



CALL for proposals

Core focus of the Call:	To support measures dedicated to the presentation of contemporary art and culture and its diversity
Project Applications shall be delivered by:	14.8.2015
Grant per project:	EUR 50,000 – 200,000
Project start date (estimated)	1.10.2015
Project completion date:	30.4.2016
Provider:	Programme Operator – Government Office of the SR
Funding:	EEA Financial Mechanism 2009 - 2014 State Budget of the SR
Programme:	SK05 Promotion of Diversity in Culture and Arts within European Cultural Heritage
Relevant programme outcome:	1702 – Awareness of cultural diversity raised and intercultural dialogue strengthened
Call publication start date:	12.6.2015
Total amount available:	1,405,074
Component:	Small Grant Scheme
Call code:	CLT03

INTRODUCTION

The objective of the EEA and Norway Grants is to contribute to the reducing of economic and social disparities in the European Economic Area and to the strengthening of bilateral relations between Iceland, Liechtenstein and Norway and the 16 beneficiary countries.

Within the programme Conservation and Revitalisation of Cultural and Natural Heritage & Promotion of Diversity in Culture and Arts within European Cultural Heritage and EEA and Norway Grants a total of €1,405,074 support is provided for a small grants scheme dedicated to the presentation of contemporary art and culture and its diversity.

The main aim of the current call within this programme, is to invite the submission of quality project proposals focused on international cooperation in contemporary and living arts. Partnership with entities from Norway, Iceland, or Liechtenstein is a compulsory requirement for projects to be considered within the selection procedure. A non-exhaustive list of suitable partners from donor states is published at eegrants.sk.

The Programme contributes to protection and preservation of cultural heritage in the Slovak Republic for future generations and making it accessible for the public and to intensifying cultural dialogue and strengthening European identity by understanding cultural diversity. One of the main aims of the Programme is to support cultural tourism in Slovakia.

Project applications shall be submitted in English only. If the Project application is approved, the successful applicants shall provide the Programme Operator with the Slovak translation of the Application Form.

Please note that your project must be completed by 30 April 2016. Please also note that the project will not start earlier than October 2015. It is important to take the winter season's limitations into account when preparing the project!

1 PROJECTS REQUIREMENTS

Any supported project must meet the following criteria:

1. It shall be of relevance to the objectives of the small grant scheme
2. It shall raise the awareness of cultural diversity and strengthen intercultural dialogue.
3. It shall involve local cultural associations.
4. It shall be focused on international cooperation in cultural and artistic management and promotion.
5. It shall be focused on international cooperation and bilateral exchange in contemporary culture and living art
6. It shall have at least one partner from one of the donor states (Norway, Iceland or Liechtenstein) and this partner shall have close ties with international cooperation and bilateral exchange in contemporary culture and living art.

2 PRIORITISED PROJECTS

Projects that include the following aspects shall be prioritised:

1. Projects with a sound concept and of sufficient overall quality.
2. Projects that focus on young people, including those at risk, particularly members of disadvantaged groups, including the Roma population, etc.
3. Projects aimed at, at least, some of the horizontal concerns of the EEA Grants, such as tolerance and fundamental rights; Roma inclusion; Combating extremism, racism, homophobia and anti-Semitism; Countering hate-speech; Minorities; Sexual harassment; Violence against women; and Combating trafficking in human beings
4. Projects that raise awareness about cultural diversity and aim to strengthen intercultural dialogue.

3 PROJECTS EXAMPLES

This is an indicative list of activities. This list is non-exhaustive.

1. Organisation and installation of exhibitions of contemporary art, in cooperation with a partner from Norway, Iceland or Liechtenstein (visual and performing arts, music, photography, students art, eclectic arts, etc.);
2. Organisation of events dedicated to the promotion of contemporary and/or living arts, in cooperation with a partner from Norway, Iceland or Liechtenstein;
3. Presentation of living art, in cooperation with a partner/partners from Norway, Iceland or Liechtenstein;
4. Development of new performances aimed at involving young people, including those at risk, in the diversity of culture, in cooperation with a partner/partners from Norway, Iceland or Liechtenstein.

4 GRANT AMOUNT AND GRANT RATE

4.1 Grant amount

The minimum amount of grant assistance applied for is EUR 50,000; the maximum amount is EUR 200,000.

4.2 Grant rate

Maximum grant rate is **90 %** of total eligible expenditures of the Project Promoter as well as its partners. At least **10 %** of the total eligible project expenditures shall be financed from the own sources of the project promoter which means also the sources of the partners or other sources e.g. bank loans or deposits of the third parties.

