

PA17/RO13

**Promotion of diversity in culture and arts within
European cultural heritage**

CALL FOR SMALL PROJECTS

APPLICANT GUIDE

**Bucharest
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TABLE OF CONTENTS

TABLE OF CONTENTS	2
GLOSSARY OF TERMS AND ABBREVIATIONS.....	4
1. INTRODUCTION	8
2. INSTITUTIONAL AND LEGAL FRAMEWORK	9
2.1. Institutional framework	9
2.2. The legal framework of the EEA Financial Mechanism 2009-2014.....	10
3. OBJECTIVES	11
3.1. The objectives of the EEA Financial Mechanism 2009-2014	11
3.2. The objectives of the Programme.....	11
3.3. Outcomes and outputs of the Programme	11
4. CROSS-CUTTING ISSUES.....	12
5. FINANCIAL ALLOCATION.....	13
5.1. Financial allocation for the call for projects.....	13
5.2. Financial allocation per Programme outcomes	13
5.3. Financial allocation per projects	13
5.4. Co-financing	14
6. ELIGIBILITY	14
6.1. Eligible applicants.....	14
6.2. Eligible project partners	16
6.3. Eligible activities.....	17
6.4. Target groups	18
6.5. Eligible expenditures	18
6.5.1. List of eligible expenditures	18
6.5.2 General conditions	21
6.5.3. Excluded expenditures	21
6.5.4. The budget of the project	22
6.6. Duration of the project	22
7. PUBLIC PROCUREMENT.....	22
8. USE OF THE EURO CURRENCY	24
9. STATE AID	24
10. SUBMISSION OF APPLICATIONS	25
10.1 The content of the application dossier	25
10.2 Submission of the application dossier	26
11. EVALUATION AND SELECTION.....	27
11.1. Verification of administrative compliance and eligibility	28

11.2. Technical and financial evaluation30

11.3. Project selection procedure32

12. CONTRACTING33

13. IMPLEMENTATION AND FINANCIAL MANAGEMENT34

13.1. Provisions regarding payments34

13.2. Reporting35

13.3. Verification and approval of reports36

13.4. Monitoring the implementation of projects36

13.5 Provisions regarding irregularities36

14. INFORMATION AND PUBLICITY MEASURES37

15. QUERIES38

16. CONTACT DETAILS38

ANNEXES TO THE GUIDE FOR APPLICANTS39



GLOSSARY OF TERMS AND ABBREVIATIONS

Abbreviation	Term	Definition and/or, the piece of legislation that defines the term, if applicable
	Advance payment	The first instalment of the amount paid by OP to the PP; it shall not exceed 30% of the total amount of the grant, nor the amount required for the first two reporting periods.
	Applicant	Public or private legal person, fiscally registered in Romania, that meets the eligibility requirements of the PA17/RO13 Programme and that submits an application under the PO.
AA	Audit Authority	The entity carrying out the external audit of EU funds in compliance with their internal procedures and accepted international auditing standards. In Romania, this entity is the Ministry of Public Finance in Central Harmonization Unit for Public Internal Audit.
CA	Certification Authority	The national level entity that certifies the amounts included in the expenditure statements submitted to FMO and receives the amounts transferred to Romania, the PA17/RO13 programme included. In Romania, this entity is the Ministry of Public Finance.
	Co-financing to the project	The contribution consisting in eligible expenditures provided by the PP and pp with a view to implementing the projects.
DS	Donor States	States of the European Free Trade Association - Norway, Iceland and Liechtenstein, which provide grant assistance to Romania through the EEA Financial Mechanism.
EEA	European Economic Space	Free Trade Agreement, established in 1994 between the European Community and the European Free Trade Association, which brings together EU member states and three states (Norway, Iceland and Liechtenstein), in an internal market based on free movement of goods, services and capital.
EEA FM	EEA Financial Mechanism	Financial assistance granted by donor states, Norway, Iceland and Liechtenstein - by virtue of participation to the free trade area. The assistance is aimed at reducing economic and social disparities in the EEA and strengthening bilateral relations between Romania and the donor states.
FMO	EEA Financial Mechanism Office	Office supporting the Financial Mechanism Committee in managing the EEA Financial Mechanism 2009-2014, respectively the

