



# Implementation Guideline Annexes





# Activity & Budget Plan





This project is funded by the European Union and implemented by a consortium led by B&S Europe. The contents of this document are the sole responsibility of B&S led consortium and do not necessarily reflect the views of the European Union.

### **Civic Space**

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+90 392 227 65 05 | [www.civicspace.eu](http://www.civicspace.eu) | [info@civicspace.eu](mailto:info@civicspace.eu)



# ACTIVITY PLAN

Request Number:  
Request Name:

	Activity	Start Date	End Date	Place	Description /Explanation
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

# BUDGET PLAN

Request Number:

	Activity	Date Of Activity	Invoice Description	Bank Details of the Provider Or Supplier <small>(Account name, Bank Details, IBAN)</small>	Approved Budget Item	Approved Budget Amount (EUR)	Invoice Amount (EUR)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
TOTAL							



# Procurement and Expenditure Plan



# PROCUREMENT AND EXPENDITURE PLAN

Request Number:							
	Activity	Approved Budget Item	Approved Quantity	Budget Amount (EUR)	Procurement Method*	Procurement Source/Sources	Planned Receipt Date
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Direct Procurement  
\*Put the names of the companies.

Quotation request from  
List of Suppliers

\*\*For different parties  
repeat as required.

Quotation request from  
market



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# Travel, Transportation and Accommodation Forms



civil civic Χώρος  
alan space Πολιτών



# FLIGHT TICKETS

Request Number:

	Name and Last Name	Flight Details (From-To)	Flight Date and Time
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

# BUS - SEA - TRAIN TICKET

Request Number:

	Name and Last Name Of Passenger	Travel Details (Company name, From-To)	Travel Date	Travel/Ticket Price (EUR or TL please specify)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

## PRIVATE OR RENTAL CAR TRAVEL COSTS

Request Number:								Purpose of Travel (please relate with your activities)
	Names and Last Names of Driver and Passengers	Date of Travel	Location (From-To)	Km.	Total fuel cost (pet km is 0.22 Eur)	Total cost to be reimbursed	Private or Rental Car	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

# ACCOMMODATION

Request Number:								
	Names and Last Name	ID/Passport No	Birth Date	Phone Number	Mission Place/ Country - District - City	Check-in Date	Check-Out Date	Special Needs
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Request Number:								
	Names and Last Name	ID/Passport No	Birth Date	Phone Number	Mission Place/ Country - District - City	Check-in Date	Check-Out Date	Special Needs
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								



# Template for Declaration of Missing Boarding Cards



# TEMPLATE FOR DECLARATION OF MISSING BOARDING CARDS

..... (Date) ..... (City & Country)

To whom it may concern,

I, the undersigned ..... with the ID number of  
..... hereby declare that I have lost my  
outbound/inbound boarding pass

In faith,

.....  
(Signature)

\*Passport/ID copy attached



# Form for Notification of Events



# FORM FOR NOTIFICATION OF EVENTS

(To be completed at least 10 days prior to date of the event by the beneficiary)

**Grow Civic Reference  
Number of Action**

**Name of Grow Civic Beneficiary**  
(name of CSO or activist)

**Name of Event**  
(as indicated in the activity  
plan of your action)

**Indicate if  
Public/Private event**

**Date of Event**

**From:**

**To:**

**No. of days:**

**Time of Event**

**Start time:**

**End time:**

**No. of hours:**

**Venue (address)**

**Type and Brief Description  
of Event** (please relate  
with your activity plan and  
explain if there are any  
changes in your plan)

**Target Audience (s)**

**Details** (tel no, e-mail,  
website, social media)





# Visibility Guideline



# Grow Civic Visibility Guideline

This guideline provides necessary information for beneficiaries supported by the Grow Civic, for preparing communication materials in line with the visibility requirements of the Programme. The requirements provided in this documentation are also in line with the latest EU communication and visibility guidelines<sup>1</sup>. All communication materials and tools produced with the support of the Grow Civic Programme, should make reference to the European Union (EU) and the Grow Civic support. **Thus, on all the communication materials and tools produced with Grow Civic support, the support owners should make sure to add the EU emblem, the Grow Civic logo and the acknowledgment of the support provided.** When and if the produced material includes written or verbal content, **a disclaimer should also be added.** All communication materials must be reviewed and approved by the European Union BEFORE dissemination.

## 1. General Visibility Requirements

You can find the EU emblem and the Grow Civic logo below.<sup>2</sup> They can be downloaded in higher resolution from our website: <https://mis.civicspace.eu/en/help>



General requirements for the emblem and logo usage on the communication materials are listed below:

- 🗳 The EU emblem, the Grow Civic logo and the logo of the support owner (if relevant) should all be the same size.
- 🗳 The Grow Civic logo to be used should be in the language of the communication material (English, Greek or Turkish).
  - ➡ If the communication material has more than one language (ENG + GR, ENG + TR, GR + TR), the English Grow Civic logo should be used.
- 🗳 All the logos should be used in high resolution, be clear and not blurred.
- 🗳 All logos should preferably be placed on the same line/level.
- 🗳 The EU emblem should preferably be placed on the left side of the document.
- 🗳 The EU emblem and the Grow Civic logos cannot be changed and should be used as provided. If the communication material is in black and white color, the following logos can be used and can be downloaded from the link provided above:



## 2. Acknowledgement and Disclaimer

All communication materials (books, brochures, posters, presentations, documentaries, films, etc.), communication supplies (promotional materials, etc.), and communication tools (website, etc.) to be used and produced as part of your activities supported by the Grow Civic Programme must include the following acknowledgement sentence:

<sup>1</sup>For more information you can visit European Commission's "Communication and Visibility Requirements for EU External Actions" page from [https://ec.europa.eu/international-partnerships/comm-visibility-requirements\\_en](https://ec.europa.eu/international-partnerships/comm-visibility-requirements_en).

<sup>2</sup>For more information about the use of EU emblem please follow the link: [https://ec.europa.eu/info/sites/default/files/eu-emblem-rules\\_en.pdf](https://ec.europa.eu/info/sites/default/files/eu-emblem-rules_en.pdf)

“ This **publication/brochure/website/video/film** was produced with the support of the Grow Civic Programme funded by the European Union. ”

→ Please select/adapt section written in orange (e.g. brochure, website, poster, visual, book, film) depending on where you will use it.

If and when the communication material includes any written or verbal content it must also include the following disclaimer with the acknowledgment sentence:

“ This **publication/brochure/website/video/film** was produced with the support of the Grow Civic Programme funded by the European Union. Its contents are the sole responsibility of **name of the author/activist/CSO name** and do not necessarily reflect the views of the European Union”. ”

→ Please select/adapt sections written in orange above, depending on for which type of visibility material it will be used for, and add the name of the support owner (organisation or activist).

### Example 1(CSO):



This **publication/brochure/website/video/film** was produced with the support of the Grow Civic Programme funded by the European Union. Its contents are the sole responsibility of **name of the CSO** and do not necessarily reflect the views of the European Union.

Logo of the support owner CSO

### Example 2 (Activist):



This **publication/brochure/website/video/film** was produced with the support of the Grow Civic Programme funded by the European Union. Its contents are the sole responsibility of **name of the author/activist** and do not necessarily reflect the views of the European Union.



