

Contracting Authority: International Centre for Migration Policy Development

Pilot Local Common Use Facility Grant Scheme for Gaziantep and Şanlıurfa

Guidelines for Grant Applicants

Reference Number: ICMPD/2020/ENHANCER/353/41001

Deadline for submission of application: 06/11/2020

NOTICE

This Grant Scheme Programme is funded under the project titled “Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration (ENHANCER)” (IPA/2019/411-568) which is funded by European Union’s “Facility for Refugees in Turkey (FRiT)” programme and implemented by International Centre for Migration Policy Development (ICMPD).

Implementation of the ENHANCER Project is based on the established institutional framework between the Ministry of Industry and Technology, General Directorate of Development Agencies and the International Centre for Migration Policy Development (ICMPD).

This is a single-step call for proposals, where all documents are submitted together.

International Centre for Migration Policy Development (ICMPD), as the Contracting Authority for the Grant Scheme Programme, is responsible for the administrative and financial implementation of the Grant Scheme. The ICMPD has the ultimate responsibility for the correct use of grant funds and is responsible for managing call for proposal, contracting and payment procedures.

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1. PILOT LOCAL COMMON USE FACILITY GRANT SCHEME FOR GAZIANTEP AND ŞANLIURFA

1.1. BACKGROUND

The International Centre for Migration Policy Development (ICMPD) is an international organisation with 18 Member States and more than 250 staff members. Active in more than 90 countries worldwide, it takes a regional approach in its work to create efficient cooperation and partnerships along migration routes. Priority regions include Africa, Central and South Asia, Europe and the Middle East. Its three-pillar approach to migration management – structurally linking research, migration dialogues and capacity building – contributes to better migration policy development worldwide. The Vienna-based organisation has a mission in Brussels, a regional office in Malta and project offices in several countries. ICMPD receives funding from its Member States, the European Commission, the UN and other multilateral institutions, as well as bilateral donors. Founded in 1993, ICMPD holds UN observer status and cooperates with more than 700 partners including EU institutions and UN agencies. ICMPD has been supporting the government of Turkey’s policy efforts and delivering technical assistance to address migration and refugee patterns in the country.

As of 2014, Turkey has become the country that hosts the biggest refugee population in the world as the number of Syrians under temporary protection (SuTPs) has reached 3.6 million. The Syrian population lives in rural and urban areas, densely in large cities in the South-Eastern Anatolia Region. Turkey continues to provide health & social services as well as education and employment opportunities for SuTPs under the framework of the Law on Foreigners and International Protection (Law No. 6458 of 2013) and its temporary protection directive. Besides, International Institutions support SuTPs and Turkey’s efforts by developing various projects through the funds provided. As the Syrian crisis continues, there has been a shift from humanitarian aid perspective to the socio-economic integration and to support of SuTPs livelihoods. Accordingly, activities such as value chain analysis, labour market assessment studies and entrepreneurship supports have become more critical to identify their contribution for economic growth and job creation potential.

In this regard, ICMPD has started to implement the European Union funded “Enhancement of Entrepreneurship Capacities for Sustainable Socio-Economic Integration (ENHANCER) Project” in close cooperation with the General Directorate of Development Agencies under the Republic of Turkey Ministry of Industry and Technology as of January 2020. The EU Facility for Refugees in Turkey (FRiT) was established in 2016 in response to the European Council's call for significant additional funding to support Syrian refugees in Turkey. FRiT provides for a joint coordination mechanism, designed to ensure that the needs of refugees and host communities in Turkey addressed in a comprehensive and coordinated manner with a total of €6 billion budget in two tranches.

The aim of the ENHANCER project seeks to enable the SuTPs and the host communities in developing new and growing businesses to provide sustainable jobs and livelihoods and develop a sustainable enabling institutional environment. The framework consists of modular strategies and actions that can be tailored to different types of regional, sectoral and socio-cultural settings.

In that sense, the specific objectives of the project are defined as

(i) *“to increase the entrepreneurial activity of the SuTPs and the LHCs by providing an enabling environment and support in creation of new products and markets, which are tradable beyond the local market”*, This will be the entrepreneurial line focus of the project,

(ii) *“Local entrepreneurial ecosystems are more effective and inclusive for the SuTPs and the LHCs”* This will be the ecosystem line focus of the project,

(iii) Policy development related to socio-economic integration and coordination of the implementation of those policies are improved in a structured manner at the national, regional and local levels, this will be the policy line focus of the project.

