



SECRETARIAT GENERAL FOR EUROPEAN UNION AFFAIRS

Provinces Preparing for the European Union

Call for Proposal

Guidelines for Applicants

Reference: ABGS/2011-PUYB-01

Deadline for submission of proposals: 25 March 2011

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1. CALL FOR PROPOSAL : “PROVINCES PREPARING FOR THE EUROPEAN UNION” PROGRAMME

1.1. BACKGROUND

Harmonisation studies undertaken within the framework of Turkey’s EU accession process are being carried out at an enormous pace under the coordination of the Secretariat General for EU Affairs (EUSG) and with the contributions of all institutions at the central level. However, the obligations of the EU accession process and arrangements to be made within that framework are not only of concern to the ministries and undersecretariats at the central level. On the contrary, the implementation of the relevant arrangements made in order to ensure harmonisation with the EU acquis are also very much related to the local institutions such as governorships, municipalities, special provincial administrations etc. Although, the efforts to ensure harmonisation with the EU have continued for more than 10 years, it is difficult to assume that the provincial organisations of the central administration and the municipalities are adequately informed about the EU harmonisation studies and the follow up of arrangements made within this framework. In addition, there are misunderstandings, prejudices and concerns regarding the EU accession process in Turkish public opinion. Therefore, the experiences gained through this process revealed that the studies to be made in relation to the EU should be carried out not only at central level but also at the local level.

In this context, **"Improving the Effectiveness of the Governorships in the EU Accession Process" Project** has been launched as of the beginning of 2010 by the Secretariat General for EU Affairs (EUSG) with a view to ensure a better understanding of the EU accession process at the local level, providing the public opinion with more accurate information on the issues regarding the EU and ensuring the full implementation and follow up of the projects carried out in the EU accession process.

The successful implementation of the project aiming at the revival of the EU process locally could only be possible through cooperation among EUSG and the Ministry of Interior. In order to establish the framework of the activities to be conducted under the scope of the project, a common understanding has been achieved with the Ministry of Interior. The project has been launched with the Circular of the Ministry dated 26 January 2010 and numbered 2010/6. In the circular, the establishment of a structure within the governorships that will serve as a local organisation of the EUSG has been targeted. Thus, the easy and rapid flow of proper information on EU to all provinces is ensured through governorships. In this framework, as a first step, designation of a Deputy Governor as “Province EU Permanent Contact Point” in 81 provinces has been completed. EU Permanent Contact Points coordinate the activities related to the EU by different institutions in the provinces and regularly inform the institutions in the provinces on progress, news, arrangements as well as project and funding facilities relevant to the EU accession process.

Province EU Advisory and Steering Committees, headed by Governor or relevant Deputy Governor have been established in order to ensure that the above mentioned coordination is conducted regularly by the Province EU Permanent Contact Point. This committee comprising district governors, province directors concerned, general secretary to the special provincial administration, general secretary or vice general secretary to the metropolitan municipality, vice mayor in the other municipalities, vice presidents of universities, representatives from chambers of commerce, industry and agrarian as well as one representative each from active civil society organizations in the province, meet quarterly. First meetings of the Province EU Advisory and Steering Committees

have been held in nearly all provinces. In addition, second, third as well as fourth meetings have also been completed in most of the provinces.

The work to be carried out by the governorships will only be effective if they are supported by the EU Offices established within governorships. Bearing this in mind, support will be provided for the enhancement of institutional capacities of the governorships with an EU office in the framework of this project, as well as for the promotion of the establishment of EU offices in the governorships which does not have one yet.

The objective of the program, “Provinces Preparing for the EU”, to be conducted under the scope of the “**Improving the Effectiveness of the Governorships in the EU Accession Process**” is to increase effectiveness of the structures established with the initiatives of the Ministry of Interior at the local level with the support of EUSG. “Provinces Preparing for the EU” Programme will be conducted within the EUSG budget. This program will enable governorships to implement EU related activities which cannot otherwise be put into practice by the EUSG in local regions. The objective of this application guideline prepared in this context is to define objectives, priorities and the scope of the “Provinces Preparing for the EU” programme.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY AREAS

The **objective of this call** is to increase the administrative capacity at the local level as regards the activities undertaken for the EU accession process, in conformity with the priorities of the “Provinces Preparing for the EU” programme, which is implemented by the Secretariat General for European Affairs.

The proposed projects should cover one or more of the following priority areas:

Priority Areas

1. Ensuring a better knowledge of the governorships on the EU acquis harmonization studies and improving their institutional capacity in this field
2. Improving the project development capacity in the provinces with a view to ensure the utilisation of the EU funds and financial sources at a maximum level
3. Increasing the capacity of the EU offices in the governorships
4. Ensuring a better understanding of the EU process at local level
5. Ensuring the effective functioning of Province EU Advisory and Steering Committees

1.3 GRANT PROVIDED UNDER THE PROGRAMME

The overall indicative amount made available from the EUSG budget under this programme is 2.000.000 TL. The EUSG reserves the right not to award all or part of the available funds.

