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Contracting Authority: Central Finance and Contracts Unit

CSO Partnerships and Networks on Strengthening Cooperation Between Public Sector and CSOs Grant Scheme (CSPN)

Grant Application Form – Part A

Budget line: 22.02.03.01

Reference: TR2014/DG/04/A1-03

EuropeAid/139071/ID/ACT/TR

Deadline for submission of concept notes: **06.10.2017**

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:	Civil, and Strong Together
Location(s) of the action:	<i>Republic of Turkey, Eastern Anatolia Region, Province of Bitlis, County of Tatvan</i>
Name of the lead applicant :	Bitlis Young Businessmen Association
Nationality of the lead applicant ¹ :	Republic of Turkey

Dossier No	CSPN/
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(for official use only)

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.

EuropeAid ID	N.A.
Ongoing contract/Legal Entity File number (if available)	N.A.
Legal status ²	NGO
Co-applicant ³	Name; EuropeAid ID; Country and date of establishment; Legal status; Relation with lead applicant
Affiliated entity ⁴	Name; EuropeAid ID; Country and date of establishment; Legal status; Relation with the lead applicant or co-applicant
Associate ⁵	Name; Nationality/Country and date of establishment; Legal status

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:	
Contact person's mobile phone*:	
Website of the lead applicant:	

*Not compulsory

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.

² E.g. non-profit, governmental body, international organisation.

³ Use one row for each co-applicant.

⁴ Use one row for each affiliated entity.

⁵ Use one row for each associate.

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PART A. CONCEPT NOTE

1 INSTRUCTIONS FOR DRAFTING THE CONCEPT NOTE

Please note that this is a restricted call hence, only the concept note shall be submitted in the first stage (not the full application).

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

- does not exceed 5 pages (A4 size) of Arial 10 characters with 2 cm margins, single line spacing (“0 pt” spacing before and after);
- provides the information requested under the headings below, in the order in which it is requested, and in proportion to its relative importance (see the relevant scores set out 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.

Please note that guidance notes on how to fill in the forms or what type of information to include under each question /section are provided. When filling in the concept note, all the explanations should be deleted. Only the questions and the replies provided by the applicants will be considered when checking the page limit.

1.1. Summary of the Action

Please complete the table below, which should not exceed 1 page.

Title of the action:	CIVIL, AND STRONG TOGETHER
Location(s) of the action: — specify country(ies) and city(ies) that will benefit from the action	REPUBLIC OF TURKEY, SOUTHEASTERN ANATOLIA REGION, PROVINCE OF BITLIS, COUNTY OF TATVAN
Total duration of the action (months):	24 months
Total budget for the action (amount):	350.000 EUR
Requested contribution ⁶ (amount):	315.000 EUR
Requested contribution ⁷ as a percentage of total budget of the Action (indicative):	90 %
Objectives of the action	<p>Overall objective(s): Developing the professional, managerial, communication and networking capacities of the non-governmental organizations that are considered to be important actors in the context of building government, community and individual relationships based on participatory democracy in the national and regional level; strengthening information, consultancy, dialogue and collaboration in relationships between NGOs and public, organizing activities to bring together NGOs and public institutions around a topic requiring expertise and to ensure exchange of opinions and information between them and preparing the action plans in these fields; developing the resources and practices to help ensuring financial sustainability of the NGOs, activists and platforms and creating the suggestions for legislation.</p> <p>Specific objective(s): Based on the idea of supporting qualified development of NGOs in the province of Bitlis, county of Tatvan, establishing the incubation center that is a common work space for the local initiatives, public institutions, NGOs, university, private sectors, legal entities of public institutions and other stakeholders; Creating the dialogue group to work in the provinces of Bitlis-Van-Muş-Hakkari for the purpose of developing the dialogue among the aforementioned organizations and institutions as well as the capacity. Developing administrative and technical capacities of the NGOs in the incubation center planned to be established in the scope of the project; strengthening institutionalization and strategic management, advocacy, lobbying, campaigning activities, developing media and communication skills; democratic structuring, transparency, monitoring and providing information activities between NGOs and the public; implementing a series of trainings and activities such as fund raising and fund creating processes to enhance NGOs' financial capacities, workshops, seminars, workshops, conferences, publications and parallel events required by the NGOs in the aforementioned fields in order to attain their objectives and ensuring participation.</p>
Target group(s) ⁸ :	NGOs, NGOs of public quality, Public Institutions, Local administrations operating in the province of Bitlis and its counties, Tatvan Municipality, Bitlis Eren University, media channels,

⁶ Includes both EU and national contribution.

