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**Contracting Authority: Central Finance and Contracts Unit**

Supporting Civil Society Dialogue Between EU and Turkey

Grant Scheme (CSD-V)

Guidelines
for grant applicants

Budget line: **22.02 03 01**

Reference: TR2015/DG/01/A5-02

EuropeAid/139354/ID/ACT/TR

Deadline for submission of concept note 16.02.2018

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NOTICE

This is a restricted call for proposals. In the first instance, only concept notes (Part A of the grant application form) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed ‘declaration by the lead applicant’ sent together with the full application.

Table of contents

[1. SUPPORTING CIVIL SOCIETY DIALOGUE BETWEEN EU AND TURKEY GRANT SCHEME (CSD-V)………………………………………………………………………………………………….. 4](#_Toc491416313)

[1.1 background 4](#_Toc491416314)

[1.2 Objectives of the programme and priority issues 5](#_Toc491416315)

[1.3 Financial allocation provided by the contracting authority 5](#_Toc491416316)

[2. Rules FOR thIS call for proposalS 6](#_Toc491416317)

[2.1 Eligibility criteria 6](#_Toc491416318)

[2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s)) 6](#_Toc491416319)

[2.1.2. Affiliated entities 8](#_Toc491416320)

[2.1.3. Associates and Contractors 9](#_Toc491416321)

[2.1.4. Eligible actions: actions for which an application may be made 9](#_Toc491416322)

[2.1.5. Eligibility of costs: costs that can be included 13](#_Toc491416323)

[2.2 How to apply and the procedures to follow 17](#_Toc491416324)

[2.2.1. Concept note content 17](#_Toc491416325)

[2.2.2. Where and how to send concept notes 18](#_Toc491416326)

[2.2.3. Deadline for submission of concept notes 19](#_Toc491416327)

[2.2.4. Further information about concept notes 19](#_Toc491416328)

[2.2.5. Full applications 19](#_Toc491416329)

[2.2.6. Where and how to send full applications 20](#_Toc491416330)

[2.2.7. Deadline for submission of full applications 21](#_Toc491416331)

[2.2.8. Further information about full applications 21](#_Toc491416332)

[2.3 Evaluation and selection of applications 21](#_Toc491416333)

[2.4 Submission of supporting documents for provisionally selected applications 25](#_Toc491416334)

[2.5 Notification of the Contracting Authority’s decision 26](#_Toc491416335)

[2.5.1. Content of the decision 26](#_Toc491416336)

[2.5.2. Indicative timetable 26](#_Toc491416337)

[2.6 Conditions for implementation after the Contracting Authority’s decision to award a grant 27](#_Toc491416338)

[3. LIST OF annexes 28](#_Toc491416317)

1. SUPPORTING CIVIL SOCIETY DIALOGUE BETWEEN EU AND TURKEY GRANT SCHEME (CSD-V)
	1. Background

Turkey has a history of close political and economic ties with the European institutions dating back to the signature of the Association Agreement in 1963, which subsequently led to the establishment of the Customs Union in 1995. Close bilateral interaction has taken place since the early 1960s at the institutional as well as at the grassroots level and has been intensified since 1999, the official recognition of Turkey as a candidate country. Since then, national and European institutions have developed a number of bilateral activities with Turkey which fall under the scope of the civil society dialogue. By the start of accession negotiations in 2005, it is underlined that accession process needs to be supported by a strong, deep and sustained dialogue between the societies of Turkey and the EU Member States, as well as with the EU institutions. This was followed by a communication from the Commission on the civil society dialogue between the EU and Candidate Countries with the aim to promote the civil society dialogue, in a broad sense, in the EU and Turkey by enhancing a mutual understanding regarding enlargement issues and concerns.

It was stated in Communication of Commission dated 29 June 2005 concerning civil society dialogue between the EU and Candidate Countries that “any future enlargement of the EU needs to be supported by a strong, deep and sustained dialogue between the societies of the candidate countries and in the EU member States, as well as with the EU institutions”. In this context, civil society plays the most important role to bridge the information gap, to achieve better mutual knowledge and to bring citizens and different cultures, political and economic systems closer together.

Within the aim of this Communication, the 2006 Pre-accession Assistance Programme for Turkey included a project titled “Promotion of the Civil Society Dialogue between European Union and Turkey (CSD - I)”, including Technical Assistance and four Grant Schemes aiming at intensifying and diversifying the contacts between “Towns and Municipalities”, “Professional Organizations”, “Universities” and “Youth Organizations”. The grant amount of 19,3 MEUR was allocated to 119 projects under CSD I.

As a continuation of the first project, “Promotion of the Civil Society Dialogue between EU and Turkey II (CSD - II)” project included in the 2007 Programming under the “Instrument for Pre-Accession Assistance (IPA)” has covered Technical Assistance and three Grant Schemes on “Agriculture and Fisheries”, “Culture and Arts” and “Micro Grants for CSO Actions”. The grant amount of 5,3 MEUR was allocated to 97 projects under CSD-II.

The project titled “Civil Society Dialogue between EU and Turkey III (CSD - III)” was developed in the 2010 Programming under IPA. The Project consisted of two Grant Schemes and Technical Assistance. 7 MEUR was allocated to 55 projects aiming at establishing a framework for cooperation, supporting the establishment of partnerships, and promoting dialogue between the civil societies of Turkish and EU counterparts on “Political Criteria” and “Media”.

“Civil Society Dialogue between European Union and Turkey - IV (CSD - IV)” project was included in the 2011 Programming under the IPA I. The Project consists of Technical Assistance and nine Grant Schemes on “Environment”, “Energy”, “Consumer and Health Protection”, “Justice, Freedom and Security”, “Right of Establishment and Freedom to Provide Services”, “Regional Policy and Coordination of Structural Instruments”, “Enterprise and Industrial Policy”, “Agriculture and Fisheries” and “Education”. The grant amount of 11 million MEUR has been allocated to 80 dialogue projects under CSD IV.

