

European Union – Council of Europe Joint Project on Fostering Civil Society Participation in Access to Justice in Türkiye: Enhancing Human Rights in the Context of Migration and Environmental Justice

Questions Received and Responses

Grants to Enhance Access to Justice, Legal and Other Services in The Context of Migration in Türkiye

Question 1

Will the online information session held on 29 July 2026 be made available to applicants?

We were unfortunately unable to attend the online information session on 29 July 2026 regarding the Council of Europe grant rules and procedures. If the session was recorded, would it be possible to access the recording to support the preparation of our proposal?

Response 1

The online information session held on 29 July 2026 was recorded. The recording, together with the presentation materials, is now available on the relevant Call for Proposals webpage. Applicants may access these resources to support the preparation of their proposals.

<https://coe-int.zoom.us/rec/share/TENds2hXI7EaxTk58j1wfKjI8-aAg8I7n8OpeKcBCUyeX6sC5ao8gJO80ImQ-9TR.tdp-fpL5ygdamLHN>

Question 2

The guidelines state that co-financing may take the form of human resources. Could you please confirm if we can include the dedicated working time of our existing staff members as part of our co-financing contribution? If so, is there a specific method or template required to calculate and document these personnel costs (e.g., timesheets, standard salary scales)?

Response 2:

Yes. Working time of existing staff members dedicated to the Action may be included as co-financing, if it is not charged to the Council of Europe under the grant and is properly documented and verifiable. To be compliant, this form of co-financing requires accuracy in measuring staff time and distinguishing work directly contributing to the Action from other work within the grantee organisation. It is important to determine the hourly rate of existing staff members, based on records existing prior to the Action, and to track, document and record the overall value of staff time. Documentation required for the recordkeeping may include an approved salary scale substantiated by proof of regular payroll transfers or payslips, employment contracts, job descriptions, timesheets, project reports, etc.

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Question 3:

Are project office rental costs, utility fees, or general administrative/indirect costs (overhead) eligible for coverage under the grant budget? If indirect costs are allowed, is there a maximum percentage or cap applicable to the total direct costs?

Response 3:

Indirect costs may be considered eligible only where they are incurred in connection with the Action and included in the estimated budget. Such costs may not include ineligible costs, including those referred to in Article 12.4 of the grant agreement, or costs already declared under another cost item or heading of the estimated budget. Indirect costs may not exceed 7% of the total eligible costs, exclusive of the grantee's co-financing contribution.

Question 4:

Is it permissible to engage external consultants or technical experts via service contracts (subcontracting/service procurement) under the project budget? If allowed, are there specific procurement thresholds or rules we need to follow?

Response 4:

Yes. External consultants or technical experts may be contracted where needed for the Action. Any costs associated with such procurement should be included in the estimated budget. Unless otherwise agreed by the parties, procurement should follow the Grantee's applicable rules and procedures. This applies on the understanding that such rules and procedures involve competitive tendering (with at least three competitive tenders) and conform to nationally or internationally accepted standards, in compliance with the principles of transparency, proportionality, sound financial management, equal treatment and non-discrimination, care being taken to avoid any conflict of interests. Grantees must comply with all obligations in Article 11 of the grant agreement in respect of any such procurement.

Direct negotiation of contracts without competitive tendering is possible for purchases below 2,000 EUR excluding tax, or below 5,000 EUR excluding tax for intellectual services where technical expertise is the main selection criterion.

Question 5

Would a non-profit cooperative registered and operating in Türkiye be eligible to apply under this call as an applicant?

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Response 5

Under the framework of Council of Europe standards (including Committee of Ministers Recommendation CM/Rec(2007)14 on the legal status of non-governmental organisations in Europe), non-profit cooperatives can be considered Civil Society Organisations (CSOs) eligible to apply, provided they operate purely on a non-profit and public-benefit basis.

In this context, non-profit cooperatives may be deemed eligible as applicants under this Call, provided that your organisation strictly fulfils the following criteria:

Non-Profit / Non-Distribution Constraint: Your statute or articles of association explicitly mandate that generated income, profits, or surpluses are not distributed to members, partners, or shareholders, but are entirely reinvested into the non-profit, public-benefit objectives of the organisation. Alternatively, where such a clause is not explicitly stated in the governing statute, this non-distribution status may be established through official tax authority documentation confirming Corporate Income Tax exemption, specifically demonstrated by the absence of a standard tax plate (Vergi Levhası) due to non-taxable status (mükellefiyet bulunmama durumu), or through other legally binding declarations and official regulatory attestations verifying the non-profit regime. Such documents obtained from the relevant authorities of the Republic of Türkiye can be in Turkish in terms of language.

Independence: Your organisation operates independently of government, public authorities, and political entities.

Public Benefit Focus: Your mandate and primary activities align directly with public-benefit objectives, such as social justice, human rights, and environmental protection.

Legal Status: Your organisation is legally registered in Türkiye under the relevant national legislation (e.g., Cooperatives Law No. 1163) and fulfils all general legal and administrative eligibility criteria set out in the Call for Proposals.

Please ensure that your application includes all official legal documentation (such as your certificate of registration and Statute/Articles of Association) clearly proving that your cooperative meets the non-distribution and non-profit requirements stated above.

Question 6

Under the relevant section of the application form (Section 4 of the Appendix I), applicants are requested to provide information on projects implemented by the organisation, while a subsequent section requests details on grants supported by international organisations and/or public funds.

If an applicant organisation currently implements projects funded exclusively by international organisations, should these projects be reported under both sections, or should they be recorded solely under the section designated for grants supported by international organisations and/or public funds?

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Could clarification please be provided regarding the distinction between these two fields under Section 4, as well as the specific scope of information expected under each?

Response 6

The first field under Section 4 (“Recent activities”) concerns the main projects completed or currently being implemented by the applicant in the relevant field during the last two years, irrespective of their source of funding. Applicants should provide the information requested in the form, including the budget, period, purpose and content of the project/action and, where required, the number of personnel involved.

The second field concerns grants obtained from States or international institutions during the last two years, if any. This field is intended to provide information specifically on the applicant’s grant funding from these sources.

Therefore, where a project listed under the first field has been financed through a grant obtained from a State or an international institution, the relevant information may also be included under the second field. The two fields serve different purposes: the first concerns the applicant’s recent project activities, while the second concerns grants received from the specified funding sources.

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