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**Contracting Authority: Ministry of Environment, Urbanization and
Climate Change, General Directorate of European Union and Foreign
Relations, Department of EU Investments**

EU-Türkiye Climate Change Grant Programme (EU-TR CCGP)

Guidelines
for Grant Applicants

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Reference: EuropeAid/182996/ID/ACT/TR

Deadline for submission of concept note: 16.12.2024

Notice

This is a restricted call for proposals. In the first instance, only concept notes (Part A of the grant application form) must be submitted for evaluation. Thereafter, lead applicants who have been pre-selected will be invited to submit a full application. After the evaluation of the full applications, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the contracting authority and the signed 'declaration by the lead applicant' sent together with the full application.

ABBREVIATIONS

EC	European Comission
EDF	European Development Fund
EU	European Union
EU- TR CCGP	EU-Türkiye Climate Change Grant Programme
IPA	Instrument for Pre-accession Assistance
LCCAP	Local Climate Change Adaptation Plan/ Local Climate Change Adaptation Action Plans
LULUCF	Land Use, Land-Use Change and Forestry
NASAP	National Climate Change Adaptation Strategy and Action Plan
NGO	Non-governmental Organization
PRAG	Practical Guide
QES	Qualified Electronic Signature
R&D	Research and Development
SCO	Simplified Cost Option
SEA-H	Sexual Exploitation, Abuse and Harassment
SECAP	Sustainable Energy and Climate Action Plan
UNFCCC	United Nations Framework Convention on Climate Change

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1. EU-TÜRKİYE CLIMATE CHANGE GRANT PROGRAMME (EU-TR CCGP)

1.1. BACKGROUND

As stated in annual assessments and recommendations in European Commission (EC), Türkiye has some level of preparation in the area of climate challenges, in relation to both adaptation and mitigation; however, more ambitious and better coordinated environment and climate actions need to be established and implemented. Local climate action is one of Türkiye's EU accession process issues and should be addressed in this context. Climate action at the local level will contribute to implementation of the Paris Agreement, overall climate policies of the EU, by developing climate related actions of local authorities and other stakeholders in Türkiye.

At this point, it should be emphasized that, implementation of National and Local Climate Change Action Plans (LCCAPs), Local Climate Change Adaptation Action Plans (LCCAPs), and Sustainable Energy and Climate Action Plans (SECAP) including the assessment of the vulnerabilities of the cities and sectors, developing adaptation and mitigation actions specific to local challenges, consisting nature-based solutions bringing together the blue, green, and grey infrastructures to obtain climate resiliency of the cities and sectors, net zero or low carbon goals and increasing the implementation capacity of the local about these areas.

EU-TR CCGP has been designed to support implementation of climate change adaptation and mitigation actions at local and regional level in Türkiye. EU-TR CCGP targets to implement and increase the local climate change adaptation and mitigation actions.

Among the wide range of stakeholders EU-TR CCGP addresses in this call include local authorities such as municipalities, regional and provincial directorates, universities and research institutes, regional development agencies, as well as, community-based organisations, non-governmental organisations, chambers, and unions in Türkiye and EU.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this call for proposals is to improve the local climate change adaptation and mitigation capacity.

The **specific objective** of this call for proposals is to improve and increase climate change adaptation and mitigation solutions planning and implementation at local level.

A project must focus on at least one of these areas:

- in line with the priorities of the existing national adaptation¹ and mitigation² action plans between 2024-2030,
- promoting resilient and low-carbon cities and sectors,
- implementing adaptation and/or mitigation actions in line with existing local or national climate strategies.

As an additional element, all projects must include a component (set of activities) on strengthening the communication between stakeholders and “raising awareness within the society”.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is **EUR 14.706.000**. 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 250.000

¹

https://iklim.gov.tr/db/turkce/icerikler/files/İklim%20Değişikliğine%20Uyum%20Stratejisi%20ve%20Eylem%20Plan_%202024-2030.pdf

² https://iklim.gov.tr/db/turkce/icerikler/files/undp_azaltim_spread.pdf

- maximum amount: EUR 750.000

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

- minimum percentage: 50 % of the total eligible costs of the action
- 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 the general budget of the Union or the European Development Fund³.

³ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

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, in conformity with the practical guide, which is applicable to the present call (available on the internet at this address <https://wikis.ec.europa.eu/display/ExactExternalWiki/ePRAG>).⁴

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- (1) the actors (2.1.1.):
 - the **'lead applicant'**, i.e. the entity submitting the application form;
 - 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)'**);
 - and, if any, **affiliated entity(ies)** to the lead applicant and/or to a co-applicant(s);
- (2) the actions (2.1.3.):
 - actions for which a grant may be awarded;
- (3) the costs (2.1.4.):
 - types of cost that may be taken into account in setting the amount of the grant.

<i>2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))</i>
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Lead Applicant

(1) In order to be eligible for a grant, the lead applicant must:

- be a legal person, **and**
- be non-profit-making, **and**
- be established in⁵ a Member State of the EU or Türkiye or an eligible country according to the IPA Regulation.

International organizations are not eligible for this call.

and

- be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary, **and**
- be a municipality, **or**
- be a local authority (regional or provincial directorate, special provincial administration, governorship, etc.), **or**
- be a university⁶ and research institution/centre, or

⁴ Note that a lead applicant (i.e. a coordinator) whose pillars have been positively assessed by the European Commission and who is awarded a grant will not sign the standard grant contract published with these guidelines but a contribution agreement based on the contribution agreement template. All references in these guidelines and other documents related to this call to the standard grant contract shall in this case be understood as referring to the relevant provisions of the contribution agreement template.

