

**CALL FOR PROPOSALS**

Raising awareness on access to justice among women in Türkiye

GA/2024

**Corrigendum**

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| **Project** | EU/CoE “Horizontal Facility for the Western Balkans and Türkiye” - Action on Fostering women’s access to justice in Türkiye |
| **Awarding entity** | **Council of Europe** |
| DGII-HDE Department- Gender Equality Division- Capacity Building and Co-operation Projects Unit |
| **Funding** | European Union and Council of Europe co-financing |
| **Duration** | Projects shall be implemented by01 July 2025.  Reporting requirements shall be completed two months after the finalisation of the project’s implementation. |
| **Estimated starting date** | 01 July 2024 |
| **Issuance date** | 29 April 2024 |
| **Deadline for applications** | 03 June 2024 |

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Appendices:

* Appendix I - Application Form
* Appendix II - Provisional budget (Template)
* Appendix III - Template Grant Agreement (for information only)
* Appendix IV- Declaration on the exclusion criteria

**How to apply?**

* Complete and sign the **Application Form** (See **Appendix I**)
* Attach a provisional budget (using the template reproduced in **Appendix II**)
* Attach the other required supporting documents in English:
  + List of previous projects/actions implemented in Türkiye with information on the budget, period, purpose and content of the project/action indicated;
  + Letter of intention indicating that the bar association is willing to support the civil society organisations (CSOs) in its activities under the project/action, in case a co-operation is foreseen with local bar association(s);
  + Registration certificate as a civil society organisation or a similar proof of registration;
* Statute of the organisation(s), or equivalent;
* Authorisation of the legal representative to act on behalf of the applicant;
* Document demonstrating that the applicant has a bank account;
* CVs of the key staff involved in the implementation of a proposed grant project/action;
* Operating account record for the past 4 years;
* Declaration on the exclusion criteria signed and stamped (Appendix IV).

Grant applications should be submitted in English, with the exception of “registration certificate as a civil society organisation or a similar proof of registration, document demonstrating that the applicant has a bank account, and operating account record for the past 4 years” which may be submitted in Turkish. Applications only in Turkish will be considered ineligible.

Applications that are incomplete will not be considered.

All the supporting documents listed above should be provided by each grantee.

* Send these documents in electronic form (Word .and/or PDF) to the following e-mail address: [**ankara.office@coe.int**](mailto:ankara.office@coe.int)**.** Emails should contain the following reference in subject:

**HF33 - WA2J – Grant for CSOs**

* Applications must be received **before 3 June 2024 (at 17:00, GMT + 3)**.

I **INTRODUCTION**

This call for proposals is launched in the framework of the action “[Fostering women’s access to justice in Türkiye](https://www.coe.int/en/web/ankara/fostering-women-s-access-to-justice-in-t%C3%BCrkiye1)” implemented under the joint European Union (EU) and Council of Europe (CoE) Programme “[Horizontal Facility for the Western Balkans and Türkiye](https://pjp-eu.coe.int/en/web/horizontal-facility/home)” (Horizontal Facility). It aims to co-fund local projects/initiatives aimed at raising awareness on access to justice among women in Türkiye, particularly women victims of gender-based violence, women affected by the earthquakes of February 2023 and women in vulnerable situations (such as refugees and migrants, Roma women, women living in rural areas etc.), supporting their access to justice through provision of information and advice about their legal rights and how to access to available remedies and services.

The action plans to deliver minimum **three (3) grants to national and local civil society organisations** (CSOs) for their projects/initiatives supporting women’s access to justice and increasing their legal awareness. The duration of the proposed projects/initiatives should be from **six months to one year**.

The grantees will be selected from **civil society organisations** registered and operating in Türkiye. The applications from CSOs working in the earthquake zone and other regions with groups of women in vulnerable situations shall be encouraged and those co-operating with other local non-profit entities, local bar associations, grassroot organisations and civil society actors shall be encouraged.

Project proposals shall aim to produce an added value to the outcomes of the action on “Fostering women’s access to justice in Türkiye” and the European Union/Council of Europe efforts in this domain.

