VOC-TEST CENTERS – II GRANT SCHEME

Call for Proposals EuropeAid/136735/ID/ACT/TR

issued by the Ministry of Labour and Social Security – Directorate of European Union and Financial Assistance

on 05.02.2015 with deadline of 08.05.2015

Clarifications – I

Most of the questions that have been received concerning this Call can be answered by carefully reading the Guidelines for Grant Applicants (Guidelines).

In case of a conflict with the Turkish version of this document, the English version will be binding.

General Issues

1. **What is the date of signing the contract with the successful applicants?**
   As stated in Section 2.5.2 Indicative timetable of the Guidelines for Grant Applicants, indicative date of signing the contract with the successful applicants is **07.01.2016**.

2. **How will the payments be made to the successful projects?**
   Payments will be made on the basis of "*Option 2: Actions with an implementation period of more than 12 months and grant of more than EUR 100 000*" of the Article 15.1 of the Annex II- General Conditions annexed to the Guidelines.

3. **Are we obliged to get PADOR number?**
   PADOR Registration is only valid if the EC is the Contracting Authority. PADOR number is not valid in the scope of this grant scheme.

4. **Will "examination fee" for individuals be given to the Voc-Test centers to be established in the scope of the grant scheme?**
   The specific objective of this Call for Proposals is to establish and/or operationalize the Voc-Test Centers. Examination fee is not covered **by this call for proposals**.

5. **Can a co-applicant instead of the applicant cover a part or all of the co-financing which should be between %10 and %20?**

Yes. As stated in Section 1.3 of the Guidelines for Grant Applicants, the co-financing must be financed from sources other than the EU Budget.

6. **In the Guidelines, it is stated that "If any of the applicants or affiliated entity (ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action." Accordingly, does an ongoing EU financed project implemented by the applicant affect the application for this programme?**

Unless it is an operating grant, the ongoing project will not affect the application for this grant programme. However, the applicants should mention the ongoing projects in the Section 2.2 of Application Form annexed to the Guidelines. If the applicants are in receipt of an operating grant, the mentioned rule in the question will be applied.

Eligibility of Applicants, Co-Applicants and Affiliated Entities (Guidelines for Grant Applicants Sections 2.1.1 and 2.1.2)

7. **Does it have to be a co-applicant in the projects? Can co-applicants be from Turkey?**

In the scope of this grant scheme, the applicants may apply individually or with a co-applicant(s). There is **no minimum number for co-applicants**. The application may be made from Turkey or an eligible country specified in the Section 2.1.1 of the Guidelines for Grant Applicants.

In case the applicant is not established in Turkey, it must act with at least one co-applicant that is established in Turkey.

8. **Is a company that is a member of an association eligible as a co-applicant?**

Co-applicants must satisfy the same eligibility criteria as the applicant. Therefore, profit making institutions or organizations are not eligible as applicant, co-applicant or affiliated entity.

9. **Can the association part of an institution, which is duly structured comprising of a commercial enterprise and an association, apply to this grant scheme?**

Potential applicants can apply provided that they are legal persons, non-profit making and satisfy the other eligibility criteria specified in Section 2.1.1 of the Guidelines for Grant Applicants.

10. **How many affiliated entities can be in a single project?**

There is no limitation for applicant's or co-applicant's affiliated entities that take place in a project. Please see Section 2.1.2 of the Guidelines for Grant Applicants.

11. **Are Organized Industrial Zones eligible as applicant?**

In the scope of this grant scheme, Organized Industrial Zones may apply as applicant or co-applicant provided that they satisfy the eligibility criteria specified in Sections 2.1.1 and 2.1.2 of the Guidelines for Grant Applicants.

12. Can an authorized Voc-Test Center apply as an applicant or co-applicant?
Since co-applicants and affiliated entities **must satisfy the same eligibility criteria as the applicant**, application can be made provided that they satisfy the eligibility criteria specified in Section 2.1.1 of the Guidelines for Grant Applicants.

