

Manual for Grant Applications to the Bilateral Fund

Program: Democracy and Human rights – Bilateral Fund

Fund Operator: Nadácia otvorenej spoločnosti – Open Society
Foundation (NOS-OSF)

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Contents

1. Description of the Program	3
1.1. Purpose of Call and areas of support.....	3
1.2. Outcomes and cross-cutting priorities of the Program	3
1.3. Bilateral cooperation partner	4
2. Focus of the Bilateral Fund.....	4
2.1. Bilateral project submitted together with the Grant Application within the 3rd Call of the Program	5
2.1.1. Eligible applicant.....	5
2.1.2. Eligible costs	5
2.1.3. Timeline for project submission and implementation	6
2.1.4. Grant application and its annexes	6
2.1.5. Deadline, place and manner of BF Grant Application submission	7
2.1.6. Selection procedure	7
2.2. Bilateral project submitted during the implementation of the approved project	9
2.2.1. Eligible applicant.....	9
2.2.2. Eligible costs	10
2.2.3. Timeline for project submission and implementation	10
2.2.4. Grant application and its annexes	10
2.2.5. Deadline, place and manner of BF Grant Application submission	10
2.2.6. Selection procedure	11
3. Financial regulations.....	11
3.1. Amount of financing and its reallocation.....	11
3.2. Cost overlapping	11
3.3. Procurement	11
3.4. Project funding.....	12
3.5. Monthly list of project expenditures	12
3.6. Preliminary financial and project report.....	12
3.7. Funding of the remaining 10% of project costs and request for final payment	13
3.8. Project monitoring and audit.....	13
3.8.1. Project reports.....	13
3.8.2. On-the-spot verification	14
3.8.3. Project verification at the registered address of the Fund Operator	14
3.9. Providing information about the selection procedure	14
3.9.1. Administrative compliance of the Application and eligibility of the Applicant	14
3.9.2. Expert scoring and recommendations of the Selection Committee.....	14
3.10. Confirmation of Grant Application registration	15
3.11. Appeal by the Applicant.....	15
4. Applicants' support and contacts.....	15
5. General conditions for successful applicants	16
6. Definitions and abbreviations	16
6.1. Definitions.....	16
6.2. List of abbreviations.....	17



This manual is designed for grant applicants from the Bilateral Fund of the NGO Program Democracy and Human Rights. It is valid for the 3rd call for grant proposals. It comes into force on the day of announcement of the Call for Proposals.

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 strengthening bilateral relations and to the 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, Open Society Foundation, is the administrator of the Bilateral Fund Program.

The NGOs can apply for financing in the four priority areas of support:

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

The Fund Operator of the Bilateral Fund is Open Society Foundation. The Program will support partnerships primarily at the project level in all supported program areas. The time period for implementing projects from the Bilateral Fund is from January 2013 through April 2016. The total financial allocation aimed at building and fulfilling bilateral cooperation and bilateral partnerships is € 138,060. Financial allocation available for this Call is 95 622 €.

1.2. Outcomes and cross-cutting priorities of the Program

The Bilateral Fund will support projects that aim to achieve one of the following Program outcomes:

- strengthening active citizenship;
- increasing NGO involvement in policy and decision making on the local, regional and national levels,
- supporting democratic values, including human rights;
- developing advocacy and watchdog activities;
- strengthening NGO capacities and improving the condition of civil society;
- empowering vulnerable groups.

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.

The Bilateral Fund will also support projects that will lead to fulfillment of the highest possible number of the following outputs through their implementation:

Outputs ¹	Indicators for output measurement	Verification
<i>Visits, workshops, seminars</i>	Number of project partnerships in the NGO sector	Project reports; web pages supported by NGOs and institutions involved in the bilateral cooperation; project outputs (such as articles, publications etc.).
	Number of women/men involved in visits between Slovak NGOs and partners from donor countries	
<i>Publications, articles</i>	Number of joint (bilateral) publications whose authors are representatives of Slovak NGOs and partners from the donor countries that have been created during the bilateral project cooperation	
	Number of new policies, acts and measures that have been drafted as a result of bilateral cooperation throughout the project's implementation	
<i>Workshops, seminars, visits, articles</i>	Number of workshops and seminars that have been organized in the country of the Applicant about the partner country and vice versa	
	Strengthening mutual understanding at cultural, political, social and economic levels	

1.3. Bilateral cooperation partner

Please see section 1.2. of the Call for Bilateral Fund (see [HERE](#)).