⁷ Includes both EU and national contribution.

⁸ "Target groups" are the groups/entities who will directly benefit from the action at the action purpose level.

	chambers, trade unions, activists and expert public officers in the provinces of Van, Muş and Bitlis, activists, platforms, groups, initiatives and networks in our country and in Turkey.
Final beneficiaries ⁹ :	Public in the province of Bitlis and county of Tatvan and all non-governmental organizations and actors across Turkey.
Estimated results:	<p>The incubation center that ensures development of NGOs' managerial and corporate capacities and strengthened dialogue and collaboration between NGOs and public was established. The dialogue group consists of expert actors from public institutions and non-governmental organizations.</p> <p>For the purpose of increasing young people's voluntary activities in the field of civil society, 100 young volunteers, aged 15-29 to work in the fields of women's rights, children's rights, problems of the disabled and young and other disadvantaged groups were provided with trainer's training. As a result of the trainings held afterwards, 500 disadvantaged individuals were reached.</p> <p>NGOs' technical and administrative capacities were developed. NGOs' dialogue with the public was improved. Social entrepreneurship was encouraged. Information in the fields such as advocacy, lobbying, communication and networking was obtained. Effective communication and active media use increased.</p> <p>Awareness of the disadvantaged groups and youth regarding the concept of social and political rights was raised and strengthened.</p> <p>Awareness-raising activities were carried out for right-based NGOs to create an effective advocacy strategy.</p> <p>Civil networks were created, economic, social and legal problems that NGOs and activists encounter were discussed and solution suggestions were shared.</p> <p>Problems regarding the public financing provided for the civil society were discussed and solution suggestions were offered. NGO representatives were provided with training on EU funds and systems and project preparation. Activists' skills regarding problem, stakeholder, objective and strategy analysis methods were developed.</p> <p>Social works regarding employment and social policies were carried out.</p> <p>Participatory municipality understanding was established in Bitlis-Tatvan county.</p> <p>Meetings titled "Developing the Policy for Development of the Dialogue between Local NGOs and Public Institutions", in which public and non-governmental organizations and activities in the provinces of Bitlis, Van, Muş and Hakkari were held.</p> <p>Business visits to powerful NGOs in Turkey were organized.</p> <p>Closure meetings to share the project outputs were held in the provinces of Bitlis, Van, Muş and Hakkari.</p>
Main activities:	<p>Establishing the project coordination board and support office;</p> <p>Putting out the equipment tender;</p> <p>Making project kick-off announcements and informing the public;</p> <p>Establishing the incubation center where the activities are to be carried out and organizing workshops for the training works;</p> <p>Establishing the management information system and Internet system;</p>

⁹ "Final beneficiaries" are those who will benefit from the action in the long term at the level of the society or sector at large.

	<p>Organizing informative meetings for the participants; Establishing the dialogue group consisting of expert actors from public institutions and non-governmental organizations; Business visits by the group of 20 volunteer actors to the major, powerful non-governmental organizations in Turkey for information purposes; Organizing workshops, conferences, trainings and programs in the fields of advocacy, preparing the advocacy strategies, lobbying, campaigning, communication and collaboration, communication channels, monitoring, evaluation, applied impact analysis training, project training, financial management, etc., where local decision-makers are to attend as well; Organizing a workshop with effective participation of NGO representatives, activists, networks, platforms and experts from public institutions, in the fields of effective participation of non-governmental organizations in the legislative process and improvement of Transparency and Accountability; Holding meetings titled “Developing the Policy for Development of the Dialogue between Local NGOs and Public Institutions”, in which public and non-governmental organizations and activities in the provinces of Bitlis, Van, Muş and Hakkari; For the purpose of increasing young people’s voluntary activities in the field of civil society, providing 100 young volunteers in 16-29 age group to work in the fields of women’s rights, children’s rights, problems of the young with trainer’s training; Carrying out social works regarding employment and social policies; Monthly organizing “Sivilizzzzzz” (“We’re Civil”) campaign, in which media and communication channels are commonly used; Organizing closure meetings to share the project outputs were in the provinces of Bitlis, Van, Muş and Hakkari; Preparing evaluation and monitoring meetings and conclusion reports; Making the progress payments.</p>
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1.2. Description of the Action (max 1 page)