**II BACKGROUND INFORMATION ON THE COUNCIL OF EUROPE PROJECT**

The “Horizontal Facility” is a co-operation initiative of the European Union and the Council of Europe. It enables the Beneficiaries to meet their reform agendas in the fields of human rights, rule of law and democracy and to comply with European standards.

The action on “Fostering women’s access to justice in Türkiye” aims to enhance accessibility and quality of legal aid services for women and supporting key stakeholders, including civil society, as well as to increase legal awareness and literacy among women in Türkiye.

The main objectives of the action are to:

* Enhance the accessibility and gender responsiveness of legal aid services,
* Increase awareness and knowledge among key stakeholders to support women's access to justice,
* Improve local mechanisms to provide legal support and services for women,
* Increase legal awareness among women, especially those in disadvantaged and vulnerable situation.

The action started its implementation in Türkiye as of 1 January 2023 and will continue to carry out its activities until 30 June 2026.

**III BUDGET AVAILABLE**

The indicative available budget under this call for proposals is 45 000 Euros (forty-five thousand Euros). The Council of Europe intends to award minimum **3 (three) grants** of a maximum amount of **15 000 Euros (fifteen thousand Euros) each**.

Subject to availability of funds and extension of the action’s initial duration, the Council of Europe reserves the right not to award all available funds, and/or to redistribute the available funds in a different manner depending on the project proposals received and on the outcome of the call for proposals.

**IV REQUIREMENTS**

1. **General objective**

The grants will fund projects designed to support women in their access to justice, increasing their legal awareness and literacy, empowering them to claim their rights and report violations, and seek support and justice through available legal remedies and services, including legal aid, while preferably seeking co-operation with local partners including local bar association(s).

The proposed applications should focus **on** **empowering and supporting women** as right-holders, especially groups of women in vulnerable or disadvantaged situations such as women victims of gender-based violence, victims of the earthquakes in February 2023, refugees, migrants, Roma women and girls, women living in rural areas etc.

1. **Means of action**

Projects may include:

* Consultations, referrals and case management to raise awareness of women, especially in vulnerable situations on their rights;
* Developing awareness raising materials - multi-media materials, infographics, brochures, posters, leaflets, etc.
* Public outreach activities (information and consultation meetings with women, awareness raising initiatives);
* And other means of action compatible with the aims of action “Fostering women’s access to justice in Türkiye”.

The project proposal must contain a justification and a brief needs assessment that clearly explains how the activities will lead to awareness raising towards the target group.

Moreover, the applicants are required to present an outline of the project proposal/activities that respond to the purpose of the grant within the allocated budget for the call (see section III of the call for proposals) and that respond to the guidelines below. Participating CSOs need to address the elements of the guidelines below in sufficient detail including main topics/issues to focus for awareness raising in view of the national/regional context, description of events/activities, including timeline, channels of communication and mapping of target groups and other stakeholders, including how to reach out to them and to the general public.

The applicants’ attention is drawn to the fact that restrictions apply to the use of local civil servants and other public administration staff[[1]](#footnote-1) under this grant procedure.

First, only civil servants or other public administration staff falling under one of the following categories may be engaged as a Grantee:

I) Educational staff (including academics, pedagogical institutes, pre-university teachers, school teachers, curriculum experts).

II) Judges, prosecutors, staff from the prosecution offices and judicial and prosecutorial bodies.

III) Staff from the ministries for social affairs, ministries of justice, ministries of interior and ministries of health and public institutes.

IV) Law enforcement staff (including staff from the specialised police departments and Financial Intelligence Units (FIUs)),

V) Staff from equality bodies and central electoral commissions.

In addition, where a Grantee belongs to the category of local civil servant or other public administration staff under the third phase of the Horizontal Facility, he or she must be in the position to confirm that:

* he/she has not been involved in the Action design or that the institution for which he/she works will not be a beneficiary thereof;
* he/she is not in a situation of a conflict of interests or a potential conflict of interest in relation to this procedure and understands that a conflict of interests may arise, in particular, from economic interests, political or national affinities, emotional or family ties or any other type of shared relationship or interest;
* he/she can obtain authorisation from his/her employer to carry out this secondary activity
* the performance of his/her obligations under the potentially awarded Grant Agreement  goes beyond the scope of his/her regular official duties;
* confirmation from his/her employer that national/local legislation does not prohibit civil servants or other public administration staff from undertaking secondary activities will be obtained;
* the Grantee will implement the Action as a secondary activity, on a temporary and short-term basis outside his/her regular working hours and/or has been granted leave of absence for this purpose by his/her employer.

