



This Programme is co-funded by
the European Union and Republic of Turkey

Contracting Authority: Central Finance and Contracts Unit

Common Cultural Heritage: Preservation and Dialogue between Turkey and the EU - II Grant Scheme (CCH)

Guidelines for Grant Applicants

Budget line: 22.02.01

Reference: CFCU/TR2012/0136.07-03

EuropeAid/137347/ID/ACT/TR

Deadline for submission of Full Application: **02.10.2015**



Notice

This is an open Call for Proposals, where all documents are submitted together (Concept Note and Full Application Form). In the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants who have been pre-selected, the full proposal will be evaluated. After the evaluation of the full proposals, an eligibility check will be performed for those which have been provisionally selected. Eligibility will be checked on the basis of the supporting documents requested by the Contracting Authority and the signed 'Declaration by the Applicant' sent together with the application.

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1. COMMON CULTURAL HERITAGE: PRESERVATION AND DIALOGUE BETWEEN TURKEY AND THE EU - II GRANT SCHEME (CCH)

1.1. BACKGROUND

UNESCO has implemented a prerequisite of a “Management Plan” for areas to be included on the World Heritage List after 2000, and due to this prerequisite, Turkey, a signatory to the “Convention Concerning the Protection of the World Culture and Natural Heritage”, has made various legal preparations. In this context, “Regulation Regarding the Procedures and Principles for Determining Foundation, Duties and Management Areas of the Site Management and Board of Monuments” (dated 21.11.2005 and numbered 26006) has been prepared according to the “Law on Protection of Cultural and Natural Heritage (No.5226)”, meaning that management plans are now required for all conservation and historical areas, not just for world heritage sites.

Accordingly, the concepts of “Management Site” and “Management Plan” have been included in legislation for the first time and Management Plan has been defined as: “*Plans which are reviewed at five year intervals, indicating yearly and five-year application phases and budget for conservation and development projects, which shall be developed according to operation projects, excavation plans, landscaping projects and building plans for conservation, utilization and improvement of Management Sites*”. The legislation also defines processes for determination of the site managers, creation of the advisory committee and the coordination and auditing board, description of their duties, preparation of the management plan and decision making process. According to the legislation: “*Public organizations and institutions, municipalities and legal or real entities are obligated to comply with the Management Plan that is approved by coordination and auditing board; related authorities are required to prioritize services which have been given under the scope of relevant plan and to provide relevant funding for this purpose in their budgets*”.

In 2011, Ministry of Culture and Tourism prepared a project called “**Common Cultural Heritage: Preservation and Dialogue between Turkey and the EU**” to be a pioneer in this field and in order to improve the dialogue between all institutions that are active in the field of cultural heritage.

The first phase of the Project (**Phase I**) which is financed under the Instrument for Pre-accession Assistance (IPA) - Component-I was included in the 2011-Part 1 Financial Agreement (FA) and includes one service component for preparation and implementation of “Cultural Heritage Training Programme” as well as development of “Pilot Model Site Management Plan and Functionalized Restoration Project for the Historical Prison in Sinop”

The second phase of the Project (**Phase II**), which is financed under the same instrument, was included in the 2012-Part 1A FA and includes works component for the pilot implementation of the model site management plan in Sinop Historical Prison and grant component.

This Guidelines for Grant Applicants describes the objectives, priorities and eligibility rules of the **Common Cultural Heritage: Preservation and Dialogue between Turkey and the EU - II Grant Scheme**.

The institutional framework of the Grant Scheme includes the Ministry of Culture and Tourism (MoCT) and the Central Finance and Contracts Unit (CFCU) of the Republic of Turkey. **MoCT**, as the **Beneficiary of the Project**, will be responsible for the overall coordination of the Project according to the rules of the Operational Agreement signed with the CFCU and also will co-ordinate the monitoring of the grants awarded under the overall supervision of the Programme Authorizing Officer (PAO) who is the head of the CFCU. The **CFCU**, as the **Contracting Authority** for the Project, is responsible for the administrative and financial implementation of the Grant Schemes. The CFCU has the ultimate responsibility for the correct use of grant funds and is responsible for tendering, contracting and payments and is referred to in this document as the Contracting Authority.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is preservation of and international cooperation on cultural heritage and promotion of cultural diversity in Turkey.

The **specific objectives** of this Call for Proposals are:

- Establishment of sustainable preservation of cultural heritage in Turkey in cooperation and civil society partnership between Turkey and EU Member States,
- Promotion of cross border dialogues and networking, establishment of partnerships between NGOs in Turkey and the EU, and increased exchange of experience with respect to supporting cultural diversity.

All projects should respond to at least one of the specific objectives of this Call for Proposals.

This Call includes three lots:

- Lot 1: Preparation of site management plans for the cultural heritage areas
- Lot 2: Preparation of design and restoration projects for the cultural heritage areas
- Lot 3: Restoration (as implementation) of cultural heritage areas

Applicants must indicate **only one lot** in the Application Form for the evaluation.

Projects should have the priority of having the outputs as indicated in the specific Lot they are submitted for.

All Actions must be related to one of the 52 different historical and cultural heritage sites (scattered in 30 different cities of Turkey), which are included in the “UNESCO Tentative List of World Heritage Sites in Turkey”, available at <http://www.kulturvarliklari.gov.tr/TR,44395/dunya-miras-gecici-listesi.html>.

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is **EUR 3.000.000**. The Contracting Authority reserves the right not to award all available funds.

Indicative allocation of funds by lot distribution:

- Lot 1 : **EUR 400.000**
- Lot 2 : **EUR 650.000**
- Lot 3 : **EUR 1.950.000**

If the allocation indicated for a specific lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another lot.

