



## **EEA FINANCIAL MECHANISM 2009-2014 NGO Programme – Slovenia**

**Call for proposals for medium and large projects**

**Guidelines for applicants**

**Extract from the document “Smernice za  
prijavitelje projektnih predlogov za donacijo na  
Javni razpis za srednje in velike projekte 2013”**

**Deadline for the submission of concept notes: September 6<sup>th</sup>, 2013**

## Content

1. BACKGROUND INFORMATION .....	3
2. PROGRAMME OBJECTIVE .....	3
3. AREAS OF SUPPORT AND DIVISION OF RESOURCES .....	4
4. PROGRAMME OUTCOMES.....	4
5. ELIGIBLE ACTIVITIES.....	5
6. HORIZONTAL CONCERNS.....	8
7. ELIGIBLE APPLICANTS .....	8
8. NUMBER OF APPLICATIONS AND NUMBER OF GRANTS PER APPLICANT .....	9
9. PROJECT SIZE AND DURATION .....	10
10. ELIGIBLE AND NON-ELIGIBLE EXPENDITURE .....	10
11. PROCUREMENT RULES .....	12
12. PAYMENT SYSTEM.....	13
13. APPLICATION PROCESS .....	13
14. ADDITIONAL INFORMATION AND SUPPORT TO PROJECT APPLICANTS .....	19

## **1. BACKGROUND INFORMATION**

Support to civil society is one of the key priorities of the EEA Financial Mechanism (FM) 2009-2014, funded by Iceland, Liechtenstein and Norway. This commitment reflects recognition of the role of Non-Governmental Organisations (NGOs) as a fundamental building block in the development of fair, democratic and sustainable societies in Europe.

A specific Programme area within the EEA FM has been earmarked to provide flexible and accessible funding to eligible NGOs, with the aim to foster an enabling environment for the sector, strengthen its capacity and enhance its contribution to social justice, democracy and sustainable development.

The Financial Mechanism Office (FMO), which administratively forms part of the European Free Trade Association (EFTA) and acts as Secretariat for the EEA FM, has been entrusted with the operation of the NGO programme in Slovenia. FMO has selected Regional environmental center for Central and Eastern Europe (REC) and Center for information service, Co-operation and Development of NGOs (CNVOS) as fund operators to develop and manage the NGO programme in Slovenia on its behalf.

## **2. PROGRAMME OBJECTIVE**

The overall objective of the NGO Programme in Slovenia is to strengthen civil society development and enhance contribution to social justice, democracy and sustainable development. Proposed project proposals need to be in line with priority areas, activities and outcomes described below.

The Programme aims at:

- Supporting deficit areas (areas and activities that are underfunded in comparison to other fields of activity);
- Supporting organizational development of NGOs and ideas with the long-term perspective;
- Addressing current concrete problems in the society (e.g. youth unemployment, decrease in participatory democracy, migrant workers, increasing poverty, etc.) .

Therefore, careful consideration will be given to the relevance of the projects, problem identification, analysis of existing practices and the importance of the project proposal for organizational development of NGOs. Projects that show measurable results in achieving social justice, democracy and sustainable development and have significant impact on the target groups will be encouraged. Furthermore, the applicants are encouraged to show the impact of the project proposal on the development of the organization (e.g. significant upgrade of existing activities, long-term sustainable

perspective, etc.) or the NGO sector (e.g. mentoring and peer-to-peer learning of smaller NGOs).

### **3. AREAS OF SUPPORT AND DIVISION OF RESOURCES**

There is 1.275.000 € available within this public call. Funds are divided between six priority areas. Project proposals need to address at least one of the priority areas. In the case of cross-cutting project proposals (projects that target more than one priority area), primary priority area needs to be selected.

