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

Call for Proposals TR2020/DG/01/A2-01

(EuropeAid/173144/ID/ACT/TR)

issued by the CFCU on 10 December 2021 with deadline of 1 March 2022

**Clarifications**

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

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

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

**General Issues**

1. **Who will assess the project proposals? Can we get external support/hire a consultancy firm for the preparation of our proposal?**

Applications will be examined and evaluated by an evaluation committee with the possible assistance of external assessors. The evaluation is under the responsibility of the CFCU, as the contracting authority, and will be carried out in line with the steps explained and the evaluation grids given in the guidelines under Section 2.3 “*Evaluation and Selection of Applications*”.

The decision of using external assistance for the preparation of the proposal is up to the lead applicant. However, please note that the “*Declaration by the Lead Applicant*” that is to be signed by the lead applicant (see Part A Section 3 and Part B Section 8 of the grant application form) and Section 2.1.1 of the guidelines clearly state that the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicants and affiliated entitiy(ies) and is not acting as an intermediary. In addition, please be reminded that costs incurred prior to the signature of the contract (including such consultancy costs) are ineligible costs, and thus cannot be included in the project budget (neither as grant nor as co-financing) with the exception of the cases falling under article 14.1 (iv) of the general conditions (Annex G-II of the guidelines).

1. **How will the proficiency of the institution be determined?** **Can an institution with a limited capacity (in terms of staff, experience, etc.) apply for the call?**

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

It is important to note that in this section of the evaluation grid, while the operational capacities of all the involved parties (lead applicant, co-applicant, and affiliated entity) are considered; only the lead applicant’s finance resources are taken into account for the financial capacity. Financial capacity of the lead applicant will be assessed through PADOR registration form.

In this manner, all experience considered as appropriate should be included in the relevant sections of the full application form and PADOR registration form should be filled correctly. This information will be used to assess whether the lead applicant, co-applicant and affiliated entity have sufficient and stable experience of managing actions in the same sector and of a comparable scale to the one for which a grant is being requested. However, please note that as this is a restricted call, only the concept notes (application form Part-A) will be submitted at this stage.

If it is thought that the technical and operational capacity of an organisation is not sufficient, projects may involve other entities (e.g. as a co-applicant) where relevant or the entity may prefer to participate to projects with another role (e.g. co-applicant).

1. **Is there a priority based on geographical region/province during assessment?**

As stated in the section 1.2 and in the section 2.3 (opening & administrative checks and concept note evaluation grid (question 1.4)) of the guidelines, 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.

1. **What are the evaluation criteria for the proposals? Will projects with X activities/target groups be more advantageous than others?**

All information related to the evaluation and selection of the applications are elaborated in section 2.3 of the guidelines. Please also see Reply-3.

1. **Will the location of the activity be taken as the basis when making an assessment according to SEDI?**

No, the location of the local authority from Turkey where they are registered to will be taken into account. Please see Reply-3.

1. **Do priority areas have an order of importance amongst them?**

There is not any order of importance among the priority areas. All projects that aim to achieve the program objectives and fall within the scope of **at least one** of the priority areas will be eligible for funding. Please also see Reply-4.

1. **Would it be a problem if our demographic or geographical features are different from the twin city? Is it more appropriate to twin with a city, which have similar demographic and geographical structure?**

No. There is not any evaluation criterion specific to demographic or geographical similarities between the stakeholders, the project proposals will be evaluated based on their design in line with the steps explained and the evaluation grids given in the guidelines under section 2.3 “*Evaluation and Selection of Applications*”.

1. **Can a co-applicant be located in any city, which is different from location of the lead applicant?**

Yes. Please also see Section 2.1.1 of the guidelines.

1. **In case the applicants are from a region 1 or 2 according to the SEDI, will their application be considered only if proposals from applicants in other classifications are eliminated?**

No. Please see Reply-3 and Reply-4.

1. **In how many projects can we take part as lead applicant/co-applicant/affiliated entity/associate?**

A 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. There is no limitation for being an associate in multiple projects.

Please see Important Note-5 of the guidelines for the number of grants that can be awarded.

1. **Is there any limitation on the number of the “co-applicants” and/or “associates”?**

No, there is no maximum number of co-applicants and/or associates but careful consideration should be given during the identification of co-applicants and/or associates to ensure that each actor has a clearly defined role in the project. Please also note that excessive number of co-applicants may endanger the project management.

