

**Grant Scheme Phase 1  
Direct Support to SMEs to Boost Green Line Trade**

**GUIDELINES FOR GRANT APPLICANTS  
FOR CONCEPT NOTE**

**Launch Date: 25<sup>th</sup> July 2024**

**Deadline for submission of Concept Note Proposals:  
26<sup>th</sup> August 2024 at 12:00 Cyprus Time**

**Contracting Authority:  
Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH  
(GIZ)**

## 1. Introduction & Background

### 1.1 Introduction

#### 1.1.1 Call for Proposals

The **eunite:SME** project is pleased to announce the first call for proposals to provide direct support to SMEs in the northern part of Cyprus to boost Green Line Trade. This project is funded by the European Union and implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ International Services).

The first call for proposals 'Phase I' focuses on eligible manufacturers, producers and traders currently engaging in Green Line Trade and/or with immediate potential to engage. It is planned that by November 2024, up to 50 beneficiaries will be in receipt of a grant of between EUR 20,000 and EUR 60,000, with a total grant allocation of EUR 2,000,000.

It is anticipated that a further call for proposals 'Phase II' will be launched in early 2025 to further support SMEs to boost Green Line Trade which will consider businesses and sectors outside the scope of this current call for proposals.

#### 1.1.2 The Application Process

The call for proposals will be organised in a 2-stage process as follows:

##### **Stage 1 Concept Note Proposal**

These guidelines provide applicants further information on:

- How to submit a Concept Note Proposal
- The types of projects which can be funded
- Eligibility criteria
- Next steps in the development, selection and award process.

##### **Stage 2 Full Application**

Only shortlisted applicants who have been successful in the Concept Note Proposal assessment process will be invited in September 2024 to submit a Full Application.

### 1.1.3 Timetable

Step	Stage and Activity	Date	Cyprus Time
1	Stage 1 Concept Note Proposals open	25 July 24	17:00
2	Deadline for submission of questions/clarifications for Stage 1 Concept Note proposals	10 August 24	12:00
3	Questions/clarifications for Stage 1 Concept Note proposals to be published on eunite website	16 August 24	17:00
4	<b>Stage 1 Concept Note applications close</b> Deadline for submission	<b>26 August 24</b>	<b>12:00</b>
5	Eligibility screening, review and selection process for Stage 1	26 August 24 – 8 September 24	-
6	Successful applicants invited to Stage 2 (Full Application)	9 September 24	-
7	Deadline for submission of questions and clarifications Full Application	7 October 24	12:00
8	Questions and clarifications for Full Application to be published on eunite website	14 October 24	17:00
9	<b>Stage 2 Full Applications close</b> Deadline for submission	<b>21 October 24</b>	<b>12:00</b>
10	Assessment of full applications	22 October 24 – 10 November 24	-
11	Award acceptance and contracting (subject to due diligence checks if necessary)	11 November 24	17:00
12	Project Starts (Letter of Offer Issued)	November 24	-
13	Project Ends (Letter of Offer expires)	February 26	-

Please note that the dates in the timetable may be subject to change. Applicants will be notified in writing of any changes impacting them. Applicant submission deadlines are highlighted in **bold**.

### 1.1.4 Contact Us

#### Information Sessions

The **eunite:SME** team will host an information session in the **eunite:SME office** <https://maps.app.goo.gl/fAX2geTeAVmW71Ru9> on 8 August 2024 from 6pm to 8pm Cyprus time to present key information about this call for proposals and answer applicants' questions. This session will be recorded and available online.

Further information sessions will take place throughout August 2024 (Stage 1 Concept Note) and September/October 2024 (Full Application). Please check out our website [www.eunite-cyprus.eu](http://www.eunite-cyprus.eu) and the **eunite** social media channels.

#### Frequently Asked Questions

Frequently Asked Questions (FAQs) will be posted on the **eunite** website: [www.eunite-cyprus.eu](http://www.eunite-cyprus.eu). We will add to these FAQs following each information session and from questions and clarifications received from all potential applicants.

If you have a question or need further support, please contact the **eunite:SME** team at [info@eunite-cyprus.eu](mailto:info@eunite-cyprus.eu). Please include 'eunite:SME Grants Query' in the email subject line.

## 1.2 Background

Since 2006, the European Union has been supporting the social and economic development of the Turkish Cypriot community (TCc) via Aid Programme (Regulation (EC) 389/2006) and aims to facilitate the reunification of Cyprus by encouraging the economic development of the Turkish Cypriot community and particularly supporting:

- economic integration of the island
- improving contacts between the two communities and with the EU
- preparation for the EU acquis following a comprehensive settlement of the Cyprus issue.

The Green Line Regulation (Council Regulation No. 866/2004 on April 29, 2004) came into effect on 1 May 2004. The Regulation aims to facilitate trade and other links between the two communities of Cyprus, whilst ensuring appropriate EU standards of protection are maintained. In particular with respect to the movement of goods, the Green Line Regulation (GLR):

- (i) Establishes the right for trade across the Green Line into the EU single market;
- (ii) Defines the conditions under which this trade shall take place, notably regarding the origin of the goods and their adherence to EU standards;
- (iii) Aims to promote trade between the communities for the sake of economic integration.

Further specific rules governing Green Line Trade (GLT) are detailed in Commission Regulation 1480/2004 (10 August 2004), including required documentation /declarations, compliance with product safety and VAT while trade in specific products of animal origin is allowed as per specific Commission Decisions.

## 1.3 About the eunite:SME project

In March 2024, the European Commission signed a total contract with GIZ International Services for a total of EUR 4m for a period of 2 years to support private sector development and increase trade across the Green Line (**eunite:SME**).

The **overall objective** of the **eunite:SME** project is to contribute to island-wide economic convergence through increased trade across the Green Line and integration of TCc SMEs into the EU single market, increasing further the record value of GLT of EUR 16 million in 2023.

