

PA17/RO13 - Promotion of Diversity in Culture and Arts within European Cultural Heritage

FUND FOR BILATERAL RELATIONS MEASURE A: PARTNERSHIP DEVELOPMENT

CALL FOR PROPOSALS 1/2013

Bucharest, november 2013

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1. INTRODUCTION

The aim of the **PA 17/ RO 13 - Promotion of Diversity in Culture and Arts within European Cultural Heritage** Programme (which is supported by the EEA Grants), hereinafter referred to as the Programme, is to increase cultural dialogue and foster the European identity through understanding of cultural diversity.

The Programme is part of the implementation of the EEA Financial Mechanism 2009-2014. Through EEA Grants, the Donor States (Norway, Iceland and Liechtenstein) contribute to the reduction of economic and social disparities and to the strengthening of bilateral relations with 15 EU countries in Central and Eastern Europe.

Another important objective is to contribute to the strengthening of the bilateral cooperation between cultural operators from Romania and the Donor States.

The EEA Grants contribute to protecting cultural heritage and revitalizing cultural heritage and to promoting cultural diversity, intercultural dialogue, fostering minority cultures and cultural exchange by providing more than €200 million support in 14 beneficiary countries.

In Romania a total of €20,8 million is provided for support in this area.

The Programme Promotion of Diversity in Culture and Arts within European Cultural Heritage funds projects within two components:

- **Awareness of cultural diversity raised and intercultural dialogue strengthened;**
- **Cultural history documented.**

At least 10% of the total eligible costs of the Programme shall target the improvement of the situation of the Roma population.

A total amount of 120.332 euro will be available within this Programme to strengthen bilateral relations.

The total allocation for bilateral relations, Measure A, Partnership development/building under the present call for proposals is **45,000 Euro**.

The maximum size of the grant is **1.500 Euro per entity**.

The programme operator in Romania is the Project Management Unit (PMU), within the Ministry of Culture (Romania), in partnership with Arts Council Norway.

This document presents the procedures and conditions for submitting applications for funding to strengthen bilateral relations' actions under the **Promotion of Diversity in Culture and Arts within European Cultural Heritage** Programme.

The present call is addressed to potential applicants who wish to develop bilateral relations, namely: institutions and non-governmental organizations active in the field of culture, creators, artists and practitioners who intend to initiate and carry out projects in partnership with organizations and institutions from Donor States.

This document does not exempt the applicants from the obligation to comply with legislation in

force at national and European level.

For any clarifications please contact the Programme Operator. For the purpose of this call, the Programme Operator has set up a help-desk for potential applicants. Additional information may be requested from the Programme Operator, on the given contact details or on the programme's email office@fonduri-diversitate.ro.

Questions will be answered in maximum 3-5 working days. The questions and answers that may be relevant to other potential applicants shall be published on the website of the programme www.fonduri-diversitate.ro.

2. INSTITUTIONAL FRAMEWORK

The **Ministry of European Funds** acts as the **National Focal Point**. The National Focal Point has the overall responsibility for reaching the objectives of the EEA Financial Mechanism 2009-2014 as well as for the implementation of the EEA Financial Mechanism 2009-2014 in Romania. The National Focal Point represents Romania in its relations with the Financial Mechanism Committee regarding the implementation of the EEA Financial Mechanism 2009-2014 in Romania.

The **Certifying and Paying Authority** within the Ministry of Public Finance acts as the **Certifying Authority**. The Certifying Authority is responsible for certifying the financial information, the accuracy of the interim reports and final reports for the Programme. The Certifying Authority shall also be responsible for the preparation and submission of irregularities reports.

The **Central Harmonization Unit for Public Internal Audit (CHUPIA)**, within the Ministry of Public Finance, acts as **Audit Authority**. The Audit Authority is responsible for conducting audits of the management and control system at the level of the Programme and individual projects.

The **Project Management Unit (PMU)**, within the Romanian Ministry of Culture acts as the **Programme Operator** and is responsible for preparing and implementing the programme in accordance with the principles of economy, efficiency and effectiveness and in particular for:

- ensuring that projects contribute to the overall objectives of the EEA Financial Mechanism 2009-2014 and the specific programme outcome(s) and objective(s);
- collecting applications, selecting projects to be funded and signing project contracts for each project;
- verifying the project outputs and that the expenditure declared by the Projects Promoters has actually been incurred and complies with the Regulations for implementing the EEA Financial Mechanism, the programme agreement as well as applicable national and European Union law;
- monitoring the projects' progress and ensuring the quality of the implementation of the projects.

