

ANNOUNCEMENT ON THE OPENING OF MEASURE “A” FROM THE BILATERAL FUND under Programme SK05 Promotion of Diversity in Culture and Arts within European Cultural Heritage

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| Version: | 1.0 |
| Programme title: | Promotion of Diversity in Culture and Arts within European Cultural Heritage |
| Announcer: | Programme Operator - Government Office of the Slovak Republic |
| Source of funding: | EEA Financial Mechanism (alt. EEA Grants) State Budget of the SR |
| Measurement code: | BFACT03 |

A. INTRODUCTION

The Programme Operator hereby informs the entities legal or private planning to submit a project application within the Call for project proposals within the component Small Grant Scheme under Programme SK05 **Promotion of Diversity in Culture and Arts within European Cultural Heritage** as well as any potential partners from Norway, Liechtenstein and Iceland that they can also apply for grant from the Bilateral Fund focused on:

- financing the participation of representatives from Norway, Iceland or Liechtenstein at the bilateral meeting / seminar in Slovakia which will be focused on establishment of project partnerships or
- Financing the participation of applicant’s representatives at bilateral meeting / seminar in donor state (Norway, Iceland or Liechtenstein) which will be focused on establishment of project partnership.

Payment contribution from the Bilateral Fund, inter alia, **is subject to common participation at the bilateral meeting / seminar, with pro-active contribution and with submitted Project Application under CLT03.**

Donor states are Norway, Liechtenstein and Iceland.

Grant Application is an application submitted under this announcement. Application form is attached in the attachment no.1 of this Announcement.

Payment Claim from the Bilateral Fund is an application submitted by the applicant within 1 month after the bilateral meeting / seminar. Payment Claim form is attached in the attachment no. 2 of this Announcement.

B. OBJECTIVE OF THE MEASURE

The main objective of the measure is to financially support the searching process of project partners from donor states (donor project partners) by potential applicants through supporting of participation at bilateral meeting / seminar focused on development of project partnership.

C. ELIGIBLE APPLICANTS

Eligible applicants for funding under measure A are stated in part 5.1 of the Call.

Eligible partners for funding under measure A are stated in part 5.2 of the Call.

D. LANGUAGE

The Grant Application together with the attachments must be submitted in Slovak and English language. If the applicant is a foreign entity, the Grant Application with the attachments may be submitted only in English language. This clause is valid also for additionally submitted information.

E. ELIGIBLE ACTIVITIES, LIMITS AND REQUIRED OUTCOMES

The minimum grant amount for one applicant is 800 EUR. The maximum grant amount for one applicant is 10 000 EUR.

| No. | Activity | Limit | Eligible applicant | Required outcome |
|-----|---|-------------------|------------------------|--|
| 1. | <u>Provide/Ensure the participation of Donor project Partners at the bilateral meeting / seminar in Slovakia</u> with the aim to support networking and preparation of the project application with Donor Project partners or partnership development. | 10 000 EUR | - Applicant or partner | - Documented added value; - Fulfilled outcomes set in the Grant Application; - Submitted Project Application under CLT03 - Whereas the grant was used for a meeting with potential applicant or project partner, the Project Application within the programme call must state this entity as applicant or partner |
| 2. | <u>Provide/Ensure the participation of Applicant's representatives at bilateral meeting / seminar in one of Donor State (Norway, Iceland or Liechtenstein) with</u> the aim to support networking and preparation of the project application with Donor Project partners or partnership development | 3 000 EUR | - Applicant or partner | - Documented added value; - Fulfilled outcomes set in the Grant Application; - Submitted Project Application under CLT03 - Whereas the grant was used for a meeting with potential applicant or project partner, the Project Application within the programme call must state this entity as applicant or partner |

F. ELIGIBLE EXPENSES AND LIMITS

| Relevant for activity: | EXPENSE | Limit |
|------------------------|---|---|
| 1 | Travel costs and expenses related to participation of potential donor project partners at bilateral meeting / seminar in Slovakia during the Call | 1 000 EUR per person |
| 2 | Travel costs and expenses related to participation of applicant at bilateral meeting / seminar in one of Donor state (Norway, Iceland or Liechtenstein) during the Call | 1000 EUR per person |
| 1 | Number of person from one potential partner entity / institution registered in a Donor State | Max. 3 people per one potential project partner entity |

