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# European Union Sivil Düşün Programme Request for Support (RfS) Guideline

## Table of Contents

1. About the Programme .....	2
2. Who can ask for support? .....	3
3. Important information prior to requesting support .....	4
4. Sivil Düşün support categories .....	5
4.1 Event/Meeting Support .....	5
4.2 Organisational Support .....	6
4.3 Mobility and Networking Support .....	7
4.4 Advocacy and Campaign Support .....	8
4.5 Communication Support .....	9
5. Expert Support .....	10
6. Regions, working fields and organisations with specific quotas .....	10
7. Tools of Request for Support .....	13
7.1 Sivil Düşün Management Information System (MIS) .....	13
7.2 ACM Hotline .....	13
8. Request for Support .....	14
9. Compliance Check .....	14
10. Contact details .....	15





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## 1. About the Programme

The European Union Sivil Düşün Programme (Sivil Düşün) was launched by the Delegation of the European Union to Turkey in 2012 to support **rights-based actions** of activists, civil society organisations and networks and platforms in Turkey. Of various tools under Sivil Düşün, Active Citizenship Mechanism (ACM) was the one to provide in kind support to activists and CSOs. With the other grant/support opportunities under Sivil Düşün being discontinued, ACM is the only tool to continue supporting civil society today.

The Sivil Düşün programme was designed to offer innovative and flexible technical assistance to civil society organisations and to citizens who are active in their communities. Sivil Düşün primarily aims to strengthen the structures and values of participatory democracy, and in this sense the programme is open to all activities that strive to contribute to the strengthening of democratic values, equal opportunity and transparency.

The initial phase of the programme (service contract) began on the 22 November 2012 for a duration of 48 months. The second phase began on 1 June 2018 and lasted 27 months (with a three-month extension), finalised on 31 May 2018. The third phase was developed based on assessment and recommendations from the final evaluation of the initial phase, as well as on extensive consultations with relevant stakeholders. It is currently on going (1 June 2018- 28 February 2020) and is expected to conclude without additional extensions.

Rights-based approach is extensive in scope, encompassing fundamental social, economic and cultural human rights and liberties, including animal and environmental rights. Rights-based action includes all the conducts and actions focused on the development of rights; from lobbying and advocacy, enabling the recognition of a right, to the provision of emergency action plans for people deprived of a right. Sivil Düşün supports the activities that are either designed with a rights-based approach or implemented by rights-based individuals/CSOs.





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The main objectives of Sivil Düşün are as follows:

- To support rights-based events of civil society organisations and activists
- To strengthen advocacy and monitoring skills of civil society organisations and activists
- To develop civil society organisations' and activists' networking and cooperation actions within Turkey and/or between Turkey and EU countries, EU candidate countries, and European Neighbourhood Instrument (ENPI)<sup>1</sup> countries
- To enhance civil society organisations' organisational and fundraising capacities
- To strengthen communication and awareness raising capacities of civil society organisations and activists

## 2. Who can ask for support?

Sivil Düşün has been designed to support individuals and organisations residing in Turkey, EU members, candidate countries, and European Neighbourhood Instrument (ENI) countries whose work supports civil society in Turkey:

- Activists<sup>2</sup>
- Civil society organisations, including:
  - Associations
  - Foundations
  - Non-profit cooperatives
  - Civil society networks and platforms
  - Civil initiatives
  - City councils<sup>3</sup>
  - Labour Unions
  - Non-profit companies
  - Rights-based commissions of bar associations
  - Civil society units of universities or centres of universities working in fields of rights<sup>4</sup>

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<sup>1</sup> Germany, Albania, Austria, Azerbaijan, United Kingdom, Belarus, Belgium, Bosnia Herzegovina, Bulgaria, Algeria, Czech Republic, Denmark, Armenia, Estonia, Morocco, Palestinian Regional Authority, Finland, France, Georgia, Croatia, The Netherlands, Ireland, Spain, Israel, Sweden, Switzerland, Italy, Iceland, Montenegro, Cyprus, Kosovo, Latvia, Libya, Lithuania, Lebanon, Luxembourg, Hungary, Macedonia, Egypt, Malta, Moldova, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Syria, Tunisia, Ukraine, Jordan, Greece.

