

**NGO Program “Democracy and Human Rights”  
Financed by the EEA Financial Mechanism**

**2<sup>st</sup> Call for Grant Applications**

Announcement date: January 20, 2014

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## INTRODUCTION

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

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

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

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

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

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

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

### 1. FINANCIAL FUNDS AND THEIR ALLOCATION

The financial funds amounting to 957.674 euro will be available to the applicants for supporting their projects. The maximum and minimum grant amount is as follows:

Grant Scheme	Minimum grant amount	Maximum grant amount	Project Length
Grants	EUR 20,000.00	EUR 60,000.00	up to 17 months
Small grants	EUR 3,000.00	EUR 5,000.00	up to 17 months

### 2. OBJECTIVES AND AREAS OF SUPPORT

The Program will provide support to projects contributing to the meeting of the following objectives in four areas of support:

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

## 2.1. Grant amount allocation to objectives

Objective	Grant amount allocation
Active citizenship fostered	181 431,00 €
Increased involvement of NGOs in policy and decision-making processes with local, regional and national governments	148 703,00 €
Democratic values, including human rights, promoted	162 221,00 €
Advocacy and watchdog role developed	148 703,00 €
Strengthen capacity of NGOs and enabling environment for the sector promoted	148 703,00 €
Empowerment of vulnerable groups	167 913,00 €

## 2.2. Grant amount allocation to areas of support

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

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

Grant amount allocation	Democracy & Good Governance and Transparency	Human rights, including minorities rights	Gender Equality & Gender-based Violence	Combat racism and xenophobia & Promote Anti-discrimination
Grants	300 000,00 €	104 293,00 €	300 000,00 €	106 813,00 €
Small Grants		72 544,00 €		74 024,00 €

## 3. DEMOCRACY, GOOD GOVERNANCE AND TRANSPARENCY

Open Society Foundation invites non-governmental organizations to submit project proposals in the grant scheme:

Grants: Minimum grant amount 20.000 euro  
Maximum grant amount 60.000 euro

Project proposals shall focus on fostering democratic principles, improving the judiciary and civic participation in public affairs through one or more of these measures:

- Participation and controlling of the public affairs and judiciary;
- Increasing transparency and fostering anti-corruption measures;
- Increasing accountability and effectiveness of judiciary;
- Increasing the legal awareness of citizens and strengthening their positions towards public institutions.

### 3.1. Project objectives

Applicant selects only one objective:

- Active citizenship fostered;
- Increased involvement of NGOs in policy and decision-making processes at local, regional and national levels;
- Strengthened capacity of NGOs and promoted enabling environment for the sector.

### **3.2. Activities**

Applicant contributes to the fulfilment of the selected objective by implementing one or more of these activities:

- Grass-root activities;
- Monitoring;
- Activities increasing legal awareness of citizens;
- Participation in policy-making and decision-making processes;
- Activities strengthening capacities of NGOs operating in the relevant areas;
- Development of networks and coalitions;
- Education and knowledge exchange;
- Cross-sector and international cooperation;
- Media work.

## **4. HUMAN RIGHTS INCLUDING MINORITY RIGHTS**

The Open Society Foundation invites non-governmental organizations to submit project proposals focused on human rights including the rights of minorities, in two grant schemes:

Grants:	Minimum grant amount 20.000 euro
	Maximum grant amount 60.000 euro
Small grants:	Minimum grant amount 3.000 euro
	Maximum grant amount 5.000 euro

### **4.1. Scheme: Grants**

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

- Promoting comprehensive approach and systemic protection of human rights and minority rights including improvement of legislation;
- Supporting human rights education;
- Strengthening specific human rights protection mechanisms and instruments including institutional support and protection;
- Increasing professionalism and sensitivity of relevant human rights and minority rights stakeholders;
- Strengthening law enforcement;
- Supporting participation and inclusion of disadvantaged groups;
- Assisting and supporting disadvantaged groups and individuals;
- Strengthening NGO capacities and promoting active citizenship principles.

