**Open Call for Proposals**

**<Programme Title>**

EEA/Norway Grants 2014 – 2021

**Slovakia**

# Basic Data and Conditions

The objective of the call is to <briefly describe the objective of the Call>.

|  |  |
| --- | --- |
| **Call launching:** | <Insert the date the Call will be launched. It can be the date the Call is published at the NFP/PO’s web/page.> |
| **Call closure:** | <Insert the date and time the Call will be closed, e.g. 15 November 2019, 23:59 CET > |
| **Call number:** | <As an example, calls can be numbered like BIN01, ACC01> |
| **Programme outcome(s):** | <Insert the Programme Outcome relevant for this Call. Each Call should only contribute to one Programme Outcome> |
| **Programme output(s):** | <Insert the Programme Output or Outputs relevant for this Call. Each Call shall contribute to at least one Programme Output> |
| **Maximum grant to be applied for:** | <Insert the maximum grant that can be requested by the Applicant. > |
| **Minimum grant to be applied for:** | <Insert the minimum grant that can be requested by the Applicant. > |
| **Co-financing:** | <Insert the co-financing requested at project level. Note that the Resolution of the Slovak Government no 146/2017 requests that, unless otherwise stated in the Programme Agreement, state sector entities should not be obliged to co-finance the project and co-financing from self-government entities should not exceed 5%>

|  |
| --- |
| *Example:**For state sector entities, co-financing is not required**At least 5% for all other public sector entities, incl. regional and local self-governments and institutions and agencies thereof**At least 10% for non-governmental organisations[[1]](#footnote-1) and social partners[[2]](#footnote-2),[[3]](#footnote-3)**At least 20% for private sector entities, churches and other entities* |

 |
| **Total allocation:** | <Insert the total allocation available under the Call > |
| **Announced by:** | <Insert the Programme Operator name>  |
| **Eligible applicants:** | <Insert the list of eligible applicants in line with the Programme Agreement.>

|  |
| --- |
| *Example:**Any entity, public or private, commercial or non-commercial and non-governmental organisations, established as a legal person in Slovakia.**Natural persons are not eligible.* |

 |
| **Eligible partners:** | <Insert the list of eligible partners in line with the Programme Agreement.>

|  |
| --- |
| *Example:**Any public or private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person either in the Donor States[[4]](#footnote-4) or in the Beneficiary States[[5]](#footnote-5), or any international organisation or body or agency thereof.**Natural persons are not eligible.* |

 |
| **Further conditions:** | <Insert the most important conditions the Applicant should be aware of prior to the submission of Project Application. Most of the conditions should be related to the formal (administrative) and eligibility criteria>

|  |
| --- |
| *Example:*1. *Restoration works must be carried out as part of the project and on a cultural monument owned, operated or rented by the Project Promoter or Project Partner and listed on the List of national cultural monuments with priority of protection and restoration as of 31 July 2017 attached to this Call.*
2. *The Project Application must include justification for the project to be in line with community needs. The Project must be subject to documented consultation with local community before the Project Application is submitted or later in the project development.*
3. *Partnership agreements shall be signed with other players (such as local NGOs, service providers, schools and municipalities, etc.) before or during the project implementation.*
4. *Costs on infrastructure (hard measures)[[6]](#footnote-6) must not exceed 70% of the total eligible costs of the project.*
5. *The mandatory attachments to the Project Application are:*
6. *the Budget;*
7. *the Entrepreneurial Strategy;*
8. *the Questionnaire.*
 |

 |
| **Funding source(s):** | EEA/Norway Grants and State Budget of the Slovak Republic |

# Expectations and Results Framework

Projects supported under this Programme contribute to the Programme Objective defined as <Insert the Programme Objective as listed in the Programme Agreement>.

Projects supported under this Call contribute to Programme Outcome defined as <Insert the Programme Outcome relevant for this Call> and Programme Output(s) defined as <Insert the Programme Output or Outputs relevant for this Call>.

