

Manual for Grant Applicants

Program:	Democracy and Human Rights
Fund Operator:	Nadácia otvorenej spoločnosti – Open Society Foundation
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1. Introduction

The Manual for Grant Applicants (hereinafter the “Manual”) is designed for Applicants for Grant from the Program for Non-governmental Organizations “Democracy and Human Rights”(hereinafter the “Program”). It is valid for the Third Call for Grant Applications for Non-governmental Organisations (hereinafter the “Call”) and shall enter into force on the date of announcement of the Call (please see page 1 of the [Call](#)). The Fund Operator of the Program is Nadácia otvorenej spoločnosti Open Society Foundation - Open Society Foundation (hereinafter the “Fund Operator”).

The Program is supported by the EEA Grants 2009-2014 by which the Donor States, Iceland, Liechtenstein and Norway contribute to reducing economic and social inequality within the EEA and to strengthening relations between donor and beneficiary countries. The Program implementation period lasts from January 2013 to April 2016. During this period the Fund Operator - NOS-OSF, will distribute € 3,061,850. Since 2013, NOS-OSF has provided support through the Program to 63 NGOs totalling € 2,828,653.

The Program specifically aims to support non-governmental organizations (hereinafter the “NGOs”) operating at local and regional level in Slovakia in four priority areas of support:

- Democracy, good and transparent governance;
- Human rights including minority rights;
- Gender equality and combating gender-based violence;
- Fight against discrimination, racism and xenophobia.

The cross-cutting priority of the Program is the development of NGO capacities and enhancement of their position in the society. The Program is specifically aimed at combating Hate Speech – verbal incidents as a form of hate-related violence, extremism, racism, xenophobia, homophobia, sexual harassment, violence against women and human trafficking. At the same time, the Program will address anti-Semitism and encourage the reinforcement of tolerance, multicultural understanding and equal opportunities for Roma citizens. The program will also focus on the specific needs of minorities, including 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 make sure that the Program and the projects comply with the principles of good governance, sustainable development, gender equality and equal opportunities. In order to stimulate a long-term bilateral cooperation between the NGOs registered in the Slovak Republic and the Donor States, the Program will particularly support partnerships on a project level in all program areas (for more information about bilateral partnership projects, please see [Call](#) and [Manual for Bilateral Fund](#)).

1.1. Outcomes, results and project outputs

Projects must comply with the principles of Results Based Management (RBM), i.e. must focus on the achievement of the pre-defined outcomes by monitoring project outputs.



An Applicant for a grant from the Program (hereinafter the "Applicant") shall choose a maximum of one area of support and one outcome from the area of support in which they seek support:

Area of support	Outcome ¹	Result ²	Outputs (Indicative list) ³
Democracy, good and transparent governance	Increased involvement of NGOs in policy and decision-making processes with local, regional and national governments	Improved participation of citizens at meetings of local government, enhanced number of participatory meetings with representatives of local government organized by NGOs.	Roundtables, seminars, meetings etc.
	Democratic values, including human rights, promoted	Proposals for change and improvement in governance; exchange of knowledge and experience between professional organizations working in the judiciary, as well as between NGOs and citizens.	Workshops, discussion forums, analyses, meetings of expert professional groups, recommendations etc.
	Advocacy and watch-dog activities developed	Monitoring and evaluation of the judiciary and public administration (institutions wholly or partially financed from public funds).	Recommendations, conclusions for a better functioning of the courts, monitoring of court practice and decisions etc.
	Strengthened capacity of NGOs and improved conditions for the functioning of civil society	☑ Development of formal/informal networks of NGOs, professional groups and organizations controlling public administration, and with the emphasis on the involvement of youth and volunteers.	Seminars and trainings, summer schools, manuals, methodology materials and documents; network meetings, coalitions; research and surveys etc.

¹ **Project outcome** is a long-term impact to which the project contributes. The project does not have to have the desired effect, but must change the situation so that the probability of achieving the target is higher.

² **Project result** is a medium-term or immediate effect of the project. The results help the grant Beneficiary to focus on the outcome. The results are pre-defined.

³ **Outputs (Indicative list)** are specific products, goods and services made with the support of the Program. The list of outputs is indicative and intended to suggest possible products, goods and services that can be made by the project.



		☑ Professionalization of NGOs in monitoring and evaluation.	
Human rights including minority rights	Democratic values, including human rights, promoted	Improved strategic litigation based on monitoring and legal analysis.	Court actions, monitoring reports, legal analyses, campaigns, websites, meetings etc.
	Strengthened capacity of NGOs and improved conditions for the functioning of civil society	☑ Increased sustainability of NGOs and/or expansion of its activities through access to lifelong learning. ☑ Financial sustainability of NGOs through income generating activities.	Websites for e-learning, e-learning strategies, summer schools etc.
Human rights including minority rights – small grants	Empowerment of vulnerable groups	☑ Reinforcing the socio-economic capacities of the disadvantaged groups through community activities.	Seminars, trainings, summer schools, peer education trainings.
Gender equality and combating gender-based violence	Active citizenship fostered	Public, including children and young people sensitized in gender equality, the fight against gender violence, homophobic and transphobic speech and hate crime.	Mobilization and sensitization campaigns etc.
	Increased involvement of NGOs in policy and decision-making processes with local, regional and national governments	☑ Enhanced sustainability and efficiency of systemic solutions to prevent discrimination based on sexual orientation and/or gender identity through coalitions and platforms. ☑ Improved political and economic status of Roma women and girls, and women and girls experiencing multiple discrimination.	Platforms and coalitions meetings, roundtables, meetings with representatives of the national and local governments, formulating proposals and recommendations for legislation and decision-making etc.
	Advocacy and watch-dog activities developed	☑ Improved access to health care for people with different gender identity. Reduced gender inequality and gender-based violence in Roma communities.	Monitoring, analyses etc.



		☑ Assessed impact of projects related to gender equality and gender-based violence on target groups.	
	Strengthened capacity of NGOs and improved conditions for the functioning of civil society	Improved press coverage, cooperation with the media, communications and understanding of the issues related to gender equality and gender based violence; activities securing financial sustainability of NGOs working in this field.	PR activities, communication strategies and campaigns etc.
Fight against discrimination, racism and xenophobia	Increased involvement of NGOs in policy and decision-making processes with local, regional and national governments	☑ Improved approach of local and regional governments and stakeholders in monitoring and evaluation of cases of discrimination. ☑ Enhanced use of existing tools to promote equality and non-discrimination (e.g. Anti-discrimination law).	Seminars, workshops, meetings, roundtables; trainings, courses or other educational activities; meetings with representatives of local governments and stakeholders etc.
	Strengthened capacity of NGOs and improved conditions for the functioning of civil society	☑ Enhanced financial sustainability of organization by means of developing income generating activities in the area of non-discrimination and promotion of equality.	Provision of goods, services or know-how.
Fight against discrimination, racism and xenophobia- small grants	Empowerment of vulnerable groups	Strengthening the capacity of disadvantaged groups in the area of discrimination and violation of rights.	Monitoring, analyses, discussions, roundtables.

2. Areas of support

2.1. Democracy, good and transparent governance

This area of support focuses mainly on strengthening the role of NGOs and active citizens in promoting democratic principles in society, putting human rights instruments into practice, increasing effectiveness of the judiciary and enhancing civic participation in public affairs through the development of public policies, monitoring their implementation, advocacy and anti-corruption activities.



