



**CALL
for project proposals**

**Programme:
„SK08 Cross-border Cooperation“**

Provider:	Programme Operator – Government Office of the SR
Funding:	Norwegian Financial Mechanism 2009 - 2014 State Budget of the SR
Programme Outputs:	Output 1: New cross-border partnerships/networks established and existing partnerships/networks supported Output 2: Exchange of know-how, best practices and experience with Norway enhanced Output 3: Better conditions at the border crossings created Output 4: Cross-border information flow improved
Relevant programme outcome:	2603 – Mitigation of existing barriers to cross-border cooperation
Call publication start date:	30.09.2013
Call publication end date:	15.01.2014
Call code:	CBC01

The Programme SK08 Cross-border cooperation is focused on Slovak-Ukraine cooperation including a focus on supporting people-to-people contacts and exchange on lessons learnt, best practice of cross-border projects between Norway and Slovakia, as well as networking in Europe. The impact of the Programme has to be mainly on two Slovak regions – Košice and Prešov self-governing regions and one Ukrainian, the region of Transcarpathia.

All projects supported by this Programme have to be presented by a Slovak - Ukrainian partnership!

Details can be found in Annex 2 of this Call.

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 obligatory only for output no 2, but also for the other outputs it is of great advantage for the assessment and implementation Projects by the improvement of the quality of the Project and to the enrichment of Project by Norwegian 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.

Within this call, four types of projects shall be supported, contributing to the achievement of the Programme outputs:

OUTPUT no	Output 1	Output 2	Output 3	Output 4
TITLE	New cross-border partnerships/networks established and existing partnerships/networks supported	Exchange of know-how, best practices and experience with Norway enhanced	Better conditions at the border-crossings created	Cross-border information flow improved
FOCUS	Establishment of new cross-border partnerships/network and support of existing partnerships/networks	Exchange of know-how, best practices and experience between Slovakia and Norway in cross-border issues.	Creating better conditions at border-crossings	Cross-border information flow

All projects supported by this Programme have to be presented by a Slovak - Ukrainian partnership!

1.1 Objective of the project

Objective of the project is the outcome of the programme. 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-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. 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 output of the project. Each output shall be assigned to a concrete entity, which will implement the output (Project Promoter or Project Partner).

1.4 Parameters of the project

The projects shall include:

Programme Output 1	Programme Output 2	Programme Output 3	Programme Output 4
a) creation of new partnership(s) / network(s) and/or support to existing partnership(s) / network(s) needed and efficient for socio-economic development of the border region: Prešov Self-governing Region, Košice Self-governing Region and Transcarpathian Region and/or creation of good conditions for cross-border cooperation;	a) activities focused on enhancement of the exchange on know-how, best practices and experience with Norway, as indicated in the relevant part of Annex 2 (Indicative list of eligible activities). All activities shall be focused on the EU external (Schengen) border issues;	a) creation of better conditions at the border crossings;	a) Activities focused on improvement of the information flow as regards the Slovak Republic and Ukraine, Activities from the Annex 2 Indicative list of eligible activities, part 4 Programme output 4 or similar activities aimed at information flow improvement;
b) close active developing Slovak-Ukrainian cross-border cooperation based on joint activities;	b) exchanges and/or different kind of CBC events;	b) activities from the Annex 2 Indicative list of eligible activities, part 3 Programme output 3 or similar activities aimed at the better conditions at the border crossings creation;	b) Initiatives or activities aimed at promoting public knowing/awareness on both sides of the border (e.g. joint television or radio broadcast, webpages, local print media, joint journalist meetings, internships etc.), including the activities/events for general public focused on increasing the awareness on the neighbouring countries (SR and Ukraine) and its possibilities;
c) activities from the Annex 2 Indicative list of eligible activities, part 1 Programme output 1 or similar activities aimed at better cooperation;	c) testing, taking on board and adaption of at least 1 successfully functioning measure from the Norwegian-Russian CBC;	c) initiatives aimed at improving of border crossings conditions;	c) Creation or innovation of joint information products focused on awareness raising on the neighbouring countries or devoted to the better visibility of the target regions in the neighbouring countries and their efficient dissemination to general public and professionals;

