

## SME Support Grant Scheme for Job Creation

ICMPD/2021/4/ENHANCER/SME/TUR

### Clarification No 8 / 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 15 October 2021 - 17.00h Vienna Time (the deadline for issuing clarifications)

**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 Considerations

**Question 1:** Are projects that will be received other than the priority sectors specified for provinces going to be accepted? Will projects that are outside the priority area on the basis of provinces be disadvantageous, will there be a loss of points?

**Answer 1:** As it is stated in the Guidelines for Applicants under section 1.2 "Objectives of the Programme and Priority Areas", sectors that are included in the table `Sectors & Local Value Chains` are determined as Eligible Sectors. However, these sectors are non-exhaustive. Any sector which aims to create new jobs can be available for this call for proposals. Sectors that are listed in the guidelines can get a higher score, but evaluation will be processed according to the objectives and priorities of the proposed action. (Please see Second Heading "Relevance" in the grid which is stated as "Financial Operational Capacity" under the article 2.3.8).

**Question 2:** Since the priority is to employ Turkish citizens within the borders of the Republic of Turkey, 1 foreigner can be employed against 5 Turkish employments in the employment of foreign workers in the Labor Law. Are there any exceptions to the application of this provision for the Enhancer project?

**Answer 2:** There is no exception under ENHANCER project regarding the Labour Law.

**Question 3:** When do companies receive payments (at the beginning, middle, end of the project) after the project is approved?



**Answer 3:** Applicants may request a pre-payment when their budget and requested amount are approved. Contracting Authority can request a letter of guaranty for the pre-payment amount. Balance payment will be scheduled according to a plan as stated in relevant documents. Awarded amount of funding will be allocated against the submission of relevant documents for incurred expenses, which are approved as eligible and budgeted.

**Question 4: After the approval of the project, within the project period, will there be a revision right to make changes in the project expenses?**

**Answer 4:** Revision of project-related expenses will be regulated under special conditions during the contracting period.

**Question 5: We are preparing a project proposal for the development of processes within our company. In this context, it is necessary to obtain materials from suppliers, make correspondence with suppliers, and make in-company correspondence. Should the expression of 'This project/program is funded/co-funded by the European Union' also be used in in-company e-mails within the scope of the project and the e-mails related to the correspondence with the suppliers during the purchase of materials and equipment within the scope of the project?**

**Answer 5:** Please note that there is no need to mention EU statement in correspondences. In the Guideline for Applicants, under the headline of `Visibility`, it is stated that *"The beneficiary(ies) shall mention the title of the Action and the Contracting Authority as well as the European Union's financial contribution in the information given to the final recipients of the Action, in its internal and annual reports, and in any dealings with the media. It shall display the Contracting Authority, Ministry of Industry and Technology, and European Union logo wherever appropriate."* For visibility, please also see the `Communication and Visibility Manual for EU External Actions` specified and published by the European Commission at:

[https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/visibility\\_requirements-near\\_english.pdf](https://ec.europa.eu/neighbourhood-enlargement/sites/near/files/visibility_requirements-near_english.pdf)

**Question 6: When we try to receive, `up-to-date evidence on the fulfilment of the obligations related to social security contributions (which is in the list of Annex F supporting documents) we are asked by the SGK system to choose which inquiry it is for. There are a few options such as; to be given to KOSGEB, Turkey (in general & not the subject of the tender), the Ministry of Industry and Technology, the Ministry of Treasury and Finance, etc. However, it is not possible to get a document from the system, to be given to the European Union or within the scope of this project. In this case, is it sufficient if we get `up-to-date evidence on the fulfilment of obligations related to social security contributions` by selecting Turkey (in general & not the subject of the tender in the system) option in the system, or is it a problem if we select another institution name in the system?**

**Answer 6:** " Turkey in General" option can be selected for the questioning

**Question 7: For a company engaged in manufacturing in the Machinery Equipment Sector within the scope of the SME Support Grant Scheme for Job Creation, "Is the purchase of a FORKLIFT, as procurement of machine, will be considered an eligible cost?**

**Question 8: If the company purchases vehicles such as forklifts and pallet trucks to be used in the transportation of products / semi-finished products / raw materials within the scope of the project, is it an eligible cost as it is related to the main activity?**

**If it is an eligible cost, should it be placed under the 3.1 car rental/purchase or 3.3 machinery, tools expense heading in the budget?**

**Answer 7-8:** Please note that in the interest of equal treatment of applicants, the Contracting Authority does not give a prior opinion on the appropriateness of any procurement.

Please see, Guidelines for Applicants, section 2.1.4 `Eligibility of Costs`. Above-mentioned equipment can be budgeted under 3.3 machinery, tools expense heading of the Budget.

**Question 9: Is it sufficient for SMEs to employ Syrian employees in order to benefit from the support? Or does the SME have to be Syrian itself?**

**Answer 9:** The applicant company is not required to be Syrian. SMEs registered in the provinces of Istanbul, İzmir, Bursa, Konya, Mersin, and Kayseri are eligible to benefit from the grant scheme. For other eligibility criteria which should be fulfilled by applicants, please check the Guidelines for Applicants, section 2.1.1. `Eligibility of Applicants`.

**Question 10: We are planning to recruit 4 employees within the scope of the project. These employees will be recruited from outside of the company. Shall we define these employees as expats or local personnel in the budget form? Could you please help us with filling these budget items?**

**Answer 10:** Expat (expatriate) is the person who is originally living abroad and recruited specifically for that project and provide expertise for support to the project. Syrians Under Temporary Protection and Local Host Communities are not expats (expatriates).

Please note that in the interest of equal treatment of applicants, the Contracting Authority does not give a prior opinion on the appropriateness of a form. However, regarding the budget, you can consider "unit" part of the budget as month, day or hour (will the payment based on month, day, or hours?). Number of month, day or hour should be mentioned in the "# of units" section. Hourly, daily or monthly rate will be stated in "unit rate" section. You can find the link below for the video which is prepared for filling the budget:

<https://www.youtube.com/watch?v=mql3ydcxza>