



**RULES AND PROCEDURES
COMPONENT 1 “CARE FOR YOUTH AT RISK”
BG06 CHILDREN AND YOUTH AT RISK PROGRAMME
FINANCED UNDER EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM 2009 -
2014**

OVERALL OBJECTIVES OF EEA FM 2009 - 2014

The overall objectives of the EEA Financial Mechanism 2009-2014 are to contribute to the reduction of economic and social disparities in the European Economic Area and to strengthen bilateral relations between the Donor States and the Beneficiary States through financial contributions.

Bulgaria becomes a beneficiary of the EEA and Norway Grants, following its entry into EU and the EEA in 2007. Between 2007 – 2009, € 41.5 million were allocated to fund economic and social development projects in the field of environmental protection, cultural heritage, health and childcare, etc.

In the new funding period 2009 – 2014, Bulgaria has been allocated € 126,6 million within the EEA and Norway Grants, which will be aimed to different priority sectors including environmental protection and management, green industry innovation, human and social development, justice and home affairs, cultural heritage, civil society and scholarships.

Partnerships between entities from the donor and the beneficiary countries are encouraged particularly where they may be of mutual benefit and may bring added value and enhanced quality to the programme or project.

OBJECTIVES OF BG06 CHILDREN AND YOUTH AT RISK PROGRAMME

The main objective of Children and Youth at Risk Programme is to contribute to the improvement of the well-being of children and youth at risk.

OBJECTIVES OF COMPONENT 1 “CARE FOR YOUTH AT RISK”

The main objective of the Component is the creation of youth centres by building/modernisation of the proper infrastructure and the introduction of services oriented towards youth at risk and disadvantaged young people, which have to comply with certain requirements in order to obtain the Quality Label, modern standard of the Council of Europe for Youth centres.

In the focus of the Component will be the creation of youth centres with the Quality Label, following the criteria developed by the Council of Europe for these specific centres, and will be managed by a grant scheme of different calls for proposals addressed to local authorities in Bulgaria (eligible partners can be other municipalities, NGOs, including NGOs from Donor States). The amount allocated to this component will constitute 57.7% of the eligible costs of the program. In 2008, the European Steering Committee for Youth (CDEJ) adopted to boost the European Youth Centres of the Council of Europe standard-setting instruments and examples of good practices in youth policies (for more information see Appendix II-E). This activity aims at knowledge sharing



and collaboration among youth Centres across Europe. The Quality Label of the Council of Europe and the European Platform for youth centers are:

1. opportunity for existing or planned youth centres in the signatory states to the European Cultural Convention, to accede to the values and priorities of the youth policy of the Council of Europe;
2. means of promoting quality development among youth centers based on established standards for education and policy methods in the youth sector of the Council of Europe;
3. opportunities for international collaboration and exchanges between education youth centres with residential facilities and their stakeholders;
4. mechanism to promote quality standards in non-formal education and international youth work. Component 1 will support municipalities, NGOs and other eligible stakeholders to achieve the required criteria by funding from grants from the EEA Financial Mechanism 2009 -2014.

LEGAL FRAME

The candidate should be aware and comply requirements of the following documents when preparing their application form:

Protocol 38b on the EEA Financial Mechanism (2009-2014);

Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2009 - 2014 between Iceland, the Principality of Liechtenstein, the Kingdom of Norway and Republic of Bulgaria;

EEA FM Regulation for the implementation of the European Economic Area Financial Mechanism 2009 -2014 (called Regulation);

Programme Agreement between FMC and National Focal point (NFP) for implementation of BG06 Children and Youth at risk Programme;

Guideline for strengthened bilateral relations

Communication and Design Manual

Guidance on developing of the Communication Plan

For further details, please, see the link: <http://eeagrants.org/>.

INSTITUTIONAL FRAMEWORK

Institutional framework for the management, implementation, monitoring and control of the EEA Financial Mechanism 2009-2014 is regulated under the provisions of the Regulation, ch. 4 and in accordance with the provisions of Appendix A to the Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2009-2014 signed between Bulgaria and Donor States.



Institutional Framework on Donor-state level

Committee of EEA FM

This is the authority, which makes decisions related to the contribution of the EEA. The Committee was created by the Standing Committee of the countries in EFTA and consists of representatives of the Ministries of Foreign Affairs of Norway, Iceland and Liechtenstein. The Committee takes decisions for awarding grants, approves a Regulation for the implementation of the EEA 2009-2014 FM and changes in them. If necessary, the Committee approves additional instructions connected with the management and the implementation of the Programme..

Office of the FM (ОФМ)

The Office of the FM is the authority, which supports the Committee in the management of the EEA 2009-2014 Financial Mechanism. OFM, which administratively is a part of EFTA, is responsible for the everyday activities for the implementation of the Financial Mechanism on behalf of the Committee, and it functions as a contact point.

Institutional Framework for the management of the EEA 2009-2014 Financial Mechanism on national level

The responsibilities of certain authorities, the distribution of the functions among them, as well as the mechanism and the procedures for their interaction, are described below as follows:

National Focal Point (NFP)

Department „Other instruments and programmes” in directorate „Monitoring of funds from the EU” within the framework of the administration of the Council of Ministers executes the functions of National Focal Point (NFP) under the EEA 2009-2014 FM. Directorate „Monitoring of funds from the EU” reports directly to the Minister for managing of funds from the EU, who executes the functions of Director of the NFP. The National Focal Point shall have the overall responsibility for reaching the objectives of the EEA Financial Mechanism 2009-2014 as well as for the implementation of the EEA Financial Mechanism 2009-2014 in the Republic of Bulgaria. The role and the functions of the NFP are described in detail in art.4.3. of the Regulation and par. 2.2.1 of the Systems for management and control of the implementation of the EEA 2009-2014 FM and include the following:

- Providing the overall management and coordination of the process of development, monitoring and reporting of the implementation of the programmes, stipulated in Annex B to the Memorandum of Understanding
- Providing the necessary mechanism, systems and measures, which will ensure the highest levels of transparency, accountancy and efficiency of the expenses, as well as the principles of good governance, sustainability, gender equality and equal opportunity.
- Providing methodical instructions to the Programme Operators for development and management.
- Concludes Programme Agreements with the Financial Mechanism Committee for every approved Programme for determining the terms and conditions for the functioning of the Programme, as well as the roles and responsibilities of the parties.



