



## Call for proposals

for

a non-repayable financial contribution for subproject from the block grant financed by the Norwegian Financial Mechanism and the state budget of the Slovak Republic

**Reference number of the Call: NPOA/2008/02**

**opened**

**on October 7<sup>th</sup>, 2008**

Block Grant

***“Opening doors to new arenas of co-operation”***

(2008 – 2011)



*Intermediary of the block grant*

## **1. Introduction**

The block grant “Opening doors to new arenas of co-operation” is intermediated by the Civil Society Development Foundation (CSDF/NPOA), and is part of the implementation of the Norwegian Financial Mechanism (NFM at [www.eeagrants.org](http://www.eeagrants.org)) financed from the NFM and the state budget of the Slovak Republic.

The block grant is focused on the NFM priority sector “Regional policy and cross-border activities.”

## **2. Goal of the block grant**

The capacity building for cross-border cooperation and implementation of regional development strategies aimed at sustainable development of the target geographic area: poor regions, districts, municipalities in East Slovakia bordering with Ukraine.

## **3. Focus of subprojects**

The current call for proposals for a non-repayable financial contribution (NFC) for subproject from the block grant “Opening doors to new arenas of co-operation” financed from the Norwegian Financial Mechanism and the state budget of the Slovak Republic covers following areas:

- developing and strengthening professional capacities of districts and municipalities in the border region aimed at cross-border co-operation as the tool for the sustainable development of poor East Slovak regions
- developing the role of private sector and cross-sector co-operation in local and regional sustainable development of the Slovak-Ukraine cross border region
- strengthening the participation of minority groups in society
- cross-border project co-operation on the local, regional and national level between the partners from the Slovak Republic and Ukraine as the tool for the sustainable development of the target region

Eligible activities include capacity building, strengthening competence, educational activities, information dissemination, trainings, workshops, research related to the regional development and cross-border sector, publications, information forums, exchange of experts, bilateral cooperation, development and implementation of innovative models of cooperation.

Detailed information about priorities, focus and eligible activities within the block grant “Opening doors to new arenas of co-operation” are contained in the Manual for applicants for non-repayable financial contribution from the block grant “Opening doors to new arenas of co-operation” financed from the Norwegian Financial Mechanism and the state budget of the Slovak Republic – further “Manual for Applicants” that is available on the website ([www.npoa.sk](http://www.npoa.sk)).

## **4. Eligibility provisions**

### **4.1 Eligible applicants**

Organizations eligible to apply for NFC of the subprojects must fulfill the following criteria:

- to be non profit organizations or public administration bodies (state administration authorities, public administration authorities, local self-governments) of the Slovak Republic;
- to be registered in the Slovak Republic;
- to be open and have no religious or ideological conditionality for their membership;
- to prove the status through official registration documents;
- to be responsible for preparation and implementation of the subproject and not be in an intermediary position;

### **4.2 General provisions**

#### **Provision of the non-repayable financial contribution (NFC)**

Applicant can apply to NPOA for NFC ranging from **5 000 EUR, 154 250 SKK (minimal amount)** to **150 000 EUR (maximum amount), 4,627,500 SKK**.

Reference exchange rate for this Call for Proposals is 1 EUR = 30.85 SKK.

The limit of the financial contribution from the Block grant can constitute maximum **90 % of total eligible costs of the subproject**. The applicant must prove in the application the availability of minimum 10 % co-financing the subproject from own or other sources. In kind contribution can constitute maximum 2 percent of the proposed budget.

The budget must be submitted by the applicants in SKK and EUR.

### **4.3 Eligible expenses**

Eligible expenses are costs expended by the final recipient that:

- are necessary and directly relate to the implementation of the subproject;
- are in line with the approved budget of the subproject;
- occurred during the eligible period;
- are supported by the accounting documents.

Eligible period will be specified in the Contract on provision of the NFC between NPOA and the final beneficiary. Eligible period shall start on after the day following the signing of the Contract by both parties.

More detailed provisions on eligible expenses are contained in the “Manual for applicants for non-repayable financial contribution from the block grant “Opening doors to new arenas of co-operation” financed from the Norwegian Financial Mechanism and the state budget of the Slovak Republic.

## **5. Time frame**

Publication of the Call: October 7<sup>th</sup>, 2008

Deadline for submitting proposals: December 8<sup>th</sup>, 2008

Announcing the results of the subprojects selected for financing: 15.1. 2009

The latest eligible date for completing the subprojects: November 30, 2010

Maximum subprojects implementation period is **18 months**, minimum **3 months**.

## **6. Basic financial data**

Amount available for financing the subprojects within this Call for Proposals is **625 000 EUR**, that is **19,281,250 SKK**.

Reference exchange rate for this Call for Proposals 1 EUR = **30.85 SKK**.

During the implementation of the block grant one more Call for Proposals with similar range is planned. Total amount for financing of the subprojects from the BG „Opening doors to new arenas of co-operation” in 3 calls for proposals is 1 916 047 €.

## **7. Proposals for providing the NFC for the subprojects and the appraisal**

The proposals must be elaborated in the requested form (applications form) that is attached to the Call for Proposals for provision of the NFC from the block grant “Opening doors to new arenas of co-operation” financed from the Norwegian Financial Mechanism and the state budget of the Slovak Republic.