		PA17/RO13 Programme; it serves as a contact point between PO and FMC.
	Evaluation	The ex-ante systematic, objective and independent assessment of the design, implementation and/or expected results of the projects submitted under PA17/RO13 Programme with a view to determining the relevance, effectiveness, efficiency, economy, impact and sustainability of the projects submitted for selection and financing.
	Excluded expenditures	Expenditures incurred by the PP and by the pp that do not meet the eligibility criteria set forth by the PA17/RO13 Programme for grants.
	Expenditures eligibility period	The project implementation period plus 30 days for making the payments under the project.
	Programme Implementation Agreement	Agreement between NFP and PO governing the implementation of the PA17/RO13 Programme, setting the terms and conditions for running the programme, and the roles and responsibilities of the parties.
	Programme Agreement	Agreement between FMC and PNC governing the implementation of the PA17/RO13 Programme, setting the terms and conditions for running the program, and the roles and responsibilities of the parties.
	Heritage assets	All movable and immovable assets designated under applicable legislation in force.
FMC	Financial Mechanism Committee	The Committee designated to manage the EEA Financial Mechanism 2009-2014 and to make decisions about granting the financial assistance in compliance with the Regulation on the implementation of the EEA Financial Mechanism 2009-2014, respectively the PA17/RO13 Programme.
	Grant contract	The legal document signed between PO and PP setting out the terms and conditions of financial assistance, the rights and obligations of the parties, and the provisions for implementation, reporting, payments and irregularities.
	Initial eligibility date	The signing date of the grant contract.
	Monitoring	The follow-up by the PO on the implementation of the projects contracted under the PA17/RO13 Programme, in order to ensure compliance with the procedures set out, to verify the implementation

		status and to identify, on time, any problems or irregularities, with a view to adopting corrective measures.
	Intangible cultural heritage	All practices, representations, expressions, knowledge, skills, together with the instruments, objects, artefacts and cultural spaces associated therewith, whth communities, groups or, if applicable, individuals recognize as part of their cultural heritage.
	Movable cultural heritage	It consists of assets with historical, archaeological, documentary, ethnographic, artistic, scientific and technical, literary, cinematic, numismatic, philatelic, heraldic, bibliographic, cartographic and epigraphic value, representing material evidence of the evolution of the natural environment and humans' relations with it, of the human creative potential and of the contribution of Romanian and national minorities to the universal civilization, listed by order of the Minister of Culture.
NFP	National Focal Point	The entity which coordinates the EEA assistance. In Romania, this entity is the EEA Assistance Department of the Ministry of European Funds.
NGO	Non-Governmental Organisation	Non-profit organization established and/or recognized under the Government Ordinance no. 26/2000, as amended and supplemented, independent from local, regional or central government, from public entities, political parties and companies. Cults, religious associations, trade unions and political parties or other entities established and based on specific regulations other than OG. 26/2000, as amended and supplemented, are not considered NGOs for the purposes of the PA17/RO13 Programme.
PA17/RO13	PA17/RO13 Programme	One of the programs funded through the EEA Financial Mechanism 2009-2014, which aims at <i>Promotion of diversity in culture and arts within European cultural heritage.</i>
	Pre-financing	Instalment of the payment provided by the OP to the PP based on financial estimates of the eligible expenditure corresponding to the interim reporting periods.
	Programme Partner	The Donor State Entity that provides support and cooperates with the PO in the preparation and or implementation of the PA17/RO13 Programme. For PA17/RO13, the Programme Partner is Arts Council Norway, the main governmental operator for the implementation of the cultural policies in Norway.



	Project	A set of organic structured and planned actions, conducted over a period of time, for which distinct material and human resources are assigned, and which are aimed at a specific goal / objective set forth under PA17/RO13.
	Project implementation period	The period between the signing date of the grant contract and the completion date of last activity of the project.
PMU	Project Management Unit	Structure of the Ministry of Culture designated as Programme Operator under laws in force, which operates according to the Regulation on the Organization and Operation approved through the Order of the Minister of Culture no. 2559/06.11.2013.
PO	Programme Operator	The entity that manages one or more programs under the EEA Financial Mechanism. For the PA17/RO13 Programme, the PO is the Project Management Unit of the Ministry of Culture.
pp	Project partner	Non-commercial public or private entity that meets the eligibility criteria of the PA17/RO13 Programme, with headquarters in the donor states, in the beneficiary states or in a country outside the European Economic Area which borders the beneficiary states, which is actively involved and contributes effectively to the implementation of a project.
PP	Project promoter	The applicant whose application was selected and who signed the contract for the project submitted under the PA17/RO13 Programme.

The other specialized terms shall be construed in compliance with the legislation in force.

CALL FOR PROJECTS

Project Management Unit – Ministry of Culture in its capacity of Programme Operator, launches the call for small projects for the PA17/RO13 Programme

Promotion of diversity in culture and arts within European cultural heritage

This handbook is a guide for the proper completion of a project application by grant applicants, under the **Promotion of culture and arts within European cultural heritage Programme - small projects**.

1. INTRODUCTION

The *Promotion of diversity in arts and culture within European cultural heritage* Programme is part of the European Economic Area (EEA) Financial Mechanism 2009-2014. The EEA Financial Mechanism 2009-2014 (EEA Grants) provides grants to 16 EU member states in Central, Eastern and Southern Europe. An amount of EUR 1.79 billion has been allocated under the mechanism for the programming period 2009-2014.

In order to ensure the implementation of the EEA Financial Mechanism 2009-2014/EEA Grants, a Memorandum of Understanding, signed by the Kingdom of Norway, the Republic of Iceland, the Principality of Liechtenstein and the Government of Romania for the period 2009-2014 entered in force as of 22 March 2012 and was amended on 18 October 2012.

