



This project is co-financed by the European Union and the Republic of Turkey.

İKLİM DEĞİŞİKLİĞİNE UYUM HİBE PROGRAMI CLIMATE CHANGE ADAPTATION GRANT PROGRAMME (CCAGP)

INFORMATION DAYS



REPUBLIC OF TURKEY
MINISTRY OF ENVIRONMENT
AND URBANISATION



Çevre ve İklim Eylemi
Sektör Operasyonel Programı





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Enhancing Adaptation Action in Turkey Project

Agenda

PART I

- Opening
- Introduction of the Grant Programme
- Questions and Answers

PART II

- Project Proposal Preparation
- Gender Mainstreaming Presentation
- Questions and Answers
- Closing



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Introduction of the Grant Programme





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Grant Scheme Institutional Framework

- The End Recipient is Ministry of Environment and Urbanization (MoEU) General Directorate of Environmental Management, Department of Climate Change and Adaptation Department.
- The Contracting Authority is Ministry of Environment and Urbanization, General Directorate of European Union and Foreign Relations, Department of EU Financial Assistance.
- UNDP Turkey provides technical assistance to the End Recipient and Contracting Authority to successfully finalize the implementation of the Project and the Grant Programme.
- EU Delegation to Turkey has the role of monitoring and auditing within the framework of carrying out the Project and the Grant Programme in accordance with EU rules and ensuring sustainability.



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Programme Objectives

Global Objective:

- The global objective of this call for proposals is enhancing climate change adaptation in Turkey.

Specific Objectives:

- The specific objective of this call for proposals is to improve resilience of communities and cities, protect natural resources and ecosystems and enhance adaptation capacity of vulnerable economic sectors.



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Programme Priorities

- Priority 1: Development of local climate action plans and strategies and/or preparation of decision-making tools (modelling, impact and vulnerability analysis, etc.)
- Priority 2: Avoiding and reducing exposure to climate change related risks (water scarcity, droughts, forest fires, floods, extreme weather events, etc.)
- Priority 3: Enhancing resilience of sectors impacted by climate change (please see section 2.1.4 of the Grant Guideline for sectors)
- Priority 4: Enhancing the exchange of adaptation know-how and experience among organizations and cities within Turkey and/or the EU for creation and/or implementation of innovative climate change adaptation technologies and systems.

A project must focus on at least one priority area. As an additional element, all projects must include a component (set of activities) on “extending the knowledge base within the society”.





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Grant Amount

Projects should focus on the following lots:

Lot 1: (2.500.000 EUR)

- Indicative allocation of funds : 50.000-150.000 EUR
- Any grant requested under this call for proposals must fall between %50-%90 of the total eligible cost of the action.

Lot 2: (4.300.000 EUR)

- Indicative allocation of funds : 150.000-450.000 EUR
- Any grant requested under this call for proposals must fall between %50-%90 of the total eligible cost of the action.



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Eligibility Criteria

1. Eligibility of Applicants
 - Lead Applicant
 - Co-applicants
 - Affiliated Entities
2. Eligibility of Actions
3. Eligibility of Costs



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Eligibility Criteria

1. Eligibility of Applicants

- be a legal person,
- be non-profit-making,
- be established in a Member State of the European Union or Turkey or an eligible country according to the IPA Regulation, 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.



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Eligibility Criteria

1. Eligibility of Applicants

For Lot 1:

- be an NGO (association and foundation, etc.), or
- be a municipality, or
- be local authority (regional or provincial directorate, special provincial administration, governorship, etc.), or
- be a university or research institution/centre, or
- be a development agency, or
- be a non-profit union, cooperative, or
- be representative organizations of businesses and private sector at local level such as chambers, professional organizations, etc.





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Eligibility Criteria

1. Eligibility of Applicants

For Lot 2:

- be a municipality, or
- be local authority (regional or provincial directorate, special provincial administration, governorship, etc.) or
- be a university or research institution/centre.



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Eligibility Criteria

1. Eligibility of Applicants

IMPORTANT! APPLYING WITH CO-APPLICANTS IS NOT MANDATORY FOR APPLICANTS.

The lead applicant may act individually or with co-applicant(s).

HOWEVER, if the applicant is not established in Turkey, it must act with **at least one co-applicant** that is established in Turkey.

There is no maximum number of co-applicants; while determining co-applicants, an evaluation should be made in which **each co-applicant's role in the project is clearly defined.**



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Eligibility Criteria

1. Eligibility of Applicants / Co-applicants

- Co-applicants participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the lead applicant.
- Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself.
- Under Lot 2: NGOs, non-profit unions/cooperatives, business organizations are also eligible as co-applicants.
- Other organisations may be involved in action as associate.



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Eligibility Criteria

1. Eligibility of Applicants / Affiliated Entities

- The lead applicant and its co-applicant(s) may act with “affiliated entity(ies)”. Affiliated entity(ies) must satisfy the same eligibility criteria as the lead applicant and the co-applicant(s).

Affiliated Entities:

- Legal entities that together form a single entity, including those established for the implementation of the action. In this case, the resulting entity can apply as an applicant or as a co-applicant, but other organizations act as the affiliated entities.
- Provided that the applicant's eligibility or non-exclusion requirements are met, legal entities that are neither limited to the action, nor established for the purpose of implementing the action, and have legal or capital wise relations with the applicants.





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Eligibility Criteria

1. Eligibility of Applicants / Associates

Other organisations or individuals 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 of the Grant Guideline.



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Eligibility Criteria

2. Eligibility of Actions

IMPORTANT!

- Priority 1: Development of local climate action plans and strategies and/or preparation of decision-making tools (modelling, impact and vulnerability analysis, etc.)
- Priority 2: Avoiding and reducing exposure to climate change related risks (water scarcity, droughts, forest fires, floods, extreme weather events, etc.)
- Priority 3: Enhancing resilience of sectors impacted by climate change (please see section 2.1.4 of the Grant Guideline for sectors)
- Priority 4: Enhancing the exchange of adaptation know-how and experience among organizations and cities within Turkey and/or the EU for creation and/or implementation of innovative climate change adaptation technologies and systems.

A project must focus on at least one priority area. As an additional element, all projects must include a component (set of activities) on “extending the knowledge base within the society”.



