

This Programme is funded by the European Union

**Contracting authority**: **Central Finance and Contracts Unit (CFCU)**

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

Guidelines  
for grant applicants

Budget line: 15.02 01 01.01

Reference: TR2021/W1T7/A02/OT02-2

EuropeAid/179766/ID/ACT/TR

Deadline for submission of concept note: 16 April 2024

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| https://cfcu.gov.tr/sites/default/files/cfcu-static/CFCU_Logo_EN.jpg |  | The Association of European Chambers of Commerce and Industry | logo_engb |  | yeni_logo |

NOTICE

This is a restricted call for proposals. In the first instance, only the 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.

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1. GRANT SCHEME FOR TüRKİYE-EU BUSINESS DIALOGUE II (TEBD-II)
   1. Background

In complementary fashion to the formal Türkiye-EU accession process, there is a wider civil society dialogue between the communities of Türkiye and the Member States. This civil society dialogue happens among all kinds of organizations and sectors, including those organizations representing the business sector, and since 2001 has been facilitated through programmes co-financed between Türkiye and the EU. This dialogue not only contributes to the societies being better prepared for the enlargement of the EU and assisting them to engage in the accession processes, but also directly contributes, through its associated actions, to making the citizens of Türkiye and the EU more prosperous.

The Turkish Chamber Development Programme (TCDP) and TCDP-II were launched in 2001 and 2004 respectively, as part of the EU’s “Civil Society Development Programme” with an overall objective of reinforcing civil society in Türkiye. In TCDP, 9 partnerships between European and Turkish Chambers were successfully established. In TCDP-II, 6 new partnerships were established while 4 already established partnerships were extended by introducing additional Turkish Chambers. TCDP Programmes aimed at strengthening the role of Turkish Chambers in their activities to enhance the internationalisation of enterprises, and their role as key players in local development.

EU-Türkiye Chambers Forum-I (ETCF-I) was launched in the 2009 and went one step further and developed a wider range of activities, addressing both the capacity of Turkish Chambers in developing innovative services and putting more focus on the EU accession negotiations with the grant and direct grant component. ETCF-I led the establishment of 22 chamber partnerships involving a total of 56 chambers from Türkiye, EU and Croatia. ETCF II was implemented between June 2011 and June 2014 with similar objectives and 21 chamber partnerships among 39 Turkish and 31 EU based chambers were established as a result. The capacity building activities including surveys on Türkiye-EU relations from EU and Türkiye perspectives, an EU training program for EU Studies, Eurochambres Academies, an *acquis* audit programme and study visits to EU countries were implemented in the ETCF I and II.

In order to assess the impact, relevance and sustainability of the various activities under ETCF-I and II, an **impact assessment** was carried out from October 2016 – March 2017. The findings of this impact assessment help designing the next generation of civil society dialogue mechanisms between Turkish and EU based chambers including the Grant Scheme for Türkiye-EU Business Dialogue (TEBD). “**Türkiye-EU Business Dialogue (TEBD)**” programme was implemented by the Association of European Chambers of Commerce and Industry (Eurochambres) between July 2018 and February 2023. During the implementation period of the TEBD Project, 19 chamber partnership projects involving Chambers of Commerce and/or Industry or Commodity Exchanges in Türkiye and in the EU were supported through Grant Scheme Component between April 2019 and August 2021. 30 Turkish and 28 EU based Chambers from 12 EU countries were involved in TEBD Chamber Partnership Grant Scheme.

With the aim of improving the above-mentioned programmes with the new strategies of EU Commission in IPA III, the second phase of the TEBD project namely, “**Türkiye-EU Business Dialogue II (TEBD II)**” has been designed. This programme consists of direct grant component and grant scheme component. Among other activities, technical assistance to grant beneficiaries will be provided within the direct grant by Eurochambres. TEBD-II Project falls under the Thematic Priority 7: Civil Society under the Window 1: rule of law, fundamental rights and democracy” of the IPA III Programming of the 2021-2027 period. This guidelines for grant applicants describes the objectives, priorities and eligibility rules of the grant scheme.