In the Application Form, applicants are obliged to set baseline and target values for the following Programme Indicators:

<Insert the list of indicators that are defined in the Annex I to the Programme Agreement and that are relevant for the Call. Make the applicant aware on those indicators that are related to the eligibility of the application.>

|  |
| --- |
| *Example:** *Annual number of visitors to supported cultural heritage sites, museums and cultural activities*
* *Number of cultural monuments restored and revitalised.* ***Minimum target value is 1 and the cultural monument must be listed on the List of national cultural monuments with priority of protection and restoration as of 31 July 2017******attached to this Call.***
* *Number of entrepreneurship strategies developed and implemented.* ***Entrepreneurship strategy must be submitted along with the Project Application.***
* *Number of projects that have conducted consultations with the local community.* ***Every project proposal should be consulted with local community before the Project Application is submitted or later in the project development. Minutes, summary conclusions or other document should be submitted with the Project Application.***
 |

No baseline values are required for output indicators, as all of them should automatically be set to zero.

The full results framework of the programme is listed in the Annex I to the Programme Agreement concluded between Slovakia and the Donor States and published at <Insert link were the full Results Framework can be found>.

# Selection Criteria and Prioritised Projects

<Provide full list or list of the most important, content-related selection criteria. It is recommended to provide the full list, incl. the score chart, in an annex to the Call.>

|  |
| --- |
| *Example:**Priority shall be given to:** *Projects implemented in the less developed and disadvantaged geographical areas and communities*
* *Projects with clear entrepreneurship strategy, focused on generating incomes from* ***cultural activities***
* *Projects that aims to actively involve the local community*

*The underlined text indicates that the priority is a condition, i.e. it is mandatory to include the priority in the project.**Selection criteria, reflecting the above mentioned priorities, have been published along with the Call.* |

# Eligible Activities

<Provide a list or description of activities. In line with Article 7.3 of the Regulations, the Call shall clearly address what kinds of activities are eligible. The list can be non-exhaustive, listing those activities that the Programme Operator expects from the Applicant to include in their Project Applications. The Programme Operator may also provide a list of mandatory activities, i.e. activities that must be implemented under the Project>

|  |
| --- |
| *Example:**The project grant can be used for the following activities:**(a) Promotion of participation of women in decision-making (political and economic);* *(b) Combating negative stereotypes against women and men in public and private life;* *(c) Providing targeted training for schools and teachers on the topic of work-life balance;**Below please find more concrete examples of eligible activities:** *public discussions, round tables, forums, conferences and seminars, sensitising activities concerning the equality of men and women, mostly at the local level;*
* *awareness raising campaigns targeting the Project’s target groups and region, implemented through various channels (e.g. TV and Broadcast shows, internet and social media, door to door visits, distribution of information materials as banners, leaflets, stickers, brochures, advocacy and enforcement activities, theatre plays etc.);*
* *presentation of good practices, incl. women leaders.*
 |

# Eligible Expenditures

<Provide any restrictions on the eligibility of expenditures, as well as any special rules on eligibility as defined in point 2.2 of the Annex II to the Programme Agreement, unless these rules have already been listed in the previous chapters of the Call.>

|  |
| --- |
| *Example:**Except for the so-called “excluded expenditures” listed in Article 8.7 of the Regulation on the Implementation of the European Economic Area Financial Mechanism 2014-2021 („the Regulation“), all types of expenditures can be eligible, provided that they meet the conditions listed in this Call and in Article 8.2, 8.3 and 8.5 of the Regulation.**Unless a later date is provided in the project contract, expenditures are eligible as of the date on which the Programme Operator decides to award the project grant. The Programme Operator shall in the same decision fix the final date of eligibility which shall be no later than either one year after the scheduled completion of the project or the date referred to in paragraph 3 Article 8.13 (currently 30 April 2024) of the Regulation, whichever is earlier.**Investment costs must not exceed 70% of the Total Eligible Costs of the Project.*  |

# Recommended Milestones and Timeframe

This part is purely optional. It provides the applicant with an overview of key milestones that affects the implementation and milestones of the project.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Example:**The Programme Operator highly recommends that the projects comply with the following time-frame:*

|  |  |
| --- | --- |
| **Event/Milestone** | **Expected date** |
| Call closure | October 2019 |
| Project Contract signed | June 2020 |
| Public Procurement for restoration works launched | September 2020 |
| Public Procurement for restoration works completed | January 2021 |
| Restoration works started | March 2021 |
| Restoration works completed | October 2022 |
| Income-generation activities started | Not later than after completing the restoration works |
| Project completed | December 2023 |

