

Guideline for applicant and project partner BIN SGS02 and BIN SGS03

GUIDELINE FOR APPLICANT AND PROJECT PARTNER

The Call for proposals for institutional cooperation between higher education institutions, upper-secondary schools and private sector

Call code: BIN SGS02

NORWEGIAN FINANCIAL MECHANISM 2014 – 2021

The Call for proposals for international mobility between higher education institutions, upper-secondary schools and private sector

Call code: BIN SGS03

EEA FINANCIAL MECHANISM 2014 – 2021

Content

INTRODUCTION	4
A. RESULTS FRAMEWORK AND ELIGIBLE ACTIVITIES	6
1. OBJECTIVES OF THE PROGRAM AND THE EDUCATIONAL COMPONENT	6
2. THE RESULTS FRAMEWORK	6
3. EXPECTATIONS AND ELIGIBLE ACTIVITIES	7
B. INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM	9
GENERAL INFORMATION AND RECOMMENDATIONS	9
1. BASIC INFORMATION	10
2. APPLICANT DATA	10
3. PARTNER INFORMATION	11
4. PROJECT DESCRIPTION	13
5. PROJECT INDICATORS	18
6. RISK MANAGEMENT	18
7. COMMUNICATION PLAN	19
8. BUDGET	21
8.1. Explanation of basic concepts for correct budgeting	21
8.1.1. General terminology	21
8.1.2. Terminology related to budget preparation	23
8.1.3. General description and explanation of eligible expenditure	25
8.2. Information for filling in the budget	28
8.2.1. Starting point for budgeting	28
8.2.2. Budget economy	29
8.2.3. Structure of the budget and steps for its completion	30
9. ATTACHMENTS	34
C. SELECTION OF PROJECTS	36
1. ADDITIONAL INFORMATION, LANGUAGE AND COMMUNICATION	36
2. COMPLIANCE WITH ADMINISTRATIVE AND ELIGIBILITY CRITERIA	36
3. EXPERT EVALUATION	37
3.1. Selection committee	37
3.2. Decision of the Program Operator	38
3.2.1. Verification of selection process	38
3.2.2. Assessment of budget efficiency and accuracy	38
3.3. Ex-ante project monitoring	39
3.3.1. Process of ex-ante monitoring	39
3.3.2. Conclusion of ex-ante monitoring	40
3.4. Determination of grant rate	40
3.5. Final decisions on project applications	40
3.6. Grant offer letter	41

3.6.1.	Specific provisions on State aid and De Minimis	41
3.6.2.	Specific provisions for the creation and management of profits	42
3.6.3.	Specific provisions on project sustainability	42
4.	<i>CONCLUSION OF THE PROJECT AGREEMENT</i>	43
D.	ANNEXES	44
1.	<i>LEGAL FORM OF PARTNER ORGANISATIONS</i>	44
2.	<i>LIST OF INDICATORS</i>	50
3.	<i>METHOD OF CALCULATION OF UNIT COSTS APPLICABLE TO ACTIVITIES IN THE EDUCATIONAL COMPONENT</i>	54
3.1.	Unit costs applicable to all activities in the Educational programs	54
3.2.	Unit costs applicable to all mobility activities	54
3.3.	Unit costs applicable to individual support for higher education mobility activities	55
3.4.	Unit costs applicable to individual support for mobility activities other than higher education ..	55
4.	<i>FINANCIAL LIMITS RECOMMENDED FOR CERTAIN EXPENDITURE</i>	57
4.1	Expenditures for salaries and selected services.....	57
4.2	Financial limits of IT equipment	57
4.3	Financial limits for rental	58
4.4	Financial limits for publicity	58
5.	<i>METHODS FOR CALCULATING TRAVEL AND SUBSISTENCE COSTS</i>	58

INTRODUCTION

A. Purpose of this Guideline

This Guideline is written by the Program Operator (PO) to guide and support applicant while preparing and submitting project application for both Calls for proposals planned to be launched under the educational component of the program. The Guideline provides a more detailed explanation of the rules and conditions for awarding a grant. It aims to provide the applicant with information for filling in the project application form, preparing all mandatory, resp. necessary attachments and for preparation of the complete project application, the method of submitting the application, an explanation of the selection process and the process of approving the project application and the procedure for concluding the contract in the case of successful applicants.

The individual chapters of the handbook are designed to take into account the logical sequence of steps in preparing the application. The Guideline is divided into three main parts. Part A describes the focus of the program, its results framework and eligible activities; Part B contains the information needed to complete the grant application form; Part C describes the evaluation and selection process and Part D consists of annexes to the Guideline.

B. General recommendations of the PO for preparation of grant application form

Before starting to prepare a project application, it is necessary to become familiar with the conditions set in the Call and the conditions for the award of the grant. The project objective must contribute to the achievement of the outcomes of the program and the fulfillment of its measurable indicators. The objectives, outputs and indicators of the program are set out in Annex no. 2 of this Guideline.

The PO will within educational component only support projects implemented in a bilateral partnership with one or more partners from Norway (for the Call BIN SGS02) or the Donor countries¹ (for the Call BIN SGS03). The PO recommends to applicants to use the Bilateral Fund and/or the Donor Program Partners² (DPPs) for the purpose of finding a partner.

Before preparing the project application, the applicant and the project partner(s) will check whether they meet the conditions for the award of the grant, in particular:

- eligibility of the applicant and the partner (s),
- eligibility of project activities,
- eligibility of costs and expenditures,
- time eligibility of project implementation,
- selection and award criteria,
- method of financing,
- further conditions for the award of the grant.

¹ Donor countries –Iceland, Liechtenstein, Norway.

² Donor Program Partners are HK-dir and AIBA

In case of doubt and other questions, project applicants can contact the PO by email or telephone.

A. RESULTS FRAMEWORK AND ELIGIBLE ACTIVITIES

1. OBJECTIVES OF THE PROGRAM AND THE EDUCATIONAL COMPONENT

The Donor countries use the EEA and Norway Grants 2014-2021 to contribute *to reducing economic and social disparities within the European Economic Area (EEA) and to strengthening cooperation between Donor countries and Slovakia*. The program will also contribute to the strengthening and development of long-term cooperation and partnerships between institutions from Donor countries and Slovakia. The Research Agency is the PO of the "Business Development, Innovation and Small and Medium-sized Enterprises (SMEs) program".

The main objective of the educational component is *to enhance the quality of education and training in Slovakia in the focus areas of Green Industry Innovation (GII) and Welfare and Ambient Assisted Living technologies (WT/AAL)*. At secondary level, the program will strengthen, in particular, the cooperation of educational institutions with the private sector; in the field of higher education, the program will support closer links between higher education institutions and the private sector, quality research and career development in higher education. As much as 15% (€ 3.5 million) of the total eligible expenditure of the program is allocated for the educational component, which will be redistributed in the form of a small grant scheme.

Within the educational component, two calls for proposals will be launched:

1. Support for institutional cooperation between higher and secondary education institutions and the private sector (BIN SGS02), funded by the Norwegian Financial Mechanism 2014-2021;
2. Support for international mobility between educational institutions at higher and secondary level (BIN SGS03), funded by the EEA Financial Mechanism 2014-2021.

The target group is individuals, institutions, students and teachers of secondary and higher education involved in international mobility and institutional cooperation projects.

2. THE RESULTS FRAMEWORK

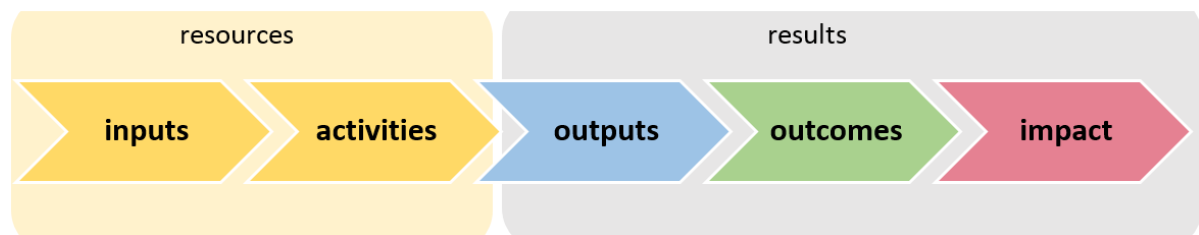
The results framework of the program is one of the basic program documents, which defines outcomes and outputs of the program divided according to program areas. The results framework provides the applicant with information on what the support in the program focuses on and how will the PO verify the achieved results.

The results framework shows the basic relationships between the outputs, outcomes and results of the program³. There is a logical link between the outputs and the corresponding outcomes. Outputs are products, fixed assets and services provided in order to achieve the desired results. The results achieved will then lead to the desired overall impact of the program.

³ The PO follows the definition on outputs and outcomes of [Results reporting guide 2014 - 2021](#) issued by Financial Mechanism Office (FMO).

In order to achieve a change, it is necessary for the applicant to mobilize resources, i.e. inputs and activities that will be incorporated into the planned project. Inputs are all financial, human, material, technological and information resources used in the project. Activities, in turn, represent a set of actions through which the applicant mobilizes its inputs so as to achieve the required outputs of the project.

Table no. 1: The results chain



3. EXPECTATIONS AND ELIGIBLE ACTIVITIES

Within the educational component, eligible applicants can implement a wide range of activities, as long as their implementation leads to the achievement of outputs and results of the project and subsequently of the program itself. The activities are also intended to strengthen bilateral cooperation between Slovakia and the Donor countries in the field of institutional support and international mobility, therefore each project must be implemented in partnership with an educational institution⁴ and/or a private company from Norway (BIN SGS02) or Donor countries (BIN SGS03). Activities should generally focus on **two focus areas**:

- Green Industry Innovation and (GII) and/or
- Welfare and Ambient Assisted Living technologies (WT/AAL).

Table no. 2: Program outcomes, outputs and examples of suitable activities on the next page offers an overview of the result, program outputs and examples of types of activities that can be implemented by the applicant. The list of suitable activities should be only seen as inspiration for applicants and is by no means a definitive list of activities that can be implemented under the program. Project activities must be aimed at fulfilling one of the two outputs of the program. These outputs are measurably determined by program indicators. When preparing the project, the applicant must verify whether he is able to meet the required number of indicators with the planned activities. Complete list of indicators can be found in **Annex no. 2: LIST OF INDICATORS** to this manual.

⁴ Educational institutions include both public and private institutions.

Table no. 2: Program outcomes, outputs and examples of suitable activities

Outcome	Call no.	Output	Types of illustrative activities
Education and Employment potential enhanced in Slovakia in Green Industry Innovation and Welfare and Ambient Assisted Living technologies	BIN SGS02	Output no. 2.2: Institutional cooperation supported	<ul style="list-style-type: none"> personalized learning, (based e.g. on artificial intelligence (AI), learning analytics, and other technologies) with a focus on supporting new, research-based pedagogical approaches for in-classroom education as well as distance and blended learning, virtual or augmented reality (VR/AR) powered solutions to enrich learning experiences and innovate learning content generation, support of synergies between research, education and the world of work, promotion of the development, testing and/or implementation of innovative practices in the fields of education and training (e.g. testing digital solutions for teaching and learning), integration of new technologies in education and training (new models of teaching/training) at all levels, engagement in curriculum development and development of joint programs and degrees, development of strategic partnerships with private enterprises, development and support of quality dual learning, traineeships, apprenticeships and work placement systems
	BIN SGS03	Output no. 2.1: International mobility supported	<ul style="list-style-type: none"> new forms of mobility such as virtual mobility, distance and blended learning, mobility projects that include on-line lectures of teachers and professionals from Slovakia and the Donor countries on certain topics; online capacity-building and trainings for learners, academic and administrative staff, mobility projects that include (virtual) apprenticeships activities in VET SMEs/large enterprises, mobility of teachers, trainers and administrative staff, student mobility for work placements (traineeships), study and research visits at partner HEIs and SMEs/enterprises, mobility of PhD. students for research at partner HEIs and SMEs/enterprises, mobility of academic and administrative staff with the aim of professional development and exchange of expertise and experience.

With regard to current situation of COVID-19 pandemic, the PO wants to emphasize to the applicants that activities within the framework of institutional cooperation as well as international mobility can also be carried out *in a virtual form*.

B. INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

GENERAL INFORMATION AND RECOMMENDATIONS

- The chapters of the Guideline are numbered in the same way as the individual sections of the application form in the information system *egrant*.
- The application is submitted in English due to the fact that the representatives of the Donor countries and foreign partners of the Program Operator are involved at various phases of the assessment process.
- The application is submitted in electronic form via the information system *egrant* (<https://vyskumnaagentura.egrant.sk>). Information on how to log in to the *egrant* can be found on the home page of the information system.
- The application form is designed by the Program Operator and is uniform for all applicants.
- The application form is divided into 9 sections, which are filled in by the applicant. The last, section 10 SUMMARY is generated automatically by the system. Each section contains introductory text and other explanations. Further information can be found in small information boxes next to some fields to be filled in by the applicant.
- Drop-down fields are predefined and only relevant options can be selected, while some drop-down fields are predefined depending on the previous selection (e.g. if the applicant has a partner and the project partner can only be a Slovak or Norwegian organization, from the drop-down field the applicant can choose only one of these options).
- The size of some text fields, where the applicant provides a description of the project, a summary, etc., is predefined (the number of characters is given below the text field) and the applicant must comply with this size. In case of problems, it is necessary to contact the system administrator (norskegranty@vyskumnaagentura.sk).
- The application form contains mandatory and optional fields. If the applicant does not fill in the mandatory fields, it is not possible to submit the application. In the last section 10 (SUMMARY) at the end, a list of blank mandatory fields is provided, which the applicant must complete before sending the application. The system also notifies, if the wrong format was entered (e.g. in the case of a numeric data, only a number without text characters has to be entered). If the format is entered incorrectly, the system notifies you in form of a red frame with exclamation mark.
- General recommendations for filling in the application form:
 - a) Read carefully the Call and its conditions,
 - b) Study annexes to the Call, recommended key documents and Guidelines (e.g. Guideline for the applicant and Project Partner, Regulations, etc.),
 - c) Go through the entire application form, explanations and help texts in detail to know what is required when filling in the application,

- d) Prepare all required information about the applicant, partners and necessary supporting documents,
- e) Prepare the whole project structure (goal, outcome and output are defined by the program, the applicant designs the activities leading to achievement of the outputs and contribute to fulfillment of the outcome and the goal of the program):
 - i. activities and responsibilities of implementing organizations and persons (the applicant, partner(s), internal or external experts),
 - ii. relevant indicators,
 - iii. potential risks and their management,
 - iv. communication plan and relevant indicators,
 - v. detailed project budget,
 - vi. results sustainability and dissemination plan,
 - vii. all necessary attachments to the application (mandatory, optional, relevant photo documentation, etc.),
 - viii. special attention should be paid to the preparation of the "Project Summary", which is published,
- f) In case of any problems or questions in relation to filling in the application form, please contact the Program Operator via e-mail (norskegranty@vyskumnaagentura.sk) or by phone (+421 915 571 437).

1. BASIC INFORMATION

The BASIC INFORMATION section contains the goal and focus of the program and its basic structure - goal, output and result. On the first page of the form, the applicant selects one of **the main focus areas** of the project:

- Green Industry Innovation (GII),
- Welfare Technology and Ambient Assisted Living (WT/AAL),
- Other.

In case of selection "Other", the applicant will describe in the text field which area the project is focused on, or in this text field it can provide a more detailed description of the area (filling in the text field is mandatory only in case of selecting "Other"). The last selection field (Education sector according to OECD classification) is used for statistical reporting by the Program Operator. The applicant shall select relevant subsector of the education sector.

2. APPLICANT DATA

In this section the applicant shall provide detail information about its organization: full legal name (including English version); in the case of an organization in the field of higher education, he also states the name of the faculty and department/institute; type of education institution; legal form of the organization; organization code; registration number, tax registration number and VAT registration number (in case of Slovak

organization IČO, DIČ, IČ DPH). Further, he shall also state the official address and contact address (if different from the official one), the statutory representative and the contact person for communication with the Program Operator.

Data on the applicant's organization must be provided in accordance with official registers (e.g. full valid and current name of the applicant, under which it is kept in the relevant public register. The register also means the register of organizations kept by the Statistical Office of the Slovak Republic, in case the applicant is not kept in other public register). Similarly, other registration data are provided, which serve to verify the applicant during the administrative check.

If the official registered address of the applicant is the same as the contact address, the applicant does not have to provide the details for the contact address.

An important part is the DESCRIPTION OF MAIN FOCUS OF THE EDUCATIONAL INSTITUTION, where it is necessary to provide relevant information about the focus and activities of the applicant, experience and relevant references. Possible cooperation and partnerships, implemented projects, achieved results, etc. are also mentioned. In addition, it is important to focus on the form, the information should be presented in a simple and clear form.

At the end of the section, the applicant will indicate the source from which he learned of possible support from the Norwegian Financial Mechanism, resp. the EEA Financial Mechanism 2014- 2021.

In the form under the Call for international mobility (BIN SGS03), the applicant also fills in the basic **data on the expected participants in the mobility**. The first selection field shows the number of participants divided by type of participant into students, teachers and accompanying persons. Use the "Add new row" button to add another row.

After completing the summary information, the applicant shall enter in the fields "Participants - Students" and "Participants - Staff" the specific names and surnames of all participants, including details of accompanying persons in case the presence of these persons is necessary. The names of the mobility participants can be changed after the approval of the project after the justification and approval by the Program Operator.

3. PARTNER INFORMATION

The third section is devoted to information about the partner(s). Under the Call for institutional cooperation (BIN SGS02), the partnership aims to contribute to modernizing and strengthening the education and training response to today's major challenges (employment, economic stability and growth, as well as active participation in democratic life) and to strengthening bilateral cooperation between Slovakia and Norway at institutional level.

Under the Call for support of international mobility (BIN SGS03), the bilateral partnership between Donor countries (Iceland, Liechtenstein and Norway) and Slovakia shall contribute to capacity building, knowledge building and improving the overall quality of education in Slovakia, in particular in the two main areas of support (GII, WT/AAL).

The partner is a legal entity that actively participates in the implementation of the project and effectively contributes to it, shares with the applicant a common goal to be achieved through the implementation of this project. In a working partnership, the partner has his own budget and activities for which he is responsible.

The applicant must have at least one partner from Norway (under the Call BIN SGS02) or from one of the Donor countries (under the Call BIN SGS03). The Applicant can have a maximum of three partners (from Norway, Donor country or Slovakia). In case it has only one partner, it only fills in the relevant fields for one partner (Donor project partner).

The details of the partner(s) are filled in a similar structure as in the previous section: the country of each partner is selected first, followed by the official name of the organization, registration details of the partner(s), statutory representative, contact person, legal form of the organization (in the case of a business entity, also its legal form) and the official address of the partner.

The data must be presented in accordance with the official registers so that they can be verified during the administrative check. If any of the required data is not relevant, the applicant shall skip it.

If the partner is a foreign entity, the identification data of the organization are filled in as their equivalent in the given country. Incorrect classification of the partner according to the type of legal form or sector does not affect the eligibility of the partner, as the eligibility is assessed on the basis of the submission of a document proving the actual legal form of the partner, e.g. according to the legal form of the partner registered in the relevant public register.

An important part is the indication of the method of **financing partners and their financing and the status of the partnership** (FINANCING AND STATUS OF THE PARTNER(S)). For every partner, the applicant will indicate whether the partner will spend the grant funds and if so in what form the payments will be realized (advance or reimbursement). At the same time, the current status of the partnership shall be indicated, whether a letter of intent⁵ or another form of agreement is ready, or the partnership is still only informal, but can be documented by email or letter and similar.

The applicant will then provide a DESCRIPTION OF THE PARTNER(S). All relevant information regarding the focus and activities of the partner organization, experience and references shall be provided.

⁵ The applicant will be asked to submit partnership agreement once the Project application is approved. The PO reserves the right to review draft partnership agreement before it is concluded.

In the part ROLES OF THE PARTNER(S) IN THE PROJECT, the applicant shall indicate the roles of the partners in the project and how they will contribute to the achievement of the project objectives. In both descriptive sections, the information should be presented in a simple and clear form.

In preparing this section, information should be provided for each partner in order to answer the questions recommended by the Financial Mechanism Office:

- What is the professional contribution of the partner to the implementation of the project?
- What will be achieved by the partnership in relation to the outputs and results of the project?
- How the partnership contributes to strengthening of bilateral relations?
- Is a wider impact of the partnership expected (meetings, international cooperation, wider cooperation within the education sector, dissemination of knowledge and experience, etc.)?

At the end of the section, in the BILATERAL PARTNERSHIP part, the applicant fills in the required fields for statistical reporting. It will state what role the Donor project partner will play in the project and how the cooperation has been established with him.

Applicant who has received a grant offer shall conclude a Partnership Agreement. It is recommended to submit the Partnership Agreement to the Program Operator for approval before concluding it. The applicant is obliged to include in the Partnership Agreement all mandatory provisions that are listed in the Partnership Agreement template. Changes in the mandatory provisions can only be made with written consent and the applicant is obliged to notify the Program Operator of all changes.

Note: It is very important to note that the applicant is responsible in relation to the Program Operator for all obligations and the settlement of any possible irregularities, including those caused by the partner. Therefore, it is necessary to select the project partner responsibly and conclude the partnership agreement only with a verified partner if possible.

4. PROJECT DESCRIPTION

The section 4 of the application form is one of the most important parts of the project application. Program Operator therefore recommends that you pay due attention to it and follow the recommendations and instructions in the Guideline and explanatory notes in the application form.

The applicant fills in the PROJECT TITLE AND SUMMARY. The name of the project should be short and concise, the scope of the text field is limited (100 characters including spaces), the name in English and the applicant also fills in the project name in Slovak. In a separate field, it is possible to enter the abbreviation of the project (maximum 20 characters), under which the project will be known and communicated internally.

The project summary must contain all relevant information about the project. It is necessary to focus on the justification of the project, e.g. why the project will be implemented, what is its significance. An important part is the description of the baseline situation and the problem that will be solved by the project implementation. If the project is an integral part of a larger project or overall strategy, explain the links between the activities already completed, the activities still to be carried out from this grant and any activities planned for the future. In preparing the project summary, the applicant will focus on answering the following questions recommended by the Financial Mechanism Office:

- Why is the project necessary (Describe current problems/challenges. Provide links to wider strategies or priorities when appropriate.)
- What is the main purpose of the project?
- What is going to be achieved by the project implementation?
- How the project solves the problem it focuses on?
- Who will benefit from the project implementation?
- What is the role of the Donor project partner within the project?
- What will be achieved within the partnership?

The project summary will be prepared by the applicant in English and Slovak due to the publication of information about the project by the Program Operator.

In the next part, there is a brief description of the compliance of the project focus with the program objectives (COMPLIANCE OF THE PROJECT WITH THE PROGRAM).

The DESCRIPTION OF THE PROJECT, under **the Call BIN SGS02** aimed at supporting institutional cooperation, contains three separate parts:

- **Baseline situation** – a brief description of the initial situation, challenges and problems in the relevant area, an explanation of how the project addresses them. Reference to relevant strategies, laws or policies.
- **Aim and objective of the project** – a description of the specific objective and focus of the project, what the project will solve and how the described problem will be solved. Benefit from the implementation of the project for the applicant and the project partner(s). Explain the partners' contribution to the project and how they will benefit from the project in the short and long term.
- **Innovativeness of the project** – a brief description of the unique solutions offered by the project and the methods and tools that will be used in its implementation.

DESCRIPTION OF THE PROJECT under **the Call BIN SGS03** aimed at promoting international mobility, contains four separate parts:

- **Baseline situation** – a brief description of the initial situation, challenges and problems in the relevant area, an explanation of how the project addresses them. Reference to relevant strategies, laws or policies.
- **Aim and objective of the mobility** – a description of the specific objective and focus of the project, what the project will solve and how the described problem

will be solved. Benefit from the implementation of the project for the applicant and the project partner(s).

- **Roles and responsibilities of the applicant** – description of the applicant's tasks and responsibilities, which will ensure the smooth preparation and implementation of the project, including a description of the selection, preparation and support process provided to the mobility participants.
- **Roles and responsibilities of the partner(s)** – a description of the roles and responsibilities of the partner(s) that will ensure the smooth preparation and implementation of the project, including a description of the selection, preparation and support process provided to the mobility participants. Explain the partners' contribution to the project and how they will benefit from the project in the short and long term.

In the part TARGET GROUPS, the applicant identifies a minimum of one and a maximum of three target groups from the list in the context of his project. Within each selected target group, he selects the relevant category and determines what type of target group it is: primary (main target group), secondary or tertiary. If the target group does not appear in the project, the applicant will leave the pre-defined option „Not relevant“ in the category field.

In the text part (Description of projects' target groups) the applicant shall state how the target group(s) will benefit from the results and outputs of the project, how they will be involved in the implementation during and after the project. The length of the text field is limited (1800 characters including spaces).

Further, the applicant states how the project takes into account the cross-cutting themes and program specifics (REFLECTION OF CROSS-CUTTING ISSUES AND PROGRAM AREA SPECIFICS). Within the five predefined options, the applicant determines via a selection field how the given topic and the specificity of the project are relevant. Subsequently, in the text field Project contribution to selected cross-cutting issues and program area specifics, he briefly describes how cross-cutting themes and program specifics are taken into account directly in the project activities.