2. Focus of the 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 (see section 1.1. of this Manual). 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 **Outputs** are specific outputs, goods and services implemented with Program support.



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 availability of financing allocated to this Program.

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 Manual for details) or;
2. *Continuously* during the implementation of the approved project (see section 2.2 of this Manual for details).

When looking for bilateral partners, communication with the Norwegian Helsinki Committee is recommended. For more information see <http://nhc.no/en/> and visit portal <http://ngonorway.org/> aimed at enhancing development of bilateral partnerships.

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

Project under this measure is submitted by project promoter together with the Grant Application for the Third Call. The bilateral partnership proposal is therefore included within the overall grant application for the Third call.

2.1.1. Eligible applicant

Please see section 2.1.1. of the Call for Bilateral Fund. The eligible applicant shall also demonstrate:

- Ability to implement activities in the area where it is applying for support;
- Ability to implement activities on its own behalf and accountability, the Applicant cannot act only as a facilitator of activities;
- That the activity follows the goal of the Call for Proposals from the Bilateral Fund and will assist in achieving the Program goals.

2.1.2. Eligible costs

In general, the costs and expenditures are considered as eligible provided they are actually incurred by the Project Promoter or a partner and they fulfill the following criteria:

- a) incurred between the first and the last eligible date indicated in the Grant Agreement from the Bilateral Fund (hereinafter the "Agreement");
- b) are related to the subject of the Agreement and are indicated in the approved budget;
- c) are reasonable and indispensable for implementation of the activities;
- d) incurred with the aim to achieve the goal of the activities and their expected outcomes in line with the principles of efficient financial management and effectiveness;
- e) are identifiable and verifiable, namely through the bookkeeping records of the Project Promoter and are in line with valid accounting standards and generally accepted accounting principles;
- f) are in line with current legislative requirements;
- g) were invoiced, paid and delivered (goods) or implemented (services and work). The Project Promoter must always keep analytical accounting records on income and expenditures related to the Grant for the whole accounting unit so it is possible to separately follow all project related bookkeeping records during auditing, along with their correspondence and supporting documentation.

The following costs are considered as 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 Third Call (see link [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.

Description	Date
Call for Proposals announcement	May 27,2015
Information provision to Applicants	until July 20, 2015
Deadline of Call for Proposals	July 27,2015
Check of administrative and eligibility criteria by the Applicant	until August 3, 2015
Informing Applicants on their qualifying/non-qualifying into the second round based on the administrative and eligibility compliance criteria at www.osf.sk	after August 3, 2015
Tentative date for announcing the results	Till September 15, 2015
Signing grant agreements on project implementation	from Sept. 15,2015
Latest date for finalizing supported projects	April 30, 2016

2.1.4. Grant application and its annexes

An eligible Applicant shall submit the Bilateral Fund Grant Application (hereinafter 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 Third call.

The annexes of the BF Grant Application include:

- a) Project that is part of the Grant Application – in the Project, the Applicant clearly states the activities that are in accordance with the objectives of the Bilateral Fund;
- b) Budget of bilateral cooperation and comments on the budget – in the budget statement for bilateral cooperation, on a separate sheet, the Applicant states the expenditures meant for reimbursement of eligible expenses for the activities of bilateral cooperation;
- c) Partnership statement – the Applicant shall conclude it with the partner from donor country. The partner submits the statement in English language. By signature of legal representative from partner organization, the partner confirms participation in the project in partnership with the Applicant and the exactitude of the submitted data;
- d) A copy of the partner's registration documents along with the translation of relevant parts into the English language.

