



NGO Programme - Greece  
EEA Financial Mechanism 2009- 2014

## GUIDELINES FOR APPLICANTS

Athens  
January 2014

BODOSSAKI  
FOUNDATION



ICELAND  
LIECHTENSTEIN  
NORWAY  
eea  
grants

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## 1. Overview of the Programme

The NGO Programme “We are all Citizens” is part of the implementation of the EEA Financial Mechanism 2009-2014 by which the donor states, Iceland, Liechtenstein and Norway, contribute to reducing social and economic disparities and to strengthening bilateral relations with the beneficiary countries in Europe.

The overall objective of the Programme is to **strengthen civil society and to enhance the contribution of Non-Governmental Organizations (NGOs) to social justice, democracy and sustainable development**. A total amount of €7,34 million provided by the Programme will be allocated to support eligible 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	Total Amount	Size of project/ Amount of Grants
Provision of welfare and basic services to defined target groups increased	22 January 2014	€ 2,785,000	Small Projects: €10,000 – 50,000  Large Projects: €50,001–250,000
Advocacy and watchdog role	22 January	€ 775,350	Small Projects:

developed	2014		€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 submit only one application per call / expected outcome as potential project promoters.

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

The Programme puts a special emphasis and encourages projects that promote horizontal concerns such as: hate speech, extremism and hate crime, racism and xenophobia, homophobia, anti-Semitism, tolerance and multicultural understanding, Roma, sexual harassment, violence against women and trafficking. It is expected that supported projects will actively contribute to the enhancement of these horizontal concerns.

All projects supported under each Call need to comply with the following cross-cutting issues: Good governance, Social sustainability, Economic sustainability, Environmental considerations, and Gender equality.



All project promoters from each of the four calls will be required to participate in capacity building activities organised by the Bodossaki Foundation during the Programme's implementation.

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

## 2. Eligible Applicants

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

"A non-profit voluntary organization established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organizations. Political parties and religious institutions are not considered NGOs".

More specifically, eligible candidates must meet the following general conditions:

- 1) They must be non-profit organizations that do not operate nor have been created with the ultimate aim to generate personal profit. Although they may have paid staff and may engage in revenue-generating activities they do not

- distribute profits to their members nor to their board. Where revenue-generating activities are undertaken, these should not represent the purpose of the NGO but should be solely a means to support its mission and values;
- 2) Their members should not have any direct commercial interest relevant with the outcome of the work of the organisation or of its commercial activities and should not pursue the commercial or professional interests of their members. This requirement therefore excludes trade and professional associations, where the aims and purposes of the association are to further the specific interests of its members only;
  - 3) They must be voluntary in nature, formed voluntarily by groups or individuals and usually involving an element of voluntary participation in the organisation;
  - 4) They must act in the public arena and for the public good on concerns and issues related to the well-being of people, groups or society as a whole;
  - 5) They must have some degree of formal or institutional existence, unlike informal or ad hoc groups, involving formal statutes or other governing documents defining their mission, objectives and scope;
  - 6) They are membership-based, with transparent structures and an elected chair/ board, and are accountable to their members and donors;
  - 7) They are independent of local, regional and national government and other public authorities,
  - 8) They are independent of political parties and commercial organisations.

Political parties and religious organizations<sup>1</sup> social partners<sup>2</sup> or cooperatives that distribute profits are not considered NGOs and are not eligible. Social enterprises<sup>3</sup>,

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<sup>1</sup> Religious institutions do not include faith-based organisations as described below, which are eligible.

<sup>2</sup> Social partners are defined as trades unions and employers' negotiating bodies, as defined by the EU.

<sup>3</sup> Social Cooperative Enterprises of Law 4019/2011 are to promote social entrepreneurship, have a statutory commercial property (Article 2 par. 1), conditionally distribute profits to members (Article 7 paragraph 2), while members can be public entities (Article 3 § 3), and are not eligible NGOs.

foundations<sup>4</sup>, faith-based organisations<sup>5</sup>, and the Hellenic Red Cross society are considered eligible NGOs as long as they fulfil the above requirements.