⁵ 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 national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

⁶ If an applicant is linked to a university (such as faculties, vocational schools, institutes or research centres etc.), the university (represented by its rector) itself will be regarded as an Applicant. Therefore, regardless of the involvement of different units of the university to a project, the provisions concerning the Number of applications and grants per applicants/affiliated entities apply for the university.

- be a development agency.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations listed in Section 2.6.10.1 of the practical guide;

Lead applicants, co-applicants, affiliated entities and, in case of legal entities, persons who have powers of representation, decision-making or control over the lead applicant, the co-applicants and the affiliated entities are informed that, should they be in one of the situations of early detection or exclusion according to Section 2.6.10.1 of the practical guide, personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract. In this respect, provisionally selected lead applicants, co-applicants and affiliated entities or those placed in the reserve list are obliged to declare that they are not in one of the exclusion situations through a signed declaration on honour (PRAG Annex A14). For grants of EUR 15 000 or less, no declaration on honour is required. See Section 2.4.

In Part A, Section 3 and Part B Section 8 of the grant application form ('declaration(s) by the lead applicant'), the lead applicant must declare that the lead applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

- **The lead applicant must act with at least one co-applicant.**
- **If the lead applicant is not established in Türkiye, it must act with at least one co-applicant as specified under Section 2.1.1 hereafter that is established in Türkiye.**

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 sole 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 itself.

In addition below listed entities are also eligible as co-applicant(s):

- be an NGO⁷ (association and foundation, etc.), or
- be a non-profit union, cooperative⁸.

Co-applicants must sign the mandate in Part B 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).

⁷ For the purpose of this Call, "non-governmental organization (NGO)" is defined as:

- a) which is independent of the state as regards to its establishment and appointment of its personnel and administrators,
- b) which has an autonomous and democratic structure in its financial and administrative affairs,
- c) which is a non-profit legal entity.

In this respect, "Foundations of Social Aid and Solidarity" are not considered as NGO and not eligible to apply as an Applicant or co-applicant.

⁸ Not-for-profit cooperatives and other similar organizations should demonstrate that their operations are strictly not-profit making. They must provide together with their supporting documents their statute in which a provision prohibits distribution of the profit to the shareholders during the verification of eligibility check stage. As an alternative, the cooperatives should demonstrate, through an audit report covering the last three years that its profit has not been distributed to the shareholders during the last three years. In addition, the Board of Directors should declare that profit will not be distributed to the shareholders in coming 5 years.

IMPORTANT NOTE 1

Applying with at least one co-applicant is mandatory and it is strongly recommended to have agreement, protocol etc. signed between the lead applicant and co-applicant(s) to formalize the partnership.

- (3) In addition, please note that contracts cannot be awarded to or signed with applicants included in the lists of EU restrictive measures (see Section 2.4. of the PRAG).

2.1.2.Affiliated Entities

The lead applicant and its co-applicant(s) may act with affiliated entity(ies). **Only the following entities may be considered as affiliated entities to the lead applicant and/or to co-applicant(s):**

Only entities having a structural link with the applicants (i.e. the lead applicant or a co-applicant), in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to an applicant may hence be:

- Entities directly or indirectly controlled by the applicant (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the applicant (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
- Entities directly or indirectly controlling the applicant (parent companies). Likewise, they may be entities controlling an entity controlling the applicant;
- Entities under the same direct or indirect control as the applicant (sister companies).

- (ii) Membership, i.e. the applicant is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the applicant participates in the same entity (e.g. network, federation, association,) as the proposed affiliated entities.

The structural link shall, as a general rule, be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to an applicant even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called 'sole applicants' or 'sole beneficiaries'. A sole applicant or a sole beneficiary is a legal entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to an applicant:

- Entities that have entered into a (procurement) contract or subcontract with an applicant, act as concessionaires or delegates for public services for an applicant,
- Entities that receive financial support from the applicant,
- Entities that cooperate on a regular basis with an applicant on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract (unless this consortium agreement leads to the creation of a 'sole applicant' as described above).

How to verify the existence of the required link with an applicant?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the applicant and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the applicant constitutes or in which the applicant participates.

If the applicants are awarded a grant contract, their affiliated entity(ies) will not become beneficiary(ies) of the action and signatory(ies) of the grant contract. However, they will participate in the design and in the implementation of the action and the costs they incur (including those incurred for implementation contracts and financial support to third parties and subcontractors) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the beneficiary(ies) under the grant contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and/or the co-applicant(s). They must sign the affiliated entity(ies) statement in Part B Section 5 of the grant application form.

2.1.3. Associates and Contractors

The following entities are not applicants nor affiliated entities and do not have to sign the 'mandate for co-applicant(s)' or 'affiliated entities' statement:

- 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, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1. Associates must be mentioned in Part B Section 6 — 'Associates participating in the action' — of the grant application form.

- Contractors

The beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex IV to the standard grant contract.

2.1.4. 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 lower than 12 months nor exceed 24 months.

Sectors or Themes:

Sectors or themes can be related to both mitigation and adaptation as follows:

Sectors for Adaptation to Climate Change: Urban (planning, infrastructure), climate related disaster risk management, transport, water resources management, agriculture and fisheries/livestock, and food security, ecosystem services, biodiversity and forestry, tourism, cultural heritage, energy, industry and other relevant sectors.

Sectors for Climate Change Mitigation: Energy, industry, agriculture, transport, waste, buildings, Land Use Land Use Change and Forestry (LULUCF) and other relevant sectors.

Themes: Climate change adaptation and/or mitigation.