The applicant shall also provide relevant details concerning the geographical location of the project (LOCATION OF THE PROJECT IMPLEMENTATION). If necessary, a map or any relevant conceptual illustration, such as a general layout, drawings or photographs related to the project, may be attached. Attachments can be uploaded to the application in section 9 (Optional attachments).

The self-governing region and the district in which the majority of the project activities will be implemented are mandatory. Any other areas in which the project will be implemented can be mentioned and listed in the text section.

In the part TIME AND PERSONAL MANAGEMENT OF THE PROJECT, the applicant selects dates for the expected start and end of the project implementation. The Program Operator has approximately 5-6 months to verify and assess the application from the

closing date of the Call, so this fact must be taken into account when planning the beginning and end of the project implementation.

Expected timeline of the project implementation represents the applicant's estimate of how many months from the conclusion of the project contract the project implementation will take. All activities related to the project must be included in this length until the submission of the Final Project Report. It is recommended to follow the timetable set out in the Call.

In the text part, **Description and structure of the project management**, the applicant shall state the structure of coordination and management of the project, the responsibilities of the individual actors involved in the implementation. Where appropriate and relevant, the management structure may be attached in the form of an organization chart or diagram in section 9 of the application form, in the Optional attachments section. The description should include a brief explanation of the overall management of the project, including financial management, reporting, monitoring and auditing.

It is necessary to provide in particular:

- Working positions of persons responsible for the project management on the side of both the applicant and the partners, including education and required professional experience. If the project management will be solved in the form of external management (i.e. in a way of supply), state the professional, technical and other requirements. All necessary supporting documents shall be attached in the form of attachments in section 9 of the application. The external management of the project is subject to public procurement rules.
- The main area of responsibility for individual job positions, e.g. processing of interim reports on the project (financial management and monitoring), bookkeeping, payments to suppliers, payroll processing, etc.
- Restrictions of the statutory representative, for which it is necessary to obtain the consent of another body, e.g. founder, council, supervisory board, board of directors, etc.
- Further important information relating to the project management.

PROJECT ACTIVITIES are actions that directly lead to the achievement of the target values of the project indicators and their implementation contributes to the output and result of the program.

In this part of the application form, the applicant identifies the type of activity(s) to be implemented, selects the relevant options by marking the checkbox (at least one type of activity or more must be selected, depending on the nature of the project). If "Other type of activities" is indicated, the applicant shall provide an explanation in the text box.

In the next part, the applicant defines his activities in a structured form. The names of the activities should be concise (e.g. student mobility, university-level partnerships, an internship, etc.). A brief description of the activity must be attached to each activity. The activity must be linked to the managerial position and the relevant indicator (result or communication indicator). This way, the logical structure of the project will be created

and the project will be more clear and easier to read for evaluators. The applicant can add activities as needed, the scope of activities is predefined: project management and activity 1 to 20. It is recommended to limit the number of activities, the maximum number of activities including project management is 21.

The activities are linked to the budget, so it is necessary to base the budget structure later on this design of activities.

Example – what is and what is not the activity: the activity is a set of actions that, under a common name (activity name), lead to a direct "product" (result). The activity is, for example, the organization of an information conference at the beginning of the project (the result will be informed professional public, x participants).

Activity: organization of an introductory information conference

Actions: room rental, recruitment of participants, printing of information materials, provision of refreshments, purchase of air tickets, provision of accommodation, etc. (in the budget, it is then necessary for the applicant to indicate each action as a budget item)

Output: informed lay and professional public

Indicator: number of informed conference participants (for example 20)

MILESTONES represent the project implementation plan. They serve the applicant for logical planning of the entire project implementation and the Program Operator to verify the progress of the project implementation.

The level of detail of the milestones depends on the decision of the applicant, but it is recommended that the milestones be sufficiently detailed. This will allow the applicant and the Program Operator to continuously evaluate the time risks during the project implementation. For each milestone, it is necessary to define the expected beginning and end of its fulfillment, assignment to the activity (minimum of one and maximum of three) and its importance (fundamental, relevant).

In the text part FOLLOW UP AND DISSEMINATION ACTIVITIES, the applicant will explain how the project target groups will benefit from the project results after the end of the grant support and whether the cooperation between partners will continue in some form after the end of the project. The length of the text field is limited (1800 characters including spaces).

At the end of this section, the applicant provides a list of consultants, both internal and external, who were involved in the preparation of the project application. This requirement follows from the Regulation and serves as a measure to prevent conflicts of interest that may arise during the assessment of the application. The applicant adds rows as needed.

5. PROJECT INDICATORS

The indicators represent a system for monitoring and measuring project results. Each output and result has at least one indicator assigned to it. All indicators have a target value, an achievement value (achievement, actual value - this is reported in the interim reports), a unit of measure and a source of verification. The indicators defined at the output level have baseline value 0.

More information can be found in the Program Agreement on the financing of the Business Development, Innovation and SME program concluded between the Slovak Republic and Donor countries, which is published on the Research Agency's website, in the [Results Reporting Guide](#) and in the [Code Indicator Guidance](#) issued by the Financial Mechanism Office.

The list of indicators, including their description, units of measurement and recommended sources of verification is given in Annex 2 of this Guideline.

For the purposes of this application, the indicators are divided into OUTCOME LEVEL INDICATORS and OUTPUT LEVEL INDICATORS. **The applicant is obliged to select three indicators from the list of indicators set by the Program Operator and to define their target values**, which he plans to achieve through the implementation of project activities. After the grant support is awarded, the applicant (beneficiary) will be obliged to achieve the fulfillment of the target values of these indicators based on the project contract.

In the section 7 dedicated to the COMMUNICATION PLAN, the applicant fills in the publicity indicators. In addition to the two mandatory indicators, the applicant shall select at least one optional indicator from the list of optional indicators.

The names of the indicators cannot be changed or added, as they are defined by the Program Operator and are based on the Program Agreement.

6. RISK MANAGEMENT

The section 6 of the application form is devoted to risks, their description and management. The applicant shall state the risks of project implementation in a structured table and choose for each risk the type (programmatic, operational, political), probability of occurrence (very unlikely, unlikely, likely, almost certain) and its impact (minimal, moderate, serious, very serious). In the next column, the Risk score is automatically assigned. Each risk must be assigned a method of responding to that risk (avoid/terminate, transfer/share, mitigate, accept) and a brief verbal description of the risk response.

The aim of risk planning is to plan and prevent critical situations that may occur and could affect the implementation of the project and the achievement of results in a fundamental way. The causes of most risk factors are predictable and the management team can prepare responsibly for these risks. Practice shows that most risks are related to the human factor.

Programmatic risks are risks related to insufficient project strategy or processes, technological issues, obtaining permits and / or lack of time for proper implementation. These risks include risks associated with inappropriate strategies put in place to achieve the bilateral objective, including the use of bilateral funds and risks related to the involvement of entities from the Donor countries.

Operational risks are risks associated with systems for monitoring, measuring and reporting results. They include risks related to the beneficiary's ability to recruit, develop and / or maintain the right number of staff, risks related to deviations from key principles: economy, efficiency, effectiveness, integrity, openness and transparency, fairness and accountability. They also include the risks associated with incorrect or insufficiently defined procedures or excessive burdensome controls, which lead to delays, through insufficient financial controls leading to the resolution of irregularities, the imposition of financial corrections and the risks associated with favoring, including in selection processes (e.g. public procurement).

Political risks are the most complex and at the same time the most difficult to deal with. The project implementer has no influence on these risks. They include political conditions, macroeconomic situation, legislation, etc. They are often unpredictable, but given the possible political developments in the country or within the region, some can be expected.

In general, every project is associated with risks that need to be properly managed. Therefore, it is important to identify risks and prepare a plan for managing risk factors.

The applicant may add rows within the risk table as required.

7. COMMUNICATION PLAN

The communication plan must be designed to ensure awareness of the project activities, support from the Norwegian Financial Mechanism (BIN SGS02) and/or the EEA Financial Mechanism (BIN SGS03), the program, its objectives and bilateral cooperation with the subjects from the Donor countries within the implementation of the project. As part of the project preparation, the applicant shall explain in detail how he will inform wide public about the project implementation and its results.

The communication plan has to contain at least:

- a) the objectives and target groups, including stakeholders and key actors at national, regional and/or local level, and the general public;
- b) the strategy and content of information and communication measures, including activities, communication tools and timeframe, taking into account the added value and impact of funding from Norwegian Financial Mechanism (BIN SGS02) and/or the EEA Financial Mechanism (BIN SGS03);
- c) information activities on the progress, successes and results of the project, such as seminar or conference with stakeholders, press conference or media event, opening and/or closing event of the project (number of information

- activities is a mandatory publicity indicator), two information activities of smaller scale if the project grant is less than EUR 500 000,
- d) measures to make project information available on the web and to update it regularly:
- i. by creating a webpage on the organization 's existing website, or
 - ii. by creating a website (a comprehensive set of webpages with assigned at least one domain, e.g. www.project.institution.sk), or
 - iii. alternatively, through an active social network profile if the organization's website is not established
- e) method of achievement of publicity indicators (two mandatory indicators and at least one from the list of optional indicators).

If a social network profile is created for a project, it must remain visible and accessible, together with all information, even after the project's eligibility date. Information about the project on the website, webpage or social network profile must include information about the project itself, its progress, achievements and results, cooperation with entities from Donor countries, photo documentation related to the project, contact information and a links to the program „Business Development, Innovation and SMEs“ and the EEA and Norway Grants.

Since the project is implemented in cooperation with a partner from the Donor country, information about the project must be provided both in Slovak and English.

The communication plan as well as the implementation of publicity measures and the publication of information about the project and its implementation must be in accordance with the Requirements for information and publicity according to Annex 3 of the Regulations (<https://eeagrants.org/resources/regulation-implementation-norway-grants-2014-2021-annex-3-information-and-communication>) and the Communication and Design Manual (<https://eeagrants.org/resources/2014-2021-communication-and-design-manual>) issued by the Financial Mechanism Office (FMO).

An information board is obligatory at the place of project implementation if the total public contribution to the project exceeds EUR 50 000. The beneficiary shall replace the information board no later than six months after the end of the project with a permanent commemorative board of average size in a visible place. The boards must be prepared in accordance with the rules of publicity (Communication and design manual), with information on funding through Norwegian Financial Mechanism (BIN SGS02) and/or the EEA Financial Mechanism (BIN SGS03).

The Applicant is obliged to set target values for two mandatory publicity indicators and for at least one other optional publicity indicator. For each publicity indicator, the source of the verification and a brief description of the content and focus must be provided.

8. BUDGET

The budget section of the Guideline provides general information on the eligibility and economy of expenditure, the rules to be followed by the applicant when drawing up the budget, details on the category of expenditure and other requirements for drawing up the budget. The Program Operator recommends to the applicant to work in the preparation of the budget with the [Regulation for the implementation of the Norwegian Financial Mechanism 2014-2021](#) (in case of the Call BIN SGS02) or with the [Regulation for the implementation of the EEA Financial Mechanism 2014-2021](#) (in case of the Call BIN SGS03), where Chapter 8 contains basic principles of eligibility of expenditure and other relevant information. In addition to the Regulation and this Guideline, it is recommended to read the provisions of the Financial Guidance issued by the Financial Mechanism Office and published at <https://eeagrants.org/resources/2014-2021-financial-guidance>.

8.1. Explanation of basic concepts for correct budgeting

8.1.1. General terminology

Direct eligible costs: direct eligible costs are those costs identified by the applicant or project partner (s) in accordance with their accounting principles and usual internal rules, as specific costs directly linked to the implementation of the project and which can be directly assigned to the project.

Indirect eligible costs: Indirect costs are all eligible project costs that cannot be directly attributed to the project by the applicant and/or project partner (e.g. energy, maintenance, insurance, supplies and small office equipment, communication, etc.), but may be identified and justified by its accounting system as expenditure incurred in direct relation to the eligible direct expenditure of the project. Indirect expenditure may not include any direct eligible expenditure. Indirect project costs must represent a reasonable share of the total overhead costs of the applicant or project partner.

According to Art. 8.5.1 of the Regulation it is possible to apply one of the following ways for the calculation of indirect costs:

- a) on the basis of actual indirect expenditure for those beneficiaries and project partners who have an analytical accounting system to identify their indirect expenditure, as provided for in Article. 8.5.1 Regulation;
- b) flat rate - up to 25% of the total direct eligible expenditure, excluding direct eligible expenditure on subcontracting and the cost of resources provided by third parties not used on the premises of the project beneficiary or project partner. The rate must be calculated on the basis of a fair, reasonable and verifiable calculation method or the method applied under grant schemes financed exclusively by the Beneficiary State for similar types of projects and the beneficiary;
- c) **flat rate - up to 15% of direct eligible salary costs without requiring a calculation to determine the applicable rate⁶;**

⁶ Recommended way of calculation by the PO.

