



**CALL
for project proposals**

**Programme:
„SK09 Domestic and gender-based violence“**

Provider:	Programme Operator – Government Office of the SR
Funding:	Norwegian Financial Mechanism 2009 - 2014 State Budget of the SR
Measures:	Measure 4: Support of existing Counselling Centres for women at risk of violence and experiencing violence and their children
Relevant programme outcomes:	2901 – Gender-based violence reduced
Call publication start date:	08. 09. 2014
Call publication end date:	10. 11. 2014
Call code:	DGV02

The Programme SK09 Domestic and gender-based violence is focused on increasing the regional accessibility of the institutional support to women at risk and victims of violence and their children as well as other victims of domestic violence through the creation of new services and the support of the existing means of crisis intervention that meet the European standards¹.

Under this Call funded by the Programme SK09 Domestic and gender-based violence the projects benefiting from support shall be focused on gender-based violence – violence against women and support those entities, which are already providing services in this field, as well as prevention of gender-based violence – violence against women and sensitisation campaigns of professionals and journalists related to this issue.

All projects supported by this Programme have to meet or to aim to meet the European standards in the area of gender-based violence. Adherence to these standards will also form part of the eligibility criteria and selection of projects.

The Norway Grants open up for an excellent opportunity to co-operate with Norway. To facilitate the co-operation between Slovak and Norwegian entities, the Programme Operator has published a list of potential project partners from Norway. The list is not exhaustive, and it is up to the applicant whether it will choose one of the institutions from the list, or any other Norwegian institution. It shall also be stressed that the partnership with Norwegian institution is not obligatory, but is of great advantage for the assessment of the Project as well as for the implementation by the improvement of the quality of the Project and to the enrichment of Project by the Norwegian knowledge and experience.

THE PROGRAMME OPERATOR STRONGLY ADVISES ALL APPLICANTS TO CAREFULLY READ ALL ANNEXES TO THIS CALL TEXT!

1 REQUIREMENTS FOR THE PROJECTS

The purpose of the call is to select projects that meet the specified requirements. These requirements are set by the objective, outcome, outputs, and indicators of the project and the parameters of the project.

Within this call, one type of projects shall be supported, contributing to the achievement of the Programme outcome **2901** (Gender-based violence reduced) - Measure 4: Support of

¹ The following documents are referred to as “European standards” for all categories of projects:

- 1) Council of Europe Convention on preventing and combating violence against women and domestic violence (hereinafter referred to as “Istanbul convention”) www.coe.int/conventionviolence;
<http://www.coe.int/t/dghl/standardsetting/convention-violence/convention/Convention%20210%20English.pdf>;
<http://www.coe.int/t/dghl/standardsetting/convention-violence/convention/Convention%20210%20Slovak.pdf>
- 2) Council of Europe Combating violence against women: minimum standards for support services
[http://www.coe.int/t/dg2/equality/domesticviolencecampaign/Source/EG-VAW-CONF\(2007\)Study%20rev.en.pdf](http://www.coe.int/t/dg2/equality/domesticviolencecampaign/Source/EG-VAW-CONF(2007)Study%20rev.en.pdf)
Working translation of the document in Slovak language (Annex 10)

existing Counselling Centres for women at risk of violence and experiencing violence and their children.

1.1 Objective of the project

Objective of the project is the outcome of the programme – *Gender-based violence reduced.* The project could have one objective which is pre-defined. The objective of the project and its indicators are defined according to the Annex 1 to this call. These data are pre-defined in the application form, it is not possible to change or supplement them.

1.2 Project Outcomes

Outcome of the project is the output of the programme - *Supported existing or building of new services designed specifically for women at risk of violence and experiencing violence and their children – women’s shelters and counselling centres - throughout Slovakia; facilities that meet European standards, reflecting the human rights approach and specific needs of target group, recognizing the woman with the accumulation of disadvantages (ethnicity, nationality, health status, age...) and Media and education campaigns performed.* The outcome of the project and its indicators are defined according to the Annex 1 to this call. These data are pre-defined in the application, it is not possible to change or supplement them.

1.3 Project Outputs

Applicant is obliged to define at least one and not more than three outputs of the project for each outcome. Applicant shall define at least one and not more than three measurable indicators for each of the project. For measure 4 project outcome 0402 (Media and education campaigns performed) one project output has been already predefined by the Programme Operator.

