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**Contracting authority: Central Finance and Contracts Unit**

**Grant Scheme for Türkiye-EU Business Dialogue II (TEBD II)**

**Grant Application Form – Part A**

Budget line: 15.02 01 01.01

Reference:TR2021/W1T7/A02/OT02-2

EuropeAid/179766/ID/ACT/TR

Deadline for submission of concept notes: **16.04.2024**

To reduce expense and waste, we strongly recommend that you use only paper for your file (no plastic folders or dividers). Please also use double-sided printing if possible.

|  |  |
| --- | --- |
| Title of the action: |  |
| Location(s) of the action: | *<specify country(ies), region(s), area(s) or town(s) that will benefit from the action>* |
| Name of the lead applicant: |  |
| Nationality of the lead applicant[[1]](#footnote-1): |  |

|  |  |
| --- | --- |
| Dossier No | TEBD-II/ |
| (for official use only) | |

|  |  |
| --- | --- |
| EuropeAid ID[[2]](#footnote-2) |  |
| Ongoing contract/legal entity file number (if available)[[3]](#footnote-3) |  |
| Legal status[[4]](#footnote-4) |  |
| Co-applicant[[5]](#footnote-5) | <Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the lead applicant > |
| Affiliated entity[[6]](#footnote-6) | <Name; EuropeAid ID; Nationality and date of establishment; Legal status; Relation with the lead applicant or co-applicant> |

|  |  |
| --- | --- |
| Lead applicant’s contact details for the purpose of this action | |
| **Postal address:** |  |
| **Telephone number:** (fixed and mobile) country code + city code + number |  |
| **Fax number:** country code + city code + number |  |
| **Contact person for this action:** |  |
| **Contact person’s email:** |  |
| **Address:** |  |
| **Website of the lead applicant:** |  |

**Any change in the addresses, phone numbers, fax numbers or e-mail, must be notified in writing to the contracting authority. The contracting authority will not be held responsible in the event that it cannot contact an applicant.**

**NOTICE**

Processing of personal data related to this grant award procedure by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

The call for proposals and the grant contract relate to an external action funded by the EU, represented by the European Commission. If processing your reply to the call for proposals involves transfer of personal data (such as names, contact details and CVs) to the European Commission, they will be processed solely for the purposes of the monitoring of the grant award procedure and of the implementation of the grant contract by the Commission, for the latter to comply with its obligations under the applicable legislative framework and under the financing agreement concluded between the EU and the Partner Country without prejudice to possible transmission to the bodies in charge of monitoring or inspection tasks in application of EU law. For the part of the data transferred by the contracting authority to the European Commission, the controller for the processing of personal data carried out within the Commission is the head of contracts and finance unit R4 of DG Neighbourhood and Enlargement Negotiations.

Details concerning processing of your personal data by the Commission are available on the privacy statement at:

[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes)

In cases where you are processing personal data in the context of participation to a call for proposals (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to EU institutions and bodies and communicate to the above mentioned privacy statement to them.

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# Part A. CONCEPT NOTE

## Instructions for drafting the concept note

Please note that if this is a restricted call, only the concept note shall be submitted in the first stage (not the full application). If this is an open call, both the concept note and the full application shall be submitted at the same time.

There is no specific template for the concept note but the lead applicant must ensure that the text:

* includes Page 1 of this document, filled in and submitted as a cover page of the concept note;
* includes the table of the summary of the action (without any limitation of size);
* includes the description of the action (not exceeding 2 pages) and the relevance of the action (not exceeding 3 pages), the format for both documents being A4 size with 2 cm margins, Arial 10 font characters and single line spacing;
* provides the information requested under the headings below, in the order requested, and in proportion to its relative importance (see the relevant scores in the evaluation grid in the guidelines for applicants);
* provides full information (as the evaluation will be based solely on the information provided);
* is drafted as clearly as possible to facilitate the evaluation process.

### Summary of the action

Please complete the table below.

|  |  |
| --- | --- |
| Objectives of the action | <Overall objective *(i.e. Impact)*>  <Specific objective(s) *(i.e. Outcome(s))*> |
| Target group(s)[[7]](#footnote-7) |  |
| Final beneficiaries[[8]](#footnote-8) |  |
| Expected outputs |  |
| Main activities |  |

### Description of the action (max 2 pages)

Please provide all the following information:

Give the background to the preparation of the action, in particular on the sector/country/regional context (including key challenges). Mention any specific analysis/study carried out to inform the design (context analysis).

Explain the objectives of the action given in the table in Section 1.1.

Describe the key stakeholder groups, their attitudes towards the action and any consultations held.

