

OPEN CALL FOR PROPOSALS
**ACTION PLANS FOR MITIGATION AND ADAPTATION IMPLEMENTED BY LOCAL AUTHORITIES IN
URBAN AREAS (CLIMAURBAN)**
EEA Grants 2014 – 2021
PROGRAMME SK-CLIMATE
SLOVAKIA

1. BASIC DATA AND CONDITIONS

The objective of this open call is support for systematic planning and implementing of the climate change mitigation and adaptation measures in urban areas.

This call is focused on support of the systematic planning and implementing of the climate change mitigation and adaptation measures in the cadastral territory of the Slovak municipalities that are eligible applicants in line with this call. The main objective is to support the systematic connecting of mitigation and adaptation measures in urban areas, which, together and for the public interest, contribute to the sustainable quality of life of the city population and the quality of the environment, in reaction to the negative impacts of climate change.

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| Call launching: | 29.11.2019 |
| Call closure: | 28.02.2020, 15:00 CET |
| Call number: | ACC01 |
| Programme outcome: | Increased climate change resilience and responsiveness within targeted areas |
| Programme output: | Action plans for mitigation and adaptation implemented by local authorities in urban areas |
| Maximum grant to be applied for: | 1 400 000 € |
| Minimum grant to be applied for: | 500 000 € |
| Co-financing: | At least 5% |
| Total allocation: | 4 176 838 € |
| Announced by: | Ministry of Environment of the Slovak Republic (hereinafter referred to as „MoE SR“) |
| Eligible applicants: | Municipalities with more than 15,000 inhabitants ¹ |
| Eligible partners: | Any public or private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person either in the Donor States, Beneficiary States ² or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any international organisation or body or agency thereof, actively involved in, and effectively contributing to, the implementation of a project. |
| Further conditions: | 1. The eligible applicant may submit under this call only 1 project application. In case of submitting more than 1 project application by the |

¹ Determination of the applicant's eligibility refers to official data of the Statistic Office of the Slovak Republic on number of inhabitants of the municipality to 31st December of the year preceding the year of launching this call.

² For a full list of Beneficiary States see the Document Agreement on EEA Financial Mechanism 2014 – 2021 <https://eeagrants.org/resources/agreement-eea-grants-2014-2021>

| | |
|-------------------------|--|
| | <p>same applicant the second submitted project application shall be automatically rejected.</p> <ol style="list-style-type: none"> 2. The eligible applicant may submit only 1 project application under calls for proposals launched for the Output 1.1; either under the Call for proposals No. 1 or under the Call for proposals No. 2. In case of submitting more than 1 project application by the same applicant in the framework of Calls launched under the Output 1.1 the second submitted project application shall be automatically rejected. 3. Maximum eligible project implementation duration is 36 months. 4. The project must be completed by 31st December 2023. 5. Mandatory annexes of the Grant Application are: <ol style="list-style-type: none"> a) Budget according to template in line with Annex 2 of the Call; b) City action plan for climate change mitigation and adaptation in line with Annex 3 of the Call; c) Partnership statement, if the project is realized in partnership with Slovak or foreign partner (in Slovak or English respectively, in line with Annex 7a, 7b of the Call); d) Declaration stating that the activities carried out under the project will be used only for non-economic purposes in line with Annex 8 of the Call; e) Agreement of the founder, owner or operator of the building/land for implementing the technical measures; f) Energetic audit/certificate or other credible source (it is used as baseline for selection of proposed measures and estimation of target value for reduction of CO₂ emissions). |
| Funding sources: | EEA Grants and State Budget of the Slovak Republic |

2. EXPECTATIONS AND RESULT FRAMEWORK

Projects supported under this Programme shall contribute to the Programme objective defined as *climate change mitigated and vulnerability to climate change reduced*.

The focus of the call meets national strategic documents [„Green Slovakia – Strategy of environmental policy of the Slovak Republic until 2030, so-called Envirostrategy 2030“](#) and [Strategy of adaptation of the Slovak Republic on climate change](#) aiming to support proactive solutions applied in the field of climate change in both areas, mitigation as well as adaptation.

Projects supported under this call shall contribute to the Programme Outcome defined as *increased climate change resilience and responsiveness within targeted areas* and Programme Output defined as *action plans for mitigation and adaptation implemented by local authorities in urban areas*.

