



**CALL  
for project proposals**

**Programme:  
„SK09 Domestic and gender-based violence“**

<b>Provider:</b>	Programme Operator – Government Office of the SR
<b>Funding:</b>	Norwegian Financial Mechanism 2009 - 2014 State Budget of the SR 1 <sup>st</sup> part - <b>Measure 1:</b> Creation of women's shelters 2 <sup>nd</sup> part Small grant scheme
<b>Measures:</b>	<b>Measure 2:</b> Creation of new services for women at risk of violence and victims of violence and their children – Counselling Centres <b>Measure 3:</b> Support of existing Counselling Centres for victims of domestic violence
<b>Relevant programme outcomes:</b>	2901 – Gender-based violence reduced 2902 – Domestic violence reduced
<b>Call publication start date:</b>	28.03.2013
<b>Call publication end date:</b>	01.07.2013
<b>Call code:</b>	DGBV01

The Programme SK09 Domestic and gender-based violence is focused on increasing the regional accessibility of the institutional support to women at risk and victims of violence and their children as well as other victims of domestic violence through the creation of new services and the support of the existing means of crisis intervention that meet the European standards<sup>1</sup>.

Three groups of projects shall benefit from support under this Call funded by the Programme SK09 Domestic and gender-based violence. First group of projects shall focus on the establishment of women's shelters, meeting the European standards. The second group shall support new providers of social services in the field of gender-based violence, which will provide services for women at risk of violence and women victims in newly established counselling centres, meeting the European standards. This component shall later be followed by an open call for all social services providers. The third group of projects shall focus on domestic violence and support those entities, which are already providing services in this field. The overall Programme is complementary to the European Social Fund initiatives in countering domestic and gender-based violence.

All projects supported by this Programme have to meet or to aim to meet the European standards in the area of gender-based violence and domestic violence.

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 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 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, three types of projects shall be supported, contributing to the achievement of the Programme outcomes:

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<sup>1</sup> The following documents are referred to as "European standards" for all categories of projects:

- 1) Council of Europe Convention on preventing and combating violence against women and domestic violence [www.coe.int/conventionviolence](http://www.coe.int/conventionviolence); <http://www.coe.int/t/dghl/standardsetting/convention-violence/texts/Convention%2010%20Slovak.pdf>
- 2) Council of Europe Combating violence against women: minimum standards for support services [http://www.coe.int/t/dg2/equality/domesticviolencecampaign/Source/EG-VAW-CONF\(2007\)Study%20rev.en.pdf](http://www.coe.int/t/dg2/equality/domesticviolencecampaign/Source/EG-VAW-CONF(2007)Study%20rev.en.pdf)  
Working translation of the document in Slovak language (Attachment 10)
- 3) WAVE manual "Away from violence – Guidelines for running and setting up a women's refuge" <http://www.wave-network.org/content/away-violence>  
[http://www.wave-network.org/sites/wave.local/files/manual\\_slovak.pdf](http://www.wave-network.org/sites/wave.local/files/manual_slovak.pdf)

1. **Individual projects within outcome 2901** - Measure 1: Creation of women's shelters
2. **Small grants scheme – projects within outcome 2901** - Measure 2: Creation of new services for women at risk of violence and victims and their children – Counselling Centres
3. **Small grant scheme – projects within outcome 2902** - Measure 3: Support of existing Counselling Centres for victims of domestic violence

### 1.1 Objective of the project

**Objective of the project is the outcome of the programme.** The project could have one objective which is pre-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 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 of the project.