Briefly outline intervention logic underpinning the Action, indicating the expected outputs, outcome(s) and impact as well as underlying the main risks and assumptions towards their achievement.

Briefly outline the type of activities proposed, including a description of linkages/relationships between activity clusters.

Explain how the Action will mainstream relevant cross-cutting issues such as promotion of human rights[[9]](#footnote-9), gender equality[[10]](#footnote-10), democracy, good governance, support to youth, children’s rights and indigenous peoples, environmental sustainability[[11]](#footnote-11) and combating HIV/AIDS (if there is a strong prevalence in the target country/region).

Outline the broad timeframe of the action and describe any specific factor taken into account.

### Relevance of the action (max 3 pages)

#### Relevance to the objectives/sectors/themes/specific priorities of the call for proposals

Please provide all the following information:

1. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.
2. Describe the relevance of the action to any specific subthemes/sectors/areas and any other specific requirements stated in the guidelines for applicants, e.g. local ownership etc.
3. Describe which of the expected results[[12]](#footnote-12) referred to in the guidelines for applicants will be addressed.

#### Relevance to the particular needs and constraints of the target country/countries, region(s) and/or relevant sectors (including synergy with other development initiatives and avoidance of duplication)

Please provide **all** the following information:

State clearly the specific pre-project situation in the target country/countries, region(s) and/or sectors (include quantified data analysis where possible).

Provide a detailed analysis of the problems to be addressed by the action and how they are interrelated at all levels.

Refer to any significant plans undertaken at national, regional and/or local level relevant to the action and describe how the action will relate to such plans.

Where the action is the continuation of a previous action, clearly indicate how it is intended to build on the activities/results of this previous action; refer to the main conclusions and recommendations of any evaluations carried out.

Where the action is part of a larger programme, clearly explain how it fits or is coordinated with that programme or any other planned project. Specify the potential synergies with other initiatives, in particular by the European Commission.

Explain the complementarity with other initiatives supported by the EU and by other donors (Member States & others).

[NB: In exceptional cases where it is impossible to involve national organisations[[13]](#footnote-13) from the target country because of the particular situation in that country, the lead applicant must provide explanations, which will be examined when applying criterion 1.1 of the evaluation grid to the concept note.]

#### Describe and define the target groups and final beneficiaries, their needs and constraints, and state how the action will address these needs

Please provide all the following information:

Give a description of each of the target groups and final beneficiaries (quantified where possible), including selection criteria.

Identify the needs and constraints (including capacity constraints) of each of the target groups and final beneficiaries.

Demonstrate the relevance of the proposal to the needs and constraints of the target groups and final beneficiaries.

Explain any participatory process ensuring participation by the target groups and final beneficiaries.

#### Particular added-value elements

Indicate any specific added-value elements of the action, e.g. the promotion or consolidation of public-private partnerships, innovation, best practices, involvement of chambers/commodity exchanges from the less developed regions of Türkiye[[14]](#footnote-14) or the provinces significantly affected by the earthquake in February 2023[[15]](#footnote-15) in Türkiye.

### Lead applicant, (co-applicants and affiliated entities, if any)

|  |  |
| --- | --- |
| **Name** of the lead applicant |  |
| **EuropeAid ID[[16]](#footnote-16)** |  |
| **Nationality**[[17]](#footnote-17)/ Country and date of registration[[18]](#footnote-18) [[19]](#footnote-19) |  |
| **Legal Entity File number**[[20]](#footnote-20) (if available) |  |
| **Legal status**[[21]](#footnote-21) |  |

|  |  |
| --- | --- |
| **Lead applicant contact details for the purpose of this action** | |
| **Postal address of the organisation:** |  |
| **Organisation email address:** |  |
| **Telephone:** (fixed and mobile)  Country code + city code + number |  |
| **Fax:**  Country code + city code + number |  |
| **Contact person for this action:** |  |
| **Postal address:** |  |
| **Contact person’s email:** |  |

|  |  |
| --- | --- |
| **Co-applicant(s) [[22]](#footnote-22)** |  |
| Name of the co-applicant |  |
| EuropeAid ID[[23]](#footnote-23) |  |
| Nationality/ Country and date of registration |  |
| Legal Entity File number (if available) |  |
| Legal status |  |
| **Affiliated entity(ies)[[24]](#footnote-24)** |  |
| Name of the Affiliated entity |  |
| EuropeAid ID[[25]](#footnote-25) |  |
| Nationality / country and date of registration |  |
| Legal status: |  |
| Specify to which entity you are affiliated (lead applicant and/or the co-applicant).  Specify the kind of affiliation you have with that entity. |  |

