ENHANCER PRO Türkiye Call for Proposals

Local Common Use Facility Grant Scheme

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CLARIFICATION N°2 / Questions and Answers

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Following the receipt of a high number of questions, ICMPD would like to announce that Q&A will be published on a regular basis until the deadline for asking clarifications (3rd March 2026 – 17.00h Vienna Time)

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 2.1 of the Guidelines).*

Eligibility of Applicants and Actions

Question 1: Can public institutions that are not eligible applicants (schools, district directorates, institutions affiliated with the Ministry of National Education) participate as affiliated entities and allocate part of their buildings as LCUFs? Which official documents are required regarding usage rights and ownership in such cases?

Answer 1: Please review Section *2.1.2 Affiliated entities, Associates and Contractors* of the Guidelines, which describes the three possible roles — affiliated entities, associates, and contractors — and provides their respective definitions.

The role that an institution may assume in a given project depends on the specific arrangements of the proposed action. In line with the principle of equal treatment of applicants, the Contracting Authority cannot assess or comment on individual project arrangements. Applicants are therefore advised to review the definitions provided in the Guidelines and determine whether the institutions concerned may be considered as affiliated entities or associates.

With regard to the project area, applicants are invited to consult Section *2.1.3 Eligible actions* of the Guidelines, including Footnote 9, which specifies the documentation required to demonstrate ownership. As indicated therein, usufruct is defined in these Guidelines as the legal right granted to the beneficiary(ies) to benefit from state-owned property.

Question 2: If a TTO is affiliated with a university and does not have a separate budget, who can be the legal representative in the project and how should the application be submitted?

Answer 2: Please review Section *2.1.1 Eligibility of the Applicants* of the Guidelines, which states that the eligible applicants include:

- Technology Development Zones (Teknoparks) and Technology Transfer Offices (TTOs) *(Note: Only one entity — either the Technopark or a TTO affiliated with the same university — may apply).*
- Universities which do not have any directly affiliated Teknoparks or TTOs.

In addition, being a legal person is a requirement for eligibility as an applicant. Applicants are therefore invited to consider their specific institutional arrangements (e.g. whether there is a Technopark with legal personality and whether the university has any directly affiliated Teknoparks or TTOs) in order to determine their eligibility.
Please also note that, where the university is the eligible applicant, the managing body may submit the application on its behalf, as explained in Section *2.2.3 Supporting documents to be submitted*.

Question 3: Can chambers of tradesmen apply?

Answer 3: Please note that, in the interest of the 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 review Section *2.1.1 Eligibility of the Applicants* of the Guidelines*,* which states that eligible applicants include: "Chambers of Commerce and/or Industry, Chambers of Commodity Exchange, or Unions of Tradesmen and Craftsmen Chambers."

Question 4: Can universities that have a Technopark and a TTO submit a separate application outside these structures?

Answer 4: Please review the section *2.1.1. Eligibility of the Applicants* of the Guideline, which states universities are eligible applicants only when they "do not have any directly affiliated Teknoparks or TTOs".
Please note Technology Development Zones (Teknoparks) and Technology Transfer Offices (TTO) mentioned above needs to have a legal personality to be an eligible applicant.

Question 5: Does receiving grant under a KOSGEB programme constitute an obstacle to applying for this call for proposals?

Answer 5: As stated in the Section *2.1.4. Eligibility of Costs* of the Guidelines, which states that "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.

In addition, double funding of the same specific activities under two different grant programmes (national or international) is prohibited.
Please also check section, *2.1.1. Eligibility of the Applicants* of the Guidelines on the requirements regarding the applicants.

Question 6: If a University Faculty of Engineering applies for the grant, through which legal entity and procedure should the application be submitted?

