

Manual for Applicants for Activity Proposals from the Bilateral Fund

**Programme:
Programme Operator:**

**Democracy and Human Rights– Bilateral Fund
Nadácia otvorenej spoločnosti – Open Society
Foundation (NOS-OSF)**

Call announcement:

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This manual is designed for grant applicants from the Bilateral Fund of the NGO Program Democracy and Human Rights. It comes into force on the day of announcement of the Call for Proposals.

1. Aim of the Bilateral Fund

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 entities in Slovakia and the donor countries through:

- a) Strengthening and developing existing bilateral cooperation;
- b) Creating new possibilities for cooperation with a view of its sustainability;
- c) Creating bilateral dimension of implementing grants within the Programme.

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 Programme framework 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.**

Purpose of the Call, Areas of Support and Programme Outcomes

The Bilateral Fund will support activities 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 countries as well as international organizations in one of the four areas of Programme support:

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

The Programme specific criteria is 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.

The Programme Operator will observe the principles of transparency and accountability in implementing the Programme and NGO projects, as well as the principles of good governance, sustainable development, gender equality and equal opportunities.

When looking for bilateral partners, communication with the Norwegian Helsinki Committee is recommended. For more information see <http://nhc.no/en/> and visit portal <http://ngonorway.org/> aimed at enhancing development of bilateral partnerships.

Eligible applicants

Eligible applicants are NGOs that are established in Slovakia and fall within following definition: “A nonprofit 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.

An NGO is a legal entity established for purposes other than for profit or business and registered in the Slovak Republic as one of the following:

- a) civic association under Act no. 83/1990 Coll. on association of citizens as amended by further regulations;
- b) foundation under Act no. 34/2002 Coll. on foundations and Civic Code as amended by further regulations;
- c) non-profit organisation providing publicly beneficial services under Act no. 213/1997 Coll. as amended by further regulations;
- d) non-investment fund under Act no. 147/1997 Coll. on non-investment funds as amended by further regulations;
- e) association of legal entities under Act no. 40/1964 Coll. as amended by further regulations;
- f) non-profit organisation under Act no. 116/85 Coll. on activities of organisations with international participation as amended by further regulations;
- g) Slovak Red Cross (Act no. 460/2007 Coll.) as amended by further regulations;
- h) specific religious institutions under the Act no. 308/1991 Coll. as amended by further regulations.

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.

The eligible applicant must also demonstrate:

- Ability to implement activities in the area where it is applying for support;
- Ability to implement activities on its own behalf and accountability, the Applicant cannot act only as a facilitator of activities;
- That the activity follows the goal of the Call for Proposals from the Bilateral Fund and will assist in achieving the Programme goals and outcomes.

The Applicant may not be in conflict of interest – specified in details [here](#);

Eligible partners

Eligible partners include:

- Entities from Norway, Liechtenstein or Iceland (private or public entities, including non-governmental organizations);
- International organizations;¹
- 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.

Eligible expenditures

In general, the costs and expenditures are considered as eligible provided they are actually incurred by the Beneficiary or a partner and they fulfil the criteria in Part 3 of this Manual – Financial Provisions.

Timeline for submitting a grant application and activity implementation

The applicant submits Grant Application on the form Grant Application, available upon registration at <http://fondpremvo.osf.sk>. The maximum duration of Project Activities is until 30 April 2016. The overall timeline is as follows:

Description	Date
Call announcement	02.11.2015
Provision of the information to the applicants	On-going
Closing date for submitting applications	08.01.2016
Evaluation process	On-going
Announcement of results	On-going
Signing Grant Agreement	On-going
Maximum duration of project activities until	30.04.2016

¹ https://www.mzv.sk/sk/zahranicna_politika/prehľad_medzinarodnych_organizacii_a_zoskupeni



■ Grant Application from the Bilateral Fund and its Annexes

The Grant Application from the Bilateral Fund consists of:

- a) Grant Application form – the applicant must clearly indicate activities that meet the goal and purpose of the support from the Bilateral Fund;
- b) Budget with detailed narrative to the budget – the applicant shall indicate eligible costs in the budget, indispensable for implementation of the activity described in the Application;
- c) Partnership Declaration – the Applicant shall sign Partnership Declaration with a partner from the donor state or with an international organization that will participate in implementing the activities described in the Application. Declaration must be submitted in English language and needs to be signed by the statutory representative/representatives of a partner or natural person authorized to represent the partner organization in external relations as defined in its establishing documents. By signing the Partnership Declaration, the partner solemnly declares that the information and data thereon is accurate and confirms its participation in the implementation of the activities in partnership with the Applicant.