The projects which are selected to be supported under the programme shall not be awarded with direct grants. The projects shall be carried out in cooperation with the EUSG and the applicant organizations. Expenditure of the project shall be reimbursed within the framework of the allowances indicated in the 2011 budget for the EUSG.

Amount of grant

The grants to be awarded under this programme will be between the following minimum and maximum amounts:

minimum amount: **25.000 TL**
maximum amount: **100.000 TL**

100% of the total eligible costs of the project will be reimbursed within the programme. However, priority will be given to the projects co-financed by the applicant organizations (Please see the evaluation grid form on page 13).

2. RULES FOR THIS CALL

This section sets out the rules for the application, selection and implementation of the projects to be supported under the programme titled “Provinces Preparing for the EU” to be carried out by the EUSG.

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2),
- actions for which a grant may be awarded (2.1.3),
- eligible costs which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: who can apply?

Only the **governorships** can apply to this grant programme. *The EU Coordination Centres, Project Coordination Centres, EU Offices, EU Helpdesks* and other EU offices of the governorships which are established under various titles are also eligible applicants. The offices established under the Provincial Planning and Coordination Directorates or other related offices of the governorships or offices directly linked to the Governors or Deputy Governors will also be evaluated as eligible.

IMPORTANT NOTICE

- EU offices which are affiliated to governorships might have different names. All the structures established under this context are considered to be an eligible applicant for this call.
- However, the applications of provincial directorates, district governorships, other public institutions and organizations in the province, provisional special administrations, unions and similar organizations will not be taken into evaluation. Accordingly, these organizations cannot be eligible applicants but can hold partnerships with eligible applicants (Please check the title 2.1.2 Partnerships and eligibility of partners)
- The EU office of the governorships which is going to apply has to provide official documents like a directive (constituting the legal basis for the establishment of the office) approval of governor or etc.

2.1.2 Partnerships and eligibility of partners

Forming a partnership is not compulsory for the application. However, the governorships which are eligible applicants can form partnerships with the organizations in our country or organizations in the EU member states. The following institutions can take place in the projects as partners:

- Provincial directorates under the governorships
- Other state institutions and organizations in the province
- Local Administrations (Municipalities, provisional special administrations, villages)
- Development agencies
- Universities
- Trade and industry chambers
- Professional organizations in the form of public bodies (chambers, markets, etc.)
- Research institutes
- Nongovernmental organizations (associations, endowments, etc.)
- Unions

2.1.3 Eligible actions

Definition

A project is composed of a set of activities.

Duration

The planned duration of the project may not be less than **1 month** and not exceed **6 months**

Place

Project should be run in one of the following countries: Turkey and EU member states¹

Projects sorts

The proposed project should be prepared as to cover one or more of the EU acquis chapters and priority areas, both listed below.

EU Acquis Chapters

1. Free Movement of Goods
2. Freedom of Movement of Workers
3. Right of Establishment and Freedom to Provide Services
4. Free Movement of Capital
5. Public Procurement
6. Company Law

¹ Member states of the EU: Austria, Belgium, Bulgaria, The Greek Administration of Southern Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom

7. Intellectual Property Law
8. Competition Policy
9. Financial Services
10. Information Society and Media
11. Agriculture and Rural Development
12. Food Safety, Veterinary and Phytosanitary Policy
13. Fisheries
14. Transport Policy
15. Energy
16. Taxation
17. Economic and Monetary Policy
18. Statistics
19. Social Policy and Employment
20. Enterprise and Industrial Policy
21. Trans-European Networks
22. Regional Policy and Coordination of Structural Instruments
23. Judiciary and Fundamental Rights
24. Justice, Freedom and Security
25. Science and Research
26. Education and Culture
27. Environment
28. Consumer and Health Protection
29. Customs Union
30. External Relations
31. Foreign, Security and Defense Policy
32. Financial Control
33. Financial and Budgetary Provisions

Examples of priority areas are listed below; however, the projects to be proposed are not limited to the priority areas below:

Priority Area 1: Developing the knowledge level and institutional capacity of the governorships in terms of harmonization with the European Union acquis

- Improving the capacity of the governorships and other provincial institutions in terms of harmonization with the EU acquis.
- Improving the coordination and efficiency of all relevant public institutions and organizations in the provinces active in the EU field.
- Informing governorship offices and other provincial institutions through training on the scope of the negotiation chapters
- Learning and transferring good practices in the EU Member States.