1.4 Parameters of the project

1.4.1 Measure 4 Support of existing Counselling Centres for women at risk of violence and experiencing violence and their children

The projects shall include:

1.4.1.1 Measure 4 - Project outcome 0401 (Supported existing or building of new services designed specifically for women at risk of violence and experiencing violence and their children – women’s shelters and counselling centres - throughout Slovakia; facilities that meet European standards, reflecting the human rights approach and specific needs of target group, recognizing the woman with the accumulation of disadvantages (ethnicity, nationality, health status, age...)

a) Providing of counselling services (such as special social, legal, psychological, economic, empowerment, health etc.) for women at risk and women victims of gender-based violence

(such as domestic violence, sexual violence and rape, stalking, sexual harassment, forced abortion etc.) and their children (counselling for children witnessing violence, psycho-social, pedagogic, therapeutic, and group-dynamic work, conjoint work with mothers, support during judicial intervention etc.²) by existing counselling centres

b) Minor construction works³ and other investments needed to adapt the existing counselling centres premises to the European standards, if relevant,

c) Operation of existing Counselling Centres for women at risk of violence and victims and their children,

d) Activities aimed at strengthening multi-sectoral cooperation and networking in the area of gender-based violence, e) Activities aimed at prevention and elimination of gender-based violence, if the project does not contribute to project outcome 0402.

Within the measure 4 – project outcome 0401, priority shall be given to projects that:

- will provide counselling services to higher number of cases (women at risk of violence and experiencing violence) annually;
- are mindful of specific needs of vulnerable groups, such as the Roma and other minorities people with disabilities etc.,
- include outreach services,
- are sustainable in terms of ownership and other rights to property and project budget is efficient,
- cooperate with institutions from public sector and other organisations of similar profile and/or interest,
- have at least one Project Partner from Norway.

1.4.1.2 Measure 4 - Project outcome 0402 (Media and education campaign performed)

a) Local and/or regional campaign⁴ focused on prevention (e.g. measures, awareness raising, education, training of professionals⁵, preventive intervention and treatment programmes, participation of the private sector and the media)⁶ and sensitisation campaigns of professionals and/or journalists related to gender-based violence against women – Indicative list of the eligible activities is provided in Annex 5 of this call⁷,

b) Inquiry⁸ on public awareness regarding the gender-based violence issue at the beginning and at the end of the project,

c) Active webpage promoting prevention and/or sensitisation campaigns of professionals and/or journalists related to gender-based violence against women,

d) Providing specific information how and where to find help,

² Indicative list of eligible activities – services for child witnesses is provided in Annex 6b

³ If applicable, project documentation and building permission according to Act 50/1976 Coll. of April 27, 1976 On Land-use Planning and Building Order (the Building Act) shall be submitted to the Programme Operator before the project contract is signed.

⁴ Only local and/or regional campaigns, project applications with national campaign are not eligible.

⁵ Relevant professionals dealing with victims or perpetrators of all acts of gender-based violence

⁶ The project activities with target group - general public - should represent a substantial part of the project.

⁷ Special education of counselling workers and helping professionals, local or regional analyses and studies can be eligible only under supervision of the Ministry of Labour, Social Affairs and Family of the SR and the Institute for labour and family research with respect to the project of Coordinating methodological centre. An affirmative opinion of the Ministry of Labour, Social Affairs and Family of the SR is required.

⁸ The inquiries shall serve for evaluating the impact of the project activities in the region and/or location and as a source of measure for the predefined project output indicator *“Increasing of the public awareness regarding the gender-based violence against women issue in the target region/location by %”*.

e) Evaluation of local and/or regional campaigns and all activities implemented within the project and their impact and public presentation of the results.

Within the measure 4 project outcome 0402, priority shall be given to projects that:

- include also project outcome 0401 and receive the higher score within the assessment of the project outcome 0401 part,
- include information on initial status of the target region/location in term of the gender-based violence – violence against women issue in the project application,
- expect increasing of the public awareness in the target region/location by higher percentage,
- involve the relevant regional and/or local institutions responsible for the issue of gender-based violence – violence against women in the project,
- organize campaign in cooperation with a Norwegian partner,
- are sustainable in term of ownership and other rights to property and project budget is efficient,
- include an innovative element/approach in the campaign and the campaign is attractive for the target groups.

The applicants can apply for grant from both project outcomes within one application, as well as for grant from only one project outcome. The programme operator encourages the applicants to apply for grants from both project outcomes within one application.

