

NGO Program “Democracy and Human Rights”

Financed by the EEA Financial Mechanism

1st Call for Grant Applications

Announcement date: February 25, 2013

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1. NGO Program “Democracy and Human Rights”

The NGO Program “Democracy and Human Rights” is part of the implementation of the EEA Financial Mechanism 2009-2014 by which the donor states, Iceland, Liechtenstein and Norway, contribute to the elimination of economic and social inequality in the EEA.

The goal of the EEA Financial Mechanism 2009-2014 is to strengthen the relations between the donor states and Slovakia to promote a stable, peaceful and prosperous Europe built on the principles of good governance, democratic institutions, and rule of law, human rights and sustainable development.

The administrator of the NGO Program “Democracy and Human Rights” (hereinafter the “Program”) is the Open Society Foundation.

The overall priority of the Program is the development of NGO capacities and improvement of their position in the society. The Programme will address horizontal concerns such as: hate speech, extremism, racism and xenophobia, homophobia, anti-Semitism, tolerance/multicultural understanding, Roma, sexual harassment, violence against women and trafficking.

The Program aims to promote project partnerships in all program areas with the goal of developing a long-term bilateral cooperation between non-governmental organizations registered in Slovakia and the donor states.

At least 10% of the total eligible expenditures will be dedicated to support children and youth at risk. The program will also focus on the specific needs of minorities including the Roma.

The Fund Operator will ensure the highest possible level of transparency and responsibility during the implementation of the Program and future NGO projects. The Fund Operator will also ensure compliance with the principles of good governance, sustainable development, gender equality and equal opportunities.

1.1. Financial funds and their allocation

From February 25, 2013 to April 2017 NGOs will have the opportunity to apply for funding in three open calls for grant applications.

The financial funds amounting to 2,888,282 euro will be allocated as follows:

	1 st call for applications	2 nd call for applications	3 rd call for applications
Maximum grant amount	EUR 150,000.00	EUR 80,000.00	EUR 15,000.00
Minimum grant amount	EUR 30,000.00	EUR 20,000.00	EUR 3,000.00

1.2. Outcomes

The Program will provide support to projects contributing to the meeting of the following outcomes:

- Active citizenship fostered;

- Increased involvement of NGOs in policy and decision-making processes at local, regional and national levels;
- Democratic values, including human rights, promoted;
- Advocacy and watchdog role developed;
- Strengthened capacity of NGOs and promoted enabling environment for the sector;
- Empowerment of vulnerable groups

2. Areas of support

Eligible applicants will be encouraged to apply for project funding the following areas:

1. Democracy, good governance and transparency
2. Human rights including minority rights
3. Gender equality and gender-based violence
4. Anti- discrimination, combating of racism and xenophobia

2.1. Democracy, good governance and transparency

The Open Society Foundation invites non-governmental organizations to submit project proposals focused on fostering democratic principles, improving the judiciary and civic participation in public affairs.

Project objectives (applicant selects only one objective):

- Active citizenship fostered;
- Increased involvement of NGOs in policy and decision-making processes at local, regional and national levels;
- Democratic values, including human rights, promoted;
- Advocacy and watchdog role developed;
- Strengthened capacity of NGOs and promoted enabling environment for the sector.
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Specific areas (applicant pursues the selected goal in one or several areas)

- Development and monitoring of public administration and the judiciary;
- Transparency and strengthening of anti-corruption activities;
- Responsible and effective functioning of the judiciary;
- Increase of legal awareness of citizens and strengthening their position towards state institutions.

Activities (applicant contributes to the fulfillment of the selected goal by implementing activities)

- activities leading to the development of active citizenship and participatory democracy including grass-root activities;
- advocacy and watch-dog activities;
- monitoring;
- activities increasing legal awareness of citizens;
- participation in policy-making and decision-making processes;
- activities strengthening capacities of NGOs operating in the relevant areas;
- development of networks and coalitions;
- education and knowledge exchange;
- cross-sector and international cooperation;
- Media work.

