

Active Citizenship and Inclusion

NGO Programme



Programme *Active Citizenship and Inclusion*

Call for Proposals

Pre-defined Project

Call for proposal code: AOI-PP-01

Announcement of the Open Call: 24th May 2013

Deadline for Project Proposals submission: 31st July 2013

Call announcer : Ekopolis Foundation

1. INTRODUCTION

Programme Active Citizenship and Inclusion (further referred to also as “Programme”) is a part of implementation of the EEA Financial Mechanism 2009-2014. Through the EEA and Norway Grants, Iceland, Liechtenstein and Norway contribute to reducing disparities in Europe and to strengthening bilateral relations with 15 countries in central and southern Europe.

Program implementation period is January 2013 – December 2015. The total financial allocation for supporting projects of NGOs is 2.9 million €, which includes allocation of 100,000 € for Fund for bilateral relations.

A special interest of the Programme is paid to supporting projects with broader positive impact in society, especially when reducing hate speech, extremism, racism and xenophobia, anti-Semitism, homophobia, encourage tolerance/multicultural understanding, gender balance and involvement of marginalised groups, including Roma, foster equal opportunities and suppressing sexual harassment, violence against women and trafficking

The Programme is a grant scheme for supporting activities of non-governmental organisations (NGOs) in following areas:

Active citizenship

Priority 1 Participatory democracy

Priority 2 Social inequalities, poverty and exclusion, including in rural areas,

Children and youth, including children and youth at risk

Priority 1 Children, Youth and Active citizenship

Priority 2 Activities targeting children and youth at risk

Protection of the environment and climate change

Priority 1 Awareness raising and civic participation and active citizenship

Priority 2 Contribution to sustainable development

Welfare and basic services to vulnerable groups

Priority 1 De-institutionalization of the services for children and youth with special needs and adults placed in institutionalized facilities

Priority 2 Supporting development of field and ambulant social services of NGOs

Priority 3 Supporting social cohesion of inhabitants on local level

The Pre-Defined Project (referred to as “Project” in this Call), is expected to bring an added value to the whole Programme and its grant making. The project is expected to benefit the sector as a whole and to offer for the non-profit sector a set of services and activities, which shall strengthen the sector’s capacities and its position in the society. The detailed information about the Programme can be found at www.eeango.sk/aoi.

2. PURPOSE OF THE CALL

The purpose of this call for proposals is to select the Project Promoter of the Project. The Project shall be operated by one organisation or in a Partnership as provided in the section 4.

3. THE PROJECT

3.1. Objectives and focus

The Predefined project is expected to proactively create wider space for discourse on present burning social issues (role of NGOs in crisis, prevention/dealing with social turbulences, open governance, volunteerism). At the same time Pre-defined project should offer set of tailored workshops and training based on demand from the sector (e.g. on strategic planning, fundraising and income generation, coping with generations' exchange). Pre-defined project shall be implemented on the national geographical scope with a specific interest to include organisations from underdeveloped/underprivileged regions.

There are two main objectives of the Project:

a) Institutional Interconnection

The Project should offer the well thought, broadly available and structured dialog mechanisms to the civil society organizations – e.g. NGO conferences, Regional roundtables, Bar Camps, On-line Conferences and similar participatory formats.

The aim of these activities is to provide professionally organised but flexible space for constructive NGO forums, debates and discussions, addressing up-to-day issues important to the society and the non-profit sector. The large scale civil society conferences may be organised as part of the Project.

The proposed (but not limited to) topics are:

- What NGOs can and should offer to communities in time of economic crisis
- Social turbulences - prevention, how to turn the social tensions into constructive action?
- Philanthropy and Individual giving
- Good/Open Governance
- Low-cost approaches to tackle social problems – e.g. role of volunteerism, modest life styles and culture
- Improving civic participation and active citizenship
- Strengthening efforts on transparency and anti-corruption
- Issues of public/NGO partnership-building

b) NGOs' Competencies Development

Training and workshops focused on important issues based on the demand of the sector should be offered to the NGOs in Slovakia, including those active in unprivileged regions. The Project is expected to satisfy also the needs of well-established and more experienced NGOs, by engaging high-quality experts and lecturers, enabling exchange of experience and knowledge transfer, using facilitated learning and blended learning.