In the Application Form, applicants are obliged to set baseline and target values for the following Programme Indicators:

| | Expected results programme | Indicator | Minimum requirements for eligible project |
|-------------------|---|--|---|
| Outcome 1 | <i>Increased climate change resilience and responsiveness targeted areas within</i> | Estimated annual CO ₂ emissions reductions of supported entities (in tonnes) | Minimum target value is 1785 tonnes of CO ₂ eq. ³ |
| | | Share of Slovak population benefiting from living in more climate resilient and responsive urban areas | - |
| Output 1.1 | <i>Action plans for mitigation and adaptation implemented by local authorities in urban areas</i> | Number of action plans completed | Target value is 1. |
| | | Number of climate change mitigation and adaptation measures implemented | Minimum target value is 15. |

Programme indicators represent measurable indicators of the project pre-defined in the Programme Agreement. They cannot be changed or supplemented.

No baseline values are required for output indicators, as all of them should automatically be set to zero.

The full results framework of the programme is listed in the Annex I to the Programme Agreement concluded between Slovak Republic and the Donors and published at <https://www.crz.gov.sk/index.php?ID=4229638&l=sk>.

In addition to the aforementioned standard indicators, the applicant is required to provide in the project application the target values together with description of the way of measurement also for **publicity indicators** and **bilateral indicators** if a donor project partner is involved in the project.

Description of project indicators together with units of measurements and recommended sources of verification is provided in the **Guideline for Applicants**.

3. SELECTION CRITERIA AND PRIORITISED PROJECT

The project must **include mandatory activities** in line with the Chapter 4, as well as **information and communication activities**.

Selection criteria – administrative compliance criteria, eligibility criteria and content related criteria applied for this Call are in the **Annex 5** to the Call.

³ Total estimated reduction in greenhouse gas emissions (CO₂ and CO₂ equivalents of other greenhouse gases) expressed as a sum of reduced CO₂ emissions for completed project measures including period of project sustainability.

The content related criteria are scored and divided according to following evaluation areas:

- project;
- financial;
- administrative;
- bilateral and
- bonus.

A project application can only be approved if it complies with the administrative compliance criteria and eligibility criteria and in the evaluation of content related criteria will reach

Minimum required total number of points: **90 and simultaneously**

Minimum required number of points for evaluated area:

- project **60**
- financial **20**
- administrative **10**

As prioritised project could be considered project that will be scored with the highest score (20 points) for one or more of below listed criteria:

- Technical preparedness of the project;
- Value for Money – project contribution to reducing greenhouse gas emissions (CO₂ and CO₂ equivalent);
- Complexity and diversity of proposed measures for climate change mitigation and adaptation in the framework of the project.

Inclusion into project of bilateral activities as well as aspects assessed as bonus is not mandatory (they are optional), however, in the selection process the project application that include those are scored with more points. **Bonus criteria** are as follows:

- Project contains the activities supporting the development of smart cities (according to the definition applied in the European Innovation Partnership - Smart Cities and Communities);
- Project plans to build infrastructure to support e-mobility;
- Project plans to build infrastructure to support e-mobility which includes charging stations with electricity generated from local renewable energy resources;
- Project contains/plans specific activities for vulnerable groups of inhabitants towards climate change manifestations (children, chronic patients, older generation, socially isolated people);
- Project plans measures on climate change mitigation/adaptation which contribute to provision of sustainable ecosystem services and biodiversity support in the urban environment.

4. ELIGIBLE ACTIVITIES

The project must include following mandatory activities:

- Development of an action plan for climate change mitigation and adaptation **and**
- Implementation of particular measures on climate change mitigation and adaptation in line with the action plan.

Minimum attributes of the action plan on climate change mitigation and adaptation are listed in **Annex 3** to the Call.

Eligible measures are considered those implemented to achieve the objective, outcome and output, that means that those measures are benefit for the residents living in the city and contribute to improving the quality of life and increasing the effectiveness of public services provided with respect to the response to the climate change.

Particular measures on climate change mitigation and adaptation are not exhaustively listed. However, it is required that they respond to the real needs of the targeted area and target groups and are measurable by indicators listed in the Chapter 2 of this Call. Examples of possible measures are listed in **Annex 4** to the Call.

Given the nature of the call and the specific output it covers, it is recommended to implement measures in publicly accessible areas and/or in areas intended for non-commercial activities.

