

# BILATERAL FUND GUIDELINES

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## About the 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	Start and End Dates	Amount	
Provision of welfare and basic services to defined target groups increased	22 January - 24 March 2014	€ 2.785.000	Small Projects: €10.000 – 50.000  Large Projects: €50.001–250.000
Advocacy and watchdog role developed	22 January - 24 March 2014	€ 775.350	Small Projects: €10.000 – 50.000  Large Projects: €50.001–250.000
Democratic values, including human rights, promoted	22 September - 24 November 2014	€ 1.900.000	Small Projects: €10.000 – 50.000  Large Projects:

			€50.001–150.000
Strengthened capacity of NGOs and an enabling environment for the sector promoted	22 September - 24 November 2014	€ 744.140	Small Projects: €10.000 – 50.000  Large Projects: €50.001–150.000

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, on the other hand. The following section offers an overview of the bilateral fund.

For more information, prospective applicants are kindly requested to read the open call for project proposals under the relevant Programme expected outcome.

## Bilateral Fund

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

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

Bilateral cooperation can be promoted through bilateral initiatives. Two funding mechanisms are available:

1) Measure (a), also known as “seed money”, can be used for bilateral initiatives that support the **development of project partnerships** between Greek NGOs on the one hand and eligible entities in the Donor states 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 (Iceland, Liechtenstein and Norway)
Maximum grant size per initiative	€ 3.000
Grant rate	100%
Open call (1) – on a first-come first-served basis	28 November 2013
Open call (2) – on a first-come first-served basis	28 July 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 more detailed analysis can be found in the relevant section of these Guidelines.

**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) – on a first-come first-served basis	28 July 2014
Open call (2) – on a first-come first-served basis	April 2015



## Open calls

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
<b>Measure (a)</b>	
28 November 2013	Provision of welfare and basic services to defined target groups increased
28 November 2013	Advocacy and watchdog role developed
<b>Measure (b)</b>	
28 July 2014	Provision of welfare and basic services to defined target groups increased
28 July 2014	Advocacy and watchdog role developed
<b>Measure (a)</b>	
28 July 2014	Democratic values, including human rights, promoted
28 July 2014	Strengthened capacity of NGOs and an enabling environment for the sector promoted
<b>Measure (b)</b>	
April 2015	Democratic values, including human rights, promoted
April 2015	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”**

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 Programme expected outcomes.

### **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.

#### **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. The Hellenic Red Cross Society is eligible to apply provided that it fulfills the above requirements.

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.

Prior to the deadline for applications under the relevant open call for project proposals, eligible NGOs should have been established for at least two (2) years. For smaller grants (up to 50.000 euros), they should have been established for at least one (1) year.

#### **B) Potential project partners from the Donor states (Iceland, Liechtenstein and Norway)**

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 under one of the Programme expected outcome.

### **2. Eligible activities and costs for bilateral initiatives**

The bilateral initiative of measure (a) is comprised of one or more activities, which aim to support the development of project partnerships between Greek NGOs on the one hand and eligible entities in Donor states on the other hand.



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 refer to transportation, including local transport, accommodation and meals (see Annex 2).

Expenditures for the preparation of a project proposal are not eligible.

Funding under measure (a) cannot be used for activities that fall within the scope of measure (b).

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 insurance 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 revenues declared in respect of the initiative with the corresponding accounting statements and supporting documents.

4. The reallocation between categories of eligible costs (a-g above) is not allowed without the prior consent of the Fund Operator. Expenses not included in the budget will not be reimbursed. Up to 20% contingency is allowed for a category of eligible expenses provided that the overall budget is not exceeded.

#### 5. 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;

The VAT is an eligible cost as long as the promoter and/or its partner are not entitled to VAT deduction in accordance with the provisions of the VAT Code, as applicable. In particular, it is an eligible cost as long as it concerns expenses relevant to activities of the promoter and/or its partner excluded or exempted from VAT.