### 1.4 Parameters of the project

The projects shall include:

#### 1.4.1 Measure 1

- a) Creation of women's shelters that meet the European standards reflecting the human rights approach and specific needs of target groups, paying due respect to different backgrounds of women and non-discrimination principle (ethnicity, nationality, health status, age ...)
- b) Construction works<sup>2</sup> and other investments needed to ensure appropriate quality of housing which shall allow meeting the European standards for the women's shelters, if relevant
- c) Providing of support services for women at risk of violence and women victims and their children in accordance with the European standards
- d) Operation of the women's shelter

Within the measure 1, priority shall be given to projects that:

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<sup>2</sup> If applicable, project documentation shall be submitted to the Programme Operator during the DAR preparation and building permission according to Act 50/1976 Coll. of April 27, 1976 On Land-use Planning and Building Order (the Building Act) shall be submitted to the Programme Operator together with the acceptance letter before the project contract is signed.

- 1) are located in the districts where support services are in greater demand for women victims or women at risk of violence and their children according to Attachment 5,
- 2) create higher number of family places in women's shelters according to European standards,
- 3) will assist higher number of women victims or women at risk of violence and their children annually in the women's shelter according to European standards,
- 4) are mindful of specific needs of child witnesses,
- 5) are sustainable and project budget is efficient,
- 6) cooperate with institutions from public sector and other organisations of similar profile and/or interest,
- 7) have at least one Project Partner from Norway.

#### 1.4.2 Measure 2

- a) Creation of new services for women at risk of violence and victims and their children – Counselling Centres
- b) Minor construction works<sup>2</sup> and other investments needed to adapt the counselling centres premises to the European standards, if relevant
- c) Providing of counselling services for women at risk of violence and victims of violence and their children in accordance with the European standards
- d) Operation of Counselling Centre for women at risk of violence and victims and their children
- e) Activities of Counselling Centres aimed at prevention and elimination of gender-based violence

Within the measure 2, priority shall be given to projects that:

- 1) are located in the districts where support services are in greater demand for women victims and women at risk of violence and their children according to Attachment 5,
- 2) will provide counselling services according to European standards to higher number of cases (women at risk of violence and experiencing violence) annually;
- 3) are mindful of specific needs of vulnerable groups, such as the Roma,
- 4) include outreach services,
- 5) are sustainable and project budget is efficient,
- 6) cooperate with institutions from public sector and other organisations of similar profile and/or interest,
- 7) have a guarantor – provider of counselling services meeting the European standards,
- 8) have at least one Project Partner from Norway.

#### 1.4.3 Measure 3

- a) Providing of counselling services for victims of domestic violence (except for the women at risk of and experiencing gender-based violence and their children) mutatis mutandis in accordance with the European standards
- b) Minor construction works<sup>2</sup> and other investments needed to adapt the counselling centres premises mutatis mutandis to the European standards, if relevant
- c) Operation of Counselling Centre for victims of domestic violence
- d) Activities of Counselling Centres aimed at prevention and elimination of domestic violence

Within the measure 3, priority shall be given to projects that:

- 1) will provide counselling services mutatis mutandis according to European standards to higher number of cases (victims of domestic violence) annually;
- 2) are mindful of specific needs of vulnerable groups, such as the Roma,
- 3) include outreach services,
- 4) are sustainable and project budget is efficient,
- 5) cooperate with institutions from public sector and other organisations of similar profile and/or interest,
- 6) have at least one Project Partner from Norway,
- 7) include additional activities such as working with perpetrators linked to certain international perpetrator programme and cooperation with schools and kindergartens.

## **2 ELIGIBILITY**

### **2.1 Eligible applicants**

Eligible applicants for measure 1 are:

- Legal entities, public or private, commercial or non-commercial and non-governmental organisations (hereinafter referred to as NGOs), established as a legal entities in the SR which are registered and accredited providers of social services in the SR<sup>3</sup> provided that the applicant or project partner has a real estate available for the project implementation. Possession of the real estate or long term (at least 5 years from the project completion report approval) lease is required. The real estate cannot be mortgaged or burdened with legal or financial obligations.