#### **4.1.1. Project objectives**

Applicant selects only one objective:

- Advocacy and watchdog role developed;
- Strengthened capacity of NGOs and promoted enabling environment for the sector;
- Empowerment of vulnerable groups.

#### **4.1.2. Activities**

Applicant contributes to the fulfilment of the selected objective by implementing one or more of these activities:

- Activities leading to the development of active citizenship and participation including educational and mobilization activities;

- Advocacy and watch-dog activities;
- Monitoring;
- Cross-sector and international cooperation;
- Participation in policy-making and decision-making processes;
- Activities increasing public awareness;
- Activities strengthening multi-cultural dialogue;
- Cultural activities focusing on promoting areas of support;
- Activities providing assistance and help to disadvantaged groups and individuals (provision of welfare and basic services);
- Activities strengthening capacities of NGOs operating in the relevant areas;
- Development of networks and coalitions;
- Education and knowledge exchange;
- Media work.

#### **4.2. Scheme: Small grants**

Open Society Foundation invites local non-governmental organizations to submit project proposals focused on human rights including the rights of minorities at the local (community) level through one or more of these measures:

- Support of Roma communities' development through the activities for their member; including children and Youth;
- Support of Roma active participation in public administration and regional/local public space;
- Support of inclusive activities and activities focused on barriers overcoming between Roma and majority inhabitants.

The applicants in their projects can focus on one or more of following topics:

- Barriers for Roma in public administration and public space participation, including elections participation;
- Community development and improvement the life in communities;
- Creating multicultural and tolerant environment for children and Youth in education and free-time activities;
- Solving urgent problems of Roma communities with active participation of Roma themselves.

##### **4.2.1. Project objectives**

Applicant selects only one objective:

- Advocacy and watchdog role developed;
- Active citizenship fostered through:
  - Raising awareness, knowledge and education level
  - Sensitization and mobilisation of public, including Youth
- Empowerment of vulnerable groups
  - Empowerment of vulnerable groups through community development

##### **4.2.2. Activities**

Applicant contributes to the fulfilment of the selected objective by implementing one or more of these activities:

- Connection of the community members, organizing activities aimed to improve the situation within the community, active engagement of the community members;
- Establishing partnerships with local and regional institutions to promote and develop the communities;
- Organizing events aimed to overcoming barriers and promoting understanding and mutual tolerance;

- Creating good practice on active approach regarding the improvement of the living conditions in the communities and using it as an advocacy tool at the local level;
- Raising awareness on the importance of the vote /ballot and the possibility to elect the own representatives;
- Supporting activities aimed to promote the right to a healthy and clean environment in the community.

## **5. GENDER EQUALITY AND COMBAT OF GENDER-BASED VIOLENCE**

The Open Society Foundation invites non-governmental organizations to submit project proposals in the grant scheme:

Grants:                                Minimum grant amount 20.000 euro  
    Maximum grant amount 60.000 euro

Project proposals shall focus on promoting gender equality and prevention and elimination of gender-based violence, including combating sexual harassment and trafficking through one or more of these measures:

- Advocating for comprehensive approach to challenging the gender inequalities and systematic support for gender equality and women’s human rights;
- Advocating for the measures to combat the gender based violence in accordance to the Istanbul Convention and the European Council’s standards for the provisions of the support services to women experiencing violence;
- Involvement to the policies, strategies and measures supporting gender equality;
- Public administration actors’ education;
- Raising awareness of public;
- Monitoring and policy evaluation as well as measures regarding gender equality and combating gender based violence.

### **5.1. Project objectives**

Applicant selects only one objective:

- Active citizenship fostered;
- Increased involvement of NGOs in policy and decision-making processes at local, regional and national levels;
- Democratic values, including human rights, promoted;
- Advocacy and watchdog role developed.

### **5.2. Activities**

Applicant contributes to the fulfilment of the selected objective by implementing one or more of these activities:

- Activities leading to the development of active citizenship and participation including educational and mobilization activities;
- Advocacy and watch-dog activities;
- Cross-sector and international cooperation;
- Participation in policy-making and decision-making processes;
- Activities increasing public awareness;
- Activities strengthening multi-cultural dialogue;
- Development of networks and coalitions;
- Media work.



