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

Town Twinning between Turkey and EU-II (Twinning for a Green Future) Grant Scheme (TTGS-II)

Guidelines
for grant applicants

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Deadline for submission of concept note: 01/03/2022



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Notice

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

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1. Town Twinning between Turkey and EU-II (Twinning for A Green Future) Grant Scheme (TTGS-II)
	1. Background

Turkey has been a candidate country for EU membership since 1999 and accession negotiations were opened on 3 October 2005.Local authorities have important roles for the implementation of the EU acquis at local level in Turkey.

Furthermore, it is important for local authorities in Turkey to observe how EU standards and policies are implemented in the EU Member States and to transfer and adopt the good practices. Bringing together communities from different countries and cultures has always been at the core of EU’s activities, along with promoting cooperation between local authorities. Town twinning is a very important tool to help communities understand the vision of the EU in developing a stronger sense of European identity, and to bring the EU closer to its citizens. Town Twinning Action between Turkey and EU Grant Scheme (TTGS-I) action was designed under IPA-II Programme with an overall objective of establishing sustainable relations between local authorities to strengthen the communication between communities and to assist EU accession process from the local level. Building on the experience of TTGS-I, the Town Twinning between Turkey and EU-II (Twinning For a Green Future) Grant Scheme (TTGS-II) is designed as a continuation programme to support twinning actions with a focus on environmental protection and fight against climate change.

Emerging climate change problem and environmental degradation – as a core topic of TTGS-II will increase its effects within the coming years and will have visible consequences if necessary, precautions are not taken. As stated in the 11th Development Plan (2019-2023), Turkey is a vulnerable country against climate change due to its geographical position. Thus, the Government of Turkey is seeking to enhance green growth and decrease greenhouse gas emissions nationwide. The Climate Change Strategy of Turkey (2010-2023) is prepared to support the global efforts to reduce the impacts of climate change, taking into account the national circumstances and the capacity.

Local authorities in Turkey are the implementers of the national and international climate and environment related policies at the local level. However, climate-related experience sharing, capacity building and local policy development requires further strengthening in Turkey. The TTGS-II will support the local partnerships to be established with the focus on combat against climate change, environmental protection and actions assisting green future. Objective of this Grant Scheme is to enhance climate change adaptation in Turkey and to assist the EU Accession process from the local level through town twinning actions and create sustainable structures for stimulating exchange between local authorities in Turkey and the EU.

The institutional framework of this Grant Scheme includes the Union of Municipalities of Turkey (UMT), the Directorate for EU Affairs of the Ministry of Foreign Affairs (DEUA), the Union of Provinces (UP), Ministry of Environment and Urbanization and the Central Finance and Contracts Unit (CFCU) of the Republic of Turkey. The UMT will be responsible for the overall coordination and monitoring of the Project. The UMT, as the End Beneficiary, will be in charge of technical implementation, management and sustainability of the Project and monitoring of the grants awarded under the overall supervision of the CFCU. **The CFCU**, as the Contracting Authority for the Project, is responsible for the administrative and financial implementation of the Grant Scheme. The CFCU has the ultimate responsibility for the correct use of grant funds and is responsible for tendering, contracting and payments. The DEUA and the UP, as the co-beneficiary institutions; and the Ministry of Environment and Urbanization (Directorate General for Local Authorities – DGLA) as a key stakeholder will provide technical and advisory support to grant projects and assist UMT during the implementation of the Project.

This grant scheme is funded by the EU within the Annual Action programme for Turkey for the year 2020 under the Instrument for Pre-Accession Assistance (IPA II). This guidelines for grant applicants describes the objectives, priorities and eligibility rules, evaluation and selection of the applications of the Grant Scheme.

* 1. Objectives of the programme and priority issues

The **global objective** of this call for proposals is to enhance dialogue between Turkish and EU local authorities and strengthen the capacity of local authorities for the purposes of climate and environment based actions.

The **specific objective** of this call for proposals is to create sustainable structures for stimulating exchange between local authorities in Turkey and the EU local authorities in areas relevant to climate and environment.

All projects should respond to the specific objectives of this call for proposals.

The proposed project should fall into **at least one** of the below mentioned priorities:

* Development of local plans, strategies, roadmaps and/or preparation of decision-making tools (modelling, impact and vulnerability analysis, etc.) with regard to climate change.
* Enhancing the capacity of local authorities and enabling exchange of adaptation know-how and experience among local authorities within Turkey and/or the EU for creation and/or implementation of climate change adaptation technologies and systems.
* Raising public awareness on climate and environment related issues, particularly actions targeting children and youth.

Projects with local authorities of Turkey -from a region 3, 4, 5 and 6 according to Socio-Economic Development Index-2017 (SEDI-2017) classification- as applicants (as lead or co-applicant) will be favoured (Please see Section 2.3. (1) Step 1-Evaluation Grid of the guidelines).