The institutional framework of present programme includes, **Directorate for EU Affairs (DEUA)** as the **Managing Authority (MA),** who will be responsible for the overall coordination and monitoring of the programme; the **Union of Chambers and Commodity Exchanges of Türkiye (TOBB)** as **the Intermediate Body for Policy Management (IBPM)** of the Project, who will be in charge of technical implementation and management of the programme, monitoring of the grants awarded; and the **Central Finance and Contracts Unit (CFCU)**, **as the Intermediate Body for Financial Management (IBFM)** for the programme, is responsible for the administrative and financial implementation of the grant scheme including the tendering, contracting and payments. The **Association of European Chambers of Commerce and Industry (Eurochambres)**, as the “recipient” of the direct grant, is responsible for the monitoring of grant contracts and providing ongoing assistance to the grant beneficiaries.

* 1. Objectives of the programme and priority issues

The **global objective** of this call for proposals is to strengthen mutual knowledge and understanding between Turkish Chambers and their counterparts in the EU; thus, promoting the integration of European and Turkish business communities. The **specific objectives** of this call for proposals are:

* the provision of opportunities to chambers in Türkiye and the EU for networking, sustainable collaboration and exchange of best practices in order to ensure deeper integration of both Turkish and EU business communities,
* to strengthen the capacity of Turkish Chambers in improving/adding new services in a sustainable way to their members,
* to enhance the capacity of Turkish chambers to support green and resilient recovery from the impact of COVID-19, improvement of resource and energy-efficiency of businesses (esp. SMEs) and the transition to the circular economy, participation in carbon markets, improvement of business resilience to climate change impacts,
* to increase the participation of the business community in political life in Türkiye, in particular in providing input to green transition and modernisation of the Customs Union between the EU and Türkiye,

All projects should respond to **at least one** of the specific objectives of this call for proposals.

The priorities of this call for proposals are:

* to strengthen sustainable collaboration and mutual knowledge between Turkish and European Chambers and business communities.
* to enhance opportunities for networking and contacts between chambers in Türkiye and the EU leading to long term sustainable cooperation.
* to enhance the capacity of Turkish Chambers to support recovery of Covid-19, the transition to the circular economy, and provide up-to-date services in a sustainable way to their members, i.e. related to EU acquis, EU Green Deal, Digitalisation.

The proposed project should fall into **at least** **one** of the priorities of the call for proposals.

* 1. Financial allocation provided by the contracting authority

The overall indicative amount made available under this call for proposals is EUR **2.500.000**. 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 100.000**
* maximum amount: **EUR** **150.000**

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): 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.

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]](#footnote-2).

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 <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>).

* 1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

1. the actors (2.1.1.):

* the ‘**lead applicant’**, i.e. the entity submitting the application form;
* 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)’**);
* and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s);

1. the actions (2.1.4.):

* actions for which a grant may be awarded;

1. the costs (2.1.5.):

* types of cost that may be taken into account in setting the amount of the grant.
  + 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[[2]](#footnote-3) a Member State of the European Union or Türkiye or an eligible[[3]](#footnote-4) 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) and affiliated entity(ies), not acting as an intermediary, **and**
* be a member organization of TOBB**[[5]](#footnote-6)**, **OR**
* be a local/regional/national chamber or union of chambers (established in an EU Member State or an eligible country according to the IPA Regulation3) represented by Eurochambres[[6]](#footnote-7).

(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 2.6.10.1 of the practical guide;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, provisionally selected lead applicants, co-applicants and affiliated entities or those placed in the reserve list are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (Annex H).

In Part A, Section 3 and Part B Section 8 of the grant application form (‘declaration(s) 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 sole interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary and coordinate the design and implementation of the action.

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| **IMPORTANT NOTE - 1**  **The partnerships involving Chambers and/or Commodity Exchanges (as lead or co-applicant) from the less developed regions of Türkiye[[7]](#footnote-8) or the provinces significantly affected by the earthquake[[8]](#footnote-9) in February 2023 in Türkiye are strongly recommended**. |

**Co-applicant(s)**

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.

A lead applicant, which is a member organization of TOBB, **must** have **at least one** eligible co-applicant represented by the Eurochambres (please see footnotes 5 and 6).

A lead applicant represented by Eurochambres, **must** have **at least one** co-applicant, which is a member organization of TOBB (please see footnotes 5 and 6).

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.

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.

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

Co-applicants must sign the mandate in 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).

1. In addition, please note that contracts cannot be awarded to or signed with applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG).
   * 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 delegatees 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 beneficiaries 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 and subcontractors) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiaries 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.

**It is highly recommended that business community representative entities (such as SMEs, think tanks, universities, organisations representing entrepreneurs or business leaders), engaged in support to Türkiye-EU business dialogue and/or engaged in focusing on Türkiye-EU economic and trade relations including the Türkiye-EU Customs Union and its possible modernisation, are included in the Action as “*associates*”.**

* 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.