5 ELIGIBILITY

5.1 Eligible applicants

Any entity, public or private, commercial or non-commercial and non-governmental organisations¹, established as a legal person in Slovakia as well as inter-governmental organisations operating in Slovakia are considered eligible applicants of projects..

Natural persons who are legal residents of the Donor States or of Slovakia are eligible applicants.

Legal entities or organisations whose employees or members have advised or assisted the Programme Operator in preparing the Programme proposal shall not be eligible applicants.

5.2 Eligible partners

Eligible partners are public or private entities, commercial or non-commercial, as well as nongovernmental organisations, all of whose primary locations are either in the Donor States, Beneficiary States or a country outside the European Economic Area that has a common border with Slovakia, or any inter-governmental organisation, actively involved in, and effectively contributing to, the implementation of a project. It shares with the Project Promoter a common economic or social goal which is to be realised through the implementation of that project.

Legal entities or organisations whose employees or members have advised or assisted the Programme Operator in preparing the Programme proposal shall not be eligible partners.

5.3 Eligible applications

Eligible applications are those applications that comply with all requirements for projects, listed in the chapter 1 of this Call. The application shall also meet administrative compliance criteria listed in this Call.

5.4 Eligible area

Project's activities shall be implemented in Slovakia. The implementation of activities in Norway, Iceland and/or Liechtenstein is also welcomed.

6 PROJECTS SELECTION

6.1 Administrative compliance criteria

¹ For the purposes of this call the term NGOs shall have the meaning as follows: a non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and political parties are not considered NGOs. See Guideline for applicants – part 2.1.5.

Projects not meeting the following criteria shall be automatically excluded by the Programme Operator:

1. Was the Project Application delivered to the Programme Operator by the deadline in a sealed envelope/package?
2. Does the Project Application contain the electronic version and the hard copy of the Application Form?
3. Is the Application Form duly signed by the relevant statutory representative/representatives of the organization, as listed in the relevant register?
4. Was the maximal (EUR 200,000) and minimal (EUR 50,000) limit of the Project Grant applied for observed?

Projects not meeting the following criteria shall be asked by the Programme Operator to supplement and/or to correct the application:

5. Was the Project Application delivered as one original and two copies in English language?
6. Are the compulsory attachments attached to the Project Application and have been submitted in accordance with prescribed forms?
7. Did the Applicant define at least one, but not more than three outputs to each outcome of the project?
8. Did the Applicant define at least one measurable indicator to each output of the project?
9. Is the required rate of co-financing in accordance with the Call?

6.2 Eligibility criteria

Projects not meeting the following criteria shall be excluded by the Programme Operator:

1. Is the Applicant eligible?
2. Does the Project have at least one partner from the Donor States, meeting the eligibility criteria?
3. Does the Project Application meet all the requirements for projects, listed in the Chapter 1 of this Call?

6.3 Content-related criteria

1. RELEVANCE OF THE PROJECT						
Criterion	Criterion Description	Very poor	Poor	Good	Very Good	Excellent
Project's contribution of the objectives of the Call	Assessment of the project's contribution to the presentation of contemporary art and culture and its diversity	0	5	15	30	45
Relevance for the target groups	Assessment of the project's focus on the target groups, i.e. young people, including those at risk, particularly members of disadvantaged groups, including the Roma population	0	5	15	30	45
Relevance for international cooperation	Assessment of the Project contribution to the international cooperation in the presentation of contemporary art and culture and its diversity. It is expected that cooperation with international networks active in in the presentation of contemporary art and culture and its diversity is planned in the Project. It is also expected that the Project Promoter and/or the Project Partners are already members of these networks.	0	5	15	30	45
Relevance for cultural diversity/minority cultures/intercultural dialogue	Assessment of the project's contribution to the diversity in contemporary art and culture. It is expected that the project links together different ethnic and minority groups, that it tries to tries to combat prejudices in the society towards those who are considered different and that the project enable meetings of different cultures and starts the intercultural dialogue.	0	5	15	30	45