Applicants are also informed that if a Grantee intends to procure, in connection with a part of the Action, the consultancy services of a civil servant or other public administration staff or to assign the performance of a part of the Action to a civil servant or other public administration staff, only civil servants or other public administration staff falling under one of the following categories may be engaged:

I) Educational staff (including academics, pedagogical institutes, pre-university teachers, school teachers, curriculum experts).

II) Judges, prosecutors, staff from the prosecution offices and judicial and prosecutorial bodies.

III) Staff from the ministries for social affairs, ministries of justice, ministries of interior and ministries of health and public institutes.

IV) Law enforcement staff (including staff from the specialised police departments and Financial Intelligence Units (FIUs)),

V) Staff from equality bodies and central electoral commissions.

In addition, where a Grantee procures the consultancy services of a natural person in connection with a part of the Action or assigns the performance of a part of the Action to an individual within the Grantee organisation and that natural person is a local civil servant or other public administration staff under the third phase of the Horizontal Facility, the Grantee must confirm that neither the signatory of the service contract, nor if relevant the organisation he/she represents, are in a situation of a conflict of interests or a potential conflict of interest in relation to this procedure; the signatory and if relevant the organisation have been notified and understand that a conflict of interests may arise, in particular, from economic interests, political or national affinities, emotional or family ties or any other type of shared relationship or interest.

The Grantee must undertake to verify and provide the Council of Europe with the necessary supporting documents confirming that this individual belonging to the category of civil servant or other public administration staff under the third phase of the Horizontal Facility:

a) has obtained authorisation of his/her public employer to carry out this secondary activity

b) the performance of his/her obligations under this Agreement goes beyond the scope of his/her regular official duties

c) undertakes this secondary activity on a temporary and short-term basis and that it will be performed outside his/her working hours or when he/she is on leave of absence from his/her official public duties

d) obtained the confirmation from his/her employer that national/local legislation does not prohibit civil servants or other public administration staff from undertaking secondary activities

e) is not in a situation of conflict of interests as described above

f) has not been involved in the Action design or that the public institution for which he/she works will not be a beneficiary thereof unless foreseen otherwise by the Horizontal Facility Description of Action.

1. **Implementation period**

The implementation period of the projects should start on **1 July 2024** (see indicative timetable under VIII. below) and shall not extend beyond **1 July 2025.**

Reporting requirements shall be completed on **within two months** after the completion of the project’s implementation.

Projects completed prior to the date of submission of the applications will be automatically excluded. As regard projects started prior to the date of submission of the applications, or prior to the date of signature of the grant agreement, only those costs incurred after the date of submission of the grant application could be eligible (provided the agreement concerned so provides).

1. **Stakeholders: Project partners and target groups**

**4A. Project partners**

The CSOs are encouraged to identify local bar association(s) or other CSOs as project partners if the CSOs consider that the co-operation with other partners is vital for the successful implementation of the project. The project partners are the stakeholders who participate in or organise some part of the activities.

**4B. Target groups**

Projects should target in particular the following groups in Türkiye facing difficulties in accessing to justice, legal aid, legal assistance and information:

* Women and girls who are victims of gender-based violence,
* Women and girls affected by the earthquakes of February 2023,
* Victims of early, child and forced marriages,
* Women and girls in vulnerable situations (such as refugees and migrants, Roma women, women living in rural areas, etc.),

The above list is not exhaustive, and projects may propose to target other relevant /target groups in the general public, while keeping in mind the general objective of the action on “Fostering women’s access to justice in Türkiye”.

1. **Budgetary requirements**

Project proposals shall be accompanied by a draft budget (See **Template Budget, in Appendix II**) amounting to **a maximum of 15 000 Euros (fifteen thousand Euros)**. The estimated budget must be consistent, accurate, clear, complete, and cost-effective, in the light of the activities proposed.

