form of payment option.
Q3. Can the Travel of a team member be reimbursed?	The people involved in your project and that are assigned for a task and support as a volunteer, can receive travel and accommodation costs. These costs should be planned properly before the start of the project. These costs should be calculated before the project starts in the project budget.
Q4. Promotional materials. How do we make the request?	You should include in your project the information regarding the potential promotional material and their cost too in the budget information.
Q5 How to improve the evaluation points?	The process is described in the detailed description of the Call ESAA Project Ideas. Particularly, the criterion for evaluation is included there. We recommend you read the criteria and be sure to include this information in the description of your Project Idea and be as clear as possible in the description and the writing of your proposal.
Q6. Cost estimation. How precise should be, we see that the cost increase, it is accessible?	Once the project idea is accepted, it should be avoided to increase the costs but rather to plan the project conservatively. In case of unforeseen circumstances, please consult the event manager and agree on the increase if this

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	necessary and has good reasons. What is included in the submission should be a fair estimate of the project costs and should be as close as possible to the actual costs which will occur.
Q7.If the project includes a website development or an app development, and we want to extend the time of the project, do we have an option?	The implementation period is for 6 months. If you need to keep supporting the application or the webpage, you can support it by yourself or your organization's help.
Q9. What kind of facilities can be used for workshops?	The SP can help you to find the venues for your event. If you want to contact local European Delegations or universities is fine and you can suggest venues. The binding agreement with the Hotels etc. will be concluded by the SP.
Q10. In the first call of ESAA Projects Ideas 2021, how was the distribution of the ESAA Projects selected by clusters?	Here the information of the selected projects: 1 st Cluster: 1; 2 nd Cluster: 3; 3 rd Cluster: 4; and 4 th Cluster: 2. In general, as it is stated in the Submission Form, the projects can include more than one cluster.