**Grant Scheme for Türkiye-EU Business Dialogue II (TEBD-II)**

**Call for Proposals TR2021/W1T7/A02/OT02-2**

**(EuropeAid/179766/ID/ACT/TR)**

**(with the deadline for submission of full applications on 26 November 2024)**

**Clarifications-II**

**General Issues**

1. **In the PADOR form, there is no exact option for our entity for the “Legal Form”/“Category” question. What should we select/indicate?**

In case there is no exact option for the legal form/category part, the most suitable/closest option for your entity can be selected.

1. **Is it enough to upload the Law numbered 5174 to the “Statutes or law” part under the “Legal Data” of the PADOR form?**

Please do not upload any documents into the PADOR form as it will not be possible to download from the document. All documents requested in the invitation letter of the Contracting Authority need to submitted physically.

1. **Should we upload the English translation of the financial report to the “Financial data” part of the PADOR form or can we upload the Turkish version?**

Please see Reply no.2. Also, as implied in the section 2.2.5 of the guidelines for grant applicants, documents can be submitted in Turkish.

1. **Is it necessary to submit an offline PADOR form even if the applicant has already completed the online PADOR form through the e-Calls platform?**

Yes. As stated in Section 2.2.5 of the guidelines for the grant applicants, with the full application the lead applicant also has to submit completed PADOR registration form (Annex F) for the lead applicant, each co-applicant and each affiliated entity (if any).

1. **For the “Financial data” part of the PADOR form, currency of which date should be taken into account for the conversion rate of TL to EUR?**

For purposes of converting another currency to Euro, the InforEuro conversion rates, which can be found at: <https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en> is recommended to be used. For calculating annual turnovers in Euro, the rates for June of each year can be taken into account.

1. **What kind of document should we submit as a documentary proof for “being represented by the Eurochambres”? Is there a template for this document?**

The applicants and affiliated entities established in countries other than Türkiye should submit a “documentary evidence” proving that the relevant entity is being represented by the Eurochambres. There is no template for this document. This documentary evidence can be an official letter obtained from the Eurochambres or statute/registration/establishment document/establishment law (if the necessary information is readily available in the document), etc.

1. **The EU contribution and percentage of EU co-financing were indicated as (X) and (Y) in the Concept Note. Is it possible to change these amounts by keeping the budget total the same?**

As stated in the Section 2.2.5 of the guidelines for grant applicants, the EU contribution may not vary from the initial estimate by more than 20 %, although **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 the Section 1.3 of the guidelines .

1. **In the concept note we had indicated (X) number of specific objectives. Can we reduce the number of specific objectives or consolidate them without changing their content?**

As it is stated in the logical framework, “Outcome” means the likely or achieved short-term and medium-term effects of an Action’s outputs and refers to “specific objectives”. As also stated in Section 2.2.1 and 2.2.5 of the guidelines, the elements (co-applicant(s), affiliated entity(ies) (if any), associate(s) (if any), priority area(s), **specific objective(s)** and expected result(s)) outlined in the concept note **may not be modified** in the full application form.

In case the applicants decide to do any modifications in the information provided in the concept note, these need to be described under the relevant question in section “2.1.1 Description” of the grant application form – Part B. Should the explanation/justification not be accepted by the evaluation committee; the proposal may be rejected on that sole basis.

1. **Is it possible to make minor adjustments in the wording of the activities, objectives and results presented in the concept note while preserving the activities or outputs (for example, changing the order of activities, splitting an item written as a single activity into two separate activities, or writing it as a sub-item, etc.)?**

Please refer to Reply no.8. On the other hand, some activities may be added/removed or modified without changing the project specific objective(s) and still ensuring these activities’ contribution to the overall Programme objectives.

1. **As a Chamber/Commodity Exchange, what should we enter to the 'registration number' section in the Legal Entity Form?**

 In this section, the registration number or similar number (e.g. *sicil numarası*) related to the entity (given during registration/establishment of the entity) should be entered. In case there is no such registration number, the section can be left blank.

1. **When will the results be announced?**

Please see the revised indicative timetable in the Corrigendum-I.

**Eligibility of Costs (Section 2.1.5 of the guidelines)**

**and Financial Issues**

1. **Can (X) expenditure related to (Y) activity be procured as a service procurement and included under respective budget heading?**

It is possible to subcontract all costs covered by the per diem, travel or other expenses regarding the activities and these expenditures may be inserted under budget heading 5 or 6, if this is in compliance with the financial management of the project.

It is up to the applicants to decide whether to include relevant costs as per-diem or travel/accommodation/organization service procurement by placing these expenditures under appropriate budget heading.

Please be informed that in any expenditure realized, cost effectiveness must be ensured.

1. **Can the costs of the existing staff of the applicants assigned to the project be considered as co-financing? Can existing staff of the applicants assigned to the project receive salary from the project budget?**

Cost of applicants’ (lead applicant and co-applicant(s)) own staff assigned to the action could be included in the budget and may be regarded as co-financing. Actual gross salaries including social security charges and other remuneration-related costs of the staff assigned to the action are eligible costs on the condition that salaries and costs shall not exceed those normally borne by the applicants unless it is justified by showing that it is essential to carry out the action. Please see general conditions (Annex II of the standard grant contract).

1. **Can all of the employer costs (e.g. net salary, income tax, stamp tax, insurance premium, unemployment insurance premium) of the staff assigned to the action be covered from the project budget? Can bonus/premium salaries (*ikramiye*) be covered from the project budget?**

The "total cost" of the staff assigned to the action covers net salary, social security charges, income tax, stamp tax and other remuneration-related costs (**excluding performance-based bonuses**).

Please also note that this question is related to the implementation period and after the signature of the grant contract, training for the project implementation, including financial/legislative issues will be held to support the beneficiaries.

1. **Can we allocate expenditures in the budget for the procurement of certified public accounting (*serbest muhasebeci mali müşavir*) services for the reporting phase, if we already are to assign our existing accounting staff as project staff?**

As stated in Section 2.1.5 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 contracting authority.

In case the applicants require such services, the explanation of relevant budget items should be clearly indicated in the *Justification* part and duplication of duties, services and costs should be strictly avoided.

Please also see Reply-13.

1. **Is it necessary to make market research/obtain proforma invoices to identify the unit costs for the budget? If yes, is there a lower limit for conducting market research/obtaining proforma invoice (e.g. it should be done for all unit rates above 5,000 EUR)? Should we submit our market research/ obtained proforma invoices? In which currency (EUR or TL) should the offers be received and which conversion rate should be used if the invoices are obtained in a currency other than EUR?**

While there is **no obligation** for submitting the proforma invoices **with the full application form**, the applicants are **strongly recommended** to conduct a market research and prepare their budgets considering the market rates.

Also, as stated in the section 2.1.5 of the guidelines, 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; therefore, **clarification or additional documents such as proforma invoices may be requested** from the applicants during these checks.

Moreover, as the budget will be prepared and submitted in EUR, it is recommended to use EUR currency during your market research, as much as possible.

If required, for conversion of any currency to EUR for proforma invoices, it is recommended to use InforEuro conversion rates (on the issue date of the proforma invoice), which can be found at: <https://commission.europa.eu/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en>.

1. **Sworn translators issue self-employment receipts instead of invoices, which is subject to a stoppage tax of 20%. Can this tax be covered from project budget?**

Yes, stoppage tax can be covered from the project budget.

Please also note that this question is related to the implementation period and after the signature of the grant contract, training for the project implementation, including financial/legislative issues will be held to support the beneficiaries.

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