**Supporting Civil Society Dialogue Between EU and Turkey Grant Scheme (CSD-V)**

Call for Proposals TR2015/DG/01/A5-02

(EuropeAid/139354/ID/ACT/TR)

issued by the CFCU on 20 November 2017 with deadline of 16 February 2018

**Clarifications**

**Note 1:** *Most of the questions that have been received concerning this call for proposals (call) can be answered by* ***carefully reading*** *the guidelines for grant applicants (guidelines).*

**Note 2:** *To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities (Please see Section 2.2.4 of the guidelines).*

*Please further note that the replies given to the questions on the eligibility of the applicants and affiliated entity(ies) are provided solely for the question asked without consideration of whether the other eligibility criteria stated in the guidelines (Sections 2.1.1 and 2.1.2) are fulfilled or not.*

**General Issues**

1. **Is there any limitation on the number of the co-applicants?**

No. As indicated in Section 2.1.1 (2) of guidelines, there is no maximum number of co-applicants but careful consideration should be given during the identification of co-applicant(s) to ensure that each co-applicant has a clearly defined role in the project and has seen the submitted application as well as the budget for a smooth implementation of the project if awarded grant. Please also note that excessive number of co-applicants may endanger the project management.

1. **Is it compulsory to apply with an affiliated entity?**

No. As stated in Section 2.1.2 of the guidelines, the lead applicant and its co-applicant(s) **may act** with affiliated entity(ies).

1. **Which one is more advantageous; to be a lead applicant or a co-applicant?**

As stated in the section 2.1.1 (2) of the guidelines; if awarded the grant contract, the lead applicant will become the beneficiary identified as the Coordinator in Annex G (Special Conditions) and the co-applicant(s) will become beneficiary(ies) in the action (together with the Lead Applicant - then called “Coordinator”). The Coordinator will be the main interlocutor of the Contracting Authority. This institution will represent and act on behalf of other co-beneficiary(ies) and will coordinate the design and implementation of the project.

Therefore, way of participation in the action either as the lead-applicant or co-applicant is directly related with the capacity, authority and usual practice of the institution and the responsibilities and roles defined within the action as well. Regarding the evaluation of capacities, it should be noted that while the operational capacities of all the involved parties (lead applicant, co-applicant(s), and affiliated entity (if any)) are considered; only the lead applicant’s finance sources are taken into account for the financial capacity.

1. **Will we receive information about our project during the course of the evaluation process? Will a correspondence be made when the evaluation is completed?**

Evaluation process is carried out in line with the PRAG rules and procedures. The evaluation procedure is explained in the Section 2.3 of the guidelines. As stated in this Section, the lead applicants will be notified via official letter on whether they have failed or found successful at the end of each evaluation step.

Please also note that a time table showing the indicative dates for sending information to the lead applicants is included in Section 2.5.2 of the guidelines.

1. **Who will assess the project proposals?**

Applications will be examined and evaluated by an evaluation committee with the possible assistance of external assessors.

The evaluation is under the responsibility of the CFCU, as the Contracting Authority, and will be carried out in line with the steps explained and the evaluation grids given in the guidelines under “Section 2.3 Evaluation and Selection of Applications”.

1. **Can we get external support/hire a consultancy firm for the preparation of our proposal? Can the project be prepared by the co-applicant?**

The decision of using external assistance for the preparation of the proposal and/or preparation of the project by the co-applicant is up to the lead applicant.

However, please note that the “Declaration by the Lead Applicant” that is to be signed by the lead applicant (see Part A section 3 and Part B section 8 of the grant application form) and Section 2.1.1 of the guidelines clearly state that the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and is not acting as an intermediary. In addition, please be reminded that costs incurred prior to the signature of the contract (including such consultancy costs) are ineligible costs, and thus cannot be included in the project budget (neither as grant nor as co-financing) with the exception of the cases falling under Article 14.1 (iv) of the General Conditions (Annex G-II of the standard contract).

1. **We could not find the "expected results" mentioned in the grant application form Part A, Section-1.3.1 (iii). What are the expected results to be addressed?**

Expected results are the ones that serve to the program objectives stated in Section 1.2 of the guidelines.