- d) flat rate - applied to direct eligible expenditure on the basis of existing methods and corresponding rates applicable in European Union policies to similar types of projects at the beneficiary (for example under Horizon 2020);
- e) in the case of beneficiaries or project partners who are international organizations or bodies or their agencies, indirect expenditure in accordance with the specific provisions of the program agreement may be identified in accordance with the relevant rules laid down by those organizations.

Important: The applicant and partners are obliged to choose one of the above methods before the start of project implementation and this cannot be changed during the entire project implementation. **The Program Operator recommends the method under point c).** At the same time, the Program Operator points out that it is not possible to combine methods of calculating indirect expenditure at entity level (applicant or partner).

The method of calculating indirect expenses and their maximum amount shall be specified in the project contract and in the Partnership Agreement between the Beneficiary and the project partner. Indirect eligible expenditure under methods b), c) and d) does not have to be supported by proof of expenditure.

Ineligible expenditure: the list of ineligible expenditure is listed below, for more detailed information it is recommended to study the relevant chapter of the Financial Guidance (Financial Guidance, <https://eeagrants.org/resources/2014-2021-financial-guidance>) and Art. 8.7 Regulation:

- interest on loans, fees for credit services and interest on arrears,
- fees for financial transactions and other financial expenses, with the exception of expenses related to accounts required by the Financial Mechanism Committee (FMC), the National Contact Point or applicable legislation, and expenses for financial services imposed by the project contract,
- provisions for losses or possible future liabilities,
- foreign exchange losses,
- refundable VAT,
- expenses paid from other sources,
- fines, penalties and costs of litigation, except where litigation is an integral and necessary part of achieving project outcomes,
- excessive or unnecessary expenses. Expenditure under this point must be interpreted in relation to Art. 8.2 pt. 2 (a) c) Regulation stating that the eligible expenditure of projects is proportionate and necessary for the implementation of the project (e.g. it is not justified to purchase the most modern equipment, where cheaper options would also satisfy the given needs).

Project grant rate: represents the share of the grant in the total eligible expenditure and is set by the Program Operator. Under the terms of these calls (BIN SGS02 a BIN SGS03), the grant rate is set at 100% of the total eligible expenditure and therefore project co-financing will not apply.

Contribution from the Norwegian Financial Mechanism 2014-2021: the amount by which the Donor country (Norway) contributes to the project grant (85%). Applies to The Call BIN SGS02.

Contribution from the EEA Financial Mechanism 2014-2021: the amount by which the Donor countries contribute to the project grant (85%). Applies to The Call BIN SGS03.

Contribution from the State budget of the Slovak Republic: the amount by which the State budget of the Slovak Republic contributes to the project grant (15%).

Required grant amount: a project grant is a financial contribution awarded by the Program Operator to an applicant for the implementation of a project. The grant amount is given by the minimum and maximum **grant amounts** set out in the Call and **the applicant must request a grant within this set amount.**

Important: The Program Operator is entitled to approve the project application even in the amount is lower than the minimum project grant that can be applied for in accordance with the Call! However, this only applies in cases where individual budget lines are adjusted during the evaluation process of the project application.

First Required Advance Payment: The first required advance payment represents the amount of funds needed to cover the estimated part of the project expenditure until the first interim payment is expected. The amount of the advance payment is determined in the conditions of the Call (section 8. Financing and reporting). In accordance with the Call according to the duration of the project, the applicant will fill in the amount of the required first advance payment and its distribution between the applicant and the project partners. **The amount of the required first advance payment may not exceed the ceiling indicated in the Call.** The Program Operator is entitled to reduce the amount of the first advance payment, apply the retention from the advance payment, limit its maximum amount by a financial limit or condition its payment by meeting a certain condition or conditions specified in the project contract.

8.1.2. Terminology related to budget preparation

This section explains the terminology, including their English equivalent in the egrant information system, which form the structure of the budget:

Expenditure item: one separable/separate expenditure, e.g. invoice, salary of a person or office supplies. It is not possible to combine items within one item of expenditure that do not form one category of expenditure (e.g. different expenditure from one invoice).

Unit: data for recording/measuring the quantity. The applicant has a list of basic units to choose from: day, month, year, project, piece, set/ensemble/pack, person, man-hour, man-day, tone, kilogram, liter, m², m³. The unit "file" represents the whole that the applicant procures, it can be e.g. technological line, group, etc.

Requested grant amount: the amount of the grant, which is 100% of the total cost of the item (is calculated automatically as the multiplication of the unit price and quantity).

Activity: the activity within which a given expenditure is incurred. The applicant defines the activities within the 4th section (PROJECT DESCRIPTION) and therefore the assignment of the budget item to a specific activity must be based on the list of activities defined by the applicant.

Expenditure category: type of expenditure, e.g. wages, travel costs, etc., according to which the applicant classifies individual expenses. In the drop-down box, there are predefined categories of expenditure according to Article 8.3 para. 1 Regulation from which the applicant chooses the most appropriate category:

DIRECT ELIGIBLE COSTS	
Expenditure category	Description
<i>Cost of staff assigned to the project</i>	Expenditure on the actual salaries of <u>staff</u> , together with social security contributions and other legal costs included in the remuneration, provided that this is in line with the usual salary policy of the beneficiary and the project partner.
<i>Travel and subsistence allowances</i>	Travel and subsistence costs for <u>staff</u> participating in the project. These costs may be calculated as a lump sum according to the established rules approved by the Program Operator (Annex 3. of this Guideline) and according to the Method of Calculating Travel Expenses and Travel Allowances (Annex 5. of this Guideline). The PO recommends attaching an ancillary calculation of the final amount for this category of expenditure under the optional annexes to project application.
<i>Cost of new or second hand equipment</i>	This includes all expenditure on the purchase of equipment, new or used, for example: interior equipment, computer and telecommunications and other equipment, operating and other special machines and apparatus, equipment, tools, etc. (See more detailed explanation for capital expenditure on page 27)
<i>Costs of purchased land and/or real estate</i>	This includes expenditure on the purchase of real estate and land not built on. Expenditures in this category shall meet conditions of Art. 8.6 of the Regulations.

<i>Costs of consumables and supplies</i>	Expenditure on materials and supplies that are identifiable and assigned to the project (not related to construction and renovation).
<i>Costs entailed by other contracts</i>	<p>Expenditure incurred on the basis of contractual relations concluded by the applicant for the purposes of project implementation, provided that their conclusion is in accordance with the applicable public procurement rules and the Regulation (not related to construction and renovation).</p> <p>This category includes all expenses within the scope of supplier-customer relations or contracts concluded for the externalization of specific tasks or activities that form part of the project (e.g. external consultants, delivery of goods, etc.).</p>
<i>Costs arising from the project contract</i>	Expenses arising directly from the requirements of the project contract for each project, such as handling and bank fees, expenses for project promotion, advertising, etc.
INDIRECT ELIGIBLE COSTS	
<i>Expenditure category</i>	Description
<i>Indirect eligible costs</i>	<p>All eligible project costs that cannot be directly attributed to the project by the applicant and / or project partner (e.g. energy, maintenance, insurance, supplies and small office equipment, communication, etc.), but can be identified and justified by its accounting system as expenditure incurred in direct relation to the eligible direct expenditure of the project.</p> <p>For the calculation of indirect expenditures it is possible to use one of the methods according to Art. 8.5.1 Regulation (see section 8.1.1 of this Guideline).</p>

8.1.3. General description and explanation of eligible expenditure

STAFF EXPENDITURE

This is the actual expenditure on staff salaries, together with social security contributions and other statutory expenditure included in the remuneration, provided that this is in line with the usual wage policy of the applicant and the project partner. The corresponding salary expenses of state administration employees are eligible to the extent related to the expenses for activities that would not be performed by the relevant public authority if the given project were not implemented.

In accordance with the previous point, the total cost of labor may be included in the conditions of employees in the conditions of the Slovak Republic, i. e. wages, including compensation of wages and on-call time and, in particular, in the breakdown of advances in health insurance premiums, sickness insurance premiums, old-age insurance premiums, invalidity insurance premiums, unemployment insurance premiums, guarantee insurance premiums, accident insurance premiums, premiums to the solidarity reserve fund and old-age pension savings contribution paid by the employer.

Staff expenditure provided externally on the basis of contractual relations will be included in the expenditure category "expenditure incurred by other contracts".

This category of expenditure may not include overheads, travel allowances, including non-eligible travel allowances, and other travel expenses.

TRAVEL AND SUBSISTENCE COSTS

These are domestic and foreign business trips (payment of travel costs as eligible expenditure applies only when concluding employment relationships with the applicant or project partner (s)). Taking into account the principle of proportionality, travel and subsistence costs may be calculated as a lump sum according to established rules approved by the Program Operator. Travel must be clearly linked to the implementation of the project. Travel and accommodation expenses of external experts and service providers are included in expenses arising from other contracts concluded by the beneficiary for the implementation of the project.

For a correct calculation of travel expenses, it is necessary to study Annex 3. and Annex 5. of this Guideline. In the event that the planned expenditure stated in the application exceeds the stated limits, the application must state a reasonable and relevant justification (possibly accompanied by an annex with explanation and justification). Travel expenses must be directly related to the project.

Travel expenses other than those of the applicant's or partner's own staff will be included in the category "expenses incurred in other contracts".

CAPITAL EXPENDITURE

These are expenses for the acquisition of tangible and intangible assets. This includes tangible fixed assets, which act in the economic process over several periods of time, while the form does not change. It is a separate movable thing, or sets of movable things that have a separate technical and economic purpose, whose entry price is higher than 1,700 euros and operational and technical functions for more than one year.

This also includes long-term intangible assets with an entry price of more than 2,400 euros and a useful life of more than one year. Intangible assets whose price does not exceed this limit can also be included in fixed assets, but their usability must be longer than one year (e.g. separately purchased software, user right, license, etc.).

Depreciation⁷ must be recorded in the financial statements of the applicant or project partner (s) and is eligible provided that the assets have been purchased in accordance with the relevant terms of the project contract and depreciated in accordance with international accounting standards and usual accounting practices. Only that part of the depreciation which corresponds to the duration of the project and the degree of actual use for the purposes of the project may be considered eligible. If such assets are used in part for the purposes of carrying out the project activities, the eligible expenditure is an aliquot part of the depreciation. This category of expenditure includes all expenditure items mentioned under this paragraph which were procured before the start of the project or will be procured during the project. In the case of applying depreciation of such assets on the project, the applicant/partner is obliged to submit a depreciation plan. Depreciation of assets purchased before the start of project implementation without public procurement is not justified (Act No. 343/2015 Coll., The Public Procurement Act and on Amendments to Certain Acts).

Depreciation is justified provided that these assets were not obtained from grants financed from public sources (EU resources, state budget, municipal resources, local authorities and other public resources). If such assets are used for the purposes of the implementation of project activities in part, the eligible expenditure is an aliquot part of depreciation.

Transfer of expenditures between different activities is possible only if such transfers would not cause any change in limits of these activities of more than 15% of total eligible expenditures of the project. Expenditure for budget line "Project management" cannot exceed total amount stated in the budget. The applicant must request for each transfer by Program Operator, which will assess the transfer in terms of suitability and relevance. Transfer of expenditures is possible only after approval by the Program Operator. Transfer of expenditures that would change the nature of the project or its planned results is not allowed. During the implementation of the project, it is possible to request a maximum of three transfers of expenditures. Each budget adjustment will be made in the form of an addendum to the contract.

⁷ For the purposes of assessing the eligibility of expenses, an eligible depreciation is considered to be an accounting depreciation up to the amount of the tax depreciation (calculated from the eligible entry price of the property) according to Act no. 595/2003 Coll. on income tax, as amended. If the depreciation period of accounting depreciation is shorter than the depreciation period for specific facilities according to Act no. 595/2003 Coll. on income tax, as amended, the reasons for the shortened depreciation period will be examined, while the depreciation period may be adjusted to the period specified for a specific plant / equipment according to Act no. 595/2003 Coll. on income tax, as amended.

8.2. Information for filling in the budget

8.2.1. Starting point for budgeting

- The minimum required amount of the grant is EUR 10 000 for the Call for support for institutional cooperation (BIN SGS02), EUR 5000 for the Call for support for international mobility (SGS03),
- The maximum required amount of the grant is EUR 200 000 for both calls.
- Grant rate is 100%
- The implementation of the project is a maximum of 20 months for the Call for support for institutional cooperation (BIN SGS02), a maximum of 12 months for the Call for support for international mobility (BIN SGS03) and must not exceed the deadline of 30.4.2024 for both calls.
- The Program Operator has the right to ask the applicant to correct the classification of the expenditure within the category of expenditure in case of unintentional incorrect selection from the drop-down box.

Before filling in the budget in *egrant* (section 8. BUDGET), the Program Operator recommends to prepare a table with the Excel budget in the required structure and after compiling the entire budget to check that the budget contains all necessary items, meets the recommended limits and conditions set by the Call. The budget must be completed with a view to maximum cost-effectiveness.

