



Small-scale project implementation in the fields of Energy, Climate Protection and Transport for municipalities and cities in Türkiye

Q&A

Question 1: *In the guidelines, eligible applicants defined as "be signatory of Global Covenant of Mayors or European Covenant of Mayors"*

Our municipality is not signatory. Is it possible to sign Global Covenant of Mayors and then apply for the grant until November, 1st?

Answer 1: Yes, it is possible. There are no restrictions on when to become a member of GCoM/CoM as long as it is done before the deadline for submission of application, i.e., 1 November, 2022.

Question 2: *In the guidelines, eligible actions defined as "The actions must derive from an approved strategic document (i.e., SECAP,)"*

Our municipality has not SECAP or other mentioned strategic documents. Is it possible to prepare mentioned documents and then apply for the grant until November, 1st.?

Answer 2: Yes, it is possible. There are no restrictions on when the strategic document is approved by the municipal council as long as it is prepared and approved before the deadline for submission of application, i.e., 1 November, 2022.

Question 3: *We are a union of local administrations. We want to apply for the Energy Transformation Project Grant Program for the EU. Is there any problem in our application due to being a local government union.*

Answer 3: The [Guidelines for Applicants](#) section 2.1. "Eligibility criteria" specifically defines eligibility criteria for applicants under this Call for proposals. In the mentioned section it is foreseen, inter alia, that in order to be eligible for a grant, the lead applicant **must be metropolitan and/or district municipality** of Türkiye and **be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives**.

Question 4: *We will only fill in the concept note (Part A) in the application form. or we have to fill part A and Part B and budget?*

Answer 4: Before **1 November 2022, 12:00 EET (UTC+3)** you should [submit application](#), i.e.:

1. Application form (Part A and Part B);
2. Annex B Budget, Annex C Logical framework, Annex D Legal entity form and Annex E Financial Identification form.

Please register to the electronic system "[Submittable](#)" where you can download all forms to be filled and submitted.



In addition with the application form and its annexes, **documents, listed in section 2.2.1** of the [Guidelines for Applicants](#) should be submitted.

Question 5: *We want to establish a wind power plant to reduce greenhouse gas due to the climate change crisis. But, we don't have enough budget for this. So; We want to benefit from the EU4 Energy Transition Agreement of Mayors of the Western Balkans and Turkey. What do we need to do for this?*

Answer 5: In order to receive grant under this Call for Proposals you should:

1. Read the [Guidelines for applicants](#) and evaluate whether you meet eligibility criteria for applicants, actions and costs, described in section 2.1.;
2. Attend information session on this Call for proposals, which will be held on **21 September 2022** at EET (UTC+3). Please fill in the [registration form](#) to the information session;
3. Fill in application form and requested annexes (please see Answer 4) and [submit application](#) until **1 November 2022**, 12:00 EET (UTC+3).

Question 6: *We are district municipality in the east part of Turkey. We want to apply for that call but in the Eligibility of applicants parts, it is stated that "be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives" what does that means and how we can be part of that initiative?*

If we are not part of that initiative, can we apply or not?

Answer 6: Global Covenant of Mayors (GCoM) and European Covenant of Mayors (CoM) bring together thousands of local governments voluntarily committed to implementing climate and energy objectives. Local governments under the initiative act to reduce greenhouse gas emissions, increase resilience and prepare for the adverse impacts of climate change, and tackle energy poverty as one key action to ensure a just transition.

Local governments can become a signatory either to Global Covenant of Mayors by following the instructions provided in <https://www.globalcovenantofmayors.org/how-to-join/> or can become a signatory to EU Covenant of Mayors by following the instructions provided in <https://www.covenantofmayors.eu/join/join-as-a-signatory.html>.

In order to be eligible for a grant, the lead applicant **must be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives**. There are no restrictions on when to become a member of GCoM/CoM as long as it is done before the deadline for submission of application, i.e., 1 November, 2022.

Question 7: *Second area of interest, climate adaptation, includes climate risks for the future. I would like to ask if the projects related to saving water are covered by this category.*

Answer 7: According to Section 2.1.3." Eligible actions: actions for which an application may be made", it is defined that the specific sectors or themes to which the action must relate are: **energy, climate protection and transport**.

Under the second area of intervention, **climate adaptation**, the types of action which may be financed under this call will include (but not limited to) the following:

- **actions for protection of towns and urban areas from fires, floods and similar natural disasters.**

Activities supported under this call may include, but are not limited to, the following:



- activities related to the implementation of innovative and technological solutions by installing RES, increasing energy efficiency and reducing CO2 emissions in the municipal/ urban infrastructure and transport sectors;
- activities to prepare for a longer and more intense fire season, the challenge of sea-level rise, improving air quality and similar activities.

The actions must derive from an approved strategic document (i.e. SECAP, SEAP, SUMP, Local Spatial Plan, etc.) and/or have the complete backing of decision makers.

Question 8: *We are planning to apply with our project on energy and climate change. We have reached the form related to the Application form on the project's Website. Will all the forms in the “Annexes for Information” section be filled out when applying? Please inform us in detail.*

Answer 8: Please see Answer 4. In addition, please find the link to presentation on [When and How to submit application](#). The presentation can be also found published on the link to the Call for proposals here:

Small-scale project implementation in the fields of Energy, Climate Protection and Transport for municipalities and cities in Türkiye

Total budget of the call

300 000 EUR

Funded activities

The Call for proposals is launched under “EU4 Energy Transition: Covenant of Mayors in the Western Balkans and Türkiye”.