2. PROJECT LOGIC AND DESIGN						
Criterion	Criterion Description	Very poor	Poor	Good	Very Good	Excellent
Sound concept and sufficient overall quality	Assessment whether the Project is well prepared, written in an attractive though understandable way and if it has a logic that can be easily communicated and understood.	0	5	15	30	45
Clear plan to reach broader public	Assessment of the project's potential to attract public attention. Is the project interesting for general public? Are the presented publicity measures well-designed? Can the project be also interesting for broader public in Donor States?	0	5	10	15	30
Clear bilateral focus	Assessment of the project's contribution to the bilateral cultural exchanges. Is the project beneficial for both Slovak and Donors' partners involved in the project? Is the project also financially interesting for the donors' partners? Are activities implemented on both the Slovak and the Donors territory?	0	5	15	30	45
Description of risks and their mitigation, including time schedule	Is the project schedule realistic? Is the applicant fully aware that the project shall be completed by 30 April 2016? Have other risks been identified, such as the winter season (the projects can only be implemented in the period October 2015 – April 2016)?	0	5	10	15	30

3. BUDGET AND COST EFFECTIVENESS						
Criterion	Criterion Description	Very poor	Poor	Good	Very Good	Excellent
Budget efficiency	Assessment of the the price-performance ratio. The contribution of the Project to the aims of the Call compared to the grant requested.	0	5	10	15	30
Proportionality of costs	Assessment of the proportionality of different budget headings. Though the projects may significantly differ, some of the cost categories shall normally represent a certain given ratio. For example, the share of Management Costs on the Total Eligible Costs shall not exceed 10%. An appropriate range of Publicity Costs (meaning the opening conference, closing conference, leaflets and other purely publicity related activities) on the Total Eligible Costs shall not exceed 5-10%. The purchase of equipment for managing the project (such as notebooks, printers and other office equipment) shall normally not be included in the budget, as it is reasonable to assume that these items are normally owned by the Project Promoters and their Partners.	0	5	10	15	30

4. PROJECT MANAGEMENT						
Criterion	Criterion Description	Very poor	Poor	Good	Very Good	Excellent
Stakeholders credit in the relevant field	The former experience of the Project Promoter and the main partners with contemporary and living arts. Their reputation and their public recognition.	0	5	10	15	30
Applicant's experience with running other projects funded by EU Structural Funds or similar funds	Assess, if the applicant has had experience with the implementation of similar projects funded by the EEA and/or Norway Grants, EU Structural Funds or by other financial instruments. There should be at least one person in the Project Team that has sufficient experience with projects management.	0	5	10	15	30
5. SUPPLEMENTARY CRITERIA						
Criterion	Criterion Description	Very poor	Poor	Good	Very Good	Excellent
Contribution to the horizontal concerns	Substantive project contribution to at least some of the following issues: Tolerance and fundamental rights; Roma inclusion; Combating extremism, racism, homophobia and anti-Semitism; Countering hate-speech; Minorities; Sexual harassment; Violence against women; and Combating trafficking in human beings.	0	3	5	10	15
6. SUSTAINABILITY						

Criterion	Criterion Description	Very poor	Poor	Good	Very Good	Excellent
Stakeholders' previous cooperation	Assess if the Slovak and Donor States entities has had a regular cooperation before. If so, it is more likely that the cooperation will last also once this project is completed.	0	3	5	10	15
Project sustainability potential	Assess if the project has potential for follow up activities. Are there financial resources available for the follow up activities?	0	3	5	10	15

7 ELIGIBLE EXPENDITURES

Expenditures for projects to be implemented under this call are eligible from the date stated in the grant offer letter until **30 April 2016**.

Eligible expenditures of the project are the expenditures defined in the Regulation on the implementation of the EEA Financial Mechanism 2009 – 2014.

The following list represents expenditures that are considered eligible for these types of projects under the EU legislation²:

1. The costs linked to continuous or periodic activities including exhibitions, performances and events and similar cultural activities that occur in the ordinary course of business;
2. Costs of cultural and artistic education activities as well as promotion of the understanding of the importance of protection and promotion of the diversity of cultural expressions through educational and greater public awareness programs, including with the use of new technologies;
3. Costs of the improvement of public access to cultural project or activity, including costs of digitisation and of use of new technologies as well as costs of improving accessibility for persons with disabilities;
4. Operating costs directly relating to the cultural project or activity, such as rent or lease of real estate and cultural venues, travel expenses, materials and supplies directly related to the cultural project or activity, architectural structures for exhibitions and stage sets, loan, lease and depreciation of tools, software and equipment, costs for access rights to copyright works and other related intellectual property rights protected contents, costs for promotion and costs incurred directly as a result of the project or activity; depreciation charges and the costs of financing are only eligible if they have not been covered by investment aid;
5. Costs for personnel working for the project;
6. Costs for advisory and support services provided by outside consultants and service providers, incurred directly as a result of the project.