Location:

Actions must take place in Türkiye, except for specific activities related to study tours, participation in events and attendance of civil society organisations' representatives to platforms, meetings and conferences, etc. as long as they clearly contribute to the achievement of the project's overall objectives. Activities related to exchange of knowledge and experience from other countries can be supported only if part of a broader action. However, such activities cannot constitute the major part of the Action.

Types of Action:

The actions must focus on at least one of the priorities stated in section 1.2 and must include a component (set of activities) on strengthening the communication between stakeholders and “extending the knowledge base within the society”.

The following actions listed are by way of example only and applications are not limited to these types of actions;

- Implementation of climate change adaptation and/or mitigation actions,
- Implementation of climate change adaptation and/or mitigation actions included in the action plans on national and local climate change,
- Piloting demonstrative actions in the field of climate change adaptation and/or mitigation,
- Implementing actions to reduce vulnerabilities and supply the necessary infrastructure for management of disasters caused by climate change,
- Implementing actions to reduce greenhouse gas emissions,
- Implementing actions to make cities more resilient to the effects of climate change,
- Mainstreaming climate change adaptation and/or mitigation into local and sectoral actions,
- Dissemination of best adaptation and/or mitigation practices in collaboration with organizations and cities within Türkiye and/or the EU,
- Developing and/or implementing technology and innovative tools for climate change adaptation and/or mitigation action,
- Promoting community-based actions in adaptation and/or mitigation to climate change,
- Implementation of R&D and scientific studies for climate change adaptation and/or mitigation action in relevant sectors,

All actions/projects can be designed for addressing the sectors mentioned above.

The following types of action are ineligible;

- Preparing an LCCAP and SECAP,
- Actions concerned solely with construction of solar or wind powered plants,
- Actions concerned solely with building of bicycle paths,
- Actions focusing solely on awareness raising and/or extending the knowledge base within the society,
- 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,
- 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. For this purpose, preparatory activities for a conference and the publication of proceedings do not in themselves constitute such a wider project.
- Actions for which the applicant is already receiving funding e.g. from the governmental budget, other community programmes or other funds,
- Actions started before the signing of the contract with the contracting authority,

- Actions consisting solely of studies, feasibility studies (unless part of a broader project),
- Commercial activities,
- Actions supporting political parties,
- Financial support activities (i.e. the use of the grant to make further grants (financial or in-kind) or loans to other organisations or individuals such as for those who are establishing their businesses),
- Actions supporting establishment or activities of private or public enterprises, and profit-earning activities,
- Social service actions such as provision of food, clothing, health and education fees.

IMPORTANT NOTE 2

All actions are expected to ensure gender mainstreaming through analysing, identifying and addressing gender-differentiated needs and agencies of women and men, girls and boys, in all their diversity and particular added-value elements and cross-cutting issues (such as innovation, best practices, sustainable results) in the activities. All actions must ensure wide dissemination of the results of the actions. These points will be subject to evaluation in the relevant sections of the evaluation grid.

Types of Activities:

The activities listed below are by way of example only and are not limited to these types of activities:

- Activities on implementation of Climate Change adaptation and mitigation strategy and action plans,
- Activities aiming climate smart agriculture techniques,
- Activities energy efficiency in sectors,
- Activities aiming holistic or complimentary adaptation and/or mitigation implementations,
- Activities aiming enhancing transportation resilience,
- Activities aiming enhancing infrastructure resilience,
- Activities aiming implementing spatial adaptation solutions using NBS, ecosystem-based adaptation or hard engineering solutions where it needed,
- Activities aiming implementation of mitigation activities with a holistic low-emission neighbourhood approach,
- Activities aiming implementation of adaptation activities with a holistic neighbourhood approach,
- Activities aiming the use of regional heating and cooling systems,
- Activities aiming implementation of mitigation activities in urban transportation,
- Mitigation activities that can be implemented in the waste field,
- Innovative implementations using technology and new tools on adaptation and mitigation,
- Carrying out activities to ensure biodiversity adaptation to climate change,
- Implementation of mitigation activities in the field of agriculture and forestry.
- Research, survey activities.

IMPORTANT NOTE 3

“Adaptation” refers to adjustments in ecological, social or economic systems in response to actual or expected climatic stimuli and their effects. It refers to changes in processes, practices and structures to moderate potential damages or to benefit from opportunities associated with climate change (UNFCCC). Adaptation actions can take on many forms, depending on the unique context of a community, business, organization, country or region. There is no ‘one-size-fits-all-solution’—adaptation can range from building flood defences, setting up early warning systems for cyclones, switching to drought-resistant crops, to redesigning communication systems, business operations and government policies (UNFCCC).

<https://unfccc.int/topics/adaptation-and-resilience/the-big-picture/introduction>

Efforts to reduce emissions and enhance sinks are referred to as **“mitigation”** (UNFCCC). Mitigating climate change means reducing the flow of heat-trapping greenhouse gases into the atmosphere. This involves cutting greenhouse gases from main sources such as power plants, factories, cars, and farms. Forests, oceans, and soil also absorb and store these gases, and are an important part of the solution (EEA). <https://www.eea.europa.eu/en/topics/in-depth/climate-change-mitigation-reducing-emissions>
<https://unfccc.int/topics/introduction-to-mitigation>

All activities must respect local applicable law and legislations.

IMPORTANT NOTE 4

In principle, applications should be “original” and unique to the target group’s needs, problems, and be designed with proper solutions and implementation methodology. Therefore, “copy-paste applications” may be eliminated in the course of the evaluation process when the proposals present the same;

- scope of activity, wording or the same sentences differentiated only by rephrasing,
- budget,
- implementation modalities with only few differences such as the implementation place, name of lead applicant, co-applicant(s), affiliated entity(ies), and the number of target group

unless a solid ground is found to be considered acceptable by the Evaluation Committee and/or the Contracting Authority.

