**Frequently Asked Questions**

**I am an individual who has implemented several projects linked to the coronavirus. Can I apply?**

Yes, individuals are eligible. To be eligible, individuals must be either EU citizens or citizens of a third country who are legally resident in the territory of the EU.

**I am a Turkish national who has carried out an initiative addressing the specific challenges facing Turkish citizens in Berlin during the lockdown. Can I apply?**

Third-country nationals are also eligible, provided they are legally resident in the territory of the EU. If you have resident status in the EU, e.g. in Germany, you can apply.

**We are a local administration which** **has launched several projects tackling the needs of vulnerable people during the lockdown period. Can we apply?**

No, unfortunately you cannot. The prize is open only to private law bodies and natural persons.

**We are a small French NGO which has produced cloth face masks for elderly people. Can we apply?**

Yes, you can apply.

**We are a commercial company which has shifted its production from alcoholic beverages to hand sanitizer. Can we apply?**

It depends. The prize is open to commercial companies, but only non-for profit activities. If your production is non for-profit (e.g. because you gave it for free to retirement homes) you can apply. If you shifted your production and sold the new product for profit, you cannot apply.

**We are a university. Can we apply?**

It depends on your statue. If you are a public entity you are not eligible. If you are a private body or a non-profit organisation and you implemented a charity project, you can apply, provided your project received less than 50% public funding.

**We are an NGO legally registered in London. We have carried out a project specifically linked to the coronavirus. Can we apply?**

Yes, In accordance with the UK Withdrawal Agreement you are eligible.

**We are an NGO which carries out a big project which involves Latvian and Russian nurses. Can we apply?**

It depends. To be eligible your organisation must be legally registered within the European Union (e.g. in Latvia). Moreover, the project must be carried out on the territory of the EU (e.g. in Latvia).

**We are 3 friends who have launched a nice project to tackle the needs of elderly people in our town. Shall we send three applications?**

No, you should send only one application for this project. Various scenarios are possible. If you have founded some kind of organisation or association to launch and/or implement the project, the candidate shall be the organisation/association and you should fill in the declaration on honour for the organisation/association. If you are carrying out the project as individuals, without any legal link or contract between the three of you, you should apply as individuals. The candidate should be the person who is legally responsible for the project. His/her declaration of honour shall be attached. If the three of you are equally responsible, you should still send only one application, but in the application form you should indicate the three names and each of you shall fill in a declaration on honour. If the size of the attachment becomes too big and you cannot send it via the on-line registration system, you can send us the 3 declarations by email (EESCprize@eesc.europa.eu).

**We are 2 NGOs which jointly carry out one project. Shall we send 2 applications?**

No, you shall send only one application. It shall be in the name of the "lead" organisation. In the application form you should clearly indicate that the project is carried out in cooperation with another NGO. If there is no lead organisation, you still have to send only one application, but in the application form you should indicate the names of both NGOs and you attach 2 declarations on honour – one for each NGO.

**We are an NGO which carries out a project which is partially financed by public money. More precisely, we receive some funding from the social affairs department of our region. We do not receive any funding from the EU. Can we apply?**

You can apply if the public funding accounts for less than 50% of the budget of the project proposed for the prize. The 50% threshold refers to all public funding, not only to money from the EU budget.

**We are a Portuguese NGO which carried out a project in Spain and Portugal. Can we apply both for the category Spain and the category Portugal of should we choose one category?**

You can submit only one application. You have to choose the most suitable category. In your case, this is likely to be either Spain, or Portugal or "International", depending on the focus of your project. This means that even if you are registered in Portugal, you do not need to apply for the category "Portugal".

**Our organisation implemented several projects dealing with covid-19. Can we apply for all of them?**

No, you should choose only one project or initiative.

**In which language shall I submit the application?**

You can apply in any EU official language. However, to speed up the evaluation process, we would appreciate to receive the application form in English. The declaration on honour can be filled in in any EU official language.

**Is the application form available only in English and French?**

We can make the application form available in any other EU official language upon request.

**We have been implemented a project for homeless people for 5 years now. Can we apply?**

It depends. Initiatives already carried out before the outbreak of Covid-19 are eligible only if they were adapted to react swiftly to the additional needs of their target groups and to properly address the new or increased challenges faced as a consequence of the coronavirus pandemic.

**Shall I answer to each of the two questions corresponding to the two prize award criteria listed in the contest rules?**

Yes, you should definitely answer both questions, as well as the questions concerning the human and financial resources because the evaluation will be based only on the information you provide in the application form.

**My project is quite weak on one award criterion. Does it make sense to apply?**

It depends on how strong your project is on the other award criterion. There is no minimum threshold for each individual criterion. Applications will be eliminated only if they do not reach a total score of at least 50 points, regardless of how weak or strong each criterion is.

**Will you inform candidates about every step of the evaluation?**

The on-line application system will confirm that the application has been successfully sent. Candidates will not receive any other confirmation message and they will not receive any feedback after the various evaluation steps. Results will be notified to all candidates after the final evaluation, indicatively by January 2021.

**How can I apply?**

You should first check the contest rules, and in particular the eligibility criteria, to make sure you can apply. Then you should fill in the on-line application form and attach the duly completed and signed declaration on honour. You should apply on-line by 30 September 2020, 12:00 CET.

**I have tried to join the declaration on honour, but I have received an error message. What shall I do?**

Unfortunately the system accepts only attachments up to 1 MB. If you receive an error message because of the size of your file, you can first try to upload the document in another format. If the file is still too big, you can simply upload a short Word document indicating that you are sending the document by email. You should then send the declaration to EESCprize@eesc.europa.eu. Please note that if you do not upload any file (e.g. the short Word document) you will not be able to submit your application.

**I have tried to send the application short before the deadline but I received an error message. Can I apply after the deadline?**

If you receive an error message a few days before the deadline, we kindly invite you to try again later. If you receive again an error message, please contact our team by email (EESCprize@eesc.europa.eu) to find a solution. If you receive an error message just a few minutes before the deadline, we invite you to send your application by email or fax (+32-2-5469926) before the deadline. If possible, please send us also a copy of the error message (e.g. screenshot). Applications sent after the deadline will be rejected. To avoid system overloading, we strongly recommend that candidates send their applications in advance.

**I prepared and saved my application long in advance but do to unforeseen circumstances I managed to send it out only one minute after the deadline. Will you reject applications received only one minute after the deadline?**

Yes, the on-line application tool registers the exact timing and we check it. To guarantee fair treatment of all candidates, applications sent only one minute after the deadline will also be rejected.

**Shall my organisation be nominated by an EESC member, a national economic and social council or a Pan-European organisation/network?**

None of them. Each candidate shall apply directly.

**What happens if I am nominated by an umbrella organisation or by a local authority?**

Your application will be rejected. Candidates shall apply directly.

**May I attach supporting documents?**

No, at this stage you should attach only the duly completed and signed declaration on honour.

**In the contest rules you mention also the Legal Entity Form and the Financial Identification Form. Shall I fill them in and attach them to my application?**

No, we do not need these forms at this stage of the procedure. Please send these documents only if/when the EESC asks you to do so.

**How much does it cost to participate in this competition?**

Entering the competition is free of charge.

**Before sending my application, I called the EESC and asked to clarify one point. Will the EESC reimburse the cost of this international telephone call?**

No, in accordance with the contest rules, the EESC will not reimburse any costs incurred in entering the competition.