Please provide all the following information:

I. Give the background to the preparation of the action.

Civil society is a dynamic field, which has been developing both the world and in Turkey and reshaped with the social movement. Organizational life that is the fundamental pillar of civil society includes NGOs independent of political and economic society beyond the governmental control for development of civil society. In addition to its purpose of providing social benefit, for the purpose of social development and democratization, there are several organization models working in the different fields, including human rights, environment, youth, education, health, disability, growth, etc. Nevertheless, non-governmental organizations in Turkey need legal legislation and policies that strengthen Turkey’s non-governmental organizations’ working as an important management partner both in the regional and international fields. Structuring the relationship between the government and civil society on democratic values strengthens the state, increases civil participation and may ensure that the representation and legitimacy crises experienced by the system are overcome and ethical values regarding politics are reproduced. As a matter of fact, in Turkey’s EU accession process, advising NGOs is considered as the facilitating and improving element, with the new policies and legal amendments. Today, only foundations and associations are defined as non-governmental organizations in Turkey. Organizations such as initiatives and platforms are not included in this definition, but are some of the most important actors of the civil area. According to Republic of Turkey Ministry of Interior Affairs, Directorate of Associations Department’s data for 2017, 111,259 associations operate across Turkey. According to the statistics published in General Directorate of Foundations’ data, 5 thousand 54 new foundations operate in Turkey as of January 2017. Foundations mainly operate in the fields of education and social aid, while associations operate in the activities in relation with professional fields, collaboration, sports and sports activities as well as religious services.

According to Republic of Turkey Ministry of Interior Affairs, Directorate of Associations Department’s data for 2017, the number of active associations in the province of Bitlis is 506, 791 in the province of Van and 180 in

the province of Hakkari. Despite the fact that almost 17 thousand members and total 1666 associations seem to be active in the aforementioned three provinces, the number of their active employees is around 600. The most important reason is that the understanding of non-governmental organizations as effective parts of human rights and democracy is not well rooted and that they lack a training program aiming at developing their capacities through training the volunteers, members and employees and returns of this training to the organizations for them to make contribution to a democratic and pluralist society. In our country and region, in addition to strengthening and supporting corporate capacities and organizational skills of non-governmental organizations and meeting their increased training and visual and written material needs, works must be carried out for raising awareness of NGOs in the fields of human rights, gender equality, participation, multi-culturalism and ethics, networks among NGOs must be created, networking organizations must be made and NGOs' effect in EU accession process has to be increased.

ii. Explain the objectives of the action given in the table in section 1.1.

Our project was designed as a program aiming at improving capacities of right-based NGOs and initiatives, social volunteers and developing public-civil society collaboration with the increased visibility of NGOs. While the program enables the participants to improve their capacities, its primary purpose is to make contribution to the development of NGOs and civil dialogue through participants. Activities aim at providing services to improve NGOs' corporate capacities by supporting critical management, communication and advocacy skills of NGO employees and volunteers and therefore, at increasing civil networks and collaboration and volunteering in Turkey in general and in the province of Bitlis particularly.

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

In the scope of the project that aims to enable NGOs, civil networks and initiatives to operate in collaboration as collective entrepreneurs with influences on the public area, with the negotiations with the stakeholders, the need to share problems, experiences and solution suggestions as well as expectations by the representatives of non-governmental organizations with the public institutions professionally is revealed. In the negotiations, it is thought that training the civil society would arrange a critical process that facilitates it for all stakeholders of the project and elements of the civil society to learn from each other and it would lay a rich foundation for the civil society.

IV. Briefly outline the type of activities proposed and specify related expected outputs, outcome(s) and impact including a description of linkages/relationships between activity clusters.

