



BILATERAL FUND GUIDELINES

Athens
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NGO Programme: “We are all Citizens”

The overall objective of the NGO Programme is to **strengthen civil society development and to enhance the contribution of NGOs to social justice, democracy and sustainable development**. A total of **€7.34 million** provided by the Donor states Iceland, Liechtenstein and Norway will be allocated to support NGOs in Greece. The Fund Operator for the NGO Programme in Greece is the Bodossaki Foundation.

In particular, the Programme “We are all Citizens” aims to achieve the following expected outcomes:

1. Advocacy and watchdog role developed
2. Provision of welfare and basic services to defined target groups increased
3. Democratic values, including human rights, promoted
4. Strengthened capacity of NGOs and an enabling environment for the sector promoted

NGOs can apply for funding through four (4) open calls, which will be launched within 2014. Each call addresses a specific expected outcome of the Programme:

Open calls/ Expected outcomes	Date	Amount	
Provision of welfare and basic services to defined target groups increased	Jan 2014	€ 2.785.000	Small Projects: €10.000 – 50.000 Large Projects: €50.001–250.000
Advocacy and watchdog role developed	Jan 2014	€ 775.350	Small Projects: €10.000 – 50.000 Large Projects: €50.001–250.000
Democratic values, including human rights, promoted	Sept 2014	€ 1.900.000	Small Projects: €10.000 – 50.000 Large Projects: €50.001–250.000
Strengthened capacity of NGOs and an enabling environment for the sector promoted	Sept 2014	€ 725.350	Small Projects: €10.000 – 50.000 Large Projects: €50.001–250.000

NGOs may apply to more than one expected outcome at a time. They may submit only one application per expected outcome.

The following areas are eligible of support:

- a) Democracy;
- b) Human rights including minorities rights (in particular Roma, immigrants, migrants and asylum seekers);
- c) Good governance and transparency;
- d) Participatory democracy;
- e) Combat racism, xenophobia and hate crime;
- f) Anti-discrimination on all grounds, including sexual orientation;
- g) Social inequalities, poverty and exclusion, including in rural areas;
- h) Gender equality;
- i) Gender-based violence;
- j) Anti-corruption;
- k) Trafficking in human beings;
- l) Capacity building;
- m) Active citizenship and human rights awareness-raising;
- n) Networking and coalition building among NGOs;
- o) Protection of the environment and climate change.

Project promoters may choose from among the following eligible activities:

- a) Capacity-building activities and organisational support to NGOs;
- b) Awareness-raising activities;
- c) Multicultural dialogue activities;
- d) Mutual learning and dissemination;
- e) Education and training activities;
- f) Network and coalition building;
- g) Provision of welfare and basic services;
- h) Advocacy, watchdog and monitoring activities;
- i) Participation in policy and decision making processes;
- j) Cultural initiatives to promote areas of support referred to above.

A minimum of 10% of the total eligible expenditure of the Programme will be allocated to children and youth-driven organisations and/or projects targeting children and youth.

The Programme will pay special attention to horizontal concerns, including hate speech, extremism and hate crime, racism and xenophobia, homophobia, anti-Semitism, tolerance and multicultural understanding, Roma, sexual harassment, violence against women and trafficking.

Open calls for projects and complementary actions (see below) are the main avenues for addressing horizontal concerns.

All project promoters will be required to participate in capacity building activities organised by the Bodossaki Foundation during the Programme.

All project promoters will be encouraged to adopt and promote transparency and accountability principles, as set forth in the Accountability Charter.

Funding for complementary actions at Programme level is set aside in order for the Fund Operator to exchange experience and best practices with other stakeholders in Greece and abroad and to promote horizontal concerns. Funding may include study tours, participation to multilateral meetings, cooperation with and participation to events organised by the Council of Europe (CoE) and the European Union Fundamental Rights Agency (FRA) and specific activities. On occasion, the Fund Operator may suggest the participation of a project promoter or project partner to activities financed under complementary actions. A bilateral fund is reserved for initiatives that strengthen bilateral relations between NGOs established in Greece, on the one hand, and entities in the Donor states (Norway, Iceland, Liechtenstein) on the other hand. The following section offers an overview of the bilateral fund.