Financial Support to Third Parties⁹:

Applicants may not propose financial support to third parties.

Visibility:

The applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the action. Unless the European Commission agrees otherwise, actions that are wholly or partially funded by the European Union must ensure the visibility of EU financing by displaying the EU emblem in accordance with the guidelines set out in the Operational guidelines for recipients of EU funding, published by the European Commission. If applicable, communication activities may be undertaken to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

All measures and activities relating to visibility and, if applicable, communication, must comply with the latest Communication and Visibility Requirements for EU-funded external action, laid down and published by the European Commission ([Communication and Visibility Requirements for EU External Actions | International](#)

⁹ These third parties are neither affiliated entity(ies) nor associates nor contractors.

Number of applications and grants per applicants / affiliated entities

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

The lead applicant may not be awarded as a lead applicant more than 1 (one) grant under this call for proposals.

The lead applicant may be a co-applicant or an affiliated entity in another application at the same time under this call for proposals.

A co-applicant/affiliated entity may not be the co-applicant or affiliated entity in more than 1 (one) application under this call for proposals.

A co-applicant/affiliated entity may not be awarded as a co-applicant/affiliated entity more than 1 (one) grant under this call for proposals.

2.1.5. Eligibility of Costs: Costs that can be Included

Union contributions under this call for proposals take the following form(s):

- Financing not linked to costs of the relevant operations based on¹⁰:
 - (i) either the fulfilment of conditions set out in sector specific legislation or Commission Decisions; or
 - (ii) the achievement of results measured by reference to the previously set milestones or through performance indicators;
- Reimbursement of eligible costs that may be based on any or a combination of the following forms:
 - (i) actual costs incurred by the beneficiary(ies) and affiliated entity(ies);
 - (ii) one or more simplified cost options (see below).

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'.

Simplified cost options (SCOs) may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante. This form is not applicable to output or result based SCOs.

Simplified costs options which can be proposed are the following:

"output or result based SCOs": they include costs linked to outputs, results, activities, deliverables in the framework of a specific project (for example the determination of a lump sum for the organization of a

¹⁰ Such performance-based financing is not subject to other sub-articles of Article 14 of the General Conditions to the grant contract. The relevant results and the means to measure their achievement shall be clearly described in Annex I to the contract.

The amount to be paid per achieved result shall be set out in Annex III. The method to determine the amount to be paid per achieved result shall be clearly described in Annex I, take into account the principle of sound financial management and avoid double-financing of costs. The beneficiary shall not be obliged to report on costs linked to the achievement of results. However it shall submit any necessary supporting documents, including where relevant accounting documents, to prove that the results triggering the payment as defined in Annex I and III have been achieved.

Articles 15(1) (schedule of payment), 15(7) (expenditure verification), 17(3) (no-profit) of the General Conditions do not apply to the part of the action supported by way of result-based financing.

conference, or for the realisation of a determined output/activity). Where possible and appropriate, lump sums or unit costs shall be determined in such a way to allow their payment upon achievement of concrete outputs and/or results. This type of SCO can be proposed by the beneficiary (no threshold is applicable) at proposal's stage (Grant application form – Full application). In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided, reimbursement on the basis of actually incurred costs is always possible.

Please refer to Annex K for the details of the procedure to be followed depending on the type and amount of the costs to be declared as SCO.

Applicants proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to 'UNIT COST', 'LUMPSUM' in the Unit column (see example in Annex K).

Additionally in Annex B, in the second column of worksheet no.2, 'Justification of the estimated costs' per each of the corresponding budget item or heading applicants must:

- describe the information and methods used to establish the amounts of unit costs and/or lump sums, to which costs they refer, etc for output or result based SCO;
- clearly explain the formulas for calculation of the final eligible amount for output or result based SCO.

Where SCOs are proposed the evaluation committee and the contracting authority decide whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicants, by analysing factual data of grants carried out by the applicants or of similar actions. In case the evaluation committee and the contracting authority are not satisfied with the quality of the justification provided reimbursement on the basis of actually incurred costs is always possible.

No threshold is set ex-ante for the total amount of financing that can be authorised by the contracting authority on the basis of simplified cost options.

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 or the percentage of EU co-financing as a result of these corrections.

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

Eligible direct costs

To be eligible under this call for proposals, costs must comply with the provisions of Article 14 of the general conditions to the standard grant contract (see Annex G of the guidelines).

The applicants (and where applicable their affiliated entities) agree that the expenditure verification(s) referred to in Article 15.7 of the general conditions to the standard grant contract (see Annex G of the guidelines) will be carried out by the Ministry of Environment, Urbanization and Climate Change, General Directorate of contracting authority or any external body authorised by the European Union and Foreign Relations Department of European Union Investments, at the following address: Mustafa Kemal Mahallesi 2082. Cadde No:52, Çankaya/Ankara Türkiye, Tel +90 312 474 03 50-51.

Salary costs of the personnel of national administrations may be eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the action were not undertaken.

IMPORTANT NOTE 5

Civil Servants who are employed under the Law No 657 in Türkiye cannot be employed or be paid any salary within the context of this project except if;

- the cost of these staff assigned to the action is paid by the beneficiary(ies) or affiliated entity(ies) if they get necessary permissions from their institutions and they are under the payroll of the beneficiary(ies) or affiliated entity(ies).

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

The legislation relevant to the civil servants in the other eligible countries should be respected.

Contingency Reserve:

The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible 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 7 % 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 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.