Priority areas and division of resources:

- Democracy (191.250 EUR available under this public call) is tackling issues such as good governance and transparency, participatory democracy, anti-corruption, rule of law, etc.
- Human rights (191.250 EUR available under this public call), is addressing especially the rights of minorities and marginalized groups, such as homosexuals, Roma, etc., rights of migrants, antidiscrimination, gender equality, etc.
- Social equality (255.000 EUR available under this public call) is addressing poverty, social inclusion and activation of marginalized groups (activities that support beneficiaries in finding new sources of living, building their skills, etc.).
- Children and youth (255.000 EUR available under this public call) is tackling issues, such as youth unemployment, informal education, prevention of youth crime with the aim to support the children and youth in realizing their potential.
- Protection of environment (255.000 EUR available under this public call). Issues addressed: biodiversity, climate change, renewable sources of energy and efficient use of energy, sustainable mobility, local food production, etc.
- Provision of welfare and social rights (127.500 EUR available under this public call): social innovations (development of new services, broadening of the existing services to new beneficiaries). Project proposals should not include services that are already being provided by the public institutions or already financed by the public funds.

In January 2014 the second call for proposals for the small projects (up to € 20.000) will be published for the same areas of support.

### **4. PROGRAMME OUTCOMES**

The whole NGO Programme in Slovenia is targeting 5 outcomes, which are addressed through specific activities and target groups (see chapter 5.). The programme's outcomes can only be reached if they are addressed also on the project level. Therefore,

project proposals should address at least one of them. When designing project activities the applicants should also have in mind indicator used for specific outcome (e.g. if you decide to address the advocacy and watchdog role developed outcome, one of the activities could be advocating for the specific change in the legislation).

<b>Outcome</b>	<b>Indicator</b>
Active Citizenship fostered	Evidence of decision-makers responding to citizens actions
Cross-sectoral partnerships developed, particularly with government organisations at local, regional and / or national level	Number of mechanisms fostering dialogue between citizens, civil society and local/national institutions
Advocacy and watchdog role developed	Number of laws, policies or practices changed or improved as a consequence of NGO advocacy activities
Developed networks and coalitions of NGOs working in partnership	Number of NGO networks/ platforms / coalitions developed
Empowerment of vulnerable groups	Number of beneficiaries engaged in the strategic planning / implementation of activities

## 5. ELIGIBLE ACTIVITIES

Each of the outcomes has a set of activities and target groups. The list is exhaustive; therefore project proposals should be in line with it.

### Active Citizenship fostered

Eligible activities:	Target groups
<ul style="list-style-type: none"> <li>- Advocacy, awareness raising, participation in decision-making processes</li> <li>- Monitoring, watchdog</li> <li>- Education &amp; training</li> <li>- Fostering active citizenship</li> <li>- Fostering the mechanisms of direct democracy</li> <li>- Transnational cooperation</li> <li>- Research, analyses and survey in limited scope as a basis for follow up activities if not available yet</li> <li>- Promotion of NGOs at local level</li> <li>- Fostering of mechanisms of direct democracy</li> </ul>	<ul style="list-style-type: none"> <li>- Governmental institutions and bodies at local and national level</li> </ul>

### Cross-sectoral partnerships developed, particularly with government organisations at local, regional and / or national level

Eligible activities:	Target groups
----------------------	---------------

<ul style="list-style-type: none"> <li>- Education &amp; training</li> <li>- Fostering active citizenship</li> <li>- Awareness raising</li> <li>- Advocacy, participation in decision-making processes</li> <li>- Monitoring, watchdog</li> <li>- Education &amp; training</li> <li>- Development of new services</li> <li>- Research, analyses and survey in limited scope as a basis for follow up activities if not available yet</li> <li>- Community development</li> <li>- Cross-sectoral partnership</li> <li>- Local food production and local consumption</li> <li>- Fostering of mechanisms of direct democracy</li> </ul>	<ul style="list-style-type: none"> <li>- local NGOs</li> <li>- governmental institutions at local and national level</li> </ul>
--	---

### **Advocacy and watchdog role developed**

Eligible activities:	Target groups
<ul style="list-style-type: none"> <li>- Advocacy, awareness raising, participation in decision-making processes</li> <li>- Monitoring, watchdog</li> <li>- Education &amp; training</li> <li>- Advocacy, awareness raising</li> <li>- Fostering active citizenship</li> <li>- Research, analyses and survey in limited scope as a basis for follow up activities if not available yet</li> </ul>	<ul style="list-style-type: none"> <li>- minorities</li> <li>- marginalized groups (such as LGBT, Roma, ...)</li> <li>- migrant workers</li> <li>- women</li> <li>- elderly people</li> </ul>