Grants: **5000 €– 15000 €**

2.1.1. Target group

Primary target group of this area of support are the citizens of the Slovak Republic. Secondary target group are advocacy and public policy monitoring NGOs and think tanks focusing on the rule of law and the promotion of innovative changes in governance. Tertiary target group are the authorities and public institutions, as bearers of responsibility and partners in achieving a positive change.

2.1.2. Project outcomes

The project shall contribute to reaching one of the following outcomes:

- increased involvement of NGOs in policy and decision-making processes with local, regional and national governments;
- democratic values, including human rights, promoted;
- advocacy and watch-dog activities developed;
- strengthened capacity of NGOs and improved conditions for the functioning of civil society.

2.1.3. Suggested project activities

The project contributes to achieving the selected outcome by implementing one or more of the following activities:

- participation in decision-making at the local level, i.e. activities involving local authorities;
- activities aimed at training and exchange of know-how between professional organizations working in the judiciary;
- activities aimed at policy and budget assessed in terms of benefits and impact on the target group;
- activities aimed at exchanging experience between NGOs and citizens, developing legal literacy, codes of ethics and conduct and leading to the Application of human rights in everyday life;
- activities aimed at monitoring legislation, policies and court practices, providing analyses of the institutions financed fully or partially from public funds;
- activities aimed at developing watch-dog activities through networking, improving the ability to work with volunteers;
- activities aimed at professionalization of NGOs in monitoring and evaluation; setting future activities and goals of the organization based on continuous evaluation of the results of previous activities and objectives.

2.1.4. Suggested project outputs

- roundtables, seminars, workshops, panel discussions, meetings with local authorities;
- conferences;
- monitorings, analyses, recommendations, guidance for improved functioning of courts, monitoring of court practices and court decisions;
- seminars and trainings, summer schools, manuals, methodology materials and documents;
- meetings of experts, professional groups, networks and coalitions; research and surveys.



2.2. Human rights including minority rights

The primary focus of this area of support is promoting respect for human and minority rights, improving the position of persons disadvantaged because of their nationality, racial or ethnic origin, religion, age and health. This area also funds fostering of multicultural dialogue.

This area of support includes a separate grant scheme awarding the so-called *small grants*. The latter will support projects aimed at protection and respect for human and minority rights by grassroots organizations on the local level. The support is primarily (but not exclusively) targeted at development of Roma communities through activities for their members, including children and youth; improved participation of Roma men and women in public life and affairs of municipality/region; promotion of inclusive activities and activities aimed at overcoming barriers between the Roma community and the majority population.

Grants: **5000 €– 15000 €**, Small grants: **3000 € – 5000 €**

2.2.1. Target Group

Primary target group are disadvantaged groups facing unequal approach to human rights and fundamental freedoms based on the group's racial or ethnic origin, faith or religion, disability, age (national minorities and specifically, Roma minority, migrants, victims of discrimination and hate crimes etc.). Secondary target group are monitoring and advocacy NGOs, or think tanks and NGOs providing support and assistance to the primary target group. Tertiary target group are authorities and public institutions as bearers of responsibility and partners in achieving positive change.

Specific target group for *small grants* scheme:

Small grants scheme in this area of support will explicitly, but not exclusively, support projects that aim to promote the integration of excluded Roma communities, and projects implemented by grassroots organizations at the local level.

2.2.2. Project outcomes

The project shall contribute to achieving one of the following outcomes:

- democratic values, including human rights, promoted;
- strengthened capacity of NGOs and improved conditions for the functioning of civil society;

The project funded from the *small grants* scheme shall contribute to reaching the following outcome: Empowerment of vulnerable groups.

2.2.3 Suggested project activities

The project contributes to reaching the selected outcome by implementing one or more of the following activities:

- activities of legal nature aimed at promoting access to the right to housing and permanent residency of persons belonging to disadvantaged groups;
- strengthening the capacity of NGOs through access to lifelong learning, which will lead to greater



sustainability of the organization and/or expansion of its activities;

- activities focused on the financial sustainability.

Activities for the *small grants* scheme: activities reinforcing the socio-economic capacities of the disadvantaged groups through community activities.

2.2.4. Suggested project outputs

- websites for e-learning;
- e-learning strategies;
- summer schools;
- websites and campaigns;
- court actions;
- monitoring reports;
- legal analyses;
- meetings and seminars;
- trainings, peer education trainings.

2.3. Gender equality and fight against gender based violence

This area of support focuses primarily on promoting gender equality and supporting common responsibility of men and women in eliminating gender inequality; preventing unequal treatment based on sex and/or gender in professional and private lives of individuals; acknowledging women's rights as part of human rights and on combating gender-based violence.

Grants: **5000 €– 15000 €**

2.3.1. Target group

Primary target group for this area of support are citizens of the Slovak Republic – women and girls as well as men who promote gender mainstreaming in all spheres of life, also women and girls experiencing and/or at risk of gender based violence. Secondary group are NGOs seeking to eliminate inequalities in treatment on the grounds of sex and/or gender and NGOs providing support and advice to victims of gender based violence, as well as their families and significant others. Tertiary target group are authorities and public institutions, as bearers of responsibility and partners in achieving positive change.

2.3.2. Project outcomes

The project shall contribute to reaching one of the following outcomes:

- active citizenship fostered;
- increased involvement of NGOs in policy and decision-making processes with local, regional and national governments;
- advocacy and watch-dog activities developed;
- strengthened capacity of NGOs and improved conditions for the functioning of civil society.

2.3.3. Suggested project activities

The project contributes to reaching the selected outcome by implementing one or more of the following



activities:

- sensitization activities enhancing children's and young people's education in human rights and gender equality and in prevention of abuse, bullying and gender violence;
- activities designed to prevent homophobic and transphobic rhetoric and hate crimes;
- activities aimed at promoting sustainability and efficiency of systemic solutions in preventing discrimination based on sexual orientation and/or gender identity through building coalitions and platforms;
- activities reinforcing the political and economic status of Roma women and girls, as well as women and girls experiencing multiple discrimination;
- advocacy activities, including monitoring and analysis, advice and assistance to improve access to health care for people with different gender identity;
- activities, including monitoring and analysis, aimed at reducing gender inequalities and taking into account particularities of gender equality and gender based violence in Roma communities;
- evaluation of projects/projects' impact on target groups and environment related to gender equality and gender based violence;
- activities aimed at improving press coverage, cooperation with the media, communications and understanding of the issues related to gender equality and gender based violence; activities securing financial sustainability of NGOs working in this field.

2.3.4. Suggested project outputs

- sensitization and mobilisation campaigns organised especially on the local and regional level;
- platforms and coalitions meetings, arranging roundtables;
- meetings with representatives of the national and local governments, formulating proposals and recommendations for legislation and decision-making;
- monitoring, analysis;
- PR activities, communication strategies and campaigns.

2.4. Fight against discrimination, racism and xenophobia

This area of support focuses primarily on supporting projects aimed at promoting zero tolerance for expressions violating the principle of equality, with particular emphasis on discrimination, extremism, racism, Hate Speech (verbal incidents as a form of hate related violence), xenophobia, tolerance and multicultural understanding.

Within this area of support, the *small grants* scheme aims to promote projects that address issues of injustice and hate related violence; the need for solidarity in favour of development of municipalities with a significant size of minority population; the consequences of segregation in schools and in public life; understanding hate speech also in public life; participation in decision-making and policy-making; promotion of the principles of civic participation at the local level.