*As indicated in the table above, the entire selection process will last approximately 9 months. It is crucial to limit the amount of time needed for the construction works, especially in cases the cultural activities cannot be started before the restoration works are completed.* |

# Partnership

Partner is a legal entity actively involved in, and effectively contributing to, the implementation of a project. It shares with the applicant a common economic or social goal which is to be realised through the implementation of that project.

In a working partnership, the partner has its own budget and activities he is responsible to meet. However, it is very important to realise that the applicant is responsible for all commitments and irregularities of the partner in relation to the Programme Operator.

<The Programme Operator should provide a list of documents to be submitted along with the Project Application in order to prove the existence of the partnership, as well as documents requested before the Project Contract is concluded >

|  |
| --- |
| *Example:* *If the project is to be implemented in a partnership,* ***partnership statement****,* ***letter of intent*** *or* ***other similar documents*** *proving the partner's interest in participating in the project should be submitted along with the Project Application. The document should be signed and submitted as a scanned version.* *After the Project Application is approved, draft* ***partnership agreement*** *shall be submitted. The draft agreement is subject to the Programme Operator’s screening before it is concluded.* ***It is neither necessary nor recommended to enter into the partnership agreement before the Project is approved****! Signed partnership statement, letter of intent or other similar document shall be seen as sufficient expression of interest of the applicant and its partner to jointly implement the project.*  |

**The number of partners receiving support under the Project is limited to** <insert the maximum number of partner. It is not recommended to allow for more than 3-4 partners otherwise, the project is very difficult to implement>**.** Other entities involved in the project can be mentioned in the Project Application as cooperating entities.

<Provide an example of suitable partnership>

|  |
| --- |
| *Example:*An example of suitable partnership is a situation in which the applicant is responsible for operation of the cultural monument, incl. the restoration works, while the partner runs the income-generation cultural activities. A poor example of a partnership is a situation in which the partner is running a café or restaurant at the premises of the applicant, or provides services for the applicant. This, in fact, is not a partnership within the meaning of this Call; this would be a business relation.  |

**Partnership with entities from Donor States/Norway**

<Provide description on how the partnership with Donor States/Norwegian entities will be supported. If the Call is funded by Norway Grants only, replace the Donor States entities by Norwegian entities in the text.>

|  |
| --- |
| *Example:**One of the two main objectives of the EEA/Norway Grants is to support the cooperation with entities from Donor States/Norway. To this end, the Programme Operator has opened the possibility to apply for a grant for the search and establishment of partnerships between Slovak and entities from Donor States/Norway. These activities can be funded under the Programme Bilateral Fund, which will provide small grants up to* ***EUR 5,000*** *covering mainly the related travel costs.**Please, be aware that:**1. It is necessary to apply for this grant before the expenses have been incurred.**2. The approved grants will be disbursed in the form of reimbursement.**When searching for a suitable partner in Donor States/Norway, the applicants may use one of the following tools:*1. *Sending an inquiry with short description of the project to* *eeagrants@mirri.gov.sk**. Such request will be shared with the Donor Programme Partners.*
2. *Direct contact with entities listed on the List of potential partners, published at* [*www.eeagrants.sk*](http://www.eeagrants.sk)*.*
3. *When searching for partners, it is recommended to contact <insert the name of you DPP> as the contact point at <insert the contact e-mail address>.*

*Further information can be found in the* ***Call for bilateral activities****, published at* [*www.eeagrants.sk*](http://www.eeagrants.sk). |