Priority Area 2: Improving the project capacity in the provinces in order to benefit more from the EU funds and financial resources

- Establishing the necessary administrative and human resources capacity with regard to the project cycle management, ensuring the continuity within this respect (by means of methods such as *Training of Trainers*. etc.)
- Preparing an inventory of the previous EU projects implemented in the province and the presentation of the projects to the public by means of publications, reports, books, web pages etc.

Priority Area 3: Improving the capacity of the EU offices in the governorships

- Improving the capacity of the EU offices in the governorships in terms of project preparation and implementation.
- Raising the awareness and improving the capabilities of the EU offices in the governorships as regards the EU accession process and harmonization with the EU acquis.
- Increasing the efficiency of coordination, information and guidance activities of the EU offices in the governorships.
- Meeting the equipment, material, publication and documentation requirements of the EU offices in the governorships. (The restrictions mentioned in Section 2.1.4. Eligible costs should be taken into consideration for purchase of materials or equipment)

Priority Area 4: Ensuring a better understanding of the EU accession process at the local level

- Contributing to a better public opinion about the EU accession process within the framework of EU Communication Strategy².
- Ensuring a better understanding of Turkey within the EU and vice versa by establishing partnerships with the EU member states, forming sustainable cooperation networks and sharing good practices.
- Preparing publications or carrying out programs, seminars and conferences in order to raise public awareness on EU.
- Carrying out activities under Europe Day, 9 May.
- Organizing knowledge, painting and composition contests for the students in the provinces or simulations on the EU functioning (model EU Parliament etc.) or similar activities.
- Ensuring a better understanding of the EU among the young generation and raising awareness about the opportunities provided for them within the EU accession process.

Priority Area 5: Ensuring the effective functioning of Province EU Advisory and Steering Committee

- Ensuring the effective monitoring and follow-up of the results of implementation of legislative arrangements at the provincial level.
- Improving the project development capacity by sharing good practices from the well implemented projects (e.g. project days, fairs and workshops).
- Training and informing the members of the Province EU Advisory and Steering Committees.

Important Note-1: The applicants have to submit the official letter of invitation from the relevant institution (or the email correspondence) along with the application form, if they intend to propose projects in cooperation with organisations from the EU Member States.

Important Note-2: Projects that consist only of study visits abroad will not be eligible for grants.

Types of Activities

² EU Communication Strategy can be downloaded from www.abgs.gov.tr

The proposed actions (projects) might include but are not limited to the activities listed below:

- Trainings (Project development, EU financial assistance, EU acquis chapters, etc.)
- EU expert certificate programmes or seminars
- Training of trainers
- Organisation of workshops, seminars, conferences, internet forums, etc.
- Study visits, field visits
- Establishment of networks
- Establishment of databases to facilitate access to information on projects
- Awareness raising activities
- Publications, printing, translation services (brochures, posters, information booklets, etc.)
- Radio and television programmes to counteract prejudices and misperceptions regarding Turkey's EU membership
- Information campaigns
- Purchase of goods and services within the scope of the priorities (the restrictions in section "2.1.4. Eligibility of cost" must be complied with for the purchase of materials and equipment)
- Research, analysis, assessment, reporting activities

The project proposals should not focus only on one single activity; but should be self-contained actions indicating a coherent set of activities with clearly defined objectives, target groups and planned outcomes.

All projects should respect the equal participation of women and men - through appropriate information and publicity material- during the the designing of projects and access to the opportunities they offer.

Furthermore, in accordance with Article 10 of the Turkish Constitution, all projects should respect the equal participation of children, the elderly, the disabled, the widows and orphans of personnel who have lost their lives in war or in the line of duty, disabled veterans and veterans, through appropriate information and publicity material during the design of projects and access to the opportunities they offer.

Projects including the following types of action are ineligible:

- Projects concerned only or mainly with individual scholarships for studies or training courses,
- Actions that are ideologically biased or partisan in nature,
- Projects supporting political parties,
- Construction of and investments for the adoption of facilities; such as construction of a new facility or supplementary facilities,
- Commercial activities,
- Providing social service (food, clothing, etc.),
- Activities concerned only with study visits abroad.

Important Notice - 3 : The number of applications

An applicant can not send more than one applicaiton for this call. However, an applicant can be a partner of another applicant. Partners can take place in more than one application.

2.1.4 Eligibility of Costs

Only "eligible costs" may be taken into account for a grant within the context of this program. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs (actual costs incurred during the implementation period of the project) rather than bunched costs. It is therefore in the applicant's interest to provide a realistic and cost-effective budget.

All expenditures (service and supply procurement) made during the implementation period of the project shall not exceed the amounts indicated in the Article No.22/d "Direct Procurement" of Public Procurement Law No.4734³. Besides, costs concerned with the procurement of the equipment cannot exceed 10% of the total eligible cost of the project.