Size of grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

Lot 1: Preparation of site management plans for the cultural heritage areas

- minimum amount: **EUR 20.000**
- maximum amount: **EUR 50.000**

Lot 2: Preparation of design and restoration projects for the cultural heritage areas

- minimum amount: **EUR 25.000**
- maximum amount: **EUR 75.000**

Lot 3: Restoration (as implementation) of cultural heritage areas

- minimum amount: **EUR 75.0000**
- maximum amount: **EUR 200.000**

For Lot 1 and Lot 2:

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: **50%** of the total eligible costs of the action.
- Maximum percentage **90%** of the total eligible costs of the action (see also Section 2.1.5).

As a reminder, before sending your proposal please check that the requested contribution is equal or less than maximum percentage (90%) of the total eligible costs allowed for Lot 1 and Lot 2.

For Lot 3:

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:

- Minimum percentage: **50%** of the total eligible costs of the action.
- Maximum percentage **75%** of the total eligible costs of the action (see also Section 2.1.5).

As a reminder, before sending your proposal please check that the requested contribution is equal or less than maximum percentage (75%) of the total eligible costs allowed for Lot 3.

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from sources other than the European Union Budget or the European Development Fund¹.

¹ Where a grant is financed by the European Development Fund, any mention of European Union financing must be understood as referring to European Development Fund financing.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of the actions financed under this Call, in conformity with the Practical Guide, which is applicable to the present call (available on the Internet at this address: <http://ec.europa.eu/europeaid/prag/document.do?locale=en>).

2.1. ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

(1) the actors:

- The **Applicant**, i.e. the entity submitting the application form (2.1.1),
- its **co-applicant(s)** (**where it is not specified otherwise the applicant and its co-applicant(s) are hereinafter jointly referred as the "applicants"**) (2.1.1),
- and, if any, **affiliated entity(ies)** to the applicant and/or to a co-applicant(s). (2.1.2);

(2) the actions:

Actions for which a grant may be awarded (2.1.4);

(3) the costs:

- types of cost that may be taken into account in setting the amount of the grant (2.1.5).

2.1.1. Eligibility of applicants (i.e. applicant and co-applicant(s))

Applicant

(1) In order to be eligible for a grant, the Applicant must:

- be a legal person, **and**
- be established in² a Member State of the European Union or Turkey or an eligible country according to the IPA Regulation³, **and**
- be directly responsible for the preparation and management of the Action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary, **and**
- be CSOs⁴ (associations; foundations; federations and confederations of associations or foundations in Turkey⁵) active in the field of cultural heritage restoration and/or site management plan, **or**
- be CSOs⁵ (associations or foundations established as not-for-profit companies/charitable organizations⁶ in the EU Member States or other eligible countries except Turkey) active in the field of cultural heritage restoration and/or site management plan, **or**
- be private companies active in the field of cultural heritage restoration/design and/or site management plan, **or**
- be universities⁷.

2 To be determined on the basis of the organisation's statutes, which should demonstrate that it has been established by an instrument governed by the national law of the country concerned and that its head office is located in an eligible country. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a 'Memorandum of Understanding' has been concluded.

3 IPA Regulation (PRAG annex A2b2) is available from the following internet address:
http://ec.europa.eu/europeaid/prag/annexes.do?JSESSIONID_PUBLIC=xRUMXKAyHzYVhYj-Xr2xA2uz-ZJ2A-l_9DafH7dzGX8AIf-Mf8X9!-1017504173?chapterTitleCode=A

4 For the purpose of this Call, "civil society organization" is defined as:

- a) which is independent of the state as regards to its establishment and appointment of its personnel and administrators,
- b) which has an autonomous and democratic structure in its financial and administrative affairs,
- c) which is a non-profit legal entity.

In this respect, "Foundations of Social Aid and Solidarity" are not considered as CSO and not eligible to apply as an Applicant or co-applicant.

5 Federations and confederations of associations or foundations established by the Association Law No:5253 in Turkey are eligible as an Applicant or co-applicant.

6 A not-for-profit (non-profit) organisation is the one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to the owners, members or others. Please note that international organisations are not considered within this scope.

7 If an applicant is linked to a university (such as faculties, vocational schools, institutes or research centres etc.), the university itself will be regarded as an Applicant. Therefore, regardless of the involvement of different units of the university to a project, a university can only be awarded maximum two grants both as a co-applicant or one as an Applicant and one as a co-applicant.

IMPORTANT NOTE 1

Branches of NGOs will be requested to submit a “confirmation letter” from their headquarters if they are provisionally selected after the evaluation of Full Application Forms.

- (2) The potential Applicant may not participate in Calls for Proposals or be awarded grants if it is in any of the situations listed in Section 2.3.3 of the Practical Guide ;

In Part B, section 8 of the Grant Application Form (‘Declaration by the Applicant’), the Applicant must declare that the Applicant himself, the co-applicant(s) and affiliated entity(ies) are not in any of these situations.

The Applicant **must act with co-applicant(s)** as specified hereafter.

Applicant from Turkey must have at least one eligible co-applicant from the EU Member States and Applicant from EU Member States must have at least one eligible co-applicant from Turkey. Applicant from other eligible countries must have at least one co-applicant from Turkey and at least one co-applicant from an EU Member State.

If awarded the Grant contract, the Applicant will become the Beneficiary identified as the Coordinator in Annex F-I (Special Conditions). The Coordinator is the main interlocutor of the Contracting Authority. It represents and acts on behalf of any other co-beneficiary(ies) and coordinate the design and implementation of the Action.

Co-applicant(s)

Co-applicant(s) participate in designing and implementing the Action, and the costs they incur are eligible in the same way as those incurred by the Applicant.

Co-applicant(s) must satisfy the eligibility criteria as applicable to the Applicant himself.

Co-applicant(s) must sign the Mandate in Part A section 4 of the Grant Application Form.

IMPORTANT NOTE 2

Applications from Turkey without at least one co-applicant from an EU Member State will be rejected immediately and will not be evaluated further!

Applications from an EU Member State without at least one co-applicant from Turkey will be rejected immediately and will not be evaluated further!