<sup>2</sup> Active individuals who participate actively and voluntarily in decisions affecting the society and who question public policies, implementations and civil society activities in terms of equality, participation, diversity and social justice.

<sup>3</sup> City councils which are independent legal entities founded under municipalities are amongst the civil actors who can apply to the programme.

<sup>4</sup> Universities' human rights and civil society units/centres RfS will be deemed fitting only on condition that they contribute to the civil society in Turkey.



### 3. Important information prior to requesting support

- Sivil Düşün is not a grant scheme programme but rather an in-kind support programme; Sivil Düşün supports civil society **not in the provision of cash support, but rather support in-kind**.
- The actions supported by Sivil Düşün originate from requests made by activists and CSOs. In this respect, Sivil Düşün Technical Assistance Team only undertakes a facilitator role in terms of the logistical arrangements. For budgets that have been approved through the program, Sivil Düşün makes payments directly to the third parties/suppliers.
- Sivil Düşün operates on a first-come first-served basis. Thus, all requests for support received by the TAT will go through the compliance check process in the order the request was received.
- Sivil Düşün call for support are open for as long as there are enough resources for allocation and the capacity of Technical Assistance Team is not exceeded.
- Additional information on implementation procedures are provided to request owner of (compliant) requests for support (RfS). Sivil Düşün recommends that request owner review the implementation documents and procedures before requesting support so as to properly inform the RfS. Request owner may find the implementation guideline here >>  
<http://sivildusun.net/destekler/>
- Maximum financial support for each category is **5.000 Euros**.
- During the 2018-2020 period, each request owner can request support more than once and to more than one of the five support categories listed below, but can receive **10.000 Euros** maximum in-kind support.<sup>5</sup>
- The TAT will be able to increase the limit 25% for exceptional needs.
- The program does not support profit-oriented, academic, commercial, political activities and scholarship demands.
- Published outputs of the actions have to be non-commercial products or products free of personal or political interest.
- Legal entities can however, sell films, books and other printed/visual materials within the framework of their RfS for fundraising purposes.
- The planned activities in the RfS should initiate within 6 months starting from the date of application.

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<sup>5</sup> A request for up to 25% increase in the maximum support amount of 5.000 Euros could be considered by Sivil Düşün Technical Assistance Team in specific cases (increasing needs due to changing political agenda, extra unforeseen resources required for the maximum efficiency of the support, etc.) as long as it is duly justified.

## 4. Sivil Düşün support categories

Sivil Düşün supports civil society under five categories:

- 4.1 Event/Meeting Support
- 4.2 Organisational Support
- 4.3 Mobility and Networking Support
- 4.4 Advocacy and Campaign Support
- 4.5 Communication Support

### 4.1 Event/Meeting Support

This category has been designed for activists and CSOs' advocacy, networking, cooperation and strengthening activities. Event/Meeting Support includes organising meetings, trainings, conferences, and seminars about networking, training and advocacy activities.

*This support category is available for support requests of **activists and CSOs**.*

Event/Meeting Support package includes the below in-kind support:

- Rental fees for venues
- Catering and coffee break
- Travel
- Accommodation<sup>6</sup>
- Daily allowance<sup>7</sup>
- Stationery costs<sup>8</sup>
- Translation<sup>9</sup>
- Interpretation (Simultaneous or consecutive)
- Renting of equipment<sup>10</sup>
- Design of visibility materials
- Editing of visibility materials
- Printing of visibility materials
- Dissemination of visibility materials
- Expert support<sup>11</sup>

<sup>6</sup> Accommodation costs cover bed & breakfast only.

<sup>7</sup> Allowance per day: 10 Euros for domestic travel, 40 Euros for international travel.

<sup>8</sup> Stationery costs cover those required during meetings. I.e. name badge, post-its, pens, flipcharts, board markers etc.

<sup>9</sup> Purchasing costs cover the translation of reports, brochures etc. to be used or disseminated during an event.

<sup>10</sup> Purchasing costs of equipment are not eligible costs. Furthermore, the total rental cost of an equipment that is compensated by Sivil Düşün should not exceed the amount of average purchasing cost of this equipment.

<sup>11</sup> Covers the fee costs for an expert from Sivil Düşün Pool of Experts providing expertise on various capacity development activities for civil society. (i.e facilitators, trainers in various fields, etc.). The budget for expert support is not included in the 5.000 Euro maximum budget limit and all costs of the experts are covered separately by Sivil Düşün.