Mandatory annexes:

- 1) Articles of association, statutes or other establishing document of the Applicant;
- 2) Copy of a registration document of the Applicant;
- 3) Identification document of statutory representative of the organization (no older than 6 months);
- 4) Statement of finances for previous calendar year;
- 6) Certificate on VAT registration, if applicable;
- 7) CV of individuals responsible for the Activity coordination and financial management;
- 9) Partnership Declaration (if other eligible partners are indicated in the Application).

The applicants are obliged to duly fill in all parts of the Grant Application form and attach all mandatory annexes. Upon printing online Grant Application, the statutory representative of the organization is obliged to confirm accuracy of the information and data with his/her signature at the last page of the Application. By submitting the Grant Application the Applicant expresses its agreement with the conditions of this Call, set forth by the Programme Operator.

In the case of missing mandatory annexes Applicant will be not requested to submit additional information / additional documents. Uncompleted applications will be automatically rejected with the possibility to resubmit once.

■ Deadline, place and manner of Bilateral Fund Grant Application

The Grant Application from the Bilateral Fund must be submitted electronically via application at <http://fondpremvo.osf.sk>, as of 2 November 2015 until no later than 8 January 2016 and delivered via mail or courier services to the address of the Programme Operator (Nadácia otvorenej spoločnosti, MVO – FOND, Baštová 5, 811 03 Bratislava). The Grant Application must contain all requested documents 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. The following information must be indicated on the envelope:

Name of the Applicant:

Address of the Applicant:

“Grant Application from the Bilateral Fund“

Nadácia otvorenej spoločnosti

MVO – FOND

Baštová 5

811 03 Bratislava

Grant applications and their annexes from the Bilateral Fund will not be returned to the applicants for technical reasons.

2. Evaluation process

The applicants may submit their grant applications to the Programme Operator pursuant to the timeline and in a way defined by the Manual. The evaluation process has three stages:

- First stage – review of the Application for its compliance with the eligibility and administrative 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 activity 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. Notification about approval or rejection of the Grant Application will be published on the website of the Programme Operator.

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 successful Applicants will be published on the website of NOS-OSF. The Applicants will be notified about the results in writing.

■ Reviewing compliance with administrative and eligibility criteria

Once the Application is delivered, the Programme Operator will register the submitted Application and control its content, completeness and its annexes for compliance.



At the first stage of evaluation process, the Operator will review the Application for compliance with administrative criteria set for the Bilateral Fund, i.e.:

- Delivering the Application to the registered address of the Programme Operator by the set deadline (deadline for Call for Proposals);
- Delivering the Application in a sealed, undamaged envelope;
- Submitting the Application on pre-defined forms set forth by the Programme Operator;
- Preparing the Application in the Slovak language;
- Application must be complete, delivered in one original copy and must contain all the mandatory annexes;
- Application must be signed by statutory representative of the Applicant;
- Application must be delivered electronically pursuant to the conditions set forth by the Call.

The application must also meet basic eligibility criteria of the Call:

- a) The aim of the activity is in line with the areas of support of the Program and the priorities and goals set forth in those areas;
- b) The activity duration and requested grant amount are in line with the conditions set forth by this Call for Proposals.

A Grant Application from the Bilateral Fund will be ruled out if it fails the administrative and eligibility criteria and:

- Will not be submitted by eligible Applicant;
- Will not be submitted on a specified;
- Will not be submitted to the Operator by the set deadline or in a form specified by this Call.