Answer 6: Please review section *2.1.1. Eligibility of the Applicants* of the Guidelines, where it is stated that: "Any institution or sub-units affiliated to universities (that does not have Technology Development Zones (Teknoparks) and Technology Transfer Offices (TTO) (faculties, vocational schools of higher education etc.) that do not have a separate legal entity cannot be applicant/co-applicant/affiliated entity in this Call for Proposals unless they apply on behalf of the legal entity of their universities. In order to prove that they apply on behalf of the legal entity of their universities as applicant/co-applicant/affiliated entity, related declarations in the application form should be duly completed, updated and originally signed by the rector of the university."

Question 7: a) Can co-applicants be from different eligible provinces than lead applicant?

b) Can the lead applicant and the associate partner be based in different eligible provinces, with project activities implemented in both provinces? Specifically, the lead applicant is registered in Ankara and the associate partner in Istanbul, and activities will take place in both locations.

Answer 7: a) As stated under section *2.1.1. Eligibility of Applicants*, (i.e. lead applicant and co-applicant(s)); "Lead applicant · be legally established in one of the following provinces: Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye, Şanlıurfa. Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. Co-applicant(s) (if any) may be either from the same province of the lead applicant or another province listed in the eligibility criteria."

b) Please review section *2.1.1. Eligibility of Applicants* of the Guidelines, which states that 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.

And for the question regarding the location of the activities please review section *2.1.3. Eligible actions* which states actions must take place in at least one of the following provinces: Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye or Şanlıurfa.

Question 8: Can an institution that has previously received grant support reapply?

Answer 8: The Guidelines do not place any restriction on applicants that have been funded previously, regardless of the type of grant received. For the eligibility requirements, please refer to Section *2.1.1 Eligibility of Applicants* of the Guidelines.

Question 9: Are vocational education centres that do not provide formal education considered eligible applicants?

Question 10: Our facility was established under an IPA program as university research centre. It does not possess a separate commercial legal identity (i.e., it does not have 'shares' or a corporate structure) and is 100% owned, governed, and operated by a State University. The State University in question does have an affiliated Technology Development Zone (Teknopark). Given that the IPA-established Common Use Facility is 100% owned by the University itself (and not by its affiliated Teknopark), can the University's legal entity apply directly under the 'Common Use Facilities established under IPA' category? Or must the application strictly be submitted by the university's Teknopark/TTO, even though the Teknopark does not hold the legal ownership or any operational mandate of the IPA-funded infrastructure?"

Answer 9 and 10: Please read the Corrigendum published in In-tend platform and ICMPD web page on 11 February 2026 and Guidelines for Grant Applicants section *2.1.1. Eligibility of Applicants*.
As stated under section *2.1.1. Eligibility of Applicants*, to be eligible for a grant, the lead applicant must:

- be a legal person **and**

  (For the purpose of this call, a "legal person" is defined as an entity established as a legal personality under Turkish national law. This status must be demonstrable through the organization's official statutes or other constituting instruments.)

- be directly responsible for the preparation and management of the action with co-applicant(s) (if any), not acting as an intermediary **and**
- be legally established in one of the following provinces: Adana, Adıyaman, Ankara, Bursa, Elazığ, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kilis, Kocaeli, Konya, Malatya, Mersin, Osmaniye, Şanlıurfa **and**
- be one of the following eligible entity types:
  - Chambers of Commerce and/or Industry, Chambers of Commodity Exchange or Unions of Tradesmen and Craftsmen Chambers or,
  - Chambers of Agriculture (whose establishment and operation are primarily based on Law No. 6964 on Chambers of Agriculture and the Union of Chambers of Agriculture) or,
  - Municipalities or,
  - Common Use Facilities that are established under IPA, FRIT or any other national or international support program *(The entity holding the majority share of the legal identity of the Common Use Facility must be compliant with one of the eligible applicants listed in this section)* or,
  - Business Incubation Centres (whose establishment and operation are primarily based on Law No. 4691 on Technology Development Zones or that are established under IPA, FRIT and or any other national or international support program.) *(The entity holding the majority share of the legal identity of the Business Incubation Centre must be one of the eligible applicants listed in this section)* or,
  - Technology Development Centres (TEKMERs) (whose establishment and operation are primarily based on Law No. 5746 on the Support of Research, Development, and Design Activities) or,

