

**Local Common Use Facility Grant Scheme**  
**ICMPD/2021/3/ENHANCER/CUF/TUR**  
**Clarifications No 4 / Questions and Answers**

**ICMPD would like to indicate that due to the high number of questions and until the deadline for asking clarifications (17/09/2021 / 17:00h Vienna local time) Q&A will be published regularly**

**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 2.2.5 of the Guidelines).

**General Issues**

**Question 1:** As a municipality, we can write a presidential consent letter to any authorisation for these kind of projects. So, is the presidential consent letter sufficient for the authorization action? For example, our mayor will approve our head of department as a responsible person for this project, will it be enough?

**Answer 1:** Please refer to `Section 2.2.2. Supporting documents to be submitted` of the Guidelines Article 10: *“The decision of the lead applicant’s and of each co-applicant’s (if any) managing bodies to implement the project with a nomination of the person(s) empowered to represent and sign and proof of signatures of these persons.”*

**Question 2:** We reviewed the guideline for applicants and also attended the project meeting, but we still could not get enough information. How can we get technical support on this issue?

**Answer 2:** Please see below the training videos for the Local Common Use Facility Grant Scheme and the Entrepreneurship Ecosystem Institutions Grant Scheme:

<https://www.youtube.com/watch?v=IJrYdG4ZEpE>

<https://www.youtube.com/watch?v=nI9YLAV5CMI>

<https://www.youtube.com/watch?v=uEKvLkU5320>



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If you still need more information, please ask your specific question until 17/09/2021 / 17:00h Vienna local time which is the deadline for requesting any clarifications from the contracting authority.

**Question 3: I am under temporary protection status; can I be a coordinator?**

**Answer 3:** The cost of staff assigned to the action is eligible as defined under the section 2.1.4 of the Guidelines.

Please be informed that the individual costs or budget items included in the budget cannot be separated as co-financing of the beneficiary and the contribution of the ICMPD. The co-financing rate applies to the overall budget.

The staff of the applicant that is assigned to the project can be budgeted and can be employed in the project within the framework of the applicable law(s) to which they and their institutions are subject to. Percentage of the working time of the staff that is assigned to project should be specified and justified in the relevant sections of the budget.

**Question 4: Has the application deadline been extended?**

**Answer 4:** Application deadline has been extended to 08 October 2021 for the Local Common Use Facility Grant Scheme.

Please check the below link for further details:

<https://in-tendhost.co.uk/icmpd/asp/ViewDocument.aspx?dt=5&id=114>

**Question 5: Since the grant submission deadline has been extended until 08 October 2021, could you please clarify whether the contract signature date is still February 2022?**

**Answer 5:** The indicative contract signature time remains same, however please refer to Section 2.4.2 of the Guidelines which reads *"This indicative timetable refers to provisional dates (except for dates 2, 3, and 4) and may be updated by the contracting authority during the procedure."*

**Question 6: Is it appropriate to allocate an area in our current campus within the scope of the Common Use facility, with a permit? Or does it have to be a standalone venue?**

Please refer to Section 2.1.3 of the Guidelines for Applicants which reads *'it is expected that applicants will have available space dedicated for the action or for establishment/upgrade of the common use facility to implement the common use activities of which entrepreneurs will benefit effectively. These spaces should either be owned by the applicant or the usufruct should be properly documented'*.

**Question 7: Can the location of the Entrepreneurship Center be an office-building already rented and paid by our institution? We do not request for a rental fee from the fund (this is also not allowed in this call for proposals), we already have an office that we have rented.**

**Answer 7:** Please refer to Section 2.1.3 of the Guidelines for Applicants which reads *'it is expected that applicants will have available space dedicated for the action or for establishment/upgrade of the common use facility to implement the common use activities of which entrepreneurs will benefit effectively. These spaces should either be owned by the applicant or the usufruct should be properly documented'*.

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**Eligibility of Applicants (i.e. lead applicants, co-applicants)**

**(Section 2.1.1 and 2.1.2 of the guidelines)**

**Question 8:** Could you please elaborate if the Social Cooperatives are eligible to apply for the Call for Proposals?

**Question 9:** We would like to ask whether our NGO is eligible to apply to the programme. NGOs are not listed in 2.1.1. section of the guideline.

**Question 10:** We institutionalized 2 projects in our association, we opened a commercial enterprise, can we apply on behalf of a commercial enterprise?

**Question 11:** We are establishing a common use area for children as a kindergarten in Kayseri. Are we eligible to apply for the grant call?

**Answer 8-11:** 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 or a co-applicant (Please see section 2.2.5 of the Guidelines). However, please also note that the eligibility of applicants is defined exhaustively in the Guidelines, (Section 2.1.1 and 2.1.2) i.e. it is clearly defined which entities are eligible.

**Eligibility of Actions**

**(Section 2.1.3 of the Guidelines)**

**Eligibility of Costs and Financial Issues**

**(Section 2.1.4 of the Guidelines)**

**Question 12:** Is there an upper limit of the project budget for the personnel to be recruited within the scope of the project?

**Answer 12:** Please refer to 2.1.4. of Eligibility of costs of the Guidelines for Applicants which reads *"It is therefore in the applicants' interest to provide a realistic and cost-effective budget."* Also, *"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 Beneficiary(ies), unless it is justified by showing that it is essential to carry out the Action."*

**Question 13:** Can part time salary payment be given within the scope of the project?

**Answer 13:** Please refer to Annex B Budget, Footnote 4: *"If staff are not working full time on the Action, the percentage should be indicated alongside the description of the item and reflected in the number of units (not the unit rate)."*

**Question 14:** Within the scope of the program, salaries for internship program, insurance, tax, etc. related to the participant can be defined as eligible costs? Can such payments be made?

**Answer 14:** Financial Support to third parties and contributions in-kind are ineligible under this call for proposals. (Please see 'ineligible costs' of the Guidelines). In addition, please refer to 'Important Note 4' of the Guidelines, which reads *'please note that provision of daily allowances to*

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*participants of trainings and/or daily allowances of similar nature will not be eligible cost under this call for proposal'. Salaries can be given to the staff of the project that is essential for the implementation of the project. The salaries for internship program cannot be budgeted under human resources budget heading.*

**Question 15: Is Vocational Qualifications Authority (MYK) examination and certification service and document printing fee are eligible costs within the scope of the project?**

**Answer 15:** Please refer to 2.1.4. of Eligibility of costs (Eligible direct costs, Article d) of the Guidelines for Applicants which reads "*Eligible costs must be necessary for the implementation of the Action and costs entailed by contracts awarded by the Beneficiary(ies) for the purposes of the Action are eligible as stated in the Guidelines.*"

**Question 16: Are there any restrictions/regulations on the origin of materials and equipment to be purchased within the scope of the project? Does it matter if it is Turkey or Europe originated?**

**Answer 16:** Within the framework of this call for proposals there are no specific limitations with regard to origin of machinery, equipment and software i.e. they can originate from any country.