**QUESTIONS & ANSWERS**

**Question 1: As a lawyer, am I allowed to apply individually or the does the bar association have to apply?**

As indicated in the Introduction section of the call for proposals, the grantees will be selected **from civil society organisations registered and operating in Türkiye**. Real persons cannot apply, and bar associations cannot apply without co-operating with a CSO.

**Question 2: Should the proposals be projects of the CSOs supported by the local bar associations (there is reference to a letter of intention) or is it possible for a local bar association to develop and implement a project without the involvement of a CSO?**

As indicated in the Introduction section of the call for proposals, the grantees will be selected from **civil society organisations** registered and operating in Türkiye. Bar associations cannot apply without co-operating with a CSO.

As indicated in the sixth section of the Requirements chapter of the call for proposals, preference will be given to projects and actions proposed by **civil society organisations acting in close cooperation with the relevant local bar association(s),** in which case a letter of intention indicating the bar association is willing to support the CSOs in the project/action must be provided as a supporting document in English.

**Question 3: Documents to be submitted include statute of the organisation, registration certificate, operating account record for the past 4 years, and authorisation of the legal representative to act on behalf of the applicant. Such documents are extracted from a central automated system (DERBİS) which operates only in Turkish. How are we supposed to submit these documents in English? The translation will be very costly and translated documents will not be signed and stamped by the Directorate General for Relations with Civil Society of the Ministry of Interior.**

As indicated in the first section (Documents to be submitted) of the How to Apply chapter of the call for proposals **following the corrigendum**, “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” can be submitted in Turkish. All other all documents (including statute of the organisation) must be submitted in English.

“Authorisation of the legal representative to act on behalf of the applicant” is a signed and stamped official letter issued by the CSO authorising the legal representative to act on behalf of the organisation and must be prepared in English.

**Question 4: Can non-profit cooperatives apply to this call for grants?**

As indicated in the second section (Eligibility criteria) of the Evaluation and Selection Procedure chapter call for proposals, to be eligible for a grant, an applicant must be legally constituted and functioning as a **civil society organisation** under the relevant laws in the Republic of Türkiye. Moreover, as indicated in the sections of how to apply, the document “registration certificate as a civil society organisation or a similar proof of registration” is among required documents to be submitted.

**Question 5: Can non-governmental organisations that have not completed 4 financial years apply for your grant?**

As indicated in the second section (Eligibility criteria) of the Evaluation and Selection Procedure chapter call for proposals, to be eligible for a grant, an applicant must 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.

**Question 6: One of the eligibility requirements states the provision of operating account records for the past four years. Our previous projects were managed as a women lawyer’s collective before the establishment of the association. Currently, our yearly budget stands at 0. We kindly request clarification on whether we are eligible to apply under these circumstances.**

As indicated in the second section (Eligibility criteria) of the Evaluation and Selection Procedure chapter call for proposals, to be eligible for a grant, an applicant**, itself**, must 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 and an applicant should 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).

Moreover, as indicated in the first section (Documents to be submitted) of the How to Apply chapter of the call for proposals, “registration certificate as a civil society organisation or a similar proof of registration” and “operating account record for the past 4 years” are among required documents to be submitted.

**Question 7: Can newly established associations apply to the call?**

As indicated in the second section (Eligibility criteria) of the Evaluation and Selection Procedure chapter call for proposals, to be eligible for a grant, an applicant must 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.

**Question 8: I would like to confirm whether the women’s rights centres of bar associations can apply to this call for grants Is the project language English? Should the proposed project be written in English?**

As indicated in the Introduction section of the call for proposals, the grantees will be selected **from civil society organisations registered and operating in Türkiye**. Real persons and bar associations cannot apply without co-operating with a CSO.

As indicated in the first section (Documents to be submitted) of the How to Apply chapter of the call for proposals following the corrigendum, **all documents** (including the Application Form) must 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 can be submitted in Turkish.

Moreover, as indicated in the ninth section (reporting requirements) of the Requirements chapter, the reporting language is English.

**Question 9: Can a vocational school of higher education apply to this call for grants?**

As indicated in the Introduction section of the call for proposals, the grantees will be selected **from civil society organisations registered and operating in Türkiye**. Other legal entities cannot apply without co-operating with a CSO.

**Question 10: We are planning to apply to the call as a cooperation among bar association and CSO. The operating account record for the past 4 years is requested in the call for proposals. However, the association we are co-operating with has been active for 1,5 years. We request clarification on whether an application is possible under these circumstances.**

As indicated in the second section (Eligibility criteria) of the Evaluation and Selection Procedure chapter call for proposals, to be eligible for a grant, an applicant (the civil society organisation) must 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. As stated under eligibility criteria only civil society organisations are eligible to apply and must have been active for the last 4 years.

**Question 11: We are planning to include Syrian women among our target groups. Is there a problem in adding the procurement of translator/interpreter services in our project? Is it obligatory to present invoices from translation/interpretation companies for these services, or would it be possible to cover the per diem for a Syrian woman competent in language skills instead?**

As indicated in the nineth section of the Requirements chapter of the call for proposals, financial reporting should include the payments made for the implementation of the activities, certified by the responsible financial officer of the Grantees, accompanied by “appropriate original supporting documents”. “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).

The grantee can recruit personnel with a signed contract. The qualifications and titles of the staff to be employed within the project are to be determined by the Grantee as needed, according to the requirements of the proposed project and should be indicated in the human resources section of the provisional budget template.

**Question 12: What exactly is meant by registration certificate as a civil society organisation? Can the statute of organisation and authorisation document be shared in Turkish?**

Registration certificate is a document that shows that the applicant is registered as a civil society organisation with the relevant authorities and is operational.

As indicated in the first section (Documents to be submitted) of the How to Apply chapter of the call for proposals following the corrigendum, “authorisation of the legal representative to act on behalf of the applicant” is a signed and stamped official letter issued by the CSO authorising the legal representative to act on behalf of the organisation and must be prepared in English.

Moreover, as indicated in the first section (Documents to be submitted) of the How to Apply chapter of the call for proposals following the corrigendum, the statute of the organisation(s), or equivalent must be submitted in English.