

## Cooperative Support Grant Scheme for Job Creation

ICMPD/2021/6/ENHANCER/CS/TRY

### Clarification No 3 / 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:

- Our cooperative (Agricultural Development Cooperative) is a legal entity with a multi-associated structure, and one of its associates is a Metropolitan Municipality (25% share). Could this situation be an obstacle for the cooperative to apply for the call for proposals?
- If the cooperative is eligible for this call for proposals, can the Metropolitan Municipality become an associate partner for another cooperative?
- A Women's Cooperative, to which the Metropolitan Municipality will be an associate, carries out a Drying Facility project in an area not allocated to it. This project area belongs to the Metropolitan Municipality. If a project is designed to develop this facility, is it required to be allocated to the cooperative by the Metropolitan Municipality?

##### Answer 1:

- Please note that to ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, an action or specific activities. Please review in detail section 2.1.1 on Eligibility of Applicants (i.e. Lead Applicant and Co-Applicants) of the Grant Guideline for eligible and non-eligible conditions.
- There is not a restriction regarding Associates. As indicated in 2.1.2. Associates and contractors in the Grant Guideline, other organisations 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.

- 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 Grant Guideline, 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.

### Application Process

**Question 2: “Declarations/mandates/statements/certificates obtained from the authorized execution offices of the lead applicant and co-applicant that there are no finalized seizure transactions of 3% or more of ICMPD’s financial support” has to be submitted in Turkish or in English?**

**Answer 2:** As it is mentioned in Guidelines for Applicants, section 2.3.1, ‘Application Forms’, the applicants shall submit their applications in English. It is only the original copies of documents obtained from official institutions which can be submitted in the language that they are produced or in Turkish. Aforementioned document needs to be prepared by the Cooperative or Cooperative Union thus, it should be prepared in English.

### General Issues

**Question 3: How will the payments be made under the grant scheme? Will there be a pre-financing?**

**Answer 3:** When your total budget and the requested amount of funds are available, you may request a pre-financing payment. However, you may be requested to submit a financial guarantee depending on the requested amount of pre-financing. The payment schedule shall be decided based on discussions at the contracting phase.

**Question 4: Currently, our cooperative is conducting a Development Agency project as a beneficiary. The project is expected to end in September 2022. Does this situation prevent us from applying to the Call for Proposals?**

**Answer 4:** As explained under 'Important Note 5' in the Grant Guideline, lead and co-applicants, if any, who will be granted under this call for proposals will be excluded from applying (both as lead applicant and co-applicant) for future Grant Scheme Programs of ICMPD’s ENHANCER Project and other funding opportunities provided under the FRIT second tranche operations in Turkey channelled through other international partner organisations. Other than this, there is no restriction.

**Question 5: Is it mandatory for the persons to be assigned to the project as full-time registered employees in the cooperative? As per Cooperative Law No:1163, the board members cannot be employees. What is your suggestion regarding the principle of equality?**

**Answer 5:** The employment should be in line with the Cooperative Law. Either a person other than board member to be employed or if the board member to be assigned to the project, cost of this person should not be requested.

**Question 6: It is stated that applicants can receive consultancy services. What should the criteria of the consultants be? How will we determine it?**

**Answer 6:** Consultancy service to be received within the context of the project should be determined based on the needs of the cooperative and the project. Although there is no restriction regarding the selection of the company, it is advised to select a company that has required competencies considering the efficiency of the project and future audits.

**Question 7: Is the given grant amount is a shared amount for the co-applicant, or is there a separate grant amount provided for the co-applicant?**

**Answer 7:** The project budget is the sum total. There will be no extra budget to be allocated for co-applicant.

**Question 8: Is it possible to provide co-financing through an in-kind contribution?**

**Answer 8:** In-kind contribution is not accepted as co-financing under this grant programme.

**Question 9: Can the Heads of Departments who are employed under Law No. 2547 at Universities take part in the project? The Guidelines for Grant Applicants include the following information:**

*“Civil servants who are employed under the Law No 657 of the Republic of Turkey cannot be employed or be paid any salary within the context of this project except if:*

- *upon receipt of official permit by their institutions confirming no conflict with their nature of duties and they are under the payroll of the beneficiaries.*

*Other public officials and academic staff can be employed in the project upon receipt of official permit from their institutions within the framework of the applicable law(s) to which they and their institutions are subject to.”*

**Universities are subject to Law no 2547. Can Head of Departments at Universities be considered as "Other civil servants and academic staff" which is stated in the Guideline for Grant Applicants?**

**Answer 9:** It is advised that the relevant article of Law no 2547 should be read carefully. If the head of department is subject to Law no 657, the above-mentioned statement in the guideline is valid.

**Question 10: We are an Agricultural Development Cooperative. The authorized signatories of our cooperative are joint signatures of 2 cooperative officials. Our signature circular also shows the joint signatories. The Board of Directors will decide on the authorized person for the project. It is not possible to empower one person due to the legal situation of our cooperative. Would it be a problem to authorize two people for the program?**

**Answer 10:** There is no problem in authorizing 2 people of the lead applicant under this grant program.

## Correction

### **Question 11: Is it eligible expenditure to establish a vegetable glasshouse?**

**Answer 11:** Please note that to ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, an action or specific activities.

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

Please 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.