13. Should co-applicants also satisfy the criteria of operating for at least 2 (two) years in the sub-sector?
Since co-applicants must satisfy the same eligibility criteria as the applicant, the criteria of operating for at least 2 (two) years in the subsector **is also valid for co-applicants.**

14. Can public bodies and municipalities participate to projects?
As also specified in the Guidelines for Grant Applicants Section 2.1.1, lthough they are not eligible applicants or co-applicants under this Call for Proposals, central government, provincial/regional directorates of the central government, municipalities and educational institutions affiliated to Ministry of National Education or Council of Higher Education may only participate as <u>associates</u>.

15. Are Agriculture Cooperatives and its unions eligible as applicant?
Applications can be made provided that the potential applicants are legal persons, non-profit making and satisfy the other eligibility criteria specified in Section 2.1.1 of the Guidelines for Grant Applicants.

16. Are Cooperative Dwelling Associations eligible as applicant?
Please see Answer 15.

17. Can a NGO's commercial enterprise be considered as its "affiliated entity"?
As stated in Section 2.1.2 Affiliated Entities of the Guidelines for Grant Applicants, only entities having a structural link with the applicants, in particular a legal or capital link may be considered as affiliated entities. Since affiliated entities must satisfy the same eligibility criteria as the applicant, profit making institutions or organizations are not eligible as affiliated entities in the scope of this grant scheme.

18. Should Chambers of Commerce and Industry satisfy the criteria concerning 2 years of experience in relevant sector?
Chambers of Commerce and Industry that have members who have been operating for 2 years in the applied sub-sectors within the context of this grant scheme can apply.

19. Are the "Service Unions for Villages" eligible applicants?
Within this grant scheme, "Service Unions for Villages" are not eligible applicant/co-applicant. They may only participate in this grant scheme as associate.

20. Are public economic enterprises eligible as applicant?

Applications can be made provided that the potential applicants are legal persons, non-profit making and satisfy the other eligibility criteria specified in Section 2.1.1 of the Guidelines for Grant Applicants.

21. Are penal institutions eligible as applicant?

Please see Answer 14.

22. Can Vocational Qualifications Authority (VQA) participate in the projects as associate?

VQA is the Operation Beneficiary of this programme, therefore VQA **cannot** participate in the grant scheme as applicant, co-applicant, affiliated entity or associate.

Eligibility of Actions

23. Can an existing certification body apply for capacity building activities, developing occupational standards and qualifications in new occupations in the selected sub-sector?

Applicants must meet all eligibility criteria stated in section "*2.1.1 Eligibility of applicants (i.e. applicant and co-applicant(s))*" of the Guidelines for Grant Applicants. All institutions may be applicant if they meet the respective criteria.

It is required that **minimum 3 (three) national occupational standards and minimum 3 (three) national qualifications** must be developed under the applied sector/subsector in the scope of the project. Moreover, within the same project, applicants must **establish a testing and certification system in compliance with national qualification system for minimum 3 (three) national qualifications.**

The qualifications whose testing and certification system to be established in the scope of this grant programme can be chosen from the following qualifications;

• Already accepted in the sub-sector which application is made for,

• To be developed within the scope of the project,

• Or the combinations of both options.

In the scope of this grant programme, while it is possible to establish a new certification center, developing activities for existing certification centers may also be conducted on the condition that they satisfy the eligibility criteria stated in the Guidelines.

For further information of related articles, please see the "**Additional Notes**" section of Guidelines for Grant Applicants.

24. Is it sufficient to establish testing and certification infrastructure for the national qualifications expected to be prepared within the duration of the project? Is there a requirement to establish and start to operationalize the testing and certification center within the project duration?