The **global objective** of this call for proposals is to deliver on the energy transition and tackle climate change in Türkiye.

The **specific objectives** of this call for proposals is to reduce energy consumption and (or) to increase the local energy production share with renewable energy projects by promoting energy efficiency in one of the relevant sectors: energy, climate protection and transport.

This Call for proposals tackles climate change and will support energy transition in Türkiye through an increased uptake of the Covenant of Mayors for Climate and Energy Initiative (CoM) in the region as well as will support municipal authorities to translate their ambitions to reduce greenhouse gas (GHG) emissions into reality and enhance resilience to climate change impacts, while taking into account diversity on the ground.

Overall objective of EU4Energy Transition Project aim to support the Covenant of Mayors for Climate and Energy Initiative (CoM) cities of the Western Balkans and Türkiye in delivering on their pledges under the energy and climate targets. EU4 Energy Transition: Covenant of

IMPORTANT

Deadline for the submission of applications: 2022-11-01	Days left: 64 d.
Important documents: The deadline for the submission of applications is 1 November 2022, 12:00 EET (UTC+3). SUBMIT APPLICATION	
<div style="border: 2px solid #4a90e2; padding: 5px;"> Practical Guidelines: when and how to apply? </div>	
EU4 Energy Grant Application Form EU4 Energy Guidelines for Applicants Annexes for Information	

All the forms in the “Annexes for Information” are only for information purpose to be used as guidance if need be for preparation of the application as well as to be filled for the signature of the contract in later stages.

Question 9: *We understood that all additional documents to the application form must be in English. We have all document namely financial reports, SECAP etc. in Turkish. So, is it required to translate all of the*

attachments in English? Is a simple translation by the applicant eligible?

Answer 9: As stated in Section 2.1.1. of the Guidelines for applicants, documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in one of the official languages of the European Union, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' eligibility, must be attached for the purpose of analysing the application.

Simple translation by the applicant is sufficient in case there is no official translation.

Question 10: *There is an item (5) that "Energy audit report and (or) (2) technical design and (or) (3) technical economic justification prepared by a technical expert. The technical economic justification shall indicate the current state of the facility, the measures to be implemented, the investment needs, the expected results and their impact on energy efficiency, GHG emissions, etc."*

Are these documents mandatory for the case if the proposed project do not include any energy component?

Answer 10: Regardless of whether the actions you are planning to implement relate to Climate mitigation or Climate adaptation actions, you are required to submit documentation with your application to justify the current situation, the measures you are planning to implement, the investments you are planning to make and the results you expect the action will achieve. If your planned action will not involve energy savings, then an energy audit report is not required, but technical design and (or) technical economic justification prepared by a technical expert with other related to the application documents must be submitted.

Question 11: *Is there a template for the endorsement of the Mayor or could we provide a written endorsement stating that the measures envisaged for the implementation of the action are/will be included in the strategic documents of the municipality?*

Answer 11: There is no template for the Mayor's approval letter. The Mayor's letter can be in a free-form format, clearly confirming that the actions to be implemented are included or planned to be included in the municipality's strategic documents and are fully consistent with the municipality's programmes implemented or planned to be implemented in relation to climate mitigation and (or) climate adaptation measures.

Question 12: *Do the equipment which will be purchased for the project have to be of EU origin?*

Answer 12: The rule of origin will not be applied, i. e. supplies may originate from any country. However, the grant beneficiary must ensure that the contractors do not include entities/persons included in the lists of EU restrictive measures. The lists of persons, groups, entities subject to the EU restrictive measures are published on the following website: www.sanctionsmap.eu.

Question 13: *We, being the affiliated company of Istanbul Metropolitan Municipality would like to have detailed information about the call. Does this call only comprises municipalities, will there be a joint consortium (municipality-industry)?*

Answer 13: The [Guidelines for Applicants](#) section 2.1. “Eligibility criteria” specifically defines eligibility criteria for applicants under this Call for proposals. In the mentioned section it is foreseen, inter alia, that in order to be eligible for a grant, the lead applicant **must be non-profit-making and be metropolitan and/or district municipality** of Türkiye as well as **be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives**.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. In addition to the categories referred to in Section 2.1.1, the following are however also eligible: **non-profit making organisations established by metropolitan and/or district municipality of Türkiye**.

Question 14: *Please let us know if there would be any department or expert group in Turkey that we can contact directly to them.*

Answer 14: The EU4Energy Transition Project will organise online Information Session about the Call on 21 September 2022 at 11:00 EET (UTC+3). Please find the registration form to the information session [HERE](#). Please enrol to the session for your questions.

To ensure equal treatment of applicants, direct contact is not possible. Please be informed that all questions together with the answers are published <https://www.cpva.it/en/eu4-energy-transition/questions-answers/836> and updated until 20 October, 2022.

