



Call for Proposals

for applying for a grant

from the Block Grant financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic

announced

on 19th November 2008

Block Grant EMVO-TUR

Support for Environmental Non-governmental Organisations

(2007 – 2010)



Intermediary of the Block Grant EMVO-TUR

1. Introduction

The Block Grant (BG) EMVO-TUR (Support for environmental non-governmental organisations for sustainable development) is a grant programme for support of environmental non-governmental organisations (ENGO) intermediated by the Ekopolis 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 (www.eeagrants.org).

The Block Grant is strategically aimed at increasing the capacity of environmental NGOs to effectively participate in public discussions, propose and implement innovative solutions to environmental problems and their solving as well as creating functional partnerships with organizations from other sectors. Enhancing common understanding between the non-profit and public sector and increasing significance of NGOs at solving environmental and economic problems while addressing public well-being are considered to be among the key roles of the Block Grant.

2. The aim of the Block Grant

Increasing the participation of environmental NGOs in addressing challenges related to sustainable development in Slovakia.

3. Areas of support

In the frame of this call for proposals for applying for a grant from the Block Grant financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic, the following areas of support were set:

- Protection of the Environment
- Sustainable Energy
- Food Safety
- Environmental Education

For detailed information on areas of support and priorities see a document „Guide for Applicants - applying for a grant from the Block Grant EMVO-TUR financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic“ (Guide for Applicants), which is published at www.ekopolis.sk.

4. Eligibility criteria

4.1 Eligible applicants

An organisation eligible to obtain a grant must meet the following criteria. This organisation must:

- prove its non-government and non-profit status*;
- be registered in Slovakia;
- be open regarding membership and can not condition membership or support by religious or political affiliation;
- prove area of its operation in the registration documents;
- be active in at least one of the support areas for two years at minimum;
- be responsible for preparation of its application and can not act only as a mediator;
- have an annual income in the last two years in amount of at least 200,000 SKK.

*An applicant must be registered in the Slovak Republic as:

- a) **Civic Association** according the Act No. 83/1990 Coll. on the Association of Citizens as amended by later regulations;
- b) **Foundation** according the Act No. 34/2002 Coll. on Foundations and on Amendment to the Civic Code as amended by later regulations;
- c) **Non-profit Organisation Providing Public Beneficial Services** according the Act No. 83/1990 Coll. as amended by the Act No. 35/2002 Coll;
- d) **Non-investment Fund** according the Act No. 34/2002 Coll. on Non-investment Funds;
- e) **A Social Partner** (e.g. a labour union, employee's organisation etc.) and the Slovak Red Cross (the Act No. 84/1994 Coll.).

4.2 General eligibility criteria

Providing a grant

A grant required from the Ekopolis Foundation must be in a range from **20,000 EUR**, i.e. **602,520 SKK at minimum** to **100,000 EUR**, i.e. **3,012,600 SKK at maximum**. The valid exchange rate for this call is 1 EUR = 30,126 SKK.

A contribution from the Block Grant must be **at most 90 % of the total eligible sub-project expenses**. When submitting an application, the applicant must prove it has ensured resources for continuous co-financing of the sub-project in amount of **at least 10 % of the total eligible sub-project expenses**.

The budget in the application form will be submitted in SKK and EUR.

4.3 Eligible expenses

Eligible expenses are adequate expenses of the end-recipient that are:

- necessary and directly linked to the implementation of a sub-project
- in accordance with the approved budget
- incurred within the dates of eligibility
- supported by documentary evidence.

The dates of eligibility will be stipulated in the Non-repayable contribution contract and starts after signature of the contract.

The detailed provisions on eligibility of expenses are specified in the chapter 4 of the „Guide for Applicants - applying for a grant from the Block Grant EMVO-TUR financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic”.

5. Timeframe

Publishing of the call for proposals: 19th November 2008

Deadline for submitting applications: 19th February 2009

Publishing of application evaluation results: 20th April 2009

Deadline for realisation of sub-projects: December 2010

The maximum length of the realisation of a sub-project is **18 months**, minimum **12 months**.

6. Basic financial data

In the frame of this call for proposals, at least **700,000 EUR**, i.e. **21,088,200 SKK** will be allocated for grant providing, the exchange rate given for this call is 1 EUR = 30,126 SKK. For individual areas of support, these financial allocations were set:

- **Protection of the Environment** (50%) **350,000 EUR**, i.e. **10,544,100 SKK**
- **Sustainable Energy** (20%) **140,000 EUR**, i.e. **4,217,640 SKK**
- **Food Safety** (15%) **105,000 EUR**, i.e. **3,163,230 SKK**
- **Environmental Education** (15%) **105,000 EUR**, i.e. **3,163,230 SKK**

Two more calls are planned over the Fund period, the size of which will be more or less equivalent to the present call.

7. Grant application and its evaluation

The application must be elaborated using the official forms that are appendices to this call for proposals for applying for a grant from the Block Grant EMVO-TUR financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic.