Grants: **5000 €– 15000 €**, Small grants: **3000 € – 5000 €**



2.4.1. Target group

Primary target group are disadvantaged groups facing discrimination based on their racial or ethnic origin, religion or belief, disability and age whose members are citizens of the Slovak Republic. Secondary target group are monitoring or advocacy NGOs and think-tanks and NGOs providing support and assistance to primary target groups. Tertiary target group are authorities and public institutions, as bearers of responsibility and partners in achieving positive change for the primary target group.

2.4.2. Project outcomes

The project shall contribute to achieving one of the following outcomes:

- increased involvement of NGOs in policy and decision-making processes with local, regional and national governments;
- strengthened capacity of NGOs and improved conditions for the functioning of civil society.

The project funded from the *small grants* scheme shall contribute to reaching the following outcome: Empowerment of vulnerable groups.

2.4.3. Suggested project activities

The project contributes to reaching the selected outcome by implementing one or more of the following activities:

- activities aimed at training local and regional authorities and stakeholders in monitoring and reporting cases of discrimination
- activities focusing on the use of existing tools to promote equality and non-discrimination (e.g. Anti-discrimination law)
- activities focusing on financial sustainability of organization by means of developing income generating activities in the area of non-discrimination and promotion of equality.

Activities for the *small grants* scheme:

- intra-community, inter-community and wider society meetings organized for the purpose of analysis and/or raising awareness of discrimination and violations of the rights of vulnerable groups;
- monitoring and analysis of help and support to victims of hate crimes.

2.4.4. Suggested project outputs

- seminars, workshops, meetings, roundtables;
- trainings, courses or other educational activities;
- meetings with representatives of local governments and stakeholders;
- provision of goods, services or know-how.
- monitoring;
- analysis;
- discussions, roundtables.



3. Applicant

3.1. Eligibility criteria for Applicants

Eligible applicants are NGOs that are established in Slovakia and fall within following definition: “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.” Eligible applicants shall abide by the principles of democratic values and human rights.

An NGO is a legal entity established for purposes other than for profit or business and 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 by further regulations;
- b) foundation under Act no. 34/2002 Coll. on foundations and Civic Code as amended by further regulations;
- c) non-profit organisation providing publicly beneficial services under Act no. 213/1997 Coll. as amended by further regulations;
- d) non-investment fund under Act no. 147/1997 Coll. on non-investment funds as amended by further regulations;
- e) association of legal entities under Act no. 40/1964 Coll. as amended by further regulations;
- f) non-profit organisation under Act no. 116/85 Coll. on activities of organisations with international participation as amended by further regulations;
- g) Slovak Red Cross (Act no. 460/2007 Coll.) as amended by further regulations;
- h) specific religious institutions under the Act no. 308/1991 Coll. as amended by further regulations.

The Program considers the following applicants *ineligible*:

- applicant who does not meet the criteria referred to in paragraph 3.1.a. - 3.1.h.;
- legal entity founded under the Commercial Code and individuals;
- political parties, social partners, religious institutions and organisations.

One applicant can submit only one application. One applicant can be project partner in maximum two other submitted projects. Applicants, who were granted support⁴ from Fund operator amounting to more than € 10,000 per project, are not eligible for support. A minimum of 10% of the total allocated funding will be dedicated to supporting children and youth at risk. This criterion will be given special attention when evaluating projects.

⁴ These includes all project promoters who finished their projects or have ongoing projects and were granted support from Fund operator by decision of the NOS-OSF Board of Trustees from 18.7.2013, 4.8.2014 and 12.9.2014.



3.2 Conflict of interest

Conflict of interest deemed to be present when the Applicant/Partner organisation is linked with the person who is or previously was involved in selection and decision-making process in previous Calls for Grant Applications of the Program. Should this person have direct or indirect interests that may be related to economic interests, political and national affinities, family and emotional tie, any other relevant connection or shared interests with the Applicant/ Partner organisation, the Applicant/Partner organisation is in a conflict of interest, which is an obstacle to their eligibility.

A person who has direct or indirect interest as referred in previous paragraph shall not be involved in the selection process if these interests relate to any project that is being considered. If the conflict of interest applies only to one particular call, that person's involvement in a later call could be considered if the project that caused the conflict of interest has not been selected for funding. The Fund operator will take every reasonable measure to prevent conflict of interest from occurring – every person involved in the selection process signs declaration of no conflict of interest and declares that if he/she becomes aware of the risk of conflict of interest he or she will notify the Fund operator.

The Fund operator will take all necessary steps to prevent or end any situation that could compromise the impartial and objective performance of the project contract concluded between the Fund operator and project promoter. Such conflict of interest could arise in particular as a result of economic interests, political and national affinities, family and emotional tie, any other relevant connection or shared interests. The Fund operator will refrain from any contract that would compromise its independence or that of its personnel.

3.3 Partnership

The applicant may submit grant Application individually or with a partner organisation. The purpose of a partnership is to promote close cooperation of various organisations with diverse experience in addressing issues in the relevant area.

The applicant can implement the project with a partner organisation, 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;
- partners contribute to the implementation of the project by carrying out their own activity and a joint activity,
- cooperation does not have the character of supplier/customer⁵ relationship; however the partner organisation is entitled to reimbursement of expenses directly related to the implementation of project activities
- partner organisation is not in conflict of interest as defined in section above.

A project partner is a public or private entity, commercial or non-commercial, or non-governmental

⁵ Partner or partners shall share common economic or social goal with project promoter which is to be realized through the implementation of common project.



organisation, whose registered office is in a Donor State, Beneficiary State of the EEA Financial Mechanism 2009-2014, or a country outside the European Economic Area that borders on Slovakia, or any inter-governmental organisation, provided it actively participates and effectively contributes to the project implementation.

If an applicant plans to implement the project in partnership, they shall confirm the cooperation with the project partner by submitting a partnership statement attached to the grant Application. One applicant can be project partner in maximum two other submitted projects.

3.4 Bilateral Fund

The Bilateral Fund is part of the Program by which the Donor Countries contribute to the elimination of economic and social inequality in EEA. The objective of this Fund is to strengthen the relationship between the donor countries, i.e. Iceland, Lichtenstein the Kingdom of Norway and Slovakia in order to secure stable, peaceful and prosperous Europe built on the principles of good governance, democratic institutions, legally consistent state, respect for human rights and sustainable development. The applicants from both donor countries and Slovakia are encouraged to apply for grant from the Bilateral Fund based on the conditions of a separate call for grant Applications published on the www.osf.sk website (for more information on the bilateral fund, please see [Call](#) and [Manual from Bilateral Fund](#)).

4. Duration of the project

Applicants whose projects were approved will be invited to sign the contract. The projects submitted under the Call shall run from the date of mutual signing of the contract until **30th April 2016**. The maximum duration of the project is up to **8 months**. The project completion date is no later than **30th April 2016**. Activities and expenditures planned and incurred after that date are not eligible.

5. Financial provisions

5.1 The amount of funding and its allocation

The total amount allocated to support the activities of NGOs as eligible Applicants in the third Call is 233 197 €. The funds will be allocated as follows:



5.1.1 Allocation of funds with regard to the areas of support

Area of support	Grant amount allocation
Democracy, good and transparent governance	72 984 €
Human rights, including minority rights	28 176 €
Human rights, including minority rights - small grant	15 849 €
Gender equality and combating gender based violence	72 050 €
Fight against discrimination, racism and xenophobia	28 248 €
Fight against discrimination, racism and xenophobia - small grant	15 890 €

5.1.2 Allocation of funds with regard to the project outcomes

Outcome	Grant amount allocation
Active citizenship fostered	61 432 €
Increased involvement of NGOs in policy and decision-making processes with local, regional and national governments	34 396 €
Democratic values, including human rights, promoted	30 345 €
Advocacy and watchdog role developed	32 557 €
Strengthened capacity of NGOs and improved conditions for the functioning of civil society	42 732 €
Empowerment of vulnerable groups	31 735 €

The Applicant may select the maximum of one outcome per project.

