



REPUBLIC OF SLOVENIA  
**MINISTRY OF ECONOMIC DEVELOPMENT  
AND TECHNOLOGY**



# **CALL FOR PROPOSALS**

**to co-finance projects under  
the Norwegian Financial Mechanism Programme 2009-2014  
and the EEA Financial Mechanism Programme 2009-2014**

**Number:** 4300-77/2013

**Date:** 27 December 2013

## Table of contents

1. Programme Operator .....	4
2. Legal basis for the implementation of the call for proposals .....	4
3. Subject of the call for proposals .....	4
4. Amount of grants .....	5
4.1. Available financial contributions .....	5
4.2. Grant rate .....	6
5. Eligibility of applicants and partners.....	6
5.1. Eligibility of applicants.....	6
5.2. Eligibility of partners .....	7
6. Description of areas of the call .....	8
<b>Set A – Norwegian Financial Mechanism Programme 2009-2014.....</b>	<b>8</b>
6.1. Public Health Initiatives.....	8
6.1.1. Sub-area Reducing inequalities in health between user groups.....	8
6.1.2. Sub-area Prevention of life-style related diseases.....	9
6.1.3. Sub-area Improved mental health services.....	9
6.1.4. Specific eligibility conditions .....	10
6.1.5. Quality criteria.....	10
6.2. Gender equality .....	10
6.2.1. Sub-area Economic decision-making.....	11
6.2.2. Sub-area Political decision-making.....	11
6.2.3. Sub-area Promoting work-life balance.....	12
6.2.4. Specific eligibility conditions .....	12
6.2.5. Quality criteria.....	12
<b>Set B – EEA Financial Mechanism Programme 2009-2014 .....</b>	<b>13</b>
6.3. Biodiversity and Ecosystem Services .....	13
6.3.1. Description of the area.....	13
6.3.2. Specific eligibility conditions .....	13
6.3.3. Quality criteria.....	14
6.4. Natural Heritage .....	14
6.4.1. Description of the area.....	14
6.4.2. Specific eligibility conditions .....	14
6.4.3. Quality criteria.....	14
6.5. Cultural Heritage .....	15
6.5.1. Description of the area.....	15
6.5.2. Specific eligibility conditions .....	15
6.5.3. Quality criteria.....	16
7. Duration of projects.....	16

8. Eligibility of expenditures .....	16
8.1. Specifics for Set A – Norway Financial Mechanism Programme 2009-2014 .....	16
8.2. Specifics for Set B – EEA Financial Mechanism Programme 2009-2014 .....	17
9. Financing system.....	17
10. Deadline and application .....	17
11. Complete application.....	18
12. Selection procedure.....	19
12.1. Review for compliance with administrative and eligibility criteria .....	19
12.2. Quality assessment.....	20
12.3. Approval of projects .....	20
13. Notification of selection and the appeal process .....	21
14. Project Contract.....	21
15. Language.....	21
16. Documents relating to the call.....	22
17. Amendments to the call.....	22
18. Additional information .....	22

## 1. Programme Operator

The direct budget user acting as the Programme Operator for the Norwegian Financial Mechanism 2009-2014 and EEA Financial Mechanism 2009-2014 is the Ministry of Economic Development and Technology (hereinafter MEDT), Kotnikova 5, 1000 Ljubljana.

## 2. Legal basis for the implementation of the call for proposals

Legal basis for the implementation of a public call for funding project under the Programme of the Norwegian Financial Mechanism 2009-2014 and Programme of the EEA Financial Mechanism 2009-2014 is the Public Finance Act (Official Gazette of the Republic of Slovenia, no. 11/2011, 110/2011 - ZDIU12, 46/2013 - ZIPRS1314-A, 101/2013 in 101/2013), Budget of the Republic of Slovenia for 2013 and 2014 (Official Gazette of the Republic of Slovenia, no. 104/2012, 61/2013, 62/2013-corr., 102/2013) Budget of the Republic of Slovenia for 2015 (Official Gazette of the Republic of Slovenia, no. 102/2013), Implementation of the Republic of Slovenia Budget for 2013 and 2014 Act (Official Gazette of the Republic of Slovenia, no. 104/2012, 46/2013, 56/2013 - Zštip, 61/2013 and 82/2013), Implementation of the Republic of Slovenia Budget for 2014 and 2015 Act (Official Gazette of the Republic of Slovenia, no. 101/2013-ZIPRS1415), Rules on the procedures of implementing the budget of the Republic of Slovenia (Official Gazette of the Republic of Slovenia, no. 50/2007, 114/2007 - ZIPRS0809, 61/2008, 99/2009 - ZIPRS1011, 3/2013), Memorandum of Understanding on the implementation of the Norwegian Financial Mechanism 2009-2014 dated 9.5.2011, Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2009-2014 dated 21.5.2011, Programme Agreement on the Norwegian Financial Mechanism no. 544-6/2013/8 dated 8.7.2013 with modifications dated in December 2013, Programme Agreement on the EEA Financial Mechanism no. 544-5/2013/8 dated 8.7.2013 with modifications dated 18.11.2013, Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014 no. 554-6/2013/10 dated 11.2.2011, Regulation on the implementation of the EEA Financial Mechanism 2009-2014 no.554-5/2013/10 dated 18.1.2011.

## 3. Subject of the call for proposals

The subject of the call is the selection of projects which shall be awarded grants to co-finance projects under the Norwegian Financial Mechanism Programme 2009-2014 and the EEA Financial Mechanism Programme 2009-2014.

Grants shall be awarded for co-financing of projects selected within the following areas and sub-areas of the call:

### SET A – NORWEGIAN FINANCIAL MECHANISM PROGRAMME 2009-2014

- **Area Public Health Initiatives**
  - *Sub-area* Reducing inequalities between user groups
  - *Sub-area* Prevention of life-style related diseases
  - *Sub-area* Improved mental health services
- **Area Gender Equality**
  - *Sub-area* Economic decision-making
  - *Sub-area* Political decision-making
  - *Sub-area* Promoting work-life balance

The same project under the Norwegian Financial Mechanism Programme 2009-2014 may apply only for one of the *sub-areas*. The applicant may submit up to one project for each sub-area but may participate in a number of applications as a partner. In the event that the applicant submits multiple applications within a single sub-area, the application received first will be considered.

### SET B – EEA FINANCIAL MECHANISM PROGRAMME 2009-2014

- **Area Biodiversity and Ecosystem Services**
- **Area Natural Heritage**
- **Area Cultural Heritage**

A project under the EEA Financial Mechanism Programme 2009-2014 may apply only for one of the *sub-areas*. The applicant may submit up to one project in each sub-area but may participate in a number of applications as a partner. In the event that the applicant submits multiple applications within a single sub-area, the application received first will be considered.