## Visibility requirements in actions involving more than one funder/supporter

If the action is supported not only by Grow Civic but also by other funders/supporters, the EU emblem and the Grow Civic logo must be used in the same size with others. The EU emblem and the Grow Civic logo should be on the left side of the communication material, while the acknowledgment or disclaimer sentence in its' centre and other logo(s) on its right side. An example of visibility in such cases is provided below:

### Example:



This **publication/brochure/website/video/film** was produced with the support of the Grow Civic Programme funded by the European Union and name of the **donor/sponsor**. Its contents are the sole responsibility of **name of the author/activist** and do not necessarily reflect the views of the European Union.

Logo of the donor/sponsor owner

Logo of the support owner CSO

All communication materials should be sent to the Civic Space team prior to printing and/or dissemination as they require the formal approval of the EU Programme Support Office (please see section 5 below for detailed explanation of the approval process). Keep in mind that the visibility approval process may take time. Thereby, make sure that **you submit the materials to the Civic Space team at least 15 days prior to the date they will be needed** to ensure their timely processing.

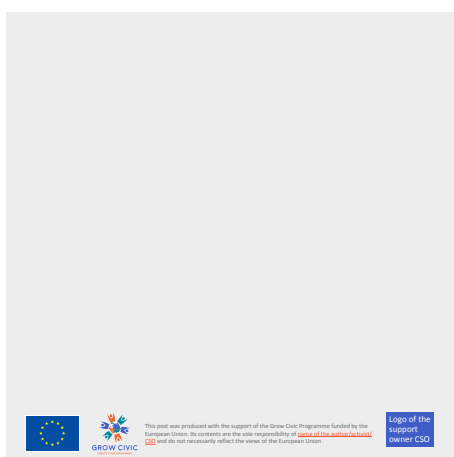
If for any justifiable reason, you do not want to use the EU emblem, Grow Civic logo, acknowledgement or disclaimer sentence, you should submit a written request to the Civic Space team with justifications. As this requires a derogation, Civic Space team will seek the approval of the EU, and accordingly will inform you whether the request is approved or not.

### 3. Visibility Placement Examples

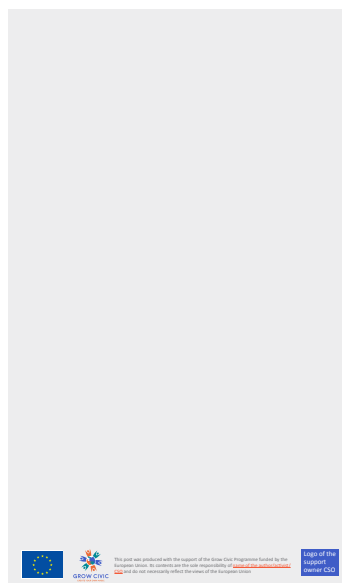
Some visibility placement examples for different communication materials, are provided below for your reference (you can also download them in Photoshop, InDesign and Illustrator formats from <https://mis.civicspace.eu/en/help> ).

#### 1. Social Media Posts

Social Media Template 1  
(Square Post)

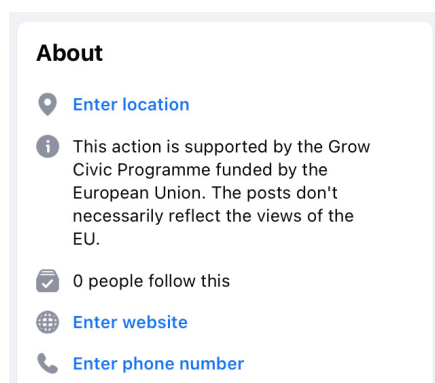


Social Media Template 2  
(Story Format)

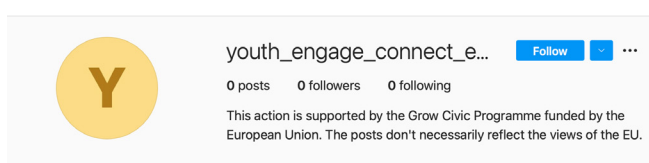


#### 2. Social Media Pages<sup>3</sup>

Facebook Page  
(About Section)



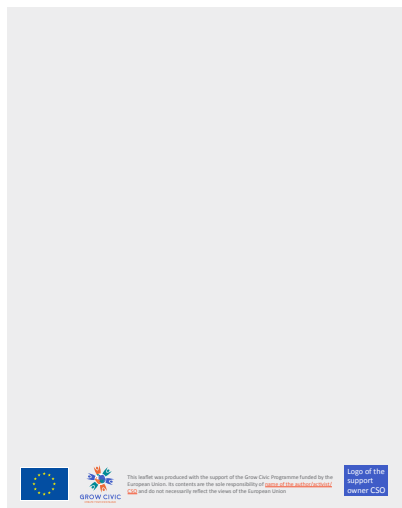
Instagram Page  
(Profile Section)



<sup>3</sup> Please note that this visibility requirement is applicable only for social media accounts/pages created specifically for the Grow Civic supported actions. Existing social media accounts of the support owners shall not include visibility in their "about" section.

### 3. Leaflet

Leaflet Template 1  
(A5)

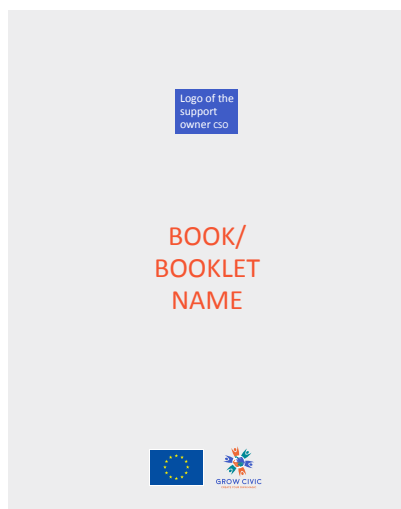


Leaflet Template 2  
(2 Pages A5)

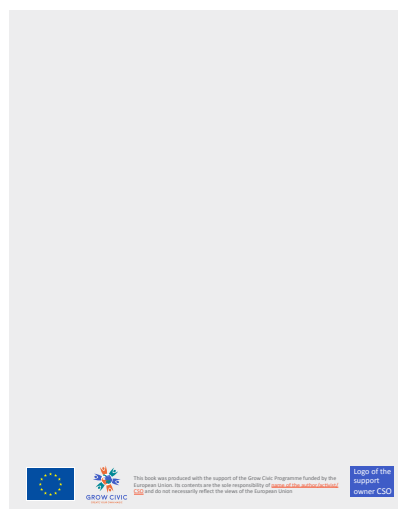


### 4. Booklet / Book Cover

Book Template 1  
(Front Cover)

