

ANNOUNCEMENT of the launching of the bilateral fund at national level for 2014

Version 1.0

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Component	Published by	Source of financing	Code of measure
Strengthened bilateral relations between the Slovak Republic and donor states in cultural area – alternatively, CULTURAL COMPONENT	National Focal Point – the Government Office of the Slovak Republic (NFP)	EEA Financial Mechanism (alternatively, EEA Grants)/ Norwegian Financial Mechanism (alternatively Norwegian Grants)	BFCLT14
Strengthened bilateral relations between the Slovak Republic and donor states in environmental area - alternatively, ENVIRONMENTAL COMPONENT			BFENV14
Strengthened bilateral relations between the Slovak Republic and donor states in social area - alternatively, SOCIAL COMPONENT			BFSOC14

A. INTRODUCTION

The National Focal Point (hereinafter only referred to as the “NFP”) hereby notifies eligible applicants of the launching of a call for applications for financial contribution to implement activities to strengthen bilateral relations between the Slovak Republic and donor states (Norway, Liechtenstein and Iceland).

For the sake of the completeness of information for the applicants for contribution from the bilateral fund, the National Focal Point has published Guidelines for the drawing of funds from the bilateral national at national level.

Bilateral relations generally refer to political, cultural, historic or economic ties between the Slovak Republic and the donor states. For the purposes of this announcement, bilateral relations refer to cooperation, at institutional level, between Slovak entities and donor state entities in a wider

- a) context of culture and arts (thematic component 1);
- b) environmental context (thematic component 2);
- c) social context (thematic component 3);

and their mutual strengthening and intensification with respect to their promotion towards the wider public, and to their sustainability.

Donor states are Norway, Liechtenstein and Iceland.

Grant Application means an application submitted by the applicant under this announcement and in the form attached as Annex 1 to this announcement.

Payment claim means a payment request submitted by the applicant after an activity has been implemented, under which the NFP reimburses the costs incurred by the applicant in accordance with the approved application for contribution and with the decision on the approval of the application for contribution. The form of the payment claims is attached as Annex 2 to this announcement.

Applicant under the bilateral fund is a legal person registered in Slovakia.

B. AIM OF THE ACTIVITIES TO BE IMPLEMENTED

The primary objective of the bilateral fund at national level is to financially support the process of strengthening the bilateral relations between institutions operating in Slovakia and in the donor states, in particular through:

- a) strengthening and developing the existing bilateral relations under the relevant component;
- b) establishing new ties and opportunities for with regard to sustainable cooperation;
- c) developing the bilateral dimension in the implementation of EEA and Norway grants.

The bilateral fund at national level is designed for financing activities with a strong potential and relevance for the strengthening of the bilateral relations. The bilateral fund at national level typically supports one-off activities rather than a coherent set of activities (projects). They primarily involve complementary activities with clearly defined objectives and focus which relate to the organisation of, or participation at, conferences, seminars and workshops, study tours or information activities that are relevant to the strengthening of bilateral relations.

C. ELIGIBLE APPLICANTS

Legal persons registered in Slovakia (private or public entities, including non-governmental organisations).

The applicant must submit a clear proof of its work in the field for which it applies for contribution for at least 1 year prior to the date of submission of the application for contribution. The proof of work in the relevant field is provided in the relevant section of the form of the grant application attached as Annex 1 to this announcement, as an overview of activities implemented at least over the period of 1 year prior to the date of submission of the application for contribution.

The eligible applicant may submit **only one application for contribution** under this announcement.

The applicant **must** have **at least one partner from a donor state, or an international organisation**, for the implementation of the activity for which the contribution is requested. **The partner may be with financial participation or without financial participation in the implementation of that activity.**

D. ELIGIBLE PARTNERS

1. Legal persons registered in Slovakia (private or public entities, including non-governmental organisations);
2. Legal persons registered in Norway, Liechtenstein and Iceland (private or public entities, including non-governmental organisations);
3. International organisations.

The applicant may specify **only one partner with financial participation** in the application for contribution. The applicant must submit a clear proof of the partner with financial participation's work in the relevant field for at least 1 year prior to the date of submission of the grant application. The proof of the partner's work in the relevant field is provided in the relevant section of the form of the application for contribution attached as Annex 1 to this announcement, as an overview of activities implemented in the relevant field at least over the period of 1 year prior to the date of submission of the application for contribution

The eligibility requirements do not apply to partners without financial participation. The number of **partners without financial participation** is limited to **a maximum of 2 partners**.