Project activities are organized for NGOs, activists, chambers, trade unions and platforms from local regions and several regions of Turkey that are right-based and operate in the fields of environment, human rights, women, youth, growth, social exclusion and the disadvantaged, and holistic, interactive and comprehensive awareness raising program required by NGOs to attain their objectives will strengthen collaboration and dialogue, rather than serving as an effort to make individuals learn something merely. Civil dialogue group will make contribution to the development of civil society in the local level. In the scope of volunteering, 100 young people will attend trainer's training and it is planned to reach 500 disadvantaged individuals. "Incubation Center" planned to be founded is expected to play an active part in institutionalization of NGOs. Planned to be held with effective participation of public-NGO experts and activists, training, workshop, seminar, conference etc. works will strengthen participatory democracy. Awareness-raising activities concerning financial sustainability of NGOs will be carried out. Within the framework of the topic identified every month, media will be effectively used with "Sivilizzzzz" ("We're Civil") campaign. Problems will be approached from the perspective of civil initiatives and civil will.

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

Project duration is 24 months. Specific characteristics that may affect project activities, choosing the periods to allow effective participation of students for increasing participation as collaboration is made with the university and preparing the action plan by taking into consideration climate conditions to ensure participation in the workshops planned to be organized will all contribute to reliable implementation of the project.

1.3 Relevance of the Action (max 3 pages)

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

Please provide all the following information:

i. Describe the relevance of the action to the objective(s) and priority(ies) of the call for proposals.

Our project includes activities that allow civil participation in order to develop capacities of NGOs, to find funds for institutionalization, to create civil networks, to strengthen communication channels and to have a word in issues affecting social development in the local and national level. As it lies the ground for realizing public-NGO collaboration mechanisms, for ensuring that information is obtained in the process of creating and implementing governmental policies and such policies are monitored and for active participation of civil society in the negotiation and decision-making processes, it is relevant to the call for proposals.

ii. 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.

Activities for establishing the incubation centers for non-governmental organizations and activists for the purpose of supporting sustainable development of local NGOs and existing networks or developing the capacities of the existing ones, for developing collaboration among non-governmental organizations in the local and national level, for effective participation of NGOs in the political processes, for reinforcing the concept of citizen regarding EU policies, for developing NGOs' capacities in the fields of internal management, financial management, diversification of fund resources, project management, advocacy, lobbying, communication and media and establishing official and/or unofficial dialogues and consultancy mechanisms to develop relationships between NGOs and public institutions in the local, regional and national levels are relevant to the themes in the guidelines. Awareness-raising and capacity development works will be made widespread by the non-governmental organizations and civil society and it will be ensured that best practices are repeated in collaboration between the civil society and official authorities.

iii. Describe which of the expected results referred to in the guidelines for applicants will be addressed.

In today's Turkey, as we take important steps in European Union accession process, impacts of non-governmental organizations on the process of democratization cannot be ignored. The European Union assigns an important role to NGOs in the civil society's and non-governmental organizations' efforts to spread political participation to the public in development of participatory democracy in Turkey and also in ensuring social and economic growth. While our project's theme is strengthening NGOs, its final objective is developing participatory democracy in accordance with EU legislation and ensuring public-NGO collaboration, developing dialogue and ensuring social, cultural, political and economic growth.

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

Please provide **all** the following information:

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

A very limited number of organizations operate in the civil society both on NGOs and public sector in Turkey. The first organizations to pop up in mind when speaking of non-governmental organizations are trade unions, chambers and cooperatives, in addition to associations and foundations. One of the most frequent critics received by NGOs is that their closed communities, failure to be transparent and being detached from the society. It is not enough for NGOs to keep on what they know to be true. In order to increase their impact and come closer to their objectives, they have to explain themselves to the target groups and stakeholders, to develop dialogues, to open out to the external world and to build a systematic communication with the external world. According to Republic of Turkey Ministry of Internal Affairs, Directorate of Associations Department data for 2017, there are 111,259 associations operating in Turkey and according to the statistics published in the General Directorate of Foundations data, there are 5054 foundations in operation. Given the fact that the population is 76 million, in average there is 1 association per 653 people, and considering that NGOs, particularly grassroots ones are key actors in founding a participatory democracy, this number remains insufficient. In the project implementation region, there are 137 associations in the county of Tatvan and 506 in the province of Bitlis. Total population of Bitlis is 341,225 according to 2017 data, and rate of the members to the total population is 9.22%. Almost 30% of these associations that are considered to be active only in the official field are actually active. The most important reason is that the understanding of non-governmental organizations as effective parts of human rights and democracy is not well rooted and that they lack a training program aiming at developing their capacities through training the volunteers, members and employees and returns of this training to the organizations for them to make contribution to a democratic and pluralist society.