For more information regarding the responsibilities of the Programme Operator, please see Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014 article 4.7 which can be accessed using the following website link: <http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014> .

3. LEGAL FRAMEWORK OF EEA FINANCIAL MECHANISM 2009-2014

This call for proposals is governed by the following laws and regulations:

- a) Memorandum of Understanding for implementation of the EEA Financial Mechanism 2009-2014 between Iceland, The Principality of Liechtenstein and Kingdom of Norway and the Republic of Romania, signed on 24 of March 2012, amended 18 October 2012;
- b) Regulation on the implementation of the EEA Financial Mechanism 2009-2014 approved by the EEA Financial Mechanism Committee in accordance with Art. 8.8. of the Protocol 38b to EEA Agreement on 13 January 2011 and confirmed by the Standing Committee of the EFTA States on 18 January;
- c) Government Emergency Ordinance no. 88/2012 regarding the institutional framework for coordination, implementation and management of financial assistance for Romania through EEA Financial Mechanism for years 2009-2014 between the Iceland, The Principality of Liechtenstein and Kingdom of Norway and the Republic of Romania, approved through Law no. 246 from 17 July 2013;
- d) Government Emergency Ordinance no. 23/2013 regarding the financial management of the non-refundable external funds through EEA Financial Mechanism 2009-2014.

4. ABOUT THE PROGRAMME

The Programme shall contribute to the two objectives of the EEA Financial Mechanism 2009-2014: reduction of economic and social disparities in the European Economic Area and strengthen the bilateral relations between the Donor States and the beneficiary states.

The Programme funds projects within two major components:

- **Awareness of cultural diversity raised and intercultural dialogue strengthened;**
- **Cultural history documented.**

The implemented projects will belong to the following thematic areas:

- mobility for artists and their work at international level taking part as performers or specialists at fairs, festivals, exhibitions, performances aimed at increased international focus;
- educational projects in the field of art and culture;
- projects concerning music and stage arts;
- projects in the field of fine and visual arts;
- projects that enhance and promote cultural history of minorities, including Roma;
- fairs, performances, festivals, productions etc.

The Fund for bilateral relations is an integral part of the Programme.

The main objectives of the Fund are as follows:

- increasing the cooperation between organizations and institutions from Romania and the Donor States;
- improving mutual knowledge and understanding;
- sharing the results of their activities.

There are two measures within the Fund for bilateral relations:

Measure A – Partnership development / building - the search for partners prior to or during the preparation of a project application, the development of such partnerships and the preparation of a project application for a donor partnership project;

Measure B – Networking and exchange of experience - networking, exchange, sharing and transfer of knowledge, technology, experience and best practices between project promoters and entities in the Donor States.

5. ABOUT THE CALL FOR PROPOSALS

The present call for proposals falls within **Measure A–Partnership development/ building** and aims to support the development of sustainable partnerships between Romanian cultural operators and entities from Donor States (Norway, Iceland and Liechtenstein) and to stimulate the preparation of applications for funding for future projects to be submitted under the open calls within the Programme.

ELIGIBLE ACTIVITIES

The following exchange activities between cultural operators from Romania and entities from the Donor States (Norway, Iceland and Liechtenstein), aimed to build and develop partnerships for envisaged projects to be implemented in bilateral partnership, will be eligible for financing::

- **Meeting of searching for a potential partner for a future project between the Romanian entity and a partner / potential partner from a Donor State;**
- **Attending different conferences, study trips, visits, meetings organized by potential partners from Donor States aiming at identifying ways and partners for developping donor partnership projects.**

Exchange activities can be implemented in Romania or in any of the Donor States.

Please note that the current call for proposals, bilateral relations: Measure A, Partnership development/building, aims to create or strengthen the base for present and future cooperation between Romania and Donor States entities in the field of culture.

IMPORTANT!

The current Call for proposals is not intended to fund specific projects, but is aimed at exchange activities and partner/potential partner meetings with the purpose to prepare envisaged projects to be further implemented.

