

**EEA AND NORWEGIAN FINANCIAL
MECHANISMS:
OPEN CALL FOR INDIVIDUAL
PROJECTS**

Informal translation

Approved by the Monitoring Committee at 24. May 2006

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1. GENERAL INFORMATION ABOUT THE FINANCIAL MECHANISMS

1.1 Objective

The aim of the Norwegian and European Economic Area (EEA) financial mechanisms is to reduce social and economic disparities in the European Economic Area.

1.2 Background

With the enlargement of the European Union on May 1. 2004 the European Economic Area enlarged as well – now 28 EEA member states have access to the free market, which is characterised by four freedoms: free movement of goods, services, capital and persons. According to the EEA enlargement treaty three non-European Union states - Norway, Iceland and Liechtenstein - give support to 13 EU member states through the financial mechanisms.

The EEA Financial Mechanism is aimed at new member states and Greece, Portugal and Spain. The EEA Financial Mechanism is complemented by the Norwegian Financial Mechanism, which was created by the agreement between the Kingdom of Norway and European Community on October 14. 2003. The Norwegian Financial Mechanism unlike the EEA financial mechanism is only aimed at new member states. The closing date for financing decisions for both financial mechanisms is 30. April 2009.

In Estonia the Foreign Financing Department of the Ministry of Finance coordinates the implementation of both financial mechanisms. The programming of the financial mechanisms is coordinated by the State Budget Department of the Ministry of Finance.

Although we are dealing with two separate mechanisms, their implementation process is identical. Applications can be submitted for larger individual projects and for small-scale projects under the block grant schemes. This guideline is only for **the open call of the individual projects**. Only complete applications will be accepted.

In addition to the current guideline the promoters have to comply with all the guidelines and Rules and Procedures of the Financial Mechanisms, available at <http://www.fin.ee/eeagrants> or www.eeagrants.org. Only one open call will be launched in Estonia.

1.2.1 Individual projects

Individual project is an economically indivisible series of works fulfilling a precise technical function and with clearly identifiable aims. An application for

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an individual project may include one or more sub-projects. These sub-projects must be clearly defined in the application.

Individual projects shall be implemented in accordance with guidelines on individual projects, Rules and Procedures and all other relevant guidelines adopted by the Norwegian Ministry of Foreign Affairs and Financial Mechanism Committee. Cross border activities also fall under this type of project assistance.

The minimum amount of support that can be applied for with an individual project is 250 000 euros (3 911 650 kroons). One open call for submitting applications for individual projects will be launched under the financial mechanisms – no other open calls are planned at the moment. The open call will be open for 90 days: beginning on June 1. and closing on August 31.

1.3 Legal framework

Estonia has concluded memoranda of understanding for the implementation of the financial mechanisms. The memorandum of understanding for the Norwegian Financial Mechanism was signed in Tallinn on November 17. 2004. The memorandum of understanding for the EEA Financial Mechanism was signed in Brussels on December 2. 2004. The ratification law for both memoranda passed by Riigikogu on March 22. 2006, therefore creating a legal framework for the implementation of the financial mechanisms.

The implementation of the financial mechanisms is regulated by Government decree no. (currently being prepared).

The Ministry of Finance concludes a grant agreement for each project with the donor states and an implementation agreement with the applicant.

2. FINANCING

2.1 The amount allocated to Estonia

The total amount that Estonia can allocate for project support under the Norwegian and EEA Financial Mechanisms is **473 874 743 kroons (30 286 116 EUR, currency rate 1 EUR = 15,6466 EEK)**.

2.2 Priority areas and indicative allocation

Applications for individual projects can be submitted in all the priority areas in the table. However, focus areas 4.1, 7.1-7.4 will be covered by the regional policy block grant and individual projects cannot be submitted in these focus areas. NGO Fund and a block grant for supporting transfer of knowledge will also be set up (further information on all block grants at www.fin.ee/eeagrants)

NB! Focus area 7.6 " Cross-border co-operation in the areas outlined in 1-7" is horizontal – cross border cooperation is eligible under all priority areas.

	PRIORITY AREA	FOCUS AREA	INDICATIVE ALLOCATION
1	Protection of the environment, including the human environment, through, inter alia, reduction of pollution and promotion of renewable energy	1.1 Promotion of energy efficiency, including energy auditing in buildings 1.2 Development of monitoring systems for ground water and air pollution 1.3 Reduction of greenhouse gases in Estonia 1.4 Development and implementation of waste assembling and recycling systems	94 774 949 EEK 6 057 223 EUR
2	Promotion of sustainable development through improved resources use and management	2.1 Enhancement of biodiversity preservation in NATURA areas	
3	Conservation of European cultural heritage	3.1 Preservation and possible utilisation of architectural heritage in Estonia in particular support to the multifunctional use of historical manor buildings (schools)	113 729 938 EEK 7 268 668 EUR
4	Human resource development through, inter alia, promotion of education and	4.1 Increasing the competence and administrative capacity of regional and local authorities, including through the use of information technology	Through block grant!

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	PRIORITY AREA	FOCUS AREA	INDICATIVE ALLOCATION
	training, strengthening of administrative or public service capacities of local government or its institutions and the democratic processes that support it	4.2 Increasing the competence and administrative capacity of NGOs to enable them to be better involved in national and EU policy-making processes 4.3 Supporting social integration	7 108 121 EEK 454 292 EUR
5	Health and childcare	5.1 Prevention and improved treatment of communicable diseases (HIV/AIDS and TB), including increasing preparedness for bioterrorism and epidemics 5.2 Improvement of the learning and development environment for children with special needs 5.3 Development and implementation of new facilities to increase the availability of social activities, including sports, in the less developed regions	108 991 191 EEK 6 965 807 EUR
6	Implementation of Schengen Acquis and the Judiciary	6.1 Strengthening of the court and prison system 6.2 Development of systems for safekeeping and exchange of confidential and classified information with EU and NATO states and organisations 6.3 Strengthening police co-operation and competence transfer in Schengen-related issues between Estonia and Norway 6.4 Combating organised crime in the area of trafficking in human beings	9 477 495 EEK 605 722 EUR
7	Regional policy and cross-border activities	7.1 Strengthening competence and administrative capacity of regional and local authorities to support regional development 7.2 Support of bilateral co-operation between Estonian and Norwegian local governments, local government associations, county governments, enterprises (only internships and scholarships) as well as co-operation projects within the priority areas of the agreement 7.3 Increasing co-operation between local authorities and development of common services 7.4 Supporting small scale projects in the field of local economic development and diversification of employment opportunities	Through block grant! 57 860 106 EEK 3 697 935 EUR
		7.5 Innovative models for large infrastructure investment projects, including development of public-private partnership (local, regional and national level)	29 806 106 EEK 1 904 997 EUR

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	PRIORITY AREA	FOCUS AREA	INDICATIVE ALLOCATION
		7.6 Cross-border co-operation in the areas outlined in 1-7	Horizontal for all priority areas

2.3 Amount of assistance

The scope of the open call for individual projects is 363 888 415 million kroons (23 256 708 euros). Only one open call will be launched for individual projects.

The amount of support applied for one individual project may not be less than **250 000 euros (3 911 6150 EEK)**. The applicant must ensure that co-financing is provided.

The maximum cost of the project is not limited, although it is recommended that the indicative allocation is taken into consideration while planning the budget.