In the Guidelines for Grant Applicants, it is stated that the applicants must establish a testing and certification system for minimum 3 (three) national qualifications consistent with national qualification system under the scope of the project. Establishment of testing and certification infrastructure **is sufficient**. It is not obligatory to complete accreditation processes of testing and certification, and to start operating the center in the scope of the project. However activities concerning the accreditation process are considered as eligible. Such activities can take place in the project design.

It should be noted that national qualifications to be developed in the scope of project and the qualifications to be tested and certified are **not required to be same**. Provided that each of occupations is in the same sub-sector to be applied, the institutions can develop national occupational standards and national qualifications related to different occupations , and also independently from that, can start the testing and certification process for national qualifications published (in force).

Please also see the Answer 23 and the changes made in the Guidelines for Grant Applicant and its Annexes via the Corrigendum published at the website of the Contracting Authority (www.ikg.gov.tr).

25. Can we apply only for standard or qualification development or for improvement of an existing VOC-Test Center?
Under the scope of the project, development of minimum 3 (three) national occupational standards and minimum 3 (three) national qualifications, and establishment of a testing and certification system for minimum 3 (three) national qualifications are mandatory (please see "*Additional Notes*" section of the Guidelines for further information). Therefore, projects designed **only for** standard or qualification development or for improvement of an existing VOC-Test Center are **not eligible**. Projects are required to be comprehensive including all mentioned components of the Programme.

26. Can we develop only national qualifications instead of national occupational standards in our Project?
Article 3 of the "*Additional Notes*" section of the Guidelines for Grant Applicants contains explanation on this issue. According to this Article, applicants must develop minimum 3 (three) national occupational standards and minimum 3 (three) national qualifications in the sub-sector subject to the application.

However, if the national occupational standards are put into effect in the relevant sub-sector, instead of preparing occupational standards, applicants shall develop additional number of qualifications in line with the national qualifications system **as the number of lacking occupational standards**.

Please also see the changes made in the Guidelines for Grant Applicant and its Annexes, which are published at the website of the Contracting Authority (www.ikg.gov.tr).

27. **Is it sufficient to establish and operate the testing and certification system for 3 national qualifications if we propose to develop more than 3 national qualifications in the scope of the project?**

    Under the scope of the Project, development of minimum 3 (three) national occupational standards and minimum 3 (three) national qualifications, and establishment of testing and certification system for minimum 3 (three) national qualifications are requirements independent of each other. All applicants can develop different national occupational standards and national qualifications or establish testing and certification system for different national qualifications as long as each of the standards and qualifications is in relevant sub-sector. Therefore, there is no correlation between the number of national qualifications developed and the number of national qualifications that testing and certification system is established for.

28. **Does having an accreditation application for a different qualification apart from the context of the project hinder our application to this programme?**

    Applicants must meet all of the eligibility criteria stated in section 2.1.1 "*Eligibility of applicants: applicant and/or a co applicant(s)*" of the Guidelines for Grant Applicants. All institutions may be applicant provided that they meet the respective criteria. There is no eligibility criteria related to accreditation.

29. **Is a successful applicant responsible for taking necessary measures on occupational health and safety issue? Will this matter be stated in the project?**

    The project activities and outcomes have to be in accordance with the laws in force in Turkey.

30. **Is it possible to apply for developing standards and qualifications related to occupations that are in the scope of protocols signed with VQA?**

    As stated in the Article 2 of the "*Additional Notes*" section of the Guidelines for Grant Applicants, applications cannot be made for the national occupational standards and national qualifications which are being prepared and published on the website of VQA as of the date of application for grant. Therefore, applications cannot be made for developing occupational standards and qualifications which are within the scope of protocols and in the process of development/preparation and for national occupational standards and national qualifications that have been put into effect. However, on the

condition that they are within the scope of applied subsector, infrastructures of testing and certification center could be developed by using national qualifications which have been put into effect.

31. What does the "requirement of 2 years' experience" refer to?

As stated in section "*2.1.1 Eligibility of applicants: (i.e. applicant and/or a co applicant(s))*" of the Guidelines for Grant Applicants, applicants and/or co-applicants must be **established at least two years before the date of application** and they must have been conducting activities for at least two years in the sub-sector to be applied.