- Concluding Programme Implementation Agreement, after its approval by the FMC for every approved programme with the PO for determining the terms and conditions for the functioning of the programme, the roles and responsibilities of the parties to the contract, including all obligations, valid after the programme conclusion;
- Creating and chairs the Monitoring Committee of the EEA 2009-2014 Financial Mechanism and manages its activity;
- Providing the overall coordination and interaction of the EEA 2009-2014 Financial Mechanism with structural funds and programmes, financed through other donors, in cooperation with the competent national structures.
- Providing publicity of the EEA 2009-2014 Financial Mechanism

Certifying authority (CA)

Directorate „National fund”, administrative unit within the framework of Ministry of Finance of Republic of Bulgaria, implements the functions of a Certifying authority for the EEA 2009-2014 Financial Mechanism , in accordance with Annex A from the Memorandum of Understanding. According to art.4.5 of the Regulation the role and responsibilities of the CA are as follows:

- submitting to the FMC certified interim financial reports and final programme reports;
- the summary of eligible expenditure submitted by the Programme Operator is in full conformity with the supporting documents;
- certifies that the national co-financing for the projects is available
- guarantees the payments towards the PO;
- guarantees the creation and maintenance of a separate bank account for the purposes of the EEA 2009-2014 Financial Mechanism;
- Organizes and supports the accounting system of directorate “National fund” through registering of the activities in the bank system, cash and non-cash operations, implementing of all standard audit activities and verification as part from the registering of the operations and guaranteeing that the supporting documents have been examined and found to be authentic, correct and accurate and they are in accordance with the law and/or the applied standards;
- Preparing an accounting methodology for accounting for operations within the framework of directorate “National Fund” connected to the management of the provided funds

Audit Authority

Audit authority for the EEA 2009-2014 Financial Mechanism is Executive Agency “Audit of European Union Funds” at the Ministry of Finance of Republic of Bulgaria. EA “Audit of European Union Funds” is a secondary budget budget administrator of the Minister of Finance. The basic functions of the Auditing authority are as follows:

- ensuring that audits are carried out to verify the effective functioning of the management and control system at the level of the Beneficiary State;



- ensuring that at least one audit is carried out of each programme to verify the effective functioning of its management and control system;
- ensuring that audits are carried out on projects on the basis of an appropriate sample to verify expenditure declared;
- The Audit Authority shall ensure that the audit complies with internationally accepted audit standards.
- Verifying the conformity of the accounting information, and whether the transactions are legal, accurate and eligible;
- Submitting to the FMC an annual audit report setting out the findings of the audits carried out during the previous 12 month-period;
- The Audit Authority audits both the PO as well as the corresponding beneficiaries at project level and others.
- The Audit Authority has access to all the information connected to the management of the EEA Financial Mechanism 2009-2014 and the implementation of projects financed by the EEA Financial Mechanism 2009-2014.
- The Audit Authority performs its activities in accordance with the internationally recognized standards.

Monitoring Committee (MC)

The National Focal Point shall establish a Monitoring Committee for the EEA Financial Mechanism 2009-2014. The Monitoring Committee shall be chaired by a representative of the National Focal Point. Its composition shall include representatives from relevant ministries local and regional authorities, civil society, the social partners and, where relevant, the private sector. The FMC shall be invited to participate in the meetings of the Monitoring Committee as an observer.

The Monitoring Committee reviews the progress of the programmes with the aim to guarantee their effective and quality implementation:

It shall periodically review progress made towards achieving the objectives of the EEA Financial Mechanism 2009-2014 on the basis of documents submitted by the National Focal Point and the Programme Operators

It shall examine the results of implementation, particularly the achievement of the outputs as well as the progress towards expected outcome(s) and objective(s) set for programmes, and of the evaluations.

Programme Operator (PO)

During the new programme period Programme Operator of “Children and Youth at risk” is the Ministry of Education and Science.

The Programme Operator shall be responsible for preparing and implementing the programme “Children and youth at risk” in accordance with the principles of economy, efficiency and effectiveness and in particular for:

1. Ensuring that projects contribute to the overall objectives of the EEA Financial Mechanism 2009-2014 and the specific programme outcome(s) and objective(s) and that they comply



with this Regulation, the programme agreement as well as applicable national and European Union law in all implementation phases;

2. Collecting applications, selecting projects to be funded and signing project contracts for each project;
3. Verifying the project outputs and that the expenditure declared by the Projects Promoters has actually been incurred
4. Ensuring that payments of the project grant are made in a timely manner;
5. Ensuring the quality of the implementation of the programme and verifying the projects' progress towards expected outcomes, inter alia through reviews and/or on-the-spot verification of projects carried out on a sample basis;
6. Conducting annual monitoring of a sample of projects, selected based on risk assessment and including random samples;
7. Ensuring that the financial contribution is used exclusively for the purpose of the programme and its projects and according to the programme agreement and that all assets forming part of the programme are used only for such purposes as provided for in the programme agreement;
8. Ensuring that there is a system for recording and storing in computerised form accounting records for each project under the programme;
9. The data on implementation necessary for financial management, reporting, monitoring, verifications, audits and evaluation are collected;
10. Establishing an organisational structure of the Programme Operator that ensures independence and functional separation of the division responsible for verification of payment claims from other divisions responsible for the implementation of the programme;
11. Subject to contrary provisions of the national law of the Beneficiary State, establishing and maintaining a separate interest-bearing bank account dedicated to the funds intended for regranting
12. Ensuring that Project Promoters maintain either a separate accounting system or an adequate accounting code for all transactions relating to the project without prejudice to national accounting rules;
13. Ensuring transparency and availability of documents in accordance with the requirements of Article 8.8;
14. Ensuring that the Certifying Authority receives all necessary information on the procedures and verifications carried out in relation to expenditure for the purpose of certification;
15. Drawing up and submitting the interim financial reports, the annual programme report, the final programme report and reports on interests earned;
16. Submitting to the Certifying Authority a forecast of likely payment applications necessary for the Certifying Authority to fulfil its obligations
17. Ensuring entry of project-specific statistical data to maintain the reporting database in accordance with the Programme Operator's Manual (Annex 9);



18. Ensuring that the FMC and the National Focal Point is upon request, and within reasonable time, provided with all documents and information related to the implementation of the programme and its projects;
19. Ensuring that the Project Promoters are fully committed and able to implement their projects;
20. Ensuring that all necessary and appropriate measures are taken to prevent, detect and nullify any cases of suspected or actual irregularities, that they are investigated promptly and efficiently and properly reported and remedied, including making any financial corrections that may be appropriate;
21. Ensuring that all relevant local, national and European Union legislation (including, but not limited to, legislation on the environment, public procurement and state aid) are complied with;
22. Complying with any other obligations stipulated in the programme agreement;

The Programme Operator shall comply with the Information and Publicity Requirements in Annex 4. It shall provide information on the existence, the objectives, and the implementation of the programme, as well as on the cooperation with Donor State entities, in particular through the following measures:

1. a communication plan for the programme;
2. at least two major information activities on progress in the programme and its projects, such as a seminar or a conference with stakeholders, a press conference or press event;
3. a dedicated website on the programme in the language(s) of the Beneficiary State and in English, with information on all calls for proposals and all supported projects, bilateral relations between the Donor States and the Beneficiary State related to the programme, contact information and relevant documents.
4. The Programme Operator shall ensure that the Project Promoters fulfil their information and publicity obligations in accordance with the Information and Publicity Requirements in Annex 4.
5. The Programme Operator shall comply with the requirements defined by the FMC for submitting information electronically

ACCORDANCE WITH NATIONAL AND EUROPEAN LEGISLATION

Component 1 should comply with the following regulations and priorities at national level:

Family Code, Law on Child Protection, Social Assistance Act, Law on Employment Encouragement, Health Act, Law against nuisance of minors, National Youth Strategy 2010-2020.