### Project details

|  |  |
| --- | --- |
| **Title of the action:** |  |
| **Location(s)** of the action: | *Specify country(ies), region(s), area(s) or town(s) that will benefit from the action>* |
| **Total duration** **of the action (*months*):** | *months* |
| **Requested EU contribution (*amount*)** | <*EUR*> |
| **Requested EU contribution as a percentage** of the total eligible costs of the action (*indicative*)[[26]](#footnote-26) | % |
| **Total indicative budget** | <*EUR*> |

## Checklist – concept note – for self-guidance

**TR2021/W1T7/A02/OT02-2 - Grant Scheme for Türkiye-EU Business Dialogue II (TEBD II)**

**15.02 01 01.01**

|  |  |
| --- | --- |
| **ADMINISTRATIVE DATA** | To be filled in by the lead applicant |
| **Name of the lead applicant** |  |
| **EuropeAid ID number** |  |
| **Nationality**[[27]](#footnote-27)**/country and date of registration**[[28]](#footnote-28) |  |
| **Legal entity file number**[[29]](#footnote-29) |  |
| **Legal status**[[30]](#footnote-30) |  |
| **Co-applicant[[31]](#footnote-31)** |  |
| **Name of the co-applicant** |  |
| **EuropeAid ID number** |  |
| **Nationality/country** **and date of registration** |  |
| **Legal entity file number (if available)** |  |
| **Legal status** |  |
| **Affiliated entity[[32]](#footnote-32)** |  |
| **Name of the Affiliated-entity** |  |
| **EuropeAid ID number** |  |
| **Nationality/country** **and date of registration** |  |
| **Legal status:** |  |
| **Specify to which entity you are affiliated (lead applicant and/or the co-applicant).**  **Specify the kind of affiliation you have with that entity.** |  |

|  |  |  |
| --- | --- | --- |
| **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** | |
| **Title of the proposal:** | **Yes** | **No** |
| **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 signed.** |  |  |
| **3. The proposal is typed and is in English.** |  |  |
| **4. One original and two copies are included.** |  |  |
| **5. An electronic version of the concept note is enclosed.** |  |  |
| **PART 2 (ELIGIBILITY)**  **6. The action will be implemented in Türkiye and/or EU Member States.** |  |  |
| **7. The duration of the action is between 12 months and 15 months (the minimum and maximum allowed).** |  |  |
| **8. The requested contribution is between the minimum and maximum allowed.** |  |  |
| **9. The declaration by the lead applicant has been filled in and sent with the concept note.** |  |  |

## Declaration by the Lead applicant (concept note)

**The lead applicant, represented by the undersigned, being the authorised signatory of the lead applicant, and in the context of the present application, representing any co-applicant(s) and affiliated entity(ies) in the proposed action, hereby declares that:**

* the lead applicant has the sources of financing and professional competence and qualifications specified in Section 2 of the guidelines for applicants;
* the lead applicant undertakes to comply with the obligations foreseen in the affiliated entities' statement of the grant application form and with the principles of good partnership practice;
* the lead applicant is directly responsible for the preparation, management and implementation of the action with the co-applicant(s) and affiliated entity(ies), if any, and is not acting as an intermediary;
* the lead applicant is able to provide proof of the consent of the co-applicants and affiliated entities to be included in the present application;
* the lead applicant, the co-applicant(s) and the affiliated entity(ies)are not in any of the situations excluding them from participating in contracts which are listed in Section 2.6.10.1. of the practical guide (available from the following Internet address: <https://wikis.ec.europa.eu/display/ExactExternalWiki/2.+Basic+rules>;
* Furthermore, it is recognised and accepted that if the lead applicant, co-applicant(s) and affiliated entity(ies) (if any) participate in spite of being in any of these situations, they may be excluded from other procedures in accordance with the Financial Regulation in force;
* the lead applicant and each co-applicant and affiliated entity are in a position to deliver immediately, upon request, the supporting documents stipulated under Section 2.4. of the guidelines for applicants;
* the lead applicant and each co-applicant and affiliated entity (if any) are eligible in accordance with the criteria set out under Sections 2.1.1. of the guidelines for applicants;
* if recommended to be awarded a grant, the lead applicant, the co-applicant(s) and the affiliated entity(ies) accept the contractual conditions as laid down in the standard grant contract annexed to the guidelines for applicants (Annex G);

We acknowledge that if we participate in spite of being in any of the situations listed in Section 2.6.10.1 of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the grant being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force. We are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the early detection and exclusion system, to the European Court of Auditors or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Position** |  |
| **Date** |  |

## ASSESSMENT GRID FOR THE CONCEPT NOTE

*(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY*)

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| 1. The submission deadline has been met. |  |  |
| 2. The concept note satisfies all criteria specified in the checklist. |  |  |
| Administrative compliance has been checked by:  Date: |  |  |
| **DECISION 1: The committee has decided to evaluate the concept note, which has passed the administrative check.** |  |  |
| The concept note has been evaluated by:  Date: |  |  |
| **DECISION 2: The committee has decided to recommend evaluation of the full application.** |  |  |

1. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the guidelines for the call. [↑](#footnote-ref-1)
2. To be inserted if the organisation is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit.

