

Call for Activity Proposals from the Bilateral Fund Programme Democracy and Human Rights

Programme Operator: Nadácia otvorenej spoločnosti – Open Society Foundation (NOS-OSF)

Call announcement: 2 November 2015



1. INTRODUCTION

NGO Support Programme – *Democracy and Human Rights* (hereinafter the “Programme”) is part of the EEA Financial Mechanism 2009-2014 that aims at supporting cooperation and exchanges between entities in Iceland, Liechtenstein and the Kingdom of Norway (hereinafter the “donor countries”) and Slovakia and contributing to creation of a stable, peaceful and prosperous Europe built on the principles of good governance, democratic institutions, rule of law, respect for human rights and sustainable development.

The **Bilateral Fund** is part of the Programme that assists the donor countries to strengthen bilateral cooperation and reduce economic and social disparities in the European Economic Area.

The Bilateral Fund is one of the tools to achieve the objective of strengthened bilateral relations between the donor countries and Slovakia.

The Programme Operator for the Bilateral Fund is Nadácia otvorenej spoločnosti – Open Society Foundation. The eligible time period for activities supported from the Bilateral Fund has been from January 2013 until April 2016. The total budget allocation for the Bilateral Fund within the framework of the Programme is €138,060. The financial allocation for this Call for Proposals is €76,500. **Financial support may be used for covering 100% of eligible expenditures until the funds earmarked for this Call are used up. The minimum amount of grant support is €1,000. The maximum grant support for one applicant is €10,000.**

2. PURPOSE OF THE CALL, AREAS OF SUPPORT AND OUTCOMES

The Bilateral Fund is designed to fund activities with great potential and importance in strengthening bilateral relations. The Bilateral Fund primarily supports complementary activities (not complete sets of activities – projects) with clearly-defined outcomes and a focus on organization, participation in conferences, seminars, workshops, study trips, visits of foreign experts or information activities important for strengthening bilateral relations.

The Bilateral Fund will support grant applications aimed at: networking and building partnerships, sharing and transferring knowledge, technology, experience, know-how and good practices between entities in Slovakia and those in the donor



- Democracy, good governance and transparency;
- Human rights, including minority rights;
- Gender equality and gender-based violence;
- Fight against discrimination, racism and xenophobia.

The Programme mainly focuses on capacity development of NGOs and on improving their position in society. A cross-cutting priority of the Programme is supporting children and youth at risk, fighting against hate speech – verbal incidents as a form of hate-based violence, extremism, racism, anti-Semitism, xenophobia, homophobia, sexual harassment, violence against women and trafficking in humans. Simultaneously, it will support enhancement of tolerance, multicultural understanding and equal opportunities for Roma people. The programme will also focus on specific minority needs, including those of Roma.

3. ELIGIBLE APPLICANTS

Eligible applicants are NGOs that are established in Slovakia and fall within following definition: “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. Eligible applicants shall abide by the principles of democratic values and human rights.” The applicant must have at least one partner from the donor state or an international organization¹ for the implementation of the activity for which it is requesting funding.

The applicant must clearly demonstrate its operation in the area of requested grant support for at least one year prior to submitting the grant application. The applicant’s operation in the particular area of support is demonstrated in the respective part of the grant application. Operation in the particular area of support may also be demonstrated through at least one year of experience by an expert working for the applicant.

The applicant may submit *only one* application for grant support within the Bilateral Fund. One applicant can be activity partner in maximum one other submitted application.



4. ELIGIBLE PARTNERS

Eligible partners include:

- Entities from Norway, Liechtenstein or Iceland (private or public entities, including non-governmental organizations);
- International organizations;²
- Slovak entities (private or public entities, including non-governmental organizations).

The partner may have but does not need to have financial participation in the implementation of the project activities.

A mandatory annex to the Grant Application is the Partnership Declaration: **see HERE.**

5. ELIGIBLE EXPENDITURES

Costs incurred related to the following activities may be eligible networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between entities in the Beneficiary State and entities in the Donor States and international organisations.

In justified cases, having regard to the principle of proportionality, travel costs including subsistence allowance may be calculated as a lump sum, on the basis of clearly defined rules.

Any cost related to the objectives of the funds for bilateral cooperation may be eligible, provided it complies with the general principles on the eligibility of costs (ie connected with the subject of the contract, proportionate and necessary for the implementation of the activity,).

Eligibility of expenditures is specified in the Guideline on Eligibility of Expenditures and Reporting in the Programme. (See [HERE](#) the full version of the Guideline on Eligibility of Expenditures and Reporting in the Programme).