If the applicant or partner is entitled to a VAT refund, he fills in the project budget without VAT. It is not decisive whether or not to exercise this right. If the status of beneficiary or partner changes to VAT payer during the project implementation, the budget and the project grant will be adjusted.

It is recommended to list the individual budget lines gradually and in order of how they relate to the relevant activities, e.g.:

Activity 1: Project management

Budget items:

1. Project manager (expenses for the project manager during the whole project implementation)
2. Financial manager (expenses for the financial manager during the whole project implementation)
3. Assistant (expenses for the assistant during the whole project implementation)

Activity 2: Organization of the opening conference

Budget items:

1. Opening conference (will cover all services within one supplier invoice, as long as individual items on the invoice can be included in one expenditure category)

2. Staffing of the opening conference (the item will include the total costs incurred by the applicant for staff in organizing the conference)
3. Information materials for participants (the item will include the costs of procuring information materials within one supplier invoice)

The nature of the project must be taken into account when preparing the budget and its details. In its final form, the budget should be sufficiently clear and at the same time detailed. The applicant must find the right balance between a budget that is too detailed and a budget that is too general. Budget lines need to be allocated correctly to activities and entities, as spending by activity and entity will be monitored.

The recommended financial limits for some expenditure are set out in Annex 4. to this Guideline.

8.2.2. Budget economy

The following table summarizes the recommendations for applicants related to budget economy. These are data that will also be examined by external experts and the Program Operator. Recommended limits for some selected budget items are set out in Annex 4. of this Guideline.

Activity/budget item	Recommended limit ⁸
Project Management, e.g. project coordinator, financial manager, procurement	Grant > 200 000 eur – 10% Grant > 5 000 eur – 15%
Mandatory publicity (opening, closing conference, establishment and maintenance of website)	Grant > 500 000 eur - 2% Grant > 250 000 eur – 3% Grant > 5 000 eur – 5%
Promotion and dissemination, e.g. workshops, seminars, promotional items, advertising, interviews and spots on the radio, TV spots, etc. (not taken into account in projects aimed directly at the dissemination of knowledge)	Grant > 500 000 eur - 5% Grant > 250 000 eur – 8% Grant > 5 000 eur – 10%
Office equipment, e.g. laptop, desktop computer, text editing and writing software (in the case of non-capacity building projects, the adequacy and necessity of such equipment will be assessed very strictly, especially in the case of public administrations)	Grant > 500 000 eur – 1% Grant > 250 000 eur – 2% Grant > 5 000 eur – 5%
Travel expenses - projects with a project Donor partner	Grant > 500 000 eur – 4% Grant > 250 000 eur – 6% Grant > 5 000 eur – 10%
Project coordinator, financial manager and accountant, publicity manager	30 EUR/h 2000 eur/month
Professional activities - experts, lawyers, lecturers, consultants, auditors, interpreters - experience in the field of at least 5 years	40 EUR/hour 3500 eur/month
Professional activities - experts, lawyers, lecturers, consultants, auditors, interpreters - experience in the field of less than 5 years	25 EUR/hour 2000 eur/month

⁸ as% of total eligible expenditure. For staff costs, the limit is determined as the total cost of labor. **Limits do not apply to foreign partners!**

In order for expenditure under a project to be considered eligible, it must meet the eligibility criteria set out in the Call and in Art. 8.2 Regulation applicable to expenditure actually incurred by the beneficiaries and/or project partners.

Every eligible expenditure must be related to the subject of the project agreement and must be indicated in the project budget. The same budget line may not be shown in duplicate.

The costs must be reasonable and necessary.

Reasonable expenditure: does not exceed what is necessary to achieve the desired objective. This can be verified e.g. by comparing prices or considering other measures that would produce the same results (value for money).

Necessary expenditure: the budget line is really necessary (necessary) to achieve results.

Expenditure are only eligible if it has been incurred in order to achieve the objective or objectives of the project concerned and its expected outputs.

Economy can be understood as minimizing expenditure on resources used for the activity (inputs), while paying attention to proper quality. **Efficiency** means producing or delivering something without wasting material, time or energy. **Expenditure efficiency** (efficiency) means the extent to which the incurred expenditures contribute to the achievement of a specific result or goal.

Expenditure must be identifiable, verifiable and documented (e.g. agreement, invoice, order), in particular by being recorded in the accounting records of the beneficiary and/or project partners according to the applicable accounting standards of the country where the beneficiary and/or project partner was established. and in accordance with generally accepted accounting principles (standards).

Expenditure that is not identifiable, verifiable and correctly charged is not eligible.

If the applicant chooses to use one of the methods under points (b), (c) or (d) for the calculation of indirect costs (see Chapter 8.1.1 of this Guideline), these overheads do not have to be supported by proof of expenditure (Article 8.12.6 of the Regulation). This does not relieve the applicant and the partner (s) of keeping analytical accounts for these expenses.

All expenditures must comply with tax and social legislation, i. e. all relevant tax and social legislation must be complied with, e.g. taxes payable under the relevant legislation must be paid and social obligations towards employees must be respected, such as severance pay, pension benefits, the minimum wage as set out in the relevant legislation.

8.2.3. Structure of the budget and steps for its completion

Budget table is divided into two parts:

- **Direct eligible costs** and
- **Indirect eligible costs.**

Within category **direct eligible expenditure**, the applicant shall include all eligible expenditure which is demonstrably related to the project and which is identified by the applicant or project partner (s).

The **indirect eligible expenditure** part of the project will include all eligible project expenditure that cannot be directly assigned to the project by the applicant and/or project partner (e.g. energy, maintenance, insurance, supplies and small office equipment, communication, etc.), but may be identified and justified by its accounting system as expenditure incurred in direct relation to the eligible direct expenditure of the project. These costs must not include any direct eligible costs and must represent a reasonable proportion of the total overheads of the applicant or project partner. When calculating indirect expenditure, one of the methods listed in Chapter 8.1.1 is chosen.

Content of the budget section and procedure for its completion

The BUDGET section is divided into three parts:

1. **PROJECT BUDGET** – a structured detailed budget to be filled in by the applicant.
2. **BUDGET OVERVIEW** - cells in this section are automatically calculated by the system and provide the applicant with an overview of total required grant amount, representing summary of all direct and indirect costs and on the share of grant allocations from the EEA and Norwegian Grants (85%) and from the State budget of the Slovak Republic (15%) (NFM contribution for BIN SGS02, resp. EEA FM contribution for BIN SGS03, State budget contribution).
3. **FIRST REQUIRED ADVANCE PAYMENT** – the applicant enters the length of the implementation period in this part and the system automatically calculates the maximum amount of the first advance payment based on this information.

DIRECT ELIGIBLE COSTS	
<i>Serial number</i>	The applicant fills in the serial number of the item. Only integers starting with 1 are entered.
<i>Expenditure item</i>	The applicant fills in a text box with the name of the item. The number of characters is limited to 50, the name of the item must be brief (e.g. travel costs, expert 1, financial manager, etc.)
<i>Unit</i>	The applicant selects a unit for the item from the drop-down box.
<i>Unit costs</i>	The applicant shall enter the unit price of the item in euros in the numeric field.
<i>Quantity</i>	The applicant enters the quantity (number) for the given item in the numeric

	field. It is also possible to enter decimal numbers (2 decimal numbers)
<i>Total item costs</i>	The total amount of the item is automatically calculated by the system as the product of the unit price of the item and the quantity. The resulting amount is in euros. Under this column, the system automatically calculates the sum of the total expenses.
<i>Required grant amount</i>	The system automatically calculates the required amount of grant in euros for a given budget line as the multiplication of the unit price and quantity (grant rate is 100%). Under this column, the system automatically calculates the sum of the required grant amount.
<i>Activity</i>	The applicant selects from the drop-down box the activity within which the given expenditure will be incurred.
<i>Expenditure category</i>	From the drop-down box, the applicant selects the appropriate category of expenditure in accordance with generally accepted accounting practices. Categories of expenditure are predefined according to Article 8.3 para. 1 Regulation.
<i>Incurred by</i>	The applicant chooses from the drop-down box the entity to which the expenditure will be incurred.
<i>Comment</i>	The applicant shall provide a brief description, explanation or calculation of the item. The text field has a maximum number of characters of 100. If a more detailed explanation is needed, the applicant may attach a document to the application within the optional annexes.
INDIRECT ELIGIBLE COSTS	
<i>Serial number</i>	The applicant shall fill in the serial number of the item. Only whole numbers are entered, the applicant continues to

	number from part of the direct eligible expenditure.
<i>Expenditure item</i>	The applicant fills in a text box with the name of the item. The number of characters is limited to 50, the name of the item must be brief, e.g. indirect expenses, etc.
<i>Unit</i>	The applicant selects a unit for the item from the drop-down box (in category indirect eligible costs is only available option „Project“).
<i>Unit costs</i>	The applicant shall enter the unit price of the item in euros in the numeric field.
<i>Quantity</i>	The applicant enters the quantity (number) for the given item in the numeric field.
<i>Required grant amount</i>	The system automatically calculates the required amount of grant in euros for a given budget line as the multiplication of unit price and quantity (grant rate is 100%). Under this column, the system automatically calculates the sum of the required grant amount.
<i>Activity</i>	The applicant selects from the drop-down box the activity within which the given expenditure will be incurred (in category indirect eligible costs is only available option „Project management “). Indirect expenditures therefore constitute only one item with a total amount for each entity.
<i>Expenditure category</i>	From the drop-down box, the applicant selects the appropriate category according to the chosen method of calculating indirect expenditure
<i>Incurred by</i>	The applicant chooses from the drop-down box the entity to which the expenditure will be incurred.

<p><i>Comment</i></p>	<p>The applicant provides a brief description, explanation or calculation of the item. The text field has a maximum number of characters of 100. If a more detailed explanation is needed, the applicant may attach a document to the application within the optional annexes.</p>
-----------------------	--

The applicant can add budget lines as needed. The maximum number of rows is 200 in the table for direct eligible expenditure, i. e. the applicant may have a maximum of 200 budget lines. In the table for indirect eligible expenditure, the maximum number of rows is 4 (indirect expenditure for each entity).

In case of any ambiguity, the Program Operator recommends sending questions by e-mail. Questions and Answers will be posted on the Program Manager website under **Frequently Asked Questions**.

9. ATTACHMENTS

The attachments to the application are divided into Mandatory attachments and Optional attachments.

Mandatory attachments defined by the Program Operator are:

- **Partnership statement** (Annex 3 of the Call), letter of intent or other similar document proving the partner's interest in participating in the project. The document should be signed and submitted as a scanned version.
- **Declaration of the Applicant** (Annex 6 of the Call),
- **Declaration of the Partner** (Annex 7 of the Call),
- **Copy of the cooperation agreement with Liechtenstein** if the partner is a Vocational education and training (VET) institution from Switzerland (applies only under the Call BIN SGS03).

In the part of the optional attachments, the applicant may attach documents which he considers relevant and which will support a positive assessment of the application.

Attachments should be named appropriately to make it clear which document it is. In the text part, at the end, the applicant shall state any comments on the attachments, or explain if he has not attached any of the mandatory attachments.

During the entire assessment process, the Program Operator may request additional documents, and the applicant is obliged to submit these documents within the set deadline. More information is provided in the section on project assessment.

The size of one attachment is limited to 60 MB, the number of attachments is not limited.

At the end of the last section, the applicant shall indicate the current date of the application submission.

Unless otherwise specified in the Call, the project application does not have to be signed. The signing of the application will be required before concluding the project contract.

In section 10, the system automatically generates completed application form. If some parts are missing or not filled in correctly, the application cannot be sent. The system notifies the applicant of mistakes or not correctly filled in parts.

If the application form is complete and correctly completed, the applicant can view and print his application in section 10 (PRINT THE FORM) or download it in pdf format (DOWNLOAD AS PDF). Subsequently, the application form can be submitted (SUBMIT THE FORM).

Each subject is responsible for the veracity of all facts stated in the application and in the Applicant's/Partner's Declaration. Violation of any of the statements may be grounds for rejecting the project application.

By submitting the application, the applicant confirms that he has read Annex 5 to the Call (Privacy Statement).

Upon successful submission, the system will send a notification to the applicant of the receipt of the application and the assignment of the application number.

C. SELECTION OF PROJECTS

1. ADDITIONAL INFORMATION, LANGUAGE AND COMMUNICATION

After submitting the project application, the PO may send a Request for additional information to the applicant at any stage of the evaluation. This request must be duly answered by the applicant within 5 working days from the day following the electronic sending of the request for additional information. This period may be extended to 10 working days if the applicant has required an extension within the original period. Otherwise, the Program Operator has the right to reject the project application.

The entire communication takes place electronically, while the Program Operator sends the communication to the e-mail address of the contact person specified in the project application. The applicant sends his answers to the address specified in the Call, resp. to the address from which the communication was delivered to him. Responses to requests for additional information as well as required documents shall be submitted in a language to be determined by the Program Operator.