2.4 Co-financing

The applicants must co-finance the project accordingly:

(a) With the exceptions referred to in subparagraphs (b) and (c) below, the grant rate shall not exceed 60% of the project cost.

(b) Where 15% or more of the project costs is co-financed by central, regional or local government budget allocations, the Financial Mechanisms may provide a grant for the remainder of the project cost.

(c) Grant rate up to and above 85%: For grant assistance set up to support NGO activities (including social partners) the Financial Mechanisms can be applied in combination in order to allow grant rates above those described in subparagraph (a) and (b) but generally not above 90%.

In-kind co-financing is also eligible (see p 3.1.3)

2.5 Compiling the budget

Only eligible expenses will be taken into account when approving the support. **The expenses in the budget table must reflect the real needs for expenses and must be broken down by types of cost in the budget.**

The budget should be compiled in a way that no deficiencies are discovered in the check before concluding the grant agreement that would result in changes in the budget. If such mistakes appear in the budget during the administrative check, the applicant will be asked for additional explanations before the evaluation of the application. This will result in delaying the evaluation process

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or in cases where the applicant fails to provide timely and correct explanations, the rejection of the application.

The budget must be made out in euros (also for applications that are in Estonian) and stated in integers.

3. RULES FOR THE OPEN CALL

3.1 Eligibility criteria

There are two types of eligibility criteria:

- Which organizations can apply for grants;
- Which activities and types of expenses are eligible.

3.1.1 Eligible applicants

All legal entities registered in Estonia are eligible for support.

Number of applications per applicant

The number of applications per applicant for different projects is not limited.

Support may be applied for financing a part or parts of a larger project, but one part may not be financed by more than one source of foreign assistance (avoid double-financing).

3.1.2. Terms for the applicant

An applicant must meet the following criteria:

- Applicant is registered in Estonia;
- Must have stable and sufficient sources of finance to ensure the continuity of their organisation throughout the implementation of the project and, if necessary, to play a part in financing it;
- Should be experienced and able to demonstrate their capacity to manage activity corresponding with the size of the project;
- Ensures necessary additional finances for the full implementation of the project if the budget should increase during implementation.

Applicant is not eligible if:

- Applicant has not fulfilled obligations relating to the payment of the taxes in accordance with the legal provisions of Estonia;
- Applicant is bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of

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proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

- Applicant has been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata* (i.e., against which no appeal is possible);
- Applicant has been the subject of a judgment, which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the EEA States' financial interests.

Applicant will also be disqualified from the application process if the applicant has been proved guilty of:

- Intentionally presenting wrong information to the National Focal Point or has failed to provide necessary information in time;
- Have attempted to obtain confidential information about the evaluation process or influence the expert committee.

Partnership

Projects can be implemented in cooperation with **partners**. Partners are defined as parties that have a relevant role in the implementation of the project activities and/or contributes to the budget of the project. A project may have only one applicant that is registered in Estonia and has a leading role in the cooperation project. However there can be more than one beneficiaries, including partners. Partner organizations are not required to be registered in Estonia– they may be from any of the EEA (incl EU) states. One of the aims of the Financial Mechanisms is to improve bilateral relations between donor and beneficiary states, therefore partnerships with donor state actors are most welcome. The rest of the terms that apply for applicants also apply for partners. Bilateral and cross-border cooperation is eligible in all priority areas of the mechanisms. Partner's role in the project may be financial or in kind (value must be measurable).

See also annex II of current guide for Statement of Partnership.

3.1.3 Eligible activities and expenses

NB! More detailed terms of eligibility can be found in the guideline “Detailed eligibility provisions – expenditures”. Each applicant should consult the guideline before drafting the application!

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Eligible:

- All activities that fall under the priority areas of the financial mechanisms and are in accordance with the objective of the mechanisms;
- All taxes paid for implementation of the project activities and are not recoupable from the state (incl VAT) (see eligibility guideline p 7);
- Overheads (see eligibility guideline p 1.1.6.);
- Purchase of land, provided the cost doesn't exceed 10% of the total eligible expenditure of the project. The purchase must be documented and there must be a link between the land purchase and the objectives of the project (see eligibility guideline p 5);
- Purchase of real estate. The purchase must be documented and there must be a link between the real estate purchase and the objectives of the project (see eligibility guideline p 6). Purchased real estate must remain in the ownership of the applicant for at least five years after the approval of the project completion report;
- Purchase of equipment (for restrictions see eligibility guideline p 4);
- Subcontracts (for restrictions see eligibility guideline p 1.3);
- Bank charges on accounts (for restrictions see eligibility guideline p 3.2);
- Legal fees for advice, notary fees, the costs of technical and financial expertise, procurement costs, insurance, and accountancy or audit costs (for restrictions see eligibility guideline p 3.3);
- Costs of guarantees provided by a bank or other financial institutions (for restrictions see eligibility guideline p 3.4);

In kind contributions are eligible if:

- they consist of the provision of land or real estate, equipment or materials, research or professional activity, or unpaid voluntary work;
- their value can be independently assessed and audited;
- in the case of the provision of land or real estate, the value is certified by an independent qualified evaluator or duly authorised official body;
- in the case of unpaid voluntary work, the value of that work is determined taking into account the amount of time spent and the normal hourly and daily rate for the work carried out;

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The maximum proportion of in-kind contribution in the co-financing is 80% but never higher than 20% of the total eligible project cost.

Not eligible:

- The following subcontracts are ineligible:
 - It adds to the cost of execution of the project, without adding proportionate value to it;
 - Subcontracts with third parties or consultants in which the payment is defined as a percentage of the total cost of the project.
- Fines, financial penalties and expenses of litigation (see eligibility guideline p 3.5);
- Possible debts or losses of future periods;
- Debit interest charges;
- Foreign exchange commissions and losses;
- VAT, that is recoupable from the state.

3.2 Period of eligibility

The eligibility period starts from the date of the signing of the implementation agreement. The final date of eligibility shall be fixed in the grant agreement and in the implementation agreement and shall be 24 months after the scheduled date for project completion, but not later than **30. April 2011**. The final date of eligibility is the **final date for eligible disbursements** - it refers to the dates of actual payments of invoices issued prior to the said date.

The duration of the project is only limited by the final date of eligibility, which is 30.04.2011 at the latest.

The final date for the contracting period is not fixed.

The implementation agreement with the NFP and project promoter will be signed after the financing decision of FMC or the Norwegian Ministry of Foreign Affairs approximately in the middle of 2007 – therefore the maximum duration of the project will be about three and a half years (depending on the date of the implementation agreement).

3.3 Drafting the application

3.3.1 The application form and annexes

The applications will be submitted by the fixed date, using the standard application form in either Estonian or English. Both English and Estonian versions of the application form are available at www.eeagrants.fin.ee and only the English version at www.eeagrants.org. The standard application form must be strictly followed.

For effective evaluation the application form should be filled as carefully and clearly as possible. The project should be described precisely and in detail. Special attention should be paid to how the project results are achieved, positive impact of the project and promoters capability.

NB! Carefully follow the “Application form user guide”!

The fill-in boxes of the electronic application form cannot be exceeded, the size of the boxes cannot be changed and information over the limit is not printed. More detailed information can be presented in supporting documents.