The rules and requirements on the implementation of the EEA Financial Mechanism 2009-2014/EEA Grants are set out in the Regulation on the Implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014 and its annexes. Further information on the legal framework can be found at www.eeagrants.org.

The EEA Grants contribute to protecting and revitalizing cultural heritage and to promoting cultural diversity, intercultural dialogue, protecting minorities and fostering cultural exchange, by providing more than EUR 200 million assistance to 16 beneficiary countries.

The total budget of the present call for projects is EUR 623,566.

In Romania, the Programme Operator for the *Promotion of Diversity in Culture and Arts within European Cultural Heritage* Programme is the Project Management Unit (PMU) of the Ministry of Culture, implementing the Programme in partnership with the Arts Council Norway as Donor State Programme Partner.

Under the present call for proposals, a part of the financial assistance is directed to supporting the Roma minority related cultural projects. **At least 10% of the total eligible expenditures of the programme will be allocated for cultural projects aiming at improving the situation of the Roma population.**

2. INSTITUTIONAL AND LEGAL FRAMEWORK

2.1. Institutional framework

The **Ministry of European Funds** acts as the **National Focal Point**. The National Focal Point will have the overall responsibility to achieve the objectives of the EEA Financial Mechanism 2009 - 2014, and to implement it in the beneficiary state. It will serve as a contact point and will be in charge with the implementation of the Memorandum of Understanding. The National Focal Point represents the beneficiary state in its relations with the EEA Financial Mechanism Committee, in matters concerning the implementation of the EEA Financial Mechanism 2009 - 2014 in the beneficiary state.

The **Certification and Payment Authority** operates as a general directorate of the Ministry of Public Finance and acts as **Certification Authority (CA)**. The Certification Authority is also in charge with preparing and submitting irregularities reports.

The **Central Harmonisation Unit for Public Internal Audit (CHUPIA)** of the Ministry of Public Finance acts as **Audit Authority**. The Audit Authority shall ensure that audits are performed, in order to verify that the management and control system of the beneficiary State operates in an effective manner.

The **Project Management Unit** of the Ministry of Culture acts as Programme Operator and is in charge with preparing and implementing the Programme in compliance with the principles of economy, efficiency and effectiveness; it performs mainly the following activities:

- ensures that the projects contribute to the overall objectives of the EEA Financial Mechanism 2009-2014 and to the specific objectives of the Programme and its results;
- oversees compliance of the projects with the Regulation, the Project Agreement and the national and European Union legislation, at all stages of implementation;
- collects applications, selects the projects to be financed and signs grant contracts for each project;
- verifies the direct results of the projects and the expenditures declared by the project promoters, their compliance with the Regulation, with the grant contract and the observance of the national and EU legislation;
- monitors the progress of the projects and the quality of their implementation.

For further details on the prerogatives of the Programme Operator, please peruse the Regulation on the Implementation of the EEA Financial Mechanism 2009-2014, available here:

<http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014>

2.2. The legal framework of the EEA Financial Mechanism 2009-2014

The present call for projects is governed by pieces of legislation and regulations that are specific to the EEA Financial Mechanism 2009-2014, as follows:

- a) Memorandum of Understanding of the Kingdom of Norway, the Republic of Iceland, the Principality of Liechtenstein and the Government of Romania on the implementation of the EEA Financial Mechanism 2009-2014, signed on 24 March 2012 and amended on 18 October 2012;
- b) Protocol 38b of the European Economic Area Agreement;
- c) Regulation on the Implementation of the European Economic Area Financial Mechanism 2009-2014, approved by the EEA Financial Mechanism Committee in compliance with Art 8.8 of the Protocol 38B on the EEA Financial Mechanism of 13 January 2011 and confirmed by the Permanent Committee of the EFTA States on 18 January 2011;
- d) Government Emergency Ordinance nr. 88/2012 on the implementation of the institutional framework for the coordination, implementation and management of the financial assistance granted to Romania through the European Economic Area Financial Mechanism and through the Norwegian Financial Mechanism for the 2009-2014 programming period, approved by Law no. 246/2013;
- e) Emergency Ordinance no. 23/2013 on the financial management of the external grants under the European Economic Area Financial Mechanism 2009-2014 and the Norwegian Financial Mechanism 2009-2014.
- f) Methodological Norms for implementing the Government Emergency Ordinance no. 23/2013 on the financial management of the external grants under the European Economic Area Financial Mechanism 2009-2014 and the Norwegian Financial Mechanism 2009-2014.
- g) Emergency Ordinance no. 34 /2006 on awarding public procurement contracts, public works concession contracts and services concession contracts, with further amendments and completions;
- h) Emergency Ordinance no. 925 of 19/07/2006 for approving the rules on implementing provisions for awarding public procurement contracts of the Government Emergency Ordinance no. 34/2006 on awarding public procurement contracts, public works concession contracts and services concession contracts, with further amendments and completions;
- i) Order no. 1120/2013, issued by the Ministry of European Funds on the approval of the simplified procedure implemented by private beneficiaries of the projects funded under structural instruments, the "Convergence" objective, as well as projects funded under the EEA and Norwegian Financial Mechanisms for awarding supply, services or works contracts.
- j) Government Emergency Ordinance no. 66/2011 on preventing, finding and sanctioning the irregularities found in accessing and using European funds and/or related public national funds, with further amendments and completions.