2 ELIGIBILITY

2.1 Eligible applicants

Eligible applicants are:

Informal consortia including at least one registered or accredited provider of social services in the SR according to the act no.305/2005 on the Socio-legal Protection of the Child and on Social Guardianship or Act No 448/2008 Code of Acts on Social Services and on change and amendment of the Act No 455/1991 Code of Acts, active in the relevant field. The consortia shall also include at least three other institutions either as the Project Promoter or as Project Partners, listed below:

- Municipalities in accordance with Act no. 369/1990 Coll. on Municipal Administration, as amended,
- State budgetary and allowance organizations established in accordance with Act No. 523/2004 on Public Administration Budgetary Rules
- Higher territorial units and offices of self-governing regions in accordance with Act No. 302/2001 on self-government of higher territorial units
- Other organizations, public or private commercial or non-commercial and non-governmental organisations, established as legal entities in the SR, which are registered or accredited providers of social services in the SR according to the act no. 305/2005 on the Socio-legal Protection of the Child and on Social Guardianship or Act No 448/2008 Code of Acts on Social Services and on change and amendment of the Act No 455/1991 Code of Acts.

Legal entities or organisations whose employees or members have advised or assisted the Programme Operator in preparing the Programme proposal and text call, including the Annexes, shall not be eligible applicants.

2.2 Eligible partners

Eligible partners are all legal entities, public or private, commercial or non-commercial and non-governmental organisations, established as legal entities in the SR or in Norway or any inter-governmental organisation, actively involved in and effectively contributing to the implementation of the project.

Legal entities or organisations whose employees or members have advised or assisted the Programme Operator in preparing the Programme proposal and text call, including the Annexes, shall not be eligible project partners.

Eligibility requirements do not apply to partners, which are not financially engaged in the Project and do not spend the project grant.

2.3 Eligible applications

Eligible applications are those applications which fulfil the objectives, outcomes, outputs, and parameters of the project. The application shall also meet administrative compliance criteria and eligibility criteria, annexed to the Call.

2.4 Eligible area

Eligible area is the entire territory of Slovakia.

2.5 Specific project contract provisions

The following specific provisions shall be included in the Project contract:

1. Counselling centres shall operate in accordance with national legislation⁹, international and European standards and national standards in the area of gender-based and domestic violence.
2. Counselling centres shall be accessible for people with reduced mobility.
3. The campaign activities shall be accessible to everyone, including the people with challenges and people suffering from poverty. The activities shall be realised in the easy accessible places by using appropriate language, as well as understandable information.
4. The availability of services provided in counselling centres shall be widely publicised, taking due account to the confidentiality of the women's shelter address. The Project Promoter shall ensure that the access of vulnerable groups and disadvantaged groups, such as the Roma and other minorities, people with disabilities etc., to these services is facilitated.

⁹ Mainly in accordance with Act no 305/2005 on the Socio-legal Protection of the Child and on Social Guardianship or act no 448/2008 Code of Acts on Social Services and on change and amendment of the Act. No. 455/1991 Code of Acts

5. The Project Promoter and the Slovak partners are obliged to be, upon request, actively involved in the activities of the Coordinating Methodical Centre that will be established under this Programme.
6. The Project Promoter and the Slovak partners will enter into networks or create networks with other similar facilities in Slovakia.
7. The Project Promoter and its partners, providing social services, are not allowed to take any kind of payments, either directly or indirectly, from their clients, except for those specifically included in the Grant Offer Letter.

2.6 Eligible expenditures

Eligible expenditures of the project are the expenditures defined in the Regulation on the implementation of the NFM 2009 – 2014. In general, eligible expenditures are all expenditures which have direct link to the project except of the excluded expenditures.

For measure 4 – project outcome 0402 the costs on media campaigns for purchasing of services for development and promotion of the media campaigns (TV and radio shows/advertisement, internet advertising, advertisements in newspapers and magazines, billboards, promotional materials, informative materials: banners, posters, stickers, leaflets brochures, not developed by own activities of the project promoter and the project partners) may represent a limited share on the total eligible costs of the project, max. 40 %.

In-kind contributions provided by the Project Promoter or Project Partner as a part of the Project co-financing in accordance with Article 5.4.5 of the Regulation are eligible expenditures in projects implemented by NGOs, as defined in Article 1.5.1(m) of the Regulation. Such contributions shall not exceed 50 % of the co-financing of the Project and will be calculated on the basis of the appropriate unit price identified in the official results of the statistical survey of labour costs carried out on behalf of the Ministry of Labour, Social Affairs and Family of the Slovak Republic.

Indirect costs in projects (overheads) may also be identified by flat rate method. Flat rate methodology can be found in Annex 4 of the Guideline for project promoter and project partner.