The list of documents that have to be submitted as obligatory parts of the application:

1. Filled **Form 1** titled Proposal for provision of the NFC from the block grant “Opening doors to new arenas of co-operation” financed from the Norwegian Financial Mechanism and the state budget of the Slovak Republic
2. Filled **Form 2** titled Logical frame of the subproject
3. Filled **Form 3** titled Budget of the proposal for provision of the NFC “Opening doors to new arenas of co-operation” financed from the Norwegian Financial Mechanism and the state budget of the Slovak Republic
4. Obligatory attachments and number of copies:
  - official registration document, by laws, statute or the foundation’s charter - **1 copy**
  - annual report or equivalent to the annual report covering the last two years period - **1 copy**

- balance sheet on incomes and expenditures for the period of the last two years - **1 copy**

5. Filled Registration form (Form 4) of the proposal – **2 copies**

Elaborated forms 1, 2, 3 and 4 have to be submitted in printed version (one-side printing format A4), not binded, in one original and one identical copy of the original; in parallel the proposal and all filled Forms and obligatory attachments has to be submitted also in electronic form on CD in the format: excel, word, pdf.

The original of proposal has to be signed on each page by the statutory representative of the applicant.

The proposal and obligatory attachments have to be submitted in Slovak language. In cases that some documents will be in different then Slovak or English language, precise translation of the document to the Slovak language has to be attached.

Proposals have to be delivered in sealed, closed and not damaged envelope via mail, delivery service or personally till December 8<sup>th</sup>, 2008, 4 pm.

The envelope has to state following data:

<p>Full name of the applicant:          Address of the applicant:          Title of the subproject:          Reference number of the call: NPOA/2008/02  <b>DO NOT OPEN</b></p>
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<p>NPOA          Karpatská 7          PO BOX 19          810 05 Bratislava</p>
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Personal delivery of the application will be possible at the premises of NPOA, Karpatská 7, Bratislava to the hands of the block grant program manager each working day during the period preceding 7 days prior to the deadline for submitting applications between 9:00 am and 3 pm. In case of personal delivery the BG program manager will confirm the Registration form of the application by signature and seal.

Due to technical reasons, NPOA will not be returning the applications and attachments to the applicants. Applications delivered to NPOA only through e-mail or fax NPOA will not be accepted.

Consultations about elaboration of proposals within the current Call for Proposals will be provided till the seventh calendar day preceding the deadline for submitting the proposals, namely till November 30th, 2008.

During October and November 2008 NPOA will organize information seminars in Bratislava, Košice and Prešov. Information about seminars will be published and updated on [www.npoa.sk](http://www.npoa.sk).

Supposed date of signing the Contract about provision of the NFC for the subproject and information on refusal of the proposals is maximum 12 weeks after the deadline for submitting proposals.

## **8. General and specific criteria for appraising the proposals**

Following general criteria will be applied during the appraisal of proposals

- relevance of the subproject
- methodology
- sustainability
- budget and costeffectiveness
- management capacity and expertise of the end recipient

During the appraisal and selection process, following specific criteria will be considered:

impact of the subproject activities shall be in the target region of the block grant “Opening doors to new arenas of co-operation”.

Detailed description of the criteria with scores is listed in the Manual for Applicants.

## **9. Financing the subprojects**

Financing the subprojects will be implemented according to the document Rules for the Implementation of the EEA and Norwegian Financial Mechanism adopted by resolution of the government of the Slovak Republic 262/2007 of 14.3.2007, and published on [www.eeagrants.sk](http://www.eeagrants.sk) and [www.rokovania.sk](http://www.rokovania.sk).

Detailed information on financing the subprojects are provided in the Manual for Applicants.

## **10. Contacts**

Nadácia na podporu občianskych aktivít (NPOA)

Address: Karpatská 7, PO BOX 19, 810 05 Bratislava

Tel: +421 2 57 20 61 71, +421 2 57 20 61 75

Fax : +421 2 57 20 61 77

E-mail: [vajdova@npoa.sk](mailto:vajdova@npoa.sk), [benicka@npoa.sk](mailto:benicka@npoa.sk)

All documents needed for elaboration of the proposals, application forms, attachments and the Manual for Applicants are available at [www.npoa.sk](http://www.npoa.sk) in the section named Block grant of the NFM.

Additional information on the NFM is available at [www.eeagrants.sk](http://www.eeagrants.sk) and [www.eeagrants.org](http://www.eeagrants.org).

## **11. List of attachments to the Call for Proposals**

- 1. Manual for Applicants for provision of NFC from the block grant** “Opening doors to new arenas of co-operation” financed from the Norwegian Financial Mechanism and the state budget of the Slovak Republic
- 2. Form 1** – Proposal/Application for provision of NFC from the block grant “Opening doors to new arenas of co-operation” financed from the Norwegian Financial Mechanism and the state budget of the Slovak Republic
- 3. Form 2** – Logical frame of the subproject
- 4. Form 3** – Budget of the proposal for provision of NFC from the block grant “Opening doors to new arenas of co-operation” financed from the Norwegian Financial Mechanism and the state budget of the Slovak Republic
- 5. Form 4 - Registration form to the proposal**