Alternatively, the grant can be provided as *de minimis aid*, if the sum of grants obtained by the Project Promoter or the Slovak Project Partner over the period of the last three years³ as *de minimis aid* from any of the public sources in any form will not exceed the ceiling of EUR 200,000.

In order to avoid circumvention of maximum aid intensities provided in different Community instruments, *de minimis aid* should not be cumulated with State aid in respect of the same eligible costs if such cumulation would result in an aid intensity exceeding that fixed in the specific circumstances of each case by a block exemption Regulation or Decision adopted by the Commission. *De minimis aid* cannot be granted to undertakings in difficulty.

² Mainly Commission Regulation (EC) No 800/2008 of 6 August 2008 declaring certain categories of aid compatible with the common market in application of Articles 87 and 88 of the Treaty (General block exemption Regulation)

³ The three-year period shall be determined by the recipient's accounting period in accordance with the applicable accounting law.

For more information please follow the State Aid Scheme, published along with this Call.

The following expenditures **are not** considered eligible:

1. Interest on debt, debt service charges and late payment charges.
2. Charges for financial transactions and other purely financial costs, except costs related to accounts required by the FMC, the National Focal Point or the applicable law and costs of financial services imposed by the project contract.
3. Provisions for losses or potential future liabilities.
4. Exchange losses, except losses covered by a provision explicitly approved by the FMC for each programme.
5. Recoverable VAT.
6. Costs that are covered by other sources.
7. Fines, penalties and costs of litigation.
8. Excessive or reckless expenditure.
9. In-kind contributions.
10. Expenditures related to purchase of any movable articles in the interior.⁴
11. Cost of purchase and depreciation of second hand equipment.

For the purpose of this Call, equipment shall be considered as tangible assets with purchase price of more than EUR 1,700 and with anticipated useful life of more than one year and intangible assets with purchase price of more than EUR 2,400 and with anticipated useful life of more than one year.

The applicants are recommended to follow the Attachment 1 to the Guideline for project promoters and partners. This Guideline establishes the maximum limits for certain types of expenditures.

8 STATE AID

Projects shall be implemented in accordance with the State Aid Scheme on the Support of Cultural Tourism, announced by the Government Office of the Slovak Republic and published in the Commercial Journal no 201/2014 under the number G000032. Alternatively, if the project falls under the scope of this call but includes costs that are not eligible under this Scheme, the grant can be provided as de minimis aid, if conditions described in the previous chapter are met.

Information listed in the Call should suffice to prepare a quality Project Application that meets the criteria of the State Aid Scheme. However, the Programme Operator reserves the

⁴ Internal movable articles shall be considered as furniture and any other equipment used as furniture, as well as any other movable articles of the interior. Internal movable articles are not those interior articles that are basically inseparably connected to the building and which cannot be, unless constructions works are carried out, separable from the building.

right to verify the compliance of the Project Application with the State Aid Scheme before the Project is approved and introduce potential modifications.

9 PARTNERSHIP

Relation between the project promoter and the partner shall not substitute the business relations between supplier and customer. The Partner has its own budget and defined project outputs he is obliged to meet. The Project Promoter is responsible for all commitments and irregularities committed by the Partner in respect of the Project. Partnership Agreement shall be concluded between the Project Promoter and the Partner. This agreement is subject to the approval of the Programme Operator before the Project Contract is concluded.

In case of a partner with financial participation, e.g. with own budget within the project or a partner who participates in the co-financing, the partnership agreement shall meet the requirements defined in the Template of the Partnership Agreement. This template is published at www.eeagrants.sk a www.norwaygrants.sk.

9.1 Partnership with Donor entities

One of the two main objectives of the EEA Grants is to support the cooperation with donor states entities. To this end, the Programme Operator has opened for the possibility to apply for a grant for the search and establishment of partnerships between Slovak and donor states entities. These activities can be funded under the Programme Bilateral Fund, which will provide small grants up to 10 000 EUR, covering mainly the related travel costs.

Please, be aware that:

1. It is necessary to apply for these funds before the expenses have incurred.
2. The grants will be disbursed in the form of reimbursement.
3. The reimbursement will be paid only if the project application under this Call has been submitted by the Applicant.

Further information can be found in the Announcement on the opening of the Measure A from the Bilateral Fund, published along with this Call.

10 GUARANTEES

As the Project is implemented under a small grant scheme, guarantees are not required. However, the Programme Operator reserves the right to check invoices exceeding EUR 15,000 before the payment to supplier is due.