- Vocational Training Centres that are affiliated with business support organisations, municipalities or universities (Centres affiliated with the Ministry of Education or part of the formal education system are **not eligible**) *(The entity holding the majority share of the legal identity of the Vocational Training Centre must be one of the eligible applicants listed in this section)* or,
- Organized Industrial Zones (whose establishment and operation are primarily based on Law No. 4562 on Organized Industrial Zones) or,
- Industrial Zones (whose establishment and operation are primarily based on Law No. 4737 on Industrial Zones) or,
- Management Cooperatives of Small Industrial Estates or,
- Exporter's Associations (established under the Law No. 5910 on the Establishment and Duties of the Turkish Exporters Assembly and the Exporters' Associations, which was published in the Official Gazette on July 3, 2009) or,
- Technology Development Zones (Teknoparks) and Technology Transfer Offices (TTO) *(Note:* Only one entity either the Technopark or a TTO affiliated with the same university may apply).
- Universities which do not have any directly affiliated Teknoparks or TTOs.

Question 11: Which institutions qualify as affiliated entities, and how is this status defined? Can affiliated entities receive grants or funding, or is their role limited to participation and technical contribution?

Answer 11: Please review section *2.1.2. Affiliated entities, Associates and Contractors* of the Guidelines which describes the three possible roles — affiliated entities, associates, and contractors — and provides their respective definitions. Please note that associates "play a real role in the action but may not receive funding from the grant." However, the affiliated entities can benefit from the grant budget."

Budget and Eligibility of Costs

Question 12: Are international study visits considered eligible costs under the project?
Question 13: **Can domestic and international travel expenses be covered from the project budget?**

Answer 12 and 13: Travel and subsistence costs for staff and other persons taking part in the Action are listed as ineligible costs under Section 2.1.4. International study visits, and domestic or international travel expenses cannot be financed under this Call.

Question 14: Should a separate budget line be allocated for transportation or meal expenses in vocational training activities?

Answer 14: Please see the section *2.1.3. Eligible actions* of the Guidelines where it is stated that Daily Subsistence Allowance is the sole type of financial support to third parties allowed in this grant scheme. However, please review costs that may be claimed under budget line "5.7 Costs of conferences/seminars" and the related footnote "7. Costs of conferences/seminars & studies, research & publications: Only subcontracted costs may be included, and solely if they are necessary for the action.

Question 15: a) If we receive a 75% or 90% grant under the project, should the remaining amount be covered by the company itself or through a sponsor? Could you please provide examples of what constitutes the 25% or 10% co-financing from external sources? Although we are a non-profit entity, covering this amount through a company may create an additional financial burden, so we would like to ensure that we understand the clause correctly.

b) Regarding the item listed under Direct Eligible Costs: *"Costs corresponding to the actual gross salaries of staff assigned to the action, including social security contributions and other remuneration-related expenses."* Does this apply to only one staff member, or can we assign more than one person under the project? Is there a specific limit?

c) We already have an established infrastructure. However, in order to strengthen it and provide better support to project participants, would it be possible to establish a factory automation and computer infrastructure within the project scope through an agreement with a company such as XYZ? This facility would exclusively serve vocational development, training, and production purposes. Would such costs be eligible under the project budget?

d) In order to actively and professionally utilize our existing machinery, would software costs required for its operation be eligible under the project?

e) Where can we access statistical data to determine projections or targets for KPIs?

f) Our target groups include:

1. **Syrians under Temporary Protection (SuTP),**
2. **Beneficiaries of International Protection (BIP), and**
3. **Turkish citizens.**

Will participants from the target group be referred through ICMPD, or, if the project is approved, are we expected to reach them ourselves through a public call or other outreach mechanisms?

g) For training or entrepreneurship-related activities, would it be possible to receive support from external trainers or experts and include their fees as eligible project costs?