* 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 60.000**
* maximum amount: **EUR 100.000**

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

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

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the Union 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 <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

* 1. Eligibility criteria

There are three sets of eligibility criteria, relating to:

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

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

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

**Lead applicant**

(1) In order to be eligible for a grant, the lead applicant must:

* be a legal person, **and**
* be non-profit making, **and**
* be established in[[2]](#footnote-3) a Member State of the European Union[[3]](#footnote-4) **or** Turkey **or** an eligible country according to the IPA Regulation[[4]](#footnote-5) [[5]](#footnote-6) [[6]](#footnote-7), **and**
* be directly responsible for the preparation and management of the action with the co-applicants and affiliated entitiy(ies), not acting as an intermediary, **and**
* be a local authority in Turkey (municipality, special provincial administration (SPAs), Departments of Investment Monitoring and Coordination (DIMCs)), **or**
* be a local authority[[7]](#footnote-8) in the EU Member States or an eligible country according to the IPA Regulation, except Turkey.

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| **IMPORTANT NOTE - 1****Associations, foundations, city councils, village mukhtars, private enterprises, branches or representative offices or contact offices/bureaus of organisations (those that do not have legal personality), international organizations, social solidarity foundations, chambers, labour and employer unions, chambers of commerce and industry, commodity exchanges, syndicates, cooperatives, other professional organizations and their federations and confederations, research institutes, schools, universities, development agencies, governorates, district governorates, union of municipalities, affiliated entities of municipalities (such as general directorates of water, transport, etc.), ministries and their provincial directorates cannot apply to this call for proposals as a “lead applicant”.** |

(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 are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (Annex H). For grants of EUR 60 000 or less, no declaration on honour is required. See section 2.4.

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-applicants and affiliated entity(ies) are not in any of these situations.

The lead applicant **must** **act with at least two co-applicants** as specified hereafter.

If awarded the grant contract, the lead applicant will become the beneficiary identified as the coordinator in Annex G (special conditions). The coordinator is the main interlocutor of the contracting authority. It represents and acts on behalf of any other co-beneficiary and coordinate the design and implementation of the action.

**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.

A lead applicant from Turkey must have **at least one eligible co-applicant** which is local authority from the EU Member States.

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

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

It is compulsory to have **at least one non-state actor as a co-applicant** as defined under Co-applicant-2.

**Co-applicant-1**

Co-applicant-1 must satisfy the eligibility criteria as applicable to the lead applicant itself in order to be eligible for a grant.

**Co-applicant-2**

Co-applicant-2 must satisfy the following the eligibility criteria:

* be a legal person, **and**
* be non-profit making, **and**
* be established in[[8]](#footnote-9)8 a Member State of the European Union[[9]](#footnote-10)9 **or** Turkey **or** an eligible country according to the IPA Regulation[[10]](#footnote-11)10 [[11]](#footnote-12)11 [[12]](#footnote-13)12, **and**
* be a CSO[[13]](#footnote-14)13 from Turkey (associations; foundations; federations or confederations of associations or foundations[[14]](#footnote-15)14; cooperatives[[15]](#footnote-16)15), **or**,
* be a CSO from the EU member states or other eligible countries except Turkey (associations; foundations; federations/confederations of associations/foundations; entities established as not-for-profit[[16]](#footnote-17)16 companies/charitable organizations; cooperatives), **or**,
* be a university[[17]](#footnote-18)17, **or**
* be a development agency, **or**
* be a chamber (chamber of commerce, chamber of industry, commodity exchanges, chamber of commerce and industry, chamber of maritime trade).

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| **IMPORTANT NOTE - 2****City councils, village mukhtars, private enterprises, branches or representative offices or contact offices/bureaus of organisations (those that do not have legal personality), international organizations, social solidarity foundations, schools, unions, trade unions, bars ministries and their provincial directorates cannot apply to this call for proposals as a “co-applicant-2”.**  |

In case the lead applicant acts with more than two co-applicants, these co-applicants must satisfy the eligible criteria as applicable to the lead applicant or co-applicant-2.

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

If awarded the grant contract, the co-applicants will become beneficiaries in the action (together with the coordinator).

There is no maximum number of co-applicants but careful consideration should be given during the identification of co-applicants to ensure that each co-applicant has a clearly defined role in the project and has seen the submitted application as well as the budget for a smooth implementation of the project if awarded grant.

**It is compulsory to have tools signed between the lead applicants and co-applicants (such as agreements, protocols, letter of intent) to sustain the partnership after the completion of the project.**

(3) Applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract[[18]](#footnote-19)18.

