



NGO Programme - Greece
EEA Financial Mechanism 2009- 2014

GUIDELINES FOR APPLICANTS (3rd & 4th open calls)

Athens
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BODOSSAKI
FOUNDATION



KELAND
LICHTENSTEIN
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

Currently, NGOs are invited to submit applications only for the third and fourth calls, concerning ‘Democratic values, including human rights, promoted’ and ‘Strengthened capacity of NGOs and an enabling environment for the sector promoted’ respectively.

Open Calls / Expected Outcomes	Date	Total Amount	Size of project/ Amount of Grants
Democratic values, including human rights, promoted	22 Sept. 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 Sept. 2014	€ 744.140	Small Projects: €10.000 – 50.000 Large Projects: €50.001–150.000

Each NGO, applying as a project promoter, can submit only one application per call/outcome.

NGOs that are participating as project promoters in at least two proposals that have been selected for funding, cannot be funded, either as partners or as project promoters. Entities that are participating as partners in one project that has been selected for funding, do not have the right to be funded as partners.

A minimum of 10% of the total eligible expenditure of the Programme will be allocated to projects targeting children and youth (up to 30 years old).

The Programme pays special attention to 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.

During the writing of the proposals and the implementation of the projects, candidates should take into account the following [cross-cutting issues](#): Good governance, Social sustainability, Economic sustainability, Environmental sustainability, and Gender equality.

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

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 Fundamental Rights Agency of the European Union (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.

2. Eligible Applicants

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. Political parties and religious institutions are not considered NGOs”.

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

- 1) Are non-profit organisations that have not been created nor operate 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) Have members who do not have any direct commercial interest in 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) Are voluntary in nature, formed voluntarily by groups or individuals and usually involving an element of voluntary participation in the organisation;
- 4) 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) 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) Are membership-based, with transparent structures and an elected chair / board, and are accountable to their members and donors;
- 7) Are independent of local, regional and national government and other public authorities,
- 8) Are independent of political parties and commercial organisations.

Political parties and religious organisations¹, social partners² or cooperatives that distribute profits are not considered NGOs and are not eligible. Social enterprises³, foundations⁴, faith-based organisations⁵, and the Hellenic Red Cross society are considered eligible NGOs as long as they fulfill 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 NGOs and thus are eligible to apply as long as they fulfill the above requirements.

At the deadline for the submission of proposals, eligible NGOs must have completed two (2) years of operation since their legal establishment. If the funding for the proposed project is small (up to 50.000 euros) it is sufficient that they have completed one (1) year of operation since their legal establishment.

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

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

³ 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.

⁴It 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.

⁵ 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).

Each NGO, applying as a project promoter, can submit only one application per call/outcome.

NGOs that are participating as project promoters in at least two proposals that have been selected for funding, cannot be funded, either as partners or as project promoters. Entities that are participating as partners in one project that has been selected for funding, do not have the right to be funded as partners.

Eligible NGOs must embrace the values of democracy and human rights.

3. Eligible Areas of Support

The following areas are eligible for support:

3.1. Democratic values, including human rights, promoted

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;
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.

in the extent that the proposed project focuses on the promotion on democratic values including human rights.

3.2. Strengthened capacity of NGOs and an enabling environment for the sector promoted

1. Capacity building;
2. Good governance and transparency;
3. Networking and coalition building.

in the extent that the propose project contributes to the strengthened capacity of NGOs and the promotion of an enabling environment for the sector.

4. Eligible Activities

Project promoters may choose from among the following eligible activities:

4.1. Democratic values, including human rights, promoted

1. Capacity-building activities and organisational 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 Democratic values, including human rights

4.2. Strengthened capacity of NGOs and an enabling environment for the sector promoted

1. Capacity-building activities and organisational support to NGOs;
2. Awareness-raising activities;
3. Mutual learning and dissemination;
4. Education and training activities;
5. Network and coalition building.

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 30th April 2016. The duration of small projects cannot exceed six (6) months and that of large projects twelve (12) months.