The National Youth Strategy 2010-2020 is focused on the development and implementation of unified, consistent and sustainable youth policy in Bulgaria, based on sector approach, intersector collaboration and joint management with young people at local, regional, and national level. It is aimed at young people aged 15 to 29 years, according to international and European standards for youth work. The Implementation Plan for 2011 of the National Youth Strategy 2010-2020 covers all measures, tasks and activities, and financial framework in meeting the goals and priorities of the



Startaegy, summarized on the basis of the planned activities of the responsible state institutions and municipal administration in the country.

The guiding principles of the National Roma integration Strategy of Republic of Bulgaria (2012-2020) have to be presented in the envisaged activities.

Relevant European Legislative Framework

Lisbon Treaty, including title XII – Education, vocational training, youth and sport – article 165 and 166

Council Resolution on a renewed framework for European cooperation in the youth field (2010-2018) (Brussels, 27 November 2009);

White Paper on Youth;

Revised European Charter on the Participation of Young People in Local and Regional Life;

Resolution CM/RES(2008)23 on the Youth Policy of the Council of Europe – KYIV Declaration 10-11 October 2008: AGENDA 2020;

Declaration of the Rights of Persons Belonging to National or Ethnic Religious and Linguistic Minorities;

Europe 2020 Flagship Initiative “The European Platform Against Poverty”(EPAP)

The initiative “Decade of Roma inclusion: 2005-2015”

European Platform for Roma inclusion , and 10 general policy approaches to Roma inclusion, adopted on June 8, 2009 by the EU Council.

Grant allocations available under Component 1– 5 149 294 euros

Minimum and maximum grant amounts:

Minimum grant amounts - 1 000 000 euros

Maximum grant amounts –1 500 000 euros

The projects under Component 1 shall be funded up to 100%.

The Selection Committee may recommend to project promoters to reduce the amount of the grant if the costs are unreasonable and deemed excessive.

RULES AND PROCEDURES OF CALL FOR PROPOSALS UNDER COMPONENT 1

ELIGIBILITY CRITERIA

1. General requirements for eligibility of candidates and partners:

Eligible applicants under Component 1 are municipalities which are regional centers of the Republic of Bulgaria.



Eligible partners under Component 1 may be all public institutions, municipalities and NGOs from Bulgaria. Partnerships with Norwegian legal entities are recommended. Partnership Agreement as required by the regulations of EEA should be signed before submitting the application documents. Projects with partners from donor countries will receive additional points in the evaluation.

In addition to the general requirements applicants should meet the following conditions:

1. To have been established and registered in accordance with Bulgarian legislation;
2. to be municipalities or association of municipalities in Bulgaria;
3. significant part of the population of the municipality is Roma ethnic group and/or vulnerable groups, according to the NSI or other representative samples.

The applicant and the partner should present the following supporting documents:

1. Judgment of the Court of registration or the respective constitutive documents (statute or constitutive act of the applying organisation/s) – certified with a text "true copy"
2. Certificate of current status. This document must be issued not later than 90 days before the date of submission of the proposal (if the partner is an NGO) - original or notary certified copy;
3. BULSTAT Unified Identification Code (UIC) - copy certified by a stamp of the applicant / partner and text "true copy";
4. Registration certificate under art. 104 of VAT Act - copy certified by a stamp of the applicant / partner and text "true copy";
5. Annual report, balance sheet and statement of revenue and expenditure of the project partner for the past fiscal year - a copy certified by the seal of the partner and the text "true copy";
6. Certificate under art. 87, pt.6 of Tax and Social Insurance Procedure Code for presence or lack of liabilities issued by the National Revenue Agency - original or a notary certified copy. This document must be issued not later than 90 days before the date of submission of the project proposal;
7. The relevant registration and/or licensing documents and / or other appropriate documents (e.g a license issued by National Agency of Vocational Education and Training, a license issued by State Agency for Child Protection, certificate of registration, issued by the Agency for Social Assistance etc.), if applicable - a notary certified copy.

If construction works are carried out in building, which are municipal property:

8. Decision of the Municipal Council for applying for funding under Coe Component 1 "Care for Youth at Risk" of Programme BG06 "Children and Youth at Risk", which declares that the purpose of the building / premises, subject of financing, will not be changed for less than ten-year period, after completion of the project;
9. Title Deed (or other relevant document) for the premises subject of project funding - copy certified by a stamp of the applicant / partner and text "true copy";

If construction works are carried out in building, which are state property:



10. Decision of the owner of the building applying for funding under Component 2 "Children at Risk" of Programme BG06 "Children and Youth at Risk", which declares that the purpose of the building / premises, subject of financing, will not be changed for less than ten-year period, after completion of the project;

11. Title Deed (or other relevant document) for the premises subject of project funding - copy certified by a stamp of the applicant / partner and text "true copy";

12. Rent contract (if applicable) for not less than ten-year period after approval of the final report on the project - a copy certified by the seal of the applicant with text "true copy". The contract must be notarised and registered in the the Property Register under Art. 237 of the Obligation and Contracts Act ;

13. Notarial deed establishing the right of use of the property by the owner, in which he declares that he is aware of and agrees to provide the building available for the project, including, if provided alterations (if applicable) - a notary certified copy.

Supportig documents shall be in Bulgarian.

2. Specific requirements for eligibility of the partners

The project partners will be selected with the help of the relevant governmental and non-governmental bodies in the Donor States: the Norwegian Ministry of Children, Equality and Social Inclusion, the Office for Education in Liechtenstein and the Ministry of Education, Science and Culture of Iceland and other relevant bodies. The Programme operator is set a bilateral fund to strengthen bilateral relations between the partners from Donor States and applicants.