Contributions in Kind:

Contributions in kind mean the provision of goods or services to beneficiaries or affiliated entities free of charge by a third party. As contributions in kind do not involve any expenditure for beneficiaries or affiliated entities, they are not eligible costs (except for personnel costs for the work carried out by volunteers under an action or an operating grant if so authorised).

The contracting authority may accept co-financing in kind in the form of volunteers' work. Volunteers' work may comprise up to 50 % of the co-financing. For the purposes of calculating this percentage, contributions in kind in the form of volunteers' work must be based on the unit cost per volunteer per day as defined and authorised by the European Commission at the following address: <https://ec.europa.eu/transparency/regdoc/?fuseaction=list&coteId=3&year=2019&number=2646&version=ALL&language=en>. This type of costs must be presented separately from other eligible costs in the estimated budget, in the dedicated budget line 10.2 of the budget template (PRAG Annex e3c). The value of the volunteer's work must always be excluded from the calculation of indirect costs. When the estimated costs include volunteers' work, the grant shall not exceed the estimated eligible costs other than the costs for volunteers' work

Other co-financing shall be based on estimates provided by the applicant.

Ineligible Costs:

The following costs are not eligible:

- 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 a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action, in which case ownership must be transferred in accordance with Article 7.5 of the general conditions of the standard grant contract, at the latest at the end of the action;

- currency exchange losses;
- in kind contributions (except for volunteers' work);
- bonuses included in costs of staff;
- negative interest charged by banks or other financial institutions;
- credit to third parties;
- procurement of vehicles
- procurement of second-hand equipment.

2.1.6. 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 and may result in administrative penalties according to the Financial Regulation in force.

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 European Commission 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.

Applicants (and affiliated entities) other than (i) natural persons, (ii) pillar-assessed entities and (iii) governments and other public bodies, whose application has been provisionally selected or placed in a reserve list shall assess their internal policy against sexual exploitation, abuse and harassment (SEA-H) through a self-evaluation questionnaire (Annex L). For grants of EUR 60 000 or less no self-evaluation is required. Such self-evaluation questionnaire is not part of the evaluation of the full application by the contracting authority, but is an administrative requirement. See Section 2.5.6 of the PRAG.

c) Anti-corruption and anti-bribery

The applicant shall comply with all applicable laws, regulations and codes relating to anti-bribery and anti-corruption. The contracting authority 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 or to be permanently excluded from receiving EU/EDF funds.

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. Concept Note Content

Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines (Annex A).

Applicants must apply in English. Please note that:

1. In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
2. The elements outlined in the concept note may not be modified in the full application, except for the changes described below:
 - The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3.
 - The lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only in duly justified cases.

The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases, the duration must remain within the limits imposed by the guidelines for applicants. Own contributions by the applicants can be replaced by other donors' contributions at any time.

An explanation/justification of the relevant replacements/adjustments shall be included in section 2.1.1. of the full application form. Should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.

3. Only the concept note form will be evaluated. It is therefore of utmost importance that this document contains ALL relevant information concerning the action. No additional annexes should be sent.

Please complete the concept note form carefully and as clearly as possible so that it can be assessed properly.

Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.

Clarifications will only be requested when information provided is not sufficient to conduct an objective assessment.

2.2.2. Where and How to Send Concept Notes

The concept note and declaration by the lead applicant (to be found in **Part A Section 3** of the grant application form) must be submitted in one original and two copies in A4 size, each bound. Hand-written concept notes will not be accepted.

An electronic version of the concept note must also be submitted. An USB stick with the concept note in electronic format will be included, along with the paper version, in a sealed envelope as described below. The electronic file must contain **exactly the same** application as the paper version enclosed.

Where lead applicants send several different concept notes (if allowed to do so by the guidelines of the call), each one must be sent separately.

The envelope must bear the **reference number and the title of the call for proposals**, together with the full name and address of the lead applicant, and the words 'Not to be opened before the opening session 'and 'Açılış oturumundan önce açmayınız'.

To reduce expense and waste, we strongly recommend that you do not use plastic folders or dividers. Please also use double-sided printing if possible.

Concept notes 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) to the address below:

Postal address

T.C. Çevre, Şehircilik ve İklim Değişikliği Bakanlığı, AB ve Dış İlişkiler Genel Müdürlüğü, AB Yatırımları Dairesi Başkanlığı

Ministry of Environment, Urbanization and Climate Change, General Directorate of European Union and Foreign Relations, Department of EU Investments

Mustafa Kemal Mahallesi 2082. Cadde No:52 Çankaya/Ankara

Title: EU-Türkiye Climate Change Grant Programme (EU-TR CCGP)

Reference: EuropeAid/182996/ID/ACT/TR

Address for hand delivery

T.C. Çevre, Şehircilik ve İklim Değişikliği Bakanlığı, AB ve Dış İlişkiler Genel Müdürlüğü, AB Yatırımları Dairesi Başkanlığı

Ministry of Environment, Urbanization and Climate Change, General Directorate of European Union and Foreign Relations, Department of EU Investments

Mustafa Kemal Mahallesi 2082. Cadde No:52 Çankaya/Ankara

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

So as to facilitate the processing of applications, please present the original dossier and 2 copies in A4 size, each bound in following order:

1. Concept note - Part A of the grant application form,
2. Checklist - Section 2 of Part A of the grant application form,
3. Declaration by the lead applicant - Section 3 of Part A of the grant application form,
4. Electronic format (Word and Pdf format in USB stick) of the concept note (Part A Sections 1, 2 and 3).

Please note that incomplete concept notes may be rejected. Lead applicants are advised to verify that their concept note is complete using the checklist for concept note (Part A Section 2 of the grant application form).

2.2.3. Deadline for Submission of Concept Notes

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

In the first case, the concept note must be sent before the date for submission, as evidenced by the postmark or deposit slip¹¹, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the concept note which will serve as proof.