All eligible costs of the projects should be incurred within the project duration as designated in the project contract and be accompanied by all supporting documents. Expenditures made after the expiration date of the project contract will not be recognised. The eligible costs and the payment process are described in paragraphs 9 and 11 of this document, respectively.

6. Location of Projects

All projects must be implemented in Greece on a local, regional or national level. NGOs are highly encouraged to apply with projects to be carried out in rural and remote areas. Extra marks will be given to applications submitted by NGOs established in rural and remote areas.

7. Partnerships

The Programme encourages applications submitted by project promoters together with project partner organisation(s).

A project partner is a public or private entity, with legal status commercial or non-commercial, or non-governmental organisations, whose primary location is (a) in a Donor State (Norway, Iceland and Liechtenstein), (b) an EEA Beneficiary State (Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia and Spain), or (c) a country outside the EEA that has a common border with Greece (Albania, FYROM, Turkey), or any intergovernmental organisation, 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 realised through the implementation of the project. The partner's role needs to be justified and clearly defined in the project proposal.

Unlike suppliers, project partners are selected by project promoters during the preparation of the project proposal, without having to follow a procurement procedure.

In case of a project partnership, a partnership agreement must be signed among partners and submitted to the Bodossaki Foundation (in Greek or 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:

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

The maximum amount of the total project grant, allocated to each project partner is 20%.

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	€ 150.000
Small projects	€ 10.000	€ 50.000

Up to 1/3 of the total amount available under each call will be allocated to small projects.

A minimum of 10% of the total eligible expenditure of the Programme will be allocated to projects targeting children and youth (up to 30 years old).

8.2. Percentage of Grant- Co-financing / Participation of Project Promoters

The Programme can provide **up to 90%** of the eligible costs of the NGO project budget. The project promoter shall provide **at least the remaining 10%** either in form of cash or in-kind contribution, such as voluntary work (co-financing of the project by minimum 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 € 7.67.

The amount of 150.000 € is the maximum amount for funding under the Programme for the 3rd and 4th calls. So, for example, a funding of € 150.000 corresponds (90%) to a project with a total budget of € 166.667. For projects that have larger total budgets, the maximum amount for funding cannot be larger than 150.000 euros. In all cases, the total budget must concern a complete project.

The Fund Operator reserves the right to suspend payments and ask for the return of the allocated funds, in case that a relevant decision is made, either by the Fund Operator or the FMO.

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. Only expenses incurred from the entry into force of the project contract to its end date will be eligible. Costs incurred after 30 April 2016 or before the signing of the contracts are not eligible.

9.3. Direct Expenditures

9.3.1 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 allocated to it directly. In particular, the following direct expenditures may be eligible provided that they satisfy the criteria set out in paragraph 9(1) above:

- 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. The maximum salary, including employer contributions, is set at 1.600 euros before tax for full-time and 800 euros before tax for part-time employment.
- 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 (see Annex 1);

- 3) the 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);

9.3.2 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 expenditures attributed to the project. They may not include any eligible direct costs. Indirect costs of the project 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.

In both of the above cases, expenditures must be proven by the corresponding invoices.

In any case, indirect expenditures cannot be above 20% of the direct eligible expenditures (maximum limit).

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 of 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, e.g. 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 Programme 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 to the Bodossaki Foundation reports on project progress and results at regular intervals during project implementation and at the end of the projects, using templates 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 Programme.

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 total funding 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 by the Bodossaki Foundation and the Office of the EEA Financial Mechanism.

The Bodossaki Foundation, as the Fund Operator, has the right to suspend payments and request the reimbursement of allocated funds, in case where a relevant decision is made, either by the Bodossaki Foundation or the Financial Mechanism Office.

12. Communication Plan for the Grant

As a minimum, the communication plan should ensure acknowledgment of the grant by the project promoter and, if applicable, its partners. The publicity plan does not cover awareness-raising activities that fall under the main project activities.

13. Process and Instruments of Project Selection

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

13.1. Administrative and Eligibility Criteria

In phase one, all submitted applications will be reviewed by the Bodossaki Foundation for compliance with the administrative and eligibility criteria. Only complete applications will be taken into consideration.

