

Cooperative Support Grant Scheme for Job Creation

ICMPD/2021/6/ENHANCER/CS/TRY

Clarification No 5 / Questions and Answers

Following the receipt of a high number of questions, ICMPD would like to announce that Q&A will be published on a regular basis until the deadline for asking clarifications (07 March 2022 – 17.00h Vienna Time)

Note 1: Most of the questions that have been received concerning this call for proposals can be answered by **carefully reading** the Guidelines for Grant Applicants (Guidelines).

Note 2: Please note that in the interest of equal treatment of applicants, the Contracting Authority does not give a prior opinion on the eligibility of a lead applicant, a co-applicant, an action or specific activities (Please see section 2.1 of the Guidelines).

General Issues

Question 1: Our cooperative will be granted premises by the local municipality where the project actions will take place. What kind of documentation is required? There will be no lease agreement since it is not a leasing, but rather a free assignment.

Answer 1: Cooperative should document that the usufruct of the building/facility/premise is given to the Lead applicant at least during the project period. In case of an allocation of premises, as indicated under '2.3.2. Supporting documents to be submitted' of the Guidelines for Grant Applicants, title deed or the documentation (rental agreement) proving the right of usufruct of the building/facility/premise of the company where project activities will be implemented - for the lead applicant and each co-applicant (if any). The documentation should prove that the right to use the property for the project time period is given to the Lead Applicant.

Question 2: Additional supporting documents are requested to be signed and stamped by the authorized person of the institution. However, since many documents are received in digital environment with barcode / data matrix / verification code, institutions do not stamp and sign. Is it appropriate to submit the documents received in the digital environment with barcodes, signed and stamped by the authorized person of the cooperative?

Answer 2: Please read Section 2.3.2, "Supporting documents to be submitted", carefully. The Guidelines give the information on how the documents should be signed in detail.

Supporting barcoded documents can be signed and stamped by the authorized person of the cooperative if the institutions do not sign and stamp.



Question 3: A tax plate is required as an additional supporting document. With a law enacted in 2017, it has been made compulsory for cooperatives to establish Economic Enterprises for non-member transactions. Therefore, our cooperative has 2 tax numbers; of which one is "cooperative" and the other is "economic enterprise". However, since it is exempt from corporate tax in intra-partner transactions, the "cooperative" does not have a tax plate, and our "economic enterprise" has a tax plate. In this case, is it appropriate to submit the tax plate of the "economic enterprise" and additionally receive and add a letter from the tax office stating that our "cooperative" is exempt from corporate tax?

Answer 3: Please note that the tax number of the "cooperative" is the primary information for this call for proposals. Additionally, to support the project proposal, the tax plate of the economic enterprise and a letter from the tax office stating that the "cooperative" is exempt from corporate tax can be submitted. The information provided should be clear by not cause any confusion.

Question 4: As an additional supporting document, an up-to-date "Common Share Book" showing that the members are registered is required. The number of members of our cooperative is around 2,000, and we have 10 common share ledgers with more than 6,000 transaction records, including our partners who entered, exited, and died since its establishment. It is not possible to scan and upload these notebooks to the system.

In addition, since we are an "Agricultural Development Cooperative" established under the Ministry of Agriculture and Forestry, we cannot access the KoopBis system of the Ministry of Commerce. The Ministry of Agriculture and Forestry does not have a KoopBis system yet.

Our current partners are listed in the "Attendant Name List" prepared in each general assembly period and signed by the Ministry Representative and the Council Board, which manages the general assembly meeting. Is it appropriate to submit the "Attendant Name List", which includes all the partners, instead of the Common Share book?

Answer 4: "Attendant Name List", including all the partners, prepared in the general assembly and signed by the Ministry Representative and the Council Board can be submitted as supporting documents.

Question 5: A declaration is requested that the main applicant and (if any) co-applicants do not have any debts exceeding 3% of the fund amount to be provided by the contracting authority within the scope of the project that will cause lien and detention. A format for this declaration could not be found. Can the applicant prepare this declaration in the format he/she wants?

Answer 5: There is no specific format for this document (Section 2.3.2, Additional Supporting Documents, item r). While preparing it, please pay attention to include all relevant information by stating that *"there are no finalized seizure transactions 3% or more of ICMPD's financial support - for the lead applicant and each co-applicant (if any)"*.

Question 6: Should the bank account to be declared in the Annex-D Financial Identification Form, be a Turkish Lira account or a Euro account?

Answer 6: Bank account should be declared in Euro.

Question 7: Our cooperative has more than one production facility. “For example, while there is an SGK registration number and insured persons’ number for the meat production facility of the cooperative, there is another SGK registration number and insured persons’ number for the milk production facility. In this case, should the number of insured persons be specified for the facility where the project will be implemented, or should the total number of insured persons in all production facilities of the cooperative be expressed?”

Answer 7: The total number of insured persons in all production facilities of the cooperative should be declared.