Notes/Explanations:

- a) In case of implementation of Activity No. 1 the applicant can ask for grants for potential partners from donor states (various institutions), in respect to limit 3 people per organisation as well as 1 000 EUR per person. Example: the applicant will organise bilateral meeting / seminar with participation of 5 entities from donor states (potential partners) and each organisation is represented by 2 people.
- b) In case of implementation of Activity No. 2 the applicant can ask for grants for organisation of bilateral meeting / seminar in donor state with participation of 3 representatives of applicant's institution, in respect to limit 1 000 EUR per person.

G. ELIGIBLE PERIOD FOR SUBMISSION OF GRANT APPLICATION

The Grant Application may be submitted from 12 June 2015 to 14 July 2015.

H. ELIGIBLE PERIOD FOR ACTIVITY IMPLEMENTATION

It is necessary to implement activities from the date of approval of the Grant Application until the date of submission of the Project Application under the particular programme call.

I. ALLOCATION

1. Allocation for financing Grant Applications for the small grant scheme is 40.000 EUR.

J. FINANCING

Payments from the Bilateral Fund shall have the form of reimbursement of incurred costs based on submitted Payment claims. Co-financing of the activities is not required.

K. TERMS FOR APPROVAL OF GRANT APPLICATION

1. The Grant Application was submitted in the set period for submission of Grant Applications.
2. The applicant is an eligible applicant.
3. The Grant Application meets all formal criteria.
4. The Grant Application meets all substantive criteria.
5. The Programme Operator disposes with unreserved funds within the allocation for financing Grant Applications.

L. FORMAL CRITERIA OF GRANT APPLICATION

1. The Grant Application shall be submitted by email to bilateralnyfond@vlada.gov.sk on the application form in the attachment no.1 of this Announcement. The Grant Application shall be submitted in format .doc or .docx or .rtf, as well as **signed and scanned** in PDF format. All relevant fields must be completed.
2. Along with the Grant Application, the applicant shall also submit a statement of the organization, certifying the legal status of entity in electronic form or equivalent document (this condition is valid only if the applicant is legal entity).
3. Within this measure the Applicant, is allowed to submit only one Grant Application.

In case the Grant Application does not meet some formal criteria set out in points 1 to 3, the Grant Application will be rejected. The applicant is allowed to re-submit the revised Grant Application.

M. SUBSTANTIVE CRITERIA OF GRANT APPLICATION

1. The Grant Application shall include only eligible activities – *ensure participation* at bilateral meeting / seminar;
2. The Grant Application shall include only eligible expenditures.
3. The applicant shall meet the limits for expenditures set out in this announcement.

In case the Grant Application does not meet the formal criteria set out in points 1 or 2, the Grant Application will be rejected. In case the Grant Application does not meet the criteria stipulated in point 3, the Programme Operator will send to the applicant a decision on approval of the Grant Application in which a reduced amount is indicated.

N. APPRAISAL OF GRANT APPLICATION

The Grant Applications shall be evaluated in the order they are received (FIFO system – “first in, first served/out”). If the Grant Application does not meet the formal criteria, i.e. is excluded from the evaluation, as the delivery shall be considered the date when the Grant Application is resubmitted. The appraisal of Grant Application is carried out in duration approximately **10 working days**.

Evaluation of the Grant Applications is carried out by:

1. Programme Operator
2. Royal Norwegian Embassy in Bratislava

The consent of all the above mentioned institutions is necessary for the approval of the Grant Application.

The Financial Mechanism Office may also comment on the Grant Application.

During the assessment, the Programme Operator may require the submission of additional information or documents. The applicant shall submit these documents to the Programme Operator within the set period; otherwise the Grant Application shall be rejected.

In case of the application’s approval, the Programme Operator shall inform the applicant about this decision and set out the conditions for grant payment as well. The applicant shall, within the period of 3 working days after receiving the decision, decide whether he accepts it or not.