It is recommended not to implement measures that are:

- monotonous (e. g. only replacement of windows on buildings owned / operated by the applicant), solitary (e.g. installation of decorative greenery in the municipality);
- without ensuring sustainability (planting greenery without ensuring conditions for their optimal development);
- with a potential negative impact on the quality of the environment (e.g. building permeable surfaces in areas at risk/ vulnerable areas without impact analysis and compliance without technical conditions such as the use of grass blocks in busy car parks without ensuring that rainwater is drained off the road before it is soaked into the ground, etc.).

In addition, the **project must include** activities on information and communication in line with the Chapter 3 of the [Regulation](#) on the Implementation of the European Economic Area Financial Mechanism 2014 – 2021 (hereinafter referred as to the “Regulation”).

5. ELIGIBLE EXPENDITURES

Except for the so-called “excluded expenditures” listed in Article 8.7 of the [Regulation](#), all types of expenditures can be eligible, provided that they meet the conditions listed in this Call and in Article 8.2, 8.3 and 8.5 of the [Regulation](#).

The inclusion of an expenditure item in a project budget approved by the Programme Operator cannot be considered as a prerequisite of its eligibility.

Eligible expenditures of projects are in line with Article 8.2 (2) of [Regulation](#) those which meet the following criteria:

- a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- b) they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- c) they are proportionate and necessary for the implementation of the project;
- d) 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;
- e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and/or project partner and determined according to the applicable accounting standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles; and
- f) they comply with the requirements of applicable tax and social legislation.

Direct and indirect costs are considered as eligible.

Eligible direct expenditures in a project are in line with Article 8.3 (1) of [Regulation](#) the following:

- a) **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;
- b) **travel and subsistence allowances for staff** taking part in the project. Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum, on the basis of defined rules approved by the Programme Operator;
- c) **cost of new or second hand equipment**, In case the Programme Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may, by way of exception from the rule contained in paragraph 4 of Article 8.2, be eligible;
- d) **purchase of land and real estate** under the conditions set in Article 8.6;
- e) **costs of consumables and supplies**, provided that they are identifiable and assigned to the project;
- f) **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 this [Regulation](#);
- g) **costs arising directly from requirements imposed by the project contract** for each project.

Indirect expenditures in a project are overheads. The indirect expenditures shall be determined as overheads which level the applicant identify as a flat rate of up to **15% of direct eligible staff costs** in accordance with the Article 8.5 (c) [Regulation](#).

The following costs shall not be considered eligible in accordance with Article 8.7 of [Regulation](#):

- 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 FMC, the National Focal Point or the applicable law and costs of financial services imposed by the project contract;
- c) provisions for losses or potential future liabilities;
- d) exchange losses;
- e) recoverable VAT;
- f) costs that are covered by other sources;
- g) fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project; and
- h) excessive or reckless expenditure.

Unless a later date is provided in the project contract, expenditures are eligible as of the date on which the Programme Operator decides to award the project grant. The Programme Operator shall in the same decision fix the final date of eligibility which shall be no later than either one year after the scheduled completion of the project or the date referred to in paragraph 3 Article 8.13 (currently 30 April 2024) of the [Regulation](#), whichever is earlier.

Expenditures incurred after 30 April 2024 are not eligible. Time eligibility of expenditures (first and last date of eligibility) will be fixed in the project contract.

The Programme Operator recommends to applicant to include costs related to energy audit/certificate as mandatory issue to be submitted at the end of the respective project activity, latest at the end of the project.

The eligibility of expenditures incurred by a project partner is subject to the same limitations as would apply if the expenditures were incurred by the Project Promoter.

Project partners whose primary location is outside the beneficiary state may opt to submit proof of expenditure by way of an independent audit report. The Programme Operator highly recommends that project partners from Norway as Donor State indeed opt to use this possibility and that they indicate the costs related to these audits in the Budget. For further information, see Article 8.12 of the [Regulation](#).

6. RECOMMENDED MILESTONES AND TIMEFRAME

The Programme Operator highly recommends that the projects comply with the following time-frame:

| Event/Milestone | Expected date |
|--|---------------------------|
| Call closure | 02/2020 |
| Project Contract signed (Project implementation starts) | Indicative timing 04/2020 |
| Project End | Not later than 12/2023 |

The entire selection process is estimated approximately to 2 months.

7. PARTNERSHIP

Partner is a legal entity actively involved in, and effectively contributing to, the implementation of a project. It shares with the applicant a common economic or social goal which is to be realised through the implementation of that project. In a working partnership, the partner has its own budget and activities he is responsible to meet. However, it is very important to realise that the applicant is responsible for all commitments and irregularities of the partner in relation to the Programme Operator.