1. **Who will be responsible for the reporting which will be made after contract signature?**

Although the lead applicant-then called “Coordinator” is responsible for provision of the report(s), co-applicant(s) and affiliated entities (if any), as the beneficiary(ies), shall forward to the Coordinator the data needed to draw up the reports, financial statements and other information or documents required by the contract and the annexes thereto, as well as any information needed in the event of audits, checks, monitoring or evaluations. Please see Article 1.5 and 1.6 of the General Conditions (Annex G-II of the standard contract) for the responsibilities of the Coordinator and the beneficiaries.

1. **How many applicants, whose applications are found successful in the concept note evaluation step, will be invited to full application stage? Will there be a reserve/substitute list?**

As stated in Section 2.3 of the guidelines, once all concept notes that pass the administrative check are assessed, a list will be drawn up with the proposed actions ranked according to their total scores. Then the number of concept notes that are pre-selected (scored above 30 points out of 50) will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to 300% of the available budget (EUR 18.000.000) for this call.

No reserve/substitute list will be drawn up.

1. **If we apply with two applications as lead applicant, can both applications be pre-selected in concept note evaluation and pass to full application stage? If they can and if they both conclude the stage successfully, then will the lead applicant have preference? Or do you carry the application with higher score to the second stage?**

Yes, if both applications are found successful in the concept note evaluation stage as explained in the Reply-9, they will pass to full application stage. At the final step, the recommendation for the award of grants will be made by the Evaluation Committee.

1. **Can you give a project example?**

No, it is not possible to give a specific project example.

**Eligibility of Applicants (i.e. lead applicants, co-applicants)**

**(Section 2.1.1 of the guidelines)**

1. **Who can apply to this call?**

As stated in Section 2.1.1 (1) of the guidelines, in order to be eligible for a grant, the **lead applicant** must:

* be a legal person, **and**
* be non-profit-making, **and**
* be established in a Member State of the European Union or Turkey or an eligible country according to the IPA Regulation, **and**
* be directly responsible for the preparation and management of the Action with the co-applicant(s), not acting as an intermediary, **and**
* be CSOs from Turkey (associations; foundations; federations and confederations of associations or foundations), or
* be CSOs from EU Member States or other eligible countries except Turkey (associations; foundations; federations and confederations of associations or foundations or entities established as a non-profit company/charitable organization).

Co-applicant(s) and affiliated entity(ies) (if any) must satisfy the same eligibility criteria as applicable to the lead applicant.

Please also see footnotes 3, 4, 5, 6, and 7 in the guidelines and Corrigendum-I.

1. **Can a lead applicant from Turkey apply without a co-applicant from EU Member States?**

No. As indicated in the Section 2.1.1 and Important Note-2 of the guidelines, a lead applicant from Turkey must have at least one eligible co-applicant from an EU Member States.

1. **Can a co-applicant be an entity from a non-EU Member State?**

If an entity established in an eligible country according to the IPA Regulation meets the requirements of Section 2.1.1 of the guidelines, it may be a co-applicant. However please be reminded that as noted in Section “2.1.1.Eligibility of applicants (i.e. lead applicant and co-applicant(s))” and Important Note-2 of the guidelines, a lead applicant from Turkey must have at least one eligible co-applicant from the EU Member States.

1. **We are an association working in (X) field. Can we submit an application for this Call? Is it necessary that our articles of association/establishment law etc. include an article related to the subject of the Call?**

There is no provision or limitation regarding the working field of the applicants.

However, it should be noted that whether the applicants and, if applicable, their affiliated entity(ies) (if any) have sufficient technical expertise, especially knowledge of the issues to be addressed, will be assessed during the Full Application Form evaluation (under the “Financial and operational capacity” section).

Please note that if the total score of this section is less than 12 points or if the score for at least one of the subsections under this section is 1, the application will be rejected.

1. **Can a branch that is authorized by its headquarter submit proposals for this grant scheme programme?**

No. As stated in the Important-1, branches (those that do not have legal personality) cannot apply for the Call for Proposal. Please see Section 2.1.1 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives.