5.2 General principles on the eligibility of costs in projects

5.2.1 General provisions

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

- they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- they are connected with the subject of the project contract and they are indicated in the estimated overall budget of the project;
- they are proportionate and necessary for the implementation of the project;
- they must be used for the sole purpose of achieving the objective(s) of the project 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 being recorded in the 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 applicable tax and social legislation.

Expenditures are considered to have been incurred 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 and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

5.2.2 Eligible expenditures under the Program are divided into

- direct expenditures (intended to finance various activities)
- indirect costs – current costs related to project management, publicity and awareness of the project and other indirect costs (overheads).

Detailed information about eligibility of expenditures can be found in the Guidelines on eligibility of expenditures of the program Democracy and Human Rights (hereinafter the "Guidelines on eligibility of expenditures") published on the www.osf.sk website.

5.2.3 Following costs shall not be considered eligible

- interest on debt, debt service charges and late payment charges
- charges for financial transactions and other purely financial costs that are not directly related to the implemented project
- costs related to purchase of land or real estate
- provisions for losses or potential future liabilities
- exchange losses;
- recoverable VAT by VAT payers, even if the Beneficiary did not claim their right to the tax refund
- costs that are covered by other sources
- fines, penalties and costs of litigation
- excessive or reckless expenditure
- costs incurred in contravention of applicable laws of the Slovak Republic.

5.3 Overlapping costs

To avoid duplication of costs, any of the following are prohibited:

- double financing of project expenditures by Beneficiary and partners – including expenditures in two or more Requests for Advance Payment, Interim Financial and Project Reports (hereinafter the "IFPR")



- reporting project costs as incurred by the Beneficiary under the Program and also as incurred during a different project funded from different sources.

Obligation to avoid overlapping costs will be defined in the Grant Agreement.

The Fund Operator will carry out checks on the Beneficiaries for overlapping costs, in particular using the following tools:

- *Administrative check* – checking designations of each original accounting document of the project funded by the Program, as well as checking the analytical accounts assigned to the project,
- *On-site verification*, which will focus not only on checking the project implementation, but also the entire bookkeeping system of the Beneficiary.

5.4 Procurement

National and European Union law on public procurement shall be complied with at any level in the implementation of the Program and its projects. Notwithstanding provisions of national law that exempt NGOs from public procurement, any procurement procedures related to amounts above the European Union thresholds for procurement shall be undertaken in accordance with the applicable laws on procurement without regard for such an exemption.

During the project implementation, the Beneficiary shall observe the principles of efficiency and transparency. The highest ethical standards shall be observed during the procurement and execution of contracts. The Beneficiary shall ensure the application of adequate and effective means to prevent illegal or corrupt practices. No offer, gifts, payments or benefit of any kind, which would or could, either directly or indirectly, be construed as an illegal or corrupt practice, e.g. as an inducement or reward for the award or execution of procurement contracts, shall be accepted.

Awarding of contracts (including the procedures prior to the awarding) and the terms and conditions of such contracts shall comply with best economic practices, including accountability, allow a full and fair competition between potential providers, for example by way of effective price comparison, and ensure the optimal use of resources from the EEA Financial Mechanism 2009 – 2014.

In cases of procurement related to an amount of € 5,000 or higher the project promoter shall invite at least three suppliers to submit offers and draw up a record of the award.

The Beneficiary shall ensure that records of the awarding and execution of contracts are kept for at least seven years from the completion of the project and provided upon request to the Fund Operator.

5.5 Project funding

Project funding consists of:

- a) Funding from the Program – a grant of up to 90% of the total eligible project costs;
- b) Beneficiary co-financing of at least 10% of the total eligible project costs.



The Applicant shall guarantee the availability of funds for co-financing of at least 10% of the total eligible project costs at the time of submission of the Grant Application. The Applicant can prove their capacity to co-finance the project by submitting documents such as bank statement confirming the necessary amount of available funds (e.g by sworn statement on co-financing of the project from own resources) pursuant to the submitted budget.

Co-financing in the form of in-kind contributions is eligible only as voluntary work, and cannot exceed 50% of the total amount of the co-financing. For the calculate 311/2001 Coll. of the Labor Code, will be taken into account. The minimum wage for voluntary work will be calculated based on the provisions of subsec. 4, Section 120 of the Labor Code amended by further regulations on currently applicable minimum wage rate and in accordance with the legislation in force at the time of submission of the grant Application.

Payments of the project grant to the project promoters may take the form of advance payments, interim payments and payments of the final balance.

Basic rules for advance payment:

- advance payment shall not exceed 40% (in small grant scheme it shall not exceed 90%) of the total eligible expenditure of the project ,
- it shall cover up to 2 reporting periods, i.e. up to 8 months,
- it will be paid on the basis of the request submitted on a specific form in Euros,
- the amount of the advance payment is the sum of the amounts specified in the spending plan of the project, covering the first two consecutive reporting periods of the project (the reporting period is 4 months),
- the amount of each subsequent interim payment is the sum of the amounts referred to in the spending plan. It covers the ongoing period and immediately following period for which the Beneficiary shall submit the IPFR reduced by the amount of uncleared advances from previous periods,
- the total amount of payments shall not exceed 90% of the total approved funding.

The procedure for granting advances:

- advance payments shall be requested by the Beneficiary within 10 days after signing the Grant Agreement,
- following requests for payment shall be submitted along with the IPFR,
- following the registration of the payment request, the Fund Operator shall carry out an administrative check of the eligibility of the amount requested in relation to the approved budget and spending plan and shall define its amount,
- if need be, the Fund Operator shall perform an on-the-spot verification of the Beneficiary,
- the Fund Operator shall approve the request for payment, deduct any ineligible costs or decline the request. In the event of a claim for advance payment the Fund Operator shall transfer the funds to the Beneficiary within 15 days from the date of approval.



5.6 Monthly list of project expenditures

1. The Beneficiary shall draw up and submit a list of project expenditures to the Fund Operator on a specific form within 10 working days after the end of the calendar month for which the list is submitted.
2. The list of project expenditures shall contain all expenditures incurred and implemented in the previous calendar month.
3. The Beneficiary shall submit the list of expenditures along with the copies of required documents and bank statements. The range of the documents and supporting documentation is specified in the Guidelines on eligibility of expenditures.

5.7 Interim Financial and Project Report

Clearing of eligible expenditure paid by the Beneficiary in the relevant reporting period is referred to in the relevant Interim financial and project content (IFPR).

1. The Beneficiary shall draw up and submit the IFPR to the Fund Operator on a specific form within 10 working days after the end of the reporting period.
2. The Beneficiary shall submit along with the IFPR:
 - Annexes of the IFPR – copies of the required documents, bank statements which were not presented to the Fund Operator along with the relevant list of project expenditures. The range of the documents and supporting documentation is specified in the Guidelines on eligibility of expenditures.
 - Request for payment on a specific form.
3. IFPR shall be made in two originals: one shall be submitted to the Fund Operator, the other shall be kept by the Beneficiary.
4. The request for payment shall be drawn on a specific form in two originals: one shall be submitted to the Fund Operator, the other shall be kept by the Beneficiary.
5. The Fund Operator shall verify the eligibility of expenditures of the project on the basis of the documents submitted in the IFPR or by means of on-the-spot verification.
6. The Fund Operator shall approve the IFPR, deduct any ineligible costs or decline it.
7. Following the approval of the IFPR and the request for payment the Fund Operator shall transfer the funds to the Beneficiary within 15 days from the date of approval.