5.1. Eligibility of applicants

Organizations/entities from the Donor States can directly apply for funding under this call.

a) The eligible applicants/partners from Romania under this call are:

Public entities:

- local and national authorities;
- cultural institutions;
- higher education and research institutions.

Nongovernmental organizations

Natural persons:

- creators;
- artists;
- experts from the field of culture;
- students.

Natural persons have to be registered sole traders or self employed.

b) The eligible applicants/partners from the Donor States under this call are:

- **Public bodies** in the field of culture, legally established and based in the Donor states, organized and managed according to the applicable law;
- **Nongovernmental and nonprofit organizations**, legally established and based in the Donor States, organized and managed according to the applicable law;
- **Natural persons**: creators, artists and experts from the field of culture, students.

An eligible applicant from the Donor States under this call for partnership actions should meet the following requirements:

- its participation in the envisaged project is reasonable;
- does not draw financial profits from the participation in the envisaged project.

The Applicant's eligibility declaration (Annex 2) is part of the application.

IMPORTANT!

The applicant will be excluded from the evaluation and selection process if it is found that the applicant has misinformed the Programme Operator by providing incorrect information to be considered in the evaluation process.

5.2. Eligibility of costs

The total allocation for bilateral relations: Measure A, Partnership development/building under the present call for proposals is **45,000 Euro**.

The maximum size of the grant is 1.500 Euro per entity.

An entity can submit a single application under this call for proposals. If more persons from one entity intend to travel, the above amount will be split among the persons who are travelling.

Co-financing and eligible costs

The grant may cover up to 100% of the total eligible expenditure of a bilateral partnership action. No co-financing is required. Eligible expenditures under this call are incurred by the applicant involved in the bilateral partnership actions.

These expenses must be consistent with current practices of the applicant and include:

- international travel (round trip), economic class;
- subsistence allowance expenses: accommodation, per diem under national legislation* ;
- local transportation in Romania and in Donor States according to provisions of the national legislation;
- access to conferences, seminars and workshops;
- travel insurance.

IMPORTANT!

Under this call for *bilateral partnership actions* pre-financing is not available[†]. All expenditures incurred within the action must be disbursed by the beneficiary and they will be reimbursed by the programme operator based on the final report and supporting documents. The reimbursement will be paid within 30 days after the approval of the final report.

* The amounts accepted for the accommodation and per diem are the following:

Participants that travel to	Accommodation/ euro/day	Per diem/ euro/day
Romania	60	35
Norway	150	35
Iceland, Liechtenstein	130	35

[†] Except for central public institutions.

Launch of the call for proposals

The first call for proposals for Bilateral Relations: Measure A, Partnership development/building is launched on **November 18, 2013**. The deadline for submitting the applications is **December 16, 2013**.

A second call for applications on bilateral relations, Measure A, Partnership development/building is will be launched in January 2014.

Applications that are submitted will be reviewed continuously, in order of their registration, until the full allocation of funds available for this call. The applications that are eligible and/or have qualified for funding, but have been received after the entire allocation of the call will be considered for funding under the second call for bilateral relations.

All the partnership actions funded under this call must be completed no later than 30 April 2014.

5.3. Submission of applications

The application will include:

- **Application Form** (Annex 1 - form attached to this call), completed in English;
- **Applicant declaration of eligibility** (Annex 2 - form attached to this Call), completed by the applicant, signed and sealed in original form, in English;
- **Letter of intent** from the potential partner and the Declaration of eligibility of the partner, in English;
- **Documents for attending a specific event** (where applicable), in English.

The application file, consisting of all the above documents, will be submitted in **2 exemplaries** (1 original and 1 copy) and **1 electronic version** comprising all application documents. (e.g. CD / USB stick). Documents in electronic version must be in formats compatible with MS Word, Adobe Acrobat, MS Excel).

Applications shall be submitted in a sealed envelope by registered mail, courier or personal delivery at the address below:

Project Management Unit
Ministry of Culture
Unirii Bld. No. 22, 2nd district, room 503, Bucharest, 5th floor – 030833

The sealed envelope must have the following information marked:

EEA Grants
PA17/RO13 - Promotion of Diversity in Culture and Arts within European Cultural Heritage
Fund for bilateral relations
Call for bilateral relations actions round 1/2013
Applicant: <fill in name and address>

Name and nationality of partner – if the case: <fill in name and partner's nationality>

IMPORTANT!