The Council of Europe is considered to be the official, hence - core partner, and the Programme Operator will follow the suggestions and the proposals for partnerships coming from the Donor Programme Partner.

3. Restrictions to applicants and/or partners:

1. They are bankrupt, subject to bankruptcy proceedings, liquidation, their business is under court supervision, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters and are in a similar procedure under National laws and regulations;
2. Have been convicted of abuse of service by a final sentence;
3. Are guilty of grave professional offences proven by any means which the Programme operator can justify;
4. Have not fulfilled obligations relating to payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Programme;
5. Have been convicted by a final sentence for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests.



6. Following another procedure of procurement or grant financial assistance funded by the Community budget, they have been declared in serious breach or failure to comply with their contractual obligations.
7. Have a conflict of interest;
8. Are guilty of misrepresentation in supplying the information requested by the Programme operator as a condition of participation in a procurement or fail to supply this information;
9. Have been removed from the awarding of budget-funded contracts or grants.
10. Have unfulfilled obligations based on the fault of the contract for the provision of funds under other schemes for funding under the Operational Programmes, PHARE Programme or EEA FM 2004 - 2009.
11. Are members of managing or controlling organs related to the management of the EEA FM Grants 2009 - 2014, or have an acting position there, or are a related party as defined in § 1, item 1 of the Supplementary Provisions of the prevention and disclosure of conflict of interest with the Head of the Programme operator;
12. Fall in the cases of Para 21 or 22 of the Act to prevent and disclose the conflicts of interest.

At the time of application the circumstances under item 1 -12 have to be declared by the applicant and its partners.

In addition to the main requirements, the partners should fulfill the following conditions:

1. They have been established and registered in accordance with the legislation of the country in which they are established;
2. In cases that they are NGOs, that are register in Bulgaria, they should act as a non-profit organization for providing educational, social and cultural activities (to have a licence from the National Agency for Vocational Education and Training or to be registered in Social Assistance Agency, or to be licenced from State agency for child protection or to have other relevant registration);
3. In case that they are non-governmental organisations, they must be established (registered in the court) at least 12 months before the date of publication of their call of proposal under the current scheme of grant aid;
4. In case that they are non-governmental organisations, the headquarters and principal place of activity must be located in the Republic of Bulgaria, or the territory of any of the donor states of the EEA Financial Mechanism - Norway, Iceland and Liechtenstein

The supported project might include the following activities:

The funded projects must contain at least the following activities:

1. Preparation for applying for a Quality Label of the Council of Europe. The centres promote multicultural approach democratic citizenship, public participation, but also the management and programmes;
2. General activities will include youth, including those at risk of social exclusion, disadvantaged, Roma and other ethnic groups.
3. Activities oriented towards Roma children and young disadvantaged people (at least 25% of the share to be targeted at disadvantaged young people);



4. Hiring of at least two Roma mediators. They will be prepared to work and trained in the third component - Capacity Building;
5. The activities should be not only in the youth centre, but also in the community
6. The proposed measures will be directed to territorial districts with the highest proportion of Roma population;
7. Packages for leisure, cultural, civic and educational activities attractive to children and young people at risk will be prepared and implemented;
8. A particular attention will be paid out to the reintegration of early school leavers;
9. Family involvement, municipal, NGOs and all stakeholders participation will be encouraged at the local level;
10. The funding for construction and repair works, and equipment should be up to 65 percent;
11. Information and publicity activities are binding;
12. Establishment of partnerships with NGOs, including NGOs from the Donor States is highly recommended;
13. Analysis of youth in local communities and identification of risk groups and risk for the development of young people and their needs for adequate services;
14. Developing initiatives for social inclusion of children and young people, including those at risk, particularly representatives of disadvantaged, including the Roma ethnic group.
15. Construction / adaptation of premises, in accordance with national standards for fire safety, occupational safety, accessibility and hygienic conditions with a view to the possibility of accommodating a minimum of 35 participants.

For more information on required activities in youth centers, use the following link:
http://www.coe.int/t/dg4/youth/Source/IG_Coop/CoE_quality_label_youth_centres_en.pdf

IMPORTANT!

The Beneficiary shall provide in the proposal at least 5 youth workers and a minimum of 2 Roma mediators to be permanent staff at the Youth Center and who will be trained under Component 3 of the Programme.

5. The extend to readiness of the project

The applicant's responsibility is to check for availability of technical/work project according to Spatial Development Act for the planned constructions, if any are planned.

Where construction works do not require such a project under the Spatial Development Act, the application form must be submitted along with an architectural plan of the building – subject of intervention and the premises to be repaired / reconstructed / renewed, explanatory note, indicative bill of quantities by types.



Where construction works require technical / design work under the Spatial Development Act, the candidate must submit the application with a technical documentation including:

1. Explanatory note for the provided construction and repair works
2. A scheme / architectural plan of the building - subject of intervention and premises to be repaired / reconstructed / renewed;
3. Technical or work project under the Spatial Development Act and Ordinance № 4 for the Scope and Contents of Investment Projects, together with a detailed bill of quantities by type of construction works. It is allowed a presentation of preliminary design under Spatial Development Act , after signing a grant contract, the beneficiary must subcontract the preparation of technical / work project. The amount of the grant for these activities shall be justified on the basis of this conceptual project along with the bill of quantities;
4. Report on assessment of compliance with the essential requirements for construction works prepared by a licensed company according to Article 142, paragraph 6 of the Spatial Development Act;
5. Assessment of the positive impact on the environment (if required under the Environmental Protection Law and the current applicable regulatory framework);
6. Other licenses and / or approvals from the relevant state / municipal institutions (if necessary according to the Bulgarian legislation).
6. Other licenses and / or approvals from the relevant state / municipal institutions (if necessary according to the Bulgarian legislation).

IMPORTANT!

The applicant has the responsibility to submit the application with the investment project throughout its available volume (drawings, bill of quantities, technical specifications, etc..) and the related available documentation (coordinations, approvals and permits, etc)..

For more information about the Quality Label of the Council of Europe, follow the link:

http://www.coe.int/t/dg4/youth/Source/IG_Coop/CoE_quality_label_youth_centres_en.pdf

6. Target groups:

Primary target group:

Children and youth from local communities at the age 15-29 years;

Children and youth at risk especially the representatives of the disadvantaged, including Roma ethnic group at the age 15-29 years exposed more than others to social exclusion and poverty;

Children and young people from families with low income;

Children and young people with deviant behavior;

Children and young people performing anti-social and offensive actions;



- Children and young people residing in social institutions;
- Children and young people at risk from ethnic minority groups;
- Children and young people at risk residing in small and remote places;

Secondary target group:

Youth workers from local NGO's, mediators working with representatives of the disadvantaged including Roma ethnic group and experts working and providing services to children and young people.