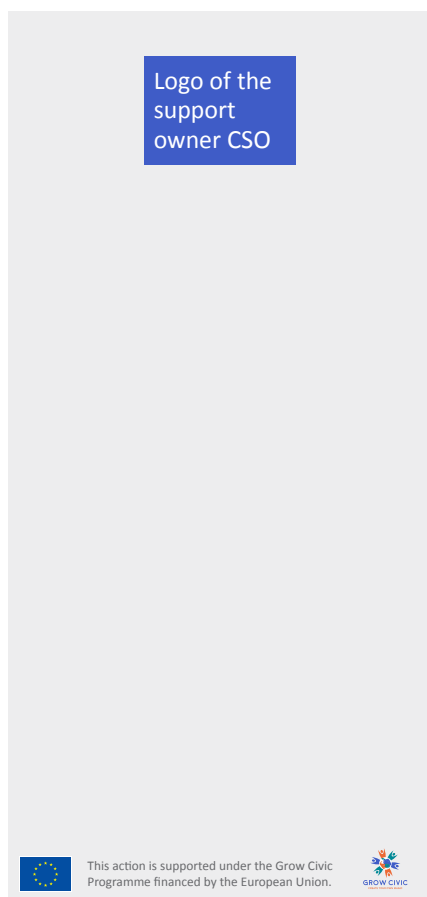


Book Template 2  
(Back Cover)

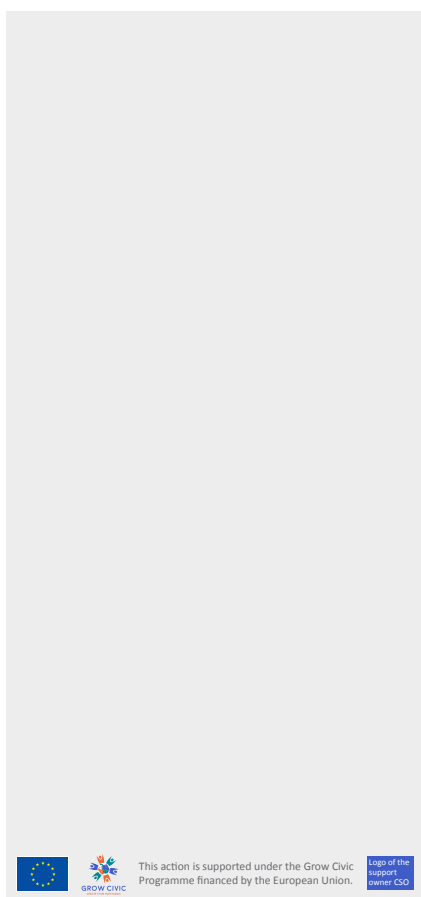


## 5. Rollup Banner

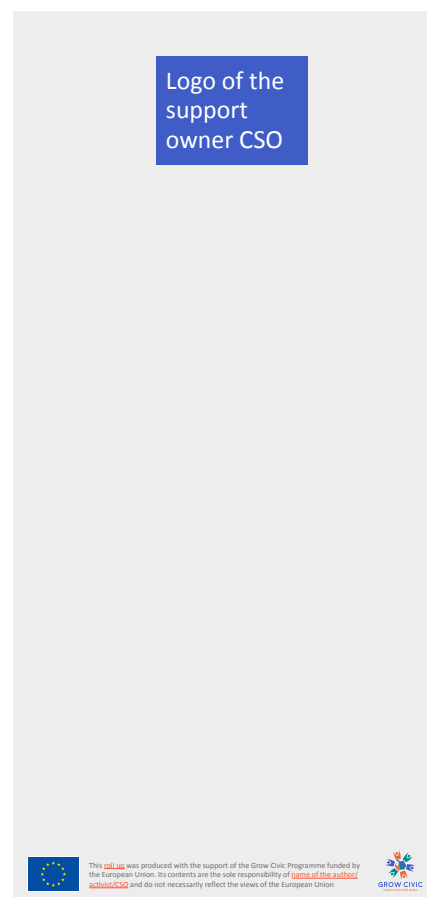
Rollup Banner Template 1  
(Beneficiary Logo on top)



Rollup Banner Template 2  
(Beneficiary Logo at the bottom)



Rollup Banner Template 3  
(Beneficiary Logo at the top)



## 6. Video/Film








Video Template 1  
(End of the Video, Full Screen)



## 7. Website





## 4. Rules for Using Content in Communication Materials


-  All the participants in your photographic and video visuals should sign a consent form agreeing to take part in your visibility or communication related actions implemented with the Grow Civic support. In the case of minors, consent should be received from their parents/legal guardian(s).
-  You should make sure that the communication materials to be produced with the support of the Grow Civic Programme should not have discriminatory, offending, insulting text or visuals in them.
-  Communication materials should not include context (text images or photos) that praises or incite violence or violate human rights.
-  All visual content included in any communication material should be referenced to the owner of that content.
-  The intellectual property and copyrights should be respected in all written or visual materials produced with the Grow Civic support with proper references and permissions as required.
-  Any breach to the intellectual property and copyright will be under the sole responsibility of the beneficiary.
-  As much as possible, we recommend you use copy right free (royalty free) visuals. Some links from which you can find such visuals are as follows:
  - o Pexels (Free): <https://www.pexels.com/>
  - o Pixabay (Free): <https://pixabay.com/>
  - o Unsplash (Free): <https://unsplash.com/>
  - o Shutter Stock (Paid): <https://www.shutterstock.com/>


If you have any further questions, please contact with the Grow Civic Team.

## 5. Approval Process for Communication Materials

 First and foremost, make sure that your approved action and budget forms include the communication materials that you would be producing. If they were not included in your approved original request form, make sure that you first request modification in your plans, as explained in the Grow Civic Implementation Guidelines. You can consult the Civic Space team if you have questions.

 If you are going to purchase services from a provider in designing your communication materials, please check the list of service providers list annexed to the Implementation Guidelines. Get quotations from at least 2 providers listed in the document related with the type of material/service. Always copy the Civic Space team in your communications.

 Whether you will produce the communication material yourself or by way of service provision, make sure you read this document first. Please check visibility materials yourself, for spelling and grammar mistakes, proper emblem, logo and disclaimer usage, etc. before you send it to the Civic Space team.

 Upload the communication material to the Grow Civic MIS 'Communication material Approval' module (please check "Grow Civic MIS Usage Video" for more details).


- a. Grow Civic MIS Communication Material Approval Module Link:
- b. Grow Civic MIS Usage Video Link:


Once you receive the approval from Civic Space, you can share/print/present the communication material.



- a. Make sure to provide Grow Civic Team with 10 samples of any printed and digital copy of the communication material.
- b. The support owner(s) has the copyright for the produced materials, while Civic Space has the distribution rights of all the materials in any platform.


## 6. Removal of the Visibility

As mentioned above, the outputs you will produce during your Grow Civic supported action should be in line with the Grow Civic visibility requirements and be approved. However, even after the completion of your actions supported under the Programme, there are several rules that you are expected to abide by, as presented below:

 If you are planning to use the outputs exactly the same as produced with the support of the EU, then the EU and Grow Civic visibility should remain the same and you need to inform the Civic Space team prior to using them.

 On the other hand, if you are planning to use the document/visuals in another context and/or for other purposes or if you are producing new visuals/document that are related to the one produced with the Grow Civic support, then you should not include the EU emblem and the Grow Civic logo but still refer to the support by adding the following sentence to the relevant material:

 “An earlier version of this publication/brochure/social media page/website/video/film/  
action (<date 1 - date 2>) was produced with the support of the Grow Civic Programme funded by the European Union.<sup>4</sup>

 Also, about the visibility placement on the social media page, It is worth to mention that once the action is over, the support owner can delete the created page/account/channel by the end of 3 months. As mentioned above, this visibility placement will only be applicable to the pages/accounts/channels created by the support owner for the action that is being supported by the Grow Civic program.