The Applicants are obliged to fill in all parts of the Grant Application and attach all mandatory annexes indicated in this Call for Proposals. Upon printing the online Grant Application the statutory representative of the organization is obliged to confirm the veracity of the data indicated in the Application with his/her signature on the last page of the Application. By submitting the Grant Application, the Applicant expresses its consent with the conditions of this Call for Proposals set forth by the Fund Operator.



If an Applicant submits a project with identical content to several areas of support or goals all applications will be eliminated from the evaluation process.

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> on **27th July, 2015 until 12:00 a.m** and at the same time delivered by post or courier as printed hard copy along with all annexes **before 27th July 2015, till 12:00 p.m the date of the postmark is conclusive** in a sealed envelope to the Administrator's registered office, in the manner and on the dates as indicated in Section 7 of the Program Call and in Section 2.1.4. of Call for Bilateral Fund. Otherwise, the Administrator shall not consider it delivered and shall exclude it from the evaluation procedure.

The Fund Operator's address for delivering grant applications:

Nadácia otvorenej spoločnosti
MVO – FOND
Baštová 5
811 03 Bratislava

The Application must be sent in a sealed envelope marked in the following manner:

Applicant's Name:
Applicant's Address:
Bilateral Fund

Nadácia otvorenej spoločnosti
MVO – FOND
Baštová 5
811 03 Bratislava

Due to technical reasons neither the BF Grant Application nor its annexes shall be returned to the applicant.

2.1.6. Selection procedure

Applicants can submit their Applications to the Fund Operator on dates and in a manner stated in the present Call. The decision-making process has four rounds. In the first round, the Operator will consider the Applications with regard to administrative and eligibility criteria (see section 2.1.1 and section below in this Manual for full list of these criteria); in the second round, the Applications will be evaluated by two impartial experts who will assign a point score and written assessment, based on an evaluation of the content and quality of the proposal listed in this section. In the third round, a Selection Committee will evaluate the applications based on the impartial experts' assessment and will or will not recommend them to the Board of Trustees for approval. The Board of Trustees of the Operator will issue the final decision on approval or disapproval of the Application.

2.1.6.1. Review for administrative conformity

In the first step, the Fund Operator will review the administrative and eligibility criteria stipulated in Article 2.1.1. and 2.2.1. of the Call for the Bilateral Fund, i.e.:

- Delivering the Application to the registered address of the Fund Operator by the set deadline (deadline for Call for Proposals);
- Delivering the Application in a sealed, undamaged envelope;
- Submitting the Application on pre-defined forms set forth by the Fund Operator;

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



- Preparing the Application in the Slovak or English language³;
- Delivering the Application in one original that contains all requested mandatory annexes;
- Signature of the statutory representative of the Project Promoter
- Delivering the Application in an electronic version in line with the requirements of the Call for Proposals;
- If there is a project partner, to submit the Partnership statement in the Slovak or English language;
- The Application contains also translation of the annexes or its relevant parts into the Slovak language if the originals are in a language other than Slovak or English.

Upon delivering the application, the Fund Operator verifies the submitted Application and checks its content, completeness and correctness of its annexes. The Application must also fulfill the basic criteria of the Call for Proposals:

- a) The aim of the project is in line with the areas of support of the Program and the priorities and goals set forth in those areas;
- b) The project duration and requested grant amount are in line with the conditions set forth by this Call for Proposals; and
- c) Documentation proving partnership is attached to the application.

A Grant Application to the Bilateral Fund that is not submitted by an eligible Applicant, or on the requested form for the particular type of support which the Applicant is requesting or is not delivered to the Fund Operator by the deadline on the requested form for the type of support the Applicant is requesting will be ruled out from the evaluation process based on the lack of administrative conformity.