## 4.2 Organisational Support

This support category has been designed to support especially grassroots organisations' and disadvantaged groups' capacity building activities. The support includes strengthening activities of coordination and planning between civil society organisations' branches/centres/units as well as intra-organisational capacity building activities of civil society organisations.

***This support category is available only for RfS of CSOs. Support requests made by activists for this category will not be eligible.***

Organisational Support includes in-kind support as below:

- Rental fees for venues
- Catering and coffee break
- Travel
- Accommodation<sup>12</sup>
- Daily allowance<sup>13</sup>
- Translation
- Interpretation (Simultaneous or consecutive)
- Operational costs\* (rental fees of CSO offices including internet, telephone, monthly dues and utility bills)
- Expert support<sup>14</sup>

\* **Note:** CSOs that wish to receive support for office rent and operational expenses need to present an activity plan calendar and a strategic plan document that guarantees financial sustainability during the period of support. CSOs that need support at the fields of organisational sustainability, establishing activity and strategic plans, fundraising, stakeholder management, and volunteering, are generally recommended to seek expert support from Sivil Düşün's pool of experts. **Among the CSOs requesting office rental and administrative support, those that haven't received rental support previously from Sivil Düşün or another funding source and those that have not run a major project will be prioritised.**

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<sup>12</sup> Accommodation costs cover bed & breakfast only.

<sup>13</sup> Allowance per day: 10 Euros for domestic travel, 40 Euros for international travel.

<sup>14</sup> Covers the fee costs for an expert from Sivil Düşün Pool of Experts providing expertise on various capacity development activities for civil society. (i.e facilitators, trainers in various fields, etc.). The budget for expert support is not included in the 5.000 Euro maximum budget limit and all costs of the experts are covered separately by Sivil Düşün.

### 4.3 Mobility and Networking Support

This category was designed to support rights-based networking activities among Turkey, EU members & candidate countries and European Neighbourhood Instrument (ENPI) countries, including networking & collaborating activities, study visits, research for good examples, job shadowing (mutual learning actions) and participating in events at national level.

*This support category is available for support requests of **activists and CSOs**.*

Mobility and Networking Support includes in-kind supports below:

- Domestic and international travel
- Domestic and international accommodation<sup>15</sup>
- Daily allowance<sup>16</sup>
- Event participation fees
- Membership fees to networks
- Passport costs<sup>17</sup>
- Visa fees<sup>18</sup>
- Foreign travel insurance
- Departure fee
- Translation
- Interpretation (Consecutive)<sup>19</sup>
- Expert support<sup>20</sup>

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<sup>15</sup> Accommodation costs cover bed & breakfast only.

<sup>16</sup> Allowance per day: 10 Euros for domestic travel, 40 Euros for international travel.

<sup>17</sup> Only the costs of one-year regular passports will be covered by Sivil Düşün.

<sup>18</sup> The responsibility of visa procedures is to be borne by the request owners. Sivil Düşün TAT only reimburses the visa costs.

<sup>19</sup> When the need for consecutive interpretation arises within the context of Mobility and Networking support, request owners are expected to work with volunteer interpreters. The travel, accommodation, etc. expenses of the volunteer the request owners want to work with will be provided by Sivil Düşün.

<sup>20</sup> Covers the fee costs for an expert from Sivil Düşün Pool of Experts providing expertise on various capacity development activities for civil society. (i.e consultant at the fields of rights-based work, advocacy, networking). The budget for expert support is not included in the 5.000 Euro maximum budget limit and all costs of the experts are covered separately by Sivil Düşün.

## 4.4 Advocacy and Campaign Support

This support category was designed to support activists and CSOs to manage their campaigns and their advocacy actions, as well as to strengthen their actions with visual tools.

*This support category is available for the support requests of **activists and CSOs**.*

Advocacy and Campaign Support package includes the in-kind supports below:

- Website design, software and management
- Purchasing and membership fees of digital tools<sup>21</sup>
- Design and management of digital and social media tools
- Domain and hosting
- Advertisement
- Design of visibility materials
- Editing of visibility materials
- Printing of visibility materials
- Dissemination of visibility materials
- Video production and post-production
- Renting of equipment<sup>22</sup>
- Translation
- Travel
- Accommodation<sup>23</sup>
- Daily allowance<sup>24</sup>
- Expert support<sup>25</sup>

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<sup>21</sup> Database, cloud, design and project management programmes etc.