### **Developed networks and coalitions of NGOs working in partnership**

Eligible activities:	Target groups
<ul style="list-style-type: none"> <li>- Encouragement of entrepreneurship among marginal groups</li> <li>- Community development</li> <li>- Cross- sectoral partnership</li> <li>- Engaged culture</li> <li>- Promotion of NGOs at local level</li> <li>- Support to beneficiaries</li> </ul>	<ul style="list-style-type: none"> <li>- NGOs</li> <li>- vulnerable groups of people</li> <li>- institutions and bodies at local and national level</li> </ul>

### **Empowerment of vulnerable groups**

Eligible activities:	Target groups
<ul style="list-style-type: none"> <li>- Development of new services (not yet supported by governmental institutions or not yet provided by public institutions)</li> </ul>	<ul style="list-style-type: none"> <li>- unemployed youngsters</li> <li>- marginal groups (Roma, LGBT, migrants, ...)</li> </ul>

<ul style="list-style-type: none"> <li>- Development of new social welfare programs</li> <li>- Self – help programs</li> <li>- Empowerment of youth</li> <li>- Education &amp; training</li> <li>- Activation of children and youth</li> <li>- Encouragement of entrepreneurship among youth</li> <li>- Community development (social entrepreneurship)</li> <li>- Cross- sectoral partnership</li> <li>- Support to beneficiaries</li> <li>- Multicultural dialogue</li> <li>- Engaged culture</li> </ul>	<ul style="list-style-type: none"> <li>- children</li> <li>- long-term unemployed</li> <li>- unemployed older workers</li> <li>- pensioners and less mobile people</li> </ul>
--	---

**Ineligible activities**

- Purchase of land or real estate;
- Supply of equipment not necessary for project implementation;
- On-going activities, already financed from other sources;
- Organization of one-off events;
- Sponsorship to individuals for participation at workshops, seminars, conferences;
- Scholarships to individuals for study or training courses;
- Trainings for which grant beneficiaries charge study costs or participation fees;
- Existing programmes and regular activities of the beneficiary and/or partners.

**Costs for organizational development**

One of the donors’ main objectives is encouragement of the sustainability of the NGO sector and capacity building of NGOs. To achieve this objective project applicants need to dedicate 20 % of the project’s costs to organizational development. In the project application the applicant shall clearly define, for which activities this amount will be spent, what are their outcomes, outputs and indicators.

Eligible activities for organizational development:

- mutual learning, mentoring, coaching, peer-to-peer among bigger and smaller organisations,
- networking between bigger and smaller organisations,
- coalition building,
- inclusion of the project activities in organizational development (e.g. creation of a strategic plan on further development of organization in respect to project activities, corresponding fundraising plan and implementation of fundraising activities, etc.).

## 6. HORIZONTAL CONCERNS

The NGO Programme in Slovenia is addressing several horizontal concerns:

- hate speech,
- extremism and hate crime,
- racism and xenophobia,
- homophobia,
- anti-Semitism,
- tolerance and multicultural understanding,
- Roma,
- sexual harassment,
- violence against women and trafficking.

Project applicants are encouraged to consider these concerns and include them in their project proposals.

## 7. ELIGIBLE APPLICANTS

Organizations eligible for the support within the NGO Programme in Slovenia are non-governmental organizations (NGOs) established in Slovenia, who meet the definition according to the Guideline for NGO programmes: **»A non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and political parties are not considered NGOs.»**

For the purpose of this call NGOs are those organizations that:

- Are established voluntarily,
- Are legal entities, established by private legal persons, and are organised as association, society of associations, private institute, association of institutes, foundation, co-operative, local youth council or faith-based organisation<sup>1</sup>. Are non-profit (on the basis of a law or internal legal acts – they do not distribute profits to their members nor their board, they solely use their profits to support its mission and values);
- Are not established to generate personal profit or benefits or solely to generate income;

---

<sup>1</sup> If they meet the general eligibility principles and if the funded activities do not directly or indirectly promote a religious doctrine, mission or proselytism related to the beliefs of a particular faith (beyond basic religious / cultural awareness raising).

