



Nórsky finančný mechanizmus



Slovenská republika



Finančný mechanizmus EHP



Call for Proposals

for submission of applications for non-repayable financial contribution
from Block Grants of the EEA Financial Mechanism,
Norwegian Financial Mechanism and Slovak State
Budget

Block Grant

Human Rights Protection Program

22. 11. 2007

1. Introduction

The Block Grant (BG) Human Rights Protection Programme is a grant programme for support to Slovak non-governmental organizations intermediated by the Open Society Foundation. It is a part of the implementation of the European Economic Area Financial Mechanism (EEA FM) established by Iceland, Liechtenstein and Norway and the Norwegian Financial Mechanism.

2. Goals of the Human Rights Protection Block Grant

The goal of the Human Rights Protection block grant is to create effective tools to eliminate social stereotypes, prejudice and to strengthen the judiciary and human rights advocacy, multiculturalism, non-discrimination, principles of legal state, democracy, human rights and freedom by supporting innovative and pilot projects.

3. Areas of support

The Human Rights Protection Program will be carried out with the support of a non-repayable financial contribution to NGOs in the following four categories (areas of support):

I. Priority: human rights protection

The specific goal of this priority is to create conditions for the implementation of basic human rights and freedoms in society and strengthen NGOs operating in these areas.

II. Priority: right to equal treatment

The specific goal of this priority is to support the right to equal treatment, non-discrimination and to increase public awareness about the right to equal treatment.

III. Priority: strengthening of the judiciary

The specific goal of this priority is to improve the capacities and trustworthiness of the judiciary and state administration and increase legal awareness of the public.

IV. Priority: strengthening of a multicultural environment

The specific goal of this priority is to improve the quality of multicultural social relationships with special attention to protection and advocacy of interests of the disadvantaged groups.

4. Eligibility criteria

4.1. Eligible applicants

Organizations applying for a grant must meet the following criteria:

- prove their non-government and non-profit status*;
- be registered in Slovakia;
- have open membership and unconditional of any religious or political affiliation;
- provide registration documents proving their area of operation;

- be directly responsible for the preparation and implementation of the project stated in the grant application, applicants can not act only as intermediaries;
- submitted applications must be in line with the goals of the priority areas specified in art. 1.2;
- prove their capability to carry out the project in terms of personnel and funding.

* applying organizations must be registered in the Slovak Republic as:

- **Civic association** as specified by law no. 83/1990, Coll. on civic association as amended;
- **Foundation** as specified by law no. 34/2002, Coll. on foundations and Civil Code revision as amended;
- **Non-profit organization providing publicly beneficial services** as specified by law no. 213/1997, Coll. as amended by law no. 35/2002, Coll.
- **Non-investment fund** as specified by law no. 147/1997 Coll. on non-investment funds;
- **Social partnership** – i.e. unions, employee organizations and
- the **Slovak Red Cross** as specified by law no. 84/1994 Coll.

4.2 General conditions of support

The minimum support per project application is EUR 20 000, i.e. SKK 673 600.

The maximum support per project application is EUR 80,000, i.e. SKK 2 694 400.

The applicants will be required to co-finance 10% of the total sub-project cost. Co-financing means the applicant provides his own or other funds to finance the sub-project specified in the grant application. Eligible expenditures of the end-recipient also include in-kind contributions specified in art. 2.2. of the Detailed Eligibility Provisions- Expenditures. When submitting an application, the applicant must prove it has ensured resources for continuous co-financing of the project in amount of at least 10% of the total eligible project expenses. The existence of co-financing funds will be checked continuously with every advance payment statement and request for payment. The 10% co-financing of the sub-projects can not be provided by EU funds or Slovak State budget.

The applicant must submit the budget of the project in SKK and in EUR.

4.3. Eligible expenditures

The grant can only be used for **eligible expenditures** listed in the budget submitted with the applications on non-repayable financial contribution. The budget states the estimated project costs and the maximum eligible expenditures. The project budget can include administrative costs related to the project amounting to a maximum of 10% of total eligible expenditures of the project. Eligible expenditures must be real expenditures, clearly specified and can not be listed as a lump sum.