The above mentioned legal framework shall be supplemented with the applicable national legislation.

3. OBJECTIVES

3.1. The objectives of the EEA Financial Mechanism 2009-2014

The overall objectives of the Financial Mechanisms 2009-2014/EEA Grants are to reduce the economic and social disparities within the European Economic Area and to strengthen the bilateral relations between the Donor States and the Beneficiary States.

3.2. The objectives of the Programme

The general objective of the Programme **is to increase cultural dialogue and to foster European identity through understanding of cultural diversity.**

The specific objectives of the programme are:

- broadening the possibilities of accomplishing various artistic and cultural activities;
- strengthening participation in culture for the public;
- deeper understanding of cultural diversity and strengthening of inter-cultural dialogue, including the cultures of minorities;
- strengthening of bilateral relations between Romanian cultural operators from the Donor States in the field of arts and culture, with emphasis on cultural diversity.

In order to contribute to the strengthening of the bilateral cooperation between cultural operators in Romania and, respectively, in the Donor States, one of the aims of the Programme is to have 50 % of the projects carried out in partnerships with organisations from the Donor States.

3.3. Outcomes and outputs of the Programme

The present call for projects under the Promotion of diversity in arts and culture within European cultural heritage Programme envisages the achievement of the following outcomes:

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

Under the **Awareness of cultural diversity raised and intercultural dialogue strengthened** outcome, the following outputs are expected:

- Increased mobility for artists and their work at international level;
- Education through art and culture reaching a broader audience;
- Projects concerning stage arts;
- Projects concerning fine and visual arts;

Under the **Cultural history documented** outcome, the following outputs are expected:

- Cultural history of minorities enhanced and promoted;
- Events/productions involving minorities (fairs, festivals, performances, etc.)

4. CROSS-CUTTING ISSUES

The projects under this call have to consider the following cross-cutting issues: good governance, sustainable development and gender equality (in compliance with Protocol 38B and Article 1.6 of the Regulations).

A. Good governance

Good governance has six main principles; it is participatory and inclusive, accountable, transparent, responsive, effective and efficient, and follows the rule of law. Also, the following are encouraged: zero tolerance to corruption, taking the opinions of minorities into consideration, and listening to the voice of the vulnerable segments of society in the decision making process. These principles are applicable at project level as well. Transparency and openness shall characterize all phases of project implementation.

B. Sustainable development

Sustainable development is defined as „development that meets the needs of the present without compromising the ability of future generations to meet their needs”. Thus, the term is a framework for a long-term vision and that involves all human actions, down to the local level. Sustainable development has to be considered in an integrated manner, from all three perspectives – **environment, economic and social**. The principles of sustainable development, as appropriate to the project, shall be observed at project level.

C. Gender equality

Gender equality is one of the fundamental values of society; it refers to men and women having equal rights and opportunities in all areas of society and economy, such as representation and participation, access to resources, rights, norms and values. The projects funded under this Programme shall observe the legislation in force on gender equality and equal treatment of men and women, in the field of labour, equal opportunities and non-discrimination.

The direct or indirect contribution of the projects to the following horizontal issues will be taken into consideration: **tolerance, combating hate speech, extremism, racism, homophobia, anti-Semitism, sexual harassment, violence against women, trafficking in human beings**.

The application shall detail the contribution of the project to the horizontal issues and the manner of addressing them.

5. FINANCIAL ALLOCATION

5.1. Financial allocation for the call for projects

The total amount allocated to the present call for projects under the PA17/RO13 Programme is **EUR 623,566**.

This amount consists of **EUR 530,031** (85%) provided by the EEA Financial Mechanism/EEA Grants, and **EUR 93,535** (15%) provided by the Romanian Government

5.2. Financial allocation per Programme outcomes

The above total budget of the present call will be allocated for the two outcomes of the Programme, as follows:

- Outcome 1: **Awareness of cultural diversity raised and intercultural dialogue strengthened - EUR 323,566;**
- Outcome 2: **Cultural history documented - EUR 300,000.**

At least EUR 100,100 of the total budget of the present call for proposals are allocated to cultural projects related to the improvement of Roma situation.

5.3. Financial allocation per projects

The grant amounts for each project will be between:

- a minimum amount of **EUR 5,000 per each project** and
- a maximum amount of **EUR 15,000 per each project.**

Note

In order to assure compliance with the minimum and maximum grant amount, the applicant will consider the InforEuro exchange rate of the month when the call for projects was launched (January 2014), namely 4.4707 lei.