5.8 Financing the last 10% of the project and request for final payment

The last 10% of the total eligible project expenditure shall be pre-financed from the Beneficiary's own resources. After completion of the project, the Beneficiary shall submit IFPR for the last reporting period, the Final Financial and Project Report (FFPR) and Request for Final Payment, together with the documentation showing reimbursement of these expenses in the Project. After approval of the Final Financial and Project Report (FFPR), the Operator shall transfer the remainder of the funding from the grant to the Beneficiary's account – up to a maximum of 10% of the total approved grant. IFPR, FFPR,



Request for Payment and the Request for Final Payment forms shall be submitted by the Recipient in the Slovak language in format defined by Fund operator.

5.9 Project monitoring and audit

Monitoring of projects includes three levels:

- verification of Project Reports;
- on-the-spot verification;
- verification of the project in the Fund Operator's Office.

Furthermore, projects might be subject to an audit commissioned by the Fund Operator and carried out by an independent certified auditor.

5.9.1 Verification of project reports

The Fund Operator shall provide the Beneficiary with the forms of Project and Financial Reports, which the Beneficiary is required to prepare and submit within the set deadlines. The obligations with respect to monitoring are further regulated by the Implementation Agreement.

It specifically concerns the submission of the following documents:

- Interim Financial and Project Report (IFPR),
- Final Financial and Project Report (FFPR).

After the end of the reporting period, within 10 working days of the following month, the Beneficiary shall prepare and submit the Interim Financial and Project Report (IFPR). The copies of the accounting documents and bank statements shall be attached to the cost breakdown. The scope of all the documentation and supporting documentation is provided in the Guidelines on eligibility of expenditure. Originals of accounting records and supporting documentation within the scope prescribed by the Accounting Act and the Guidelines on eligibility of expenditure shall be retained by the Beneficiary in their accounting records and, if necessary, upon request shall be submitted to the Operator or made available for on-the-spot verification.

After completion of the Project, within 30 calendar days following the completion of the Project the Beneficiary shall submit the Final Financial and Project Report (FFPR).

The above-mentioned Reports by the Beneficiary must include information on the progress/result in relation to the quantified objectives. The Beneficiary must provide the Reports in accordance with the Provisions arising from the Grant Agreement and submit them both in hard copy and in electronic form (e-mail) to the Fund Operator.

5.9.2 On-the-spot Project Verification

On-the-spot verification is part of the Project monitoring and provides checking on:

- Content of the project, namely: the actual delivery of goods, works and services rendered,



- progress of the Project
- ensuring the publicity and the like.
- The financial part of the project, namely:
 - actual presence of accounting documents and the required documentation to support the project expenditure and its record in the Beneficiary's accounting,
 - record of the delivered goods, works and services rendered in the Beneficiary's accounting,
 - identification of the accounts in accordance with the Grant Agreement,
 - actual delivery of goods, works and services rendered as provided by accounting documents,
 - accuracy of accounting in relation to the Project,
 - no overlapping costs.

5.9.3 Project verification in Fund Operator's office

The Fund Operator may request that the Beneficiary submit the project documentation to the Fund Operator's office.

Verification at the Operator's Office is part of the project monitoring and includes:

- presentation by the Beneficiary of all original accounting records and supporting documentation for a specified period;
- verification of compliance with the principles of efficiency, transparency in the procurement of goods and services;
- verification of outputs of the Beneficiary's accounting;
- accounting for delivered goods, works and services related to the project as well as overlapping costs;
- labeling of accounting documents in accordance with the Grant Agreement;
- accuracy of accounting in relation to the Project.

6. Submission of Grant Applications

Timeline of evaluation and approval of Applications:

Event	Deadline
Call announcement	27 th May 2015
Providing information to Applicants	until 20 th July 2015
Closing date for Applications	27th July 2015
Information about the Applications received online on the www.osf.sk website	before 3 rd August 2015
Sending missing documents or information by the Applicant	within 7 calendar days from the closing date or receiving the request for sending missing annexes



Informing the Applicant on approval or rejection of the Application on the basis of the administrative and eligibility criteria ⁶ on the www.osf.sk website	before 3 rd August 2015
The request for re-examination of the Application eliminated for administrative reasons	within 7 calendar days from publishing the results
Indicative date of approval of Applications and announcement of the results on www.osf.sk website	Till 15 th September 2015
Signing the Contract about the project implementation	From 15 th September 2015
Last date for eligibility of project expenditure	30 th April 2016

7. Grant Application and mandatory annexes

The grant Application (hereinafter “Application”) shall contain the description of the project with regard to its outcomes, planned outputs and results; the Applicant shall also indicate which activities will ensure their realisation. The Applicant will select the area of support for which they seek grant support, explain the involvement of the target group and include the long-term benefits from the project to this target group.

The Applicant may implement the project in maximum of one area of support and one outcome within the selected area of support. In the event that the Applicant registers a project with identical content to multiple areas of support or outcomes, all the Applications from that Applicant will be excluded from the evaluation.

Applicants must fill in the grant Applications and attach all required annexes listed in the Call. Submitted documentation or its parts will not be returned. The statutory representative of the NGO shall confirm the exactitude of the data by signing the last page of the hard copy version of the online grant Application. They shall also sign the sworn statements which are part of the Application. In the case of representation, the Applicant must submit an officially authenticated mandate. By submitting the grant Application, the Applicant agrees with terms and conditions of the Call determined by the Fund Operator.

7.1. Online Grant Application

Following the registration the grant Application is available on the <http://fondpremvo.osf.sk> website until the closing date of the call.

The Grant Application consists of the following:

- a) Project form containing comprehensive information about the project;
- b) Annotated project budget (part of the form);
- c) Sworn declaration signed by the Applicant confirming the following (part of the form):

⁶ Administrative and eligibility criteria are listed in section 12 of this Manual.



- The Applicant has no tax liabilities to the state budget;
- The Applicant has no obligations with regard to the social insurance and health insurance companies insuring their current/former staff;
- The Applicant is not insolvent, undergoing restructuration, has not been forced to file for bankruptcy and is not in liquidation;
- The Applicant confirms the exactitude of the data submitted;
- The Applicant guarantees the availability of funds for co-financing of at least 10% of the total eligible project expenditure (in the event they do not provide other documents proving the co-financing);
- The Applicant shall keep the financial accounts accurately and in accordance with the legislation in force in the Slovak Republic⁷;
- The Applicant shall not report the same item of expenditure to the Fund Operator and to another donor;
- The Applicant shall not use EU or other EEA funds for co-financing.