Under IPA II period (2014-2020) of EU Financial Assistance to Turkey, civil society field is included as a sub-sector under the Democracy and Governance sector. After that, as a continuation of above mentioned projects, “Supporting Civil Society Dialogue between European Union and Turkey (CSD - V)” project is included in the 2015 Programming of the civil society sub-sector under the IPA II. The Project includes Grant Scheme. This Guidelines for Grant Applicants describes the objectives, priorities and eligibility rules of the Grant Scheme.

The institutional framework of the Grant Scheme includes the MEU and the Central Finance and Contracts Unit (CFCU) of the Republic of Turkey. The **MEU**, as the **Lead Institution of the civil society sub-sector** will be responsible for the overall coordination and monitoring of the Project. **Directorate of Project Implementation under MEU**, as the **End Beneficiary** of the Project, will be in charge of technical implementation, management and sustainability of the Project and monitoring of the grants awarded, under the overall supervision of the CFCU. The **CFCU**, as the **Contracting Authority** for the Project, is responsible for the administrative and financial implementation of the Grant Scheme. The CFCU has the ultimate responsibility for the correct use of grant funds and is responsible for tendering, contracting and payments.

* 1. Objectives of the programme and priority issues

The **global objective** of this call for proposals is to develop a sustainable civil society dialogue between Turkey and EU Member states.

The **specific objectives** of this call for proposals are:

* to increase bilateral exchanges and cooperation between Civil Society Organisations (CSOs) in Turkey and the EU at local, regional and national levels and
* to promote awareness raising initiatives on importance and benefits of membership of Turkey to the EU within Turkey and EU and on challenges and opportunities posed by Turkey’s accession

All projects should respond to at least one of the specific objectives of this Call for Proposals.

The proposed projects should fall into **at least one** of the priority areas mentioned below.

Provided that the main priority of the proposal is the dialogue among the applicant, the co-applicant(s) and the associate(s), priority areas are:

* Long term cooperation at local, regional and national levels between Turkish CSOs with European counterparts on areas within the scope of EU acquis[[1]](#footnote-2) and policies,
* Influencing the general public opinion on importance and benefits of membership of Turkey to the EU within Turkey and EU,
* Deepening and sustaining dialogue between Turkish CSOs with European counterparts established under EU financial assistance and other community programmes.
	1. Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is **EUR 6.000.000**. The Contracting Authority reserves the right not to award all available funds.

**Size of grants**

Any grant requested under this call for proposals must fall between the following minimum and maximum amounts:

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

Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

* Minimum percentage: **50 %** of the total eligible costs of the action.
* Maximum percentage: **90 %** of the total eligible costs of the action (see also section 2.1.5).

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.[[2]](#footnote-3)

1. Rules FOR thIS call for proposalS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this call, in conformity with the Practical Guide, which is applicable to the present call (available on the Internet at this address <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

* 1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors:
* The '**lead applicant'**, i.e. the entity submitting the application form (2.1.1),
* its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as "*applicant(s)***") (2.1.1),
* and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s) (2.1.2);
1. the actions:

Actions for which a grant may be awarded (2.1.4);

1. the costs:
* types of cost that may be taken into account in setting the amount of the grant (2.1.5).
	+ 1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))

**Lead applicant**

(1) 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[[3]](#footnote-4) a Member State of the European Union or Turkey or an eligible country according to the IPA Regulation[[4]](#footnote-5), **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[[5]](#footnote-6) from Turkey (associations; foundations; federations and confederations of associations or foundations[[6]](#footnote-7)), or
* be CSOs5 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[[7]](#footnote-8)).

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| **IMPORTANT NOTE - 1** **Branches or representative offices or contact offices/bureaus of organisations (those that do not have legal personality), international organizations, social solidarity foundations, chambers, labour and employer unions, chambers of commerce and industry, commodity exchanges, syndicates, cooperatives, private enterprises, other professional organizations and their federations and confederations, research institutes, schools, city councils, public institutions (universities, municipalities etc.) and non-profit making companies that are not established as association or foundation or federation or confederation cannot apply to this call for proposals.** **They can, however, be associates in the projects.** |

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in section 2.3.3 of the Practical Guide;

In Part A, section 3 of the grant application form (‘declaration by the lead applicant’), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The lead applicant **must** act with co-applicant(s) as specified hereafter.

If awarded the grant contract, the lead applicant will become the beneficiary identified as the Coordinator in Annex G (Special Conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary (if any) and coordinate the design and implementation of the action.

**Co-applicant(s)**

A lead applicant from Turkey must have **at least one eligible** co-applicant from the EU Member States and a lead applicant from EU Member States must have **at least one** eligible co-applicant from Turkey. A lead applicant from other eligible countries must have **at least one** co-applicant from Turkey and **at least one** co-applicant from an EU Member State.

Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in both Part A and Part B section 4 of the grant application form.

If awarded the grant contract, the co-applicant(s) will become beneficiary(ies) in the action (together with the Coordinator).

It is highly recommended to have tools signed between the lead applicants and co-applicant(s) (such as agreements, protocols) to sustain the partnership after the completion of the project. 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.

Besides the minimum obligatory requirement set above, the applications may involve more than one eligible organisation from EU Member States or Turkey or other eligible countries. Further, additional co-applicant(s) from Candidate Country(ies) are also eligible as co-applicant(s) but not sufficient alone to comply with the application criteria.

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| **IMPORTANT NOTE - 2*** **Applications from Turkey without at least one co-applicant from an EU Member State will be**

**rejected immediately and will not be evaluated further!*** **Applications from an EU Member State without at least one co-applicant from Turkey will be**

**rejected immediately and will not be evaluated further!*** **Applicants from other eligible countries without at least one co-applicant from Turkey and at**

**least one co-applicant from an EU Member State will be rejected immediately and will not be****evaluated further!** |

* + 1. Affiliated entities

The lead applicant and its co-applicant(s) may act with affiliated entity(ies).

**Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):**

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

(i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

* Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
* Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
* Entities under the same direct or indirect control as the applicant (sister companies).

(ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called “sole applicants” or “sole beneficiaries”. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

* Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant,
* Entities that receive financial support from the applicant,
* Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
* Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a "sole applicant" as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B section 5 of the grant application form.

* + 1. Associates and Contractors

The following entities are not applicants nor affiliated entities and do not have to sign the "mandate for co-applicant(s)" or "affiliated entities' statement":

* Associates

Other organisations or individuals may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 6 — ‘Associates participating in the action’ of the grant application form.

* Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract (Annex G-IV).

* + 1. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be lower than **12 months** nor exceed **15 months**.

Sectors or themes

Civil Society

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.

Types of action

All actions (projects) within the context of the below listed EU acquis chapters which aim at achieving the Programme objectives and fall within **at least one of** the priority areas could qualify for financing.

**Chapters**

|  |  |
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| [1) Free Movement of Goods](http://www.ab.gov.tr/index.php?p=66&l=2) | [18) Statistics](http://www.ab.gov.tr/index.php?p=83&l=2) |
| [2) Freedom of Movement of Workers](http://www.ab.gov.tr/index.php?p=67&l=2) | [19) Social Policy and Employment](http://www.ab.gov.tr/index.php?p=84&l=2) |
| [3) Right of Establishment and Freedom to Provide Services](http://www.ab.gov.tr/index.php?p=68&l=2) | [20) Enterprise and Industrial Policy](http://www.ab.gov.tr/index.php?p=85&l=2) |
| [4) Free Movement of Capital](http://www.ab.gov.tr/index.php?p=69&l=2) | [21) Trans-European Networks](http://www.ab.gov.tr/index.php?p=86&l=2) |
| [5) Public Procurement](http://www.ab.gov.tr/index.php?p=70&l=2) | [22) Regional Policy and Coordination of Structural Instruments](http://www.ab.gov.tr/index.php?p=87&l=2) |
| [6) Company Law](http://www.ab.gov.tr/index.php?p=71&l=2) | [23) Judiciary and Fundamental Rights](http://www.ab.gov.tr/index.php?p=88&l=2) |
| [7) Intellectual Property Law](http://www.ab.gov.tr/index.php?p=72&l=2) | [24) Justice, Freedom and Security](http://www.ab.gov.tr/index.php?p=89&l=2) |
| [8) Competition Policy](http://www.ab.gov.tr/index.php?p=73&l=2) | [25) Science and Research](http://www.ab.gov.tr/index.php?p=90&l=2) |
| [9) Financial Services](http://www.ab.gov.tr/index.php?p=74&l=2) | [26) Education and Culture](http://www.ab.gov.tr/index.php?p=8-91&l=2) |
| [10) Information Society and Media](http://www.ab.gov.tr/index.php?p=75&l=2) | [27) Environment](http://www.ab.gov.tr/index.php?p=92&l=2) |
| [11) Agriculture and Rural Development](http://www.ab.gov.tr/index.php?p=76&l=2) | [28) Consumer and Health Protection](http://www.ab.gov.tr/index.php?p=93&l=2) |
| [12) Food Safety, Veterinary and Phytosanitary Policy](http://www.ab.gov.tr/index.php?p=77&l=2) | [29) Customs Union](http://www.ab.gov.tr/index.php?p=94&l=2) |
| [13) Fisheries](http://www.ab.gov.tr/index.php?p=78&l=2) | [30) External Relations](http://www.ab.gov.tr/index.php?p=95&l=2) |
| [14) Transport Policy](http://www.ab.gov.tr/index.php?p=79&l=2) | [31) Foreign, Security and Defence Policy](http://www.ab.gov.tr/index.php?p=96&l=2) |
| [15) Energy](http://www.ab.gov.tr/index.php?p=80&l=2) | [32) Financial Control](http://www.ab.gov.tr/index.php?p=97&l=2) |
| [16) Taxation](http://www.ab.gov.tr/index.php?p=81&l=2) | [33) Financial and Budgetary Provisions](http://www.ab.gov.tr/index.php?p=98&l=2) |
| [17) Economic and Monetary Policy](http://www.ab.gov.tr/index.php?p=82&l=2) |  |

The actions listed are by way of example only and **are not limited** to these types of actions.

* Establishing “common approach” and “pilot initiatives” for developing working models and methodologies based on the sharing of experiences, long-term partnership and dialogue, and the exchange of knowledge,
* Initiating/deepening dialogue, exchanging knowledge, information and best practices between Turkish CSOs and European CSOs on areas within the scope of EU acquis and policies,
* Awareness raising actions of CSOs’ roles in the mutual recognition process through exchange of best practices,
* Building common agendas among CSOs for guiding advocacy and policy engagement,
* Capacity building actions for advocacy and policy engagement in cooperation with European CSOs,
* Encouraging participation of CSOs in Turkey’s accession process,
* Analysing/strengthening/monitoring the implementation of current legislative framework,
* Awareness raising on the importance of CSOs’ involvement in and contribution to EU accession process,
* Capacity building actions for CSOs on accession process and EU policies,
* Reinforcing/establishing regional and international networks and platforms between the EU and Turkey to promote knowledge and skills sharing among CSOs,
* Reinforcing or creating platforms to help the CSOs to be informed about the EU process,
* Promoting common cultural values and policies; cultural diversity and tolerance,
* Complementing or sustaining the results of previous projects funded/co-funded under EU financial assistance and other community programmes,
* Identifying the current concerns and misperceptions within the EU and Turkey and promoting the initiatives to discuss and overcome them,
* Improving public knowledge and understanding of the EU and to illustrate the impact of EU accession process on the daily lives of citizens,
* Ensuring the provision of information on the EU policies.