The grant rate for the implementation of a project is as follows:

- for projects submitted by public entities, the grant will cover up to **100%** of the total project eligible costs;
- for projects submitted by non-governmental organisations (NGOs) – associations and foundations– the grant will cover **up to 90%** of the total project eligible costs;
- for projects submitted by natural persons – the grant will cover up to **95%** of the total project eligible costs

5.4. Co-financing

In case of NGOs, in-kind contributions are accepted. Such contributions are possible in the form of voluntary work and shall amount to maximum 50% of the co-financing for the project.

The calculation basis of the unit prices for voluntary work will consider official data on the national minimum and average salary, established by the National Committee for Prognosis, in force upon the launch of the call for projects. Depending on the type of work, two different price levels will be used:

- For administrative/unskilled work, the gross minimum wage per economy will be considered, plus related social contributions provided by the national legislation. According to GD. no. 871/2013 *establishing the minimum guaranteed gross salary payment, as of 1 January 2014*, the minimum guaranteed gross salary payment is set at 850 lei per month for a full working schedule -168 working hours on average per month in 2014, representing 5.059 lei/hour.
- For complex/qualified work, the gross average wage per economy will be considered, plus related social contributions provided by the national legislation. Under Law on the national social insurance budget for the year 2014, the average gross salary used to substantiate the national social insurance budget for 2014 is 2,298 lei per month for a full-time working schedule of 168 hours per month, representing 13.678 lei/ hour.
- Any income/gains generated under the projects shall be reinvested in the project.

In order to certify their financial contribution to the project, NGO applicants specify in the Declaration of Commitment (Annex 6) the amount of co-financing (10% of the eligible project value).

In order to certify their financial contribution to the project, natural persons specify in the Declaration of Commitment (Annex 6) the amount of co-financing (5% of the eligible project value).

Applicants shall specify, if applicable, the amount of existing excluded project expenditures. Also, the partnership letter of intent must specify explicitly the financial participation of the applicant and project partners. The financial contribution of the partners and the applicant is cumulative.

6. ELIGIBILITY

6.1. Eligible applicants

For both Programme outcomes, the eligible applicants are Romanian organisations:

- **Public entities:**
 - cultural institutions,
 - higher education and research institutions;

- **Non-governmental organisations** active in cultural field;
- **Natural persons** with legal residence in Romania or Donor States are eligible applicants:
 - Creators and performers;
 - Experts in cultural field;
 - Higher education students.

Note

The applicants aimed by the present call for projects are legal persons, legally established and registered in Romania and the natural persons with legal residence in Romania or in one of the Donor States.

The applicants that are in one of the following situations are not eligible under the Programme:

- a) They have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests;
- b) They are bankrupt or being wound up, are having their affairs administered by the court, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings related to these matters or are in any situation arising from a similar procedure provided for in national legislation or regulations;
- c) They have not fulfilled their obligations related to payment of social security contributions or the payment of taxes in compliance with the legal provisions of the country in which they are established;
- d) They have been convicted in relation to their professional conduct by a court judgement which has the force of *res judicata* over the past three years;
- e) They are guilty of grave professional misconduct which the Programme Operator can justify/prove by any means;
- f) They have been declared in a serious breach of contractual obligations on public procurement procedures and/or contracting procedures within European Economic Area.

Moreover, applicants will not receive grants within the Programme, if they are in one of the following situations:

- g) They have attempted to obtain confidential information or to influence the Programme Operator evaluators during the evaluation process of applications submitted under the call for projects;
- h) They have provided false information to the Programme Operator;
- i) They are in any situation of conflict of interest which may arise in connection with the present call (a conflict of interest could arise in particular as a result of economic interests,

political or national affinities, family or emotional ties or any other relevant connection or shared interest);

- j) They have had delays in informing the Programme Operator of any situation which may be considered a conflict of interest or which could give rise to a conflict of interest;
- k) Have made any offer of any type whatsoever from which an advantage can be derived under the grant contract;
- l) Are currently subject to an administrative penalty for misrepresentation in supplying information required by the Programme Operator.

The applicant will not receive grant funding if the information in the application dossier does not correspond with the supporting documents submitted in the contracting stage (**justifications such as „errors in filling out the data” shall not be admitted**)

The applicant will complete, sign and stamp the Statement of Eligibility and will submit it along with the application.

6.2. Eligible project partners

Projects can be implemented in partnership with entities from Romania or other states, according to the definition of the project partner. A Romanian project promoter may enter partnerships with one or more legal entities.

With a view to strengthening cooperation, the partnerships between Romanian organisations and, respectively, donor states organisations are encouraged: Norway, Liechtenstein and / or Island.

Note

The project partners shall comply with the following requirements:

- their participation in the project is justified;
- they does not draw direct financial profits from the participation in the project;
- they are legally established, based and registered in the country of origin, as:
 - **public body**, organized and managed according to the applicable law;
 - **non-governmental and non-profit organization**, organized and managed according to the applicable law.

Partners may participate in co-financing the project and may be involved in the design and implementation of activities. The applicant is responsible for submitting the application and for signing the grant contract with Programme Operator. The role of each partner must be very clearly detailed in the application and in the Partnership Agreement.