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Eligibility Criteria

2. Eligibility of Actions

- Duration of action: 12-18 months
- Theme: Climate change adaptation
- Sectors: Public health, transport, energy, industry, tourism, cultural heritage, water resources management, agriculture and fisheries/livestock and food security, ecosystem services, biodiversity and forestry, natural disaster risk management, waste and wastewater management, urban (planning, infrastructure, buildings), finance, insurance, education, communication, and other relevant sectors.
- Actions must take place in Turkey. In addition to the activities that will take place in Turkey, if properly justified in concept note or full application, some activities can be implemented in eligible countries. However, such activities cannot constitute the major part of the Action.



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Eligibility Criteria

2. Eligibility of Actions / Type of Actions

The following actions (projects) listed are by way of example only and applications are not limited to these types of actions:

- Integrating adaptation to the impacts of climate change in local and sectoral policies and strengthening capacity, interagency cooperation and coordination,
- Developing and expanding R&D and scientific studies to ensure adaptation to the impacts of climate change in relevant sectors,
- Enhancing sustainable production and consumption and developing innovative financing tools for climate change adaptation,
- Enhancing community-based adaptation measures in combating climate change,
- Piloting demonstrative actions in the field of climate change adaptation,
- Raising awareness on the urgency and importance of adapting to climate change,
- Dissemination of best practices especially in collaboration with organizations and cities within Turkey and/or the EU,



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Eligibility Criteria

2. Eligibility of Actions / Type of Actions

- Identifying threats and risks and strengthening response mechanisms for management of natural disasters caused by climate change and reducing vulnerabilities including disaster risk mitigation,
- Developing capacity and improving interagency cooperation among state and non-state actors,
- Identifying and monitoring the impacts of climate change at local level,
- Developing emergency response action plans in risky areas, early warning systems and supplying the necessary infrastructure,
- Developing and/or implementing technology and innovative tools for climate change adaptation,
- Climate change adaptation action planning and strategy development also addressing mitigation.

All actions/projects can be designed for addressing the sectors mentioned above. All actions must ensure wide dissemination of the results of the actions.





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Eligibility Criteria

2. Eligibility of Actions / Types of Activities

The activities listed below are by way of example only and are not limited to these types of activities:

- Capacity building and awareness raising activities via workshops, training sessions, study visits, public campaigns, events, competitions, exhibitions, educational activities in schools, seminars, conferences, social media dissemination, etc.,
- Activities for interagency cooperation and collaboration and activities for promotion and increasing of synergies, lessons learnt and exchange of experience and good practices among national as well as international stakeholders in the EU,
- Activities including research, analysis, studies, desk reviews, survey activities, field studies, mapping, modelling, etc.,



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Eligibility Criteria

2. Eligibility of Actions / Types of Activities

- Activities for development of demonstrative and pilot applications to encourage stakeholders to develop similar actions,
- Infrastructure and other works,
- Activities related to development of early warning systems, monitoring systems and database development, etc.,
- Activities on implementing innovative and technological solutions,
- Activities for preparation of written, audio, visual materials and publications and/or broadcasts.



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Eligibility Criteria

2. Eligibility of Actions / Important Notes:

- All actions (projects) are expected to ensure:
 - gender mainstreaming and
 - particular added-value elements and cross-cutting issues (such as innovation, best practices, sustainable results) in the project activities.
- Above-mentioned points will be subject to evaluation in the relevant sections of the evaluation grid.
- Applications should be “original” and unique to the target group’s needs, problems, and be designed with proper solutions and implementation methodology.
- 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 lead applicant, co-applicant(s), affiliated entity(ies), and the number of target group.
- Applicants must comply with the objectives and priorities and guarantee the visibility of the EU financing.





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Eligibility Criteria

2. Eligibility of Actions / Number of Applications and Grants

The lead applicant may submit more than one application per lot under this call for proposals.

The lead applicant may not be awarded more than one grant per lot under this call for proposals.

The lead applicant may be a co-applicant or an affiliated entity in another application of the same lot at the same time.

A co-applicant/affiliated entity may be the co-applicant or affiliated entity in more than one application per lot under this call for proposals.

A co-applicant/affiliated entity may be awarded more than one grant per lot under this call for proposals.





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Eligibility Criteria

3. Eligibility of Costs / Costs that can be included

- Must be actually done within the duration of the action,
- Must be specified in the total estimated budget of the action,
- Must be essential for the implementation of the action,
- Must be identifiable and verifiable,
- Must comply with the relevant tax and social legislation requirements,
- Must be logical, reasonable and compliant with strong financing management requirements, especially in terms of efficiency and economically.



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Eligibility Criteria

3. Eligibility of Costs / Costs that can be included

- 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;
- travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary(ies) nor the rates published by the European Commission at the time of such mission;

(https://ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf)

- purchase (new) or rental (new or used) costs for equipment and supplies specifically dedicated to the purposes of the Action, and costs of services, provided they correspond to market rates.



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Eligibility Criteria

3. Eligibility of Costs / Costs that can be included

- 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 translations, reproducing, insurance, etc.);
- visibility costs.

Expenditure verification and external audit will be carried out by the Contracting Authority.



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Eligibility Criteria

3. Eligibility of Costs / Costs that can be included

Contingency Reserve (Budget Item No 10)

- The budget may include a contingency reserve not exceeding 5 % of the estimated direct eligible costs (Budget title 7). It can only be used with the prior written authorisation of the Contracting Authority.

Eligible Indirect Costs (Budget Item No 8 / General Administrative Expenses)

- The indirect costs incurred in carrying out the action may be eligible for flat-rate funding, but the total must not exceed 7 % of the estimated total eligible direct costs (Budget title 7). Indirect costs are eligible provided that they do not include costs assigned to another budget heading in the standard grant contract.
- 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.





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Eligibility Criteria

3. Eligibility of Costs / Costs that can not be included (Ineligible Costs)

- debts and debt service charges (interest);
- provisions for losses or potential future liabilities;
- costs declared by the beneficiary(ies) and financed by another action or work programme receiving a European Union (including through EDF) grant;
- purchases of land or buildings, except where necessary for the direct implementation of the action,
- currency exchange losses;
- credit to third parties;
- taxes, including value added taxes;





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Eligibility Criteria

3. Eligibility of Costs / Costs that can not be included (Ineligible Costs)

- customs and import duties, or any other charges;
- fines, financial penalties and expenses of litigation;
- operating costs;
- second-hand equipment;
- bank charges, costs of guarantees and similar charges;
- contribution in kind;
- any leasing costs;
- depreciation costs.

