



CALL for project proposals

**The Government Office of the Slovak Republic as the Programme Operator
announces the call for proposals for the Programme
„SK05 Conservation and Revitalisation of Cultural and Natural Heritage &
Promotion of Diversity in Culture and Arts within European Cultural Heritage”
within the European Economic Area Financial Mechanism 2009-2014 for the
total amount of €2,948,942 for projects making cultural heritage accessible to
the public**

Provider:	Programme Operator – Government Office of the SR
Funding:	EEA Financial Mechanism 2009 - 2014 State Budget of the SR
Relevant programme outcome:	1604 – Cultural heritage made accessible to the public (Castles, fortifications and city palaces)
Call publication start date:	31.1.2014
Call publication end date:	15.4.2014
Call code:	CLT02

INTRODUCTION

This Call is intended only for castles, fortifications and city palaces of national significance, as defined in the Slovak governmental resolution 813/2011, as amended by the governmental resolution no 411/2013. Their list is attached to the Call. The main aim of the Call is to support projects making the recently non-accessible national cultural monuments or their parts accessible to the public or that will contribute to the enhancement of the public access to these monuments and their safety.

As the expenditure eligibility deadline is 30.4.2016, any permits, including construction permits, shall be filed along with the Project Application. The applicant or its partner shall be the owner of the premises that is subject to reconstruction, renovation or restoration, or shall have rented the premises at the time of the Project Application submission and for at least five years following the Project completion.

The entire Programme will contribute 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.

At least 5% of the amount dedicated for open calls under this Programme shall be allocated to projects taking account of or related to the Jewish cultural heritage of Slovakia. The selected Projects should also take account of the principles of non-discrimination and tolerance, cultural diversity and intercultural dialogue as set out in the Programme Agreement.

One of the overall objectives of the EEA Grants is the strengthening of bilateral relations between the Donor States and Slovakia. The programme opens up for an excellent opportunity to co-operate with entities from the Donor states - Norway, Iceland and Liechtenstein. It shall also be stressed that the partnership with Donor states 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 Donor States' knowledge and experience.

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.

1.1 Objective of the project

Objective of the project is the outcome of the programme – Cultural heritage made accessible to the public. The project shall have one, already pre-defined objective. The objective of the project and its indicators are defined according to the Annex 1 to this call. These data are pre-populated 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. The outcome of the project and its indicators are defined according to the Annex 1 to this call. These data are pre-populated in the application, it is not possible to change them 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 output of the project. Each output shall be assigned to a concrete entity implementing the output (Project Promoter or Project Partner).

1.4 Parameters of the project

The projects shall include:

1. Expenditures for restoration, renovation or protection of castles, fortifications and city palaces, as defined in the attachment no 2 of this Call.
2. Expenditures on activities focused on the support of cultural tourism, such as networking, organisation of events, publicity and information measures, information boards, signs and any other measures that may attract potential visitors.

1.5 Selection criteria

The selection criteria are further described and scored in an annex to this Call.

1.5.1 Administrative compliance criteria

1. Was the Project Application delivered to the Programme Operator by the deadline in a sealed envelope/package?
2. Does the application contain the electronic version and the hard copy of the Application Form?
3. Was the Project Application delivered as one original and two copies in Slovak language?
4. Is the Application Form duly signed by the relevant statutory representative/representatives of the organization, as listed in the relevant register?
5. Are the compulsory attachments attached to the Project Application and have been submitted in accordance with prescribed forms?

1.5.2 Eligibility criteria

1. Is the Applicant eligible?
2. Did the Applicant define at least one, but not more than three outputs to each outcome of the project?
3. Did the Applicant define at least one measurable indicator to each output of the project?
4. Does the project fulfil the specific Call conditions, which are defined by the objective, outcome and parameters of the project?

5. Was the maximal and minimal limit of the Project Grant applied for observed?
6. Does the Project Application meet the requirement that the National Cultural Monument that is the object of the project is not eligible under the Call CLT02?
7. Has at least one positive statements of the Monument Board of Slovak Republic, regional monuments boards, self-governing region or municipality been delivered, as required by the Call?
8. Is the required rate of co-financing in accordance with the Call?

1.5.3 Content-related criteria

Underlined content related criteria receive double score, 20 point as a maximum.

Relevance and importance of the Project

1. Is the National Cultural Monument or its parts recently non-accessible to the public or will the project contribute to the enhancement of the public access to these monuments and their safety?
2. What is the current shape of the National Cultural Monument?
3. Is the National Cultural Monument considered as a cultural priority of the Monument Board of the Slovak Republic or its regional branches?
4. Is the National Cultural Monument considered as a regional cultural priority of the relevant self-governing region, in which territory the monument is located?
5. Is the National Cultural Monument considered as a local cultural priority of the relevant municipality, in which cadastre the monument is located?
6. Is the National Cultural Monument inscribed to the UNESCO world heritage list or tentative list or is it located in or near to the area inscribed as a part of the UNESCO world heritage or tentative list?

The Programme Operator requests that an official positive statement of at least one of the relevant authorities mentioned in points 3 - 5 is submitted.

Project logical framework and design

7. What is the overall logic of the Project, its compliance with the aims of the Call, uniqueness, importance and so on?
8. What is the touristic infrastructure in the surrounding area?
9. What is the level of networking with relevant services providers?

Project budget and cost effectiveness

10. Assessment of budget efficiency
11. Project sustainability

Project management

12. Financial stability of the applicant and its partners

13. Managerial capacity of the applicant

Specific criteria

14. Does the Project contribute to the horizontal principles of the Programme?

15. Is it expected that volunteers will be engaged in the Project?

16. Does the National cultural monument reflect the Jewish cultural heritage?

17. Number of partnership agreements concluded with donor states partners.

To this end, the Programme Operator requests that the applicant highlights the importance of the monument, its touristic potential, networking ability, link to Jewish cultural heritage and contribution to the horizontal principles in the Project Application.

