

OPEN CALL FOR SMALLER SCALE ACTIVITIES – TRAVEL GRANTS
Within **SK-Climate Programme**

FUND FOR BILATERAL RELATIONS
EEA and Norway Grants 2014 – 2021
SLOVAKIA

1. BASIC DATA AND CONDITION

The Fund for Bilateral Relations (hereinafter referred to as the “BF”) was established to enhance cooperation and improve mutual knowledge and understanding between Slovakia and the Donor States – Iceland, Liechtenstein and Norway. Based on the Memoranda of Understanding, the Programme Operator (hereinafter referred to as the “PO”) uses the BF resources to strengthen the cooperation both on SK-Climate Programme (hereinafter referred to as the “Programme”) and on project level. The proposal of initiatives / activities are approved by SK-Climate Cooperation Committee.

Call closure:	Until the available allocation is exhausted
Call number:	ACC_BF 01
Maximum grant to be applied for:	EUR 5,000
Minimum grant to be applied for:	N/A
Co-financing:	No co-financing is requested by the applicants
Total allocation:	EUR 50,000
Announced by:	Ministry of Environment of SR as a Programme Operator of the SK-Climate Programme
Eligible applicants and partners:	All legal entities established in Slovakia or in one of the Donor States are eligible to apply.
Further eligibility limitations:	The Programme Operators of the Programmes within the EEA and Norway Grants 2014 – 2021 are not eligible to apply.
Further conditions:	<ol style="list-style-type: none"> 1. Each Slovak applicant must have at least one partner from a Donor State and vice versa; or has to document the clear bilateral context of the initiative /activity which closely relates to SK-Climate Programme outcomes/ outputs. 2. The implementation of the initiative must be completed within 7 days following the start of the activity, including 2 days for the journey. 3. Generally, expenditures of up to 2 persons can be reimbursed. In dully justified cases, expenditures of up to 5 persons can be reimbursed. 4. The mandatory attachments to the Grant Application are participation-related document(s).
Funding source(s):	EEA Financial Mechanism (EEA Grants) - 48,541114% Norwegian Financial Mechanism (Norway Grants) - 51,458886%

2. ELIGIBLE ACTIVITIES

The travel grants under this Call are provided for short-term initiatives in the partner country with clear bilateral profile, serving the purpose of strengthening bilateral relations between Slovakia and the Donor States¹ and closely relates to SK-Climate Programme outcomes and outputs.

Publicity output related to the initiative is required (publishing of article, press report, blog, social media post etc.). As an example, the mere participation of Slovak representative at a conference in Donor State is not considered sufficient to be defined as “bilateral”. The participation must reflect the ambition of strengthening bilateral relations, e.g. through exchanging relevant knowledge and experience between the Donor State and Slovakia.

The Applicant shall select at least **3 indicators** listed in the Annex 4 to the [Bilateral Fund Guide](#) (hereinafter referred as to “Guide”).

Unless otherwise agreed by the PO, the initiative needs to be financially completed within one month from the date of return from the travel, and the Final Report should be submitted no later than two months following the date of return from the travel. The PO reserves the right not to reimburse the grant or its part in case the above mentioned was not complied with.

3. ELIGIBLE EXPENDITURES

Under this Call, only expenditures falling under Article 8.8, point a), b) and c) of the Regulations² are eligible.

Eligible expenditures therefore are those related to:

- Activities aiming at strengthening bilateral relations between the Donor States and the Beneficiary States;
- The search for partners for donor partnership projects prior to or during the preparation of a project application, development of such partnerships and the preparation of an application for a donor partnership project;
- Networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between entities in Beneficiary States and entities in the Donor States and/or international organizations.

Only the following types of expenditures can be eligible:

- a) Travel costs;
- b) Per-diem expenses/subsistence allowances.

No expenditures incurred before and after the dates set in the Grant Offer Letter shall be eligible. Having regard to the principle of *proportionality*, travel costs and subsistence allowance are calculated as a **lump sum**. Further details can be found in Annex 5 to the Guide.

¹ Donor states: Donor States – Iceland, Liechtenstein and Norway

² [Regulation on the Implementation of the EEA Financial Mechanism](#) 2014-2021 and [Regulation on the Implementation of the Norwegian Financial Mechanism](#) 2014-2021

4. TRAVEL GRANT APPLICATION SUBMISSION AND EVALUATION

All Travel Grant Applications shall be prepared in English and submitted electronically at bilateralnyfond@enviro.gov.sk, along with the following mandatory attachments:

- a) Participation-related document(s), such as signed Letter of intent, exchange of emails, invitation, event agenda and confirmation of acceptance of speech or other similar document proving the bilateral interest in the initiative from both Slovakia and Donor State(s).

The Travel Grant Application should be submitted in a due time prior to its scheduled start of implementation. When drafting the schedule, applicants shall take into account that the evaluation may take up to 2 weeks, thus it is recommended to plan the activities not earlier than 4 weeks following the submission of the Grant Application. While aiming to be flexible, the PO reserves the right to reject applications not meeting this deadline. Resubmission can be allowed in case the Call closure is not approaching. Applications shall be evaluated using the FIFO principle ("First In First Out").

5. SELECTION PROCEDURES

Travel Grant Applications will be evaluated in the order they are received (FIFO principle), which means that the applications are being assessed in the exact same order in which they were delivered. The Selection Criteria are attached to this Call, where the detailed information on the selection procedures can be found.

6. FINANCING AND REPORTING

No advance payments will be provided for the Travel Grants. The system of financing is reimbursement based on the approved Final Report submitted by the Beneficiary within two months from the date of return from the travel.

7. FURTHER INFORMATION

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

Before and during preparation of a Travel Grant Application it is recommended to become familiar with the following documents, as amended.

- ✓ [Bilateral Guideline](#) issued by the Financial Mechanism Office;
- ✓ [Regulation on the implementation of the EEA Financial Mechanism](#) 2014 – 2021 and
- ✓ [Regulation on the implementation of the Norwegian Financial Mechanism](#) 2014 – 2021;
- ✓ Guidelines, instructions and other documents issued by the [Financial Mechanism Office](#), [National Focal Point](#) and [Ministry of Finance of the SR](#) (Certifying Authority).

These documents are published on the websites www.eeagrants.sk / www.norwaygrants.sk; <https://www.minzp.sk/fondy/eea/dokumenty/> and www.eeagrants.org.

The PO may also introduce the FAQ section, if relevant.

Link to the website of the National Focal Point with information on **how to submit a complaint** is here: <https://www.eeagrants.sk/en/complaints/>

The PO can be contacted for queries by:

✉ E-mail: bilateralnyfond@enviro.gov.sk

(Questions received by e-mail will be responded within 10 days);

☎ Phone: +421 906/ 31 4290.

8. CALL ANNEXES

1. Travel Grant Application form
2. Selection criteria and selection procedure