

## Announcement on the opening of Measure A from the Bilateral Fund under SK09 Domestic and gender-based violence

### Version 1.0

<b>Programme title:</b>	Domestic and gender-based violence
<b>Announcer:</b>	Programme Operator - Government Office of the Slovak Republic
<b>Source of funding:</b>	Norwegian Financial Mechanism (alt. Norwegian grants) State Budget of the SR
<b>Relevant programme outputs:</b>	2901 – Gender-based violence reduced 2902 – Domestic violence reduced
<b>Measurement code:</b>	<b>DGBV01BFA</b>

#### A. INTRODUCTION

The Programme Operator hereby informs the entities planning to submit a project application within the Call for project proposals within the programme SK09 Domestic and gender-based violence that they can also apply for grant from the Bilateral Fund for searching partners from Norway.

Payment contribution from the Bilateral Fund, inter alia, **is subject to submission of project application under the above mentioned call.**

**Grant Application** is an application submitted under this announcement. Application form is attached in the attachment no.1 of this Announcement.

**Project Application** is an application, which preparation was partially financed from the Bilateral Fund and which is submitted by the applicant within the call for project proposals.

**Payment Claim** from the Bilateral Fund is an application submitted by the applicant after the submission of the Project Application on which base; the Programme Operator reimburses the expenses that have been approved within the Grant Application.

**Foreign Applicant** is a legal entity registered in Norway.

#### B. MEASUREMENT OBJECTIVE

The main objective of the measurement is to financially support the searching process of project partners in Norway (donor project partners) by potential applicants before or during the project application preparation, development of this partnership and the application preparation process with potential donor project partners.

Within this announcement the Programme Operator has introduced the list of potential project partners from Norway. The list does not limit the possibility of the applicant to find different partners from Norway.

### C. ELIGIBLE APPLICANTS

Eligible applicants for funding under measure A are:

- potential Project Promoters; and
- potential Donor Project Partners

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>1</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 SR1 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 SR1 active in the field of provision of social services within the field of domestic violence in the SR

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

### D. LANGUAGE

The Grant Application together with the attachments must be submitted in Slovak and English language. If the applicant is a foreign entity, the Grant Application with the attachments may be submitted only in English language. This clause is valid also for additionally submitted information.

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<sup>1</sup> According to act 305/2005 or 448/2008

## E. ELIGIBLE ACTIVITIES, LIMITS AND REQUIRED OUTCOMES

The activities may be cumulated. **The maximum grant amount for one applicant is 5 000 EUR.**

No.	Activity	Limit	Required outcome
1.	Participation in the conferences, seminars, meetings, workshops in donor states (Slovak applicant) or in Slovakia (Foreign applicant) with the objective to find potential donor project partners in the donor state (s) and to prepare the project application with donor partner, preparation of the partnership and its development.	2 000 EUR	<ul style="list-style-type: none"> <li>- Documented added value;</li> <li>- Fulfilled outcomes set in the Grant Application;</li> <li>- Project Application submitted by project applicant within the programme call;</li> <li>- if the grant was used for a meeting with potential applicant or project partner, the Project Application within the programme call must state this entity as applicant or partner.</li> </ul>
2.	Preparation of feasibility studies for bilateral cooperation and project partnership (Slovak applicant / Foreign applicant).	2 000 EUR	<ul style="list-style-type: none"> <li>- Elaborated feasibility study for bilateral cooperation, which must be attached to the Project Application;</li> <li>- Fulfilled outcomes set in the Grant Application;</li> <li>- Project Application submitted by project applicant within the programme call.</li> </ul>
3.	Purchase of data necessary for Project Application preparation (Slovak applicant).	1 000 EUR	<ul style="list-style-type: none"> <li>- Data elaborated in the Project Application;</li> <li>- Clear arguments for purchase of the data;</li> <li>- Fulfilled outcomes set in the Grant Application;</li> <li>- Project Application submitted by project applicant within the programme call.</li> </ul>