Organizations 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 NGOs and thus are eligible to apply as long as they fulfil the above requirements.

Eligible NGOs should be established at least two (2) years prior to application. If the grant of the proposed project is small, as defined in Articles 1 and 8, it is sufficient to have been established at least one (1) year prior to application.

Eligible applicants shall abide by the principles of democratic values and human rights.

### 3. Eligible areas of support

The following areas are eligible of support:

1. Democracy;
2. Human rights including minorities rights (in particular Roma, immigrants, migrants and asylum seekers);
3. Good governance and transparency;
4. Participatory democracy;
5. Combat racism, xenophobia and hate crime;
6. Anti-discrimination on all grounds, including sexual orientation;

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<sup>4</sup>It is recognised that most foundations are not membership organisations. Foundations are nonetheless eligible for support, if independent from political party or central, regional or local government control, or from the control of a small group that derive any personal benefits from the foundation. They will be expected to be foundations that are set up primarily for public benefit.

<sup>5</sup> Faith-based organisations are eligible if they meet the general eligibility principles and if the funded activities do not directly or indirectly promote a religious doctrine, mission or proselytism related to the beliefs of a particular faith (beyond basic religious / cultural awareness raising).

7. Social inequalities, poverty and exclusion, including in rural areas;
8. Gender equality;
9. Gender-based violence;
10. Anti-corruption;
11. Trafficking in human beings;
12. Capacity building;
13. Active citizenship and human rights awareness-raising;
14. Networking and coalition building among NGOs;
15. Protection of the environment and climate change.

#### 4. Eligible Activities

Project promoters may choose from among the following eligible activities:

1. Capacity-building activities and organizational support to NGOs;
2. Awareness-raising activities;
3. Multicultural dialogue activities;
4. Mutual learning and dissemination;
5. Education and training activities;
6. Network and coalition building;
7. Provision of welfare and basic services;
8. Advocacy, watchdog and monitoring activities;
9. Participation in policy and decision making processes;
10. Cultural initiatives to promote the Programme's outcomes

#### 5. Duration of Projects and Eligible Expenditures

The duration of the project begins at the signing of the project contract and ends no later than the 30<sup>th</sup> April 2016.

All eligible costs of the projects should be carried out during the duration of the project contract and be accompanied by supporting documents. Expenditures made after the expiration date of the project contract shall not be recognized. Eligible costs and payment process described below in Articles 9 and 11, respectively.

## 6. Location of Projects

All projects must be implemented throughout the Greek territory on a local, regional or national level. Projects located in rural and remote areas are highly encouraged to apply.

## 7. Partnerships

The applicant may submit the proposal individually or together with project partner organization(s).

A project partner is a public or private entity, with legal status commercial or non-commercial, or non-governmental organizations, whose primary location is (a) in a Donor State, (b) an EEA Beneficiary State, or (c) a country outside the EEA that has a common border with Greece, or any international organization, actively involved in and effectively contributing to, the implementation of a project.

The partner needs to share with the project promoter a common economic or social goal which is to be realized through the implementation of the project. The partner's role needs to be justified and clearly defined in the project proposal.

In case of a project partnership, a partnership agreement must be signed among partners and submitted to Bodossaki Foundation (in Greek language and in English if the partner is a foreigner) together with the application.

The partnership agreement shall contain the following provisions on the roles and responsibilities of the parties:

- 1) Provisions on the financial arrangements between the parties, including indicatively which expenditure the project partners can get reimbursed from the project budget;
- 2) Currency exchange rules for such expenditure and its reimbursement;
- 3) Provisions on the method of calculating indirect costs and their maximum amount;
- 4) Provisions on audits of the project partners;
- 5) A detailed budget, with itemised costs and unit prices; and

6) Provisions on dispute resolution and jurisdiction.