Eligible expenditures are the following:

- Expenditures necessary for sub-project implementation, i.e. expenditures stated in the project budget incurred in accordance with sound financial management practice, especially cost efficiency and rentability;

- Expenditures incurred during the sub-project implementation – i.e. within the approved sub-project implementation timeframe;
- Real expenditures – i.e. funds paid and recorded in the accounting books of the end-recipient of the non-repayable grant and his partners. The payments must be easy to identify and verify;
- Expenditures complying with the “Detailed Eligibility Provisions - Expenditures of the EEA Financial Mechanism and the Norwegian Financial Mechanism for 2004-2009” (www.eeagrants.sk, www.eeagrants.org);
- Expenditures supported by original receipts or accounting documents of equivalent probative value;
- Expenditures complying with the “Guidelines for the final beneficiaries/aid beneficiaries/intermediaries of block grants” issued by the Slovak National Focal Point (published at www.eeagrants.sk);
- Expenditures complying with the Slovak legislation.

5. Timeframe

| | |
|---|-------------------|
| Call for proposals publishing: | November 22, 2007 |
| Call for proposals application deadline: | February 4, 2008 |
| Publishing of application evaluation results: | March 24, 2008 |
| Maximum duration of the sub-projects: | 24 months |

6. Basic financial data

The fixed exchange rate for the purposes of this Cal is 33,68 SKK per 1 EUR, according to the Open Calls Guide issued by the Financial Mechanism Office. The Open Society Foundation intends to re-grant a total of EUR 1 588 236, i.e. SKK 53 491 788, 48 in the period of 2007 and 2008.

First call for proposals allocation: EUR 794 118, i.e. SKK 26 745 894, 24.

| PRIORITY: | FUNDS IN EUR: | FUNDS IN SKK |
|---|---------------|--------------|
| 1. Human rights protection | 198 529,50 | 6 686 473,56 |
| 2. Right to equal treatment | 198 529,50 | 6 686 473,56 |
| 3. Strengthening of judiciary | 198 529,50 | 6 686 473,56 |
| 4. Strengthening of multicultural environment | 198 529,50 | 6 686 473,56 |

7. Applications for non-repayable financial contribution and their evaluation

All applications must be prepared using the official forms attached to this call for proposal or to the application form user guide. The application forms are available at www.osf.sk. The applicants must fill in the entire form.

The applications must be submitted in Slovak.

Hand-written or machine typed applications will not be considered.

The application submitted by the applicant must include the following documents:

- Application Form – appendix no. 1 (7 copies);
- Logical framework form – appendix no. 2 (7 copies);
- Sub-project budget form – appendix no. 3 (7 copies);
- Sub-project – a detailed description of activities including time schedule of the project for which the applicant seeks funding (7 copies);
- Application on CD or DVD (1 copy).

The application must be submitted with the following appendices:

- Charter or bylaws or any other founding documents stating the applicant's area of operation;
- A certified copy of the applicant's registration no older than 3 months;
- Description of the applicant's organization structure and complete list of board of trustees members and/or management structure (board, supervisory board, advisory board and etc.);
- Document identifying the applicant's statutory representative (if not stated in the applicant's registration or other founding document);
- Professional resume of the applicant's statutory representative and other persons responsible for the sub-project in terms of objectives and financing to evaluate their experience and ability to carry out the sub-project (sub-project coordinator, accountant, etc.);
- Accounts statement or audit for two previous years to evaluate the organization's financial stability;
- Annual report or other similar report from the two previous years;
- Statement of the relevant tax office confirming the applicant has no outstanding tax obligations older than 3 months;
- Statement of the state social security and health insurance providers covering the applicant's employees confirming the applicant has no outstanding obligations older than 3 months;
- Statement of the relevant institution confirming the applicant organization is not subject of bankruptcy proceedings or execution;
- Applicant's statutory declaration stating all submitted documents and information are genuine and true.