The outcomes of projects shall be reflected in the Republic of Slovenia. The eligible area of the implementation of project activities is, as a rule, the territory of the Republic of Slovenia and the Donor States. Exceptions shall be approved beforehand by MEDT.

Terms used in the text, written in masculine form, are used as neutral for both women and men.

## 4. Amount of grants

Eligible expenditures of the project are co-financed up to 95% in grants or 90% in case Project Promoter is non-governmental organization, which comprise of 85% of the earmarked financial mechanisms grants and 15% of the national co-financing. The remaining 5% of resources or 10% in case Project Promoter is non-governmental organization is own contribution.

### 4.1. Available financial contributions

The total amount of grants, available for the co-financing of projects under this call, is 16,886,132.00 EUR which comprises of 85% of the earmarked financial mechanisms grants and 15% of the national co-financing.

The available grants are indicatively divided by areas and sub-areas of the call as given in Table 1. Table 1 lists the minimum and maximum admissible requested amounts of the grant per project within individual area or sub-area.

Table 1: Available grants and minimum and maximum requested amounts of grants per project within individual area or sub-area of the call (in euros).

Areas and sub-areas by programmes	Available grants	Minimum and maximum requested amounts of grants per project	
		Minimum amount	Maximum amount
<b>SET A - NORWEGIAN FINANCIAL MECHANISM PROGRAMME 2009–2014</b>	<b>9,584,376.00</b>		
<b>Area Public Health Initiatives</b>	8,457,425.00	170,000	1,000,000
<i>Sub-area</i> Reducing inequalities between user groups	3,639,412.00		
<i>Sub-area</i> Prevention of life-style related diseases	2,392,941.00		
<i>Sub-area</i> Improved mental health services	2,425,072.00		
<b>Area Gender Equality</b>	1,126,951.00*	50,000	250,000
<i>Sub-area</i> Economic decision-making			
<i>Sub-area</i> Political decision-making			
<i>Sub-area</i> Promoting work-life balance			
<b>SET B - EEA FINANCIAL MECHANISM PROGRAMME 2009–2014</b>	<b>7,301,756.00</b>		
<b>Area Biodiversity and Ecosystem Services</b>	2,030,508.00	500,000	700,000
<b>Area Natural Heritage</b>	1,271,248.00	250,000	1,000,000
<b>Area Cultural Heritage</b>	4,000,000.00	1,000,000	2,000,000
<b>TOTAL AVAILABLE GRANTS</b>	<b>16,886,132.00</b>		

\* Grants are not divided by individual sub-areas.

The number of projects approved for funding depends on MEDT decision on the allocation of grants for co-financing, available under this call for proposals in individual areas or sub-areas of the call.

The grants for co-financing projects are provided in the budget of the Republic of Slovenia, namely for Set A within the MEDT budget items:

- no. 977710 – NOR and EEA FM 09-14 – Slovenian participation and
- no. 977810 – NOR FM 09-14 – Norwegian Financial Mechanism

and Set B within the MEDT budget items:

- no. 977710 – NOR and EEA FM 09-14 – Slovenian participation and
- no. 977910 – EEA FM 09-14 – EEA Financial Mechanism.

The dynamics of the co-financing of each approved project shall be determined by the project contract between MEDT and the selected Project Promoter, depending on the plan of operation implementation and availability of the budget funds. MEDT payments depend on the availability of budget funds and MEDT programme for this purpose. In case the rights of spending are cancelled or reduced on budget items, MEDT reserves the right to annul the call for proposals and issue a decision on co-financing or in accordance with the project contract define the new value of the contract or the dynamics of payments.

## 4.2. Grant rate

The available grants for co-financing shall not exceed 95% of total eligible project expenditures. Each Project Promoter shall provide at least 5% of the total eligible expenditures of the project as their own contribution.

In case the Project Promoter is a non-governmental organization (as defined in Article 1.5(m) of the Regulation on the implementation of the EEA/Norwegian Financial Mechanism 2009-2014), the project grant rate may amount to 90% of total eligible expenditures of the project, while the Project Promoter shall provide at least 10% of the total eligible expenditures of the project as its own contribution. For projects under the Norwegian Financial Mechanism Programme 2009-2014, non-governmental organization acting as a Project Promoter may provide its own contribution partly in cash (at least 50%) and partly in-kind contribution in the form of voluntary work (up to 50% of its own contribution). Evaluation of the voluntary work shall be based on the provisions of the Rules Implementing the Voluntary Act (Official Gazette of the Republic of Slovenia, no. 48/2011, 60/2011).

The amount of co-financing from grants under this call shall be reduced for revenue-generating projects. Rules regarding the revenues shall not apply for the application of state aid rules. Projects with elements of state aid shall be allocated resources in accordance with the applicable rules on state aid. Application of state aid rules shall be dealt with on a case-by-case basis.

## 5. Eligibility of applicants and partners

### 5.1. Eligibility of applicants

**General condition:** eligible applicant is defined as any legal entity under public law or legal entity under private law, established in the Republic of Slovenia, or inter-governmental organization operating in the Republic of Slovenia.

In order to participate in the call, the applicant shall meet the following conditions:

- is not in insolvency proceeding, receivership or liquidation proceedings or deletion without liquidation,
- was not in the state of insolvency, as defined by the Article 14 of the Financial Operations, Insolvency Proceedings and Compulsory Dissolution Act (ZFPPIPP, Official Gazette of the Republic of Slovenia, no. 63/13 UPB7) on 31 od December of the year prior to the publication of the call,
- is not in difficulties, is not receiving and is not in the process of obtaining state financial assistance under the Community guidelines on State aid for rescuing and restructuring firms in difficulty (Regulation 2004/C 244/02),

- is not already financed from public sources nor is in the process of obtaining public resources (local, national or EU budget), for the same purpose, which contains elements of state aid,
- is not on the list of entities subject to the prohibition under the Article 35 of the Integrity and Prevention of Corruption Act (Official Gazette of the Republic of Slovenia, no. 45/2010, 26/2011, 30/2011; decision of the Constitutional Court of the Republic of Slovenia, no. 43/2011),
- actual owner of the economic subject is in accordance with the Article 19 of the Prevention of Money Laundering and Terrorist Financing Act (Official Gazette of the Republic of Slovenia, no. 60/07, 19/10, 77/11 in 108/2012 - ZIS-E) not involved in the money laundering or terrorist financing,
- does not act in violation of the Prevention of Restriction in Competition Act (Official gazette of the Republic of Slovenia, no. 36/2008, 40/2009, 26/2011, 87/2011, 57/2012, 39/2013; Ruling of the Constitutional Court of the Republic of Slovenia, no. 63/2013 – ZS-K),
- has settled all obligations toward the Republic of Slovenia under public charges and contributions,
- for the applying project has not acquired or is not in the process of obtaining funds from other public sources (e.g. state budget, local communities budget, EU funds, funds of the EEA and Norway Financial Mechanisms),
- is directly responsible for the preparation and management of the proposed project, and shall not act as intermediary;
- has sufficient sources of funding to ensure the existence of the organization for the duration of the project and to provide the necessary funding for the implementation of the project,
- is not a subject of a criminal conviction for criminal offense specified in the Article 25 of the Liability of Legal Persons for Criminal Offences Act (Official Gazette of the Republic of Slovenia, no. 59/1999, 12/2000 [correction], 50/2004, 65/2008, 57/2012).