The Project operates in 11 provinces including İstanbul, Şanlıurfa, Gaziantep, Adana, Mersin, Bursa, İzmir, Ankara, Konya, Kayseri, and Hatay. Approximately €12.1 million allocated for grant support to entrepreneurs and local institutions out of the total €26.4 million project budget. €6 million will be allocated to the competitive grants for Local Common Use Facilities in total, under the ENHANCER project.

The Project has a crucial role for SuTPs to establish and develop their businesses, to integrate into socio-economic ecosystem by participating in the workforce, providing their livelihoods, as well as to contribute to the local economy by creating additional employment and paying taxes. About more than 7.000 Syrian businesses still contribute to the local production, exports and employment, with an average of 9 employees per business¹.

The project is structured around a mission oriented and place-based approach. Mission oriented approach is particularly appealing in dealing with the socio-economic challenges due to rapid SuTPs influx. It focuses on defining missions to provide solutions for social challenges rather than solely fixing market failures or urging piece-meal interventions. Missions give a clear direction in mobilizing stakeholders while enabling bottom-up solutions. Place based development approach, on the other hand, focus on `building on local capabilities and promoting innovative ideas through the interaction of local and general knowledge`. These two approaches both require a multi-sectoral framework and coordination of governmental and non-governmental actors.

The project focuses on fostering entrepreneurial spirit for the differentiated target products and services [mission-oriented] according to the diversified settings and relations [ecosystems] of localities [place-based] through integrating (i) the competence of SuTPs and local host entrepreneurs, and their inter- regional and national relations, (ii) governmental and non-governmental sectors [collaborative].

The ecosystem line aims to form a mission-oriented and place-based enabling ecosystem for collaborative entrepreneurship. This is particularly important not only for the potential entrepreneurs targeted by the project, but also for the existing businesses and start-ups in the provinces. Besides, enhancing the ecosystem in delivering better services will significantly contribute to the sustainability of the project especially in institutional and financial terms. At the provincial level, the ecosystems will be further supported around three major activities: Establishing common use facilities by grant mechanism grant support for ecosystem institutions for soft interventions to deliver better services to their target groups and part of the capacity development for basic institutions at the local level.

Products and services for the support initiative are determined by taking the skills of the SuTPs and their peer social groups into consideration in addition to the local economic structure. These products and services, beyond traditional products, may also include products and services that have the potential to expand the local market in an inclusive manner, such as social media content production, online training preparation, special traditional cooking courses, website design, customized clothing production and sales.

Instead of establishing a one-time support relation with the entrepreneur, the project considers the entrepreneur as a strategic stakeholder in the mid-term business development process and to this end, it incorporates services such as entrepreneurship training, financial support, mentoring and networking, by facilitating access to alternative financial resources. Additionally, technical and financial support will be provided as well to institutions in the local entrepreneurship ecosystem, in order to ensure efficient and inclusive services for entrepreneurs.

The project addresses entrepreneurship with the understanding described above, alongside the context of international migration and local economic development. Intervention modality of the project requires policies and actions for enhancing entrepreneurship to be implemented not only to provide support, but also to improve institutional capacity and inter-agency relations, facilitating business establishment and development.

¹ Building Markets (2018), Turkish-Syrian Business Partnerships: A Nascent Opportunity.

The Project will support entrepreneurs via financial and institutional means. The grant component will provide local support programmes for common use facilities, support programmes for entrepreneurial initiatives, and support programmes for local institutions.

This pilot grant programme will be implemented in line with the **Common Use Facility** activities of ENHANCER project. Under the Common Use Facility Activities, further grant programmes will be launched in all provinces under the scope of the project.

The Pilot Local Common Use Facilities Grant Scheme will be implemented in cooperation with Ministry of Industry and Technology (MoIT) at national level and Ipekyolu and Karacadag Regional Agencies at the provincial level, namely in Gaziantep and Şanlıurfa.

What is a Common Use Facility?

Local Common Use Facilities in the context of ENHANCER Project

One of the main targets of ENHANCER Project is to make soft interventions to the entrepreneurship ecosystem institutions to deliver better services for SuTPs and LHCs to ensure the establishment and maintenance of businesses through cooperation between actors in the ecosystem. In this respect, grants will be provided to upgrading of existing or new local common use facilities. Considering that development of entrepreneurship is a challenge for developing societies, especially SuTPs, due to many factors including lack of investment facilities, it becomes very vital to increase the number and quality of business supporting facilities. In order to support and motivate the development of entrepreneurship, Local Common Use Facilities (LCUFs) has been introduced as a strategy to enhance entrepreneurship development of SuTPs and LHCs.