The eligibility of expenditures incurred by a project partner is subject to the same limitations as would apply if the expenditures were incurred by the project promoter.

## 8. Financial Parameters

### 8.1. Size of Grants

The funding will be divided between two types of projects.

The minimum and maximum grant amount per project type shall be as follows:

	Minimum	Maximum
Large projects	€ 50,001	€ 250,000
Small projects	€ 10,000	€ 50,000

1/3 of total amount available under each Call will be allocated for Small Projects.

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

### 8.2. Percentage of Grants-Co-financing/Participation of the project promoters

The Programme can provide up to **90%** of the eligible cost of the NGO project budget. The project promoter shall provide the remaining 10% either in form of cash or in-kind contribution as voluntary work (CO-financing of the project by 10%). The in-kind contribution may constitute up to 50% of the co-financing. For the calculation of the in-kind contribution, the cost for each hour of voluntary work shall be EUR 7.67.

To give an example in a project of 100,000 euro, 90,000 euro will be granted by the Programme covering all eligible expenses. The remaining 10,000 euro must be

covered by the NGO/project promoter as follows: at least 5,000 euro must be covered in cash and a maximum of 5,000 euro in-kind contribution.

## 9. Eligible Expenditures

### 9.1. General Principles

1. Eligible expenditures of projects are those actually incurred by the project promoter or the project partner, which meet the following criteria:

- 1) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- 2) they are connected with the subject of the project contract and they are indicated in the estimated overall budget of the project;
- 3) they are proportionate and necessary for the implementation of the project;
- 4) 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;
- 5) they are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and determined according to the applicable accounting standards and generally accepted accounting principles; and
- 6) 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 and 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 three months 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 of eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the project promoter.

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

### 9.2. Period of Eligibility

The eligible period will be defined in the project contract. The expenses incurred from the entry into force of the project contract to its end date will be eligible. Costs incurred after 30 April 2016 are not eligible.

### 9.3. Direct Expenditures

1. The eligible direct expenditures for a project are those expenditures which are identified by the project promoter 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 may be eligible provided that they satisfy the criteria set out in Article 9(a):
  - 1) 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;
  - 2) 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 are within the limits set by the Fund Operator;
  - 3) cost of new or second hand equipment, provided that it is depreciated in accordance with generally accepted accounting principles applicable to the project promoter and generally accepted for items of the same kind.
  - 4) costs of consumables and supplies, provided that they are identifiable and assigned to the project;
  - 5) 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
  - 6) 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, reproduction), including the costs of any financial services (especially the cost of financial guarantees).
2. Costs related to reconstruction, renovation, or refurbishment of a real estate shall not exceed 50% of the eligible direct cost of the project.

#### 9.4. Indirect Expenditures

Indirect costs are all eligible costs that cannot be identified by the project promoter 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 either 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, or

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.

#### 9.5. Excluded Costs

The following costs shall not be considered eligible:

- 1) interest on debt, debt service charges and late payment charges;
- 2) charges for financial transactions and other purely financial costs, except costs related to accounts required by the FMO or the Fund Operator;
- 3) costs related to purchase of land or real estate;
- 4) provisions for losses or potential future liabilities;
- 5) exchange losses;
- 6) recoverable VAT;
- 7) costs that are covered by other sources;
- 8) fines, penalties and costs of litigation; and
- 9) excessive or reckless expenditure

## 10. Procurement

National and European Union law on public procurement shall be complied with at any level in the implementation of the Programme and its projects.