1. **Is there a portal/matchmaking tool created to find partners from the EU member states? Do we have to find co-applicants ourselves or will you be twinning the entities following the pre-selection of our concept notes?**

There is no portal created to find partners. However, the list of local authorities that have submitted their contact information to the Union of Municipalities of Turkey (UMT) with a request for a joint project can be reached at <https://www.tbb.gov.tr/En/Annoucement_town-twinning-ii-twinning-for-a-green-future-grant-scheme-list-of-eu-local-autho_1192>.

It is solely the applicants’ responsibility to find co-applicants and submit the partnership documents (mandate for the co-applicant(s)) together with the concept note. Please note that all actions should focus on creating sustainable partnerships between local authorities in Turkey and the EU in order to be awarded grant under this call for proposals. Please also see Section 2.2.2 of the guidelines for all documents to be submitted with the concept note.

1. **Are we going to be supported/monitored during the grant implementation period?**

The beneficiaries will be supported in various fields during the implementation period of their contracts. Also, monitoring visits can be realized by various parties throughout the implementation period. Please see section 1.1 of the guidelines for the roles/responsibilities of the relevant institutions.

Please note that the question is related to the implementation period and after the signature of the grant contract, training about the project implementation period will be held to inform the beneficiaries.

1. **How many applicants, whose applications are found successful in the concept note evaluation step, will be invited to full application stage? Will there be a reserve/substitute list?**

As stated in Section 2.3 (1) of the guidelines, once all concept notes that pass the administrative check are assessed, a list will be drawn up with the proposed actions ranked according to their total scores. Then the number of concept notes that are pre-selected (scored above 30 points out of 50) will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to 300% of the available budget (EUR 7.500.000) for this call.

A reserve/substitute list will not be drawn up for the concept note evaluation stage.

1. **How many contracts will be concluded in total at the end of the evaluation process?**

As stated in Section 1.3 of the guidelines, the overall indicative amount made available under this call for proposals is **EUR 2.500.000**. Any grant requested under this call for proposals must fall between minimum **EUR 60.000** and maximum **EUR 100.000**. The number of projects to be awarded will be determined as a result of the evaluation process, based on the available budget envelope for the call for proposals and the requested grant amounts of the proposals that are recommended for award of a contract Please further note that the contracting authority reserves the right not to award all available funds.

1. **Can we apply as a lead applicant or co-applicant if we have already applied for another EU funded call?**

Yes. However, the same project/costs cannot be financed from two different EU/EDF funded programmes/actions.

1. **Will the overall grant amount transferred to our account before project implementation? Could you explain the payment plans and how the payments will be made?**

If awarded grant, the lead applicant will become the coordinator (beneficiary) and as the party of the grant contract, the coordinator will get the payment. Payments to the awarded grant projects are made following the signature of the grant contract by all parties according to article 15 of general conditions (Annex G-II of the standard grant contract). Please also see special conditions article 4.1.

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

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

1. **How many/what type of reports will the grant beneficiaries need to submit during the project implementation period? How often will the narrative and financial reports be submitted during implementation period?**

The coordinator beneficiary (lead applicant) shall be responsible from submission of a final report (consisting of narrative and financial report), as elaborated in the articles 2 and 15 of general conditions (Annex G-II of the guidelines), at the end of the implementation period. Please see Annex G-VI of the guidelines. An interim report will not be requested. Please note that the question is related to the implementation period.

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

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

1. **Could you please clarify the term “co-applicant”? Is it obligatory for the co-applicants take part in project management?**

Co-applicant is the terminology, introduced with the Practical Guide to Contract Procedures for European Union External Actions (PRAG) update in 2013 instead of “project partner”.

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

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

1. **Who can apply to this call? How many co-applicants should there be? Can the co-applicant number (X) be a (Y) entity from (Z) country?**

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

As stated in section 2.1.1 (2) of the guidelines, the lead applicant must act with **at least two** co-applicants. The partnership structure should follow below combinations (for further details please see table in page 9 & 10 of the guidelines):

* A lead applicant from Turkey must have **at least one eligible co-applicant** (co-applicant-1) which is local authority from the EU Member States. Co-applicant-2 can be from any eligible countries.
* A lead applicant from the EU Member States must have **at least one eligible co-applicant** (co-applicant-1) which is a local authority from Turkey. Co-applicant-2 can be from any eligible countries.
* A lead applicant from other eligible countries must have **one co-applicant** (co-applicant-1) which is local authority from Turkey and **one co-applicant** (co-applicant-2) which is local authority from the EU Member States.