6. Indicators

Projects proposals should contain arguments and evidence that at least 100 people in the target group of "young people from local communities aged 15 to 29 years" are included in the project activities. The included young people must complete at least one formal training during the project activities.

The percentage of disadvantaged young people, including Roma must be at least 25% of those included in the project.

When reporting indicators the percentage of men / women shall be also taken into account.

7. Eligibility of expenditures

1. Eligible expenditures are expenditures which are in accordance with Art. 7.2 “General principles on the eligibility of expenditures”, Art. 7.3 “Eligible direct expenditures”, Art. 7.4 “Indirect costs in projects (overheads)”, Art. 7.5 “Purchase of real estate and land” from Regulation on implementation of the EEA Financial Mechanism 2009 – 2014.
2. Eligible expenditures of projects are those actually incurred by the Project Promoter, 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;
 - (f) they comply with the requirements of applicable tax and social legislation.
3. 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 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 for eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter.

4. The internal accounting and auditing procedures of the Beneficiary must permit operations for settlement of the realised project costs balance and the received grant from the EEA Financial Mechanism 2009-2014.

From regulation: Article 7.3 Eligible direct expenditures in a project

The eligible direct expenditures for a project are those expenditures which are identified by the Project Promoter and/or the project partner, in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly. In particular, the following direct expenditures are eligible provided that they satisfy the criteria set out in Article 7.2:

- (a) the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration. The corresponding salary costs of staff of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- (b) travel and subsistence allowances for staff taking part in the project, provided that they are in line with the Project Promoter's and project partner's usual practices on travel costs and do not exceed the relevant national scales;
- (c) cost of new or second hand equipment;
- (d) purchase of land and real estate under the conditions set in Article 7.5;
- (e) costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- (f) costs entailed by other contracts awarded by a Project Promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement and this Regulation; and
- (g) 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, etc).

From Regulation: Article 7.4 Indirect costs in projects (overheads)

Indirect costs are all eligible costs that cannot be identified by the Project Promoter and/or the project partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs. Indirect costs of the project shall represent a fair apportionment of the overall overheads of the Project Promoter or the project partner. They may be identified according to one of the following methods:



- (a) based on actual indirect costs for those Project Promoters and project partners that have an analytical accounting system to identify their indirect costs as indicated above;
- (b) a Project Promoter and project partners may opt for a flat rate of up to 20% of its total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter;

The method of calculating the indirect costs and its maximum amount shall be determined in the project contract. The method of calculation of indirect costs of a project partner shall be stipulated in the partnership agreement between the Project Promoter and the project partner.

From Regulation: Article 7.6 Excluded 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 by the FMC, the National Focal Point or the applicable law and costs of financial services imposed by the project contract;
- (c) provisions for losses or potential future liabilities;
- (d) exchange losses, except losses covered by a provision explicitly approved by the FMC for each programme;
- (e) recoverable VAT;
- (f) costs that are covered by other sources;
- (g) fines, penalties and costs of litigation; and
- (h) excessive or reckless expenditure;
- (i) costs that are occurred in a change that is not reported and approved by the PO or was being reported untimely.

IMPORTANT!

Costs that are not accounted for in two consecutive accounting periods from the time of their occurrence will be considered ineligible under Art. 8.3, item 5 of the Regulation.

8. APPLICATION METHOD AND PROCEDURE

1. Application Form

The Application Form is attached to the Guidelines for Applicants. It should be filled out in English and Bulgarian by the applicant and the applicant must fill out at least the following documents:

- a) Implementation Plan for the project - attached form;
- b) Detailed Budget - attached form;
- c) Reimbursement plan - attached form;
- d) A declaration by the beneficiary and / or the project partner for double funding , state aid , meeting the eligibility criteria for applicants , etc. – attached forms;



- e) An indicative procurement plan - attached form;
- f) CVs of the management team of the project - according to the form of <http://europass.cedefop.europa.eu/bg/documents/curriculum-vitae>
- g) Partnership agreement or letter of intent if the partner is from a donor country.

2. Technical documentation

The currently available technical documentation certifying readiness for initiating and implementing the project should be attached to the project proposal. The necessary attachments are:

- a) Act for municipal property or other applicable document proving the right of ownership on the property at the time of application;
- b) Decision of the Municipal Council for approval and commitment to implement the project;
- c) Technical specifications of the equipment and / or supplies to be purchased for the project, where applicable
- d) Scheme / architectural plan (map) of the building (buildings) and the premises, subject to funding, accompanied by an explanatory note and indicative quantitative detailed account (in case that does not require technical / design work under SPA) - a copy certified by the seal of candidate "true copy";
- e) Conceptual, technical or working project under SDA and Regulation № 4 for the scope and content of the investment projects, accompanied by detailed quantitative account by type of Construction work, explanatory note and scheme / architectural plan (map) of the building (buildings) and the premises, the object of financing (if the technical / working plan is required under SDA) - a copy certified by the seal of the applicant and the text "true copy";
- f) Report on conformity assessment with the Ordinance on the essential requirements for construction and conformity assessment for construction products (in case a technical /working project is required under SDA) - a copy certified by the seal of the applicant and the text "true copy";
- g) Evaluation of the positive impact on the environment (if applicable under the Environmental Protection Act and the current applicable secondary legislation framework) - a copy certified by a stamp of the applicant and the text "true copy";
- h) Other permits and / or approvals from the relevant state, municipal and other institutions (if necessary according to the Bulgarian legislation) - copies certified with a stamp of the applicant and the text "true copy";

IMPORTANT!

The Application form with the necessary attachments must be submitted in 1 original and two copies, as well as in electronic form (3 disks), the technical documentation – in 1 copy, verified by the seal of the applicant and the text “true copy.

IMPORTANT!

The information in the documents in electronic format must be identical to the information submitted on paper.



2. Where and how the project proposals should be sent?

The project proposals must be submitted in sealed and intact envelope/package received in the form of letter/parcel through registered mail or express delivery, courier, by hand or mail on the following address:

Ministry of education and science

Structural Funds and International Educational Programmes General Directorate

125 Tsarigradsko shosse blvd, bl. 5, fl. 1, rooms 24 or 25

The envelope containing the project proposal must be labeled “**Project proposal EEA FM – Component 2 - DO NOT OPEN**”

3. The final date for receiving the project proposals

The final date for receiving the project proposals is 17:30, April 30th, 2013.

