

**SME Support Grant Scheme for Job Creation
ICMPD/2021/4/ENHANCER/SME/TUR
Clarification No 10 / 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 05 November 2021 - 17.00h Vienna Time (the deadline for issuing clarifications)

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: I would like to ask you if there are any programs or projects targeting SMEs in Gaziantep or may we apply even if the project doesn't include Gaziantep.

Answer 1: SMEs registered in Gaziantep are not eligible for this grant scheme. SMEs registered in provinces of Istanbul, İzmir, Bursa, Konya, Mersin and Kayseri are eligible to benefit from the grant scheme. For other eligibility criteria which should be fulfilled by applicants, please check the Guidelines for Applicants, section 2.1.1, 'Eligibility of Applicants'.

Question 2: In the Supporting Documents, there are Annexes that cannot be obtained from the official institution and have to be declared by our company. For example, the "*The statement that the lead applicant and (if any) co-applicants do not have any debt which may cause seizure and confiscation amounting to 3%*" will be prepared by the company and signed by the company. We cannot provide it from the official institution. In this case, should we prepare the document in English or Turkish?

Answer 2: The statement that the lead applicant and (if any) co-applicants do not have any debt which may cause seizure and confiscation amounting to 3% or more of the Contracting Authority's financial support could be produced by the company itself. However, it should be remembered that, as indicated in the guidelines, the contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to a breach of obligations, irregularities, or fraud.

Under section 2.3.1 of the Guidelines for Applicants, it is stated that: "*Applicants must apply in English. Official documents provided from public institutions may be provided in original language/Turkish.*" Thus, the document should be prepared in English.

**Eligibility of applicants (i.e. lead applicants, co-applicants)
(Section 2.1.1 and 2.1.2 of the guidelines)**

Question 3: The annual turnover of our service group of companies is around 10.000.000 TL. The number of working personnel is around 105 people. We have 2 Syrian employees. Can our company also apply for the SME Support Grant Scheme for Job Creation?

Question 4: Our company has approximately 110 personnel and 2 Syrian employees. Would you please inform us if our company is eligible to apply for the Call for Proposals?

Answer 3-4: Please note that in the interest of the equal treatment of applicants, the contracting authority does not give a prior opinion on the eligibility of a lead applicant 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.

Question 5: We have a plan to open a beauty center. We have the required certificates to open the center. Can we benefit from the grant?

Answer 5: The companies to be supported within the scope of SME Support Grant Scheme for Job Creation are required to be *“established at least 2 years prior to the announcement date of this call for proposals”*. 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.

(You can follow the page below for entrepreneurship trainings that will start in the coming months: <https://enhancerproject.com/girisimcilik-egitimleri-.html>)

Question 6: Within the scope of this Call for Proposals, I have a new invention related to the effects of Covid 19, and I applied for the patent rights. The project will enable employment for 10 people. My company is a limited liability company that is established in 2020 and it does not meet the required criteria in terms of balance sheet. I would like to ask you if my project will be evaluated?

Answer 6: In the interest of the equal treatment of applicants, the contracting authority does not give a prior opinion on the eligibility of a lead applicant or a co-applicant. Please check the Guidelines for Applicants, section 2.1.1, `Eligibility of Applicants`. Please keep in mind that there is no exception to these criteria.

Question 7:

- Does the applicant company have to make production? Can domestic and foreign trade companies apply? (Domestic and foreign trade company works under the manufacturer company.)
- The manufacturer company appears as Negative/loss in the 2019 financial statement due to the investment made in 2019. In 2020, there is profit. The loss is not due to non-execution of activities, but to the investment made. For example, the firm's gross sales

are 109,000,000 TL, but its loss due to investment is -4,000,000 in 2019 and its profit in 2020 is 10,000,000. Although such a firm meets all the criteria, it cannot meet the net profit criterion. Therefore, we would like to know whether we can apply to the grant programme. The number of employees: 242 people. Therefore, can companies that seem to have loss due to investment, apply?

Answer 7:

- For the eligibility criteria for the applicants, please check the Guidelines for Applicants, section 2.1.1, `Eligibility of Applicants`. “To make a production” is not one of the eligibility criteria.
- As indicated in section 2.1.1 on Eligibility of Applicants (i.e. Lead Applicant and Co-Applicants), “have net profit at the end of 2019 and 2020” is stated as one of the eligibility criteria. There is no exception to this criterion.

