

SMALL GRANT SCHEME CALL FOR PROPOSALS
AWARENESS RAISING ON CLIMATE CHANGE MITIGATION AND ADAPTATION AT SCHOOLS
(CLIMAEDU)
PROGRAMME SK-CLIMATE
 Norway Grants 2014 – 2021
SLOVAKIA

1. BASIC DATA AND CONDITIONS

The objective of this small grant scheme call within the Programme Climate Change mitigation and Adaptation (hereinafter referred to as „SK-Climate“) is to support educational projects to raise awareness on climate change mitigation and adaptation, based on soft measures accompanied with hard technical measures in schools and school campuses. The aim is to support the integration of the newest scientific knowledge, innovative approaches and good practices on how to contribute to climate change mitigation and how to be prepared to the impacts of climate change in daily life in the environmental education of students and also promotion to the wide public.

Call launching:	31.12.2019
Call closure:	28.02.2020, 15.00 CET
Call number:	ACC03
Programme outcome:	Increased climate change resilience and responsiveness within targeted areas
Programme output:	Awareness raising activities on climate change mitigation and adaptation carried out by schools
Maximum grant to be applied for:	50 000 €
Minimum grant to be applied for:	20 000 €
Co-financing:	At least 5% for all eligible applicants
Total allocation:	1 000 000 €
Announced by:	Ministry of Environment of the Slovak republic (hereinafter referred to as „MoE SR“)
Eligible applicants:	Primary and Secondary schools ¹ .
Eligible partners:	Any public or private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person either in Norway, Beneficiary States ² or a country outside the European Economic Area that has a common border with the respective Beneficiary State, or any international organisation or body or agency thereof, actively involved in, and effectively contributing to, the implementation of a project.

¹ Determination of the applicant's eligibility refers to official data of the Ministry of Education, Science, Research and Sport of the Slovak Republic on primary and secondary schools included in the network of schools and school facilities of the Slovak Republic, i.e. schools which are authorized to carry out education pursuant to Act no. 245/2008 Coll. on education and training (Education Act) and on amendments to certain acts, as amended (in line with §29 and 32 of the Act no. 245/2008).

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

Further conditions:	<ol style="list-style-type: none"> 1. The eligible applicant may submit under this call only 1 project application. In case of submitting more than 1 project application by the same applicant the second submitted project application shall be automatically rejected. 2. Maximum eligible project implementation duration is 24 months. 3. The project must be completed by 31st December 2023. 4. The Mandatory annexes to the Grant Application are: <ol style="list-style-type: none"> a) Budget according to template in line with Annex 2 of the Call; b) Education plan on climate change mitigation and adaptation according to template in line with Annex 3 of the Call; c) Partnership statement, if the project is realized in partnership with Slovak or foreign partner (in Slovak or English respectively, in line with Annex 6a, 6b of the Call); d) Declaration stating that the activities carried out under the project will be used only for non-economic purposes in line with Annex 7 of the Call; e) Agreement of the school founder, owner or operator of the building/campus for implementing the technical measures; f) Energetic audit/certificate or other credible source (relevant for the project planning the realization of technical measures focused on energy savings and greenhouse gas emissions, it is used as baseline for selection of proposed measure and estimation of target value of reduction of CO₂ emissions).
Funding source(s):	Norway Grants and State Budget of the Slovak Republic

2. EXPECTATIONS AND RESULTS FRAMEWORK

Programme SK-Climate is focused on planning and implementation of measures and awareness raising on climate change mitigation and adaptation.

The call of small grant scheme is focused on raise awareness on climate change in Primary and Secondary schools. The focus of the call meets national strategic documents to proactive contribute to build knowledge base and public awareness raising in the area of climate change ([Sectoral Concept on Environmental Education and Awareness raising until the year 2025](#), [„Green Slovakia – Strategy of environmental policy of the Slovak Republic until 2030, so-called Envirostrategy 2030“](#), [Strategy of adaptation of the Slovak Republic on climate change](#)). Project applied should be in accordance with objectives defined in the above mentioned national policies and concepts.

The main objective of the call is to support projects of Primary and Secondary schools focused on linking of knowledge on climate change mitigation and adaptation, its integration into environmental education of students in the form of theoretical teaching as well as realization of concrete physical (technical) measures in schools and school campuses.