Question 15: *Shall we join the online Information Session in the English language? Or do we need to use English in this session that will be implemented on 21 September 2022 at 11:00 EET (UTC+3).*

Answer 15: It is advisable to attend information session on this call for proposals which will be held on 21 September 2022 at 11:00 EET (UTC+3). The session will provide simultaneous translation ENG-TR.

Question 16: *We have audit reports for 5 municipal buildings that have the highest consumption. I am attaching these reports as an attachment. We are wondering whether these reports are eligible for the application or not. All reports are prepared by an accredited organization.*

Answer 16: To ensure equal treatment of applicants, the contracting authority cannot give a prior opinion on the eligibility of lead applicants, co-applicants, an action or specific activities. All the documents submitted for the proposal will be evaluated after the deadline for submission of applications.

However, as a general interpretation, **the energy audit report** should answer the following key questions:

- what is the current technical and energy status of the property;
- what are the current energy consumption types and costs;
- what measures (technical, energy efficiency improvement, RES) are planned;
- what investments are planned;
- what are the expected results (kWh (MWh) saved per year, reduced CO2 emissions, reduced building maintenance costs, etc.).

The documentation submitted with your application should justify the current situation, the measures

you are planning to implement, the investments you are planning to make and the results you expect the action will achieve.

Question 17: *We want to apply for the EU4 Programme . We have to find a partner for this programme in Europe ?*

Answer 17: The [Guidelines for Applicants](#) section 2.1. "Eligibility criteria" specifically defines eligibility criteria for applicants under this Call for proposals. In the mentioned section it is foreseen, inter alia, that in order to be eligible for a grant, **the lead applicant must be metropolitan and/or district municipality of Türkiye** and be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. In addition to the categories referred to in Section 2.1.1, the following are however also eligible: **non-profit making organisations established by metropolitan and/or district municipality of Türkiye**

Question 18: *When and how much will progress payments be made? If we get the grant.*

Answer 18: The initial pre-financing payment shall be made within 30 days of receipt of the financial guarantee for the amount of the initial pre-financing payment. The initial pre-financing payment is 80 % of the grant.

Question 19: *In the guidelines, eligible actions defined as "The actions must derive from an approved strategic document (i.e., SECAP,). Our municipality will sign Covenant of Mayors this week. But preparing and finishing SECAP is not possible in 50 days. But we have our strategic plan and performing program. And in these documents, we mention about climate and energy. So, are these documents suitable? Can we send these documents instead of SECAP? Or instead of SECAP, what kind of documents can we send? Thank you for your answer.*

Answer 19: It is stated in Section 1.4.3., Eligible actions: actions for which an application may be made, the actions must focus on at least one of the priorities stated in section 1.2 and designed as a part of approved strategic document (i.e. SECAP, SEAP, SUMP, Local Spatial Plan, etc.) and/or have the complete backing of decision makers. (letter of endorsement from the Mayor of the municipality, attached to the application, stating that the measures envisaged for the implementation of the project are/will be included in the strategic documents of the municipality.

In accordance with this statement, the applicants may base their proposal on any approved strategic document, not limited to SECAP.

Question 20: *Can we, as <...> Municipality, apply to the project as a single partner?*

Answer 20: Partnership is not mandatory under this call for proposals. Municipality can submit the application on its own, individually, as the lead applicant.

Question 21: *In order to be eligible for call, lead applicant have to be municipality. We are planning to apply as a <...> Municipality. I want to be sure that even we are not member of the signatory of Global*



Covenant of Mayors or European Covenant of Mayors initiatives, do we still apply the call?

Answer 21: In order to be eligible for a grant, the lead applicant **must be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives**. There are no restrictions on when to become a member of GCoM/CoM as long as it is done before the deadline for submission of application, i.e., 1 November, 2022.

Question 22: *Can University as non-profit organization be an applicant to apply for funding to implement solution for Energy saving and improving the energy-efficiency for real sector (agriculture/farming).*

Answer 22: The [Guidelines for Applicants](#) section 2.1. “Eligibility criteria” specifically defines eligibility criteria for applicants under this Call for proposals. In the mentioned section it is foreseen, inter alia, that in order to be eligible for a grant, the lead applicant must:

- be metropolitan and/or district municipality of Türkiye and
- be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives.

Question 23: *Metropolitan municipalities and district municipalities appear as eligible applicants. We are the provincial municipality. Can we apply as a provincial municipality?*

Answer 23: Please be informed, that corrigendum of the Guidelines for Applicants has been issued and it was corrected that any municipality of Türkiye not limited to metropolitan and/or district municipality, which is signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives, is eligible for financing.

Question 24: *We have reached the documents on this link: <https://www.cpva.it/en/eu4-energy-transition/calls-for-proposals/835/k72>. While filling the budget (Annex B), we have realized that any formulation or calculation options are not available on this form. Could you please check this form and send us the latest version of the Annex B(Budget).*

Answer 24: Please register to the electronic system “Submittable” where you can download all forms to be filled and submitted.

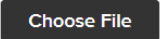
Budget (Annex B)

Please download the document for the link:

https://www.cpva.it/data/public/uploads/2022/08/annex-b_budget.xlsx

Fill the required forms and upload below.

Budget (Annex B) *



Upload a file. No files have been attached yet.

Acceptable file types: .xls, .xlsx



Please be informed, that formulas are not included in the excel sheet, all calculations should be inserted while filling in the budget.