2 ELIGIBILITY

2.1 Eligible applicants

Eligible applicants are legal entities, public or private, commercial or non-commercial and non-governmental organisations¹, established as a legal entity in the Slovak Republic.

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.

2.2 Eligible partners

Eligible partners are legal entities, public or private, commercial or non-commercial and non-governmental organisations, established as legal entities in Slovakia or abroad.

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.

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.

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.

2.4 Eligible area

Eligible area is the entire territory of Slovakia.

2.5 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, in-kind contributions, expenditures related to purchase of any movable articles in the interior² and expenditures related to second hand equipment.

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.

Detailed information is stated in the Regulation, Guideline for applicants and in Guideline for project promoters and partners.

2.5.1 Period of eligibility of expenditures

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

3 GRANT AMOUNT AND GRANT RATE

3.1 Grant amount

Allocation of the Call is EUR 2,948,942.

The minimum amount of grant assistance applied for is EUR 250,000; the maximum amount is EUR 1,000,000.

3.2 Grant rate

Maximum grant rate is **90 %** of total eligible expenditures of the project promoter as well as partners in case the entity is an NGO and **85 %** in case the entity is a public or other private entity. At least **10 %** or **15%** of the total eligible project expenditures shall be financed from

² 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.

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.

3.3 State aid

If the Project Promoter or Project Partner is entrusted with activities falling within the scope of the state aid, the aid shall be provided in compliance with the *de minimis* aid rules stated in Commission Regulation (EC) No. 1998/2006 of 15 December 2006 on the application of Articles 87 and 88 of the Treaty to *de minimis* aid. It shall be applicable without prejudice to the maximum grant amount indicated in paragraph 3.1.

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

1. The aid shall not exceed **EUR 200,000**.
2. The **total** *de minimis* aid granted to any one undertaking shall not exceed EUR 200 000 over any period of three fiscal years³, 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 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 Commission⁴.
4. De minis aid cannot be granted to undertakings in difficulty.
5. Should the aid be granted for more than one year, the aid shall be discounted in accordance with the Article 2 point 3 of the Commission Regulation (EC) No. 1998/2006.
6. It is the responsibility of the Programme Operator to:
 - a) Decide whether the provision of the grant represents the state aid.
 - b) Verify whether undertakings are not in difficulty in accordance with 1 (1) h Article of the Commission Regulation (EC) No. 1998/2006.
 - c) Discount the aid in accordance with the previous point.

Financing of certain project outputs does not necessarily constitute state aid. 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 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 of the partner in relation to the Programme Operator. Partnership agreement shall be concluded between the project promoter and the partner.

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

⁴ 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)

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 template of the partnership agreement. Detailed information could be found in the Guidelines for the project promoter and partner published on www.eeagrants.sk a www.norwaygrants.sk.

4.1 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.

5 GUARANTEES

A guarantee is required in all projects where the Project Promoter is a non-public entity. The minimum amount of guarantee shall not be less than the amount of the investment costs.

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.

Detailed information is stated in the Guideline for applicants.

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 (purchase, reconstruction) and the excepted equipment. In specific cases, such as construction works, 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 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 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 promoters and partners. The template of the Project Contract is published at www.eegrants.sk and www.norwaygrants.sk.

6.1 Sustainability Indicators

The Project Promoter shall be responsible to ensure that the following values of indicators are sustained during the entire period of project sustainability:

Indicator title	Minimum value to be sustained
Number of restored/preserved heritage giving public access	100 % of the target value stated in Grant Offer Letter
Number of newly established exposition, information and educational trails	100 % of the target value stated in Grant Offer Letter

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 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. The obligation to set aside appropriate resources for the maintenance of the excepted equipment, 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, as can be found in the template of the Project Contract.
8. Specific project contract provision, 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.

7 SUBMISSION OF THE PROJECT APPLICATION

7.1 Deadlines

The application must be submitted no later than 15.4.2014, 24:00.

The application may 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 „CLT02“
- 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 should 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 an annex of this call for proposal.

A review of administrative compliance and eligibility of the application and the applicant 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 of the application and the applicant, which form an annex to the Call. If these criteria are not met, the Programme Operator shall inform the applicant of the latter being disqualified from the further evaluation process.

Each applicant having failed to meet the administrative compliance and eligibility criteria shall be allowed to request the Programme Operator to review such a 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 selection criteria laid down in an annex to the call for applications. 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 4 months following the Call deadline.

Further details are listed in the Guidelines for the applicant.

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 – 18 months	40%	20%	20%	10%	10%
18 – more	25%	25%	25%	15%	10%

The applicant shall propose in the project application whether project partners shall be financed through the advanced payments or reimbursement. The programme operator shall retain 10 % of every advanced payment to the project. 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.

10 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 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.

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 <http://www.eeagrants.sk/cultural-heritage> 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 riadenia a implementácie FM EHP a NFM
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 CLT01). 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 reserves the right not to respond to 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 <http://www.eeagrants.sk/cultural-heritage>.

11 ANNEXES OF THE CALL

1. Objectives, outcomes and indicators of objectives and outcomes of the project
2. List of eligible monuments under the Call CLT02, elaborated in accordance with the governmental resolution no 813/2011 on the conception of the protection of cultural monuments, as amended by the governmental resolution no 411/2013
3. Application form template
4. Selection criteria
5. Guideline for applicants
6. Statute of selection committee
7. Rules of procedures of the selection committee
8. Description of the project in English language
9. List of required attachments to the Project Application