**Specific eligibility conditions** of applicants are applicable for each area of the call, which are listed under the description of individual areas. The applicant shall also meet specific conditions, otherwise it is not considered eligible.

In the event of approval of the project, the applicant becomes Project Promoter and signatory of the project contract and bears responsibility of entire partnership for all procedures relating to the particular project.

## 5.2. Eligibility of partners

Eligible partner is defined as any legal entity under public law or legal entity under private law, having a seat in the Republic of Slovenia or in the Donor State, or inter-governmental organisation that actively participates in the implementation of the project and contributes to its effective implementation. It shares with the Project Promoter a common economic and social goal which is to be realised through the implementation of the project.

Special focus of this call is put on the promotion of cooperation and partnership between the institutions from the Republic of Slovenian and institution from Donor States. Eligible partner in the projects under the Norwegian Financial Mechanism Programme 2009-2014 is any legal entity under public law or legal entity under private law having a seat in the Kingdom of Norway, eligible partner in the project under the EEA Financial Mechanism Programme 2009-2014 is any legal entity under public law or legal entity under private law having a seat in the Kingdom of Norway, Iceland or the Principality of Liechtenstein.

When applying project with partners, the applicant shall attach a *Partnership Statement*, signed by the applicant and each partner.

For financial support for finding partners from Donor States a Bilateral Fund under the Norwegian Financial Mechanism 2009-2014 and a Bilateral Fund under the EEA Financial Mechanism 2009-2014 is envisaged. The funds will be reimbursed to the Project Promoters selected within the public call, namely in the form of reimbursement of costs. Further information is given in the Applicants Manual and on the programmes web pages.

## 6. Description of areas of the call

### Set A – Norwegian Financial Mechanism Programme 2009-2014

The objective of the Norwegian Financial Mechanism 2009-2014 is to contribute to the reduction of socio-economic disparities in the European Economic Area and strengthening of bilateral relations between Norway and the Beneficiary State to the mutual benefit of their peoples.

#### 6.1. Public Health Initiatives

The purpose of the area of the call is, in accordance with the programme area Public Health Initiatives, to contribute to the reduction of inequalities in health, the prevention of chronic diseases related to life-style, improvement of mental health and to strengthen the capacity of the public sector in the field of public health and all relevant partners at the national, regional and local level.

The area of the call is divided into three sub-areas:

- reducing inequalities in health between user groups,
- prevention of life-style related diseases and
- improved mental health services.

The target groups of the three sub-areas are:

- Socially disadvantaged and vulnerable groups:
  - a. Children and youth from socially deprived backgrounds, children and youth who have dropped out of school, children with special needs, learning difficulties, parents.
  - b. Roma women, unemployed, violence victims and offenders, elderly, rural population.
- Professionals in contact with vulnerable groups and working in public health, primary health care, education, social care and related fields.

It is recommended that projects of all three sub-areas:

- are based on an interdisciplinary and intersectoral approach,
- address priority target groups within each sub-area,
- involve local partnership structures between NGO, public institutions and local communities,
- represent an upgrade of the existing programmes and finding systemic solutions with a focus on institutional and financial sustainability of the project after its completion,
- strengthen bilateral cooperation with the Kingdom of Norway.

##### 6.1.1. Sub-area Reducing inequalities in health between user groups

The objective of the sub-area is the development and testing of innovative models, programmes, interventions and services that complement the existing programmes in health, education and social security, and contributing to the reduction of health inequalities including the prevention of violence against women and family violence.

Priority target groups:

- Socially disadvantaged and vulnerable groups: Children and adolescents from socially deprived backgrounds (children and adolescents who have dropped out of school, Roma people, children and adolescents from socially deprived families); adults facing social exclusion problem and being outside of system services and programmes (elderly, Roma women, unemployed, etc.),
- Professionals in contact with vulnerable groups and working in public health, primary health care, education, social care and related fields.

Priority types of activities:

- development and testing of programmes for identified target groups, which are not reached by the system-oriented services in the field of health, education and social care,



- development and dissemination of good practice model of support to families in specific life situations,
- development and testing of programmes to ensure access to healthcare services, including prevention programmes for Roma with the emphasis on Roma women and children,
- development and implementation of programmes for professionals in the area of reducing inequalities and work with vulnerable groups and with people in specific life situations, and
- development and testing of programmes for identification, prevention and treatment of violence with special emphasis on violence against women and family violence.

### **6.1.2. Sub-area Prevention of life-style related diseases**

The objective of the sub-area is the development and implementation of innovative models, programmes and interventions for the prevention of chronic diseases related to life-style, which take into account the aspect of identifying and including vulnerable groups and the prevention of health inequalities.

Priority target groups: children and youth, young families, elderly and rural population.

Priority types of activities:

- development of models and algorithms for the prevention and treatment of obesity in all age groups,
- establishment of a network and upgrade of the programme of health promotion in rural areas across Slovenia,
- development of a model, establishment of a network of operators and implementation of support for children, adolescents and their parents who face problems of hazardous and harmful alcohol use,
- development of a model, establishment of a network of operators and implementation of health promotion in the third age,
- development and testing of a programme for smoking cessation and for smoking cessation motivation for those target groups not reached by programmes in the framework of established health care,
- drafting a comprehensive campaign to promote safe sex and HIV/AIDS testing among men who have sexual intercourse with men,
- drafting a comprehensive standardized programme of education for healthy sexuality in the last triad of primary schools,
- drafting a catalogue of recommended health promotion programmes in educational institutions, including the evaluation system of chosen programmes and
- development of training programmes for professionals in the field of health promotion and disease prevention, early detection and effective treatment of chronic diseases.