<sup>22</sup> Purchasing costs of equipment are not eligible costs. Furthermore, the total rental cost of an equipment that is compensated by Sivil Düşün should not exceed the amount of average purchasing cost of this equipment.

<sup>23</sup> Accommodation costs cover bed & breakfast only.

<sup>24</sup> Allowance per day: 10 Euros for domestic travel, 40 Euros for international travel.

<sup>25</sup> Covers the fee costs for an expert from Sivil Düşün Pool of Experts providing expertise on various capacity development activities for civil society. (i.e consultant at the fields of rights-based work, advocacy, networking). The budget for expert support is not included in the 5.000 Euro maximum budget limit and all costs of the experts are covered separately by Sivil Düşün.



## 4.5 Communication Support

Communication support was designed to contribute to the identity formation of activists and CSOs, as well as to increase the visibility of organisations, particularly grassroots organisations.

*This support category is available for support requests of **activists and CSOs**.*

Communication Support package includes in-kind supports below:

- Website design, software and management<sup>26</sup>
- Purchasing and membership fees of digital tools<sup>27</sup>
- Design and management of digital and social media tools
- Domain and hosting
- Advertisement
- Design of visibility materials
- Editing of visibility materials
- Printing of visibility materials
- Dissemination of visibility materials
- Video production and post-production
- Renting of equipment<sup>28</sup>
- Translation
- Expert support<sup>29</sup>

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<sup>26</sup> The request owners who took support for their websites' design, software and management from Sivil Düşün before, will not be eligible for the renewal of that activity throughout 2018-2020 period.

<sup>27</sup> Database, cloud, design and project management programmes etc.

<sup>28</sup> Purchasing costs of equipment are not eligible costs. Furthermore, the total rental cost of an equipment that is compensated by Sivil Düşün should not exceed the amount of average purchasing cost of this equipment.

<sup>29</sup> Covers the fee costs for an expert from Sivil Düşün Pool of Experts providing expertise on various capacity development activities for civil society. (i.e trainer at the fields of corporate identity building, design etc.) The budget for expert support is not included in the 5.000 Euro maximum budget limit and all costs of the experts are covered separately by Sivil Düşün.

## 5. Expert Support

- Sivil Düşün pool of experts aims to connect experts in specialised fields with activists and CSOs in need of specific expertise.
- Activists and CSOs can seek support of experts in various fields, including: **trainers for capacity building activities, communications experts, moderators or facilitators for events and meetings, field researchers and experts in conducting surveys, medical and legal consultants, monitoring and evaluation experts, counselling experts, and interpreters.**
- Activists and CSOs seeking support can pick the “**expert support**” budget item and define the length and field of requested expertise (i.e. strategic planning training for 2 days).
- There are over 300 experts listed in Sivil Düşün pool of experts available to support the work of activists and CSOs. In the case an RfS is found compliant, TAT gets in touch with the request owner to work on the list of available experts and help the request owner decide.

## 6. Regions, working fields and organisations with specific quotas

The support categories of the programme for 2018-2020 period have been restructured following a group of consultative meetings and focus groups with activists and CSOs.

Sivil Düşün aims to provide priority support for those regions, CSOs and thematic fields that received less support under the 2016-2018 programme through a quota system.

With this priority quota system, additional info-day meetings will be held targeting city councils in the subject area, and regions along with trainings delivered on **rights-based work, active participation and civil society. Capacity building trainings and info-day meetings** are announced separately.

