**Grant Scheme for EU-Turkey Intercultural Dialogue (ICD)**

Call for Proposals TR2014/DG/04/A3-02

(EuropeAid/159328/ID/ACT/TR)

issued by the CFCU on 20 February 2018 with deadline of 10 April 2018

**Clarifications-II**

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

**Note 2:** *To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities (Please see Section 2.2.8 of the guidelines).*

**General Issues**

1. **Can we change our co-applicant/associate with another one that has the similar experiences?**

In principle, as stated in Section 2.2.5 of the guidelines, the elements (co-applicant(s), affiliated entity(ies) (if any), associate(s) (if any), priority area(s), specific objective(s) and expected result(s)) outlined in the concept note may not be modified in the full application. 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.

An explanation/justification of the relevant replacement should be included in an accompanying letter or email with the full application. Then the change will be assessed by the Evaluation Committee and/or Contracting Authority. Contracting Authority/Evaluation Committee may request the supporting documents such as decision or legal document of dissolvement of the co-applicant/affiliated entity to assess the issue accordingly.

1. **Is it possible to add a new co-applicant?**

Please see Reply-1.

**Eligibility of Actions (Section 2.1.4 of the Guidelines)**

**Eligibility of Costs (Section 2.1.5 of the Guidelines) and**

**Financial Issues**

1. **How should the budget be prepared? Should the budget details be provided for each budget line or should they be indicated as lumpsum?**

The budget (includes 3 worksheets) should be prepared after the Project is written.

Budget template includes 6 budget headings (such as *1. Human Resources*). Further, some budget lines (such as *1.1.1 Technical*) are also provided by default in the Budget template under the budget headings. Eligible costs (please see Section 2.1.5 of the guidelines) related with the activities should be indicated under the appropriate budget headings. As stated in the instructions on the budget (Worksheet I), the description of items must be sufficiently detailed and all items must be broken down into their main components. The number of units and the unit value for each budget item must be specified. Justification of the Budget for the Action (Worksheet II) should include a narrative clarification of each budget item demonstrating the necessity of the costs and how they relate to the action and also shouldprovide a justification of the calculation of the estimated costs. Inconsistencies between the project and the budget should be avoided.

As stated in the Section 2.1.5 of the guidelines, eligible costs may be based on any or a combination of actual costs to be incurred by the applicants (lead applicant and co-applicant(s)) and one or more simplified cost options. Simplified cost options may take the form of unit costs, lump sums and flat-rate financing. In case use of “simplified cost option” is proposed, the budget should include different budget lines per applicant and for each type of simplified cost option. In addition, the total amount of financing on the basis of simplified cost options (excluding the indirect costs) cannot exceed EUR 60.000 per beneficiary (per lead applicant and per co-applicant). Please also see “Guidelines and Checklist for Assessing Budget and Simplified Cost Options” (Annex K of the guidelines) for more information.

1. **Is there maximum percentage of the total budget, assigned to each category of "Costs" for example "Salaries", "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.

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

**(Section 2.2.7 of the Guidelines)**

1. **Deadline for submission of full application forms was indicated as “23.07.2018” on the published template for the full application form. Is this document still valid for the full application stage? Can we change the date as 07.08.2018?**

Yes, this document is still valid. As stated in Section 2.5.2 of the guidelines, “Deadline for submission of full applications” is a provisional date and may be updated by the Contracting Authority during the procedure. Hence, the updated deadline for submission of the full applications is **07.08.2018** as stated in the invitation letter sent to the applicants by the CFCU.

**Submission of Supporting Documents for Provisionally Selected Applications**

**(Section 2.4 of the Guidelines)**

1. **Is it necessary to submit the evidence on the fulfilment of fiscal/tax obligations taken from the relevant tax authorities for the lead applicant and each co-applicant?**

Yes. As stated in Section 2.4 of the guidelines, the applicants whose applications have been provisionally selected, evidence on the fulfilment (including restructuring etc.) of fiscal/tax obligations (obtained after the date of Contracting Authority’s request) for the lead applicant, each co-applicant and each affiliated entity (if any) should be submitted. If the lead applicant and/or the co-applicant(s) and/or affiliated entity(ies) are tax exempted from such obligations, official documentary proof regarding the status should be provided.