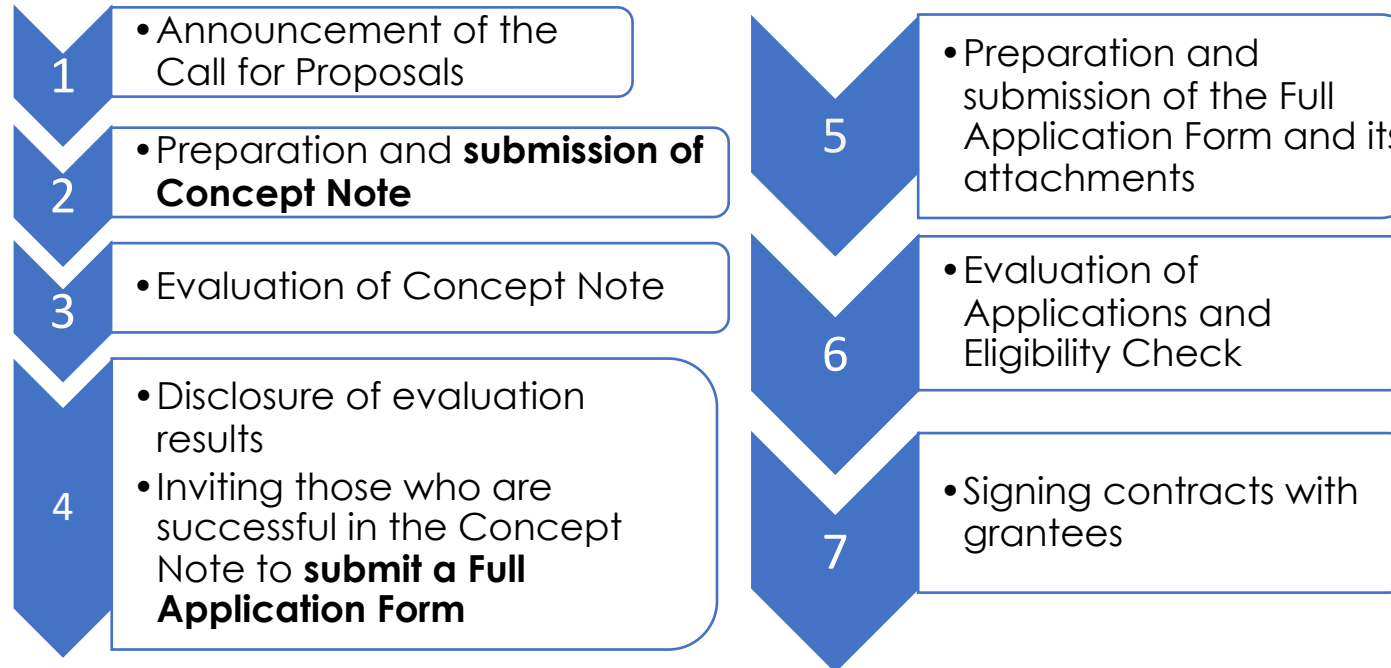




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How To Apply

**This is a restricted Call for Proposals.
In the first stage, only Concept Notes will be submitted.**





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Procedures To Follow

Concept Note

- Applications must be submitted in accordance with the concept note instructions in the grant application form annexed to these guidelines and in English.
- In the concept note, lead applicants must only provide an estimate of the requested EU contribution as well as an indicative percentage of that contribution in relation to the eligible costs of the action.
- Budget will not be submitted in the concept note. A detailed budget is to be submitted only by the lead applicants invited to submit a full application in the second phase.
- Any error or major discrepancy related to the concept note instructions may lead to the rejection of the concept note.



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Procedures To Follow

Concept Note

- **Only the concept note form will be evaluated.** It is therefore of utmost importance that this document contains **ALL** relevant information concerning the action. No additional annexes should be sent.

PAGE AND FORMAT LIMITATIONS MUST BE FOLLOWED.

- The EU contribution may not vary from the initial estimate by more than 20 %.
- The elements outlined in the concept note **may not be modified** in the full application.



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Procedures To Follow

Concept Note

- Co-applicant (s) specified in the concept note **may not be varied** in the full application; however, the lead applicant may replace a co-applicant or an affiliated entity **only in duly justified cases** (e.g. bankruptcy of initial co-applicant or affiliated entity).
- Hand-written concept notes will not be accepted.
- Concept Note Dossier should include the following:
 - Concept note - Part A of the grant application form,
 - Checklist - Section 2 of Part A of the grant application form,
 - Declaration by the lead applicant - Section 3 of Part A of the grant application form,
 - Co-applicant(s) mandate,
 - Affiliated entities statement,
 - Electronic format of the concept note (CD-ROM/USB stick).



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Procedures To Follow

Concept Note

- Concept Note must be submitted in **one original with original signature and 2 copies in A4 size**. An electronic version of the concept note must also be submitted. The electronic file must contain **exactly the same** application as the paper version enclosed.
- In addition to the shipping address, the envelope must bear;
 - the reference number:
 - the title of the call for proposals:
 - the lot number and title,
 - the full name and address of the lead applicant, and
 - the words 'Not to be opened before the opening session' and 'Açılış oturumundan önce açmayınız'.



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Procedures To Follow

Concept Note

Concept notes 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) to the address below:

T.C. Çevre ve Şehircilik Bakanlığı, AB ve Dış İlişkiler Genel Müdürlüğü, AB Mali Yardımlar Dairesi Başkanlığı

Ministry of Environment and Urbanization, General Directorate of European Union and Foreign Relations, Department of EU Financial Assistance

Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. Ankara

Title: Climate Change Adaptation Grant Programme (CCAGP)

Reference: _____

Number & title of the lot:



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Procedures To Follow

Concept Note

The deadline for the submission of Concept Notes:

30.11.2020 at 17:00 hours (local time)

For Further Information:

- Questions may be sent by e-mail [or by fax] no later than 21 days before the deadline for the submission of concept notes **(9 November 2020)** to the address(es) below, indicating clearly the reference of the call for proposals:

E-mail address: ccagp@csb.gov.tr

Fax: +90 312 474 03 53

- Replies will be given no later than 11 days before the deadline for submission of concept notes **(19 November 2020)**.