## **6. ANTI-DISCRIMINATION, COMBAT OF RACISM, XENOPHOBIA AND OTHER FORMS OF INTOLERANCE**

The Open Society Foundation invites non-governmental organizations to submit project proposals focused on zero-tolerance of activities violating the principles of equality in two grant schemes:

Grants:	Minimum grant amount 20.000 euro Maximum grant amount 60.000 euro
Small grants:	Minimum grant amount 3.000 euro Maximum grant amount 5.000 euro

### **6.1. Scheme: Grants**

Open Society Foundation invites non-governmental organizations to submit project proposals focused on zero-tolerance of activities violating the principles of equality with special focus on the discrimination, extremism, racism, xenophobia, hate speech, tolerance and multicultural understanding through one or more of these measures:

- Promoting comprehensive approach and systemic prevention and elimination of discrimination, racism, xenophobia, anti-Semitism and intolerance including related violence, and legislative proposals;
- Fostering public tolerance including media participation in elimination of stereotypes and dissemination of information about discrimination, racism, xenophobia, anti-Semitism and intolerance;
- Increasing professionalism of relevant actors operating in the area of prevention of discrimination, racism, xenophobia, anti-Semitism and intolerance;
- Assisting and supporting individuals and groups exposed to equality right violation and hate violence;
- Monitoring and evaluation of anti-discrimination policies and instruments including monitoring of special mechanisms and public institutions;
- Strengthening capacities of NGOs.

#### **6.1.1. Project objectives**

Applicant selects only one objective:

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

#### **6.1.2. Activities**

Applicant contributes to the fulfilment of the selected objective by implementing one or more of these activities:

- Activities leading to the development of active citizenship and participation including educational and mobilization activities;
- Advocacy and watch-dog activities;
- Monitoring;
- Activities leading to hate speech elimination
- Cross-sector and international cooperation;
- Participation in policy-making and decision-making processes;
- Activities increasing public awareness;
- Activities strengthening multi-cultural dialogue;
- Cultural activities focusing on promoting areas of support;
- Activities strengthening capacities of NGOs operating in the relevant areas;

- Development of networks and coalitions;
- Education and knowledge exchange among anti-discrimination and anti-racism activists;
- Youth mobilization activities;
- Provision of support and assistance to disadvantaged groups and individuals;
- Media work.

## 6.2. Scheme: Small grants

Open Society Foundation invites local non-governmental organizations to submit project proposals focused on citizens' rights raising awareness and empowerment of responsible decision-making through addressing one or more of these topics:

- Threat of unequal treatment and hate violence;
- Social cohesion as a condition and tool for development of local communities with minority inhabitants ratio;
- School and public space segregation consequences.

### 6.2.1. Project objectives

Applicant selects only one objective::

- Advocacy and watchdog role developed;
- Active citizenship fostered through:
  - Raising awareness, knowledge and education level
  - Sensitization and mobilisation of public, including Youth
- Empowerment of vulnerable groups
  - Empowerment of vulnerable groups through community development.

### 6.2.2. Activities

Applicant contributes to the fulfilment of the selected objective by implementing one or more of these activities:

- Building and strengthening cohesiveness of citizens on local level;
- Supporting the citizens' demands on potential actors of public space;
- Strengthening the awareness of citizens on the principles of equality and remedy right;
- Understanding of hate speech manifestations in the sphere of public space;
- Support of decision making processes and policy making processes;
- Promoting the principles of civic participation on local level.