The **specific objectives** are:

1. To increase the competitiveness and convergence of TCc SMEs with the EU single market;
2. To strengthen the innovation and entrepreneurship ecosystem;
3. To strengthen value chains with high GLT potential.

As a result, the following Outcomes are expected to be achieved:

**Outcome 1:** Increased competitiveness and convergence of TCc SMEs with the EU single market

**Output 1.1:** SMEs improve their knowledge and capacity to trade across the Green Line;

**Output 1.2:** SMEs increase knowledge and capacity in innovative business practices including improving quality and value, sustainability and digitalisation.

**Outcome 2:** Strengthened innovation and entrepreneurship ecosystem

**Output 2.1:** Early-stage entrepreneurs, Start Ups and SMEs are supported to innovate and thrive;

**Output 2.2:** Ecosystem actors supported to foster innovation and entrepreneurship.

**Outcome 3:** Strengthened value chains with high GLT potential

**Output 3.1:** SMEs and local actors are supported to both create new and integrate existing value chains with high GLT potential

Further information is available [www.eunite-cyprus.eu](http://www.eunite-cyprus.eu)

#### **1.4 About the Grant Scheme: Direct Support to SMEs to Boost Green Line Trade**

This Grant Scheme aims to ensure SMEs improve their knowledge and capacity to trade across the Green Line and in innovative business practices through Outcome 1 above.

The specific objectives of this call for proposals are therefore to:

- improve quality and value by ensuring compliance with EU standards for products and business processes;
- promote innovative business practices and processes to increase capacity and capability necessary to boost and grow Green Line Trade;
- support digitalisation and green transitioning of businesses necessary for Green Line Trade growth.

## 2. Eligibility

### 2.1 Eligibility of Applicants

#### 2.1.1 Box 1: Who can apply?

A Concept Note Proposal is invited from any applicant who meets the following criteria:

1. Already trading via Green Line and with potential to grow and scale **or** has immediate evidenced potential for trade
2. Must be a legal person/entity
3. Must be established in the northern part of Cyprus
4. At least one of the Directors in a limited company must be Turkish Cypriot ID cardholders
5. In the case of a sole trader entity, the owner must be Turkish Cypriot ID card holder
6. Must have been operational for at least 1 year as at the opening date for proposals.
7. Must be a member as required by law at the time of application of: the Cyprus Turkish Chamber of Industry (KTSO), the Turkish Cypriot Chamber of Commerce (KTTO), the Turkish Cypriot Chamber of Shop Keepers & Artisans (KTEZO)
8. Must be a manufacturer, producer or trader of goods eligible under the Green Line Regulations (GLR) (see exceptions in 2.1.2 below)
9. Must have a minimum turnover threshold of at least the value of grant being applied for per annum (in 1 of the last 3 years).
10. Must be financially solvent.
11. Must not have received support or funding towards the project from any other source (Double Funding).

#### 2.1.2 Ineligible Applicants – Who cannot apply?

Dairy farmers and dairy producers (including Halloumi/Hellim) are not eligible to apply to this scheme. Please find alternative support here: <https://eunite-cyprus.eu/en/call-for-proposals-2/>.

A business cannot be a recipient of financial support and/or grant support from more than one eunite programme scheme at any one time. Therefore, applicants in receipt of or due to be in receipt of grant or financial support from another programme for a similar initiative will not be eligible for a grant from this scheme. There may be more suitable grant support available in the wider eunite programme or in the near future. Please consult with the eunite:SME team for advice on what type of assistance can be provided.

## 2.2 Eligibility of Costs

### 2.2.1 Eligible Costs

Applications for funding will be accepted from a minimum of EUR 20,000 to a maximum EUR 60,000 for activities under two key headings:

- (1) Equipment and/or minor refurbishment up to a maximum of 50% of the grant.
- (2) Services.

Only 'eligible costs' can be covered by the grant scheme. The categories of costs that are eligible and non-eligible are indicated below.

To be eligible under this call for proposals, costs must comply with the following provisions:

- a) all expenditure is essential for the project's implementation and would not have been incurred if the project had not been carried out (value added);
- b) all expenditure must comply with the principles of efficiency, economy and effectiveness;
- c) expenditure must comply with the principle of real costs
- d) expenditure is generated and paid by the Beneficiary (or in exceptional cases by GIZ on behalf of the beneficiary) during the eligible project phase, i.e. contracting, implementing and closure phase;
- e) all expenditure is supported by invoices or other equivalent accounting documents directly attributable to the project or by other documents specified under the relevant budget lines.

### Box 2: Menu of Support (Eligible Expenditure)

Applicants must submit a project proposal which will boost Green Line Trade. An indicative 'menu' of support which may receive funding will include (but is not limited to):

#### **Equipment**

- Equipment investments that will make the operation more efficient, sustainable and lead to increased GLT.
- Lab equipment for internal products/foodstuffs testing
- Equipment/investment on green transition leading to increased efficiency/productivity in operations necessary to engage in GLT.

#### **Refurbishment**

- Minor refurbishment required to meet standards necessary for GLT, for example with European food and hygiene standards and supported by a TAEIX report and recommendation.

### Services

-Standardisations (especially product and system certifications such as CE markings and ISOs) and food safety improvements such as consultancies for meeting the EU food safety regulations that will allow businesses to boost GLT and/or enter the common EU market. Consultancy, product testing costs, laboratory tests, certification cost are eligible.

-Digital improvement support including hardware, software, ERPs, CRMs e-commerce, e-marketing and any other type of digitalization investment justifying direct-indirect links to GLT. Front facing digital improvements (e.g. websites, social media) must have multi-language option.