13.2 Right to Appeal

Candidates whose applications are rejected in phase one for not complying with the eligibility criteria are informed directly by email and 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 email to the email address of the Programme Officer responsible for the call no later than 18:00 local time, on the fifth day. (Please refer to Art. 15 “Contact Information” for the email addresses of all Programme Officers). The appeal will be considered by the Steering Committee of the Programme and applicants will be informed within ten (10) working days. The decision on the appeal is irrevocable.

13.3 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 the average score of the two scorers is taken into account. 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 evaluation of the application.

13.4 Selection Criteria for the open call ‘Democratic values, including human rights, promoted’

13.4.1 Selection Criteria for Large Projects

Selection criteria for large projects	Max Score
1. Relevance and importance of the project	25
1.1. How relevant the project is and how it aims to achieve the expected outcomes of the Programme. <i>(The scope and significance of the project and its value to the target groups)</i>	10
1.2. How clearly the applicant’s role is described in the application (Is the problem being solved by other organisations or using other measures?)	15
2. Project methodology	15
2.1. Project coherence between objectives, activities, outputs and results.	5

2.2. Social innovation	5
2.3. Development of partnerships for the project (<i>local / national and international level</i>)	5
3. Project's financial and economic justification	10
3.1. How justified is the budget? (<i>Expedience and necessity of the expenditures with regard to proposed activities</i>)	5
3.2. Justification of co-financing of the project	5
4. Project management / Communications	15
4.1. How are the administrative capacities ensured? Experience of the project promoter.	10
4.2. Monitoring and Evaluation Plan	2.5
4.3. Communication plan for the grant	2.5
5. Project assessment	35
5.1. The extent to which the project implementation will contribute towards the strengthening of the NGO itself within the area of the project; Capacity Building potential	5
5.2. The extent to which the activities of the project contribute towards the horizontal concerns and cross-cutting issues	5
5.3. NGO (project promoter) established in rural and/or remote area	5
5.4. Return on Investment (value for money)	20
TOTAL SCORE	100

13.4.2. Selection Criteria for Small Projects

Small projects selection criteria	Max score
1. Experience and Capacity of the Applicant	20
2. Contribution to core areas and expected outcomes	30
3. Capacity building potential / Sustainability / Social innovation / NGO (project promoter) established in rural and/or remote area	20
4. Value for money	30
Total score	100

13.5 Selection Criteria for the open call ‘Strengthened capacity of NGOs and an enabling environment for the sector promoted’

13.5.1 Selection Criteria for Large Projects

Selection criteria for large projects	Max Score
1. Relevance and importance of the project	20
1.1. How relevant the project is and how it aims to achieve expected outcomes of the Programme. <i>(The scope and significance of the project and its value to the target groups)</i>	10
1.2. How clearly the applicant’s role is described in the application (Is the problem being solved by other organizations or using other measures?)	10
2. Project methodology	20
2.1. Project coherence between objectives, activities, outputs and results	5
2.2. Social innovation	5
2.3. Sustainability	5
2.4. Development of partnerships for the project <i>(local / national and international level)</i>	5
3. Project’s financial and economic justification	10
3.1. How justified is the budget? <i>(Expedience and necessity of the expenditures with regard to proposed activities)</i>	5

3.2. Justification of co-financing of the project	5
4. Project management / Communications	15
4.1. How are the administrative capacities ensured? Experience of the project promoter.	10
4.2. Monitoring and Evaluation Plan	2.5
4.3. Communication Plan for the Grant	2.5
5. Project assessment	35
5.1. The extent to which activities of the project contribute towards the horizontal concerns and cross-cutting issues	10
5.2. NGO (project promoter) established in rural and/or remote area	5
5.3. Return on Investment (value for money)	20
TOTAL SCORE	100

13. 5.2 Selection Criteria for Small Projects

Small projects selection criteria	Max score
1. Experience and Capacity of the Applicant	20
2. Contribution to core areas and expected outcomes	30
3. Sustainability / Social innovation / NGO (project promoter established in rural and/or remote area)	20
4. Value for money	30
Total score	100

To further examine the application, a minimum average score of 60% of the total mark is required for each group of criteria for large projects, and for each individual criterion for

small projects. In case where the difference between the two scores in each group of criteria for large projects and in each individual criterion for small projects is larger than 30% of the greater score and only one score is below 60% of the total mark, a third scorer will assess the whole application. The final mark will be the average of the two closest scores.