If the project is to be implemented in a partnership, signed **Partnership statement** proving the partner's interest in participating in the project **should be submitted along with the Project Application (Annex 7a, 7b** to the Call).

After the Project Application is approved, draft partnership agreement shall be submitted which is in compliance with requirements defined by the Programme Operator in template for Partnership agreement published in the website www.minzp.sk/eea/. The draft agreement is subject to the Programme Operator's screening before it is concluded.

In case of withdrawal of the project partner before the project contract is concluded, the applicant is obliged to adequately replace the partner within the deadline set by the Program Operator.

The number of partners receiving support under the Project is limited to 4. Other entities involved in the project can be mentioned in the Project Application as cooperating entities.

The relationship between the Project Promoter and Project Partners must not have a character of supplier-customer relationship.

Partnership with entities from Donor States

Partnerships with the entities from Donor states are considered as an added value of the project. In order to support the establishment of such partnerships, the Program Operator provides the possibility to apply for a grant for the search and establishment of the partnerships between Slovak entities and entities from Donor states.

Eligible expenditures include, in particular, accommodation, travel and subsistence allowances.

Grant conditions and further information can be found in the Call for bilateral activities, published at www.minzp.sk/eea/.

8. SPECIAL PROVISIONS RELATED TO BUILDINGS

In case the projects will include purchase or reconstruction of land and real estate (buildings) the Project Promoters will be upon the signature of the Project Contract obliged to:

- Keep any buildings purchased, constructed, renovated or reconstructed under the project in their ownership for a period of at least 5 years following the completion of the project and continue to use such buildings for the benefit of the overall objectives of the project for the same period;
- Keep any buildings purchased, constructed, renovated or reconstructed under the project properly insured against losses such as fire, theft and other normally insurable incidents both during project implementation and for at least 5 years following the completion of the project; and
- Set aside appropriate resources for the maintenance of any buildings purchased, constructed, renovated or reconstructed under the project for at least 5 years following the completion of the project. The specific means for implementation of this obligation shall be specified in the project contract.

Buildings that are constructed, reconstructed or renovated from the Project Grant, cannot be sold, rented, or mortgaged within five years of the completion of the project (i.e. the approval of the Final Project Report), or longer if stipulated in the Project Contract. Further details can be found in Article 8.6 of the [Regulation](#).

9. SELECTION PROCEDURES

The project evaluation and award of grants shall be in accordance with Article 7.4 of the [Regulation](#) and with the Annex II of the Programme Agreement on Programme financing.

The Programme Operator shall be responsible for project evaluation and for the award of grants.

The Programme Operator shall establish a Selection Committee that shall recommend the projects to be funded within the programme. The Selection Committee shall consist of at least three persons possessing the relevant expertise. At least one of them shall be external to the Programme Operator. The FMC, NMFA and the National Focal Point shall be invited to participate in the meetings of the Selection Committee as observers. The DPPs shall be involved as non-voting members.

The Programme Operator shall review the applications for compliance with administrative and eligibility criteria. Applicants whose applications are rejected at this stage shall be informed and given a reasonable time to appeal that decision.

Each application that meets the administrative and eligibility criteria shall be reviewed by two experts appointed by the Programme Operator, who shall be impartial and independent of the applicants, the Programme Operator and the Selection Committee.

The experts shall separately score the project according to the selection criteria published with the call for proposals. For the purposes of ranking the projects, the average of the scores awarded by the experts shall be used. If the difference between the scores given by the two experts is more than 30 % of the higher score, a third expert shall be commissioned by the Programme Operator to score the project independently. In such cases the average score of the two closest scores shall be used for the ranking of the projects.

The Programme Operator shall provide the Selection Committee with a list of the ranked projects. The Selection Committee shall review the ranked list of projects. It may modify the ranking of the projects in justified cases. The justification for the modifications shall be detailed in the minutes of the meeting of the Selection Committee. If such a modification results in a project's rejection, the affected applicant shall be informed in writing about the justification for the modification. The Selection Committee shall submit the list of recommended projects, together with a reserve list, to the Programme Operator.

The Programme Operator shall verify that the selection process has been conducted in accordance with the Regulation and that the recommendations from the Selection Committee comply with the rules and objectives of the programme. Following such verification, the Programme Operator shall, based on the recommendation of the Selection Committee, make a decision on which projects shall be supported. In duly justified cases, the Programme Operator may modify the decision of the Selection Committee. If the Programme Operator, in duly justified cases, modifies the decision of the Selection Committee, it shall inform the Selection Committee and the applicants affected and provide them with a justification.