Applicant can determine concrete mitigation and adaptation measures for implementation within the project with respect to his needs, however they must be fully in compliance with the conditions of this call.

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

Projects supported under this Call contribute to Programme Outcome defined as „*Increased climate change resilience and responsiveness within targeted areas*“ and Programme Output defined as „*Awareness raising activities on climate change mitigation and adaptation carried out by schools*“.

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

	Expected programme results	Indicator	Minimum requirements for eligible project
Outcome 1	Increased climate change resilience and responsiveness within targeted areas	Number of people selfreporting having more climate friendly behaviour	Non-defined, however projects that aims higher target value will be prioritized.
Output 1.2	Awareness raising activities on climate change mitigation and adaptation carried out by schools	Number of physical climate change responsive measures ³ carried out in schools	Minimum target value is 3.
		Number of schools carrying out awareness raising campaigns ⁴	Minimum target value is 1.
		Number of students participating in awareness raising campaigns	Non-defined, however projects that aims higher target value will be given bonus points.

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

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

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

In addition to the aforementioned standard indicators, the applicant is required to provide in the project application the target values together with description of the way of measurement also for **publicity indicators**, **bilateral indicators** (if the project is implemented with a Norwegian partner) and a **specific indicator** defined by the Program Operator for this call.

³ Physical measures are the hard technical measures that the applicant implements within the project to achieve the objective, outcome and output of the programme. The eligibility and examples of eligible measures are specified in chapter 4 of this call.

⁴ Awareness raising campaign is defined as planned series of coordinated communication activities that are realised to achieve a common goal, for a defined target group and are conducted in a defined period of time. 1 campaign is expected within the project. Detail description of the indicator is provided in the Guideline for Applicants and [Core indicator guidance](#).

Specific indicator	Minimum requirements for eligible project
Number of open access education materials (curricula, worksheets, presentations etc.). ⁵	Minimum target value is 1.

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

3. SELECTION CRITERIA AND PRIORITISED PROJECTS

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

Selection criteria – administrative compliance criteria, eligibility criteria and content related criteria applied for this Call are in the **Annex 4** to the Call.

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

- project;
- value for money;
- financial;
- administrative;
- bilateral and
- bonus.

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

Minimum required total number of points: **40 and simultaneously**

Minimum required number of points for evaluated area:

- project **24**
- financial **10**
- administrative **6**

Prioritised projects are awarded a higher score on the basis of one or more of the relevant content related criteria.

⁵ **Specific indicator** represents measurable output for mandatory soft educational measure, which applicant shall implement within the project to achieve the objective, outcome and output of the Programme. The eligibility and examples of eligible measures are specified in chapter 4 of this Call.

As prioritised will be supported:

- Projects with higher contribution to reach target value for the output indicator of the Programme, i.e. number of people self-reporting having more climate friendly behaviour as result of project activities (expressed in the form of „Value for Money“).
- Projects with at least one project partner from Norway as Donor State.
- Projects based on cooperation with Slovak subjects/partners (without financial contribution or with financial contribution) planned to be actively involved in the project activities on raising awareness on climate change (e.g. twinning schools, local civic associations and organisation, non-governmental organisations („NGO“) acting in the field of education with relation to creation and protection of the environment and climate change etc.).
- Projects with higher number of students estimated participating the education activities.
- Projects with higher number of the school grades estimated using education materials/tools that are the result of the project.

The following activities will be considered as **bonus**:

- Realisation of hard technical measures that contribute to reducing greenhouse gas emissions (CO₂ a CO₂ equivalent); bonus point scoring is conditioned by submission of the energy audit/certificate or other credible source in the stage of project application submission (Guidance in accordance with [Core indicator guidance](#) is provided in **Guideline for Applicants**);
- Complementarity of the project with other project/s contributing to climate change mitigation of adaptation in defined area;
- The project activities introducing activating methods and/or innovative methods and forms into the education process;
- Public event organisation (parents, local communities etc.) for awareness raising on climate change mitigation and adaptation beyond the Communication plan;
- Involvement of public e.g. parents, friends of school, residents etc. and/or marginalised communities into project activities.

