

## Cooperative Support Grant Scheme for Job Creation

ICMPD/2021/6/ENHANCER/CS/TRY

### Clarification No 7 / 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:** There are 8 topics mentioned as "objective of the action". We believe that our action covers at least 3 topics, however we are somewhat confused because "objective" stands as a singular word. Would you please clarify?

**Answer 1:** Under the Call for Proposals, "1.2. Objectives of The Programme and Priority Areas" article of the Guidelines for Grant Applicants, there is an overall objective and a specific objective of the call for proposals. In addition, there are 6 (six) priority areas of which the proposed action (project) should cover at least two.

**Question 2:** Do we need to cover the social security of the project staff as full-time, or can we cover part-time social security? We will schedule the working hours accordingly.

**Answer 2:** You may decide whether to recruit full-time or part-time project staff according to your needs. You must consider this during the preparation of the relevant budget line.

**Question 3:**

- Can we pay service fees to associations in Italy and Greece if we assign them as contractors?
- Is there any limitation for the type of organisation to be assigned as contractors? Can we assign a contractor overseas? If so, and if this association cannot issue an invoice, how can we proceed with a transaction of the payment?

- **If the authorization is shared by 2 people, and the Managing Board had a decision for 1 representative and authorized signatory for the ENHANCER Project, would that authorized person be sufficient to sign and stamp the application documents? Or do we need the stamp and signature from both of the authorities?**

**Answer 3:**

- You can find the information for associates and contractors under the article '2.1.2. Associates and contractors ' of the Guidelines for applicants. There are no limitations for contractors.
- Information has been provided for associates and contractors under the article '2.1.2. Associates and contractors ' of the Guidelines for applicants. There are no limitations for contractors except the article. Essential point with this issue is, as stated under the article "2.1.4. Eligibility of costs: costs that can be included", costs should be identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiary(ies) and determined according to the applicable accounting standards of the country where the Beneficiary(ies) is established and according to the usual cost accounting practices of the Beneficiary(ies).
- Signature of the authorized person by the board of decision would be enough to submit the application.

### Technical Issues

**Question 4: Visibility Requirements guide referred by Annex A requests the use of the below template. The compulsory CVP template can be found at:**

[https://ec.europa.eu/europeaid/sites/devco/files/communication-and-visibility-plan-template-20170109\\_en\\_0.pdf](https://ec.europa.eu/europeaid/sites/devco/files/communication-and-visibility-plan-template-20170109_en_0.pdf)

**However, the link does not provide the CVP template. Can you please let me know where to find this CVP template?**

**Answer 4:** The mentioned link works; however, the CVP template cannot be reached.

Since this template is not a compulsory template for this project, you may feel free to use another template.

**Question 5: Shall we delete the parts where the details about the questions are given under the questions?**

**Answer 5:** Please avoid deleting any part of the document. You can start to write your part after the explanation part of the question.

### Application Process (In-Tend Platform)

**Question 6: On the submission page "Your return has not been sent yet" message occurs. We have declared our interest by "opting in", what else do we need to do?**

**Answer 6:** You will be able to view and download the Call for Proposals documents after choosing the opt-in option.

The info session of the call for proposals can be reached via the link below:

<https://www.youtube.com/watch?v=5QUFmrMqk6k>

Please also read "How to register and Apply Guideline":

English Guideline: <https://in-tendhost.co.uk/icmpd/asp/ViewDocument.aspx?dt=12&id=59>

Turkish Guideline: <https://in-tendhost.co.uk/icmpd/asp/ViewDocument.aspx?dt=12&id=179>

**Question 7: Which option to select as "Organisation Structure" if we are a non-profit cooperative? Breakdowns are: Cooperative Society, Limited Liability Partnership and Not for Profit Organization; also Cooperative or Limited Liability Cooperative options are available. We would like you to kindly inform us in order to proceed in a correct way.**

**Answer 7:** It is not compulsory to select one of these alternatives. However, you can select "cooperative society" option if you will select one.