The Applicant must also fulfill the requirements in the area of conflicts of interest; must be an eligible Applicant defined in the Call for Proposals of the Program; must be active at least in one of the areas of support of the Program and must prepare a project that it will directly implement. The Applicant may not be a mere project facilitator. An Applicant that has not delivered all requested annexes to the Application will be invited by the Fund Operator to submit these within three business days. If the Applicant fails to do so, it will be ruled out from the assessment process irrevocably. The Fund Operator is entitled to request additional information in any stage of the selection process.

2.1.6.2. Conformity of content

Applications that meet the criteria specified in the previous section of the Manual will be forwarded to the Fund Operator to assess the conformity of content. The applications will be reviewed independently by two impartial experts who will score the Applications and also evaluate them in writing. The projects will be ranked based on their average scores. If the difference between two expert evaluations is more than 30% from the highest score a third expert will be invited to evaluate the application. In order to rank the project, the average of the two closest scores will be taken into consideration. The scoring of the applications is combined with the written evaluation and recommendation of the experts to the Selection Committee.

Evaluation criteria for the evaluation of applications:

- a) Project (max. 60 points) – project feasibility is evaluated; its need and innovativeness from the perspective of a broader social context in Slovakia and in the country of a partner organization in relation to the areas of Program support; proven potential for establishing partnership and the benefits of a submitted project from the perspective of exchanging know-how between the project partners;
- b) Experience and capacity of both the Applicant and the partner (max. 15 points) – existing experience and capacity of the Applicant and the partner are evaluated;
- c) Budget (max. 25 points) – budget sustainability is evaluated, along with efficient use of funds.

³ Partner in Bilateral Cooperation and Norwegian Helsinki Committee submit the application in English.



Division of evaluation criteria in the evaluation table:

Criterion	Max. points
1. Project	60
1.1. Feasibility of submitted project	10
1.2. Need and innovativeness of the prepared project in the broader social context of Slovakia and of the country of a partner organization, in relation to the Program areas of support – Democracy and Human Rights.	20
1.3. Proven potential for establishing partnership for the sake of project implementation between the Applicant and the partner from a donor country	15
1.4. Benefit of a prepared project in relation to know-how exchange for the project partners	15
2. Experience and capacity of the Applicant and the partner	15
2.1. Existing experience and capacity of the Applicant and the partner	15
3. Budget and cost effectiveness	25
3.1. Budget sustainability	10
3.2. Efficient use of funds	15
TOTAL	100

2.1.6.3. Evaluation by the Selection Committee

The Selection Committee consists of at least three members. At least one member of the Selection Committee is independent from the Fund Operator and is nominated by the Ekopolis Foundation executive director. The chairperson of the Selection Committee is the chairperson of the Board of Trustees of the Fund Operator. The Selection Committee reviews the ranking of the projects based on the scores assigned by the experts, considers their recommendations and reviews the applications once again.

In justified cases, the Selection Committee is entitled to propose changes in the application, such as to change or exclude certain activities, or lowering some budget items. It can also propose additional conditions for the project implementation. The Selection Committee issues a recommendation to the Fund Operator's Board of Trustees to approve/disapprove the Application, including any proposed changes in the application.

2.1.6.4. Decision on approval

The Board of Trustees of the Fund Operator issues a final decision on approving or disapproving the Application. The Board of Trustees may, in justified cases, change the decision of the Selection Committee. The list of supported applications along with approved grant amounts will be posted on the website of the Fund Operator www.osf.sk on the following working day from the day of the decision.

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 Manual.



2.2.2. Eligible costs

Please see section 2.1.2 of this Manual.

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.

Description	Date
Announcing Call for Proposals	May 27, 2015
Provision of information to Applicants	Ongoing
Evaluating projects by the Fund Operator	Usually within 30 work days from the date of its delivery
Publishing results	Ongoing
Call opened until	January 30, 2016
Latest date of finalizing supported 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. The annexes of the BF Grant Application include:

- a) Partnership statement – the Applicant shall conclude it with the partner from donor country, by signature of legal representative from partner organization, the partner confirms participation in the project in partnership with the Applicant and the exactitude of the submitted data;
- b) The budget of bilateral cooperation and comment on the budget – in the budget of bilateral cooperation, the Applicant shall specifically state the costs intended to reimburse eligible expenditure on activities of bilateral cooperation;
- c) A copy of the partner's registration documents along with the translation of relevant parts into the English language.