The project proposals sent by fax or e-mail, as well as project proposals sent to other than the above address will be rejected. In case the project proposal is sent by mail the date of the postmark must be not later than the final date for receiving the project proposals

4. Additional information

For additional information you can send questions by fax or e-mail to the following contacts:

Structural Funds and International Educational Programmes General Directorate

Mariya Vasileva-Valova, head of External European Programmes Department

Djeni Uzunova, senior associate at External European Programmes Department

Fax: 02 / 418 83 97

E-mail: m.valova@mon.bg, d.uzunova@mon.bg

9. PROJECT ASSESSMENT AND SELECTION OF PROJECT PROPOSALS

The Programme Operator (PO) for the Children and Youth at Risk Programme will assess all project proposals based on the criteria for eligibility, selection and award of the grant. The assessment will be based on a combination of yes/no and weighted criteria as detailed in the attachment to Rules and Procedures, through the following steps:

Step I – Formal/administrative criteria: If any shortcomings are found, these can be corrected by the applicant upon request from PO. The applicant may re-submit the application once within 5 calendar days after the notification from the PO team.

Step II – Eligibility: An application meeting the formal criteria as well as the eligibility criteria for a) Applicant/Partner and b) Project, will be subject to full assessment organised by PO according to the EEA FM Regulations. Applications not fulfilling all the formal criteria and all the



eligibility criteria will lead to the rejection of the application. A letter to the applicant will indicate the main reason for the rejection.

Step III – Selection: In order for an application to be accepted, the application score will have to be above the 50% of all received points. Additional points for partnership with entity from the donor-states and applications with renovation based on existing work-plan will be given.

Stage I. Administrative conformity evaluation

The evaluation includes a check for compliance to the following requirements:

1. The Project Proposal refers to the Component for which a call for project proposals was published.
2. The Application form complies with all formal requirements and with the form published with the current Application Guidelines.
3. The Application form is filled out according to the requirements and each paragraph in the form contains all the information necessary for evaluation the project proposal.
4. All documents necessary for evaluating the project proposal are submitted according to the requirements.

If the submitted documents are unclear, the Programme operator has the right to request additional information and documents certifying the information submitted in the project proposal.

Stage II – Eligibility evaluation

The eligibility evaluation concerns the applicant, the partner/s and the project proposal.

The candidates are eligible when they qualify according to the eligibility requirements in the Application Guidelines and supporting documents are submitted at the time of application

The partners must qualify according to the eligibility requirements in the Application Guidelines and supporting documents are submitted at the time of application

The project proposal qualifies in accordance to the requirements in the Application Guidelines.

The PO keeps its right to require additional information if additional information or documents are necessary.

Based on the results of the evaluation of the submitted project proposals department “External European Programmes” in Ministry of Education and Science prepares a report for the director of General Directorate “Structural funds and External Educational Programmes” and for the Minister, containing the results from the administrative and eligibility evaluation.

When Stage 1 and 2 have been completed, every applicant is informed about the result and the evaluation from these stages.

I. Administrative compliance and eligibility of candidate

Criteria	YES	NO	NOT APPLICABLE
1. Formal/Administrative compliance and eligibility of candidate			
1.1. The project proposal is received before or on the final date for			



Criteria	YES	NO	NOT APPLICABLE
submission of project proposals.			
1.2.The project proposal was submitted in 1 original and 2 copies, certified by the applicant with signature and stamp “True to the original”.			
1.3.The project proposal was submitted in 3 CD identical to the paper copy.			
1.4.The project budget is presented in the required format, in euro and is attached (Appendix - Budget).			
1.5.The required information is filled in application form.			
1.6.CV's of team are completed and implemented.			
1.7.Partnership agreement (if applicable) shall contain the following: <ul style="list-style-type: none"> • provisions on the roles and responsibilities of the parties; • provisions on the financial arrangements between the parties, including, but not limited to, which expenditure the project partners can get reimbursed from the project budget; • provisions on the method of calculating indirect costs and their maximum amount; • currency exchange rules for such expenditure and its reimbursement; • provisions on audits on the project partners;; • a detailed budget, with itemised costs and unit prices;; • provisions on dispute resolution.. 			
1.8.In case of submission by the applicant of copies of the documents, they were certified by the applicant with signature and stamp “True to the original”.			
1.9. All required documents are valid, attached and legitimate.			
1.10. If the project proposal includes works/rehabilitation/reconstruction and/or other activities associated with construction work on the land of the applicant, he has attached the municipal ownership act, certified by the applicant with signature and stamp “True to the original”.			
2. Eligibility of the applicant			
2.1. The applicant is a municipality or associations of municipalities in Bulgaria, which runs at least 5 kindergartens in Bulgaria..			
2.2. The candidate is eligible applicant under article 6.1. (2) of the Regulation of the FM of the EEA and does not fall in any of the situations of inadmissibility set out in the Rules and Procedures.			
3. Eligibility of the partner			
3.1.The partner is eligible applicant under the eligibility criteria listed in the Rules and Procedures.			
3.2.The partner is eligible applicant under article 6.1. (2) of the Regulation of the FM of the EEA and does not fall in any of the situations of inadmissibility set out in the Rules and Procedures.			
Remarks:			

II. Eligibility criteria for project



Criteria	YES	NO	NOT APPLICABLE
4. Eligibility criteria for project			
4.1.The amount of the requested grant is within the minimum and maximum limits.			
4.2.The amount of management costs is up to 10% of the total eligible costs.			
4.3.A method for determining indirect costs is select in accordance with article 7.4a or 7.4b.			
4.4.The overall objective/s is/are eligible.			
4.5.A specific objective/s is/are eligible.			
4.6.The time of implementation of the project does not exceed the deadline for completion – 30 April 2016.			
4.7.The project proposal is aimed to target groups referred to in the Rules and Procedures.			
4.8.The project proposal meets the requirements for eligibility set out in the Rules and Procedures.			
4.9.No overlapping/double funding arises from the applications for a similar project from other financial sources, mentioned in the Rules and Procedures.			
4.10. The project proposal meets the requirements for information and publicity – the Publicity Plan is in accordance with the requirements of Annex IV of Regulations			
Remarks:			

After the project proposals have been checked for compliance with the administrative and eligibility criteria, the PO informs the applicants about the results of their project proposals. The applicants, whose project proposals have been rejected have 10 days to make a contestation for the decision.

Stage III – Technical evaluation/selection

Any project proposal that meets the administrative and eligibility criteria will be submitted for technical and financial evaluation by two independent and impartial experts (the selection of the experts is made according to the rules for selection of external experts as members of Cooperation Committee).

The experts evaluate the project separately according to selection criteria by awarding points on a scale from 1 to 5 (1 – least consistent with the indicator, 5 - most consistent with the indicator).

