

## Cooperative Support Grant Scheme for Job Creation

ICMPD/2021/6/ENHANCER/CS/TRY

### Clarification No 2 / 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).

#### Eligibility of Applicants and Actions

**Question 1:** The establishment date of our cooperative is June 2021. Would it be eligible for this call for proposals? (various questions received with similar content)

**Question 2:** When should the cooperative be established to be eligible for this call for proposals?

**Question 3:** We have recently established a cooperative. Is the 3-year rule compulsory to be an eligible applicant? Or can we apply as an association in which our cooperative registered under that association?

**Question 4:** Is it obligatory to be established at least one year before the announcement of this call for proposals? We are eager to apply, but it has been only six months since our cooperative has been established?

**Question 5:** Can a cooperative apply even it has been only two months since establishment?

**Question 6:** We would like to apply for the Call for Proposals. The establishment of our cooperative was postponed in the past due to the pandemic. Is it possible that the establishment date of the cooperative can be one year before the 14 March 2022 deadline of applications, instead of 1 year before the first announcement date, 14 December 2021?

**Answer 1-6:** According to section 2.1.1. Eligibility of Applicants (Lead Applicant and Co-Applicant(s) in the Guidelines for Applicants, as lead applicant or co-applicant, the cooperative or the union of cooperatives must be established at least one year before the announcement date

of this call for proposals (14 December 2021). Please see the Guidelines for Grant Applicants for the other criteria and further information.

**Question 7: Can you explain the unions of cooperatives? For example, is a union for agricultural watering cooperatives or a union for cattle breeders' eligible applicant for this call for proposals? On the other hand, can a union providing service to villages apply for this call for proposals?**

**Question 8: Would you please briefly explain what your definition of a cooperative is, or a union of cooperatives?**

**Answer 7-8:** Cooperatives are legal entities; which people can fulfil their needs in reciprocal help, solidarity and surety at minimum cost.

Cooperative unions are the unions that protect the benefits of cooperatives, invest in financial activities to achieve their goals, coordinate and audit the activities of cooperatives, execute the relations with different countries, enhance the cooperative system, provide training and provide recommendations about the cooperative system.

This Grant Scheme Program has been designed for cooperatives and unions of cooperatives. The lead applicant or co-applicant must be legally registered as a cooperative or the union of cooperatives and their headquarters must be in one of the target provinces, namely: Bursa, İstanbul, İzmir, Kayseri, Konya, Mersin.

**Question 9: Can other provinces be eligible for this call for proposals except for the implementation provinces which you mentioned? (various questions received with similar content)**

**Answer 9:** The lead applicant or the co-applicant must be legally registered as a cooperative or the union of cooperatives and their headquarters must be in one of the target provinces, namely: Bursa, İstanbul, İzmir, Kayseri, Konya, Mersin. Applications from other provinces will not be evaluated.

**Question 10: Can a local authority become co-applicant for this call for proposals?**

**Question 11: Is it obligatory to be a cooperative or a government entity to become a co-applicant?**

**Question 12: I ask on behalf of a cooperative that works for disadvantaged women and vulnerable Syrians. Can the cooperative apply by itself or is it necessary to have a government entity or individual enterprise as co-applicant or associate?**

**Question 13: The municipality has a share in the cooperative; would that be a concern for eligibility?**

**Question 14: Can we apply as Cattle Breeding Association? Or this grant scheme is only for the Agricultural Development Cooperatives? All cooperative activities related to farmers are carried out in the same way in our fields of activity?**

**Question 15: Can SMEs apply for this call for proposals?**

**Question 16: Can NGOs apply for this call for proposals? Or can an NGO take part in a proposal?**

**Question 17: Can NGOs be co-applicants within the scope of the grant scheme or can they take part in any way?**

**Question 18: Is it necessary to have a company as the lead applicant?**

**Question 19: Are partnerships between local organisations i.e. organisations registered in the 6 eligible cities and foreign organisations acceptable, where the local organisation will be the lead applicant?**

**Answer 10-19:** Please note that in the interest of the 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. As stated under section 2.1.1. Eligibility of Applicants (i.e. lead applicant and co-applicant(s)) in Guidelines for Grant Applicants, co-applicants should fulfil the below criteria:

- be legally registered as a cooperative or union of cooperatives and have their headquarters in the targeted provinces: Bursa, İstanbul, İzmir, Kayseri, Konya, Mersin; and
- have no previous non-paid overdue liabilities, overdue social charges and tax payment, defaulted loans; and
- be directly responsible for the preparation and management of the action, not acting as an intermediary.