LCUFs provide support to existing businesses in the ecosystem and encourage the potential new entrepreneurs in developing their businesses. Hence, the project envisages LCUFs as critical focal points acting as entrepreneurial hubs/community centres in which SuTPs and LCHs peers can interact and have access to several services they need. Within the concept of the project LCUFs are envisaged to give different of services including but not limited to;

- | | | |
|----------------------------|-----------------------|-----------------------|
| ➤ common marketing, | ➤ common calibration | ➤ common skill |
| ➤ common order processing, | centre, | development centres, |
| ➤ common product supply, | ➤ common research and | ➤ common software |
| ➤ common production, | development centre, | platform (cloud |
| ➤ common testing centre, | ➤ common design and | solutions), |
| ➤ common quality centre, | modelling | ➤ common working area |

In this respect, common use facilities will reduce the investment and operation costs of the SuTP and LHC entrepreneurs to encourage them to start or maintain a business.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this call for proposals is to contribute to a more inclusive and effective local entrepreneurial ecosystem in line with national and regional/local economic development policies.

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.

Targeted sectors/local value chains:

- food products, including agricultural food and production chain as well,

- textiles and ready garment,
- leather products and shoe making,
- machinery and equipment's,
- furniture production.

This common list for Gaziantep and Şanlıurfa is derived from analysis. The analytic rationale behind the identification of sectors to define the core of the local value chains rests on two logical steps, while the second step, i.e. inclusion of the SuTPs, is a precondition with respect to the objectives and guidelines set out for FRIT-II:

- (i) **contribution to local economy and inclusive growth:** Province level Entrepreneur Information System (EIS) Data², Regional Plan priorities were analysed to view the sectors from the inclusive local economic development perspective.
- a. TRC1 Regional Plan³ priority sectors declared for Gaziantep is quite in line with sectoral agglomerations as implied by Location Quotient (specialization index as named in respective EIS report for 2017). TRC1 regional plan mentions the importance of textiles, food industry, chemicals, machine and metal industry, plastics, leather and shoe-making, furniture production in terms of number of firms and employment.
- b. In a similar fashion, TRC2 Regional Plan⁴ identifies predominant and emerging sectors for Şanlıurfa as textiles and ready garment, furniture production, non-metallic products and main metal industry, machines and equipment production, mining and plastics production, adjusting the agglomeration sectors based on EIS data by adding a few sectors.
- (ii) **inclusion of SuTPs in the sector:** Several local studies conducted in Gaziantep, Şanlıurfa and elsewhere provides guidance in assessing sectors from the viewpoint of SuTPs inclusion as entrepreneurs. ICMPD studies in Gaziantep, Kilis and Adıyaman reveal that SuTPs inclusion, either formal or mostly informal, in sectors such as furniture production, textiles, shoe making and food products and trade has improved these sectors due to reduced labour costs and SuTPs skills and trade connections. Some other sectors, on the other hand, may pose challenges on SuTPs to be included in considerable numbers in the respective sectors such as (i) higher skill and (ii) higher capital requirements. For example, SuTPs inclusion in electronic equipment production as entrepreneurs might be early considering their production know-how and market connections, on top of unfavourable local market conditions such as limited skilled human resource pool, limited local know how and narrow markets and marketing connections. On the other hand, plastics and chemicals production might impose higher capital investment requirements due to industrial organization of these sectors. Although machinery and equipment manufacturing may challenge SuTPs' current skills in Gaziantep and Şanlıurfa, their inclusion might improve (i) productivity in other sectors, (ii) marketing channels especially in Arabic speaking countries.

As a result, assessments based on these rationales yielded the above-mentioned five local value chains named around the core sectors.

² Büyüklük, Başatlık, Uzmanlık: İşyerleri için Hesaplanan Net Satışlar ile, 2017.

[https://gbs.sanayi.gov.tr/Raporlar/B%C3%B6lgesel%20Veriler/B%C3%BCy%C3%BCkl%C3%BCk,%20Ba%C5%9Fatl%C4%B1k.Uzmanl%C4%B1k/B%C3%BCy%C3%BCkl%C3%BCk_Ba%C5%9Fatl%C4%B1k_Uzmanl%C4%B1k%20\(%C4%B0%C5%9Fyerleri%20i%C3%A7in%20hesaplanan%20net%20sat%C4%B1%C5%9Flar%20ile,%202017\).xlsx](https://gbs.sanayi.gov.tr/Raporlar/B%C3%B6lgesel%20Veriler/B%C3%BCy%C3%BCkl%C3%BCk,%20Ba%C5%9Fatl%C4%B1k.Uzmanl%C4%B1k/B%C3%BCy%C3%BCkl%C3%BCk_Ba%C5%9Fatl%C4%B1k_Uzmanl%C4%B1k%20(%C4%B0%C5%9Fyerleri%20i%C3%A7in%20hesaplanan%20net%20sat%C4%B1%C5%9Flar%20ile,%202017).xlsx)