All the guidelines necessary for drafting the project are available at: <http://www.fin.ee/index.php?id=14799>

3.3.2 Terms for drafting the application

The following terms must be applied:

- The standard application form has been used without any modifications (either Estonian or English version);
- Application form is complete and filled according to application form user guideline;
- Application is submitted electronically (one copy, no supporting documents) and three copies of printed forms with supporting documents (one original and two copies);
- Application is submitted in identical printed and electronic forms;
- The application’s pages are clearly numbered, the printed original is bound (can be easily opened) and printed on one-sided A4 pages;
- The supporting documents are bound together;

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- The application (original hard copy) is signed in blue by an authorized person;
- The pages of the application and supporting documents are clearly numbered;
- If the applicant requests advance payments, it must be stated and justified in the application.

The following supporting documents must be attached (for annexes' numbering see also this guide page 38):

- Letter of authority for person signing the application ¹ (Application Form Annex 9)
- Applicant's statement (Application Form Annex 1)
- Statement of relevant state or business register (Application Form Annex 1)
- The statutes of article of associations ²; (Application Form Annex 1)
- The last year's audited annual report (incl. balance sheet) and auditor's opinion (if applicable) ³ (Application Form Annex 1)
- Partnership agreement (Application Form Annex 5; if applicable);
- Co-financing statement (Application Form Annex 2c);
- Logical framework documents (Application Form Annex 4)
- Geography (map) (Application Form Annex 6; if applicable)
- Publicity plan (Application Form Annex 8)
- Feasibility study (Application Form Annex 3; if applicable) The size and type of the feasibility study varies depending on the size and type of the project. If the applicant deems the feasibility study unnecessary it must be clearly justified in the application form
- Other supporting documents (must be listed in the application)

¹ If the authorization doesn't come from statutes of article of associations.

² State enterprise sand self-employed entrepreneurs – not applicable; other organisations – copy of statutes of article of associations or registration certification (signed by the director of the organisation). Print outs of relevant registers can be used.

³ Local governments, intermediaries, NGO-s and self-employed entrepreneurs – not applicable.

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According to the type of the project, supporting documents required by Estonian legal acts must be attached:

- Copies of permissions/certificates
- Environmental impact assessment
- Construction project, drafts aso⁴.
- Other supporting documents

3.3.3 Where and how to submit the application

The open call for individual projects is launched at **June 1. 2006**.

The applications will be submitted in closed envelopes by registered mail, by courier or are delivered personally (the person that submits the application is given a certificate of receiving the documentation) at the following address:

Ministry of Finance
Suur-Ameerika 1
Tallinn 15006
Estonia

Applications that are submitted by fax or are misaddressed are not accepted. The Focal Point is not responsible for delays in the postal service or for any other delays independent of the Focal Point.

The electronic version must be included on a CD in the same envelope with the application form.

The applications must be submitted by **August 31 2006 12.00 o'clock**. **Applications delivered past the deadline are not accepted.** The application (application form together with the supporting documents) must include one original marked as "original" and two copies marked as "copy").

The following information must be on the envelope:

- Name of the applicant, register nr and address, telephone nr and e-mail address
- "Norwegian/EEA Financial Mechanisms"
- PROJECT APPLICATION

⁴ In priority area nr 3 the applicant must present preservation, restoration, repair and or building main project according to standard EVS 811:2002 "Building project". For National Listed Buildings the decree of the Minister of Culture from 30. June 2003. nr 9 must be followed.

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- Title of the priority area
- “Do not open before the opening session”

The person submitting the application has a right to receive a receipt confirming the submission of the documentation.

All other necessary information and documents will be available at the website www.eeagrants.fin.ee

3.3.4 Additional information

Only questions received by e-mail up to 15 calendar days before the closing date of the open call are answered. All questions should be addressed to eeagrants@fin.ee

All questions are answered within five working days but not later than 10 days before the closing date of the open call.

Following the principle of equal treatment all answers to questions are made available on the website www.eeagrants.fin.ee under F.A.Q. Questions by telephone are not answered.

3.3.5 Translating the application

The application form may be submitted either in English or in Estonian. If an Estonian application is successful (approved by the Monitoring Committee), the applicant must provide a translated version to the Focal Point because only documents that are in English will be submitted to the FMO for appraisal. The costs for translation will be partly covered from the technical assistance of the financial mechanisms. The exact extent will be announced after the number of translated applications becomes clear. The applicant organizes the translation and submits to the National Focal Point: a translated application form signed by an authorized person, application for covering the translation costs and a signed statement that the translation is identical in content to the Estonian version. The applicant is responsible for the quality of the translation.

The supporting documents do not need to be fully translated. A summary or minimum info necessary for the evaluation of the application is needed for sizable documents (e.g feasibility study, construction project, environmental impact assessment aso). If requested by the Financial Mechanisms Office the applicant must make all supported documents available in English.

4. EVALUATION AND SELECTION OF APPLICATIONS

4.1 Evaluation of applications and announcement of the results

The evaluation of the applications submitted before the closing date is organized by the **Central Financing and Contracting Department (CFCD) of the Ministry of Finance**. CFCD performs the administrative and eligibility checks.

The administrative and eligibility checks are performed in a way that each application is checked by one evaluator (different applications may be checked by different evaluators). If any shortcomings are found during the administrative check, the applicant is given three working days, starting from notifying the contact person of the project, to remove all such deficiencies. If the applicant is unable to timely provide and correctly present the asked information, the application is considered ineligible and is removed from the application process. The applicants will be notified of the removal decision and the reasons of rejection will be included in the notification. The Monitoring Committee will be granted access to rejected applications if requested. All applications that pass the administrative and eligibility checks will be evaluated by an independent expert committee.

The members of the **Committee of experts** are approved by the Monitoring Committee. The Committee of experts is made up of independent experts: two horizontal and six priority area experts. The horizontal experts evaluate all applications that have passed the administrative and eligibility checks. Priority area experts evaluate only applications of their priority area. Each application is evaluated by three experts. Applications are evaluated according to the criteria that are approved by the Monitoring Committee (see p4.2), including to what extent the project supports the cross-cutting issues of sustainable development, bilateral relations, gender equality, and good governance.

It will take the expert committee approximately 2-3 months from the closing date of the open call to evaluate all applications. A detailed time and work schedule will be done by the CFCD after the total number of applications is clear. The members of the expert committee are not made public until the finalization of evaluation results in order to guarantee objectivity and impartiality.

The National Focal point composes a pipeline of projects for each priority area according to evaluation results, which is presented as a proposal to the Monitoring Committee for approval.