The applicant has the ultimate responsibility for the management and implementation of the project according to the grant contract.

The agreement shall contain a clause for the situation where one of the partners fails to achieve their obligations. In this case, the applicant must be able to assume the work of the partner concerned.

In case of partnerships with foreign entities, the statements and supporting documents of the

partner(s) shall be written in English and Romanian. The Partnership Agreement and the affidavits shall be completed in English, using the templates provided by the Programme Operator.

Moreover, project partners are subject to the same eligibility rules as the project promoters.

The applicant and the project partner will sign a letter of intent using the template provided in Annex, which shall be submitted as part of the application.

The partners shall have the financial resources, professional skills and qualifications required for the project. The partners may participate in co-financing the project and may be involved in the design and implementation of the activities. The expenditures incurred will be reimbursed by the applicant in compliance with the provisions of the Partnership Agreement.

Partners and partnership arrangements shall not breach the provisions of G.E.O. no. 34/2006. i.e. must not avoid or limit competition on the goods or services market through a partnership developed with a potential goods/service provider and shall not affect the efficient use of public funds, taking into account the quality cost assessment.

Therefore, the Programme Operator will deem ineligible a partnership that was entered into with the purpose of avoiding public procurement procedures (for the activities carried out by project partner).

Note

For projects implemented in partnership, the applicant shall use at least 60% of the total amount granted under the Programme.

6.3. Eligible activities

Under the present call for projects, all activities aimed at achieving the above mentioned objectives, outcomes and outputs are considered eligible. The activities will focus on the cultural and creative sectors.

The following list of activities is indicative:

- Support for mobility of artists /cultural professionals and their works to reach new audiences, beyond their home countries;
- Organizing local, national or international cultural and art events;
- Exchange of experience and best practices among cultural organizations;
- Education and training for professionals and cultural organisations in order to, inter alia, gain new skills, strengthen their capacity in the cultural field, support community development;
- Developing education methodologies regarding cultural diversity and intercultural dialogue through new communication services, etc.;

- Information and communication campaigns in order to raise awareness on cultural diversity, including cultures of minorities;
- Research, surveys, inventories on culture and arts and studies in order to raise awareness on cultural diversity, including on cultures of minorities, particularly among youth;
- Production of goods and services related to the culture of communities, including the culture and heritages of minorities, including the Roma population.

These activities can be carried out in the following areas but not limited to: fine arts, visual arts, music, stage arts, exploration/representation and promotion of traditional knowledge (values, beliefs, rites etc.).

Note

The above list of examples is not limitative, but indicative. Other activities may be considered eligible as well if the applicant justifies that such activities are needed for the optimum implementation of the project, in compliance with objectives of the Programme.

6.4. Target groups

The target groups are directly or indirectly addressed in projects:

- Creators, artists and experts in the cultural sectors;
- Local and national authorities;
- Employees of cultural institutions, film institutes;
- Non-governmental organizations, organizers of cultural events, experts;
- Art schools and universities students, as well as public universities students;
- Academic communities;
- Communities as a whole, including local, ethnic and cultural communities;
- Media;
- General public.

6.5. Eligible expenditures

6.5.1. List of eligible expenditures

Under this call for projects, the following categories of expenditures will be considered eligible:

a) Management expenditures, including, without being limited to:

- the cost of staff assigned to the project, including related salaries and social security charges and other statutory expenditures included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on

remuneration. The corresponding salary expenditures of national administration staff are eligible, provided that they relate to the costs of activities which the relevant public authority would not carry out if the project concerned were not implemented;

- travel expenditures (transport, accommodation and per diem for staff taking part in the project, provided that they are in line with the Project Promoter's and project partner's usual practices on travel expenditures and do not exceed the relevant national scales);
- other expenditures (the costs of consumables and supplies may be included here, provided that they are identifiable and assigned to the project, travel insurance policies etc.).

b) Consulting and expertise expenditures including, including, without being limited to:

- expenditures for technical, administrative, financial, accounting, tax, management and consulting, legal advice on project activities;
- expert fees for reports, strategies, guidelines, methodologies, inventories, studies, analyses, reports on tangible and intangible cultural assets;
- expenditures for services of translation and interpretation;
- expenditures for evaluation and audit.

c) Specific expenditures including, among others:

- expenditures incurred through other contracts concluded by the Project Promoter for the purpose of carrying out the project, subject to applicable national rules on public procurement;
- expenditures arising directly from requirements imposed by the grant contract (e.g. specific evaluation of the action, audit procedures, translation services), including the costs of any financial services (especially the cost of financial guarantees);
- generally accepted depreciation costs for other equipment corresponding to the accounting principles applicable to the project promoter and generally accepted for this type of assets. Only the part of depreciation corresponding to the duration of the project and the rate of actual use of the equipment/asset for the purposes of the project can be taken into consideration.