The topics of trainings and workshops should preferably focus on the newly emerging issues such as (but not limited to):

- Generations exchange in NGOs- coping strategies and development challenges
- Volunteerism development – consequences and follow up to new Act on voluntarism
- Quality standards of services and social enterprise (assessment mechanisms, brand development)
- Coping with unemployment and crisis management
- New ways of fundraising (focus on individual fundraising, on/line fundraising, social entrepreneurship and corporate philanthropy issues)
- Regional roundtables – discussion and development of the “crisis committees” focusing on the regional and local tensions and transforming mechanisms in case of social disharmony
- Grass-root activism and civil society ethos recovery and support

3.2. Suggested activities

In respect to its objectives and focus, the following activities are suggested to be included in the Project :

- Organization of participative forums, such as roundtables, seminars and conferences

- Collection and analysis of data / information concerning to non-profit sector
- Education and training activities
- Mutual learning and dissemination
- Networking and coalition building

Activities under the Project should secure an outreach to the regions and should reflect also the specific needs of minority groups including Roma.

3.3 . Expected Outputs

As basic targets, following outcomes are presumed:

- At least 10 events (seminars, round tables, conferences) to be organised
- At least 400 participants including NGOs, public administration and business representatives to attend the events
- At least 10 training/learning workshops to be organised for NGOs
At least 40 NGOs will increase their knowledge and skills in areas such as strategic planning, organisational management, volunteerism development, new ways of fundraising, etc.

Target groups involved in Expected Outputs do not necessarily need to correspond with grantees of the Active citizenship and inclusion Programme under its areas of support.

4. PROJECT PROMOTER

4.1. Requirements

The Project Promoter shall have strong ties to the NGO sector, shall have extensive experience with provision of training, institutional support and organisation of NGOs focused events and shall have relevant experience in implementation of activities proposed within the project. The Project Promoter shall be autonomous of national, regional and local government institutions. A Project may be operated in a partnership of several entities, each having specific competences, experience and knowledge which together will strengthen the management capacity / expertise of the Project Promoter. The Project Application should specify the added value of such a consortium and the set-up of the partnership this entails. No particular legal form shall be required for a consortium prior to the agreement being awarded, however, a partnership agreement will be required within one month after the signature of the Project implementation agreement.

4.2 Eligible applicants

Applicants eligible to realise projects are non-governmental organisations (NGOs). Non-governmental organisation is non-profit voluntary organisations established as a legal entity in the Slovak Republic, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Political parties, religious organisations, social partners and individuals (sole entrepreneurs) are not eligible applicants.

Eligible applicant must be registered in the Slovak Republic in one of the following categories:

- Civic Association** according the Act No. 83/1990 Coll. on the Association of Citizens as amended by later regulations,
- Foundation** according the Act No. 34/2002 Coll. on Foundations and on Amendment to the Civic Code as amended by later regulations,
- Non-profit Organisation Providing Public Beneficial Services** according the Act No. 83/1990 Coll. as amended by the Act No. 35/2002 Coll.,
- Non-investment Fund** according the Act No. 34/2002 Coll. on Non-investment Funds,
- Non-profit Organisation** according the Act No. 116/85 Coll. on terms for activities of with international aspect,
- Association of Legal Entities** under the Act no. 40/1964 Coll. – Civil Code

- g) **Specific religious institutions** under the Act no. 308/1991 Coll.,
- h) **Slovak Red Cross** under the Act no. 460/2007 Coll. on the Slovak Red Cross.

4.3 Partnership

The Project Application can be submitted individually or together with a partner organization/s. The partnership aims to enable close cooperation among different types of organizations disposing different experience of problem-solving in a given area.