The VAT that can be recovered in any possible way is not eligible expenditure even if the promoter and/or its partner do not claim it.

The VAT that concerns the cost of activities which fall in any special category of gross taxation is not eligible cost.

- f) costs that are covered by other sources;
- g) fines, penalties and costs of litigation; and
- h) excessive or reckless expenditure.

For further information on how to fill in the budget form, please see Annex 1 and 2, in the Bilateral Fund Guidelines.

### 3. Grant size and grant rate

The maximum grant size is three thousand euros (€ 3.000) per initiative. The grant rate is one hundred percent (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 where the potential project partner is located.

## 5. Duration of activities and eligible costs

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.

The bilateral initiative contract is signed between the Fund Operator and the bilateral initiative promoter after the approval of the bilateral initiative proposal.

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	24 March 2014
measure (a)	28 July 2014	signature of bilateral initiative contract	24 November 2014

## 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 (e.g. email messages).

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:

- 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.

Decisions will be communicated by email 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](mailto: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 stated in the relevant open call for bilateral initiatives. Any application received after the deadline will not be considered.

Open call	Announcement date	Deadline
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measure (a)	28 November 2013	28 February 2014 (6 p.m. local time in Greece)
measure (a)	28 July 2014	31 October 2014 (6 p.m. 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. Payments

Eligible expenses will be reimbursed after the receipt of proof of expenses, e.g. receipted invoices or alternative accounting documents of equivalent probative value.

Accountings documents of equivalent probative value are the accounting and supporting documents that allow direct identification and matching of the expenses of the initiative, in accordance with the internal accounting and auditing system and procedures of the bilateral initiative promoter, which justify that the accounting records provide an accurate and proper representation of the work performed and the services provided in accordance with accepted accounting practices.

Payments will only be made via bank transfer to the bank account of the bilateral initiative promoter.

The required bank account information is:

- Account holder (the bilateral initiative promoter)
- IBAN
- Swift / BIC Code
- Bank
- Address of the branch in which the account is kept.

No payment will be made if not related to a signed bilateral initiative contract.

For measure (a), reimbursement follows the completion of the bilateral initiative and is made according to the following procedure.

The bilateral initiative promoter should send to the Fund Operator a payment request accompanied by the following documents within ten (10) days from the completion of the initiative (if the deadline expires on a holiday, it is postponed to the next working day):

- 1) An expenses report in which each document is recorded separately. Amounts in foreign currencies should be recorded as such and be converted into euros according to the Foreign Exchange Reference Rates on the day the expense was incurred as provided by the Bank of Greece (see <http://www.bankofgreece.gr/Pages/en/Markets/ISOTIMIES/default.aspx>). For Icelandic krona (ISK), the Foreign Exchange Reference Rates are those provided by the Central Bank of Iceland (<http://www.cb.is/>).

- 2) A form for the expenses report will be provided by the Fund Operator upon the signature of the bilateral initiative contract.
- 3) All proof of expenditure (receipts, invoices, etc.) for the eligible costs as well as the boarding passes in case of travelling (scanned).
- 4) In case of salary costs for staff or experts of the bilateral initiative promoter and/or its partner, an invoice or the monthly payroll, with a detailed salary breakdown, or a document of an equivalent probative value should be provided. If these documents are not in Greek, they should be submitted in English.
- 5) A report on the bilateral initiative (e.g. meetings, attendance of events, etc.) per day, including, when available links to websites and/or social media, where the grant is acknowledged and information on the initiative is provided. In case of meetings, the full name and position of the persons involved should be stated.

The above-mentioned documents should be submitted electronically to the Bilateral Relations Officer Ms Artemis Papatheodorou ([artemis@bodossaki.gr](mailto:artemis@bodossaki.gr)).

After the control and verification of the documents mentioned above, the bilateral initiative promoter will be notified to issue an invoice for all approved expenses in order for the reimbursement to be completed.