For easy reference, the eligibility criteria for the applicants are summarized in the following table:

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|  | **Co-applicant-I *(Must)*** | **Co-applicant-II *(Must)*** | **Co-applicant-III and others *(Must only for applications from other eligible countries)*** |
| **Lead applicant from Turkey** | Local authority in the EU Member States | * CSO (associations; foundations; federations/confederations of associations/foundations; cooperatives) in Turkey, **or**
* CSO (associations; foundations; federations/confederations of associations/foundations; entities established as not-for-profit companies/charitable organizations; cooperatives) in the EU Member States or other eligible countries except Turkey, **or**
* University **or** development agency **or** chamber (chamber of commerce, chamber of industry, commodity exchanges, chamber of commerce and industry, chamber of maritime trade)
 | ***(if any)****Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant* ***or*** *co-applicant-2.* |
| **Lead applicant from the EU Member States** | Local authority in Turkey [municipality, special provincial administration (SPAs), Departments of Investment Monitoring and Coordination (DIMCs)] | * CSO (associations; foundations; federations/confederations of associations/foundations; cooperatives) in Turkey, **or**
* CSO (associations; foundations; federations/confederations of associations/foundations; entities established as not-for-profit companies/charitable organizations; cooperatives) in the EU Member States or other eligible countries except Turkey, **or**
* University **or** development agency **or** chamber (chamber of commerce, chamber of industry, commodity exchanges, chamber of commerce and industry, chamber of maritime trade)
 | ***(if any)****Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant* ***or*** *co-applicant-2.* |
| **Lead applicant from other eligible countries** | Local authority in Turkey [municipality, special provincial administration (SPAs), Departments of Investment Monitoring and Coordination (DIMCs)] | Local authority in the EU Member States | * CSO (associations; foundations; federations/confederations of associations/foundations; cooperatives) in Turkey, **or**
* CSO (associations; foundations; federations/confederations of associations/foundations; entities established as not-for-profit companies/charitable organizations; cooperatives) in the EU Member States or other eligible countries except Turkey, **or**
* University **or** development agency **or** chamber (chamber of commerce, chamber of industry, commodity exchanges, chamber of commerce and industry, chamber of maritime trade)
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* + 1. Affiliated entities

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

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

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

This structural link encompasses mainly two notions:

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

Entities affiliated to an applicant may hence be:

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

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

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

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

##### What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

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

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

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

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

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

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant or the co-applicant to which they are affiliated. They must sign the affiliated entity(ies) statement in Part A and Part B Section 5 of the grant application form.

* + 1. Associates and contractors

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

* Associates

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

* Contractors

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

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

Definition:

An action (project) is composed of a set of activities.

Duration:

The initial planned duration of an action may not be lower than **10 months** nor exceed **12 months**.

Sectors or themes:

Sectors: Climate change, environment, sustainable urbanization, climate financing, local diplomacy and other relevant sectors.

Theme: Green Future

Location:

Actions must take place in the following countries: Turkey 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:

All actions, which aim at achieving the Programme objectives, and falling within **at least one** of the priority areas could qualify for financing.

The actions listed below are by way of example only and are not limited to these types of actions:

**Priority 1:** Development of local plans, strategies, roadmaps and/or preparation of decision-making tools (modelling, impact and vulnerability analysis, etc.) with regard to climate change,

* Developing local strategies, plans, roadmaps regarding climate change and sustainable development;
* Enabling local initiatives to support green economic development;
* Conducting preparatory studies to support policy making;
* Developing Local Climate Action Plans;
* Developing Voluntary Local Reviews (VLRs);
* Implementing programs localization of global agendas related environment and climate change.

**Priority 2:** Enhancing the capacity of local authorities and enabling exchange of adaptation know-how and experience among local authorities within Turkey and/or the EU for creation and/or implementation of climate change adaptation technologies and systems.

* Developing and/or implementing technology and innovative tools for climate change adaptation;
* Creating networks and platforms for exchange of best practices related to climate and environment;
* Compliance with the effects of climate change in local and sectoral policies and strengthening capacity, interagency cooperation and coordination;
* Increasing the representation in European networks via joint actions;
* Identifying and monitoring the effects of climate change at the local level.

**Priority 3:** Raising public awareness on climate and environment related issues, particularly actions targeting children and youth.

* Actions targeting public awareness on climate change and environment focusing on different groups of the community;
* Raising awareness on the urgency and importance of adapting to climate change;
* Developing community-based adaptation measures to combat climate change.

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, round tables, seminars or similar events even if their preparatory and/or follow-up activities are included. These actions can only be funded if they form part of a wider project;
* actions started before the signature of the contract with the CFCU;
* actions consisting solely of academic research actions, feasibility studies (unless part of a broader project);
* commercial activities;
* actions which are ideologically biased or partisan in nature;
* actions supporting political parties;
* financial support activities (i.e. the use of the grant to make further grants (financial or in-kind) or loans to other organisations or individuals such as for those who are establishing their businesses);
* construction or investments for the adoption of new/supplementary facilities;
* infrastructure projects or projects essentially focused on the purchase of equipment;
* social service actions such as provision of food, clothing, health and education fees.