Question 8: In the Guidelines for Applicants, it is stated that: *“Enterprises whose annual turnover is below TRY 3 million are not eligible applicants for this call for proposals.”* Our turnover in 2020 is 950.000 and our annual balance sheet (total assets) is 1.766.000 TRY. At this point, we would like to ask you whether we can benefit from your grant. Is there any exceptional situation that we can benefit from?

Answer 8: Please check the Guidelines for Applicants, section 2.1.1, *“Enterprises whose annual turnover (based on the income statement for the most recent financial year, which the accounts have been closed) are below TRY 3 million are not eligible applicants for this call for proposals. The mentioned financial data must belong to the year 2020. There is no exception to this situation.*

Application Process

Question 9: What should we pay attention to while preparing the logical framework?

Answer 9: The below video would be useful for you while preparing the logical framework form: <https://www.youtube.com/watch?v=uEKvLkU5320>. (Please note that only original documents and forms published on the ICMPD Electronic Application Platform have legal validity. ICMPD is not responsible for the application documents and forms published on another platform. This training video has been prepared for informational purposes for potential grant beneficiaries. In case of inconsistency between this presentation and the grant guide and its annexes, the English Grant Application Guide and its annexes will be binding.)

Question 10:

- How should the Dossier number part in the Annex A-Grant Application form be filled? What does the number mean?
- What is the “Legal Form” statement in the Annex_D_Legal Entity Identification Form? How should this part be filled? There is no defined expression for “Turkey” in the given list for the Main Registration Number in the Annex_D_Legal Entity Identification Form. How should this part be filled?
- Is proforma necessary for the “Annex-B Budget” we have prepared?
- Can we delete the items/sections that we will not fill in the “Annex-B Budget” from Excel?

Answer 10:

- The dossier number part in the Annex A-Grant Application form will be left empty.
- While filling the Annex D-Legal Identification Form, you need to enter the information about the company. The Main Registration Number in Annex D-Legal Identification Form, refers to Tax Registration Number in Turkey.
- Proforma is not necessary for the budget however in the second sheet of the Annex B-Budget justification part should be filled in with due diligence.
- You should also keep the parts that you will not fill in in the Annex B-Budget. You can leave them empty or make them `0`.

Question 11: In Annex B- Budget, there is a section for “All years” and for “1st reporting period”. What do these parts mean and how should be filled in?

Answer 11: "All years", refers to the budget that is planned for the implementation of the whole project. Within the context of the grant programme, 6 month reporting period is foreseen thus, "1st Reporting Period" refers to the budget that is planned to be spent during the 1st reporting period.

Question 12: We will make our application, but some documents must be originally signed. We will upload these documents to the system, scan them, but do we need to send the originally signed versions somewhere by cargo? I would be very grateful if you could enlighten me on this matter.

Answer 12:

After printing and signing the documents, you need to scan them and upload them as PDF files. Please upload both the original electronic versions of the application form, budget, and logical framework as well as the signed PDF versions. (Please check Guidelines for Applicants, Section 2.3.3)

Please also note that applications (application form, other annexes, and supporting documents) must be submitted on the ICMPSD electronic Application Platform at <https://intendhost.co.uk/icmpd/asp/Tenders/Appraisal>. Applications sent by any other means (e.g. by email or post) will be rejected. Thus, there is no need to post any documents.

Question 13: There are sections in the project documents such as "2.3 Market Structure (max. 1 page)" with this and many other page restrictions.

Under this section, there are 6 headings. Will all of these 6 headings be 1 page? That is, if an expression such as 3.1 is accompanied by the expression maximum 1 page, will this expression cover all parts starting with 3.1, such as 3.1.1, 3.1.2...below? (There are 6, 7 titles in this section and the following, and it says max 1 page.)

Answer 13: The number of pages covers the entire title written next to it. It is sufficient to fill in the box under the heading 2.3, not exceeding 1 page. If there are subheadings under the title with the number of pages next to it, the number of pages also includes the subheadings. In other words, the total 3-page limit valid for the 3.1 heading covers all of the 3.1.1, 3.1.2, 3.1.3 and 3.1.4 subheadings.