-Green transition support allowing reduction of costs, re-use/recycling of materials and increasing efficiency and competitiveness of company to enable Greenline trade.

-Marketing support including any activity associated with increasing the tradability of products via GLT including: branding, packaging, labelling, advertising etc  
Costs of participation in exhibitions in GCc and/or wider EU common market.  
Costs associated with promotion of TCc goods in GCc.  
Research associated with access to new European markets, identification of potential buyers in GL.

- Capacity Building

Upskilling/training of staff in new skills/operations to avail of growth and trade opportunities via GLT

### 2.2.2 Ineligible Costs

Any reasonable costs which lead to innovative approaches and solutions to boosting Green Line Trade will be considered. However, the following costs are ineligible under the grant scheme:

- Debts and interest charges on loans,
- Provisions for losses or possible future liabilities,
- Costs presented which are already covered by another EU project or donor grant,
- Purchase of land or buildings,
- Used equipment,
- Currency exchange losses,
- Credit to third parties,
- Retrospective investment costs prior to signing grant agreement,
- Salary costs or indirect payments to personnel,
- Taxes, including VAT irrespective of whether or not it is recovered, except where it is non-recoverable under local VAT legislation.
- Costs of gifts.



## 2.3 Eligibility of Budget and Timeframes

### 2.3.1 Budget

Applications ranging from €20,000 to €60,000 will be considered. Your proposal should include all of the costs i.e. the total budget which is directly required to deliver your project in line with the costs categories which are eligible above. You should pay particular attention to eligibility rules to ensure that the costs you apply for can be reimbursed. Ordinarily, the budget proposed in the Concept Note cannot be changed if you are invited to submit a Full Application. Therefore, you should conduct thorough market research in advance of preparing the proposal in order to ensure that they provide a realistic and cost-effective budget.

The reimbursement of eligible costs will be uniquely based on actual costs incurred by the beneficiary. The requested grant amount will be funded at 100%. Any costs over and above the grant award must be funded by the beneficiaries own financial resources.

### 2.3.2 Timeframe

The project should be ready for implementation from November 2024 for a period of approximately 14 months (up to February 2026).

## 3. Process for Submitting Concept Note Proposals

The **eunite:SME** project uses an online application platform kobotoolbox through which all Concept Note Proposals must be submitted in English here:

<https://ee.kobotoolbox.org/single/ix9ES0TX>

Supporting documentation can be attached in English and/or Turkish. However, please note that if you are successful at the later stage of Full Application, we will require these to be translated to English before proceeding to contract.

Unfortunately, applications cannot be submitted in any other format other than this online system.

A Microsoft Word version of the form is also available in **Annex 1B** below. This must not be submitted in this format but can be a useful tool for drafting the Concept Note and will then need to be copied and pasted into the relevant question box on the online form.

You must check what has been copied and pasted onto the online form prior to submission. In the event it exceeds word limits, the system will flag this in red.

When users click on the relevant link, they will be taking to the following screen:

KoboToolbox 🖨️

## Direct Support to SMEs to Boost Green Line Trade - Concept Note Application Form



<p><b>Grant Scheme Phase I</b></p> <p>Direct Support to SMEs to Boost Green Line Trade</p> <p>Concept Note Application Form</p>
<p><b>CALL FOR PROPOSALS</b></p> <p>Launched on 25th July 2024</p>
<p><b>CONCEPT NOTE</b></p>
<p><b>Deadline for Submission of Concept Note Proposals:</b></p> <p><b>26th August 2024 at 12.00 Cyprus Time</b></p>
<p>Contracting Authority:</p> <p>Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)</p>
<div style="display: flex; align-items: center; justify-content: space-between;">  <div style="font-size: x-small;"> <p>This project is funded by the European Union. The contents of this application form are sole responsibility of GIZ International Services and do not necessarily reflect the views of the European Union.</p> </div> <div style="font-size: x-small;"> <p>Implemented by</p>  </div> </div>

Practical guidance on how to use the system is outlined in **Annex 1A**.

If you have any queries while using the system, please contact us on [info@eunite-cyprus.eu](mailto:info@eunite-cyprus.eu) and one of our dedicated Business Innovation Officers (Grant Managers) will get back to you.

**Please note support will only be available during business hours 9am to 5pm Monday to Friday.**

## 4. Review and Selection Process

### 4.1 General Process

#### 4.1.1 Eligibility Screening

Upon submission, Concept Note Proposals will undergo an eligibility screening by the **eunite:SME** team to check that the application meets the eligibility criteria and that the form has been completed properly. This will be based on information provided by the applicant under Part A of the Concept Note Proposal. Ineligible and/or incomplete applications will be rejected at this stage.

#### 4.1.2 Panel Review

Reviewers will evaluate each question on the Concept Note proposal, giving a score between 0 and 10 and provide supporting comments to justify scores per **Annex 2**.

Depending on the volume and quality of applications, the panel reserves the right to apply a cap expenditure on certain budget lines across all proposals and/or prioritise specific aims of the Grant Scheme.

#### 4.1.3 Feedback

The **eunite:SME** team will aim to inform applicants of the outcome of their Concept Note in September 2024 along with summary feedback.

### 4.2 Next Steps

#### 4.2.1 Full Application

Only the Concept Note Proposals who receive a score higher than 65% in each category will be eligible and invited to submit a full application.

Information provided as part of the Concept Note Proposal will not be requested again except in exceptional circumstances where there may be a significant change.

The purpose of the full application will be to further explore and better understand and evaluate financial and operational capacity of the applicant, efficiency and effectiveness of the activities, and the impact of the suggested project.

Further guidelines in relation to the Full Application will be available to successful shortlisted applicants in September 2024.

## Annex 1A Process to submit application on Kobo

### General Layout

- When the application URL is clicked, the applicant will be taken to the form.
- When the application form is loaded, the applicant will see the following page.