### **6.1.3. Sub-area Improved mental health services**

The objective of the sub-area is to establish new models and concepts of strengthening mental health, including psychosocial support for children and youth, prevention and treatment of peer violence and the development and implementation of comprehensive programmes for suicide prevention. The aim is also to raise the level of knowledge and skills of professionals of different profiles in the field of mental health.

Priority target groups:

- children and adolescents, especially those with learning and educational difficulties and children in specific life situations and adults needing psychosocial support and
- professionals in contact with vulnerable groups and working in public health, primary health care, education, social care and related fields as well as in the non-governmental sector.

Priority types of activities:

- development and establishment of new models and concepts of mental health promotion and suicide prevention,

- development and establishment of the model and guidelines for the prevention and treatment of peer violence and new forms of violence in educational institutions, in cooperation with various institutions,
- development of a network of counselling offices for adults in mental distress,
- development of a model of interdisciplinary treatment of children with mental and behavioural disorders in the framework of primary health care, including defining enlistment of services,
- development of an interdisciplinary and inter-institutional model of network of counselling offices for children, adolescents and parents for the treatment of combined learning, emotional and behavioural disorders as well as emotional trauma (for instance after abuse),
- training programme for professionals in the field of mental health, suicide and violence prevention,
- establishment of prevention programmes and programmes of early intervention to prevent behavioural disorders in children, including parenthood trainings.

#### **6.1.4. Specific eligibility conditions**

Under the area of Public Health Initiatives the project applicant shall not be a profit-making legal entity under private law. The eligible project applicant is, thus, any legal entity under public law or non-profit legal entity under private law, established in the Republic of Slovenia, or inter-governmental organization operating in the Republic of Slovenia.

#### **6.1.5. Quality criteria**

The quality of the project will be evaluated under the following criteria:

- A. Relevance (25 points)
- B. Methodology (25 points)
- C. Sustainability (10 points)
- D. Partnership and bilateral cooperation (25 points)
- E. Cost-effectiveness (15 points)

The maximum number of points is 100.

## **6.2. Gender equality**

The objective of the area is, in accordance with the programme area “Gender Equality and Promoting Work-Life Balance”, to increase awareness, promote research and strengthen cooperation between the Kingdom of Norway and the Republic of Slovenia in the field of gender equality.

The purpose of the mechanism is to contribute to greater sensitivity and awareness of the inequalities and imbalances in social power and influence between women and men in Slovenia and to improve knowledge and capacity building of relevant stakeholders at the national, regional and local level to ensure gender equality, focusing on three sub-areas:

- representation and participation of women and men at economic decision-making,
- representation and participation of women and men at political decision-making,
- promoting work-life balance.

It is recommended that projects of all three sub-areas:

- develop and introduce innovative solutions, initiatives, approaches and models,
- have established partnership and structures that will enable the continuation of activities after the completion of the project,
- have established a broad partnership between non-governmental organization, private and/or public organizations, national and local authorities and partners from the Kingdom of Norway.

Projects that will apply for grant in the amount of 100.000 EUR or more are desirable.

### **6.2.1. Sub-area Economic decision-making**

The objective of the sub-area is to address the following challenges for the improvement of conditions for women in leading positions in the economy:

- enhance knowledge and awareness of the professional and the general public about the status and career paths of women in the economy and the business world and about the obstacles which prevent women to access the highest decision-making positions,
- elimination of stereotypes about women and stereotypes about men in leading positions and strengthening of knowledge and awareness about the benefits of ensuring gender diversity and equality between women and men in business structures and culture,
- adoption and implementation of concrete measures and strengthening the ability to increase the representation and advancement of women at all levels of decision-making in the economy.

Priority target groups: women holding leading positions in the economy, women interested in leading and other decision-making positions in the economy, managerial and leadership staff in enterprises, high school and university female students and the general public.

Priority types of activities:

- a survey of needs of women for decision/motivation for taking over management and leading positions in the economy and designing the proposal of measures at the national level, the level of companies and associations,
- development, introduction and promotion of good practice model and programme of career motivation/development of candidates for management and leading positions in the company,
- development, introduction and promotion of a good practice model and programme of staff training, with emphasis on managerial and leadership positions, to eliminate gender stereotypes and change of business structures and culture in enterprises, which will enable equality of women and men in career development (for example in employment, promotion, additional training) and
- development of programmes of career orientation to encourage girls and young women for employment and career in non-traditional occupation and activities for women.

### **6.2.2. Sub-area Political decision-making**

The objective of the sub-area is to address the following challenges in order to raise the level of participation and active role of women in political decision-making:

- strengthen knowledge and awareness of the professional and the general public about the situation of women in politics at the national and local level and about the obstacles which hinder women's participation and access to the highest positions in political decision-making,
- eliminate stereotypes about women and stereotypes about men in politics and the strengthening of knowledge and awareness about the benefits of ensuring diversity and gender equality between women and men in political structures, processes and culture,
- adoption and implementation of concrete measures to increase the representation and participation as well as empowerment of women at all levels of decision-making in politics.

Priority target groups: women interested in political participation, leading and other decision-making positions in politics, potential candidates for elections at the local, national and European level, political parties and the general public.

Priority types of activities:

- a survey of obstacles and needs of women to decide to enter and participate in politics and drafting a proposal for legislative changes respectively, measures to ensure a balanced representation at the national and local level,
- development, introduction and promotion of good practice model and programme identification, motivation and/or development of candidates for decision-making positions at the local and national level (for example mentoring, capacity building, networking, role modelling, etc.),

- development of a model/tools and the adoption of measures at the level of political parties to motivate women to enter and participate in politics and promote women-friendly political culture and
- public awareness activities to eliminate gender stereotypes in politics, and on benefits of ensuring diversity and gender equality between women and men in political structures, processes and culture.

### **6.2.3. Sub-area Promoting work-life balance**

The objective of the sub-area is to address the following challenges for promoting work-life balance:

- strengthen knowledge and awareness among employees, employers and policy makers on the promotion of work-life balance for women and men, and on the relevance and added values of such a working environment,
- eliminate stereotypes of the roles of women and men in the family and the promotion of equal distribution of domestic work and parental responsibilities between women and men, with an emphasis on promoting active fatherhood and
- adoption and implementation of concrete measures to improve the promotion of work-life balance, either at the level of organizations or services.

Priority target groups: employers and their human resources departments, trade unions, employed parents, fathers and the wider public.

Priority types of activities:

- development, introduction and promotion of good practice model at the level of organizations, with developed supporting measures to provide a working environment that enables effective promotion of work-life balance (model shall promote and support gender equality),
- awareness of employers about promoting work-life balance for women and men, and the relevance and added value of such a working environment as well as strengthening the capacity to implement measures at the level of organizations,
- development and establishment of an innovative model of accessible services which will ensure easier promotion of work-life balance (model shall promote and support gender equality),
- public-awareness activities on equal distribution of family work and parental responsibility between women and men with an emphasis on active fatherhood,
- analysis of legislative measures to promote work-life balance from the perspective of short-term and long-term consequences for women in the labour market and the proposal of measures to improve the identified problem areas.