Applicant, who has failed to submit all requested annexes, will be not considered for further review. Any rejected applicant may re-submit the same application for grant support within the Bilateral Fund once more following the initial rejection. Resubmission of the same application (for the same activity) is possible only once.

Reviewing compliance with evaluation criteria (conformity of content)

Application that meets criteria set forth in the previous section will be submitted for reviewing its compliance with evaluation criteria (conformity of content). The application will be evaluated independently by two impartial experts who will score the application and prepare their written evaluation. The average of the scores awarded by the experts shall be used. If the difference between the scores given by the two experts is more than 30% of the higher score, a third expert will score the activity independently. Written assessment represents a part of the activity scoring, including the expert recommendation for the NOS-OSF Board of Trustees.

2.2.1. Evaluation criteria

- a) Grant Application – project activity (max. 60 points) – feasibility is evaluated; its need and innovativeness from the perspective of a broader social context in Slovakia and in the country of a partner organization in relation to the areas of Programme support;



- proven potential for establishing partnership and the benefits of a submitted Application from the perspective of exchanging know-how between the Activity partners;
- b) Experience and capacity of the applicant and the bilateral partners (max. 15 points) - existing experience and capacity of the Applicant and the partner are evaluated;
 - c) Budget (max. 25 points) – budget sustainability is evaluated, along with efficient use of funds.

Evaluation criteria are listed in the following table:

Criterion	Max. No. of points
1. Grant Application – Activity Proposal	60
1.1. Activity feasibility	10
1.2. Need and innovativeness of the prepared activity in the broader social context of Slovakia and of the country of a partner organization, in relation to the Programme areas of support – Democracy and Human Rights	20
1.3. Proven potential for establishing partnership for the sake of activity implementation between the Applicant and the partner from a donor country	15
1.4. Specific criteria of the Programme	10
1.5 Cross-cutting priorities of the Programme	5
2. Experience and capacity of the Applicant and the partner	15
2.1. Existing experience and capacity of the Applicant	5
2.2. Existing experience and capacity of the partner	10
3. Budget and cost efficiency	25
3.1. Budget sustainability	10
3.2. Efficient use of funds	15
TOTAL	100

Decision on approval/rejection of the Application

The Board of Trustees of the Operator will issue final decision on approval/rejection of the Application. The list of successful applications will be published together with the respective grant amounts usually within 15 business days at the Operator’s web since the day of receiving the Grant Application.

Informing about selection procedure

2.4.1. Compliance with administrative criteria and eligibility of the applicant

The applicants that will not comply with the administrative and eligibility criteria will be notified by the Programme Operator about rejection of their Application and the reasons for the rejection, in writing. Any rejected applicant may re-submit the same application for grant support within the Bilateral Fund once more following the initial rejection. Resubmission of the same application (for the same activity) is possible only once.



2.4.2. Expert evaluation

The Operator will inform the rejected Applicant about the evaluation of its Grant Application on scoring, written expert evaluations and recommendations to the rejected Applicant.

Confirmation on registering Grant Application

The Applicant will get a confirmation statement about submission of a complete Grant Application via on-line application directly in the on-line application.

Appeal by the Applicant

The Applicant, who will not comply with the content (expert) evaluation, may request the Board of Trustees of the Programme Operator to re-examine the decision of the Programme Operator and issue a decision about re-assessing the Application within 7 calendar days following the receipt of the written announcement on rejection of its Application. The written request must be delivered to the Operator's address.

General terms and conditions for successful applicants

If the Grant Application from the Bilateral Fund is approved, the Operator will enter into agreement with the statutory representative of the Applicant – Grant Agreement (hereinafter the "Agreement"). The Agreement will contain mainly the following:

- Identification of the contracting parties;
- Bank/account details of the Beneficiary;
- Definition of the Beneficiary's obligations regarding the activity implementation;
- Definition of the Beneficiary's obligations regarding activity monitoring and reporting;
- Defined time period for eligibility of expenditures;
- Grant amount;
- Payment procedure;
- Reasons of suspensions of the payments, including other sanctions;
- Publicity conditions.