* + 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 the following countries: Türkiye and/or EU Member State(s).

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

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

* Capacity building of the chambers to better serve and represent their members;
* Support to local/regional investment promotion activities;
* Promotion of SME development, marketing, industry-university collaboration in the field of commercialization;
* Promotion of exchange of knowledge and best practices in the field of commercialization;
* Raising awareness to address environmental issues for industries;
* Actions addressing climate action (including both mitigation and adaptation with particular focus on Nature Based Solutions);
* Actions towards dissemination and piloting of sustainable and smart agricultural practices including irrigation, sustainable food systems and sustainable food consumption;
* Actions towards achievement of Farm to Fork Strategy objectives, such as prevention of food loss and waste;
* Actions towards tackling environmental pollution (with particular emphasis on prevention);
* Actions related to circular economy and resource efficiency (including waste and/or water management and energy efficiency);
* Developing and piloting integrated and innovative solutions and actions relevant to the objectives of the call;
* Actions towards data and information generation, gathering and dissemination for environmental protection;
* Actions on promotion of good practices in terms of climate smart agriculture such as; regenerative agriculture, organic farming, horticulture, agroforestry, sustainable management of soil, water, as well as crop and livestock, integrated food energy systems, improved animal welfare, etc. also promotion of the innovative ways aiming to develop circular economy and reuse of waste products in agriculture;
* Establishing clusters and cluster support structures;
* Capacity development in the field of vocational training and education;
* Actions on improvement of the employability and adaptability of the labour force;
* Promoting health and safety at work;
* Actions supporting Türkiye-EU business and trade relations, customs union and its possible modernization process;
* Actions on reinforcing or creating platforms to be regularly informed about the EU integration process;
* Promoting research and development, innovation, transfer of technology, and IT technology;
* Actions on enhancing digital transformation, digitalisation, digital trade, digital skills and creative industries;
* Promoting women and young entrepreneurship, development of entrepreneurial culture and spirit;
* Enhancing sustainable production and consumption and developing innovative tools for climate change adaptation;
* Climate change adaptation and disaster resilient studies, practices and awareness raising actions in various sectors including energy, transport, agriculture, land-use and forestry and waste, etc.;
* Actions on increasing knowledge regarding the implementation of marketing standards for agricultural products [such as how the relevant EU legislation standards are implemented and inspected throughout the production and marketing chain by different operators (e.g. by producer organisations, traders, retailers, etc.)];
* Actions covering studies on renewable energy policy, roles and responsibilities for different actors;
* Exchange of information, experiences and best practices to adopt environment sensitive and energy efficient services, products, technologies and production processes;
* Actions on gender equality, empowerment of women in business and women entrepreneurship including enhancing digital skills;
* Actions on social economy including eco-friendly business, circular economy, fair trade, social entrepreneurship and impact, and actions within the framework of the [UN Guiding Principles on Business and Human Rights](https://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf).

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,
* actions, which 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),
* actions consisting solely of 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,
* 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 activities listed below are by way of example only and **are not limited to** these types of activities:

* Needs assessment or diagnostic surveys;
* Development of strategies and plans in the selected thematic area of cooperation,
* Transfer of expertise, provision of information and advice,
* Coaching, mentoring, matchmaking platforms,
* Analysis and transfer of best practices at the sectorial level (agri-food, creative industry, textile, tourism, transport, etc.),
* Networking between the chambers, companies, specialized suppliers, service providers, firms in related industries, universities, standards agencies, and trade associations,
* National and international mobility aiming at expanding networks and platforms membership and at liaising with key stakeholders,
* Dissemination and sharing of information and knowledge,
* Delivery of entrepreneurship training courses for supporting women to become active in the labour market, training and coaching to entrepreneurs at the very beginning of their business efforts in order to minimize the failure risk,
* Trainings, seminars, conferences, workshops, B2B meetings, virtual fairs,
* Communication and awareness raising initiatives, including development of digital/IT tools,
* Development/Improvement of new business models.