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| **IMPORTANT NOTE 3****All projects are expected to promote equal participation of women and men to all activities and opportunities. Projects that demonstrate promotion of gender equality[[19]](#footnote-20)19 and a positive impact on equal opportunities will be favoured during the evaluation of the proposals.****All projects are expected to ensure particular added-value elements (such as innovation, best practices,** **public-private partnerships and creative approaches) and cross-cutting issues (such as, involvement of minorities and vulnerable groups, engagement with civil society, sustainable results) in the project activities.** **All publications developed/published in scope of the actions are recommended to be in both lead applicant’s and co-applicants’ languages.** |

Types of activity

The activities listed below are by way of example only and **are not limited to** these types of activities:

* Capacity building and awareness raising activities via workshops, training sessions, study visits, public campaigns, events, competitions, exhibitions, educational activities in schools, seminars, conferences, social media dissemination, etc.;
* Activities for interagency cooperation and collaboration and activities for promotion and increasing of synergies, lessons learnt and exchange of experience and good practices among national as well as international stakeholders in the EU;
* Activities including research, analysis, studies, desk reviews, survey activities, field studies, mapping, modelling, etc.;
* Activities for development of local policy papers such as local plans, strategies and roadmaps;
* Activities for development of demonstrative and pilot applications to encourage stakeholders to develop similar actions;
* Activities on developing, transferring and/or implementing innovative and technological solutions for green future;
* Discussions/debates and participation in policy making processes at local/ national /international levels;
* Activities for preparation of written, audio, visual materials and publications and/or broadcasts;
* Study visits, networking activities which help to create sustainable partnership among local authorities;
* Providing platforms to encourage and facilitate town twinning activities;
* Development of tool kit(s) for the better implementation of climate policies;
* Developing web-based platforms and innovative tools on town-twinning;
* Improving the capacity of project preparation and implementation at local level.

Projects should **not focus** only on **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 4****In principle, applications should be “original” and unique to the target group’s needs, problems, and be designed with proper solutions and implementation methodology. Therefore, “copy-paste applications” may be eliminated in the course of the evaluation process when the proposals present the same:*** **scope of activity, wording or the same sentences differentiated only by rephrasing,**
* **budget,**
* **implementation modalities with only few differences such as the implementation place, name of lead applicant, co-applicants, 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.** |

Financial support to third parties[[20]](#footnote-21)20

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

Visibility

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

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at <https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en>), complemented by the visibility guidelines of the Delegation of the European Union to Turkey at:

[[https://www.avrupa.info.tr/en/learn-about-eu-visibility-guidelines-16](http://www.avrupa.info.tr/en/learn-about-eu-visibility-guidelines-16.)](https://www.avrupa.info.tr/en/learn-about-eu-visibility-guidelines-16)[.](http://www.avrupa.info.tr/en/learn-about-eu-visibility-guidelines-16.)

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 another application (**only one**) at the same time.

A co-applicant/affiliated entity **may not** be the co-applicant or affiliated entity **in more than one application** under this call for proposals.

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/affiliated entity(ies) comply with these requirements.

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| **IMPORTANT NOTE 5****An entity:*** **can be awarded only one grant as a lead applicant, or**
* **can be awarded only one grant as a co-applicant or affiliated entity, or**
* **can be awarded two grants – one as a lead applicant, one as a co-applicant or affiliated entity.**
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* + 1. Eligibility of costs: costs that can be included

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

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

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

Simplified cost options may take the form of:

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

Simplified costs options (SCOs) are divided in two categories:

1/ "output or result based SCOs": this category includes 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, unit costs or flat rates 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. 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.

2/ "other SCOs". This second category entails simplified cost options embedded in the cost accounting practices of the beneficiary, if they have been accepted by national authorities under comparable funding schemes. In this case, the grant beneficiary shall demonstrate that the national authority accepted the cost accounting practices and will have to specify in which context this acceptance was given. The evaluation committee will assess if the funding scheme is comparable. To obtain reimbursement of this category of SCOs, the beneficiary shall make reference to the comparable funding schemes of national authorities in the budget justification sheet (annex B). 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.

The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex K, and especially ensure that the costs correspond fairly to the actual costs incurred by the beneficiary(ies) and affiliated entity(ies), are in line with their cost accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex K for 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’ (per month/flight etc.), ‘LUMPSUM’, ‘FLAT RATE’ in the Unit column (see example in Annex K).