The Applicants are obliged to fill in all parts of the Grant Application and attach all mandatory annexes indicated in this Call for Proposals. Upon printing the electronic Grant Application the statutory representative of the organization is obliged to confirm the veracity of the data indicated in the Application with his/her signature on the last page of the Application. By submitting the Grant Application, the Applicant expresses its consent with the conditions of this Call for Proposals set forth by the Fund Operator.

If an Applicant submits a project with identical content to several areas of support or goals all applications will be eliminated from the evaluation process.

2.2.5. Deadline, place and manner of BF 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 electronically 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 (see section 2.1.5. of this Manual). 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

Please see section 2.1.6 of this Manual.

3. Financial regulations

3.1. Amount of financing and its reallocation

The total of € 138 060 has been allocated for the development and implementation of bilateral cooperation and bilateral partnerships. Financial allocation available for this Call is 95 622 €. 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 during the availability of financing allocated to this Program.

3.2. Cost overlapping

The following action is forbidden pursuant to the “non-overlapping of costs” principle:

- Double funding of project costs by the Project Promoter and the partners – including costs into two or multiple applications and into two or more Preliminary Financial and Project Reports (hereinafter “PFPR”) or Final Financial and Project Reports (hereinafter “FFPR”);
- Reporting costs of the project implemented by the Project Promoter within the Program and at the same time within another project of the Project Promoter funded from other resources.

This obligation to observe the “non-overlapping costs” principle will be defined in the Agreement.

The Fund Operator will monitor the observance of the non-overlapping principle with the Beneficiaries, namely through:

- *Administrative control* – checking the marking/labeling of every original accounting document of the Project funded from the Program, as well as checking analytical books assigned to the Project;
- *On-the-spot verification* aimed not only on checking project implementation but also on checking the overall bookkeeping of the Project Promoter.

3.3. 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.

Throughout project implementation, the Project Promoter is obliged to observe principles of economic efficiency and transparency. During procurement and fulfillment of contractual obligations, it is obligatory to observe the highest ethical standards. The Project Promoter is obliged to apply all effective measures to prevent illegal or corrupt practices. It is forbidden to accept any offerings, donations, payments or benefits that would or could be interpreted, directly or indirectly, as illegal or corrupt practices, such as encouragement or incentivizing commissioning of an order or its implementation.

Execution of a commission (including procedures prior to the commissioning) and terms and conditions of its execution shall be in line with the best economic procedures, including legal accountability, need to allow for full and fair competition among potential providers, e.g. through comparison of real prices and the requirement to optimally use EEA 2009-2014 financial resources.

If any goods, services or work with a value exceeding €5,000 is procured the Project Promoter is obliged to organize a procurement to select the supplier with a minimum of three bidding offers and must prepare a record on commissioning an order. The Project Promoter is obliged to archive the records on orders,



their commissioning and execution for a minimum of 7 years after the completion of the project and shall provide them to the Fund Operator upon request.

3.4. Project funding

Project funding is organized through grants provided from the Program. The grants amount to 100% of the total eligible project costs. The Project Promoter receives the grant through advance payments and a final payment.

Basic rules for providing advance payment:

- An advance payment may not exceed 40% of total eligible project costs;
- It can only cover a period no longer than two reporting periods, i.e. 8 months;
- The advance payment will be transferred based on a submitted Request for Payment in a predefined form in €;
- The amount of the first advance payment represents a sum of amounts indicated in the plan of project expenditures covering the first two subsequent reporting project periods;
- The amount of every subsequent advance payment represents a sum of amounts indicated in the plan of project expenditures covering the current reporting period and the subsequent one, for which the Project Promoter submits a Preliminary Financial and Project Report, while the amount is reduced by the amount of any unsettled advance payment from previous periods;
- The total amount of advance payments transferred may not exceed 90% of the total amount of approved grant.