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Procedures To Follow

Concept Note

So as to facilitate the processing of applications, please present the original dossier and 2 copies in A4 size, each bound in following order:

1. Concept Note - Grant Application Form, Part A;
2. Checklist - Grant Application Form, Part A, Section 2;
3. Declaration by the Lead Applicant - Grant Application Form, Part A, Section 3;
4. Co-applicant(s) Mandate - Grant Application Form, Part A, Section 4;
5. Affiliated Entities Statement - Grant Application Form, Part A, Section 5;
6. Electronic format of the Concept Note (CD-ROM/USB stick).

Please do not staple the above documents!



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Procedures To Follow

Full Application Form

- Lead applicants invited to submit a full application following pre-selection of their concept note must do so using Part B of the grant application form annexed to these guidelines (Annex A).
- Lead applicants should then keep strictly to the format of the grant application form and fill in the paragraphs and pages in order.
- The EU contribution may not vary from the initial estimate by more than 20 %.
- The elements outlined in the concept note cannot be modified by the lead applicant in the full application.
- Lead applicants must submit their full applications in the same language as their concept notes.



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Procedures To Follow

Full Application Form

- Please note that only the full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators (and assessors, if used). No additional annexes should be sent.
- It is therefore of utmost importance that these documents contain ALL the relevant information concerning the action.
- The deadline for the submission of full applications will be indicated in the letter sent to the lead applicants whose application has been pre-selected.
- Any error related to the points listed in the checklist (Part B, Section 7 of the grant application form) or any major inconsistency in the full application (e.g. if the amounts in the budget worksheets are inconsistent) may lead to the rejection of the application.



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Procedures To Follow

Full Application Form

So as to facilitate the processing of applications, please present the original dossier and 2 copies in A4 size, each bound in following order:

- Full Application Form – Grant Application Form, Part B
- Budget (Annex B)
- Logical Framework (Annex C)
- Checklist – Grant Application Form, Part B, Section 7
- Declaration by the Lead Applicant - Grant Application Form, Part B, Section 8;
- Co-applicant(s) Mandate - Grant Application Form, Part B, Section 4;
- Affiliated Entities Statement - Grant Application Form, Part B, Section 5;
- For Municipalities: evidence on the fulfilment (including if any, restructuring documents etc.) of obligations related to payment of taxes and the social security contributions;
- Electronic Format of the Full Application Form including budget, logical framework and Annex F (CD-Rom/USB stick).



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Procedures To Follow

Full Application Form

- **With the full application the lead applicant also has to submit completed PADOR registration form (Annex F) for the lead applicant, each (if any) co-applicants and each (if any) affiliated entities.**
- In addition to the shipping address, the envelope must bear;
 - the reference number:
 - the title of the call for proposals:
 - the lot number and title,
 - the full name and address of the lead applicant, and
 - the words 'Not to be opened before the opening session' and 'Açılış oturumundan önce açmayınız'.



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Procedures To Follow

Full Application

Full application 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) to the address below:

T.C. Çevre ve Şehircilik Bakanlığı, AB ve Dış İlişkiler Genel Müdürlüğü, AB Mali Yardımlar Dairesi Başkanlığı

Ministry of Environment and Urbanization, General Directorate of European Union and Foreign Relations, Department of EU Financial Assistance

Mustafa Kemal Mahallesi Eskişehir Devlet Yolu (Dumlupınar Bulvarı) 9. km. Ankara

Title: Climate Change Adaptation Grant Programme (CCAGP)

Reference: _____

Number & title of the lot:



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Procedures To Follow

Full Application

The deadline for the submission of Full Applications:

It will be included in the letter to be sent by the Contracting Authority.

For Further Information:

- Questions may be sent by e-mail [or by fax] no later than 21 days before the deadline for the submission of full application to the address(es) below, indicating clearly the reference of the call for proposals:

E-mail address: ccagp@csb.gov.tr

Fax: +90 312 474 03 53

- Replies will be given no later than 11 days before the deadline for submission of full application.



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In order to download the Grant Guideline for Applicants and its annexes and follow all the notifications to be made by the Contracting Authority; visit the “Tenders” page of below website:

www.ipa.gov.tr



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QUESTIONS & ANSWERS

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Project Proposal Preparation





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Project Preparation Stages

Documents to be filled out for Application / Forms

I. step:

- Concept Note Form
- Concept Note Checklist
- Declaration by the Applicant
- Mandate for Co-applicants (if any)
- Affiliated Entities Statement (if any)
- Electronic copy (CD-ROM/USB stick)

II. step:

- Full Application Form
- Budget
- Log Frame Matrix
- Annex F (PADOR)
- Document regarding liabilities of municipalities
- Full Application Checklist
- Declaration by the Applicant
- Mandate for Co-applicants (if any)
- Affiliated Entities Statement (if any)
- Electronic copy including full application, budget, log frame and Annex F (CD-ROM/USB stick)



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Project Preparation Stages

Concept Note / Basic Rules

- Rules indicated in the concept note application form must be respected,
- Applications must be prepared electronically (Hand-written applications will not be accepted),
- Page restrictions must be obeyed: 1.2 Description of the Action section must be max 2 pages and 1.3 Relevance of the There is no page no limit for the Summary section.
- The application must be typed in A4 size paper, single space with 2 cm indentation, with Arial 10 font size,
- The explanations should be clear and concise with sufficient detail in each section,
- All sections must be completed with no empty fields,
- The checklist provided at the end of the template must be filled out,
- Declaration by the applicant must be filled and signed,
- Mandate for Co-applicant(s) must be filled and signed,
- Affiliated Entities Statement must be filled and signed,
- All explanatory statements should be considered carefully.





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Project Preparation Stages

Concept Note

Section 1.1 –Summary of the action

- This section should be filled in after the other parts of the Concept Note have been filled in, to respond to the information that is the summary of the project.
- In this section, the project name, for which lot the application is made, location, duration, budget, grant amount, grant percentage, objectives, target groups, final beneficiaries, expected results and main activities should be given in a table format.

