

Cooperative Support Grant Scheme for Job Creation

ICMPD/2021/6/ENHANCER/CS/TRY

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 the deadline for asking clarifications (14 April 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: Have any cooperatives benefited from grant support before, and if so, what kind of projects have been supported?

Answer 1: Within the scope of the ENHANCER Project carried out by ICMPD, there is no grant program applied to cooperatives before.

Question 2: It is stated in the grant guidelines that construction activities/costs are not considered eligible activities/costs under this grant scheme. As a construction cooperative, we want to apply for a grant, does this rule apply to us as well?

Answer 2: There is no exception in the limitations on the costs and activities determined within the scope of the grant program based on the applicant.

Question 3: Is there a limitation on the number of projects for the province of Kayseri?

Answer 3: There is no limitation on the number of applicants that will be entitled to receive grants on provincial basis. For more detailed information, you can review "Provisional Selection" under the heading '2.3.8 Financial and Operational Capacity Check and Technical Evaluation'.

Question 4: Is there a problem in the dismissal of the employed people if they cannot adapt to the cooperative?

Answer 4: As stated in the priority areas of the grant programme, our main goal is to ensure that the employment created within the scope of the project is sustainable. In the event that the employed person leaves the job, someone else should be employed immediately. A continuous change in employment is not considered appropriate and is evaluated further by the contracting authority.

Question 5: It has been 1 year since the establishment of our cooperative, but we continue with 0 profit and loss. Will this negatively affect the evaluation process?

Answer 5: In the application form, there are fields where the applicant should present the previous works, and sector experience in which the project will be carried out. In addition, the financial and operational capacity of the applicant will be evaluated. To have a more detailed idea, you can review the application form and grant guidelines.

Question 6: It is said that grants will be given to 10 cooperatives in 6 cities. Is this figure a foresight, is it the exact number of grants to be distributed?

Answer 6: 10 cooperatives represent an approximate number. The number of cooperatives and cooperative unions to be awarded will vary according to the budget of the projects to be accepted.

Question 7: One of the priority areas of the programme is “Digitalizing business processes through inclusive recruitment of new members or employees”. What is meant by digitalization? Can e-commerce transactions also be considered in this context?

Answer 7: Digitization is a broad concept and can be generally understood as the applicant’s use of technology in its work. This includes e-commerce.

For the eligibility of costs, please review 2.1.4 Eligibility of costs: costs that can be included. In addition, please see in the Guidelines for Applicants, 2.1.3 Eligible actions: actions for which an application may be made. The types of projects given in the guidelines are only examples, and the projects to be supported are not limited to the specified list. Please carefully review eligible and non-eligible activities and costs.

Question 8: Can investors participate in the project as partners? Since the commercial activity of the cooperative is low, is it possible to apply with local merchants and benefit from their experience? Can we present their financial statements?

Answer 8: Investors can take part in the project as associates, but they are not accepted as partners of the project. In other words, the financial statements of the participants are not taken into account during the evaluation phase. For detailed information, please review “2.1.1. Eligibility of applicants (i.e. lead applicant and co-applicant(s))” and “2.1.2. Associates and contractors” in the Guidelines for Applicants.

Question 9: Some of the requested supporting documents have lost their validity due to the extension of the application period. Do we need to re-take the documents we received 1 month ago?

Answer 9: Uploading the most up-to-date documents during the application will be in the interest of the applicant.

Question 10: The place where the project will be implemented will be rented if the project application is accepted. In this case, can the lease agreement be submitted after being awarded a grant?

Answer 10: The title deed, lease agreement (covering the project period) or usufruct certificate of the facility or facilities where the cooperative is currently operating can be submitted. The place to be rented after the acceptance of the project should be determined in advance and detailed information about it should be given in the application form. Where possible, a preliminary contract should be submitted.

Question 11: Our cooperative is working on the distillation and extraction of mainly daphne leaves. We would like to purchase a lorry or van with a capacity of 5.000 kg. A van can also have a capacity of a load of 5.000 kg. For the sustainability of the project, we consider that it is necessary to purchase it. On the eligible cost list, it is mentioned to purchase it.

We have two questions;

1. Can we have the right to purchase a lorry or van?

2. Budgeting form does not allow to write any amount as it says NA with yellow color under 4 item- vehicle costs. Thank you in advance.

Answer 11: As it is mentioned under the heading '2.1.4. Eligibility of costs: costs that can be included' of the grant guideline, vehicles for agricultural production and for milk transportation which is necessary for production scale up is eligible cost. Please note that the total costs of vehicles should not exceed the 20% of the total eligible direct costs. Eligible vehicle costs can be written under '3.1 Purchase or rent of vehicles' in the budget. Please read the footnotes in the budget carefully and fill the "justification" and "clarification" parts of the budget form in detail.

Question 12: Do you have a specific format for allocation of premises to be granted for this project? If not, we will be drafting a letter in Turkish and English, duly signed by the Greater Municipality and attach this document as proof for allocation.

Answer 12: There is not a specific format for this document. Applicant can prepare as they wish however, the information provided should be clear by not causing any confusion.

Answer 13: "We have some hesitation in the Annex C Legal Entity Form requested for your Cooperative Grant Program. Agricultural Cooperatives in Turkey are sometimes treated as "non-profit organizations". We kindly ask you to guide us on which option would be appropriate as the Organization Type of our Cooperative, which is in compliance with the Cooperatives Law and the Turkish Commercial Code in cases where there is no provision.

Answer 13: You can select the 'non for profit' option as the organization type in Annex C Legal Entity Form.

Question 14: Do updates that may come after the submission of the application affect the already submitted application? For example, after the application we submitted on April 15, 2022, do we need to update our application due to an update published on April 16, 2022 by the project team?

Answer 14: If you would like to make any changes to your application, you may make your changes by clicking on the “modify return” button (on the In-Tend Platform application page) until the deadline. After finalizing your changes please press the “submit” button again.

- Deadline for requesting any clarifications from the contracting authority: 15 April 2022, 17:00 (Vienna time)
- Last date on which clarifications are issued by the contracting authority: 22 April 2022, 17:00 (Vienna time)

Until April 22, ICMPD will publish the answers to your questions (Clarifications) on the relevant platforms. If you want to make any changes in your application in line with the published answers, you can do so until April 30, 2022, 17:00 (Vienna time).