A list of documents that must be submitted as a part of the grant application:

1. Filled in **Form A** – Application for providing a grant from the Block Grant EMVO-TUR financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic
2. Filled in **Form B** – Budget to the Application for providing a grant from the Block Grant EMVO-TUR financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic
3. Filled in **Form C** – Logical framework
4. Compulsory appendices with the following number of hard (paper) copies:
 - copy of the by-laws, statute or foundation document and registration document (e.g. Organization Identification Number (IČO) certificate)
 - 2006 and 2007, or 2007 and 2008 annual reports, or their equivalent
 - 2006 and 2007, or 2007 and 2008 financial statement – in accordance with the valid legislation
5. Filled in Registration Form to the Application

The documents in the frame of this call for proposals must be submitted in the following numbers:

A) 1 original of the Application. The original application must involve:

1. Filled in Form A signed by a statutory representative of the applicant
2. Filled in Form B – Budget to the Application
3. Filled in Form C – Logical framework
4. 2 Filled in Registration Forms to the Application signed by a statutory representative of the applicant
5. Copy of the by-laws, statute or foundation document
6. Copy of the registration document (e.g. Organization Identification Number (IČO) certificate)
7. Documents proving ensured resources for continuous co-financing of the sub-project
8. 2006 and 2007, or 2007 and 2008 annual reports, or their equivalent

9. 2006 and 2007, or 2007 and 2008 financial statement – in accordance with the valid legislation
10. Electronic version of the Forms A, B and C on a CD using one of the following formats: excel, word, pdf.

B) 6 copies of the Application. A copy involves:

1. Filled in Form A
2. Filled in Form B – Budget to the Application
3. Filled in Form C – Logical framework
4. 2006 and 2007, or 2007 and 2008 annual reports, or their equivalent
5. Electronic version of the Forms A, B and C on a CD using one of the following formats: excel, word, pdf.

The application and its compulsory appendices must be submitted in the Slovak language. If any of the documents is in any other language than the Slovak or English, its accurate translation into the Slovak language must be attached.

Applicants must submit their applications in a sealed and undamaged envelope by post, delivery service or in person on **19th February 2009** until **4 pm**.

On the envelope with the application, the following data must be stated:

Full name of the applicant: ...
Address of the applicant: ...
Name of the sub-project: ...
DO NOT OPEN!
The Ekopolis Foundation
Name of the programme: BG EMVO - TUR
Komenského 21
974 01 Banská Bystrica

Applicants can deliver their applications in person to the programme manager to the headquarters of the Ekopolis Foundation at the address: Komenského 21, Banská Bystrica every day from 8 am till 3 pm and 7 working days before the deadline at the soonest. When delivering an application in person, the programme manager will directly confirm the registration form with a stamp of the intermediary and her/his sign.

Because of technical circumstances, the Ekopolis Foundation will not return applications including their appendices to the applicants. Applications submitted only in an electronic version or by fax will be rejected.

Applicants can ask for consultations on application elaboration till 3 days before the deadline for grant application submission.

The expected period from the deadline for grant application submission till the signing of a grant agreement or informing on an application rejection is 12 weeks.

8. General criteria for application evaluation

When evaluating applications, the following general criteria will be considered:

- asset to concrete needs and solving issues related to sustainable development

- leading to a concrete outcome in area of sustainable development
- appropriateness, inter-relatedness, relevance and feasibility of the suggested activities
- increasing public awareness and public participation on decision-making at local, regional and national level
- improvement of external conditions (legislative, financial) for realisation of environmental projects
- co-operation with other organisations, local authorities and the state and private sector
- involvement of public, including volunteers in project activities
- bringing an asset as a model solution, inspiration for similar activities
- sustainability in relation to financial and institutional perspective of the project
- asset in relation to the long-term strategy of an organisation and its institutional development
- accuracy and effectiveness of the budget
- professional experiences and organisational capacities of the applicant
- strengthening international relations, especially with partners from Norway, Liechtenstein and Iceland

For a detailed description of the evaluation criteria with their grading points is available in the chapter 8 of the Guide for Applicants.

9. Financing of sub-projects

Grant disbursement will be realised in accordance with the document Rules for implementation of EEA Financial Mechanism and Norwegian Financial Mechanism approved on 14th March 2007 by the Slovak government resolution No. 262/2007, which is published at www.eeagrants.sk and www.rokovania.sk.

- in case the end-recipient realises a sub-project where investment costs are higher than 50 % of the total eligible costs, the end-recipient is eligible for **pre-financing**.
- in case the end-recipient realises a sub-project where non-investment costs are higher than 50 % of the total eligible costs, the end-recipient is eligible for **advance payments**.

Investment character of costs is appraised according the Act on Accounting No. 431/2002 Coll.

Details on the sub-project financing are available in the chapter 10 of the Guide for Applicants.

10. Contacts

The Ekopolis Foundation

Address: Komenského 21, 974 01, Banská Bystrica

Tel: +421 48 4145 259

Tel.: +421 48 4145 478

E-mail: emvo@ekopolis.sk

All documents relevant for applicants, including the Application Form and the Guide for Applicants are available at www.ekopolis.sk – the Block Grant EMVO-TUR section.

Additional information by the Financial Mechanism Office is available at www.eeagrants.sk and www.eeagrants.org.

11. List of attachments to the call for proposals

1. **Guide for Applicants** for applying for a grant from the Block Grant EMVO-TUR financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic
2. **Budget Elaboration Guidelines** to the Application for providing a grant from the Block Grant EMVO-TUR financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic
3. **Form A** – Application for providing a grant from the Block Grant EMVO-TUR financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic
4. **Form B** – Budget to the application for providing a grant from the Block Grant EMVO-TUR financed from the EEA Financial Mechanism, Norwegian Financial Mechanism and state budget of the Slovak Republic
5. **Form C** – Logical framework
6. **Registration Form to the Application**