Answer 15: a) According to the section *1.4. Financial Allocation provided by the Contracting Authority* of Guidelines, the ICMPD contribution will be between 75% and 90% of the total eligible costs of the proposed project. The rest will be financed by the applicants, under the conditions stated in this section.

b) There is no limit regarding the number of staff, given all other conditions explained in the Guidelines and the Annex B Budget are satisfied.

c, d, e) Due to the equal treatment principle, Contracting Authority can not provide prior opinions on specific activities and budget items. Please check review section 2.1.4. *Eligibility of costs* and Annex-B Budget for conditions for eligible and ineligible costs.

f) The project proposal should be prepared by the applicant(s), whereas ICMPD does not take any role in the design of the proposals.

g) Please review section *2.1.4. Eligibility of costs* of the Guidelines and Annex-B Budget for conditions for eligible and ineligible costs.

Question 16: Participants who participate in the trainings organized within the scope of the project can be paid a daily amount of no more than 10 euros per person per day. This figure should not exceed 20,000 EUR in total, should this amount be included in the budget or should it be prepared without adding this amount when preparing the budget.

Answer 16: Please note that the Daily Subsistence Allowance (DSA) is an eligible cost under the category of Financial Support to Third Parties. Accordingly, it should be included in the project budget in compliance with the present guidelines for grant applicants, including any conditions or restrictions outlined in the relevant section. Please read particularly "Important Notes" and "Budget" worksheets.

Question 17: a) Within the scope of the project, will construction activities be limited only to minor renovation works? Is there a specific budget ceiling or percentage allocated for construction-related activities?

b) Is there a requirement to place an annotation (encumbrance) on the title deed declaration? Will a right of usufruct or right of use be requested?

c) What are the allocation conditions for using a property owned by another institution within the scope of the project? What is the minimum required allocation period?

d) What percentage of the total budget is allocated to agricultural projects?

e) Can obtaining a geographical indication registration (for cucumbers or other value-added products we aim to develop) be included within the scope of the project?

f) Is it acceptable to appoint an external project manager or coordinator (i.e., someone who is not a municipal staff member)? What are the procurement or recruitment conditions?

g) Is it a requirement for the municipality to have previously implemented and currently be running a program related to the subject matter in order to be eligible to participate in this project?

Answer 17: a) Please note that "costs related to construction, renovation, and works" are stated as ineligible in the section *2.1.4. Eligibility of costs* of the Guidelines.

b, c) Please review the section *2.1.3. Eligible actions* including the relevant footnote (footnote 9) on which documents are expected for ownership, states that "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 of which entrepreneurs will benefit effectively. These spaces should either be owned by the applicant or the usufruct or rental agreement (at least for the duration of the action) should be properly documented."
Also, the footnote states that "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.

d) Please note "There is no restriction on the business sectors" as explained in the Guidelines for Grant Applicants section *2.1.3. Eligible actions.*

e, f, g) Due to the principle of equal treatment, Contracting authority cannot provide prior opinions on specific activities. Please check sections *2.1.1. Eligibility of the Applicants* and *2.1.4. Eligibility of costs* and Annex-B Budget for conditions for eligible and ineligible costs.

Question 18: Is it mandatory to submit proforma invoices for as supporting documents during applications?

Answer 18: No. The list of required supporting documents is exhaustively stated in Section 2.2.3 of the Guidelines, and proforma invoices are not included among the documents that must be submitted at application stage. Applicants are required to submit only the documents listed under points 1 to 9 of Section 2.2.3.

Question 19: **Which expenditures are covered under the 4% indirect eligible cost category? Are travel expenses considered eligible costs?**

Answer 19: Please see section *2.1.4. Eligibility of costs of the Guidelines*, which states; "The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 4% of the estimated total eligible direct costs. Indirect costs are eligible if 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. Once the flat rate has been fixed in the special conditions of the grant contract, no supporting documents need to be provided."
Therefore, project related costs are eligible under indirect cost *"if they do not include costs assigned to another budget heading in the standard grant contract."*.