1. **We are planning to include in our application an institution that we have affiliation with. Shall we include such institution as affiliated entity or as co-applicant?**

Inclusion of an institution -with separate legal entity and satisfying the eligibility criteria- as affiliated entity or as co-applicant shall be decided by the lead applicant considering their roles and responsibilities within the Action. Please see Sections 2.1.1 and 2.1.2 of the Guidelines.

1. **Can universities apply as a lead applicant or co-applicant?**

No. Please see Section 2.1.1 and Important Note-1 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives.

1. **Can an academician apply to this call as a lead applicant or co-applicant?**

No. Please see Section 2.1.1 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives.

1. **Can municipalities apply as a lead applicant or co-applicant?**

No. Please see Section 2.1.1 and Important Note-1 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives.

1. **Can unions apply as an applicant or co-applicant?**

No. Please see Section 2.1.1 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives.

1. **Can exporters' unions apply as a lead applicant or co-applicant?**

No. Please see Section 2.1.1 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives

1. **Can professional organizations apply as a lead applicant or co-applicant?**

No. Please see Section 2.1.1 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives.

1. **Can research institutes apply as a lead applicant or co-applicant?**

No. Please see Section 2.1.1 and Important Note-1 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives.

1. **Can (X) clubs apply as a lead applicant or co-applicant?**

As long as they have legal entity and satisfy the eligibility criteria stated in the Section 2.1.1 of the guidelines, they can apply as a lead applicant or co-applicant.

1. **Can (X) associations apply as a lead applicant or co-applicant?**

Yes. Please see Section 2.1.1 of the guidelines.

1. **Can representative offices of associations/foundations (Temsilcilikler) apply as a lead applicant or co-applicant?**

No. Please see Section 2.1.1 and Important Note-1 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives.

1. **Can public interest associations (Kamu yararına çalışan dernek) apply as a lead applicant or co-applicant?**

As long as the entity satisfies the eligibility criteria stated in the Section 2.1.1 of the guidelines, it can apply as a lead applicant or co-applicant.

1. **May a CSO apply for grant scheme as a co-applicant together with its the umbrella organisation?**

Please see Reply-17.

1. **Is it important for evaluation if the lead applicant is from an eligible country according to the IPA Regulation or Member State of EU or Turkey?**

No. Please refer to Section 2.1 and Important Note-2 of the guidelines for the partnership requirements.

1. **May the applicants that are currently implementing EU grant projects submit proposals under this call?**

Yes. However, it is strongly recommended that the applicants check their financial and operational capacities (including financial and human resources) to implement several projects at the same time. In addition, the applicants should take necessary measures to prevent overlapping of costs and may be requested to submit explanation for requesting similar costs claimed in different projects.

1. **We are a newly established association. Can we submit an application for this Call?**

There is no provision regarding the establishment date of the Applicants. However, during the evaluation of Full Application Forms, Applicants’ financial and operational capacity, including their technical expertise, project management experience and capacity will be assessed. Therefore, newly established entities are strongly recommended to propose partnerships to overcome this disadvantage.

1. **In order to be eligible for application do we need to demonstrate that the area of the submitted project is within the working field of our organization as mentioned in our statute?**

No. Please also see Reply-15.

1. **We have applied the “Grant Scheme for Grassroots Civil Society Organizations” and “Grant Scheme for CSO Partnerships and Networks on Strengthening Cooperation between Public Sector and CSOs”. Could we apply for this Grant Scheme?**

Yes. Please also see Reply-31.

**Eligibility of Actions**

**(Section 2.1.4 of the guidelines)**

1. **How will financial capacity of the newly established associations be assessed?**

If the Concept Note is pre-selected, financial and operational capacity of the applicants will be evaluated during the Full Application Form evaluation according to the questions in the Evaluation Grid provided in the Section 2.3 of the guidelines. During the assessment, information about the previous experience of the Applicants (lead applicant and co-applicant(s)) and the affiliated entities (if any) written in the relevant sections of the Full Application Form is considered.

It is important to note that in this section of the Evaluation Grid, while the operational capacities of all the involved parties (lead applicant, co-applicant(s), and affiliated entity (if any) are considered; only the lead applicant’s finance sources are taken into account for the financial capacity.