The Programme Operator shall notify the applicants about the results of the selection process within a reasonable time and publicise the results.

The Selection criteria are attached as **Annex 5** to this Call.

The Selection Committee Statutes and Rules of Procedures are attached as **Annex 6a, 6b** to this Call. Further information on the selection process are provided in the Chapter C of the Guideline for Applicants.

10. FINANCING AND REPORTING

Interim and final payments to the projects shall be based on approved project reports.

Payments of the project grant shall take the form of advance payment, interim payments and a final payment. The level of advance payment to project shall be set out in the project contract. The maximum level of advance payment shall be linked to the project budget and duration as follows:

| Project implementation duration ⁴ | Advance payment | 1 st Interim payment | 2 nd Interim payment | 3 rd Interim payment | Final payment ⁵ |
|--|-----------------|---------------------------------|---------------------------------|---------------------------------|----------------------------|
| Less than 12 months | 35% | 55% | - | - | 10% |
| 12-24 months | 25% | 45% | 20% | | 10% |
| More than 24 months | 20% | 30% | 25% | 15% | 10% |

The advance payment shall be paid following the signature of the project contract. **Subsequent (interim) payments** shall be paid after the approval of project interim reports. **The final payment** will be paid after approval of the final report.

An advance payment, if any, of a percentage of the total grant amount shall be paid within 15 working days from the submission of a request or within the period set in the project contract. The interim payments shall be paid within 1 month after the approval of project interim reports.

The approval of project interim and final reports shall take place within 3 months from the submission of the required information.

Upon approval of the final project report a final balance payment, if applicable, shall be made within 1 month.

Project promoters shall submit interim and final project reports containing information on project progress and incurred expenditure. In line with point i) of Article 5.6.2 of the [Regulation](#) incurred expenditure reported shall be subject to administrative verifications before the report is approved. Verifications to be carried out shall cover administrative, financial, technical and physical aspects of projects, as appropriate, and be in accordance with the principle of proportionality. Examination of proof of expenditure related to the administrative verifications may be carried out on a sample basis. Additionally, in line with point ii) of Article 5.6.2 of the [Regulation](#) on-the-spot verifications of projects, which may be carried out on a sample basis, shall be carried out.

11. STATE AID

The activities eligible under this Call are of non-economic in nature, they will not have impact on competition and thus the provision of state aid is not expected under the Call.

⁴ The project contract may set suspensive conditions related to advance, interim and/or final payments. In justified cases, at the Programme Operator's discretion, a project promoter may receive extraordinary payments to ensure sufficient funds for the projects during the implementation so as to avoid any liquidity problems, provided that the Programme Operator has sufficient capacity to proceed with these payments.

⁵ Retention may be applied at the end of the implementation or pro rata from each advance payment and interim payments.

The applicant shall submit together with the project application (**Annex 8** to the Call) a declaration stating that the activities carried out under the project will be used only for non-economic purposes.

If the applicant is an undertaking/organization carrying out an economic activity, the undertaking/organization shall ensure that the commercial and non-commercial activities shall be kept financially separate. The separation shall be proven by separate accounting. At the same time the undertaking/organization shall ensure that all incomes related to the project outputs shall be re-used for non-commercial activities financing.

Before approving a project application the Programme Operator will carry out a **state aid test**.

12. PROJECT APPLICATION SUBMISSION AND EVALUATION

Project Application shall be prepared in English in the pre-defined form attached as **Annex 1** to the Call. The project application shall be submitted until the date and time of the call closure specified in Chapter 1 of this Call (Basic data and conditions) in following ways:

- by electronic mailbox (according to the law on e-Government) and in case of Annexes, which for technical reasons, cannot be submitted electronically in paper form to the delivery address below, or
- in paper form to the delivery address below.

Documentation shall be submitted in paper form in one original and one copy.

The Application Form can be found at <https://www.minzp.sk/fondy/eea/vyzvy/vyzvy-2.html> and the Guidance for Applicants at <https://www.minzp.sk/fondy/eea/vyzvy/vyzvy-2.html>. The following mandatory annexes shall be submitted along with Project Application:

- Project budget template takes part of the Application form of the project;
- Project Application form including budget in the XLS or XLSX formats and other submitted annexes in PDF format on non-rewritable medium in case of paper form submission;
- City action plan for climate change mitigation and adaptation;
- Partnership statement (if relevant);
- Declaration stating that the activities carried out under the project will be used only for non-economic purposes;
- Agreement of the founder, owner or operator of the building/land for implementing the technical measures;
- Energetic audit/certificate or other credible source (it is used as baseline for selection of proposed measures and estimation of target value for reduction of CO₂ emissions).

