# Grant Application for Bilateral Initiatives

**Open Call on smaller-scale bilateral events**

# EEA/Norway Grants 2014 – 2021

The instructions for this template are provided with hidden text (blue text in boxes). The hidden text is not displayed in the reading mode of Word. [In order to hide this text, uncheck the box “hidden text” in the menu under “Options” -> “Display”.]

As default setting, this text is not printed. If desired, this can also be changed in the menu under “Options” -> “Display”. When creating a pdf (with common engines), the hidden text is not shown in the pdf. Note that the text in blue is the so-called hidden text. It will not be visible when the document is printed.

**This is the standard form for smaller-scale bilateral events! The bigger, strategic bilateral initiatives need to be submitted on a different form!**

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| --- | --- |
| **Open Call No.:** | FBR03 - Bilateral Events |
| **Initiative title in English:** | Add text. |
| **Initiative title in Slovak:**  To be filled by Slovak applicants only | Add text. |

1. **Applicant**
   1. **Basic Data**

|  |  |  |
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| **Full legal name (in native language)** | Add text. | |
| **Name in English (working translation suffice)** | Add text. | |
| **Registered address**  In native language | **Street/No.** | Add text. |
| **Postal code** | Add text. |
| **Town** | Add text. |
| **Country** | Select country. |
| **Legal form – sector** | Select legal form. | |
| **Legal form specified**  To be filled in by Slovak entities only – as listed in the [registry of organisations](https://zber.statistics.sk/sk/register-organizacii) led by the Statistical Office of the Slovak Republic. | Add text. | |
| **Registered in**  Only relevant for Slovak private sector entities and Slovak NGOs. Provide the data about the registration office and the file under which your organisation was registered. You may find this information online. | Add text. | |
| **Organisation Identification Number (IČO) or Registration Number** | Add text. | |
| **Tax Identification Number (DIČ)** Slovak entities only | Add text. | |
| **Statutory representative**  In case several statutory representatives act together on behalf of the organisation, provide the names of all of them. | **Name and surname** | Add text. |
| **Contact person responsible for the initiative** | **Name and surname** | Add text. |
| **Position** | Add text. |
| **E-mail address** | Add text. |
| **Phone No.** | Add text. |
| **Website / Facebook page** | Add text. | |

* 1. **Bank Account**

By way of derogation from the Bilateral Fund Guide, the applicants are not obliged to establish a separate bank account for the receipt of funding, except for Slovak State Budgetary organisations. The Slovak State Budgetary organisations have to establish one account for the EEA Financial Mechanism and one account for the Norwegian Financial Mechanism and they may use these account for any project or initiative funded by these mechanisms. The Slovak State Budgetary organisation do not need to provide the bank account number and bank account contract now, if the accounts have not yet been established. All other applicants shall provide an IBAN number and bank account contract to any account that they have established.

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| **IBAN**  In case of Slovak State Budgetary organisations, two accounts must be established per each financial mechanism. | Add text. |
| **BIC/SWIFT Code**  Only if the applicant is not a Slovak entity | Add text. |
| **Bank Account Owner and Name**  Only if the owner is different than the payment recipient | Add text. |
| **Bank Name**  Only if the recipient is outside the SEPA system | Add text. |
| **Bank Address**  Only if the recipient is outside the SEPA system | Add text. |

1. **List of partners**

Add rows as necessary. Please note that you only need one partner for the initiative.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Full legal name in native language** | **Organisation Identification Number (IČO) or Registration Number** | **Legal form[[1]](#footnote-1)** | **Country[[2]](#footnote-2)** | **Contact Person e-mail** |
| Partner1 | Add text. | Add text. | Select legal form. | Select country. | Add text. |
| Partner2 | Add text. | Add text. | Select legal form. | Select country. | Add text. |
| Partner3 | Add text. | Add text. | Select legal form. | Select country. | Add text. |
| Partner4 | Add text. | Add text. | Select legal form. | Select country. | Add text. |