The **Monitoring Committee** is made up of representatives of the National Focal Point, relevant ministries, NGO-s, local government associations and social and economic partners. The members of the Monitoring Committee are appointed by the decree of the Minister of Finance. Monitoring Committee:

- Approves the open calls rules and procedures;

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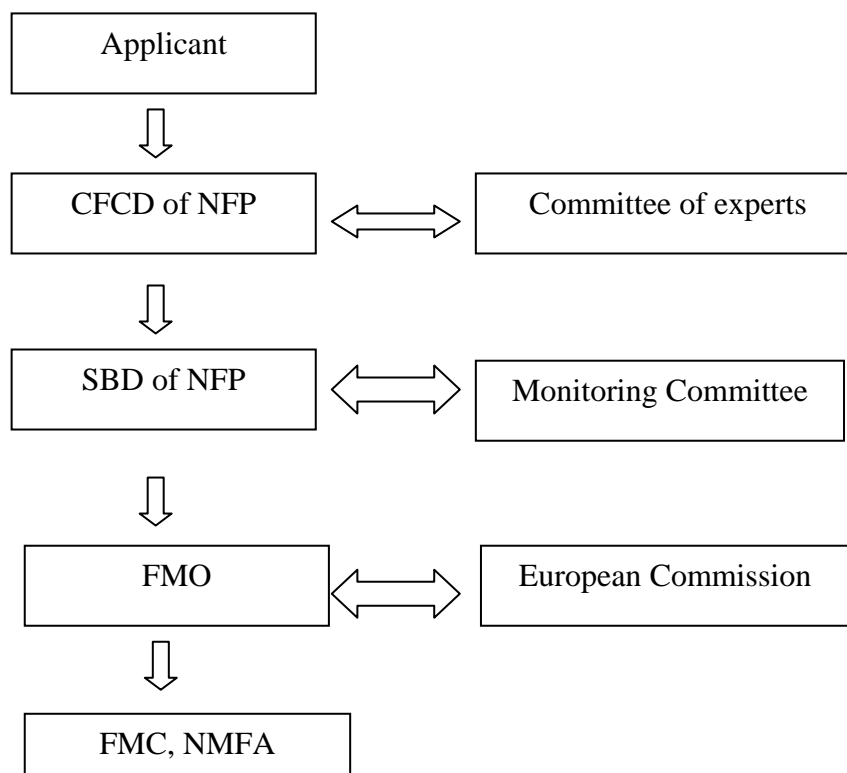
- Approves the administrative, eligibility and evaluation criteria for the priority areas and the pipeline of projects after evaluation;
- Monitors compliance of implementation with the Rules and Procedures;
- Approves the Annual Monitoring Reports;

If in some priority areas during the open call less eligible and quality applications are submitted than the maximum indicative allocation for the priority area, the Monitoring Committee may reallocate the funds between the priority areas for up to 10% of the total amount of the total amount of funds available to Estonia.

The Focal Point will forward applications to the FMO based on the final decision of the Monitoring Committee. The FMO organises the appraisal of applications from the donor's side and the screening with the European Commission. The list of applications approved by the Monitoring Committee as well as the reserve projects are made available on NFP website www.eeagrants.fin.ee.

The financing decision will be done by the Norwegian Ministry of Foreign Affairs for the Norwegian Financial Mechanism and the Financial Mechanism Committee for the EEA Financial Mechanism.

Figure 1. Processing of project applications in Estonia



CFCD – Central Financing and Contracting Department

SBD - State Budget Department

FMO– Financial Mechanisms Office

NMFA – Norwegian Ministry of Foreign Affairs

4.2 Evaluation criteria

There are four types of evaluation criteria:

- Administrative compliance
- Eligibility of applicants, partners and planned operations
- General evaluation criteria
- Priority area specific evaluation criteria

4.2.1 Administrative compliance

1.	Administrative compliance	Application form
1.1	Application is delivered before deadline.	-
1.2	The standard application form is complete and the format has been used without any modifications.	-
1.3	A letter of authority for the person signing has been included (if applicable)	Annex 9
1.4	The application (hard copy) has been dated and signed by an authorized person.	-
1.5	Application is submitted in identical printed and electronic forms.	Annex 5
1.6	Application form is completed in Estonian or in English.	-
1.7	The application is typed.	-
1.8	The application and supporting documents are clearly numbered and bound together in away they can be easily opened. Application is printed on one-sided A4 pages.	-
1.9	Applicant's and partner's statement is included and signed by each partner (where applicable).	Annex 5
1.10	The project's budget is made in the format required, is complete, made out in euros and stated in integers.	5.2
1.11	The "financial resources" for the project is made in the format required, is complete, made out in euros and stated in integers.	5.3
1.12	The last year's audited annual report (incl. balance sheet) and auditor's opinion is added (if applicable, NA for public sector).	Annex 10
1.13	A feasibility study has been included (if applicable).	Annex 3

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4.2.2 Eligibility of applicants, partners and planned operations

2	Eligibility criteria	Application Form
2.1	The project is within priority areas of the EEA and/or Norwegian financial mechanisms.	4.2
2.2	The applicant is a legal entity (public or private) registered in Estonia.	Annex 1a
2.3	The applicant is eligible.	1.1; 1.2
2.4	Completion date of the project planned before 30. April 2011.	4.3
2.5	The requested contribution is not lower than 250 000 euro.	5.1; 5.3
2.6	The maximum contribution is limited to the following proportion of the total eligible budget: 60%; 85%; 90% and the requested contribution is within that limit.	5.3
2.7	All “in kind” contributions included in co-financing are eligible, independently audited and clearly defined.	5.3
2.8	All expenses are eligible	5.3
2.9	The purchase of land (if any) is directly linked to the objectives	4.3; 5.3
2.10	The purchase of land (if any) is not more than 10% of the total eligible expenditures and remains in applicant’s ownership at least 5 year’s after the completion of the project.	5.3
2.11	The purchase of real estate (if any) is directly linked to the Objectives and remains in applicant’s ownership at least 5 year’s after the completion of the project.	4.3; 5.3

4.2.3 General Evaluation criteria

3	General Evaluation criteria	Points	Application form
	Total	100	
3.1	Applicant’s and its partner’s financial and administrative capacity	20	
3.1.1	Applicant has experiences in project management	5	4.2; 4.5
3.1.2	Applicant and its partners have enough managerial possibilities to implement the project (incl. staff, equipment and capacity to manage the project’s budget)	5	4.5.2; 4.5.3; 4.6
3.1.3	Applicant and its partners have adequate and stable financial resources to implement the project.	10	5.2; 5.3
3.2	The project	80	
3.2.1	An operation is within the focus areas of the Norwegian/EEA financial mechanisms	10	6.1; 6.2; 6.3
3.2.2	The project supports the cross-cutting issues of sustainable development, gender equality and good governance	5	4.3; 9.1.1 – 9.3
3.2.3	Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local “ownership” of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)?	10	9.1.1; 9.1.2; 9.1.3

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3.2.4	The project purpose(s), results and activities are clear, realistic and necessary to achieve the overall objective (the project design is complete)	10	4.4; 4.3
3.2.5	Activity's achievement indicators are realistic and measurable	5	4.4
3.2.6	The time schedule for project implementation is realistic and necessary to achieve the project results	5	4.3
3.2.7	Project activities are not eligible from structural funds	5	4.3
3.2.8	The project contributes to improving bilateral relations and cross-border cooperation	5	9.4
3.2.9	Does the publicity plan support the overall action plan of the project?	5	7
3.2.1 0	Proposed expenditure is necessary for the implementation of the project and budgetary calculations are realistic	5	4.2; 5.24.3;
3.2.1 1	The ratio between expected costs and expected results is realistic	10	5.2
3.2.1 2	All budget figures are mathematically correct.	5	5.2; 5.3