Grant funds allocated for 1st call for proposals

Maximum grant amount:	EUR 150,000.00
Minimum grant amount:	EUR 30,000.00

Project duration

Maximum 28 months

2.2. Human rights including minority rights

The Open Society Foundation invites non-governmental organizations to submit project proposals focused on human rights including the rights of minorities, improvement of position of individuals and groups disadvantaged due to nationality, race or ethnicity, religion, age, gender, sexual orientation or disability and promotion of cultural dialogue.

Project objectives (applicant selects only one objective):

- Active citizenship fostered;
- Increased involvement of NGOs in policy and decision-making processes at local, regional and national levels;
- Democratic values, including human rights, promoted;
- Advocacy and watchdog role developed;
- Strengthened capacity of NGOs and promoted enabling environment for the sector;
- Empowerment of vulnerable groups.

Specific areas (applicant pursues the selected goal in one or several areas):

- Promoting comprehensive approach and systemic protection of human rights and minority rights including improvement of legislative environment;
- Supporting human rights education;

- Strengthening specific human rights protection mechanisms and instruments including institutional support and protection;
- Improving conditions for legislative protection of human rights;
- Increasing professionalism and sensitivity of relevant human rights and minority rights stakeholders;
- Developing dialogue between state institutions and civil society;
- Strengthening law enforcement;
- Supporting participation and inclusion of disadvantaged groups;
- Assisting and supporting disadvantaged groups and individuals;
- Strengthening NGO capacities and promoting active citizenship principles.

Activities (applicant contributes to the fulfillment of the selected goal by implementing activities)

- activities leading to the development of active citizenship and participation including educational and mobilization activities;
- advocacy and watch-dog activities;
- monitoring;
- cross-sector and international cooperation;
- participation in policy-making and decision-making processes;
- activities increasing public awareness;
- activities strengthening multi-cultural dialogue;
- cultural activities focusing on promoting areas of support;
- activities providing assistance and help to disadvantaged groups and individuals (provision of welfare and basic services);
- activities strengthening capacities of NGOs operating in the relevant areas;
- development of networks and coalitions;
- education and knowledge exchange;
- Media work.

Grant funds allocated for 1st call for proposals

Maximum grant amount:	EUR 150,000.00
Minimum grant amount:	EUR 30,000.00

Project duration

Maximum 28 months

2.3. Gender equality and combat of gender-based violence

The Open Society Foundation invites non-governmental organizations to submit project proposals focused on promoting gender equality and prevention and elimination of gender-based violence.

Project objectives (applicant selects only one objective):

- Active citizenship fostered;
- Increased involvement of NGOs in policy and decision-making processes at local, regional and national levels;
- Democratic values, including human rights, promoted;
- Advocacy and watchdog role developed;
- Strengthened capacity of NGOs and promoted enabling environment for the sector;
- Empowerment of vulnerable groups.

Specific areas (applicant pursues the selected goal in one or several areas):

- Promoting comprehensive approach and systemic protection of gender equality and combat of gender-based violence;
- Promoting adoption of measures against gender-based violence in line with the Council of Europe convention on preventing and combating violence against women and domestic violence;
- Promoting participation in policy and strategy-making and implementation of measures supporting gender equality and combating gender-based violence;
- Increasing public knowledge and awareness of gender equality;
- Strengthening law enforcement of gender equality in gender-based violence cases, availability of legal recourse and punishment of offenders including criminal liability;
- Monitoring and evaluation of gender equality and gender-based violence combating policies and instruments;
- Strengthening capacities of NGOs promoting gender equality and combating gender-based violence;
- Assisting and supporting women and children exposed to violence by adopting and applying the Council of Europe's quality standards of services for women victims of violence.

