

## Pilot Local Common Use Facility Grant Scheme for Gaziantep and Şanlıurfa

ICMPD/2020/ENHANCER/353/41001

### Clarifications 2 / Questions and Answers

**ICMPD would like to indicate that this is the final publication of Q&A.**

**Note 1:** Most of the questions that have been received concerning this call for proposals 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 a lead applicant, a co-applicant, an action or specific activities (Please see section 2.2.5 of the Guidelines).

#### General Issues

- 1. The maximum amount of support for the project has been stated as 250.000 Euros. If a project proposal is submitted above the grant amount (for example, 300.000 - 350.000 Euros, is it appropriate to cover the extra budget from the institution's own resources or other grant programs?) In such a case, what kind of support mechanism might be appropriate in terms of resources and sustainability?**

Any grant requested under this call for proposals must have minimum 75% of the total eligible costs of the action (see also Section 2.1.4 of the Guidelines for Applicants). This rule sets a limitation for the total budget of the Project and within the boundaries of this limitation, 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 ICMPD and the European Union.

Please also be aware that the actions already financed or in the process of being financed from state budget, other EU programmes, or other funds are ineligible for this call for proposals. Likewise, as mentioned in the section 2.1.4 costs declared by the beneficiary (ies) and financed by another action or work programme receiving an ICMPD or European Union (including through EDF) grant are ineligible.

- 2. Is there a budget limitation as percentage for service procurement and consultancy?**

There is no specific budget limitation for service procurement and consultancy under this call for proposals. However, please bear in mind that implementation contracts with contractors in order to carry out the Action may only cover a limited portion of the Action and shall respect the contract-award procedures set out in Annex IV of this Contract.

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**3. Should we submit English translation of the additional documents / company administrative documents/ other supporting documents at this stage?**

Yes, the language of this call is English. The supporting documents that are listed in the Guidelines shall be provided together with other application documents.

**4. Program objective: Enhancing entrepreneurship: Is there a special distinction or priority for female-male-young-student-academy, or for the ones that own a company and / or has an existing company with a Turkish partner?**

Within this call for proposals, support will be given to institutions, not to individual citizens. The final beneficiaries of the call for proposals are SuTP and LHC entrepreneurs that will benefit from the common use facility. Gender equality should be taken into account when considering the final beneficiaries.

The specific objective of this call for proposals is creating new or enhancing current Local Common Use Facilities as critical focal point as entrepreneurial hubs/community centres in which SuTPs and LHCs peers can interact and have access to several services they need. The project proposals should address this specific objective.

**5. Appendix D: Legal form / Main registration number / Vat number: Can you briefly explain?**

Legal Form means the juridical form of the entity such as NGO, company, foundation, association, university, etc...

Main registration number is the legal entity number that is given to the entities during their legal registration and establishment by the competent authorities. The VAT number is the number given by the relevant tax authorities to the entities as VAT/tax number.

**6. Annex F: VAT Registration number / Statutory Registration number: Can we get brief information?**

Legal registration number of the applicants is the legal entity number that is given to the entities during their legal registration and establishment by the competent authorities.

The VAT registration number is the number given by the relevant tax authorities to the entities as VAT/tax number.

**7. Application form Annex A: Dossier No: Will it be assigned by the grant institution?**

“The Dossier No” will be assigned by the Contracting Authority.

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

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

**8. Is a particular entity or type of entity eligible (numerous questions of this type were received)?**

Please note that in the interest of equal treatment of applicants, the contracting authority does not give a prior opinion on the eligibility of a lead applicant or a co-applicant (Please see section 2.2.5 of the Guidelines).

However, please also note that the eligibility of applicants is defined exhaustively in the Guidelines, i.e. it is clearly defined which entities are eligible.

**Eligibility of actions**

**(Section 2.1.3 of the Guidelines)**

**9. Is a particular action and are particular activities eligible for this call for proposals (numerous questions of this type were received)?**

As stated in section 2.2.5 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 action or specific activities”. Therefore, please carefully read the Guidelines and especially section 2.1.3 of the Guidelines regarding the actions and activities for which an application may be made.

**10. We would like to offer service to entrepreneurs in 5 businesses/workshops. Can a separate field study be conducted in the project in order to determine the scope of the next workshop?**

The project activities should collectively help to achieve the objectives of the action and this call for proposals which are specified in the Section 1.2 of the Guidelines.

**Eligibility of costs (Section 2.1.4 of the Guidelines) and**

**Financial Issues**

**11. In the project context we are planning to have internships. Is it possible to cover the salaries of these students from the project budget?**

Eligible and ineligible costs are stated in the Guidelines for Applicants in section 2.1.4. Also as indicated in section 2.1.3. of the Guidelines financial support to third parties is ineligible.