The Programme Operator is authorized to approve, suspend, reject or approve the Grant Application in reduced amount.

The decision is made by the director of the Department of EEA and Norway Grants, as an organizational unit of the Government Office of the Slovak Republic.

O. RESERVATION OF FUNDS

In case the Grant Application meets the formal criteria, the Programme Operator shall reserve the funds in the amount set in the Grant Application. Reservation of funds shall be cancelled, if the Grant Application has not been approved, if the applicant has not accepted the Decision of the Programme

Operator about the approval of Grant Application, if the Payment Claim has not been submitted within one month from date when the bilateral meeting / seminar was carried out and in the case that the applicant has not met the criteria set out in the section R of this Announcement.

P. ACTUAL AMOUNT OF THE CONTRIBUTION

The real amount of the contribution will be based on the real eligible expenditures, duly documented within the Payment Claim from the Bilateral Fund.

Q. PAYMENT CLAIM

1. The Payment Claim form is attached as Attachment No. 2 to this Announcement.
2. Payment Claim from the Bilateral Fund shall be submitted not later than one month from the date of the bilateral meeting / seminar.
3. Payment Claim shall contain the required supporting documentation according to the type of expenditure:

| Travel costs | Expenditure | Required supporting documentation | Notes |
|--------------|-------------------------|--|--|
| | Flight tickets | <ol style="list-style-type: none"> 1. Invoice for flight tickets 2. Electronic / Paper flight tickets 3. Payment receipt / Bank transfer receipt 4. Boarding passes | <ul style="list-style-type: none"> - Only Economy class - Declaration of honor in case of loss will not be accepted |
| | Accommodation | <ol style="list-style-type: none"> 5. Invoice for accommodation 6. Payment receipt / Bank transfer receipt | <ul style="list-style-type: none"> - Max. 150 EUR/night (capitals) - Max. 90 EUR/night (other cities) - Declaration of honor in case of loss will not be accepted |
| | Travel insurance | <ol style="list-style-type: none"> 7. Travel insurance contract 8. Invoice for travel insurance 9. Payment receipt / Bank transfer receipt | <ul style="list-style-type: none"> - Declaration of honor in case of loss will not be accepted |
| | Local transport | <ol style="list-style-type: none"> 10. Travel ticket / Taxi ticket 11. Invoice for transport 12. Payment receipt / Bank transfer receipt | <ul style="list-style-type: none"> - Declaration of honor in case of loss will not be accepted |
| | Meal allowances | <ol style="list-style-type: none"> 13. Settlement of business trip together with calculation of the meal allowances 14. Payment receipt to employee from employer's side | <ul style="list-style-type: none"> - No meal receipts are necessary - Settlement of business trip must contain calculation of meal expenses and reduction if it is relevant. |
| | Others | <ol style="list-style-type: none"> 15. Accounting document – invoice, ticket etc. 16. Payment receipt / Bank transfer receipt 17. Detailed justification | <ul style="list-style-type: none"> - Declaration of honor in case of loss will not be accepted |
| | | <ol style="list-style-type: none"> 18. Report from business trip 19. Extract from the accounting book declaring the accountancy of the expenditures 20. Other relevant and supporting documents stipulated in Decision on approval of the Grant Application | <ul style="list-style-type: none"> - Report must contain all relevant information and dates in relation to outcomes and time course of the business trip. |

4. It is necessary to consult any deviations from the required documentation with the Programme Operator.

R. CONDITIONS FOR PAYMENT OF THE GRANT

1. The Grant Application has been approved by the Programme Operator.
2. The Payment Claim was submitted to the Programme Operator.
3. Payment claim is complete.
4. Activities were carried out in the eligible period for implementation of the activities.
5. The applicant has met all the requirements and outcomes set out by the Programme Operator within this Announcement and in the Decision, by which the Grant Applicant's approval has been notified to the applicant.
6. The applicant has submitted a declaration of honour about the ownership of the account to which the payment will be transferred.
7. The Programme Operator has approved the Payment claim.
8. By reimbursement of the grant, the applicant notes that the grant, as well as any other part of it is a part of the state budget of the Slovak Republic and is governed by the Act No. 523/2004 Coll. on budgetary rules for the public administration bodies and on the amendment of certain laws, as amended and its use may be a subject to the control in accordance to the Act No. 502/2001 Coll. about the financial control and national audit, and on the amendments to certain acts.