Applicants from other eligible countries without at least one co-applicant from Turkey and at least one co-applicant from an EU Member State will be rejected immediately and will not be evaluated further!

Headquarters of an association/foundation and its branch(es) **cannot apply** together in the same project as an Applicant and co-applicant(s).

It is highly recommended to have tools signed between applicants and co-applicants (such as agreements, protocols etc.) to sustain the partnership.

There is no maximum number of co-applicants but careful consideration should be given during the identification of co-applicant(s) to ensure that each co-applicant(s) has a clearly defined role in the project and has seen the submitted proposal as well as the budget for a smooth implementation of the project, if awarded grant.

If awarded the Grant contract, the co-applicant(s) will become Beneficiaries in the Action (together with the Coordinator).

2.1.2. *Affiliated entities*

The applicant and its co-applicant(s) may act with affiliated entity(ies).

Only the following entities may be considered as affiliated entities to the applicant and/or to co-applicant(s):

Only entities having a structural link with the applicants, in particular a legal or capital link.

This structural link encompasses mainly two notions:

- (i) Control, as defined in Directive 2013/34/EU on the annual financial statements, consolidated financial statements and related reports of certain types of undertakings:

Entities affiliated to a beneficiary may hence be:

- Entities directly or indirectly controlled by the beneficiary (daughter companies or first-tier subsidiaries). They may also be entities controlled by an entity controlled by the beneficiary (granddaughter companies or second-tier subsidiaries) and the same applies to further tiers of control;
 - Entities directly or indirectly controlling the beneficiary (parent companies). Likewise, they may be entities controlling an entity controlling the beneficiary;
 - Entities under the same direct or indirect control as the beneficiary (sister companies).
- (ii) Membership, i.e. the beneficiary is legally defined as a e.g. network, federation, association in which the proposed affiliated entities also participate or the beneficiary participates in the same entity (e.g. network, federation, association) as the proposed affiliated entities.

The structural link shall as a general rule be neither limited to the action nor established for the sole purpose of its implementation. This means that the link would exist independently of the award of the grant; it should exist before the call for proposals and remain valid after the end of the action.

By way of exception, an entity may be considered as affiliated to a beneficiary even if it has a structural link specifically established for the sole purpose of the implementation of the action in the case of so-called “sole applicants” or “sole beneficiaries”. A sole applicant or a sole beneficiary is an entity formed by several entities (a group of entities) which together comply with the criteria for being awarded the grant. For example, an association is formed by its members.

What is not an affiliated entity?

The following are not considered entities affiliated to a beneficiary:

- Entities that have entered into a (procurement) contract or subcontract with a beneficiary, act as concessionaires or delegates for public services for a beneficiary,
- Entities that receive financial support from the beneficiary,
- Entities that cooperate on a regular basis with the beneficiary on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract.

How to verify the existence of the required link with the beneficiary?

The affiliation resulting from control may in particular be proved on the basis of the consolidated accounts of the group of entities the beneficiary and its proposed affiliates belong to.

The affiliation resulting from membership may in particular be proved on the basis of the statutes or equivalent act establishing the entity (network, federation, association) which the beneficiary constitutes or in which the beneficiary participates.

If the applicants are awarded a contract, their affiliated entity(ies) will not become Beneficiaries of the Action and signatory(ies) of the Contract. However, they will participate in the design and in the implementation of the Action and the costs they incur (including those incurred for Implementation Contracts and Financial Support to third parties) may be accepted as eligible costs, provided they comply with all the relevant rules already applicable to the Beneficiaries under the Grant Contract.

Affiliated entity(ies) must satisfy the same eligibility criteria as the Applicant and/or the co-applicant(s). They must sign the Affiliated Entity(ies)'s Statement in Part A section 5 of the Grant Application Form.

2.1.3. Associates and Contractors

The following entities are not applicant(s) nor affiliated entity(ies) and do not have to sign the "mandate" or "affiliated entities' statement":

- Associates

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant, with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. Associates must be mentioned in Part B section 6 - 'Associates of the Applicant participating in the Action' - of the Grant Application Form.

Municipalities can participate to the projects as associates and are encouraged to be involved in the projects especially under Lot 1 and Lot 3.

- Contractors

The grant beneficiaries and their affiliated entities are permitted to award contracts. Associates or affiliated entity(ies) cannot be also contractors in the project. Contractors are subject to the procurement rules set out in Annex F-IV to the standard grant contract.

2.1.4. Eligible actions: actions for which an application may be made

Definition:

An Action (project) is composed of a set of activities.

Duration

The initial planned duration of an Action may not be lower than **6 months** or exceed **12 months** for Lot 1 and Lot 2 while may not be lower than **6 months** or exceed **15 months** for Lot 3.

Sectors or themes

Culture and protection of cultural heritage.

Location

Actions must take place in Turkey.

All Actions must be related to one of the 52 different historical and cultural heritage sites (scattered in 30 different cities of Turkey), which are included in the "UNESCO Tentative List of World Heritage Sites in Turkey", available at <http://www.kulturvarliklari.gov.tr/TR,44395/dunya-miras-gecici-listesi.html>.

Types of action

All actions (projects), which aim at achieving the Programme objectives and have the priority of having the outputs as indicated in the specific Lot, could qualify for financing.

In all of the activities to be performed, relevant processes must be carried out according to the Turkish legislation and outputs must be approved by the responsible institutions and/or authorities.

All actions must be done in the regions and/or interaction regions of UNESCO Tentative List of World Heritage Sites in Turkey.

The actions listed are by way of example only and **are not limited to** these types of actions:

- Preparation of site management plans including implementation plans;
- Developing site operational and/or administrative models;
- Preparation of renovation and/or rehabilitation projects;
- Preparation of functionalized restoration projects;
- Restoration and/or renovation and/or rehabilitation works including sign boarding, lighting, etc.

IMPORTANT NOTE 3

Output of Lot 1 must be a plan, output of Lot 2 must be a project and output of Lot 3 must be restoration of a cultural heritage.