1. National law and European Union law on public procurement must be maintained at each level for the project
2. Any existing exemptions for NGOs by the provisions of national law on public procurement and public procurement procedures do not apply and are not taken into consideration for supplies of the project, if the fees relate to amounts above the limits of the European Union
3. In cases that contracts signed under the project framework are lower than the lower national limits or lower limits of the European Union for procurement or is outside the scope of existing legislation on public procurement, the conclusion of these contracts ( including procedures before the conclusion ) and the terms and conditions of these contracts must comply with best financial practices, including accountability, to allow full and fair competition among potential providers (for example, through effective price comparison) and to ensure optimal use of resources from the grant of the EEA Financial Mechanism. For this purpose, in the absence of stricter national laws, in cases of supply amount of 5,000 euros or more, but less than the respective limits of the European Union, the project promoter shall invite at least three suppliers of goods / services to bid.
4. During the procurement process, the conclusion and execution of contracts must be respected to the highest ethical standards. The project promoter should ensure that appropriate and effective means to prevent illegal or corrupt practices. **No** offer, gift, payment or benefit of any kind, that is, or could , directly or indirectly , be construed as an illegal or corrupt practice , eg as an incentive or reward for the award or execution of the contract, is allowed.
5. The project promoter must ensure that records of award and execution of contracts kept for at least three years from the end of the project and provided upon request to the Fund operator.

## 11. Monitoring, Reporting and Payments

### 11.1. Monitoring and Reporting

The Bodossaki Foundation shall continuously monitor projects during their implementation.

The project promoters will submit Bodossaki Foundation reports on project progress and results at regular intervals during project implementation and at the end of the projects, using models that the foundation will provide.

Specifically, the project promoters will submit an interim report every four (4) months, an annual report and a final report. The reports include a progress report and a financial report. Project promoters will also submit, without delay reports for any problem, failures or deviations in the project.

The project promoters may be required to provide additional information at any time during the life of the project.

#### 11.2. Payments

Payments to project promoters shall take the form of advance payments, interim payments and payments of the final balance.

- 1) Advance payments shall not exceed 20% of the project budget and shall be set depending on the project size and individual cash flow needs;
- 2) Interim payments shall be paid after the approval of interim reports;
- 3) The final balance of at least 10% shall be paid after the approval of the final report.

Eligible expenditures incurred by promoters are proved by receipted invoices or, alternatively, by accounting documents of equivalent probative value.

The disbursement of funds requires full compliance of project promoters and their partners with the eligibility of expenditure, procurement procedures, submission of appropriate documentation and reporting. Payments will be made within three months of the submission of the relevant reports and under the condition of approval of the Bodossaki Foundation and the Office of the EEA Financial Mechanism.

## 12. Process and instruments of project selection

The selection of project promoters is based on specific selection criteria in accordance with the following procedure:

### 12.1. Verification of eligibility criteria

In phase one, all submitted applications will be reviewed by the Bodossaki Foundation for compliance with administrative and eligibility criteria. If an application does not include all required information or supporting documents the Bodossaki Foundation is able, but not obliged, to notify the applicant and give him 10 working days for completing the proposal by submitting the missing documents. If the applicant fails to complete his application within the aforementioned deadline, the application will be rejected.

### 12.2 Right to Appeal

Candidates whose applications are rejected in phase one, for reasons of non compliance with the eligibility criteria will be informed directly by email and will have the right to appeal within five (5) working days. The right of appeal may be exercised only once. The complaint must be fully justified and submitted electronically via an email sent to the Programme Officer responsible for the Call no later than at 18:00 local time, of the fifth day of the appeal period. (Please refer to Art. 15 below “Contact Information” for the email addresses of all Programme Officers). The appeal shall be considered by the Steering Committee of the Programme and applicants will be informed within ten (10) working days. The final decision on the appeal is irrevocable.

### 12.3 Selection procedure

In phase two, each application that meets the administrative and eligibility criteria shall be reviewed by two independent and impartial experts. The experts shall separately and independently score the project according to the Selection Criteria published below. The evaluation criteria of large projects are classified by thematic criteria. Each scorer will grade the proposals independently from each other. For the

evaluation of project proposals it is taken into account the average score of the two scorers. If the difference between the scores is greater than 30%, a third independent scorer will review the application independently and the average of the two nearest marks will be taken into account for the classification of the application.