7.2 Mandatory and optional annexes to the grant Application

The following annexes shall be submitted by the Applicant in one print copy:

- 1) Statute or by-laws or any other constitutive document: the Applicant shall submit the document stating their core activity;
- 2) A copy of the Applicant's registration document;
- 3) A document identifying the statutory representative: the Applicant shall submit this document only if it is not part of the Applicant's registration or other constitutive documents;
- 4) Financial statements for the previous calendar year: should the Applicant register and submit the project in the same year, they must declare in writing that they keep the financial accounts accurately and in accordance with the legislation in force in the Slovak Republic;
- 5) Documents proving the capacity to co-finance the project: documents such as, for instance, bank statement or sworn statement can be submitted;
- 6) A copy of the registration document for purposes of Value Added Tax (VAT): the Applicant shall submit this document if they are subject to VAT;
- 7) Curriculum vitae of the persons responsible for the coordination and financial management (suggested format: Europass),
- 8) Curriculum vitae of the persons involved in the project contentwise: the Curriculum vitae (suggested format: Europass) – shall demonstrate their experience, ability to implement the project and professional experience in the Program area, in which the Applicant seeks support.
- 9) Partnership statement: this document shall be submitted only if the project is implemented in partnership. Shall the partner come from the Slovak Republic, the Applicant submits the statement in the Slovak language; if the partner is a foreign entity, the statement shall be submitted in the English language. This document shall be signed by the legal representative/s in

⁷ The Applicants registered in the year of submission of the project shall submit a single copy.



accordance with the partner's constitutive documents. By signing, the partner confirms participation in the project in partnership with the Applicant and the exactitude of the submitted data,

- 10) A copy of the partner's registration documents along with the translation of relevant parts into the English language: this document shall be submitted only if the project is implemented in partnership.

Optional annexes:

- 1) Audit opinion for the preceding calendar year: the Applicant shall submit this document if they have an obligation to verify the financial statements or if they employ this method;
- 2) Annual Report or any similar report from the preceding calendar year: shall the Applicant register in the year of submission of the project proposal; the report is replaced by a written statement wherein the Applicant indicates their past occupation as well as amount and source of income.

7.3 The date, place and terms of delivery of the grant Application

The Application along with all the mandatory annexes shall be submitted in the Slovak language, sent electronically to <http://fondpremvo.osf.sk> by **27th July 12 a.m.** and delivered in hard copy to the business address of the Fund Operator by indicated means and by **27th July 2015 till 12 p.m.** The Application shall be delivered in a sealed and undamaged envelope; otherwise the Application will be considered as undelivered and will be excluded from the evaluation.

The grant Application shall be submitted:

- a) *Electronically* – the Applicant shall register at <http://fondpremvo.osf.sk>. Each organization can register only once. After the registration, the Applicant shall complete the online grant Application by following the instructions outlined in the Instructions for completing the Applications; otherwise they will not be registered by the system. The annotated project budget is part of the Application form. The information in the Application may be completed continuously until the deadline of the Call. After completing all the requested information, the Applicant may send the online grant Application for review. The Application must be duly completed and sent to the Fund Operator **before 27th July 2015, 12.00a.m.** The system is not going to accept any registrations or Application submitted after the deadline. The Applicant may access and look over their Application; however, no changes or additions can be made in the Application sent to the Fund Operator.
- b) *In hard copy* – the Applicant shall deliver to the business address of the Fund Operator a duly completed and signed – by the statutory representative of the NGO, on the last page – printed version of the grant Application and the annexes **before 27th July 2015, till 12 p.m, the date of the postmark is conclusive.** The Application and its annexes can be delivered by mail or courier. If the Applicant sent a duly completed Application and annexes by mail/courier prior to the deadline and



it was not delivered, the Fund Operator shall, upon presentation of a relevant proof of posting⁸, consider those Applications as delivered on time.

The Application should be delivered to the business address of the Fund Operator:

Nadácia otvorenej spoločnosti
MVO - FOND
Baštová 5
811 03 Bratislava

The Application, delivered in a sealed and undamaged envelope, shall be marked in the following way:

Applicant:

Applicant's address:

Nadácia otvorenej spoločnosti
MVO – FOND
Baštová 5
811 03 Bratislava

7.4. Confirmation of registration

After submitting a completed online Application, the Applicant will be notified by email confirming receipt. The list of all received Applications will be posted on www.osf.sk website within 5 working days starting from the closing date of the Call.

8. Selection Procedure

Applicants may submit the Application within the stated deadline while respecting the terms of delivery specified in the Call. The selection procedure consists of four stages. In the first stage, the Fund Operator shall evaluate the Applications with respect to administrative and eligibility criteria (see section 12 for full list of these criteria). In the second stage, two impartial experts shall independently evaluate the Application by assigning a score and a written assessment, based on an evaluation of the content and quality of the proposal (see section 8.1.2. for a full list of the evaluation criteria). In the third stage, the Selection Committee shall evaluate the Applications based on the independent experts' evaluation and advise the Board of Trustees of the Fund Operator on approval or rejection of Applications. The fourth stage of evaluation is the decision of the Board of Trustees. The Board of Trustees shall issue a final decision on approval or rejection of Applications. Acceptance/rejection letters will be sent to all applicants who are accepted or rejected during stage one and four, clearly indicating the reasons for the rejection of applications.

⁸ A certificate of posting or a courier receipt may serve as proof of posting.



The results of the Call will be announced mid September 2015. List of successful applicants will be published on the OSF website (www.osf.sk), in section dedicated to the Program.

8.1 Administrative and eligibility criteria, and content compliance

8.1.1. Administrative and eligibility criteria

In the first stage, the Fund Operator will consider the Application with regard to the administrative and eligibility criteria.

Administrative criteria are following:

- the project is submitted in one of the areas of support;
- the project is substantively consistent with one of the outcomes of the selected area of support;
- the application is duly completed and all mandatory annexes listed in the Call are attached to it;
- the application along with all the mandatory annexes is submitted in the Slovak language;
- the exactitude of the data in the application is confirmed by signature of statutory representative of applicant; whereby signature must be present on the last page of the hard copy version of the online grant application;
- the application is sent electronically to <http://fondpremvo.osf.sk> by 27th July 12 a.m. and delivered in hard copy to the business address of the Fund Operator by post or courier and **before 27th July 2015, 12.00 p.m., the date of the postmark is conclusive;**
- the application is delivered in a sealed and undamaged envelope;
- in case of project realised in partnership, partnership agreement, signed by the legal representative/s of partner organisation in accordance with the partner's constitutive documents is attached to the application.

Submission of Annexes: The Fund Operator shall request those applicants who have failed to submit a maximum of two mandatory annexes to their application to additionally submit the missing files within 7 calendar days from the closing date of the Call or the email notification sent by the Fund Operator. Shall the applicant fail to submit the requested annexes on time, the Application will not be considered for further evaluation. Incomplete applications (unduly completed or not submitting more than two annexes) will be excluded from the evaluation process.

Eligibility criteria are following:

- applicant is an NGO registered in Slovak republic registered in one of the categories defined in section 3.1 of this Manual;
- applicant hasn't been granted support⁹ from Fund operator amounting to more than € 10,000 per project;
- applicant is not in conflict of interest as defined in section 3.2. of this Manual;

⁹ These includes all project promoters who finished their projects or have ongoing projects and were granted support from Fund operator by decision of the NOS-OSF Board of Trustees from 18.7.2013, 4.8.2014 and 12.9.2014.



- applicant proves capacity to co-finance the project (by for instance bank statement, grant agreement with other donors or sworn statement);
- the applicant is project partner in maximum two other submitted projects;
- partner organisation is one of the entities defined in section 3.3 of this Manual;
- partner organisation is not in conflict of interest as defined in section 3.2. of this Manual.

The Fund Operator will perform the content, completeness and correctness checks after receiving the Application. Applications complying with the administrative and eligibility criteria listed in this section will be reviewed for content (see below). The Fund Operator reserves the right to request additional information at any stage of the selection process.