Question 20: Is co-financing mandatory? How does the co-financing process operate? Must the budget items covered by co-financing be clearly specified at the application stage? Is it necessary to provide supporting documents for all co-financed expenditures?

Answer 20: Please see section *1.4. Financial Allocation Provided by the Contracting Authority* of the Guidelines, which states; "Grants requested may cover at minimum 75% of the total eligible costs of the action (see also Section 2.1.4) and at maximum: 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."
Therefore, co-financing is mandatory. In the budget, there is no separation of the ICMPD contribution or the co-financing but the total expenditure, which is subject to the rules explained in Section 1.4. Supporting documents for co-financed expenditures are not required at the application stage; however, all co-financed costs must comply with the eligibility rules and will be subject to verification during implementation and reporting.

Question 21: Regarding co-financing, can public personnel expenses be counted as co-financing? I would like to include the project manager's salary as co-financing. Is this allowed?

Answer 21: In line with the principle of equal treatment of applicants, the Contracting Authority does not provide prior opinions on specific implementation modalities.
Section *1.4. Financial Allocation Provided by the Contracting Authority,* states that;
"Grants requested may cover at minimum 75% of the total eligible costs of the action (see also Section 2.1.4) and at maximum: 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."

In the budget, there is no separation of the ICMPD contribution or the co-financing but the total expenditure, which is subject to the rules explained in Section 1.4.

Second, regarding the employment of the personnel, applicants are advised to carefully review section *2.1.4. Eligibility of Costs* of the Guidelines for Grant Applicants. In particular, applicants should verify:

Whether the employment modality of the planned personnel complies with the provisions set out in Section 2.1.4. Please note that Section 2.1.4 specifies, inter alia, that:

"Civil servants who are employed under the Law No 657 of the Republic of Türkiye cannot be employed or be paid any salary within the context of this project." and

"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;"

Question 22: We are planning to submit our application as an Organized Industrial Zone (OIZ). Within the OIZ, there is a Continuing Education Centre operating under our structure. As the Centre does not have a separate legal entity, the application will be submitted under the legal personality of the OIZ.

a) Human Resources Costs: For the implementation of the project activities, may we assign our existing permanent staff—who are currently employed within our institution and whose qualifications we trust—as human resources for the new vocational training courses to be opened under the project? Since these personnel will continue to be employed under our institutional payroll, we are not able to conclude additional service procurement contracts with them. Instead, may we allocate them to the newly established project-based courses (on a part-time or full-time basis) and declare the related costs under the "Human Resources" budget heading, proportionally calculated according to their level of involvement in the project?

b) Workshop Operational Costs (Natural Gas, Electricity, etc.): The operational expenses of the workshops to be established under the project (such as natural gas and electricity) will be calculated proportionally based on square meters (m^2), taking into account only the project duration and workshop-specific usage. Would it be possible to declare these calculated expenses as eligible costs within the project budget?

c) Local Transportation and Shuttle Service: A daily local transportation support of EUR 10 per participant is foreseen. However, our training facilities within the OIZ are located in a remote area far from the city centre. Therefore, we are planning to procure a shuttle service from the nearest metro station to our central campus, as there is no available public transportation serving this area. May this shuttle service be included in the project budget as a service procurement cost?

d) Occupational Health and Safety Equipment: Within the scope of the vocational training courses to be delivered (e.g., practical training in the construction sector), it is necessary to provide occupational health and safety equipment for participants (such as safety shoes, helmets, gloves, etc.). May the costs of these items be considered eligible expenses under the project budget?

e) Catering and Cleaning Supplies: Is it possible to consider participants' catering expenses during the course period, as well as cleaning materials required for the training environment, as eligible costs within the project budget?

Answer 22: In line with the principle of equal treatment of applicants, the Contracting Authority does not provide prior opinions on specific implementation modalities.

a) Applicants are advised to carefully review section *2.1.4. Eligibility of Costs* of the Guidelines for Grant Applicants. In particular, applicants should verify:
Whether the employment modality of the planned personnel complies with the provisions set out in Section 2.1.4.