It is the decision of lead applicants to apply by themselves or in cooperation with co-applicant(s). Please see section 2.1.2. Associates and Contractors in the Guidelines for Grant Applicants.

Please see the Guidelines for Grant Applicants for the other criteria and further information.

**Question 20: What are the conditions of being an associate for this call for proposals?**

**Answer 20:** As indicated under section 2.1.2. of the Guidelines, “Associates and Contractors”, other organizations or individuals may be involved in the action planned for the project. Such associates play a real role in the action but may not receive funding from the grant. Associates do not have to meet the eligibility criteria referred to in Section 2.1.1.

**Question 21: Can the lead applicant be the co-applicant of another lead applicant at the same time?**

**Question 22: Can an entity be co-applicant for more than one proposal?**

**Answer 21-22:** As indicated in the guidelines, under section 2.3.3. “Where and How to Apply”;

- The lead applicant may not submit more than 1 (one) application under this call for proposals.
- The lead applicant may not be a co-applicant in another application at the same time.
- A co-applicant may not be the co-applicant in more than 1 (one) application under this call for proposals

**Question 23: We have an ongoing project until September 2022. Can we apply to this call for proposals as well?**

**Answer 23:** An ongoing project application cannot be accepted. Projects must be implemented after they are deemed eligible for grants.

**Question 24: Can a social cooperative providing services on process development, guidance and consultancy to agro-cooperatives can apply for this Call for Proposals? Or is it necessary to apply in corporation with an agricultural cooperative?**

**Answer 24:** There are no limitations regarding the sector of applicants. Please note that in the interest of the 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.

#### **Budget and Eligibility of Costs**

**Question 25: Is there a VAT Exemption for procurements within the implementation of awarded projects?**

**Answer 25:** As indicated in Article 7.1.16 of Annex H- Standard Grant Contract \_Special Conditions, Value Added Tax (VAT), and/or taxes of equivalent effect are not eligible. VAT Exemption Form will be issued for the expenditures within the project. (Please see the Annex-I Information on Tax Regime file under the Documents for Information folder on In-Tend platform)

**Question 26: Would you fund a project if we rent an implementation premise dedicated for the project and include the rental fee as an expense in the budget of the action and cover the rental fee ourselves after the period of implementation?**

For the eligibility of costs, please see article 2.1.4. Eligibility of costs: costs that can be included. As indicated, costs must be incurred during the implementation of the Action.

**Question 27: Can we apply in the sectors of textile handicrafts or weaving design?**

**Question 28: We are planning to establish a factory to produce lemonade as a Production and Marketing Cooperative. Is it an eligible expenditure?**

**Question 29: Is software development eligible cost in this call for proposals?**

**Question 30: There are eligibilities for procurement of software and hardware. However, there is nothing mentioned about developing software. Can you clarify this topic?**

**Question 31: We need machine purchase support for our project. Does your institution provide project-based machine purchase support? If yes, under what conditions? Is our project among the topics that you will support?**

**Answer 26-31:** Please note that in the interest of the equal treatment of applicants, the Contracting Authority does not give a prior opinion on the eligibility of action or specific activities.

For the eligibility of costs, please see section 2.1.4. Eligibility of costs: costs that can be included.

Also, see article 2.1.3. under the Guidelines for Applicants "Eligible actions: actions for which an application may be made". The actions listed in the Guideline, are by way of example only and are non-exhaustive. Please review the eligible and ineligible actions and costs carefully.

**Question 32 : You stated that re-construction costs are ineligible; however, you also said that the refurbishing of the workshop is eligible. Isn't there a dilemma? How can it be possible to refurbish without a re-construction cost?**

**Question 33: Is it eligible expenditure as a refurbishment of a premise which has a right of usufruct by a government institution for ten years?**

**Question 34: Is it eligible expenditure to establish a vegetable glasshouse?**

**Answer 34:** As indicated under section 2.1.4 “Eligibility of Costs: costs that can be included”, Ineligible Costs: Construction and refurbishment costs except for the small renovations for installation of the necessary equipment/machinery or renovation of ateliers and establishment of a kindergarten are ineligible.