KoboToolbox

**Direct Support to SMEs to Boost Green Line Trade - Concept Note Application Form**

**eunite SME**

Grant Scheme Phase I Direct Support to SMEs to Boost Green Line Trade Concept Note Application Form
CALL FOR PROPOSALS Launched on 25th July 2024
CONCEPT NOTE
<b>Deadline for Submission of Concept Note Proposals:</b> 26th August 2024 at 12.00 Cyprus Time
Contracting Authority: Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)
 <p>This project is funded by the European Union. The contents of this application form are sole responsibility of GIZ International Services and do not necessarily reflect the views of the European Union.</p> <p>implemented by <b>giz</b> International Services</p>

- The section above is the cover page of the application and no input/action by the applicant is required.
- The whole application form is displayed as one page. Applicants can scroll through and answer the questions in any order they desire.

**To collapse** → **PART A - GENERAL INFORMATION AND ELIGIBILITY CHECK - 1**

A1. General Applicant Information

Name of Business \*

Name of Director(s) \*

**To expand** → **PART A - GENERAL INFORMATION AND ELIGIBILITY CHECK - 1**

**PART A - GENERAL INFORMATION AND ELIGIBILITY CHECK - 2**

A2. Eligibility Check and Supporting Documents

1a. Is the business already engaged in Green Line Trade? \*

Yes

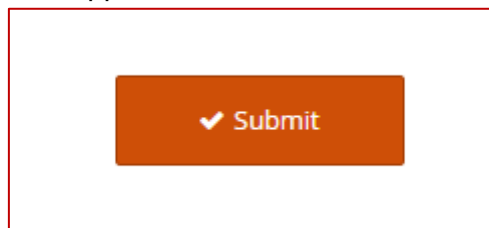
No

- The application form is divided into sections. All the sections are displayed by default. The applicant can collapse/expand these sections for ease of use as shown above.

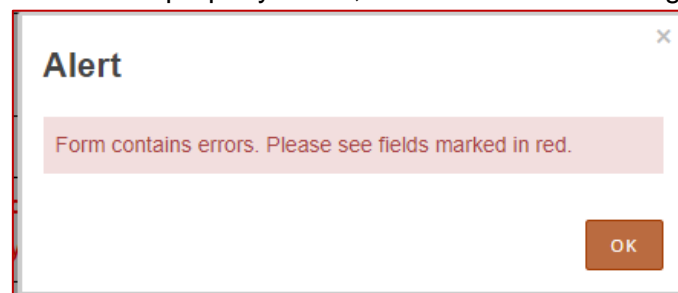
## General Notes

### Submission

- The online application platform does not allow the functionality to save work and continue later.
- It is suggested that the Word document of the application is downloaded and the answers to the questions are prepared beforehand. The answer then could be copied and pasted to the online application form.



- The submit button at the very end of the form must be used to submit the application.
- Please be advised that the application will be submitted as soon as the button is clicked (as long as all of the questions are properly answered). You will not be asked if you are sure or ready to submit your answer.
- When the submit button is clicked, the online application platform will check if all the questions are answered properly. If not, it will show the following message.



- The online application platform will also mark the fields which contain errors with red and provide an explanation for the error. For example, in the figure below, the online application platform recognised that the question regarding the business address has not been answered and is prompting the applicant to fill out the relevant field. Once the field is properly completed, the online application platform will stop marking the field with red.



Business Address

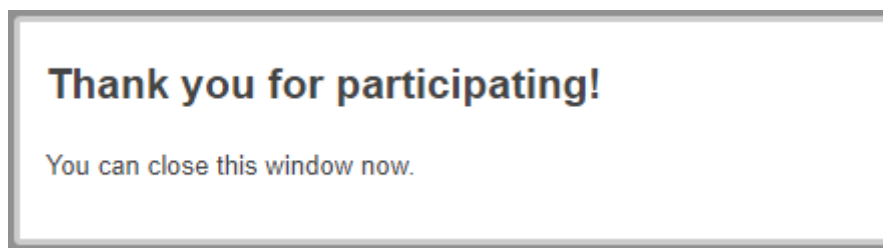
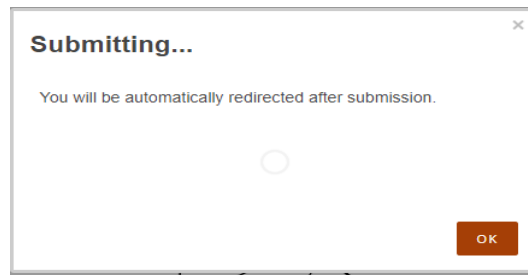
This field is required

### Completion

- All the questions in the form must be answered.
- Depending on the answer to some of the questions, additional questions might appear on the form.
- The form must be completed and signed by the owner/director of the business.

### Confirmation of Submission

- If the form is successfully completed and submitted, the applicant will see the following two messages:



- The first screen will show temporarily while the system is submitting the form. Then, the user will be redirected to the second message. If you have received the second message, your application was successfully submitted.
- However, this does not guarantee that the answers and supporting documents provided by the applicant satisfy the requirements of the application. It simply means that the applicant filled out the required fields in the form and submitted the application.
- The applicant will receive an email from the eunite team within one working day confirming the receipt of the application by the team after the submission of the application.

### Word Limit

- Some of the questions have a limit for the number of words that could be used (either 500 or 700 depending on the question).
- The online application platform might count words differently than other text editors that the applicant might use (i.e. Microsoft Word) due to different use of spaces or special characters in text.