The definition of faith-based organisation registered in Slovenia is: faith-based organisations are organisations that are integral part of the registered churches or religious communities, and have legal personality on the basis of the Law on religious communities and are implementing public benefit activities on the areas described in the first paragraph of Article 30 of the Law on associations.



- Are independent from the Government of the Republic of Slovenia, other public authorities, political parties and commercial organizations;
- Are not pursuing the commercial or professional interests of their members;
- Act in the public arena and for the public good on concerns and issues related to the well-being of people, groups or society as a whole,
- Share democratic values and human rights.

Non-eligible applicant organisations::

- Established by (solely or among others) public legal entities;
- That do not have explicitly stated in their internal acts that they are non-profit (for the legal entities that are not obliged by law to be non-profit);
- In which more than a half members of the managing or supervisory board is constituted from the representatives of commercial organizations, political parties or public legal entities;
- That are social partners (trade unions, employers' organisations).

### **Project partners**

A project may be implemented in partnership with one or more project partners. If a project is implemented in such a partnership, the applicant shall sign a partnership agreement with each of the project partners.

A project partner is a public or private entity, commercial or non-commercial, or non-governmental organisation, whose primary location is in a Donor State (Norway, Island, Liechtenstein), Beneficiary State of the EEA Financial Mechanism 2009-2014 (Bulgaria, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Romania, Slovakia, Slovenia, Spain, Poland, Portugal), or a country outside the European Economic Area that has a common border with Slovenia, or any inter-governmental organisation (such as WHO, IBRD, FAO, UNESCO, WTO, IPPC), actively involved in, and effectively contributing to, the implementation of a project. It shares with the project applicant a common economic or social goal which is to be realised through the implementation of the project.

The eligibility of expenditures incurred by a project partner is subject to the same limitations as would apply if the expenditures were incurred by the project applicant.

## **8. NUMBER OF APPLICATIONS AND NUMBER OF GRANTS PER APPLICANT**

Applicant can submit one application per each category (1 for the medium project, 1 for the large project). An organisation can act as a partner in several projects.

## 9. PROJECT SIZE AND DURATION

### **The maximum and minimum grant amount per project**

The applicants can apply either for the medium or for the large grant. The grant requested must fall between the following minimum and maximum amounts:

1. For the medium grant:

Minimum amount: 20.001 EUR

Maximum amount: 60.000 EUR

2. For the large grant:

Minimum amount: 60.001 EUR

Maximum amount: 120.000 EUR

### **Project grant rate**

The maximum project grant rate indicated in the application may not exceed **90% of the total eligible project costs**. The applicant shall provide the remaining co-financing (at least 10%) in the form of cash or in-kind contribution as voluntary work. The in-kind contribution may constitute up to 50% of the required co-financing.

For the calculation of the in-kind contribution, the price for each hour of voluntary work shall be set in accordance with the Rules implementing the Slovenian Volunteering Act and be as follows:

- a) EUR 13 for organisational work (e.g. management of the project);
- b) EUR 10 for content related work (e.g. implementation of the project);
- c) EUR 6 for other work (e.g. support).

### **Project duration**

The duration of the project is between 12 and 24 months.

## 10. ELIGIBLE AND NON-ELIGIBLE EXPENDITURE

### **Eligible expenditure**

Eligible expenditures of projects are those actually incurred by the project applicant or the project partner, which meet the following criteria:

- a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- b) they are connected with the subject of the project contract and they are indicated in the estimated overall budget of the project;
- c) they are proportionate and necessary for the implementation of the project;
- d) they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;

- e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and determined according to the applicable accounting standards and generally accepted accounting principles; and
- f) they comply with the requirements of applicable tax and social legislation.

Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final three month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date of eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the project promoter.