For site management plans (Lot 1), the Beneficiary must apply to the MoCT and/or authorized municipalities (according to the characteristic of the site) for approval of the plan during the implementation period.

For design and restoration projects (Lot 2), the Beneficiary must apply to the Cultural Heritage Preservation and Conservation Board⁸ for approval of the project during the implementation period.

For restoration works (Lot 3), before completion of the implementation period, the Beneficiary must apply to the Cultural Heritage Preservation and Conservation Board for approval of its compliance (with the confirmed project) during the implementation period.

Approval processes will be assisted by the MoCT.

The following types of action are ineligible:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- One-off actions such as conferences, roundtables, seminars or similar events. These actions can only be funded if they form part of a wider project. For this purpose, preparatory activities for a conference and the publication of proceedings do not in themselves constitute such a wider project;
- Actions for which the Applicant is already receiving funding e.g. from the Governmental budget, other Community programmes or other funds;
- Activities started before the signing of the contract with the CFCU;
- Actions consisting solely of academic research actions, feasibility studies (unless part of a broader project);
- Commercial activities;
- Actions which are ideologically biased or partisan in nature;
- Actions supporting political parties;
- Financial support activities (i.e. the use of the grant to make further grants (financial or in-kind) or loans to other organisations or individuals such as for those who are establishing their businesses);
- Actions that include provisions to finance the core activities currently carried out by applicants;

⁸ Cultural Heritage Preservation and Conservation Board (CHPCB) is an entity linked to the Ministry of Culture and Tourism. The function of the CHPCB is to approve any project prepared for cultural heritage assets/sites, which proves that the project prepared for the mentioned sites are appropriate/eligible for implementation.
<http://teftis.kulturturizm.gov.tr/TR.50181/kultur-varliklarini-koruma-bolge-kurulu-mudurluklerinin-.html>

- Actions supporting establishment or activities of private or public enterprises, and profit-earning activities;
- Social service actions such as provision of food, clothing.

Types of activity

- Preparation of tender documents for restoration projects;
- Activities regarding site management planning;
- Field surveys and data collection;
- Documentary research and data collection;
- Meetings with the opinion leaders;
- Current situation analysis;
- Activities on preparation of design and restoration projects;
- Activities on implementation of restoration, renovation, rehabilitation and design projects for a cultural heritage area;
- Determination of the design concept;
- Analysis of best practices;
- Analysis and implementation of restoration technology;
- Awareness raising activities (conference, workshop, study visit, etc.) on UNESCO tentative list of world heritage sites in Turkey;
- Awareness raising activities on restoration and functionalization of cultural heritage areas;
- Activities on developing civil society dialogue between Turkish authorities and civil societies and their counterparts in the EU/other EU candidates in cultural heritage;
- Activities to increase integration of cultural heritage sites into socio-economic life in line with site management planning, design and restoration of cultural heritage sites;
- Awareness raising activities on cultural heritage focusing on cultural diversity.

The projects should **not focus** only to **one single activity**. Organization activities should be self-contained operations indicating a coherent set of activities with clearly defined objectives, target groups, and planned outcomes.

IMPORTANT NOTE 4

All actions should focus on enhancing dialogue between the civil societies in the EU and Turkey in order to be awarded grant under this Call for Proposals.

All publications developed/published in scope of the actions must be in both applicant's and co-applicant(s)'s language(s) to ensure the civil society aspects of the projects.

All projects are expected to ensure gender mainstreaming in all project activities.

IMPORTANT NOTE 5

In principle, applications should be “original” and unique to the target group’s needs, problems, and be designed with proper solutions and implementation methodology. Therefore, “copy-paste applications” may be eliminated in the course of the evaluation process when the proposals present the same;

- **scope of activity, wording or the same sentences differentiated only by rephrasing,**
- **budget,**
- **implementation modalities with only few differences such as the implementation place, name of Applicant, co-applicant(s), affiliated entity(ies), and the number of target group**

unless a solid ground is found to be considered acceptable by the Evaluation Committee and/or the Contracting Authority.

Financial support to third parties⁹

Applicants **may not** propose financial support to third parties.

Visibility

The Applicants must take all necessary steps to publicise the fact that the European Union has financed or co-financed the Action. As far as possible, actions that are wholly or partially funded by the European Union must incorporate information and communication activities designed to raise the awareness of specific or general audiences of the reasons for the action and the EU support for the action in the country or region concerned, as well as the results and the impact of this support.

Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing (see the Communication and Visibility Manual for EU external actions specified and published by the European Commission at http://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external-actions_en).

Number of applications and grants per applicants

The Applicant **may not** submit more than **two** applications as an Applicant under this Call for Proposals.

The Applicant **may not** be awarded more than **one** grant under this Call for Proposals.

The Applicant **may** be a co-applicant in another application (**only one**) at the same time.

An entity **may not** be awarded grant for more than **two** applications (in one as an applicant and in one as a co-applicant OR in two applications as a co-applicant) under this Call for Proposals.

The Applicant/co-applicant/affiliated entity **may** be an affiliated entity in **more than one** application at the same time.

IMPORTANT NOTE 6

An entity:

- **can be awarded only one grant as an applicant, or**
- **can be awarded two grants – both as a co-applicant, or**
- **can be awarded two grants – one as an applicant, one as a co-applicant.**

in this Call for Proposals.

If an entity participates in two projects, they should take into account their managerial and technical capacities. Level of involvement and participation of each entity in the projects and their technical and managerial capacities will be assessed during the evaluation process.

⁹ These third parties are neither affiliated entity(ies) nor associate(s) nor contractor(s).

2.1.5. Eligibility of costs: costs that can be included

Only 'eligible costs' can be covered by a grant. The categories of costs that are eligible and non-eligible are indicated below. The budget is both a cost estimate and an overall ceiling for 'eligible costs'.