Question 25: *We consider to apply for this grant as lead applicant. Water and Sewerage Administration is a public utility of Metropolitan Municipality with an independent budget. Can Water and Sewerage Administrations be the lead applicant for this call.*

Answer 25: For this call for proposal the lead applicant must:

- be metropolitan and/or district municipality of Türkiye and
- be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives.

However, in addition to the categories applicable to the lead applicant, **non-profit making organisations established by metropolitan and/or district municipality of Türkiye** can be included as co-applicants.

Question 26: *As the municipality, we are not a part to the Agreement of Mayors. We are planning to do accreditation in order to be able to apply for the EU4 Energy transition grant program.*

Can you help us on how we should do the accreditation? Also, what are our responsibilities if we become a part to the Agreement of Mayors?

Answer 26: Global Covenant of Mayors (GCoM) and European Covenant of Mayors (CoM) bring together thousands of local governments voluntarily committed to implementing climate and energy objectives. Local governments under the initiative act to reduce greenhouse gas emissions, increase resilience and prepare for the adverse impacts of climate change, and tackle energy poverty as one key action to ensure a just transition.

Local governments can become a signatory either to Global Covenant of Mayors by following the instructions provided in <https://www.globalcovenantofmayors.org/how-to-join/> or can become a signatory to EU Covenant of Mayors by following the instructions provided in <https://www.covenantofmayors.eu/join/join-as-a-signatory.html>.

In order to be eligible for a grant, the lead applicant **must be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives**. There are no restrictions on when to become a member of GCoM/CoM as long as it is done before the deadline for submission of application, i.e., 1 November, 2022.

Question 27: *Can the University apply individually to the project without the Municipality?*

Answer 27: The [Guidelines for Applicants](#) section 2.1. "Eligibility criteria" specifically defines eligibility criteria for applicants under this Call for proposals. In the mentioned section it is foreseen, inter alia, that in order to be eligible for a grant, the lead applicant **must be non-profit-making and be metropolitan and/or district municipality of Türkiye** as well as **be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives**.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. In addition to the categories referred to in Section 2.1.1, the following are however also eligible: **non-profit making organisations established by metropolitan and/or district municipality of Türkiye**.

Question 28: *Can municipalities that owe taxes apply to the grant program? Is there a condition that there is no tax debt? Tax and SGK debts are not accepted even if they are structured?*

Answer 28: The applicant will be excluded from participation in grant procedures if it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law. The contracting authority must not exclude an applicant where it can demonstrate that adequate measures have been adopted which ensure its reliability.

Question 29: *What are the documents to be filled apart from the pre-application form in the project guide? Are the documents written in 2.2.1 on page 12 of the guide the documents that should be in the pre-application form? Or will it be sufficient to fill out and send the pre-application form at the first stage?*

Answer 29: Before **1 November 2022**, 12:00 EET (UTC+3) you should [submit application](#), i.e.:

1. Application form (Part A and Part B);
2. Annex B Budget, Annex C Logical framework, Annex D Legal entity form and Annex E Financial Identification form.

Please register to the electronic system “[Submittable](#)” where you can download all forms to be filled and submitted.

In addition with the application form and its annexes, **documents, listed in section 2.2.1 of the [Guidelines for Applicants](#) should be submitted.**

Question 30: *1-Is proforma required for each item in the budget? Is internet print accepted? 2- Is it a common condition?*

Answer 30: Both the supplier's proposal and the advance invoice are appropriate documents to justify the budgeted amount. Proforma invoice printed from internet shop is acceptable. Please note that 3 proposals from different suppliers should be submitted for the justification of budgeted amount.

Question 31: *Do we need to add the approximate cost details to the documents during the project application?*

Answer 31: Together with the application form you must provide three proposals from three different suppliers. You must provide not only the approximate cost but also indicate the unit value, total amount and justification of the budgeted amount.

Question 32: *How may the universities be included in the proposals? Is there a way to be included as a third part supporter?*

Answer 32: The [Guidelines for Applicants](#) section 2.1. “Eligibility criteria” specifically defines eligibility criteria for applicants under this Call for proposals. In the mentioned section it is foreseen, inter alia, that in order to be eligible for a grant, the lead applicant **must be non-profit-making and be metropolitan and/or district municipality** of Türkiye as well as **be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives.**



Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. In addition to the categories referred to in Section 2.1.1, the following are however also eligible: **non-profit making organisations established by metropolitan and/or district municipality of Türkiye.**

University may be included in the proposal only in case the university is established by the municipality and is non-profit making.

Question 33: *Is budget approval required by certified public accountant?*

Answer 33: No.

Question 34: *When we get a quote, do we need to get it from at least 3 companies?*

Answer 34: Yes. Together with the application form you must provide three proposals from three different suppliers. You must provide not only the approximate cost but also indicate the unit value, total amount and justification of the budgeted amount.

Question 35: *Should we attach Covenant of Mayors statement before application? Is it mandatory to put the contract at the time of application?*

Answer 35: It will be added value if you attach it to the application. If not, we can always check with GCoM and CoM about your membership information. Please note that the municipality has to become a member of GCoM/CoM before the deadline for submission of application, i.e., 1 November, 2022.

