



**CALL**  
**for the submission of project applications**

**Programme:**  
**„Adaptation to Climate Change – Floods and Drought Prevention“**

<b>Provider:</b>	Programme Operator – Government Office of the SR
<b>Funding:</b>	EEA Financial Mechanism State Budget of the SR
<b>Measure:</b>	Blue Schools
<b>Relevant programme outcomes:</b>	0704–Increased awareness of and education in climate change adaptation
<b>Call publication start date:</b>	27.05.2013
<b>Call publication end date:</b>	15.09.2013
<b>Call code:</b>	ACC03

## INTRODUCTION

The aim of the Adaptation to Climate Change Programme is to develop and implement measures and strategies for adaptation to changing climate and to increase public awareness and also education in climate change adaptation.

The focus of this programme component is to find and popularize various pilot technologies and measures for adaptation to climate change which could be applicable in school campuses. The objective of the projects shall be on one side the practical implementation of various adaptive measures as well as involvement of lay public – pupils, teacher, parents, local communities - into process of their implementation and increasing of awareness.

The target of this component is to find and support one project per one district (79 applications) within the whole territory of Slovakia and spread the issue of climate change and adaptation to climate change in Slovakia.

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 the co-operation between Slovak and Donor states entities, the Programme Operator has published a list of potential project partners from Donor states. 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 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.

### 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 Project Objective

**Objective of the project is the outcome of the programme – increased awareness of and education in climate change adaptation.**

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

Applicant is obliged to select at least one and not more than three results of the project for the outcome. Applicant shall select at least one measurable indicator for each result of the project. Some outputs and indicators are pre-defined by the programme operator, it is necessary to define their baseline and target value.

### 1.4 Parameters of the project

The project shall include:

1. Proposal and design of suitable measures for rainwater harvesting through pilot measures for adaptation to climate change implemented in school campuses and also other types of measures and solutions for climate change adaptation.
2. Elaboration of curriculum related to climate change and its incorporation into the educational programme of the school **in each grade and in all classes**.
3. Organisation of events for pupils/students as well as school staff and parents as secondary target group, focused on increasing the awareness of climate change issues and the promotion of the implemented adaptation measures.

Examples of the proposed measures are stated in Annex 2 of this call. The proposed measures are merely suggestions made by the Programme Operator and the applicant can select those which are relevant for the area or define and design other measures.

Priority shall be given to projects that:

1. Have at least one Project Partner from Norway, Iceland or Lichtenstein.
2. Implement a wider range of adaptation measures.
3. Consider planting trees with a specified circumference of minimum 18 cm.
4. Disconnect a higher percentage of school campus from the storm water sewerage.

## 2 ELIGIBILITY

### 2.1 Eligible applicants

Eligible applicants are elementary and secondary schools, registered in the Slovak Republic.

### 2.2 Eligible partners

Eligible partners are all subject stated in part 2.1 and:

1. Public administration bodies
2. 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
4. Scientific, research, professional and educational institutions

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

Entities from the Donors states are eligible partners within the projects. In case they are financially engaged in the Project or spend the Project grant, they shall comply with the conditions stated in part 2.2.

### **2.3 Eligible applications**

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

### **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**.

The duration of the project shall be **3 – 15 months**.

## **3 GRANT AMOUNT AND GRANT RATE**

### **3.1 Grant amount**

Allocation of the call is **EUR 2,723,235**.

The Project Grant shall not be less than **EUR 25,000** and not higher than **EUR 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.eeagrants.sk](http://www.eeagrants.sk) a [www.norwaygrants.sk](http://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 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 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 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 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 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 shall be responsible to ensure that the following values of indicators are sustained during the entire period of Project Sustainability.

<b>Indicator title</b>	<b>Minimum value to be sustained</b>
Number of hours (yearly), on which the elaborated curriculum is used	100 % of the target value stated in Grant Offer Letter
Percentage of school campus being disconnected from the storm water sewerage	100 % of the target value stated in Grant Offer Letter
Number of planted trees	75 % of the target value stated in Grant Offer Letter
Various implemented adaptation measures	100 % of the target value stated in Grant Offer Letter

## 6.2 Conditions laid down in the Grant Offer Letter

The Programme Operator shall set the following conditions to the Project Promoter in the Grant Offer Letter:

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

7. The obligation to submit all permits necessary for the implementation of the project before the first advance payment is paid.
8. Other 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 Project Application shall be submitted not later than **15.09.2013 at 3:00 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 „ACC03“
- Applicant’s full legal name
- Project title.

### **7.2 Project application requirements**

The project application shall be submitted in Slovak language in 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. 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. 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 – 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 5 of this call.

Projects that received the highest average number of points awarded in a district shall have the financial contribution guaranteed, save that the Selection Committee or the Programme Operator will not reject the application or modify the ranking due to the low quality or other reasons stated in this Call.

Other projects shall be ranked according to the average number of points and supported as the allocation of the Call stretches.

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. 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](http://www.eeagrants.sk) and [www.norwaygrants.sk](http://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 as amended:

- Summary of the programme SK02 „Adaptation to climate change – Floods and Drought Prevention“ published on web page [www.eeagrants.sk/climate](http://www.eeagrants.sk/climate),
- Guidelines for the applicant,
- Guidelines for project promoter and partner,
- Regulation on the implementation of the EEA FM 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](http://www.eeagrants.sk) and [www.norwaygrants.sk](http://www.norwaygrants.sk).

We recommend applicants to follow the web page of the programme operator [www.eeagrants.sk/climate](http://www.eeagrants.sk/climate), 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](mailto:eeagrants@vlada.gov.sk)
- b) post:  
Úrad vlády SR  
Odborriadenia a implementácie FM EHP a NFM  
Námestie slobody 1  
813 70 Bratislava 1
- c) telephone: 02/57 295 522 and 02 57295 534.

The request needs to be linked to the call (by call code ACC03). Programme Operator will answer these requests in the way stated by applicant not later than 5 working days from the date of having received the request. Programme operator may not respond to any requests submitted less than 5 working days before the call closure.

The requests submitted in written form (by mail or e-mail) or published within F.A.Q. as well as further information published on the web page of the programme is considered as binding and can be referred to. Answers to question provided by the phone or verbal

answers as far as they were not elaborated by written form can 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.eeagrants.sk/climate](http://www.eeagrants.sk/climate).

## **11 ANNEXES OF THE CALL**

1. Objectives, outcomes and indicators of objectives and outcomes of the project
2. List of proposed measures for the climate change adaptation
3. Application form template
4. Guidelines for applicants
5. Selection criteria
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