³ TRC1 Gaziantep, Adıyaman, Kilis Bölge Planı (2014-2023),

<https://www.ika.org.tr/upload/yazilar/TRC1-Bolge-Plani-2014-2023-730709.pdf>;

TRC1 Düzey 2 Bölgesi Gaziantep, Adıyaman, Kilis Mevcut Durum Analizi,

<https://www.ika.org.tr/upload/yazilar/Mevcut-Durum-Analizi-533073.pdf>.

⁴ TRC2 Diyarbakır, Şanlıurfa Bölge Planı (2014-2023),

https://www.karacadag.gov.tr/Planlama/Dosya/XO3X23ED_trc2_2014_2023_bolge_plani.pdf;

TRC2 Diyarbakır Şanlıurfa analiz ve Genel Değerlendirme,

https://www.karacadag.gov.tr/Planlama/Dosya/www.karacadag.gov.tr_90_KX7N84BI_analiz_ve_genel_degerlendirme.pdf.

Although this list is not exhaustive, i.e. actions targeting other local value chains and entrepreneurial development in general are eligible for support; actions targeting above-mentioned specific value chains will positively assessed in the “relevance” section of the evaluation stage.

The **priorities** of this call for proposals are:

- 1) Improving inclusive business creation and scaling up services;
- 2) Strengthening networking and export capacity based on SuTP entrepreneurs’ skills and commercial/social connections;
- 3) Upgrading technical and institutional capacity of LCUFs.

IMPORTANT NOTE 1:

Each application must cover minimum two priorities out of three.

Target groups of this call for proposals are: Local institutions such as universities, municipalities, business incubators, technoparks, local chambers of industry and trade, vocational training centres, organized industrial zones, technology development zones etc. which have available building infrastructure.

Final Beneficiaries of this 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.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is €1.800.000. 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 75.000
- maximum amount: EUR 250.000

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

- Minimum percentage: 75% of the total eligible costs of the action (see also Section 2.1.4).
- Maximum percentage: 90% of the total eligible costs of the action (see also Section 2.1.4).

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.

Issuance of this Call for Proposals does not constitute an award or commitment on the part of ICMPD to make any awards, nor does it commit ICMPD to pay for costs incurred in the preparation and submission of an application.

2. 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.

2.1. 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),
- And if any, its **co-applicant(s)** (**where it is not specified otherwise the lead applicant and its co-applicant(s) are hereinafter jointly referred as 'applicant(s)'**) (2.1.1),

(2) the actions:

Actions for which a grant may be awarded (2.1.3);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.4).

2.1.1. 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**
- have proven experience in area of entrepreneurship at least during the last 2 years **and**
- be directly responsible for the preparation and management of the action with if any co-applicant(s), preparation and management of the action with the co-applicant(s), not acting as an intermediary **and**
- be a specific type of organisation operating in Business Support and Entrepreneurship Development **and**
- be Chambers of Commerce & Industry, Chambers of Commodity Exchange **or** Unions of tradesmen and craftsmen chambers **or** Municipalities **or**
- be an organisation such as Common Use Facilities, Business Incubators, Entrepreneurship Centres, Vocational Training Centres (which are not affiliated to Ministry of Education and which are not part of formal education and linked to business support organisations or universities), Technoparks, Organized Industrial zones, Technology Development Zones, Universities. (Legal entities exclusively refer to legal personalities defined by their respective laws: 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 Turkish national law.) **and**
- be established in Gaziantep or Şanlıurfa, Turkey.

The lead applicant may act individually or with co-applicant(s).

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 (if any) 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.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.

Co-applicants must sign the mandate in Section 4 of the grant application form.

If awarded the grant contract, the co-applicant(s) (if any) will become beneficiary (ies) in the action (together with the coordinator).

(2) As a general principle, but in observance of the principle of proportionality, ICMPD shall exclude from participation applicants which were found in situations of:

- a. bankruptcy, insolvency or winding-up procedures;
- b. breach of obligations relating to the payment of taxes or social security contributions;
- c. grave professional misconduct, including mis-representation;
- d. fraud;
- e. corruption;
- f. conduct related to a criminal organisation;
- g. money laundering or terrorist financing;
- h. terrorist offences or offences linked to terrorist activities;
- i. child labour and other trafficking in human beings.

In this respect, lead applicants, co-applicants are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (Annex F).