1. **For newly established foundation/associations, do the capabilities and experience of its member make a positive contribution during the evaluation stage?**

The final assessment of whether capabilities and experience of its members make a positive contribution or not will be carried out by the Evaluation Committee.

1. **Which EU acquis chapter does cover the X issues on which project to be carried out?**

As stated in Section 2.2.4 of the guidelines, “*to ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of lead applicants, co-applicant(s), an action or specific activities*”. Therefore, please carefully read Section 2.1.4 of the guidelines regarding the actions for which a grant may be awarded. Proposals will be evaluated according to the criteria indicated in the Evaluation Grid in Section 2.3 of the guidelines.

1. **Can the action be implemented only in Turkey?**

As stated in Section 2.1.4 of the guidelines under heading “Location”, actions must take place in Turkey or EU Member States. In addition, if properly justified, some activities can be implemented in other eligible countries. However, such activities cannot constitute the major part of the action

1. **Is there any limitation for the duration of the actions?**

As stated in Section 2.1.4 of the guidelines, the initial planned duration of an action may not be lower than **12 months** nor exceed **15 months**.

1. **Can British CSOs apply as a lead applicant or co-applicant?**

As long as the entity satisfies the eligibility criteria stated in the Section 2.1.1 of the guidelines, they can apply as a lead applicant or co-applicant. However; for Britishapplicants (lead applicant, co-applicant(s) and affiliated entity (ies)(if any)) please be aware that eligibility criteria must be complied with for the entire duration of the grant. If the United Kingdom withdraws from the EU during the grant period without concluding an agreement with the EU ensuring in particular that British applicants continue to be eligible, they will cease to receive EU funding (while continuing, where possible, to participate) or be required to leave the project on the basis of Article 12.2 of the General Conditions (Annex G-II of the standard contract). Please see the Corrigendum-I also.

**Eligibility of Costs (Section 2.1.5 of the guidelines) and**

**Financial Issues**

1. **What are the minimum and maximum grant amounts that can be requested under this call?**

As stated in Section 1.3 of the guidelines, any grant requested under this call must fall between the following minimum and maximum amounts:

* minimum amount: **EUR 60.000**
* maximum amount: **EUR 200.000**

1. **What are the minimum and maximum grant percentages that can be requested under this call?**

As stated in Section 1.3 of the guidelines,

* Minimum percentage: **50%** of the total eligible costs of the action.
* Maximum percentage: **90%** of the total eligible costs of the action.

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund.

1. **Can municipality provide co-financing if it is an associate of the project proposal?**

Yes. Amount of co-financing can be provided from the own resources of the lead applicant or its co-applicant(s) or from another resource other than European Union budget or the European Development Fund. However, it should be noted that whether the lead applicant has stable and sufficient sources of finance will be assessed during the Full Application Form evaluation (under the “Financial and operational capacity” section). Please also note that if the total score of this section is less than 12 points or if the score for at least one of the sub-sections under this section is 1, the application will be rejected.

1. **How will the co-financing be realised? Can the staff costs, office costs etc. of the lead applicant or co-applicant be considered as co-financing?**

Amount of co-financing should be provided from the own resources of the lead applicant or its co-applicant(s) or affiliated entity(ies) or from another resource other than European Union budget or the European Development Fund. Please see Reply-43.

Co-financing can be realised either by depositing the amount directly or in intervals to the project account or covering some of the costs indicated in the project budget in accordance with the General Conditions (Annex G-II of the standard grant contract).

Cost of applicants’ (lead applicant and, if any, co-applicant(s)) own staff assigned to the action could be included in the budget and may be regarded as co-financing. Actual gross salaries including social security charges and other remuneration-related costs of the staff assigned to the action are eligible costs on the condition that salaries and costs shall not exceed those normally borne by the applicants unless it is justified by showing that it is essential to carry out the action. Please see General Conditions (Annex G-II of the standard grant contract).

Field office costs are also considered as eligible costs of the action if incurred in accordance with Article 14 of the General Conditions. Please also see the Special Conditions (Annex G of the standard contract).

1. **Can we use in-kind contribution to cover the co-financing?**

No. Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entity(ies), they are not eligible costs.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

1. **Can we use sponsors to cover the co-financing?**

Yes. Please see Reply-43.