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

As a result of the focus groups made with the stakeholder groups in order to make need analysis in the province of Bitlis and county of Tatvan, main problems encountered by NGOs are insufficient human and technical resources, volunteering and trust problems, financial problems, problems regarding legal prevention, problem of common public interest legislation, public support problem, failure to get institutionalized, problems regarding public-NGO collaboration and NGOs' problems regarding local administration. Collaboration among NGOs, university, chambers and municipalities will ensure that NGOs are seen as equal stakeholders in activities and will reinforce participation of NGOs in the political processes locally. Meetings titled "Developing the Policy for Development of the Dialogue between Local NGOs and Public Institutions", in which public and non-governmental organizations and activities in the provinces of Bitlis, Van, Muş and Hakkari and the workshop planned to be held with the participation of activists in our country will ensure creation of civil networks.

iii. 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.

Trainings and social projects regarding civil society, human resources, sustaining and raising awareness on democracy, participation in public decision-making mechanisms, increasing public-civil society dialogue and active citizenship and improving capacities and communication of NGOs are included in the Ministry of Internal Affairs associations project, Prime Ministry General Directorate of Foundations, Ministry of Labor and Social Security, Central Finance and Contracting Unit (CFCU), Ministry of Growth, Social Support Program (Sodes), growth agencies' program and plans. Commission of European Union has been providing NGOs in Turkey with financial support for democratization, developing human rights and civil society in Turkey since 1993. Recognition of civil society as a sector in IPA's period covering 2014-2020 is considered as an indicator of the importance paid to this issue.

iv. 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.

In the local level, no comprehensive work was carried out regarding capacity development and creating civil networks, particularly in our province and county. Therefore, our project is the first one.

v. 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.

Objectives of our project include developing collaboration among public sector, private sector and non-governmental organizations, ensuring proper and effective use of resources and activating the local potential. Importance of building coordination among universities, civil society and media institutions is stated in the 2014-2018 10th Growth Plan. In the plan, increasing of non-governmental organizations' role, in addition to high, stable and inclusive economic growth becomes important. In case that the project becomes a part of a larger program, it will offer a well-balanced growth strategy that aims to reduce regional growth differences, to support activities to increase local growth capacities, to support sustainable socio-economic growth, to develop human resources and social capital in the local level to accelerate the process of transformation into information society, to improve service quality and to increase competition in the regions. With other efforts in the European Commission, works regarding sustainability will be carried out.

1.3.3 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:

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

Province of Bitlis and county of Tatvan are combined. For this reason, it was deemed appropriate to carry out county of Tatvan's activities by considering the province of Bitlis. Despite the fact that there are 506 associations in the province of Bitlis, 137 associations in the county of Tatvan, 6 foundations, 4 chambers, 54 cooperatives and 15 trade unions, it is established that NGOs have no dialogue with one another and there is no public-NGO collaboration. For non-governmental organizations to create a field of activity that is accepted more in the social and political life, they need to become popular within the society quantitatively, the discursive importance attributed to it must turn into a qualitative structure and must be improved. Among the target groups, NGOs, universities, municipality, chambers, trade unions, activists and platforms and media representatives are structures to work in collaboration to develop democracy. Indeed, because Incubation Center is a systematic, planned structure requiring expertise, collaboration will be required.

ii. Identify the needs and constraints of each of the target groups and final beneficiaries.