Question 36: *How many projects can be financed under this grant scheme?*

Answer 36: Overall indicative amount made available under this call for proposals is **EUR 300,000**. Having in mind that:

- minimum amount of the grant requested under this call for proposals must be **EUR 75,000**
- maximum amount of the grant requested under this call for proposals must be **EUR 150,000**

there should be **minimum 2 and maximum 4 projects** selected for financing.

Question 37: *Can Chambers of Commerce and Industry apply jointly with municipalities?*

Answer 37: Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. In addition to the categories referred to in Section 2.1.1, the following are however also eligible: **non-profit making organisations established by metropolitan and/or district municipality of Türkiye.**

Question 38: *How long does it take to complete the process if they take action for municipalities that have not signed the Agreement of the Covenant of Mayors?*

Answer 38: It is a quick process but it depends on the municipality actions. There must be will and council approval statement to provide to CoM/GCoM.



Question 39: What are the budget constraints for the company that the municipality will outsource?

Answer 39: The amount of eligible costs shall be indicated in the budget of the project. Please note that 3 proposals from different suppliers should be submitted for the justification of budgeted amount.

During implementation of the project the beneficiary shall apply procurement procedures which are laid down in Annex IV Procurement rules for beneficiaries, which could be found on the link to the Call for proposals here:

Small-scale project implementation in the fields of Energy, Climate Protection and Transport for municipalities and cities in Türkiye

Total budget of the call

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Funded activities

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Important documents:

The deadline for the submission of applications is 1 November 2022, 12:00 EET (UTC+3).

SUBMIT APPLICATION

Practical Guidelines: when and how to apply?

EU4 Energy Grant Application Form

EU4 Energy Guidelines for Applicants

Annexes for Information

After we select the applications for financing, additional information session will be organised for the beneficiaries to explain the requirements for implementation of the action, i.e. what documents should be submitted for justification, how to implement procurement, how the project should be implemented, etc.

Question 40: Is a technical partner should be mentioned in application? Or application is only submitted by locals with the costs for partner?

Answer 40: The project will be implemented by the lead applicant and the co-applicant(s), if any. There is no technical partner, and everything will be implemented through procurement. The beneficiary will have to provide supporting documents justifying all costs incurred during implementation of the grant contract (e.g. signed contracts, invoices, acceptance acts, etc.) together with the payment request. In addition, the audit verification report should be submitted together with the final report after implementation of the project.

Question 41: *If carbon emission measurement is not available where we are... can we say indicator de no available data?*

Answer 41: If the actions to be implemented relate to Climate adaptation actions, then carbon emission measurement is not required and your application will not be rejected if complete other requirements.

Question 42: *Shouldn't municipalities also have structured tax debts?*

Answer 42: The applicant will be excluded from participation in grant procedures if it has been established by a final judgment or a final administrative decision that the applicant is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law. The contracting authority must not exclude an applicant where it can demonstrate that adequate measures have been adopted which ensure its reliability.

Question 43: *When a project is done, another municipality applies for the same project, can this appropriation be taken again?*

Answer 43: It is not planned to relaunch this call for proposals in the future. The municipality cannot submit application for the project, which was finalised before submission of the application.

Only costs incurred during the implementation of the action after the signature of the Grant Contract are eligible for financing.

Question 44: *Only municipalities that have signed CoM initiative can apply?*

Answer 44: Yes. For this call for proposal the lead applicant must:

- be metropolitan and/or district municipality of Türkiye and
- be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives.

Question 45: *As Municipality we are preparing our CAP as the moment, and it will be ready at the end of this year. So as of now, we do not have CAP, SECAP, etc. So would this be a reason for an exclusion?*

Is it possible to apply without a SECAP document? Is the municipality's vision document, strategy document accepted instead of SECAP?

Participation in the Covenant of Mayors has been achieved, but we are still at the beginning. SECAP has not yet been prepared. SECAP must have definitely been prepared for us to apply for this offer. Do I understand correctly?

Answer 45: The actions must derive from an approved strategic document (i.e., SECAP, SEAP, SUMP, Local Spatial Plan, etc.) **and/or** have the complete backing of decision makers. In accordance with **section 2.2.1** of the [Guidelines for Applicants](#) together with the application form any of these document(s) should be submitted:

- (1) Sustainable Energy Action Plan (SEAP) **and (or)** (2) Sustainable Energy and Climate Action Plan (SECAP) **and (or)** (3) Climate Action Plan (CAP) **and (or)** (4) Energy Efficiency Action Plan (EEAP) **and (or)** (5) Local Development Plan **and (or)** (6) Municipality Strategic Plan **and (or)** (7) Municipality Annual



Activity Plan **and (or)** (8) Urban Mobility Plan **and (or)** (9) Urban Transformation Strategy Document **and (or)** (10) other document approved by the municipality, which foresees the implementation of the measures planned in the Action.

Also it is stated in Section 1.4.3., Eligible actions: actions for which an application may be made, the actions must focus on at least one of the priorities stated in section 1.2 and designed as a part of approved strategic document (i.e. SECAP, SEAP, SUMP, Local Spatial Plan, etc.) and/or have the complete backing of decision makers (letter of endorsement from the Mayor of the municipality, attached to the application, stating that the measures envisaged for the implementation of the project are/will be included in the strategic documents of the municipality).