1. **Can individuals apply to this call?**

No. However, they can participate in the projects as “associates” as long as they play a real role in the project and bring added value for reaching the project objectives.

1. **Can international organisations (such as** **UNDP, ILO or FAO) apply as a lead applicant or co-applicant?**

No. As stated in the Important Note-1 and Important Note-2, international organisations **cannot apply** to this call for proposals. However, they can participate in the projects as “associates” as long as they play a real role in the project and bring added value for reaching the project objectives.

1. **Can universities apply to this call? Can a faculty/institution/department of the university apply individually to this call?**

Universities (state or foundation) can apply as a **co-applicant**. 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.

1. **Can vocational high schools apply to this call?**

Please see Reply-24. Vocational high schools that are linked to a university may apply as a **co-applicant**. However, in such a case the university itself will be regarded as the co-applicant.

1. **Can governorates/district governorates from Turkey apply to this call?**

No. Please see Section 2.1.1, Important Note-1 and Important Note-2 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives.

1. **Can Development Agencies apply to this call?**

Development Agencies can apply as a **co-applicant**.

1. **Is there a requirement of minimum population of province/district/town for a municipality to apply?**

There is no such requirement. All municipalities can apply to this call.

1. **Can union of municipalities from Turkey apply to this call?**

No. Please see Section 2.1.1, Important Note-1 and Important Note-2 of the guidelines. However, they can participate in the projects as “associates” as long as they play a real role in the action and bring added value for reaching the project objectives.

1. **Can cooperatives apply as a co-applicant?**

Yes, however, they should demonstrate that their operations are strictly non-profit making. Please see footnote 15 of the guidelines for how this will be demonstrated by the applicants.

1. **Can civil society organisations apply as a co-applicant?**

Civil society organisations from Turkey (associations, foundations; federations or confederations of associations or foundations; cooperatives) and civil society organisations from the EU member states or other eligible countries except Turkey (associations; foundations; federations/confederations of associations/foundations; entities established as not-for-profit companies/charitable organizations; cooperatives) can apply as a **co-applicant**. Please also see footnotes 13, 14, 15 and 16 of in section 2.1.1 of the guidelines.

1. **Can branches or representative offices or contact offices/bureaus of associations/foundations apply to this call?**

As stated in the Important Note-1 and Important Note-2 in the guidelines, branches or representative offices or contact offices/bureaus of organisations (**those that do not have legal personality**) **cannot apply** for the call for proposal as a lead applicant or co-applicant. Please also see section 2.1.1 of the guidelines. Branches or representative offices or contact offices/bureaus of associations/foundations that fulfill these criteria **can apply** as co-applicants.

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

If an applicant is linked to a municipality (such as entity/institution/department/section/ directorate), the municipality itself will be regarded as a lead applicant or co-applicant.

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

Yes.

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

If an entity established in an eligible country according to the IPA Regulation fulfils the eligibility requirements in sections 2.1.1 and 2.1.2 of the guidelines, it may be a lead applicant, co-applicant or affiliated entity. Please also see the footnote 4 of the guidelines for further information about other eligible countries according to the IPA Regulation. Please also see Reply-21.

1. **Is it possible to include a profit-making entity to our project?**

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

1. **Is there any eligibility criteria for associates?**

Any organisation or individual may be involved in the action as associates. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1.

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

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

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

No. There is no such requirement stated in the guidelines. However, as stated in Section 2.1.1 of the guidelines “*It 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*”. Sister-city concept is just one kind of partnership among local authorities. Lead applicants may sustain partnerships with their co-applicants also in other forms within this call for proposal. Please note that all actions should focus on creating sustainable partnerships between local authorities in Turkey and the EU in order to be awarded grant under this call for proposals.

1. **Can we apply with the same co-applicants from phase I of Town Twinning between Turkey and EU Grant Scheme to this call?**

Yes, as long as they met the eligibility criteria in Section 2.1.1 of the guidelines, they can be your co-applicants under this call.

**Eligibility of Actions**

**(Section 2.1.4 of the guidelines)**

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

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

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

No, it is not possible to give a specific project example. Please see Reply-41.

1. **Is mutual mobility compulsory between the lead-applicant and co-applicant local governments within the scope of the project?**

There is no such requirement. However, considering that it is a town twinning program, it is important to develop mutual relations through activities. Please see Reply-41.

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

As stated in Section 2.1.5 of the guidelines, “costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant” are ineligible. If the project is prepared for the continuation of a previously funded action, it may be considered eligible for funding. However, without knowing the exact nature of the project, it is difficult to make a judgement and thus the decision will rest with the Evaluation Committee.