Partners in the Projects can be public or private entities, commercial or non-commercial, as well as non-governmental organisations, all of whose primary locations are either in the Donor States, the Beneficiary States¹ or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any inter-governmental organisation, actively involved in, and effectively contributing to, the implementation of a project.

Project partnership shall conform to national legislation on public procurement and state aid. Some examples from the above, beyond partnerships with other NGOs, may include:

- think tanks and academic institutions where they will contribute expertise to a project
- budgetary and contributory organisations (e.g. science and research institutes, educational and cultural institutions, social services centres),
- public administration entities (e.g. municipalities, higher territorial units and state administration organisations),

Project partnership shall be established through partnership agreement with the partner/s and be in English in the case of partnerships involving an entity from the donor states. Partnership agreement templates shall be proposed by the Project Promoter and shall reflect the need for proportionality.

4.3 Project Application eligibility criteria

Eligible Grant Application must meet the following criteria:

- Grant Application must meet administration compliance criteria as stated in the *Guideline for the applicants and project promoters in the Programme Active Citizenship and Inclusion/Pre-defined project*, section 11.1.
- project focus must be in agreement with the set areas of support and their priorities,
- project realisation period does not exceed maximum stated in this call for proposals,
- requested sum corresponds with the terms set in this call for proposals,
- documents on partnership are signed and submitted.

5. TIME FRAME AND PROJECT IMPLEMENTATION PERIOD

| | |
|-------------------------------|----------------------------|
| Publication of the Open Call: | 24 th May 2013 |
| Closure of the Open Call | 31 st July 2013 |

The maximum duration of the Project is 24 months.

Indicative proposed implementation period is from September 2013 till October 2015. The applicant may propose different time frame, but in each case Project activities may be implemented till 31st October 2015 at the latest.

¹ Bulgaria, Cyprus, the Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, Spain.

6. FINANCIAL SET UP

6.1 Project funding

A grant for project funding consists of:

- a) the contribution from the Programme amounting to 90 % of the total eligible project costs,
- b) the own resources of the Beneficiary in amount of minimum 10 % of the total eligible project costs.

The total financial allocation for the Project is **98 333 €**.

6.2 Eligibility of expenses

Expenditures at Project level are eligible if justified, necessary, appropriate, and directly related to the project's activities, long term effects and planned results.

The Project Eligible expenses are divided into two categories:

- **Direct expenses** - represent expenses which are intended to finance Project activities in accordance to the goal of the Project, mainly cost of staff assigned to the Project, travel and subsistence allowances, consumables and supplies, services based on contracts.
- **Indirect expenses** - current costs associated with ensuring the project management, publicity and awareness of the project, and other indirect costs (overheads).

Indirect expenses

The Indirect expenses is a specific category of expenses. These are current expenses/costs related to the administrative and technical provisions of the project management and related to normal operation of the beneficiary's organization as a whole (for example. energy, postage, communications, water, sewerage).

The indirect expenses of the project are divided into two categories:

- Expenses of the Project Promoters on project management - defined as consumables, services of project monitoring, personnel costs, bank and other fees related to the project management. These expenses will be directly listed in budgetary forms and will be in reports will be submitted with actuarial/accounting documents
- Other indirect expenses / Overheads - defined as proportional amount of energy, communication, postage, accounting services. Calculation of overheads is based on real planned costs and allocated pro rata to the operation, according to proportional part of the personal capacity of the organisation involved in the project implementation in relation to total personal capacity of the applicant. The calculation will be part of the Budgetary Forms for Applicant, pre-programmed MS Excel sheet. Example of calculation is given below. Overheads claimed by the Project Promoters during the projects implementation in individual requests of payments, on the basis of stated percentage amount, shall not be verified by the FO/Programme Partners, i.e. the Project Promoter will not prove them by actuarial/accounting documents.

Total indirect expenses of the project must not exceed 20% of the total eligible project expenditure.