Applicants included in the lists of EU restrictive measures⁵ at the moment of the award decision cannot be awarded the contract⁶.

(3) Please note that:

- Political parties and their affiliated structures are not eligible as lead applicants/co-applicant(s) under this Call for Proposals.
- Individual commercial enterprises or groups of enterprises are not eligible as lead applicants/co-applicant(s) under this Call for Proposals. However, where relevant, they are encouraged to participate as associates.
- Please note that provincial/regional/district directorates of central government cannot participate in this Call for Proposals as lead applicant or co-applicant; however they may participate as associates.

⁵ <https://ec.europa.eu/europeaid/prag/document.do?nodeNumber=2.4>

⁶ The updated lists of sanctions are available at 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.

2.1.2. Associates and contractors

The following entities are not applicants and do not have to sign the ‘mandate for co-applicant(s)’:

- 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. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1.

- Contractors

The beneficiaries are permitted to award contracts. Associates cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the grant contract.

2.1.3. Eligible actions: actions for which an application may be made

Definition:

An action is composed of a set of activities.

Duration

The initial planned duration of an action may not be less than 12 months nor exceed 24 months.

Sectors or themes

SuTP inclusive Entrepreneurship development.

Location

Actions must take place in Gaziantep or Şanlıurfa, Turkey.

Types of action

Types of actions, which may be financed under this call:

- Establishing structures, or extending pre-existing structures open to common use, to meet the technological, capacity development, entrepreneurship development needs of SuTP’s and LHC’s.
- Promote business support services to facilitate start-ups and scale-ups among enterprises established by SuTP and LHC member entrepreneurs
- Promote inter-company networks, among SuTP-LHC members and – Syrians or other target nationals abroad, that facilitate joint ventures and help strategic partnerships among firms,
- Promote exports to abroad, promote products and services to expand the local market, by improving and building on SuTP entrepreneurs skills and networks through;

It is expected that applicants will have available space dedicated for the action or for establishment/upgrade of the common use facility to implement the common use activities which entrepreneurs will benefit effectively. **These spaces should either be owned by the applicant or the usufruct⁷ should be properly documented.**

⁷ The usufruct is defined by these guidelines as the legal right accorded to the beneficiary(ies) to benefit from state-owned property. The documentation should prove that the right to use the property for a specific time period would ensure the sustainability of the activities to be implemented.

Please note that **the below list is non-exclusive list of eligible activities**. The project activities should collectively help achieve the objectives of this programme, which are specified in the Section 1.2.

- developing mentoring mechanisms and integrating in mentoring networks
- providing coaching to improve SuTP and LHC member entrepreneurs access to finance, legal and procedural information
- Provision of consultancy services for digitalization, internationalization and branding to SuTP and LHC SMEs and enterprises
- Supporting design/idea/content/product development activities for SuTP and LHC entrepreneurs and SMEs
- Providing trainings to prepare multimedia/e-learning applications for entrepreneurs and develop and foster interactive and online tools
- facilitating inter-company communication
- establishing B2B networks at sectoral level and conducting B2B events
- providing credible and objective information on products, markets, firms, etc., e.g. through valuation and assessment
- facilitating technology and innovation spread among firms
- conducting market and product analysis only if undertaken by applicants' own resources
- developing targeted marketing strategies
- conducting market reach and providing facilities to link up with local and global value chains
- realization of programs where early stage entrepreneurs can work with large companies and receive consultancy support from experienced company managers, experts and academicians
- organizing capacity building and training programs on specialised topics such as commercialization, finance, export and intellectual property
- Promote vocational training and apprenticeship programmes accredited by the Turkish Authority as an answer to the needs analysis of the industry in the province
- procurement of machinery, goods, and equipment for the upgrade and refurbishment of common use facilities and the costs of installation of machinery and equipment
- preparation of in-service training programs including capacity building activities for the personnel of common use facilities on issues such as training program development, sectoral skills, training of trainers etc. for the upgrade of common use facilities services

The following types of actions 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;
- actions already financed or in the process of being financed from state budget, other EU programmes, or other funds;

- one-off actions such as conferences, round tables, seminars or similar events. These actions can only be funded if they form part of a wider project.
- actions with costs incurred outside the contract period;
- profit-making activities;
- commercial activities;
- charitable donations;
- actions which are ideologically biased or partisan in nature;
- actions of supporting or linked to political parties;
- actions consisting solely of research, development of strategies, plans or other similar documents;
- grant making activities (i.e. the use of the grant to make further grants (financial or in-kind) or loans to other organizations or individuals such as for those who are establishing their businesses);
- infrastructure projects;
- procurement or lease of land, buildings or other similar facilities and structures.
- actions not covering at least two priorities of this call for proposals

Financial support to third parties⁸

Applicants may not propose financial support to third parties.