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

* describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc for output or result based SCO.
* clearly explain the formulas for calculation of the final eligible amount for output or result based SCO[[21]](#footnote-22)21
* make reference to the previously obtained ex-ante assessment for other SCOs.

In case of output or result based SCOs 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. Other SCOs can be declared only if previously successfully ex-ante assessed.

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.  |

The responsible authorising officer may consider that the usual cost accounting practices of the beneficiary are compliant with the conditions applicable to simplified cost options, if they are accepted by national authorities under comparable funding schemes. In this case the grant beneficiary shall demonstrate that the national authority accepted the cost accounting practices and will have to specify in which context this acceptance is given.

The evaluation committee and the contracting authority will assess if the funding scheme is comparable and in case of positive outcome will consider these practices as if they were ex-ante assessed by an external auditor.

Eligible direct costs

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

Subject to this article (14.2), the following direct costs of the beneficiaries shall be eligible:

* the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs (excluding bonuses); salaries and costs shall not exceed those normally borne by the beneficiary(ies), unless it is justified by showing that it is essential to carry out the action;
* travel and subsistence costs for staff and other persons taking part in the action, provided they do not exceed those normally borne by the beneficiary(ies) according to its rules and regulations. In addition, the rates published by the European Commission at the time of contract signature may never be exceeded;
* purchase costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action, provided that ownership is transferred at the end of the action when required in Article 7.5;
* depreciation, rental or leasing costs for equipment (new or used) and supplies specifically dedicated to the purposes of the action;
* costs of consumables specifically dedicated to the action;
* costs of service, supply and work contracts awarded by the beneficiary(ies) for the purposes of the action referred to in Article 10; this includes the costs for mobilising expertise to improve the quality of the logical framework (e.g. accuracy of baselines, monitoring systems, etc.), both at the beginning and during the implementation of the action;
* costs deriving directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audits, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the contract);
* project office costs (costs actually incurred in relation to a project office used for the action or a portion of these costs may be accepted as eligible direct costs as long as the conditions detailed in Article 14.2 of the general conditions to the standard grant contract (see Annex G-II of the guidelines)are fulfilled);

In addition, visibility costs are also eligible as long as the conditions of Article 14 of the general conditions to the standard grant contract (see Annex G-II of the guidelines) are fulfilled.

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

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

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| **IMPORTANT NOTE 6****Civil Servants who are employed under the Law No 657 in Turkey cannot be employed or be paid any salary within the context of this project except for;*** **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 (budget heading 10) not exceeding **5 %** of the subtotal of direct eligible costs (budget heading 7). It can only be used with the **prior written** **authorisation** of the contracting authority.

Eligible indirect costs

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

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

Contributions in kind

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

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

Ineligible costs

The following costs are not eligible:

* debts and debt service charges (interest);
* provisions for losses or potential future liabilities;
* costs declared by the beneficiary(ies) 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;
* credit to third parties;
* in kind contributions;
* taxes, including value added taxes[[22]](#footnote-23)22;
* customs and import duties, or any other charges;
* performance-based bonuses included in costs of staff.

**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).

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| **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. |

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission 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

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

* + 1. Concept note content

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

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

**Applicants must apply in English.**

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

Please note that:

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

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

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

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

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

Hand-written concept notes will not be accepted.

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

* + 1. Where and how to send concept notes

The concept note together with its relating checklist, declaration by the lead applicant, mandate for co-applicants and affiliated entity(ies)’s statement (if any) (to be found in **Part A** **Sections 2, 3, 4 and 5** of the grant application form) must be submitted in one original and two copies in A4 size, each bound.

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

The envelope must bear the **reference number and the title of the call for proposals (TR2020/DG/01/A2-01 – EuropeAid/173144/ID/ACT/TR - Town Twinning between Tukey and EU-II (Twinning for Green Future) Grant Scheme (TTGS-II)**, together with the full name and address of the lead applicant, and the words ‘**NOT TO BE OPENED BEFORE THE OPENING SESSION**’ and **‘AÇILIŞ OTURUMUNDAN ÖNCE AÇMAYINIZ’**.

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

**Postal address/ Address for hand delivery**

Merkezi Finans ve İhale Birimi

(Central Finance and Contracts Unit)

Attn: Barbaros Murat Köse (Acting CFCU Director)

T.C. Hazine ve Maliye Bakanlığı E Blok

İnönü Bulvarı No: 36, 06490 Emek / Ankara / TURKEY

**Title: Town Twinning between Turkey and EU-II (Twinning for Green Future) Grant Scheme (TTGS- II)**

**Reference: TR2020/DG/01/A2-01 – EuropeAid/173144/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.

So as to facilitate the processing of applications, please present **the original dossier and 2 copies in A4 size**, each bound in following order:

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

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

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

4. Mandate for co-applicants - Section 4 of Part A of the grant application form,

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

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

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

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

* + 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[[23]](#footnote-24)23, 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 **1 March 2022** 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 **1 March 2022 at 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>), Union of Municipalities of Turkey (<https://www.tbb.gov.tr>) and the Ministry of Foreign Affairs-Directorate for EU Affairs (<http://www.ab.gov.tr>) websites.