### **6.2.4. Specific eligibility conditions**

In the area Gender equality legal entities under private law, acting as profit-making organization, are eligible applicants only in case that at least three partners are included in the project and that they will benefit from the project results and that funds from the call will be used for non-profit activities. Notwithstanding the above-mentioned, the eligible project applicant is any legal entity under public law or non-profit legal entity under private law, established in the Republic of Slovenia, or inter-governmental organization operating in the Republic of Slovenia.

### **6.2.5. Quality criteria**

The quality of the project will be evaluated under the following criteria:

- Relevance (25 points)
- Methodology (25 points)
- Sustainability (10 points)
- Partnership and bilateral cooperation (25 points)
- Cost-effectiveness (15 points)

The maximum number of points is 100.

## **Set B – EEA Financial Mechanism Programme 2009-2014**

The EEA Financial Mechanism Programme 2009-2014 covers two programme areas, relevant for this call:

- Biodiversity and Ecosystem Services, with the objective to halt loss of biodiversity,
- Conservation and Revitalisation of Cultural and Natural Heritage with the objective of cultural and natural heritage for future generations safe-guarded and conserved and made publicly accessible.

Based on programme areas and objectives, this call will support projects under the following three areas of the call:

- Biodiversity and Ecosystem Services,
- Natural Heritage and
- Cultural Heritage.

### **6.3. Biodiversity and Ecosystem Services**

#### **6.3.1. Description of the area**

The objective of the area Biodiversity and Ecosystem Services is to increase the capacity of management and monitoring of Natura 2000 sites. Within this area the call focuses on the management of extensive meadows and/or protective and/or flooded forests and/or wetlands, on monitoring of species and/or habitat types in an unfavourable conservation status, and consequently on the strengthening of database and enhancing the acceptability of the implementation of Natura 2000 sites management programmes, by the key stakeholders. Emphasis is given to strengthening bilateral or multilateral cooperation through project partnership which includes institutions from Donor States.

The project shall include at least the following types of activities:

- On-site (in-situ) conservation measures, targeting meadow and/or forest and/or wetland species and/or habitat types in an unfavourable conservation status in order to improve their conservation status,
- Monitoring of species and/or habitat types in an unfavourable conservation status that is driven by conservation activities or species and/or habitat the conservation status of which is unknown (in the latter case, the monitoring may also refer to the areas where conservation measures are not implemented within the project) and
- Information, education and awareness activities about the importance of the management of Natura 2000 sites and the conservation measures implemented under the project which is targeted at or which includes local stakeholders (local communities, farmers or forest owners' organizations, fisherman, hunters, local tourism and non-governmental organizations working in the field of nature conservation.

#### **6.3.2. Specific eligibility conditions**

- Eligible applicants for project under the area Biodiversity and Ecosystem Services shall have authorisation for the management of Natura 2000 area or a part of the Natura 2000 area or institutions that shall have experience in conducting monitoring of plant or animal specie(s) or habitat types and meet the general conditions of eligibility set out in Chapter 5.1. If the applicant is an institution with experience in conducting monitoring of species or habitat types and at the same times does not have an authorisation for the management of Natura 2000 area or a part of it, one of the project partners shall have authorisation for the management of Natura 2000 or part of it.
- The applicant shall guarantee that the data collected within the project will be digitalized.
- The project shall include all three types of activities which will be implemented in the selected Natura 2000 site and are listed in Chapter 6.3.1.
- The project outputs in this area are used in the public interest and are all available to the public under the same conditions, therefore it is not allowed to generate revenues with project activities and outputs or market them.

### **6.3.3. Quality criteria**

The quality of the project will be evaluated under the following criteria:

- A. Relevance (50 points)
- B. Methodology (10 points)
- C. Sustainability (5 points)
- D. Partnership and bilateral cooperation (25 points)
- E. Cost-effectiveness (10 points)

The maximum number of points is 100.

## **6.4. Natural Heritage**

### **6.4.1. Description of the area**

The objectives of the area Natural Heritage are to safeguard and conserve natural heritage sites within state protected areas for future generations and make them accessible to the public. A key emphasis of a project under this area is the development of public infrastructure for visitors of the most important natural heritage sites within state protected areas, in order to appropriately link the principle of nature conservation and the aim of generating a more eco-friendly public access to this natural heritage. One of the purposes of the support in this area is to reduce negative impacts of visits on the environment and nature by stimulating the use of alternative transport. The Programme also aims at facilitating greater awareness of the wider public about the need to safeguard and protect our natural heritage and to offer the public greater access to this heritage in order to experience nature.

Priority types of activities:

- construction or renovation of infrastructure to promote eco-friendly access of visitors to natural heritage sites,
- purchase of land or real estate,
- awareness-raising and educational activities for visitors on the site,
- preparation of publications and online presentations related to natural heritage sites in order to enhance better access to these sites.

Preference in the evaluation will be among others (see Quality Assessment Criteria) given to projects:

- of which the addressed natural heritage sites within the state protected areas have a higher number of visitors within the last three calendar years (cumulative),
- that target a higher decrease of a visit to the site with individual motor vehicle transport.

### **6.4.2. Specific eligibility conditions**

- An eligible applicant in the area Natural heritage is an applicant authorised to manage state protected areas which meet the general conditions of eligibility set out in Chapter 5.1.
- The natural heritage site or sites within a state protected area under the project has attracted a minimum of 5.000 visitors per year in at least one of the last three years.
- The project output shall be at least one (1) newly developed public infrastructure facility for natural heritage sites visits.
- The project includes a decrease of visits to the site with individual motor vehicle transport for at least 25% within one year after the completion of work.

### **6.4.3. Quality criteria**

The quality of the project will be evaluated under the following criteria:

- A. Relevance (52 points)
- B. Methodology (13 points)
- C. Sustainability (4 points)
- D. Partnership and bilateral cooperation (21 points)

#### E. Cost-effectiveness (10 points)

The maximum number of points is 100.

### 6.5. Cultural Heritage

#### 6.5.1. Description of the area

The objective of the support is to safeguard and conserve cultural heritage for future generations and make it accessible to the public. Public access to cultural heritage contributes to greater awareness and understanding of the importance of cultural heritage conservation and its development potential and the specifics of its maintenance and restoration. The support takes account of the contribution of cultural heritage to local and regional development, to cultural tourism and its potential for enhanced bilateral or multilateral cooperation with partners from Donor States.