# Special Provisions Related to Buildings

<These provisions are relevant in case the projects will/may include purchase or reconstruction of land and real estate (buildings). >

|  |
| --- |
| *Example:**Upon the signature of the Project Contract, the Project Promoters will be obliged to:**• Keep any buildings purchased, constructed, renovated or reconstructed under the project in their ownership for a period of at least 5 years following the completion of the project and continue to use such buildings for the benefit of the overall objectives of the project for the same period;**• Keep any buildings purchased, constructed, renovated or reconstructed under the project properly insured against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project; and**• Set aside appropriate resources for the maintenance of any buildings purchased, constructed, renovated or reconstructed under the project for at least 5 years following the completion of the project. The specific means for implementation of this obligation shall be specified in the project contract.**Buildings that are constructed, reconstructed or renovated from the Project Grant, cannot be sold, rented, or mortgaged within five years of the completion of the project (i.e. the approval of the Final Project Report), or longer if stipulated in the Project Contract. Further details can be found in Article 8.6 of the Regulation.* |

# Selection Procedures

<Describe the Selection Procedures in line with point 4.2 of the Annex II to the Programme Agreement. It is recommended to keep the explicit wording.>

# Financing and Reporting

<Describe the payment flows and verification of payment claims in line with point 6.1 and 6.2 of the Annex II to the Programme Agreement.>

# State Aid

<Describe the state aid rules applicable to projects submitted along this Call. It is recommended to provide reference to state aid schemes and de-minimis aid schemes, if relevant. In case the provision of state aid is not expected under the Call, it is recommended to provide justification.>

|  |
| --- |
| *Example (in case state aid is likely to be present under all or some of the projects):**The Programme Operator shall, in line with Article 8.16 of the Regulation, ensure that any public support under the EEA Financial Mechanism/Norwegian Financial Mechanism 2014-2021 complies with the procedural and substantive state aid rules applicable at the time when the public support is granted. In case the Programme Operator establishes that the provision of the Project Grant would constitute State Aid, the Programme Operator shall assess its compatibility with the State Aid Scheme on the Support of Cultural Tourism and Arts, (hereinafter referred to as “the Scheme”), published at* [*www.eeagrants.sk*](http://www.eeagrants.sk)*.* *The Scheme covers both investment aid and operating aid within the meaning of Article 53 of the General Block Exemption Regulation (GBER).[[7]](#footnote-7) State Aid represents a comprehensive topic and the applicants are advised to consult the GBER and the Scheme. The GBER provides for several stipulations that might have an impact on the implementation of the project, including, but not limited to:*1. *Costs for the construction, upgrade, acquisition, conservation or improvement of infrastructure are eligible, if at least 80 % of either the time or the space capacity per year is used for cultural purposes. As an example – in case of a museum with a souvenir shop and a café, the space capacity would be the relevant indicator, given that there are, inside one infrastructure, different spaces dedicated to cultural and non-cultural activities. The time capacity would be used if the same infrastructure is used at different points in time for cultural and non-cultural purposes (e.g. a concert hall is rented out for conferences)[[8]](#footnote-8).*
2. *In case the provision of the Project Grant constitutes State Aid, the applicant and any of their partners receiving support under the Scheme must not be considered as undertaking in difficulty as defined in Article 2, recital 18 of the GBER.*

*Alternatively, if the project falls under the scope of this Call but includes costs that are not eligible under the Scheme, the grants or its respective part can be provided as de minimis aid, if conditions for granting this aid are met.* |

|  |
| --- |
| *Example (in case state aid is unlikely to be present):**The activities eligible under the Call (awareness-raising, combating negative stereotypes against women and men, etc.) are aimed at public education and awareness-raising in the area of equality between women and men. The activities are non-economic in nature and thus the state aid rules are not applied to the call.* *If the applicant is an undertaking/organization carrying out an economic activity, the undertaking/organization shall ensure that the commercial and non-commercial activities shall be kept financially separate. The separation shall be proven by separate accounting. At the same time the undertaking/organization shall ensure that all incomes related to the project outputs shall be re-used for non-commercial activities financing.**Before approving a project application the Programme Operator will carry out a state aid test.* |

# Project Application Submission and Evaluation

Project Application shall be prepared in <insert the language of the Project Application> and submitted <provide the means of delivery, e.g. by mail or electronically> <provide the address, e.g. via the web application accessible at *directlink>* until the date and time of the call closure specified in Chapter 1 of this Call (Basic data and conditions). The Application Form can be found at *directlink* and the user guide at *directlink.* The following mandatory attachments shall be submitted along with Project Application:

<Provide a list of attachments to be submitted along with the Project Application.>

<In case some attachments are mandatory in case some condition is met, list it here>

|  |
| --- |
| *Example:**In case the Project is to be implemented in partnership, signed and scanned partnership statement, letter of intent or other similar document should also be submitted along with the Project Application.*  |

<Provide details on how the date and time of the receipt of the Project Application will be evaluated, whether the application needs to be signed and other details.>

|  |
| --- |
| *Example:**The date and time of the submission of the Project Application is identical to the date on and time of its receipt by the server of the Government Office of the Slovak Republic.**The Project Application does not need to be signed. Signature shall be required prior to the conclusion of the Project Contract.* *Project Application and the Budget should be submitted as XLS or XLSX files. Other annexes should be submitted as PDF files to prevent accidental loss of data.* |

# Further Information

**Please note that all applicants are required to disclose any consultant involved in the preparation of the Project Application.**

**There is no legal entitlement to the Project Grant.**

Before and during preparation of a Project Application the applicant is strongly advised to comply with the following documents, as amended:

* Guideline for Applicants (direct link here)
* Guideline for Project Promoters and Project Partners (direct link here)
* State Aid Scheme on the Support of Cultural Tourism and Arts (direct link here)
* *De minimis* Aid Scheme for the support of financial participation of undertakings in projects of the EEA and Norwegian Financial Mechanism 2014-2021 (direct link here)
* Project Contract template (direct link here)

Further recommended documents are:

* Programme Agreement for the financing of the Programme “Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation”
* Regulation on the implementation of the EEA Financial Mechanism/Norwegian Financial Mechanism 2014 – 2021;
* Guidelines, instructions and other documents published by the Financial Mechanism Office, National Focal Point, the Programme Operator and Ministry of Finance of the SR (Certifying Authority).

These documents are published on the websites [www.eeagrants.sk](http://www.eeagrants.sk) / [www.norwaygrants.sk](http://www.norwaygrants.sk) and/or [www.eeagrants.org](http://www.eeagrants.org). The Programme Operator may also introduce the FAQ section, if relevant.

The Programme Operator can be contacted for queries by:

* e-mail: eeagrants@mirri.gov.sk (the request needs to be linked to the call – by call code CLT01; questions received by e-mail will be responded within 10 days);
* phone: +421-2-209 25 516.

# Call Annexes

1. Application Form
2. Budget template
3. Selection Criteria
4. Selection Committee Statutes and Rules of Procedures
5. Any other annexes
1. For the purposes of the call “Non-governmental organization” (hereinafter referred to as NGO) is defined as a non-profit organization established as a legal entity, having a non-commercial purpose, independent off local, regional and central government, public entities, political parties and commercial organizations. Religious institutions and political parties are not considered NGOs. [↑](#footnote-ref-1)
2. For the purposes of the call “Social partners” are defined as representatives of employers´ organizations and trade unions. [↑](#footnote-ref-2)
3. In case of NGOs and social partners, in-kind contribution in the form of voluntary work may constitute up to 50% of the co-financing. [↑](#footnote-ref-3)
4. Norway, Iceland, Liechtenstein [↑](#footnote-ref-4)
5. For the full list of the Beneficiary States consult the document Agreement on the EEA Financial Mechanism 2014-2021 - <https://eur-lex.europa.eu/resource.html?uri=cellar:02eed2b7-da51-11e5-8fea-01aa75ed71a1.0011.02/DOC_2&format=PDF> / Agreement on the Norwegian Financial Mechanism 2014-2021 https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:22016A0528(02)&from=EN [↑](#footnote-ref-5)
6. For the purposes of the Programme the infrastructure (hard measures) are defined as any activities that require a building permit/a building announcement or purchase of buildings or estates. [↑](#footnote-ref-6)
7. Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty [↑](#footnote-ref-7)
8. See: <http://ec.europa.eu/competition/state_aid/legislation/practical_guide_gber_en.pdf> [↑](#footnote-ref-8)