Each Grantee shall also be required to contribute to the project either by way of its own resources or by contribution from third parties. Co-financing may take the form of financial or human resources, in-kind contributions or income generated by the action or project.

1. **Further to the general objective, preference will be given to:**

* Projects/actions proposed by national and local CSOs working in the field of women’s access to justice, women’s human rights, preventing and combating violence against women and promoting gender equality.
* Projects/actions targeting women and girls affected by the earthquakes of February 2023, and who are victims of gender-based violence, and in vulnerable situations (such as refugees and migrants, Roma women, women living in rural areas, victims of early, child and forced marriages, etc.).
* Projects/actions proposed by national and local CSOs acting in close co-operation with the bar association(s) in the province(s)/region where the CSO will implement the project, indicating that the bas association(s) is willing to support the CSO in its activities under the grant project/action.

1. **The following types of action will not be considered:**

* Projects/actions providing financial support to third parties (re-granting schemes);
* Projects/actions concerning only or mainly individual scholarships for studies or training courses;
* Projects/actions supporting political parties.

1. **Funding conditions:**

The funds for each grant should in principle be distributed as follows:

* 60 % will be paid to the Grantee when the Grant Agreement between the Parties is signed;
* 35 % will be paid to the Grantee following the presentation and acceptance by the Council of Europe of the mid-term narrative and financial reports;
* The balance (5%) will be paid to the Grantee based on actual expenditures incurred, and after the presentation and acceptance by the Council of Europe of the final narrative and financial reports for the Grant implementation.

1. **Reporting requirements:**

**Mid-term narrative and financial reporting (in English)** requires submission within 30 days following the first half of the implementation period including details about activities carried out, target groups reached, financial report covering expenditures and remaining amount in each budgetary line along with a copy of supporting documents such as the register of the persons present during each of the activities, including names and signatures of participants, photos of events, copies of awareness raising materials and other outputs.

The payment of second instalment is linked to the presentation by the Grantee and acceptance by the Council of Europe of the mid-term report, which will be done as soon as the CoE validates the reports and assesses that the conditions for the second instalment are fulfilled.

**Final narrative and financial reporting (in English)** requires a full narrative report to be submitted within 60 days following the completion of the implementation period concerning the use made of the grant, including details about activities carried out, target groups reached, financial report including expenditures along with a copy of supporting documents such as the register of the persons present during each of the activities, including names and signatures of participants, photos of events, copies of awareness raising materials and other outputs.

The payment of the final instalment is linked to the presentation by the Grantee and acceptance by the Council of Europe of the final narrative and financial report, which will be done as soon as the CoE validates the reports and assesses that the conditions for the final instalment are fulfilled.

**Financial reporting** **(in Euro)** requires in particular a statement in the currency in which the Grant Agreement will be concluded according to the attached template, stating the payments made for the implementation of the activities, certified by the responsible financial officer of the Grantees, accompanied by “appropriate original supporting documents” (see below). The Council of Europe reserves the right to ask for summary translations of invoices into English. If for legal reasons the original documents must be retained by the Grantees, certified copies must be submitted with the financial statement.

“Appropriate original supporting documents” refers to signed contracts, invoices and acceptances of work (for all transactions), payment authorisation for all transactions should also be provided in case the Grantees use such practice, and reliable evidence of payment (authorised payment order and bank statement).

As regards round tables/conferences, presenting “appropriate original supporting documents” requires presentation of a programme in English indicating the title, dates, venue, and agenda of the event; the names of persons facilitating the event, a signed list of participants, the contracts with the owner of venue of the event (e.g. hotel) for the rent of premises; photo of the event; food and beverages of participants, invoices from the owner of the venue of the event for the above services, and a report on the results of the event (see narrative reporting above).

As regards consultancy services, presenting “appropriate original supporting documents” requires presentation of evidence of the outputs produced, contracts with experts and consultants containing a specific description of services to be carried out, invoices produced after the works have been performed and delivered (the specialities of the consultants shall correspond to the nature of activities for which they are contracted).