Priority types of activities:

- comprehensive preservation activities of a cultural monument in accordance with Article 3 of the Cultural Heritage Protection Act (ZVKD-1, Official Gazette of the Republic of Slovenia, no. 16/08, 123/08, 8/11 in 123/08): measures that guarantee further existence and enrichment of this heritage, its maintenance, restoration, renovation, use and revival,
- education and awareness-raising about the importance of cultural heritage,
- activities aimed at increasing physical accessibility of cultural heritage for the public and informational accessibility of the content of heritage to the public, with particular attention to visitors with special needs (e.g. physically disabled, blind and visually impaired) and young population,
- adequate planning of the further increase of the number of visitors, for example by new or enriching existing tourism offer and tourism promotion of cultural heritage.

#### 6.5.2. Specific eligibility conditions

- The only eligible applicants in the area of Cultural heritage are owners or managers of cultural monuments which meet the general eligibility conditions set out in Chapter 5.1, whereby the applicant shall not be a profit-making legal entity under private law.
- The result of the project shall be at least one (1) renovated or restored monument.
- The unit of cultural heritage where interventions will be carried out under the project shall be declared a cultural monument of local or national importance, taking into account only declarations entering into force up to the inclusive date of the call publication. Temporary declarations, issued on the basis of Article 21 of ZVKD-1, shall not be taken into account.
- At least 5% of the grants to co-finance the project shall be dedicated to the "soft" activities of increasing access to cultural heritage (e.g. drafting attractive programmes for vulnerable groups and young population).

Specific documents that the applicant shall attach to the application:

- Statement of ownership of a cultural monument (if the applicant is an owner of a cultural monument).
- A copy of the agreement or decision on the management of a cultural monument (if the applicant is a manager of a cultural monument).
- Statement on the threatened cultural monument, confirmed by a qualified expert, registered at the relevant chamber or by a court expert or competent organisation for the protection of immovable cultural heritage.
- A copy of a management plan or programme of a cultural monument.
- Photographic documentation which shows the actual condition of a cultural monument.

### **6.5.3. Quality criteria**

The quality of the project will be evaluated under the following criteria:

- A. Relevance (55 points)
- B. Methodology (15 points)
- C. Sustainability (5 points)
- D. Partnership and bilateral or multilateral cooperation (15 points)
- E. Cost-effectiveness (10 points)

The maximum number of points is 100.

## **7. Duration of projects**

The project shall last at least 12 months and shall be completed no later than 30 April 2016.

In case of investments in real estate (including renovation) and/or land, it shall be ensured that it is used in accordance with the objectives of the project and for its purpose for at least five years after the MEDT approval of the project completion report.

## **8. Eligibility of expenditures**

Expenditures are eligible if they actually incurred by the Project Promoter or Project Partners. Costs are considered to have incurred when the invoices had been issued and paid and the subject matter delivered (in case of goods) or performed (in case of services and works).

Expenditures shall satisfy the following general principles in order to be considered eligible:

- they incurred between the first and final dates of project duration, as specified in the project contract; exceptionally, cost in respect of which an invoice has been issued in the final month of project duration, if the costs are paid within 30 days of the final day of the project duration,
- are related to the subject matter of the project referred to in the project contract and are provided in the financial plan of the project,
- they are proportionate and vital for the implementation of the project,
- they shall be used for the sole purpose of achieving the objectives and outcomes of the project, in a manner consistent with the principles of economy, efficiency and effectiveness,
- 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 of the Republic of Slovenia and according to the generally accepted accounting principles,
- they comply with the requirements of applicable tax and social legislation.

Categories of eligible expenditures are:

- cost of staff,
- costs of external contractors,
- costs of equipment,
- costs of construction and purchase of real estate and land (applies only to Set B, costs of purchasing real estate and land may amount to 10% of the total eligible costs of the project),
- administrative costs.

The categories of eligible costs are described in the Applicants Manual.

### **8.1. Specifics for Set A – Norway Financial Mechanism Programme 2009-2014**

- Costs of construction and purchase of real estate and land are not eligible.
- If the Project Promoter is a non-governmental organization, immaterial contribution in the form of voluntary work (“in-kind”) may represent up to 50% of resources of its own contribution.



- Marketing project activities, project outputs and equipment financed by the grant of Set A and generating revenues is not permitted.
- Costs for purchasing new equipment can represent up to 30% of total eligible project costs.
- The total purchase price of new equipment may be considered an eligible cost if the equipment is an integral and necessary component for the implementation of project and is essential for achieving the project objectives, wherein Project Promoters shall meet the specific conditions set out in the Applicants Manual.

## **8.2. Specifics for Set B – EEA Financial Mechanism Programme 2009-2014**

The total purchase price of new equipment may be considered eligible if the equipment is an integral and necessary part of the project implementation and is essential to achieve the project objectives, wherein Project Promoters shall meet the specific conditions set out in the Applicants Manual.

## **9. Financing system**

The financing system is based on the method of reimbursement and depends on whether the Project Promoter is a direct national budget user or not.

### **a. Project Promoter is not a direct national budget user**

Payments representing the reimbursement of actual eligible costs shall be made when all conditions for payment in accordance with a certain grant rate of co-financing the project are met.

Payments shall be made on the basis of approval of interim reports and final report of the project by MEDT in the form of interim payments and a final balance payment.

MEDT retains 5% of the funds of each interim payment. The retained amount of the grant or the final balance of allocated grant to co-finance project shall be paid to Project Promoter after the approval of the project completion report.

### **b. Project Promoter is a direct national budget user**

Promoter plans the entire grant for the implementation of the project separately and together with MEDT guarantees them entirely within its financial plan in the plan of development programmes.

## **10. Deadline and application**

All applications received at the address given below will be considered as timely:

**Ministry of Economic Development and Technology  
Kotnikova 5  
SI-1000 Ljubljana**

by 28 February 2014, in a sealed envelope marked with: »DO NOT OPEN – APPLICATION!« »Call for proposals – EEA and Norway Grants«, indicating areas (Set B) or sub-areas (Set A) of the call to which applicant is applying for and with the name and address (seat) of the applicant. The annex of the call provides a form for the applicants to help appropriately mark the envelope which can be completed and affixed to the front of the envelope.

The application sent by post shall be deemed to have arrived on time if sent by registered post within the period specified in the call up to and including the last day (the postmark 28 February 2014). Personally delivered application is deemed to have arrived on time if it is submitted to the reception office of the Ministry of Economic Development and Technology, Kotnikova 5, SI-1000 Ljubljana, by 28 February 2014 to 14:00 hours.