The following types of action **are ineligible:**

* actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
* actions concerned only or mainly with individual scholarships for studies or training courses;
* one-off actions such as conferences, roundtables, seminars or similar events. These actions can only be funded if they form part of a wider project. For this purpose, for example, preparatory activities for a conference and the publication of proceedings do not in themselves constitute such a wider project;
* actions for which the Applicant is already receiving funding e.g. from the Governmental budget, other Community programmes or other funds;
* activities started before the signing of the contract with the CFCU;
* actions consisting solely of academic research actions, feasibility studies (unless part of a broader project);
* commercial activities;
* actions which are ideologically biased or partisan in nature;
* actions supporting political parties;
* financial support activities (i.e. the use of the grant to make further grants (financial or in-kind) or loans to other organisations or individuals such as for those who are establishing their businesses);
* construction or investments for the adoption of new/supplementary facilities;
* actions that include provisions to finance the core activities currently carried out by applicants;
* actions supporting establishment or activities of private or public enterprises, and profit-earning activities;
* infrastructure projects or projects essentially focused on the purchase of equipment;
* actions consisting solely of the development of strategies, plans or other similar documents;
* social service actions such as provision of food, clothing.

Types of activity

The actions (projects) may include the activities listed below. The activities listed below are by way of example only and **are not limited to** these types of activities.

* Peer-reviews and transfer of sub-sectorial know-how among the EU CSOs and Turkish CSOs and their networks;
* Facilitation of contacts, consultations and discussions between CSOs;
* Advocacy for the revision of existing legislation and adoption of new legislation in accordance with EU standards and requirements;
* Monitoring activities in the context of the accession process;
* Publication of monitoring reports in the context of the accession process ;
* Organization of seminars, roundtables, conferences, workshops, trainings;
* Study visits that will contribute to share experience and common knowledge;
* Information/awareness/communication campaigns at the local/regional/national and international level;
* Introduction and translation of key reference materials and disseminate technical and policy related knowledge and expertise;
* Capacity-building for better cooperation/dialogue/networking between Turkish and European CSOs and/or on accession process and EU policies.
* Impact assessments;
* Discussions/debates and participation in policy making;
* Identification, dissemination and exchange of the best practices at the local/regional/national and international level;
* Drafting policy or legislation recommendations;
* Public awareness raising campaigns to promote dialogue, inform the general public about EU accession of Turkey, stress the role of CSOs in the accession process etc. ;
* Publication of leaflets, manuals etc. on best practice etc.;
* Joint publications of periodicals by CSOs;
* Data collection (where appropriate grouped by gender, age, disability etc.);
* Training programmes that would help the CSOs to develop better skills to follow EU policies and Turkey’s accession process;
* Preparation of book, film, documentaries, etc. regarding the development of better relations and sustainable dialogue and contributing to fight against prejudice among EU and Turkish citizens;
* Organization of opening and closing ceremonies of the project;
* Social media activities to enhance interaction among civil society.

The projects should **not focus** only to **one single** **activity.** Organization activities should be self-contained operations indicating a coherent set of activities with clearly defined objectives, target groups, and planned outcomes.

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| **IMPORTANT NOTE - 3****All actions should focus on enhancing dialogue between the civil societies in the EU and Turkey in order to be awarded grant under this Call for Proposals.** **All publications developed/published in scope of the actions are recommended to be in both lead applicant’s and co-applicant(s)’s language(s).****All projects are expected to ensure gender mainstreaming in all project activities.****All projects are expected to focus on “expected sustainable results” of actions.** |

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| **IMPORTANT NOTE - 4****In principle, applications should be “original” and unique to the target group’s needs, problems, and be designed with proper solutions and implementation methodology. Therefore, “copy-paste applications” may be eliminated in the course of the evaluation process when the proposals present the same;*** **scope of activity, wording or the same sentences differentiated only by rephrasing,**
* **budget,**
* **implementation modalities with only few differences such as the implementation place, name of Applicant, co-applicant(s), affiliated entity(ies), and the number of target group**

**unless a solid ground is found to be considered acceptable by the Evaluation Committee and/or the Contracting Authority.** |

Financial support to third parties[[8]](#footnote-9)

Applicants **may not** propose financial support to third parties.

Visibility

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at <http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en>);

Complemented by the visibility guidelines of the Delegation of the European Union to Turkey at:

<http://www.avrupa.info.tr/en/learn-about-eu-visibility-guidelines-16>

Number of applications and grants per applicants / affiliated entities

A lead applicant **may not submit more than two applications as a lead applicant** under this call for proposals.

The lead applicant/co-applicant **may the co-applicant in another application (only one) at the same time**.

The lead applicant/co-applicant/affiliated entity **may** be an affiliated entity in **more than one** application at the same time.

An affiliated entity **may** **be awarded** **more than one** grant under this call for proposals.

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| **IMPORTANT NOTE - 5****An entity:*** **can be awarded only one grant as a lead applicant, or**
* **can be awarded two grants – both as a co-applicant, or**
* **can be awarded two grants – one as a lead applicant, one as a co-applicant.**
 |

If an entity participates in two projects, they should take into account their managerial and technical capacities. Level of involvement and participation of each entity in the projects and their technical and managerial capacities will be assessed during the evaluation process.

* + 1. Eligibility of costs: costs that can be included

Only ‘eligible costs’ can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for ‘eligible costs’.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

* actual costs incurred by the beneficiary(ies) and affiliated entity(ies)
* one or more simplified cost options.

Simplified cost options may take the form of:

* **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
* **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
* **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM", "FLAT RATE" in the Unit column (see example in Annex K).

Additionally in Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading applicants must:

* describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.
* clearly explain the formulas for calculation of the final eligible amount[[9]](#footnote-10)
* identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies))

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions and by performing checks established by Annex K.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60.000 (the indirect costs are not taken into account).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the grant contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

The simplified cost option may also take the form of an apportionment of Field Office's costs.

Field Office means a local infrastructure set up in one of the countries where the action is implemented or a nearby country. (Where the action is implemented in several third countries there can be more than one Field Office). That may consist of costs for local office as well as human resources.

A Field Office may be exclusively dedicated to the action financed (or co-financed) by the EU or may be used for other projects implemented in the partner country. When the Field Office is used for other projects, only the portion of capitalised and operating costs which corresponds to the duration of the action and the rate of actual use of the field office for the purpose of the action may be declared as eligible direct costs.

