



*National Focal Point*  
**Slovak Republic**



*Norwegian Financial Mechanism*



*EEA Financial Mechanism*

**Call for proposals for intermediaries  
for a block grant  
in the framework of**

*the Fund for Non-Governmental Organisations*

**of the Norwegian Financial Mechanism  
and EEA Financial Mechanism**

Call for proposals code: 0105

declared by

**National Focal Point for  
financial mechanisms**

*The Slovak Republic Government Office  
Section for European Affaires  
Department of Regional Development and EU Structural Actions*

*7. 10. 2005*

**The National Focal Point launches, in the framework  
of the Norwegian Financial Mechanism and EEA Financial Mechanism  
a call for proposals for selection of intermediaries for**

*the Fund for Non-Governmental Organisations*

## **1. Purpose of the call for proposals**

The purpose of the call for proposals is the selection of three intermediaries responsible for management and implementation of three block grants in the framework of the Fund for Non-Governmental Organisations.

The call for proposals is addressed to non-governmental, non-profit organisations that will perform the role of an intermediary for final beneficiaries from the non-profit sector.

The task of the intermediary is to support involvement of non-governmental non-profit organisations in solution of public issues through smaller grants provided to the final beneficiaries.

The *Fund for Non-Governmental Organisations* is established on the basis of the EEA Financial Mechanism and the Norwegian Financial mechanism (hereinafter referred to as the Financial Mechanisms). The support of non-governmental and non-profit organisations operating in public interest will be performed in the form of non-repayable financial contributions (NFC, grant assistance) for the final beneficiaries.

## **2. Areas of support**

The fund will support non-governmental, non-profit organisations that promote issues in the public interest. It could support the strengthening of NGOs as an active partner in the public debate and the involvement of NGOs in areas related to Annex B of the MoU for the two Financial mechanisms as well as the decision making-process of projects. Special attention will be given to the development and compliance of environmental standards and activities with a view to foster sustainable development in all areas defined in Annex B.

Other target areas are **strengthening the multicultural environment in local communities, the protection of human rights and anti-discrimination efforts as well as support to children and youth with specific problems.**

Within the Fund for Non-Governmental Organisations, three block grants have been established:

### **I. Block Grant for promotion of sustainable development, with the following focus areas:**

- protection of the environment ,
- sustainable energy,
- food security,
- environmental education.

## **II. Block Grant for human rights, with the following focus areas:**

- protection of human rights,
- antidiscrimination,
- strengthening of the judiciary,
- strengthening the multicultural environment (aimed at minorities and Roma people).

## **III. Block Grant for social issues, with the following focus areas:**

- anti-drugs activities,
- prevention of social exclusion,
- support to children and youth at risk.

### **3. Geographic scope**

Implementation of the NGO Fund must be performed throughout the whole territory of the Slovak Republic without preferring any part of territory of the Slovak Republic. When distributing financial resources allocated in the framework of this Fund, the intermediary must respect the criteria leading to reduction of social and economic disparities in the Slovak Republic.

Applications for the intermediary may be submitted only by entities operating throughout the territory of the Slovak Republic and registered in Slovakia.

Sub-project supported by this Fund may be submitted only by entities registered in Slovakia.

### **4. Budgets allocated to the Fund for Non-Governmental Organisations**

The total amount allocated to the call for proposals in the framework of the Fund for Non-Governmental Organisations is **EUR 5,000,000** from the EEA Financial Mechanism and from the Norwegian Financial Mechanism. A contribution towards the Fund for Non-Governmental Organisations from the state budget is provided up to the amount of **EUR 882,353** as a maximum.

Individual target amounts for intermediaries of the Fund for Non-Governmental Organisations are as follows:

- Block Grant for promotion of sustainable development  
**EUR 2 000 000** from the Norwegian Financial Mechanism and EEA Financial Mechanism, and up to **EUR 352,941** from the state budget as a maximum.
- Block Grant for human rights:  
**EUR 1,500,000** from the Norwegian Financial Mechanism and EEA Financial Mechanism, and up to **EUR 264,706** from the state budget as a maximum.
- Block Grant for social issues:  
**EUR 1,500,000** from the Norwegian Financial Mechanism and EEA Financial Mechanism, and up to **EUR 264,706** from the state budget as a maximum.

Of the total amount of the non-repayable financial contribution (grant assistance), the intermediary is authorized to allocate 4 % of eligible costs to the performance of intermediary's activities. This figure can be raised to 10 % of eligible costs after decision by the EEA Financial Mechanism Committee and/or the Norwegian Ministry of Foreign Affairs. In the NFP does not have any influence on the final figure. This final figure will be regulated in Grant Agreement.