E. PARTNERSHIP

The applicant implements the activity in partnership with at least one donor state partner and/or an international organisation. Other partners from Slovakia, donor states or international organisations may also be engaged in the implementation of the activity. The relationship between the applicant and the partner with financial participation may not substitute for supplier-customer relations. The grant shall specify a part / parts of the activity to be implemented by the partner.

In relation to the NFP, the liability for all obligations and any misconduct on the part of the partner is borne by the applicant. The applicant and the partner with financial participation are therefore recommended to conclude a partnership agreement before submitting the application for contribution; a draft agreement is attached as Annex 4 to this announcement.

For all three components, the partnership for the implementation of the **organisation of events** activity **must be implemented through joint organisation of the event by the Slovak applicant and the donor state partner or international organisation.**

For all three components, the partnership for the implementation of the **participation in events** activity **must be implemented through joint participation of a representative/representatives of the Slovak applicant and the donor state partner or international organisation.**

For all three components, the partnership for the implementation of the **study tour** activity **must be implemented as a study tour by a representative/representatives of the Slovak applicant to the donor state partner and vice versa.**

The sustainability of the bilateral cooperation is evidenced by the applicant in the mandatory annex entitled "Overview, description and evaluation of future expectations after the completion of the implementation of the activity with focus on further/continued development of bilateral cooperation."

F. ELIGIBLE AREA

As a general rule, activities can only be implemented in Slovakia or in donor states. Within the territories of any other countries, activities can be implemented only in exceptional cases necessitated by the specific character of activities; in that case, however, an explicit consent granted by the NFP is necessary.

G. THEMATIC FOCUS OF INDIVIDUAL COMPONENTS

Cultural component	The cultural component for 2014 is focused on the area of culture and arts. This field has considerable potential for the development of bilateral relations, networking and exchange of experience. The component provides a possibility to establish cooperation between institutions in Slovakia and in donor states in order to promote cultural values, diversity of cultures, specifics of cultural environment with a unique focus on the engagement of partners from Slovakia and donor states. At the same time, it focuses on expert / scientific events in the field of culture with a unique focus on sharing know-how and good practice between institutions in Slovakia and in donor states.
Environmental component	The environmental component for 2014 focuses on environmental issues, especially on environmental protection and management, climate change adaptation, green energy and renewable resources. This field has considerable potential for the development of bilateral relations, networking and exchange of experience and transfer of know-how between Slovak institutions and institutions in donor states.
Social component	The social component for 2014 specifically focuses on the issues of vulnerable / marginalised children and young people. This field has considerable potential for the development of bilateral relations, networking and exchange of experience on this particular social issue. The component provides a possibility to establish cooperation between institutions in Slovakia and in donor states in order to apply new, advanced and effective measures and practices to address the issue of children and young people at risk, especially through exchange of experience, transfer of know-how and good practice. The component primarily concentrates on the attainment of medium- and long-term objectives to enhance and develop strategies for social inclusion of children and young people at risk through implementation of preventive measures, free time activities and enhancing capacities of organisations working with children and young people at risk.

H. ELIGIBLE ACTIVITIES, LIMITS

The applicant is eligible to submit an application for contribution under one component and for one type of activity only.

The minimum financial limit for all types of activities under all three components is EUR 1,000.

Thematic component	Name of activity	Maximum financial limit (EUR)
Cultural component	Organisation of events - support for the organisation of events in Slovakia or in donor states in order to engage partners from Slovakia and donor states. For the purposes of this announcement, event means, in particular: a conference, seminar/workshop/training course, exhibition, competition, concert, festival, exposition, audio-visual performance, showcase, artistic performance (theatre, dance, puppet theatre), etc.	10,000
	Study tour to a donor state (applicant) or to Slovakia (partner) of exceptional importance for the transfer of know-how and networking between Slovak institutions and donor state institutions in the field of culture.	5,000
	Participation in events - e.g., in a conference, seminar, workshop, exhibition, concert, festival, exposition in a donor state (applicant) or in Slovakia (partner) with exceptional importance for the strengthening of the bilateral relations in the field of culture.	2,500
Environmental component	Organisation of events - support for the organisation of environmental events in Slovakia or in donor states in order to engage partners from Slovakia and donor states. For the purposes of this announcement, event means, in particular: a conference, seminar/workshop/training course primarily focused on environmental protection and management, climate change adaptation, green energy and renewable resources.	10,000
	Study tour to a donor state (applicant) or to Slovakia (partner) of exceptional importance for the transfer of know-how and networking between Slovak institutions and donor state institutions in the field of the environment (environmental protection and management, climate change adaptation, green energy and renewable resources).	5,000
	Participation in events - e.g., in a conference, seminar or workshop in a donor state (applicant) or in Slovakia (partner) of exceptional / strategic importance for the strengthening of the bilateral relations in the field of the environment (environmental protection and management, climate change adaptation, green energy and renewable resources).	2,500
Social component	Organisation of an expert / scientific event in the social field – protection of children and young people at risk – a conference, seminar/workshop/training course focused on cooperation in this field, particularly in order to engage partners from Slovakia and donor states.	10,000

