**Grant Scheme for Türkiye-EU Business Dialogue II (TEBD-II)**

Call for Proposals TR2021/W1T7/A02/OT02-2

(EuropeAid/179766/ID/ACT/TR)

issued by the CFCU on 29 January 2024 with deadline of 16 April 2024

**Clarifications**

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

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

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

**General Issues**

1. **If an applicant is involved in two applications (e.g. one as lead applicant and the other one as co-applicant), will it have any negative effect on evaluation for one of these applications?**

No. Evaluation criteria and questions are clearly indicated in the evaluation grids in the Section 2.3. of the guidelines and this case will not have any positive or negative effect on the evaluation of both applications.

1. **Are the EuropeAid ID and PIC the same numbers? If we do not have any EuropeAid ID, should we receive it until the application deadline?**

EuropeAid ID or PIC numbers are not used in this call for proposals, where the contracting authority is the Central Finance and Contracts Unit (CFCU-Türkiye). Moreover, as indicated in the footnote 2 of the Grant Application Form – Part A, EuropeAid ID will be inserted if the organisation is registered in PADOR (Potential Applicant Data On-Line Registration). If not, applicants are expected to leave the EuropeAid ID part as blank.

1. **If we had granted an EU funded or national government funded project previously, will this have any positive effect for the supporting documents to be provided or procedures for the application?**

No, past experience will not have any effect for the mentioned situations. However, if the concept note is pre-selected, financial and operational capacity of the applicant(s) and affiliated entities will be evaluated during the full application form evaluation according to the questions in the evaluation grid provided in the section 2.3 of the guidelines. During the assessment, information about the previous experience of the applicants (lead applicant and co-applicant(s) and the affiliated entities (if any)) written in the relevant sections of the full application form is considered.

1. **Is there a portal/matchmaking tool created to find partners from the EU member states?**

There is no such tool created to find partners. It is solely the applicants’ responsibility to find co-applicant(s). Please also see footnote 5 and 6 of the guidelines for the members of TOBB and the eligible EU Member States/candidate countries, represented by Eurochambres, respectively.

**Eligibility of applicants (i.e. lead applicants, co-applicants) and affiliated entities**

**(Section 2.1.1 and 2.1.2 of the guidelines)**

1. **Is it obligatory for the co-applicants to take part in project management and/or in all activities?**

A co-applicant participates in **designing** and **implementing the action**, and the costs they incur are eligible in the same way as those incurred by the lead applicant. The co-applicant authorises the lead applicant to submit on their behalf the proposal and to sign the standard grant contract with the contracting authority (CFCU-Türkiye), as well as, to be represented by the lead applicant in all matters concerning the grant contract.

If awarded the grant contract, the **co-applicant(s) will become beneficiary(ies)** in the action (together with the coordinator). Therefore, the co-applicant(s) should have a clearly defined role in the project and should see the submitted application as well as the budget for a smooth implementation of the project, if awarded grant.

1. **Can we directly apply to this grant scheme from Türkiye or should we find a partner from the European Union and form a team composed of 3 different countries as needed in the projects like Horizon Europe?**

Each grant programme has its specific selection and eligibility criteria. Therefore, the criteria indicated in the published guidelines should be carefully read. For this call for proposals, as stated in section 2.1.1 of the guidelines;

* A lead applicant, which is a member organization of TOBB, **must** have **at least one** eligible co-applicant represented by the Eurochambres;
* A lead applicant represented by Eurochambres, **must** have **at least one** co-applicant, which is a member organization of TOBB;
* A lead applicant from eligible countries (except EU Member States and Türkiye) **must** have **at least one** co-applicant which is a member organization of TOBB and **at least one** co-applicant which is a local/ regional/national chamber or union of chambers established in EU Member States represented by Eurochambres.

Also, **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.

1. **In how many projects can we be involved in?**

As stated in section 2.1.4 (Number of applications and grants per applicants / affiliated entities);

* The lead applicant **may not submit more than one application as a lead applicant** under this call for proposals.
* The lead applicant may be a **co-applicant** or **an affiliated entity** in **only one application** at the same time.
* The lead applicant may be awarded **two grants** – **one** as a lead applicant and **one** as a co-applicant or affiliated entity under this call for proposals.
* A co-applicant/affiliated entity **may not** be the co-applicant or affiliated entity in **more than two application(s)** under this call for proposals.
* A co-applicant/affiliated entity **may** be awarded **two grants** – **one** as a lead applicant and **one** as a co-applicant or affiliated entity **OR both** as a co-applicant or affiliated entity.

Please also note that violation of these requirements may result in the **elimination of all applications** submitted/participated by the same entity. Therefore, lead applicants are strongly recommended to make sure that they and their co-applicants comply with these requirements. Please also see Answer-5 and 6.

1. **Is it mandatory to include an affiliated entity to our project?**

No.

1. **Can the profit-making company affiliated to our organisation/ our in-house company/ European Turkish Business Development Center (ABIGEM) / SMEs be supported/involved within this call? Can they be lead applicant, co-applicants or affiliated entity?**

As stated in sections 2.1.1 and 2.1.2 of the guidelines; profit making entities **cannot** be a lead applicant, co-applicant, and affiliated entity. However, they can participate to projects as **“associates”** as long as they play a real role in the project and bring added value for reaching the project objectives (Please also see section 2.1.3 of the guidelines).