In case where the total score from the two scorers differs more than 30% of the greater score, a third scorer will assess the whole application. The final mark will be the average of the two closest scores.

13.6. Decision-making process

Applications that will receive a minimum score of 60 points will be ranked according to their score, without any change in the rank order by the Programme Management. The Programme Management will then make recommendations to the three-member Selection Committee, one of whose members are independent of the Bodossaki Foundation. The Selection Committee, after reviewing the ranking, will make recommendations to the Steering Committee, which will make the final decisions on the project proposals. Members of the Fund Operator can change the ranking of projects in justified cases, and only if this is necessary for the achievement of the goals of the Programme.

13.7. Decision announcement

The final decision will be communicated to applicants and information on approved projects will be published on the Programme website.

14. Project Implementation Contracts

For each approved project, a project implementation contract between the Bodossaki Foundation and the project promoter will be 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 that access for monitoring, audits and evaluations is provided without delay
- 11) Provisions to ensure obligations regarding publicity
- 12) Obligations regarding participation in 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

15. Documents and Application Process

Applicants must fill in the Application Form available in the Programme website, in accordance with the requirements of the “Guidelines for Applicants”.

All the following Supporting Documents and the Annexes of the application form (including the Document List) must be included in the Application, in order for it to be eligible for further evaluation. In case where one or more documents are missing, the applicant must submit a signed legal declaration, mentioning any missing documents and the justification for not submitting them. The Fund Operator shall decide whether the justification is adequate.

1. Statutes of the Organisation- and all its validly published amendments
2. Certificate of Court / Magistrate for recording/setting modifications
3. Establishment document of the Official government registry (for Foundations)
4. Minutes for the election of the board of directors, legal representatives and other statutory bodies (e.g. General Assembly , Supervisory Board)
5. Valid tax statement
6. Valid insurance statement
7. Certificate of commencement of operations and any changes by the competent Tax Office
8. Pending legal issues - if any, written confirmation by the legal representative, stating that the Agency has no legal backlog

9. Partnership agreement(s) (in case of partnerships)
10. Financial data:
 - 1) Tax declarations of the last two years (unless the organisation has been funded for less than two years):
 - 2) Tax clearance certificate
 - 3) Last tax statement of estate
 - 4) Balance sheets of the last two years (unless the organisation has been funded for less than two years) If the organisation is audited by Chartered Accountants, the last reference
 - 5) Budgets of the last two years (unless the organisation has been funded for less than two years)
 - 6) Accounts of the last two years (unless the organisation has been funded for less than two years)

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. In all cases, documents of foreign partners must be submitted in Greek or English.
3. The date that appears on the Post Office stamp will be considered as the date of submission.
4. A Partnership Agreement between the project promoter and each partner will be signed in Greek or in English, if the partner is foreign, and will be submitted by the potential project promoted, together with the application.

ATTENTION:

1. Only complete applications will be considered for evaluation and selection purposes
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 500 MB)
<http://www.weareallcitizens.gr/apply/application-form.html>
 - 2) Apply by post (simple, registered or express mail or courier) or
 - 3) By hand delivery during working hours (09:00-18:00) to the following address:



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

With the additional indication of the call for which the application is submitted.

Any candidates that will not submit their application electronically, must submit one (1) copy of the application and all supporting documents in Greek in electronic form (CD or USB) as well. The application form must be submitted in word format and the budget form in excel format.

16. Contact Information

For the Outcome:

DEMOCRATIC VALUES, INCLUDING HUMAN RIGHTS, PROMOTED

Ms. Artemis Papatheodorou, Programme Officer

E-mail: artemis@bodossaki.gr

For the Outcome:

STRENGTHENED CAPACITY OF NGOs AND AN ENABLING ENVIRONMENT FOR THE SECTOR PROMOTED

Mr. Vlassis Adraktas, Assistant Programme Officer

E-mail: vadraktas@bodossaki.gr



Annex 1

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 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.