The screenshot shows a form section titled 'PART B - PROJECT DETAILS - 3'. It contains a question '3. Description and Relevance of the Project' and a sub-question '3.3 Relevance of the Project'. The sub-question asks the applicant to outline how the project will contribute to specific objectives. Below the question, there are three bullet points: 'improve quality and value by ensuring compliance with EU standards for products and business processes.', 'promote innovative business practices and processes to increase capacity and capability necessary to boost and grow Green Line Trade.', and 'support digitalisation and green transitioning of the business necessary for Green Line Trade growth.' At the bottom of the form field, it says '500 words maximum' and 'Word count must be between 30 and 500!' with a red arrow pointing to the text 'Word count warning'.

- The online application platform will show the error above and turn the background of the question field to red if the applicant does not adhere to the word count rule.

### Uploading files

- In order to upload files, the applicant needs to click the relevant fields in the form as shown below:

The screenshot shows a form field for question '1c. Please upload the following documentation (whichever are applicable):'. It lists several requirements: 'Proof of previous trading (e.g invoices, delivery, certification, accompanying docs)', 'Proof of contract with business/buyer/customer.', 'Declaration from KTTO about the Green Line Trade application of the business.', 'For food producers, declaration from KTTO about their application for "compliance statement" issued by TAIEX.', and 'Other equivalent evidence.' Below the list, it says 'Click here to upload file. (< 10MB)' with a red arrow pointing to the text 'Click here to upload a file.' and a refresh icon.

- The applicant then will be able to choose the relevant file using the file uploader of their operating system.
- The size limit of the files to be uploaded are stated in the form as shown above. For example, the maximum size of a file that could be uploaded for the above question is 10 MB.
- The online application platform accepts only one file upload per field. It is suggested that the applicant either:
  - combines multiple document scans, images and/or PDF files into a single PDF file and upload it; or,
  - combine multiple files into a Zip or Rar file and upload it.

## PART A – GENERAL INFORMATION AND ELIGIBILITY CHECK – 1

<p>▼ PART A - GENERAL INFORMATION AND ELIGIBILITY CHECK - 1</p>	
<p><b>A1. General Applicant Information</b></p>	
<p>Name of Business</p>	*
<p>Name of Director(s)</p>	*

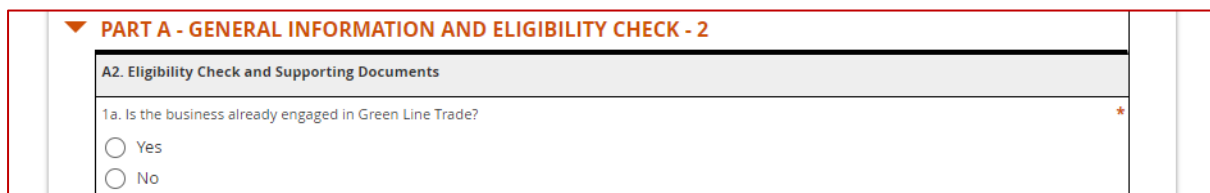
**For the A1. General Applicant Information section, please follow the instructions below.**

- Name of Business: Please provide the legal name of your business.
- Name of Director(s):
  - In the case of a sole proprietorship entity, please provide the name of the owner.
  - In the case of a limited company, please provide the name of at least one of the directors. Only one name is sufficient. If desired, applicants can enter the names for more than one director.
- Gender of Director: Please provide the gender for the owner/director of the business.
- District/City of Business: Please choose the relevant city where your business is located. If the business comprises of multiple locations, please provide the city for the main premises.
- Business Address: Please provide the address for your business. If the business comprises of multiple locations, please provide the address of the main premises.
- Business Phone Number: Please provide a valid phone number for your business. The official phone number for the business or the mobile number of the applicant (owner/director) can be provided.
- Business Email Address: Please provide a valid email address. The official email address of the business or the applicant (owner/director) can be provided. Please be advised that this email will be used for communication with you regarding your application.
- Year of Establishment: Please provide the year for the official establishment of the business. (ex. 1986, 2001, etc.)
- Sector: Please provide the name of the sector that your business currently operates in. In the case of the business operating in multiple sectors, please provide the one that is relevant to your application.
- Type of Business: Please choose either “Sole Proprietorship” or “Limited Company” depending on the legal status of your business.
- Contact Person for the Project: Please provide the name of the person that will act as the main contact for the project.



- Are you currently in receipt of any EU or other grants?:
  - If you are currently in receipt of a grant, please choose “Yes”. A new question will appear to enable you to enter the details of the grant.
  - If you are currently not in receipt of a grant, please choose “No” and move to the next question.
- If the answer is “Yes” for the above question, a new question “Please provide details about the grant you are currently receiving.” will appear on the form. Please provide details regarding the grant you are currently receiving such as the name of the donor, the budget, the purpose and the expected period of implementation.
- Have you received EU or other grants previously?
  - If you have previously received grant support, please choose “Yes”. A new question will appear to enable you to enter the details of the grant.
  - If you have not received any grant support before, please choose “No” and move to the next question.
- If the answer is “Yes” for the above question, a new question “Please provide details about the grant(s) you have previously received.” will appear on the form. Please provide details regarding the grant you are currently receiving such as the name of the donor, the budget, the purpose and the expected period of implementation.

## PART A – GENERAL INFORMATION AND ELIGIBILITY CHECK – 2



**For the A2. Eligibility Check and Supporting Documents section, please follow the instructions below.**

- 1a. Is the business already engaged in Green Line Trade?
  - If you are already engaged in Green Line Trade, please choose “Yes”. Otherwise, please choose “No”. If your answer is “Yes”, please provide proof in question 1c.
- 1b. Does the business have "immediate potential for Green Line Trade"?
  - If your business has “immediate potential” for Green Line Trade, please choose “Yes”. Otherwise, please choose “No”. If your answer is “Yes”, please provide proof in question 1c.
- 1c. Please upload the following documentation (whichever is applicable):
  - If you have chosen “Yes” for either Question 1a or 1b, please provide the relevant supporting documentation for your answer.
  - Examples for supporting documents include, but are not limited to:
    - Proof of previous trading (e.g invoices, delivery, certification, accompanying docs).
    - Proof of contract with business/buyer/customer.
    - Declaration from KTTO about the Green Line Trade application of the business.