The reimbursement of eligible costs may be based on any or a combination of the following forms:

- actual costs incurred by the Beneficiaries and affiliated entity(ies)
- one or more simplified cost options.

Simplified cost options may take the form of:

- **unit costs:** covering all or certain specific categories of eligible costs which are clearly identified in advance by reference to an amount per unit.
- **lump sums:** covering in global terms all or certain specific categories of eligible costs which are clearly identified in advance.
- **flat-rate financing:** covering specific categories of eligible costs which are clearly identified in advance by applying a percentage fixed ex ante.

The amounts or rates have to be based on estimates using objective data such as statistical data or any other objective means or with reference to certified or auditable historical data of the applicants or the affiliated entity(ies). The methods used to determine the amounts or rates of unit costs, lump sums or flat-rates must comply with the criteria established in Annex H, and especially ensure that the costs correspond fairly to the actual costs incurred by the Grant Beneficiaries and affiliated entity(ies), are in line with their accounting practices, no profit is made and the costs are not already covered by other sources of funding (no double funding). Refer to Annex H for directions and a checklist of controls to assess the minimum necessary conditions that provide reasonable assurance for the acceptance of the proposed amounts.

The Applicant proposing this form of reimbursement, must clearly indicate in worksheet no.1 of Annex B, each heading/item of eligible costs concerned by this type of financing, i.e. add the reference in capital letters to "UNIT COST" (per month/flight etc), "LUMPSUM" or "FLAT RATE" in the Unit column. (see example in Annex H)

Additionally in Annex B, in the second column of worksheet no.2, "Justification of the estimated costs" per each of the corresponding budget item or heading the applicant must:

- describe the information and methods used to establish the amounts of unit costs, lump sums and/or flat-rates, to which costs they refer, etc.,
- clearly explain the formulas for calculation of the final eligible amount¹⁰,
- identify the beneficiary who will use the simplified cost option (in case of affiliated entity, specify first the beneficiary), in order to verify the maximum amount per each beneficiary (which includes if applicable simplified cost options of its affiliated entity(ies)).

At contracting phase, the Contracting Authority decides whether to accept the proposed amounts or rates on the basis of the provisional budget submitted by the applicant, by analysing factual data of grants carried out by the applicant or of similar actions and by performing checks established by Annex H.

The total amount of financing on the basis of simplified cost options that can be authorised by the Contracting Authority for any of the applicants individually (including simplified cost options proposed by their own affiliated entities) cannot exceed EUR 60.000 (the indirect costs are not taken into account).

Recommendations to award a grant are always subject to the condition that the checks preceding the signing of the contract do not reveal problems requiring changes to the budget (such as arithmetical errors, inaccuracies, unrealistic costs and ineligible costs). The checks may give rise to requests for clarification and

¹⁰ Examples:

- for staff costs: number of hours or days of work hourly or daily rate pre-set according to the category of personnel concerned;
- for travel expenses: distance in km pre-set cost of transport per km; number of days daily allowance pre-set according to the country;
- for specific costs arising from the organization of an event: number of participants at the event pre-set total cost per participant etc.

may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. It is not possible to increase the grant or the percentage of EU co-financing as a result of these corrections.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

IMPORTANT NOTE 7

Civil Servants who are employed under the Law No 657 cannot be employed or be paid any salary within the context of this project except if;

- **the cost of these staff assigned to the Action is paid by the Beneficiaries or affiliated entity(ies) if they get necessary permissions from their institutions and they are under the payroll of the Beneficiaries or affiliated entity(ies).**

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

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex F-II of the Guidelines).

Eligible costs are costs actually incurred by the Beneficiaries which meet all the following criteria:

- they are incurred during the implementation of the Action as specified in Article 2 of the Special Conditions. In particular;
 - Costs relating to services and works shall relate to activities performed during the implementation period. Costs relating to supplies shall relate to delivery and installation of items during the implementation period. Signature of a contract, placing of an order, or entering into any commitment for expenditure within the implementation period for future delivery of services, works or supplies after expiry of the implementation period do not meet this requirement;
 - Costs incurred should be paid before the submission of the final reports. They may be paid afterwards, provided they are listed in the final report together with the estimated date of payment;
 - Procedures to award contracts, as referred to in Article 10, may have been initiated and contracts may be concluded by the Beneficiaries before the start of the implementation period of the Action, provided the provisions of Annex F-IV have been respected.
- they are indicated in the estimated overall budget of the Action;
- they are necessary for the implementation of the Action;
- they are identifiable and verifiable, in particular being recorded in the accounting records of the Beneficiaries and determined according to the accounting standards and the usual cost accounting practices applicable to the Beneficiaries;
- they comply with the requirements of applicable tax and social legislation;
- they are reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Subject to the above conditions and where relevant to the provisions of Annex F-IV being respected, the following direct costs of the Beneficiaries shall be eligible:

- the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs shall not exceed those normally borne by the Beneficiaries, unless it is justified by showing that it is essential to carry out the Action;
- travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiaries nor the rates published by the European Commission at the time of such mission;
- purchase (new) or rental (new or used) costs for equipment and supplies specifically for the purposes of the Action, and costs of services, provided they correspond to market rates. The total cost of equipment

and supplies shall not exceed **20%** of the **total eligible costs for Lot 1 and Lot 2**, while shall not exceed **60%** of the **total eligible costs for Lot 3**;

- cost of consumables;
- costs entailed by contracts awarded by the Beneficiaries for the purposes of the Action;
- costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, certified translations¹¹, reproducing, insurance, etc.);
- supervision costs for the restoration works.

In addition, visibility costs are also eligible as long as the conditions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex F-II of the Guidelines) are fulfilled.