S. SUBMISSION AND APPROVAL OF THE PAYMENT CLAIM

1. The Payment Claim shall be submitted in paper form (hard copy) as well as electronically at bilateralnyfond@vlada.gov.sk, not later than one month from the date when the bilateral meeting / seminar was carried out.
2. The Programme Operator is authorized to approve, reject or approve the Payment Claim in a reduced amount or to request additional information from the applicant.
3. The Programme Operator will reject the Payment Claim, if:
 - a) The Payment Claim was submitted later than one month from the date when the bilateral meeting / seminar was carried out,
 - b) The applicant has not implemented the activity in accordance with the conditions set in the Decision about the Grant Application,
 - c) The applicant has not implemented the activity in accordance with the conditions set in the submitted Grant Application,
 - d) The applicant has not met the terms of eligibility for implementation of the activity,
 - e) The applicant has not submitted relevant documentation in accordance with this Announcement,
 - f) The approved amount was 0,00 EUR.
4. The Programme Operator shall approve the Payment claim in a reduced amount if:
 - a) Expenditures have been identified, which do not meet the terms of eligibility set out in this Announcement or in other relevant documents,
 - b) The applicant has not implemented the activity in accordance with the terms set out in this Announcement and in the Decision about the Grant Application.
5. If the Programme Operator or any other controlling subject, after the reimbursement of the payment claim, finds out that the applicant has not complied with obligations set out in this document, respectively in the Decision about the Grant Application, and at the same time, the violation means the violation of financial discipline in accordance to the § 31 par. 1 of the Act No. 523/2004 Coll. on budgetary rules for the public administration bodies and on the amendment of certain laws, amended by subsequent acts, it is necessary to reimburse the funds in the whole amount based on the reimbursement request within a period of 15 working days.
6. The applicant shall also reimburse the funds in case of mistaken payment within a period 15 working days which runs from receiving such payment.

T. USING OF RATES AND CURRENCIES

1. The applicants, which do not account in the currency of EUR will convert the incurred costs to the currency of EUR based on the monthly accounting currency exchange rate of European Commission in the month, when the costs were recorded into the applicant's accounting.
2. Accounting currency exchange rate is published at the website of the Programme Operator.

U. ARCHIVING OF DOCUMENTS

1. For the purpose of control, the applicant shall archive all accounting documents and subsidiary documentation to the Grant Application within the period of at least three years after approval of the payment claim from the Bilateral Fund.
2. The provisions of par. 1 shall not affect the obligation of the applicant to respect the laws governing the archiving of accounting documents.

V. COMMUNICATION AND ACCESS TO DOCUMENTS

1. The applicant is obliged to allow the Programme Operator and other controlling subjects, upon request, to access the original accounting documents and subsidiary documentation within the period of three years from the approval of Payment Claim from the Bilateral Fund.
2. The controlling subjects are the Government Office of the Slovak Republic, Ministry of Finance of the Slovak Republic as the certifying authority and the audit authority, Financial Mechanism Office, the Supreme Audit Office of Slovak Republic and Norwegian Ministry of Foreign Affairs, Financial Mechanism Committee, as well as the organizations and persons put in charge by these organizations and other authorities, laid down in a specific regulation.
3. The postal address of the Programme Operator is:
Government Office of the Slovak Republic
EEA and Norway Grant Department
SK05 Cultural Programme – Measure A BF for CLT03
Námestie slobody 1
813 70 Bratislava 1
4. Please address the questions about this announcement and bilateral fund by email to bilateralnyfond@vlada.gov.sk or phone at +421 2 57 295 576.

W. CHANGE OF THE GRANT APPLICATION

1. The applicant is obliged to implement the activities in accordance with approved Grant Application and in accordance with Decision about the Grant Application.
2. The Grant Application may be amended only with approval of the Programme Operator.

X. ANNEXES

1. Grant application form
2. Payment claim form