Activities (applicant contributes to the fulfillment of the selected goal by implementing activities)

- activities leading to the development of active citizenship and participation including educational and mobilization activities;
- advocacy and watch-dog activities;
- monitoring;
- cross-sector and international cooperation;
- participation in policy-making and decision-making processes;
- activities increasing public awareness;
- activities strengthening multi-cultural dialogue;
- cultural activities focusing on promoting areas of support;
- activities strengthening capacities of NGOs operating in the relevant areas;
- development of networks and coalitions;

- education and knowledge exchange;
- youth mobilization activities;
- provision of support and assistance (victims, disadvantaged individuals and groups)
- media work

Grant funds allocated for 1st call for proposals

Maximum grant amount: EUR 150,000.00

Minimum grant amount: EUR 30,000.00

Project duration

Maximum 28 months

2.4. Anti-discrimination, combat of racism, xenophobia and other forms of intolerance

The Open Society Foundation invites non-governmental organizations to submit project proposals focused on zero-tolerance of activities violating the principles of equality with special focus on the following:

- discrimination
- extremism
- racism
- xenophobia
- hate speech
- homophobia
- anti-Semitism
- tolerance and multicultural understanding
- sexual harassment
- trafficking
- Roma

Project objectives (applicant selects only one objective):

- Active citizenship fostered;
- Increased involvement of NGOs in policy and decision-making processes at local, regional and national levels;
- Democratic values, including human rights, promoted;
- Advocacy and watchdog role developed;
- Strengthened capacity of NGOs and promoted enabling environment for the sector;
- Empowerment of vulnerable groups.

Specific areas (applicant pursues the selected goal in one or several areas):

- Promoting comprehensive approach and systemic prevention and elimination of discrimination, racism, xenophobia, anti-Semitism and intolerance including related violence, and legislative proposals;
- Fostering public tolerance including media participation in elimination of stereotypes and dissemination of information about discrimination, racism, xenophobia, anti-Semitism and intolerance;
- Increasing professionalism of relevant actors operating in the area of prevention of discrimination, racism, xenophobia, anti-Semitism and intolerance;
- Strengthening capacities of NGOs focusing on prevention and elimination of discrimination, racism, xenophobia, anti-Semitism and other forms of intolerance, extremism and radicalism;
- Strengthening law enforcement of right to equality, availability of legal recourse and punishment of offenders including criminal liability;
- Assisting and supporting individuals and groups exposed to equality right violation and hate violence;
- Eliminating segregation in schools;
- Monitoring and evaluation of anti-discrimination policies and instruments including monitoring of special mechanisms and public institutions;
- Eliminating hate speech – verbal incidents and hate crimes;
- Strengthening capacities of NGOs combating Internet hate crimes;
- Strengthening capacities of NGOs and promoting civic participation;

Activities (applicant contributes to the fulfillment of the selected goal by implementing activities)

- activities leading to the development of active citizenship and participation including educational and mobilization activities;
- advocacy and watch-dog activities;
- monitoring;
- activities leading to hate speech elimination
- cross-sector and international cooperation;
- participation in policy-making and decision-making processes;
- activities increasing public awareness;
- activities strengthening multi-cultural dialogue;
- cultural activities focusing on promoting areas of support;
- activities strengthening capacities of NGOs operating in the relevant areas;
- development of networks and coalitions;
- education and knowledge exchange among anti-discrimination and anti-racism activists;
- youth mobilization activities;
- provision of support and assistance to disadvantaged groups and individuals;
- media work

Grant funds allocated for 1st call for proposals

Maximum grant amount:	EUR 150,000.00
Minimum grant amount:	EUR 30,000.00

Project duration

Maximum 28 months

3. Applicant

3.1. Eligible applicants

Eligible applicants are NGOs, independent of the public administration, political parties, church and religious organizations, not connected to any commercial organizations through personnel or property, operating in at least one area specified by the Program and pursuing goals specified by the Program. Eligible applicants are required to document their previous activities, and commitment to democratic and human rights principles and values.