8.1.2. Content compliance

Applications that meet the criteria in section above will be scored independently by two impartial experts who will score the Applications pursuant to the pre-defined criteria stated in the table below. Average values will be used to rank scored projects. Shall the difference between the scores given by the two experts exceed 30% of the higher score, a third expert will be commissioned to score the project. In such cases the average score of the two closest scores shall be used for the ranking of the projects. Written assessment and expert recommendation for the Applicant and Selection Committee are part of the evaluation.

The distribution of the evaluation criteria in the **scoring chart**:

Criteria	Max. score
1. Relevance	25
Consistency with the focus of the Call	5
Clear identification of problems and their relevance to the current situation and selected outcome	5
Clearly stated activities, their relevance to outcomes and outputs of the project	5
Clearly defined target groups of the project and their involvement in project activities	5
The impact on the target groups	5
2. Efficiency and Sustainability	25
Innovativeness	5
Sustainability	5
Feasibility of outputs within proposed timeline	5
Partnerships and cooperation in the project	5
Communication strategy	5
3. Specific criteria	15
Children and youth in danger as a target group	3
Roma as target group	2



Combating hate-speech	2
Local and regional focus of the project	4
Bilateral cooperation	4
4. Organizational capacity	15
Sufficient institutional and managerial capacity of the Applicant	5
Previous experience of the Applicant in the relevant area	3
Clear definition of risks and mitigation strategy	4
Transparency of organization	3
5. Budget	20
The adequacy of the present budget	10
The efficiency of spending of grant amount	10
OVERALL	100

8.2. Evaluation by the Selection Committee

The Selection Committee consists of at least three members. At least one member of the Selection Committee is independent of the Fund Operator and shall be nominated by the director of Ekopolis Foundation. The Selection Committee is chaired by the Chair of the Board of Trustees of the Fund Operator. The Selection Committee examines the project ranking based on the expert scoring, takes their recommendations into consideration and reviews the present Application again. The Selection Committee is, in justified cases, entitled to propose changes in Applications such as modification or elimination of certain activities, reducing budget items, as well as propose additional conditions of the project. The Selection Committee issues a recommendation to the Board of Trustees of the Fund Operator on approval or rejection of an Application together with proposals for any changes in the Application, if applicable.

8.3. Decision on approval of the grant Application

Final decision on approving or rejecting a grant Application will be made by the Board of Trustees of the Fund Operator. In justified cases, the Board of Trustees may change the recommendation of the Selection Committee. The list of approved and rejected Applications along with the approved grant support shall be made public on www.osf.sk no later than the first business day following the date when the decision was made.

8.4. Informing about the selection procedure

8.4.1. Administrative compliance of the Application and eligibility of the Applicant

Those Applicants whose Applications did not comply with the administrative and eligibility criteria will be notified by the Fund Operator in writing, justifying the rejection. The project manager responsible for the given area will notify in writing the Applicants who did not qualify for the second stage, clearly indicating



the reasons for rejection of the application. The list of Applications qualifying for the content check will be published on the website www.osf.sk within 7 calendar days from the closing date of the Call.

8.4.2. Expert scoring and recommendations of the Selection Committee

The Fund Operator shall provide the Applicant with the information on:

- the score and related expert evaluation and recommendations for the Applicant and the Selection Committee,
- recommendations of the Selection Committee for the Board of Trustees.

8.5. Appeal by the Applicant

The Applicants whose Applications were rejected may request the Board of Trustees of the Fund Operator to examine the decision of the Fund Operator and issue a decision about re-assessing the content of the Applications within 7 calendar days from the day when the Fund Operator published the results of evaluating administrative and eligibility criteria on the website www.osf.sk.

The Applicant shall send a hard copy of the request for re-assessing the rejected Application to the business address of the Fund Operator.

9. Applicants' support and contacts

All of the documents necessary to produce the Application are available on the fondpremvo.osf.sk website. Information will be given to Applicants by e-mail or phone on business days from 10:00am to 4:00pm. The Fund Operator reserves the right to respond to the request within 24 hours. The Fund Operator will not provide any further information three business days before deadlines.

Requests concerning general information about the Program and Bilateral Fund shall be addressed to the Program Coordinator:

Name	E-mail	Phone
Elena Moťovská	elena.motovska@osf.sk	0903 263 244

Requests concerning areas of support, outcomes and expected outputs shall be addressed to the Project Manager in charge of the relevant area:

Area of support	Name	E-mail	Phone
Democracy, good and transparent governance	Zuzana Čáčová	zuzana.cacova@osf.sk	0903 451 814
Human rights and minority rights	Stanislav Daniel	stano.daniel@osf.sk	0948 692 228



Gender equality and combating gender-based violence	Barbora Vaněk	barbora.vanek@osf.sk	0914 196 170
Fight against discrimination, racism and xenophobia	Andrea Bilá	andrea.bila@osf.sk	0948 626 867

Requests concerning eligibility of expenditures, co-financing rate, preparation of the budget and the like shall be addressed by e-mail or phone to the Financial Director or the Financial Controllers:

Name	E-mail	Phone
Jana Dravecká	jana.dravecka@osf.sk	0948 636 881
Petronela Uskobová	petronela.uskובה@osf.sk	0904 350 346
Zuzana Juríková	zuzana.jurikova@osf.sk	0903 263 978

10. General conditions for successful applicants

In the event of approval of the grant Application, the Fund Operator shall conclude a Grant Agreement (hereinafter the “Agreement”) with the legal representative of the Applicant. The Agreement shall include the following particulars:

- identification of Parties
- information about the Beneficiary’s account
- definition of the Beneficiary’s obligations for the project implementation
- definition of the Beneficiary’s obligations regarding monitoring and reporting on the project
- the period of eligibility of expenditure
- grant amount and co-financing rate
- payment procedures
- reasons for the suspension of payments or other sanctions
- obligations regarding publicity
- terms of delivery of items.

11. Definitions and abbreviations

11.1 Definitions

Activity – a set of activities implemented with the use of designated funds. Project activities shall contribute to achieving specific outcomes and have a positive value, independently from the implementation of other activities. Activity is clearly delimited by time, resources and expenses.



Audit – systematic, independent and documented process of verification of evidence and their objective evaluation aiming at specifying the extent of planned goals.

Contractor – entity that has entered into an agreement with the grantee on supplying goods or services.

Grant – purpose bound financial contribution from the Program provided to the Applicant based on the approved grant Application upon signing the Grant Agreement for the purpose of project implementation.

Expert – evaluator, independent from the Fund Operator, who scores the grant Applications based on the pre-defined criteria.

Indicator – a measuring tool used to monitor project implementation and evaluate its efficiency regarding the pre-defined outcome. It measures whether the outcome, purpose and results have been achieved. In general it consists of definition, unit of measure, time specification, starting value and requested value.

Monitoring – regular activity aimed at systematic collecting, sorting, aggregating and storing of relevant information for the purpose of evaluation and control of managed processes at the project and programmatic level.

Irregularity – any act or omission which is contrary to the law of European Union and the Slovak Republic, as well as any conduct which threatens or harms the implementation of the program, such as unreasonable or excessive costs, conduct affecting the rules of the competition or designed to obtain and/or use grant in violation of terms of the Call, the provisions of the Manual for Grant Applicants and the Grant Agreement.

Eligible costs – costs that were actually incurred during the eligibility period set forth by the Grant Agreement in line with the valid eligibility criteria.