## **5. Type of project assistance**

### **5.1 Type of project assistance**

Within this call, applicants submit applications for the intermediary position for a **block grant**; detailed information on block grants may be found in the Guidelines for Block Grants at [www.eeagrants.sk](http://www.eeagrants.sk).

### **5.2 Eligible final beneficiaries**

The intermediary is obliged to provide the grant assistance to all final beneficiaries from the sector of non-governmental organizations, social partners (such as employer organizations and trade union) and Slovak Red Cross (Act No. 84/1994).

### **5.3 Intermediary duties**

The block grant intermediary will be responsible for selection of sub-projects (pursuant to call for proposal), their approval, their ex ante and interim performance control, as well as financial management. An integral part of selecting the intermediary will be based on the description of its management system, including but not limited to description of activities and procedures in the area of programming, monitoring, financial management, publicity, ex ante and interim performance control, on the spot checks (including procedures of verification delivered goods and services), archiving, as well as procedures for ensuring public procurement compliance.

The system that the applicant will determine and describe in the application must ensure efficient competition, transparent decisions in connection with individual subprojects and ensure that different needs from geographic point of view are taken into consideration in selection of individual subprojects. The intermediary for a block grant must comply with all conditions listed in the document *Manual for Applicants of grant assistance* available at [www.eeagrants.sk](http://www.eeagrants.sk)

## **6. Eligible intermediaries**

- Civil associations (Act No. 83/1990),
- Foundations (Act No. 34/2002),
- Non-profit organisations providing generally beneficial services (under Act No. 213/1997),
- Associations of legal entities (Section 20(f) of the Civil Code),
- Non-investment funds (Act No. 147/1997 on Non-investment Funds).

## **7. Eligible expenditures**

Eligible expenditures in the framework of the Financial Mechanisms are given in the *Intermediary's Manual* and in the *Detailed Provisions on Eligibility of Expenditures* at [www.eegrants.sk](http://www.eegrants.sk).

## **8. Deadline for submission of applications**

The deadline for submission of applications is 5.12.2005, 4:00 PM.

## **9. Duration of the block grant implementation**

The intermediary will obtain the funds from the Financial Mechanisms and the corresponding percentage in the framework of co-financing from state budget in tranches for the entire programming period of 2005 – 2009. Performance of activities in the framework of the block grant must be completed before 30 April 2011.

## **10. Method of paying out the Section for European Affaires (NFC, grant assistance)**

### **a) principle of financing – disbursement of the NFC**

The disbursement of the NFC will be performed in the form of down payments from the state budget.

More detailed information on disbursement of the NFC is given in the *Manual for Applicants of Grant Assistance* at [www.eegrants.sk](http://www.eegrants.sk).

### **b) provision of the non-repayable financial contribution (grant assistance) by the intermediary to the final beneficiary**

The intermediary will be providing funds from the Financial Mechanisms only to non-governmental organisations, social partners (item 5.2 hereof) and Slovak Red Cross. The intermediary may provide final beneficiaries from the public and third sectors with the non-repayable financial contribution (grant assistance) up to the maximum amount of 90% of eligible costs of the project, the amount of the non-repayable financial contribution (grant assistance) from the Financial Mechanisms constituting 81% - 76.5% of the eligible costs of the project and the state budget contributing to the maximum of 13.5% of eligible costs of the project. The final beneficiary has to provide minimum amount of 10% of eligible costs of the project (allowing for in-kind contributions).

The maximum amount of the non-repayable financial contribution (grant assistance) provided to the final beneficiary under a intermediary, as a rule, must not exceed the equivalent of 100,000 euro.

### **c) currency used**

Budget in the application will be drafted and expenditures will be calculated and refunded in EUR. More detailed information on payments is given in the *Manual for Applicants of Grant Assistance* at [www.eegrants.sk](http://www.eegrants.sk).

## 11. The application and its appendices

The applicant is obliged to fill in, besides the **application** for an intermediary itself, also the **appendices**. For some appendices, forms have been established. The forms are available at [www.eeagrants.sk](http://www.eeagrants.sk). Some appendices do not have a prescribed form. Appendices, for which there are no forms, will be prepared by the applicant as deemed appropriate.

All appendices need to be presented signed, in printed form, to the Slovak Republic Government Office along with the submitted application. The appendices do not need to be presented in electronic form.