Seats are made available for the following groups:

- Labour unions
- City councils
- Grassroots and local organisations in Black Sea Region
- Grassroots and local organisations in Eastern Anatolia Region
- Grassroots and local organisations working on cultural, minority & urban rights

Sivil Düşün foresees the support of 440 RfS under Sivil Düşün during the 2018-2020 period. The specific quotas allocated for these groups (the total number of RfS to be supported through quotas) listed above can be found in the table below along with the relevant training topics targeting each specific group:

Target Group	Training Titles	Total RfS Planned to be Supported*
Grassroots and local CSOs in <b>Black Sea Region</b>	Rights-based approach, civil society and active participation	<b>30</b>
Grassroots and local CSOs in <b>Eastern Anatolia Region</b>	Rights-based approach, civil society and active participation	<b>30</b>
Grassroots and local CSOs working on <b>cultural, minority &amp; urban rights</b>	Rights-based approach, participation, campaign and advocacy	<b>45</b>
<b>City councils</b>	Rights-based approach, civil society, public-civil society cooperation	<b>15</b>
<b>Labour unions</b>	No trainings are expected to be delivered	<b>10</b>
	<b>Total:</b>	<b>130 RfS</b>

\* TAT recommends that activists and CSOs wishing to apply via the quota to complete their support requests following their participation in the trainings. The number of RfS to be supported under each title is not limited to the numbers above.

### **Black Sea and Eastern Anatolia Regions**

Regions quota prioritises RfS from Black Sea Region and Eastern Anatolia Region; these regions have the lowest number of RfS that were received by Sivil Düşün during the 2012-2018 period. This regional priority is designed to protect local and grassroots CSOs<sup>30</sup> from the strong competitive atmosphere for funds at the national level; empower them in terms of rights-based approach and work; and contribute to the work of activists and CSOs at the local level. It aims to encourage the active participation of CSOs in decision making mechanisms; strengthen cooperation between civil society and public & private sector as well as other actors of civil society; network with EU member, candidate and ENI countries; and contribute to local and regional humanitarian and social development.

<sup>30</sup> Please see Annex 12-E Key Concepts of Sivil Düşün for the explanation of the terms “grassroots organisation” and “local organisation”.



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### **Cultural, minority & urban rights**

According to European Union policy documents and international agreements, cultural rights are defined in the framework of participating in and access and contributing to cultural life.<sup>31</sup> The Copenhagen Criteria aims at recognising, protecting and mainstreaming cultural rights and freedoms, as well improving of the relevant legislative framework in Turkey. This quota aims to support advocacy RfS on the right to artistic expression and publishing, copyrights for cultural products, cultural memory, protection of cultural heritage, fighting discrimination and social inclusion, work on endangered languages and cultures, protection and improvement of cultural diversity (religious, linguistic, folkloric, sportive, cuisine culture etc.<sup>32</sup>) as well as the geographic indication of cultural products, inclusion of disadvantaged groups in cultural life and enabling their access, intercultural dialogue work at the national and international level.

### **City Councils<sup>33</sup>**

City councils are independent legal entities founded under municipalities are included in the category of civil actors who are eligible to apply to the programme. Acceptable areas for support include city council activities that encourage active participation in decision making mechanisms, social gender equality, equal service delivery, and equal access to public services. RfS from public officials made on behalf of the city council are not eligible; public officers can benefit from the European Union Sivil Düşün Programme only if they are on paid or unpaid leave as activists.

### **Labour Unions**

This specific quota aims to implement the Copenhagen Criteria, strengthening of legislation pertaining to unions, and addressing the needs of unions as stated in European Commission's 2017-2018 Progress Report. This is met through the development of unions' dialogue with public and private sector. Under this quota Sivil Düşün will support RfS that support areas such as the development of membership policies of unions, carry out sectoral research, raise awareness on unionisation, fight illegal employment, increase workplace safety and security.

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<sup>31</sup> See Universal Declaration of Human Rights, The International Covenant on Economic, Social and Cultural Rights, Decisions of European Court of Human Rights and European Commission Turkey Progress Report for the explanation of the terms "cultural rights"

<sup>32</sup> The compliant actions under this topic should be covering the themes of sustainable development and protection of species.

<sup>33</sup> For reference, please see Municipal Law nr. 5393 and City Council Regulation nr. 26313. <http://www.resmigazete.gov.tr/eskiler/2006/10/20061008-5.htm>



## 7. Tools of Request for Support

- Users can request support online through Sivil Düşün Management Information System MIS ([mis.sivildusun.net](http://mis.sivildusun.net)). After the RfS is completed and delivered to Sivil Düşün, “received info” will be automatically sent to the request owners’ e-mail addresses registered in MIS.
- Users can request assistance from ACM Hotline if they encounter a problem in completing their RfS online. In cases the problem continues, they can request support by mailing **basvuru@sivildusun.eu**.
- Request owners who do not have access to technical tools and/or internet can fill the RfS form by hand and send it by cargo.