Section 1.2 –Description of the action-(max 2 pages)

- Background information about the project,
- Objectives of the project,
- Main stakeholders of the project,
- Activities, outputs and results,
- Project duration,
- Performance indicators.





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Project Preparation Stages

Concept Note

Section 1.3 – Relevance of the action – (max 3 pages)

- Relevance of the action with grant programme objectives and priorities,
- Relevance of the action with needs and constraints of the target countries/region/sectors,
- Relevance of the action with the needs and constraints target groups/beneficiaries,
- Added value elements.



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Project Preparation Stages

Concept Note

Declaration by the Applicant, Mandate for Co-applicants (if any),
Affiliated Entities Statement (if any)

- Contents of the template cannot be changed.
- Must be signed by the authorized signatory of the entity and submitted originally signed.
- Not signed applications will be rejected.



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Project Preparation Stages

Full Application Form

- Rules indicated in the application form must be respected,
- Applications must be prepared electronically (Hand-written applications will not be accepted),
- Page restrictions must be obeyed: 2.1.1 Description section must be max of 13 pages, 2.1.2 Implementation approach (methodology) section must be max 5 pages, 2.1.3 Action plan section must be max 4 pages, 2.1.4 Sustainability section must be max 3 pages.
- The application must be typed in A4 size paper, single space with 2 cm indentation, with Arial 10 font size,



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Project Preparation Stages

Full Application Form

- The explanations should be clear and concise with sufficient detail in each section,
- All sections must be completed with no empty fields,
- The checklist provided at the end of the template must be filled out,
- Declaration by the applicant must be filled and signed,
- Mandate for Co-applicant(s) must be filled and signed,
- Affiliated Entities Statement must be filled and signed,
- All explanatory statements should be considered carefully.



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Project Preparation Stages

Full Application Form / 2. Proje

Section 1 – General Information

- In this section, the reference number of the call for proposal, the title of the call for proposal, the name of the applicant, the number of the call for proposal, the title of the project, the location of the project and the lot number and name should be given in a table form.

Section 2 – Action

- 2.1.1 Description of the Action; with the project, information including how the situation of the target groups, final beneficiaries, co-applicants, affiliated entities will be improved and how their capacities will be increased, what activities will be carried out, what will be the implementation details, and what are the changes that have occurred since the acceptance of the Concept Note should be provided.





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Project Preparation Stages

Full Application Form / 2. Proje

Section 2 – Action

- 2.1.2 Implementation Approach (Methodology); Information regarding the methodologies for implementation of the activities such as by which methods and tools the activities will be carried out, what is the proposed management structure, how will the roles and responsibilities of the stakeholders in the project be organized, are there internal / external evaluation procedures should be explained.
- 2.1.3 In the project duration and activity plan section, the activity planning for the implementation period of the project should be given realistically and by specifying the role of the stakeholders.



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Project Preparation Stages

Full Application Form / 2. Project

Section 2 – Action

- 2.1.4 In the sustainability section, the impact of the project results on the target group and beneficiaries, the plan for dissemination, planning in terms of financial, institutional, policy and environmental sustainability of the results should be explained.
- 2.1.5 Logical framework matrix.
- 2.2 Project Budget (Annex B); budget templated provided in the annex must be filled out in Euros and completely. Budget consists of:
 - Budget table
 - Justification of costs
 - Expected sources of funding



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Project Preparation Stages

Full Application Form / 2. Project

Section 2 – Action

Budget headings:

- Human resources
- Travel
- Equipment and supplies
- Local office
- Other costs
- Other
- Contingency reserve
- Indirect costs



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Project Preparation Stages

Full Application Form / 2. Project

- 2.3 Experience:
 - Experience of the Applicant
 - Experience of the Co-applicant(s) (if any)
 - Experience of the Associated Entities (if any)

Section 3 - Applicant

- In this section information about the identity, profile, project management and implementation capacity of the applicant and list of management board members should be provided.

Section 4 – Co-applicant(s) (if any)

- For each co-applicant information in the table provided should be provided and co-applicants mandate must be completed.



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Project Preparation Stages

Full Application Form / 2. Project

Section 5 – Affiliated Entities (if any)

- Information on each of the affiliated entities should be provided on the table provided.

Section 6 – Associates (if any) Başvuru Sahibinin Projeye Katılan İştirakçileri (varsa)

- Information on the Associates of the project should be provided.

Section 7 – Full Application Checklist

Section 8 – Declaration by the Lead Applicant



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Evaluation Stage

I. EVALUATION OF THE CONCEPT NOTE

- Opening session and Administrative Check
- Evaluation of the Concept Note

II. EVALUATION OF THE FULL APPLICATION

- Administrative check and Evaluation of the Full Application

III. ELIGIBILITY CHECK

- Eligibility verification of Applicant(s) and Affiliated Entities (if any)

NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

Decision of the Contracting Authority will be sent in writing to the Applicants.



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Proposal Evaluation/ Concept Note

- Submission deadline and time must be respected. In the case of sending via post, the postmark or the date of the deposit slip evidenced by the date of dispatch is taken into account.
- The checklist in the Grant Application Form Section 2 must be filled out.
- Proposals are evaluated based on the Concept Note Evaluation Table stated in the Guidelines.
- Firstly, only the concept notes with a score of at least 30 will be considered for pre-selection.



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Proposal Evaluation/ Concept Note

- 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% of the available budget for this call for proposals.
- The relevance of the project with grant programme objectives and priorities, the needs of the target countries/regions/sectors/target groups, the feasibility of project design, its consistency with project's expected results and objectives will be of importance in the evaluation.
- Applicants that passed concept note stage evaluation will be invited to submit their full applications.