**Eligible direct costs:**

- a) the cost of staff assigned to the project, comprising actual salaries plus social security charges;
- b) travel and subsistence allowances for staff taking part in the project;
- c) cost of new or second hand equipment, provided that it is depreciated in accordance with generally accepted accounting principles applicable to the project applicant and generally accepted for items of the same kind. Only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project will be taken into account;
- d) costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- e) costs entailed by other contracts awarded by a project applicant for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement; and
- f) costs arising directly from requirements imposed by the project contract for each project (e.g. dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of any financial services (especially the cost of financial guarantees).

Costs related to reconstruction, renovation, or refurbishment of a real estate shall not exceed 50% of the eligible direct cost of the project.

**Indirect costs:**

Indirect costs incurred in carrying out the project may be eligible for flat-rate funding, but the total must not exceed **10 % of the estimated total eligible direct costs**, excluding its direct eligible costs for subcontracting and the costs of resources made available by the third parties which are not used on the premises of the project applicant.

**Ineligible costs:**

The following costs shall not be considered eligible:

- a) interest on debt, debt service charges and late payment charges;

- b) charges for financial transactions and other purely financial costs, except costs related to accounts required the Fund Operator;
- c) costs related to purchase of land or real estate;
- d) provisions for losses or potential future liabilities;
- e) exchange losses;
- f) recoverable VAT;
- g) costs that are covered by other sources;
- h) fines, penalties and costs of litigation;
- i) fees of civil servants or other officials who are engaged in the project implementation in frame of their regular working obligations;
- j) cost for preparation of the application; and
- k) excessive or reckless expenditure.

### **Revenues**

In case the project generates revenues (e.g. sales of project outputs, such as books, training fees, etc.), these shall be deducted from eligible project costs. Co-financing shall be calculated on the basis of the reduced amount.

Revenues shall not be considered as a source of own financing.

## **11. PROCUREMENT RULES**

National and European Union law on public procurement shall be complied with at any level in the implementation of the projects.

Notwithstanding provisions of national law that exempt NGOs from public procurement, any procurement procedures related to amounts above the European Union thresholds for procurement shall be undertaken in accordance with the applicable laws on procurement without regard for such an exemption.

In cases where contracts concluded as part of the implementation of the projects fall below the national or European Union thresholds set for public procurement or outside the scope of the applicable public procurement laws, the awarding of such contracts (including the procedures prior to the awarding) and the terms and conditions of such contracts shall comply with best economic practices, including accountability, allow a full and fair competition between potential providers, for example by way of effective price comparison, and ensure the optimal use of resources from the EEA Financial Mechanism 2009-2014. To this end, and in the absence of stricter national laws, in cases of procurement related to an amount of **EUR 5,000** or higher but below the relevant European Union thresholds, the project applicant shall invite at least three suppliers/service providers to submit offers.

The highest ethical standards shall be observed during the procurement and execution of contracts. The project applicant shall ensure the application of adequate and effective means to prevent illegal or corrupt practices. No offer, gifts, payments or benefit of any kind, which would or could, either directly or indirectly, be construed as an illegal or corrupt practice, e.g. as an inducement or reward for the award or execution of procurement contracts, shall be accepted.

## **12. PAYMENT SYSTEM**

The payments transfers/instalments to final project promoters will be set in three or four steps, depending on project duration. Firstly, prepayment in the amount of 30% of eligible grant value of the project (not total project value) will be transferred after signing the contracts. Second instalment will be transferred after approval of the second interim report in the value of additional 30% of project grant amount if the safety ceiling of '75 % spent of the prepayment in the tangible reported period' will be reached. In case that project duration is more than 20 months the possibility of third instalment shall be available. The third instalment can be the positive difference between all verified costs up to third interim report and already received payments (all eligible costs after third reporting period – all received payments (prepayment, second payment)). The amount of final payment will be set in accordance with beneficiaries' final reports but in total not more than foreseen in the beneficiaries' contracts.

## **13. APPLICATION PROCESS**

Please note, that the application process is divided into two stages: in the first stage concept notes will be evaluated and those with highest scoring will be invited to the second phase.