1. **Event description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.1 Event name** | Add text. | | | |
| **3.2 Involvement of the partners** | Add text.  Please note that the role of the bilateral partner must be an active role. A mere attendance of the partner at the conference is not sufficient. The event must reflect bilateral ambitions throughout the event programme. Both the beneficiary and the partners must be actively involved in the planning and organisation of the activity. | | | |
| **3.3 Event's objectives** | Add text.  Two or three sentences explaining what you would like to achieve through the organisation of the event. For example, you may write the following: "*The objective of the initiative is to combat extremism and radicalism through a series of discussions in the Slovak vocational schools. In cooperation with our Norwegian partner, the applicant will meet the students and explain the similarities and differences between the challenges Slovakia and Norway are facing. Through the involvement of well-known and respectable speakers who have been exposed to extremism and radicalism, the students have first account experience with famous people who have experienced these tendencies."* | | | |
| **3.4. Event Focus**  Please select at least on programme area from the Blue Book on which the event is focused. The Blue Book is available on this [link](https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-blue-book-overview-supported-programme-areas) | ☐ | Business Development, Innovation and SMEs | ☐ | Climate Change Mitigation and Adaptation |
| ☐ | Research | ☐ | Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation |
| ☐ | Education, Scholarships, Apprenticeships and Youth Entrepreneurship | ☐ | Civil Society |
| ☐ | Work-life Balance | ☐ | Good Governance, Accountable Institutions, Transparency |
| ☐ | Social Dialogue – Decent Work (Norway Grants) | ☐ | Human Rights – National Implementation |
| ☐ | European Public Health Challenges | ☐ | Asylum and Migration |
| ☐ | Roma Inclusion and Empowerment | ☐ | Correctional Services and Pre-trial Detention |
| ☐ | Children and Youth at Risk | ☐ | International Police Cooperation and Combating Crime |
| ☐ | Youth Participation in the Labour Market | ☐ | Effectiveness and Efficiency of the Judicial System, Strengthening Rule of Law |
| ☐ | Local Development and Poverty Reduction | ☐ | Domestic and Gender-based Violence |
| ☐ | Environment and Ecosystems | ☐ | Disaster Prevention and Preparedness |
| ☐ | Renewable Energy, Energy Efficiency, Energy Security |
| **3.5. Format**  Select at least one format (type of event), closest to the type you want to organise | ☐ | Conference | ☐ | Concert |
| ☐ | Workshop | ☐ | Festival |
| ☐ | Panel discussion | ☐ | Study trip |
| ☐ | Exhibition | ☐ | Charity event |
| ☐ | Sport/competition | ☐ | Professional trainings |
| **3.6. Past history and broader links of the event** | Add text.  Please indicate if the event has already some history, or if it is a new event. If the event is a part of a bigger series of events, or if it is a part of some well-known initiative (e.g. the 16 days of activism against Gender-Based Violence, World Day to Combat Desertification and Drought, World Heritage Day), please, list this in this part of the application. | | | |
| **3.7. Event location** | Add text.  Indicate the venue and country. If the event is also held online, mark the event as hybrid. If it is held online only, mark the event as virtual. In case of a series of events, please, provide the data for every part. | | | |
| **3.8. Event publicity** | Add text.  Indicate if the event will be advertised in local, regional, national and/or international media. What kind of publicity do you plan? | | | |
| **3.9. Key Personnel** | Add text.  Provide the list of key personnel involved in the initiative (artists, speakers, leaders, professionals, athletes, moderators, choreographers, playwrights, directors…). Please note that in case the person is listed in this part, with a clearly assigned role, this person may be contracted directly even as a legal entity or sole proprietor (SZČO), without there being a need for a public procurement/market survey. | | | |

1. **Event Schedule**

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| --- | --- | --- | --- | --- |
| **4.1. Planned Start Date of the Event**  In case of a series, the start date of the first part. It is recommended to plan the start late not earlier than one month following the submission of the Grant Application | Select date. | **4.2. Planned End Date of the Event**  In case of a series, the end date of the last part. | | Select date. |
| **4.3. Planned completion date of the Initiative**  It is recommended to plan the completion at least one month following the planned End Date of the Event. | | | | Select date |
| **4.4. Event slot**  **Please make sure that you are submitting the Grant Application in the relevant slot! For example – if your event start on 28 November 2024, you have to submit your application during the time span from 15 July to 15 September.**  The Grant Applications submitted outside of their designated slots will be rejected. | | | Select slot | |

1. **Planned results**

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| **Output** | **Indicator** | **Target** | **Source of verification** |
| **Event organised** | Number of joint bilateral events / activities organised | Add number. | Add text. |
| **Event organised** | Number of participants from Slovakia in bilateral events / activities | Add number. | Add text. |
| **Event organised** | Number of participants from Donor States in bilateral events / activities | Add number. | Add text. |

1. **Budget**

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| --- | --- | --- | --- |
| **6.1 Total costs** | | | Add number. |
| *as of which:* | *Applicant:* | | Add number. |
| *Partner1:* | | Add number. |
| *Partner2:* | | Add number. |
| *Partner3:* | | Add number. |
| *Partner4:* | | Add number. |
| **6.2 Income generation** | Negligible to none  Only non- commercial events, with no or symbolic entrance fees (due to state aid limitation), can be supported. The European Commission considers that public funding of cultural or heritage conservation activities that are open to the general public free of charge fulfils a purely social and cultural purpose that is not economic in nature. Similarly, the fact that visitors to a cultural institution or participants in a cultural or heritage conservation activity, including nature conservation, which is open to the general public have to pay a monetary contribution which covers only a fraction of the actual costs does not alter the non-economic nature of that activity, since it cannot be regarded as a genuine remuneration for the service provided. | | |
| **6.3 Advance payment required** | ☐ NO | | |
| ☐ YES | **Requested amount:** Add text. | |
| **Justification:** Add text. | |

