

## Questions regarding DIH public call - via website [www.b2bit.ba](http://www.b2bit.ba)

**February 5<sup>th</sup> – February 25<sup>th</sup>, 2022**

**Q1: *Can an NGO apply?***

**A:** Yes, NGOs can also apply for this call. This is further elaborated in section 6 of the Guide for Applicants, which can be downloaded from our website <https://b2bit.ba/public-call/call-information/>

**Q2: *The application form contains no information about the available budget. Could you please provide us with clarification of financial support and payment modalities? How the payment of the grant would be made? Is pre-financing included or not?***

**A:** This call for proposals asks applicants to describe the concept of establishing a DIH, providing overview on how it is envisioned to set up DIH structure, services, role among the DIH's clients and complementary synergies with other organisations in the timeframe of first 2 years. Within the provided overview, applicants are asked to indicate what activities they are able to implement with own capacities and resources and where they need external support. Once the potential three concept proposals have been selected, the indicated areas for external support will be jointly assessed by the applicant and the project team, and tailored technical and financial support will be defined, in terms of content and value. Thus, it is not envisioned that the applicants prepare a detailed budget in this stage of application, but it would be appreciated if general cost structure and estimation is drafted, as it will be a further input if the application is recommended for support.

**Q3: *The lead applicant wasn't obligated to provide semi-annual report for 2021, so they didn't make it. In that case are we obligated to submit that document or is there any replacement evidence/document which is as relevant/compatible?***

**A:** If the **semi-annual report for 2021 is available**, you may submit it. Please note that selected proposals/applicants will be obliged to submit original balance sheets and income statements for 2021, in the later stage of application processing. This is indicated on page 12 in Section 13a) of the Guidelines for Applicants (Version 1.3 from February 18, 2022).

**Q4: *Can local governments apply to this call as a founder of the HUB, or as a partner to the NGO or private sector firm?***

**A:** Yes, local governments can be part of the consortia of the Digital Innovation Hub. The important part is, that the local government has the capacities and expertise to play a vital role in the digital transformation efforts of SMEs. The local government needs to have a unique added-value for the overall digital innovation ecosystem, such as its expertise, network, access to facilitates or funding opportunities. For further criteria for consortia partner please refer to the list in section 6 - "Who are we looking for"? of the Guide for Applicants. The position in the consortia ultimately depends on its ability to lead and coordinate the collaborative work of all involved stakeholders.

**Q5: *Is lead applicant registered as entrepreneur eligible (as "sp" in Republic of Srpska or "obrt" in FBiH) since once registered on this way does not have listed documents that should be submitted in section 13 a)?***

**A:** As indicated in section 13a of Guideline for Applicants, the (lead) applicant is required to pass a record of commercial and legal eligibility check and therefore MUST provide all necessary and indicated relevant documentation for contracting purposes. In addition, as indicated in section 13a, point 9, the lead applicant as an organization needs to have at least eight (8) full time staff collaborators, or, in case of a consortium, the lead applicant needs to have at least five (5) full time staff collaborators and the partnership consortium overall has at least ten (10) full time staff collaborators. In case your entity with its registration status is unable to meet both of those criteria, it is not eligible since it is not able to pass a record of commercial and legal eligibility check, as well as meet minimum eligibility criteria.

**Q6: *Do governmental units need to handle in evidence that we were not convicted in criminal proceedings (4. page 16. of the Guide) and evidence that leading applicant is not under bankrupt or subject to bankruptcy proceedings?***

**A:** Mentioned documents are part of the full eligibility check (Chapter 13c in the Guide for Applicants) and refer only to applicants, whose proposals are classified as recommended after administrative and quality check. In order to pass a record of commercial and legal eligibility check, applicants will be invited to submit the subsequent package of supporting documentation, which might involve additional documents to those indicated in the Guideline for Applicants. In case where lead applicant or its partners are governmental units but are established or have a status of legal entity, they MUST provide all documentation mentioned in this section.

**Q7: *The application states the term "Activity code and description of activity (only for-profit organizations) that is related to the subject of this call (if different from main activity code)". Please explain to us what kind of code it is, considering that we have already entered our activity code in the Main Activity Code?***

**A:** The further specification of the activity code allows applicants to specify the area of their activities with which they are applying, should this deviate significantly from the main activity code. An example of which could be a highly specialized department or area of expertise. However, specifying the activity code is optional and only needs to occur, if - in your opinion - the activity code for the application differs significantly from the main activity code of the lead applicant.