

Athens, 28 July 2014

**BILATERAL FUND
CALL FOR PROPOSALS FOR BILATERAL INITIATIVES
Measure (a)**

The Bodossaki Foundation, in its capacity as the Fund Operator for the EEA Grants NGO Fund Programme in Greece “We are all Citizens”, announces the second open call for bilateral initiatives under measure (a) between NGOs established in Greece and entities in the Donor states (Iceland, Liechtenstein and Norway). The total amount available is € 26.442.

The bilateral initiatives under measure (a), also known as “seed money”, aim to support the development of project partnerships between Greek NGOs on the one hand and entities from the Donor states on the other hand in anticipation of the open calls for project proposals under the following Programme expected outcomes:

- (1) Democratic values, including human rights, promoted.
- (2) Strengthened capacity of NGOs and an enabling environment for the sector promoted.

Both open calls will be launched on September 22nd, 2014.

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, which aim to act as project partners.

2. Eligible activities and costs

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 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.

3. Grant size and grant rate

The maximum grant size is three thousand euros (€ 3.000) per initiative. The grant rate is 100%. Co-financing is not required.

4. Geographical scope

Activities may take place in Greece and/or the Donor states where the potential project partner is located.

5. Duration of activities and eligible costs

An activity can take place after the signature of the bilateral initiative contract and until 24 November 2014. Costs incurred before the signature of the bilateral initiative contract or after 24 November 2014 will not be reimbursed.

6. Supporting documents

Applicants are required to submit the following:

- the application form completed;
- the budget form completed;
- proof of contact between the participants to the bilateral initiative.

In addition, Greek NGOs are required to submit:

- the statute of the organisation (original or certified copy);
- a tax clearance certificate;
- a national/social insurance liabilities clearance certificate.

Unless a document is available in Greek or English, a certified translation should be made. Correspondence between the participants to the bilateral initiative should be in Greek and/or English.

It is at the discretion of the Fund Operator to request documents, which were not submitted, as well as additional information.

7. Selection process and criteria

The application and budget forms are available in the Programme [website](#). The application and budget forms as well as any supporting documents should be submitted via the Programme [website](#).

Applications will be evaluated and decisions made on a first-come first-served basis according to the following process:

A. Formal assessment (eligibility criteria) will review whether:

- the application was submitted on time;
- the application was submitted by an eligible applicant;

- the application was accompanied by all required supporting documents;
- the application and budget forms were completed correctly;
- the required grant does not exceed the maximum grant size.

B. Eligible applications will be assessed according to the following criteria and rates:

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| a) Scope and value of the initiative proposed | 30% |
| b) Expected results on the 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 75% in overall marking to qualify for selection.

Applications will be reviewed and assessed by the Bilateral Fund Team and the decisions will be made by the Programme Management Team.

A decision shall be made within ten (10) working days from receiving the application.

A list of approved proposals will be uploaded on the Programme [website](#) weekly.

8. Right to appeal

Applicants have the right to appeal against the rejection of their proposal within five (5) working days from the communication of the decision. Applicants can exert their right to appeal only once. Requests for an appeal should be sent by email to bilateral@bodossaki.gr at the latest by 18:00 local time in Greece, on the last day. The Steering Committee is competent for making a decision. This shall be communicated to the applicant within ten (10) working days. The decision of the appeal process is irrevocable.

9. Deadline to apply

The deadline to apply is **31 October 2014**, 18:00 local time in Greece.

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

10. Further Information

For further information on the bilateral fund and this call, you may check the [Guidelines for the Bilateral Fund](#).

For questions, you may contact the Bilateral Relations Officer Ms Artemis Papatheodorou (artemis@bodossaki.gr).