Advance payments procedures:

- First, the Project Promoter submits a Request for Payment within 10 days from the day the Grant Agreement enters into force;
- The Project Promoter submits the following requests for payments along with the PFPR;
- Upon receipt of the Request for Payment, the Fund Operator undertakes its administrative monitoring, verifies the eligibility of the requested amount pursuant to the approved budget and plan of project expenditures and determines the amount of advance payment;
- If needed, the Fund Operator conducts an on-the-spot verification with the Project Promoter;
- The Fund Operator approves the Request for Payment, reduces it by any non-eligible amount or disapproves it. If the Project Promoter is eligible for transfer of an advance payment, the Fund Operator transfers the funds to the Promoter's account within 15 days upon approval of the Request for Payment.

3.5. Monthly list of project expenditures

1. The Project Promoter will set up and submit a monthly list of project expenditures on an official template to the Fund Operator, always within 10 working days after the previous calendar month for which the list is submitted.
2. Along with the monthly list of project expenditures, the Project Promoter submits copies of requested documents and bank account statements. The scope of submitted documents and supporting materials is specified in the Guideline for Cost Eligibility.

3.6. Preliminary financial and project report

Billing of eligible costs covered by the Project Promoter for a particular reporting period is provided in a Preliminary Financial and Project Report (PFPR).

1. This will be prepared and submitted to the Fund Operator PFPR on a specified form (template) for a reporting period, within 10 working days upon the end of a reporting period.
2. The Project Promoter shall submit the following along with the PFPR:
 - PFPR annexes – copies of requested documents, bank account statements that were not previously submitted to the Fund Operator along with the respective monthly list of

expenditures. The scope of submitted documents and supportive materials is specified in the Guideline for Cost Eligibility.

- Request for payment on the prescribed form.
3. The Project Promoter prepares the PFPR in two copies; one copy is submitted to the Fund Operator and one remains with the Project Promoter.
 4. The Request for Payment is prepared on a prescribed form in two copies; one is submitted to the Fund Operator and one remains with the Project Promoter.
 5. The Fund Operator verifies eligibility of the project costs based on the documentation submitted with the PFPR or through on-the-spot verification.
 6. The Fund Operator subsequently approves the PFPR, reduces the amount by non-eligible costs or disapproves the report.
 7. Upon the approval of the PFPR and Request for Payment, the Fund Operator transfers the payment to the Project Promoter's account within 15 working days upon the approval of the Request for Payment.

3.7. Funding of the remaining 10% of project costs and request for final payment

The remaining 10% of the total eligible costs shall be pre-financed by the Project Promoter from its funds. Upon completion of the project, the Project Promoter submits the PFPR for the last reporting period, the Final Financial and Project Report and Request for Final Payment along with the accounting documents verifying the expenditures and documents on payment of those expenditures in the project. Upon approval of the FFPR the Fund Operator shall transfer the remainder of the grant funds to the Project Promoter's account.

The PFPR, FFPR and Request for Payment and Request for Final Payment are submitted in the Slovak language in format defined by Fund operator.

3.8. Project monitoring and audit

Project monitoring is carried out on three levels:

1. Verification of project reports;
2. Verification of the project on-the-spot;
3. Verification of the project in the Fund Operator's registered address.

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

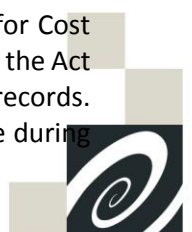
3.8.1. Project reports

The Fund Operator provides the beneficiaries with forms/templates of the project and financial reports that must be prepared and submitted by the Project Promoters by the set deadlines. The obligations of the Project Promoter related to monitoring are specified in the Agreement.

The above is applicable to the following documents:

- Preliminary Financial and Project Report (PFPR);
- Final Financial and Project Report (FFPR).