The bilateral initiative promoter is obliged to keep a record of the original documents mentioned above (1-3) for three (3) years after the completion of the Programme (30 April 2016). The Bodossaki Foundation and the Financial Mechanism Office (FMO) of the EEA Grants have the right to inspect and obtain copies of the original proof of expenditure.

#### **11. Publicity requirements**

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

#### **12. Monitoring and auditing**

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

#### **Measure (b)**

The bilateral initiatives under measure (b) aim to support the networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between project promoters and their partners in Greece on the one hand and entities from the Donor states on the other hand. Measure (b) provides extra funding over and above the project budget.



## 1. Eligible applicants

Eligible applicants are NGOs established in Greece which are project promoters under the Programme expected outcomes.

In case a project is implemented in partnership with project partners, NGOs established in Greece that act as project partners may participate in the bilateral initiative, if justified. The project promoter is entitled to submit the application and, if approved, is responsible for the implementation of the bilateral initiative.

## 2. Eligible activities and costs for bilateral initiatives

The bilateral initiative of measure (b) is comprised of one or more activities, which aim to support the networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between project promoters / Greek NGOs on the one hand and project partners in Donor states on the other hand.

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) promotional and information activities; and
- e) external consultancy fees

Travel costs refer to transportation, including local transport, accommodation and meals (see Annex 2).

Funding under measure (b) cannot be used for activities that fall within the scope of measure (a).

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 insurance 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 revenues declared in respect of the initiative with the corresponding accounting statements and supporting documents.

4. The reallocation between categories of eligible costs (a-e above) is not allowed without the prior consent of the Fund Operator. Expenses not included in the budget will not be reimbursed. Up to 20% contingency is allowed for a category of eligible expenses provided that the overall budget is not exceeded.

#### 5. 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;

The VAT is an eligible cost as long as the promoter is not entitled to VAT deduction in accordance with the provisions of the VAT Code, as applicable. In particular, it is an eligible cost as long as it concerns expenses relevant to activities of the promoter excluded or exempted from VAT.

The VAT that can be recovered in any possible way is not eligible expenditure even if the promoter does not claim it.

The VAT that concerns the cost of activities which fall in any special category of gross taxation is not eligible cost.

- f) costs that are covered by other sources;
- g) fines, penalties and costs of litigation; and
- h) excessive or reckless expenditure.

For further information on how to fill in the budget form, please, see Annex 1 and 2 in the Bilateral Fund Guidelines.

### 3. Grant size and grant rate

The maximum grant size is five thousand euros (€ 5.000) per initiative. The grant rate is one hundred percent (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 the Donor state where the entity involved in the initiative is established. Exceptionally, activities may be held in Greece. This has to be justified.

#### 5. Duration of activities and eligible costs

Activities can take place after the signature of the bilateral initiative contract and within the duration of the project under the relevant Programme outcome. All activities should be concluded no later than 30 April 2016. Costs incurred before the signature of the bilateral initiative contract or after the end date for the bilateral initiative will not be reimbursed.

The bilateral initiative contract is signed between the Fund Operator and the bilateral initiative promoter after the approval of the bilateral initiative proposal.

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 (b)	28 July 2014	signature of bilateral initiative contract	end date of project and no later than 30 April 2016
measure (b)	April 2015	signature of bilateral initiative contract	end date of project and no later than 30 April 2016

*Note: The dates in the table above are tentative. For the final ones, see the relevant call announcement.*

#### 6. Supporting documents

Applicants are required to submit the following:

- the application form completed;
- the budget form completed;
- proof of contact between the project promoter and the entity from the Donor states (e.g. email messages, confirmation of registration to conference, etc.);
- in case of events, seminars, etc., a description and the programme of the event, seminar, etc. as well as a list of participants, if available.

Unless a document is available in Greek or English, a certified translation should be made. Correspondence between the project promoter and the entity from the Donor states 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 and documents.