4. ELIGIBLE ACTIVITIES

The project must include following mandatory activities:

1. Education measures

- minimum 1 „soft“ measure focused on creation or update of educational materials to provide teaching in the area of climate change mitigation and adaptation;
- minimum 3 „hard“ technical measures realised inside and/or outside schools and school campuses with focus on climate mitigation and/or adaptation.

2. Promotion measures

minimum in the form of open (free) public access of created education materials published on school website / webpage on existing website.

In addition, the **project must include** activities on information and communication in line with the [Annex 3 of the Regulation](#) on the implementation of the Norwegian Financial Mechanism 2014-2021 (hereinafter referred as to the “Regulation”).

Hard measures must be clearly thematically linked to the proposed soft measures in order to achieve mutual synergies and a positive impact on awareness raising on climate change in schools in line with the objective, outcome and output of the Programme. **Applicant shall define the linkage between soft and hard measures defined by this call as mandatory in the Education plan** in line with **Annex 3** to the Call.

Hard technical measures that meet also criteria of long-term educational function in the synergy with soft measures will be supported.

The implementation of technical measures that do not provide students with the direct contact „learning through experience“ are conditioned by realisation of supplementary measure in the form of building „eco-schoolroom“ or „eco-educational surface“ to provide students practical education about types, relevance and effectiveness of realised technical measure on climate change mitigation and/or adaptation (e.g. replacement of impermeable surfaces by water permeable surfaces must be supplemented by building educational area – building a „sensory pathway“ with practical demonstration of materials with different permeability, etc.).

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

Examples of eligible activities are following:

A. SOFT MEASURES	EXAMPLES
Creation/update of education materials to provide student education on climate change mitigation and adaptation	<ul style="list-style-type: none"> ▪ Compiling/updating of curriculum fo the implementation of the topic of climate change mitigation and adaptation as part of the curriculum content of existing subjects e.g. fundamentals of civics and natural science, natural science, biology, chemistry, geography, physics etc.; ▪ Compiling/updating of environmental school programme to cross-sectoral integration of the topic of climate change mitigation and adaptation into school educational programme; ▪ Creating separate lectures, classes for education of students on climate change mitigation and adaptation; ▪ Elaborating a separate subject focused on climate change mitigation and adaptation within the frame of optional (available) hours.
Providing material and organizational background for student education on climate change mitigation and adaptation	<ul style="list-style-type: none"> ▪ Teaching tools and materials: worksheets, teaching models, equipment e.g. for water quality monitoring (conductometers, pH meters) etc.
Education acitivities for teachers	<ul style="list-style-type: none"> ▪ Training for teachers focused on developing their skills in education in the field of climate change mitigation and adaptation