### **1<sup>st</sup> stage: submission of the concept notes (Deadline: September, 6<sup>th</sup> 2013, 12:00)**

In the first stage, applicants are invited to develop concept papers for their project ideas. External experts will evaluate all the received concept papers according to the criteria, listed in the »Evaluation Criteria Table«. There are 15 independent external evaluators/experts. The evaluation of the each concept note will be carried out by two evaluators. If the difference between the scores given by the two experts will be higher than 30 %, a third evaluator will score the project independently. In such cases the average score of the two closest scores shall be used for ranking the project.

Based on received scoring, the ranking list of applications will be prepared. Proposed ranking list will be examined by the Selection Committee, who will take the decision, which concept notes will enter the second stage of the process. The selection committee has 7 members: 2 representatives of the Fund operator, 2 NGO representatives, 2 representatives of the municipalities or its umbrella organisations and 1 representative of the Chamber of Craft and Small Business of Slovenia. Representatives of EEA grants

Slovenia national focal point, FMO and Norwegian embassy will be invited to the selection committee meetings as observers.

Approximately 40 applicants applying for medium size grants and 20 applicants applying for large size grants will be invited to prepare full applications.

Applicants shall submit concept notes describing their project ideas and to provide the following information:

- Short description of the project idea including objectives, outputs and results, budget, partners and duration,
- Description of the problem to be dealt with, target groups and their needs, importance and relevance of the project for the programme,
- Indicative time schedule of activities and responsible partners,
- Presentation of applicants and partners, their roles and responsibilities and reference in the area dealt within the project,
- Identification of impact of the project on good governance, sustainable development gender equality and bilateral cooperation.

Guidelines for applicants, application forms and supporting documentation are available for download on <http://norveski.nvosklad.si/>. The application has to be submitted on prescribed forms, attached in the application pack for the 1<sup>st</sup> stage of application.

Eligibility check:

Prior to the quality evaluation of the concept notes, the eligibility of the applicants will be examined based on the copy of the statute.

Administrative compliance criteria:

Prior to the quality evaluation, concept notes will be examined according to the following administrative compliance criteria:

- proposal is submitted in one original and in electronic format,
- the application forms are filled in completely,
- priority area of the application is clearly marked,
- application lot is clearly marked,
- \*project duration is between 12 and 24 months;
- \*amount of the grant corresponds to determined frames and does not exceed 90% of total eligible costs,
- \*own contribution covers at least 10% of total eligible costs.

**\*If the applicant does not meet the criteria marked with \*, application will be rejected and will not enter into further evaluation process.**

When assessment and selection of concept papers is completed, all applicants will be notified about their eligibility. There will be 10 days available for appeal against the eligibility decision. Selection committee will decide about the appeals.

Evaluation criteria:

Quality evaluation of the eligible concepts will be done based on the following evaluation criteria:

Evaluation criteria	Description	Scoring
Relevance and	Relevance of the problem and its justification	30

importance of the project	Relevance of the project to objectives and priorities of the NGO programme	
Methodology	Inclusion of the target groups, feasibility of the action plan, etc.	20
Financial and economic justification	Cost effectiveness, division of resources between the partners	20
Innovativeness	Upgrade of exiting or development of new services	10
Project impact and sustainability	Impact of the project on the target group, the sector / cooperation. Use of the outputs and results beyond the project completion. Sustainability of project results	20

**2<sup>nd</sup> stage – submission of full proposals (deadline: 1 month after the received notice about the approval of the concept note, November 15<sup>th</sup>, 2013, 12:00)**

Applicants who will enter the second stage of application, will be invited to prepare and submit full proposals. The application forms consist of two main documents: description of the project, and budget & financing tables. The applicants shall provide the following information in the project description form:

<b>Section</b>	<b>Requested information</b>
Project summary in English language	Project title, short description including objectives, outputs and results, budget, partners, duration
General information	Project title, indication of priority areas, project costs, etc.
Justification of the project and its relevance to the NGO programme objectives	Description of the problem to be dealt within the projects, target groups and their needs, importance and relevance of the project for the programme
Project content	Description including objectives, expected outputs, results, activities and the respective indicators (common and project specific) Methods and approaches used
Action plan	Time schedule of activities and responsible partners
Project management	Presentation of applicants and partners, their roles and responsibilities and reference in the area dealt within the project Proposed management structure Identification of risks and corrective measures Communication plan
Contribution of the project to horizontal issues	Identification of impact of the project on good governance, sustainable development (environmental, social, economic aspects), gender equality, bilateral cooperation, etc.
Impact and sustainability	Impact of the project on the target group, the sector / cooperation. Use of the outputs and results beyond the project completion.

