**Town Twinning Action Between Turkey and the EU Grant Scheme (TTGS)**

Call for Proposals TR2014/DG/01/A1-02

(EuropeAid/158874/ID/ACT/TR)

issued by the CFCU on 04 January 2018 with deadline of 23 March 2018

**Clarifications-1**

**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 and Corrigendum-2).*

*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. **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 and Corrigendum-1.

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. **How will the proficiency of the institution be determined?**

If the concept note is pre-selected, financial and operational capacity of the applicants and affiliated entity(ies) (if any) will be evaluated during the full application form evaluation. During the assessment, information about the previous experience of the applicants (lead applicant, co-applicants) and affiliated entity(ies) (if any) **written** in the relevant sections of the full application form is considered according to the questions in the Evaluation Grid provided in the Section 2.3 of the guidelines. Please see Corrigendum-2.

In this manner, all experience considered as appropriate should be reflected in the relevant sections of the full application form. However, please note that as this is a restricted call, only the concept notes will be submitted at this stage.

1. **Is there a quota or a privilege according to sectors in the application?**

No. There is no quota or privilege for any sector in this call for proposals. All actions should aim at achieving the Programme objectives and fall within the one or both of the priority areas stated in the Section 1.2 Objectives of the Programme of the guidelines.

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-applicants and affiliated entitiy(ies), 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 grant contract).

1. **Can district governors be assigned by governorates for the projects?**

During the evaluation process, applicants will be requested to submit some documents as listed in the Section 2.4 of guidelines if their applications are provisionally selected or placed on the reserve list. Nomination of the person(s) empowered to represent and sign on behalf of the applicants and affiliated entity(ies) must be done based on the status or articles of the entities, and as stated in same section (article 9) “authorization or other licences necessary for the implementation of the project, if required by the law” must also be submitted by the applicants.

On the other hand, the decision of assignment of district governors **for the implementation** of the projects is up to the applicants.

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-applicants to ensure that each co-applicant has a clearly defined role in the project and has seen the submitted proposal 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-applicants **may act** with affiliated entity(ies).

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 (1) 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 at least 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 7.800.000) for this call.

No reserve/substitute list will be drawn up.

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

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

1. **Can you confirm initial pre-financing payment of the action will be 80% of requested grant?**

An initial pre-financing payment is 80 % of the maximum amount referred to in Article 3.2 of the Special Conditions (excluding contingencies). Please also see Article 15.1 of General Conditions (Annex G-II of the standard grant contract).

1. **Will it be necessary for the Coordinator (Lead Applicant) to provide a financial guarantee for the amount of the initial pre-financing if it is a public body?**

No. Financial guarantee will not be requested regardless of the type of legal entity of the applicants.

Please note that the question is related to the implementation period.

1. **Is it obligatory for the Coordinator (Lead Applicant) to submit only one Final Report? Will it be necessary to submit Interim Report?**

The Coordinator (Lead Applicant) shall submit only one Final Report according to the Article 2 and 15 of General Conditions (Annex G-II of the standard grant contract) at the end of the implementation period. Interim Report will not be requested.

Please note that the question is related to the implementation period.

1. **How often shall the Coordinator (Lead Applicant) submit narrative and financial reports during the implementation period of the action?**

Please see Reply-13.

1. **Is it possible that the Coordinator (Lead Applicant) submits payment requests for interim payments, besides the pre-financing and the balance payment?**

Please see Reply-11 and 13.

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

**(Section 2.1.1 of the guidelines)**

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

Please see Section 2.1.1 (1) and 2.1.1 (2) of the guidelines and Corrigendum-II.

1. **Are municipalities required to obtain authorization from the Ministry for Interior due to legislative regulation?**

As stated in Section 2.4 (article 9) of the guidelines; “authorization or other licenses necessary for the implementation of the project, if required by the law” must be submitted by the lead applicant whose application has been provisionally selected or placed on the reserve list.

It is strongly recommended to the lead applicants and co-applicants to check all legal requirements that necessary for implementation of the Action and start to all procedures to take necessary approvals from the relevant public authorities without waiting the official request letter of the Contracting Authority about submission of the supporting documents for verification of the action and the applicants.

1. **Is it possible to apply to this grant scheme as being local authority together with Union of Municipalities of Turkey (UMT)?**

No. As the UMT is the co-beneficiary of this grant scheme, they cannot participate to the projects as highlighted in Section 2.1.1 of the guidelines.