For the goals of the evaluation the average assessment of the two experts is used. If the difference between their assessments is higher than 30% from the higher grade, the Programme operator shall appoint a third expert (the selection is according to the rules for selection of external experts as members of Cooperation Committee) to conduct a comprehensive, independent assessment of the project. In such cases, the average of the two closest assessments will be used to rank the project.



The experts assessment is connected to the relevance and importance of the project, the objectivity of logical framework and the described method of project implementation, the efficiency and effectiveness of the budget and the need for the proposed expenditures, the management structure of the project.

An important indicator of the adequacy of the project proposal is the percentage of the Roma population in the municipality (to be at or above the national average - according to NSI 2011, national census or other objective current analysis).

An important criteria for improving the assessment of the project proposal will be the existence of a partner/s from the donor countries.

The evaluations are entitled to offer changes in the budget in order to achieve a higher rationality, efficiency, economical use and necessity of the expenses.

The result from the technical evaluation of the project proposals is a list, in which they are arranged by the points they received, and which the experts submit to the Programme operator.

The Programme operator shall establish a Selection Committee that shall recommend the projects to be funded within the programme. The Selection Committee for the two components will consist of 3 persons– one of them proposed by the DPP, one of them proposed from the PO and one external expert. The experts will have to possess professional expertise in projects activities, selection and assessment of projects in the proposed areas – youth activities and early childhood education. The FMC and the National Focal Point shall be invited to participate in the meetings of the Selection Committee as observers. The Selection Committee shall keep minutes of its meetings. The FMC shall be provided with a summary of the minutes in English no later than two weeks after the meeting.

The selection of the independent experts will be implemented through the following procedure: announcement for the selection on the web-page of the MEYS/PO for submitting of CVs; final date for submission will be at least 30 days after the announcement; the process will consist of two stages – first is selection based on the provided CVs and preparation of shortlist of candidates; the second phase will be an interview with the shortlisted candidates with the representatives of the Cooperation Committee.

The PO then provides the Selection Committee with a **list of ranked projects**. At the same time the FMC will be provided with the ranked list in English. The Selection Committee reviews the ranked list of projects. The modification of the ranking of the projects in justified cases will be undertaken only if 2 out of the 3 experts agree. The justification for the modifications will be detailed in the minutes of the meeting of the Selection Committee. If such a modification results in a project's rejection, the affected applicant will be informed in writing about the justification for the modification. The Selection Committee submits the list of recommended projects to the Programme Operator. The Programme Operator verifies that the selection process has been conducted in accordance with the Regulation and that the recommendations from the Selection Committee comply with the rules and objectives of the programme.

Following such verification the **Programme Operator will, based on the decision of the Selection Committee, make a decision on which projects are to be supported**. If the Programme Operator modifies the decision of the Selection Committee, it will inform the applicants affected and provide them with a justification.

The Programme Operator notifies the applicants about the results of the selection process within a reasonable time and publishes the results on the web-sites of MES and Programme Operator.



III. Technical and financial evaluation

Indicator	Evaluation	Evaluators remarks
<p>Project compliance:</p> <p>Whether the applicant has the necessary resources to implement the project:</p> <p style="padding-left: 40px;">-Existence of building suitable for the purpose of a youth center</p> <p style="padding-left: 40px;">There is a team project management the project has identified a team of trained experts.</p> <p style="padding-left: 40px;">The applicant has selected candidates for training under Component 3 Roma educational mediators the project contains suggestions for mediators</p> <p style="padding-left: 40px;">- The applicant has committed to meet the criteria of the Council of Europe Quality Label and to comply with the requirements of the latter for obtaining the Quality Label and its maintenance for a period of time</p> <p style="padding-left: 40px;">The indicators set out in the programme proposal responds to the general indicators of Component 1.</p>	<p>Each component receives from 1 to 5 points (1 is the lowest, 5 is the highest)</p>	
<p>The extent to readiness of the project</p> <p>The level of development of the project:</p> <p style="padding-left: 40px;">- Available plan (technical / project) for construction works of a building /s for the Youth Centre</p>	<p>Each component receives from 1 to 5 points (1 is the lowest, 5 is the highest).</p> <p>Component Ratio of Roma population gets 1 point for a lower rate and 5 points for an equal or higher percentage of Roma population.</p>	



<p>The project implementation plan is adequate and consistent with the activities.</p> <p>There is appropriate, effective and adequate description of implementation of the activities.</p> <p>The project proposal is about municipalities or region that have an equal or higher percentage of Roma population than the national average (NSI, 2011 National census or other objective source of data attached / referenced in the proposal)</p> <p>There is a risk mitigation plan.</p>		
<p>Publicity plan</p> <p>There is a publicity plan according to Annex IV.</p>	<p>Each component receives from 1 to 5 points (1 is the lowest, 5 is the highest).</p>	
<p>Crosscutting issues (according to article 1.6 of Regulation)</p> <p>The project proposal describes how the principle of good governance will be observed.</p> <p>The project proposal describes how the project the principle of sustainable development will be observed</p> <p>The project proposal describes how the principle of gender equality will be observed.</p> <p>The project proposal describes how the principle of equal opportunities will be observed.</p>	<p>Each component receives from 1 to 5 points (1 is the lowest, 5 is the highest).</p>	
<p>Accordance with national and European legislation</p>	<p>Each component receives from 1 to 5 points (1 is the lowest, 5 is the highest).</p>	



<p>The project proposal is in accordance with national and European legislation.</p>		
<p>Accordance with the main objectives of the Financial mechanism of EEA</p> <p>The project proposal contributes to the to the reduction of economic and social disparities in the EEA.</p>	<p>Each component receives from 1 to 5 points (1 is the lowest, 5 is the highest).</p>	
<p>The project proposal contributes to the strengthening of the bilateral relations between the Donor state and the Beneficiary states.</p>		
<p>Budget</p> <p>The budget is clearly defined with the necessary detailed expenses.</p> <p>The budget is effective.</p> <p>The budget is economical.</p> <p>The budget is consistent with the proposed activities.</p> <p>The budget includes only eligible costs.</p> <p>The budget contains only clearly detailed costs.</p> <p>There is a budget for information and publicity.</p> <p>The costs in budget are not unreasonable or/and excessive.</p>	<p>Each component receives from 1 to 5 points (1 is the lowest, 5 is the highest).</p>	
<p>Partner/s (if applicable)</p> <p>The project proposal has been developed in partnership with one or more institutions.</p>	<p>Each component receives from 1 to 5 points (1 is the lowest, 5 is the highest).</p>	



<p>The partnership agreement clearly outlines the roles of the candidate and the partner</p> <p>In the partnership agreement the partner's expenditure are clearly outlined and their involvement with the project activities is clearly identified.</p> <p>The expenditure of the partner does not fall under the state aid rules (they are mainly in the areas of education, training, etc.).</p> <p>The partner is from Donor state .</p>		
<p>Indicators</p> <p>At least 100 young people from the target group</p> <p>At least 25% of disadvantaged youth, including Roma</p>	<p>Each component receives from 1 to 5 points (1 is the lowest, 5 is the highest).</p>	
<p>Total evaluation</p>	<p>.....points (maximum points – 160, ranking in the list of projects - minimum 50% from maximum points – 80 points)</p>	



10. REQUIRED SUPPORTING DOCUMENTS TO THE PROJECT PROPOSALS

Presentation of supporting documents to the project proposal at the time of application - described in the eligibility criteria and paragraph 8.2 of the Application Guidelines.