<sup>4</sup> Please pick the relevant type of material produced and add start and end dates of your action supported by the Grow Civic Programme.





# Reimbursement Form



# REIMBURSEMENT FORM

Request Number:

Request Name:

	Budget Item / Explanation	Name of the Account Holder	IBAN/SWIFT	Identity/ Passport No	Phone Numner	Travel Dates	Travel Destination	Supporting Documents	Total Paid Amount
1									
2									
3									
4									
5									
6									
7									

Budget Item:

Budget Item / Explanation

- Land/Sea/Rail Tickets
- Passport
- Visa
- Travel Insurance
- Test/Clearance
- Event Participation
- Membership
- Social Media Tools
- Phone Credit
- Fuel costs

Request Owner	Civic Space Team
Name Last Name	Name Last Name
Date	Date
Signature	Signature



# Per Diem Claim



# PER DIEM CLAIM

Request Number:

Request Name:

	Name of the person entitled	Name of the account holder	IBAN/ SWIFT	Identity/ Passport No	Phone Numner	Outbound travel date	Inbound Travel Date	Travel Destination	Travel Destination	Mission Days	Per-diem Rate	Total Per diem Amount*
1												
2												
3												
4												
5												
6												
7		THIS SECTION TO BE FILLED IN IF PAYMENT WILL BE DONE WITH BANK TRANSFER										

**Supporting Document :** Tickets or hotel invoices should be attached to the per-diem request

PAYMENTS below 500 EUR will be made in cash. If you want your per-diem payment to be made in cash please contact Civic Space Team.



# Participants List



# PARTICIPANTS LIST

Request Number:

Request Name:

Location/Venue:

Date:

Activity Name:

## PARTICIPANTS

NO	Name Last Name	Organisation	E-MAIL	Phone	*Signature

\*Signature is not required for online meetings.



# Procurement Contract





# PROCUREMENT CONTRACT

## 1. PARTIES

This Contract is made by and between

### CONTRACTING AUTHORITY

B&S EUROPE

And

### SUPPLIER

.....

For the needs of

REQUEST OWNER .....

## 2. DESCRIPTION OF SERVICES/GOODS

Supplier will provide below goods and services to the Request Owner at the best quantity and in full;

.....

.....

.....

## 3. INVOICING AND VAT EXEMPTION

Draft invoice will be sent to the Request Owner and after her/his written approval Supplier will contact the Contracting Authority for VAT Exemption Certificate. Upon receipt of the certificate SUPPLIER will issue the INVOICE

and submit it to the Contracting Authority’s Office at:

Civic Space Address:

4. PRICE

Sales price is exempt from VAT and ..... EUR.

5. DELIVERY DATE

Services/goods will be delivered latest on .....

6. PAYMENT

Payment shall be made latest in 15 days after the receipt of a proper invoice.

SELLER	B&S EUROPE
Signature:	Signature:
Name:	
Address:	
VAT No:	

This contract is composed of 6 articles and signed on .....

Attachment: Proposal



**GROW CIVIC**

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# VAT Exemption Certificate



**B AND S EUROPE**

FATURA ADI:

FATURA TARİHİ:

FATURA TUTARI:

TESLİM EDEN:

TESLİM ALAN:

İMZA:



**KUZEY KIBRIS TÜRK CUMHURİYETİ  
MALİYE BAKANLIĞI  
GELİR VE VERGİ DAİRESİ MÜDÜRLÜĞÜ**

Sayı : GVD.0.00-782/19-21/E.4991

19 Nisan 2021

Konu : Business and Strategies in Europe S.A.  
(B&S Europe)'nin Katma Değer Vergisi  
(KDV) Muafiyeti Hk.

**İLGİLİ MAKAMA**

İlgi : 21 Aralık 2020 tarihli ve MLB.0.00-1044 sayılı yazı.

47/1992 Sayılı Katma Değer Vergisi Yasası'nın 15'inci maddesi Diplomatik İstisna ile ilgili olup, Birleşmiş Milletler Teşkilatı veya bağlı diplomatik misyonlar ve/veya Avrupa Birliği ve/veya Avrupa Birliğine bağlı ve Kuzey Kıbrıs Türk Cumhuriyetinde bulunan Diplomatik Misyonların KKTC'den satın alacakları mal ve hizmetler KDV'den istisna tutulmuşlardır.

Ayrıca, 47/1992 sayılı Katma Değer Vergisi Yasası'nın 15(1)(C) maddesine göre; Yabancı devletlerin veya Uluslararası anlaşmalar gereğince vergi muafiyeti tanınan kuruluşların, finansmanı yurt dışından sağlanmak koşuluyla ihale ettikleri ve hak ediş bedeli yurt dışında ihale eden tarafından ödenen projelerde ihaleyi alanlara yapılan teslim ve hizmetler de KDV'den istisnadır. İlaveten yararlanıcı tarafından % 50 veya daha az oranda ek finansman sağlanan projeler için 47/92 sayılı Katma Değer Vergisi Yasası'nın 28 (1) altında düzenlenmiş olan Oranlar Tüzüğü'nün Cetvel I (A) mal teslimlerinin 4. Maddesine göre yapılan teslimlerde (hizmet hariç) de %0 KDV oranı uygulanacaktır.

Satış nedeniyle düzenlenecek Fatura üzerinde KDV oranı ve miktarı açıkça yazılacak fakat tahsil edilmeyecektir. Faturada gösterilen satış tutarı ve KDV miktarı, ilgili ay beyannamesinde, hem hesaplanan hem de indirilen KDV bölümlerinde gösterilmek suretiyle sıfırlanacaktır.

Bilgi edinilmesi ve işletmenizden mal veya hizmet satın alacak olan **Business and Strategies in Europe S.A. (B&S Europe)**'den (Proje adı: Support to civil society organisations in the Turkish Cypriot community) (Belge No :1044, Belge tarihi: 21/12/2020) (Projenin bitiş tarihi : 20/06/2023) KDV tahsil edilmemesini rica ederim.

Not: 1. Bu belge akaryakıt alımlarında ve motorlu araç alımlarında kullanılamaz.

2. 12/01/2021 tarihli ve GVD.0.00-782/19-21/E.482 sayılı KDV muafiyet yazısı geçersizdir.

e-imzalıdır

**Ahmet MANAVOĞLU**  
Gelir ve Vergi Dairesi Müdürü



Not: 93/2007 sayılı Elektronik İmza Yasası'nın 6.maddesi gereği bu belge elektronik imza ile imzalanmıştır.

Evrak Doğrulama Kodu : LGORWUYYPXC'VHMBZWNHW Evrak Takip Adresi: <http://dogrulama-ebys.gov.ct.tr>  
Kızılay Sok. 4/B Yenisehir Lefkoşa  
Telefon: 2288143 / 2290720 / 2290721 Fax: 2288704 / 2288151  
[vergi.gov.ct.tr](http://vergi.gov.ct.tr)

Bilgi için: Sevil YÖNLÜER  
Kıdemli Gelir ve Vergi Memuru



# Invoice Sample



# FATURA

058064

Tarih: .....18/8/2020.....

