UniCredit Foundation

"UCF Edu-fund Platform" FAQ

1. **Is it possible to preview the form to be filled out?**

   Fields become visible as you fill out the online application form, and you also have the option to save your progress as a draft.

2. **What is meant by "programmes addressing key issues at national level"?**

   This means programmes implemented in multiple regions and/or areas of the same country.

3. **What is meant by "programmes addressing key issues at local level"?**

   This means programmes implemented only in specific regions and/or areas of the same country.

4. **What is meant by "non profit organizations operating cross-country"?**

   This means non-profit organizations operating in more than one country (e.g. Romania and Bulgaria).

5. **Is it possible to apply as a consortium or in partnership with other entities?**

   Yes, as long as a single non-profit organization applicant is identified. Should the proposed program be awarded, the applicant entity will be the one entering a donation Agreement with the UniCredit Foundation.

6. **For Italy Only: do all members of the consortium or other program partners also need to be registered in the RUNTS?**

   No, this is not required.

7. **My organization has benefited/is benefiting from a UniCredit Foundation contribution: can it apply?**

   Yes, this is possible, provided that the programme is entirely new or – if running – the application is for expansion or scaling of the already funded programme.

8. **Can my organization submit multiple project proposals within the same Stream?**

   It is possible to submit only one application per stream: multiple applications by the same applicant for the same Stream will not be considered.

9. Can my organization submit multiple project proposals in different Streams?

It is possible to submit one application for each stream: all applications will be assessed, but only one can be funded.

10. Is it possible to apply as the lead of one program and a partner of another?

Yes, it is.

11. Can the partner be an institution, a university, or a research body?

Yes, the partner can belong to the third sector as well as institutions, universities, and research centers.

12. Is co-financing required?

No, it isn't.

13. Are there any budget items with predefined thresholds?

There are no percentage caps provided for specific budget items.

14. Is it possible to include an allocation in the budget for the economic valuation of volunteer work?

No, the evaluation of volunteer work in the budget is not allowed.

15. What is meant by ordinary expenses?

These are the expenses related to the management and maintenance activities necessary to ensure daily, ordinary operations (payment of salaries, headquarters, purchase of ordinary administrative materials, etc.) and not directly related to the proposed program.

16. Are expenses related to salaries eligible?

Expenses related to salaries are eligible if they pertain to professional roles directly responsible for implementing the programme for which the application is being made (e.g. educators, teachers, etc.). However, salary expenses for regular organizational functions (e.g. administrative staff) are not accepted.

17. Which activities are considered ineligible?

The following activities are ineligible for funding if not directly related to the proposed programme: purchasing land and/or acquiring immovable property; building construction; ordinary activities (e.g. the expenses relating to the management and maintenance activities necessary to guarantee the daily, ordinary activity, such as payment of salaries, rent of premises, purchase of materials of ordinary administration, etc.); granting scholarships; organizing events, conferences, or exhibitions.

18. Is it possible to include in the activities, and therefore as a budget item, the receipt of services from third parties?

It is possible to allocate a portion of the budget for the supply of goods/services from third parties, understood as legal entities external to the programme partnership, only if they are entrusted with the performance of a specific task and not the execution of entire activities or programme components.

19. Should the budgets be uploaded with the amounts indicated in Euros, or are local currencies acceptable?

The budget must be in Euro.

20. Must the statute and the Financial Statements be translated into English?

No, this is not required.

21. Do the programme attachments need to be signed?

Only the Anti-corruption declaration attachment must be signed by the Legal Representative.

22. What's meant by Child Safeguarding Policy?

A Child Safeguarding Policy is a set of principles and procedures designed to ensure the safety and well-being of children. This policy is implemented by organizations, institutions, and individuals who work with or have contact with children. The primary goal is to protect children from abuse, neglect, exploitation, and any other form of harm. Key components of a Child Safeguarding Policy should include: definition of abuse and harm, Code of Conduct establishing guidelines for behavior and interactions with children to prevent any form of misconduct; steps to be taken if there is a concern about a child's safety, including how to report suspected abuse or neglect; roles and responsibilities of staff, volunteers, and other stakeholders in safeguarding children; regular training for staff and volunteers on child protection issues and the organization's safeguarding procedures; thorough background checks and vetting processes for hiring staff and volunteers to ensure they are suitable to work with children; detailed procedures for responding to allegations or incidents of abuse, ensuring that they are handled sensitively and appropriately; guidelines for maintaining the confidentiality of information about children and families, while ensuring that necessary information is shared appropriately to protect children; regular review and update of the policy to ensure it remains effective and in line with current best practices and legal requirements.

23. I can't upload the attachment, what could be the problem?

Ensure that the file format and size match the specifications indicated on the platform, and do not include special characters in the file name.

24. Can we send additional material other than what is requested by the form?

At the application stage, only the documents requested by the platform must be provided. Any additional document could be requested during the evaluation process.

25. In the evaluation process, what weight is assigned to each evaluation criterion?

Please refer to Art. 7 of the Regulation. Only applications with a total score equal or exceeding 70% will be deemed eligible for consideration.

26. How will the payment tranches be divided?

The terms and timeline of these disbursements will be jointly determined by the UniCredit Foundation and the organization during the finalization of the Donation Agreement.

27. What reporting methods are envisaged for the supported programmes?

The Donation Agreement will outline the reporting schedule, which will include periodic and final narrative and quantitative reports on the programme progress and outcomes. Upon programme completion, a budget review will be required.

28. By when do I need to submit my application?

The "UCF Edu-Fund Platform" will remain open until April 30th, 2025 (or until funds are available). This means that applications are continually accepted and reviewed at specific intake periods.

29. By when do the applications will be assessed?

The evaluation sessions will be scheduled on a quarterly basis, commencing in October 2024.

30. When will I receive feedback on the outcome of my application?

At the conclusion of each evaluation process for the three streams, all applicants will be notified of the results. Timing for notification may change depending on the number of applications received. Updates and timing of the evaluation process will be communicated via the UniCredit Foundation website.

31. Should the initial assumptions or the context change following the application, what is the appropriate course of action?

Once the application has been submitted, it is not possible to change the information entered on the platform. In case of major changes, please contact the Foundation at info@unicreditfoundation.org.