## 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:

- a) Scope and value of the initiative proposed ..... 30%
- b) Expected results on the capacity building of applicant ..... 20%
- c) Sustainability of expected results of the initiative ..... 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. The appeal should be sent by email to [bilateral@bodossaki.gr](mailto: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 stated in the relevant open call for bilateral initiatives. Any application received after the deadline will not be considered.

Open call	Announcement date	Deadline
measure (b)	28 July 2014	Two months before the end date of the project under the relevant Programme outcome and no later than 29 February 2016 (6 p.m. local time in Greece)
measure (b)	April 2015	Two months before the end date of the project under the relevant Programme outcome and no later than 29 February 2016 (6 p.m. local time in Greece)

The bilateral fund for measure (b) 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. Payments

Eligible expenses will be reimbursed after the receipt of proof of expenses, e.g. receipted invoices or alternative accounting documents of equivalent probative value.

Accountings documents of equivalent probative value are the accounting and supporting documents that allow direct identification and matching of the expenses of the initiative, in accordance with the internal accounting and auditing system and procedures of the bilateral initiative promoter, which justify that the accounting records provide an accurate and proper representation of the work performed and the services provided in accordance with accepted accounting practices.

Payments will only be made via bank transfer to the bank account of the bilateral initiative promoter.

The required bank account information is:

- Account holder (the bilateral initiative promoter)
- IBAN



- Swift / BIC Code
- Bank
- Address of the branch in which the account is kept.

No payment will be made if not related to a signed bilateral initiative contract.

For measure (b), reimbursement follows the completion of the bilateral initiative and is made according to the following procedure.

The bilateral initiative promoter should send to the Fund Operator a payment request accompanied by the following documents within ten (10) days from the completion of the initiative (if the deadline expires on a holiday, it is postponed to the next working day):

- 1) An expenses report in which each document is recorded separately. Amounts in foreign currencies should be recorded as such and be converted into euros according to the Foreign Exchange Reference Rates on the day the expense was incurred as provided by the Bank of Greece (see <http://www.bankofgreece.gr/Pages/en/Markets/ISOTIMIES/default.aspx>). For Icelandic krona (ISK), the Foreign Exchange Reference Rates are those provided by the Central Bank of Iceland (<http://www.cb.is/>).
- 2) A form for the expenses report will be provided by the Fund Operator upon the signature of the bilateral initiative contract.
- 3) All proof of expenditure (receipts, invoices, etc.) for the eligible costs as well as the boarding passes in case of travelling (scanned).
- 4) In case of salary costs for staff or experts of the bilateral initiative promoter and/or its partner and/or the entity in the Donor states, an invoice or the monthly payroll, with a detailed salary breakdown, or a document of an equivalent probative value should be provided. If these documents are not in Greek, they should be submitted in English.
- 5) A report on the bilateral initiative (e.g. meetings, attendance of events, etc.) per day, including, when available links to websites and/or social media, where the grant is acknowledged and information on the initiative is provided. In case of meetings, the full name and position of the persons involved should be stated.

The above-mentioned documents should be submitted electronically to the Bilateral Relations Officer Ms Artemis Papatheodorou ([artemis@bodossaki.gr](mailto:artemis@bodossaki.gr)).

After the control and verification of the documents mentioned above, the bilateral initiative promoter will be notified to issue an invoice for all approved expenses in order for the reimbursement to be completed.

The bilateral initiative promoter is obliged to keep a record of the original documents mentioned above (1-3) for three (3) years after the completion of the Programme (30 April 2016). The Bodossaki Foundation and the Financial Mechanism Office (FMO) of the EEA Grants have the right to inspect and obtain copies of the original proof of expenditure.



## **11. Publicity requirements**

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

## **12. Monitoring and auditing**

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

## Useful links

### [EEA Grants](#)

*The EEA and Norway Grants contribute to strengthening contact and cooperation between Iceland, Liechtenstein and Norway and the 16 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 contact 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 contact 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](mailto:artemis@bodossaki.gr)

## Annex 1

### INSTRUCTIONS FOR COMPLETING THE APPLICATION AND BUDGET FORMS

#### 1.A. Application form:

- Please complete accurately the basic information concerning the name of your organisation, its headquarters, contact details and the details of its legal representative, as required.
- Select one or both (for measure (a) only) of the expected outcomes that is/are related to your bilateral initiative proposal.
- Answer the questions in a clear and concise manner.