2. COMPLIANCE WITH ADMINISTRATIVE AND ELIGIBILITY CRITERIA

The assessment of the criteria of administrative compliance and eligibility is performed by the Program Operator, while he/she is entitled to use the capacities of external entities. This assessment is performed on the basis of the criteria of administrative compliance and eligibility criteria which are listed in Annex no. 2 of the Calls - Selection criteria.

If the project application, including its annexes, does not meet any of the criteria of administrative compliance and eligibility criteria, or contains deficiencies that can be remedied, the Program Operator will send the applicant a request to complete the missing documents or eliminate the deficiencies of the application. The deadline for providing additional information is normally set at five working days. The Program Operator is entitled to extend this period on the basis of the applicant's request, if the applicant required its extension no later than on the last day of the expiry of the specified period. The Program Operator may extend this period by a maximum of five business days. Time limits shall be calculated from the day following that on which the message was sent to the applicant's contact person.

If, during the administrative compliance and eligibility criteria check, the PO finds that the applicant/partner has provided incorrect or false information, he/she is entitled to exclude the application from further assessment. In case of doubt as to the accuracy or veracity of the data, he shall request the applicant to substantiate the disputed data within five working days. The PO will decide on the next step, taking into account the submitted justification. After supplementing or eliminating deficiencies, the application for a content evaluation is forwarded. The PO informs all applicants about this fact electronically.

If the applicant/partner does not meet any of the criteria that mean the rejection of the application or does not complete the missing documents within the set deadline or does not eliminate the deficiencies of the application, the Program Operator will send the applicant a notification of the exclusion of the application from further assessment.

The Applicant is entitled to request the Program Operator to review the notification of the exclusion of his application from further assessment within the set deadline. The Program Operator shall review the reasons set out in the request for review of the notification and issue a final decision within ten working days of the date of receipt of the request for review of the notification, informing the applicant thereof.

3. EXPERT EVALUATION

The expert evaluation is performed by two experts who are independent of the Program Operator. These experts perform expert evaluation on the basis of Selection criteria (Annex 2 of the Call).

For the purposes of ranking the project applications, 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 Program Operator to score the project independently. In such case, the average score of the two closest scores shall be used for the ranking of the application.

If the project does not reach the minimum number of points (in average), it will be excluded from further evaluation.

3.1. Selection committee

The Selection Committee (SC) may change the ranking of project applications based on expert evaluation. In particular, the selection committee may give priority to projects contributing to the achievement of the target values of the indicators, projects implemented in less developed geographical areas and projects clearly targeted at less privileged target groups. The Program Operator is obliged to inform the applicant of any change of ranking, justifying the change of ranking.

The selection committee prepares a list of projects recommended for funding and submit it to the PO. The list will include:

- projects recommended for funding within the allocation,
- projects recommended for funding listed in the reserve list,
- projects that cannot be supported due to insufficient allocation,
- projects not recommended for funding by the selection committee, including reasons for rejection.

The project application placed in the ranking at the place where the allocation was exceeded, may be based on the selection committee's recommendation, invited to implement a project with a reduced project grant.

If the ranking is changed, the project applications within the allocation will be transferred by one place above. The project application on the top of the reserve list, will be moved between project applications within the allocation, if the allocation allows it.

Details of the selection committee functioning are laid out in Annex No. 4 of the Calls: Selection Committee Statutes and Rules of Procedure.

3.2. Decision of the Program Operator

The Selection Committee shall submit minutes from the SC meeting together with the list of recommended projects, to the Program Operator.

Prior to approval of the project application, the PO may demand project application modification. Modifications may be required mainly due to obvious errors in the project application, due to the need to specify the objective or outputs, due to budget modifications, recommendations of expert evaluators, selection committee, decrease of risks identified by the PO, etc.

3.2.1 Verification of selection process

The Program 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 program. In case that the PO finds discrepancies between selection process and the Regulation and the program Agreement, or that recommendations of the Selection Committee are not in line with objectives and rules of the Program, the PO will take steps to correct these discrepancies. If e.g. the PO finds out that the list of projects ranking based on the recommendations of experts, was modified without justification, the PO will invite Selection Committee to review its decision in cases of projects concerned.

3.2.2. Assessment of budget efficiency and accuracy

When verifying the efficiency of the budget, the financial manager verifies that:

- a) All unit costs and number of units (quantities) indicated in the budget are reasonable (economically efficient) and justified.
- b) All budget lines are justified.
- c) All budget lines are linked to concrete project activities and types of expenditures.
- d) All budget lines are correctly classified according to the type of expenditure.
- e) All sub-items are sufficiently defined and all mandatory fields are filled in.
- f) The calculation of the flat rate of indirect costs is in accordance with the Regulation and the provisions of the Call, if relevant.

Assessment of budget efficiency includes among others fulfillment of requirements stated in the Call, namely whether budget lines can be assigned to eligible activities.

Verification of the calculation of the flat rate for indirect costs

When verifying the calculation of the flat rate, the PO proceeds as follows:

If method (a) has been chosen, the indirect costs shall be determined on the basis of the actual indirect costs of those beneficiaries and partners who have an analytical accounting system.

If method (b) has been chosen, the PO will ask the applicant to provide accounting documents from the previous period proving the appropriateness of the flat rate.

If method (c) has been chosen, the PO will verify that the indirect costs budgeted do not exceed 15% of the direct eligible staff expenditure.

If method (d) has been chosen, the PO will verify that the calculation method is in line with the relevant flat rate applied to direct eligible expenditure on the basis of existing methods and corresponding rates applicable in European Union policies for similar types of projects and beneficiaries.

If method (e) has been chosen, the PO may request the applicant to submit a declaration by the international organization that the amount of indirect costs has been estimated in accordance with the rules of that organization.

The results of the verification shall be recorded by the PO on a Checklist to verify the efficiency and accuracy of the budget. The PO will provide the applicant with a checklist and a translation of the budget lines (if the budget has been received in English).

Verification may result in budget and project adjustments. The PO may also reject the project application in case of an identified serious risk associated with budget inflation, or for other reasons.

3.3. Ex-ante project monitoring

If purchase of special equipment is planned in the project, the PO may carry out an on-site visit with an expert to verify certain specific areas of the project in order to evaluate the efficiency, effectiveness and economy of the project. These experts will provide the PO with information regarding possible budget and project adjustments. They may also recommend the project application not be supported in case of an identified serious risk associated with budget inflation, etc.

This verification is in the nature of ex-ante monitoring and aims to assess specific areas of the project that could not be verified without a site visit. The aim is also to assess those aspects of the project which, for objective reasons, require more time and the involvement of experts from different fields, which would disproportionately prolong the evaluation process. Ex-ante monitoring can be performed for time reasons even after the conclusion of the project agreement, but is usually performed before the provision of funds to the applicant.

3.3.1. Process of ex-ante monitoring

In the case of an on-site visit, the PO will propose to the applicant three dates for the on-site visit. The applicant is obliged to provide the required cooperation to the PO, in particular to ensure the presence of partners and other relevant institutions and persons,

and the acceptance of the proposed date of the on-site visit. If the applicant does not provide the required cooperation to the PO, the PO may reject the project.

After requesting all relevant documents and carrying out a possible on-site visit, the PO will prepare a draft Report from the ex-ante monitoring of the project.

The draft report shall be sent to the applicant for comments electronically. The applicant shall be given a period of 5 working days to comment, within which he may submit an explanation or otherwise remove any identified findings. This period may be extended in justified cases, for a maximum of 10 working days.

3.3.2. Conclusion of ex-ante monitoring

After receiving of the applicant's statement, the PO will prepare a final version of the report. The PO is entitled to make an adjustment to the draft report if the beneficiary demonstrates that some of the provisions of the draft report were not true, complete, correct or accurate.

If the conclusion of the report is positive, the PO shall submit the final version of the report in duplicate to the statutory representative of the beneficiary for signature. The statutory representative of the beneficiary shall confirm by his signature that all information provided throughout the process is authentic, true, complete, correct or accurate. The beneficiary shall submit one signed copy of the final version of the report to the PO within 5 working days.

3.4. Determination of grant rate

The grant rate of the project represents the share of the grant in the total eligible expenses and is set by the Program Operator. Under the terms of these Calls, the grant rate is set at 100% of the total eligible expenditure and project co-financing does not apply.

3.5. Final decisions on project applications

Once the decision on applications has been made, the PO will prepare grant offer letter for all projects recommended for funding. Unless otherwise stipulated in the Project Agreement, the date of the final decision means:

- the first day of eligibility of expenditure,
- the day of providing state aid, resp. de Minimis aid.

The PO informs the applicant in writing by letter about the rejection of the project application. As a rule, it is not possible to appeal against the rejection of the application by the PO, but the letter must include a proper justification for the rejection of the application.

Applicants whose project applications have been placed on a reserve list shall be notified by the PO.

3.6. Grant offer letter

Template for grant offer letter is part of the exemplary project agreement. The PO will state in the grant offer letter the basic conditions that will be part of the project agreement. The grant offer letter is sent as cover letter, in which the PO invites the applicant to notify the PO within 15 working days whether it accepts the offer.

The PO shall ask the applicant to submit additional information and documents, in particular:

- a) concluded partnership agreements or final versions of partnership agreements with a written declaration of the contracting parties that they agree with the final version of the agreement and accede to its signing,
- b) other permits and certificates necessary for the implementation of the project,
- c) a bank statement showing the balance in the bank account at least in the amount of a retention fee, if applicable, or a binding loan commitment of the financial institution,
- d) the contract for the establishment of the project account or accounts and whether these accounts meet the requirements set out in the System of Financing and Financial Management.

The applicant will send these documents to the PO within the deadline set by the PO, usually within 15 working days from the delivery of the grant offer letter. In duly justified cases, the PO may allow an extension of the deadline for the submission of certain documents on the basis of the applicant's application, if the applicant submits an acceptance letter of the grant offer letter, resp. comments on the grant offer letter and at the same time request an extension of the deadline. In order to speed up the process, the PO is entitled to conclude a project contract without submitting any of the documents, and to condition the payment of the first or one of the other advance payments by submitting this document, or to take other appropriate measures.

If the beneficiary notifies the PO that it does not accept the offer or does not comment on the grant offer letter within the specified period, or does not submit the required annexes to the project application, resp. does not meet the conditions set out in the grant offer letter, the PO may reject the project application.

In such a case, the PO will prepare an offer to provide a grant offer letter to the applicant whose project application has been placed first in the reserve list, resp. also to several applicants depending on the available allocation.

3.6.1. Specific provisions on State aid and De Minimis

The activities eligible under this Call will not be of economic nature, i.e. they do not consist of an offer of goods and/or services and will not have impact on competition. In view of the above, the provision of state aid is not expected under this Call. The applicant and the partner/s shall submit together with the Project application a Declaration (Annex VI and VII to the Call) declaring that the activities carried out under the project will not be considered as economic activities due to their nature.

The PO strongly recommends applicants to read carefully *Methodological guideline - Cases not subject to State aid rules* (in Slovak only, see Chapter 11 of this Call) issued by Antimonopoly Office of the Slovak Republic. The guideline explains what shall be understood as activities of non-economic nature and lists number of practical examples.

If the applicant (or partner, if relevant) is an organization carrying out economic activities, the organization shall ensure that the commercial and non-commercial activities shall be kept financially separated. The separation shall be proven by separate accounting. At the same time the organization shall ensure that all incomes related to the project outputs shall be re-used for financing of non-commercial activities.

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

3.6.2. Specific provisions for the creation and management of profits

The project agreement inherently contains the following (or similar) provisions:

- The beneficiary is obliged to ensure that its internal accounting and audit procedures allow a direct comparison of the declared expenditure, the eligible expenditure actually incurred and any revenue from the project with the relevant accounting statements and supporting documentation.

These provisions are intended to ensure the compatibility of the provided assistance with the Regulation and the Program Agreement (in particular Article 6.4.2 of the Regulation, and possibly also the Conditions stated at the end of Annex 1 to the Program Agreement).

As a result of above mentioned and in accordance with the rules governing the state, respectively minimum aid (e.g. the Block Exemption Regulation (EU) No 651/2014- GBER) it is allowed for the beneficiaries to keep a reasonable profit under certain conditions, but the Regulation on Implementation of NFM and EEA FM does not allow such a possibility. It is not e.g. possible for the generated profit to be distributed among the shareholders. Profit, or rather any economic benefits that have arisen as a result of the project, must be used to benefit the project's output and result.

3.6.3. Specific provisions on project sustainability

The minimum period of operation after completion (of the project) determined by the PO is stated in the Call and included in the project agreement. The determination of this period is guided by the intention of promoting the sustainability of the project and ensuring that the financial support of the project generates the maximum benefits for its target groups and final beneficiaries.