Visibility

The beneficiary(ies) must take all necessary steps to ensure the visibility of ICMPD, its donor, the European Union, Ministry of Industry and Technology, and Development Agencies. The fact that the European Union has financed the action under the FRiT programme has to be publicised by the applicant.

The beneficiary(ies) shall mention the title of the Action and the Contracting Authority as well as the European Union's financial contribution in information given to the final recipients of the Action, in its internal and annual reports, and in any dealings with the media. It shall display the Contracting Authority, Ministry of Industry and Technology and European Union logo wherever appropriate.

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 http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants

The lead applicant **may not submit more than 1 application** under this call for proposals.

The lead applicant **may not be a co-applicant in another application** at the same time.

⁸ These third parties are neither associates nor contractors.

A co-applicant **may not be the co-applicant in more than 1 application** under this call for proposals.

IMPORTANT NOTE 2

Please note that lead and co-applicants (if any) who will be granted under this call for proposal will be excluded from applying (both as lead applicant and co-applicant) for future Local Common Use Facilities Grant Scheme Programs of ICMPD's ENHANCER Project.

2.1.4. 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 will be based on the following form:

- actual costs incurred by the beneficiary(ies).

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 as a result of these corrections.

It is therefore in the applicants' interest to provide a **realistic and cost-effective budget**.

Eligible costs are actual costs incurred by the Beneficiary(ies) which meet all the following criteria:

1) they are incurred during the implementation of the Action. In particular:

- (i) Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
- (ii) Costs incurred should be paid before the submission of the final reports. They may be paid afterwards, provided they are listed in the final report together with the estimated date of payment;
- (iii) An exception is made for costs relating to final reports, including expenditure verification, audit and final evaluation of the Action, which may be incurred after the implementation period of the Action;
- (iv) Procedures to award contracts, as referred to in Article 10, may have been initiated and contracts may be concluded by the Beneficiary(ies) before the start of the implementation period of the Action, provided the provisions of Annex IV have been respected.

2) they are indicated in the overall budget for the Action;

3) they are necessary for the implementation of the Action;

4) they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the applicable accounting standards of the country where the Beneficiary(ies) is established and according to the usual cost accounting practices of the Beneficiary(ies);

5) they comply with the requirements of applicable tax and social legislation;

6) they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Eligible direct costs

Civil servants who are employed under the Law No 657 cannot be employed or be paid any salary within the context of this project except if:

- upon receipt of official permit by their institutions confirming no conflict with their nature of duties and they are under the payroll of the beneficiaries.

Other public officials and academic staff can be employed in the project upon receipt of official permit from their institutions within the framework of the applicable law(s) to which they and their institutions are subject to.

The following direct costs of the Beneficiary(ies) shall be eligible:

- a) the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; 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;
- b) purchase costs for equipment, machinery and supplies (new) specifically for the purpose of the Action, provided that ownership is transferred at the end of the Action when required. Please note that the total cost of equipment and supplies (excluding office supplies) should not exceed the 40% of the total eligible direct costs;
- c) costs of consumables;
- d) costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the Action;
- e) costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, expenditure verification costs, translation, reproduction, insurance, etc.) including financial service costs (in particular the cost of transfers and financial guarantees where required according to the Contract);
- f) duties, taxes and charges, including VAT, paid and not recoverable by the Beneficiary(ies), unless otherwise provided in the Special Conditions.

IMPORTANT NOTE 3

1. Please note that costs for expenditure verification should be provisioned in the budget and in the application documents properly. The applicant must bear in mind that in case of award of grant, the applicant will make the necessary arrangements for expenditure verification audit (such as preparation of ToR, selection of audit company) before the contract signature.
2. Please consider that purchase or rental costs for any equipment and supplies should be serving purposes of the action; and requested costs of services should correspond to market rates.
3. Please note that sound financial management principles in terms of ensuring cost - effectiveness (in terms of efficiency, effectiveness and sustainability of the action) will be of importance in the evaluation stage, therefore, applicants must carefully consider project budget versus project activities and achievements in designing their proposals.

Contingency reserve

The budget may include a contingency reserve not exceeding 2% of the estimated total eligible direct costs. It can only be used with the **prior written authorisation** of the contracting authority.

Eligible indirect costs

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 2% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The lead applicant may be asked to justify the percentage requested before the grant contract is signed. However, once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided.