## 12.4 Selection Criteria

### 12.4.1 Selection criteria of large projects

Selection criteria for large projects	Max Score
<b>1. Relevance and importance of the project in achieving Programme Outcomes</b>	<b>15</b>
1.1. Contribution of the proposed project in achieving Programme expected outcomes. <i>(The scope and significance of the project and its significance for the potential beneficiaries)</i>	10
1.2. Clarity of description of the project promoter's role in achieving Programme Outcomes (existence of other institutions/organizations tackling the same problem)	5
<b>2. Project methodology</b>	<b>20</b>
2.1. Coherence, consistency between objectives, activities, outputs and results.	5
2.2. Innovation / Use of Technology	5
2.3. Sustainability	5
2.4. Development of partnerships for the project <i>(local / national and international level)</i>	5
<b>3. Project's financial and economic justification</b>	<b>15</b>
3.1. How justified is the budget? <i>(Purpose, urgency, necessity of expenditures with regard to proposed activities)</i>	10
3.2. Justification of co-financing of the project	5
<b>4. Project management / Communications</b>	<b>20</b>
4.1. How are the administrative capacities ensured? Experience of the project promoter	10

4.2. Monitoring and Evaluation Plan	5
4.3. Communication Plan of the Project	5
<b>5. Project assessment</b>	<b>30</b>
5.1. To what extent the project implementation will contribute towards the strengthening of the NGO itself (capacity building) within the area of the project	10
5.2. Contribution of the project in the horizontal concerns and cross-cutting issues of the Programme	10
5.3. Return on Investment (value for money)	10
<b>TOTAL SCORE</b>	<b>100</b>

#### 12.4.2. Selection criteria for small projects

<b>Small projects selection criteria</b>	<b>Max score</b>
1. Experience and Capacity of the Applicant	20
2. Contribution to core areas and expected outcomes	30
3. Capacity building potential / Sustainability / Innovativeness	30
4. Value for money	20
<b>Total score</b>	<b>100</b>

To further examine the application a minimum average score of 60% is required for each unit of criteria for large projects and for each criterion for small projects.

## 12.5 Decision-making process

Applications that will receive a minimum score of 60% will be ranked according to their score, without any change in the rank order by the Programme Management Team. The Programme Management will then make recommendations to the three-member Selection Committee, comprised of three members, one of them being independent of the Bodossaki Foundation. The Selection Committee, after reviewing the ranking, will make recommendations to the Steering Committee, which will make final decisions on the project proposals.

## 12.6 Decision announcement

Applicants will be immediately informed about the decision by email. In addition, all accepted applications will be announced on a weekly basis on the Programme website.

The final decision will be made known to all the applicants and all relevant information regarding funded projects will be published on the Programme website.

## 13 Project Contracts

For each approved project, a contract between Bodossaki Foundation and the project promoter is signed.

The project contract shall contain, as a minimum, provisions on the following:

- 1) The description and the project budget
- 2) The duration of the project
- 3) The maximum amount of the project grant and the maximum rate of grant for the project and the co-financing rate
- 4) The obligations on project reporting
- 5) The eligibility and the supporting documents on expenditure
- 6) The method of calculation of indirect costs and its maximum amount

- 7) The initial and final date of the eligible costs
- 8) Any modifications of the project
- 9) Approval of reports and payment of grant
- 10) Provisions that ensure access in relation to monitoring, audits and evaluations is provided without delay
- 11) Provisions to ensure obligations regarding publicity
- 12) Obligations regarding participation to the capacity building activities
- 13) The right of the Bodossaki Foundation to suspend payments and request reimbursement from the project promoter in case decision on such actions is taken
- 14) The right of the Bodossaki Foundation and the Office of the EEA Financial Mechanism for monitoring project implementation
- 15) The obligation of the promoter to maintain the project files
- 16) Resolution of disputes and jurisdiction

## 14 Documents and Application Process

Applicants must fill in the Application form (available <http://www.weareallcitizens.gr/apply/application-form.html>) in accordance with the requirements of the “Guidelines for Applicants”.