IMPORTANT NOTE 8

- **The total cost of equipment and supplies shall not exceed 20% of the total eligible costs (budget line 11) for Lot 1 and Lot 2.**
- **The total cost of equipment and supplies shall not exceed 60% of the total eligible costs (budget line 11) for Lot 3.**

Contingency reserve

The budget may include a contingency reserve (budget line 10) not exceeding **5%** of the subtotal of direct eligible costs (budget line 7). It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs

The indirect costs (budget line 8) incurred in carrying out the Action may be eligible for flat-rate funding, but the total must not exceed **7%** of the subtotal of direct eligible costs (budget line 7). Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract. The Applicant may be asked to justify the percentage requested before the contract is signed. However, once the flat rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

If any of the applicants or affiliated entity(ies) is in receipt of an operating grant financed by the EU, it may not claim indirect costs on its incurred costs within the proposed budget for the action.

Contributions in kind

Contributions in kind mean the provision of goods or services to a Beneficiaries or affiliated entity(ies) free of charge by a third party. As contributions in kind do not involve any expenditure for a Beneficiaries or affiliated entity(ies), they are not eligible costs.

Contributions in kind may not be treated as co-financing. However, if the description of the action as proposed includes contributions in kind, the contributions have to be made.

Ineligible costs

The following costs are not eligible:

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the Beneficiaries and affiliated entity(ies) financed by another action or work programme receiving a Union (including through EDF) grant;
- currency exchange losses;
- credit to third parties;

¹¹ Meaning written translations covered from the budget of the action: While translations related to the project activities can be covered from the project budget, translations of the interim/final reports and associated annexes cannot be included in the project budget.

- taxes, including value added taxes¹²;
- customs and import duties, or any other charges;
- purchase, rent or leasing of land and buildings;
- fines, financial penalties and expenses of litigation;
- second-hand equipment;
- bank charges, costs of guarantees and similar charges;
- contribution in kind;
- depreciation costs;
- interest owed;
- any leasing costs;
- operating costs.

12 Unless the following conditions are fulfilled:

- (i) the value added taxes are not recoverable by any means;
- (ii) it is established that they are borne by the final beneficiary, and
- (iii) they are clearly identified in the project proposal.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is not obligatory. Information in PADOR will not be drawn upon in the present Call.

2.2.1 Application Forms

Applications must be submitted in accordance with the instructions on the Concept Note and the Full Application Form in the Grant Application Form Annex-A to these Guidelines.

Applicants must apply in English.

Co-applicant(s), affiliated entity(ies) (if any) and associate(s) (if any) must be indicated in the related sections of the Grant Application Form. Co-applicant(s) and affiliated entity(ies) must fill and sign the Mandate in Section 4 and Statement in Section 5 of the Grant Application Form, respectively.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the Full Application Form (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.

Clarifications will only be requested when the information provided is unclear and thus prevents the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Applicants must fill in all sections of the Grant Application Form. Not-filled in sections may lead the rejection of the application on this sole basis.

Please note that only the grant application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action. No additional annexes should be sent.

2.2.2 Where and how to send Applications

Applications must be submitted in **one original** and **two copies** in A4 size, each bound. The complete Grant Application Form (Part A: Concept Note and Part B: Full Application Form), Budget and Logical Framework must also be supplied in electronic format (CD-ROM) in a separate and single file (i.e. the Application Form must not be split into several different files). The electronic file must contain **exactly the same** application as the paper version enclosed. In the case of inconsistency, the paper version will be taken into account.

The Checklist (Section 7 of Part B the Grant Application Form), Declaration by the Applicant, Mandate for the Co-applicant(s) and Affiliated Entity(ies)'s Statement (to be found in **sections 4, 5 and 8** of the Grant Application Form) must be stapled separately and enclosed in the envelope.

Where Applicants send several different applications, each one must be sent separately.

The outer envelope must bear the **reference number and the title of the Call for Proposals** (CFCU/TR2012/0136.07-03 - **Common Cultural Heritage: Preservation and Dialogue between Turkey and the EU - II Grant Scheme**) together with the lot number and title, the full name and address of the applicant, and the words **“NOT TO BE OPENED BEFORE THE OPENING SESSION”** and **“AÇILIŞ OTURUMUNDAN ÖNCE AÇMAYINIZ”**.

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Address for registered mail, hand delivery or private courier service:

Central Finance and Contracts Unit
Ms. Emine Döğer (Acting PAO-CFCU Director)
Eskişehir Yolu 4.Km 2180 Cad.
(Halkbank Kampüsü) No: 63 C-Blok
06510 Söğütözü / Ankara / Turkey

Title: Common Cultural Heritage: Preservation and Dialogue between Turkey and the EU - II Grant Scheme (CCH)

Reference: CFCU/TR2012/0136.07-03 (EuropeAid/137347/ID/ACT/TR)

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applicants must verify that their application is complete using the checklist (Section 7 of Part B of the Grant Application Form). Incomplete applications may be rejected.

So as to facilitate the processing of applications, please present the **original dossier** and **two copies in A4 size**, each bound in following order:

1. Concept Note - Part A of the Grant Application Form,
2. Full Application Form - Part B of the Grant Application Form,
3. Budget (Annex B),
4. Logical Framework (Annex C),
5. Checklist - Section 7 of Part B of the Grant Application Form,
6. Declaration by the Applicant - Section 8 of Part B of the Grant Application Form,
7. Mandate for the Co-applicant(s) - Section 4 of Part B of the Grant Application Form,
8. Affiliated Entity(ies)'s Statement (if any) - Section 5 of Part B of the Grant Application Form,
9. Electronic format (CD-ROM) of the Grant Application Form, Budget and Logical Framework.

Please do not staple the above documents together!

2.2.3 Deadline for submission of Applications

The deadline for the submission of applications is **2 October 2015** as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is **2 October 2015 at 16:00 hours (local time)** as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application sent in due time but received after the effective date of approval of the first evaluation step (i.e. Concept Note) (see indicative calendar under Section 2.5.2).