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

As long as the Programme objectives etc. matches/similar to each other, same project may be submitted. However, it should be noted that in case the project receives more than one financial assistance by different sources, then the applicants should ensure that no overlapping of the costs exists and integrity of the project is sustained (e.g. action could not be divided in parts). Please note that the financial assistance by different sources cannot be provided by the European Union Budget or the EDF for the same project. Please also see Reply-44.

1. **Should the action/activities be implemented only in the lead applicant’s/co-applicants’ location?**

As stated in Section 2.1.4 of the guidelines under heading “Location”, actions must take place in Turkey and/or EU Member States. In addition, if properly justified, some activities can be implemented in other eligible countries. However, such activities cannot constitute the major part of the action.

Locations of the specific activities should be determined considering the design of the project.

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

**and Financial Issues**

1. **What are the minimum and maximum grant amounts that can be requested under this call? Do the minimum and maximum grant amounts differ depending on the type of the applicants?**

As stated in Section 1.3 of the guidelines, any grant requested under this call must fall between the following minimum and maximum amounts:

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

There is no criterion related to the type entities to request the maximum and minimum grant amounts. The amount should be determined by the applicants based on the design of their project. Please also see Reply-48.

1. **What are the minimum and maximum grant percentages that can be requested under this call?**

As stated in Section 1.3 of the guidelines, minimum and maximum grant percentages are:

* Minimum percentage: **50%** of the total eligible costs of the action.
* Maximum percentage: **90%** of the total eligible costs of the action.

The balance (i.e. the difference between the total cost of the action and the amount requested from the contracting authority) must be financed from sources other than the general budget of the Union or the European Development Fund.

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

Only two thresholds exist in relation to budget headings: “8. Indirect costs” and “10. Provision for contingency reserve”.

As it is indicated in the Section 2.1.5 of the guidelines, 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 the direct eligible costs (budget heading 7). In addition, the budget may include a contingency reserve (budget heading 10) not exceeding **5%** of the subtotal of direct eligible costs (budget heading 7).

Although there is no threshold concerning the other budget headings, appropriate reflection of the activities in the budget; ratio between the estimated costs and the expected results; the necessity, unit rate (e.g. whether it is consistent with market rates) and the number of units (whether it is consistent with the description of action) of the budget items will be taken into account during the evaluation.

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

1. **Will there be a budget item allocated for administrative expenses?**

As it is indicated in the Section 2.1.5 of the guidelines 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 the direct eligible costs (budget heading 7).

1. **How will we determine the proportion of co-financing in our project budget?**

Determination of the proportion of co-financing is up to the applicants. Applicants are recommended to take into account their operational and financial capacities while determining the project budget and co-financing amount. Please also the Reply-48.

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

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

Co-financing can be realised either by **depositing the amount directly** or **in intervals** to the project account or covering some of the costs indicated in the project budget in accordance with the general conditions of the standard grant contract (Annex G-II of the guidelines).

Cost of applicants’ (lead applicant, co-applicants) and affiliated entity(ies) own staff assigned to the action could be included in the budget and may be regarded as co-financing. Actual gross salaries including social security charges and other remuneration-related costs of the staff assigned to the action are eligible costs on the condition that salaries and costs shall not exceed those normally borne by the applicants or affiliated entity(ies) unless it is justified by showing that it is essential to carry out the action. Please see general conditions (Annex G-II of the guidelines).

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

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

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

Yes. Please see the Reply-52 and 53.

1. **Is equipment cost eligible?**

Yes. However, such costs should not constitute the major part of the budget. Please also see the Reply-49.

1. **Are construction and building works eligible?**

No. As stated in section 2.1.4 of the guidelines construction or investments for the adoption of new/supplementary facilities are ineligible actions.

1. **Can salaries be paid to the academicians?**

Academicians, instructors, lecturers, research assistants etc. who work in the institutions falling under the scope of the High Education Law No. 2547 may work in the projects without prejudice to the provisions of the Law they are subject to and the regulations of High Education Institution in which they work for. If they are employed in scope of the projects, they will be requested to submit the legal basis and necessary supporting documents, showing the appropriateness of their employment. Therefore, when preparing the budget and setting the fees/salaries for the academicians, all associated costs must be taken into account (such as revolving funds cuts - if it is the case). Please also see Important Note-6 of the guidelines.