## F. ELIGIBLE EXPENSES AND LIMITS

No.	EXPENSE	Limit
1.	Fees and travel expenses for participation in conferences, seminars, meetings and workshops (Slovak applicant / Foreign applicant).	1 000 EUR per person
2.	Travel costs related to study trips (Slovak applicant / Foreign applicant).	1 000 EUR per person
3.	Travel costs and expenses and salary expenses related to visits by experts (Foreign applicant).	1 000 EUR per person
4.	Travel costs and expenses related to preparation and elaboration of feasibility study and financial and economic analysis for bilateral cooperation and project partnership within the Project Application with partners from donor states (Slovak applicant / Foreign applicant).	1 000 EUR per person
5.	Purchase data expenses necessary for Project Application (Slovak applicant).	1 000 EUR

## **G. ELIGIBLE PERIOD FOR SUBMISSION OF GRANT APPLICATION**

The Grant Application may be submitted from 28.03.2013 to 31.05.2013.

## **H. ELIGIBLE PERIOD FOR ACTIVITY IMPLEMENTATION**

It is necessary to implement activities from the date of approval of the Grant Application until the date of submission of the Project Application under the particular programme call.

## **I. ALLOCATION**

1. Total available allocation is 32 000 eur.
2. **Allocation for financing Grant Applications for DGBV01BFA is 24 000 eur.**
3. Allocation for financing Grant Applications for DGBV02BFA is 6 000 eur.
4. The rest of the allocation will be left as reserve. The Programme Operator may decide to raise the allocation set for financing of the Grant Applications.

## **J. FINANCING**

Payments from the Bilateral Fund shall have the form of reimbursement of incurred costs based on submitted Payment claim. Co-financing of the activities is not required.

## **K. TERMS FOR APPROVAL OF GRANT APPLICATION**

1. The Grant Application was submitted in the set period for submission of Grant Applications.
2. The applicant is an eligible applicant.
3. The Grant Application meets all formal criteria.
4. The Grant Application meets all substantive criteria.
5. The Programme Operator records within the allocation for financing Grant Applications unreserved funds.

## **L. FORMAL CRITERIA OF GRANT APPLICATION**

1. The Grant Application shall be submitted by email to [eeagrants@vlada.gov.sk](mailto:eeagrants@vlada.gov.sk) on the application form in the attachment no.1 of this Announcement. The Grant Application shall be submitted in format .doc or .docx or .rtf, as well as signed and scanned in the format pdf. All relevant fields must be completed.
2. Along with the Grant Application, the applicant shall also submit a statement of the organization, certifying the legal status of entity in electronic form.
3. Within this measurement the Applicant, is allowed to submit only one Grant Application.

In case the Grant Application does not meet some formal criteria set out in points 1 to 3, the Grant Application will be rejected. The applicant is allowed to re-submit the revised Grant Application.

## **M. SUBSTANTIVE CRITERIA OF GRANT APPLICATION**

1. The Grant Application shall include only eligible activities.
2. The Grant Application shall include only eligible expenditures.
3. The Grant Application shall contribute to strengthening bilateral relations between Slovakia and Norway.

4. The applicant shall meet the limits for expenditures set out in this announcement.

In case the Grant Application does not meet some formal criteria set out in points 1 to 3, the Grant Application will be rejected. In case the Grant Application does not meet the criteria in point 4, the Programme Operator will send to the applicant a decision in which an approval of the Grant Application a reduced amount is indicated.

## **N. APPRAISAL OF GRANT APPLICATION**

The Grant Applications shall be evaluated in the order they are received (FIFO system – “first in, first served/out”). If the Grant Application does not meet formal criteria, i.e. is excluded from the evaluation, as the delivery shall be considered the date when the Grant Application is resubmitted.

Evaluation of the Grant Applications is carried out by:

1. Programme Operator
2. Donor Programme Partners – Norwegian Directorate of Health and Council of Europe

The consent of all the above mentioned institutions is necessary for the approval of the Grant Application.

The Royal Norwegian Embassy in the Slovak Republic and Financial Mechanism Office may also comment on the Grant Application.

During the assessment, the Programme Operator may require a submission of additional information or documents. The applicant shall submit these documents to the Programme Operator within the set period, otherwise the Grant Application shall be rejected.

In case of the application's approval, the Programme Operator shall inform the applicant about this decision and set out the conditions for grant payment as well. The applicant shall, within the period of 3 days after receiving the decision, decide whether he accepts it or not.