Upon the completion of a monthly reporting period, the Project Promoter will prepare and submit the Preliminary Financial and Project Report (PFPR) within 10 calendar days of the following month. The Project Promoter shall submit the report along with copies of accounting documents and bank account statements. The scope of the documents and supporting materials is specified by the Guideline for Cost Eligibility. The originals of accounting documents and supporting materials in the scope defined by the Act on Accounting and the Guideline for Cost Eligibility stay with the Project Promoter's accounting records. Upon the Fund Operator's request, the Project Promoter shall submit the above or present these during an on-the-spot verification.



Upon completion of the project, the Project Promoter is obliged to submit the Final Financial and Project Report (FFPR) within 30 calendar days upon completion of the project.

The above-noted reports must contain information on the project progress/outputs in relation to the quantified goals. The Project Promoter is obliged to submit reports in accordance with the provisions of the Grant Agreement both in hard and soft copies (via e-mail) to the Fund Operator.

3.8.2. On-the-spot verification

On-the-spot verification is a part of monitoring of project implementation, allowing for the checking of the following:

- Project content, specifically:
 - Goods delivered, provided work and services;
 - Course of the project implementation;
 - Project publicity etc.

- Financial part of the project, specifically:
 - Physical existence of accounting documents and requested supporting materials for the project expenditures and their existence in the accounting records of the Project Promoter;
 - Billing of delivered goods, works and services into the accounting records of the Project Promoter;
 - Marking/labeling of the accounting documents pursuant to the provisions of the Grant Agreement;
 - Physical delivery of goods, services and works pursuant to the accounting documents;
 - Correct accounting in relation to the project;
 - Non-overlapping of costs.

3.8.3. Project verification at the registered address of the Fund Operator

The Fund Operator may request the Project Promoter to submit documentation at its registered address. Verification at the address of the Fund Operator is part of project monitoring:

- Submitting originals of the accounting documents and supporting materials of the Project Promoter for a check regarding all project expenditures for a given period;
- Verifying observance of the principles of efficiency and transparency in procurement of goods and services;
- Checking the accounting outputs of the Project Promoter – billing of delivered goods, work and services related to the project as well as no overlapping of costs;
- Marking/labeling of the accounting documents pursuant to the provisions of the Grant Agreement;
- Proper accounting procedures related to the project.

3.9. Providing information about the selection procedure

3.9.1. 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. The list of unsuccessful Applications and the 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.

3.9.2. 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.



3.10. Confirmation of Grant Application registration

Following the submission of the completed Application the Applicant shall be notified of its registration by a response mail.

3.11. Appeal by the Applicant

Unsuccessful Applicants 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 compliance of the Application within 7 calendar days following the receipt of the written announcement of the results of administrative compliance of the submitted Application. The Applicant shall send the request for re-assessing an eliminated Application to the Fund Operator's address.

4. Applicants' support and contacts

All of the documents necessary to prepare an Application will be available at the www.fondpremvo.sk website. Additional information will be provided to the 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 the Bilateral Fund are to be addressed to the Program Coordinator:

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

Questions regarding the areas of support, goals and expected outputs within the Program may be directed to the project managers responsible for the particular area of support:

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 may be addressed by e-mail or phone to the Financial Director or a 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



5. General conditions for successful applicants

When a grant Application from the Bilateral Fund is approved, the Fund Operator will conclude a Grant Agreement with the statutory representative of the Applicant (hereinafter “Agreement”). The Agreement will contain the following:

- Identification of contractual parties;
- Bank account details of the Project Promoter;
- Definition of Project Promoter’s obligations related to the project implementation;
- Definition of the Project Promoter’s obligations related to monitoring and submitting the project reports;
- Time period of cost eligibility;
- Grant amount and level of co-funding;
- Payment details;
- Reasons for suspending payment of funds or other sanctions;
- Conditions of publicity;
- Service conditions.

6. Definitions and abbreviations

6.1. Definitions

Activity – a set of activities implemented through funds allocated to this purpose. Activities contribute to achievement of a specific output and represent a positive value, independently from other activities. Activity is clearly framed by the time, funds and expenditures.