1. **Can a co-applicant-2 be a municipality or union of municipalities?**

No. Please see corrigendum-II.

1. **Can we include an institution as a co-applicant if the lead-applicant is the founding member of this institution?**

Yes. Inclusion of any institution -with separate legal entity and satisfying the eligibility criteria- as an affiliated entity or as a co-applicant shall be decided by the lead applicant considering their roles and responsibilities within the Action.

1. **Can universities apply as a co-applicant-2 and is it possible for co-applicants getting some part of the budget?**

Yes, universities can apply as a co-applicant-2. Please see Section 2.1.1 (2) of the guidelines.

Also, the costs that co-beneficiaries (If awarded the grant contract, the co-applicants will become the beneficiary identified as the co-beneficiary in Annex G (Special Conditions)) incur are eligible in the same way as those incurred by the lead applicant. In such case, amount to be used by the co-beneficiary should be inserted in “Budget Distribution Table” which is included in the Annex B (Budget) - 3. Expected Sources of Funding & Summary of Estimated Costs worksheet.

Please note that the budget will be requested only from applicants who receive an invitation to submit a full proposal.

1. **Can a town (*belde*) municipality be a lead applicant or co-applicant in the project?**

Yes, please see Section 2.1.1 of the guidelines and the partnership requirements given in the table on page 9 of the guidelines. Please also see Corrigendum-2.

1. **We are a union of local authorities (*mahalli idare birliği*) established in the (x) field. Can we apply to the programme as a lead applicant or co-applicant?**

As long as union of local authorities from EU Member states or from eligible country according to the IPA Regulation satisfies all eligibility criteria, it can apply only as a lead applicant or a co-applicant. Union of local authorities from Turkey can apply only as a co-applicant-2.

1. **Can city council (*Kent Konseyi*) apply as a lead applicant or co-applicant?**

No. Please see Section 2.1.1, Important Note-1 and Important Note-2 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 cooperatives apply as a lead applicant or co-applicant?**

No. Please see Section 2.1.1, Important Note-1 and Important Note-2 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 only governorates apply as a lead applicant?**

No. Other local administrations in Turkey and local authorities from EU Member states or from eligible country according to the IPA Regulation can also be lead applicant as indicated in Section 2.1.1of the guidelines and Corrigendum-2.

1. **Can an entity/institution/department/section/directorate of the municipality fulfilling any services apply as a lead applicant or co-applicant?**

If an applicant is linked to a municipality (such as entity/institution/department/section/directorate), the municipality itself will be regarded as a lead applicant or co-applicant-1. Please see Section 2.1.1 of the guidelines and the partnership requirements given in the table on page 9 of the guidelines. Please also see Corrigendum-2.

1. **Can union of local authorities apply as lead-applicant or co-applicant?**

Please see Reply-23.

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

No. Please see Section 2.1.1, Important Note-1 and Important Note-2 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. **Is it possible to work with a CSO established by Turkish citizens in EU member states?**

Yes. However, please be reminded that all projects should serve Programme objectives and fall within the one or both of the priority areas stated in the Section 1.2 of the guidelines. The relevancy of the action including the partnership composition to the Programme objectives will be evaluated during the evaluation.

1. **Can a partnership structure be established with local administrations where trustees (*kayyım*) were appointed to the municipality and district governorate?**

Yes.

1. **Can authorized persons of the lead applicant and the co-applicants be the same person?**

Yes.

1. **Can a co-applicant be an entity from a non-EU Member State (such as Norway, Albania and etc.)?**

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 lead applicant, co-applicant or affiliated entity. Please see the footnote 7 of the guidelines for further information about other eligible countries according to the IPA Regulation. However, please be reminded that as noted in Section 2.1.1 of the guidelines:

* A lead applicant from Turkey must have at least one co-applicant which is local authority from EU Member States.
* A lead applicant from EU Member States must have at least one co-applicant which is a local administration from Turkey.
* A lead applicant from other eligible countries must have at least one co-applicant which is local administration from Turkey and one co-applicant which is local authority from EU Member States.

 Please see Corrigendum-2.

1. **We would like to apply as (X) entity with (Y) and (Z) entities. Is this project eligible?**

As stated in Section 2.2.4 of the guidelines and Corrigendum-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”.