The Programme Operator is authorized to approve, reject or approve the Grant Application in reduced amount.

The decision is made by the director of the Department of management and implementation of EEA Financial mechanism and Norwegian Financial Mechanism, as an organizational unit of Government Office of the Slovak Republic.

## **O. RESERVATION OF FUNDS**

In case the Grant Application meets the formal criteria, the Programme Operator shall reserve the funds in the amount set in the Grant Application. Reservation of funds shall be cancelled, if the Grant Application has not been approved, if the applicant has not accepted the Decision from the Programme Operator about the approval of Grant Application, if the applicant has not submitted any Project Application, if the Payment Claim has not been submitted within one month from the submission of Project Application and in the case that the applicant has not met the criteria set out in the section R in this Announcement.

**P. ACTUAL AMOUNT OF THE CONTRIBUTION**

The real amount of the contribution will be based on the real eligible expenditures, duly documented within the Payment Claim from the Bilateral Fund.

**Q. PAYMENT CLAIM**

1. Payment Claim is the Attachment No. 2 to this Announcement.
2. Payment Claim from the Bilateral Fund shall be submitted no later than one month from the submission of the Project Application, within the call under which the applicant has submitted the Project Application.
3. Payment Claim shall contain the required supporting documentation according to the type of expenditure:

Expenditure	Required supporting documentation
Travel allowance and costs	<ol style="list-style-type: none"> <li>1. Electronic flying tickets</li> <li>2. Flying ticket payment receipt</li> <li>3. Invoice for accommodation</li> <li>4. Accommodation payment receipt</li> <li>5. Boarding tickets</li> <li>6. Travel tickets</li> <li>7. Travel insurance contract</li> <li>8. Settlement of business trip, together with calculation of meal expenses and other allowances</li> <li>9. Report from the business trip</li> <li>10. Photo documentation demonstrating participation in events</li> <li>11. Extract from the accounting book declaring the accountancy of the expenditure</li> </ol>
Salaries	<ol style="list-style-type: none"> <li>1. Wage slip</li> <li>2. Wage payment receipt</li> <li>3. Extract from the accounting book declaring the accountancy of the expenditure</li> </ol>
Purchase of data	<ol style="list-style-type: none"> <li>1. Accounting document</li> <li>2. Payment receipt</li> <li>3. Extract from the accounting book declaring the accountancy of the expenditure</li> </ol>

4. It is necessary to consult any deviations from the required documentation with the Programme Operator.

**R. CONDITIONS FOR PAYMENT OF THE GRANT**

1. The Grant Application has been approved by the Programme Operator.
2. The applicant has submitted a Project Application within the relevant call.
3. The Payment Claim was submitted to the Programme Operator.
4. Payment claim is complete.
5. Activities were carried out in the eligible period for implementation of the activities.
6. The applicant has met all the requirements and outcomes set out by the Programme Operator within this Announcement and in the Decision, by which the Grant Applicant’s approval has been notified to the applicant.
7. The applicant has submitted:
  - a) Confirmation of the local tax administrator not older than three months that the applicant has no tax arrears,

- b) Confirmation of the bankruptcy court not older than three months, that it is not the subject of bankruptcy proceedings, the restructuring proceeding and the petition for bankruptcy against it has not been dismissed due to lack of assets,
- c) An affidavit of the applicant that the enforcement is not led against him,
- d) Confirmation of the Labour Inspectorate, not older than three months that it did not breach the prohibition of illegal work and illegal employment under special regulations,
- e) Confirmation of Social Insurance Office, and any Health Insurance Company, not older than three months that there are no arrears in the payment of health insurance, social insurance contributions and superannuation,
- f) An affidavit of the applicant about ownership of account to which the payment will be transferred.

If the applicant is registered on the list of businessmen, conducted by the Public Procurement Office, the Programme Operator shall accept this entry as a replacement of documents under a) to e).

8. Programme Operator has approved the Payment claim.
9. By reimbursement of the grant, the applicant notes that the grant, as well as any other part of it is a part of state budget of the Slovak Republic and is governed by the Act No. 523/2004 Coll. on budgetary rules for the public administration bodies and on the amendment of certain laws, as amended and its use may be a subject to the control in accordance to the Act No. 502/2001 Coll. about the financial control and national audit, and on the amendments to certain acts.

