



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

16.09.2008

1. Introduction

The Block Grant (BG) Human Rights Protection Program is a grant programme for support of 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) and the Norwegian Financial Mechanism established by Iceland, Liechtenstein and Norway.

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 rule of law, democracy, human rights and freedom by 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 non-governmental organizations 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 non-governmental organizations 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 strengthen the rule of law, improve the capacities and trustworthiness of the judiciary 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 not conditioned by religious or political affiliation;
- be active in one of the supported areas for at least two years;
- provide registration documents proving its 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 of the NGO Grants Guideline on provision of non-repayable contribution for subprojects of block grants financed by the EEA Financial Mechanism, Norwegian Financial Mechanism and Slovak state budget.
- have sufficient resources 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.

The maximum support per project application is EUR 80,000.

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 EEA and Norwegian Financial Mechanisms 2004-2009.

When submitting an application, the applicant must prove it has ensured resources for continuous co-financing of the project amounting to 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 non-repayable contribution can only be used for **eligible expenditures** listed in the budget submitted with the applications for non-repayable financial contribution. The budget states the estimated project costs and the maximum eligible expenditures. The project budget can include project management costs 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 proposal publishing:	September 16, 2008
Call for proposal application deadline:	November 16, 2008
Publishing of application evaluation results:	December 16, 2008
Maximum duration of the sub-projects:	until December 31, 2010

6. Basic financial data

The Open Society Foundation intends to re-grant a total of EUR912 688, 95, i.e. SKK 28 466 768, 45 for this 2nd call for proposals. The fixed exchange rate for the purposes of this Cal is 31,19 SKK per 1 EUR, according to the Open Calls Guide issued by the Financial Mechanism Office.

Second call for proposals allocation for each of above mentioned priorities: EUR 228 172,24, i.e. SKK 7 116 692,10.

In case all funds allocated to one priority are used, the Evaluation Committee will select additional applicant(s), whose project(s) may be supported using funds from other priorities not used because of insufficient number of quality applications.

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

All applications must be prepared using the official forms available at www.osf.sk. The applications must be submitted in Slovak. The applicants must submit one original and six copies of the application including an electronic copy on CD or DVD (accepted formats: MS Excel, Word and .pdf) in a sealed envelope stating the priority. The application will be submitted with the mandatory appendices (see below).

The original application form, grant application, budget tables and the logical framework table must be signed by the applicant's statutory representative in the bottom right corner of each page.

The applicants must deliver the applications in a sealed envelope by post, messenger service or personally to the intermediary's address: Nadácia otvorenej spoločnosti, Baštová 5, 811 03 Bratislava.

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

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

Applications submitted by e-mail or fax only will be rejected.

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

- Form of application for non-repayable financial contribution- 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 (7 copies);
- Application on CD or DVD (1 copy).
- Permission to process personal data of the statutory representative responsible for the sub-project.

The application original must be clearly separated from the copies.

The application for non-repayable financial contribution 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 (civic associations will submit a certified copy of the charter);
- 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;
- The applicant must prove his organization is not subject of bankruptcy proceedings or execution (statement from the regional court or relevant authority);
- Applicant's statutory declaration stating all submitted documents and information are genuine and true and copies correspond to originals.

The intermediary reserves the right to request additional information.

For technical reasons, the submitted material will not be returned to the applicants.

8. General application evaluation criteria

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

Criteria	Points
1. Relevance - relevance in terms of BG goals - identification of needs and problems - adequacy of set goals - definition of the target group and end users	0 - 24
2. Methodology, efficiency - adequacy of selected solution, suitability of selected tools; - appropriate logical structure, plan of activities, time schedule; - involvement of the target groups; - coordination with other activities focusing on the same problem.	0 - 16
3. Expected results, sustainability and impact - important and verifiable results of each project phase; - impact on the target groups; - sustainability and replicability of results;	0 - 18

Criteria	Points
- evaluation of expected impact (ex ante)	
4. Capacities and qualification - previous experience; - appropriate qualification; - managerial capacities;	0 - 18
5. Budget - adequacy of submitted budget; - clear structure; - co-financing	0 - 24
TOTAL	0 - 100

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

Jana Malovičová, project coordinator,
ext. 108, e-mail: malovicova@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 Mechanism 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 Ext. 112
2. Right to equal treatment	Valentína Petrus	valentina@osf.sk	02/54416913 Ext. 112
3. Strengthening of judiciary	Viktória Mlynárčiková	viktoria@osf.sk	02/5441 6913 Ext. 111
4. Strengthening of multicultural environment	Stanislava Dzuríková	sdzurikova@osf.sk	051/7732469

11. List of call for proposals appendices

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 of the Application from user guide);
3. Logical framework table (appendix no. 2 of the Application from user guide);
4. Summary budget and detail budget forms (appendix no. 3 of the Application from user guide).
5. Permission to process personal data of statutory representative responsible for the project.