32. Why was the "…" sector excluded from the scope?

Under the scope of UYEP-I Project, 11 out of the 26 sectors determined by VQA had been supported with VOC-Test Centers Grant Programme, which was completed in 2013.

VOC-Test Centers-II Grant Programme aims to develop standards and qualifications and support establishment of testing and certification centers in 15 sectors which were excluded in the previous Grant Programme and extension of national qualification system in all sectors.

33. Can applications be made for the different sectors from the sectors that are stated in Guidelines for Grant Applicants?

The projects to be awarded are limited with the determined sectors and sub-sectors stated in the Guidelines for Grant Applicants. Applications except from the 15 sectors and sub-sectors which are clearly specified in the Guidelines for Grant Applicants will not be accepted.

34. Are the sub-sectors divided into sections?

Some sectors which will be granted within the scope of the Grant programme are divided into sub-sectors on the basis of the main activities of that sector. The sub-sectors are not divided into sub-sections. In the sector table that takes place in the Guidelines for Grant Applicants, the sectors, the sub-sectors and sample activities of those sub-sectors are listed. The activities column lists the sample activities which are carried out in that sector / sub-sector. Project applications must be made on the basis of sub-sectors.

35. Which part of the project could contain the communication activities with the countries?

This question is related to the project design. It is up to applicant's decision.

36. How is that possible to design projects for occupations which are not defined as an occupation by the State Personnel Department? If it is not possible, which way should be followed?

The 2nd paragraph of the Article 1 of the Law no. 5544 on Vocational Qualifications Authority (VQA) defines the scope of the law. According to this, "*the occupations of doctors, dentists, nurses, midwifes, pharmacists, veterinaries, engineers and architects*" and "*the occupations which require at least an undergraduate degree and whose entrance conditions are enacted by law*" are excluded from the scope of the law. Because the occupations which are not excluded by the scope of the law with the mentioned paragraph are under the jurisdiction area of VQA, they can be subject to the project.

37. Is it possible to apply for qualifications that are as yet to be published?
Please see Answer 30.

38. Which methods can be used in project application to determine occupations to be studied?
It is recommended to analyze national occupational standards and national qualifications in VQA's website. VQA sectoral experts can be consulted to get information about the occupations that took place in mapping studies of occupations.

Additionally, while designing the project, the information about occupational standards and qualifications which are being planned to be developed, qualifications to be certificated and data such as list of qualifications, short descriptions, existing demand, etc.) should be explicitly mentioned in the project.

39. What does the term "horizontal occupation" refer to?
The term "horizontal occupation" refers to the occupations that can serve to multiple sector/occupational fields and contain common knowledge, skills and competences.

40. If the standards and qualifications we offered to develop are not accepted by VQA or TÜRKAK, should we develop standards suggested by VQA?
TÜRKAK does not have a role in development and approval of standard or qualifications. Standards and qualifications are developed by bodies that are capable of representing their sectors under the VQA's secretariat before they are validated by VQA. Therefore, standards and qualifications that are going to be developed within the scope of the project are subject to VQA approval. Please also see Article 4 of the "*Additional Notes*" section of the Guidelines for Grant Applicants.

41. How can it be determined whether professions in the unmapped sectors are considered as a profession or not?
Occupations in the unmapped sectors/sub-sectors are determined in detail as a result of discussions between organisations applied to VQA to develop standard or qualifications and other sectoral representatives. VQA sectoral experts can be consulted to get information about the occupations that took place in mapping studies. Moreover, as a preliminary study, the occupations that are considered/accepted as an occupation can be determined by analyzing the definition of occupational standards

and also these preliminary studies/information can be inserted into the application form of the project.

Please also see the Answer 38.