For the purpose of this Call, new and second hand 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. For such equipment eligible expenditure is the costs amounting to the depreciation, not the input acquisition costs of the equipment. Only the portion of the depreciation related to such equipment corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account.

The real estate reconstructed through a financial contribution from the programme cannot be sold, rented or mortgaged at least within 5 years of the completion of the project.

Detailed information is stated in the Regulation, Guideline for applicant and in Guideline for project promoter and project partner.

2.6.1 Period of eligibility of expenditures

Expenditures for projects to be implemented are eligible from the date stated in the grant offer letter till no later than either one year after the scheduled completion of the project or **30 April 2016**, whichever is earlier.

The duration of the project shall be **6 – 12 months**.

3 GRANT AMOUNT AND GRANT RATE

3.1 Grant amount

Allocation for measure 4 is **EUR 2,430,965** (project outcome 0401 **EUR 1,200,000** and project outcome 0402 **EUR 1,230,965**). Maximum grant amount is **EUR 600,000**. Minimum grant amount is **EUR 170,000**.

In case of insufficient funds for one of the project outcome, the Programme Operator may reallocate the funds between those project outcomes.

3.2 Grant rate

Maximum grant rate is **100 %** of total eligible project costs in case of public entities, **90 %** of total eligible projects costs in case of NGOs¹⁰ and **85 %** in case of private institutions. The remaining costs of the project shall be financed from the own sources of the project promoter which means also the sources of the project partners or other sources e.g. bank loans or deposits of the third parties.

In case of projects implemented by NGOs or social partners (as a project promoter), in-kind contribution in the form of voluntary work may constitute up to 50 % of the co-financing required by the programme for the project and will be calculated on the basis of the appropriate unit price identified in the official results of the statistical survey of labour costs carried out on the behalf of the Ministry of Labour, Social Affairs and Family of the Slovak Republic.

3.3 State aid

¹⁰ 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 applicant – part 2.1.5.

If the Project Promoter or Project Partner is entrusted with activities falling within the scope of the public service compensation, the aid shall be provided as public service compensation in compliance with Commission decision C (2011) 9380 of 20.12.2011 on the application of Article 106(2) of the Treaty on the Functioning of the European Union to State aid in the form of public service compensation granted to certain undertakings entrusted with the operation of services of general economic interest. The calculation of public service compensation shall be done in accordance with the annex to the Call before the Project is approved.

If the Project Promoter or Project Partner is entrusted with activities other than those falling within the scope of the public service compensation, **and granting such activities is considered as state aid**, the aid shall be provided in compliance with the *de minimis* aid rules stated in the Commission Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid and national scheme of *de minimis* aid No. 13/2014¹¹. It shall be applicable without prejudice to the maximum grant amount indicated in paragraph 3.1.2.

For the *de minimis* aid, the following shall apply:

1. The aid shall not exceed **EUR 200,000**.
2. The **total** amount of *de minimis* aid granted to a single undertaking shall not exceed EUR 200 000 over any period of three fiscal years¹², which means that the sum of grants provided to the Project Partner or Project Promoter over the last three years as *de minimis* aid from any of the public sources in any form shall not exceed the ceiling of EUR 200,000.
3. In order to avoid circumvention of maximum aid intensities provided in different Community instruments, *de minimis* aid shall not be cumulated with State aid in relation to the same eligible costs or with State aid for the same risk finance measure if such cumulation would exceed the highest relevant aid intensity or aid amount fixed in the specific circumstances of each case by a block exemption regulation or a decision adopted by the Commission¹³.
4. Should the aid be granted for more than one year, the aid shall be discounted in accordance with the Article 3 point 6 of the Commission Regulation (EU) No. 1407/2013.
5. It is the responsibility of the Programme Operator to:
 - a) Decide whether the provision of the grant represents the state aid.
 - b) Discount the aid in accordance with the previous point.

Financing of certain project outputs do not necessarily constitute the state aid. For example, if the role of the Project Partner lies solely in the provision of the building for the purpose of the Project and execution of construction works, funding these activities shall not constitute the state aid.

¹¹ <https://www.justice.gov.sk/PortalApp/ObchodnyVestnik/Web/Detail.aspx?IdOVod=880>

¹² The three-year period shall be determined by the recipient's accounting period in accordance with the applicable accounting law.

