



**CALL
for the submission of project applications**

**Programme
„Local and Regional Initiatives to Reduce National Inequalities and to Promote Social
Inclusion “**

Provider:	Programme Operator – Governmental Office of the SR
Funding:	EEA Financial Mechanism (alt. EEA Grants) State Budget of the SR
Relevant programme outcomes:	1203 –Local and regional authorities, as well as private and civil society actors, are developing initiatives to strengthen anti-discriminatory measures for groups vulnerable to social and economic exclusion
Call publication start date:	20.08.2013
Call publication end date:	31.10.2013
Call code:	SI01

The objective of the *Local and Regional Initiatives to Reduce National Inequalities and to Promote Social Inclusion* Programme is strengthened social and economic cohesion at national, regional and local levels. The Programme is aimed at specific needs of Roma.

The main focus of the Programme is to create conditions, particularly human and professional's resources for quality intercultural educational programs using Romani language in a wider range as well as to support primary and secondary schools interested in development of inclusive education through intercultural approach.

Strengthening the bilateral relations between the Donor States and Slovakia is one of the overall objectives of the EEA Grants. The programme opens up for an excellent opportunity to co-operate with entities from the Donor States – Norway, Iceland and Liechtenstein. To facilitate such co-operation, the Programme Operator has agreed on co-operation with The European Wergeland Centre (hereinafter referred to as the EWC) with the aim to create a partnership between the network of primary and secondary schools in Slovakia and the Council of Europe as the Donor programme partner and The EWC.

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. Project shall have one objective, which is 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 template, it is not possible to change them 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 template, it is not possible to change them or supplement them.

1.3 Project Outputs

The Applicant is obliged to define at least one and not more than three outputs of the project for each outcome. The Applicant shall set at least one measurable indicator 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). The first project output and its indicators have already been defined by the Programme Operator.

1.4 Parameters of the project

The project shall include activities that are clearly aimed at strengthening social inclusion through intercultural education, Romani language and culture and cooperation between schools and families.

Priority shall be given to projects that:

1. Use the entire project allocation for intercultural activities (do not use the project grant for management costs).
2. Include, in addition to school activities also extracurricular activities with community and families' participation.
3. Have at least one project partner from Norway, Iceland or Liechtenstein.
4. Connect several activities which are aimed at enhancing social inclusion.

2 ELIGIBILITY

2.1 Eligible applicants

Eligible applicants are primary and secondary schools (directly or through their founder) included in the network¹ of the Slovak Republic with the exception of schools which are beneficiaries of the following measure funded by the ESF fund: Operational Programme Education within the priority axis 3 "Support to Education of Persons with Special Educational Needs", measure 3.1 "Raising the Educational Level of Members of the Marginalised Roma Communities" at the time of the grant applications submission.

2.2 Eligible partners

Eligible partners are legal entities stated in part 2.1 and:

1. Slovak public administration bodies.
2. Slovak institutions founded or established by public administration bodies or institutions where the public administration bodies have decision-making powers or equity participation.
3. Non-governmental organisations registered in the Slovak Republic.
4. Scientific, research and educational institutions registered in the Slovak Republic.
5. Entities established in Norway, Iceland or Liechtenstein.

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 § 15 par. 1 of the Act on state administration and self-administration in educational system (596/2003 Coll.)

2.4 Eligible area

The entire territory of the Slovak Republic is eligible for support under this Call.

2.5 Eligible expenditures

Eligible expenditures of the project are all eligible expenditures as defined in the Regulation on the implementation of the EEA FM 2009 – 2014. In general, eligible expenditures are all expenditures which have direct link to the project except for the excluded expenditures and in-kind expenditures.

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 given in the Regulation, Guidelines for the applicant and in the Guidelines for the Project Promoter and Partner.

2.5.1 Period of eligibility of expenditures

Expenditures are eligible from the date set in the grant offer letter until one year after the scheduled project completion date, but not later than **30.04.2016**.

3 GRANT AMOUNT AND GRANT RATE

3.1 Grant amount

The total amount available under this Call is **€461,177**.