**6.4 Detailed Budget**

The budget should be neither too detailed nor too general. As a rule of thumb, the recommended maximum number of Budget Items (rows in the table) for this type of initiatives is 10, while the amount for one budget item should not be less than EUR 5,000. Do not forget to include costs on audits of the costs of Norwegian, Icelandic and Liechtenstein entities. These entities may opt to submit proof of expenditure by way of a report by an independent auditor, qualified to carry out statutory audits of accounting documents, or a report issued by a competent and independent public officer certifying that the claimed costs are incurred in accordance with the Regulations, the relevant law and national accounting practices (Annex 7 of the [Bilateral Fund Guide](https://www.eeagrants.sk/en/programs/fund-for-bilateral-relations/documents/?csrt=1031773301659634786)).

**If the budget allocated to the partner were in a very limited amount (few hundreds or thousands euros), it is worth considering if the costs can be paid directly by the applicant (e.g. that the applicant buys flying tickets for the partner). Otherwise, a partnership agreement will have to be signed between the parties after the initiative is approved.**

While there are no limitations regarding the types of expenditures (salaries, travel costs, purchase of equipment etc.), the past experience shows that the general principles on the eligibility of expenditures contained in Article 8.2. of the Regulations need to be considered. This is especially relevant as far as the proportionality and necessity of expenditures is concerned. As an example, purchase of equipment or consumables such as PCs, laptops, furniture might not be considered proportionate given the short time-span of the initiative implementation. Expenditures on wages that would be incurred irrespective of the implementation of the initiative might also be considered unnecessary (and thus not eligible).Further details can be found the Bilateral Fund Guide, issued by the National Focal Point.

Please note that only the following categories of expenditures are eligible under this call:

* Performers' fees,
* Travel costs,
* Costs of services and goods related to the event,
* Costs of organising the event.

Travel costs and subsistence allowances shall be calculated using the rules and principles set in Annex 5 to [Bilateral Fund Guide](https://www.eeagrants.sk/en/programs/fund-for-bilateral-relations/documents/?csrt=1031773301659634786).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budget Item** | **Unit** | **Number of Units** | **Unit Costs** | **Total eligible costs** | **Description / Justification** |
| Add text. | Add text. | Add number. | Add number. | Add number. | Add text. |
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1. **Annexes**

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| Letter of intent or partnership agreement |
| Bank Account contract |
| Add text. |
| Add text. |
| Add text. |
| Add text. |

1. **Declaration and signature**

I hereby declare that I am duly authorized to submit this Grant Application and that I had thoroughly reviewed all statements and information provided in this Grant Application and that they are correct and accurate.

I confirm that this initiative will be carried out as described in this Grant Application and that the grant requested reflects correctly what is reasonably needed as a minimum for the initiative to proceed and to be completed.

I hereby declare that, if the initiative is supported, the Ministry of Investments, Regional Development and Informatization of the Slovak Republic and the FMO may publish the summary of the initiative and all the important information contained in this application under their sole discretion on their web sites.

By signing the Grant Application, I request granting the first advance payment in accordance with the terms of the call.

I hereby declare that all the results of the initiative will be open to the public during the in-force period of the contract and under the terms specified in the Contract. In this regard, I hereby declare that I take the full responsibility for the settlement of all claims related to these results so that their disclosure cannot be considered as a breach of the relevant legislation, for example the Copyright Act, Commercial Code and the Law on Personal Data Protection.

My organization shall take over any claims that the others could apply in relation to the Ministry of Investments, Regional Development and Informatization of the Slovak Republic, relating to the publication of these results.

I hereby declare that the Slovak entities involved in this initiative as the applicant and/or its partner:

* have settled financial relations with the state budget
* do not have tax liabilities
* do not have health insurance, social insurance and retirement savings liabilities;
* did not violate the prohibition of illegal work and illegal employment under special legislation for the period of its effectiveness (1 April 2005) and in case of illegal employment of foreigner under § 2. 2 point. c) of Act. 82/2005 Z. z. on illegal work and illegal employment and amending certain acts for a period of five years from the violation of this prohibition

I hereby declare, that no significant change shall occur in the period from the submission of the Grant Application until the conclusion of the Contract, which:

1. affects the nature of the initiative or its implementation, or which provides an unfair advantage to any entity
2. relates to the change in the ownership of an infrastructural item or a part of it, or the abortion of production activities.

I am aware that in case of violation of this declaration or these declarations, the grant may not be granted and the Ministry of Investments, Regional Development and Informatization of the Slovak Republic is entitled to request the entire amount of the grant provided.

|  |  |
| --- | --- |
| **Date** | Select date. |
| **Statutory name** | Add text. |
| **Statutory position** | Add text. |
| **Signature** |  |

1. Select public, private or NGO [↑](#footnote-ref-1)
2. Select Slovakia, Norway, Iceland or Liechtenstein [↑](#footnote-ref-2)