The portion of costs attributable to the action can be declared as actual costs or determined by the beneficiary(ies) on the basis of a simplified allocation method (apportionment).

The method of allocation has to be:

1. Compliant with the beneficiary's usual accounting and management practices and applied in a consistent manner regardless of the source of funding and

2. Based on an objective, fair and reliable allocation keys. (Please refer to Annex K to have examples of acceptable allocation keys).

A description prepared by the entity of the allocation method used to determine Field Office's costs in accordance with the entity's usual cost accounting and management practices and explaining how the method satisfy condition 1 and 2 indicated above, has to be presented in a separate sheet and annexed to the Budget.

The method will be assessed and accepted by the evaluation committee and the Contracting Authority at contracting phase. The applicant is invited to submit (where relevant) the list of contracts to which the methodology proposed had been already applied and for which proper application was confirmed by an expenditure verification.

At the time of carrying out the expenditure verifications, the auditors will check if the costs reported are compliant with the method described by the beneficiary(ies) and accepted by the Contracting Authority.

Adequate record and documentation must be kept by the beneficiary(ies) to prove the compliance of the simplified allocation method used with the conditions set out above. Upon request of the beneficiary(ies), this compliance can be assessed and approved ex-ante by an independent external auditor. In such a case, the simplified allocation method will be automatically accepted by the evaluation committee and it will not be challenged ex post.

When costs are declared on the basis of such allocation method the amount charged to the action is to be indicated in the column "TOTAL COSTS" and the mention "APPORTIONMENT" is to be indicated in the column "units" (under budget heading 1 (Human resources) and 4 (Local Office) of the Budget).

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the General Conditions to the standard grant contract (Please see Annex G-II of the guidelines).

Subject to this article, the following direct costs of the beneficiaries shall be eligible:

* the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the beneficiaries, unless it is justified by showing that it is essential to carry out the action;
* travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiaries nor the rates published by the European Commission at the time of such mission if reimbursed on the basis of simplified cost options;
* purchase (new) or rental (new or used) costs for equipment and supplies specifically dedicated to the purposes of the action, and costs of services, provided they correspond to market rates;
* cost of consumables;
* costs entailed by contracts awarded by the beneficiaries for the purposes of the action;
* costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the action, certified translations, reproducing, insurance, etc.).

In addition, visibility costs are also eligible as long as the conditions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex G-II of these guidelines) are fulfilled.

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the General Conditions to the standard grant contract (see Annex G-II of the guidelines) will be carried out by the Contracting Authority.

Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.

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| **IMPORTANT NOTE - 6****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.** |

Contingency reserve

The budget may include a contingency reserve (budget heading 10) not exceeding **5 %** of the subtotal of direct eligible costs (budget heading 7). It can only be used with the **prior written** **authorisation** of the Contracting Authority.

Eligible indirect costs

The indirect costs (budget heading 8) incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed **7 %** of the subtotal of direct eligible costs (budget heading 7). Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the Special Conditions of the grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, 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.

Ineligible costs

The following costs are not eligible:

* debts and debt service charges (interest);
* provisions for losses or potential future liabilities;
* costs declared by the beneficiaries financed by another action or work programme receiving a European Union (including through EDF) grant;
* purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the General Conditions of the standard grant contract, at the latest at the end of the action;
* currency exchange losses;
* credit to third parties;
* in kind contributions;
* taxes, including value added taxes[[10]](#footnote-11);
* customs and import duties, or any other charges;
* salary cost of the personnel of national administration with the exception that they relate to the cost of activities which the relevant public authority would not carry out if the Action were not undertaken.
	1. How to apply and the procedures to follow

Information in PADOR will not be drawn upon in the present call.

* 1. 1. Concept note content

**Please note that this is a Restricted Call. Therefore, only concept notes will be submitted in the first stage. No full application will be submitted at this stage.**

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A-Part A).

**Applicants must apply in English.**

Co-applicant(s), affiliated entity(ies) (if any) and associate(s) (if any) must be indicated in the related sections of the grant application form-Part A and must fill and sign in section 4 for co-applicant(s) and section 5 for affiliated entity(ies) (if any).

Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
2. **The elements (co-applicant(s), affiliated entity(ies) (if any), associate(s) (if any), priority area(s), specific objective(s) and expected result(s)) outlined in the concept note may not be modified in the full application.** The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in section 1.3. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Own contributions by the applicants can be replaced by other donors' contributions at any time.

1. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

Hand-written concept notes will not be accepted.

Applicants must fill in all sections of the concept note. Not filled in sections may lead the rejection of the application on this sole basis.

* + 1. Where and how to send concept notes

The concept note together with its relating checklist and declaration by the lead applicant (to be found in **Part A** **sections 2 and 3** of the grant application form) must be submitted in **one original and two** copies in A4 size, each bound.

An electronic version of the concept note must also be submitted. A CD-Rom with the concept note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain **exactly the same** application as the paper version enclosed. In case of inconsistency, the paper version will be taken account.

Where lead applicants send several different concept notes, each one must be sent separately.

The envelope must bear the **reference number and the title of the call for proposals** **(TR2015/DG/01/A5-02 - EuropeAid/139354/ID/ACT/TR) - Supporting Civil Society Dialogue between EU and Turkey Grant Scheme (CSD-V)),** together with the full name and address of the lead applicant, and the words **‘NOT TO BE OPENED BEFORE THE OPENING SESSION’** and **‘AÇILIŞ OTURUMUNDAN ÖNCE AÇMAYINIZ’**.

