# Grant Application for Bilateral Initiatives

**Open Call on bigger, strategic initiatives**

# 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 bigger, strategic initiative! The grant application for bilateral events needs to be submitted on a different form!**

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| **Open Call No.:** | FBR03 – Bigger, strategic initiative |
| **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. **Description and justification**

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| --- | --- |
| **3.1 Short description and justification** | 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 an initiative is not sufficient. The initiative must reflect bilateral ambitions throughout the initiative programme. Both the beneficiary and the partners must be actively involved in the planning and organisation of the initiative. |
| **3.3 Initiative’s objectives** | Add text.  Two or three sentences explaining what you would like to achieve through the implementation of the initiative. For example, you may write the following: "*The objective of the initiative is to transfer the experience from Norway to Slovakia in the area of Correctional Services. Norway's prison system is renowned as one of the most effective and humane in the world and Norway has one of the lowest recidivism rates in the world. Through several secondments, study visits and joint studies a set of recommendations will be formulated that can be used in Slovakia in order to decrease the recidivism rate. "* |
| **3.4 Expected result of bilateral cooperation** | Add text.  Briefly describe the contribution to strengthening bilateral relations, enhancing cooperation and improving mutual knowledge and understanding between Slovakia and the Donor States. |
| **3.5 Sustainability of the initiative and results** | Add text.  Briefly describe the ability of the initiative and its results to be maintained and continue to deliver benefits over the long term, even after the initial funding or support has ended. Also describe potential use of the outputs of the initiative – how can the results be used in the future. |
| **3.6 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? |
| **3.7 Location of initiative implementation** | Add text.  Indicate the venue and country. If the initiative is also held online, mark the initiative as hybrid. If it is held online only, mark the initiative as virtual. |

1. **Initiative Schedule**

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| --- | --- | --- | --- |
| **4.1. Planned Start Date of the Initiative**  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 Initiative**  The date on which all activities will be physically completed. | 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 Initiative. | | | Select date. |

1. **Planned results**

The applicant shall formulate outputs of the implementation of the initiative. Outputs are tangible deliverable of the initiative, such as "Exchange visits between the correctional services of Slovakia and Norway implemented", or "Media campaign on combatting extremism and radicalism successfully delivered" or simply "Educational materials elaborated" or "Joint exercises of police corps performed".

The applicant shall select at least 3 indicators listed in the [Bilateral Fund Guide](https://www.eeagrants.sk/en/programs/fund-for-bilateral-relations/documents/?csrt=1031773301659634786). These indicators are:

* Number of participants from Slovakia in bilateral events / activities,
* Number of participants from Donor States in bilateral events / activities,
* Number of created joint results, such as studies, analyses, reports,
* Number of promotional / information activities,
* Number of joint bilateral events / activities organised

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| Output | Indicator | Target | Source of verification |
| Add text. | Select. | Add text. | Add text. |
| Add text. | Select. | Add text. | Add text. |
| Add text. | Select. | Add text. | Add text. |
| Add text. | Select. | Add text. | Add text. |
| Add text. | Select. | Add text. | 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 initiatives, with no or symbolic incomes (due to state aid limitation), can be supported. The initiatives should be non-economic in nature. The Slovak Antimonopoly Office has issued a [document](https://www.antimon.gov.sk/data/files/1707_1nehospodarska-cinnost_aktualizacia-marec-2022.pdf) explaining which activities can be considered non-economic. | | |
| **6.3 Advance payment required** | ☐ NO | | |
| ☐ YES | **Requested amount:** Add text. | |
| **Justification:** Add text. | |

**4.4 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 30, 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 have to be signed between the parties.**

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.

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 |
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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)