42. Should qualifications be prepared only for published standards?

National qualifications are the documents based on national or international occupational standards. Therefore, national qualifications concerning an occupation that do not have any national or international occupational standard cannot be developed.

43. Is training and assessment of an unrecognized qualification possible in practice? What kind of certificates can be issued to the participants?

Training of the candidates is not under VQA's services. Article 53 of the Regulation on Vocational Qualification, Testing and Certification settles the distinction between the training/education and certification activities.

Article 17 of the aforementioned Regulation refers to the specifications of an authorized certification body. According to this Article, authorized certification bodies are institutions and organizations which have a legal entity, carry out testing and certification activities according to the national qualifications, are accredited within the system formed according to the TS EN ISO/IEC 17024 Standard and authorized by VQA. Under the scope of the project it is not possible to carry out certification according to unrecognized qualifications.

44. Can we apply again for this Grant Programme as an entity/institution (NGO/professional organization/union/foundation/association/chamber etc.) who established a VOC-Test Center under the previous VOC-Test Grant Scheme?

Establishment of the VOC-Test Center under the scope of previous Programme will not affect applications. Applicants should meet the eligibility criteria as it is mentioned in the Section *2.1.1. "Eligibility of applicants (i.e. applicant and co-applicant(s))"* of the Guidelines for Grant Applicants"

45. Can occupational standards and qualifications that will be developed in the scope of the project belong to different professions?

Occupational standards and/or qualifications to be developed may belong to different occupations provided that all of them are under the same sub-sector.

46. For the applications contain both applicant and co-applicant(s), at the end of the process who will own the VOC-Test Center?

VOC-Test Center will belong to the organization under which it was established. It can be established jointly by the applicants. This subject is completely related to the project design.

47. Is it possible for a testing center to operate under the applicant organisation at the end of the Project?

Legal status between testing and certification centers and applicants should be evaluated individually for every applicant on the basis of their own specific legislation and statute.

Project Staff, Eligibility of Costs (Guidelines for Grant Applicants Section 2.1.4) and Financial Issues

48. Can academicians in the universities work as part-time or full-time "Project Coordinator" in the projects?
Academicians in the universities can work full-time or part-time in the projects provided that the conditions stipulated in Annex L "*Clarification on Civil Servants and Other Officials Working in Grant Projects*" of the Guidelines are met.

49. Can the salaries of the staff working in the applicant's affiliated entity be considered as co-financing?
The cost of staff assigned to the project can be indicated as co-financing in the project budget if this cost is covered by the Beneficiaries (the applicant, co-applicant(s) or affiliated entities).

50. Should Certified Sworn Auditor report be prepared? Is there a limitation for the cost of this report?
As stated in the "*Important*" part of Section "2.1.5 Eligibility of Costs" of the Guidelines for Grant Applicants "*Two Expenditure Verification Reports will be required as interim and final reports.*" Expenditure Verification costs should be budgeted at a reasonable level, although there is no limitation for it.

51. Can per-diem, food or travel expenses be paid to the participants in the trainings to be implemented in the project?
Trainings intended to candidates who want to get the Vocational Qualification Certificate are not eligible actions in the scope of this grant programme. However, provided that the trainings or the actions (capacity building activities for the staff, assessors, committees etc.) serves for project's purpose and it is properly justified, per-diem (accommodation, food and inner city transportation costs) and travel expenses can be paid to the participants of the trainings. However, for the implementation of aforementioned activities, service procurement is recommended in the terms of cost-effectiveness.

52. Can the accommodation and travel expenses of the staff of the co-applicant from an EU country, be covered within the scope of the project in case the staff comes to Turkey?

Co-applicant's staff's per-diem (accommodation, food and inner city transportation costs) and travel expenses can be covered provided that the actions serve for project's purpose and it is properly justified.

53. Can the costs of a study visit to be carried out to a company in an EU country, which is an associate in the project, be covered by the project?