Sayın : 15 and 3 Lurofe

**Adres :** .....

Bağlı Olduğu V. Dairesi : ..... Vergi Sicil No. : .....

[illegible]

TOPLAM	225 € <sub>vat</sub>
--------	----------------------

ISKONTO |

ARA TOPLAM 225 Euro

KDV %...12..... 22,50 Euro

**GENEL TOPLAM** 243 Euro

**Yazı ile**

iki yıl  $\epsilon_{\text{eff}}$  Euro  $\epsilon_{\text{eff}}$  Cent <sup>50</sup>

\* Döviz olarak düzenlenen faturaların tahsilinde ödeme günkü serbest döviz satış kuru uygulanır.

\* 15 gün içinde ödenmeyen faturalara yasal en yüksek kredi faiz oranı uygulanır.

**FATURAYI HAZIRLAYAN**

**TESLİM EDEN****TESLİM ALAN**

İsim : ..... İsim : ..... İsim : Baş

İmza : ..... İmza : ..... İmza : .....

Διεύθυνση / Address:

V.A.T. REG. No./ AP. ΜΗΤΡΩΟΥ Φ.Π.Α.:  
T.I.C./Α.Φ.Τ.: Currency: EURO

Τηλ./ Tel.  
E-mail  
Web-site

Fax/Fax

## Sales Invoice

JOURNAL NO.: 10017672

B&S Europe  
Boulevard de la Woluwe 2  
VAT BE 0442.745.018  
B-1150, Brussels

ΑΡ. ΕΓΓΡΑΦΟΥ / DOC. REFERENCE IN10002089  
ΗΜΕΡ. ΕΓΓΡΑΦΟΥ / DOC. DATE 04/03/2020  
ΑΡ. ΣΕΛΙΔΑΣ / PAGE NO. 1/1  
ΑΡ. ΛΟΓΑΡΙΑΣΜΟΥ / ACCOUNT CODE 1221142  
ΥΠΟΛΟΙΠΟ ΣΤΙΣ / BALANCE AS AT 04/03/2020 12:09:16 210.00  
ΤΡΟΠΟΣ ΠΛΗΡΩΜΗΣ / M.O.P. CREDIT

ΚΩΔΙΚΟΣ BARCODE	ΠΕΡΙΓΡΑΦΗ DESCRIPTION	ΠΟΣ QTY	ΤΙΜΗ PRICE	ΛΙΑΝΙΚΗ RETAIL	ΑΞΙΑ VALUE	ΦΠΑ VAT	ΠΟΣΟ AMOUNT
COFFEE	COFFEE BREAK B - VAT Excl	50	4.00	4.00	4.00	T99	200.00
STFEVATEXCL	STANDARD FEE SERVICE CATERING - VATExcl	1	10.00	10.00	10.00	T99	10.00

ΣΥΝΟΛΟ ΠΡΟΪΟΝΤΩΝ / TOTAL ITEMS: 51

ΕΚΔΟΤΗΣ/ISSUER	ΑΝΑΛΥΣΗ ΦΠΑ / VAT ANALYSIS			ΣΥΝΟΛΑ ΤΙΜΟΛΟΓΙΟΥ / INVOICE TOTALS		
	ΦΠΑ VAT	ΑΞΙΑ ΕΜΠΟΡ. STOCK VALUE	ΠΟΣΟ ΦΠΑ VAT AMOUNT	ΑΡΧ. ΑΞΙΑ ORIG. VALUE	ΑΞΙΑ ΕΜΠΡ. GOODS VALUE	
ΠΑΡΑΛΗΠΤΗΣ/RECEIVER	T99	210.00		210.00		210.00
				ΠΟΣΟ ΦΠΑ / VAT AMOUNT		0.00
				ΟΛΙΚΟ ΠΟΣΟ / TOTAL AMOUNT		210.00
Ανάλυση / Ageing Analysis		0 - 30	31 - 60	61 - 90	91 - 120	120 +
		210.00				

ΣΗΜΕΙΩΣΕΙΣ / NOTES: Catering Offer\_22.02.2020, ACM S-XXX

BOOKING RESERVATIONS Bank Details:

IBAN:

SWIFT:

CATERING SERVICES Bank Details:

IBAN: I

/ SWIFT:

Τυπώθηκε στις / Printed at: 04/03/2020 12:03:26



# List of Supporting Documents





# LIST OF SUPPORTING DOCUMENTS

Budget Item		Necessary Supporting Document Before the Activity	Necessary Supporting Document after the activity
1. TRAVEL COSTS			
1.1	Air Travel	Name and travel dates of the individuals	Boarding Passes of the individuals
		Price demand from the agency	Pictures from the country/event attended
		Accordance with the approved budget	Electronic Tickets
			Pictures of the tickets
1.2	Accommodation	Name and accommodation dates of the individuals	Pictures from the country/event attended
		Price demand and room reservation with the venue	
		Accordance with the approved budget	Boarding Passes of the individuals (if applicable)
1.3	Per diem / Daily Allowance	Name and travel dates of the individuals	Boarding Passes of the individuals
			Certifications from the event (if applicable)
			Photos from the event
1.4	Travel by road/sea/ railway	Accordance with the approved budget	Ticket of the transportation
			Pictures from the country/event attended
			Filled in reimbursement form
1.5	Transportation - Taxi	Accordance with the approved budget	Receipt from the taxi company
			Note stating the name of the TAXI customers, location and or activity (attach or fix on the paper)
1.6	Transportation - Petrol reimbursement	Accordance with the approved budget	Petrol Reimbursement Form
			Invoice or cash slip showing the car plate number
1.7	Visa	Accordance with the approved budget	Passport Cover Page Scan
			Visa Page Scan
			Visa fee Receipts
1.8	Travel Insurance	Accordance with the approved budget	Travel Insurance Policy Paper
			Payment Proof
			Reimbursement Form
1.9	PCR/Anticor Tests	Accordance with the approved budget	Receipt of the payment
			Test results

Budget Item		Necessary Supporting Document Before the Activity	Necessary Supporting Document after the activity
<b>2. COSTS FOR ORGANISING OR PARTICIPATING IN EVENTS</b>			
2.1	Venue cost	Agenda of the activity/event	Participation List
		Mail Exchanges with activity/event venue	Pictures from the activity/event
		Accordance with the approved budget	Activity/event report
2.2	Catering	Mail exchanges with the catering company	Participation List
		Menu to be provided	Pictures from the activity/event
		Accordance with the approved budget	Activity/event report
3.3	Cost for exhibitions	Proposal / budget check	Photo/Invoice
2.4	Event participation	Accordance with the approved budget	Ticket of the transportation
		Relevant letters from the event	Registration page-document/ reimbursement form/ payment proof
2.5	Simultaneous Translation	Accordance with the approved budget	Attendance list of the event/activity
		Price demand, availability check and official order	Event Report
			Photos from the event
2.6	Written Translation cost	Accordance with the approved budget	Original document and the Translated document
		Price demand as per character/page, availability check and official order	
2.7	Supplies	List of the supplies to be purchased	Participation List
		Accordance with the approved budget	Pictures from the activity/event
		Price demand, availability check and official order	Activity/event report
			Pictures of the purchased items
2.8	Equipment Rental	Accordance with the approved budget	Photo of the rented equipment
			Relevant Outputs
			Attendance list of the event/activity (if applicable)
2.9	Membership to networks	Accordance with the approved budget	Registration page-document of
			Reimbursement form
			Payment proof
2.10	Association /Network establishment costs	Accordance with the approved budget	Cash receipts/invoices- reimbursement forms/ payment proofs
2.11	Phone Credit	Accordance with the approved budget	Reimbursement Form/cash receipt
2.12	Childcare services	Accordance with the approved budget	Photos from the event
		Relevant mailings/arrangements with the childcare	Attendance list of the event/activity