Question 46: *Is it eligible for us to place our own employees which to be covered by the Project or by our own budget as co-financing?*

Answer 46: The salaries of employees are not eligible for financing neither from EU funds nor from municipal funds and should not be included in the budget of the project. They can be financed by municipality but will be outside the project total eligible costs.

Question 47: *Should all documents such as SECAP etc. be in English in the additional required documents section?*

Answer 47: As stated in Section 2.1.1. of the Guidelines for applicants, documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals.

Where such documents are not in one of the official languages of the European Union, a translation into English of the relevant parts of these documents proving the lead applicant's and, where applicable, co-applicants' eligibility, must be attached for the purpose of analysing the application.

Simple translation by the applicant is sufficient in case there is no official translation.

Question 48: *If our project does not have an energy leg, do we still have to submit the Energy Audit Report document??*

Answer 48: If your planned action will not involve energy savings, then an energy audit report is not required, but technical design and (or) technical economic justification prepared by a technical expert with other related to the application documents must be submitted.

Question 49: *Will documents be uploaded only in Excel format?*

Answer 49: The type(s) of file acceptable for uploading is indicated in the electronic system "Submittable" where you have to choose file to attach, e.g.:



Other supporting documents indicated in Section 2.2.1 of the Guidelines for Applicants *

Choose File

Select up to 50 files to attach. No files have been attached yet. You may add 50 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .txt, .gif, .jpg, .jpeg, .png

1. The statutes or articles of association of the lead applicant, (if any) of each co-applicant.
2. Letter of endorsement from the Mayor of the municipality stating that the measures envisaged for the implementation of the action are/will be included in the strategic documents of the municipality.
3. (1) Energy audit report **and** (2) technical design **and** (3) technical economic justification prepared by a technical expert. The technical economic justification shall indicate the current state of the facility, the measures to be implemented, the investment needs, the expected results and their impact on energy efficiency, GHG emissions, etc.
4. (1) Sustainable Energy Action Plan (SEAP) **and** (2) Sustainable Energy and Climate Action Plan (SECAP) **and** (3) Climate Action Plan (CAP) **and** (4) Energy Efficiency Action Plan (EEAP) **and** (5) Local Development Plan **and** (6) Municipality Strategic Plan **and** (7) Municipality Annual Activity Plan **and** (8) Urban Mobility Plan **and** (9) Urban Transformation Strategy Document **and** (10) other document approved by the municipality, which foresees the implementation of the measures planned in the Action.
5. At least 3 commercial proposals from potential service providers/suppliers/work contractors justifying the costs indicated in the budget of the application (average costs should be indicated in the budget).
6. In addition, for the purpose of the evaluation of the financial capacity, a copy of the lead applicant's profit and loss account and the balance sheet for up to the three last financial years for which the accounts were closed. A copy of the latest account is not required from the co-applicant(s) (if any).

Question 50: *How many partners can universities apply with?*

Answer 50: The [Guidelines for Applicants](#) section 2.1. "Eligibility criteria" specifically defines eligibility criteria for applicants under this Call for proposals. In the mentioned section it is foreseen, inter alia, that in order to be eligible for a grant, the lead applicant **must be non-profit-making and be metropolitan and/or district municipality of Türkiye as well as be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives.**

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. In addition to the categories referred to in Section 2.1.1, the following are however also eligible: **non-profit making organisations established by metropolitan and/or district municipality of Türkiye.**

University may be included in the proposal only in case the university is established by the municipality and is non-profit making.

Question 51: *Can each municipality make a single application as an applicant?*

Answer 51: Number of applications and grants per applicants is the following:

The lead applicant **may not submit more than one application** under this call for proposals.

The lead applicant **may not be a co-applicant in another application** at the same time.

A co-applicant **may not be the co-applicant in more than one application** under this call for proposals.

Question 52: *Can you inform us how the tender process will be after the project is accepted?*



Answer 52: During implementation of the project the beneficiary shall apply procurement procedures which are laid down in Annex IV Procurement rules for beneficiaries, which could be found on the link to the Call for proposals here:

Small-scale project implementation in the fields of Energy, Climate Protection and Transport for municipalities and cities in Türkiye

Total budget of the call

300 000 EUR

Funded activities

The Call for proposals is launched under "EU4 Energy Transition: Covenant of Mayors in the Western Balkans and Türkiye".

The **global objective** of this call for proposals is to deliver on the energy transition and tackle climate change in Türkiye.

The **specific objectives** of this call for proposals is to reduce energy consumption and (or) to increase the local energy production share with renewable energy projects by promoting energy efficiency in one of the relevant sectors: energy, climate protection and transport.

This Call for proposals tackles climate change and will support energy transition in Türkiye through an increased uptake of the Covenant of Mayors for Climate and Energy Initiative (CoM) in the region as well as will support municipal authorities to translate their ambitions to reduce greenhouse gas (GHG) emissions into reality and enhance resilience to climate change impacts, while taking into account diversity on the ground.