d) organization of activities/events for general public or professionals;	d) Joint initiatives aimed at dealing with the border issues and solutions finding;	d) involvement of a public institution responsible for the issue of border regime and border crossing;	d) Providing of the services to target groups in connection with the information on Slovak Republic and Ukraine;
e) impact on the border region ¹ ;	e) Impact on the border region;	e) initiatives leading to policy change in favour of improved conditions at border crossings;	e) Offering new types of services or new ways of providing existing services as regards awareness raising within the programme;
f) at least 30 % of the project activities implemented in the border region;	f) Cross-border cooperation element;	f) impact on the border region;	f) Impact on the border region;
g) horizontal concerns on hate speech combating or tolerance /multicultural societies.	g) Horizontal concerns on hate speech combating or tolerance/multicultural societies.	g) cross-border cooperation element;	g) Cross-border cooperation element;
		h) horizontal concerns on hate speech combating or tolerance/multicultural societies.	h) At least 30 % of the project activities implemented in the border region;
	All proposals submitted under this output will have to be presented by a Slovak-Ukrainian-Norwegian partnership.		i) At least 30 % of the project activities implemented outside the border region in order to increase public awareness about the possibilities (tourism, natural, cultural and historical heritage, cultural events etc.) in the border region;
			j) Horizontal concerns on hate speech combating or tolerance/multicultural societies.

In case of elaboration of analyses and common management plans at least pilot testing of some measures set out in the management plan shall be required and/or an Action plan shall be included, including clear identification of sources of funding and a proposed budget.

¹ On purpose of the SK08 programme the border region includes Prešov Self-governing Region, Košice Self-governing Region and Transcarpathian Region.

Priority shall be given to projects that:

Programme Output 1	Programme Output 2	Programme Output 3	Programme Output 4
a) contribute to social and economic development of the border region and creation of better conditions of the border region;	a) contribute to the improvement of the governance at the Eastern border (SK – UA border);	a) include higher number of initiatives aimed at improving of border crossings conditions;	a) include higher number of different joint information products to be a result of the project focused on awareness raising on the neighbouring countries or devoted to the better visibility of the target regions in the neighbouring countries;
b) use potential of the border region;	b) include higher number of tested and successfully functioning measures taken on board and adapted from Norwegian-Russian CBC;	b) include higher number of initiatives leading to policy change in favour of improved conditions at border crossings;	b) provide its services to higher number of clients/customers;
c) involve higher number of institutions without previous Slovak - Ukraine cross-border experience in the partnership/network;	c) include higher number of joint different types of initiatives aimed at dealing with the border issues and solutions finding;	c) involve more public institutions responsible for the issue of border regime and border crossing in the project;	c) include more local and regional organizations offering new types of services or new ways of providing existing services as regards awareness raising within the programme;
d) implement higher number of initiatives aimed at better cooperation of employment services, education institutions, employers and other relevant stakeholders and events and activities for higher number of people;	d) have more than one project partner from Norway;	d) renovate or modernize higher number of m2 of land at the border crossings;	d) implement events or activities for higher number of people;
e) are located in the border region;	e) include the Slovak - Norwegian partnership and cooperation continuing after the project end based on the long-term partnership agreement;	e) include mutual cooperation of public and non-governmental sector;	e) use potential of border region;
f) are sustainable and project budget is efficient;	f) involve higher number of people taking part in exchanges within the project / actively participating in the project CBC events;	f) implement the joint project activities on both side of common border;	f) implement the joint project activities on both side of common border;
g) involve unemployed people, young people and/or minorities in the project implementation and activities;	g) implement the joint project activities on both side of common border;	g) are sustainable and project budget is efficient;	g) are sustainable and project budget is efficient;

h) include cooperation between public sector and nongovernmental/private sector;	h) are sustainable and project budget is efficient	h) involve unemployed people, young people and/or minorities in in the project implementation and activities;	h) have at least one project partner from Norway.
i) have at least one project partner from Norway and several partners from Ukraine.	i) include vertical level of the cooperation or involvement of organizations on different levels of the state administration.	i) have at least one project partner from Norway.	