Salaries can be given to the staff of the project that is essential for the implementation of the project.

Internship programmes are not directly link with the priorities and the objectives of this call for proposal and their salaries for internship program cannot be budgeted under human resources budget heading. Human resources part of the budget template is reserved for the staff that

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will be working on the project implementation. Salary costs derived from the activity implementation, such as salaries for interns cannot be budgeted in the human resources section.

**12. Can the applicant sign a contract as a contractor with its partner company?**

According to General Conditions of the contract with beneficiary (Article 4.1), it is clearly stated that the Beneficiary(ies) shall take all necessary measures to prevent or end any situation that could compromise the impartial and objective performance of this contract. Such conflict of interests may arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest.

As stated in the Annex IV of the Grant Contract, published in the document for information part of the Guidelines, contracts must be awarded in accordance with transparency and fair competition, avoiding any conflicts of interest.

**13. Is it possible to make daily payments to the trainees for their local transportation and meals?**

Under ineligible costs section of the Guidelines for Applicants, it is stated that 'travel and subsistence costs for staff and other persons taking part in the Action' are ineligible. Therefore, direct payments to trainees are ineligible.

Training related costs can be budgeted under budget heading 5. Other costs, services.

**14. a) Can the salaries of the staff to be employed in the project be considered within the scope of co-financing?**

**b) Can the heating and cooling costs of the building be covered within the project?**

**c) Is there a specific budget rate to spend for the visibility activities?**

**d) Can the trainer expenses and mentoring expenses of the trainings be considered within the scope of service procurement?**

a) Please see the Clarification no 1 published on 12 October 2020.

b) Eligible direct office costs can be budgeted under budget heading 4. Local office costs. Indirect costs may be eligible for flat rate funding but the total of this budget line must not exceed 2 % of the estimated total eligible direct costs.

c) Communication and visibility activities should be properly planned and budgeted for each stage of the action implementation. There is no recommended or minimum rate allocated for the visibility actions. However please bear in mind that the Beneficiary(ies) shall take all necessary steps to publicise the fact that the Contracting Authority and the European Union has financed or co-financed the Action. Such measures shall comply with the Communication and Visibility Manual for Union External Actions laid down and published by the European Commission, that can be found at: <https://ec.europa.eu/international-partnerships/comm->

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[visibility-requirements\\_en](#) and should also insure the necessary visibility of the contracting authority.

d) Costs related to mentoring and training activities can be budgeted when relevant for action implementation under budget headings 5. Other costs, services and 6. Other.

**15. Are you looking for a rule of origin for machinery, equipment or software to be purchased? From which countries the products should be purchased?**

Within the framework of this call for proposals there are no specific limitations with regard to origin of machinery, equipment and software i.e. they can originate from any country.

**16. In order to have a cooperative, we need to cover the operating expenses for a while and complete the practical vocational trainings and cooperative trainings of the individuals and to ensure the integration of SuTPs and local host community. However, trainees prefer to have fees to attend the trainings and therefore, a salary must be paid until the trainings are completed and they become cooperatives. Is it appropriate to offer a minimum wage, if not, should I pay the trainees per-diem?**

The salary of project staff is eligible if it is justified by showing that it is essential to carry out the Action and can be budgeted under the budget heading 1.Human Resources. Financial support to 3<sup>rd</sup> parties is not eligible under this call for proposals. Beneficiaries of the activities, like trainees, cannot be considered as project staff and thus cannot be budgeted under the human resources budget heading.

Also, under section 2.1.4. of the Guidelines , it is stated that travel and subsistence costs, per-diems for staff and other persons taking part in the Action are ineligible.

**17. Is it possible to purchase or rent vehicle to be used in R&D studies within the scope of the project?**

The purchase or rent of office vehicle is not eligible under this call for proposals.

**18. Considering the change in the Euro exchange rate, is it possible to increase the budget if needed?**

The budget will be presented and reported in Euro and currency exchange losses are ineligible in this call for proposals. It is not possible to increase the total budget of the contract once it is signed depending on the changes in the exchange rate.

**19. Are incentive items such as awards that can be given after the events, project markets, etc. eligible cost in the budget within the scope of the program?**

Incentive items such as plaques, certificates showing the participation on a seminar, conference, trainings, project markets etc... may be eligible. These awards shall not be in the

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form of prizes/awards given as money and valuable things such as gold, silver etc... and shall not be valuable items. Please bear in mind that the eligible costs are the costs that are necessary for the implementation of the Action.