   <https://wikis.ec.europa.eu/display/ExactExternalWiki/e-Calls+PADOR#eCallsPADOR-ManualforApplicants-e-CallsPADOR(onlineregistration)> [↑](#footnote-ref-2)
3. If a lead applicant has already signed a contract with the European Commission and/or has been informed of the legal entity file number. If not, write ‘N/A’. [↑](#footnote-ref-3)
4. E.g. non-profit, governmental body, international organisation. [↑](#footnote-ref-4)
5. Use one row for each co-applicant. [↑](#footnote-ref-5)
6. Use one row for each affiliated entity. [↑](#footnote-ref-6)
7. ‘Target groups’ are the groups/entities who will directly benefit from the action at the action purpose level. [↑](#footnote-ref-7)
8. ‘Final beneficiaries’ are those who will benefit from the action in the long term at the level of the society or sector at large. [↑](#footnote-ref-8)
9. Including those of people with disabilities. For more information, see ‘Guidance note on disability and development’ at <https://europa.eu/capacity4dev/disability-and-development-network/dashboard>. [↑](#footnote-ref-9)
10. See Guidance on Gender equality at <https://europa.eu/capacity4dev/results-and-indicators/gender-equality>. [↑](#footnote-ref-10)
11. See Guidelines for environmental integration at <https://europa.eu/capacity4dev/public-environment-climate/documents/environmental-integration-handbook-ec-development-co-operation-0> [↑](#footnote-ref-11)
12. As per Guidelines for grant applicants, and in line with OECD DAC definition, the term ‘results’ includes ‘impact’ (overall objective), ‘outcome(s)’ (specific objective(s)) and ‘output(s). [↑](#footnote-ref-12)
13. See footnote 1. [↑](#footnote-ref-13)
14. For the purpose of this call, the provinces included in the level 4, 5, 6 are considered as “less developed regions” as described in the socio-economic development index-2017 (SEDI-2017) of the Ministry of Industry and Technology. For more information please visit: <https://www.sanayi.gov.tr/merkez-birimi/b94224510b7b/sege> [↑](#footnote-ref-14)
15. As per the Presidential Decree dated 08.02.2023, the provinces of “state of emergency” will be considered as “significantly affected provinces” for the purpose of this call; namely: Adana, Adıyaman, Diyarbakır, Gaziantep, Hatay, Kahramanmaraş, Kilis, Malatya, Osmaniye and Şanlıurfa. [↑](#footnote-ref-15)
16. To be inserted if the applicant is an organisation and is registered in PADOR (Potential Applicant Data On-Line Registration). For more information and to register, please visit https://ec.europa.eu/international-partnerships/funding/looking-for-funding\_en [↑](#footnote-ref-16)
17. For individuals. [↑](#footnote-ref-17)
18. An organisation’s statutes must show that it was established under the national law of the country concerned and that the head office is located in an eligible country. Any organisation established in a different country cannot be considered an eligible local organisation. See the footnotes to the Guidelines for the call. [↑](#footnote-ref-18)
19. For organisations. [↑](#footnote-ref-19)
20. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-20)
21. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-21)
22. Add as many rows as co-applicants. [↑](#footnote-ref-22)
23. If this is a restricted call, this field is optional. For more information about the EuropeAid ID, please see footnote 2. [↑](#footnote-ref-23)
24. Add as many rows as affiliated entities. [↑](#footnote-ref-24)
25. If this is a restricted call, this field is optional. For more information about the EuropeAid ID, please see footnote 2. [↑](#footnote-ref-25)
26. If applicable, insert an additional % of the total accepted costs. [↑](#footnote-ref-26)
27. For individuals. [↑](#footnote-ref-27)
28. For organisations. [↑](#footnote-ref-28)
29. If the lead applicant has already signed a contract with the European Commission. [↑](#footnote-ref-29)
30. E.g. non-profit, governmental body or international organisation. [↑](#footnote-ref-30)
31. Add as many rows as co-applicants. [↑](#footnote-ref-31)
32. Add as many rows as affiliated entities. [↑](#footnote-ref-32)