1. **In case we will be showing our staff costs as co-financing, should we terminate the contract with our staff and sign a new staff contract for the project?**

In order for a staff cost to be considered as co-financing, the staff that is being employed at the entity (lead applicant, co-applicant or affiliated entity) should be assigned to the project without terminating their current staff contract. Please also see Reply-57.

1. **Is there a limitation for the number/type of staff to take part in the project? Are there any standards or criteria for persons to be employed in the projects?**

There is no limit for the number or type of staff to be employed in the project. However, any staff to be employed should have real role and responsibility in the project.

While there are no standards or criteria for persons to be employed in the project, they should possess qualifications necessary for the tasks assigned in the project. Also, employment conditions are to be compliant with required legislation and labour code of the country, as well as with the Annex G-X of the guidelines.

1. **Can municipalities purchase services from its own company?**

No, in accordance with the article 10.1 of the general conditions (Annex G-II of the guidelines) applicants shall respect the contract award rules in Annex IV Contract Award Rules. Please note that the question is related to the implementation period. Please also see article 4 of the general conditions (Annex G-II of the guidelines).

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

As stated in Section 2.6 of the guidelines under heading “Implementation Contracts”, where implementation of the action requires the beneficiaries and its affiliated entities (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract (Annex G-IV of this guidelines). Please also see Reply-60.

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

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

1. **Will the grant amount be transferred to our account before the project implementation? Can the grant amount be transferred to our co-beneficiaries bank account?**

Payments to awarded grant projects will be made to the bank account of the lead applicant following the signature of the grant contract by all parties according to article 15 of general conditions (Annex G-II of the standard grant contract). Please also see special conditions (Annex G) article 4.1.

1. **Can we use in-kind contribution to cover the co-financing?**

No. Contributions in kind **may not** be treated as co-financing. Please see Section 2.1.5 of the guidelines.

1. **Is external evaluation and audit obligatory in projects?**

No. An expenditure verification report produced by an auditor for the examination of the costs and revenues is not requested from the beneficiaries as the expenditure verification referred to in article 15.7 of the general conditions (Annex G-II of the guidelines) will be carried out by the contracting authority. Therefore, such costs should not be included in the project budget. On the other hand, if the applicant finds external evaluation (different than the expenditure verification done by the auditor) necessary, it can be included in the action and the budget.

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

**(Section 2.2 of the guidelines)**

1. **Is there an online system to upload our applications?**

No. The applications must be submitted as hard copies in line with the instructions indicated under Section 2.2.2 of the guidelines.

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

Please see the indicative timetable in Section 2.5.2 of the guidelines. The date for notification of award is foreseen as 30.01.2023. Please note that this date is indicative and may be updated by the contracting authority. In such cases, the updated timetable will be published on the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome>, CFCU website at <http://www.cfcu.gov.tr>, UMT website at <https://www.tbb.gov.tr> and the Ministry of Foreign Affairs-Directorate for EU Affairs (DEUA) website at <http://www.ab.gov.tr>.

1. **Will we receive information about our project during the course of the evaluation process? Will a correspondence be made when the evaluation is completed?**

Evaluation process is carried out in line with the PRAG rules and procedures and the evaluation procedure is explained in the Section 2.3 of the guidelines. As stated in section 2.5.1, the lead applicants will be notified in writing (via e-mail) about the results after each evaluation step. Lead applicants who did not provide an e-mail address will be informed via post.

Please also note that a time table showing the indicative dates for sending information to the lead applicants is included in Section 2.5.2 of the guidelines. Please also see the Reply-67.

1. **Where can I reach the guidelines/grant application form and annexes of the guidelines? Will the Turkish versions also be published? Can we use the 2018 version of the application form published for TTGS-I?**

You may reach the Grant Application Package, including guidelines and annexes, from the CFCU website ([www.cfcu.gov.tr](http://www.cfcu.gov.tr)) by selecting “Open” as “tender status” and “Grants” as “tender type” from “Search Tenders” section which is at the right side of the homepage; from the EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> by entering the EuropeAid reference number of this call (173144) after selecting “Search by Reference” or other elements as requested by the search options; or from the websites of the UMT (<https://www.tbb.gov.tr>) and DEUA ([www.ab.gov.tr](http://www.ab.gov.tr)).

You may reach the unofficial Turkish translation of the guidelines (not the grant application form or the annexes) from the websites of the CFCU, UMT and DEUA. Although Turkish version of the guidelines is provided, please note that in case of any inconsistency, English text will be the legal reference.