Our target group is civil society and non-governmental organizations. NGOs lack know-how and skills to ensure implementation and sustainability of the projects that they develop for implementing the suggestions and policies created for their field of activities. Several NGOs have problems in capacity development issues, management, programming and fund-raising. Additionally, research findings indicate that collaboration and communication among NGOs is at such a limited level that it causes concerns, NGOs' mechanisms of dialogue and collaboration with the government do not provide all NGOs with equal access, but make prominent only a certain group of NGOs and that the public have problems of trust in the NGOs. Bitlis province and region inhabitants that is our final user has been affected by the political issues and wars in the Middle East for more than 30 years and has been subject to the violations of rights. Such work will be the solution of several non-expressed problems as well.

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

With the foundation of the incubation center, collaboration and dialogue among NGOs and between NGOs and public will be applied in a planned manner and professionally. Workshops, trainings, seminars and other activities are associated with paying importance to target groups' needs.

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

When problems of NGOs are approached from a communication-focused perspective, use of the media will be the most appropriate method for the opportunities to solve these issues. A widespread informative work will be carried out. A press conference will be held at the beginning of the project, and visibility will be paid importance throughout the project period. Within the framework of a project where content of the trainings is developed in groups, with the use of participant-focused, adult training techniques, participants from NGOs with different experiences will obtain conceptual and practical information with the help of the trainers on one hand, and enrich the discussions and ensure cultural communication by sharing their experiences with each other, on the other hand. This training environment will also facilitate strengthened relationships among participants and building partnerships among NGOs in different fields, and therefore, will show a multiplier effect. Supporting small events and covering transportation and accommodation cost of participants coming from out of Tatvan country will increase participation.

1.3.4 Particular added-value elements

Indicate any specific added-value elements, e.g. the promotion or consolidation of public-private partnerships, innovation and best practice, or other cross-cutting issues such as environmental issues, promotion of gender equality and equal opportunities, the needs of disabled people, the rights of minorities and the rights of indigenous peoples.

Non-governmental organizations bear the leading quality for the policies created, because they are active in the field, know sub-details better than the public does, has been interested in some issues for long, are more experienced and live more attached to the society. Input provided by non-governmental organizations and public sector for the public is used in the stages of planning and programming and become concrete by making required evaluations and adding public perspective. With this aspect, opinions of non-governmental organizations and public sector are considered in public institutions and meet an important need. Founding a dialogue group in the local level to make contribution to strengthened Public-Civil Society-Private Sector Collaboration, increasing effectiveness of the existing local commissions, transformation of public policy and practices will ensure strengthened legal infrastructure. The participants are expected to make voluntary contribution based on their experiences in the program, after completing the program. It is expected that the volunteers, women, children, young people, persons with disabilities, refugees, asylum seekers and other disadvantaged groups will take part in the works to ensure social integration.

1 CHECKLIST FOR THE CONCEPT NOTE

TR2014/DG/04/A1-03 - CSO Partnerships and Networks on Strengthening Cooperation Between Public Sector and CSOs Grant Scheme - 22.02.03.01

ADMINISTRATIVE DATA	To be filled in by the lead applicant
Name of the lead applicant:	Bitlis Young Businessmen Association
EuropeAid ID number:	N.A.
Country and date of registration:	Turkey, Eastern Anatolia Region, Bitlis-Tatvan
Legal Entity File number:	N.A.
Legal status¹⁰:	NGO
<u>Co-applicant</u>¹¹	Bitlis Eren University, Tatvan Municipality
Name of the co-applicant:	
EuropeAid ID number:	N.A.
Country and date of registration:	
Legal entity file number (if available):	N.A.
Legal status:	
<u>Affiliated entity</u>¹²	
Name of the affiliated-entity:	
EuropeAid ID number:	N.A.
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:	
<u>Associate</u>¹³	
Name of the associate:	
Nationality¹⁴/Country and date of registration¹⁵:	
Legal status:	

¹⁰ E.g. non-profit, governmental body, or international organisation.

¹¹ Add as many rows as co-applicants.

¹² Add as many rows as affiliated entities.

¹³ Add as many rows as associates.

¹⁴ For individuals.

¹⁵ For organisations.