Concept notes must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

**Address for registered mail, hand delivery or private courier service**

Central Finance and Contracts Unit

Mr. M. Selim Uslu (PAO-CFCU Director)

T.C. Başbakanlık Hazine Müsteşarlığı Kampüsü E Blok

İnönü Bulvarı No:36 06510 Emek - Ankara / TURKEY

**Title: Supporting Civil Society Dialogue between EU and Turkey Grant Scheme (CSD-V)**

**Reference: TR2015/DG/01/A5-02 (EuropeAid/139354/ID/ACT/TR)**

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

**Lead applicants must verify that their concept note is complete using the checklist for concept note (Part A section 2 of the grant application form). Incomplete concept notes may be rejected.**

So as to facilitate the processing of applications, please present **the original dossier and two copies in A4 size**, each bound in following order:

1. Concept note - Part A of the grant application form,

2. Checklist - Section 2 of Part A of the grant application form,

3. Declaration by the lead applicant - Section 3 of Part A of the grant application form,

4. Mandate for co-applicant(s) - Section 4 of Part A of the grant application form,

5. Affiliated entity(ies) statement - Section 5 of Part A of the grant application form,

6. Electronic format (CD-ROM) of the concept note (in Word format).

**Please do not staple the above documents!**

* + 1. Deadline for submission of concept notes

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. Any concept note submitted after the deadline will be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any concept note sent in due time but received after the effective date of approval of the concept note evaluation (see indicative calendar under section 2.5.2).

* + 1. Further information about concept notes

An information meeting(s) on this call for proposals will be held. For the exact date(s) and location(s) of the meeting(s), please follow the CFCU (<http://www.cfcu.gov.tr> ) and the Ministry for EU Affairs (<http://www.ab.gov.tr> ) websites.

Questions may be sent by e-mail no later than **21 days** before the deadline for the submission of concept notes to the address below, indicating clearly the reference of the call for proposals **(TR2015/DG/01/A5-02- Supporting Civil Society Dialogue between EU and Turkey Grant Scheme (CSD-V)):**

E-mail address: **csdv@cfcu.gov.tr**

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than **11 days** before the deadline for submission of concept notes.

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.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the CFCU website at <http://www.cfcu.gov.tr>, EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and Ministry for EU Affairs website at http://www.ab.gov.tr as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

* + 1. Full applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using Part B of the grant application form annexed to these guidelines (Annex A - Part B). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

**The elements (co-applicant(s), affiliated entity(ies) (if any), associate(s) (if any), priority area(s), specific objective(s) and expected result(s)) outlined in the concept note may not be modified in the full application.** The EU contribution may not vary from the initial estimate by more than 20 %, although lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines under section 1.3. The lead applicant may replace a co-applicant or an affiliated entity only in duly justified cases (e.g. bankruptcy of initial co-applicant or affiliated entity). In this case the new co-applicant/affiliated entity must be of a similar nature as the initial one. The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases the duration must remain within the limits imposed by the guidelines for applicants. An explanation/justification of the relevant replacement/adjustment shall be included in an accompanying letter or email.

Lead applicants must submit their full applications in the same language as their concept notes.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the checklist (Part B, section 7 of the grant application form) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Applicants must fill in all sections of the full application form. Not filled in sections may lead the rejection of the application on this sole basis.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. **No additional annexes should be sent.**

* + 1. Where and how to send full applications

Full applications (i.e. the full application form, the budget, the logical framework, the declaration by the lead applicant, the mandate for co-applicant(s) and the affiliated entity(ies) statement (if any)) must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) to the address below:

**Address for registered mail, hand delivery or private courier service**

Central Finance and Contracts Unit

Mr. M. Selim Uslu (PAO-CFCU Director)

T.C. Başbakanlık Hazine Müsteşarlığı Kampüsü E Blok

İnönü Bulvarı No:36 06510 Emek - Ankara / TURKEY

**Title: Supporting Civil Society Dialogue between EU and Turkey Grant Scheme (CSD-V)**

**Reference: TR2015/DG/01/A5-02 (EuropeAid/139354/ID/ACT/TR)**

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

Applications must be submitted in **one original** and **two copies** in A4 size, each bound. The full application form, budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and single file (i.e. the full application must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version. In case of inconsistency, the paper version will be taken into account.

The checklist (section 7 of Part B of the grant application form) and the declaration by the lead applicant (section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where lead applicants send several different applications, each one must be sent separately.

The envelope must bear the **reference number and the title of the call for proposals (TR2015/DG/01/A5-02 - EuropeAid/139354/ID/ACT/TR)- Supporting Civil Society Dialogue between EU and Turkey Grant Scheme (CSD-V))**, together with the full name and address of the lead applicant, and the words ‘**NOT TO BE OPENED BEFORE THE OPENING SESSION’ and ‘AÇILIŞ OTURUMUNDAN ÖNCE AÇMAYINIZ’**.

**Applicants must verify that their application is complete using the checklist (section 7 of Part B of the grant application form). Incomplete applications may be rejected.**

So as to facilitate the processing of applications, please present the **original dossier and two copies** in A4 size, each bound in following order:

1. Full application form - Part B of the grant application form including;

- Mandate for the co-applicant(s) - Section 4.2 of Part B of the grant application form,

- Affiliated entity(ies) statement - Section 5.3 of part B of the grant application form,

- Checklist - Section 7 of Part B of the grant application form,

- Declaration by the lead applicant - Section 8 of Part B of the grant application form,

2. Budget (Annex B),

3. Logical framework (Annex C),

4. Electronic format (CD-ROM) of the full application form (in Word format), budget (in Excel format) and logical framework (in Word format).

**Please do not staple the above documents!**

* + 1. Deadline for submission of full applications

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any full application sent in due time but received after the effective date of approval of the full application evaluation (see indicative calendar under section 2.5.2).

* + 1. Further information about full applications

Questions may be sent by e-mail no later than **21 days** before the deadline for the submission of full applications to the addresses listed below, indicating clearly the reference of the call for proposals **(TR2015/DG/01/A5-02 - Supporting Civil Society Dialogue between EU and Turkey - Grant Scheme (CSD-V)):**

E-mail address:**csdv@cfcu.gov.tr**

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than **11 days** before the deadline for the submission of full applications.

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), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the CFCU website at <http://www.cfcu.gov.tr>, EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and Ministry for EU Affairs website at <http://www.ab.gov.tr> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

* 1. Evaluation and selection of applications

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All applications will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in section 2.1, the application will be rejected on this sole basis.