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 - 2**  **Proposed actions should be “original” and suitable to the target group’s needs and problems. The proposed actions should be devised with proper solutions and sound implementation methodology. Therefore “copy-paste applications” shall 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 lead applicant/co-applicant(s)/affiliated entity(ies) (if any) 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.** |

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| **IMPORTANT NOTE - 3**  **All publications developed/published in scope of the actions must be in both lead applicant’s and co-applicant(s)’s language(s) except duly justified cases where it is not necessary.**  **It is recommended that all projects respect the gender equality and equal opportunities, integration of environmentally friendly practices and climate change perspective in the project activities.**  **It is recommended that all projects promote and have advanced inclusion and participation, non-discrimination, equality, transparency and accountability in all sense.** |

Financial support to third parties[[9]](#footnote-10)

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. Unless the European Commission agrees otherwise, actions that are wholly or partially funded by the European Union must ensure the visibility of EU financing by displaying the EU emblem in accordance with the guidelines set out in the Operational guidelines for recipients of EU funding, published by the European Commission. If applicable, communication activities may be undertaken 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.

All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission ([Communication and Visibility Requirements for EU External Actions International Partnerships (europa.eu)](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en)), complemented by the visibility guidelines of the Delegation of the European Union to Türkiye at: <https://www.eeas.europa.eu/delegations/türkiye/visibility-guidelines-clarification-2022-guidelines-communicating-and-raising_en>

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.

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.

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

Union contributions under this call for proposals take the following form:

- Reimbursement of eligible costs that may be based on any or a combination of the following forms:

(i) actual costs incurred by the beneficiaries and affiliated entity(ies);

(ii) one or more simplified cost options (see below).

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’.

Simplified cost options (SCOs) 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. This form is not applicable to output or result based SCOs.

Simplified costs options which can be proposed are the following:

"output or result based SCOs": they include costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a conference, or for the realisation of a determined output/activity). Where possible and appropriate, lump sums or unit costs shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the beneficiary (no threshold is applicable) at proposal's stage (Grant application form – Full application). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided, reimbursement on the basis of actually incurred costs is always possible.

Please refer to Annex K for the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

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’, ‘LUMPSUM’ 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 and/or lump sums, to which costs they refer, etc. for output or result based SCO;
* clearly explain the formulas for calculation of the final eligible amount for output or result based SCO.

Where SCOs are proposed the evaluation committee and the contracting authority decide 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. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

No threshold is set ex-ante for the total amount of financing that can be authorised by the contracting authority on the basis of simplified cost options.

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**.

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| The grant may take the form of a single lump-sum covering the entire eligible costs of an action or a work programme.  Single lump sums may be determined on the basis of the estimated budget, which should comply with the principles of economy, efficiency and effectiveness. Compliance with these principles shall be verified ex ante at the time of evaluation of the grant application.  When authorising single lump sums the authorising officer responsible shall comply with the conditions applicable to output or result based SCOs.  When using this form of financing, the description of the action shall include detailed information on the essential conditions triggering the payment, including, where applicable, the achievement of outputs and/or results. |

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 (see Annex G of the guidelines).

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 of the guidelines) will be carried out by the contracting authority.

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| **IMPORTANT NOTE - 4**  **It is recommended that travel costs and per diems for the following events to be organised by the Eurochambres (within the scope of the direct grant project that aims to provide on-going assistance to the grant beneficiaries) are included in the budget of the proposed grant project:**   * **Kick-off Conference and Grant Implementation Training, and** * **Mid-term training.**   **Each activity is foreseen to be for 2 days in İstanbul/Türkiye for min. 2 persons (one person from the lead applicant and one person from the co-applicants).** |

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 - 5**  **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 beneficiaries or affiliated entity(ies) (if any) if they get necessary permissions from their institutions and they are under the payroll of the beneficiaries or affiliated entity(ies) (if any).**   **Other public officials and academic staff 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 not exceeding **5%** of the estimated direct eligible costs. It can only be used with the **prior written** **authorisation** of the contracting authority.

Eligible indirect 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 estimated total eligible direct costs. 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.

Other co-financing shall be based on estimates provided by the applicant.

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 and 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;
* in kind contributions;
* bonuses included in costs of staff;
* negative interest charged by banks or other financial institutions;
* credit to third parties;
* salary costs of the personnel of national administrations (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);
* taxes, including value added taxes[[10]](#footnote-11);
* customs and import duties, or any other changes.
  + 1. Ethics clauses and Code of Conduct

a) Absence of conflict of interest

The applicant must not be affected by any conflict of interest and must have no equivalent relation in that respect with other applicants or parties involved in the actions. Any attempt by an applicant to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing applications will lead to the rejection of its application and may result in administrative penalties according to the Financial Regulation in force.

b) Respect for human rights as well as environmental legislation and core labour standards

The applicant and its staff must comply with human rights. In particular, and in accordance with the applicable act, applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

**Zero tolerance for sexual exploitation, abuse and harassment**

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the applicant.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See Section 2.5.6 of the PRAG.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. The contracting authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

d) Unusual commercial expenses

Applications will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company.