Expenditures for actions of project visibility, publicity and information, including, among others:

- expenditures for designing, processing and printing of project visibility materials and for the creation and maintenance of the website;
- expenditures for organizing promotional events;
- other expenditures.

d) Indirect expenditures

Indirect expenditures are the eligible expenditures which cannot be identified by the Project Promoter and/or project partner as assigned directly to the project, but can be identified and justified in their accounting system as being directly related to the eligible expenditures assigned directly to the project.

These expenditures cannot include direct eligible expenditures.

The Project Promoter and/or Project Partners shall apply the following methodology for the calculation of indirect expenditures:

Indirect expenditures = X% * (total direct eligible expenditures)

X% is calculated by using one of the following two formulas:

- a) $x\% = \text{number of staff assigned to the project} / \text{total number of staff employed by the project promoter or project partner} \times 100$
or
- b) $x\% = \text{area of offices assigned to the project} / \text{total space of project building} \times 100$.

e) Unrecoverable VAT

The management and indirect costs shall not exceed 20% of the total eligible expenditures under the project.

Value added tax (VAT)

Within the project, the value added tax may be eligible only if the project promoter cannot recover the VAT.

- If the applicant cannot recover the VAT, the expense incurred with the unrecoverable VAT is eligible under the project. In this case, the project budget will include the costs per unit and total costs, VAT included.
- If the applicant is able to recover the VAT, this shall be considered as an excluded expenditure under the project and the project budget shall include the costs per unit without VAT, the corresponding VAT and the total costs VAT included.
- If the VAT is partially recoverable, only the unrecoverable part is eligible. In such a situation, the applicant shall include the VAT in the project budget only for those categories of expenditures which include the eligible part of the VAT. For the part of excluded VAT, the applicant shall enter the costs without VAT and shall enter a distinct column for VAT.

In case of changes in the VAT calculation method, during the project implementation, the applicant is bound to enclose the Statement of eligibility for VAT to the financial reports and to observe the new calculation method.

These provisions shall apply in a similar manner to the project partners as well.

6.5.2 General conditions

The eligible expenditures shall be directly related to the implementation of the proposed activities. The expenditures incurred during the project shall be proportional, justified and necessary for the implementation of the project and effectively incurred by the project promoter/partner.

In order to be considered eligible, expenditures shall comply with the following requirements:

- are effectively incurred by the project/promoter and or project partners;
- are incurred during the expenditures eligibility period;
- are in line with the object of the grant contract and are mentioned in the detailed budget of the project;
- are justified, proportional and necessary for the implementation of the project;
- are used exclusively for the purpose of achieving the project objective(s) and expected results, in line with the principles of economy, efficiency and efficacy;
- are identifiable and verifiable, in particular based on the project promoter's accounting registrations/records and are established in line with the applicable accounting rules and with the generally accepted accounting principles;
- comply with the principles of the applicable tax and national legislation.

The Project Promoter shall keep a separate financial-accounting record of revenues and expenditures arising from the project. The accounting records and audit procedures have to be able to provide the accurate direct harmonization/direct correspondence of revenues and expenditures corresponding to the project with the accounting statements and the supporting documents.

The direct eligible expenditures have to be supported/justified by original supporting documents (invoices accompanied by payment documents or other accounting documents equally able to justify the expenditures).

No supporting documents are required for the indirect eligible expenditures. The project promoter and project partners shall state in the application the level of indirect eligible expenditures as well as the methodology for the calculation of expenditures selected among the previously presented options.

The eligible expenditures are considered to be incurred when they have been invoiced, paid and their object has been delivered (in case of goods) or performed (in case of services and works). As an exception, the expenditures for which an invoice was issued in the last month of implementation are also considered as incurred within the eligibility deadline if paid within 30 days from the date of completion of the contract. The indirect expenditures and the expenditures incurred for the depreciation of equipment are considered incurred when they are entered in the Project Promoter's accounting records.

6.5.3. Excluded expenditures

The following categories of expenditures **are not eligible**:

- any expenditures incurred prior to the entry into force of the grant contract;
- any interests related to debts, expenditures related to the debt service and delayed payment charges;

- expenditures related to the financial transactions and other purely financial services, except for the financial services indicated in the grant contract;
- provisions for losses or future liabilities;
- exchange rate losses; recoverable VAT;
- expenditures that are covered from other sources;
- fines, penalties, court expenditures;
- excessive and reckless expenditures.

6.5.4. The budget of the project

The project budget is fixed in RON (Romanian Lei), pursuant to the template enclosed herein (Annex 2). In order to comply with the minimum and maximum grant limits, the applicant will consider the InforEuro exchange rate from the month when the call for projects was launched (InforEuro rate in January 2014), i.e. **RON 4.4707**.

6.6. Duration of the project

The duration of the project represents the period for the implementation of the project activities, i.e. the period between the date of signing the grant contract – more precisely the date when the contract was signed by the last contracting party –and the date when the last activity in the project was completed.

The period of implementation of activities cannot exceed the date of April 30, 2016.