**Question 35 : Estate Procurement is an ineligible cost for this call for proposals. Are the rental costs eligible? Or is it possible to have a usufruct contract provided by a government entity to establish a production facility? Is it necessary to have these documents, or what kind of a supporting document is needed to clarify that?**

**Answer 35:** As indicated under section 2.1.4., Eligibility of costs: costs that can be included, Ineligible Costs: Office vehicle costs and office rent are ineligible. In case of usage of a premise dedicated for the implementation, title deed, lease contract (should cover the implementation period), or document of usufructs should be provided by the lead applicant and/or co-applicants as indicated under 2.3.2. Supporting documents “Additional Supporting Documents”. These documents should include the assignment of the premise to the lead applicant during the implementation period.

**Question 36: Is there a fixed exchange rate for Euro-TRY?**

**Answer 36:** As indicated under article 2.3.1. Application Forms, for budget preparation, exchange rate in the following link can be used:

[https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro\\_en](https://ec.europa.eu/info/funding-tenders/procedures-guidelines-tenders/information-contractors-and-beneficiaries/exchange-rate-infoeuro_en)

**Question 37: Is there a threshold for procurement of equipment and machinery?**

**Answer 37:** As indicated under section 2.1.4 “Eligibility of costs: costs that can be included”, the total costs of machinery, equipment and supplies (excluding office supplies) should not exceed 60% of the total eligible direct costs.

### Application Process

**Question 38: I am the Food Engineer of a cooperative in Istanbul, we work with both Syrians and Local Communities. What should we do to get awarded within this Grant Scheme Programme?**

**Answer 38:** Please note that in the interest of the 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 read the guidelines carefully.

**Question 39: When is the deadline for applications?**

**Answer 39:** The deadline for applications for the Cooperatives Support Grant Scheme for Job Creation is 14 March 2022.

**Question 40: Can the applications be in Turkish?**

**Answer 40:** As indicated under section 2.3.1. “Application Forms”, the applications must be submitted in English.

**Question 41: Is the Guideline for Grant Applicants only in English and Turkish?**

**Answer 41:** The original documents and forms are published on ICMPD electronic Application Platform in English. Turkish translations of the Grant Application Guidelines and its annexes have been prepared for information purposes for potential grant beneficiaries.

In case of any conflict between the translated documents and the original English documents, documents that are published on the In-Tend application platform will be binding.

You may reach the translated documents by clicking on the below link:

<https://enhancerproject.com/istihdam-yaratma-odakli-kooperatif-hibe-programi-dokumanlari.html>

**Question 42: What should be the language of supporting documents? Do we need to submit the Board Decision and the Declaration from the authorized execution offices of the lead applicant and co-applicant that there are no finalized seizure transactions of 3%, in English? Or we can submit these documents in Turkish?**

**Answer 42:** Documents must be submitted in the form of originals, photocopies, or scanned versions (i.e. showing legible stamps, signatures, and dates) of the said originals. Official documents provided from public institutions may be provided in the original language/Turkish.

**Question 43: Will we apply before the implementation of the project?**

**Answer 43:** The applicants should plan their actions and submit their applications under the conditions which are indicated in the Guidelines for Applicants. Projects should be implemented after being awarded.

**Question 44: Can we work with a consultancy company?**

**Question 45: Is it necessary for the cooperative to have the capacity and capability to complete the application and implement the project?**

**Question 46: Is it necessary for the project team to be currently employed by the cooperative or to be partners of the cooperative?**

**Answer 46:** According to section 2.1.1. Eligibility of Applicants (Lead Applicant and Co-Applicant(s) in the Guidelines for Applicants the lead applicant;

- must have a team with project management experience; and
- should be directly responsible for the preparation and management of the action, not acting as an intermediary.

In addition, please see section 2.1.3 of the Guidelines for Grant Applicants “Eligible actions: actions for which an application may be made” and 2.1.4. “Eligibility of costs: costs that can be included” for the details of eligible services and costs.

**Question 47: Will it be sufficient to submit the signed application form and budget in PDF format? Or do we have to submit in word and excel formats of the same documents as well?**

**Answer 47:** As indicated under section 2.3.3. “Where and How to Apply”:

- Application form must be submitted as a WORD file AND as a signed, scanned version (PDF)
- Budget must be submitted as an EXCEL file AND as a signed, scanned version (PDF)
- All supporting documents must be scanned and in PDF format.