Eligible applicants for measure 2 are:

- Any legal entities, public or private, commercial or non-commercial and non-governmental organisations, established as legal entities in the SR which are currently not registered and accredited providers of social services in the field of social service provision related to violence against women provided that there is a registered and accredited provider of counselling services for women at risk of or victims of violence in SR<sup>3</sup> as the project partner – guarantor in the project.

Eligible applicants for measure 3 are:

- Legal entities, public or private commercial or non-commercial and non-governmental organisations, established as legal entities in the SR which are registered and accredited providers of social services in the SR<sup>2</sup> active in the field of provision of social services within the field of domestic violence in the SR

### **2.2 Eligible partners**

Eligible partners are all legal entities, public or private, commercial or non-commercial and non-governmental organisations, established as legal entities in the SR or in Norway or any

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<sup>3</sup> According to act no 305/2005 on the Socio-legal Protection of the Child and on Social Guardianship or Act. No 448/2008 Code of Acts on Social Services and on change and amendment of the Act. No. 455/1991 Code of Acts

inter-governmental organisation, actively involved in and effectively contributing to the implementation of the project.

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.

### **2.4 Eligible area**

Eligible area is the entire territory of Slovakia.

### **2.5 Specific project contract provisions**

The following specific provisions shall be included in the Project contract:

1. Women's shelters and counselling centres shall operate in accordance with national legislation<sup>4</sup>, international and European standards and national standards in the area of gender-based and domestic violence.
2. Women's shelters and counselling centres shall be accessible for people with reduced mobility.
3. The availability of services provided in women's shelters and counselling centres shall be widely publicised, taking due account to the confidentiality of the women's shelter address. The Project Promoter shall ensure that the access of vulnerable groups and disadvantaged groups, such as the Roma and other minorities, to these services is facilitated.
4. The Project Promoter and the Slovak partners are obliged to be, upon request, actively involved in the activities of the Coordinating Methodical Centre that will be established under this Programme.
5. The Project Promoter and the Slovak partners will enter into networks or create networks with other similar facilities in Slovakia.
6. The Project Promoter and its partners, providing social services, are not allowed to take any kind of payments, either directly or indirectly, from their clients, except for those specifically included in the Grant Offer Letter.

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<sup>4</sup> Mainly in accordance with Act no 305/2005 on the Socio-legal Protection of the Child and on Social Guardianship or act no 448/2008 Code of Acts on Social Services and on change and amendment of the Act. No. 455/1991 Code of Acts

7. Under measure 1 and 2, the services providers (project promoter and/or partners) are obliged to obtain the accreditation according to the Act No 448/2008 Code of Acts on Social Services and on change and amendment of the Act. No. 455/1991 Code of Acts or a new act related to the gender-based violence services before the social services are provided.

## **2.6 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.

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

### **2.6.1 Period of eligibility of expenditures**

Expenditures for projects to be implemented under measures 1 and 3 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.

Expenditures for project to be implemented under measure 2 are eligible from the date stated in the grant offer till **31 December 2014**.

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

### **3.1 Grant amount**

#### **3.1.1 Individual projects – Measure 1**

Allocation for measure 1 is **EUR 3,000,000**. Maximum grant amount is **EUR 1,000,000**. Minimum grant amount is **EUR 170,000**.

### 3.1.2 Small grant scheme – Measures 2 and 3

Allocation for measure 2 is **EUR 1,000,000** and **EUR 465,295** for measure 3. Maximum grant amount is **EUR 170,000**. Minimum grant amount is **EUR 5,000**.

## 3.2 Grant rate

Maximum grant rate is **90 %** of total eligible expenditures of the project promoter as well as partners in case of NGOs<sup>5</sup> and **85 %** in case of public or private institutions. **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 public service compensation, the aid shall be provided as public service compensation in compliance with Commission decision C (2011) 9380 of 20.12.2011 on the application of Article 106(2) of the Treaty on the Functioning of the European Union to State aid in the form of public service compensation granted to certain undertakings entrusted with the operation of services of general economic interest. The calculation of public service compensation shall be done in accordance with the attachment to the Call and submitted before the Project is approved.