The Project Grant shall not be less than **€5,000** and not higher than **€40,000**.

3.2 Grant rate

Maximum grant rate is **100%** of the total eligible expenditures of the project.

3.3 State Aid

Though it is not supposed that project grants under this Call could constitute state aid, the Programme Operator reserves the right to carry out the standard state aid test before the Project Application is approved. In case the project grant or its part would constitute state aid, the Programme Operator shall consult the Project Promoter on the possible solutions, such as for instance granting *de minimis* aid.

4 PARTNERSHIP

The relation between the Project Promoter and the 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. 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. 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 set by the Programme Operator in the template of the Partnership Agreement. Detailed information can be found in the Guidelines for the Project Promoter and Partner published on www.eegrants.sk a www.norwaygrants.sk.

4.1 Partnership with Donor states entities

One of the two main objectives of the EEA Grants is to support the cooperation with Donor states entities. To this end, the Fund for bilateral relations has been established. The main focus of the bilateral fund is to create a partnership between the network of primary and secondary schools in Slovakia and the Council of Europe as the Donor programme partner and the EWC. To fulfil this objective, the Programme Operator will organize a workshop during the Call period, to which representatives of the Council of Europe and the EWC will be invited. The workshop will provide an opportunity for potential applicants to establish contact with the institutions for the purpose of potential cooperation in the project.

The applicant is entitled to choose also any other Donor states institution. 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.

5 GUARANTEE

Not required.

6 PROJECT SUSTAINABILITY AND VALIDITY OF THE PROJECT CONTRACT

The project sustainability period is at least five years following the project completion report approval in case of investments into real estate (purchase, reconstruction). In other cases, the project sustainability period is at least three years following the project completion report approval. During the project sustainability period, both, the Project Promoter and the project Partner are obliged to maintain the achieved indicators, as defined by the Programme Operator in the Grant Offer.

The project sustainability period is not identical with the Project Contract validity period. Generally, the Project Contract remains in force for 5 years after **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 Partner are obliged to store all the documentation related 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 the Project Promoter and partners.

6.1 Indicators

The Project Promoter is responsible for maintaining the following values of indicators throughout the whole time of project sustainability:

Indicator Title	Minimal maintained value
Number of grades, in which the subject Romani language and literature is taught at least 1 hour per week and/or	100% from the amount stated in the grant offer
Number of grades, in which the subject Romani history and culture is taught at least 1 hour per week.	100% from the amount stated in the grant offer

In case of not meeting the above stated values, the grant reduction procedures will apply, as described in the Guideline for the Project Promoter and Partner, applicable for not meeting the set indicators. The Programme Operator may waive its right to demand reimbursements in case the Project Promoter could have not prevented the decrease in indicators, due to force majeure, economic development or other similar reasons that could have not been affected by the Project Promoter.

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 ensure that teaching staff, primarily teachers of first primary education stage who are employees of the Project Promoter that is a primary school or its founder, or are carrying out activities of pedagogical character for that Project Promoter, will sign up for the training programme on innovative education implemented by National Institute for Education. This training programme is delivered as part of a predefined project, is free of charge, has duration of 1 year, will take place probably in 2014. Detailed information can be found in the Summary of the Programme published on www.eeagrants.sk a www.norwaygrants.sk.
2. The obligation to ensure that teachers who are employees of the Project Promoter that is a primary or secondary school or its founder, will sign up for the extended master programme focusing on Romani language and culture implemented by the Constantine

the Philosopher University in Nitra. This extended master programme is supported by a predefined project and costs for selected participants will be covered. In case the project cannot be operational and the Programme Operator will identify other study programmes focusing on Romani language and culture for which costs can be covered, the Project Promoter will ensure that their teachers will apply for these programmes.

3. The obligation to ensure that a sample of project beneficiaries will participate in a survey based on a questionnaire at the beginning of the project and one after the completion of the project. The questionnaires and the instructions for their use will be provided by the Programme Operator.
4. The obligation to insure the property, acquired fully or partially from the project grant during the entire in-force period of the Project Contract.
5. The ban on selling the property, acquired fully or partially from the project grant during the entire in-force period of the Project Contract.
6. Publicity indicators that shall be followed by the Project Promoter.
7. The duty to disclose and freely share the project outcomes and outputs.
8. Other conditions of grant awarding, as can be found in the template of the Project Contract.
9. Specific project contract provision, defined by the Programme Operator as needed.
10. Suspensive conditions for first advance payment, if applicable.