3. Financial provisions

Eligible expenditures

In general, the costs and expenditures are considered as eligible provided they are actually incurred by the Beneficiary or a partner and they fulfil the following criteria:

- a) Incurred between the first and the last eligibility date indicated on the Grant Agreement from the Bilateral Fund (hereinafter the "Agreement");
- b) Are related to the subject of the Agreement and are indicated in the approved budget;
- c) Are adequate and indispensable for implementation of the activities;
- d) Incurred with the aim to achieve the outcome of the activities and expected outputs in line with the principles of efficient financial management and effectiveness;
- e) Are identifiable and verifiable, mainly through book keeping records of the Beneficiary and are in line with valid accounting standards and generally accepted accounting principles;



- f) Are in line with valid legislative requirements;
- g) Were invoiced, paid and the subject of the payment was delivered (goods) or implemented (services and works). The Beneficiary must keep analytical records of all income and expenditures related with the grant in its books so it is possible to separately follow all book keeping records and their compliance with supportive documentation.

Eligibility of expenditures is further specified in Guideline on Eligibility of Expenditures and Reporting of the Programme Democracy and Human Rights published at <http://fondpremvo.osf.sk> (hereinafter the “Guideline on Eligibility of Expenditures”).

■ Total financial allocation and its redistribution

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. The minimum amount of grant support is € 1,000. The maximum grant support for one applicant is €10,000. The activities will be supported only until the funds earmarked for the Bilateral Fund are used up. In this case it will be immediately announced on the web page of the Operator.**

■ Overlap of expenditures

The expenditures may not overlap. The Beneficiary shall ensure expenditures allocated to a defined set of activities shall not be simultaneously funded from other sources.

The Programme Operator will monitor the observance of the non-overlapping principle with the Beneficiaries, namely through:

- *Administrative control* – checking the marking each original of accounting documents of the activity funded from the Programme, as well as control of analytical accounts assigned to the activity;
- *On the spot verification* that will not only focus on activity implementation but also on checking the overall book keeping of the Beneficiary.

■ Procurement

Throughout the Programme implementation and implementation of its activities, the applicable national rules on public procurement along with the EU legislation in the area should always be complied with. Notwithstanding the national legislation and regulations, giving exemptions to NGOs in public procurement, any procurement exceeding threshold set by EU will be carried out in line with the valid legal regulations for procurement disregarding such exemptions.

Throughout the activity implementation, the Beneficiary is obliged to observe principles of economic efficiency and transparency. During procurement and fulfilment of contractual obligations, it is obligatory to observe the highest ethical standards. The Beneficiary is obliged to apply all effective measures to prevent illegal or corrupt practices. It is forbidden to accept any offerings, donations, payments or benefits that would or could be interpreted, directly or



indirectly, as illegal or corrupt practices, such as encouragement or incentivizing commissioning of an order or its implementation.

Execution of a commission (including procedures prior to the commissioning) and terms and conditions of its execution shall be in line with the best economic procedures, including legal accountability, need to allow for full and fair competition among potential providers, e.g. through comparison of real prices and the requirement to optimally use EEA 2009-2014 financial resources.

If any goods, services or work with a value exceeding €5,000 is procured the Beneficiary is obliged to organize a procurement to select the supplier with a minimum of three bidding offers and must prepare a record on commissioning an order. The Beneficiary is obliged to archive the records on orders, their commissioning and execution for a minimum of 7 years after the completion of the activity and shall provide them to the Programme Operator upon request.

■ Activities funding

Activities funding is organized through grants provided from the Programme in the amount of 100% of the total eligible activity costs. The Beneficiary receives the grant through advance payments and a final payment.