2 ELIGIBILITY

2.1 Eligible applicants

Eligible applicants are:

Programme Output 1	Programme Output 2	Programme Output 3	Programme Output 4
Legal entities, public or private, commercial or non-commercial and non-governmental organisations, established as a legal entities in the SR, with a project partner from Ukraine, which is financially engaged in the Project and spend the project grant.	Local, regional and state authorities established as legal entities in the SR, with a project partner from Ukraine and a project partner from Norway, which are financially engaged in the Project and spend the project grant.	Public entities and non-governmental organisations established as legal entities in the SR, with a project partner from Ukraine, which is financially engaged in the Project and spend the project grant.	Legal entities, public or private, commercial or non-commercial and non-governmental organisations, established as a legal entities in the SR, with a project partner from Ukraine, which is financially engaged in the Project and spend the project grant.

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:

Programme Output 1	Programme Output 2	Programme Output 3	Programme Output 4
Legal entities, public or private, commercial or non-commercial and non-governmental organisations, established as a legal entities in the SR, in Ukraine or in Norway or any inter-governmental organisation, actively involved in and effectively contributing to the implementation of the project.	Local, regional and state authorities established as legal entities in the SR, in Ukraine or in Norway or any inter-governmental organisation, actively involved in and effectively contributing to the implementation of the project.	Public entities and non-governmental organisations, established as legal entities in the SR, in Ukraine or in Norway or any inter-governmental organisation, actively involved in and effectively contributing to the implementation of the project.	Legal entities, public or private, commercial or non-commercial and non-governmental organisations, established as a legal entities in the SR, in Ukraine 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 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 and Ukraine. For output 2 the Norwegian – Russian border area is eligible area in addition. Two Slovak self-governing regions of Prešov and Košice, as well as the region of Transcarpathia in Ukraine shall benefit from support under this call within all supported projects.

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 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.

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 outputs no 1, 2 and 4, investment costs may represent a limited share on the total eligible costs and must be necessary for achieving the project objective, which contribute to the programme outcome and outputs. The necessity of infrastructure investments for the project will be a subject of experts' review during the selection procedure.

For output no 3, investment costs may represent a substantial share on the total eligible expenditures, save that the costs on education activities and/or initiatives leading to policy change in favour of improved conditions at boarder crossing exceed 25% of the total eligible expenditures.

By way of exception from Article 7.3.1(c) of the Regulation, the entire purchase price of new equipment will be eligible if the equipment is an integral and necessary component for the implementation or development of a technology that is essential for achieving the outcome

of the project (the excepted equipment). The Programme Operator will check and verify compliance with this provision.

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.

The duration of the project shall be **3 – 24 months**.

3 GRANT AMOUNT AND GRANT RATE

3.1 Grant amount

Allocation for output 1 is **EUR 4,146,481**. Allocation for output 2 is **EUR 1,399,518**. Allocation for output 3 is **EUR 2,492,500**. Allocation for output 4 is **EUR 2,742,500**.

Maximum grant amount is **EUR 1,000,000**. Minimum grant amount is **EUR 170,000**.

3.2 Grant rate

Maximum grant rate is **90 %** of total eligible expenditures of the project promoter as well as partners in case of NGOs² and **85 %** in case of public or private institutions. At least **10 %** or **15%** of the total eligible project expenditures shall be financed from the own sources of the project promoter which means also the sources of the partners or other sources e.g. bank loans or deposits of the third parties.

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:

² 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.

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 minimis 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 project promoter and partner shall not substitute the business relations between supplier and customer. 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 Guidelines for the project promoter and partner published on www.eeagrants.sk a www.norwaygrants.sk.

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)

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 projects implemented under all the outputs. 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.

The guarantee is not required from the public entities.

Detailed information is stated in the Guideline for applicants.

