

Call for Bilateral Fund grant applications for NGOs

Program: Democracy and Human rights – Bilateral Fund
Program Operator: Open Society Foundation (NOS-OSF)
Call announcement: 27th May, 2015



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1. Description of the program

1.1. Purpose of Call and areas of support

Program of supporting NGOs - Democracy and Human Rights (hereinafter the "Program") is a part of the EEA Financial Mechanism 2009 – 2014. Its objective is to reduce economic and social disparities and strengthen the relationship between the donor countries, i.e. Iceland, Lichtenstein the Kingdom of Norway (hereinafter the "Donor Countries") and beneficiary countries, including Slovakia. Moreover, donor countries aim 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 Bilateral Fund is part of the Program by which the Donor Countries contribute to the strengthening of bilateral relationships and reduction of economic and social inequality in the EEA. The support through the Bilateral Fund aims at facilitating and developing mutually beneficial relationships and collaboration between the Non-Governmental Organizations (hereinafter the "NGOs") registered in the Slovak Republic, on the one hand, and entities registered in the Donor Countries, on the other hand. The Fund Operator of the Program, Open Society Foundation, is the administrator of the Bilateral Fund.

The Program implementation period lasts from January 2013 until April 2016. The total amount of financing allocated in the Bilateral Fund is € 138, 060. Financial allocation available for this Call is 95 622 €.

1.2. Bilateral cooperation partner

A public or private organization, non-profit-making organization and/or a profit-making organization may be a partner in bilateral cooperation if at the same time:

- its registered office is in one of the Donor Countries;
- the purpose of its participation in the Project is the development of mutually beneficial relations and cooperation with the NGOs in the Slovak Republic;
- has different solutions to the problems experienced in the same field of program support;
- its participation is indispensable, ie without the partnership it would not be possible to ensure the implementation and fulfillment of project outcomes.

The cooperation between NGOs registered in the Slovak Republic and the partners of bilateral cooperation must not be of supplier-customer type.¹ A mandatory part of the Grant Application is the copy of partner's registration documentation with the relevant parts being translated into English.

2. Focus of Bilateral Fund

The Bilateral Fund aims to enable networking and building partnerships, exchange of experience and know-how, transfer of knowledge, technologies, experience and tested procedures, sharing examples of good practice between project promoters and entities in the Donor States, in one of the four priority areas of Program support (for a description and definition of the four priority areas of Program support, please see [HERE](#)). The Bilateral Fund can support study visits and internships; visits by foreign experts; participation in and organization of conferences, seminars, courses, business meetings and workshops; preparation of feasibility studies, financial and economic analyses; promotion and information activities.

¹ Partner or partners of bilateral cooperation shall share common economic or social goal with project promoter which is to be realized through the implementation of common project.



The amount may be used for paying 100% of eligible expenses. The maximum grant amount for a single applicant is € 10, 000. The projects will be supported only until the funds allocated to Bilateral Fund are available.

Following the announcement of the Call, the Applicants can apply for financial support:

1. *Together* with submitting the Grant Application within the 3rd Call of the Program, before the deadline – July 27, 2015 (see section 2.1 of this Call for details) or;
2. *Continuously* during the implementation of the approved project (see section 2.2 of this Call for details).

2.1. Bilateral project submitted together with the Grant Application within the 3rd Call of the Program

Project proposal/application under this measure is submitted by project promoter together with the Grant Application for the 3rd Call. The bilateral partnership proposal is therefore included within the overall grant application for the 3rd call (for information on the 3rd Call, please see [HERE](#)).

2.1.1. Eligible applicant

Eligible applicant is an NGO that has been approved as a project promoter under the Program and is independent from governance, political parties, churches, religious communities and business companies and is involved as part of its work in at least one of the areas supported by the Program.

NGO is a legal entity established for the purpose other than profit-making or business and based on the principle of voluntariness and is registered in the Slovak republic as:

- 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;
- i) The Norwegian Helsinki Committee.