A non-governmental organization is a non-profit voluntary organization with a non-commercial purpose registered in the Slovak Republic as one of the following:

- a) Civic association under Act no. 83/1990 Coll. on association of citizens as amended;
- b) Foundation under Act no. 34/2002 Coll. on foundations and Civic Code amendment as amended;
- c) Non-profit organization providing publicly beneficial services under Act no. 213/1997 Coll. as amended by Act no. 35/2002 Coll.,
- d) Non-investment fund under Act no. 147/1997 Coll. on non-investment funds;
- e) Association of legal entities under act no. 40/1964 Coll.,
- f) Non-profit organization under Act no. 116/85 Coll. on activities of organizations with international participation
- g) Slovak Red Cross (Act no. 84/1994 Coll.),
- h) Specific religious institutions under the Act no. 308/1991 Coll.

Legal entities founded under the Commercial Code, political parties, budgetary and subsidiary organizations of public institutions, social partners, religious institutions and organizations are not considered non-profit organizations.

3.2. Other criteria of applicants' eligibility

Eligible applicants must meet the following criteria:

- Have open membership not conditioned by religious or political affiliations;
- Document their activities by submitting registration documents;

- Be directly responsible for the implementation of the project submitted with the grant application, not merely act as the project intermediary;
- The content of the project must comply with the goals of the relevant area for which the applicant seeks grant support;
- Be able to implement the project in terms of personnel and financing capacities.

4. Partnerships

4.1. The goal of a partnership

Eligible applicants may submit grant applications individually or with a partner organization.

The goal of a partnership is to promote close cooperation of various organizations with diverse experience of addressing issues in the relevant area.

4.2. Terms of partners' project participation

The applicant can implement the project with a partner organization, if:

- Participation of a partner in the project is necessary, it would not be possible to implement the project and attain project goals without the partner;
- Partnership is generally based on financial compensation, the partner organization is financially compensated for its work on the project;
- Client-contractor relationship is not considered a partnership;

A project partner is a public or private entity, commercial or non-commercial, or non-governmental organization, whose primary location is in a Donor State, Beneficiary State of the EEA Financial Mechanism 2009-2014, or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any inter-governmental organization, provided it actively participates and effectively contributes to the project implementation.

Eligible applicants and their partners shall submit a Partnership Contract specifying the rights and obligations of the partners during the project implementation. Eligible applicants implementing the project in cooperation with a foreign institution will be required to submit an English version of the Partnership Contract.

5. Eligibility of Expenditures

5.1. Eligible expenditures

Eligible expenditures of projects are expenditures actually incurred by the project promoter or the project partner that meet the following criteria:

- a) They are incurred between the first and final dates of eligibility stated in the project contract. Costs paid after the final eligibility date will be considered eligible provided they are paid within 30 days of the final date of eligibility and only if incurred before the final eligibility date;
- b) They are connected with the subject of the project contract and stated in the project budget;
- c) They are proportionate and necessary for the implementation of the project;
- d) They must be used for the sole purpose of achieving the project goal(s) and its expected outcome(s) in a manner consistent with the principles of economy, efficiency and effectiveness;
- e) They are identifiable and verifiable in particular through accounting records of the project promoter and determined according to the applicable accounting standards and generally accepted accounting principles; and
- f) They comply with the requirements of the applicable legislation (acts on accounting, income tax, health insurance, social security, Labor Code, and etc.).
- g) Expenditures are considered eligible when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works).

The project promoter's internal accounting must permit direct reconciliation of the expenditures and revenues declared in respect of the project with the corresponding accounting statements and supporting documents.

5.2. Excluded costs

The following costs shall not be considered eligible:

- a) Interest on debt, debt service charges and late payment charges;
- b) Charges for financial transactions and other purely financial costs, except costs related to accounts required by the FMO or the Fund Operator;
- c) Costs related to purchase of land or real-estate;
- d) Provisions for losses or potential future liabilities;
- e) Exchange losses;
- f) Recoverable VAT;
- g) Costs that are covered by other sources;
- h) Fines, penalties and costs of litigation; and
- i) Excessive or reckless expenditures.