#### 1.B. Budget form:

- The online budget form is comprised of individual budget sheets in separate tabs per category of eligible costs and an overall budget sheet on the first tab.
- Complete the individual budget sheets per category by filling in the amount of each expense. Verify the total sums, which are calculated automatically.
- Verify the accuracy of the overall budget, which is calculated automatically with the data from the individual budgets per category of eligible costs.

## **Annex 2**

### **RATES FOR TRAVEL AND ACCOMMODATION EXPENSES AND DAILY SUBSISTENCE ALLOWANCE**

This document sets the rates (upper limits) for the travel, accommodation expenses and daily subsistence allowance.

The Fund Operator maintains the right to unilaterally change the rates for these expenses.

Travel and accommodation expenses and the daily subsistence allowance are direct eligible expenses provided that they comply to the usual practice of the bilateral initiative promoter and/or its partner (for measure (a)) and the project promoter and/or its project partner and/or the entity from the Donor states, in case the initiative takes place in Greece (for measure (b)) and with the following conditions:

- 1) Travel expenses include the transportation cost from/to the destination, i.e. air tickets (economy class) or the cost for the tickets of another means of transport (economy class), one piece of luggage, and the cost of transport from/to the airport or the station.
- 2) Accommodation expenses include the accommodation cost for staying at a hotel.
- 3) The daily subsistence allowance includes the cost of meals and local transport.
- 4) Travel and accommodation expenses and the daily subsistence allowance that cover travelling within the prefecture or county or similar administrative division, where the bilateral initiative promoter or its partner are established, are not eligible expenses. The same applies for entities from the Donor states in the case of measure (b).
- 5) The necessary proof documents for travel expenses include invoices and receipts for the issuance of tickets, boarding passes, the minutes from meetings and other supporting documents that prove the aim of the trip.
- 6) The necessary proof documents for accommodation expenses and daily subsistence allowance include invoices and receipts issued for accommodation (by hotels), meals (by restaurants) and local transport.
- 7) The travel and accommodation expenses cannot exceed the following rates per person and type of expenditure.

a) The following rates have been set for expenses within Greece:

<b>Rates for expenses within Greece</b>		
	<b>Type of expenditure</b>	<b>Amount €</b>
1.	Travel expenses, including transportation from/to the destination, i.e. air tickets (economy class) or the tickets of another means of transport (economy class), one piece of luggage, and transport from/to the airport or the station	
2.	Daily cost of hotel accommodation	90,00
3.	Daily cost for meals	40,00
4.	Car expenses, i.e. compensation per km	0,25
5.	Daily cost of local transport	20,00
6.	Cost of tolls	no rate

b) The following rates have been set for expenses outside of Greece:

<b>Rates for expenses outside of Greece</b>		
	<b>Type of expenditure</b>	<b>Amount €</b>
1.	Travel expenses, including transportation from/to the destination, i.e. air tickets (economy class) or the tickets of another means of transport (economy class), one piece of luggage, and transport from/to the airport or the station.	
2.	Total daily cost of (a) hotel accommodation, (b) meals, (c) car expenses, (d) local transport and (e) tolls	According to the rates for each country in the following table

EEA/EFTA Counties	€
Iceland	180
Norway	230
Liechtenstein	225

The rates of foreign currencies to euro are determined in accordance with the Foreign Exchange Reference Rates on the day the expense was incurred, as provided by the Bank of Greece (see <http://www.bankofgreece.gr/Pages/en/Markets/ISOTIMIES/default.aspx>).

For Icelandic krona (ISK), the Foreign Exchange Reference Rates are those provided by the Central Bank of Iceland (<http://www.cb.is/>).