Please note that the version of the application form published for the “Town Twinning between Turkey and EU-II (Twinning for a Green Future) Grant Scheme (TTGS-II)” should be used.

1. **Should the application be in English? Can we submit our proposals in Turkish?**

As stated in the Section 2.2.1 of the guidelines, the applicants must apply in **English**. Therefore, applications in Turkish or any other language will be rejected immediately.

1. **Which documents should we submit at this stage?**

As this is a restricted call, only the concept notes will be submitted in the first stage. Lead applicants will be invited to submit the full application (Part B of the grant application form) following pre-selection of their concept notes. As indicated in Section 2.2.2 of the guidelines:

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).

should be presented as an original dossier and two copies in A4 size, each bound in that order.

1. **Should applications be sent to the CFCU even if the lead applicant is a local authority from EU member states?**

Yes, please see Section 2.2.2 of the guidelines.

1. **It is stated that the grant application form Part A - concept note should not exceed 6 pages. However, there are some explanations under each question. Should these sections also be included when calculating 6-page limit?**

No. As stated in the instructions for drafting the concept note, when filling in the concept note, all the explanations (except the questions itself) should be deleted by the applicants. Only the questions and the replies provided by the applicants will be considered when checking the page limit. Please see grant application form Part A, Section “Instructions for Drafting the Concept Note”.

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

As stated in the grant application form Part-A Section “Instructions for Drafting the Concept Note” the applicants must ensure that the text is prepared by using Arial 10 characters with 2 cm margins, single line spacing (“0 pt” spacing before and after). Please also see Reply-73.

1. **Is it possible to make modifications on the templates of the Application Form?**

No. Please see Reply-73 and 74.

1. **Can we use the tables and diagrams while filling out the Application Form?**

Tables or diagrams may be added to the application form as long as they are readable by the evaluators. Tables or photographs obtained from other sources must be attached by showing the source. Please also see Reply-73, 74 and 75.

1. **Should the partnership documents be submitted with the concept note? How can we prove that we have established partnerships?**

Please see Reply-71. Mandate for co-applicant(s) and affiliated entity(ies) statement (if any) should be submitted with the concept note. Please see Section 2.2.2 of the guidelines for all documents to be submitted with the concept note.

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

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

1. **Should the documents to be submitted in the concept note be wet signed?**

No. Documents can be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

1. **Is it necessary to submit the evidence on the fulfilment of fiscal/tax obligations/social security contributions for the lead applicant and each co-applicant? Will restructured debts be acceptable?**

Yes, as stated in section 2.4 of the guidelines, **all applicants** should submit evidence on the fulfilment (**including restructuring** etc.) of fiscal/tax obligations/social security contributions taken from the relevant tax authorities/social security authorities **for the lead applicant**, **each co-applicant** and **each affiliated entity** (if any). These documents will be submitted by the applicants whose applications are provisionally selected and should be obtained after the date of contracting authority’s request. If the lead applicant and/or the co-applicant(s)/ or affiliated entity(ies) are exempted from payment of taxes/social security contributions, documentary proof regarding their status should be provided.

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

Please see Reply-80. For the debtor municipalities from Turkey, it will be possible to sign a contract by considering Article 15 of the Municipality Law No. 5393.

1. **Is municipal council decision necessary to sign the Project?**

Please note that municipal council decision is not a mandatory document for the concept note application phase.

The municipalities should submit a “municipal council decision” as managing body decision, when the supporting documents listed in section 2.4 of the guidelines are requested by the contracting authority. All supporting documents listed in section 2.4 needs to be provided by the applicants and affiliated entity(ies) (if any) in order for the contracting authority to verify their eligibility. If any of the 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.

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

As stated in the Section 2.2.3 of the guidelines, the deadline for the submission of concept notes is **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 **1 March 2022 at 17:00 hours (local time)** as evidenced by the signed and dated receipt.

1. **Can you provide information and documents shared during info-days for those who could not participate?**

The presentations made during information days have been uploaded to www.cfcu.gov.tr, [www.tbb.gov.tr](http://www.tbb.gov.tr) and www.ab.gov.tr web sites. Please be informed that all information provided in the info-days is available in the published guidelines.

1. **Can we submit the supporting documents to be requested after provisional selection in a language other than English?**

As stated in section 2.4 of the guidelines, where the supporting documents to be submitted after provisional selection of the applications 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.

However, 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.

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

As stated in Section 2.1.4 of the guidelines under heading “Duration”, the initial planned duration of an action may not be lower than **10 months** nor exceed **12 months**.

\*\*\*