On the spot verification – verification of the fulfillment of contractual obligations of the Beneficiary by the Fund Operator at the headquarters of the Beneficiary or on-site implementation of project activities. It verifies in particular the implemented activities and their quality, eligibility of expenditure, delivery of products, execution of works and services listed as project expenditure reported to the Fund Operator and accuracy of accounting in relation to the project, publicity carried out etc.

Partner – public or private entity, commercial or non-commercial, including non-governmental organization that is actively involved in and efficiently contributes to the project implementation.

Partnership – non-commercial coalition of legal entities created with the aim to jointly achieve the project results.

Interim project and financial report (IPFR) – document prepared by the Beneficiary in accordance with the pre-defined form containing information on project spending and implementation. Beneficiaries must submit IPFR in three reporting periods during the calendar year.

Beneficiary – non-governmental organization receiving funding from program intended for the implementation of the project by virtue of the Grant Agreement.

Project – project implemented with the financial support from the program based on the Grant Agreement with the Fund Operator and the Beneficiary.

Program – Program Democracy and Human Rights is a grant scheme for non-governmental organizations.

Fund Operator – subject that was authorized to administer NGO fund of EEA Financial Mechanism 2009-2014 based on its Application. The Fund Operator is responsible for the Program implementation. The Fund Operator is Nadácia otvorenej spoločnosti – Open Society Foundation.



Financial Mechanism Office (hereinafter “FMO”) – Office assisting the Committee for Financial Mechanism (CFM) in managing EEA Financial Mechanism 2009 – 2014. FMO is administratively part of the European Free Trade Association and is responsible for day to day implementation of the EEA Financial Mechanism 2009- 2014 and serves as a contact point.

Expenditure – expenditure is generally understood as decrease of funds or decrease of equivalent of funds of the Beneficiary for the purpose of Program implementation.

Reporting period – calendar year has three reporting periods: January – April, May – August, September – December.

Final project and financial report (FPFR) – final report on the project implementation prepared by the Beneficiary in the specified format and delivered to the Fund Operator within 30 days after the end of the grant implementation period. It contains information about the project and financial implementation of the activities, outputs and project results.

Grant Agreement – the mutual rights and obligations of the parties when the Fund Operator allocates funding for the project implementation from the program in support of the NGOs "Democracy and Human Rights" of the EEA Financial Mechanism 2009-2014.

List of project expenditures – summary of project expenditures for a calendar month sent by the Applicant to the Fund Operator on a specific form in the following month.

Grant Applicant – legal person authorized to submit the grant Application that seeks support for a project.

Grant Application – set of documents prepared and submitted by the Applicant in a prescribed form.

Shall any term or notion or meaning thereof be unclear since it is not listed and defined directly by this Manual, its content is interpreted pursuant to the definitions stipulated by the regulations of the Slovak republic or in the documents valid for the implementation of the EEA Financial Mechanism 2009-2014.

11.2 List of abbreviations

EEA FM	European Economic Area Financial Mechanism
VAT	Value Added Tax
NGO	Non-governmental organization
IPFR	Interim project and financial report
FPFR	Final project and financial report

12. Administrative and eligibility criteria checklist

1. Administrative criteria	Applicant status
1.1. The project is:	
1) submitted in one of the areas of support;	
2) substantively consistent with one of the outcomes of the selected area of support;	
1.2 Grant application encompasses:	



1) Project form containing comprehensive information about the project;	
2) Annotated project budget (part of the form);	
3) Sworn declaration signed by the Applicant confirming the following (part of the electronic form);	
1.3 Mandatory annexes attached to Grant application:	
1) Statute or by-laws or any other constitutive document;	
2) A copy of the Applicant's registration document;	
3) A document identifying the statutory representative;	
4) Financial statements for the previous calendar year;	
5) Documents proving the capacity to co-finance the project (applicant does not these documents submit if sworn declaration is submitted);	
6) A copy of the registration document for purposes of Value Added Tax (VAT) by VAT payers;	
7) Curriculum vitae of the persons responsible for the coordination and financial management;	
8) Curriculum vitae of the persons involved in the project content wise;	
9) Partnership statement (only in case of project realized in partnerships);	
10) A copy of the Partners's registration document along with the translation of relevant parts into the English language (only in case of project realized in partnerships).	
1.4 Optional annexes attached to Grant application:	
1) Audit opinion for the preceding calendar year;	
2) Annual Report or any similar report from the preceding calendar year;	
1.5 Submission of Grant application:	
1) grant application is submitted electronically at http://fondpremvo.osf.sk before 27th July 2015, 12 a.m. ;	
2) grant application together with all mandatory annexes is submitted to the business address of the Fund Operator by post or courier, duly completed and signed – by the statutory representative of the NGO before 27th July 2015, 12 p.m. - the date of the postmark is conclusive;	
3) grant application is duly completed and all mandatory annexes listed in the Call are attached to it;	
4) grant application along with all the mandatory annexes is submitted in the Slovak language;	
5) grant application is delivered in a sealed and undamaged envelope;	
6) the exactitude of the data in the application is confirmed by signature of statutory representative of applicant; whereby signature must be present on the last page of the hard copy version of the online grant application;	
7) in case of project realized in partnership, partnership agreement, signed by the legal representative/s of partner organization in accordance with the partner's constitutive documents and copy of the Partners's registration document along with the translation of relevant parts into the English language are attached to the application.	



Submission of annexes: The Fund Operator shall request those Applicants who have failed to submit a maximum of two mandatory annexes to their Application to additionally submit the missing files within 7 calendar days from the closing date of the Call or the email notification sent by the Fund Operator. Shall the Applicant fail to submit the requested annexes on time, the Application will not be considered for further evaluation. Incomplete Applications (unduly completed or not submitting more than two annexes) will be excluded from the evaluation process.

2. Eligibility criteria	Applicant/Partner organisation status
2.1 Applicant:	
2.1.1. is an NGO is a legal entity established for purposes other than for profit or business and 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 by further regulations;	
b) foundation under Act no. 34/2002 Coll. on foundations and Civic Code as amended by further regulations;	
c) non-profit organisation providing publicly beneficial services under Act no. 213/1997 Coll. as amended by further regulations;	
d) non-investment fund under Act no. 147/1997 Coll. on non-investment funds as amended by further regulations;	
e) association of legal entities under Act no. 40/1964 Coll. as amended by further regulations;	
f) non-profit organisation under Act no. 116/85 Coll. on activities of organisations with international participation as amended by further regulations;	
g) Slovak Red Cross (Act no. 460/2007 Coll.) as amended by further regulations;	
h) specific religious institutions under the Act no. 308/1991 Coll. as amended by further regulations.	
2.1.2 hasn't been granted support from Fund operator amounting to more than € 10,000 per project;	
2.1.3 is not in conflict of interest as defined in section 3.2. of this Manual;	
2.1.4 proves capacity to co-finance the project (by for instance bank statement, grant agreement with other donors or sworn statement);	
2.1.5 is project partner in maximum two other submitted projects.	
2.2 Partner organisation:	



<p>a. is a public or private entity, commercial or non-commercial, or non-governmental organisation, whose registered office is in a Donor State, Beneficiary State of the EEA Financial Mechanism 2009-2014, or a country outside the European Economic Area that borders on Slovakia (Ukraine), or;</p>	
<p>b. is any inter-governmental organisation, provided it actively participates and effectively contributes to the project implementation;</p>	
<p>c. is not in conflict of interest as defined in section 3.2. of this Manual.</p>	

Applications complying with the administrative and eligibility criteria mentioned in this section will be reviewed for content. The Fund Operator reserves the right to request additional information at any stage of the selection process.