As regards travel fees / lodging of experts and participants, presenting “appropriate original supporting documents” requires presentation, where relevant, of contracts with a travel agency for travel fees and lodging, invoices of the travel agency indicating destinations, dates, ticket costs, and names of the travelling persons, a programme of the event indicating the names of the experts and signed lists of participants.

**The above description is not comprehensive**. Any doubt regarding the interpretation of the notion of “appropriate original supporting documents” should lead the Grantee to consult the Council of Europe.

1. **Visibility requirements**

Layouts/designs of **all** communication and visibility items, including publications, videos, infographics, leaflets, etc. prepared during the implementation of the Grant Agreement are subject to the approval of the Council of Europe through the contact point within.

Unless the Council of Europe requests or agrees otherwise, the Grantees shall take all necessary measures to publicise the fact that the action is funded within the European Union and the Council of Europe joint programme “Horizontal Facility for Western Balkans and Türkiye”.

All visibility and communication requirements will be fulfilled in line with the detailed instructions to be provided by the Council of Europe project team in charge of the grant.

**V HOW TO APPLY?**

1. **Documents to be submitted:**

Each application shall contain:

* the completed and signed **Application Form** (See **Appendix I**);
* a provisional budget (using the template reproduced in **Appendix II**);
* the other required supporting documents (in English):
  + List of previous projects/actions implemented in Türkiye with information on the budget, period, purpose and content of the project/action indicated;
  + Letter of intention indicating that the bar association is willing to support the civil society organisations (CSOs) in its activities under the project/action, in case a co-operation is foreseen with a local bar association(s);
  + Registration certificate as a civil society organisation or a similar proof of registration;
* Statute of the organisation(s), or equivalent;
* Authorisation of the legal representative to act on behalf of the applicant;
* Document demonstrating that the applicant has a bank account;
* CVs of the key staff involved in the implementation of a proposed grant project/action;
* Operating account record for the past 4 years;
* Declaration on the exclusion criteria signed and stamped (**Appendix IV).**

Grant applications should be submitted in **English, with the exception of “registration certificate as a civil society organisation or a similar proof of registration, document demonstrating that the applicant has a bank account, and operating account record for the past 4 years**”**” which may be submitted in Turkish**. Applications only in Turkish will be considered ineligible.

**Applications that are incomplete will not be considered.**

1. **Questions**

General information can be found on the website of:

* CoE Programme Office in Ankara: <https://www.coe.int/web/ankara/home>
* CoE Gender Equality Division: <https://www.coe.int/en/web/genderequality/co-operation-projects>
* EU/CoE Horizontal Facility: <https://pjp-eu.coe.int/en/web/horizontal-facility>

Other questions regarding this specific call for proposals must be sent at the **latest two weeks before the deadline for the submission of proposals (by** **20 May 2024**) in English or Turkish, and shall be exclusively sent to the following address: [**ankara.office@coe.int**](mailto:ankara.office@coe.int), with the following reference in subject: **Question -** **HF33 - WA2J – CSO for Grants.**

The responses to the questions submitted in due course will be published on the website of the CoE Programme Office Ankara, on the same page as this call for proposals.

1. **Deadline for submission**

The application form, **completed and signed by all Grantees**, together with the supporting documents, must be submitted in electronic form (Word and/or PDF) to the following e-mail address: [**ankara.office@coe.int**](mailto:ankara.office@coe.int).

Emails should contain the following reference in subject: **HF33 - WA2J – CSO for Grants**.

Applications must be received **before 3 June 2024 (at 17.00 GMT + 3)**. Applications received after the above-mentioned date will not be considered.

1. **Change, alteration and modification of the application file**

Any change in the format, or any alteration or modification of the original application file, will cause the immediate rejection of the application concerned.

**VI EVALUATION AND SELECTION PROCEDURE**

The projects presented will be assessed by an Evaluation Committee composed of three members of the Council of Europe Secretariat and one representative from the Union of Turkish Bar Associations.