- For food producers, declaration from KTTO about their application for "compliance statement" issued by TAIEX.
  - Other equivalent evidence.
  - Please upload a single file. The size limit for the file is 10 MB.
- 2a. Is the business established in the northern part of Cyprus?
  - Please choose "Yes" if your business is established in the northern part of Cyprus. Otherwise, please choose "No".
- 2b. Has the business been established and operational for at least 1 year as of 25th July 2024?
  - Please choose "Yes" if your business has been established and operational for at least 1 year as of 25<sup>th</sup> July 2024. In other words, if the business has been established and operational before 25<sup>th</sup> July 2023. Otherwise, please choose "No".
- 2c. Please upload company registration documents and/ or tax registry record.
  - In case of limited company, please upload the company registration documents and tax registry record.
  - In case of sole proprietorship entity, please upload the tax registry record.
  - Please upload a single file. The size limit for the file is 10 MB.
- 3a. In case of a limited company, is at least one of the directors a Turkish Cypriot?
  - Please choose "Yes" if at least one of the directors of the business is a Turkish Cypriot. Otherwise, choose "No".
- 3b. In the case of a sole proprietorship entity, is the owner Turkish Cypriot?
  - Please choose "Yes" if the owner of the business is a Turkish Cypriot. Otherwise, choose "No".
- 3c. Please upload the ID of one of the directors OR the ID of the sole proprietorship owner.
  - In case of a limited company, please upload the ID of at least one of the directors. The applicant's ID must be included.
  - In case of sole proprietorship entity, please provide the ID of the owner.
  - Please upload a single file. The size limit for the file is 10 MB.
- 4a. Is the business a member as required by law at the time of application of one of the following chambers: the Cyprus Turkish Chamber of Industry (KTSO), the Turkish Cypriot Chamber of Commerce (KTTO), the Turkish Cypriot Chamber of Shop Keepers & Artisans (KTEZO)?
  - If your business is a member of the abovementioned Chambers, please choose "Yes". Otherwise, please choose "No".
  - You are expected to upload a valid membership certificate as supporting document in the next question.
- 4b. Please upload a valid membership certificate to one of the Chambers (dated 2024).
  - Please upload a valid membership certificate to one of the Chambers.
  - The certificate must be for the year 2024.
  - Please upload a single file. The size limit for the file is 10 MB.
- 5a. Does the business have a minimum turnover threshold of at least the value of grant being applied for per annum (in one of the last three years)?

- Please choose “Yes” if your annual turnover in one of the last three years has been equal to or greater than the value of the grant you are applying for. Otherwise, choose “No”.
- For example, if you are applying for a grant value of 40,000 €, you need to have an annual turnover of at least 40,000 € in one of the last three years.
- If the business has been established and operational for a shorter duration, it still needs to have an annual turnover of at least 40,000 € during one of the years.
- 5b. Is the business financially solvent?
  - Please choose “Yes” if the business is financially solvent. Otherwise, please choose “No”.
- 5c. Please upload financial accounts for the last three years (profit and loss account and balance sheets of 2023, 2022, 2021).
  - Please upload financial accounts for the years 2021, 2022 and 2023. These should be signed by an accountant.
  - If the business has been established and operational for less than 3 years, please upload the financial for the appropriate years.
  - Please upload a single file. The size limit for the file is 10 MB.

## PART B – PROJECT DETAILS – 1

▼ PART B - PROJECT DETAILS - 1

Description and Relevance of the Project
1. Description of the Project
<p><b>Please provide a description of the project: Cover all 4 points below.</b> *</p> <p>1.1. Give the background to the project.</p> <p>1.2. Explain the objectives of the project. Briefly outline the type of activities proposed and specify related expected outputs, outcome(s) and financial and non-financial impact related to Green Line Trade.</p> <p>1.3. Outline timetable for the key activities of the project (assume implementation from November 2024 to February 2026).</p> <p>1.4. Outline the total estimated budget and the grant amount being sought for the project with a breakdown for each action proposed.</p> <p>700 words maximum</p>
<p>What is the total amount of grant request (€)? *</p>

**For the Description of the Project section, please follow the instructions below.**

- Please provide a description of the project you are proposing. The answer must include enough detail that a reader can get a general sense of the aim, scope, activities and budget of the project.
- Make sure your answer covers all the 4 points stated in the question.
  - Give the background to the project:
    - What does your business do?
    - Briefly explain the context and origin of the project. What issue or need does it address? What inspired this initiative?

- Explain the objectives of the project. Briefly outline the type of activities proposed and specify related expected outputs, outcome(s) and financial and non-financial impact related to Green Line Trade
  - Clearly state the main goals. What are you aiming to achieve? Summarize the activities planned and detail the expected outputs, outcomes, and both financial and non-financial impacts, particularly related to Green Line Trade.
- Outline timetable for the key activities of the project (assume implementation from November 2024 to February 2026)
  - Provide a timetable of major steps and achievements. What are the significant phases/milestones or events from November 2024 to February 2026? Include target dates and deliverables.
- Outline the total estimated budget and the grant amount being sought for the project with a breakdown for each action proposed.
  - Present a summary of the overall budget. How much funding are you requesting in total? Break down the costs for each proposed action, showing how the grant will be allocated.
- There is a limit of 700 words for the answer. Depending on the use of spaces and special characters in the text, the interactive form might count differently than other text editors you might use (i.e. Microsoft Word).
- There is also a minimum word count of 50 words.