## 7. APPLICANT

### 7.1. Eligible applicants

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

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

- a) Civic association under Act no. 83/1990 Coll. on association of citizens as amended;
- b) Foundation under Act no. 34/2002 Coll. on foundations and Civic Code amendment as amended;
- c) Non-profit organization providing publicly beneficial services under Act no. 213/1997 Coll. as amended by Act no. 35/2002 Coll.,
- d) Non-investment fund under Act no. 147/1997 Coll. on non-investment funds;

- e) Association of legal entities under act no. 40/1964 Coll.,
- f) Non-profit organization under Act no. 116/85 Coll. on activities of organizations with international participation
- g) Slovak Red Cross (Act no. 84/1994 Coll.),
- h) Specific religious institutions under the Act no. 308/1991 Coll.

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

## **7.2. Other criteria of applicants' eligibility**

Eligible applicants must meet the following criteria:

- a) Have open membership not conditioned by religious or political affiliations;
- b) Document their activities by submitting registration documents;
- c) Be directly responsible for the implementation of the project submitted with the grant application, not merely act as the project intermediary;
- d) The content of the project must comply with the goals of the relevant area for which the applicant seeks grant support;
- e) Be able to implement the project in terms of personnel and financing capacities.
- f) The applicant who is or previously was personally or in other way (e.g. by ownership of company or membership in NGO) joint along the person who is or previously was involved in the selection process is in the conflict of interest. The applicant cannot be personally or by ownership joint along with person who is or previously was involved in selection process in previous calls for proposals. The conflict of interest is an obstacle to eligibility.

## **8. PARTNERSHIPS**

### **8.1. The goal of a partnership**

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

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

### **8.2. Terms of partners' project participation**

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

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

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

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

### **8.3. Bilateral Fund**

On behalf of support of the partnership with organizations that reside in donors' countries, Administrator has established Bilateral Fund. The applicants are encouraged to apply for grant from the Bilateral Fund based on conditions of independent Call published at [www.osf.sk](http://www.osf.sk)

## **9. ELIGIBILITY OF EXPENDITURES**

### **9.1. Eligible expenditures**

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

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

Expenditures are considered eligible when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works).

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

### **9.2. Excluded costs**

The 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, except costs related to accounts required by the FMO or the Fund Operator;
- Costs related to purchase of land or real-estate;
- Provisions for losses or potential future liabilities;
- Exchange losses;
- Recoverable VAT;
- Costs that are covered by other sources;
- Fines, penalties and costs of litigation; and
- Excessive or reckless expenditures.

### **9.3. Co-financing**

The Program will cover maximum 90% of all eligible project expenditures of a non-governmental organization. The applicant is required to finance or to secure co-financing of the remaining project expenditures in the form of cash or in-kind contributions as voluntary work. The in-kind contribution may constitute up to 50% of the co-financing required by the Program (i.e. 5% of eligible costs) for the project.

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

## 10. TIME SCHEDULE

Call for project proposals announcement	January 20, 2014
Deadline for letters of intent	February 20, 2014
Call for grant applications	March 3, 2014
Deadline for grant application submission	May 5, 2014
Announcement of results	June 13, 2014

## 11. PROJECT SUBMITTING

The Programme Operator evaluates and selects the submitted projects in two rounds.

In the first round the applicant submits **Letter of Intent**.

The applicants who fulfil the criteria of administrative compliance and eligibility criteria will pass to the second round. The criteria for the administrative compliance are to be found in the section 11.1. and the eligibility criteria are listed in the sections 7.1. and 7.2. In the second round the applicants are invited to pass the Grant Application. **The Grant application** must be submitted in accordance to the criteria of administrative compliance listed in the section 11.2 and applicant must fulfil the eligibility criteria as set in the sections 7.1, 7.2. as well.

### 11.1. Letter of Intent

Letter of intent must be submitted in the form published at [www.osf.sk](http://www.osf.sk). The applicant must fill out all required fields. The applicant must provide all annexes listed in the Manual for Applicants.

#### 11.1.1. Submission procedure

Letter of Intent must be submitted in Slovak language and delivered to the address of Programme Operator until February 20, 2014, 4 PM.

The Letters of intent submitted post deadline will not be considered.

In case that applicant proves that Letter of Intent was sent or given to delivery services at least three business days before the deadline, the Programme Operator will accept the Letters of Intents.