1. **Is it compulsory to apply with current sister city(ies) (cities from EU member states or not) to this call for proposals?**

No, there is no such requirement stated in the guidelines.

1. **Is it compulsory to become sister city before the contract is signed or until the project implementation is completed?**

No. There is no such requirement stated in the guidelines. However, as stated in Section 2.1.1 of the guidelines “it will be compulsory to sign protocols among the lead applicant and co-applicants before or during the implementation period to institutionalize the cooperation. If such tools already exist among the lead applicant and co-applicants, it is recommended to mention this in the application form”. Sister-city concept is just one kind of partnership among local authorities. Lead applicants may sustain partnerships with their co-applicants also in other forms within this call for proposal. Please note that all actions should focus on creating sustainable partnerships between local administrations/authorities in Turkey and the EU in order to be awarded grant under this call for proposals as stated in Important Note - 3 of the guidelines.

1. **We already have official sister city relations with foreign local authorities from EU countries. Can we apply/work with more than one sister city as co-applicants in the proposal?**

Yes. Please see Section 2.1.1 of the guidelines. Please also see Reply-35 and 36.

1. **Can an university which will be included as co-applicant to the proposal only participate in education/training activities of the project?**

As stated in the guidelines, co-applicants participate in designing and implementing the action. Their roles and reasons of participation to the activities should be described in the relevant sections of the Concept Note and Full Application Form. Please note that co-applicants' level of involvement and participation in the action will be scored during the evaluation of the Full Application Forms as shown in the evaluation grid provided in the guidelines.

1. **Is it an advantage to have more than two co-applicants in the project proposal? Does it help to have additional points during the evaluation process?**

No. All applicants will be evaluated based on the Concept Note and Full Application Form evaluation grids given on Section 2.3 of the guidelines. As stated Section 2.1.1 (2) of the guidelines, there is no maximum number of co-applicants but careful consideration should be given during the identification of co-applicants to ensure that each co-applicant has a clearly defined role in the project and has seen the submitted proposal as well as the budget for a smooth implementation of the project, if awarded grant. Please also see Reply-7.

1. **Can we work/apply with other eligible co-applicants from other/different city/region?**

Yes.

1. **Is there any restriction in number of application or number of awarded grant from one city?**

No. However, a restriction about number of grant to be awarded per entity stated in Section 2.1.4 of the guidelines exists: As stated in the Important Note - 5 of the guidelines, an entity can be awarded only one grant.

1. **Is there any restriction to the application of deptor municipalities?**

No. However, 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/social security contributions taken from the relevant tax authorities for the lead applicant and each co-applicant obtained after the date of Contracting Authority’s request should be submitted. If the lead applicant and/or the co-applicants are tax exempted, documentary proof regarding the status should be provided.

1. **If our entity is awarded grant after the evaluation process, will the grant amount be allocated between lead applicant and co-applicants on equal basis? Are there any rules regarding the budget share between applicants?**

There is not any ratio defined for the distribution of the budget among the lead applicant and co-applicants. Co-applicants participate in designing and implementing the action, and their expenditures are eligible, too. However, it must be ensured that each co-applicant has a clearly defined role within the project and the budget is used by the co-applicants accordingly. The costs must be consistent with the project activities. Please also see Reply-21.

1. **Can grants be transferred to our co-beneficiaries bank account by the CFCU, if our entity is awarded grant after the evaluation process?**

No. Please also see Reply-43.

1. **Can an entity be a lead applicant or a co-applicant or an affiliated entity in more than one project that will be submitted under this call?**

Yes. As stated in Section 2.1.4 of the guidelines,

- an entity may submit more than one application as a lead applicant under this call for proposals.

- an entity may be the co-applicant/affiliated entity in more than one application under this call for proposals.

- an entity may not be awarded more than one grant neither as a lead applicant nor as a co-applicant/affiliated entity under this call for proposals.

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?**

For the eligibility of the applicants and affiliated entity(ies), please see Section 2.1.1, Important Note-1 and Important Note-2 of the guidelines and Corrigendum-II. 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) 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).

**Eligibility of Actions**

**(Section 2.1.4 of the guidelines)**

1. **We would like to submit a project in the field of (X) priority area. Is this project eligible?**

As stated in Section 2.2.4 of the guidelines and Corrigendum-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”. Therefore, please carefully read Section 2.1.4 of the guidelines regarding the actions for which a grant may be awarded.