## PART B – PROJECT DETAILS – 2

▼ PART B - PROJECT DETAILS - 2

Description and Relevance of the Project
2. Green Line Trade Experience
<p><b>Please explain previous and/or potential Green Line Trade experience:</b></p> <p>2.1. If you are already trading, please give background information including start date, duration of trading, how GL customers are identified, client portfolio, range of products traded and approximate existing and future value of trade. You should briefly outline any strengths, weaknesses, opportunities and threats in the context of Green Line trade.</p> <p>2.2. If you are not yet trading, please give background information including planned start date, planned duration of trading, how GL customers are identified, proposed client portfolio, proposed range of products to be traded and approximate future value of trade. You should outline briefly any strengths, weaknesses, opportunities and threats in the context of Green Line trade.</p> <p>Supporting documentation should be provided as part of the eligibility check in questions 1a, 1b and 1c of the "A2. Eligibility Check and Supporting Documents" section.</p> <p>500 words maximum</p>

**For the Green Line Trade Experience section, please follow the instructions below.**

- Please provide any previous and/or potential Green Line Trade experience.
- Depending on whether your business has previously engaged in Green Line Trade or has immediate potential, the context of the answer will be different. Please follow the instructions in the question accordingly.


- There is a limit of 500 words for the answer. Depending on the use of spaces and special characters in the text, the interactive form might count differently than other text editors you might use (i.e. Microsoft Word).
- There is also a minimum word count of 30 words.

## PART B – PROJECT DETAILS – 3

**For the Relevance of the Project section, please follow the instructions below.**

- The specific objectives of the Grant Scheme are outlined in the question:
  - improve quality and value by ensuring compliance with EU standards for products and business processes.
  - promote innovative business practices and processes to increase capacity and capability necessary to boost and grow Green Line Trade.
  - support digitalisation and green transitioning of the business necessary for Green Line Trade growth.
- Please outline how the project you are proposing will contribute to these specific objectives.
- There is a limit of 500 words for the answer. Depending on the use of spaces and special characters in the text, the interactive form might count differently than other text editors you might use (i.e. Microsoft Word).
- There is also a minimum word count of 30 words.

**PART C – DECLARATION**

<p>▼ <b>PART C - DECLARATION</b></p> <ul style="list-style-type: none"> <li>• I confirm that the information contained in this application is true, correct and up to date.</li> <li>• I confirm that I read all the relevant documents of the scheme and confirm that the business stated in this application complies with the criteria set.</li> <li>• I confirm that all the data I have provided for the application will be stored and processed within the scope of the European Union General Data Protection Regulation (GDPR) and in accordance with the provisions of the terms of processing personal data.</li> <li>• I accept that the business stated in this application does not involve in any illegal operations or any activity with counterfeit goods.</li> <li>• I hereby confirm that the proposal is not covered by an existing GIZ contract and by any other funding resources.</li> <li>• I hereby confirm that I have been informed, understood and accepted that, unless I provide the documents required as evidence to my statements in the "Eligibility" section PART B above, my application will be considered incomplete and will not be taken further.</li> </ul>	
<p>I have read the declaration above and I confirm that I acknowledge the content therein.</p> <p><input type="radio"/> OK</p>	*
<p>Enter the date:</p> <p>yyyy-mm-dd</p>	* 
<p>Name of the Applicant</p>	*

**For Part C - Declaration section, please follow the instructions below.**

- Read and go over the declaration provided.
- In order to acknowledge that you have read and understood the declaration and agree with the content, please click the box next to the "OK" prompt.
- Enter the date:
  - Please enter the date of signature by clicking on the "yyyy-mm-dd" prompt and using the date picker of your operating system.
- Name of the Applicant:
  - Please enter the name of the applicant. The name should be the same with the name provided on "Name of Director(s)" in the "A1. General Applicant Information" section.
- Signature:
  - For signing the form before submitting, find the Signature field at the very bottom of the form.
  - Using your mouse, draw your signature in the field.
  - In order to delete the drawing and start again, click on the recycle button on the bottom left corner of the signature field.
  - Check the following images for guidance.



## Annex 1B MS Word CONCEPT NOTE

Please note: Applications must be submitted online at <https://ee.kobotoolbox.org/single/ix9ES0TX>.

This information has been provided in Microsoft Word for planning purposes only and to enable drafts to be prepared. The information must then be cut and paste and submitted electronically. Only applications submitted through the Kobo portal will be considered for assessment.

### PART A GENERAL INFORMATION AND ELIGIBILITY CHECK

#### A1. General Applicant Information

Name of Business	
Name of Director(s)	
Gender of Director	Female/Male/Other
District/City of Business	Nicosia, Famagusta, Kyrenia, Trikomo, Morphou, Lefka
Business address	
Business phone number	
Business email address	
Year of establishment	
Sector	
Type of establishment (limited company, sole prop.)	
Contact person for the project	
Are you currently in receipt of any EU or other grants?	Yes/No - Please provide details. <b>Max 50 words</b>
Have you received EU or other grants previously?	Yes/No – Please provide details. <b>Max 50 words</b>