4.2.4 Priority area specific evaluation criteria

4	Specific evaluation criteria	Points	Application form
4.1	Protection of the environment, including the human environment, through, inter alia, reduction of pollution and promotion of renewable energy. Promotion of sustainable development through improved resources use and management.	100	
4.1.1	Project objectives are in accordance with relevant regional and/or national strategies and development plans	10	4.2; 4.4
4.1.2	Project implementation is being carried out in co-operation with different sectors (public/private/NGO) and the role of each relevant partner has been clearly stated	5	4.5.1; Supporting documents - 5. Partnership agreement
4.1.3	Project actions are supporting the public awareness in the field of environment (relevant dissemination activities are planned in project)	20	4.3; 7; Supporting documents – 8. Publicity plan
4.1.4	Project actions are supporting qualitatively or quantitatively the amendment or improvement of the national monitoring databases (especially environmental monitoring database)	15	4.3
4.1.5	Project result indicators are objectively verified and will show the positive impact towards improvement of environmental conditions (improvement, restoration, conservation)	20	4.4
4.1.6	Project results will have impact in different areas (environment, social and economic impact) and will facilitate the achievement of objectives in National Sustainable Development Plan	20	9.1.1; 9.1.2; 9.1.3
4.1.7	Project is supporting the fulfillment of obligations stated in relevant environmental and energy sector conventions (HELCOM, Ramsar, Bern etc.).	10	4.2; 4.3

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4.2	Conservation of European Cultural Heritage	100	
4.2.1.	The object that will receive the investments through the project is a National Listed Building.	20	4.2; 4.3
4.2.2.	The object that will receive the investments through the project will be operating under the ownership of the applicant as an educational or social welfare institution for children or a public cultural institution during 7 years after the financing.	20	4.2; 4.3; Supporting document: confirmation letter by the applicant
4.2.3.	Project follows the principles of sustainable renovation (i.e. using traditional, time-honoured and sustainable materials).	15	4.6; 9.1.1; 9.1.2;
4.2.4.	Project uses environmentally friendly technologies (i.e. technologies that use less material, save energy and disturb the environment as little as possible).	15	4.6; 9.1.1; 9.1.2;
4.2.5.	As a result of the project, the regional importance of the object as a cultural centre and/or a tourism object will increase.	10	4.4; 9.1.2; 9.1.3
4.2.6.	Project activities are consistent with the development plan(s) that concern the object.	10	4.2; 4.3; Supporting document: extract from the development plan(s)
4.2.7.	As a result of the project, new jobs and/or conditions for enterprise (that are related to the object that will receive the investments through the project) development are created.	10	4.4; 9.1.2
4.3	Human resource development through, inter alia, promotion of education and training, strengthening of administrative or public service capacities of local government or its institutions and the democratic processes that support it	100	
4.3.1	Relevance of the aim and results of the Project proposal to the goals of the State Policy for Society Integration and the State Programme "Integration in Estonian society 2000-2007"	20	4.2
4.3.2	How relevant are Project activities to one or several priority fields of the State Integration Policy that are listed below: - creating conditions for transition to bilingual education in Russian-language school on different educational levels (from pre-school to secondary) - creating possibilities for speeding-up naturalisation process among persons with undetermined citizenship - organising complex (professional + language) re-training programmes for non-Estonian-speaking unemployed persons and in-service training for non-Estonian-speaking workers at workplace - creating conditions for non-Estonian-speaking youth and adults, by taking into account their social, ethnic, linguistic features, to reduce their share in social risk groups, incl. drug addicts, HIV/AIDS infected persons, criminal persons, etc) - promoting co-operation and increase of everyday contacts between Estonian and Russian-speaking youth and adults through joint activities, events and other similar measures - preparing introduction systems for new immigrants and refugees in order to ensure their smooth integration in society	20	4,2; 4.3

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4.3.3	How well is the capacity building of the NGOs and local governments integrated in the Project activities?	10	4.2; 4.3; 9.1.3; 9.3.
4.3.4	Have the needs of the target groups proposed and the final beneficiaries been clearly defined and does the proposal address them appropriately?	10	4.2; 4.3
4.3.5	Is the Project implemented in close co-operation between partners from different sectors of society (public/private/non-profit) and are the roles of each partner clearly defined?	10	4.5.1; 4.5.2
4.3.6	Is the Project actively involving ethnic minority groups in implementation and management of Project activities?	10	4.5.2
4.3.7	Is the Project actively promoting the increase of awareness of the need for integration and tolerance in society through the activities in priority fields listed above?	20	7
4.4.	Health and childcare	100	
4.4.1	Correspondence to national strategies (National strategy of HIV and AIDS for 2006-2015, National Programme to fight Tuberculosis, Principles of Estonian Information Policy, Conception of Welfare, Strategy to Guarantee the Rights of the Child, Welfare Program for Children and People with Special Needs) or development plans stated by local governments	25	4.2
4.4.2	Positive impact of project results on implementation area (on national level or regional level) in compliance with strategic documents in the field	20	4.4; 9
4.4.3	Increasing the coverage, supply and effectiveness of healthcare services (including preventive measures) or welfare and development services for children with special needs	5	4.4; 9
4.4.4	Progressiveness and justification of methodology (chosen methods enable realization of objectives set in strategic documents of the field in best possible manner)	5	4.2; 4.3; 4.6
4.4.5	Introducer of the project has specific professional knowledge, experience and qualification necessary in the field	5	1.2; 6.4; 10
4.4.6	Increased knowledge and competence of beneficiaries (direct or indirect beneficiaries) or/and improved quality of services	5	4.2; 4.4
4.4.7	Sustainability and development of project results is safeguarded (e.g. agreements with national or/and local government to guarantee further financing of project activities and/or provided services in the future)	25	10
4.4.8	Extent of involved target groups and interest groups in the project	10	4.2; 4.5.1; 4.5.2
4.5	Implementation of Schengen Acquis and the Judiciary	100	
4.5.1	Project complies with the strategy "Development of Criminal Policy until 2010" or "Police Development Priorities until 2006"	20	4.2
4.5.2	Project in general supports the Estonian law enforcement system (improves the performance of the police, border guard, prosecutor, courts or prisons including sharing of data; creates more opportunities for the people for protection of their rights; reduces trafficking in human beings; raises the competence of law enforcement officials; will help re-socialization etc).	20	4.2; 4.3; 4.4
4.5.3	Project in general contributes to the security in society (including the protection of personal data)	20	4.2; 4.3; 4.4
4.5.4	The competence of law enforcement officials rises as a result of the project	10	4.2; 4.3; 4.4

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4.5.5	Project in general contributes to the minimizing of damage caused by criminal activity in society	10	4.2; 4.3; 4.4
4.5.6	Project contributes to the minimizing of opportunities to commit crimes in society	10	4.2; 4.3; 4.4
4.5.7	Projects contributes to raising awareness in the focus areas	10	4.2; 4.3; 4.4
4.6	Regional policy: Innovative models for large infrastructure investment projects, including development of public-private partnership (local, regional and national level)	100	
4.6.1	Effect of the project on improvement of spatial development (economic, social, natural and infrastructural) in the project application region.	10	4.2; 9.1
4.6.2	Compliance of project objectives with state and/or regional (within the field) development plans and/or programmes (the project topic is reflected in development plans/programmes and is significant).	10	4.2; 4.4
4.6.3	Improving possibilities of using strategic public services.	20	4.2; 4.6; 9.3
4.6.4	Effect on the effectiveness of providing public service and on the development of the field as a whole (including modernizing planning activity and obtaining the necessary data).	20	4.6; 5.4
4.6.5	Comprehensive and itemized treatment of the project's field of activity, including integration of activities/fields with each other.	20	4.6
4.6.6	The results of the project will create the necessary preconditions for the development of the field on as large a part of Estonia's administrative territory as possible – the regional dimension.	10	5.5
4.6.7	Suitability of the methods planned for raising the awareness of the project target groups and publicly disclosing the results.	5	7
4.6.8	Clear descriptions of how the content of the project is to be implemented in cooperation with partners from various sectors (public/private/third), and of the role of partners.	5	4.5.1; 4.5.2

The maximum score for an application is **200** points (100 for general and 100 for priority area specific criteria).