¹³ Mainly COMMISSION REGULATION (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (Text with EEA relevance)

However, strict condition will be set forth in the Project contract, including, but not limited to, the condition that the reconstructed building (or flat) shall not be sold, rented, or otherwise commercially used for at 10 years following the approval of the Project Completion Report. **It is the responsibility of the Programme Operator to identify which Projects and which outputs fall within the scope of state aid regulations.**

4 PARTNERSHIP

Relation between project promoter and 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. Project promoter is responsible for all commitments and irregularities of the partner in relation to the Programme Operator. 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 the partner with the financial participation, e.g. with the own budget within the project or the partner who participates on the co-financing, the partnership agreement shall meet the requirements defined in template of the partnership agreement. Detailed information could be found in the Guideline for the project promoter and project partner published on www.eegrants.sk a www.norwaygrants.sk.

4.1 Partnership with Norwegian entities

One of the two main objectives of the Norway Grants is to support the cooperation with Norwegian 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 Norwegian entities. These activities can be funded under the Programme Bilateral Fund, which will provide small grants up to 5 000 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.

5 GUARANTEES

The guarantee is required for all the projects.

In case of investments into real estate (minor construction works) the minimum amount of guarantee shall not be less than the amount of those investments. In other cases the minimum amount of guarantee is not given. The applicant shall propose the guarantee in appropriate amount with respect to the nature of the project and amount of the project grant applied for.

The most common guarantee required is a lien over property of the Project Promoter, Project Partner or any other third party granted to the Programme Operator for the entire period of the validity of the Project Contract.

The pledge may not consist of the property to be purchased or reconstructed through a financial contribution from the Norway grants 2009-2014.

The cost of financial guarantees is eligible expenditure.

The guarantee is not required for the projects to be implemented by the project promoter (applicant) from the public sector.

Detailed information is stated in the Guideline for applicant.

6 PROJECT SUSTAINABILITY AND VALIDITY OF THE PROJECT CONTRACT

The project sustainability period is set to be at least five years following the project completion report approval in case of investments into real estate (reconstruction). In specific cases, such as the one described in the chapter dedicated to the state aid, the Programme Operator may prolong the in force period of the contract as well as the sustainability of the Project to 10 years. In other cases, the project sustainability period is three years following the project completion report approval. During the project sustainability period, both the project promoter and the project partners are obliged to sustain the achieved indicators which the programme operator defined in the Grant Offer.

The project sustainability period may not be identical compared to the project contract validity period, generally the project contract remains in force for at least 5 years since **the final programme report** approval. The Programme Operator, Ministry of Finance of the Slovak republic as the Certifying authority, Donor states and other institutions set up in the special regulation, e.g. 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 entire period of the project contract being in force. Both the Project Promoter and the project partners are obliged to store all the documentation connected to the project during the period of the project contract being in force. More information is available in the Project Contract template and in the Guideline for project promoter and partner. The template of the Project Contract will be published at www.eegrants.sk and www.norwaygrants.sk.

6.1 Indicators

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

Measure 4

Project Outcome	Indicator title	Minimum value to be sustained
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0401	Number of existing counselling centres supported	100 % of the target value stated in Grant Offer Letter
0401	The number of cases in which counselling to women victims of VaW has been provided per year by shelters/centres supported by the programme	80 % of the target value stated in Grant Offer Letter
0402	Number of media campaigns local and regional	100 % of the target value stated in Grant Offer Letter
0402	Increasing of the public awareness regarding the domestic violence issue in the target region/location by %	100 % of the inquiry result made at the end of the project

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

6.2 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 in-force period of the Project Contract.
2. The ban on selling the property, acquired fully or partially from the project grant during the entire in-force period of the Project Contract.
3. Publicity indicators that shall be followed by the Project Promoter.
4. Bilateral indicators that shall be followed by the Project Promoter, if relevant.
5. The duty to disclose and freely share the project outcomes and outputs.
6. Other conditions of grant awarding, as can be found in the template of the Project Contract.
7. Specific project contract provision, defined by the Programme Operator as needed.
8. 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.

7 SUBMISSION OF THE PROJECT APPLICATION

7.1 Deadlines

The application must be submitted no later than 10. 11. 2014, 24:00.

The application may be submitted personally, by mail or courier to the address:

Úrad vlády Slovenskej republiky
Námestie slobody 1
813 07 Bratislava

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 mail and courier, the postmark date applies.

On the envelope must be stated the following:

- „DO NOT OPEN“
- title „Norwegian Financial Mechanism“
- code of the call „DGBV02“
- applicant's full legal name
- project title.