Applications sent by e-mail or fax will NOT be accepted.

The last day of receiving bilateral partnership applications is **December 16, 2013**. It is relevant the date of the courier service or the post stamp, that confirms the submission.

The personal delivery to the mentioned address is possible until **December 16, 2013, 16:00 local time**.

5.4. Evaluation of applications

The evaluation and selection process will include the following steps:

1. **Registration and opening of Applications files:** only the Applications submitted in a sealed envelope and within the conditions described above shall be opened and will be further processed.
2. **Verification of compliance with administrative and eligibility criteria** based on the following evaluation grid:

Administrative and eligibility criteria	YES	NO
The Application file (Application Form and its annexes) is sent in two copies (1 original and 1 copy) and 1 electronic version of all these documents		
The document "Applicant declaration of eligibility" is completed and signed		
The document <i>-Potential Partner expression of interest-</i> is completed and signed – if applicable		
The applicant is eligible for receiving funding		
The potential project partner is eligible for receiving funding		
The maximum grant amount requested is 1500 euro		
Implementation period until April 30, 2014		

Only applications that receive “YES” to all entries will qualify for the next stage of the evaluation.

An applicant whose application was rejected can re-submit an application before the deadline indicated above.

In order to verify the fulfilment of the eligibility criteria, the Programme Operator reserves the right to request additional documentation. Request shall be made on email (on the address provided in the application form) and the required clarifications must be received in writing, by email, facsimile or mail/courier delivery within 3 working days from the request. Failing in providing the requested information within the deadline may result in the rejection of the application.

3. **Content evaluation**—each application that complies with the administrative and eligibility criteria will be evaluated by the Programme Operator. The content evaluation of an application is based on the following criteria:

4.

Content evaluation	Maximum score
<p>1. Contribution to the objectives of the Programme:</p> <ul style="list-style-type: none"> • relevance of the partnership action for the objectives of the Programme; • relevance of the partnership action for strengthening bilateral relations. 	20
<p>2. The motivation for the partnership action:</p> <ul style="list-style-type: none"> • description of the envisaged (future) project: idea, objectives, expected results; • expected outcomes of the partnership action; • sustainability of the future partnership. 	30
<p>3. Description of the partnership action:</p> <ul style="list-style-type: none"> • description of the applicant organization in correlation with area of collaboration; • description of the potential partner organization in correlation with area of collaboration; • coherence between expertise / experience of the applicant and the potential project partner for the proposed roles in the future project; • activities planned for the partnership action (visit plan). 	40
<p>4. The budget is balanced and realistic, built in accordance with the proposed activities.</p>	10

For a proposal to be recommended for funding, it must receive at least 70 points. The score of an eligible application has to include points from each of the four evaluated criteria.

The lack of a minimum positive score for each evaluated criteria evaluation determines the rejection of the application.

6. CONTRACTING

The applicants that have submitted an application which met all the criteria previously described and were selected for receiving funding will be contacted and will conclude a bilateral actions contract with the Programme Operator. The contract will set out the terms and conditions of grant assistance as well as the roles and responsibilities of the parties, provisions for payments and reimbursement and the reporting templates.

7. REPORTING AND PAYMENTS

At the end of the implementation period, the grant recipients are required to submit a **final report** - Annex 4 form (accompanied by a request for reimbursement- payment request form- Annex 5).

All expenditure included in the report has to be accompanied by the supporting documents.

Reimbursement of payments under the financing contract shall be made in one instalment, at the end of the action based on the approval of the final report and the request for reimbursement.

8. ADDITIONAL INFORMATION

Applicants may submit questions regarding this call for proposals by telephone, e-mail or fax to:

Project Management Unit

Ministry of Culture

office@fonduri-diversitate.ro

Phone / fax: 021-2228479, 021-2244512

Also, information about this call for proposals and about the Programme can be found on the Programme's dedicated webpage www.fonduri-diversitate.ro.

Contact details for additional information on partner search for Norway, Iceland and Liechtenstein:

Håkon Halgrimsen

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9. ANNEXES

- Annex 1 – Application Form
- Annex 2 – Statement on eligibility
- Annex 3 – Partnership expression of interest – template
- Annex 4 – Final Report
- Annex 5 – Payment Request
- Annex 6 – Grant Contract – template