If the total entry price of the equipment is justified in accordance with the Call, the recipient is obliged to:

- keep the equipment in their possession for at least five years after the end of the project and continue to use the equipment for the benefit of the overall objectives of the project for the same period,

- keep the equipment properly insured during the implementation of the project and for at least five years after the end of the project against losses such as fire, theft or other normally insurable events; and
- Allocate adequate resources for the maintenance of the facility for at least five years from the end of the project implementation.

The beneficiary is obliged to ensure that the above provisions apply mutatis mutandis to the project partner. Special procedures for the implementation of this obligation will be specified in the project agreement. The PO may release any beneficiary from the above obligations in the case of specifically identified equipment for which the PO, taking into account all relevant circumstances, understands that further use of this equipment for the overall objectives of the project would have no useful economic purpose.

The validity and effectiveness of the project agreement ends either on the day of the Project Sustainability Period expiration or on the day of the expiry of three years from the date of approval of the Final Program Report by FMC/N MFA, whichever occurs later. Information on the approval of the Final Program Report will be published by the PO on the website <http://www.vyskumnaagentura.sk/en/program-eea-norway-grants>.

4. CONCLUSION OF THE PROJECT AGREEMENT

A template of project agreement will be prepared by the PO. The project agreement will be concluded by the PO with the beneficiary who has accepted the grant offer letter and fulfilled the conditions set out therein.

Latest before signing of the project agreement, the applicant will prove his/her integrity to the PO by submitting an extract from the criminal record.

The deadline for signing the project agreement by the beneficiary is 15 working days from its delivery to the beneficiary. The period may be extended in duly justified cases.

The General Terms and Conditions and the project budget form an annex to the project agreement. The agreement may contain, in addition to the annexes listed, other annexes.

With the entry into force of the agreement, the period of project implementation begins.

D. ANNEXES

1. LEGAL FORM OF PARTNER ORGANISATIONS

The public sector, as defined in the Results Reporting Guide, is made up of central government or local government, including public institutions and public non-commercial companies. These include Government, Regional authority, Local authority, Public-Private Organization⁹ and Other public organizations. It is therefore a broader definition, which can include, in addition to ministries, local authorities, cities and their allowance and budgetary organizations, other entities, e.g. local action groups, associations of municipalities, municipal enterprises, etc., regardless of their legal form.

The sector of intergovernmental organizations (IGOs) includes organizations created through cooperation between national governments, e.g. Council of Europe, UNICEF, WHO, etc.

The non-profit sector consists of all non-governmental and non-profit entities in which people are organized at the local, national or international level in order to pursue common goals and ideals without significant government-controlled participation or representation. They belong here:

- Non-governmental organization - including social enterprises, community associations (e.g. land associations, homeowners' associations) and civil society groups,
- Social partners, including trade unions, employers' associations and professional associations (chambers),
- Churches and religious societies.

Non-governmental organizations are within the meaning of the Regulation on the Implementation of the EEA Financial Mechanism 2014-2021 and the Regulation on the Implementation of the Norwegian Financial Mechanism 2014-2021, issued by contributing States: *“non-profit, voluntary organizations established as legal entities with non-profit purpose, independent of governments, public institutions, political parties and commercial organizations. Religious societies and political parties are not considered non-governmental organizations.”*

⁹ Organizations created through long-term partnership agreements between the corporation and the public administration.

In practice, this means that NGOs do not have the status of organizations in which local, regional or central government or local or regional authorities have decision-making powers. As such a division has no support in the legislation of the Slovak Republic, the PO decides whether a certain organization will be considered a non-governmental organization in the sense of the Regulations. The mere fact that an organization has correctly or incorrectly classified itself as a non-governmental organization according to the criteria of the Regulations is therefore not considered to provide false information.

Note: Pursuant to Act no. 346/2018 Coll. on the Register of Non-Governmental Non-Profit Organizations and on Amendments to Certain Acts A public administration entity (PO) may not provide public funds to **foundation, non-profit organization providing services of general interest, non-investment fund, civic association, trade union, employers' organization and their organizational units with international elements** that do not have the required data listed in the register! It is therefore essential that these applicants and their partners concerned ensure that the required data are entered in the register at the latest before the payment of the project grant is received.

According to the legal form, the partners are classified into individual sectors as follows:

Legal form	Sector	Donor classification of legal form	Notes
State budgetary or allowance organization	Public sector	Government	These include ministries, central government agencies and other state budget and allowance organizations
Self-governing region	Public sector	Regional authority	Self-governing regions and their offices
Budgetary or allowance organization of self-governing region	Public sector	Regional authority	E.g. social service centers, secondary schools, etc.
Municipality	Public sector	Local authority	Cities / municipalities and their offices

Budgetary or allowance organization of municipality	Public sector	Local authority	E.g. municipal enterprises, primary schools and other organizations within the competence of the municipality
Other state institution	Public sector	Other public organization	E.g. public institutions, Matica slovenská, state enterprises, etc.
Other institution of self-government	Public sector	Other public organization	E.g. association of municipalities according to Act no. 369/1990 Coll.
		Public-private partnership	E.g. Local action groups
Intergovernmental organization	Intergovernmental	Intergovernmental organization	Organizations created through cooperation between national governments, e.g. Council of Europe, UNICEF, WHO, etc.
Foundation	Not-for-profit sector	Non-governmental organization	Organizations established under Act no. 34/2002 Coll. on Foundations and on the Amendment of the Civil Code as amended
Civic association (o.z.)	Not-for-profit sector	Non-Governmental organization (NGO)	Organizations established under Act no. 83/1990 Coll. on the association of citizens, as amended
Non-investment fund (n.f.)	Not-for-profit sector	Non-Governmental organization (NGO)	Organizations established in accordance with Act no. 40/1964 Coll. Civil Code, as amended, exclusively by legal entities, regardless of their nature, entered in the register of interest associations of legal entities
Churches and religious institutions	Not-for-profit sector	Religious institutions	Churches and religious societies registered under Act no. 308/1991 Coll. on freedom of religion and the status of churches and religious societies, as amended, and a legal person deriving its legal personality from a church or religious society
Non-profit organization providing services in general interest (n.o.)	Not-for-profit sector	Non-Governmental organization (NGO)	Organizations established in accordance with Act no. 213/1997 Coll. on non-profit organizations providing services of general interest, as amended

Community association	Not-for-profit sector	Non-Governmental organization (NGO)	E.g. land associations - urbanites, associations of apartment owners, etc., but must be based on the non-profit principle and meet the above conditions for NGOs
Social enterprises	Not-for-profit sector	Non-Governmental organization (NGO)	Enterprises with granted status of a registered social enterprise according to Act no. 112/2018 Coll. on the social economy and social enterprises and on the amendment of certain laws
Trade union or association	Not-for-profit sector	Social Partner	E.g. trade unions established under Act no. 83/1990 Coll. on the association of citizens, as amended
Employers' organization	Not-for-profit sector	Social Partner	E.g. employers' organizations established under Sections 20f to 20j of the Civil Code
Professional associations	Not-for-profit sector	Social Partner	E.g. chambers established under Act no. 83/1990 Coll. on the association of citizens, as amended, such as the Slovak Medical Chamber, the Slovak Chamber of Teachers, etc.
Other civil society groups and institution	Not-for-profit sector	Non-Governmental organization (NGO)	
		Social Partner	
Joint stock company (a.s.)	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
Simple stock company (j.s.a.)	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
Limited company (s.r.o.)	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others

Limited partnership (k.s.)	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
Public limited company (v.o.s.)	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
Cooperative corporation (družstvo)	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
State enterprise	Public sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
Association of legal entities (z.z.p.o.)	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
Societas Europaea (SE)	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur

Societas Cooperativa Europea (SCE)		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
European Economic Interest Grouping (EEIG)	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
Other - specify	Private sector	Large enterprise	More than 250 employees and a turnover of more than 50 mil. eur
		Small and medium sized enterprise	More than 10 employees and a turnover of more than 2 mil. eur
		Micro enterprise	Others
		Public-private organization	

2. LIST OF INDICATORS

This document presents a list of indicators used in the programs supported by the EEA and Norway Grants in the programming period 2014-2021, which are relevant for the project implementers and for the project level, including their name, unit of measurement and sources of verification. The indicators provided in the application form are set by the Program Operator and cannot be changed or supplemented. More information can be found in the Results Reporting Guide and Code Indicator Guidance, published by the Financial Mechanism Office at www.eegrants.org.

	Indicator	unit	Source of verification
OUTPUT 2.1 – INTERNATIONAL MOBILITY SUPPORTED			
1.	Number of new courses/modules offered in environmental technologies	Number	Declaration of the Ministry of Education on the right to award an academic degree to graduates of the study program (higher education) / Addition of a new educational department in the network of secondary schools by the Ministry of Education (secondary education)
2.	Percentage of participants who declare improved skills and competencies	Percentage	Records of the beneficiary, Records of vocational training institutions, Records of the partner's employer
3.	Number of people who remain employed in the chosen sector after mobility (in the report will data be disaggregated by gender, level of education, sector)	Number	Confirmation letter from the employer, employment contract
4.	Number of apprentices supported in Slovakia within SMEs ¹⁰ or other businesses (in the report data will be disaggregated by gender and country)	Number	Records of the beneficiary, Records of the partner's employer
5.	Number of staff from Slovak beneficiary organization in exchange in Donor countries (in the report the data will be disaggregated by gender and country)	Number	Records of the beneficiary
6.	Number of staff from Donor countries in exchange in Slovak beneficiary organization (in the report the data will be disaggregated by gender and country)	Number	Records of the beneficiary

¹⁰ Small and medium size enterprises.

	Indicator	unit	Source of verification
7.	Number of students from Slovak beneficiary organization in exchange in Donor countries (in the report the data will be disaggregated by gender and country)	Number	Records of the beneficiary
8.	Number of students from Donor countries in exchange in Slovak beneficiary organization (in the report the data will be disaggregated by gender and country)	Number	Records of the beneficiary
OUTPUT 2.2 – INSTITUTIONAL COOPERATION SUPPORTED			
1.	Number of new courses/modules offered in environmental technologies	Number	Declaration of the Ministry of Education on the right to award an academic degree to graduates of the study program (higher education) / Addition of a new educational department in the network of secondary schools by the Ministry of Education (secondary education)
2.	Percentage of participants who declare improved skills and competencies	Percentage	Records of the beneficiary, Records of vocational training institutions, Records of the partner's employer
3.	Number of people who remain employed in the chosen sector after apprenticeships (in the report will data be disaggregated by gender, level of education, sector)	Number	Confirmation letter from the employer, employment contract
4.	Number of apprentices supported in Slovakia within SMEs or other organization/institution (in the report data will be disaggregated by gender),	Number	Records of the beneficiary, Records of the partner's employer
5.	Number of SMEs and other enterprises engaged within your project in institutional cooperation at higher education level	Number	Institutional cooperation agreement
6.	Number of SMEs and other enterprises engaged within your project in institutional cooperation at upper secondary level	Number	Institutional cooperation agreement

	Indicator	unit	Source of verification
7.	Number of new developed curricula related to Green Industry Innovation	Number	A copy of the developed curriculum
8.	Number of new developed curricula related to Welfare Technology and Ambient Assisted Living	Number	A copy of the developed curriculum
9.	Number of institutions engaged in cooperation within the project at higher education	Number	Institutional cooperation agreement
10.	Number of institutions engaged in cooperation within the project at upper secondary level	Number	Institutional cooperation agreement
11.	Number of participants in workshops organized to share experiences regarding youth apprenticeships	Number	Attendance lists
12.	Number of participants in workshops organized to share experiences regarding new methods of education and engaging youth	Number	Attendance lists
COMMUNICATION INDICATORS - MANDATORY			
1.	Number of main information events	Number	Attendance documents, photo documentation, presentations, invitations, invoices and delivery notes related to the organization of events, etc. In particular, the opening conference, the closing conference and all other communication measures implemented, in particular events, including information campaigns and other comprehensive activities leading to the successful promotion of the project, will be taken into account.
2.	Number of project websites	Number	Websites, domain registration, invoices and delivery notes in connection with the creation and law of websites. Number of websites created and interconnected subpages dedicated to project information.
COMMUNICATION INDICATORS - OPTIONAL			
1.	Number of the project presentations in other events	Number	Attendance lists, invitations, presentations, etc. Number of events (excluding major conferences) organized by the applicant or in which the applicant participates and informs about the project.