4.3 Information about approval of the application

Applicants are notified of the Monitoring Committee's reasoned decision by letter. The decision for rejection or not making the approved pipeline could be based on the following:

- Application was submitted after the closing date or time of the open call;
- Application is not complete or doesn't in any other aspect meet the administrative criteria;
- Application doesn't meet the eligibility criteria;
- Relevance, technical or financial quality is lower than of the selected applications in the same priority area;
- Application received less than 60% of the maximum points available in the evaluation.

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In case of the first three points, the application is rejected before the evaluation phase and the applicant is notified of the decision immediately.

Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs reserve the right to adjust the grant amount. The financing decision is made by the Norwegian Ministry of Foreign Affairs for the Norwegian Financial Mechanism and the Financial Mechanism Committee for the EEA Financial Mechanism.

If the application is approved, the Norwegian Ministry of Foreign Affairs/ Financial Mechanism Committee sends a grant offer letter to the National Focal Point. After the National Focal Point has approved the grant offer letter, a Grant Agreement is signed between the Norwegian Ministry of Foreign Affairs/ Financial Mechanism Committee and the National Focal Point on behalf of Estonia. With the agreement Estonia undertakes to fully implement the project in question and reimburse the funds in case of misuse.

National Focal Point concludes an implementation agreement with the promoter for each individual project.

5. IMPLEMENTATION OF THE PROJECT AFTER THE FINANCING DECISION

After the financing decision the project promoter is offered a possibility to sign the project implementation agreement with the National Focal Point.

The implementation agreement determines the roles and responsibilities of the parties.

NB! More detailed provisions can be found in the Standard Grant Agreement, Terms and Conditions, Rules and Procedures, guidelines and project implementation agreement.

5.1 Size of the grant

The maximum size of the grant shall be fixed in the implementation agreement. The final amount of grant shall be based on the project's budget, which sums up the planned costs. The final size of the grant will be clear after the approval of project completion report.

5.2 Inability to achieve project results

The applicant commits to full-scale implementation of project activities described in the application. If, during the implementation of the project, the budget should increase, the applicant will make available additional resources for the full implementation of project activities.

If the project promoter doesn't implement the project according to the implementation agreement, the National Focal Point may stop the disbursements and/or terminate the agreement. In case of irregularities the National Focal Point may call for full or part reimbursement of already disbursed funds.

5.3 Modifications in the implementation agreement and the budget

All proposals for modifications to the project implementation plan must be submitted to the National Focal Point by letter. If the NFP finds the proposals argued, the proposal for modifications is communicated to the Norwegian Ministry of Foreign Affairs or the Financial Mechanism Committee.

Modifications of the project shall be subject to prior written approval of the FMC/Norwegian Ministry of Foreign Affairs. Such modifications may require a new appraisal of the project prior to being accepted or rejected. However, modifications of the project do not need an approval of the Financial Mechanism Committee or Norwegian Ministry of Foreign Affairs if they do not affect the scope, objectives or results of the project, and the financial impact is limited to:

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- (a) Changes in any of the reporting periods for the Project Interim Reports scheduled in the Project Implementation Plan,
- (b) A transfer between budget headings involving a variation of 15% or less of the amounts in the latest approved Project Implementation Plan under each relevant heading (incl sum of transfers), or,
- (c) A transfer between project activities involving a variation of 15 % or less of the amounts in the latest approved Project Implementation Plan for such activity (incl sum of transfers),

Modifications that result in an increase of administrative costs will always require a prior approval of the Financial Mechanism Committee or Norwegian Ministry of Foreign Affairs.

The NFP must be informed by letter of specific modifications (addresses, contacts, bank accounts).

5.4 Reporting

Monitoring reports (interim-, annual- and completion reports) are done in English and on the standard forms supplied by the donors. The interim report includes, amongst others, a project activity report and a payment claim.

The promoter submits an interim report twice a year (if not stated otherwise in the grant agreement) and an annual report once a year to the relevant ministry and after the completion of the project the final report.

5.5 Disbursements

The European Union Payments Department and State Treasury Department of the Ministry of Finance jointly function as the Paying Authority.

Each Intermediate Body will have a virtual account in the state treasury system specially made for EEA/Norwegian funds (these accounts will be sub-accounts linked to the main virtual account of the Paying Authority) to where the Paying Authority transfers funds (state reserves) on the respective request from the Ministry. Each Ministry will also have a co-financing account in the treasury system if necessary. The virtual accounts of the Intermediate Bodies will be under the supervision of the Paying Authority.

The final recipient sends the respective requests (payment claims) to the ministry usually once a month. Respective invoices, contracts and agreements will accompany the payment claim. The ministry checks the eligibility of expenditure, existence of necessary co-financing and correctness of the payment claim. If the payment claim is correct, the Ministry makes a payment order for the recipient and submits the payment order via an electronic payment system in the state treasury and the payment claim on paper to the Paying Authority for approval. The ministry initiates the disbursement at least 10 working days before the disbursement deadline.

Final recipients usually ask for reimbursement of already incurred documented costs. The final recipient may receive advance payments if it is

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stated in the implementation agreement. Disbursement of advance payments will be administered in accordance with the implementation agreement and Paying Authority's relevant guidelines.