## **5. SUBMISSION AND APPROVAL OF THE PAYMENT CLAIM**

1. The Payment Claim shall be submitted in paper form (hard copy) as well as electronically at [eeagrants@vlada.gov.sk](mailto:eeagrants@vlada.gov.sk), no later than one month from the Project Application submission.
2. The Programme Operator is authorized to approve, reject or approve the Payment Claim in a reduced amount or to request additional information from the applicant.
3. The Programme Operator will reject the Payment Claim, if:
  - a) The Payment Claim was submitted later than one calendar month from the submission of the Project Application,
  - b) The applicant has not implemented the activity in accordance with the conditions set in the Decision about the Grant Application,
  - c) The applicant has not implemented the activity in accordance with the conditions set in the submitted Grant Application,
  - d) The applicant has not met the terms of eligibility for implementation of the activity,
  - e) The applicant has not submitted relevant documentation in accordance with this Announcement,
  - f) The approved amount was 0,00 EUR.
4. The Programme Operator shall approve the Payment claim in a reduced amount if:
  - a) Expenditures have been identified, which do not meet the terms of eligibility set out in this Announcement or in other relevant documents,
  - b) The applicant has not implemented the activity in accordance with the terms set out in this Announcement and in the Decision about the Grant Application.
5. If the Programme Operator or any other controlling subject, after the reimbursement of the payment claim, finds out that the applicant has not complied with obligations set out in this document, respectively in the Decision about the Grant Application, and at the same time, the violation means the violation of financial discipline in accordance to the § 31 par. 1 of the Act No. 523/2004 Coll. on budgetary rules for the public administration bodies and on the amendment of certain laws, amended by subsequent acts, it is necessary to reimburse the funds in the whole amount based on the reimbursement request within a period 15 working days.
6. The applicant shall also reimburse the funds in case of mistaken payment within a period 15 working days which runs from receiving such payment.

#### **T. USING OF RATES AND CURRENCIES**

1. The applicants, which do not account in the currency of EUR will convert the incurred costs to the currency of EUR based on the monthly accounting currency exchange rate of European Commission in the month, when the costs were recorded into the applicant' s accounting.
2. Accounting currency exchange rate is published at the website of the Programme Operator.

#### **U. ARCHIVING OF DOCUMENTS**

1. For the purpose of control, the applicant shall archive all accounting documents and subsidiary documentation to the Grant Application within the period of at least three years after approval of the payment claim from the Bilateral Fund.
2. The provisions of par. 1 shall not affect the obligation of the applicant to respect the laws governing the archiving of accounting documents.

#### **V. COMMUNICATION AND ACCESS TO DOCUMENTS**

1. The applicant is required to allow the Programme Operator and other controlling subjects, upon request, to access to original accounting documents and subsidiary documentation within the period of three years from the approval of Payment Claim from the Bilateral Fund.
2. As the controlling subjects are meant the Government Office of the Slovak Republic, Ministry of Finance of the Slovak Republic as the certifying authority and the audit authority, Financial Mechanism Office, the Supreme Audit Office of Slovak Republic and Norwegian Ministry of Foreign Affairs, Financial Mechanism Committee, donor programme partners, as well as the organizations and persons put in charge by these organizations and other authorities, laid down in a specific regulation.
3. The postal address of the Programme Operator is:  
Government Office of the Slovak Republic  
Department of management and implementation of EEA Financial mechanism and NFM  
SK09 Programme Operator  
Námestie slobody 1  
813 70 Bratislava 1
4. Please address the questions about this announcement and bilateral fund by email to [eeagrants@vlada.gov.sk](mailto:eeagrants@vlada.gov.sk) or phone at +421 2 57 295 576.

#### **W. CHANGE OF THE GRANT APPLICATION**

1. The applicant is required to implement the activities in accordance with the approved Grant Application and in accordance with Decision about the Grant Application.
2. Any deviations may be done only by approval of the Programme Operator.

#### **X. ANNEXES**

1. Grant application form
2. Payment claim form