	Description of project sustainability.
--	--

Guidelines for applicants, application forms and supporting documentation are available for download on <http://norveski.nvosklad.si/>. The application has to be submitted on prescribed forms, attached in the application pack for the 2<sup>nd</sup> stage of application.

Administrative compliance criteria:

Prior to the quality and financial evaluation will be done, full proposals will be examined according to the following administrative compliance criteria:

- proposal is submitted in one original and in electronic format,
- the application forms are filled in completely,
- priority area of the application is clearly marked,
- application lot is clearly marked,
- CV of the project leader is enclosed,
  
- **\*budget is filled in accordingly and enclosed,**
- **\*amount of the grant corresponds to determined frames and does not exceed 90% of total eligible costs,**
- **\*project duration is between 12 and 24 months,**
- **\*own contribution covers at least 10% of total eligible costs,**
- **\*administrative costs (overheads) do not exceed 10%.**

At the stage of administrative compliance assessment, the applicant will have the possibility to supplement the missing documents. This pertains to obvious clerical and mathematical errors in the application and/or in annexes, the lack of the electronic version of the application and/or annexes or the lack of annexes.

**\*If the applicant does not meet the criteria marked with \*, application will be rejected and will not enter into further evaluation process.**

Selection criteria

Only projects that meet all administrative compliance criteria will be subject to quality and financial assessment. It will be carried out by two external independent experts, separate from the Fund Operator. If the difference between the scores given by the two experts will be higher than 30 %, a third expert will score the project independently. In such cases the average score of the two closest scores shall be used for ranking the project.

Selection Committee, who have relevant knowledge of priority areas related to the projects under evaluation will take final decision on co-financing. Approximately 14 medium projects and 7 large projects are envisaged to be supported.

Full proposals will be examined by external experts according to the following selection criteria:

Selection criteria:	Description	Scoring
Relevance and importance of the project	Relevance of the problem and its justification Relevance of the project to objectives and priorities of the NGO programme	10



Methodology	Inclusion of the target groups, feasibility of the action plan, etc.	15
Coherence between the objectives, activities, outputs and results	Project logic, concreteness of the project outputs and their benefit to the target groups	10
Financial and economic justification – value for money	Necessity and appropriateness of costs, cost efficiency and cost effectiveness	15
Experience and management capacity of the applicant	Organisational and management capacity of applicants and partners to implement the project	15
Innovativeness	Upgrade of existing or development of new services	5
Impact on the cross-cutting issues, good governance, sustainable development, and gender equality	Contribution of the project to cross-cutting issues	10
Communication plan	Quality and feasibility of the communication plan	5
Project impact and sustainability.	Impact of the project on the target group, the sector / cooperation. Use of the outputs and results beyond the project completion. Sustainability of project results	10
Quality of bilateral partnership with donor states partners (if applicable)	Relevance of the partner in terms of its fields of operation, experience and proposed role in the project. Contribution of the project to strengthening bilateral relations.	5

The minimum total number of points (threshold) necessary for the substantive and technical assessment of the project to be positive and thus for the project to be placed in the ranking list is 70 points out of the maximum 100 points that may be obtained.

### **Place, time and manner for submitting applications**

The complete application together with the required annexes, filled in on a valid form and signed by a person authorised to submit it, is lodged by the applicant in one copy on paper and in one electronic copy at the following address:

REC Slovenija  
Slovenska cesta 5  
1000 Ljubljana

The application on paper should be prepared in the A4 format and placed in a file signed with the name of the programme, of the project, and the full name of the applicant. Also the electronic version on the CD/DVD should be signed with the name of the project and the applicant.

Applications may be submitted in person at the Office.

The concept notes need to be delivered to the REC office by **September 6, 2013 by 12.00 a.m.**, irrespective of the manner of submission.