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)	X	
1. The Instructions for the concept note have been followed.		
1-a. Summary of the Action is not lengthier than 1 page.		
1-b. Description of the Action is not lengthier than 1 page.		
1-c. Relevance of the Action is not lengthier than 3 pages.		
1-d. Concept note is printed in Arial 10 font.		
1-e. Concept note is printed with single line spacing (“0 pt” spacing before and after).		
1-f. Concept note is printed with 2 cm margins.		
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 (CD-Rom) is enclosed.		
6. Each co-applicant has completed and signed the mandate.		
7. Each affiliated entity has completed and signed an affiliated entity(ies)’s statement. Please write ‘Not applicable’ (N/A) if you have no affiliated entity(ies).		
PART 2 (ELIGIBILITY)		
8. The action will be implemented in Turkey and, if properly justified, in EU Member States or other eligible countries according to the IPA Regulation.		
9. The duration of the action is between 18 months and 24 months (the minimum and maximum allowed).		
10. The requested contribution is between 250.000 EUR and 500.000 EUR (the minimum and maximum allowed).		
11. The requested contribution is between 50% and 90% of the estimated total eligible costs (minimum and maximum percentage allowed).		
12. This checklist, the declaration by the applicant, the mandate for the co-applicants and the affiliated entity(ies)’s statement (if any) have been filled in and sent with the concept note.		

15 January 2016

2 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-applicants and affiliated entity(ies), if any, and is not acting as an intermediary;
- the lead applicant, the co-applicants and the affiliated entity(ies) are not in any of the situations excluding them from participating in contracts which are listed in section 2.3.3 of the Practical Guide (available from the following Internet address: <http://ec.europa.eu/europeaid/prag/document.do>);
- Furthermore, it is recognised and accepted that if the lead applicant, co-applicants 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 section 2.3.4 of the Practical Guide;
- 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 and 2.1.2 of the guidelines for applicants;**
- if recommended to be awarded a grant, the lead applicant, the co-applicants 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 2.3.3.1 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 representing 2 % 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 conditions set in Section 2.3.4 of the Practical Guide. 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, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

Signed on behalf of the lead applicant

Name:	
Signature:	
Position:	
Date:	

3 MANDATE FOR CO-APPLICANT(S) (CONCEPT NOTE)

The co-applicant(s) authorise the lead applicant <indicate the name of the lead applicant> to submit on their behalf the present application form for applicants and to sign the Standard Grant Contract (Annex G of the guidelines for applicants, "Grant Contract") with the Central Finance and Contracts Unit ("Contracting Authority"), as well as, to be represented by the lead applicant in all matters concerning this grant contract.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

4 AFFILIATED ENTITY(IES)'S STATEMENT (CONCEPT NOTE)

To ensure that the action runs smoothly, the Central Finance and Contracts Unit (Contracting Authority) requires all affiliated entity(ies) to acknowledge the principles of set out below.

- All affiliated entity(ies) must have read the guidelines for applicants and application form and understood their role in the action before the application is submitted to the Contracting Authority.
- All affiliated entity(ies) must have read the standard grant contract and understood what their respective obligations under the contract will be if the grant is awarded. They authorise the entity to which they are affiliated to sign the contract on their behalf with the Contracting Authority and represent them in all dealings with the Contracting Authority in the context of the action's implementation.
- The affiliated entity(ies) must consult regularly with the entity to which they are affiliated whom, in turn, should keep them fully informed of the progress of the action.
- All affiliated entity(ies) must receive copies of the reports — narrative and financial — made to the Contracting Authority.
- Proposals for substantial changes to the action (e.g. activities, affiliated entity(ies), etc.) should be agreed by the affiliated entity(ies) before being submitted to the Contracting Authority.

I have read and approved the contents of the proposal submitted to the Contracting Authority. I undertake to comply with the principles of good partnership practice.

Name:	
Organisation:	
Position:	
Signature:	
Date and place:	

5 ASSESSMENT GRID FOR THE CONCEPT NOTE

(FOR THE USE OF THE CONTRACTING AUTHORITY ONLY, PLEASE DO NOT SUBMIT IT WITH THE CONCEPT NOTE)

	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:		
<u>DECISION 1:</u> The committee has decided to evaluate the concept note, which has passed the administrative check.		
The concept note has been evaluated by: Date:		
<u>DECISION 2:</u> The committee has decided to recommend evaluation of the full application.		