11 PROJECT SUSTAINABILITY AND VALIDITY OF THE PROJECT CONTRACT

The Project Sustainability Period is at least three years following the project completion report. During the Project Sustainability Period, both the Project Promoter and the Project Partners are obliged to sustain the indicators defined in the Grant Offer.

The Project Sustainability Period may not be identical with the Project Contract In-Force Period. Generally, the Project Contract remains in force for at least 5 years following **the final programme report** approval. The Programme Operator, the Ministry of Finance of the Slovak Republic as the Certifying authority, Donor states and other institutions set up in the special regulation, e.g. the Ministry of Finance of the Slovak Republic as the Audit Authority and Supreme Audit Office of the Slovak republic are authorized to perform an inspection during the Project Contract In-Force Period. Both the Project Promoter and the Project Partners are obliged to store all the documentation related to the Project during the Project Contract In-Force Period. More information is available in the Project Contract template and in the Guideline for Project Promoters and Partners. The template of the Project Contract is published at www.eeagrants.sk and www.norwaygrants.sk.

11.1 Sustainability Indicators

The Project Promoter shall be responsible to ensure that the following values of indicators are sustained during the entire Project Sustainability Period:

Indicator title	Minimum value to be sustained
Počet partnerstiev medzi subjektmi zo Slovenska a z prispievateľských štátov v súčasnej kultúre a živom umení a subjektmi z prNumber of partnerships between Slovak and donor states entities in contemporary culture and living art	1

In case the above values are not met, the procedures for the reduction of grant applicable for not reaching the project indicators shall apply, as described in the Guideline for Project Promoter and Partner.

11.2 Conditions laid down in the Grant Offer Letter

The Programme Operator shall set the following conditions to the Project Promoter in the Grant Offer Letter:

1. The obligation to insure the property, acquired fully or partially from the project grant during the entire 5-years Project Contract In-force Period
2. The ban on selling the property, acquired fully or partially from the project grant during the entire Project Contract In-force Period.
3. The obligation to set aside appropriate resources for the maintenance of the excepted equipment during the entire Project Contract In-force Period, if relevant.
4. Publicity indicators that shall be followed by the Project Promoter.
5. Bilateral indicators that shall be followed by the Project Promoter, if relevant.
6. The duty to disclose and freely share the project outcomes and outputs.
7. Other conditions of grant awarding that can be found in the template of the Project Contract.
8. Specific Project Contract provisions, defined by the Programme Operator as needed.
9. Suspensive conditions for first advance payment, if applicable.

More information about the content of the Grant Offer Letter is stated in the Guideline for applicant.

12 SUBMISSION OF THE PROJECT APPLICATION

12.1 Deadlines

The Project Application must be submitted no later than 14.8.2015, 24:00.

The Project Application can be submitted personally, by registered mail or courier to the address:

Úrad vlády Slovenskej republiky
Námestie slobody 1
813 70 Bratislava 1

The registry working days opening hours are from 8:00 till 15:00. The lunch break is from 11:45 till 12:15.

For applications submitted by registered mail, the postmark date applies.

On the envelope must be stated the following:

- „DO NOT OPEN“
- title „EEA Financial Mechanism“
- code of the call „CLT03“
- applicant's full legal name
- project title.

12.2 Project application requirements

The Project Application must be submitted in one original and two simple copies in English language. The Project Application consists of the completed Application Form and all mandatory annexes listed in the Application Form. The Project Application must be signed by the statutory of the Applicant. Electronic version shall be submitted along with the hard copy, on a read-only CD or DVD.

The Project Application should be submitted either in thermal or comb binding.

12.3 Supplementation of the Project Application

Project Applications not containing Application Form shall be rejected automatically. The Applicant shall be given 5 working days to supplement the Project Application in case the Project Application lacks any of the mandatory annexes.

The Programme Operator shall ask for this additional information both via e-mail and mail, while the period for the submission of additional information starts on the day following the date the e-mail was sent to the Applicant.

The Project Application shall be rejected in case it is not supplemented upon the said deadline. Based on the Applicant's request, the Programme Operator may extend this deadline to 10 working days as a maximum.

12.4 Data reliability

All the information provided in the Project Application must be up to date, true, complete and accurate. The programme operator shall reject the Project Application in case information not meeting the criteria was revealed. If this was discovered by the Programme Operator after the Grant had been awarded, The Programme Operator shall assess whether the information in question had had or might have had an impact on the assessment process. If yes, the project shall be terminated, and the Programme Operator shall request the recovery of the entire Grant provided.