The costs of a study visit can be eligible provided that the aim of the visit serves for project's purpose and it is properly justified. For the implementation of aforementioned activities, service procurement is recommended in the terms of cost-effectiveness.

54. Is it obligatory to purchase equipment from EU countries?

Equipment should be procured in line with rules of origin (EU or local products). Rules of origin is governed by the rules set out in Practical Guide to contract procedures for EU external actions (PRAG) and in Contract Award Procedures (Annex IV) Section 2-Eligibility for Contracts. In order to see the list of eligible countries, please follow "A2a Eligibility Programmes 2014-2020" document at the following link: http://ec.europa.eu/europeaid/prag/annexes.do?group=A.

55. How the cost-effecting factors like sharp fluctuations in prices can be compensated?

As stipulated in the Section "*2.1.5 Eligible Costs*" of the Guidelines, a reserve for contingencies **not exceeding 5 %** of the direct eligible costs may be included in the project budget. This contingency reserve can be used only in exceptional and unpredictable conditions with the written prior approval of the Contracting Authority.

56. Are there rules of origin and VAT exemption?

Yes. Taxes, including VAT, are ineligible costs under this programme. Please see "*Annex J: Information on the Tax Regime Applicable to Grant Contracts*". Moreover, equipment should be procured in line with rules of origin (EU or local products).
Please also see the Answer given to the question 54.

57. Is it obligatory to submit proforma invoices while stating budget items?

It is not obligatory to submit proforma invoices in application phase. However, the project budget should be prepared cost-efficiently and in compliance with the activities. Moreover, the number of units and unit costs of each budget item (except indirect costs) should be justified in detail in the excel sheet of "Justification of Costs" annexed to the Budget. Therefore, Contracting Authority may ask proforma invoices from the applicants if the justification provided by the applicants is not found sufficient.

58. Will the 15% limit be valid for the purchasing of equipment and systems which assist to measure qualifications practically?

As stipulated in the Section "*2.1.5 Eligibility of Costs*" of the Guidelines, "*the total cost of equipment and supplies shall not exceed 15% of the total direct eligible costs.*"

59. Can rental costs of an office be stated as co-financing?

Rental costs of offices currently owned are considered as contribution in kind, which is an ineligible cost. Accordingly, these costs cannot be used as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

If an existing office of the grant beneficiary(ies) is also used as a project office, telephone, fax, electricity, heating, water and maintenance costs can be paid under the budget item named as 8. "Indirect Costs" of Annex B-Budget. However, please note that such costs may be considered as eligible **only for the specific part of the office** that is used for the implementation of the project.

On the other hand, in case another office is needed for the project and rental costs can be considered as co-financing for the implementation period of the project.

60. Can the costs of contracted personnel and civil servants be considered as eligible costs when the affiliated entity in the project is a public body?

As stated in the Section 2.1.1 of the Guidelines for Grant Applicants, "*central government and provincial/regional directorates of the central government*" are not eligible under this grant programme, and they also cannot participate to the project as an affiliated entity.

For working conditions of the civil servants and other personnel, please see "*Annex L - Clarification on the situation of Civil Servants and/or other officials working in grant projects*".

61. Can the purchasing of vehicles be considered as co-financing?

This question is related to the design of the project. Projects must be effectively designed by taken into consideration the principle of sound financial management and the compliance of the activities with the objectives of the call for proposals. Such costs are eligible only when absolutely necessary for implementation of the project activities. However, as stated in Section "*2.1.5 Eligibility of Costs*" of the Guidelines for Grant Applicants, "*the total cost of equipment and supplies shall not exceed 15% of the total direct eligible costs*". Please also see "General Conditions – Article 14".

62. Is there a limit for the salary of the project coordinator?

As stated in Guidelines for Grant Applicants, Annex II- General Conditions -Article 14.2, salaries and other costs to be paid to the related personnel shall not exceed those normally borne by the Beneficiary (ies).