6. TIMELINE FOR SUBMITTING A GRANT APPLICATION AND PROJECT ACTIVITY IMPLEMENTATION

Applications within the Bilateral Fund are submitted on an on-going basis, as of 2 November 2015 until no later than 8 January 2016. The maximum duration of project activities is until 30 April 2016. Activities and expenditures planned and carried out after this date will be considered ineligible.

Call announcement	2.11.2015
Closing date for submitting applications	On-going
Announcement of results (<i>usually than 15 working days from the date applications are received</i>)	On-going
Final date for submission of applications	8.1.2016
Final date for termination of activities of supported activities	30.4.2016

7. GRANT APPLICATION AND ITS ANNEXES

Upon registration, the grant application is available at <http://fondpremvo.osf.sk> until the date indicated in this Call.

The grant Application consists of the following:

- Application form that contains comprehensive activity information including affidavit of the applicant;
- Activity budget with detailed narrative to the budget (mandatory annex to the form);
- Partnership Declaration.

An eligible applicant is to submit the Grant Application from the Bilateral Fund in the Slovak language. See [HERE](#).

<http://fondpremvo.osf.sk>

All mandatory annexes to the Grant Application from the Bilateral Fund are specified in the Manual for Applicant [HERE](#).



8. DEADLINE, PLACE AND FORM OF SUBMITTING THE GRANT APPLICATION FROM THE BILATERAL FUND

The Grant Application with all requested documents and annexes must be submitted in the Slovak language. The application must be submitted electronically via a form available at <http://fondpremvo.osf.sk> as of **2 November 2015 until no later than 8 January 2016** and delivered via mail to the address of the Programme Operator (Nadácia otvorenej spoločnosti, MVO – FOND, Baštová 5, 811 03 Bratislava). The application must contain all requested parts and annexes. The date on the stamp on an envelope will be used to determine if the application was submitted timely. The envelope must be sealed with the text “Grant Application from the Bilateral Fund”. If the date on the stamp is after the deadline for timely submission of the application, the application is untimely and the Programme Operator will rule it out from the evaluation process. Grant Applications and their annexes from the Bilateral Fund will not be returned to the applicants for technical reasons.

9. EVALUATION

The evaluation process has three stages:

- First stage– review of the application based on the administrative criteria and eligibility criteria; done by the Programme Operator;
- Second stage – evaluation of the application by two independent experts who score the application and prepare a written evaluation based on the content and quality of the submitted application pursuant to the evaluation criteria indicated in the Manual for Applicants for Grant from the Bilateral Fund. Based on this evaluation, each expert recommends or does not recommend approval of the application to the NOS-OSF Board of Trustees;
- Third stage – the Board of Trustees of the Programme Operator will issue a final decision on approval or rejection of the Grant Application.

The Programme Operator will evaluate the Grant Applications from the Bilateral Fund on an on-going basis until the funds allocated in this Call are used up. The evaluation process usually takes 15 working days from the day a complete application is delivered. The results will be published on the website of NOS-OSF. The applicants will be notified about the results in writing.

For detailed information on the selection process, see the Manual for Applicants from the Bilateral Fund [HERE](#).



10. SUPPORT TO THE APPLICANTS AND CONTACTS

All materials necessary for preparing a Grant Application are available at www.fondpremvo.osf.sk. Applicants may receive the information via email or on the phone, Monday through Friday from 10:00 to 16:00. The Programme Operator reserves the right to answer any questions within a 24-hour period. Questions regarding planned activities should be addressed to the programme managers responsible for a particular area of support.

Area of support	Name	E-mail	Tel.
Democracy, good governance and transparency	Zuzana Čáčová	zuzana.cacova@osf.sk	0903 451 814
Human rights, including minority rights	Blanka Berkyová	blanka.berkyova@osf.sk	0948 525 159
Gender equality and gender-based violence	Barbora Vaněk	barbora.vanek@osf.sk	0914 196 170
Fight against discrimination, racism and xenophobia	Andrea Bilá	andrea.bila@osf.sk	0948 626 867

Questions regarding eligibility of expenditures, level of co-funding, budgeting, etc. can be directed via email or over the phone to the financial director and financial controllers.

Name	E-mail	Tel.
Jana Dravecká	jana.dravecka@osf.sk	0948 636 881
Petronela Uskobová	petronela.uskobova@osf.sk	0904 350 346
Zuzana Juríková	zuzana.jurikova@osf.sk	0903 263 978