Applications received by other means (e.g. by fax or email) will be rejected.

Applications marked incorrectly will not be eligible to stand as a candidate in the call and will be rejected.

All amounts shall be shown in euros (EUR).

The submission of the application means that the applicant agrees with the conditions and criteria of the call and the associated call documentation.

## 11. Complete application

A complete application includes the following documents:

- Fully completed *Application form* with the financial plan in the Slovenian and English language for Set A or B,
- *Statement of the applicant* in the Slovenian language for Set A or B,
- *Partnership statement for* each partner in the Slovenian or English language (if the partner participates in the project),
- Annexes (in the Slovenian or English language) for Set A or B:
  - A copy of the applicant's founding document (e.g. founding act, statute, charter, resolution on the establishment).
  - A copy of the founding document of each partner (e.g. founding act, statute, charter, resolution on the establishment).
  - Balance sheet of applicant and partners for 2012.
  - A copy of the investment documentation (in cases, as it is requested from the applicant in the Applicants Manual) in accordance with the Decree on the uniform methodology for the preparation and treatment of investment documentation in the field of public finance (Official Gazette of the Republic of Slovenia, no. 60/2006, 54/10).

Additional mandatory contents of the investment documentation are (in cases when project generates revenues):

- a) In the event that the value of the project is equal or higher than 1.000.000 EUR the cost-benefit analysis shall be an integral part of the investment documentation.
  - b) In the event that the value of the project is less than 1.000.000 EUR, only the calculation of the financing gap and the maximum amount of co-financing is needed in the investment documentation.
- A copy of a valid building permit (if required in accordance with national legislation for the purpose of implementation of project activities); building permits shall be legally binding no later than 10 days prior the date of the Selection Committee meeting set out in Chapter 12.3.
  - A copy of the authorization to carry out work on a particular real estate (long-term lease or easement agreement) (if the project anticipates such activities).
  - A copy of preliminary contract of sale which shows that the real estate/property is free of any restrictions, and a copy of the certificate of and independent qualified valuer or an authorized body, from which it is evident that the purchase price does not exceed the market price (in the case of the purchase of real estate/land).
  - Original authorization given by the responsible person of the institution (in cases when any document is signed by the authorized person of the institution instead of the responsible one).
  - Other possible documents listed in Chapter *Specific eligibility conditions* under the description of the individual areas or sub-areas of the call.

The application shall be submitted in **one print** and **one electronic format** (CD, DVD, or USB flash drive).

The printed version of the application shall be arranged in the above order and embedded in a folder (not spiral). It is necessary to attach all the above-mentioned documents, wherein printed versions of the *Application form* in the Slovenian and English language and *Statement of the applicant* shall be signed and stamped by the responsible or authorized person of the applicant. Printed version of any *Partnership Statement* shall be signed and stamped by the responsible or authorized person of the partner.

Attachments submitted in hard copy may be in the form of copies, except in cases when the document in its original form is explicitly requested.

Electronic version contains the application form in the Slovenian and English language submitted in Excel file.

Applications that are written in a manuscript will be rejected.

## **12. Selection procedure**

Opening of applications will be carried out on 4 March 2014 by the Selection Committee with a smaller number of appointed members for set A and B, designated by Decision no. 544-13/2013/6. Opening of the applications will not be public.

Review and evaluation of application will take place in two phases:

- review of compliance with administrative and eligibility criteria
- quality assessment

### **12.1. Review for compliance with administrative and eligibility criteria**

Compliance with administrative and eligibility criteria of applications will be reviewed by the Selection Committee with the smaller number of appointed member for set A and B, designated by the Decision no. 544-13/2013/6.

In case of missing documents, applicants will be invited to amendments which shall be delivered within a period of five (5) days of the amendment call. Application, which will not be completed in accordance with the amendment call, will be rejected.

The applicant may be invited to give additional explanations during the applications review, namely in case of doubt about the purpose or when references are unclear or ambiguous. The applicant shall give an explanation within a period of five (5) days of receipt of the call; otherwise the application will be rejected.

Following the review of administrative compliance and eligibility, ineligible applications will be refused or rejected.

The application will be rejected or refused without the possibility of amendment, especially if:

- envelope with the application is not properly marked, including an indication of the areas or sub-areas of the calls to which it applies,
- application forms in the Slovenian and English language are not fully completed,
- applicant is not eligible under the conditions of the selected area or sub-area of the call,
- project partner is not eligible (partnership is not obligatory),
- project lasts less than 12 months, or ending later than 30 April 2016,
- the requested amount of grant to co-finance the project is lower than the minimum admissible amount or higher than the maximum admissible amount of grant of co-financing that applies to the selected area or sub-area of the call,
- the requested amount of grant to co-finance the project exceeds 95% of the total eligible costs of the project or in case the applicant is a non-governmental organization, 90% of the total eligible project costs,
- applicant does not provide its own financing in the amount of at least 5% of the total eligible project costs or when the applicant is a non-governmental organization at least 10% of the total eligible project costs,
- project outcomes will not be achieved in the territory of the Republic of Slovenia.

*Applies to applications in Set A:*

- Costs for purchasing new equipment represent more than 30% of total eligible project costs.

- For projects where Project Promoters is non-governmental organizations immaterial contribution in the form of voluntary work (“in-kind”) represent more than 50% of resources of own contribution.

*Applies to applications in the area of Biodiversity and Ecosystem Services in Set B:*

- Project does not include all three required types of activities.

*Applies to applications in the area of Natural Heritage in Set B:*

- The subject of the project is not a natural heritage site, located in the state protected area.
- Natural heritage site, which is the subject of the project, has not been visited by at least 5.000 visitors per year in one of the last three years.
- Output of the project is not at least one (1) newly arranged public infrastructure facility for natural heritage sites visits.
- Project does not include a decrease of a visit to the site addressed by the project with individual motor vehicle transport or it includes a decrease for less than 25% in one year following the completion of work.

*Applies to applications in the area of Cultural Heritage in Set B:*

- The unit of the cultural heritage where the intervention will be implemented is not declared as a cultural monument no later than on the date of the publication of the call for proposals.
- Outcome of the project is not at least one restored or renovated cultural monument.
- Less than 5% of the grants to co-finance the project shall be dedicated to the “soft” activities of increasing access to cultural heritage.

## **12.2. Quality assessment**

Each application that meets the administrative and eligibility criteria shall be reviewed by two independent external experts in the selected area of the call, appointed by MEDT, and who shall be impartial and independent of MEDT and the Selection Committee. The experts shall separately score the projects according to the quality criteria of the selected area of the call. Application shall be ranked according to the average of the total points awarded to each application by the experts.