- 1) Accommodation expenses include the accommodation cost for staying at a hotel.
- 2) The daily subsistence allowance includes the cost of meals and local transport.
- 3) 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).
- 4) 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.
- 5) 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.
- 6) 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:

Rates for expenses within Greece		
	Type of expenditure	Amount €
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	No Limit
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:

Rates for expenses outside of Greece		
	Type of expenditure	Amount €
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.	No Limit
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

Maximum daily expenses for travel outside of Greece

EU Member States	€
Austria	225
Belgium	232
Bulgaria	227
Czech Republic	230
Cyprus	238
Denmark	270
Estonia	181
Finland	244

France	245
Germany	208
Hungary	222
Ireland	254
Italy	230
Latvia	211
Lithuania	183
Luxembourg	237
Malta	205
Netherlands	263
Poland	217
Portugal	204
Romania	222
Slovak Republic	205
Slovenia	180
Spain	212
Sweden	257
United Kingdom	276

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/>).

Annex 2

MONITORING AND EVALUATION PF PROJECTS

The "We are all Citizens" Programme, as all EEA Grants NGO Funds/ Programmes, is based on a specific methodology known as Results-Based Management (RBM). As a result, the Bodossaki Foundation must abide by certain methodological requirements at Programme level. In turn, project promoters must provide information that relates to methodology. Also, RBM sets certain targets both at Programme level and at project level that need to be met. The Bodossaki Foundation is responsible for meeting the targets at Programme level. Each project promoter is responsible for meeting the targets at project level. The following analysis aims at supporting applicants/ potential project promoters with the Results-Based Management approach at project level.

RBM at project level is based on project outputs.

The **project outputs** are the deliverables (products, goods and services) which result from a project, i.e. the tangible results. These are guaranteed by the project promoter. The project promoter defines the outputs of the project in the project proposal. The project proposal will normally include several outputs.

Also, the project promoter defines **indicators** for each project output in the project proposal. Indicators at project level are used as a tool to verify whether or not the project is achieving its outputs. Specifying indicators helps forming the basis of the project's monitoring and reporting system. Indicators tell us by what standard a project output will be measured. They should not be a summary of the activities undertaken under an output, but should describe the measurable consequence of activity implementation. Indicators must be objectively verifiable. This is more easily done for quantitative measures rather than those that aim at measuring qualitative change. It is important that an indicator can be measured consistently over time.

Once the indicators have been chosen, baseline and target values have to be established.

Baseline data refer to the initial value against which an indicator is subsequently measured. The purpose of a baseline is to measure the situation prior to the development intervention, against which progress can be assessed or comparisons made. Thus, a baseline is the value of an indicator before the implementation of the project. The baseline value for all projects is identified as zero (0).

A **target value** is the specific, planned level of results to be achieved within an explicit timeframe. The project promoter guarantees the achievement of target values.

Project promoters should also provide the source of verification for each indicator. This should be specified at the same time as the formulation of indicators and should explain:

- How the information should be collected
- Who should collect / provide the information
- When and how regularly it should be provided

Project promoters should consider the following principles when formulating a project output and its indicator(s):

- Project outputs and their indicators should directly relate to the main goal(s) of the project (not to any of its side-effects).
- Identify up to four (4) project outputs. Add project outputs, only if necessary.
- You can use one or two indicators per project output.
- The choice of indicators, as with the project outputs, has to be based on an informed decision and be representative of the project.

Example

Project output: Increased awareness on the rights of LGBT by the end of the project (i.e. 30 April 2016)

Indicator	Baseline Value	Target value	Source of verification
Indicator 1: Number of university students who participated in awareness raising activities on the rights of LGBT until the completion of the project (30 April 2016)	0	580	Attendance list from the activities. Data to be collected by trainers and their assistants and be provided, after processing (initials instead of names, sex and age per activity and in total), every four months in the project progress report and in the final report. To be accompanied by pictures from the activities and media clips,

			when available.
Indicator 2			