1. **Can civil servants who are employed under the Law No 657 in Turkey work under the project? If so, can it be considered as co-financing? Can travel costs and per diems of public officials be covered from the project budget?**

As stated in the Important Note-6 in the guidelines; Civil Servants who are employed under the Law No 657 cannot be employed or be paid any salary within the context of this project except if;

* the cost of these staff assigned to the action is paid by the Beneficiary or its co-applicant(s) or affiliated entity(ies) if they get necessary permissions from their institutions and they are under the payroll of the Beneficiaries or affiliated entity(ies).

Other public officials can be employed in the project within the framework of the applicable law(s) to which they and their institutions are subject.

The legislation relevant to the civil servants in the other eligible countries should be respected.

In addition, travel costs and per diems of the public officials related to the project activities can be covered from the project budget, in line with the applicable law(s) to which they and their institutions are subject to and on the condition that they get necessary permissions from their institutions for the related missions and not be double paid for the same costs from their own institutions and the project. Please note that actual expenditures of the public officials in Turkey can be claimed as per diems up to the rates provided in Annex H of the guidelines.

1. **Can the project coordinator be from the co-applicant institution?**

Yes, project staff can be appointed either by the lead applicant, co-applicant or affiliated entity (if any). Considering importance of project coordinator position and the responsibilities of Coordinator (Lead Applicant) and beneficiary(ies), by whom s/he will be employed is needed to be assessed by the applicants themselves. Please also see Reply-8.

1. **Can salaries be paid to the academicians?**

Academicians, instructors, lecturers, research assistants etc. who work in the institutions falling under the scope of the High Education Law No. 2547 may work in the projects without prejudice to the provisions of the Law they are subject to and the regulations of High Education Institution in which they work for. If they are employed in scope of the projects, they will be requested to submit the legal basis and necessary supporting documents, showing the appropriateness of their employment. Therefore, when preparing the budget and setting the fees/salaries for the academicians, all associated costs must be taken into account (such as revolving funds cuts - if it is the case).

1. **Can CSO members and board members be employed within the scope of the project?**

CSO members and board members can be employed in the project within the framework of the applicable law(s) to which they and their institutions are subject to.

1. **Are consultancy costs for the implementation of the project eligible?**

As stated in the Section 2.1.1 of the guidelines and the “Declaration by the Lead Applicant” that is to be signed by the lead applicant (see Part A section 3 and Part B section 8 of the grant application form), the lead applicant must be directly responsible for the preparation, management and implementation of the action with the co-applicant(s) if any, not acting as an intermediary. In this regard, consultancy costs for the implementation of the project may be eligible to the extent that they relate to the activities.

1. **Is it possible to meet the cost of staff who will prepare the project from the project budget? Can meeting costs with co-applicants during project drafting period be shown in the project budget?**

No. Costs that were incurred before the contract signature cannot be claimed from the project budget (neither as grant nor as co-financing) with the exception of the cases falling under Article 14.1 (iv) of the General Conditions (Annex G-II of the standard grant contract). Please also see Reply-6 and Reply-51.

1. **May a person work in two different projects?**

Same person may work in more than one project, but in case such staff is to be paid salary from the project budgets, limits allowed by the relevant legislation (e.g. limitations for total working hours per day/week/month) should be taken into account as referred to in Article 14.1(e) of the General Conditions (Annex G-II of the standard grant contract) and there must be no overlapping in the time claimed in different projects.

1. **Is there any proportional relationship between budget headings?**

As it is indicated in Section 2.1.5 of the guidelines under the heading “Eligibility of Costs”, the indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7% of the subtotal of the direct eligible costs. The budget may include a contingency reserve not exceeding 5% of the subtotal of direct eligible costs.

Although there is no threshold concerning the other budget headings, appropriate reflection of the activities in the budget; relation between the estimated costs and the expected results; the necessity, unit rate (whether it is consistent with the market rates and normally borne by the Beneficiaries) and the number of units (whether it is consistent with the Description of Action) of the budget items will be taken into account during the evaluation.