In case the applicant fails to connect not more than two annexes listed in the Manual for Applicants to the Letter of Intent the Programme Operator will ask him to correct this irregularity and deliver the missing annexes within working 7 days.

#### 11.1.2. Deadline for Letter of Intent

The deadline for Letter of Intent is February 20, 2014, 4 PM.

#### 11.1.3. Delivery

Applicants submit Letter of Intent in electronic and printed version, at [eea@osf.sk](mailto:eea@osf.sk) as well as address of the Programme Operator.

Fund Operator office:

Nadácia otvorenej spoločnosti

MVO - FOND

Baštová 5

811 03 Bratislava

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

Envelopes must be marked as follows:

Applicant's full name:

Applicant's address:

Nadácia otvorenej spoločnosti

MVO – FOND

Baštová 5

811 03 Bratislava

## **11.2. Grant application (Application)**

The Grants Application consists of the following:

- Online Grant Application form submitted on <http://fondpremvo.osf.sk>
- Printed version of the Application which consists of:
  1. Printed version of online grant application
  2. Printed version of project budget form
  3. Printed version of detailed description of activities including time schedule filled in the form
  4. Printed version of the Partnership Contract if the applicant intends to realize the project in partnership
  5. Printed version of the Partnership Contract in English if the applicant intends to realize the project with partners who origin from different countries than Slovakia.

### **11.2.1. Submission procedure**

The Application must be submitted using forms available at [www.osf.sk](http://www.osf.sk) and filled out by the Applicant in accordance with the Manual for Applicants. Applicants are required to fill out the entire application.

Applications must be submitted in Slovak; selected section (see the form and Manual for Applicants) must be filled out in English and delivered to the address of Programme Operator until May 5, 2014, 4 PM.

In case that applicant proves that Application was sent or given to delivery services at least three business days before the deadline, the Programme Operator will accept the Letters of Intent.

### **11.2.2. Deadline for Grant application**

The deadline for Grant application is May, 5, 2014, 4 PM. All project proposals and applications delivered after the above-specified deadlines will be automatically rejected.

### **11.2.3. Delivery**

Applicants submit the online Grant Application in electronic version on <http://fondpremvo.osf.sk> and printed version at address of the Programme Operator.

Fund Operator office: Nadácia otvorenej spoločnosti  
MVO - FOND  
Baštová 5  
811 03 Bratislava

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

Envelopes must be marked as follows:

Applicant's full name: Applicant's address: <div style="text-align: right; padding-right: 50px;">           Nadácia otvorenej spoločnosti            MVO – FOND            Baštová 5            811 03 Bratislava         </div>
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The original application form, project – detailed description of activities including time schedule and budget tables must be signed by the authorized representative of the applicant in the bottom right corner of every page.

## 12. SELECTION PROCEDURE

In every stage of submitting the project proposal the Programme Operator will control and verify the criteria for administrative compliance and the eligibility criteria.

The criteria for the **administrative compliance** of Letter of Intents are to be found in the section 11.1. and the Grant application must be submitted in accordance to the criteria of administrative compliance listed in the section 11.2.. The **eligibility criteria** are listed in the sections 7.1. and 7.2..

### 12.1. Letter of Intent's control and verification

In the first round the Programme Operator will control and verify that the applicant fulfils the eligibility criteria align with the sections 7.1. and 7.2. The Programme Operator will further verify the Letter of Intents complies with the administrative criteria set in the section 11.1.

Programme Operator will invite the successful applicants by publicizing the list of invitees to the second round at [www.osf.sk](http://www.osf.sk).

Those applicants whose Letters of Intent will not comply with the administrative compliance criteria and eligibility criteria will be informed about the reason for not to be invited in to the second round. The responsible project manager will deliver a written statement to these applicants.

Applicants not invited in to the second round could apply to the Board of Trustees of the Programme Operator to review and change its decision. The written application must be delivered to the Programme Operator's address in written within 7 days from the date of publication of the results.

### 12.2. Grant Application's Evaluation

The evaluation will focus on the following:

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

The selection process will be based on the criteria given in the scoring chart as given bellow.