Please note that Section 2.1.4 specifies, inter alia, that: "Civil servants who are employed under the Law No 657 of the Republic of Türkiye cannot be employed or be paid any salary within the context of this project." and

"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) Applicants are advised to consult *Section 2.1.4 Eligibility of Costs* of the Guidelines for Grant Applicants and the Annex B Budget, in particular budget heading 4.4 "Other services (e.g. electricity/heating, maintenance)" and important notes in budget sheet.
Any costs included in the project budget must comply with the eligibility conditions set out in the Guidelines and must be necessary for the implementation of the action and proportionate to the activities carried out.

c) Please see the section *Financial Support to Third Parties* of the Guidelines under section 2.1.3., which states that "

"a daily subsistence allowance (DSA) of up to 10 Euros per person per day may be provided to participants attending project-related trainings. This includes vocational, soft skills, entrepreneurship and on-the-job training programmes. The allowance is intended to offset ancillary costs such as local transportation.

Grant beneficiaries must document participation through signed attendance sheets and retain official proof of payment for all DSA disbursements.

Project staff and applicant's and co-applicant(s)` own personnel cannot receive any daily substance allowance."

d) In line with the principle of equal treatment of applicants, the Contracting Authority cannot provide prior opinions on the eligibility of specific budget items or calculation methodologies.
Please see the section *2.1.4. Eligibility of costs.* Any costs included in the project budget must comply with the eligibility conditions set out in the Guidelines and must be necessary for the implementation of the action and proportionate to the activities carried out.

e) Please review the Call for Proposals Guideline, section *"2.1.4. Eligibility of costs"* and Annex B_Budget. Please read particularly "Important Notes" and "Budget" worksheets with the relevant footnotes."

Question 23: Should the technical specifications of the machines to be purchased be written in the justification section of the financial table?

Answer 23: Please refer to Section 2.1.4 – *Eligibility of Costs*, which states that eligible costs are actual costs incurred by the Beneficiary(ies) and must meet all of the listed criteria, including the requirement that they are reasonable, justified, and comply with the principles of sound financial management, particularly in terms of economy and efficiency. In addition, the technical specifications of the machinery need to be included in the "Justification" worksheet, without any reference to a certain brand.

Application Process

Question 24: Is the application process single-stage or is it necessary to prepare a concept note?

Question 25: Is it mandatory to upload all documents in English at the application stage?

Answer 24 and 25: As it is indicated in Notice 1 of Guidelines for Grant Applicants, this is a single step call for proposals, where all documents shall be submitted together. Please follow up the instructions in the section *2.2. How to Apply and the Procedures to Follow*. Applicants must apply in English. Official supporting documents provided from public institutions may be provided in original language/Turkish.

Please note that If the supporting documents are not in English, provisionally selected applicants will be requested to submit translations of the relevant parts of these documents into English certified by the applicant, provided that the applicants bear full responsibility for their accuracy and completeness." Therefore, at the application stage the supporting documents provided from public institutions may be provided in original language/Turkish and the translations by the applicant will be asked only from the provisionally selected applicants.

General Issues

Question 26: Is it mandatory to have a physical implementation office within the project? Is a title deed required, or are a lease agreement, occupancy permit, or official usage right documents sufficient?

Answer 26: Please consider *2.1.3. Eligible actions* including the relevant footnote (footnote 9) on which documents are expected for ownership. It is stated that; "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 of which entrepreneurs will benefit effectively. These spaces should either be owned by the applicant or the usufruct or rental agreement (at least for the duration of the action) should be properly documented."
Also, the footnote states that "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."

Question 27: If LCUF beneficiaries establish a cooperative, is cooperative membership considered an employment output, or must individuals be employed by a separate employer?