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Concept Note Evaluation

Concept Note Checklist

BEFORE SENDING YOUR CONCEPT NOTE, PLEASE CHECK THAT EACH OF THE CRITERIA BELOW HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
	Yes	No
Title of the proposal:		
PART 1 (ADMINISTRATIVE)		
1. The instructions for the concept note have been followed.		
2. The declaration by the lead applicant has been filled in and original signed.		
3. The Mandate for Co-applicants (if any) has been filled in and original signed.		
4. Affiliated Entities Statement (if any) has been filled in and original signed.		
5. The proposal is typed and is in English.		
6. One original and two copies are included.		
7. An electronic version of the concept note (CD-Rom/USB stick) is enclosed (in Word format).		
PART 2 (ELIGIBILITY)		
8. The action will be implemented in Turkey.		
9. The duration of the Action is between 12 and 18 months (the minimum and maximum allowed).		
10. The requested contribution is between: <ul style="list-style-type: none"> • 50.000 EUR and 150.000 EUR for Lot 1 (minimum and maximum allowed); • 150.000 EUR and 450.000 EUR for Lot 2 (minimum and maximum allowed). 		
11. The requested EU contribution is between 50% and 90% of the estimated total eligible costs for both lots (minimum and maximum percentage allowed).		
12. Lead Applicant, co-applicant (if any) and affiliated entities (if any) are eligible.		
13. This checklist and the declaration by the lead applicant have been filled in and sent with the concept note.		



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Evaluation Stage

Concept Note Evaluation Table

	Sub-score	20
1. Relevance of the action		
1.1. How relevant is the proposal to the objectives and priorities of the call for proposals and to the specific themes/sectors/areas or any other specific requirement stated in the guidelines for applicants? Are the expected results of the action aligned with the priorities defined in the guidelines for applicants (section 1.2)?	5	
1.2. How relevant is the proposal to the particular needs and constraints of the target country(ies), region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)?	5	
1.3. How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs and constraints been clearly defined and does the proposal address them appropriately?	5	
1.4. Does the proposal contain particular added-value elements (e.g. innovation, best practices) and the other additional elements indicated under 1.2. of the guidelines for applicants?	5	





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Evaluation Stage

Concept Note Evaluation Table

2. Design of the action	Sub-score	30
2.1. How coherent is the overall design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results?	5x2**	
2.2. Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5	
2.3. Does the design take into account external factors (risks and assumptions)?	5	
2.4. Are the activities feasible and consistent in relation to the expected results (including timeframe)? Are results (output, outcome and impact) realistic?	5	
2.5. To which extent does the proposal integrate relevant cross-cutting elements such as environmental/climate change issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, youth, combating HIV/AIDS (if there is a strong prevalence in the target country/region)?	5	
TOTAL SCORE		50



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Evaluation of Proposals/ Full Application Stage

- Submission deadline and time must be respected. In the case of sending via post, the postmark or the date of the deposit slip evidenced by the date of dispatch is taken into account. The checklist in the Grant Application Form Section 7 must be filled out.
- The application form is evaluated based on the evaluation table stated in the guidelines. There are two set of criteria: selection and award criteria
- Selection criteria evaluates the financial and operational capacity of the applicants; award criteria evaluates the proposal's relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.
- **If the total score for Section 1 (financial and operational capacity) 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.**





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Evaluation stage

Full Application Checklist

BEFORE SENDING YOUR PROPOSAL, PLEASE CHECK THAT EACH OF THE FOLLOWING CRITERIA HAVE BEEN MET IN FULL AND TICK THEM OFF	Tick the items off below	
	Yes	No
Title of the proposal: <indicate the title>		
PART 1 (ADMINISTRATIVE)		
1. The correct grant application form has been used.		
2. The declaration by the lead applicant has been filled in and original signed. The lead applicant, the co-applicants and the affiliated entities have filled in the declaration on honour on exclusion criteria and selection criteria.		
3. The proposal is typed and is in English.		
4. One original and two copies are included.		
5. An electronic version of the proposal (CD-Rom/USB stick in word format; including requested documents) is enclosed.		
6. Each co-applicant has completed and original signed the mandate and the mandate is included. Please write 'Not applicable' (NA) if you have no co-applicant(s).		
7. Each affiliated entity(ies) has completed and original signed an affiliated entity(ies)'s statement and the statements are included. Please write 'Not applicable' (NA) if you have no affiliated entity(ies).		
8. The budget (3 worksheets) is enclosed, in balance, presented in the format requested, and stated in EUR.		
9. The logical framework has been completed and is enclosed.		





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Evaluation stage

Full Application Checklist

PART 2 (ELIGIBILITY)		
10. The action will be implemented in Turkey.		
11. The duration of the Action is between 12 and 18 months for both Lots (the minimum and maximum allowed)		
12. The requested EU contribution is between: <ul style="list-style-type: none">• 50.000 EUR and 150.000 EUR for Lot 1 (minimum and maximum allowed);• 150.000 EUR and 450.000 EUR for Lot 2 (minimum and maximum allowed).		
13. The requested EU contribution is between 50% and 90% of the estimated total eligible costs for both lots (minimum and maximum percentage allowed).		
14. The amount of financing requested on the basis of simplified cost options is supported by appropriate justification in the "justification sheet" of the Budget and in case of other/recurrent SCO the methods are based on a priori obtained ex-ante assessment.		
15. The requested contribution has not been changed by more than 20 % compared to the amount requested at the concept note stage.		
16. The duration of the Action stated in the concept note has not been changed in the full application form.		
17. The co-applicant(s) (if any) stated in the concept note has not been changed in the full application form. Please write 'Not applicable' (NA) if you have no co-applicant(s).		
18. Municipalities submitted evidence on the fulfilment (including if any restructuring documents etc.) of obligations related to payment of taxes and the social security contributions.		