B. HARD TECHNICAL MEASURES	EXAMPLES
Increasing the share of greenery	<ul style="list-style-type: none"> ▪ Planting crops; ▪ Planting fruit trees; ▪ Creation of beds, parks with greenery of lower demands on irrigation, with non-invasive plant species; ▪ Revitalization of tree species.
Reduction of waste production and its further re-use	<ul style="list-style-type: none"> ▪ Installation of waste sorting facilities (collection bins); ▪ Construction of composters, vermicomposters; ▪ Use of composted biodegradable waste for soil treatment/greenery maintenance in the school campus; ▪ Waste recycling.
Building eco-educational surfaces/eco-schoolrooms based on natural elements (green and blue infrastructure) and technical elements (information pannels, projection surfaces, permanent, temporary shading)	<ul style="list-style-type: none"> ▪ Building educational, emotional walkways; ▪ Building educational climbing frames; ▪ Creation of cognitive gardens; ▪ Creation of miniarboretum; ▪ Creation of herb gardens/bio-gardens with rainwater irrigation system.
Supporting e-mobility in school campuses (traffic/sport playground equipment)	<ul style="list-style-type: none"> ▪ Installing the elements of e-mobility: e-bicycles, e-scooters as technical means to support an integrated education process for traffic education and environmental education.
Energy saving	<ul style="list-style-type: none"> ▪ Installing the elements of renewable energy sources e.g. use of solar energy, wind energy for school campus lighting.
Building the elements of green infrastructure	<ul style="list-style-type: none"> ▪ Building green facades; ▪ Building green walls; ▪ Creation of vertical gardens.
Supporting suitable microclimate for students	<ul style="list-style-type: none"> ▪ Water fog systems; ▪ Fountains.
Water retention measures	<ul style="list-style-type: none"> ▪ Building bioretention systems with surface / subsurface infiltration, e.g. rain gardens, rainwater catchment ponds; ▪ Installing surface water containers for rainwater.
Drinking water saving	<ul style="list-style-type: none"> ▪ Partial substitution of drinking water by rainfall water linked to water retention measures (e.g. use of rainwater for irrigation).
Building the elements of blue infrastructure	<ul style="list-style-type: none"> ▪ Construction of an artificial stream; ▪ Building smaller artificial water reservoirs; ▪ Building a pond.
Decreasing the soil vulnerability to long-term droughts	<ul style="list-style-type: none"> ▪ Plating ground cover plants; ▪ Soil mulching.
Increasing the infiltration capacity of land	<ul style="list-style-type: none"> ▪ Replacement of „standard“ asphalt and concrete surfaces with permeable asphalt, permeable concrete, semi-bricks, grains, vegetation surfaces and permeable surfaces from a mixture of bitumen and silica gravel etc.⁶
Introducing innovative elements for adaptation to climate change	<ul style="list-style-type: none"> ▪ Building a greenhouse - walipini (underground greenhouse for year-round cultivation of vegetables, fruit, herbs, etc.)
Supporting biodiversity	<ul style="list-style-type: none"> ▪ Building insect houses; ▪ Eco-gardening; ▪ Building micro-wetland.
C. PROMOTION ACTIVITIES	EXAMPLES

⁶ Example of measure for which the condition of realisation of supplementary measure in the form of building eco-schoolroom/eco-educational surface directly linked to the solitaire hard technical measure, without long-term educational function.

<p>Awareness raising on climate change mitigation and adaptation</p>	<ul style="list-style-type: none"> ▪ Organization of events e.g. brigade, competitions, discussions, edudrama; ▪ Organization of environmental informative presentations, workshops, exhibitions in the school; ▪ Organization of environmental informative presentations, workshops, exhibitions outside the school area.
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It is not recommended to implement the following measures:

- Installation/replacement of heating elements and distribution systems: boiler replacement, replacement of water heating equipment, electrical installation;
- School building renovation: thermal insulation, window replacement, roof replacement / reconstruction;
- Installation of air-conditioning equipment to cool the interior of the school building;
- Purchase of e-cars;
- Compilation of project documentation without project realisation;
- Remuneration of personal costs other than those related to the project management.

5. ELIGIBLE EXPENDITURES

Except for the so-called “excluded expenditures” listed in Article 8.7 of the [Regulation](#) on the Implementation of the Norwegian Financial Mechanism 2014-2021, all types of expenditures can be eligible, provided that they meet the conditions listed in this Call and in Article 8.2, 8.3 and 8.5 of the [Regulation](#).

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

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

- a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- b) they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- c) they are proportionate and necessary for the implementation of the project;
- d) they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and/or project partner and determined according to the applicable accounting standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles; and

- f) they comply with the requirements of applicable tax and social legislation.

Direct and indirect costs are considered as eligible.

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

- a) **the cost of staff assigned to the project**, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration;
- b) **travel and subsistence allowances for staff** taking part in the project. Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum, on the basis of defined rules approved by the Programme Operator;
- c) **cost of new or second hand equipment**, In case the Programme Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may, by way of exception from the rule contained in paragraph 4 of Article 8.2, be eligible;
- d) **purchase of land and real estate** under the conditions set in Article 8.6;
- e) **costs of consumables and supplies**, provided that they are identifiable and assigned to the project;
- f) **costs entailed by other contracts awarded by a Project Promoter** for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement and this [Regulation](#);
- g) **costs arising directly from requirements imposed by the project contract** for each project.

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

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

- a) interest on debt, debt service charges and late payment charges;
- b) charges for financial transactions and other purely financial costs, except costs related to accounts required by the NMFA, the National Focal Point or the applicable law and costs of financial services imposed by the project contract;
- c) provisions for losses or potential future liabilities;
- d) exchange losses;
- e) recoverable VAT;
- f) costs that are covered by other sources;
- g) fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project; and
- h) excessive or reckless expenditure.