2.1.2. Eligible expenditures

The following expenditures will be considered eligible:

1. Fees and travel costs for participation in conferences, seminars, courses, meetings and workshops;
2. travel costs for study trips;
3. travel and salary costs for visits by experts;
4. costs related to feasibility studies and preparation of financial and economic analysis;
5. costs of conferences, seminars, courses, meetings and workshops;
6. promotional and information activities;
7. purchase of data necessary for the preparation of the application; and
8. external consultancy fees.



Eligibility of expenses is stipulated in the Guidelines on eligibility of expenditures (for more information on the Guidelines on eligibility of expenditures, please see [HERE](#)).

2.1.3. *Timeline for project submission and implementation*

The Grant Application shall be submitted together with the Grant Application for the 3rd Call (see [HERE](#)) within the Program. The maximum project duration is 8 months and it must not exceed the implementation of approved projects in the Program. Activities and expenditure scheduled after that date will be considered ineligible.

Call Announcement	May 27, 2015
Submission deadline	July 27, 2015
Decision Announcement	Till September 15, 2015
The latest date of completion of approved Projects	April 30, 2016

2.1.4. *Grant application and its annexes*

An eligible Applicant shall submit the Bilateral Fund Grant Application (hereafter the "BF Grant Application") together with the Grant Application within the Program in the Slovak language in accordance with Section 7 of the Call. Bilateral Project shall be described in part of the Grant Application separately assigned for this purpose. The bilateral partnership proposal is therefore included within the overall grant application for the 3rd call. In the BF Grant Application, the Applicant clearly states the activities that are in accordance with the objectives of the Bilateral Fund. All mandatory annexes to the BF grant Application are specified in Manual for applicants to the Bilateral Fund, subsec. 2.1.4 (for the Manual for applicants to the Bilateral Fund, please see [HERE](#)).

2.1.5. *Deadline, place and manner of BF Grant Application submission*

The BF Grant Application shall be submitted electronically in the Slovak/English language² together with the Grant Application in the Program at <http://fondpremvo.osf.sk> no later than **27th July, 2015 until 12:00**, and at the same time delivered by post or courier as printed hard copy along with all annexes **before 27th July 2015, the date of the postmark is conclusive** in a sealed envelope to the Administrator's registered office (Nadácia otvorenej spoločnosti, MVO – FOND, Baštová 5, 811 03 Bratislava), in the manner as indicated in Section 7 of the Program Call and in Section 2.1.4. of this Call. Otherwise, the Administrator shall not consider it delivered and shall exclude it from the evaluation procedure. Due to technical reasons neither the BF Grant Application nor its annexes shall be returned to the applicant.

2.1.6. *Selection procedure*

The selection procedure consists of four rounds. In the first round, the NOS-OSF as Program Administrator will consider the Applications with regard to administrative and eligibility criteria; in the second round, the Applications will be evaluated by two impartial experts who will assign a point score and written assessment of the quality and content of the application, using the criteria described in [please provide link/reference to where the applicant can find the quality/content criteria]. In the third round, a Selection Committee will evaluate the applications based on impartial experts' assessment and will or will not recommend them to the Board of Trustees for approval. Finally in the fourth round, the Board of Trustees of the Operator will issue the final decision on approval or disapproval of the

² English translation of the BF Grant Application is to be submitted by the Partner and the Helsinki Committee.



Application. Detailed information on selection procedures can be found in the Manual for applicants to the Bilateral Fund, section 2.1.6, see [HERE](#).

The Fund Operator will approve or reject the Bilateral Fund Grant Application submitted together with the Grant Application within the 3rd Call at the same time as the Grant Application in the Program.

2.1.7. Payment terms and conditions

The Fund Administrator will make the advance payment for the implementation of the relevant project to the bank account of the project promoter based on advance payment application. The project promoter must submit the advance payment application no later than 10 days after the signing of the contract. The advance payment must not cover more than two reporting periods of the approved project budget and must not exceed 40% of the total eligible expenditures of the project. Funds for the following reporting period will be transferred to the project promoter's account 15 days after the approval of the interim report. The final payment of at least 10% of the total eligible expenditures will be paid in the form of a refund after the approval of the final general and financial project report.