Grant beneficiaries found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU/EDF funds.

e) Breach of obligations, irregularities or fraud

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

* 1. How to apply and the procedures to follow
     1. Concept note content

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.**

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,** except for the changes described below:

* 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 add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only in duly justified cases.

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

**An explanation/justification of the relevant replacements/adjustments shall be included in section 2.1.1. of the full application form. Should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.**

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.

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

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.

* + 1. Where and how to send concept notes

The concept note and declaration by the lead applicant (to be found in **Part A** **Section 3** of the grant application form) must be submitted in **one original** and **two copies** in A4 size, each bound. Hand-written concept notes will not be accepted.

An electronic version of the concept note must also be submitted. A CD-Rom or USB with the concept note in electronic format (in Word 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 into account.

The envelope must bear the **reference number and the title of the call for proposals**, 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**”.

To reduce expense and waste, we strongly recommend that you do not use plastic folders or dividers. Please also use double-sided printing if possible

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:

**Postal Address / Address for hand delivery:**

Merkezi Finans ve İhale Birimi

(Central Finance and Contracts Unit)

T.C. Hazine ve Maliye Bakanlığı E Blok

İnönü Bulvarı No: 36 06490 Emek – Ankara / TÜRKİYE

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

**Reference: TR2021/W1T7/A02/OT02-2 – EuropeAid/179766/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.

**Please note that incomplete concept notes may be rejected. Lead applicants are advised to verify that their concept note is complete using the checklist for concept note (Part A Section 2 of the grant application form).**

* + 1. Deadline for submission of concept notes

The applicants' attention is drawn to the fact that there are two different systems for sending concept notes: **one is by post or private courier service, the other is by hand delivery.**

In the first case, the concept note must be sent before the date for submission, as evidenced by the postmark or deposit slip[[11]](#footnote-12), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the concept note which will serve as proof.

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 at **16 April 2024 before 17:00 hours** **(local time)**, as evidenced by the signed and dated receipt. Any concept note submitted after the deadline will be rejected.

The contracting authority may, for reasons of administrative efficiency, reject any concept note submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the concept note evaluation, if accepting concept notes that were submitted on time but arrived late would considerably delay the evaluation procedure) or jeopardise decisions already taken and notified (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>), the Ministry of Foreign Affairs-Directorate for EU Affairs (<http://www.ab.gov.tr>), the Union of Chambers and Commodity Exchanges of Türkiye (TOBB) (<http://www.tobb.org.tr>) and Eurochambres (<https://www.eurochambres.eu>) 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 and title of the call for proposals:

**E-mail address:** [tebd2@cfcu.gov.tr](mailto:tebd2@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 website where the call was published: website of DG International Partnerships <https://ec.europa.eu/international-partnerships/funding/looking-for-funding_en> or Funding & Tender opportunities (F&T Portal) [https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home%20), CFCU website at <http://www.cfcu.gov.tr>, the Ministry of Foreign Affairs-Directorate for EU Affairs’ website at <http://www.ab.gov.tr>, Eurochambres website at <https://eurochambres.eu>, and TOBB website at <http://www.tobb.org.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.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

* + 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.

Please note that 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 except for the changes described below:

* 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 add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only in duly justified cases.
* 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 replacements/adjustments shall be included in section 2.1.1. of the full application form. Should the explanation/justification not be accepted by the evaluation committee; the proposal may be rejected on that sole basis.**

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.

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. **With the full application, the lead applicant also has to submit completed PADOR registration form (Annex F) for the lead applicant and each co-applicant and each affiliated entities[[12]](#footnote-13) (if any).**

Please note that the following documents should be submitted together with PADOR registration form and the full application:

1. The statutes or articles of association of the lead applicant and of each co-applicant and of each affiliated entity (if any).
2. Legal entity form (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and by each co-applicant), accompanied by the justifying documents requested there.
3. 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.

In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted:

1. A copy of the lead applicant’s profit and loss account and the balance sheet for up to the last three financial years for which the accounts were closed[[13]](#footnote-14). A copy of the latest account is not required from the co-applicant(s) nor from affiliated entity(ies) (if any).

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 or in Turkish, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and 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 English, 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, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English.