More information about the content of the Grant Offer Letter is stated in the Guidelines for the applicant.

7 SUBMISSION OF THE PROJECT APPLICATION

7.1 Deadlines

The project application shall be submitted not later than 31.10. 2013 at 3 p.m..

The application can be delivered personally, by mail or courier to the address:

Úrad vlády Slovenskej republiky
Námestie slobody 1
813 07 Bratislava

The registry of the Programme Operator is opened from 8:00 till 15:00 in working days. The lunch break is from 11:45 till 12:15.

For applications submitted by mail, the postmark date applies.

The following shall be written on the envelope:

- „DO NOT OPEN“
- Title „EEA Financial Mechanism“
- Code of the Call „SI01“
- Applicant's full legal name
- Project title.

7.2 Project application requirements

The project application shall be submitted in Slovak language one original and two simple copies. Summary of the Project shall be submitted in English language. The application consists of the 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.

The application shall be submitted either in thermal or comb binding. Electronic version shall be attached to the original of the Project Application and submitted along with the hard copy, on a read-only CD or DVD.

7.3 Completion of the project application

A project application without an application form will be automatically rejected. 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 is not 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 of 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 should he find out that the information does not meet the criteria listed in the previous sentence. When such fact is discovered by the Programme Operator later, while concluding that the wrongly provided information has 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 grant provided.

8 ASSESSMENT

The assessment is divided into three stages – the administrative compliance assessment, assessment of the applicant and application eligibility and expert assessment. The assessment is carried out on the basis of the expert selection and comparative selection criteria which form the annex to this Call.

The selection process should be concluded in four months following the deadline of this Call.

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 amount of the advance payment depends on the duration of the implementation of the Project (minimum 12 months, maximum 24 months). The Applicant shall propose in the Project Application whether Project Partners shall be financed through the advanced payments or reimbursement.

Project Implementation Duration	First Advance Payment	Second Advance Payment	Third Advance Payment	Fourth Advance Payment	Final Payment (reimbursement)
12 – 18 months	40%	20%	20%	10%	10%
18 – more	25%	25%	25%	15%	10%

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 Guidelines for the Project Promoter and partner.

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:

- Summary of the programme SK04 „Local and Regional Initiatives to Reduce National Inequalities and to Promote Social Inclusion“ published on web page www.eeagrants.sk/social-inclusion,
- Guidelines for the Applicant,
- Guidelines for Project Promoter and Partner,
- Regulation on the implementation of the EEA Financial Mechanism 2009 – 2014,
- Guidelines, manuals, regulations and other documents issued by the EEA 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 the applicants watching the web page of the Programme Operator www.eeagrants.sk/social-inclusion where all updates in terms of the Call will be published.

Programme Operator will also publish the so called „F.A.Q. (frequently asked questions)“ on the mentioned web page – 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 can 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: 02/57 295 593 a 02 57295 531.

The request needs to be linked to the Call (by Call code SI01). The Programme Operator will answer these requests as desired by the Applicant not later than 5 working days from having received the request. Programme Operator will not respond to requests submitted less than 5 working days before the Call deadline.

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 phone or verbal answers as far as they were not elaborated in written form cannot be considered as binding and it is not possible to refer to them in later procedure.

Personal consultations are not provided. The Programme Operator will organize information meetings for the potential applicants for the relevant call. The exact date and place of the information meetings will be published on a web page of the Programme Operator www.eeagrants.sk/social-inclusion.

11 ANNEXES TO THE CALL

1. Objectives, outcomes and certain pre-defined outputs of the project and their indicators
2. Application form template
3. Guidelines for the applicant
4. Selection criteria
5. Statute of the selection committee
6. Rules of procedures of the selection committee
7. Description of the project in English language
8. List of required attachments to the Project Application