The intermediary reserves the right to request additional information. The application must be delivered in a sealed envelop by mail, courier or personally to the following address:

Nadácia otvorenej spoločnosti
Bašťová 5
811 03 Bratislava

by 16:00, February 4, 2008.

Applications delivered in any other way (for example by fax or e-mail) or to other than the above-stated address will not be considered.

The application envelop is to be marked as follows:

| |
|------------------------|
| Applicant's full name: |
| Applicant's address: |
| Sub-project title: |
| Priority: name: |
| DO NOT OPEN! |

| |
|-------------------------------|
| Nadácia otvorenej spoločnosti |
| MVO – FOND |
| Baštová 5 |
| 811 03 Bratislava |

The application envelop must be marked as mentioned above, the Open Society Foundation will not consider applications delivered in envelopes not marked as stated.

The original application form, grant application, budget tables and the logical framework table must be signed by the applicant's statutory representative on each side on the right down corner.

Applications delivered personally or via a currier must be delivered to the above-stated address by 16:00, February 4, 2008. In case of postal delivery the postmark on the application envelope must be dated 4 February 2008 at the latest.

All applications submitted after the above-stated deadline will be automatically rejected.

8. General application evaluation criteria

When evaluating the applications, the intermediary will focus mainly on the following:

- relevance of the sub-project's goals in terms of the relevant priority;
- efficiency and adequacy of the proposed solution to the relevant problem;
- organizational capacity of the applicant;
- expected results, sustainability and project impact on the relevant area;
- adequacy of sub-project budget;

9. Sub-project financing

The sub-project support will be disbursed in accordance with the implementation guidelines of the EEA Financial Mechanism and the Norwegian Financial Mechanism approved by the government resolution no. 262/2007 of March 14, 2007 published at www.eeagrants.sk and www.rokovania.sk.

- end-recipients proposing sub-projects with investment expenditures exceeding 50% of the total eligible cost, will be eligible for pre-financing;
- end- recipients proposing sub-projects with non-investment expenditures exceeding 50% of the total eligible cost will be eligible for advance payment;

The investment character of expenditures will be evaluated according to law no. 431/2002, Coll. on accounting.

10. Contacts

Nadácia otvorenej spoločnosti – Open Society Foundation

Address: Baštová 5, 811 03 Bratislava

Tel: +421 2 5441 6913

E-mail: osf@osf.sk

All application documents, including forms and the application form user guide are available for download from www.osf.sk.

General information about the Financial Mechanisms is available at www.eeagrants.sk or www.eeagrants.org.

Answers to frequently asked questions (FAQ) will be available at www.osf.sk section NGO Funds - FAQ.

See the application form user guide for more information or contact the following project managers by e-mail or telephone.

| PRIORITY | PROJECT MANAGER | E-MAIL | TELEPHONE NO. |
|---|-----------------------|-------------------|---------------|
| 1. Human rights protection | Valentína Petrus | valentina@osf.sk | 02/5441 6913 |
| 2. Right to equal treatment | Valentína Petrus | valentina@osf.sk | 02/54416913 |
| 3. Strengthening of judiciary | Viktória Mlynárčiková | viktoriam@osf.sk | 02/5441 6913 |
| 4. Strengthening of multicultural environment | Stanislava Dzuríková | sdzurikova@osf.sk | 051/7732469 |

11. List of attachments to the call for proposals

1. Application form user guide for non-repayable grants for sub-projects of block grants financed by the EEA Financial Mechanism, the Norwegian Financial Mechanism and Slovak state budget;

2. Application form (Appendix No. 1 - User Guide);
3. Logical Matrix Table (Appendix No. 2 - User Guide);
4. Summary budget and detail budget forms (Appendix No. 3 - User Guide)
5. Evaluation criteria of Applications for non-repayable financial contribution – evaluation form – Criteria of administrative agreement (Appendix No. 4 – User Guide)
6. Evaluation criteria of Applications for non-repayable financial contribution – evaluation form – consideration of Application/applicant eligibility (Appendix No. 5 – User Guide)
7. Evaluation Form – Overall evaluation (Appendix No. 6 – User Guide)