¹¹ It is recommended to use registered mail in case the postmark would not be readable.

The deadline for the submission of concept notes is **16.12.2024** 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 **16.12.2024** before **15:30** (Ankara local time) as evidenced by the signed and dated receipt. Any concept note submitted after the deadline will be rejected.

The contracting authority may, for reasons of administrative efficiency, reject any concept note submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the concept note evaluation, if accepting concept notes that were submitted on time but arrived late would considerably delay the evaluation procedure) or jeopardise decisions already taken and notified (see indicative calendar under Section 2.5.2).

2.2.4. Further Information about Concept Notes

(An) information meeting(s) on this call for proposals will be held. For the exact date(s) and location(s) of the information meeting(s), please follow the Ministry of Environment, Urbanization and Climate Change, General Directorate of European Union and Foreign Relations, Department of European Union Investments (<https://ipa.csb.gov.tr>) website.

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of concept notes to the address(es) below, indicating clearly the reference of the call for proposals:

E-mail address: **trccgp@csb.gov.tr**

The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for submission of concept notes.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), an action or specific activities.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure will be published on the website where the call was published: website of DG International Partnerships https://ec.europa.eu/international-partnerships/funding/looking-for-funding_en or Funding & Tender opportunities (F&T Portal) <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and <https://ipa.csb.gov.tr>, as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

2.2.5. Full Applications

Lead applicants invited to submit a full application following pre-selection of their concept note must do so using Part B of the grant application form annexed to these guidelines (Annex A). Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.

Please note that the elements outlined in the concept note may not be modified in the full application except for the changes described below:

- The EU contribution may not vary from the initial estimate by more than 20 %. Lead applicants are free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these guidelines in Section 1.3.
- The lead applicant may add, remove or replace one or more co-applicant(s) or affiliated entity(ies) only in duly justified cases.
- The lead applicant may adjust the duration of the action if unforeseen circumstances outside the scope of the applicants have taken place following the submission of the concept note and require such adaptation (risk of action not being carried out). In such cases, the duration must remain within the limits imposed by the guidelines for applicants.

An explanation/justification of the relevant replacements/adjustments shall be included in section 2.1.1. of the full application form should the explanation/justification not be accepted by the evaluation committee, the proposal may be rejected on that sole basis.

Lead applicants must submit their full applications in the same language as their concept notes.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the checklist (Part B, Section 7 of the grant application form) or any major inconsistency in the full 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 information provided is unclear and thus prevents the contracting authority from conducting an objective assessment.

Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. **With the full application the lead applicant also has to submit completed PADOR registration form (Annex F) for the lead applicant, each co-applicants (if any) and each affiliated entities (if any).**

Please note that the following documents should be submitted together with PADOR registration form and the full application:

1. The statutes or articles of association of the lead applicant, of each co-applicant (if any) and of each affiliated entity (if any). Where the contracting authority has recognised the lead applicant's, or the co-applicant(s)'s, or their affiliated entity(ies)'s eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, what should be submitted, instead of the statutes or articles of association, is a copy of the document proving their eligibility in a former call (e.g. a copy of the special conditions of a grant contract received during the reference period), unless a change in legal status has occurred in the meantime. This obligation does not apply to international organisations that have signed a framework agreement with the European Commission.
2. Legal entity form (see Annex D of these guidelines) duly completed and signed by each of the applicants (i.e. by the lead applicant and by each co-applicant, if any), accompanied by the justifying documents requested there. If the applicants have already signed a contract with the contracting authority, instead of the legal entity form and supporting documents, the legal entity number may be provided, unless a change in legal status occurred in the meantime.
3. A financial identification form of the lead applicant (not from co-applicant(s)) conforming to the model attached as Annex E of these guidelines, certified by the bank to which the payments will be made. 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 European Commission 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.

In addition, for the purpose of the evaluation of the financial capacity, the following documents should be submitted¹²:

1. For action grants exceeding EUR 750 000 and for operating grants above EUR 100 000, 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 three available financial years.

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 three available financial years. Such self-

¹² No supporting documents will be requested for applications for a grant not exceeding EUR 60 000.

declaration shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)¹³ by an authorised representative of the signatory.

This requirement shall apply only to the first application made by a beneficiary the same contracting authority in any one financial year.

The external audit report is not required from the co-applicant(s) or affiliated entities (if any).

2. For action grants not exceeding EUR 750 000 and for operating grants below EUR 100 000, a copy of the lead applicant's profit and loss account and the balance sheet for up to the last three financial years for which the accounts were closed¹⁴. A copy of the latest account is neither required from the co-applicant(s) (if any) nor from affiliated entity(ies)(if any).

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.

Where such documents are not in one of the official languages of the European Union or in Turkish, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, must be attached for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is strongly recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the lead applicant's and, where applicable, co-applicants' and affiliated entity(ies)' eligibility, into English.

If the abovementioned supporting documents are not provided by the deadline for the submission of the full application, the application may be rejected.

No additional annexes should be sent.

2.2.6. Where and how to send full applications

Full applications (i.e. the full application form, PADOR registration form the budget, the logical framework and the declaration by the lead applicant) 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) to the address below:

Postal address

T.C. Çevre, Şehircilik ve İklim Değişikliği Bakanlığı, AB ve Dış İlişkiler Genel Müdürlüğü, AB Yatırımları Dairesi Başkanlığı

Ministry of Environment, Urbanization and Climate Change, General Directorate of European Union and Foreign Relations, Department of EU Investments

Mustafa Kemal Mahallesi 2082. Cadde No:52 Çankaya/Ankara

Address for hand delivery

T.C. Çevre, Şehircilik ve İklim Değişikliği Bakanlığı, AB ve Dış İlişkiler Genel Müdürlüğü, AB Yatırımları Dairesi Başkanlığı

¹³ Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

¹⁴ This obligation does not apply to natural persons who have received education support or who are in most need or in receipt of direct support, nor to public bodies and to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to Section 2.2.5, point 1.