1. **Is (X) entity from (A) country eligible as lead applicant/co-applicant/affiliated entity under this call for proposals? Could (Y) entity be considered as a TOBB member/Eurochambres member entity?**

As stated in Section 2.2.4 of the guidelines, “*to ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, an affiliated entity(ies), an action or specific activities*”. Therefore, please carefully read Section 2.1.1, 2.1.2 and 2.1.3 of the guidelines regarding the eligibility criteria of lead applicants/co-applicants/affiliated entities/associates. Please also see Answer-6.

Please also see footnote 5 and 6 of the guidelines for the members of TOBB and the eligible EU Member States/candidate countries, represented by Eurochambres, respectively. Please also see Answer-9.

**Eligibility of Actions**

**(Section 2.1.4 of the guidelines)**

1. **Is “… action”/ are “… activities” eligible for this call for proposals?**

As stated in Section 2.2.4 of the guidelines, “*to ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, an affiliated entity(ies), an action or specific activities*”. Therefore, please carefully read Section 2.1.4 of the guidelines regarding the actions and activities for which an application may be made.

1. **Should the all action/activities be implemented in all co-applicants locations as well as the lead applicants location?**

There is no such limitation. Location of the specific activities should be determined considering the design of the project.

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

**and Financial Issues**

1. **We were previously granted an EU funded project / a project under TEBD-I Grant Scheme. In this case, what will be the minimum and maximum grant percentage that we can receive?**

As stated in Section 1.3 of the guidelines, 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): **If the lead applicant received a grant** as a “**lead applicant” or “co-applicant**” during the **TEBD-I Grant Scheme**.
	+ **95%** of the total estimated eligible costs of the action (see also Section 2.1.5): **If the lead applicant did not receive** a grant during the **TEBD-I Grant Scheme**.
1. **Will the difference between the total cost of the action and the amount requested from the contracting authority be included in the submitted budget as co-financing percentage?**

Yes. Limits for total budget and grant percentage are indicated in the section 1.3 of the guidelines, the remaining amount should be provided by the applicants as co-financing.

1. **How will the co-financing be realised? Should the co-financing amount be deposited to the bank account or paid in cash? Can the staff costs of the lead applicant or co-applicant be considered as co-financing?**

Amount of co-financing can be provided from any source (e.g. own resources of the lead applicant or its co-applicant(s) etc.) other than the general budget of the EU or the EDF.

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 of the standard grant contract (Annex G of the guidelines).

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 (excluding bonuses) 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 to the standard grant contract (Annex G of the guidelines).

1. **What types of costs are eligible under this call for proposals? Is (X) cost eligible to be covered under the project budget?**

For the eligible and ineligible costs please refer to the section 2.1.5 of the guidelines.

Please further note that 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 (see Annex G of the guidelines).

1. **Is there a maximum percentage of the total budget, assigned to each category of "Costs" for example "Salaries/Human resources", "Equipment and supplies" etc.?**

Only two thresholds exist in relation to budget headings: “8. Indirect costs” and “10. Provision for contingency reserve” (Please see Section 2.1.5 of the guidelines for details).

Although there is no threshold concerning the other budget headings, appropriate reflection of the activities in the budget; ratio 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.

Furthermore, as also indicated in Section 2.1.4 of the guidelines, infrastructure projects or projects essentially focused on the purchase of equipment are ineligible.

1. **Is the accommodation cost included in the per-diem?**

Yes. Per-diems to be indicated under the budget item 1.3 should include accommodation costs. Maximum eligible per-diem rates are available at the following address: <https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en>.

1. **Will there be external evaluation and/or audit in projects?**

Expenditure verification referred to in article 15.7 of the general conditions to the standard grant contract (Annex G of the guidelines) **will be carried out by the contracting authority** and any expenditure verification report produced by an auditor for the examination of the costs and revenues is **not requested** from the beneficiaries. Therefore, such costs should not be included in the project budget. On the other hand, if the applicant finds external evaluation (different than the expenditure verification done by the auditor) necessary, it can be included in the action and the budget.

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

**(Section 2.2 of the guidelines)**

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

Please see the indicative timetable in Section 2.5.2 of the guidelines. The date for notification of concept note results is foreseen as 10 June 2024. 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 websites indicated in the Section 2.5.2 of the guidelines.

1. **Which documents should we submit at this stage? Should the partnership documents be submitted with the concept note?**

As this is a restricted call, only the concept note and declaration by the lead applicant together with an electronic version of the concept note will be submitted in the first stage. Mandates for co-applicants and affiliated entity(ies) statement (if any) will not be submitted in the concept note stage.

1. **In the grant application form Part A - concept note there are some explanations under each question. Can we delete these explanations together with the questions?**

The explanations can be deleted, however, for easy reference and avoid any misunderstanding, questions should be kept and the answers should be indicated under each specific question.

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

As stated in the Section 2.2.3 of the guidelines, the deadline for the submission of concept notes is **16 April 2024** 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 April 2024 at 17:00 hours (local time)** as evidenced by the signed and dated receipt.

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