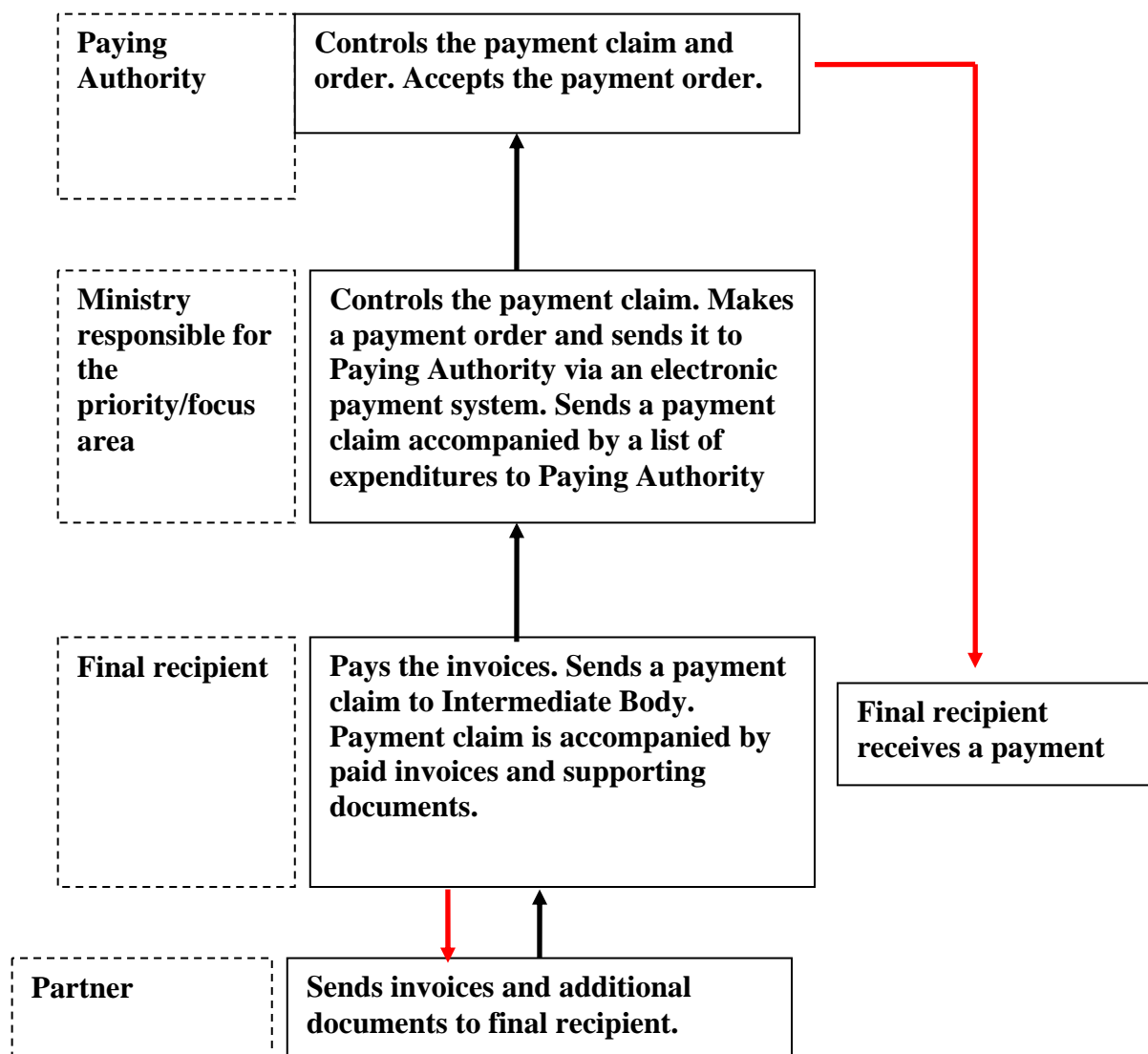
The prerequisite for a disbursement is the timely submission of interim- or yearly reports to the responsible Ministry or Intermediate Body. In case of deficiencies in the reporting the Ministry, Intermediate Body or the Paying Authority may reject all payment claims until the deficiencies are eliminated.

The final disbursement (the amount will be set in the implementation agreement – as a rule 5% of the total cost) to the final recipient is made after the approval of the project completion report by the FMC and the transfer of funds to the Paying Authority's account.

If necessary the Paying Authority has the right to make on the spot checks at Intermediate Bodies and final recipients to ensure the correct use of the funds and the existence of the audit trail.

General overview of the payment system described is given on Figure 2.

Figure 2. Disbursement system in Estonia



5.6 Reimbursement of grants

National Focal Point, Paying Authority, Intermediate Body or Intermediary may call for full or part reimbursement of already disbursed funds if:

- 1) The grant has been used for ineligible expenses;
- 2) New facts appear that would have made it necessary to reject the application, had they been known during the application process;
- 3) The grant has not been used according to rules and procedures stipulated in the implementation agreement;
- 4) Liquidation process of the promoter has been initiated or bankruptcy has been declared;
- 5) It becomes clear that the objectives of the project cannot be met or the deadlines for implementation have not been met;
- 6) The financing decision has been declared void;
- 7) Instructions for eliminating irregularities, preventing future irregularities or liquidation of the consequences of irregularities have not been followed in the set timeframe;
- 8) Project promoter has not fulfilled the responsibilities set in the implementation agreement or any legal acts regulating grant offering or implementation.

In cases of partial reimbursements the next payment of the same project may be reduced by the amount that needs to be reimbursed.

The reimbursed grant will be the subject to interest and fines for delay.

Detailed rules for reimbursements will be agreed in the implementation agreement or relevant internal legal act.

5.7 Auditing

The project promoter undertakes to keep regular and independent accounting records and conduct an audit trail. The accounting records must be preserved at least 10 years after the completion of the project (the approval of the project completion report).

5.8 Publicity

A publicity plan (Annex 8) in accordance with the publicity guideline must be included in the supporting documents of the project application. The project promoter is responsible for applying the conditions of publicity set in the implementation agreement during the whole implementation period.

5.9 Implementing of the implementation agreement

If the nature of the project calls for sub-contracts, the subcontracts may be concluded with tenderers that offer the best quality and price ratio. Principles

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of equal treatment and avoiding the conflict of interests must be applied to all tenderers for sub-contracts. Promoter must strictly follow the provisions set in p 1.3 of the eligibility guideline.

NB! Implementation agreement is binding for project promoter and is in force until the approval of the project completion report.

6. INSTITUTIONAL SET UP

6.1 National Focal Point

The National Focal Point (NFP) of the Financial Mechanisms is the Ministry of Finance. The National Focal Point has the overall responsibility for the management of the Financial Mechanism's activities in the Republic of Estonia in accordance with the Rules and Procedures, including overall responsibility for the use of funds, financial control and auditing.

The functions of the NFP are divided between different departments of the Ministry:

- The State Budget Department is responsible for programming;
- The Foreign Financing Department is the coordinating, implementing and monitoring unit and contact partner of the Financial Mechanism Office (FMO);
- The Central Financing and Contracting Department is responsible for the application evaluation process, concluding contracts and managing modifications to contracts;
- The European Union Payments Department and State Treasury Department are responsible for payments;
- The Financial Control Department is responsible for financial control and auditing

Each priority area has a responsible ministry (see table below) that is, amongst others, responsible for monitoring the projects (see p 6.2.1).

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6.2 Responsible ministries

	PRIORITY AREA	FOCUS AREA	RESPONSIBLE MINISTRIES
1	Protection of the environment, including the human environment, through, inter alia, reduction of pollution and promotion of renewable energy	1. Promotion of energy efficiency, including energy auditing in buildings	Ministry of Economic Affairs and Communications
		2. Development of monitoring systems for ground water and air pollution 3. Reduction of greenhouse gases in Estonia 4. Development and implementation of waste assembling and recycling systems	Ministry of the Environment
2	Promotion of sustainable development through improved resources use and management	1. Enhancement of biodiversity preservation in NATURA areas	Ministry of the Environment
3	Conservation of European cultural heritage	1. Preservation and possible utilisation of architectural heritage in Estonia in particular support to the multifunctional use of historical manor buildings (schools)	Ministry of Culture
4	Human resource development through, inter alia, promotion of education and training, strengthening of administrative or public service capacities of local government or its institutions and the democratic processes that support it	1. Increasing the competence and administrative capacity of regional and local authorities, including through the use of information technology	Ministry of the Interior <i>Through regional policy block grant</i>
		2. Increasing the competence and administrative capacity of NGOs to enable them to be better involved in national and EU policy-making processes 3. Supporting social integration	Office of the Minister of Population Affairs
5	Health and childcare	1. Prevention and improved treatment of communicable diseases (HIV/AIDS and TB), including increasing preparedness for bioterrorism and epidemics 2. Improvement of the learning and development environment for children with special needs 3. Development and implementation of new facilities to increase the availability of social activities, including sports, in the less developed regions	Ministry of Social Affairs