Answer 27: As it is stated in the section *1.3. Objectives of the Programme and Priority Issues*, *"Increasing the number of businesses established"* is among the priorities of the call. This definition implies that a business is a single legal personality, such as a cooperative, whereas all partners of a single cooperative can be defined as entrepreneurs. Therefore, the case you mentioned would be reflected in the relevant indicators as a single business established with the partners being number of new entrepreneurs, not as employment outputs

Question 28: If a technopark does not provide direct mentoring, is it acceptable for services to be delivered through intermediary organizations?

Answer 28: Please see section *2.1.1. Eligibility of the Applicants* where it is stated that eligible candidates are "be directly responsible for the preparation and management of the action with co-applicant(s) (if any), not acting as an intermediary". However, specific activities can be implemented in collaboration with project partners such as co-applicants and other parties stated in the Guidelines or procured from a service provider.

Question 29: a) Does our organisation's social security debt prevent us from submitting a project? b) Is there a SuTP requirement for the personnel to be employed within the scope of the project? c) Is there a requirement for documentation regarding the address of shared used centre?

Answer 29: a) In the *2.2.3. Supporting documents to be submitted*, it is stated that; ''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."

b) Please review "Important Note 2", which states that; "Please note that, Contracting Authority expects the target groups of each activity under the proposal to be split evenly: 50% Syrians under Temporary Protection/Persons under International Protection (SuTP/PuIP) and 50% Turkish citizens." This is valid for every activity mentioned in the application documents.

c) Please consider *2.1.3. Eligible actions* including the relevant footnote (footnote 9), it is stated that; "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 of which entrepreneurs will benefit effectively. These spaces should either be owned by the applicant or the usufruct or rental agreement (at least for the duration of the action) should be properly documented." Therefore, you are expected to identify the project space with the documents mentioned above.

Question 30: Does the 50% requirement apply only to persons under protection, or are GKASs also included?

Answer 30: "Important Note 2", which states that, "Please note that, Contracting Authority expects the target groups of each activity under the proposal to be split evenly: 50% Syrians under Temporary Protection/Persons under International Protection (SuTP/PuIP) and 50% Turkish citizens." Therefore, 50% is the sum of SuTPs and PuIPs.

Question 31: Does the additional scoring applied for earthquake-affected provinces also apply to co-applicants?

Answer 31: Please review section *2.3.2: Step 2: Financial & Operational Capacity Check and Technical Evaluation* states that: "5 points will be added to the "Section 2: Relevance" for applications submitted by the lead applicants from the highly effected earthquake provinces of Adıyaman, Elazığ, Hatay, Kahramanmaraş, Kilis, Malatya and Osmaniye in order to support economic recovery in these provinces as indicated in the section 2.4 in the above table". Therefore, 5 points will be added only to proposals whose lead applicants are from the above-mentioned provinces.

Question 32: What is the deadline for submitting questions under the call for proposals?

Question 33: After deadline, where should we ask our questions?

Answer 32 and 33: According to section *2.4.2. Indicative Timetable*, "Deadline for requesting any clarifications from the contracting authority" is 3 March 2026, 17.00 (Vienna, Austria Time zone). ICMPD is not obliged to provide clarifications after this date.

Question 34: What is the minimum lease duration required for rented premises?

Answer 34: Please consider *2.1.3. Eligible actions* including the relevant footnote (footnote 9). It is stated that "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 of which entrepreneurs will benefit effectively. These spaces should either be owned by the applicant or the usufruct or rental agreement (at least for the duration of the action) should be properly documented."

Question 35: Do you require we need to submit supporting evidence of documents when filling in the experience tables in the application form?

Answer 35: The relevant tables in the 2.3, 2.4 and 2.5 of the Application form needs to be duly filled to explain the relevant experience and there is no requirement to provide supporting documents.

Question 36: Is it mandatory to submit a "no tax debt" certificate or a tax debt restructuring document at the application stage?

Answer 36: Please see section *2.2.3. Supporting documents to be submitted*. 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. 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."