If the abovementioned supporting documents are not provided by the deadline for the submission of the full application, the application may be rejected.

**No additional annexes should be sent.**

* + 1. Where and how to send full applications

Full applications (i.e. the full application form, PADOR registration form, the budget, the logical framework, the declaration by the lead applicant, the mandate for co-applicant(s) and the affiliated entity(ies)’s 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:

**Postal Address / Address for hand delivery:**

Merkezi Finans ve İhale Birimi

(Central Finance and Contracts Unit)

T.C. Hazine ve Maliye Bakanlığı E Blok

İnönü Bulvarı No:36 06490 Emek – Ankara / TÜRKİYE

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

**Reference: TR2021/W1T7/A02/OT02-2 – EuropeAid/179766/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 (in Word format), budget (in Excel format), logical framework (in Word format) and PADOR registration form (in PDF format) must also be supplied in electronic format (CD-Rom or USB) 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 the case of inconsistency, the paper version will be taken into account.

**Hand-written applications will not be accepted.**

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.

The envelope must bear the **reference number and the title of the call for proposals**, 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.**

* + 1. Deadline for submission of full applications

The applicants' attention is drawn to the fact that there are two different systems for sending full applications: one is by post or private courier service, the other is by hand delivery.

In the first case, the full application must be sent before the date for submission, as evidenced by the postmark or deposit slip, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the full application that will serve as proof.

The deadline for the submission of full applications will be indicated in the e-mail[[14]](#footnote-15) sent to the lead applicants whose application has been pre-selected.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the full application evaluation, if accepting applications that were submitted on time but arrived late would considerably delay the award procedure or jeopardise decisions already taken and notified (see indicative calendar under Section 2.5.2).

Any application submitted after the deadline will be rejected.

* + 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 and title of the call for proposals:

**E-mail address:** [tebd2@cfcu.gov.tr](mailto:tebd2@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 website where the call was published: website of DG International Partnerships: <https://ec.europa.eu/international-partnerships/funding/looking-for-funding_en> or Funding & Tender opportunities (F&T Portal) [https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home%20), the CFCU website at <http://www.cfcu.gov.tr>, the Ministry of Foreign Affairs-Directorate for EU Affairs’ website at <http://www.ab.gov.tr>, Eurochambres website at <https://eurochambres.eu>, and the TOBB website at <http://www.tobb.org.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.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

* 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.

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|  | **Scores** | |
| **1. Relevance of the action** | Sub-score | **20** |
| 1.1 How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)? | 5\* |  |
| 1.2 How relevant is the proposal to the particular needs and constraintsof the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)? | 5 |  |
| 1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately? | 5 |  |
| 1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices, involvement of chambers/commodity exchanges from the less developed regions of Türkiye**[[15]](#footnote-16)** or the provinces significantly affected by the earthquake in February 2023[[16]](#footnote-17) in Türkiye)? | 5\*\* |  |
| **2. Design of the action** | Sub-score | **30** |
| 2.1 How coherent is the overall design of the action?  Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? | 5x2\*\*\* |  |
| 2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? | 5 |
| 2.3 Does the design take into account external factors (risks and assumptions)? | 5 |  |
| 2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic? | 5 |  |
| 2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)? | 5\*\*\*\* |  |
| **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.

\*\* **Note:** A score of 5 (very good) will only be allocated if the proposal involves a chamber/commodity exchange (as lead or co-applicant) from the less developed regions of Türkiye[[17]](#footnote-18) or a province significantly affected by the by the earthquake in February 2023 in Türkiye[[18]](#footnote-19). Involvement of more than one chamber/commodity exchange from these cities will have no further effect on the scoring.

\*\*\* This score is multiplied by 2 because of its importance

\*\*\*\* **Note:** A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one of the cross-cutting issues indicated in Important Note-3.

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 for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelope for the call.

After the evaluation of concept notes, the contracting authority will send e-mails[[19]](#footnote-20) 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.