	Study tour to a donor state (applicant) or to Slovakia (partner) of exceptional importance for the transfer of know-how and networking between Slovak institutions and donor state institutions in the field of protection of children and young people at risk.	5,000
	Participation in events – e.g., in a conference, seminar or workshop in a donor state (applicant) or in Slovakia (partner) of exceptional / strategic importance for the strengthening of the bilateral relations in the field of protection of children and young people at risk.	2,500

Financial limits for individual types of eligible expenditure are set out in Annex 1 to the Guideline for the drawing of funds from the bilateral fund at national level.

I. REQUIRED OBJECTIVES, OUTCOMES AND RESULTS OF ACTIVITIES

The applicant will chose **one** of the three pre-defined activities, **one pre-defined objective** and one **pre-defined result** pursuant to Annex 3 to this announcement.

The implementation of the activity must also meet at least one horizontal objective under the relevant thematic component; the applicant will chose the relevant horizontal objective in the grant application , and describe how this objective will be met.

J. ELIGIBLE PERIOD FOR THE SUBMISSION OF GRANT APPLICATIONS

The grant application may be submitted from **1.8.2014 to 31.1.2015 and/or until the funds allocated for this purpose are fully used up, of which the NFP will inform the public by the publication of the information on the full use** of the available allocation at **web site www.eegrants.sk / www.norwaygrants.sk.**

K. ELIGIBLE IMPLEMENTATION PERIOD

The activities need to be implemented within three months from the date of delivery of the acceptance of the decision on the approval of the grant application, unless the decision stipulates otherwise. **The financial implementation of the activity needs be completed within two months** from the completion date of the substantive implementation of the activity through the submission of the application for contribution by the beneficiary to the NFP.

L. ALLOCATIONS PER COMPONENTS

	Amounts of funds allocated for the funding of applications for contribution in 2014
Cultural component	EUR 20,000
Environmental component	EUR 20,000
Social component	EUR 20,000

M. FINANCING

The system of financing is based on **reimbursements** made under submitted payment claims attached as Annex 2 to this announcement.

No co-financing of the activities by the applicant **is required**. The total amount of the provided contribution represents total eligible expenditure (costs) of the activity.

The information about procedures and conditions for the submission of grant applications are included in the Guidelines for the drawing of funds from the bilateral fund at national level.

No legal entitlement to the provision and payment of the contribution under the bilateral fund at national level exists.

N. FORMAL REQUIREMENTS OF APPLICATION FOR CONTRIBUTION

1. The grant application must be delivered by **electronic means (the grant application is not delivered as hardcopy; if the application is delivered as hardcopy, the hardcopy version of the application is not taken into consideration)** to bilateralnyfond@vlada.gov.sk in the form attached as Annex 1 to this announcement. The application must be delivered as .doc or .docx or rtf., as well as scanned and undersigned in the .pdf format. **All relevant sections of the application for contribution must be filled in.**¹
2. The grant application **must be submitted in partnership** with a donor state entity pursuant to point C of this Announcement.
3. Along with the grant application, the applicant must submit the mandatory annex entitled “Overview, description and evaluation of future expectations after the completion of the implementation of the activity with focus on further/continued development of bilateral cooperation” evidencing the sustainability of the bilateral cooperation.
4. Along with the grant application, the applicant must also submit, by electronic means, a statement from the register of organisations to prove its legal status, and a proof of eligibility of the applicant from the formal point of view. Where a partner with financial participation is involved, the applicant must submit a statement from the register of organisations to prove the partner’s legal status, and a proof of eligibility of the partner from the formal point of view.
5. The grant application must be submitted within the eligibility period for the submission of applications for contribution specified in **point E** above.
6. No other application for contribution has been approved for the applicant under this announcement.