Presentation of supporting documents at the time of conclusion of the contract - the originals of the supporting documents submitted as copies, declaration for presentation of documents.

Declarations of the partner / applicant - attached forms

11. NOTIFICATION ABOUT THE DECISION OF THE PROGRAMME OPERATOR

The applicants will be informed in writing about the decision of the PO regarding their project proposal in within 15 work days from the issue of the decision for awarding the grant to the approved applicants and within 30 work days for the rejected applicants.

The decision for rejecting of a given project proposal or for not awarding a grant will be taken based on the following:

- The proposal is incomplete or does not comply with the administrative rules in another way
- The applicant is not eligible
- The activities in the project are not in accordance with the eligibility requirements (e.g. the activities are outside the scope of what is eligible within the Component, the implementation deadline is not respected, the grant amount requested is above the eligible maximum amount, etc.)
- The proposal does not correspond fully to the terms and conditions or the financial and operational capacity of the applicant are not sufficient
- The proposal has received an assessment, which is lower than the minimum acceptable level
- The proposal covers the necessary criteria for positive assessment, nevertheless the provided funds under the grant scheme are depleted
- One or more of the required supporting documents were not submitted before the deadline
- Or the proposal does not correspond to other criteria mentioned in these Guidelines

12. CONTRACT FOR PROJECT IMPLEMENTATION UNDER EEA FM 2009-2014 II

For each approved project a project contract shall be concluded between the Programme Operator and the Project Promoter. In cases where a project contract cannot, due to provisions in the national legislation, be made between the Programme Operator and the Project Promoter, the Beneficiary State may instead issue a legislative or administrative act of similar effect and content.

The project contract sets out the terms and conditions of grant assistance as well as the roles and responsibilities of the parties. It shall in particular include provisions that ensure that the Project Promoter undertakes to comply fully with the provisions of the legal framework of the EEA Financial Mechanism 2009-2014, including any obligation that is valid after the project has been



completed. The project contract shall contain an explicit reference to the programme agreement and this Regulation and, as a minimum, provisions on the following:

- obligations regarding reporting to PO;
- the maximum amount of the project grant in euro and the maximum project grant rate;
- the eligibility of expenditure;
- the percentage of overheads and its maximum amount;
- the first and final dates of eligibility of expenditures;
- modifications of the project;
- ensuring that the access requested in relation to monitoring, audits and evaluations is provided without delay;
- ensuring that obligations regarding publicity are complied with;
- the right of the Programme Operator to suspend payments and request reimbursement from the Project Promoter in case decision on such actions is taken by the FMC, Programme Operator or the National Focal Point;
- resolution of disputes and jurisdiction;
- a reference to partnership agreements or letters of intent, if relevant
- termination of contract, etc.

The Minister of education and science and beneficiary shall signed project contract in three copies.

13. CONDITIONS RELEVANT FOR THE IMPLEMENTATION OF THE PROJECT FOLLOWING THE PROGRAMME OPERATOR'S DECISION TO AWARD A GRANT

The conditions for the project implementation are described in the Guidelines for beneficiaries for implementing projects under the Programme "Children and Youth at Risk", funded by the Financial Mechanism of the European Economic Area 2009-2014 (attached)

14. FUND FOR BILATERAL RELATIONS

The fund for bilateral relations at programme level was established to help beneficiaries and their partners in search for donor project partners before and during preparation of project proposals; to establishment of such partnerships; preparing of project proposals with donor project partner and to improve the creation of networks, the sharing, the exchange and transfer of knowledge, technologies and best practices between beneficiaries and donor project partners.

Budget: 138 705 euro (according to art. 3.6.4 of the Regulation) (art. 3.6.1.A. – 37 815 euro; art. 3.6.1.B – 100 890 euro).

The Bilateral fund is open for applications until the end of the eligibility period of the fund or until the sources are spent.



Eligible applicants:

art. 3.6.1.A – Search for project partners – All entities in the beneficiary states and donor states that are eligible to become Project promoters and/or partners;

art. 3.6.1.B – Beneficiaries from all approved projects, partners in the approved projects and donor institution without partnership established aiming to initiate bilateral cooperation. The stakeholders shall submit an application form. Funding will be considered as an additional source of funding, i.e. other than the project budget.

Eligible activities:

Art. 3.6.1.A and art. 7.7

- (a) Participations in seminars, organised by the Project partners – description of conceptual project;
- (b) Travel costs and expenditures for meetings with partners;
- (c) Participations in promotional activities, organised by DPP, before submission of project proposals;
- (d) Organising events related to partnership projects.

Art. 3.6.1.B and art. 7.7.

- (a) fees and travel costs for participation in conferences, seminars, courses, meetings and workshops;
- (b) travel costs for study trips
- (c) travel and salary costs for visits by experts

The applications can be submitted continuously without specific deadlines, no longer than until the end of 2015.

The first date of eligibility is the day after the approval of the Bilateral fund details from the OFM.

Applicants will be required to submit (in English):

- (a) Conceptual project, description of the financed activities;
- (b) Short explanation of the motivation for the application and how it is going to contribute to the overall objectives of the Programme;
- (c) Estimated budget for the proposed activity;

The deadline for submission of the applications should be at least four weeks before the planned activity.

Grant rate – up to 100%;

Maximum amount of funding - € 3,000 per person.



LIST OF ATTACHMENTS:

1. Application form
2. Implementation plan
3. Detailed budget
4. Reimbursement plan
5. Declaration of the Beneficiary and / or the project partner for double funding, state aid, meeting the criteria for eligibility of applicants, etc.
6. Indicative plan for public procurement procedures
7. Contract for project implementation
8. Declarations of the applicant/partner – (A, B, C, D, E)
9. Guidelines for beneficiaries for implementing projects under the Programme " Children and Youth at Risk ",funded by the Financial Mechanism of the European Economic Area 2009-2014