Questions may be sent by e-mail no later than **21 days** before the deadline for the submission of concept notes to the address(es) below, indicating clearly the reference and title of the call for proposals **(TR2020/DG/01/A2-01 - EuropeAid/173144/ID/ACT/TR - Town Twinning between Tukey and EU-II (Twinning for a Green Future) Grant Scheme (TTGS-II)**:

E-mail address: **ttgs2@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 of DG International Cooperation and Development: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, CFCU website at <http://www.cfcu.gov.tr>, Union of Municipalities of Turkey website at <https://www.tbb.gov.tr> and the Ministry of Foreign Affairs-Directorate for EU Affairs website at http://www.ab.gov.tr, as the need arises. It is therefore advisable to consult the abovementioned websites 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 (via e-mail) 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 who did not provide an e-mail address will be informed via post. Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

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

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

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

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

Clarifications will only be requested (via email) when information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework, PADOR registration form) 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, each co-applicants and each (if any) affiliated entities.**

**No additional annexes should be sent.**

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

* + 1. Where and how to send full applications

Full applications (i.e. the full application form, the budget, the logical framework, PADOR Registration form, 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)

Attn: Barbaros Murat Köse (Acting CFCU Director)

T.C. Hazine ve Maliye Bakanlığı E Blok

İnönü Bulvarı No: 36 06490 Emek / Ankara / TURKEY

**Title: Town Twinning between Turkey and EU-II (Twinning for Green Future) Grant Scheme (TTGS- II)**

**Reference: TR2020/DG/01/A2-01 – EuropeAid/173144/ID/ACT/TR**

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

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

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

The envelope must bear the **reference number and the title of the call for proposals**, “**TR2020/DG/01/A2-01 - EuropeAid/173144/ID/ACT/TR - Town Twinning between Turkey and EU-II (Twinning for Green Future) Grant Scheme (TTGS-II)”** together with the full name and address of the lead applicant, and the words ‘**NOT TO BE OPENED BEFORE THE OPENING SESSION**’ and **‘AÇILIŞ OTURUMUNDAN ÖNCE AÇMAYINIZ’.**

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

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

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

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

- Affiliated entity(ies) statement (if any) - Section 5.2 of part B of the grant application form,

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

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

2. Budget (Annex B),

3. Logical framework (Annex C),

4. PADOR Registration form (Annex F),

5. Electronic format (CD-ROM or USB stick) of the full application form (in Word format), budget (in Excel format), logical framework (in Word format) and PADOR Registration form for each entity (i.e. lead applicant, each co-applicant and each affiliated entity (if any)) (in Pdf format).

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

* + 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 which will serve as proof.

The deadline for the submission of full applications will be indicated in the e-mail sent to the lead applicants whose application has been pre-selected. Lead applicants who did not provide an e-mail address will be informed via post.

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).

* + 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 **(TR2020/DG/01/A2-01 – (EuropeAid/173144/ID/ACT/TR) - Town Twinning between Turkey and EU-II (Twinning for Green Future) Grant Scheme (TTGS-II)**:

E-mail address: **ttgs2@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 of DG International Cooperation and Development: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, the CFCU website at <http://www.cfcu.gov.tr>, Union of Municipalities of Turkey website at <https://www.tbb.gov.tr> and the Ministry of Foreign Affairs-Directorate for EU Affairs website at <http://www.ab.gov.tr>, as the need arises. It is therefore advisable to consult the abovementioned websites regularly in order to be informed of the questions and answers published.

* 1. Evaluation and selection of applications

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

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

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

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

* + - If the deadline has been met. Otherwise, the application will be automatically rejected.
* If the concept not 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 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, public-private partnerships, creative approaches) **and** a local authority from Turkey from a region 3, 4, 5 and 6 according to Socio-Economic Development Index (SEDI) classification as an applicant? | 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.

\*\*A score of 5 (very good) will only be given if one of the applicants (as lead or co-applicant) from Turkey is a local authority from regions 3, 4, 5 and 6 as described in the socio-economic development index-2017 (SEDI-2017) of the Ministry of Industry and Technology. If the consortium has more than one local authority from Turkey, the local authority ranked in the lowest category will be considered. For further information: <https://www.sanayi.gov.tr/merkez-birimi/b94224510b7b/sege>

\*\*\* 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 the promotion of gender equality and equal opportunities.

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, where relevant.