**Question 48: Has this call for proposals been launched on 14 December 2021?**

**Answer 48:** Yes, this call for proposals was launched on 14 December 2021.

**Question 49: If we subscribed In-Tend for another project, is it necessary to repeat the same procedures?**

**Answer 49:** If you have already registered to the In-Tend system, you do not have to repeat the same procedures. But please make the necessary changes to the applicant and co-applicant data. You may make the required changes by clicking on the `company details` tab after logging into the application portal (In-Tend).

Please check How to Register and Apply Guideline:

<https://intendhost.co.uk/icmpd/asp/BuyerProfiles>

**Question 50: What is the Company Ref. No.? Does that have an equivalent in Turkey?**

**Answer 50:** If you do not have a company reference number, you can always select the option of `I do not have a company reference number`. Please see the selection box right next to the company reference no placeholder.

#### General Issues

**Question 51: Is the cooperative grant program only for Syrian refugees?**

**Question 52: Will the project be done only to support immigrants?**

**Question 53: Is it compulsory to recruit Syrians?**

**Question 54: Is the statement for recruitment of 150 people for one proposal? Or 10-15 per cooperative?**

**Question 55: What can be the minimum ratio of the project budget to be registered as expenditures for recruitment of SuTPs?**

**Question 56: It is indicated as 150 new jobs to be created, which consist of %60 SuTPs and %40 LHCs. Is that ratio varying according to the region of implementation?**

**Answer 51- 56:** The overall objective of this call for proposals is to increase the job creation efforts of relevant local stakeholders in İstanbul, İzmir, Bursa, Konya, Mersin, and Kayseri through grants.

The specific objective of this call for proposals is to contribute to well-established, promising cooperatives in targeted provinces to grow and thereby generate sustainable employment for SuTPs and LHC members.

Under this grant scheme, the approximate number of cooperatives are planned to be supported is 10. These 10 cooperatives are expected to create a total of 150 new jobs (employees or members), of which 60% shall be SuTPs and 40% shall be LHC members.

However, it's not expected to have these ratios in each proposal. Within the scope of the project, priority will be given to Syrians under Temporary Protection (GKSS), women and youth employment, and these projects will be prioritized as you can see in the Scoring Table under section 2.3.8 of the Guidelines for Grant Applicants.

**Question 57: Gender equality, SuTP and LHCs are indicated in the Guidelines. As a cooperative of disabled people, we are planning to recruit disabled Syrians and disabled women. Do we have to be concerned about the gender equality of disabled candidates to be recruited?**

**Answer 57:** The priority will be given to Syrians under Temporary Protection (GKSS), women and youth employment. As you can see in the Scoring Table under section 2.3.8 of the Guidelines for Grant Applicants, these projects will be prioritized. There are no exceptions for disabled candidates.

**Question 58: Is it necessary to have a title deed or lease contract for the projects that will be implemented virtually?**

**Answer 58:** Title deed, lease contract (should cover the implementation period), or document of usufructs should be provided by the lead applicant and/or co-applicants as indicated under section 2.3.2. Supporting documents "Additional Supporting Documents". These documents should refer to the cooperative main premise, which is already active, even if the proposed project will be implemented virtually.

**Question 59: Where will the recording of the webinar be available? Social media or ICMPD website?**

**Answer 59:** You can find the record of the webinar and the presentation through the links given below:

<https://enhancerproject.com/istihdam-yaratma-odakli-kooperatif-hibe-programi-dokumanlari.html>

In addition, the link for YouTube channel of ICMPD Turkey is below:

<https://www.youtube.com/watch?v=7s6WUVSyx2Q>

**Question 60: Is the training online or physical attendance is required?**

**Answer 60:** Trainings (PCM) are scheduled online. Please check the below link for further information:

<https://www.icmpd.org/work-with-us/grants/open-calls-for-proposals>

**Question 61: Is there any consultant you can recommend?**



**Answer 61:** Please note that in the interest of equal treatment of applicants, the Contracting Authority does not give such a guidance.

**Question 62: Will you have any other grant scheme programmes for the other provinces except the mentioned provinces of implementation?**

**Answer 62:** Please check/follow ENHANCER and ICMPD webpages for the other grant scheme programs.