Eligible Costs

The project to be supported will not be awarded a direct grant within the context of this program. The projects will be carried out through a cooperation protocol (Annex-E: Sample Protocol) to be concluded between the EUSG and the project holders. Expenditures under the project will be covered within the allocations for EUSG for the budgetary financial year 2011. The categories of costs to be considered as eligible by EUSG are indicated below:

- Service procurements such as training, consultancy etc.,
- Goods and service procurement concerning documents such as publication, posters, brochures, materials of promotion, representation, ceremony etc.,
- Service procurements concerning internet pages and other visual designs,
- Travel costs (including per diem),
- Procurement of stationery and consumables of such kind,
- Procurement of office equipment and materials such as computers, printers, faxes etc.,
- Expenditures concerning other services and equipment.

Important Note-4: The maximum total amount allowed for the equipment and supplies should not exceed **10 %** of the total eligible costs of the project.

Co-financing

All necessary costs for implementing the proposed projects will be provided by EUSG under the call for proposals. However, it is expected from the applicant governorships or common institutions (special provincial administration, provincial directorates etc.) that they would provide co-financing for necessary costs in order to carry out the project. **(Please look at the Evaluation Grid on page 13)**

³ While determining the expenditures concerning goods and service procurement, applicant governorships should be careful about the provision, "Goods, services or works to be procured cannot be divided into lots with the intention of avoiding threshold values" indicated in Article 5 "Basic Principles" of the Public Procurement Law No.4734. In this context, threshold values should not be exceeded when the amounts of service procurements are being calculated.

Ineligible costs

- The following costs are not eligible:
- Staff costs
- Debts and provisions for losses or debts
- Interests owed
- Items already financed in another framework
- Purchase and rent of land and existing buildings
- Structure modification costs etc.
- Any leasing costs
- Purchase of second hand equipment
- Depreciation costs
- Fines, financial penalties and expenses of litigation
- Bank charges, costs of guarantees and similar charges
- Contributions in kind
- Credit to third parties

Important Note-5: Within the context of the project, staff recruitment costs including the project partner institution personnel (for example; NGO's staff), cannot be paid. Public officials cannot be paid as well.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1 Application form

Applications will be submitted by filling in the Grant Application Form and appendices (budget, logical framework and curriculum vitae) annexes to these Guidelines.

Applicants must apply in Turkish.

Any error or major discrepancy related to the points listed in the instructions for the preparation of the project or any major inconsistency in the application form (e.g. if the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

Hand-written applications will not be accepted.

Only the application form and the published annexes that have to be filled in (budget, logical framework and curriculum vitae) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the project. **No additional annexes should be sent for evaluation (brochure, report, photo etc.)**

2.2.2 Where and how to send the applications?

Applications must be submitted in one original and 2 copies in A4 size, each bound. The complete application form should include:

1. Full "Application Form" (Annex-A)
2. Budget (Annex-B)
3. Logical framework (Annex-C)
4. Curriculum Vitae (Annex-D)
5. A copy of all documents prepared in electronic format (CD-Rom) must be enclosed in all dossiers. The application form must not be split into several different files; it must be saved

as a unique file. The electronic format must contain **exactly the same** application as the paper version enclosed.

In addition to the above mentioned documents, a document such as **a written instruction, a written approval received from an authority, an internal memo, etc.** indicating the establishment of the EU office in the applicant governorship must be included in the application documents.

Furthermore, for the projects foreseeing cooperation with the institutions in the EU member countries or including study visits to the EU member states, **official invitation letters** sent by those institutions in the said countries **or e-mail correspondence with those institutions** must be presented during the application.

Important Notice: It must not be forgotten that one applicant may make only one application for this call for proposals!

The outer envelope must bear the reference number (ABGS/2011-PUYB-01), and the title of **“Call for Proposal for “Provinces Preparing for the European Union” Programme**, the full name and address of the applicant, and the words "NOT TO BE OPENED BEFORE THE OPENING SESSION".

Sample Envelope Format:

<p style="text-align: center;">Call for Proposals for “Provinces are Preparing for the European Union” Programme ABGS/2011-PUYB-01 XX Project</p> <p>Governorship of XX Address:</p> <p style="text-align: center;">NOT TO BE OPENED BEFORE THE OPENING SESSION</p>

Applications must be sent/submitted in a closed (sealed) envelope by **private courier service or by hand delivery** (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

Postal address - Address for hand delivery or by private courier service:

Bülent ÖZCAN
Secretariat General for EU Affairs
Directorate for Project Implementation
Eskişehir Yolu 9.Km

TOBB İkiz Kuleler C Blok K:11
06800 Bilkent / Ankara

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Call for Proposals for “Provinces Preparing for the European Union” Programme

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

2.2.3 Deadline for submission of applications

The deadline for the submission of applications is **25 March 2011**. The deadline for the applications will be evidenced by the date of dispatch, the date of postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is **at 18.00 hours** local time on **25 March 2011** and this will be evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.