Bilateral Fund

Under the bilateral fund, the Programme has earmarked €110.100 for the promotion of bilateral relations between Greece and the Donor states (Norway, Iceland, and Liechtenstein).

Bilateral cooperation aims at:

- widening the extent of cooperation between Greece and the Donor states;
- contributing to the achievement of shared results;
- increasing knowledge and mutual understanding

Two funding mechanisms are available:

1) Measure (a), also known as “seed money”, can be used for the **development of project partnerships** between Greek NGOs on the one hand and eligible entities in the Donor states (Norway, Iceland and Liechtenstein) on the other hand. The following table offers an overview of this measure at a glance. A more detailed analysis can be found in the relevant section of these Guidelines.

Measure (a) at a glance

Total funding	€ 41.100
Eligible applicants	* Greek NGOs * Entities from the Donor states (Norway, Iceland and Liechtenstein)
Maximum grant size per initiative	€ 3.000
Grant rate	100%
Open call (1)	28 November 2013
Open call (2)	June 2014

2) Measure (b) provides funding for **networking, exchange, sharing of knowledge, technology, experience and best practice activities** between project promoters and entities in the Donor states. It offers extra funding over and above the project budget. The following table offers an overview of this measure at a glance. A detailed analysis will be provided along with the relevant open calls.

Measure (b) at a glance

Total fund for measure (b)	€ 69.000
Eligible applicants	Project promoters
Maximum grant size per initiative	€ 5.000
Grant rate	100%
Open call (1)	May 2014

Open call (2)	December 2014
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The open calls under the bilateral fund are attached to the Programme expected outcomes. The following table shows which expected outcomes correspond to which open calls for measure (a) and measure (b).

The bilateral fund open calls and the Programme expected outcomes

Open call under the Bilateral Fund	Programme expected outcome
Measure (a)	
28 November 2013	Provision of welfare and basic services to defined target groups increased
28 November 2013	Advocacy and watchdog role developed
Measure (b)	
May 2014	Provision of welfare and basic services to defined target groups increased
May 2014	Advocacy and watchdog role developed
Measure (a)	
June 2014	Democratic values, including human rights, promoted
June 2014	Strengthened capacity of NGOs and an enabling environment for the sector promoted
Measure (b)	
December 2014	Democratic values, including human rights, promoted
December 2014	Strengthened capacity of NGOs and an enabling environment for the sector promoted

Note: The dates in the tables above are tentative.

Measure (a) – “seed money”

1. Eligible applicants

Eligible applicants are a) NGOs established in Greece which aim to act as project promoters and b) entities from the Donor states (Norway, Iceland, Liechtenstein), which aim to act as project partners.

a) Potential project promoters

The term “potential project promoter” refers to Greek NGOs that aim to act as project promoters under the Programme expected outcomes.

Eligible applicants are NGOs that are established in Greece and fall within the following definition:

A non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and political parties are not considered NGOs.

Organisations registered as Associations (Civil Code Art. 78-107), Civil non-profit companies (Civil Code Art. 741-748) and Foundations (Civil Code Art. 108-121) are considered eligible NGOs as long as they fulfill the above requirements.

b) Potential project partners from the Donor states (Norway, Iceland, Liechtenstein)

A Donor project partner is a public or private entity, commercial or non-commercial, as well as nongovernmental organisations, all of whose primary locations are in the Donor states, wish to be actively involved in, and effectively contributing to, the implementation of a project. It shares with the potential project promoter a common economic or social goal which is to be realised through the implementation of the project.

2. Eligible activities and costs for bilateral initiatives

The following activities and costs are eligible for funding:

- a) fees and travel costs for participation in meetings;
- b) travel costs for study trips;
- c) travel and salary costs, including subsistence allowance, for visits by experts;
- d) costs related to feasibility studies and preparation of financial and economic analysis;
- e) promotional and information activities;
- f) purchase of data necessary for the preparation of the application; and
- g) external consultancy fees

Travel costs include subsistence allowance.