1. **STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION**

During the opening and administrative check the following will be assessed:

* + - If the deadline has been met. Otherwise, the application will be automatically rejected.
* If the concept note satisfies all the criteria specified in the checklist in section 2 of Part A of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

|  |  |
| --- | --- |
|  | **Scores** |
| **1. Relevance of the action** | Sub-score | **30** |
| 1.1 How relevant is the proposal to the objectives and priorities of the call for proposals?\* | 5x2\*\* |  |
| 1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)? | 5x2\*\* |  |
| 1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately? | 5 |  |
| 1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, sustainable results or innovation and best practices?  | 5 |  |
| **2. Design of the action** | Sub-score | **20** |
| 2.1 How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?  | 5x2\*\* |  |
| 2.2 Is the action feasible and consistent in relation to the objectives and expected results? | 5x2\*\* |
| **TOTAL SCORE** |  | **50** |

\* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than one of the priorities as indicated in Section 1.2 (objectives of the programme) of these guidelines.

\*\*these scores are multiplied by 2 because of their importance.

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of **at least 30** will be considered for pre-selection.

Secondly, the number of concept notes 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 for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot, where relevant.

After the evaluation of concept notes, the Contracting Authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The pre-selected lead applicants will subsequently be invited to submit full applications.

1. **STEP 2: EVALUATION OF THE FULL APPLICATION**

Firstly, the following will be assessed:

* If the submission deadline has been met. Otherwise, the application will automatically be rejected.
* If the full application satisfies all the criteria specified in the checklist (section 7 of Part B of the grant application form). This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

The full applications that pass this check will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). They will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

**The selection criteria** help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the lead applicant's financial capacity and are used to verify that they:

* have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding (this only applies to lead applicants);
* have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This applies to applicants and any affiliated entity(ies).

**The award criteria** help to evaluate the quality of the applications in relation to the objectives and priorities set forth in the guidelines, and to award grants to projects which maximise the overall effectiveness of the call for proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

*Scoring:*

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

**Evaluation Grid**

|  |  |
| --- | --- |
| **Section** | **Maximum Score** |
| **1. Financial and operational capacity** | **20** |
| 1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of projectmanagement? | 5 |
| 1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed) | 5 |
| 1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management capacity? (Including staff, equipment and ability to handle the budget for the action)? | 5 |
| 1.4 Does the lead applicant have stable and sufficient sources of finance? | 5 |
| **2. Relevance of the action** | **30** |
| *Score transferred from the Concept Note evaluation* |  |
| **3. Effectiveness and feasibility of the action** | **20** |
| 3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? | 5 |
| 3.2 Is the action plan clear and feasible? | 5 |
| 3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned? | 5 |
| 3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory? | 5 |
| **4. Sustainability of the action** | **15** |
| 4.1 Is the action likely to have a tangible impact on its target groups? | 5 |
| 4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.) | 5 |
| 4.3 Are the expected results of the proposed action sustainable? :- financially *(how will the activities be financed after the funding ends?)*- institutionally *(will structures allowing the activities to continue be in place at the end of the action? Will there be local ‘ownership’ of the results of the action?)*- at policy level (where applicable) *(what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)*- environmentally (if applicable) *(will the action have a negative/positive environmental impact?)* | 5 |
| **5. Budget and cost-effectiveness of the action** | **15** |
| 5.1 Are the activities appropriately reflected in the budget? | 5 |
| 5.2 Is the ratio between the estimated costs and the expected results satisfactory? | 10 |
| **Maximum total score** | **100** |

If the total score for section 1 (financial and operational capacity) is less than 12 points, the application will be rejected. If the score for at least one of the subsections under section 1 is 1, the application will also be rejected.

If the lead applicant applies without co-applicants or affiliated entities the score for point 3.4 shall be 5 unless the involvement of co-applicants or affiliated entities is mandatory according to these guidelines for applicants.

*Provisional selection*

After the evaluation, a table will be drawn up listing the applications ranked according to their score. The highest scoring applications will be provisionally selected until the available budget for this call for proposals is reached. In addition, a reserve list will be drawn up following the same criteria. This list will be used if more funds become available during the validity period of the reserve list.

1. **STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)**

The eligibility verification will be performed on the basis of the supporting documents requested by the Contracting Authority (see section 2.4). It will only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

* The declaration by the lead applicant (section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
* The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

* 1. Submission of supporting documents for provisionally selected applications

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the lead applicant, of the co-applicant(s) and (if any) of their affiliated entity(ies):

 The statutes or articles of association of the lead applicant, of each co-applicant and (if any) of each affiliated entity[[11]](#footnote-12) (signed by the legal representative(s) and stamped with official seal/stamp of the entity).

 A copy of the lead applicant’s latest accounts (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). A copy of the latest account is neither required from the co-applicant(s) nor from (if any) affiliated entity(ies).

 A Financial Identification Form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the lead applicant is established.

 Certificate of the legal registration (a document showing the activity status of the organisation) of the lead applicant and of each co-applicant and of each affiliated entity (if any).

 The decision of the lead applicant’s, of each co-applicant’s and of each affiliated entity’s (if any) managing bodies to implement the project with a nomination of the person(s) empowered to represent and sign.

 Notarized sample of signature(s) for representative(s) empowered to represent and sign for the lead applicant, each co-applicant and each affiliated entity (if any).

 Evidence on the fulfilment (including restructuring etc.) of obligations related to social security contributions (obtained after the date of Contracting Authority’s request) taken from the relevant social security authorities for the lead applicant, each co-applicant and each affiliated entity (if any). If the lead applicant and/or the co-applicant(s) and/or affiliated entity(ies) (if any) are exempted from social security contributions, documentary proof regarding the status should be provided.

 Evidence on the fulfilment (including restructuring etc.) of the fiscal/tax obligations (obtained after the date of Contracting Authority’s request) taken from the relevant tax authorities for the lead applicant, each co-applicant and each affiliated entity (if any). If the lead applicant and/or the co-applicant(s) and/or affiliated entity(ies) (if any) are tax exempted, documentary proof regarding the status should be provided.