1. **Is it possible to submit a project which is continuation of a project implemented before?**

As stated in Section 2.1.4 of the guidelines, “Actions for which the lead applicant and the co-applicant(s) are already receiving funding e.g. from the Governmental budget, other Community programmes or other funds” are ineligible and cannot be awarded grant. If the project is prepared for the continuation of a previously funded action, it may be considered eligible for funding. However, without knowing the exact nature of the project, it is difficult to make a judgement and thus the decision will rest with the Evaluation Committee.

1. **Can we apply with the same project, which has been prepared for financial assistance provided by another institution?**

As long as the Programme objectives etc. matches/similar to each other, same project may be submitted. However, it should be noted that in case the project receives more than one financial assistance by different sources, then the applicants should ensure that no overlapping of the costs exists and integrity of the project is sustained (e.g. action could not be divided in parts). Please note that the financial assistance by different sources cannot be provided by the European Union Budget or the European Development Fund for the same project. Please also see Important Note-4 of the guidelines.

1. **Is it an advantage for the project to include disadvantaged groups?**

As stated in the Concept Note Evaluation Grid given in Section 2.3 of the guidelines, proposals are expected to 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, or innovation and best practices. However, added value elements should be incorporated to the project based on the its objectives, activities, needs etc.

1. **Is it preferable to add new activities to the project after submitting the Concept Note when designing Full Application Form?**

As stated in Section 2.2.5 of the guidelines, the elements (co-applicants, affiliated entity(ies) (if any), associate(s), priority area(s), specific objective(s) and expected result(s)) outlined in the concept note cannot be modified by the lead applicant in the full application. Activities stated in the Concept Note should be elaborated in the Full Application Form. On the other hand, the applicants must ensure that no change in the project specific objective(s) and the contribution to the overall Programme objectives exists.

1. **Important Note-3 in the guidelines suggests that all actions should focus on creating sustainable partnerships under this call for proposals. Could you please explain the term “sustainable partnerships” expected in this call?**

The specific objective of this call for proposals is to create sustainable structures for stimulating exchange between local administrations in Turkey and local authorities in EU Member States in areas relevant to the EU accession through town twinning actions. Within this framework, the projects are expected to include elements/activities supporting sustainability and dialogue among the lead applicant and co-applicants after implementation period ends. In this respect, a provision is also included in the guidelines as “It will be compulsory to sign protocols among the lead applicant and co-applicants before or during the implementation period to institutionalize the cooperation. If such tools already exist among the lead applicant and co-applicants, it is recommended to mention this in the application form”.

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 and/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. Please also see Important Note-3 of the guidelines for further information regarding the project activities.

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

As stated in Section 2.1.4 of the guidelines under heading “Duration”, the initial planned duration of an action may not be lower than **9 months** nor exceed **12 months**.

**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 130.000**
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 and maximum grant percentages are:

* 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. **Is the revision of requested grant percentage by the Contracting Authority possible during the evaluation of the proposals according to some criteria which are not publicly available by the applicants?**

No. During the evaluation of the proposals, whether the grant percentage is within the minimum and maximum limits are checked (Please see Reply-56). Any error or discrepancy related to the requirements may lead to the rejection of the concept note or requests for clarification.

Also, 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.

1. **Is there maximum percentage of the total budget, assigned to each category of “Costs” for example “Equipment and supplies, travel” etc.?**

Two thresholds exist in relation to budget headings; “8. Indirect costs” and “10. Provision for contingency reserve”. As it is indicated in Section 2.1.5 of the guidelines under the heading “Eligible Direct 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 (e.g. whether it is consistent with market rates) 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. As it is also stated in Section 2.1.4 of the guidelines, infrastructure projects or projects essentially focused on the purchase of equipment are ineligible.

1. **Do we have to submit a market research document used during the project budget calculation?**

No, applicants do not have to submit any market research document during the application process. However, as stated in Section 2.1.5 of the guidelines, the budget is a cost estimate and an overall ceiling for ‘eligible costs’. The amounts or rates in the project budget have to be based on estimates using objective data or any other objective means. It is therefore in the applicants' interest to provide a realistic and cost-effective budget in order for their expenditures to be qualified eligible. Also, 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).

Please note that only concept note will be submitted in the first stage; application form part- B, budget and logical framework will not be submitted.