Basic rules for providing advance payment:

- An Advance payments shall not exceed 40% of the total eligible expenditure of the activities, except for projects within grant application up to €5,000, in which case advance payments shall be up to 90% of the total eligible expenditure;
- It can only cover a period no longer than two reporting periods, i.e. 8 months;
- The advance payment will be transferred based on a submitted Request for Payment in a predefined form in €;
- The amount of the first advance payment represents a sum of amounts indicated in the plan of activity expenditures covering the first two subsequent reporting activity periods;
- The amount of every subsequent advance payment represents a sum of amounts indicated in the plan of activity expenditures covering the current reporting period and the subsequent one, for which the Beneficiary submits a Preliminary Financial and Project activity Report, while the amount is reduced by the amount of any unsettled advance payment from previous periods;
- The total amount of advance payments transferred may not exceed 90% of the total amount of approved grant.

Advance payments procedures:

- First, the Beneficiary submits a Request for Payment within 10 business days from the day the Grant Agreement enters into force;
- The Beneficiary submits the following requests for payments along with the PFPR;
- Upon receipt of the Request for Payment, the Programme Operator undertakes its administrative monitoring, verifies the eligibility of the requested amount pursuant to the approved budget and plan of activity expenditures and determines the amount of advance payment;



- If needed, the Programme Operator conducts an on-the-spot verification with the Beneficiary;
- The Programme Operator approves the Request for Payment, reduces it by any non-eligible amount or disapproves it. If the Beneficiary) is eligible for transfer of an advance payment, the Programme Operator transfers the funds to the Beneficiary's account within 15 business days upon approval of the Request for Payment.

Monthly list of activity expenditures

1. The Beneficiary will set up and submit a monthly list of activity expenditures on an official template to the Programme Operator, always within 10 business days after the previous calendar month for which the list is submitted.
2. Along with the monthly list of activity expenditures, the Beneficiary submits copies of requested documents and bank account statements. The type of requested documents and supporting materials is specified in the Guideline on Eligibility of Expenditures and Reporting of the Programme Democracy and Human Rights.

Preliminary financial and project activity report

Billing of eligible costs covered by the Beneficiary for a particular reporting period is provided in a PFPR.

1. This (PFPR) will be prepared and submitted to the Programme Operator on a specified form (template) for a reporting period, within 10 business days upon the end of a reporting period.
2. The Beneficiary shall submit the following along with the PFPR:
 - PFPR annexes – copies of requested documents, bank account statements that were not previously submitted to the Programme Operator along with the respective monthly list of expenditures. The scope of submitted documents and supportive materials is specified in the Guideline on Eligibility of Expenditures and Reporting;
 - Request for payment on the prescribed form.
3. The Beneficiary prepares the PFPR in two copies; one copy is submitted to the Programme Operator and one remains with the Beneficiary.
4. The Request for Payment is prepared on a prescribed form in two copies; one is submitted to the Programme Operator and one remains with the Beneficiary.
5. The Programme Operator verifies eligibility of the activity costs based on the documentation submitted with the PFPR or through on-the-spot verification.
6. The Programme Operator subsequently approves the PFPR, reduces the amount by non-eligible costs or disapproves the report.
7. Upon the approval of the PFPR and Request for Payment, the Programme Operator transfers the payment to the Beneficiary's account within 15 business days upon the approval of the Request for Payment.

Funding of the remaining 10% of activity costs and request for final payment

The remaining 10% of the total eligible costs shall be pre-financed by the Beneficiary from its funds. Upon completion of the Project activity, the Beneficiary submits the PFPR for the last reporting period, the Final Financial and Project Activity Report (hereinafter "FFPR") and



Request for Final Payment along with the accounting documents verifying the expenditures and documents on payment of those expenditures in the activity. Upon approval of the FFPR the Programme Operator shall transfer the remainder of the grant funds to the Beneficiary's account. The PFPR, FFPR, Request for Payment and Request for Final Payment are submitted in the Slovak language on respective forms and in structure specified by the Programme Operator.

■ Activity monitoring and audit

Activity monitoring is carried out on three levels:

1. Verification of activity reports;
2. Verification of the activity on-the-spot;
3. Verification of the activity in the Programme Operator's registered address.

The activity may be subject to audit of independent certified auditor, authorized by the Programme Operator or the Programme Donor.