	Indicator	unit	Source of verification
2.	Number of participants at main information events	Number	Attendance documents, invitations, presentations, photo documentation, etc. Participants in the main information events, except for the organizers, are included.
3.	Number of participants at other information events	Number	Attendance documents, invitations, presentations, photo documentation, etc. Number of participants in other events (excluding main information events) who are informed about the implementation and results of the project. Participants from other organizations (i.e. except the organization of the project implementer) are included.
4.	Number of announcements, studies, news published on project website	Number	Links with links to source texts, print screen pages, etc. Individual information outputs / contributions, articles, etc. are included. published during the implementation of the project on its own website.
5.	Number of website visits	Number	Print screen from the visit counter. Number of website visits during project implementation. Freely available monitoring tools can also be used to monitor the number of visits, e.g. Google Analytics
6.	Number of promotional materials related to project	Number	Promotional materials, invoices and delivery notes in connection with their printing, etc. All pieces of promotional materials meeting the conditions of publicity created within the implementation of the project t are included. i.e. all pieces of leaflets, brochures, publications, pens, calendars and any other pieces of promotional items.
7.	Number of media outputs (reportages, articles in national or local media, audio-visual works, etc.)	Number	Copies and / or links with links to media outlets, invoices for publication, etc. The individual information outputs about the implemented project published in the media at various levels will be included. Both printed and electronic, including so-called new media.

3. METHOD OF CALCULATION OF UNIT COSTS APPLICABLE TO ACTIVITIES IN THE EDUCATIONAL COMPONENT

3.1. Unit costs applicable to all activities in the Educational programs

Eligible costs		Financing mechanism	Amount	Rule of allocation
Travel	Contribution to travel costs of participants, from their place of location to activity venue and return	Scale of unit costs	Distances between 10 - 99 km: 20 EUR per participant Distances between 100 - 499 km: 180 EUR per participant Distances between 500 - 1999 km: 275 EUR per participant Distances between 2000 - 2999 km: 360 EUR per participant Distances between 3000 - 3999 km: 530 EUR per participant Distances between 4000 - 7999 km: 820 EUR per participant	Automatic (mobility) Conditional (ICP): applicants to justify financial need related to project objectives and results
Special needs support	Additional costs related to participants with special needs	Reimbursement of portion of eligible costs	Up to 100% of eligible costs	Conditional: Financial support for special needs must be motivated in application

3.2. Unit costs applicable to all mobility activities

Eligible costs		Financing mechanism	Amount	Rule of allocation
Linguistic support	Costs linked to participant support prior to departure or during mobility, in order to improve the language they will use to study or receive training	Scale of unit costs	150 EUR per participant needing linguistic support	Conditional: applicants must request support in instruction language of activity, on the basis of participants' needs
Exceptional costs	Costs to support participants with fewer opportunities	Reimbursement of portion of eligible costs	100% of eligible costs	Conditional: request for financial support must be motivated in application

3.3. Unit costs applicable to individual support for higher education mobility activities

Eligible costs		Financing mechanism	Amount	Rule of allocation
Individual support for learners	Costs linked to subsistence of participants, including accompanying persons ¹¹ , during mobility	Lump sum	1200 Eur/month for BS students engaged in study/placement mobility in DS Or 1000 Eur/month for DS students engaged in study/placement in BS	Automatic
Individual support for staff and professionals			Grant for BS staff undertaking a mobility to a DS: - 250 €/day - 1250 €/week - 2200 € for 2 weeks - 3000 € for 3 weeks - 4000 € for 4 weeks Grant for DS staff undertaking a mobility to BS:: - 150 €/day - 750 €/week - 1250 € for 2 weeks - 2000 € for 3 weeks - 3000 € for 4 weeks Subsistence for another 2 travel days (one before and one after the activity period) could be allocated (if needed).	

3.4. Unit costs applicable to individual support for mobility activities other than higher education

Eligible costs	Financing mechanism	Amount	Rule of allocation
----------------	---------------------	--------	--------------------

¹¹ As a general definition applying to all fields of education training and youth, an accompanying person is the one who accompanies participants – whether learners or staff/youth workers – with special needs (i.e. with disabilities) in mobility activity, in order to ensure protection, provide support and extra assistance.

Individual support for learners	Costs directly linked to subsistence of participants including accompanying persons ¹¹ , during mobility	Scale of unit costs	Up to 14 th day of activity: A2.1 per day per participant + between 15 th and 60 th day of activity: 70% of A2.1 per day per participant + between 61 st day of activity and up to 12 months: 50% of A2.1 per day per participant	Automatic
Individual support for staff and professionals			Up to the 14 th day of activity: A2.2 per day per participant + between the 15 th and 60 th day of activity: 70% of A2.2 per day per participant	

State	Learners mobility	Staff mobility
	Min-Max (per day)	Min-Max (per day)
	A2.1	A2.2
Iceland	150	200
Liechtenstein	150	200
Norway	150	200
Slovakia	120	150

4. FINANCIAL LIMITS RECOMMENDED FOR CERTAIN EXPENDITURE

The stated limits and recommended price ranges are indicative. The Program Operator will base their assessment on current market prices. For each cost item, its necessity and effectiveness will be assessed. The production or purchase of equipment, promotional materials that will not be important in terms of project implementation, achievement of target values of indicators and sustainability of results is not recommended.

4.1 Expenditures for salaries and selected services

Expenditure	Recommended limit ¹²
Project coordinator, financial manager and accountant, manager of publicity	30 EUR/hour 2000 EUR/month
Expert services – expert, lawyer, lecturer, consultant, auditor, interpreter – professional experience min. 5 years	40 EUR/hour 3500 EUR/month
Expert services – expert, lawyer, lecturer, consultant, auditor, interpreter – professional experience less than 5 years	25 EUR/hour 3000 EUR/month
Service staff - organizers, cleaning, auxiliary forces	10 EUR/hour 1000 EUR/ month
Public procurement - awarding an overlimit contract	3000 EUR/order
Public procurement - awarding an underlimit contract	1500 EUR/order
Programming of websites, portals and maintenance of information systems	50 EUR/hour 1500 EUR/month
Translator	20 EUR/standard page
Interpreter	30 EUR/hour
Proof readers in mother tongue	4 EUR/standard page
Proof-readers in foreign language	8 EUR/standard page

4.2 Financial limits of IT equipment

Expenditure	Recommended limit
Notebook	600 EUR/pcs
Desktop computer	750 eur/pcs, Consisting of: computer – 500 EUR/pcs, monitor – 100 EUR/pcs, accessories (mouse, keyboard, speaker and other) – 50 EUR/pcs, operating system – 100 EUR
Data storage ¹³	300 EUR/pcs
Multifunction device	400 EUR/pcs
Printer ¹⁴	100 EUR/pcs
USB key	8 EUR/pcs
Antivirus software ¹⁵	40 EUR/pcs

¹² For staff expenditure, the limit is determined as gross salary. The eligible expenditure is the total cost of the work. Limits do not apply to foreign partners!

¹³ When purchasing computer or other equipment, its need and usability will be taken into account within the project and during the sustainability period. The purchase of e.g. camera or camcorder in a project focused on IT solutions, etc.

¹⁴ When purchasing a printer, you must provide a justification for purchasing a specific type of printer.

¹⁵ Rationale must be provided when purchasing any software or license.

4.3 Financial limits for rental

Expenditure	Recommended limit
Rental of premises for events and training, including technical equipment (premises of the recipient or partner)	100 EUR/day
Rental of premises for events and training, including technical equipment in Slovakia (external premises)	150 – 350 EUR/day
Rental of premises for events and training, including technical equipment in Donor countries (external premises)	550 EUR/day

4.4 Financial limits for publicity

Expenditure - a type of promotional or information material ¹⁶	Recommended limit
Creation and print of promotional documents (including graphic design - brochures, leaflets)	Up to 10 pages max. 2 EUR/pcs More than 10 pages max. 4 EUR/pcs
Creation and print of leaflets (including graphic design)	10 EUR/pcs
Rollups	210 EUR/pcs including graphic design and production
Pens including printing	1 EUR/pcs
Pencils	0,5 EUR/pcs
USB keys (including printing)	8 EUR/pcs
Bags (including printing)	5 EUR/pcs
Notepads (including printing)	1,5 EUR/pcs
Diaries (including printing)	10 EUR/pcs
Document covers (including printing)	1 EUR/pcs
Business cards	0,3 EUR/pcs
Property labels and stickers	0,4 EUR/pcs
Advertising (including graphic editing)	according to current price lists
Interviews and spots on the radio	Production up to 1500 EUR / spot (according to current price lists)
TV spots - regional	Production up to 2000 EUR / spot (according to current price lists)
TV spots - nationwide	Production up to 3000 EUR / spot (according to current price lists)
Domain registration	15 EUR domain/year
Project website - active	Creation (architecture, design, flash animations, banners, license, content management system, etc.) - 2000 EUR
Project website - passive	Creation (architecture, design, license, content management system, etc.) - 1000 EUR
Web hosting for general publicity purposes (e.g. running a simple website)	10 EUR/month

5. METHODS FOR CALCULATING TRAVEL AND SUBSISTENCE COSTS

When financing expenses related to business trip, **except for travel costs**, lump sum compensation shall apply. Lump sum covers compensation for accommodation, meals,

¹⁶ When purchasing promotional / advertising items, their effectiveness and quantity will be taken into account. It is not recommended to procure items such as umbrellas, cups, etc., which will not have practical uses for the participants.

travel insurance, local travel within the place of mission and necessary extra expenses. Lump sums shall be determined in accordance with current rates stipulated by the European Commission which are published at website of the European Commission: https://ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf.

a) Foreign business trip

Lump sum is provided for each day of business trip requiring overnight, i.e. for:		For days when business trip lasts more than 12 hours without overnight stay (usually the last day of business trip), the lump sum is reduced by 50 %, i.e. for:	
Country	Amount	Country	Amount
Slovakia	205 €	Slovakia	103 €
Norway	275 €	Norway	138 €
Iceland	349 €	Iceland	175 €
Liechtenstein (Switzerland)	348 €	Liechtenstein (Switzerland)	174 €

For days when business trip lasts less than 12 hours without overnight stay, the participant is not entitled for compensation. In case the business trip involves travel via several countries, for the purpose of calculation of the lump sum, the lump sum for the final destination (where the activity will take place) shall apply.

b) Domestic business trip

For domestic business trips, the same lump sums and rules shall apply, reduced by 50%.

c) Special rules for travel costs

Contribution to travel costs of participants from their place of location to activity venue and return shall be calculated as unit costs based on the distances. Travel distances must be calculated using the distance calculator: https://ec.europa.eu/programs/erasmus-plus/resources/distance-calculator_en.

Range	Distances between	Unit cost
I.	10 – 99 km	30 €
II.	100 – 499 km	230 €
III.	500 – 1 999 km	340 €
IV.	2000 – 2 999 km	450 €
V.	3000 – 3 999 km	660 €
VI.	4000 – 7 999 km	1030 €

The distance of a one-way travel must be used to calculate the amount of the grant that will support the round trip. For instance, if a person from Oslo is taking part in an activity taking place in Bratislava, the applicant will:

- a) Calculate the distance from Oslo to Bratislava (1,386.47 km);

- b) Select the applicable travel distance range (i.e. between 500 and 1,999 km) and
- c) Establish the unit cost, i.e. € 340. This is the amount that will be paid to the applicant from the Fund for Bilateral Relations for a round trip.

For business trips to and from Iceland, except for high tourist season (June – August incl.) additional travel costs of up to 50 % of the unit cost shall apply.

For remote parts of Norway and Iceland additional travel costs of up to 50 % of the unit cost shall apply. Remote parts of Norway and Iceland are considered all regions (NUTS 3) except:

- In Norway: Trøndelag, Hordaland, Rogaland, Vest-Agder, Akershus, Oslo
- In Iceland: The Capital region and Southern Peninsula.

Example I: Distance from Bratislava to Akureyri is 2,986.16 km which means the unit cost for travel costs is € 450. As Akureyri is in the remote area of Iceland, the applicants are eligible to request additional travel cost of 50 % of the unit cost. In such case, the eligible cost for travel will be € 675. In case this business trip starts in March (low season), additional travel cost of 50 % of the unit cost shall apply. In such case, the eligible cost for travel will be € 900.

Example II: Distance from Košice to Tromsø is 2,330.82 km which means the unit cost for travel costs is € 450. As Tromsø is in the remote area of Norway, the applicants are eligible to request additional travel cost of 50 % of the unit cost. In such case, the eligible cost for travel will be € 675. This business trip is not subject to additional travel costs depending on the main tourist season.

For domestic business trips in Slovakia the unit costs shall be calculated as € 0.1 per km. The distance from place of location to activity venue and back shall be calculated using the fastest route according to www.maps.google.com. The tolerance is 25 km; otherwise, justification can be requested.

The above rules shall apply also to external experts/service providers.

*Example: Activity venue (destination of business trip) is in Banská Bystrica, the beginning of business trip is in Košice. Insert round trip Košice - Banská Bystrica – Košice on browser www.google.com/maps and choose the fastest one (currently 467 km). Travel costs will be calculated as $467 * 0,1$, i.e. 46,70 eur. The tolerance is 25 km; otherwise, justification can be requested. If the reported route length exceeds 492 km, justification may be required.*