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Evaluation Stage

Full Application Evaluation Table

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house experience of project management?	5
1.2 Do the applicants and, if applicable, their affiliated entity(ies) have sufficient in-house 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 in-house 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	20
Score transferred from the Concept Note evaluation	
3. Design of the action	15
3.1 How coherent is the design of the action? Does the proposal indicate the expected results to be achieved by the action? Does the intervention logic explain the rationale to achieve the expected results? Are the activities proposed appropriate, practical, and consistent with the envisaged outputs and outcome(s)?	5
3.2 Does the proposal/Logical Framework include credible baseline, targets and sources of verification? If not, is a baseline study foreseen (and is the study budgeted appropriately in the proposal)?	5
3.3 Does the design reflect a robust analysis of the problems involved, and the capacities of the relevant stakeholders?	5





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Evaluation Stage

Full Application Evaluation Table

4. Implementation approach	15
4.1 Is the action plan for implementing the action clear and feasible? Is the timeline realistic?	5
4.2 Does the proposal include an effective and efficient monitoring system? Is there an evaluation planned (previous, during or/and at the end of the implementation)?	5
4.3 Is the co-applicant(s)'s and affiliated entity(ies)'s level of involvement and participation in the action satisfactory?	5
5. Sustainability of the action	15
5.1 Is the action likely to have a tangible impact on its target groups?	5
5.2 Is the action likely to have multiplier effects, including scope for replication, extension, capitalisation on experience and knowledge sharing?	5
5.3 Are the expected results of the proposed action sustainable?: - Financially (e.g. financing of follow-up activities, sources of revenue for covering all future operating and maintenance costs) - Institutionally (will structures allow the results of the action to be sustained at the end of the action? Will there be local 'ownership' of the results of the action?) - At policy level (where applicable) (what will be the structural impact of the action — e.g. improved legislation, codes of conduct, methods) - Environmentally (if applicable) (will the action have a negative/positive environmental impact?)	5
6. Budget and cost-effectiveness of the action	15
6.1 Are the activities appropriately reflected in the budget?	/ 5
6.2 Is the ratio between the estimated costs and the results satisfactory?	/ 10
Maximum total score	100



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Evaluation Stage

Eligibility Check

- Last step of the evaluation is Eligibility Check.
- Supporting documents from conditionally selected proposals are requested to be able to evaluate the entities' eligibility.
- Following the verification of eligibility based on supporting documents sent, a contract is signed between the Contracting Authority and the selected applicant.



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Recommendations for Commonly Made Mistakes

- Applications must only be submitted in English,
- Only CCAGP's own templated must be used in applications,
- Requested grant amount must not be lower than 50% and higher than 90% due to rounding errors,
- All information on the envelope must be complete, correct and sufficient,
- In the name of the applicant field, no person name must be stated, the name here must be the name of the entity applying,
- The requested grant amount must be stated in the Concept Note application,
- Project duration must obey the stated duration indicated in the guidelines document,
- The font type and size of the Concept Note must be Arial 10,



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Recommendations for Commonly Made Mistakes

- Restrictions for number of pages must be obeyed in the Concept Note and Full Application,
- Declaration by the Applicant must be originally signed,
- Electronic copy must be sent (preferably flash disc),
- If there are more than 1 proposal submitted each must be sent in a separate envelope,
- In hand deliveries deadline date and time must be strictly obeyed,
- In sending via post the proposal must have been sent latest at the deadline date,
- The contact person name and information stated in the application must always be reachable.



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What is a Project?

Set of activities that have a starting and ending point within a certain time and budget framework, to ensure the achievement of certain targeted objectives.

Every Project necessarily originates from a problem and is implemented to solve the problem.



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What is Project Cycle Management?

It is a method and systematic body used in the preparation, implementation and evaluation of projects and programs based on the Logical Framework approach.

PCM-PROJE YÖNETİM DÖNGÜSÜ





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Project Preparation Stages

ANALYSIS

1. Current Situation and Problem Analysis
2. Stakeholder Analysis
3. Objective Analysis
4. Strategy Analysis

PLANNING

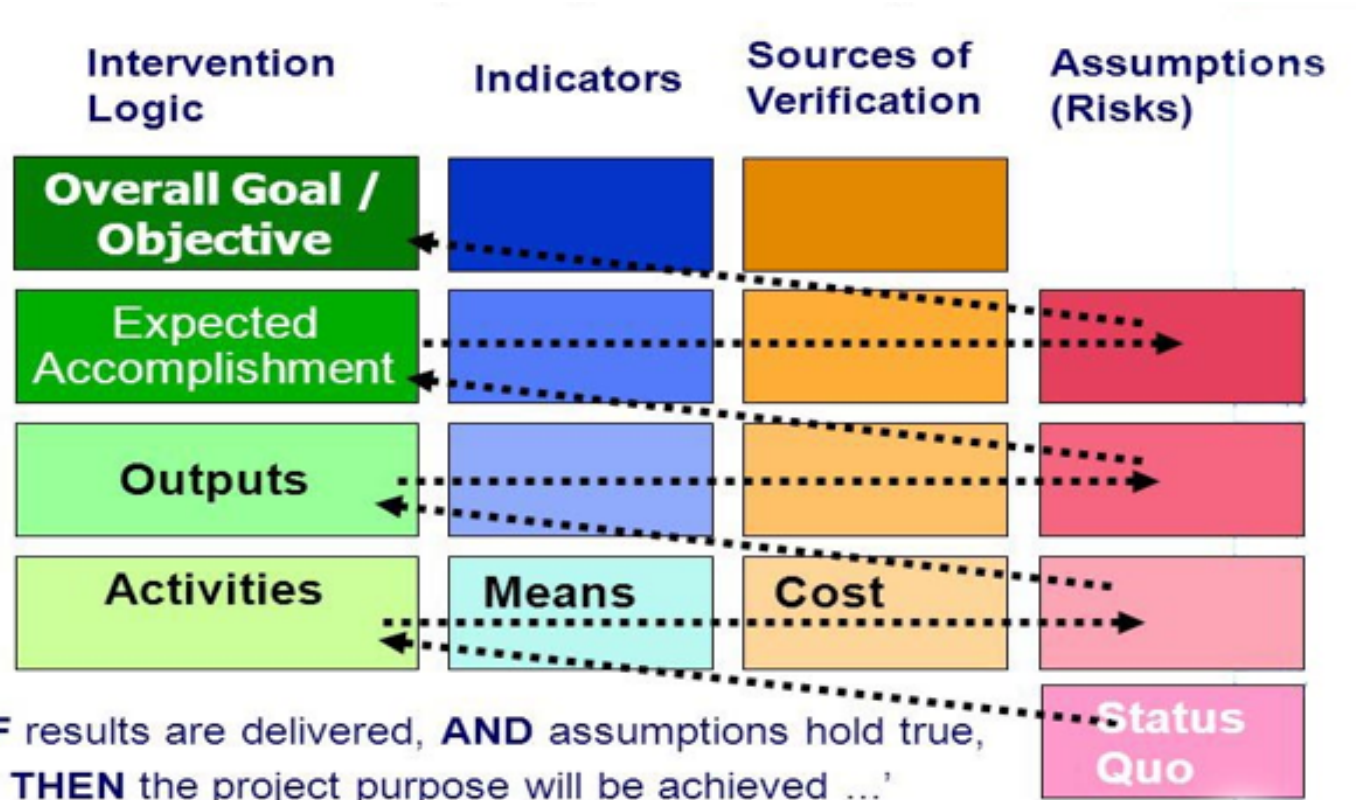
5. Log Frame Matrix
6. Action Plan
7. Budget



