

Athens, October 2016

**BILATERAL FUND**  
**3<sup>rd</sup> CALL FOR PROPOSALS FOR BILATERAL INITIATIVES**  
**Measure (b)**

The Bodossaki Foundation, in its capacity as the Fund Operator for the EEA Grants NGO Programme in Greece “We are all Citizens”, announces the third open call for bilateral initiatives under measure (b) between non-profit organizations established in Greece and entities from the Donor states (Iceland, Liechtenstein and Norway). International organizations can also be involved in the bilateral initiative. The total amount available is € 50.000.

The bilateral initiatives under measure (b) aim to support the networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between non-profit organizations established in Greece and entities in the Donor states and international organizations.

**1. 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.”

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 organisations<sup>1</sup>, social partners<sup>2</sup> or cooperatives that distribute profits are not considered NGOs and are not eligible. Social enterprises<sup>3</sup>, foundations<sup>4</sup>, faith-based organisations<sup>5</sup>, 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.

## 2. Eligible activities and costs

The following activities and costs are eligible for funding:

- a) fees and travel costs for participation in conferences, seminars, courses, meetings and workshops;
- b) travel costs for studytrips;
- c) travel and salary costs for visits by experts;
- d) costs of conferences, seminars, courses, meetings and workshops;
- e) promotional and information activities; and

---

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

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

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

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

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

f) external consultancy fees.

### **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 states where the entity involved in the initiative is established, or in the country where the international organization is established, in case an international organization is also involved in the initiative. Activities may be held in Greece, where the applicant NGO is established, but 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 until February 12<sup>th</sup> 2017. 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 Greek non-profit organization and the entity from the Donor states and the international organization, in case an international organization is involved in the initiative (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
- **All** the following Supporting Documents 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.
  1. Statutes of the Organisation / Establishment document of the Official government registry (for Foundations) and all its validly published amendments
  2. Certificate of Court / Magistrate/ GEMI for recording/setting modifications
  3. Minutes for the election of the board of directors and legal representatives
  4. Certificate of commencement of operations and any changes by the competent Tax Office
  5. Financial data:
    - 1) Budget of 2016
    - 2) Accounts of 2015
    - 3) Balance sheets of 2015

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.

## 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) Improving of knowledge and mutual understanding between the entities involved in the initiative.....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) to (d), and at least 75% in overall marking to qualify for selection.

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

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](#). Rejected applicants will be informed of the reason for their rejection.

## 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 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 December 31<sup>st</sup> 2016, at 18:00 local time in Greece. Bilateral initiatives should have been completed by 12 February 2017.

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 applicants – 3<sup>rd</sup> call for bilateral initiatives under measure (b).

For questions, you may contact the Programme Officer Ms. Artemis Papatheodorou ([artemis@bodossaki.gr](mailto:artemis@bodossaki.gr)).