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

Applications must be submitted in one original and two copies in A4 size, each bound. The full application form (word and PDF), budget (excel) and logical framework (word) and PADOR registration form (PDF) must also be supplied in electronic format (USB stick) in a separate and single file (i.e. the full application must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version. Hand-written applications will not be accepted.

The declaration by the lead applicant (Section 8 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where lead applicants send several different applications (if allowed to do so by the guidelines of the call), each one must be sent separately.

The envelope must bear the **reference number and 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 'and 'Açılış oturumundan önce açmayınız'.

Applicants are advised to verify that their application is complete using the checklist (Section 7 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.7. Deadline for Submission of Full Applications

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

In the first case, the full 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 full application that will serve as proof.

The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected.

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 effective date of approval of the full application evaluation, 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 calendar under Section 2.5.2).

Any application submitted after the deadline will be rejected.

2.2.8. Further information about full applications

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of full applications to the addresses listed below, indicating clearly the reference of the call for proposals:

E-mail address: **trccgp@csb.gov.tr**

The contracting authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than 11 days before the deadline for the submission of full applications.

To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, affiliated entity(ies), or an action.

No individual replies will be given to questions. All questions and answers as well as other important notices to applicants during the course of the evaluation procedure, will be published on the website where the call was published: website of DG International Partnerships: <https://ec.europa.eu/international->

[partnerships/funding/looking-for-funding_en](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home) or Funding & Tender opportunities (F&T Portal) <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and <https://ipa.csb.gov.tr>, as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

Please note that the contracting authority may decide to cancel the call for proposals procedure at any stage according to the conditions set out in Section 6.5.9 of the PRAG.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the contracting authority with the possible assistance of external assessors. 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 in Section 2.1, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

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

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the concept note satisfies all the criteria specified in the checklist in Section 2 of Part A of the grant application form. 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.

The concept notes that pass this check will be evaluated on the relevance and design of the proposed action.

The concept notes will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on how to complete the concept note, which can be found in Part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores*

1. Relevance of the action	Sub-score	20
1.1 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)?	5	
1.2 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)?	5	
1.3 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?	5	

1.4 Does the proposal contain particular added-value elements (e.g. innovation, best practices)?	5	
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2. Design of the action

Sub-score **30**

2.1 How coherent is the overall 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?	5x2**	
2.2 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5	
2.3 Does the design take into account external factors (risks and assumptions)?	5	
2.4 Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5 To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	5	
TOTAL SCORE		50

* Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses more than the required minimum number of priorities as indicated in Section 1.2 (objectives of the programme) of these guidelines.

**this score is multiplied by 2 because of its importance

Once all concept notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.

Secondly, the number of concept notes will be reduced, taking account of the ranking, to the number of concept notes whose total aggregate amount of requested contributions is equal to 200% of the available budget for this call for proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes, where relevant.

After the evaluation of concept notes, the contracting authority will send letters to all lead applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the concept note was evaluated and the results of that evaluation. The pre-selected lead applicants will subsequently be invited to submit full applications.

(2) STEP 2: OPENING & ADMINISTRATIVE CHECKS AND EVALUATION OF THE FULL APPLICATION

Firstly, the following will be assessed:

- If the submission deadline has been met. Otherwise, the application will automatically be rejected.
- If the full application satisfies all the criteria specified in the checklist (Section 7 of Part B of the grant application form). 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.

The full applications that pass this check: they will be further evaluated on their quality, including the proposed budget and capacity of the applicants and affiliated entity(ies). 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 and affiliated entity(ies)'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. This applies to applicants and any affiliated entity(ies).

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 and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance	20
<i>Score transferred from the Concept Note evaluation</i>	
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 co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5

5. Sustainability of the action	15
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>)	5
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 12 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.

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.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification will be performed on the basis of the supporting documents requested by the contracting authority (see Sections 2.2.5). It will by default only be performed for the applications that have been provisionally selected according to their score and within the available budget for this call for proposals.

- The declaration by the lead applicant (Section 8 of Part B of the grant application form) will be cross-checked with the supporting documents provided by the lead applicant. Any missing supporting document or any incoherence between the declaration by the lead applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants and the affiliated entity(ies) will be verified according to the criteria set out in Section 2.1.1.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available budget for this call for proposals.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS

The lead applicant should submit the documents listed in Section 2.2.5.

In addition, a lead applicant whose application has been provisionally selected or placed on the reserve list will be informed in writing by the contracting authority. It will be requested to supply the following documents:

1. Declaration on honour: the lead applicant as well as all co-applicants and affiliated entities shall fill in and sign the declaration on honour certifying that they are not in one of the exclusion situations (see Section 2.6.10.1 of the PRAG) where the amount of the grant exceeds EUR 15 000. The declaration on honour shall be dated and signed, either by hand or by applying a qualified electronic signature (QES)¹⁵ by an authorised representative of the signatory.
2. Self-evaluation questionnaire on SEA-H: the lead applicant as well as all co-applicants and affiliated entities shall fill in the self-evaluation questionnaire assessing the organisation's internal policy and procedure against sexual exploitation, abuse and harassment (SEA-H) (Annex L) where the amount of grant exceeds EUR 60 000 (see Section 2.5.6 of the PRAG)¹⁶.
3. Notarised document with the name(s) of the person(s) empowered to represent the applicants further a decision of the Board of Directors, only 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) are provided.
4. Certificate of the legal registration (document showing the activity status of the entity) of the lead applicant, of each co-applicant (if any) and of each affiliated entity (if any).