3.9.1. Activity reports

The Programme Operator provides the beneficiaries with templates of the project activity and financial reports that must be prepared and submitted by the beneficiaries by the set deadlines. The obligations of the Beneficiary related to monitoring are specified in the Agreement.

The above is applicable to the following documents:

- Preliminary Financial and Project Activity Report (PFPR);
- Final Financial and Project Activity Report (FFPR).

Upon the completion of a monthly reporting period, the Beneficiary will prepare and submit the Preliminary Financial and Project Activity Report (PFPR) within 10 calendar days of the following month. The Beneficiary shall submit the report along with copies of accounting documents and bank account statements. The scope of the documents and supporting materials is specified by the Guideline on Eligibility of Expenditures and Reporting. The originals of accounting documents and supporting materials in the scope defined by the Act on Accounting and the Guideline on Eligibility of Expenditures and Reporting stay with the Beneficiary's accounting records. Upon the Programme Operator's request, the Beneficiary shall submit the above or present these during an on-the-spot verification.

The Beneficiary is obliged to submit the Final Financial and Project Activity Report (FFPR) within 30 calendar days upon completion of the activity.

The above-noted reports must contain information on the activity progress/outputs in relation to the quantified goals. The Beneficiary is obliged to submit reports in accordance with the provisions of the Grant Agreement both in hard and soft copies (via e-mail) to the Programme Operator.

3.9.2. On-the-spot verification

On-the-spot verification is a part of monitoring of Activity implementation, allowing for the checking of the following:



- Activity content, specifically:
 - Goods delivered, provided work and services;
 - Course of the project activity implementation;
 - Activity publicity etc.

- Financial part of the activity, specifically:
 - Physical existence of accounting documents and requested supporting materials for the activity expenditures and their existence in the accounting records of the Beneficiary;
 - Billing of delivered goods, works and services into the accounting records of the Beneficiary;
 - Marking of the accounting documents pursuant to the provisions of the Grant Agreement;
 - Physical delivery of goods, services and works pursuant to the accounting documents;
 - Correct accounting in relation to the activity;
 - Non-overlapping of expenditures.

3.9.3. Activity verification at the registered address of the Programme Operator

The Programme Operator may request the Beneficiary to submit documentation at its registered address. Verification at the address of the Programme Operator is part of activity monitoring:

- Submitting originals of the accounting documents and supporting materials of the Beneficiary for a check regarding all activity expenditures for a given period;
- Verifying observance of the principles of efficiency and transparency in procurement of goods and services;
- Checking the accounting outputs of the Beneficiary– billing of delivered goods, work and services related to the activity as well as non-overlapping of expenditures;
- Marking of the accounting documents pursuant to the provisions of the Grant Agreement;
- Proper accounting procedures related to the activity;
- Non-overlapping of expenditures.

4. Support to the applicants and contacts

All materials necessary for preparing a Grant Application are available at <http://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 areas of support, outcomes and expected outputs within the Programme 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	Blanka Berkyová	blanka.berkyova@osf.sk	0948 525 159



minority rights			
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

5. Definitions and abbreviations

Definitions

Activity – a set of activities implemented through funds allocated to this purpose. Activities contribute to achievement of a specific output and represent a positive value, independently from other activities. Activity is clearly framed by the time, funds and expenditures;

Applicant – a legal entity eligible to submit a grant application, interested in achieving support for its activity;

Audit – systematic, independent and documented process of collecting evidence and its objective evaluation with the aim to identify to which extent are the planned outcomes/intentions fulfilled;

Beneficiary – an NGO receiving funds from the Programme for the implementation of a specific activity based on a grant agreement;

Cost – cost is a monetary valuation of work, means or services to be paid by the accounting unit;

Eligible expenditures – expenditures that are incurred within the eligible period set forth by the grant agreement, in line with the applicable eligibility requirements;

Expenditure – expenditure in general is a reduction of financial means or reduction in the equivalent of financial means by the beneficiary for the sake of Programme implementation;

Evaluator/expert – an external expert evaluating grant applications based on specific criteria and an evaluation scale publicly known in advance;

Final Financial and Project activity Report (FFPR) – the final report on activity implementation prepared by the beneficiary in a pre-defined format, delivered to the Programme Operator within 30 days from the final date set for withdrawal of the activity funds. It contains information on the activity and its financial aspects, activities, outputs and activity results.