The procedure shall be based on the underlying principles of grant award procedures, which are transparency, non-retroactivity, non-cumulative awards, not-for-profit, co-financing and non-discrimination, in accordance with [Rule 1374 of 16 December 2015 on the grant award procedures of the Council of Europe](https://wcd.coe.int/ViewDoc.jsp?Ref=SG/Rule(2015)1374&Language=lanEnglish&Ver=original&BackColorInternet=99CCFF&BackColorIntranet=99CCFF&BackColorLogged=99CCCC).

The applicants, and their projects, shall fulfil all of the following criteria:

1. **Exclusion criteria:**

Applicants shall be excluded from the grant award procedure where they or, in the case of legal persons, their owner(s) or executive officer(s):

1. have been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering, terrorist financing, terrorist offences or offences linked to terrorist activities, child labour or trafficking in human beings;
2. are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are subject to a procedure of the same kind;
3. have received a judgement with res judicata force, finding an offence that affects their professional integrity or constitutes a serious professional misconduct;
4. do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where they are established;
5. are an entity created to circumvent tax, social or other legal obligations (empty shell company), have ever created or are in the process of creation of such an entity;
6. have been involved in mismanagement of the Council of Europe funds or public funds;

g) are included in the lists of persons or entities subject to restrictive measures applied by the European Union (available at [www.sanctionsmap.eu](http://www.sanctionsmap.eu)).

By signing the Application Form, applicants shall declare on their honour that they are not in any of the above-mentioned situations (See **Appendix IV**).

The Council of Europe reserves the right to ask applicants at a later stage to supply the following supporting documents:

* for the items set out in paragraphs a), b), c) and f), an extract from the record of convictions or failing that an equivalent document issued by the competent judicial or administrative authority of the country where the applicant is established, indicating that these requirements are met;
* for the items set out in paragraph d), a certificate issued by the competent authority of the country of establishment;
* for the items set out in paragraph e);
  1. for natural persons, a scanned copy of a valid photographic proof of identity (e.g. passport)
  2. for legal persons, an extract from the companies register or other official document proving ownership and control of the applicant.

1. **Eligibility criteria:**

In order to be eligible for a grant, an applicant must:

* be legally constituted and functioning as a Civil Society Organisation (CSO) under the relevant laws in the Republic of Türkiye;
* be entitled to carry out in the Republic of Türkiye the activities described in its project proposal;
* have been active for at least 4 years in the field of promoting women’s access to justice, women’s human rights, gender equality or preventing and combating violence against women;
* have sufficient financial capacity (stable and sufficient sources of funding) to maintain its activity throughout the period for which the grant is awarded and to participate by way of its own resources (including human resources or in-kind contributions);
* have sufficient operational and professional capacity, including staff, to carry out activities described in its project proposal;
* have a bank account.

**Multiple applications are not allowed and shall lead to the exclusion of all applications concerned.**

1. **Award criteria**

Applications will be assessed against the following criteria:

* the relevance and added value of the project with regard to the objective of the call (40%)
* the quality, accuracy, clarity, completeness and cost-effectiveness of the application and the estimated budget (30%);
* the relevance of the experience of the applying organisation(s) and staff (30%).

**VII NOTIFICATION OF THE DECISION AND SIGNATURE OF GRANT AGREEMENTS**

Following the completion of the selection process, all applicants will be notified in writing of the final decision concerning their respective applications as well as on the next steps to be undertaken.

The selected Grantees will be invited to sign a Grant Agreement (See Appendix III, for information only), formalising their legal commitments**. Potential applicants are strongly advised to read the draft contract, in particular its requirements in terms of payment and reporting.**

**VIII INDICATIVE TIMETABLE**

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| **Phases** | **Indicative timing** |
| **Publication of the call** | 29.04.2024 |
| **Deadline for submitting applications** | 03.06.2024 |
| **Information to applicants on the results of the award procedure** | 24.06.2024 |
| **Signature of the grant agreements** | 01.07.2024 |
| **Implementation period** | 01.07.2024- 01.07.2025 |

**\* \* \***

1. For the purpose of this document, the term « local » designates consultants from one of the Horizontal Facility Beneficiaries (Western Balkan region and Türkiye). [↑](#footnote-ref-1)