If the difference between the scores given by the two experts exceeds 30%, the application is reviewed by a third independent external expert. In such cases the average score of the two closest scores shall be used for ranking the project.

## **12.3. Approval of projects**

A list of the ranked applications shall be forwarded to the Selection Committee with a larger number of appointed members for set A and B, designated by the Decision no. 544-13/2013/6. The Selection Committee shall review the list of classified projects, and 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. The Selection Committee shall submit the list of recommended recipients of the grants to MEDT.

Based on the recommendation of the Selection Committee, MEDT shall make a decision which projects shall be supported. If MEDT modifies the decision of the Selection Committee, it shall inform the applicants affected and provide them with a justification.

Projects which receive at least 60% of points in the evaluation of quality are eligible for co-financing. In case there are more projects that meet this condition, projects with the most points will be selected for co-financing up to the limit of available grants for co-financing, by each area and sub-area of the call, as referred in Chapter 4.1. In the event that two or more projects have the same number of points, the preference will be given to the project with a higher number of points within criteria set A (Relevance). In case projects have the same number of points even after taking account of this set of criteria, the final decision will be made by MEDT on the basis of the proposal of the Selection Committee.

### **13. Notification of selection and the appeal process**

The applicants of administrative compliant and eligible applications will be notified on the decision regarding the selection of projects by mail, foreseeably in June 2014. Applicants of the selected projects will be notified by MEDT on the decision on the allocated grants. Applicants whose projects are not selected for co-financing will receive a decision on rejection.

It is admissible to start an administrative dispute against the decision on the award of the project grants. The suit shall be filed with the Administrative Court of the Republic of Slovenia, Fajfarjeva 33, SI-1000 Ljubljana, within 30 days from the date of notification of decision, either directly filed in court or sent by post. The suit shall be filed in as many copies as there are parties in the proceedings. The suit shall be accompanied by the administrative act which is contested, namely in the original, transcript or copy.

The established criteria for application evaluation cannot be the subject of the suit. The filed suit against a decision of selected, rejected and discarded applications does not delay the signing of a contract with the selected applicants.

### **14. Project Contract**

In the case of a positive decision on the selection, the applicants will sign a project contract with MEDT (project contract is an integral part of the documents relating to the call). The contract will set out the method of financing, the amount and percentage of grants (each request for payment will be paid up to the expected co-financing percentage of the total eligible costs or up to the amount of the contract amount) and other conditions. The contract will enter into force upon signature of both parties.

Selected applicants – grants recipients – will receive a written invitation to accede to the signing of the contract with MEDT. If the applicant does not respond to the invitation within eight (8) days, it shall be deemed that the application is withdrawn.

Project Promoter shall notify MEDT, Kotnikova 5, SI-1000 Ljubljana, in the event of withdrawal from the application for grants.

If Project Promoter does not sign a contract or withdraws the application or withdraws from the signed contract, and informs MEDT of this matter in eight (8) days, these grants, as far as the budget allows, may be granted to the applicant who is ranked on the list of assessed applications by individual areas or sub-areas and meets the criteria for the minimum required number of points, but its application has not been selected. Grants are allocated in the order according to the approved list of ranked applications. Project Promoter of a new project shall make a written statement on the ability to carry out project in the potential shorter period. The proposal for reallocation of grants is prepared by the Selection Committee.

With the contract MEDT and Project Promoter specify the method and form of reporting of the Project Promoter on the progress of the project implementation, for which grants were awarded, and spending control process.

In the event MEDT finds that the grants were not used for the purpose they were granted or that the grants were granted on the basis of false information, MEDT has the right to immediately demand that Project Promoter returns the grants in a lump sum. Project Promoter will be required to return the funds, including the to the statutory penalty interest accrued for the period from the date of payment until the date of refund.

### **15. Language**

The call for proposals is published in the Slovenian and English language.

The application form shall be submitted in the Slovenian and English language and all other documents either in the Slovenian or English language in accordance with the instructions in Chapter 11.

## 16. Documents relating to the call

From the data of the announcement of the call, the documents relating to the call for proposals are available on the web sites: <http://eeagrants.si> and <http://norwaygrants.si>.

### Documents relating to the call for Set A – Norwegian Financial Mechanism Programme 2009-2014

Documents relating to the call for Set A in addition to the text of the call include:

- Application form in the Slovenian language – Set A
- Application form in the English language – Set A
- Sample of Statement of the applicant – Set A
- Sample of Partnership Statement in the Slovenian language – Set A
- Sample of Partnership Statement in the English language – Set A
- Samples of Project Contracts – Set A
- Sample of correctly marked envelope – Set A
- Sample of claim for reimbursement from bilateral fund – Set A
- Applicants Manual – Set A

### Documents relating to the call for Set B – EEA Financial Mechanism Programme 2009-2014

Documents relating to the call for Set B in addition to the text of the call include:

- Application form in the Slovenian language – Set B
- Application form in the English language – Set B
- Sample of Statement of the applicant – Set B
- Sample of Partnership Statement in the Slovenian language – Set B
- Sample of Partnership Statement in the English language – Set B
- Samples of Project Contracts – Set B
- Sample of correctly marked envelope – Set B
- Sample of claim for reimbursement from bilateral fund – Set B
- Applicants Manual – Set B

For the area Cultural heritage also:

- Sample statement on ownership of the cultural monument
- Sample statement on threatened cultural monument

## 17. Amendments to the call

In the event of amendments to the call or documents relating to the call before the closure of the call, the amended version of the call will be published on the websites: <http://eeagrants.si/> and <http://norwaygrants.si/>.

Amendments to the call will be published in the Official Gazette of the Republic of Slovenia.

Applicants are obliged to take into account the possible amendments to the call and documents relating to the call, which will be published in the manner described above.

## 18. Additional information

During the period of the open call for proposals, further information is available within the International Affairs and National Authorities Division, MEDT at:

Nataša Anderlič, e-mail: [natasa.anderlic@gov.si](mailto:natasa.anderlic@gov.si) (set A)

Silvija Jakopovič, e-mail: [silvija.jakopovic@gov.si](mailto:silvija.jakopovic@gov.si) (set B).

Frequently asked questions received by 26 February 2014, along with the answers, will be published by the last business day before the closing of the call on the websites: <http://eeagrants.si> and <http://norwaygrants.si>. The names of the senders of questions will not be published.

All information from open applications is public information, except the information that is specifically designated as a business secret by the applicant. Information considered as a business secret shall be highlighted in the application. A piece of information or a part of application may be marked as a business secret but cannot apply to the entire application and information required to assess the application according to the criteria of the call.

The results of the call are public and will be made public.