**(2) STEP 2: OPENING & ADMINISTRATIVE CHECKS AND 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: they 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 applicants' 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 in-house experience of projectmanagement? | 5 |
| 1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house 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 in-house 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** | **20** |
| *Score transferred from the Concept Note evaluation* |  |
| **3. Design of the action** | **15** |
| 3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)? | 5 |
| 3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)? | 5 |
| 3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders? | 5 |
| **4. Implementation approach** | **15** |
| 4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic? | 5 |
| 4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)? | 5 |
| 4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory? | 5 |
| **5. Sustainability of the action** | **15** |
| 5.1 Is the action likely to have a tangible impact on its target groups? | 5 |
| 5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing? | 5 |
| 5.3 Are the expected results of the proposed action sustainable?  - Financially *(e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs)*  - Institutionally *(will structures allow the results of the action to be sustained 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. improved legislation, codes of conduct, methods)*  - Environmentally (if applicable) *(will the action have a negative/positive environmental impact?)* | 5 |
| **6. Budget and cost-effectiveness of the action** | **15** |
| 6.1 Are the activities appropriately reflected in the budget? | 5 |
| 6.2 Is the ratio between the estimated costs and the 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 4.3 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.

**(3) 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 Sections 2.2.5). It will by default 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 Section 2.1.1.

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

The lead applicant should submit the documents listed in Section 2.2.5.

In addition, a lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing (via e-mail[[20]](#footnote-21)) by the contracting authority. It will be requested to supply the following documents:

1. 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.
2. 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) (*sample signature of the person(s) empowered to represent and sign nominated in the 1st article*).
3. 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 and each co-applicant and each affiliated entity (if any). If the lead applicant and/or the co-applicant(s) and/or the affiliated entity(ies) (if any) are exempted from social security contributions, documentary proof regarding the status should be provided.
4. Evidence on the fulfilment (including restructuring etc.) of fiscal/tax obligations (obtained after the date of contracting authority’s request) taken from the relevant tax authorities for the lead applicant and each co-applicant and each affiliated entity (if any). If the lead applicant and/or the co-applicant(s) and/or the affiliated entity(ies) (if any) are tax exempted, official documentary proof regarding of the status should be provided.
5. Authorization or other licenses are necessary for the implementation of the project, if required by the Law.
6. Declaration on honour: the lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG) where the amount of the grant exceeds EUR 15 000. The declaration on honour shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)[[21]](#footnote-22) by an authorised representative of the signatory.
7. Self-evaluation questionnaire on SEA-H: the lead applicant as well as all co-applicants and affiliated entities shall fill in the self-evaluation questionnaire assessing the organisation’s internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) where the amount of grant exceeds EUR 60 000 (see Section 2.5.6 of the PRAG)[[22]](#footnote-23).

Where these documents are in an official language of the European Union other than English, 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, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English.

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 (via e-mail[[23]](#footnote-24)) of the contracting authority’s decision concerning their application and, if rejected, the reasons for the negative decision. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See Section 2.12 of the practical guide.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. For more information, you may consult the privacy statement available on <http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm>

* + 1. Indicative timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **1. Information meeting (if any)** | to be announced\* | To be announced\* |
| **2. Deadline for requesting any clarifications from the contracting authority** | 26 March 2024 | 17:00 |
| **3. Last date on which clarifications are issued by the contracting authority** | 5 April 2024 | N/A |
| **4. Deadline for submission of concept notes** | **16 April 2024** | **17:00** |
| **5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)** | 10 June 2024 | N/A |
| **6. Invitations to submit full applications** | 10 June 2024 | 17:00 |
| **6. Deadline for submission of full applications** | 6 August 2024 | N/A |
| **7. Information to lead applicants on the evaluation of the full applications (Step 2)** | 30 October 2024 | N/A |
| **8. Notification of award (after the eligibility check) (Step 3)** | 31 December 2024 | N/A |
| **9. Contract signature** | 14 January 2025 | 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>), the Ministry of Foreign Affairs-Directorate for EU Affairs website at (<http://www.ab.gov.tr>), Eurochambres at <https://eurochambres.eu>, and TOBB <http://www.tobb.org.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 web site where the call was published: website of DG International Partnerships: <https://ec.europa.eu/international-partnerships/home_fr> or Funding & Tender opportunities (F&T Portal) [https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home%20), CFCU website at <http://www.cfcu.gov.tr>, Eurochambres at <https://eurochambres.eu>, the Ministry of Foreign Affairs-Directorate for EU Affairs website at <http://www.ab.gov.tr>, and the Union of Chambers and Commodity Exchanges of Türkiye website at <http://www.tobb.org.tr>.

* 1. Conditions for implementation after the contracting authority’s decision to award a grant

Following the decision to award a grant, the beneficiaries 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 entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract.

Subcontracting: subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract).