After the evaluation of concept notes, the contracting authority will send emails 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 (via email) 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 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.

As **a** **minimum**, **one grant** will be awarded to an applicant with SPA/DIMC as a lead applicant. To this end, the Evaluation Committee retains the right to shift the places of the awardees. **In case two applicants have the same scoring**, the applicant with SPA/DIMC **as a lead applicant will be preferred**.

**(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 Section 2.4). 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 Sections 2.1.1, 2.1.2 and 2.1.3.

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

* 1. Submission of supporting documents for provisionally selected applications

A lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing (e-mail) by the contracting authority. Lead applicants who did not provide an e-mail address will be informed via post.It will be requested to supply the following documents in order to allow the contracting authority to verify the eligibility of the lead applicant, of the co-applicants and (if any) of their affiliated entity(ies):

The statutes or articles of association of the lead applicant, of each co-applicant and (if any) of each affiliated entity[[24]](#footnote-25)23 (signed by the legal representative(s) and stamped with official seal/stamp of the entity).

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

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

A notarized sample of signature(s) for representative(s) empowered to represent and sign for the lead applicant, for each co-applicant and (if any) for each affiliated entity (*sample signature of the person empowered to represent and sign nominated in the 3rd article*).

A copy of the lead applicant’s latest accounts (the profit and loss account and the balance sheet for the last financial year, for which the accounts have been closed, as certified by an independent auditing company/public accountant or authorised body). A copy of the latest account is neither required from the co-applicants nor from (if any) affiliated entity(ies).

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

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

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.

Authorisation or other licenses for the implementation of the projects, if required by the laws.

The lead applicant as well as all co-applicants and affiliated entities (if any) shall fill in and sign the declaration on honour (annex H) certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG).

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 as 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 before the deadline indicated in the request for supporting documents sent to the lead applicant by the contracting authority, the application may be rejected.

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

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

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

The lead applicants will be informed in writing (via e-mail) of the contracting authority’s decision concerning their application and, if rejected, the reasons for the negative decision. Lead applicants who did not provide an e-mail address will be informed via post.

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

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** | 8 February 2022 | 23:59 |
| **3. Last date on which clarifications are issued by the contracting authority** | 18 February 2022 | N/A |
| **4. Deadline for submission of concept notes** | 1 March 2022 | 17:00 |
| **5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)** | 24 June 2022 | N/A |
| **6. Invitations to submit full applications** | 24 June 2022 | N/A |
| **6. Deadline for submission of full applications** | 9 August 2022 | 17:00 |
| **7. Information to lead applicants on the evaluation of the full applications (Step 2)** | 4 November 2022 | N/A |
| **8. Notification of award (after the eligibility check) (Step 3)** | 30 January 2023 | N/A |
| **9. Contract signature** | 15 February 2023 | 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>), Union of Municipalities of Turkey (<https://www.tbb.gov.tr>) and the Ministry of Foreign Affairs-Directorate for EU Affairs (<http://www.ab.gov.tr>) websites.

This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure. In such cases, the updated timetable will be published on the web site of DG International Cooperation and Development: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> CFCU website at <http://www.cfcu.gov.tr>, Union of Municipalities of Turkey website at <https://www.tbb.gov.tr> and the Ministry of Foreign Affairs-Directorate for EU Affairs website at <http://www.ab.gov.tr>. It is highly recommended to follow these websites regularly.

* 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 (Annex G-IV of this guidelines).

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: N.A.

Annex E: Financial identification form (PDF Format) (*to be completed by the provisionally selected*

 *lead applicants*)

Annex F: PADOR Registration form (Pdf format)

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

Annex G: Standard Grant Contract

Annex G-II: general conditions

Annex G-IV: contract award rules

Annex G-V: standard request for payment

Annex G-VI: model narrative and financial report

Annex G-VII: N.A.

Annex G-VIII: N.A.

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

Annex G-X: taxes and customs arrangements

Annex H: Declaration on Honour

Annex I: Daily allowance rates (Per diem), available at the following address: <https://ec.europa.eu/international-partnerships/documents-library_en?keyword=per%20diem%20rates>

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

Annex K: Guidelines for assessing simplified cost options.

**Useful links:**

**Project Cycle Management Guidelines**

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

**The implementation of grant contracts**

**A Users' Guide**

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

**Financial Toolkit**

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

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

\* \* \*

1. 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. The list of member states can be accessed from <https://europa.eu/european-union/about-eu/countries_en> [↑](#footnote-ref-4)
4. Rules for eligibility (PRAG annex A2a) is available from the following internet address: [Annexes - EXACT External Wiki - EN - EC Public Wiki (europa.eu)](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes) [↑](#footnote-ref-5)
5. 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-6)
6. For UK applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014\*\* and Annex IV of the ACP-EU Partnership Agreement\*\*\*, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom\*\*\*\*. Those persons and goods are therefore eligible under this call.