2.2.4 Further information about Applications

Information session(s) on this Call for Proposals will be held in one or more provinces of Turkey. For the exact date(s) and location(s) of the meeting(s), please follow the CFCU (<http://www.cfcu.gov.tr>) and the Ministry for EU Affairs (<http://www.kultur.gov.tr>) websites.

Questions may in addition be sent by e-mail no later than **21 days** before the deadline for the submission of applications to the address below, indicating clearly the reference of the Call for Proposals **CFCU/TR2012/0136.07-03 - Common Cultural Heritage: Preservation and Dialogue between Turkey and the EU - II Grant Scheme**):

E-mail address: cch@cfcu.gov.tr

The Contracting Authority has no obligation to provide clarifications to questions received after this date.

Replies will be given no later than **11 days** before the deadline for the submission of applications.

To ensure equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of applicants, affiliated entity(ies), an Action or specific activities.

Questions that may be relevant to other applicants, together with answers and other important notices in the course of the evaluation procedure, will be published on the CFCU website at <http://www.cfcu.gov.tr>, EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and Ministry for EU Affairs website at <http://www.kultur.gov.tr> as the need arises. It is therefore advisable to consult the abovementioned website regularly in order to be informed of the questions and answers published.

2.3. EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria.

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1, the application will be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

The following will be assessed:

- Compliance with the submission deadline. If the deadline has not been met, the application will automatically be rejected.
- The Grant Application Form satisfies all the criteria specified in points 1-13 of the Checklist Section 7 of Part B of the Grant Application Form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The Concept Notes that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

The Concept Note will receive an overall score out of 50 using the breakdown in the evaluation grid below. The evaluation will also check on compliance with the instructions on the Concept Note, which can be found in Part A of the Application Form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores

		Sub-score	30
1. Relevance of the action			
1.1	How relevant is the proposal to the objectives and priorities of the Call for Proposals?	5x2*	
1.2	How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal (including synergy with other EU initiatives and avoidance of duplication)?	5x2*	
1.3	How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4	Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5	
2. Design of the action		Sub-score	20
2.1	How coherent is the overall design of the action? In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2*	
2.2	Is the action feasible and consistent in relation to the objectives and expected results?	5x2*	
TOTAL SCORE:			50

* these scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be drawn up with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes with a score of **at least 30** will be considered for pre-selection.

Secondly, the number of Concept Notes will be reduced, taking account of the ranking, to the number of Concept Notes whose total aggregate amount of requested contributions is equal to **300% (EUR 9.000.000)** of the available budget for this Call for Proposals. The amount of requested contributions of each concept note will be based on the indicative financial envelopes for each lot (**Lot 1: EUR 1.200.000, Lot 2: EUR 1.950.000, Lot 3: EUR 5.850.000**).

After the evaluation of Concept Notes, the Contracting Authority will send letters to all applicants, indicating whether their application was submitted by the deadline, informing them of the reference number they have been allocated, whether the Concept Note was evaluated and the results of that evaluation. The Evaluation Committee will then proceed with the applicants whose proposals have been pre-selected.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

The quality of the applications, including the proposed budget and capacity of the applicants and affiliated entity(ies), will be evaluated using the evaluation criteria in the evaluation grid below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria help to evaluate the applicant(s)'s and affiliated entity(ies)'s operational capacity and the applicant's financial capacity and to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the proposed action and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any affiliated entity(ies) of the applicants.

The award criteria help to evaluate the quality of the applications in relation to the objectives and priorities, and to award grants to projects which maximise the overall effectiveness of the Call for Proposals. They help to select applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover the relevance of the action, its consistency with the objectives of the Call for Proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation grid is divided into sections and subsections. Each subsection will be given a score between 1 and 5 as follows: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient technical expertise? (especially knowledge of the issues to be addressed)	5
1.3 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient management capacity? (Including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the lead applicant have stable and sufficient sources of finance?	5
2. Relevance of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is any evaluation planned?	5
3.4 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects? (Including scope for replication, extension and information sharing.)	5
4.3 Are the expected results of the proposed action sustainable?: - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local 'ownership' of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	10
Maximum total score	100

Note on section 1. Financial and operational capacity

If the total score for **section 1** is less than **12 points**, the application will be rejected. If the score for at least **one of the subsections under section 1** is 1, the application will also be rejected.

Provisional selection

After the evaluation, a table will be drawn up listing the applications per lot ranked according to their score and within the limits of the funds available. In addition, a reserve list will be drawn up following the same criteria to be used if more funds should become available during the validity period of the reserve list.

IMPORTANT NOTE 9

For each historical and cultural heritage site only one project will be funded.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANTS AND AFFILIATED ENTITY(IES)

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see Section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the Applicant (Section 8 of Part B the Grant Application Form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of applicants, the affiliated entity(ies), and the action will be verified according to the criteria set out in Sections 2.1.1, 2.1.2 and 2.1.4.

Any rejected application will be replaced by the next best placed application on the reserve list that falls within the available financial envelope.

2.4. SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

An applicant that has been provisionally selected or placed on the reserve list will be informed in writing by the Contracting Authority. It will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the Applicant, of the co-applicant(s) and of their affiliated entity(ies) (if any):