More detailed information on the appendices can be found in the *Manual for Applicants of Grant Assistance* available at [www.eeagrants.sk](http://www.eeagrants.sk).

## 12. Documents necessary for correct preparation of the application

To have the application form filled in correctly and to have all necessary documents attached to the application, it is advisable to consult, before preparation of the application itself, the manuals, guidelines and rules available at [www.eeagrants.sk](http://www.eeagrants.sk)

## 13. Place of delivery of the application

The application can be delivered in person, by registered mail or by courier to the following address:

The Slovak Republic Government Office  
Section for European Affaires  
Department of Regional Development and EU Structural Actions  
Námestie slobody 1  
813 70 Bratislava

The application must be presented both in **printed** and **electronic** form (diskette or CD carrier in Word, Excel or PDF format) in Slovak and English languages; the appendices need to be presented **in printed form only in Slovak and English languages** in a sealed envelope marked with the **PROJECT TITLE**, inscription “**DO NOT OPEN**”, call number “**0105**” and “**Financial mechanism EEA and Norwegian financial mechanism**”.

The hard copy should be **UNBOUND AND** all pages must be on **A4** paper.

**ALL PAGES INCLUDING ANNEXES MUST BE NUMBERED CONTINUOUSLY**, that means that the first page of the first Annex will be numbered as 23 (it is recommended to attach the list of all supporting documents and other annexes) **AND ALL PAGES MUST BE SIGNED BY THE STATUTORY REPRESENTATIVE**.

The application must be confirmed with a signature of the applicant’s statutory representative. By signing the application, the applicant accepts the conditions of the call for proposals and, at the same time, confirms the correctness of information included.

The application with the appendices must be presented in 1 original and 3 copies in the Slovak language and 1 original and 2 copies in the English language.

The applicant must present the application including all prescribed appendices both **in the Slovak language and in the English language**. The binding version is the English version

Call validity period call for proposals: from 7.10.2005 to 5.12.2005, 4.00 PM. In case the applications are sent by post, the latest acceptable post mark is on the closing date of this call.

In case of personal delivery, the applications are accepted from 29.11.2005 to 5.12.2005, 4.00 PM.

## **14. Assessment and selection of applications submitted**

Missing or incomplete documents do not constitute a reason for rejection of the application. Expert assessment of applications will be performed by assessment commissions. The Slovak Republic Government Office approves projects at the national level. Final decisions on approval/disapproval of applications are issued by the Financial Mechanism Committee in case of the EEA Financial Mechanism and by the Norwegian Ministry of Foreign Affairs in case of the Norwegian Financial Mechanism.

The process of assessment is estimated to last approximately 7 calendar months from close of the call for proposals until issue of the final decision by the EEA Financial Mechanism Committee/Ministry of Foreign Affairs of the Kingdom of Norway.

After the signing of the Grant Agreement the applicant is obliged, within 30 calendar days, make an agreement with the National Focal Point on provision of the non-repayable financial contribution (grant assistance).

The list of approved applications shall be published on the website [www.eeagrants.sk](http://www.eeagrants.sk). The list of approved applications will show: intermediary's name, block grant name, date of approval of the application for block grant, amount of approved grant assistance, and the presumed beginning of implementation of the block grant. The applicant will be informed on approval/disapproval of the application (including reasons) in writing.

More detailed information on the assessment process is available in the *Manual for applicants of grant assistance* at the website [www.eeagrants.sk](http://www.eeagrants.sk).

### ***Note for the applicant:***

Before approval of the application and signature of the agreement, there is no legal title to provision of the non-repayable financial contribution (grant assistance).

## **15. Detailed information**

You can send questions concerning the EEA Financial Mechanism and the Norwegian Financial Mechanism to the contacts below. The receipt of questions will be closed 5 calendar days before deadline.

The Slovak Republic Government Office  
Section for European Affaires  
Department of Development of Regions and EU Structural Actions

address: Štefánikova 2  
813 70 Bratislava  
E-mail: eeagrants@vlada.gov.sk  
Fax: ++421 2 57 255 553  
Telephone: ++421 2 57 295 537

*Note for the applicant:*

**Answers provided to the applicants over the phone are not binding and the applicant cannot base its claims thereon.**

An archive of frequently asked questions and other important information can be found at [www.eeagrants.sk](http://www.eeagrants.sk) and [www.eeagrants.org](http://www.eeagrants.org).

All applicants are recommended to monitor the above website for regular information.