Financial Mechanism Office (hereinafter the “FMO”) – Office assisting the Committee for Financial Mechanism (CFM) in managing EEA Financial Mechanism 2009 – 2014. FMO is



administratively part of the European Free Trade Association and is responsible for day to day implementation of the EEA Financial Mechanism 2009- 2014 and serves as a focal point;

Grant Application– a set of documents prepared in a pre-defined form submitted by the applicant to the Programme Operator’s call for proposal.

Grant –purpose-bound financial means from the Programme provided to the applicant based on an approved grant application upon signing the grant agreement for the sake of activity implementation;

Grant Agreement– governs the terms and conditions applicable to the contracting parties when the Programme funds from the NGO Program Democracy and Human Rights of the EEA FM 2009-2014 are provided by the Programme Operator to the beneficiary for project activity implementation;

Indicator – a measurable indicator that allows for monitoring of project activity implementation and evaluation of its performance in relation to the set outcome. It is a tool for measuring the achievement of an outcome, purpose and outputs. Generally, the indicator is structured by a definition, measurement unit(s), time limitation, starting value and target value;

Irregularity – any action or inaction that contradicts the law of the European Union or that of the Slovak Republic, as well as any action jeopardizing or harming the Programme implementation, such as by unauthorized or unreasonable expenditures, influencing the selection rules and procedures aimed at receiving and/or using a grant in contradiction with the conditions set forth in the call for proposals, provisions of this Manual and a grant agreement;

List of activity expenditures– summary of all activity expenditures for a calendar month, sent by the beneficiary to the Programme Operator in the following month on a pre-defined form/template;

Monitoring – activity aimed at collection of relevant information with the view of evaluation and control of managed processes at the activity and Programme level;

On the spot verification – verification of the fulfilment of contractual obligations by the Programme Operator in the registered office of the beneficiary or where the project activities are implemented; namely verification of whether the activities were performed and in what quality; verification of the eligibility of expenditures, delivery of goods, services and work listed on the list of expenditures sent to the Programme Operator; proper activity accounting; verification of publicity, etc.

Partner - a public or private entity, business or non-business, including an NGO that is actively involved in the project activity implementation and effectively contributes to it;

Partnership – a non-commercial association of legal entities created with the view to jointly achieve goals set in the activity;

Preliminary Financial and Project activity Report (PFPR) - a document prepared by the beneficiary in a set form, containing information on financial and activity progress in the implementation. The beneficiary submits a PFPR in three reporting periods during the calendar year;

Programme – the Program Democracy and Human Rights is a grant scheme for non-governmental organizations;

Programme Operator – the Programme Operator is Nadácia otvorenej spoločnosti – the Open Society Foundation;

Project Activity – an activity implemented within the Programme based on a grant agreement signed by the Programme Operator and beneficiary;

Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2009 –2014 - the basic executive regulation on implementation of EEA FM. It



defines terms and conditions for all stakeholders, procedures and forms of providing assistance as well as the system of financial management and monitoring. It was adopted by the Committee for EEA FM on 13 January 2011;

Reporting period—a period for which the beneficiary submits a Preliminary Financial and Project activity Report – it is a four-month period as follows: January-April; May-August; September-December

Supplier – an entity that has entered into agreement on delivering goods or services with the recipient.

If any lack of clarity arises in relation to the meaning of the terms used, and provided those terms are not directly defined in this Manual, such terms are to be interpreted in line with the definitions set forth by specific regulations of the Slovak Republic or valid documents for implementation of the EEA 2009-2014 Financial Mechanism.

List of abbreviations

FFPR Final Financial and Project Activity Report

FM EHP European Economic Area Financial Mechanism

NGO Non-Governmental Organization

PFPR Preliminary Financial and Project Activity Report

VAT Value Added Tax