Unless a later date is provided in the project contract, expenditures are eligible as of the date on which the Programme Operator decides to award the project grant. The Programme Operator shall in the same decision fix the final date of eligibility which shall be no later than either one year after the

scheduled completion of the project or the date referred to in paragraph 3 Article 8.13 of the [Regulation](#) (currently 30 April 2024) , whichever is earlier.

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

The Programme Operator recommends to applicant who plans the realisation of measure on reducing greenhouse gases to include costs related to energy audit/certificate as mandatory issue to be submitted at the end of the project activity, latest at the end of the project.

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

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

6. RECOMMENDED MILESTONES AND TIMEFRAME

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

Event/Milestone	Expected date
Call closure	2/2020
Project Contract signed (Project start)	Indicative timing 04/2020
Project End	Not later than 12/2023

The entire selection process is estimated approximately to 2 months.

7. PARTNERSHIP

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

If the project is to be implemented in a partnership, signed **Partnership statement** proving the partner's interest in participating in the project **should be submitted along with the Project Application (Annex 6a, 6b to the Call)**.

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

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

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

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

Partnership with entities from Norway as Donor State

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

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

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

8. SPECIAL PROVISIONS RELATED TO BUILDINGS

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

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

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

9. SELECTION PROCEDURES

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

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

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

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

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

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

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

The Programme Operator shall verify that the selection process has been conducted in accordance with the Regulation and that the recommendations from the Selection Committee comply with the rules and objectives of the programme. Following such verification, the Programme Operator shall,

based on the recommendation of the Selection Committee, make a decision on which projects shall be supported. In duly justified cases, the Programme Operator may modify the decision of the Selection Committee. If the Programme Operator, in duly justified cases, modifies the decision of the Selection Committee, it shall inform the Selection Committee and the applicants affected and provide them with a justification.

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

The Selection criteria are attached as **Annex 4** to this Call.

The Selection Committee Statutes and Rules of Procedures are attached as **Annex 5a, 5b** to this Call. Further information on the selection process are provided in the Chapter C of the Guideline for Applicants.

10. FINANCING AND REPORTING

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

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

Project implementation duration ⁷	Advance payment	1 st Interim payment	2 nd Interim payment	Final payment ⁸
Less than 12 months	35%	55%	-	10%
12-24 months	25%	45%	20%	10%

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

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

⁷ The project contract may set suspensive conditions related to advance, interim and/or final payments. In justified cases, at the Programme Operator's discretion, a project promoter may receive extraordinary payments to ensure sufficient funds for the projects during the implementation so as to avoid any liquidity problems, provided that the Programme Operator has sufficient capacity to proceed with these payments.

⁸ Retention may be applied at the end of the implementation or pro rata from each advance payment and interim payments.

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

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

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

11. STATE AID

The activities eligible under this Call are of non-economic in nature (awareness raising activities at primary and secondary schools within national education system), they will not have impact on competition and thus the provision of state aid is not expected under the Call.

The applicant shall submit together with the project application (**Annex 7** to the Call) a declaration stating that the activities carried out under the project will be used only for non-economic purposes.

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

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

12. PROJECT APPLICATION SUBMISSION AND EVALUATION

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

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

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

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

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

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

Following information shall be provided on the envelope:

- „DO NOT OPEN“;
- Call number „ACC03“;
- Full name of the applicant;
- Project title.

The postal address for delivering documents in paper form is:

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

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

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

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

- in case of personal submission: date of personal submission of the paper application form to the delivery address;

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

13. FURTHER INFORMATION

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

There is no legal entitlement to the Project Grant.

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

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

Further recommended documents are::

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

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

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

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

The Programme Operator can be contacted for queries:

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

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

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

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

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

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

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

14. CALL ANNEXES

1. Application Form
2. Budget template
3. Education plan template
4. Selection Criteria
- 5a. Selection Committee Statute
- 5b. Selection Committee Rules of Procedures
- 6a. Template for Partnership statement in Slovak language
- 6b. Template for Partnership statement in English language
7. Template for Declaration on non-economic purposes of project activities