Question 37: What are the rules regarding the payment of daily allowances (per diem) to participants attending training activities? Which supporting documents are required (e.g. signature sheets, bank receipts)? Can participants be project staff?

Answer 37: Please refer to section *2.1.3. Eligible actions*, under *Financial support to third parties,* Daily Subsistence Allowance is allowed with certain rules stated as:
"A daily subsistence allowance (DSA) of up to 10 Euros per person per day may be provided to participants attending project-related trainings. This includes vocational, soft skills, entrepreneurship, and on-the-job training programmes. The allowance is intended to offset ancillary costs such as local transportation.
Grant beneficiaries must document participation through signed attendance sheets and retain official proof of payment for all DSA disbursements.
Project staff and applicant's and co-applicant(s)` own personnel cannot receive any daily substance allowance."

Question 38*:* **Are technical criteria such as EU accessibility standards, occupational safety, and occupancy permits required for the type of building proposed?**

Answer 38: Please refer Important Note 4 where it is stated, "All venues and the actions need to satisfy the requirements defined in European Accessibility Act (EAA) – Directive (EU) 2019/882 for disabled people and work and safety measures defined in national law No. 6331 on Occupational Health and Safety. The contracting authority reserves the right to request, in cases of noncompliance with the abovementioned requirements, alteration or entirely changing the venue during implementation."

Question 39: Are Syrian nationals who later acquired Turkish citizenship considered eligible as members of the target group or beneficiaries?

Answer 39: Please review section *1.3. Objectives of the Programme and Priority Issues* of the Guidelines. It is stated that; "Target groups of this call for proposals are local institutions that contribute to the business ecosystem, which have available spaces and infrastructure and resources to implement and sustain local common use facility activities.
Final Beneficiaries of this call for proposals are SuTPs, PuIPs and Turkish citizens focusing on the youth (ages between 18-40) and women." Therefore, "Syrian nationals who later acquired Turkish citizenship" as mentioned may be a final beneficiary but will be assumed to be a Turkish citizen, not an SuTP.

Question 40: I**s it eligible to locate one of the local common use facilities within an organized industrial zone?**

Answer 40: Please note that "Organized Industrial Zones (whose establishment and operation are primarily based on Law No. 4562 on Organized Industrial Zones)" are mentioned in the eligible applicants.
In addition, in the Corrigendum published on 11/02/2026, it is mentioned that; "Common Use Facilities that are established under IPA, FRIT or any other national or international support program (The entity holding the majority share of the legal identity of the Common Use Facility must be compliant with one of the eligible applicants listed in this section).
"
Please also consider *"2.1.3. Eligible actions"* including the relevant footnote (footnote 9) on which documents are expected for ownership. It is stated that
"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 of which entrepreneurs will benefit effectively. These spaces should either be owned by the applicant or the

usufruct or rental agreement (at least for the duration of the action) should be properly documented." Also the footnote states that "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."
Therefore, Organized Industrial Zones can apply for this grant scheme and establish a Common Use Facility when they comply with the relevant rules in the Guidelines for Grant Applicants.

Question 41: Who should sign the final approvals? Should it be the authorized signatories of the Chamber of Agriculture?

Answer 41: Applicants are advised to determine the competent governing body in accordance with the legislation applicable to their institution. In this regard, section *2.2.3. Supporting documents to be submitted* of the Guidelines states that:
"A notarised document with the name(s) of the person(s) authorized to represent the lead applicant and co-applicant(s) (if any), along with a decision from the managing body (e.g., Board of Directors). If the appointed person(s) are not granted this authority in the applicants` articles of legal status, then a notarized sample of the representative(s)` registered signature(s) must be provided."
And
"A formal decision from the governing body of the lead applicant and each co-applicant (if any), approving participation in the project and nominating the individual(s) authorized to represent the entity and sign the documents. This must be accompanied by proof of the signature(s) of the nominated person(s)." Therefore, the answer depends on which governing body is authorized for these actions pursuant to the law to which this institution is subject.