Budget Item		Necessary Supporting Document Before the Activity	Necessary Supporting Document after the activity
<b>3. COSTS FOR VIDEO PRODUCTION AND POST-PRODUCTION</b>			
3.1	Video Production	EUPSO'S approval of the produced video	Digital copy of the final approved version
		Accordance with the approved budget	
		Price demand, availability check and official order	
		Script of the production for precheck	

Budget Item		Necessary Supporting Document Before the Activity	Necessary Supporting Document after the activity
<b>4. DESIGN, PRODUCTION OR PRINTING OF VISIBILITY/COMMUNICATION/ PROMOTIONAL MATERIALS</b>			
4.1	Design cost	EU's official approval of the designs	Final approved design
		Accordance with the approved budget	
		Price demand, availability check and official order	
		Design options	
4.2	Printing costs - Book/Brochure/ leaflet/poster/ report	EU's official approval of the designs	Final approved design
		Accordance with the approved budget	Photo of the received items
		Price demand, availability check and official order	Official delivery receipt
		Mail exchanges with the printing company	
4.3	Printing costs - Roll up/flag	Accordance with the approved budget	Photo of the delivered Roll-up/flag
		Price demand, availability check and official order	Official delivery receipt
		Mail exchanges with the printing company	
4.4	Written Translation cost	Accordance with the approved budget	Original document and the Translated document
		Price demand as per character/page, availability check and official order	
4.5	Website design	Accordance with the approved budget	Final approved version of the website
		Price demand as per character/page, availability check and official order	Address of the website
			Contract with the supplier
4.6	Website update	List of the updates made	Final approved version of the website
		Accordance with the approved budget	
		Price demand, availability check and official order	
		Design options	
4.7	Domain name & Hosting Services	Accordance with the approved budget	Domain name purchase documents
			Reimbursement Form
4.8	Advertisement on TV	Accordance with the approved budget	Photos /videos of the advertisement/publication
		Price demand, availability check and official order	
		The dates of the advertisement/publication	

4.9	Advertisement/ boosting on social media	Accordance with the approved budget	Screenshots of the advertised/ boosted visual/post
		Price demand, availability check and official order	Reimbursement Form/cash receipt
		The dates of the advertisement/publication	
4.10	Advertisement on billboards	Accordance with the approved budget	Photos of the billboard of advertisement/publication
		Price demand, availability check and official order	
		The dates of the advertisement/publication	
4.11	Advertisement on print or media	Accordance with the approved budget	5 newspapers of the day(s) the advertisement was published
		Price demand, availability check and official order	
		The dates of the advertisement/publication	
4.12	The purchase and membership of digital tools	Accordance with the approved budget	Printout showing purchase/membership
			Reimbursement Form
4.13	The design and management of social media tools	Accordance with the approved budget	Names of the social media addresses
			List of the produced contents
4.14	Studies, research, evaluation and similar services	Proposal / budget check	Survey questionnaire, Survey, research, evaluation report, other outputs/ Invoice
4.15	Copyright	Proposal / budget check	Copy of the art/science piece /Invoice
4.16	Distribution Costs	Budget check	Distribution List /Invoice

Budget Item		Necessary Supporting Document Before the Activity	Necessary Supporting Document after the activity
<b>5. POOL OF EXPERTS SUPPORT</b>			
5.1	ACM Non-Key Experts	ToR/MoU with the expert	Timeset of the Expert
		CV of the expert	
		Approval of the Outputs by the beneficiary	Outputs of the Expert
		Fact checking of the TS	



# Tentative List of Providers



# GROW CIVIC TENTATIVE LIST OF PROVIDERS

The Civic Space team, following a tendering process, has compiled a pool of service providers and suppliers for you below.

Grow Civic purchasing principle seeks the “best value for money” and prioritizes working with suppliers respectful of human rights, labour rights, animal rights, and the environment.

In case the service/supply you need is not available in the list of providers, you can follow the special procedure explained in page 20 of the Grow Civic implementation guideline.

## 1.1. Travel and transportation expenses

### CONTACT DETAILS

#### **Pioppo Tourism (Flight Ticket)**

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 229 27 05

E-mail: mustafa.cerkezler@pioppotour.com

#### **Sun Rent a Car (Car Rental)**

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 227 23 03

E-mail: altan@sunrentacar.com

#### **İtimat Otobüs ve Nakliyat STİ. LTD. (Bus Rental)**

Location: Nicosia - Famagusta, northern part of Cyprus

Tel: 0090 533 851 06 67

E-Mail: sertanozal@gmail.com



## 2.1. Rental fees for venues

### CONTACT DETAILS

#### **Home for Cooperation - Meeting Room**

Location: Buffer Zone, Nicosia, Republic of Cyprus

Tel: 00357 22 44 57 40 / +90 548 834 5740

E-Mail: admin@home4cooperation.info

#### **Merit Hotel (Net A.Ş.) - Conference Room**

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 600 55 00

E-Mail: savas.celep@merithotels.com



### Kıbrıs Türk Ticaret Odası /

#### Turkish Cypriot Chamber of Commerce - Meeting Room

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 228 3760

E-Mail: zeliskaya@ktto.net

### Environmental Society of Lefka - Meeting Room

Location: Lefka, northern part of Cyprus

Tel: 0090 533 862 3925

E-Mail: ahizlicyprus@gmail.com

### Argonya Catering - Conference Room

Location: Lefka, northern part of Cyprus

Tel: 0090 542 863 17 60

E-Mail: argonya.ltd@gmail.com

### Mağusa Suriçi Derneği/Famagusta Walled City Association - Meeting Room

Location: Famagusta, northern part of Cyprus

Tel: 0090 533 876 31 18

E-Mail: serdaratai@yahoo.com

### Osman Ağa Kültür Evi - Conference Room

Location: Trikomo, northern part of Cyprus

Tel: 0090 542 855 72 80

E-Mail: eminesutcu@gmail.com



## 2.2. Catering costs

### CONTACT DETAILS

### Home Café

Location: Buffer Zone, Nicosia, Republic of Cyprus

Tel: 00357 22 44 57 40 / 0090 548 834 5740

E-Mail: cafe@home4cooperation.info



### **Canteen**

Location: Nicosia, northern part of Cyprus  
Tel: 0090 533 877 35 98  
E-Mail: enercagil@gmail.com

### **Grön Vegan Kitchen**

Location: Nicosia, northern part of Cyprus  
Tel: 0090 533 862 50 69  
E-Mail: gron.veganlife@gmail.com

