

Athens, 28 July 2014

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

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 first open call for bilateral initiatives under measure (b) between the project promoters of the Programme and entities from the Donor states (Iceland, Liechtenstein and Norway). The total amount available is € 39.700.

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 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. The project promoters referred to in this call are those selected under the following Programme expected outcomes:

- (1) Provision of welfare and basic services to defined target groups increased
- (2) Advocacy and watchdog role developed

1. Eligible applicants

Eligible applicants are NGOs established in Greece that have been selected as project promoters under this Programme. 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

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) promotional and information activities; and

e) external consultancy fees.

The bilateral initiative should be directly linked to the project implemented under the relevant Programme outcome.

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

3. Grant size and grant rate

The maximum grant size is five thousand euros (€ 5.000) per initiative. The grant rate is 100%. Co-financing is not required.

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.

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:

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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 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 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 two months before the end date of the project under the relevant Programme outcome, 18:00 local time in Greece, and no later than 29 February 2016.

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. 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).