63. Does the limitation which is 60.000€ for the Simplified Cost Option is also valid in case there is only one applicant?

Yes. As stated in Guidelines for Grant Applicants, Annex K- "*Guidelines and Checklist for Budget and Simplified Cost Options*", the limit which is 60.000€ for the Simplified Cost Option is valid per each applicant or co-applicant.

64. **Is it possible to construct a Voc-Test center provided that to be transferred to the beneficiaries at the end of the project?**
In the scope of this grant programme, construction of a new building is not an eligible cost.

How to Apply? (Guidelines for Grant Applicants Section 2.2)

65. **Should Declarations for the applicant and co-applicant(s) be signed separately for the Concept Note and the Full Application Form?**
Concept Note and Full Application Form must be presented simultaneously in a single package, which is "Application Form", hence the relevant declarations stated in the "Application Form" must be completed and signed only once.

66. **Can we specify different co-applicants in Concept Note and Full Application Form?**
Concept Note and Full Application Form must be presented simultaneously as a single package which is "Application Form", hence co-applicants should not be specified differently among the two forms.

67. **Should the declaration concerning the Civil Servants working in the projects be submitted in the application phase? Can their salaries be considered as co-financing?**
The declaration concerning the Civil Servants working in the projects will not be submitted with the application. As stated in Section 2.4 of the Guidelines for Grant Applicants, the mentioned declarations will be demanded from **provisionally selected applicants**. For the co-financing conditions of salaries please see Annex L – "*Clarification on the situation of Civil Servants and/or other officials working in grant projects*".

68. **Are the format conditions for the Concept Note (10 Punto, Arial) also required to be satisfied in the Full Application Form?**
The format conditions for the Concept Note are not required to be satisfied in the Full Application Form.

69. **Can we delete instruction parts in the template of the Concept Note for satisfying the 5 page criterion?**
Concept Note should be submitted without changing the order of required information placed in the headings and reflect the importance of the relevant heading. Please also

note that the instruction parts under each question, except the headings highlighted bold in the template can be deleted to save space.

70. Is it enough to fill up the form in Full Application Form – Section 6 to participate the project as an associate?

Yes. It is enough to fill up the relevant form for participating to the project as an associate.

71. Can we use visual material (graphics, statistics etc.) in the Concept Note?

Visual material can be used in the Concept Note provided that the other format conditions specified in Annex A Application Form, Part A- Concept Note, annexed to Guidelines for Grant Applicants, are satisfied.

Evaluation and Selection of Applications
(Guidelines for Grant Applicants Section 2.3)

72. Will any time be given to correct the errors in the application after the Concept Note Evaluation?

No. Concept Note and Full Application Form must be presented simultaneously as a single package which is "Application Form", hence applicants need to pay attention while they're preparing their applications.

73. Which methods are used for examining the institutional capacity of institutions, organizations and NGOs that apply for the grant programme? How is the applicant's capacity to manage and implement actions being determined?

The applicant's institutional capacity and their capacity to manage and implement actions will be evaluated on "Evaluation of the Full Application Form" phase. Evaluation will be made particularly in the light of the information given in the Part 3, 4 and 5 of the Full Application Form. Therefore, to fill in a detailed manner of these sections is having great importance.

It should be noted that, if the total score for "Financial and operational capacity" section is less than **12** points out of **20**, the application will be rejected. If the score for at least one of the subsections under "Financial and operational capacity" section is **1**, the application will also be rejected. Please see Section 2.3 of the Guidelines for Grant Applicants.

74. Will nationality of the applicant make a difference in the evaluation?

Although nationality of the applicants does not affect the evaluation, applicant's experiences on the sector and sub-sector for which they apply, technical and administrative capacity, role and responsibilities within the project, etc. will be taken into account in the evaluation.

75. Will any extra time be given for completing the missing documents?

Application Form must satisfy all the criteria specified between 1 and 9 items in the Checklist (Part B of the Application Form - Section 7). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis. Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.