1. **Our institutions are subject to public procurement legislation according to national law. Which procurement legislation will be used during the implementation period if award granted?**

As stated in Section 2.6 of the guidelines under heading “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).

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-applicants or affiliated entity(ies) or from another resource other than the European Union budget or the European Development Fund.

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, co-applicants) and affiliated entity(ies) 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 or affiliated entity(ies) 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 (Annex G-II of the standard grant contract). Please also see the Article 7.1.3 of the Special Conditions (Annex G of the standard grant contract).

1. **Is it compulsory for co-applicants to provide some amount for co-financing?**

No. There is no requirement for co-applicants to provide co-financing amount to the budget. Please be reminded that source of co-financing should be stated in the Annex B (Budget) - 3. Expected Sources of Funding and Summary of Estimated Costs worksheet.

1. **Is it possible for lead applicant to cover co-financing amount of the co-applicants?**

Yes. Please also see Reply-62.

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. **Are taxes including Value Added Taxes (VAT) and Special Consumption Taxes (SCT) are eligible cost? How these taxes should be covered if there is any procurement that includes VAT and/or SCT?**

No. VAT and SCT are not eligible under this call for proposals. Please see Annex J of the standard grant contract.

Please also note that the question is related to the implementation period.

1. **Can travel costs and per diems of public officials be covered from the project budget?**

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.

Please also see Important Note-6 in 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 the Lead Applicant and co-applicants in scope of grant contract implementation, by whom s/he will be employed is needed to be assessed by the applicants themselves.

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).

Please also see Important Note-6 in the guidelines.

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 Grant Application Form-Part A Section 3 and Part B Section 8), the lead applicant must be directly responsible for the preparation, management and implementation of the action with the co-applicants and affiliated entity(ies) (if any), not acting as an intermediary. In this regard, consultancy costs for the implementation of the project may be eligible without any prejudice to these requirement and to the extent that they relate to the activities.

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. **How are the payments made? Does CFCU make the payments on invoice after the budget items spent? Does every expense need a pre-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 expenditures 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, please be reminded 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 standard grant contract) 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 (158874) 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), clarification and corrigendum from the websites of the CFCU and Ministry for EU Affairs.

Although Turkish versions of the above mentioned documents are provided, please note that in case of any inconsistency, English texts 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 or any other language will be rejected immediately.

1. **Whose contact details should be given in the relevant part of the Grant Application Form – Part A (Concept Note) as Contact person for application?**

It is recommended to provide up-to-date contact details of the person who has knowledge about the application process and/or responsibility for the purpose of this action in the related sections. The Contracting Authority will not be held responsible in the event that it cannot contact an applicant.

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

Yes for both questions. Please refer to Section 2.2.2 and 2.2.6 of the guidelines regarding how to send the concept notes and the full applications.

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

Yes; as 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 “Instructions for Drafting the Concept Note”.

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

As stated in the grant application form Part-A Section “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-80.

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 (Concept Note) should be submitted.

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. Please see Reply-42.

1. **Are signatures on complementary documents like the “Declaration by the Lead-Applicant/ Mandate for Co-Applicant(s)” sufficient? Are the stamp/seal of the institution required? Who should sign the documents in our institution?**

The documents should be signed by the duly authorized person(s) empowered to represent the entity/institution. It is recommended to also stamp/seal these documents in addition to the signatures. Please be ensured that these documents are filled in completely and in a readable manner.

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?**

Please see Corrigendum-I.

As stated in the Section 2.2.3 of the guidelines, the deadline for the submission of concept notes is **23 March 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 **23 March 2018 at 17:00 hours (local time)** as evidenced by the signed and dated receipt.

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

 Please see Corrigendum-I.

Please see the Indicative timetable in Section 2.5.2 of the guidelines. The date for notification of award is foreseen as 12.11.2018. 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. **Will the evaluation results will be declared based on score or as satisfactory or non-satisfactory?**

The results of the first stage (Administrative and Compliance check) are declared to the applicants with the statute of the applications (compliant or non-compliant) and the results of the Concept Note & Full Application evaluations are declared to the applicants which are found not successful with score and elimination reasons and to the applicants which are found successful with a notice. Moreover, results of the last stage (Verification of the Eligibility checks for applicants and affiliated entity(ies)) are declared to the applicants which are found not successful with statute of the applications (ineligible or inadequate fund

s) and applicants which are found successful are invited to the contract signature.

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.