6 PROJECT SUSTAINABILITY AND VALIDITY OF THE PROJECT CONTRACT

In case of investments in real estate (purchase, reconstruction) and the excepted equipment⁵ the project sustainability period is set to be five years following the project completion report. 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 (e.g. related to the state aid).

In other cases, the project sustainability period is three years following the project completion report approval.

⁵ The excepted equipment is a new equipment – an integral and necessary component for the implementation or development of a technology that is essential for achieving the outcome of the project purchased within the project with the exception from Article 7.3.1(c) of the Regulation.

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 promoters and partners. The template of the Project Contract will be published at www.eeagrants.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.

6.1.1 Output 1

Indicator title	Minimum value to be sustained
Number of partners (institutions) involved in the CBC partnership/network	90 % of the target value stated in Grant Offer Letter
Number of initiatives ⁶ aimed at better cooperation of employment services, education institutions, employers and other relevant stakeholders	75 % of the target value stated in Grant Offer Letter for state 50 % of the target value stated in Grant Offer Letter for activities
Number of people attending the events or activities organized by project promoters	+ 20 % of the target value stated in Grant Offer Letter

⁶ If the result of the initiatives is an activity, running of the activity has to be sustained. If the result of the initiatives is a state, the level of this state has to be sustained.

6.1.2 Output 2

Indicator title	Minimum value to be sustained
Number of Norwegian partners (institutions) involved in the project	90 % of the target value stated in Grant Offer Letter
Number of people taking part in exchanges, CBC events	+ 20 % of the target value stated in Grant Offer Letter
Number of tested and successfully functioning measures taken on board and adapted from Norwegian-Russian CBC	75 % of the target value stated in Grant Offer Letter

6.1.3 Output 3

Indicator title	Minimum value to be sustained
Number of initiatives aimed at improving of border – crossings conditions	75 % of the target value stated in Grant Offer Letter
Number of public institutions responsible for the issue of border regime and border crossing involved in activities financed by the Programme	90 % of the target value stated in Grant Offer Letter
Number of initiatives taken leading to policy change in favour of improved conditions at border crossings	75 % of the target value stated in Grant Offer Letter
Number of m2 of land at the border crossings subjected to modernization and renovation within the programme	100 % of the target value stated in Grant Offer Letter

6.1.4 Output 4

Indicator title	Minimum value to be sustained
Number of joint information products focused on awareness raising on the neighbouring countries or devoted to the better visibility of the target regions in the neighbouring countries made available to public	100 % of the target value stated in Grant Offer Letter
Number of clients/customers served by the institutions benefitting from the programme	+ 20 % of the target value stated in Grant Offer Letter per year
Number of local and regional organizations offering new types of services or new ways of providing existing services as regards awareness raising within the programme	100 % of the target value stated in Grant Offer Letter
Number of visitors attending the awareness raising activities/events organized by the project promoters	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 15.01.2014, 24:00.

The application may be submitted personally, by registered mail or courier to the address:
Úrad vlády Slovenskej republiky
Námestie slobody 1
813 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 registered mail, the postmark date applies.

On the envelope must be stated the following:

- „DO NOT OPEN“
- title „Norwegian Financial Mechanism“
- code of the call „CBC01“
- 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, as well as in one original in English 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 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%	20%	-	-	10%
12 – 18 months	40%	20%	20%	20%	10%
18 – more	25%	25%	25%	25%	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.eegrants.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 SK08 „Cross-border cooperation“ published on web page www.norwaygrants.sk/cbc,
- Guideline for the applicants,
- Guideline for project promoters and partners,
- 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.eegrants.sk a www.norwaygrants.sk.

We recommend to the applicants to visit the web page of the programme operator www.norwaygrants.sk/cbc 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 CBC01). 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 responded 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/cbc.

11 ANNEXES OF THE CALL

1. Objectives, outcomes and indicators of objectives and outcomes of the project
2. Indicative list of eligible activities
3. Application form template in Slovak language
4. Application form template in English language
5. Guideline for applicants
6. Selection criteria
7. Statute of selection committee
8. Rules of procedures of the selection committee
9. List of required attachments to the Project Application