Eligibility of expenses is stipulated in detail in the document ***Guideline to the eligibility of expenses for project promoters in the Programme Active Citizenship and Inclusion***.

7. PREPARATION, SUBMISSION, EVALUATION AND APPROVAL OF GRANT APPLICATIONS

7.1 Preparation of Grant Applications

Grant Application must be prepared in the standard forms that are appendices to this Open Call.

The Fund Operator shall provide information to the applicants by phone, e-mail, in the form of personal consultations, at information seminars and through the document Questions and answers at www.eeango.sk/aoi

7.2 Grant Application submission

Grant Application must be submitted together with the following documents:

- **Grant Application** (prescribed form)
- **Mandatory annexes:**

- Annex No. 1 – Project budget (prescribed form)
- Annex No. 2 – Budget explanation (prescribed form)
- Annex No. 3 – Project summary in English (prescribed form)
- Annex No. 4 – A copy of the Registration document of the applicant from a relevant register of institutions (accepted in format available on the internet)
- Annex No. 5 – Annex No. 5: Partnership Declaration (accepted also in scanned format)
- Annex No. 6 – A copy of registration documents of the partner with a translation of relevant sections into English
- Annex No. 7 – Certificate of registration from the Tax authority for Value Added Tax, or a solemn declaration of the applicant that the organisation is not a subject to VAT

Documents must be submitted in the following way:

Original of Grant Application, 1 set of documents. An original of Grant Application contains:

1. Grant Application form signed by the Statutory of the applicant
2. Annexes No. 1 – 7
3. CD with electronic version of the Grant Application with Annexes in the following formats: Excel, Word, PDF

Grant Applications or their attachments shall not be returned to their applicants for technical reasons. Grant Applications delivered only by e-mail or fax will be rejected by the Ekopolis Foundation.

Applicants must deliver their Grant Applications via the post to the address: Nadácia Ekopolis, Komenského 21, 974 01 Banská Bystrica **by 31 July 2013 (relevant is the date in the postmark of the post office accepting the mail).**

The envelope with the Grant Application must contain the following information:

Fund for bilateral relations

Applicant's name: ...

Applicant's address: ...

Nadácia Ekopolis
Komenského 21
974 01 Banská Bystrica

7.3 Confirmation of Grant Application registration

The Fund Operator shall inform the applicant on registration of the Grant Application by e-mail and by publishing a list of registered Grant Application at www.eeango.sk/aoi no later than 7 working days registration of the Grant Application.

7.4 Evaluation of Grant Applications

Grant Application evaluation process:

- **Fund Operator** – Grant Application review in terms of meeting criteria of administrative compliance, eligibility of applicant and eligibility of Grant Application;
- **Expert Evaluation** – each application that meets the administrative and eligibility criteria shall be reviewed by two independent and impartial experts appointed by the Fund Operator. The experts shall separately and independently score the project according to the selection criteria published with the call for proposals. For the purposes of ranking

the projects, 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 shall be commissioned by the Fund Operator to score the project independently. In such cases the average score of the two closest scores shall be used for the ranking of the projects.

- **Selection Committee** – evaluation of Grant Applications based on specified expert evaluation criteria and making recommendations to the Board of the Ekopolis Foundation in terms of its approval or rejection. Steering Committee is within the project evaluation entitled to design some changes for the project, such as modifications or withdrawal of selected activities, reducing the budget or set additional conditions for granting. The Financial Mechanism Office and National Focal Point in Slovakia shall be invited to participate in the meetings of the Selection Committee as observers.;
- **Board of the Ekopolis foundation** – makes a final decision on which Grant Applications shall be approved.

The list of criteria of administrative compliance, eligibility of applicant, eligibility of Grant Application and expert evaluation criteria is stated in the Guideline for the applicants and project promoters in the Programme Active Citizenship and Inclusion/Fund for bilateral relationships, part 9.

8. CONTACT DETAILS

Contacts on the Ekopolis Foundation and its staff responsible for implementation of the Project:

Ekopolis Foundation

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