### **Net Holding A.Ş. (Merit)**

Location: Nicosia, northern part of Cyprus  
Tel: 0090 392 600 55 00 / 0090 533 875 30 68/  
E-Mail: savas.celep@merithotels.com

### **Şefler Catering**

Location: Nicosia, northern part of Cyprus  
Tel: 0090 533 881 11 88  
E-Mail: dilek@seflerpastanesi.com

### **Osman Ağa Kültür Evi**

Location: Trikomo, northern part of Cyprus  
Tel: 0090 542 855 72 80  
E-Mail: eminesutcu@gmail.com

### **Argonya**

Location: Lefka, northern part of Cyprus  
Tel: 0090 542 863 17 60  
E-Mail: argonya.ltd@gmail.com



## 2.5. Translation and interpretation services

### CONTACT DETAILS

#### **CCI Ltd. (ENG-TR / TR-ENG)**

Location: Nicosia, northern part of Cyprus

Tel: 0090 542 889 94 40

E-Mail: ccicyprus@gmail.com

#### **Cyprus Translation Services (ENG-TR / TR-ENG)**

Location: Nicosia, northern part of Cyprus

Tel: 0900 533 869 09 72

E-mail: cim@europe.com / fatma\_tuna@yahoo.com

#### **Cacoon&Maya Agency (ENG-TR / TR-ENG)**

Location: Nicosia, northern part of Cyprus

Tel: 0090 533 876 90 60

E-Mail: serife.akman@gmail.com

#### **Irina Christodoulou Pipis (GR-ENG / ENG-GR)**

Location: Nicosia, Republic of Cyprus

Tel: 00357 22 51 04 72

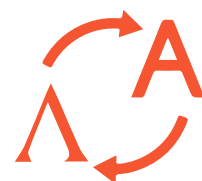
E-Mail: irinapipis@spidernet.com.cy

#### **Yiola Klitou (GR-ENG / ENG-GR)**

Location: Nicosia, Republic of Cyprus

Tel: 00357 99437963

Mail: yiolaklitou@cytanet.com.cy



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## 2.7. Stationary costs and other material costs (including artistic-related costs) related to event

### CONTACT DETAILS

#### **Saydam Berberoğlu ve Kardeşi Ltd.**

Location: Nicosia, northern part of Cyprus

Tel: 0090 542 858 03 02

E-Mail: s\_salih@hotmail.com



## 2.8. Equipment and furniture rentals (rental cost cannot exceed the 1/3 of the purchasing value of the relevant equipment/furniture)

### CONTACT DETAILS

#### **Major Music Centre Ltd.**

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 227 92 13

E-mail: [info@majorgorup.net](mailto:info@majorgorup.net)

#### **Denge Ltd.**

Location: Nicosia, northern part of Cyprus

Tel: 0090 533 846 98 21

E-mail: [gulcanyalinca@dengecons.org](mailto:gulcanyalinca@dengecons.org)



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## 3.1. Film, documentary, video shooting (e.g., montage, formatting, editing, mounting), radio programs, podcasts

### CONTACT DETAILS

#### **Strawberry Height Films**

Location: Nicosia, Republic of Cyprus

Tel: 00357 99 76 40 73

Mail: [contact@shfilms.net](mailto:contact@shfilms.net)

#### **Major Music Centre Ltd.**

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 227 92 13

E-mail: [info@majorgorup.net](mailto:info@majorgorup.net)

#### **Cacoön&Maya Agency**

Location: Nicosia, northern part of Cyprus

Tel: 0090 533 876 90 60

E-Mail: [serife.akman@gmail.com](mailto:serife.akman@gmail.com)



## 3.1 Photography

### CONTACT DETAILS

#### Sosyaliz Digital

Location: Nicosia, northern part of Cyprus

Tel: 0090 542 888 65 75

E-mail: info@sosyalizdigital.com

#### Foto Göksel

Location: Nicosia, northern part of Cyprus

Tel: 0090 542 850 02 02

E-mail: info@fotogoksel.com

#### Cacoon&Maya Agency

Location: Nicosia, northern part of Cyprus

Tel: 0090 533 876 90 60

E-Mail: serife.akman@gmail.com

#### Sim TV

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 225 7991

E-Mail: reklam@simradyo.com



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## 4.1. Design costs

### CONTACT DETAILS

#### Cypdes Factory Advertising Ltd.

Location: Famagusta, northern part of Cyprus

Tel: 0090 392 366 99 19 / 0090 542 852 11 06

E-mail: selmacypdes@gmail.com

#### Mizu Design Studio

Location: Kyrenia, northern part of Cyprus

Tel: 0090 392 815 95 22 / 0090 533 841 33 97

E-mail: info@mizudesign.net

### **Sosyaliz Digital**

Location: Nicosia, northern part of Cyprus

Tel: Tel: 0090 542 888 65 75

E-mail: info@sosyalizdigital.com

### **Cacoon&Maya Agency**

Location: Nicosia, northern part of Cyprus

Tel: 0090 533 876 90 60

E-Mail: serife.akman@gmail.com



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## 4.2. Printing costs

### CONTACT DETAILS

#### **Okman Printing Ltd.**

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 225 42 47

E-Mail: okmanprinting@gmail.com

#### **ErReklam Ltd.**

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 225 26 23

E-Mail: deniz@erreklam.net

#### **Kibrista Promosyon**

Location: Nicosia, northern part of Cyprus

Tel: 0090 548 886 93 46

E-Mail: info@kibristapromosyon.com

#### **Sapo Printing Ltd.**

Location: Nicosia, Republic of Cyprus

Tel: 00357 22 48 83 00

E-Mail: sapo@globalsoftmail.com



## 4.5. Advertisement costs

### CONTACT DETAILS

#### **YeniDüzen Gazetesi**

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 225 66 58/9

Mail: web@yeniduzen.com

#### **BRTK**

Location: Nicosia, northern part of Cyprus

Tel: 0090 392 22 54 914

E-Mail: brtkreklamlar@gmail.com



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## 4.6. Website costs (e.g., database, design, hosting)

### CONTACT DETAILS

#### **Leank Business Solutions**

Location: Nicosia, northern part of Cyprus

Tel: 0090 533 874 55 55

E-Mail: turkan@leank.co

#### **Cacoon&Maya Agency**

Location: Nicosia, northern part of Cyprus

Tel: 0090 533 876 90 60

E-Mail: serife.akman@gmail.com

#### **Sosyaliz Digital**

Location: Nicosia, northern part of Cyprus

Tel: 0090 542 888 65 75

E-mail: info@sosyalizdigital.com



## 4.8. Design and management of digital and social media tools

### CONTACT DETAILS

#### **Sosyaliz Digital**

Location: Nicosia, northern part of Cyprus

Tel: 0090 542 888 65 75

E-mail: [info@sosyalizdigital.com](mailto:info@sosyalizdigital.com)

#### **Social Mania**

Location: Nicosia, northern part of Cyprus

Tel: 0090 533 850 02 27

E-mail: [batu@batuazizoglu.com](mailto:batu@batuazizoglu.com)

#### **Cacoon&Maya Agency**

Location: Nicosia, northern part of Cyprus

Tel: 0090 533 876 90 60

E-Mail: [serife.akman@gmail.com](mailto:serife.akman@gmail.com)