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

Supplier – an entity that has entered into agreement on delivering goods or services with the recipient.

Grant – purpose-bound financial means from the Program provided to the Applicant based on an approved Grant Application upon signing the Grant Agreement for the sake of project implementation.

Evaluator – an external expert evaluating grant applications based on specific criteria and an evaluation scale publicly known in advance.

Indicator – a measurable indicator that allows for monitoring of project implementation and evaluation of its performance in relation to the set goal. It is a tool for measuring the achievement of a goal, purpose and outputs. Generally, the indicator is structured by a definition, measurement unit(s), time limitation, starting value and target value.

Monitoring – activity aimed at collection of relevant information with the view of evaluation and control of managed processes at the project and program level.

Cost – cost is a consumption of work, means or services for which the accounting unit will pay consideration.

Irregularity – any action or inaction that contradicts the law of the European Union or that of the Slovak Republic, as well as any action jeopardizing or harming the Program implementation, such as by unauthorized or unreasonable costs, influencing the selection rules and procedures aimed at receiving and/or using a grant in contradiction with the conditions set forth in the Call for Proposals, provisions of this Manual and a Grant Agreement.

Eligible costs – expenditures that are incurred within the eligible period set forth by the Grant Agreement, in line with the applicable rules for cost eligibility.

On-the-spot verification – verification of the fulfillment of contractual obligations by the Fund Operator in the registered office of the Project Promoter or where the project activities are implemented; namely verification of whether the activities were performed and in what quality; verification of the cost eligibility, delivery of goods, services and work listed on the list of expenditures sent to the Fund Operator; proper project accounting; verification of publicity, etc.



Partner – a public or private entity, business or non-business, including an NGO that is actively involved in the project implementation and effectively contributes to it.

Partnership – a non-commercial association of legal entities created with the view to jointly achieve goals set in the Project.

Preliminary Financial and Project Report (PFPR) – a document prepared by the Project Promoter in a set form, containing information on financial and content progress of project implementation. The Project Promoter submits a PFPR in three reporting periods during the calendar year.

Project Promoter – an NGO receiving funds from the Program for the implementation of a specific project based on a Grant Agreement.

Project – a project implemented within the Program based on a Grant Agreement signed by the Fund Operator and Project Promoter.

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

Fund Operator – the Fund Operator is Nadácia otvorenej spoločnosti – the 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 in general is a reduction of financial means or reduction in the equivalent of financial means by the Project Promoter for the sake of Program implementation.

Reporting period – a period for which the Project Promoter submits a Preliminary Financial and Project Report – it is a four-month period as follows: January-April; May-August; September-December.

Final Financial and Project Report (FFPR) – the final report on project implementation prepared by the Project Promoter in a pre-defined format, delivered to the Fund Operator within 30 days from the final date of withdrawal of the project funds. It contains information on the project and its financial aspects, on activities, outputs and project results.

Grant Agreement – governs the terms and conditions applicable to the parties to the agreement when the Program funds from the NGO Program Democracy and Human Rights of the EEA FM 2009-2014 are provided by the Fund Operator to the Project Promoter for project implementation.

List of project costs – summary of all project expenditures for a calendar month, sent by the Project Promoter to the Fund Operator in the following month on a pre-defined form/template;

Applicant– a legal entity eligible to submit a Grant Application, interested in achieving support for its project.

Grant Application– a set of documents prepared in a pre-defined form submitted by the Applicant in the second round and selection of the projects based on the Fund Operator’s Call for Proposals.

If any lack of clarity arises in relation to the meaning of the terms used, and provided those terms are not directly defined in this Manual, such terms are to be interpreted in line with the definitions set forth by specific regulations of the Slovak Republic or valid documents for implementation of the EEA 2009-2014 Financial Mechanism.

6.2. List of abbreviations

EEA FM	European Economic Area Financial Mechanism
VAT	Value Added Tax
NGO	Non-Governmental Organization
PFPR	Preliminary Financial and Project Report
FFPR	Final Financial and Project Report