In the period from 2<sup>nd</sup> to 5<sup>th</sup> September 2013 the concept note can be submitted in person every workday between 9.00 and 15.00 hrs. On 6<sup>th</sup> September 2013 personal delivery is possible between 9.00 and 12.00 hrs.

The full applications need to be delivered to the REC office by **November 15, 2013 by 12.00 a.m.**, , irrespective of the manner of submission.

In the period from 11<sup>th</sup> to 14<sup>th</sup> November 2013 the full proposals can be submitted in person every workday between 9.00 and 15.00 hrs. On 15<sup>th</sup> November 2013 personal delivery is possible between 9.00 and 12.00 hrs.

Opening of applications will be carried in succession following their receipt and will not be public.

### **Donor partnership projects & Bilateral fund**

The Fund Operator encourages applicants to submit applications in partnership with partners from Donor States (Iceland, Liechtenstein or Norway). If an application is submitted in a partnership, it is necessary to append a document which confirms the establishment of the partnership, in the form of a partnership agreement. Prior to the conclusion of the project implementation agreement, a presentation of a signed partnership agreement will be required.

In order to support the process of establishing partnerships with partners from Donor States, a special fund for networking, exchange and transfer of knowledge is available to the project promoters. The fund provides an opportunity to apply for extra funding over and above the project budget, to liaise with donor state entities, and participate in seminars or conferences in donor states.

There is **16.235€** available within that fund, and simplified selection procedure is applied for receiving the funds. Project promoters have to describe the purpose of the extra funding, whom they intend to visit or with whom they intend to meet, duration and foreseen costs. The application form will be available at the time of the approval of the projects on the <http://norveski.nvosklad.si/>. There will be no deadline for the submission of applications, however, project promoters need to have in mind that the call will be opened until all available resources are disbursed.

FO will assess all the applications and decide about covering the costs according to the following criteria: relevance and importance of the activity for the project implementation, expected results and broader effects, and the cost-efficiency.

Maximum grant amount is **2.000€**, and the grant rate is **80%** of eligible costs.

Project promoters receiving the additional funding will have to consider the reporting requirements, and submit the reports about the activities and their results. They will have to prove the expenditures and provide supporting documents.

### Language of the application form

The application form and all the required annexes should only be submitted in Slovenian with a project summary in English, irrespective of whether the project is submitted by a national entity only or in cooperation with a partner from a Donor State.

## 14. ADDITIONAL INFORMATION AND SUPPORT TO PROJECT APPLICANTS

In the first application stage (concept note) support to project applicants is available on telephone and email until August 30<sup>th</sup> (one week before the application deadline). All inquiries concerning the call for proposals should be directed to [norveski@nvosklad.si](mailto:norveski@nvosklad.si). All questions and answers will be published on the programme's website. For quick information you can contact Tina Michieli (01 542 14 22) or Mateja Šepec Jeršič (01 425 70 65) for the questions related to the content and Tatjana Studen (01 425 68 60) for the questions related to the financial aspects of the project proposal.

For the second application stage (full application) individual personal assistance will be available upon request.

Timetable of events:

Event	Main purpose	Date	Venue
Information workshop	Detailed presentation of the call for proposal	June 5 <sup>th</sup> , 2013	Ljubljana
Information workshop	Detailed presentation of the call for proposal	June 7 <sup>th</sup> , 2013	Maribor
Launching event	Experience sharing with NGOs from the donor states	June 19 <sup>th</sup> , 2013	Ljubljana
Workshop for development of project ideas	Development of project ideas in accordance to Programme's outcomes and call for proposal's guidelines	July 1 <sup>st</sup> , 2013	Škofja Loka
Workshop for development of project ideas	Development of project ideas in accordance to Programme's outcomes and call for proposal's guidelines	July 2 <sup>nd</sup> , 2013	Koper
Workshop for development of project ideas	Development of project ideas in accordance to Programme's outcomes	July 3 <sup>rd</sup> , 2013	Murska Sobota

	and call for proposal's guidelines		
Workshop for development of project ideas	Development of project ideas in accordance to Programme's outcomes and call for proposal's guidelines	July 4 <sup>th</sup> , 2013	Novo mesto