### 7.1 Sivil Düşün Management Information System (MIS)

- In order to register for the MIS, please enter [mis.sivildusun.net](http://mis.sivildusun.net) and click on the “Registration” button.
- MIS users should renew their passwords once in three months for the reasons of security and data protection.
- All MIS users are obliged to approve the document titled “Sivil Düşün Enlightening Information on Processing and Transfer of Personal Data” and accept the processing of their personal data when logging in the MIS. The relevant text is automatically presented to the users when registering to the MIS.
- Click the link below to reach the “How-to” videos about MIS and RfS process (with explanation in Turkish): (<http://bit.ly/mis-kullanım-videolari>)
- Sivil Düşün TAT may send surveys to the request owners of compliant and/or non-compliant requests periodically. Your participation in these surveys would contribute to measuring the impact of the programme and its development.

### 7.2 ACM Hotline

- All activists and CSOs who want to apply to Sivil Düşün can get help from the ACM Hotline. (ACM Hotline Guideline and promotional videos will be uploaded as web links)
- The ACM Hotline can be contacted on Monday, Tuesday, Wednesday and Thursday between 09:30 and 12:00 by phone, by making an appointment for face to face meetings. Additionally, the ACM Hotline is open to e-mail, MIS, social media tools and through its website<sup>34</sup>.

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<sup>34</sup> See Annex 12-G ACM Hotline Guideline for detailed information regarding the Hotline.

## 8. Request for Support

- Requests for support can be made in Turkish, English, Kurdish, or in other languages, if needed.
- Regardless of the request method, all RfS received are listed chronologically and checked for compliance in the same manner. **There is no “emergency RfS” possibility within the scope of Sivil Düşün.**
- During periods of heavy demand, Sivil Düşün TAT can limit the RfS and implementation of multiple RfS from a single request owner, allowing only one RfS to be implemented at a time. This measure aims to allow all activists and CSOs an equal chance of receiving Sivil Düşün support.

## 9. Compliance Check

- Sivil Düşün is not a grant scheme programme, but as mentioned above, is an in-kind support programme. Therefore, bureaucratic processes and evaluation procedures of grant scheme programmes are not applied during the compliance check procedures of the RfS. RfS will be assessed based on Sivil Düşün priorities (see the Key Concepts Document). If necessary, the TAT will provide guidance to improve the RfS.
- Compliance check will be handled in three stages. In the first and second stages, RfS are checked by **independent experts** based on compliance criteria. In the last stage, RfS are checked and finalised by the TAT in terms of budget, category and outcomes (for detailed information, see Annex 12-D ACM Compliance Check Form).
- In the last stage of the compliance check, the TAT may ask activists and CSOs for additional documents and information.
- Request owner will be informed via MIS **within 45 days after the submission of its RfS, within 60 days at the latest<sup>35</sup> if the RfS needs revision following the notification by the TAT.**
- Request owners can access the compliance check feedback and results via MIS. In case requested, the feedback and results can be sent to the request owner via e-mail. The request owner has the right to object to the compliance check feedback and results. For objections, the request owners can send an e-mail to [yardimmasasi@sivildusun.eu](mailto:yardimmasasi@sivildusun.eu).
- When the RfS is returned with the request of revision, the TAT will repeat a compliance check if the request owner submits the necessary revision within 10 work days.
- The TAT has the right to make changes to RfS regarding exact type and level of support, including by checking the number of compliant RfS under each support category parallel to ongoing TAT support activities.
- Owners of non-compliant requests can reach the ACM Hotline to improve their RfS.
- Sivil Düşün support will be available throughout the entire programme as long as **the TAT’s implementation capacity is not exceeded and financial resources are available.**

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<sup>35</sup> The TAT will get in touch with the request owners to enable the quickest feedback.



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## 10. Contact details

### EUROPEAN UNION SİVİL DÜŞÜN PROGRAMME

**Address:** Sivil Düşün Project Office  
Barbaros Mah. Güniz Sok. 32/9 06700 Çankaya/Ankara  
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[instagram.com/sivildusun](https://instagram.com/sivildusun)

Please send any questions, recommendations or complaints to [yardimmasasi@sivildusun.eu](mailto:yardimmasasi@sivildusun.eu)