Principles regarding the eligibility of costs:

1. Eligible expenditures of activities are those actually incurred by the bilateral initiative promoter, which meet the following criteria:

- a) they are incurred between the first and final dates of eligibility of an initiative as specified in the bilateral initiative contract;
- b) they are connected with the subject of the bilateral initiative contract and they are indicated in the estimated overall budget of the bilateral initiative;
- c) they are proportionate and necessary for the implementation of the bilateral initiative;
- d) they must be used for the sole purpose of achieving the goal of the initiative, 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 bilateral initiative promoter and determined according to the applicable accounting standards and generally accepted accounting principles; and
- f) they comply with the requirements of applicable tax and social legislation.

2. 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).

3. The bilateral initiative promoter's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the initiative with the corresponding accounting statements and supporting documents.

4. 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 FMO or the Fund Operator;
- c) provisions for losses or potential future liabilities;
- d) exchange losses;
- e) recoverable VAT;
- f) costs that are covered by other sources;
- g) fines, penalties and costs of litigation; and
- h) excessive or reckless expenditure.

3. Grant size and grant rate

The maximum grant size is € 3.000 per initiative. The grant rate is 100%. Co-financing is not required. If a bilateral initiative is co-financed, its promoter should provide the Fund Operator with a legally binding statement regarding the no duplication of funding for any of the eligible expenditures.

4. Geographical scope

Activities may take place in Greece and/or the Donor state (Norway, Iceland and Liechtenstein) where the potential project partner is located.

5. Application deadline

The deadline to apply under each open call for measure (a) is mentioned in the relevant announcement. Applications received after the deadline will not be considered. Supporting documents may be accepted after the deadline has expired on exceptional circumstances.

Open call	Announcement date	Application deadline
measure (a)	28 November 2013	28 February 2014 (18:00 local time in Greece)
measure (a)	June 2014	-

6. Duration of activities and eligible costs for bilateral initiatives

An activity may take place after the signature of the bilateral initiative contract and needs to be concluded at the latest on the day designated as the deadline for applications under the relevant expected outcome of the Programme. Costs incurred before the signature of the bilateral initiative contract or after the day designated as the deadline for applications under the relevant expected outcome will not be reimbursed. For the bilateral fund the deadline is set at midnight local time in Greece. This may be different from the time set in relation to the deadline for applications under the expected outcomes. Applicants are advised to check carefully.

The following table shows the start and end dates for eligible activities/costs.

Open call	Announcement date	Start date for eligible costs	Deadline for eligible costs
measure (a)	28 November 2013	signature of bilateral initiative contract	22 March (midnight local time in Greece)
measure (a)	June 2014	signature of bilateral initiative contract	-

The term “bilateral initiative contract” refers to the contract between the Fund Operator (Bodossaki Foundation) on the one hand and the bilateral initiative promoter on the other hand.

7. Fund duration and exhaustion

The bilateral fund for measure (a) will be available until its exhaustion. In case the allocated sum is exhausted, no further funding will be made available and an announcement will be made on the Programme website and social media.

8. Selection criteria

The following criteria will be used for selecting bilateral activities promoters:

a) Scope and value of the initiative proposed	30%
b) Expected results on capacity building of applicant	20%
c) Sustainability of bilateral cooperation	20%
d) Return on investment (value for money)	30%

Applicants need to reach at least 60% in each criterion (a) and (d), and at least 60% in overall marking to qualify for selection. This means that two thresholds are set for an application to be considered for selection. First, a 60% threshold is set for overall marking. Second, a 60% threshold is set for each criterion (a) and (d).

Applicants are kindly requested to offer precise information in answering the relevant questions in the application form.

9. Selection process

Applications will be evaluated and decisions made on a first-come first-served basis.