1. **How will the budget be prepared? Will the expenditures of the lead applicant and the co-applicant be reflected to the budget separately?**

One consolidated budget including both the lead applicant and the co-applicant(s) estimated expenses should be prepared. In the Budget Worksheet-2 (Justification of the Budget for the Action), it should be clearly explained whether the costs are associated with the lead applicant or the co-applicant(s) or affiliated entity(ies) and this explanation should be in line with the Full Application Form.

The budget should be prepared after the project is written. Inconsistencies between the project and budget should be avoided. The Justification of the Budget for the Action should include detailed justification on the quantities and how the unit rates are determined.

In case use of “simplified cost option” is proposed, the budget should include different budget lines per beneficiary and for each type of simplified cost option. In addition, the total amount of financing on the basis of simplified cost options (excluding the indirect costs) cannot exceed EUR 60.000 per beneficiary (per lead applicant and per co-applicant). Please also see guidelines and Checklist for assessing Budget and Simplified Cost Options (Annex H of the guidelines) for more information.

1. **Can we cover per diem and travel expenses of our Associate’s staff from the Project budget?**

Yes. As indicated in Section 2.1.3 of the guidelines, only the per diem or travel costs of the associates can be covered from the grant if they are involved in the activities.

1. **Can we make payments to university students who will take part in translating the project documents, conducting surveys, collecting and assessing data etc. in the Project? Under which budget heading should we indicate this kind of payment?**

As stated in Article 14.1 (e) of General Conditions (Annex G-II of the standard grant contract), for a cost to be eligible it must comply with the requirements of applicable tax and social legislation. In case awarded grant, the lead applicant, being directly responsible for the management of the action will undertake compliance with relevant conditions in means of employment, procurement etc.

In that sense, human resources to be employed should be indicated under budget heading 1.1 or 1.2 considering particularity of the position. The services to be procured from a service supplier in lieu of invoice should be indicated either under budget heading 5 (Other costs, services) or under budget heading 6 (Other).

1. **How do the payments make? Does CFCU make the payments on invoice after the budget items spent? Does every expense need a pro-approval process?**

Please see Article 15 of General Conditions (Annex G-II of the standard grant contract) about payment procedures. Please also note that no pre-approval process before making expenditure exists. However, as stated in the Section 2.1.5 of the guidelines, for the use of Contingency Reserve prior written authorisation of the Contracting Authority is needed.

1. **Can an “admission price/cost for an entity/institution” be added to the project budget?**

These costs may be eligible to the extent that they relate to the activities. Please also note that, the eligible and ineligible costs are indicated in Section 2.1.5 of the guidelines and costs must comply with the provisions of Article 14 of the General Conditions (Annex G-II of the standard grant contract). Also, it should be considered that detailed budget for the action will be requested from the pre-selected lead applicants after concept note evaluation.

1. **Can you confirm whether an expenditure verification report is obligatory to be prepared or not?**

An expenditure verification report is not requested from the beneficiaries as the expenditure verification referred to in Article 15.7 of the General Conditions (Annex G-II of the guidelines) will be carried out by the Contracting Authority. Therefore, the costs should not be included in the project budget.

**How to Apply and the Procedures to Follow**

**(Section 2.2 of the guidelines)**

1. **Where can I get the grant application form and annexes of the guidelines?**

You may reach the Grant Application Package, including guidelines and annexes, from the CFCU website ([www.cfcu.gov.tr](http://www.cfcu.gov.tr)) by selecting “Open” as “tender status” and “Grants” as “tender type” from “Search Tenders” section which is at the right side of the homepage; from the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> by entering the EuropeAid reference number of this call (139354) after selecting “Search by Reference” or other elements as requested by the search options; or from the website of the Ministry for EU Affairs ([www.ab.gov.tr](http://www.ab.gov.tr)).

1. **The guidelines and its annexes can be found in English on the website. Will the Turkish versions also be published?**

You may reach the unofficial Turkish translation of the guidelines (not the annexes) from the websites of the CFCU and Ministry for EU Affairs stated in the Reply-61.

Although Turkish version of the guidelines is provided, please note that in case of any inconsistency, English text will be the legal reference.