5.3. Co-financing

The Program will cover maximum 90% of all eligible project expenditures of a non-governmental organization. The applicant is required to finance or to secure co-financing of the remaining project expenditures in the form of cash or in-kind contributions as voluntary work. The in-kind contribution

may constitute up to 50% of the co-financing required by the Program (i.e. 5% of eligible costs) for the project.

For the calculation of the in-kind contribution, the price for each hour, half-day or day of voluntary work will be in accordance with salary customarily paid for such work in Slovakia, calculated based on the officially available statistics.

6. Payment model

6.1. Advance payments

The first advance payment may be requested by the project promoter within 10 days after the project contract signing and cover no more than two reporting periods.

The first advance payment will not exceed 40% of the total eligible expenditures of the project.

6.2. Interim payments

Interim payments will be paid within 15 days after the approval of the interim reports.

6.3. Final payment

The final payment of at least 10% of the total eligible expenditures of the project will be paid in the form of a refund after the approval of the final project report.

7. Time schedule

- | | |
|---|-------------------|
| ▪ Call for project proposals announcement | February 25, 2013 |
| ▪ Deadline for letters of intent | March 25, 2013 |
| ▪ Call for grant applications | April 8, 2013 |
| ▪ Deadline for grant application submission | June 10, 2013 |
| ▪ Announcement of results | July 22, 2013 |

8. Grant application evaluation

8.1. Decision - making structure

The Fund Operator will evaluate the submitted grant applications in a two-round evaluation process.

The applicants will submit their letters of intent in the first round.

Applicants, whose letters of intent will meet the criteria of the call for proposals and the criteria of eligibility, will be invited to submit a grant application (Application). NOS-OSF reserves the right to request additional information.

8.2. Letters of intent

The Letters of intent must be submitted using forms attached to this Call for Proposal and filled out by the Project proposal in accordance with the Application Handbook.

The application forms are available for download at www.osf.sk. Applicants are required to fill out the entire application.

Submitted project proposals must include the following mandatory appendices:

- Statutes, articles of association or other founding document specifying the main activities of the applicant;
- Certified copy of the applicant's registration no older than three months;
- Description of the applicant's organizational structure and full list of board members and/or similar administrative body (board of directors, managing committee, advisory committee, and etc.);
- Document identifying the applicant's authorized representative (if not listed in the applicant's registration or founding documents);
- Professional CVs of persons responsible for project coordination and financial management;
- Professional CVs of persons participating in project implementation documenting qualification and experience in relevant program area necessary for project implementation (participation in similar projects, published works and etc.);
- Annual account statements or audit report for 2011 or 2012. Applicants registered in 2012 must submit 2012 annual account statements;
- Annual report or similar report for 2011 or 2012. Applicants registered in 2012 must submit 2012 annual report or similar 2012 report;
- Declaration stating the applicant has no unpaid taxes;
- Declaration stating the applicant owes no overdue social security and health insurance premiums to its employees' insurers;
- Declaration stating the applicant is not in bankruptcy or receivership, or no motion for bankruptcy or receivership has been submitted, and the applicant is not in liquidation;
- Declaration that all provided information is correct;
- Copy of registration documents of the applicant's partner including translation of relevant parts into Slovak (see art. 4.2).

Applications must be submitted in Slovak, selected section (see the form and Application Handbook) must be filled out in English.

The project proposal must be delivered by 16:00, March 25, 2013; digital copy to eea@osf.sk, printed copy in a sealed envelope by a messenger or personally to the Fund Operator's office.

8.3. Grant application (Application)

The Application must include the following documents:

- Filled out grant application
- Filled out project budget
- Project – detailed description of activities including time schedule

The Application must be submitted using forms attached to this Call for Proposal and filled out by the Applicant in accordance with the Application Handbook.

The application forms are available for download at www.osf.sk. Applicants are required to fill out the entire application.

Applications must be submitted in Slovak, selected section (see the form and Application Handbook) must be filled out in English.