Formal assessment (eligibility criteria) will review whether:

- the application was submitted by the eligible applicant;
- the application form was filled out correctly;

- the grant does not exceed the maximum amount

All eligible applications will then be assessed according to the selection criteria (see paragraph 8). Applications will be reviewed and assessed by the Bilateral Fund Team assisted by Programme Officers from the relevant call areas. Based on a recommendation by the Bilateral Fund Team, decisions will be made by the Programme Management Team.

A decision shall be made within five working days from receiving the application. In case the Bodossaki Foundation receives a large number of applications, this processing time may be extended.

10. Communication of decisions

Decisions on applications will be communicated directly to the applicant by email. In addition, a list of approved proposals will be uploaded on the Programme website weekly.

11. Right to appeal

Applicants have the right to appeal against the rejection of their proposal within five working days from the communication of the decision. Applicants can exert their right to appeal only once. Request for an appeal should be sent by email to bilateral@bodossaki.gr at the latest by 18:00 local time in Greece, on the 5th working day. The Steering Committee is competent for making a decision. This shall be communicated to the applicant within ten working days. The decision of the appeal process is irrevocable.

12. Payments

Eligible costs will be reimbursed following the receipt of proof of expenditure, i.e. receipted invoices or alternatively accounting documents of equivalent probative value.

13. How to apply

Applicants should fill in the application form that can be found in the Programme website. Applications and any supporting documents should be submitted electronically via the Programme website.



Applications must be substantiated with all necessary documentation for their proper evaluation, including without limiting, detailed descriptions of the objectives and the activities, proof of contact with potential partner from the Donor states or Greek NGO, etc. NGOs established in Greece are also required to submit the statute of the organisation, a tax clearance certificate and national/social insurance liabilities clearance certificate.

Unless a document is available in Greek or English, a certified translation should be made. Correspondence between a Greek NGO and a potential Donor project partner should be in Greek and/or English.

14. Communications requirements

All bilateral initiative promoters should acknowledge funding by the EEA Grants on their website and social media. They are invited to accompany their information/acknowledgment texts with pictures, when possible.

15. Monitoring and reporting

All applicants and bilateral initiative promoters are kindly requested to respond to interviews, surveys and similar requests by the Fund Operator, which are necessary for reporting on bilateral relations.

All bilateral initiative promoters are obliged to submit a report regarding the bilateral initiative they undertook after this has been concluded.



Useful links

[EEA Grants](#)

The EEA and Norway Grants contribute to strengthening contact and cooperation between Iceland, Liechtenstein and Norway and the 15 beneficiary countries. Bilateral partnerships between public and private institutions, NGOs and research institutions in the Donor and beneficiary countries are widely encouraged. All programmes have funds set aside to facilitate such cooperation.

Find out more at: <http://eeagrants.org/Partnerships>

[NGO Partnership Portal](#)

A most useful resource and match-making portal for building project partnerships.

Make your organisation known and available for partnership by registering today at

<http://partners.ngonorway.org/organization/register.php>

Interested in identifying partners? Search according to country, area of expertise and organisational type at

<http://partners.ngonorway.org/search.php>

The NGO Partnership Portal is run by the **Norwegian Helsinki Committee** (NHC) which is the focal point for bilateral relations in Norway.

[Icelandic Human Rights Centre](#)

The purpose and aim of the Centre is to promote human rights by collecting information on and raising awareness of human rights issues in Iceland and abroad.

Find out more at <http://www.humanrights.is/english>

The Icelandic Human Rights Centre is the focal point for bilateral relations in Iceland.

Contact Us

If you still have questions or would like our support with finding a partner, you may contact the Bilateral Relations Officer Ms Artemis Papatheodorou by email at: artemis@bodossaki.gr



BODOSSAKI
FOUNDATION



Bodossaki Foundation

5 Vas. Georgiou II Ave, 10674, Athens, Greece

T +30 210 323 7973, +30 210 323 7804, +30 210 324 8005, F +30 210 323 7976 www.bodossaki.gr