# Pool of Experts Mobilisation Process





# Step-by-Step Grow Civic Experts' Mobilisation Process

Following the approval of the Grow Civic request for support, when and if you need an expert for supporting your action, the following steps will be followed:

- 1. You must draft a Terms of Reference (See Annex 16 of the Implementation Guideline) and submit it to the team by e-mail or through the MIS.** The ToR to be submitted should include at least the following information: the Grow Civic code of your supported action, the aim and scope of the mission, the name of the activity or activities that the expertise is required for, the required thematic and capacity qualifications for the expert, the time, duration and place of mission and the outputs/deliverables foreseen.
- 2. The Civic Space team will review the ToR, check your request for support form to see if there are any discrepancies.** If needed, the team will make revisions and/or corrections on the ToR and/or contact you for clarifications.
- 3. The Civic Space will either approve or reject your request by notifying you via e-mail or the MIS. If your expert's support request is approved, you will be provided with the names and CVs of experts with relevant qualifications.**
- 4. You will be expected to review the CVs provided to you, if needed you will make interviews with them, and inform the Civic Space team with the name expert you would like to get support from.**
- 5. If the Pool of Experts does not include any expert with the required qualifications, the Civic Space team will ask you to provide the name and the CV (in the required format) of the expert you would like to work for.** The CV template will be provided to you by the team.
- 6. Civic Space team will present this CV and the Terms of Reference (ToR) of the mission, to the approval of the EU Programme Manager.**

7. Following the selection (step 5 above) or approval (step 6 above) of the expert, Civic Space will make a contract with the relevant expert and inform you that you can start the expert's mission.

**8. You will be responsible for overseeing that the expert is providing the services and outputs/deliverables foreseen in the ToR.** If any problems occur during the mission with the expert, you must immediately notify the Civic Space team by e-mail or through the MIS.

**9. You will be responsible to check the monthly timesheet(s), the outputs produced, and the mission or final reports provided by the expert, to ensure the information and the number of days provided are accurate.** If you see any discrepancies, you must immediately notify the Civic Space team by e-mail or through the MIS.

10. The timesheets and reports are all subject to approval of the Civic Space, and the EU Programme Manager. The outputs are subject to approval of the Civic Space.

**11. The payment will be made directly to the expert by the Civic Space team or by B&S Europe,** against approved timesheets, outputs and reports, and an invoice issued by the expert directly to B&S Europe (Civic Space Project consortium leader).



# Terms of References



# TERMS OF REFERENCES

## Grow Civic Support Number and Name of Acon

### Name of this assignment:

#### 1. Aim and scope of the assignment

Describe the context, the aim and the tasks to be undertaken in order to achieve the aim. Describe the aims and objectives of your action in summary and also add the aims and objectives of the specific assignment in which the expert will be working on.

#### 2. Deliverables/ results:

Make a list of and describe the final deliverables (products) that the expert is requested to provide (e.g., a brief desk-top study on legal framework around gender equality in the northern part of Cyprus).

#### 3. Location of assignment

List the places where the expert needs to work. Also add if the expert will be required to work home-based or in an office/venue being physically available)

#### 4. Indicative timing and experts' days for the assignment

Explain and the number of days the expert should spend on the tasks accompanied by a timeline. Also add if the expert will be required to work on bank holidays or weekends.

#### 5. Qualifications and specific experience of the expert

- Education (e.g., University degree on x issue)
- Skills
- Thematic Experience (e.g., x years of experience on gender equality)
- Capacity building experience (e.g., x years of experience on meeting facilitation or on advocacy or on legal framework)

#### 6. Supervision of the NKEs

Name the person in your organisation the expert will be accountable to.



# Timesheet of Fees / Perdiems



Company/Expert name:  
Contact Number:  
Project Title:  
ACM Action Number:  
Expert Position:

TIMESHEET of FEES/PERDIEMS							
Period:							
Day	Day of the week	Public holiday	Public worked	Perdiems	Controle	Place of performance	Description of activities performed
1	Monday						
2	Tuesday						
3	Wednesday						
4	Thursday						
5	Friday						
6	Saturday						
7	Sunday						
8	Monday						
9	Tuesday						
10	Wednesday						
11	Thursday						
12	Friday						
13	Saturday						
14	Sunday						
15	Monday						
16	Tuesday						
17	Wednesday						
18	Thursday						
19	Friday						
20	Saturday						
21	Sunday						
22	Monday						
23	Tuesday						
24	Wednesday						
25	Thursday						
26	Friday						
27	Saturday						
28	Sunday						
29	Monday						
30	Tuesday						
TOTAL							



# Final Report



# GROW CIVIC FINAL REPORT

Action Reference Number	
Name of Contact Person	
Address	
Primary E-mail	
Secondary E-mail	
Phone Number	
Mobile Phone Number	
Mobile Phone Number	
Name of CSO (if relevant)	
Name of Partner(s) (if relevant)	

**1. Please provide brief information about activities conducted with the Grow Civic Support** (i.e. name, place, participants, date and any other important information about the activity). Please refer to your Annex 1 (Action Plan). You are more than welcome to add photos, participant lists, or any other form of supporting documentation to this report.



**2. Please provide information about the outcomes/results achieved by the Action implemented with Grow Civic support?** Please refer and compare the outcomes/results achieved with those that were foreseen in your request form.

**3. Which target groups directly or indirectly benefited from the Action?** (e.g. any beneficiary group, duty-bearers, institutions, organizations, individuals). Please refer to the target groups mentioned in your request form and add others if not initially foreseen and quantify as much as possible.

**4. In which ways did Grow Civic support contribute to your action, your capacity or your field of work?**

**5. Please explain if and how the action contributed to any of the targets mentioned on the following targets.** Please refer to the targets selected in your request form and explain how the action contributed to them. You can also select other targets if the Action contributed to any additional targets that you have not foreseen in your request form.

Targets	Please Check If Relevant	Explanation
Increase accountability and visibility of CSOs including measures to support enabling environment		
Human Rights and Democracy promotion including citizens' involvement in policy dialogue, design and monitoring		
Expansion of citizen networks and/or support to voluntarism		
Reconciliation, dialogue, closer relationship and trust between Turkish Cypriot and Greek Cypriot communities		
Involvement of / Support to disadvantaged groups and/or people from rural areas		
Civil society-public sector and/or civil society-private sector cooperation and dialogue		
Mutual learning, co-learning and experience sharing		

**6. Provide a list of any visibility and/or printed materials/documents developed and created in your action.** Please also provide one copy of these materials/documents to Civic Space as annexes. Any material/document printed should be presented in hard-copy format and others as soft-copy format.

**7. Did you experience any problems or challenges at any stage of Grow Civic support?** (i.e. prior to making request, during request and eligibility check, implementation). If yes, please briefly explain.

**8. What are your recommendations to improve the Grow Civic In-Kind Support Programme?**

**9. Can you share a story, a message, a quotation, or any other piece of experience from the action, which in your opinion symbolizes its aims and its spirit?** (Please note the information you provide under this question might be used by Civic Space to communicate and disseminate the results of your action supported by Grow Civic)

**10. Any other issue you would like to share with us.**