The Application must be delivered by 16:00, June 10, 2013; digital copy to eea@osf.sk, printed copy in a sealed envelope by a messenger or personally to the Fund Operator's office.

Notified applicants will submit the application by delivering it to the Fund Operator in one printed and one digital copy (CD or DVD).

All project proposals and applications delivered after the above-specified deadlines will be automatically rejected.

Fund Operator office:

Nadácia otvorenej spoločnosti

MVO - FOND

Baštová 5

811 03 Bratislava

Applications delivered by other means (fax) or to other than above-specified address will be automatically rejected.

Envelopes must be marked as follows:

Applicant's full name:
Applicant's address:
Project name:
DO NOT OPEN

Nadácia otvorenej spoločnosti

MVO – FOND

Baštová 5

811 03 Bratislava

The envelopes must be marked as specified above. NOS-OSF reserves the right to exclude all documents delivered in envelopes not marked as specified above from the evaluation process.

The original application form, project – detailed description of activities including time schedule and budget tables must be signed by the authorized representative of the applicant in the bottom right corner of every page.

8.4. General application evaluation criteria

The evaluation will focus mainly on the following:

- Potential of the submitted project proposal to meet the program goals in the area in which the applicant seeks grant support;
- Effectiveness and adequacy of problem solutions;
- Applicant's organizational capacities;
- Expected project results, sustainability and impact in relevant program area;
- Adequacy of submitted budget.

The criteria of administrative compliance, eligibility of applicants and expert evaluation criteria are specified in the Grant Application Handbook.

8.5. Selection procedure

- The **Fund Operator** will evaluate the compliance of the individual letters of intent with the Program priorities and verify the applicants meet the specified administrative and eligibility criteria. Applicants whose applications are rejected at this stage shall be informed and given a reasonable time to appeal that decision;
- **Expert evaluation** – the Grant Applications will be evaluated by two impartial experts who will score them according to the scale published in the call for applications. If the difference between two expert evaluations exceeds 30%, the relevant Application will be evaluated by a third expert. The average of the two closest scores will be used to determine the final evaluation score of the Application.
- **Selection committee** will review the ranked list of projects. It may modify the ranking of the projects in justified cases. The Selection Committee will issue a recommendation to the board of

directors of the Fund Operator to approve or reject the relevant Applications. In justified cases, the selection committee has the right to propose changes in an Application, for example modification or exclusion of specific activities, adjustment of budget items or suggest additional conditions for project implementation.

- **Fund Operator's board of directors** will be based on the decision of the Selection Committee; make a decision on which projects shall be supported. This decision will be final. The applicants will be informed about the results of the selection process within a reasonable time and publicize the results will be published not later than July 22, 2013.

9. Contacts

Nadácia otvorenej spoločnosti – Open Society Foundation

Address: Bašťová 5, 811 03 Bratislava

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www.osf.sk

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Magdaléna Feniková e-mail: magda@osf.sk

Financial Manager:

Martin Neupauer e-mail: martin@osf.sk

All application documents including forms and the Grant Application Handbook are available at www.osf.sk.

Answers to frequently asked questions will be available at www.osf.sk in the NGO Fund section under FAQ.

See the Grant Application Handbook for additional information.

Additional information can be requested by e-mail or telephone from the relevant program manager.

Area	Contact	e-mail	Telephone
Democracy, good governance and transparency	Viktória Mlynáriková	viktorina@osf.sk	+ 421 2 5441 6913 ext. 111
Human rights including minority rights and cross-	Valentina Petrus	valentina@osf.sk	+ 421 2 5441 6913

cultural understanding			ext. 108
Gender equality and combat of gender-based violence	Barbora Burajová	bburajova@osf.sk	+ 421 2 5441 6913 ext. 108
Anti-discrimination, combat of racism, xenophobia, intolerance and anti-Semitism	Zuzana Neupauer	zneupauer@osf.sk	+ 421 2 5441 6913ext. 117

10. List of appendices

1. Application Handbook
2. Project proposal form
3. Application form
4. Budget form
5. Scoring Chart