## A2. Eligibility Check and Supporting Documents to be provided

Eligibility Information	YES/ NO	Supporting Documentation
<p>1a. Is the business already engaged in Green Line Trade?</p> <p><b>OR</b></p> <p>1b. Does the business have “immediate potential for trade”?</p>		<p>1. Examples</p> <ul style="list-style-type: none"> <li>- Proof of previous trading (e.g invoices, delivery, certification, accompanying doc.)</li> <li>- Proof of contract with business/buyer/customer</li> <li>- Declaration from KTTO about the Green Line Trade application of the business.</li> <li>- For food producers, declaration from KTTO about their application for “compliance statement” issued by TAIEX.</li> <li>- Other equivalent evidence</li> </ul>
<p>2a. Is the business established in the northern part of Cyprus</p> <p><b>AND</b></p> <p>2b. Has the business been established and operational for at least 1 year as of 25<sup>th</sup> July 2024?</p>		<p>2. Company registration documents and/or tax registry record</p>
<p>3a. In case of a limited company, is at least one of the directors a Turkish Cypriot ID holder?</p> <p><b>OR</b></p> <p>3b. In the case of a sole trader entity, is the owner a Turkish Cypriot ID holder?</p>		<p>3.ID of one of the Directors</p> <p><b>OR</b></p> <p>3b. ID of the sole proprietorship owner</p>
<p>4. Is the business a member as required by law at the time of application of one of the following chambers: the Cyprus Turkish Chamber of Industry (KTSO), the Turkish Cypriot Chamber of Commerce (KTTO), the Turkish Cypriot Chamber of Shop Keepers &amp; Artisans (KTEZO)?</p>		<p>4. Membership Certificate to one of the Chambers (dated 2024) &amp; prior to/on 25th August 2024.</p>
<p>5a. Does the business have a minimum turnover threshold of at least the value of grant being applied for per annum (in 1 of the last 3 years)?</p> <p><b>AND</b></p> <p>5b. Is the business financially solvent?</p>		<p>5. Financial accounts (balance sheets of 2023, 2022, 2021)</p>

**PART B PROJECT DETAILS**

**Description and Relevance of the Project**

**1. Description of the Project**

**Please provide a description of the project: Cover all 4 points below.**

- 1.1 Give the background to the project
- 1.2 Explain the objectives of the project. Briefly outline the type of activities proposed and specify related expected outputs, outcome(s) and financial and non-financial impact related to Green Line Trade
- 1.3 Outline timetable for the key activities of the project (assume implementation from November 2024 to February 2026)
- 1.4. Outline the total estimated budget and the grant amount being sought of the project with a breakdown for each action proposed.

**700 words maximum**

What is the total amount of grant request (€)?	
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**2. Please explain previous and/or potential Green Line Trade experience:**

2.1 If you are already trading, please give background information including start date, duration of trading, how GL customers are identified, client portfolio, range of products traded and approximate existing and future value of trade. You should outline briefly any strengths, weaknesses, opportunities and threats in the context of Green Line trade.

2.2 If you are not yet trading, please give background information including planned start date, planned duration of trading, how GL customers are identified, proposed client portfolio, proposed range of products to be traded and approximate future value of trade. You should outline briefly any strengths, weaknesses, opportunities and threats in the context of Green Line trade.

**Supporting documentation should be provided as part of the eligible check in 1a and 1b above.**

**500 words maximum**

### 3. Relevance of the Project

Please outline how the project will contribute to the specific objectives of the Grant Scheme:

- improve quality and value by ensuring compliance with EU standards for products and business processes
- promote innovative business practices and processes to increase capacity and capability necessary to boost and grow Green Line Trade
- support digitalisation and green transitioning of the business necessary for Green Line Trade growth.

**500 words maximum**

**PART C DECLARATION**

**Declaration**

I confirm that the information contained in this application is true, correct and up to date.

I confirm that I read all the relevant documents of the scheme and confirm that the business stated in this application complies with the criteria set.

I confirm that all the data I have provided for the application will be stored and processed within the scope of the European Union General Data Protection Regulation (GDPR) and in accordance with the provisions of the terms of processing personal data.

I accept that the business stated in this application does not involve in any illegal operations or any activity with counterfeit goods.

I hereby confirm that the proposal is not covered by an existing GIZ contract and by any other funding resources.

I hereby confirm that I have been informed, understood and accept that, unless I provide the documents required as evidence to my statements in the "A2. Eligibility Check and Supporting Documents" section above, my application will be considered incomplete and will not be taken further.

Date: .... / .... /2024

Name of Applicant .....

Signature .....

## Annex 2

<b>Evaluation Criteria for STAGE 1 Concept Note Proposals</b>	
<b>Section</b>	<b>Maximum Score</b>
<b>1. Description of the Project</b>	<b>40</b>
1.1 Background to the Project	10
1.2 Project Objectives including type of activities proposed and specify related expected outputs, outcome(s) and financial and non-financial impact related to Green Line Trade	15
1.3 Timetable for the key activities of the project – implementable over the period of the grant scheme	5
1.4 Total budget and grant amount being sought broken down by action	10
<b>2. Green Line Trade Experience and Potential</b>	<b>30</b>
2.1 Background information including start date, (planned) duration of trading, how GL customers are identified, proposed client portfolio, proposed range of products to be traded and approximate future (and existing if applicable) value of trade	20
2.2 Green Trade analysis specific to the business including strengths, weaknesses, opportunities and threats	10
<b>3. Relevance of the Project</b>	<b>30</b>
3.1 Contribution to the specific objectives of the Grant Scheme	
- improve quality and value by ensuring compliance with EU standards for products and business processes	10
- promote innovative business practices and processes to increase capacity and capability necessary to boost and grow Green Line Trade	10
- support digitalisation and green transitioning of the business necessary for Green Line Trade growth.	10

Scoring Matrix – Concept Note Proposal	
Score	Description
0	<b>Nil response:</b> Response failed to address the question and cannot be assessed or is duplicative
1-2	<b>Very Poor:</b> A very poor response with limited evidence of capacity to deliver against the requirements
3-4	<b>Poor:</b> A poor response with some evidence of capacity to deliver against the requirements but overall is below the standards expected
5-6	<b>Acceptable:</b> A partially satisfactory response with some evidence of capacity to deliver against the requirements
7-8	<b>Good:</b> A good response with strong evidence of capacity to deliver above the minimum standard expected
9-10	<b>Excellent:</b> An excellent response with very strong evidence of capacity to deliver well above the minimum standard expected.