Overall objective of EU4Energy Transition Project aim to support the Covenant of Mayors for Climate and Energy Initiative (CoM) cities of the Western Balkans and Türkiye in delivering on their pledges under the energy and climate targets. EU4 Energy Transition: Covenant of

IMPORTANT

Deadline for the submission of applications: 2022-11-01	Days left: 64 d.
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Important documents:

The deadline for the submission of applications is 1 November 2022, 12:00 EET (UTC+3).

SUBMIT APPLICATION

Practical Guidelines: when and how to apply?

EU4 Energy Grant Application Form

EU4 Energy Guidelines for Applicants

Annexes for Information

In addition you should have in mind that the rule of origin will not be applied, i. e. supplies may originate from any country. However, the grant beneficiary must ensure that the contractors do not include entities/persons included in the lists of EU restrictive measures. The lists of persons, groups, entities subject to the EU restrictive measures are published on the following website: www.sanctionsmap.eu.

After we select the applications for financing, additional information session will be organised for the beneficiaries to explain the requirements for implementation of the action, i.e. what documents should be submitted for justification, how to implement procurement, how the project should be implemented, etc.

Question 53: How decisive is the grant rate in the project acceptance process?

Answer 53: The requested grant rate will be evaluated during evaluation of full application and will receive maximum 5 points:

1.4 Does the lead applicant have stable and sufficient sources of finance? What is the contribution of the applicant to finance the action (≥20% - 5 points; <20% ≥15% - 3 points; <15% - 1 point)	5
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Question 54: Will applications be opened again in the future ?

Answer 54: It is not planned to relaunch this call for proposals in the future. The deadline for submission of applications of submissions is **1 November 2022**, 12:00 EET (UTC+3) and after that time you will not be able to submit applications and they will not be evaluated.

Question 55: Is the requested grant rate important in the rejection of the project? For example you accepted the project but you don't accept grant rate? What you do this situation?

Answer 55: During the opening and administrative check the following will be assessed:

- If the deadline has been met. Otherwise, the application will be automatically rejected.
- If the application satisfies all the criteria specified in the checklist in Section 6 of Part B of the grant application form. This includes also an assessment of the eligibility of the action. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

During the administrative check *inter alia* the following will be assessed:

12. The requested EU contribution is between 75 000 EUR and 150 000 EUR (the minimum and maximum allowed).		
13. The requested EU contribution is between 75 % and 90 % of the total eligible costs (minimum and maximum percentage allowed).		

Please register to the electronic system "[Submittable](#)" where you can download the checklist for the grant application form to be filled and submitted.

Checklist for the full application form

Please download the document for the link:

<https://www.cpva.lt/data/public/uploads/2022/08/checklist-for-the-full-application.docx>

Fill the required forms and upload below.

Checklist for the full application form *



Upload a file. No files have been attached yet.

Acceptable file types: .doc, .docx, .odt, .pdf

Question 56: Can the municipalities that are included in the contract apply?

Answer 56: The [Guidelines for Applicants](#) section 2.1. "Eligibility criteria" specifically defines eligibility criteria for applicants under this Call for proposals. In the mentioned section it is foreseen, inter alia, that in order to be eligible for a grant, the lead applicant **must be metropolitan and/or district municipality** of

Türkiye and **be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives.**

Question 57: *Do the projects for the grant program have to be application-oriented or can they benefit from the grant in software-style projects? Do you need to implement a solar energy project or a renewable energy project in a municipality or create software to monitor a municipality's corporate greenhouse gas inventory?*

Answer 57: The action has to be described and justified in the application form. Activities supported under this call may include, but are not limited to, the following:

- activities related to the implementation of innovative and technological solutions by installing RES, increasing energy efficiency and reducing CO2 emissions in the municipal/ urban infrastructure, buildings and transport sectors;
- activities to prepare for a longer and more intense fire season, the challenge of sea-level rise, improving air quality and similar activities.

If the actions you propose to implement with the development of the software are related to climate change mitigation actions, and if it can be justified and demonstrated that these actions will reduce climate change impacts, then these actions may be acceptable.

Question 58: *Municipalities that do not sign a contract cannot apply at all? Is it possible to be included in the contract in this process? If possible, how long will the process take? Does SECAP have to be submitted?*

Answer 58: The [Guidelines for Applicants](#) section 2.1. "Eligibility criteria" specifically defines eligibility criteria for applicants under this Call for proposals. In the mentioned section it is foreseen, inter alia, that in order to be eligible for a grant, the lead applicant **must be metropolitan and/or district municipality of Türkiye and be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives.**

There are no restrictions on when to become a member of GCoM/CoM as long as it is done before the deadline for submission of application, i.e., 1 November, 2022.

The actions must derive from an approved strategic document (i.e., SECAP, SEAP, SUMP, Local Spatial Plan, etc.) **and/or** have the complete backing of decision makers. In accordance with **section 2.2.1** of the [Guidelines for Applicants](#) together with the application form any of these document(s) should be submitted:

(1) Sustainable Energy Action Plan (SEAP) **and (or)** (2) Sustainable Energy and Climate Action Plan (SECAP) **and (or)** (3) Climate Action Plan (CAP) **and (or)** (4) Energy Efficiency Action Plan (EEAP) **and (or)** (5) Local Development Plan **and (or)** (6) Municipality Strategic Plan **and (or)** (7) Municipality Annual Activity Plan **and (or)** (8) Urban Mobility Plan **and (or)** (9) Urban Transformation Strategy Document **and (or)** (10) other document approved by the municipality, which foresees the implementation of the measures planned in the Action.