\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

\*\* Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action.

\*\*\* Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014)

\*\*\*\* including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU [↑](#footnote-ref-7)
7. The term «Local Authorities» will refer to public institutions with legal personality, component of the State structure, below the level of central government and accountable to citizens. Local Authorities are usually composed of a deliberative or policy-making body (council or assembly) and an executive body (the Mayor or other executive officer), directly or indirectly elected or selected at local level. The term encompasses different tiers of government, e.g. villages, municipalities, districts, counties, provinces, regions, etc.. Please see details on: https://ec.europa.eu/international-partnerships/system/files/communication-local-authorities-in-partner-countries-com2013280-20130515\_en.pdf [↑](#footnote-ref-8)
8. 8 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-9)
9. 9 The list of member states can be accessed from <https://europa.eu/european-union/about-eu/countries_en> [↑](#footnote-ref-10)
10. 10 Rules for eligibility (PRAG annex A2a) is available from the following internet address: <http://ec.europa.eu/europeaid/prag/annexes.do;JSESSIONID_PUBLIC=xRUmXKAyHzYVhYj-Xr2xA2uz-ZJ2A-l_9DafH7dzGX8AIf-Mf8X9!-1017504173?chapterTitleCode=A> [↑](#footnote-ref-11)
11. 11 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-12)
12. 12 For UK applicants: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement\* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union and to goods originating from an eligible country, as defined under Regulation (EU) No 236/2014\*\* and Annex IV of the ACP-EU Partnership Agreement\*\*\*, are to be understood as including natural or legal persons residing or established in, and to goods originating from, the United Kingdom \*\*\*\*. Those persons and goods are therefore eligible under this call.

\* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.

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\*\*\* Annex IV to the ACP-EU Partnership Agreement, as revised by Decision 1/2014 of the ACP-EU Council of Ministers (OJ L196/40, 3.7.2014)

\*\*\*\* including the Overseas Countries and Territories having special relations with the United Kingdom, as laid down in Part Four and Annex II of the TFEU [↑](#footnote-ref-13)
13. 13 For the purpose of this call, “civil society organization” is defined as:

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

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

c) which is a non-profit legal entity.

In this respect, “Foundations of Social Aid and Solidarity” are not considered as CSO and not eligible to apply as a lead applicant or a co-applicant. [↑](#footnote-ref-14)
14. 14 Federations and confederations of associations or foundations established by the Association Law No:5253. [↑](#footnote-ref-15)
15. 15 To be eligible, cooperatives should demonstrate that their operations are strictly non-profit making. During the verification of eligibility check, they must provide their statute that prohibits distribution of the profit to the shareholders. As an alternative, the organisation should demonstrate, through an audit report covering the last three years (covering the last 3 fiscal years which have been closed) that its profit has not been distributed to the shareholders during the last three years. In addition, the Board of Directors should declare that profit will not be distributed to shareholders in coming 5 years including this year. [↑](#footnote-ref-16)
16. 16 A not-for-profit (non-profit) organisation is the one, which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to the owners, members or others. [↑](#footnote-ref-17)
17. 17 If a co-applicant is linked to a university (faculties, vocational schools, institutes or research centres), the university itself will be regarded as the co-applicant. [↑](#footnote-ref-18)
18. 18 The updated lists of sanctions are available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu).

Please note that the sanctions map is an IT tool for identifying the sanctions regimes. The source of the sanctions stems from legal acts published in the Official Journal (OJ). In case of discrepancy between the published legal acts and the updates on the website it is the OJ version that prevails. [↑](#footnote-ref-19)
19. 19 Within the context of the Project, the term “gender” refers to the men and women as it is understood in the UN International Covenant on Civil and Political Rights, the UN International Covenant on Economic, Social and Cultural Rights, and the UN Convention on the Elimination of all Forms of Discrimination against Women to which Turkey is also a party. [↑](#footnote-ref-20)
20. 20 These third parties are neither affiliated entity(ies) nor associates nor contractors. [↑](#footnote-ref-21)
21. 21 Examples:- for staff costs: number of hours or days of work \* hourly or daily rate pre-set according to the category of personnel concerned;- for travel expenses: distance in km \* pre-set cost of transport per km; number of days \* daily allowance pre-set according to the country;- for specific costs arising from the organization of an event: number of participants at the event \* pre-set total cost per participant etc. [↑](#footnote-ref-22)
22. 22 Unless the following conditions are fulfilled:

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

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

 (iii) they are clearly identified in the project application. [↑](#footnote-ref-23)
23. 23 It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-24)
24. 23 Where the lead applicant and/or a co-applicant(s) and or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided. [↑](#footnote-ref-25)