If the grant application fails to meet any of the formal requirements referred to in point 1 through 6, the grant application will be dismissed by the NFP during the initial evaluation of the application.

O. FACTUAL REQUIREMENTS OF GRANT APPLICATION

1. The grant application must clearly aim towards the strengthening of the bilateral relations and must be beneficial for the relevant thematic field.
2. The applicant must be an eligible applicant pursuant to point C.1 of this announcement. The partner with financial participation must be a relevant institution pursuant to point C.2 of the announcement.
3. The grant application must contain eligible expenditure as required under the announcement and Annex 1 to the Guidelines for the drawing of funds from the bilateral fund at national level.
4. The grant application contains correct data in individual data sections, proposal for the implementation of the activity is clearly structured, contains relevant outcomes and results and its timetable is realistic and effective.
5. The applicant has met the limits on activities as well as expenditure limits under this announcement and Annex 1 to the Guidelines for the drawing of funds from the bilateral funds at national level.

If the grant application fails to meet any of the criteria referred to in point 1 and 2, the grant application will automatically be referred by the NFP, within the initial evaluation, to a bilateral commission with a proposal for its dismissal.

If the grant application fails to meet any of the criteria referred to in point 3 and 4, the NFP may request that deficiencies are removed / documentation is supplemented, or refer the grant application to the bilateral commission with a proposal for its dismissal.

If the grant application fails to meet the criterion pursuant to point 5, the NFP will reduce the eligible expenditure in accordance with the limits defined in this announcement and/or in the Guidelines for the drawing of funds from the bilateral funds at national level, or request that deficiencies are removed / documentation is supplemented.

¹ **Data size of the application for contribution and all relevant annexes** - if the 5Mb limit is exceeded, the applicant will archive the relevant documents in a .zip or .rar format and upload them to a freely accessible web data storage site. The accompanying email must contain a hyperlink through which the NFP can download the relevant documents. If the accompanying email does not contain such hyperlink, the NFP may classify this failure as non-compliance with the formal requirement specified in point L(1) of the announcement.

P. CONDITIONS FOR APPROVAL OF APPLICATION FOR CONTRIBUTION

1. The National Focal Point has at its disposal available financial resources allocated for the financing of the grant application.
2. The application meets all formal requirements.
3. The application meets all factual requirements.

In case the grant application complies with the formal criteria during the initial evaluation and the National Focal Point does not have any available financial resources at its disposal for the given component and year, such application for contribution will be placed on the reserve list. The applicant will be notified by email to that effect. If funds become available under the given component and in the given year, the evaluation process will be resumed for the application which was originally placed on the reserve list, using the same order of precedence based on which it was placed on the reserve list. If no financial resources become available, the grant application will be dismissed following the expiry of the eligibility period for the submission of grant applications specified in point E of this announcement.

Q. ENSURING PUBLICITY OF ELIGIBLE ACTIVITY

In the course of the implementation of the eligible activity, the publicity of the event and bilateral relations between Slovakia and donor states must be ensured.

R. COMMUNICATION

Any inquires concerning the bilateral funds and this announcement may be sent by **email** bilateralnyfond@vlada.gov.sk or via phone at +421 2 57 295 576.

S. CHANGES IN THE GRANT APPLICATION

1. The applicant is required to implement activities in accordance with the approved grant application and in accordance with the decision by the National Focal Point on the approval of the grant application and with the Guidelines for the drawing of funds from the bilateral fund at national level.
2. The budget for the activity specified in the grant application may be adjusted without consent from the National Focal Point only if the transfer between budgetary items does not exceed 50% of total eligible expenditure for the activity. Any transfer between budgetary items **in excess of 50%** of total eligible expenditure requires **prior consent from the National Focal Point**. Creation of new budgetary items / sub-items is not permitted; financial volumes may only be transferred provided that the limits specified in Annex 1 to the Guidelines for the drawing of funds from the bilateral fund at national level are complied with.

T. ANNEXES

1. Grant application form
2. Payment claim form
3. Implementation chain and overview of objectives, results and outcomes of the activity to be implemented
4. Draft partnership agreement