Question 59: *What exactly will the project co-financing percentage be?*

Answer 59: Any grant requested under this call for proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:



- Minimum percentage: **75 %** of the total eligible costs of the action.
 - Maximum percentage: **90 %** of the total eligible costs of the action
-

Question 60: *Are renewable energy feasibility and measurement projects that can directly affect CO2 emissions supported?*

Answer 60: Yes, such projects and activities could apply for grant.

Question 61: *Will everyone make carbon reduction calculations in a common format?*

Answer 61: The actions to be implemented need to be based on detailed calculations to be carried out by a technical expert in the preparation of the energy audit and the plan of measures to be implemented. In preparing these documents, the technical expert will have to assess the reduction in energy consumption planned to be achieved by type of energy consumed and, on this basis, calculate the CO2 emission reductions in accordance with the procedures laid down in the Turkish technical regulations.

Question 62: *We want to build wind turbines on municipal land, but before building those turbines, a feasibility study needs to be done. May we have a wind turbine feasibility study done within the scope of this grant program?*

Answer 62: You have submit documentation with your application to justify the current situation, the measures you are planning to implement, the investments you are planning to make and the results you expect the action will achieve, i. e. (1) Energy audit report and (or) (2) technical design and (or) (3) technical economic justification prepared by a technical expert.

Feasibility study, if any, should be submitted with the application to justify the investment needs and cannot be financed from this programme.

Question 63: *It has been understood that we are a co-applicant, and it is not clear whether we can apply alone or not.*

Answer 63: For the call for proposals can apply:

Option 1: lead applicant alone;

Option 2: lead applicant with co-applicant(s);

Co-applicant(s) **cannot** apply alone.

Question 64: *In the Grant Application section, there is a Supporting Documents on the last part and do we have to prepare and share all the supporting documents or are these files only required to strengthen the application? Are all documents in the supporting document sections mandatory to write? Or is it enough to prepare just a few of them?*

Answer 64: All supporting documents have to be submitted together with the application form.

In case there is selection allowed (e.g. 1) Sustainable Energy Action Plan (SEAP) **and (or)** (2) Sustainable

Energy and Climate Action Plan (SECAP) **and (or)...** any of these document(s) should be submitted.

Question 65: *If our grant application is accepted, what percentage of the grant we will be able to receive at the beginning?*

Answer 65: The initial pre-financing payment is 80 % of the grant. The initial pre-financing payment shall be made within 30 days of receipt of the financial guarantee for the amount of the initial pre-financing payment.

Question 66: *Can chambers of industry and commerce apply to the “Small-scale project implementation in the fields of Energy, Climate Protection and Transport for municipalities and cities in Türkiye” project?*

Answer 66: The [Guidelines for Applicants](#) section 2.1. “Eligibility criteria” specifically defines eligibility criteria for applicants under this Call for proposals. In the mentioned section it is foreseen, inter alia, that in order to be eligible for a grant, the lead applicant **must be non-profit-making and be municipality of Türkiye** as well as **be signatory of Global Covenant of Mayors or European Covenant of Mayors initiatives**.

Co-applicants must satisfy the eligibility criteria as applicable to the lead applicant himself. In addition to the categories referred to in Section 2.1.1, the following are however also eligible: **non-profit making organisations established by metropolitan and/or district municipality of Türkiye**.

Question 67: *Can district municipalities with tax debt apply to the EU4Energy grant call?*

Answer 67: Please see Answer 28 and 42.

Question 68: *Could you inform that this application is concept note or full application?*

Answer 68: Before **1 November 2022**, 12:00 EET (UTC+3) you should [submit application](#), i.e.:

1. Application form (Part A and Part B);
2. Annex B Budget, Annex C Logical framework, Annex D Legal entity form and Annex E Financial Identification form.

Please register to the electronic system “[Submittable](#)” where you can download all forms to be filled and submitted.

In addition with the application form and its annexes, **documents, listed in section 2.2.1 of the [Guidelines for Applicants](#) should be submitted**.

Question 69: *Should this application be directly linked the SEAP or is it enough to implicitly refer to SEAP?*

Answer 69: The actions must derive from, i.e. **be directly linked to** an approved strategic document (i.e., SECAP, SEAP, SUMP, Local Spatial Plan, etc.) **and/or** have the complete backing of decision makers. In accordance with **section 2.2.1** of the [Guidelines for Applicants](#) together with the application form any of these document(s) should be submitted: (1) Sustainable Energy Action Plan (SEAP) **and (or)** (2) Sustainable Energy and Climate Action Plan (SECAP) **and (or)** (3) Climate Action Plan (CAP) **and (or)** (4) Energy Efficiency Action Plan (EEAP) **and (or)** (5) Local Development Plan **and (or)** (6) Municipality Strategic Plan



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and (or) (7) Municipality Annual Activity Plan **and (or)** (8) Urban Mobility Plan **and (or)** (9) Urban Transformation Strategy Document **and (or)** (10) other document approved by the municipality, which foresees the implementation of the measures planned in the Action.