**All** the following Supporting Documents must be included in the application:

1. Statute of the Organization- and any amendments validly published
2. Certificate of Court / Magistrate for recording - setting – modifications
3. Gov. Recommendation (for Institutions )
4. Debates Elections Board, legal representatives and other statutory bodies (eg General Assembly , Supervisory Board )
5. Tax clearance certificate
6. Insurance Awareness in force
7. Certificate of commencement of operations and any changes by the competent Tax Office
8. Legal leftovers - if any, written confirmation by the legal representative, stating that the Agency has no legal backlog

9. In the case of partnerships a signed contract agreement between the project promoter and partner is required
10. List the staff involved in the project: total, permanent, seasonal, full-time, part-time, volunteers. How many and which come from the project promoter.
11. Financial data:
  - 1) Income tax statement for the last few years
  - 2) Pay checks relevant to the income tax for the last few years
  - 3) Latest statement of property tax
  - 4) Balance sheets for the last few years. If the organization is being audited by Certified Public Accountants, their latest relevant report
  - 5) Budgets of the last few years
  - 6) Accounting reports of the last few years
  - 7) Sources of funding (grants, donations, sponsorships, etc.)

**Notes:**

In case of partnership of the project promoter with one or more project partners:

1. The above documents must be attached for each partner
2. For foreign partners, relevant adjustments of the required documentation will be made if necessary
3. A Partnership Agreement between the project promoter and each partner will be signed in Greek and English language, if the partner is a foreigner, and will be submitted by the potential project promoter, together with his application.

**ATTENTION:**

1. Only complete applications shall be considered for evaluation and selection
2. The deadline for applications is the date and time indicated in the relevant call
3. Candidates may choose one of the following three (3) ways to submit their applications:
  - 1) Apply online by completing and uploading electronically the application form available (here) and all required supporting documents (zip files-max 10GB)



- <http://www.weareallcitizens.gr/apply/application-form.html>
- 2) Apply by post (regular, express, courier) or
  - 3) By hand during working hours 09:00-18:00 at the following address:

Bodossaki Foundation  
Vasileos Georgiou B' 5, 106 74, Athens, Greece  
Subject: EEA NGO Programme "We are all Citizens"

An indication of the Call for which for which the application is submitted is highly desirable on the application file.

The candidate, except in the case of electronic submission of the application, must submit two (2) copies of the application and supporting documents in Greek, and in electronic form (CD or USB).

## 15 Contact Information

For Outcome:

**PROVISION OF WELFARE AND BASIC SERVICES TO DEFINED TARGET GROUPS  
INCREASED**

Sofia Kouvelaki, Programme Officer

Telephone: +30 210-6820970

E-mail: [Sofia@bodossaki.gr](mailto:Sofia@bodossaki.gr)

For Outcome:

**ADVOCACY AND WATCHDOG ROLE DEVELOPED**

Fay Koutzoukou, Programme Officer,

Telephone: (+30) 210 7299542

E-mail: [fkoutzoukou@bodossaki.gr](mailto:fkoutzoukou@bodossaki.gr)

For Outcome:

**DEMOCRATIC VALUES, INCLUDING HUMAN RIGHTS, PROMOTED**

Artemis Papatheodorou, Programme Officer,

Telephone: (+30) 210 3317263

E-mail: [artemis@bodossaki.gr](mailto:artemis@bodossaki.gr)





For Outcome:

**STRENGTHENED CAPACITY OF NGOS AND AN ENABLING ENVIRONMENT FOR THE SECTOR PROMOTED**

Dimitra Patrikarakou, Capacity Building Officer

Telephone: (+30) 210 3221287

E-mail: [d.patrikarakou@bodossaki.gr](mailto:d.patrikarakou@bodossaki.gr)

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