2.2. Bilateral project submitted during the implementation of the approved project

Project under this measure is submitted by project promoter continuously during the implementation of already approved project in the Program. The bilateral partnership proposal is thereby an addition to an already-existing project that is ongoing.

2.2.1. Eligible applicant

Please see section 2.1.1. of this Call.

2.2.2. Eligible expenditures

Please see section 2.1.2 of this Call.

2.2.3. Timeline for project submission and implementation

The Grant Application shall be submitted continuously during the implementation of already approved project in the Program - not earlier than on the first day of eligibility of expenditure for the project and no later than three months before the project completion. Activities and expenditure scheduled after that date will be considered ineligible.

Call Announcement	May 27, 2015
Call open until	January 30, 2016
Decision Announcement	Continuously
Deadline for completion of approved projects	April 30, 2016

2.2.4. Grant application and its annexes

The eligible Applicant/Partner shall submit the BF Grant Application in the Slovak/English language. All mandatory annexes to the grant Application are specified in Manual for applicants to the Bilateral Fund, subsec. 2.2.4, see [HERE](#).

2.2.5. Deadline, place and manner of Bilateral Fund Grant Application submission

The BF Grant Application will be available with all mandatory annexes on website of Fund operator www.osf.sk. It shall be submitted earliest on the first day of eligibility of expenditure for the approved project in the Program and no later than three months before the project completion, latest January 30, 2016 to eea@osf.sk. At the same time it shall be delivered as a hard copy in a printed form in a sealed



envelope by post or delivered by courier to the Administrator's Registered Office (Nadácia otvorenej spoločnosti, MVO – FOND, Baštová 5, 811 03 Bratislava). The Partner of Bilateral Cooperation shall submit the BF Grant Application to the Program Administrator in the English language. Otherwise, the Administrator shall not consider it delivered and shall exclude it from the evaluation procedure. Due to technical reasons neither the BF Grant Application nor its annexes shall be returned to the applicant.

2.2.6. Selection procedure

The selection procedure consists of four rounds. In the first round, the NOS-OSF as Program Administrator will consider the Applications with regard to administrative and eligibility criteria (full list of criteria can be found in section 2.1.6.2. Manual to applicants in Bilateral Fund); in the second round, the Applications will be evaluated by two impartial experts who will assign a point score and written assessment of the quality and content of the application, using the criteria described in [please provide link/reference to where the applicant can find the quality/content criteria]. In the third round, a Selection Committee will evaluate the applications based on impartial experts' assessment and will or will not recommend them to the Board of Trustees for approval. Finally in the fourth round, the Board of Trustees of the Operator will issue the final decision on approval or disapproval of the Application. Detailed information on selection procedure can be found in the Manual for applicants to the Bilateral Fund, section 2.2.6, see [HERE](#).

The Fund Operator will approve or reject the Bilateral Fund Grant Application for bilateral project submitted during the implementation of the approved project usually within 30 work days from the date of the delivery.

2.2.7. Payment terms and conditions

The Fund Administrator will make the advance payment for the implementation of the relevant project to the bank account of the project promoter based on advance payment application. The project promoter must submit the advance payment application no later than 10 days after the signing of the contract. The advance payment must not cover more than two reporting periods of the approved project budget and must not exceed 40% of the total eligible expenditures of the project. Funds for the following reporting period will be transferred to the project promoter's account 15 days after the approval of the interim report. The final payment of at least 10% of the total eligible expenditures will be paid in the form of a refund after the approval of the final general and financial project report.

3. Applicants' support and contacts

Requests concerning general information about the program and Bilateral Fund are to 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.uskobova@osf.sk	0904 350 346
Zuzana Juríková	zuzana.jurikova@osf.sk	0903 263 978

4. List of annexes

1. Manual for applicants to the Bilateral Fund
2. Guidelines on eligibility of expenditures