1. **Should the application be in English? Can we submit our proposals in Turkish?**

As stated in the Section 2.2.1 of the guidelines, the applicants must apply in **English**. Therefore, applications in Turkish will be rejected immediately.

1. **Should one original application and two copies of the application be put in a same envelope? Can grant application forms holed by a hole puncher?**

Please refer to Section “2.2.2 Where and how to send concept notes?” regarding to concept notes; and Section “2.2.6.Where and how to send full application?” regarding to full application form of the guidelines.

1. **Should the grant application form-Part A be submitted first?**

Yes; since this is a restricted call, only the concept notes will be submitted in the first stage. Lead applicants will be invited to submit the full application (Part B, grant application form) following pre-selection of their concept note.

1. **It is stated that the grant application form Part A - concept note should not exceed 5 pages. However, there are some explanations under each question. Should these sections also be included when calculating 5-page limit?**

No. As stated in the instructions for drafting the concept note, when filling in the concept note, all the explanations (except the questions itself) should be deleted by the applicants. Only the questions and the replies provided by the applicants will be considered when checking the page limit. Please see grant application form Part A, Section-1.

1. **Which font and font size should be used while writing the concept note?**

As stated in the grant application form Part-A Section 1 “Instructions for Drafting the Concept Note” the applicants must ensure that the text is prepared by using Arial 10 characters with 2 cm margins, single line spacing (“0 pt” spacing before and after). Please also see Reply-66.

1. **Should the partnership documents be submitted with the concept note?**

Mandate for co-applicant(s) and affiliated entity(ies) statement (if any) should be submitted with the concept note. Please see section 2.2.2 of the guidelines for all documents to be submitted with the concept note.

1. **Should the partnership documents be original?**

No. Documents can be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

1. **Should we submit the detailed budget and logical framework with the concept note?**

No. Only grant application form Part A should be submitted with the concept note.

1. **Should the Balance Sheet and Income Statement to be submitted during the application be approved by an authorised accountant? Can associations submit their annual income statements be approved by Provincial Directorate of Associations instead?**

As stated in Section 2.4 of the guidelines, for the applicants whose applications have been provisionally selected, a copy of the profit and loss account and the balance sheet for the last financial year, for which the accounts have been closed, as certified by an independent auditing company/public accountant or local authority can be provided.

1. **Is it necessary to submit the evidence on the fulfilment of fiscal/tax obligations taken from the relevant tax authorities for the lead applicant and each co-applicant?**

As stated in Section 2.4 of the guidelines, for the applicants whose applications have been provisionally selected, evidence on the fulfilment of fiscal/tax obligations taken from the relevant tax authorities for the lead applicant and each co-applicant and each affiliated entity (if any) obtained after the date of Contracting Authority’s request should be submitted. If the lead applicant and/or the co-applicant(s)/ or affiliated entity(ies) are tax exempted, documentary proof regarding their status should be provided.

1. **Is there an online system to upload our applications?**

No. The applications must be submitted as hard copies in line with the instructions indicated under Section 2.2 of the guidelines.

1. **What is the deadline for submission of concept notes by hand-delivery and by post/courier?**

As stated in the Section 2.2.3 of the guidelines, the deadline for the submission of concept notes is **16 February 2018** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **16 February 2018 at 17:00 hours (local time)** as evidenced by the signed and dated receipt.

1. **When will the results be announced?**

Please see the Indicative timetable in Section 2.5.2 of the guidelines. The date for notification of award is foreseen as 22.11.2018. Please note that this date is indicative and may be updated by the Contracting Authority. In such cases, the updated timetable will be published on the EuropeAid website at https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome, CFCU website at http://www.cfcu.gov.tr and Ministry for EU Affairs website at <http://www.ab.gov.tr>.

1. **What is a EuropeAid ID? How can we get a EuropeAid ID? Is it obligatory to fill in the EuropeAid ID in the Concept Note?**

EuropeAid ID is given to organisations that are registered to PADOR. It is not obligatory to have a EuropeAid ID to apply for this Call for Proposals. Please be noted that for the sections that are not needed to be filled in or not applicable for this Call, N.A. (stands for “not applicable”) is already written in the Concept Note and Full Application Form templates.