1. 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: Legal entity form

Annex E: Financial identification form

Annex F: PADOR registration form

**DOCUMENTS FOR INFORMATION**

Annex G: Standard grant contract

- Annex II: general conditions

- Annex IV: contract award rules

- Annex V: standard request for payment

- Annex VI: model narrative and financial report

- Annex VII: N/A

- Annex VIII: N/A

- Annex IX: standard template for transfer of ownership of assets

- Annex X: granting of facilities and taxation

Annex H: Declaration on Honour

Annex I: Daily allowance rates (per diem), available at the following address: <https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en>

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

Annex K: Guidelines for assessing simplified cost options.

Annex L: Self-evaluation questionnaire on SEA-H

**Useful links:**

**Project Cycle Management Guidelines**

<https://ec.europa.eu/international-partnerships/funding/managing-project_en>

**The implementation of grant contracts**

**A Users' Guide**

<https://wikis.ec.europa.eu/pages/viewpage.action?pageId=48169235>

**Financial Toolkit**

<https://ec.europa.eu/international-partnerships/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. 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-2)
2. 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-3)
3. With regard to Israeli entities, please follow Guidelines on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJ C 205, 19.7.2013, p. 9). [↑](#footnote-ref-4)
4. IPA Regulation (PRAG Annex A2a1) is available from the following internet address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes> [↑](#footnote-ref-5)
5. The members of TOBB are listed at the following websites: <https://www.tobb.org.tr/Sayfalar/Eng/TicaretOdalari.php>; <https://www.tobb.org.tr/Sayfalar/Eng/SanayiOdalari.php>; <https://www.tobb.org.tr/Sayfalar/Eng/TicaretveSanayiOdalari.php>; <https://www.tobb.org.tr/Sayfalar/Eng/DenizTicaretOdalari.php>; <https://www.tobb.org.tr/Sayfalar/Eng/TicaretBorsalari.php>. [↑](#footnote-ref-6)
6. The eligible EU Member States/candidate countries, represented by Eurochambres, are listed at the following website: <https://www.eurochambres.eu/about/members/> [↑](#footnote-ref-7)
7. For the purpose of this call, the provinces included in the level 4, 5, 6 are considered as “less developed regions” as described in the socio-economic development index-2017 (SEDI-2017) of the Ministry of Industry and Technology. For more information please visit: <https://www.sanayi.gov.tr/merkez-birimi/b94224510b7b/sege> [↑](#footnote-ref-8)
8. As per the Presidential Decree dated 08.02.2023, the provinces of “state of emergency” will be considered as “significantly affected provinces” for the purpose of this call; namely: Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye and Şanlıurfa. [↑](#footnote-ref-9)
9. These third parties are neither affiliated entity(ies) nor associates nor contractors. [↑](#footnote-ref-10)
10. Unless the following conditions are fulfilled:

    (i) the value added taxes are not recoverable by any means, **and**

    (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. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-12)
12. Natural persons who apply for a grant (if so allowed in the guidelines for applicants) do not have to provide an organisation data form. In this case, the information included in the grant application form is sufficient. [↑](#footnote-ref-13)
13. This obligation does not apply to natural persons who have received education support or who are in most need or in receipt of direct support, nor to public bodies. [↑](#footnote-ref-14)
14. Lead applicants who did not provide an e-mail address will be informed via post. [↑](#footnote-ref-15)
15. For the purpose of this call, the provinces included in the level 4, 5, 6 are considered as “less developed regions” as described in the socio-economic development index-2017 (SEDI-2017) of the Ministry of Industry and Technology. For more information please visit: <https://www.sanayi.gov.tr/merkez-birimi/b94224510b7b/sege> [↑](#footnote-ref-16)
16. As per the Presidential Decree dated 08.02.2023, the provinces of “state of emergency” will be considered as “significantly affected provinces” for the purpose of this call; namely: Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye and Şanlıurfa. [↑](#footnote-ref-17)
17. Please see footnote 15. [↑](#footnote-ref-18)
18. Please see footnote 16. [↑](#footnote-ref-19)
19. Lead applicants who did not provide an e-mail address will be informed via post. [↑](#footnote-ref-20)
20. Lead applicants who did not provide an e-mail address will be informed via post. [↑](#footnote-ref-21)
21. Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC. [↑](#footnote-ref-22)
22. Applicants, co-applicants and affiliated entities who are (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies do not have to submit the self-evaluation questionnaire. [↑](#footnote-ref-23)
23. Lead applicants who did not provide an e-mail address will be informed via post. [↑](#footnote-ref-24)