In the case of paper form submission, the date of the post office stamp when the consignment was handed over for transport is decisive.

Following information shall be provided on the envelope:

- „DO NOT OPEN“;
- Call number „ACC01“;
- Full name of the applicant;
- Project title.

The postal address for delivering documents in paper form is:

Ministry of Environment of the Slovak Republic
Directorate of Environmental Programmes and Projects
Department of Transnational Cooperation Programs and Support Activities
Karloveská 2
841 04 Bratislava

Documents submitted in paper form can be delivered to the above mentioned postal in one of the following ways:

- personally during working days 8:30 – 12:00 and 12:30 – 15:00,
- registered post,
- courier services.

The date and time of receipt of the project application and compliance with the date and time of closing the call will be assessed as follows:

- in case of personal submission: date of personal submission of the paper application form to the delivery address;
- in case of sending a project application by registered post or courier, the date of submission of the paper application form for post or courier service;
- in case of submission of the project application through the electronic mailbox, the date of saving the project application in the e-mail box of the Programme Operator;
- in case of the project application delivery in electronic form through the electronic mailbox of the Programme Operator combined with paper delivery of annexes to the address specified in the call, which for technical reasons cannot be submitted by e-mailbox the later date is considered.

13. FURTHER INFORMATION

Please note that all applicants are required to disclose **any consultant** involved in the preparation of the Project Application.

There is no legal entitlement to the Project Grant.

Before and during preparation of a Project Application the applicant is strongly advised to comply with the following **documents**, as amended:

- Guideline for Applicants;
- Project Contract template;
- Partnership agreement template.

Further recommended documents are:

- [Regulation](#) on the Implementation of the European Economic Area Financial Mechanism 2014 – 2021;
- [Programme Agreement for the financing of the Programme](#) „Climate change mitigation and adaptation” concluded between The Financial Mechanism Committee/the Norwegian Ministry of Foreign Affairs and National Focal Point on 23 September 2019 with effect from 27 September 2019;
- guidelines, instructions and other documents published by the Financial Mechanism Office, published on the website: www.eeagrants.org;
- documents published by the National Focal Point (Government Office of the Slovak Republic), published on www.eeagrants.sk and Certifying Authority (Ministry of Finance of the Slovak Republic), published on the website: <https://www.finance.gov.sk/sk/financne-vztahy-eu/zahranicna-pomoc/financny-mechanizmus-ehp-norsky-financny-mechanizmus-2014-2021/>.

A list of the above mentioned documents are also published on the website of the Programme Operator: www.minzp.sk/eea/.

Furthermore, information are published on: <https://www.facebook.com/eeagrants.SKCLIMATE/>.

Link to the website of the National Focal Point with information on how to submit a complaint is here: [complaints](#).

The Programme Operator can be contacted for queries:

- by **e-mail**: vyzvy.eeagrants@enviro.gov.sk (questions received by e-mail will be responded within 10 working days);
- **in written** (paper) form to postal address:

Ministry of Environment of the Slovak Republic
Directorate of Environmental Programmes and Projects
Department of Transnational Cooperation Programs and Support Activities
Karloveská 2
841 04 Bratislava

The queries sent by post will be answered by the Programme Operator in written form.

The general queries frequently asked by the applicants will be published on the website of the Programme Operator in the FAQ section (**Frequently Asked Questions**).

Information published on the website www.minzp.sk/eea/ as well as information provided in written form (electronically or in paper form) are binding. Information provided by telephone or orally cannot be regarded as binding and it is not possible to refer them.

Specific information activities in relation to this Call will be published by the Programme Operator on the website www.minzp.sk/eea/.

Applicants are recommended to keep track of the website www.minzp.sk/eea/, where updated information related to the announced call will be published according to their relevance.

14. CALL ANNEXES

1. Application Form
2. Budget template
3. Minimum attributes of the Action Plan
4. Examples of Eligible Measures
5. Selection Criteria
- 6a. Selection Committee Statute
- 6b. Selection Committee Rules of Procedures
- 7a. Template for Partnership statement (in Slovak language)
- 7b. Template for Partnership statement
8. Template for Declaration on non-economic purposes of project activities