Criteria	Max. points
<b>1. Relevance</b>	<b>25</b>
• Consistency with the objectives of the Call for Proposals	5
• Clear identification of problems and their relevance to the current situation	5
• Clearly stated outcomes and outputs of the project	5
• Clearly characterized target groups of the project,	5
• The relevance of the impact on the target groups	5

<b>2. Efficiency and Sustainability</b>	<b>25</b>
• Appropriateness of the solution of identified problems,	5
• Appropriately chosen activities	5
• Innovativeness and / or timeliness	5
• Sustainability	5
• Feasibility of outcomes within proposed timeline	5
<b>3. Specific criteria</b>	<b>10</b>
• Children and youth as a target group	3
• Promoting gender equality	1
• Promoting fight against corruption,	1
• Bilateral cooperation	3
• Communication Plan	2
<b>4. Organizational capacity</b>	<b>20</b>
• Sufficient institutional and managerial capacity of the applicant	4
• Clear definition of roles and responsibilities of the applicant during the project	4
• Previous experience of the applicant in the area	5
• The level of project financial management	4
• Transparency	3
<b>6. Budget</b>	<b>20</b>
• The adequacy of the present budget	10
• The efficiency of spending of grant amount	10
<b>OVERALL</b>	<b>100</b>

#### 12.2.1. Expert evaluation

The Grant Applications will be evaluated by two impartial experts who will score them according to the scoring chart published in previous section. If the difference between two expert evaluations exceeds 30%, the relevant Application will be evaluated by a third expert. The average of the two closest scores will be used to determine the final evaluation score of the Application.

#### 12.2.2. Selection committee

The Selection Committee has three members. One impartial member is appointed by the Director of Ekopolis, the Programme Operator of the NGO Programme Active Citizenship and Inclusion.

The Selection Committee will review the ranked list of projects. It may modify the ranking of the projects in justified cases. The Selection Committee will issue a recommendation to the Board of Trustees of the Programme Operator to approve or reject the relevant Applications.

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

#### 12.2.3. The decision on approval of the Grant Application

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

#### 12.2.4. Information on the Selection Process

Programme Operator provides the information to the applicant based on written request.

- Score (scoring chart);
- Oral evaluation and recommendation of the experts if added to the score evaluation;



- Recommendations of the Selection Committee to the Board of Trustees.

The applicant applies for the information based upon the written Request up to 7 business day at the latest from the announcement of the grant call results at the [www.osf.sk](http://www.osf.sk).

### 13. APPLICANTS' SUPPORT

All of the documents including the forms and the Manual for Applicant are available at [www.osf.sk](http://www.osf.sk). The responses that might be relevant to numerous applicants will be also available at [www.osf.sk](http://www.osf.sk) as FAQ.

In case of specific requests the applicants can contact the project managers by e-mail or phone. The financial requests will be provided by financial experts.

At the time of application procedure (Letter of Intent and Grant Application) applicants can request the information within business days since 10 AM to 3 PM.

The Programme Operator will not provide further information three business days before deadlines.

See the Manual for Applicants for additional information.

### 14. CONTACTS

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Human rights including minority rights and cross-cultural understanding	Valentina Petrus	<a href="mailto:valentina.petrus@osf.sk">valentina.petrus@osf.sk</a>	+ 421 2 5441 6913 ext. 108
Gender equality and combat of gender-based violence	Barbora Burajová	<a href="mailto:barbora.burajova@osf.sk">barbora.burajova@osf.sk</a>	+ 421 2 5441 6913 ext. 108
Anti-discrimination, combat of racism, xenophobia, intolerance and anti-Semitism	Zuzana Neupauer	<a href="mailto:zuzana.neupauer@osf.sk">zuzana.neupauer@osf.sk</a>	+ 421 2 5441 6913 ext. 117

### 15. LIST OF APPENDICES

1. Manual for Applicants
2. Letter of Intent form
3. Grant Application form
4. Budget form
5. Project proposal form