1. The statutes or articles of association/a copy of official document (official gazette, company register etc.) showing the name of the company the address of the head office and the registration number given to it by the national authorities of the Applicant, of each co-applicant(s) and of each affiliated entity(ies)¹³ (if any).
2. A copy of the Applicant's latest accounts (the profit and loss account and the balance sheet for the last financial year for which the accounts have been closed) as certified by independent auditing company/public accountants or local tax offices. Organisations that do not have balance sheet will only submit their most recent approved final account. A copy of the latest account is neither required from the co-applicant(s) nor from affiliated entity(ies) (if any).
3. Legal Entity Sheet (see annex D of these Guidelines) duly completed and signed by each of the applicants (i.e. by the Applicant and by each co-applicant(s)), accompanied by the justifying documents requested there.
4. A Financial Identification Form of the Applicant (not from co-applicant(s)) conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank should be located in the country where the Applicant is established.
5. Branches of the organizations must submit a confirmation letter from their headquarters demonstrating that the branch is registered in the target region is an independent entity with its own set of accounts and that they will be responsible from the implementation of the project.
6. Certificate of the legal registration of the Applicant, of each co-applicant(s) and of each affiliated entity(ies) (if any).
7. The decision of the Applicant's, each co-applicant(s)'s and each affiliated entity(s)'s (if any) managing bodies to implement the project with a nomination of the person(s) empowered to sign.
8. Notarised document with the name(s) of the person(s) empowered to represent the Applicant, each co-applicant(s) and each affiliated entity(ies) (if any); a decision of the Board of Directors, only if the person(s) to be appointed are not empowered with such responsibility within the Articles of legal status of the Applicant, each co-applicant(s) and each affiliated entity(ies); sample of signature(s), registered to the notary for representative(s) should be provided in original.
9. Evidence on the fulfilment of obligation related to social security contributions and payment of taxes on the date of Contracting Authority's request taken from the relevant tax authorities for the Applicant and each co-applicant(s). If the Applicant and the co-applicant(s) are tax exempted, documentary proof regarding the status should be provided.
10. A copy of Applicant's and each co-applicant(s)'s tax registration or a document indicating the tax number from the relevant tax authority. If the Applicant and the co-applicant(s) are tax exempted they should prove this with the relevant document.
11. Authorization or other licenses necessary for the implementation of the project, if required by the Law.

The requested supporting documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal Entity Sheet and the Financial Identification Form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or in Turkish, a translation into English of the relevant parts of these documents proving the applicant(s)'s and affiliated entity(ies)'s (if any) eligibility, must be attached for the purpose of analysing the application.

¹³ Where the applicant and/or a co-applicant(s) and/or an affiliated entity(ies) is a public body created by a law, a copy of the said law must be provided.

Where these documents are in an official language of the European Union other than the language of the Call for Proposals, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicants' and affiliated entity(ies)'s (if any) eligibility, into the language of the Call for Proposals .

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

After verifying the supporting documents, the Evaluation Committee will make a final recommendation to the Contracting Authority, which will decide on the award of grants.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1. Content of the decision

The applicants will be informed in writing of the Contracting Authority's decision concerning their application and, if rejected, the reasons for the negative decision.

An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. See further Section 2.4.15 of the Practical Guide.

2.5.2. Indicative timetable

	DATE	TIME*
Information meeting (if any)	To be announced**	to be announced
Deadline for requesting any clarifications from the Contracting Authority	11.09.2015	N/A
Last date on which clarifications are issued by the Contracting Authority	21.09.2015	N/A
Deadline for submission of Full Application Form	02.10.2015	16:00
Information to applicants on opening, administrative checks and concept note evaluation (Step 1)	06.11.2015*	N/A
Information to applicants on the evaluation of the Full Application Form (Step 2)	27.11.2015*	N/A
Notification of award (after the eligibility check) (Step 3)	15.12.2015*	N/A
Contract signature	21.12.2015*	N/A

* **Provisional date.** All times are in the time zone of the country of the Contracting Authority.

** An information meeting(s) on this Call for Proposals will be held. For the exact date(s) and location(s) of the information meeting(s), please follow the CFCU (<http://www.cfcu.gov.tr>) and the Ministry of Culture and Tourism (<http://www.kultur.gov.tr>) websites.

This indicative timetable may be updated by the Contracting Authority during the procedure. In such cases, the updated timetable will be published on the CFCU website at <http://www.cfcu.gov.tr>, EuropeAid website <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and Ministry of Culture and Tourism website at <http://www.kultur.gov.tr>.

2.6. CONDITIONS FOR IMPLEMENTATION AFTER THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiaries will be offered a contract based on the Contracting Authority's grant contract (see Annex F of these Guidelines). By signing the Grant Application Form (Annex A of these Guidelines), the applicants agree, if awarded a grant, to accept the contractual conditions of the standard grant contract.

Implementation contracts

Where implementation of the action requires the Beneficiaries and its affiliated entity(ies) (if any) to award procurement contracts, those contracts must be awarded in accordance with Annex IV to the standard grant contract.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: Grant Application Form (Word format)

ANNEX B: Budget (Excel format)

ANNEX C: Logical Framework (Word format)

DOCUMENTS TO BE COMPLETED BY THE PROVISIONALLY SELECTED APPLICANTS

ANNEX D: Legal Entity Sheet (PDF Format)

ANNEX E: Financial Identification Form (PDF Format)

DOCUMENTS FOR INFORMATION (Please do not send these documents with the application)

ANNEX F: Standard Grant Contract

ANNEX F-I : Special Conditions

ANNEX F-II : General Conditions Applicable to European Union-Financed Grant
Contracts for External Actions

ANNEX F-IV : Contract Award Procedures

ANNEX F-V : Standard Request for Payment

ANNEX F-VI : Model Narrative and Financial Report

ANNEX F-VII : Taxes and Customs Arrangements

ANNEX F- VIII : Standard Template for Transfer of Ownership of Assets

ANNEX G: Daily allowance rates (Per diem), available at the following address:

https://ec.europa.eu/europeaid/diem-rates-applied-contracts_en

ANNEX H: Guidelines and Checklist for Assessing Budget and Simplified Cost Options

ANNEX J: Information on the Tax Regime Applicable to Grant Contracts Signed Under the Call

Useful Links:

Project Cycle Management Guidelines, available at the following address:

http://ec.europa.eu/europeaid/aid-delivery-methods-project-cycle-management-guidelines-vol-1_en

The implementation of grant contracts

Users' Guide, available at the following address:

<http://ec.europa.eu/europeaid/companion/welcome.do?locale=en>

Financial Toolkit, available at the following address:

https://ec.europa.eu/europeaid/funding/procedures-beneficiary-countries-and-partners/financial-management-toolkit_en

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