If the Project Promoter or Project Partner is entrusted with activities other than those falling within the scope of the public service compensation, **and granting such activities is considered as 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 3.1.2.

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 years<sup>6</sup>, which means that the sum of grants provided to

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<sup>5</sup> 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.

<sup>6</sup> The three-year period shall be determined by the recipient's accounting period in accordance with the applicable accounting law.



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 Commission<sup>7</sup>.
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 do not necessarily constitute the state aid. For example, if the role of the Project Partner lies solely in the provision of the building for the purpose of the Project and execution of construction works, funding these activities shall not constitute the state aid. However, strict condition will be set forth in the Project contract, including, but not limited to, the condition that the reconstructed building (or flat) shall not be sold, rented, or otherwise commercially used for at 10 years following the approval of the Project Completion Report. **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](http://www.eeagrants.sk) a [www.norwaygrants.sk](http://www.norwaygrants.sk).

### 4.1 Partnership with Norwegian entities

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<sup>7</sup> 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)

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 the measure 1. The minimum amount of guarantee shall not be less than the amount of the construction works 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). In specific cases, such as the one described in the chapter dedicated to the state aid, 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 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.eegrants.sk](http://www.eegrants.sk) and [www.norwaygrants.sk](http://www.norwaygrants.sk).

## 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.

### 6.1.1 Measure 1

<b>Indicator title</b>	<b>Minimum value to be sustained</b>
Places in women's shelters according European standards	100 % of the target value stated in Grant Offer Letter
The number of cases in which counselling to women victims of VaW has been provided per year	80 % of the target value stated in Grant Offer Letter

### 6.1.2 Measure 2

<b>Indicator title</b>	<b>Minimum value to be sustained</b>
Number of new counselling centres established	100 % of the target value stated in Grant Offer Letter
The number of cases in which counselling to women victims of VaW has been provided per year	80 % of the target value stated in Grant Offer Letter

### 6.1.3 Measure 3

<b>Indicator title</b>	<b>Minimum value to be sustained</b>
Number of existing counselling centres supported	100 % of the target value stated in Grant Offer Letter
The number of cases in which counselling to victims of domestic violence (except women experiencing violence in intimate partnership) has been provided per year	80 % 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. 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. 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 01.07.2013.

The application may be submitted personally, by 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 mail, the postmark date applies.

On the envelope must be stated the following:

- „DO NOT OPEN“
- title „Norwegian Financial Mechanism“
- code of the call „DGBV01“
- 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 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:

<b>Project Implementation Duration</b>	<b>First Advance Payment</b>	<b>Second Advance Payment</b>	<b>Third Advance Payment</b>	<b>Forth Advance Payment</b>	<b>Final Payment (reimbursement)</b>
< 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.

Further details about the financial management can be found in the programme summary (on the website [www.eegrants.sk](http://www.eegrants.sk) and [www.norwaygrants.sk](http://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 SK09 „Domestic and gender-based violence“ published on web page [www.norwaygrants.sk/violence](http://www.norwaygrants.sk/violence),
- 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](http://www.eegrants.sk) a [www.norwaygrants.sk](http://www.norwaygrants.sk).

We recommend to the applicants to visit the web page of the programme operator [www.norwaygrants.sk/violence](http://www.norwaygrants.sk/violence) 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  
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 DGBV01). 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/violence](http://www.norwaygrants.sk/violence).

## **11 ANNEXES OF THE CALL**

1. Objectives, outcomes and indicators of objectives and outcomes of the project
2. Application form template
3. Methodology for the calculation of public service compensation
4. Guideline for applicants
5. Gender Based Violence – geographical situation of existing services
6. Selection criteria
7. Statute of selection committee
8. Rules of procedures of the selection committee
9. Description of the project in English language
10. Working translation of Combating violence against women: minimum standards for support services
11. List of required attachments to the Project Application