After verifying the supporting documents, the evaluation committee will make a final recommendation to the contracting authority, which will decide on the award of grants.

NB: In the eventuality that the contracting authority is not satisfied with the strength, solidity, and guarantee offered by the structural link between one of the applicants and its affiliated entity, it can require the submission of the missing documents allowing for its conversion into co-applicant. If all the missing documents for co-applicants are submitted, and provided all necessary eligibility criteria are fulfilled, the above-mentioned entity becomes a co-applicant for all purposes. The lead applicant has to submit the application form revised accordingly.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. Content of the Decision

The lead applicants will be informed in writing of the contracting authority's decision concerning their application and, if rejected, the reasons for the negative decision. Please note that the lead applicant is the intermediary for all communications between applicants and the contracting authority during the procedure.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See Section 2.12 of the practical guide.

Applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations of early detection or exclusion, their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the early detection and exclusion system, and communicated to the persons and entities concerned in relation to the award or the execution of a grant contract.

For more information, you may consult the privacy statement available on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm

¹⁵ Please note that only the QES within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted. Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC.

¹⁶ Applicants, co-applicants and affiliated entities who are (i) natural persons (ii) pillar-assessed entities and (iii) governments and other public bodies do not have to submit the self-evaluation questionnaire.

2.5.2. Indicative timetable

	DATE	TIME
1. Information meeting (if any)	For the exact date(s) and location(s) of the information meeting(s), please follow the Ministry of Environment and Urbanization, General Directorate of European Union and Foreign Relations, Department of European Union Investments (https://ipa.csb.gov.tr) website.	-
2. Deadline for requesting any clarifications from the contracting authority	25.11.2024	15:30
3. Last date on which clarifications are issued by the contracting authority	05.12.2024	-
4. Deadline for submission of concept notes	16.12.2024	15:30
5. Information to lead applicants on opening, administrative checks and concept note evaluation (Step 1)	23.12.2024	-
6. Invitations to submit full applications	16.06.2025	-
6. Deadline for submission of full applications	31.07.2025	-
7. Information to lead applicants on the evaluation of the full applications (Step 2)	07.08.2025	-
8. Notification of award (after the eligibility check) (Step 3)	05.01.2026	-
9. Contract signature	12.02.2026	-

All times are in the time zone of the country of the contracting authority.

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. In such cases, the updated timetable will be published on the web

site where the call was published: website of DG International Partnerships: https://ec.europa.eu/international-partnerships/home_fr or Funding & Tender opportunities (F&T Portal) <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home> and <https://ipa.csb.gov.tr>.

2.6. 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 based on the standard grant contract (see Annex G of these guidelines). By signing the application form (Annex A of these guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract. Where the coordinator is an organisation whose pillars have been positively assessed, it will sign a contribution agreement based on the contribution agreement template. In this case, references to provisions of the standard grant contract and its annexes shall not apply. References in these guidelines to the grant contract shall be understood as references to the relevant provisions of the contribution agreement.

Implementation contracts

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

In this context, a distinction should be made between awarding implementation contracts and subcontracting parts of the action described in the proposal, i.e. the description of the action annexed to the grant contract, such subcontracting being subject to additional restrictions (see the general terms and conditions in the model grant contract).

Awarding implementation contracts: implementation contracts relate to the acquisition by beneficiaries of routine services and/or necessary goods and equipment as part of their project management; they do not cover any outsourcing of tasks forming part of the action that are described in the proposal, i.e. in the description of the action annexed to the grant contract.

Subcontracting: subcontracting is the implementation, by a third party with which one or more beneficiaries have concluded a procurement contract, of specific tasks forming part of the action as described in annex to the grant contract (see also the general terms and conditions in the model grant contract).

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Excel format)

Annex D: Legal Entity Form

Annex E: Financial Identification Form

Annex F: PADOR REGISTRATION FORM

DOCUMENTS FOR INFORMATION¹⁷

Annex G: Standard grant contract

- Annex II: General Conditions
- Annex IV: Contract Award Rules
- Annex V: Standard Request for Payment
- Annex VI: Model Narrative and Financial Report
- Annex VII: N/A
- Annex VIII: N/A
- Annex IX: Standard Template for Transfer of Ownership of Assets
- Annex X: Taxes and customs arrangements

Annex H: Declaration on Honour

Annex I: Daily Allowance Rates (Per Diem), available at the following address: https://international-partnerships.ec.europa.eu/funding/guidelines/managing-project/diem-rates_en (as all necessary information is available via the link the publication of the annex is optional)

Annex J: Information on the Tax Regime Applicable to Grant Contracts Signed under the Call

Annex K: Guidelines for Assessing Simplified Cost Options

Annex L: Self-evaluation Questionnaire on SEA-H

Useful links:

Project Cycle Management Guidelines

https://ec.europa.eu/international-partnerships/funding/managing-project_en

The implementation of grant contracts

A Users' Guide

<https://wikis.ec.europa.eu/pages/viewpage.action?pageId=48169235>

Financial Toolkit

https://ec.europa.eu/international-partnerships/financial-management-toolkit_en

Please note: the toolkit is not part of the grant contract and has no legal value. It merely provides general guidance and may in some details differ from the signed grant contract. In order to ensure compliance with their contractual obligations beneficiaries should not exclusively rely on the toolkit but always consult their individual contract documents.

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¹⁷ These documents should also be published by the contracting authority.