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	PRIORITY AREA	FOCUS AREA	RESPONSIBLE MINISTRIES
6	Implementation of Schengen Acquis and the Judiciary	1. Strengthening of the court and prison system	Ministry of Justice
		2. Development of systems for safekeeping and exchange of confidential and classified information with EU and NATO states and organisations 3. Strengthening police co-operation and competence transfer in Schengen-related issues between Estonia and Norway 4. Combating organised crime in the area of trafficking in human beings	Ministry of the Interior
7	Regional policy and cross-border activities	1. Strengthening competence and administrative capacity of regional and local authorities to support regional development	Ministry of the Interior <i>Through regional policy block grant</i>
		2. Support of bilateral co-operation between Estonian and Norwegian local governments, local government associations, county governments, enterprises (only internships and scholarships) as well as co-operation projects within the priority areas of the agreement	
		3. Increasing co-operation between local authorities and development of common services	
		4. Supporting small scale projects in the field of local economic development and diversification of employment opportunities	
		5. Innovative models for large infrastructure investment projects, including development of public-private partnership (local, regional and national level)	Ministry of Economic Affairs and Communications
		6. Cross-border co-operation in the areas outlined in 1-7	Ministry responsible for the respective focus area

6.2.1 Responsibilities of ministries (Intermediate Bodies)

The ministry responsible for a priority or focus area is responsible for the following tasks:

- Drafting the priority area specific evaluation criteria;
- Compiling disbursement forecasts according to project implementation plans;
- Checking the interim reports, compiling documents necessary for disbursements and submitting them to the Paying Authority;
- Monitoring the progress of approved projects within the respective priority area;
- Checking the existence of co-financing and eligibility of expenses and certifying projects' payment claims;
- Compiling interim-, annual- and completion reports of priority and focus areas and submitting them to the NFP;
- Detecting irregularities and reporting on them to NFP;
- In cooperation of the project promoters informing general public about the implemented projects;
- Enabling and assisting the NFP in auditing and monitoring;
- Ensuring cooperation between project promoters and NFP in purposeful and effective implementation of projects;

6.3 Roles and responsibilities of project promoter

Project promoter undertakes to:

- 1) Ensure purposeful management of the grant;
- 2) Ensure organising and carrying through state procurements if necessary;
- 3) Ensure necessary co-financing for the implementation of the project;
- 4) If, during the implementation of the project, the budget should increase, the applicant will make available additional resources for the full implementation of project activities;
- 5) Enable authorized persons from NFP or the donor side to audit the project;

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- 6) According to publicity guidelines ensure publicity for the donors in the implementation of the project;
- 7) Submit interim reports to the relevant ministry twice a year;
- 8) Submit annual and final reports of the project to the relevant ministry;
- 9) Reimburse the unused amount of grant support in two weeks after the notification of the Paying Authority or the ministry;
- 10) In case of irregularities reimburse the misused means.

Project promoter has the right to:

- 1) Receive information about the open call process and terms;
- 2) Participate in the open call with unlimited number of applications (for different projects);
- 3) Conclude an implementation agreement with NFP after the financing decision; 4) In case of rejection of the application, to receive argued feedback about the reasons for rejection from the NFP;
- 5) Receive a grant provided all provisions of the implementation agreement, the decree and relevant guidelines are met.

SUPPORTING DOCUMENTS

Using the standard forms of supporting documents attached to the current guideline is compulsory. For supporting documents that do not have a standard form, the applicant may use the most reasonable form according to the type of the project.

The following supporting documents must be attached (if applicable):

1. Documents for the applicant eligibility check:
 - Applicant's statement (see annex I)
 - Statement of relevant state or business register
 - The statutes of article of associations
 - The last year's audited annual report (incl. balance sheet) and auditor's opinion
2. Financing:
 - Budget
 - Detailed breakdown of the financial resources
 - Co-financing confirmation
3. Feasibility study

Part of the feasibility study or stand-alone:
 - Economic analyses
 - Risk analyses
4. Logical Framework documentation (see application form user guide page 12)
5. Partnership agreement (see annex II)
6. Geography (map)
7. Copies of permissions/certificates
8. Publicity plan (see annex III)
9. Letter of authority for person signing the application (see annex IV)
10. Other supporting documents

Applicant's statement

I hereby certify that the Applicant or any partner organisations are not involved in any of the following:

- Applicant and/or partner is bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Applicant and/or partner has been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata* (i.e., against which no appeal is possible);
- Applicant and/or partner is guilty of grave professional misconduct proven by any means which the National Focal Point can justify
- Applicant and/or partner has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of Estonia the country in which they are established;
- Applicant and/or partner has been the subject of a judgment, which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the EEA financial interests;
- Applicant and/or partner has been declared to be in serious breach of agreement for failure to comply with their contractual obligations in connection with a procurement procedure or other grant award procedure financed by the Community budget or EEA/Norwegian Financial Mechanisms' budget.

Applicant organisation:	
Organisation's manager's name:	
Position:	
Organisation's manager's signature:	
Date and place:	
Partner organisation: (name all partner organizations)	

Partnership statement⁵

Partnership

A partnership is a relationship of substance between two or more organisations involving shared responsibilities in undertaking the project funded by the financial mechanisms. To ensure that the project runs smoothly, the National Focal Point requires all partners (including the lead applicant which signs the agreement) to acknowledge this by agreeing to the principles of good partnership practice set out below.

Principles of Good Partnership Practice

1. All partners should have read the application form and understood what their role in the project will be before the application is submitted to the National Focal Point.
2. The applicant must consult with its partners regularly and keep them fully informed of the progress of the project.
3. All partners must receive copies of the reports - narrative and financial - made to the National Focal Point.
4. Proposals for substantial changes to the project (e.g. activities, partners, etc) should be agreed by the partners before submitting to the National Focal Point. Where no such agreement can be reached, the applicant must indicate this when submitting changes for approval to the National Focal Point.
5. The partners must agree on an equitable distribution of project equipment and supplies purchased with the EEA/Norwegian Financial Mechanisms grant.

⁵ A separate statement is needed for every partner.

Statement of partnership

We have read and approved the contents of the project. We undertake to comply with the principles of good partnership practice.

Partner organisation's name:	
Partner organisation's manager's name:	
Position:	
Partner organisation's manager's signature:	
Date and place:	
Role in the project implementation:	
Co-financing by partner in euros	

Publicity Plan

Title of the project:

Name of the applicant:

1. Aims and Target groups
2. Implementing measures and methods
3. Budget

Budget table for the publicity plan			
	Year		
Type of expenses	2007	2008	200x
1.			
2.			
n.			
TOTAL			

4. Responsibility for implementation

NB! Consult the publicity guidelines while filling the form!

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ANNEX IV

Open Call for the Norwegian and European Economic Area Financial Mechanisms

Letter of authorisation

Title of the project:

Hereby _____ (name and position of authorizer) for _____
(name of applicant) authorizes _____ (name and position of the
authorized person) to be applicants official representative and sign the above-
mentioned project application.

Signature of the authorized person: _____

Letter of authorization is without the power of substitution.

Letter of authorization is valid up to: _____

Date: _____

_____ (signature of authorizer)

_____ (name and position of authorizer)