 Authorization or other licenses necessary for the implementation of the project, if required by the Law.

Documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Financial Identification Form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union orin Turkish, a translation into English of the relevant parts of these documents proving the lead applicant's and co-applicants' and where applicable, affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than the language of the call for proposal, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and co-applicants' and where applicable, affiliated entity(ies)' eligibility, into English.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the lead applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the evaluation committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

NB : In the eventuality that the Contracting Authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

* 1. Notification of the Contracting Authority’s decision
		1. Content of the decision

The lead applicants will be informed in writing of the Contracting Authority’s decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further section 2.4.15 of the Practical Guide.

* + 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Information meeting(s)** | To be announced\* | To be announced\* |
| **2. Deadline for requesting any clarifications from the Contracting Authority** | 26 January 2018 | N/A |
| **3. Last date on which clarifications are issued by the Contracting Authority** | 05 February 2018 | N/A |
| **4. Deadline for submission of concept notes** | **16 February 2018** | **17:00** |
| **5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)** | 18 April 2018 | N/A |
| **6. Invitations to submit full applications** | 18 April 2018 | - |
| **7. Deadline for submission of full applications** | 4 June 2018 | 17:00 |
| **8. Information to lead applicants on the evaluation of the full applications (Step 2)** | 8 August 2018 | N/A |
| **9. Notification of award (after the eligibility check) (Step 3)** | 15 November 2018 | N/A |
| **10. Contract signature** | 22 November 2018 | N/A |

All times are in the time zone of the country of the Contracting Authority.

\*Exact date(s) and location(s) of the information meeting(s) will be published on the CFCU (<http://www.cfcu.gov.tr>) and Ministry for EU Affairs (<http://www.ab.gov.tr>) websites.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the EuropeAid web site at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and CFCU website at http://www.cfcu.gov.tr, and Ministry for EU Affairs website at <http://www.ab.gov.tr>.

* 1. Conditions for implementation after the Contracting Authority’s decision to award a grant

Following the decision to award a grant, the beneficiary(ies) will be offered a contract based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

Implementation contracts

Where implementation of the action requires the beneficiaries and its affiliated entities (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract (Annex G-IV of this guidelines).

3. LIST OF annexes

**Documents to be completed**

Annex A: Grant Application Form Part A (Word format)

 Grant Application Form Part B (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Word format)

Annex D: N.A.

Annex E: Financial Identification Form (PDF format) *(to be completed by the provisionally selected lead applicants)*

**DOCUMENTS FOR INFORMATION (Please do not send these documents with the application)**

Annex G : Standard Grant Contract

Annex G-II : General Conditions

Annex G-IV : Contract Award Rules

Annex G-V : Standard Request for Payment

Annex G-VI : Model Narrative and Financial Report

ANNEX G-VII : N.A.

ANNEX G-VIII : N.A.

Annex G- IX : Standard Template for Transfer of Ownership of Assets

ANNEX G-X : Taxes and Customs Arrangements

ANNEX H : Daily allowance rates (Per diem), available at the following address: <http://ec.europa.eu/europeaid/funding/about-procurement-contracts/procedures-and-practical-guide-prag/diems_en>

ANNEX J : Information on the tax regime applicable to grant contracts signed under the call.

ANNEX K : Guidelines and Checklist for assessing Budget and Simplified cost options.

**Useful links:**

**Project Cycle Management Guidelines**

[http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1\_en](https://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en)

**The implementation of grant contracts**

**A Users' Guide**: <http://ec.europa.eu/europeaid/companion/document.do?nodeNumber=19&locale=en>

**Financial Toolkit**: <http://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en>

Please note: The toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

\* \* \*

1. Chapters of the EU Acquis are available at:

<https://ec.europa.eu/neighbourhood-enlargement/policy/conditions-membership/chapters-of-the-acquis_en>

<http://www.ab.gov.tr/index.php?p=38&l=1> [↑](#footnote-ref-2)
2. Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing. [↑](#footnote-ref-3)
3. To be determined on the basis of the organisation’s statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a ‘Memorandum of Understanding’ has been concluded. [↑](#footnote-ref-4)
4. Rules for Eligibility (PRAG annex A2a) is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do;JSESSIONID_PUBLIC=xRUmXKAyHzYVhYj-Xr2xA2uz-ZJ2A-l_9DafH7dzGX8AIf-Mf8X9!-1017504173?chapterTitleCode=A> [↑](#footnote-ref-5)
5. For the purpose of this call, “civil society organization” is defined as:

a) which is independent of the state as regards to its establishment and/or appointment of its personnel and administrators,

b) which has an autonomous and democratic structure in its financial and administrative affairs, and

c) which is a non-profit legal entity. [↑](#footnote-ref-6)
6. Only federations and confederations of associations or foundations established by the Association Law No:5253 in Turkey are eligible as a lead applicant or co-applicant. [↑](#footnote-ref-7)
7. A not-for-profit (non-profit) organisation is the one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to the owners, members or others. Please note that international organisations are not considered within this scope. [↑](#footnote-ref-8)
8. These third parties are neither affiliated entity(ies) nor associates nor contractors. [↑](#footnote-ref-9)
9. Examples: - for staff costs: number of hours or days of work \* hourly or daily rate pre-set according to the category of personnel concerned; - for travel expenses: distance in km \* pre-set cost of transport per km; number of days \* daily allowance pre-set according to the country; - for specific costs arising from the organization of an event: number of participants at the event \* pre-set total cost per participant etc. [↑](#footnote-ref-10)
10. Unless the following conditions are fulfilled:

(i) the value added taxes are not recoverable by any means;

 (ii) it is established that they are borne by the final beneficiary, and

 (iii) they are clearly identified in the project application. [↑](#footnote-ref-11)
11. Where the Applicant and/or a co-applicant(s) and/or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided. [↑](#footnote-ref-12)