7.2 Project application requirements

The project application must be submitted in one original and two simple copies in Slovak language. The application consists of completed application form and all documents required as application mandatory annexes listed in the application form. The 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 application shall be submitted either in thermal or comb binding.

7.3 Completion of the project application

A project application without an application form will be rejected automatically. The applicant shall be given 5 working days to complete his application in case the application lacks any of the mandatory annexes. The applicant shall be invited by an e-mail and in written form as well, to complete the documentation, while the period for the documentation completion starts the day after the e-mail was sent to the applicant. It is possible to complete the application only in the written form by sending the documentation in a manner and to the address stated in paragraph 7.1. In case the application shall not be completed in the given term, it will be rejected. The programme operator in response to the applicant's request may prolong this period by a maximum of 10 working days.

7.4 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 from a further assessment process in case information not fulfilling the criteria given in the previous sentence was revealed. When such fact is discovered by the programme operator afterwards considering the wrongly provided information had or might have had an effect on the assessment process, the project shall be terminated, and the programme operator shall request the payback of the entire provided grant.

8 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 the annex 6 of this call for proposal.

Further details are listed in the Guideline for applicant, part C.

9 SYSTEM OF FINANCING

The financial management system of the projects is based on the system of advanced payments. The level of advance instalments to be provided to Project promoters shall be linked to the duration of the Project implementation periods according to the overview below:

Project Implementation Duration	First Advance Payment	Second Advance Payment	Third Advance Payment	Forth Advance Payment	Final Payment (reimbursement)
< 12 months	80%	10%	-	-	10%
12	40%	20%	20%	10%	10%

The applicant shall propose in the project application whether project partners shall be financed through the advanced payments or reimbursement.

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

10 PUBLICITY

With the aim of highlighting the role of the Norway Grants 2009-2014 and to ensure that assistance from the grants is transparent, the Project Promoter shall provide information on the project to the widest possible audience at the appropriate national, regional and/or local levels, including relevant stakeholders. The Applicants shall therefore develop a Publicity Plan within the Project application.

The Publicity Plan is required to be prepared with the aim of creating awareness of the existence, the objectives, any bilateral cooperation with the Donor state entities, the implementation and the impact of support from the grants to the project.

The publicity requirements are stated in the Guideline for applicant.

11 FURTHER INFORMATION

There is no legal title to the grant provision.

Before and during the application preparation it is necessary to be familiar with the following documents as amended:

- Summary of the programme SK09 „Domestic and gender-based violence“ published on web page www.norwaygrants.sk/violence,
- Guideline for applicant,
- Guideline for project promoter and project partner - <http://www.eeagrants.sk/6909/zakladne-dokumenty/>,
- Regulation on the implementation of the NFM 2009 – 2014,
- Guidelines, manuals, regulations and other documents issued by the Norwegian Ministry of Foreign Affairs, Financial Mechanism Office, National Focal Point or the programme operator.

Documents are published on the web page of the programme operator www.eeagrants.sk a www.norwaygrants.sk.

We recommend to the applicants to visit the web page of the programme operator www.norwaygrants.sk/violence where all updates in terms of the call will be published.

Programme operator will publish on the mentioned web page also so called „F.A.Q. (frequently asked questions)“ – further complementary information as the answers to the repeated questions of the applicants.

In case the applicant does not find the answer to his request related with the project application preparation, he could address directly the programme operator via:

- a) e-mail: eeagrants@vlada.gov.sk
- b) post:
 - Úrad vlády SR
 - Odbor grantov EHP a Nórska
 - Námestie slobody 1
 - 813 70 Bratislava 1
- c) telephone: 02/57 295 555 a 02 57295 536.

The request needs to be linked to the call (by call code DGV02). Programme operator will answer these requests in the way stated by applicant no later than 5 working days from the date of having received the request. Programme operator has not to respond to any requests submitted less than 5 working days before the call closure.

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

Personal consultations are not provided. Programme operator will organize the information meetings for the potential applicants for the relevant call. The exact date and place of the information meetings will be published on web page of programme operator www.norwaygrants.sk/violence.

12 ANNEXES OF THE CALL

1. Objectives, outcomes and indicators of objectives and outcomes of the project

2. Application form template
3. Methodology for the calculation of public service compensation
4. Guideline for applicant
5. Indicative list of eligible activities
6. Selection criteria
7. Statute of selection committee
8. Rules of procedures of the selection committee
9. Description of the project in English language
10. Working translation of Combating violence against women: minimum standards for support services
11. List of required attachments to the Project Application
12. Scheme of *de minimis* aid No. 13/2014