13 ASSESSMENT

The assessment is divided into three stages – administrative compliance assessment, assessment of the applicant and application eligibility and expert assessment. The assessment is carried out on the basis of the selection criteria which form an annex to this call for proposal.

The review of administrative compliance and eligibility shall be carried out by the Programme Operator; to this end, it may exploit the capacities of external entities. Such a review shall be carried out based on the criteria for administrative compliance and eligibility attached to the Call. If these criteria are not met, the Programme Operator shall inform the Applicant that the Project Application is rejected.

Each Applicant having failed to meet the administrative compliance and eligibility criteria shall be allowed to request the Programme Operator to review such decision. The Programme Operator shall ensure that such review is carried out by a person other than the one who issued the original decision.

An expert evaluation shall be carried out by two experts who are independent of the Programme Operator. These two experts shall carry out an expert evaluation based on the selections criteria listed in an annex to the Call. The ranked list of Project Applications shall be determined based on the arithmetic average of the scores awarded.

A third expert shall carry out an expert evaluation if the difference between the scores given by the two experts is more than 30% of the higher score. Subsequently, the average score of the two closest scores shall be used for the ranking of the project applications. If the difference between the scores given by the evaluators is the same, the ranking shall be determined as the arithmetic average of the two highest scores.

The selection process shall be completed in 2 months following the Call deadline.

Further details are listed in the Guidelines for the applicants.

14 SYSTEM OF FINANCING

The financial management system of the projects is based on the system of advanced payments.

Project Implementation Duration	First Advance Payment	Second Advance Payment	Third Advance Payment	Forth Advance Payment	Final Payment (reimbursement)
< 12 months	80%	10%	-	-	10%

The Applicant shall propose in the Project Application whether Project Partners shall be financed through the advanced payments or reimbursement. The Programme Operator retains 10 % of the Grant. The retained amount shall not be paid until the Final Project Report has been approved by the Programme Operator.

Further details about the financial management can be found in the programme summary (on the website www.eeagrants.sk and www.norwaygrants.sk) and in the Guideline for project promoters and partners.

15 FURTHER INFORMATION

The provision of the grant cannot be legally claimed.

In order to submit a quality Project Application, it is recommended to become familiar with the following documents, as amended:

- Summary of the programme SK05 „Conservation and Revitalisation of Cultural and Natural Heritage & Promotion of Diversity in Culture and Arts within European Cultural Heritage“ published on web page <http://www.eeagrants.sk/cultural-heritage>
- Guideline for the applicants,
- Guideline for project promoters and partners,
- Regulation on the implementation of the EEA FM 2009 – 2014,
- Guidelines, manuals, regulations and other documents issued by the Financial Mechanism Committee, Financial Mechanism Office, National Focal Point or the programme operator.

These documents are published on the web pages of the Programme Operator www.eeagrants.sk a www.norwaygrants.sk.

The applicants are recommended to monitor the web page of the Programme Operator <http://www.eeagrants.sk/cultural-heritage> where any updates related to this Call will be published.

It is recommended to check the FAQ section of the webpage before sending a question to the Programme Operator. In case the applicant will not find a proper answer, he could approach the Programme Operator directly at:

- a) e-mail: eeagrants@vlada.gov.sk
- b) mail:

Úrad vlády SR
Odbor grantov EHP a Nórska
Námestie slobody 1
813 70 Bratislava 1
c) Phone: 02/57 295 522 a 02 57295 534.

It is recommended to provide the Call Code (CLT03) in the request. The Programme Operator shall respond to the request in a manner requested by the Applicant no later than 5 working days following the date the request has been received. The Programme Operator reserves the right not to respond to requests submitted less than 5 working days before the Call deadline.

The requests submitted in written form (by mail or e-mail) or published under the F.A.Q. as well as further information published on the web page of the Programme Operator is considered as binding and can be referred to. Answers to questions provided by the phone or answers provided orally as far as they were not elaborated in written form cannot be considered as binding and it is not possible to refer to in later procedure.

Personal consultations are not provided. The Programme Operator may organise information seminars for potential applicants. The exact date and place of the information meetings will be published on <http://www.eegrants.sk/cultural-heritage>.

16 ANNEXES TO THE CALL

1. Application Form template
2. Selection criteria
3. Guideline for applicants
4. Statute of selection committee
5. Rules of procedures of the selection committee
6. List of required attachments to the Project Application