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

Ineligible costs

The following costs are not eligible:

- Construction and works costs except for the small renovations for installation of the necessary equipment/machinery
- travel and subsistence costs for staff and other persons taking part in the Action;
- Office vehicle costs and office rent
- 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 an ICMPD or European Union (including through EDF) grant;
- purchases of land or buildings,
- currency exchange losses;
- contributions in-kind;
- credits to third parties.

No profit principle

The grant may not produce a profit for the applicant(s) or Co-Applicant(s). Profit is defined as a surplus of the receipts over the eligible costs approved by the Contracting Authority when the request for payment of the balance is made.

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.

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

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

Zero tolerance for sexual exploitation, abuse and harassment

The ICMPD 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 ICMPD 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.

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.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

2.2.1. Application forms

Applications must be submitted in accordance with the instructions on the applications in the Grant Application Form annexed to these guidelines (Annex A).

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions or any major inconsistency in the application e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the 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 applications (i.e. the Application Form (Annex A), the Budget (Annex B), the Logical Framework (Annex C), Legal Entity Sheet (Annex D), Financial Identification Form (Annex E) and the Declaration on Honour (Annex F) by the lead applicant and co-applicant if any) which have to be filled in will be transmitted to evaluators. It is therefore of utmost importance that these documents contain all the relevant information concerning the action.

2.2.2. Supporting documents to be submitted

In addition to the Grant Application Form (Annex A), the Budget (Annex B), the Logical Framework (Annex C), the lead applicants must submit the following documents:

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant ^[1].
2. The lead applicant must provide an audit report produced by an approved external auditor where it is available, and always in cases where a statutory audit is required by EU or national law. That report shall certify the accounts for up to the last 3 financial years available. In all other cases, the applicant shall provide a self-declaration signed by its authorised representative certifying the validity of its accounts for up to the last 3 financial years available. The external audit report is not required from (if any) the co-applicant(s).
3. 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). A copy of the latest account is not required from (if any) the co-applicant(s).
4. Legal entity sheet (Annex D) duly completed and signed by each of the applicants (i.e. by the lead applicant and (if any) by each co-applicant), accompanied by the justifying documents requested there.
5. A financial identification form (Annex E) of the lead applicant (not from co-applicant(s)). This bank should be located in the country where the lead applicant is established. If the lead applicant has already submitted a financial identification form in the past for a contract where the ICMPD

^[1] Where the lead applicant and/or a co-applicant(s) is a public body created by a law, a copy of the said law must be provided.

was in charge of the payments and intends to use the same bank account, a copy of the previous financial identification form may be provided instead.

6. Notarised document with the name(s) of the person(s) empowered to represent the applicants further a decision of the Board of Directors, if the person(s) to be appointed are not empowered with such responsibility within the Articles of legal status of the applicants; sample of signature(s), registered to the notary for representative(s).
7. Title deed or the documentation proving the usufruct⁹ of the building/facility/premise of which local common used facility activities will be implemented.
8. The lead applicant as well as all co-applicants shall fill in and sign the declaration on honour (Annex F) certifying that they are not in one of the exclusion situations.
9. The decision of the lead applicant's, of each co-applicant's (if any) managing bodies to implement the project with a nomination of the person(s) empowered to represent and sign and proof of signatures of these persons.
10. Up-to-date evidence on the fulfilment (including restructuring etc.) of obligations related to social security contributions taken from the relevant social security authorities for the lead applicant and for each co-applicant. If the lead applicant and/or the co-applicant(s) (if any) are exempted from social security contributions, documentary proof regarding the status should be provided.
11. Up-to-date evidence on the fulfilment (including restructuring etc.) of the fiscal/tax obligations taken from the relevant tax authorities for the lead applicant, for each co-applicant (if any). If the lead applicant and/or the co-applicant(s) (if any) are tax exempted, documentary proof regarding the status should be provided.

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.

If the abovementioned supporting documents are not provided together with the application form, the application may be rejected.

Please note that the grant application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.

No additional annexes should be sent.

2.2.3. Where and how to send applications

Applications must be submitted in one original and two copies in A4 size, each bound. The complete application form, budget and logical framework and supporting documents must also be supplied in electronic format (CD-ROM) in a separate and single file (i.e. the application must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed.

The checklist (Section 6 of the grant application form) and the **declaration by the lead applicant** (Section 7 of the grant application form) must be stapled separately and enclosed in the envelope.

Co-applicants (if any) must sign the **mandate** in Section 4 of the grant application form.

⁹ Please refer to definitions made for the usufruct on page 11.

The outer envelope must bear the **title of the call for proposals**, the full name and address of the lead applicant, and the words ‘**Not to be opened before the opening session**’.