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Project Preparation Stage

Logical Framework Matrix



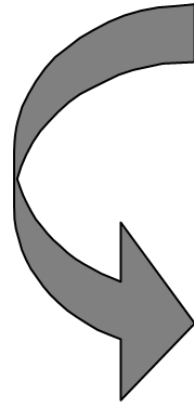
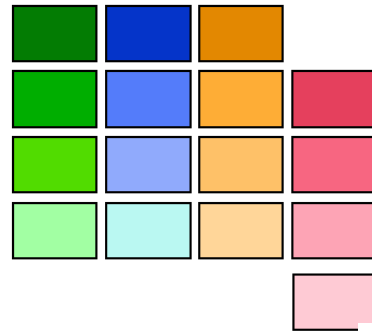


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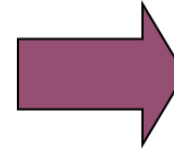
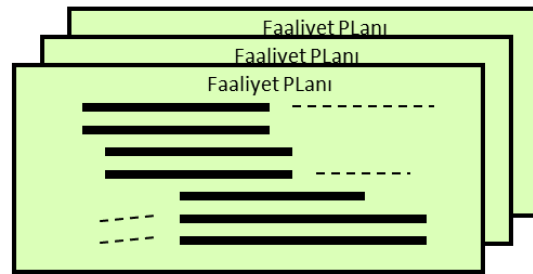
Project Preparation Stages

From Log Frame to Action Plan and Budget

Log Frame



Action Plan and Budget



		Bütçe		
		Bütçe		5500
		Bütçe		1750
		Bütçe		4250
Maaşlar	5000 5500	4250	750	400
Yolluklar	1250 1750	750	1100	
Araç Gid.	3750 4250	400	3100	
Office	750 750	1100		
Tel/Fax	400 400	3100		
Tohum	850 1100			
Gübre	2300 3100			



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Project Preparation Stages Action Plan / Sample

Activity Title / Month	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
1. Renewable energy trainings						
1.1 Training preparations						
1.1.1 Training materials preparation						
1.1.2 Selection of trainers						
1.1.3 Logistics preparation						
1.1.4 Identification of participants						
1.2 Delivery of trainings						
1.3 Evaluation of trainings						



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Project Preparation Stages

1. Budget for the Action ¹	All Years				Year 1 ²			
	Unit ¹¹	# of units	Unit value (in EUR)	Total Cost (in EUR) ³	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
Costs								
1. Human Resources¹²								
1.1 Salaries (gross salaries including social security charges and other related costs, local staff) ⁴								
1.1.1 Technical	Per month				Per month			
1.1.2 Administrative/ support staff	Per month				Per month			
1.2 Salaries (gross salaries including social security charges and other related costs, expat/int. staff)	Per month				Per month			
1.3 Per diems for missions/travel ⁵								
1.3.1 Abroad (staff assigned to the Action)	Per diem				Per diem			
1.3.2 Local (staff assigned to the Action)	Per diem				Per diem			
1.3.3 Seminar/conference participants	Per diem				Per diem			
Subtotal Human Resources								
2. Travel⁶								
2.1. International travel	Per flight				Per flight			
2.2 Local transportation	Per travel				Per travel			
Subtotal Travel								





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Project Preparation Stages

1. Budget for the Action ¹	All Years				Year 1 ²			
	Unit ¹¹	# of units	Unit value (in EUR)	Total Cost (in EUR) ³	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
Costs								
3. Equipment and supplies⁷								
3.1 Purchase or rent of vehicles	Per vehicle				Per vehicle			
3.2 Furniture, computer equipment								
3.3 Machines, tools...								
3.4 Spare parts/equipment for machines, tools								
3.5 Other (please specify)								
Subtotal Equipment and supplies								
4. Local office¹²								
4.1 Vehicle costs	Per month				Per month			
4.2 Office rent	Per month				Per month			
4.3 Consumables - office supplies	Per month				Per month			
4.4 Other services (tel/fax, electricity/heating, maintenance)	Per month				Per month			
Subtotal Local office								



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Project Preparation Stages

1. Budget for the Action ¹	All Years				Year 1 ²			
	Unit ¹¹	# of units	Unit value (in EUR)	Total Cost (in EUR) ³	Unit	# of units	Unit value (in EUR)	Total Cost (in EUR)
Costs								
5. Other costs, services⁸								
5.1 Publications ⁹								
5.2 Studies, research ⁹								
5.3 Evaluation costs								
5.4 Translation, interpreters								
5.5 Financial services (bank guarantee costs etc.)								
5.6 Costs of conferences/seminars ⁹								
5.7 Visibility actions ¹⁰								
Subtotal Other costs, services								
6. Other								
Subtotal Other								
7. Subtotal direct eligible costs of the Action (1-6)								
8. Indirect costs (maximum 7% of 7, subtotal of direct eligible costs of the Action)								
9. Total eligible costs of the Action, excluding reserve (7+ 8)								
10. Provision for contingency reserve (maximum 5% of 7, subtotal of direct eligible costs of the Action)								
11. Total eligible costs (9+10)								



Gender Mainstreaming Presentation



REPUBLIC OF TURKEY
MINISTRY OF ENVIRONMENT
AND URBANISATION





Questions & Answers



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İKLİM DEĞİŞİKLİĞİNE UYUM HİBE PROGRAMI CLIMATE CHANGE ADAPTATION GRANT PROGRAMME (CCAGP)

INFORMATION DAYS



REPUBLIC OF TURKEY
MINISTRY OF ENVIRONMENT
AND URBANISATION



Çevre ve İklim Eylemi
Sektör Operasyonel Programı