Applications 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) at the address below:

Postal address:

International Centre for Migration Policy Development (ICMPD)

Ankara Office

Eskişehir Yolu Armada İş Merkezi No:6

A Blok Kat:16 Kapı No: 25

Yenimahalle/Ankara

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

Lead applicants must verify that their application is complete using the checklist (Section 6 of the grant application form). Incomplete applications may be rejected.

2.2.4. Deadline for submission of applications

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

In the first case, the 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 application which will serve as proof.

The deadline for the submission of applications is 6.11.2020 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 6.11.2020 before 17:00 hours local time (TR time) as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

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 Opening&Administrative Checks and Eligibility Check, 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 timetable under Section 2.4.2).

2.2.5. Further information about applications

An online information session on this call for proposals will be held on 23.09.2020 at 14:00 local time.

Questions may be sent by e-mail no later than 14 days before the deadline for the submission of applications to the below address, indicating clearly the reference of the call for proposals:

E-mail address: <hibe@icmpd.org >

Questions that may be relevant to other applicants, together with the answers, will be published on the website of ICMPD (www.enhancerproject.com, www.enhancerprojesi.com or <https://www.icmpd.org/work-with-us/grants/open-calls-for-proposals/>) webpages. It is therefore advisable to consult the abovementioned

websites regularly in order to be informed of the questions and answers published. The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 7 days before the deadline for the submission of applications.

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.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the evaluators appointed by the contracting authority. 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, the application will be rejected on this sole basis.

2.3.1. Opening & Administrative Checks and Eligibility Check

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

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in this guidelines for applicants. 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.
- If the application and all the relevant supporting documents have been submitted and if they are in proper format. Any missing supporting document or any incoherence between the declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.

2.3.2. Financial & Operational Capacity Check and Technical Evaluation

The applications that passed the administrative and eligibility check will be further evaluated on their quality, including the proposed budget and capacity of the applicants. 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 applicant(s)'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 (applies to lead applicant and co-applicants).

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 have sufficient in-house experience of project management?	4
1.2 Do the applicants have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	4
1.3 Do the applicants have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)	4
1.4 Does the lead applicant have stable and sufficient sources of finance?	8
2. Relevance	16
2.1 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)?	4
2.2 How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	4
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs (as rights holders and/or duty bearers) and constraints been clearly defined and does the proposal address them appropriately?	4
2.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)?	4
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 stakeholders's (co-applicants, target groups, etc.) level of involvement and participation in the action satisfactory?	5
5. Sustainability of the action	19
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 (<i>e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs</i>) - Institutionally (<i>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?</i>) - At policy level (where applicable) (<i>what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods</i>) - Environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	9
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 17 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 total score of the evaluation is less than 65, the application will be rejected.

If the lead applicant applies with co-applicant, the maximum score for point 4.3 shall be 5. If the lead applicant applies without co-applicants the maximum score for point 4.3 shall be 4.

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.

2.4. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.4.1. Content of the decision

The lead applicants will be informed in writing of the contracting authority's decision concerning their application.

2.4.2. Indicative Timetable

	DATE	TIME
1. Information meeting (online webinar)	23/09/2020	14:00
2. Deadline for requesting any clarifications from the contracting authority	23/10/2020	17:00
3. Last date on which clarifications are issued by the contracting authority	30/10/2020	-
4. Deadline for submission of applications	06/11/2020	17:00
5. Notification to the applicants on the results of evaluation (predicted time)	27/11/2020	-
6. Contract signature (predicted time)	11/12/2020	-

All times are in the time zone of Turkey.

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.

2.5. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the beneficiary(ies) will be offered a contract. By signing the application form the applicants agree, if awarded a grant, to accept the contractual conditions of the grant contract.

Implementation contracts:

Where implementation of the action requires the beneficiary(ies) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Word format)

Annex C1: The Non-Exhaustive List of Indicators (*for information only*)

Annex D: Legal Entity Identification Form

Annex E: Financial Identification Form

Annex F: Declaration on Honour

DOCUMENTS FOR INFORMATION (THESE DOCUMENTS DO NOT NEED TO BE SUBMITTED)

Annex G: Standard Grant Contract

- Annex II: General Conditions
- Annex IV: Procurement by Grant Beneficiaries
- Annex V: Payment Request for Grant Contract
- Annex VI: Model Narrative, Final and Financial Report
- Annex VII: Terms of Reference for an Expenditure Verification of a Grant Contract
- Annex VIII: Pre-financing Guarantee Form
- Annex IX: Template for Transfer of Assets
- Annex X: Provisional Financial Report and Forecast

Annex H: Information on Tax Regime

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