The expenditures eligibility period covers the entire period of project implementation plus 30 days necessary for the completion of payments within the project.

7. PUBLIC PROCUREMENT

The Project Promoters and their partners that access funds under the EEA Grants shall fully comply with all applicable regulations on public procurement. The public procurement procedures shall fully comply with following principles: **non-discrimination, equal treatment of contractors and transparency of the procedure, appropriate deadlines, mutual recognition of diplomas, certificates and other documents confirming professional qualifications, in compliance with the Romanian law, transparency and proper publicity of the procurement procedure, proportionality and efficient use of funds.**

Throughout the project implementation, the project promoters and/or project partners will apply the following public procurement procedures:

1. Procurements carried out by Project Promoters or Partners that are public institutions/contracting authorities

a) The project promoters and project partners, **as contracting authorities** as per art. 8 of GEO 34/2006 as well as the legal entities that meet the requirements of the art 9 let. c and c1 of GEO 34/2006, shall carry out the procurement procedures within the projects

implemented under and in compliance with the provisions of the **GEO 34/2006** on awarding public procurement contracts, contracts of concession for public works and contracts of concession for services, with further amendments and completions.

2. Procurements carried out by private Project Promoters and/or Partners

a) If the estimated value of the procurement without VAT **does not exceed** the value thresholds stated under art. 19 of the GEO 34/2006, including the subsequent amendments and completions (EUR 30,000 for every procurement of goods or services, EUR 10,000 for every procurement of works, respectively), the project promoters and/or partners that are **private** entities registered in Romania shall carry out the respective procurement in line with and based on the provisions of the **Chapter II – Direct Procurement from the „Simplified Procedure” approved by Order of the Minister for European Funds no. 1120/2013.**

b) The overview of the procurement system applicable to the project promoters and/or their partners who are **private** entities:

Type of contract	Estimated value, without VAT (EUR)	Applicable rule and procedure
Supply of goods and services	< 30,000	Chapter II - "Direct procurement" of the "Simplified procedure" approved by Order of the MFE 1120/2013.
Works	< 100,000	Chapter II - "Direct procurement" of the "Simplified procedure" approved by Order of the MFE 1120/2013.

The procurement procedures and the execution of contracts shall comply with the highest standards of ethics. At project level, the entity in charge with procurement is the Project Promoter (entity registered in Romania). The public procurement procedure may be carried out either by the project promoter or by their partners, taking into consideration the end beneficiary of the goods, services, works, etc. resulting from the contract.

In compliance the principle of undertaking responsibility provided in article 2, paragraph 2, g) of the GEO 34/2006, the project promoter is the only one responsible for selecting the type of public procurement procedure, including the direct procurement.

Note
It is forbidden to divide a contract into contracts of lower value, with the same object, in order to comply with the thresholds set by the GEO 34/2006 including the subsequent amendments and completions.

The procurements made by a foreign partner shall be carried out in line with the legislation in force on public procurement in the partner country(ies) and with the principles set under art.

7.16 of the Regulation regarding the EAA Financial Mechanism, only if the public procurement activities are carried out in the partner's country.

The project promoter shall comply with the following obligations during the procedures of public procurement stipulated in the project:

- a) for the procurement of goods/services/works mentioned in the project budget, the project promoter shall apply and observe the rules set under the Programme, the national and European Legislation and the provisions herein.
- b) to implement the public procurement procedures and carry out the contracts, to make the payments for the goods/services/works purchased, within the deadlines mentioned in the project activities schedule (included in the procurement plan).
- c) the awarding of procurement contracts necessary for the implementation of the project shall observe the principle of the most advantageous tender, the free movement of goods, the freedom to settle/of location, the freedom to provide services as well as the principles arising therefrom, such as equal treatment, non-discrimination, mutual recognition, proportionality and transparency;
- d) to draft a procurement plan for the entire duration of the project, including a list of annual procurement (for every year of project implementation) and to report periodically on the progress of procurement;
- e) to prepare the procurement dossiers and keep them as long as the procurement contract produces legal effects, but no less than 5 years from the approval of the project's final report;

8. USE OF THE EURO CURRENCY

The total value of the contracts concluded by the Programme Operators (PO) and the project promoters (PP), which make the object of the grant, is expressed both in RON and EURO, calculated based on the InforEuro exchange rate valid as of the date of the contract signing, according to the Art. 3 of the *Methodological Norms of July 24, 2013 implementing the Government Emergency Ordinance no. 23/2013 on the financial management of the external grants under the European Economic Area Financial Mechanism 2009-2014 and the Norwegian Financial Mechanism 2009-2014*

In case of projects implemented in partnership and where the project partner is an entity legally registered in one of the donor states or in the beneficiary states of the 2009-2014 EEA Financial Mechanism, the payments to them shall be made in EUR by the project promoter at the InforEuro exchange rate of the month when the expenditures are recorded in the accounting records, as stated in the Partnership Agreement.

9. STATE AID

According to the provisions of the GEO no.117/2006 on the National Procedures regarding the State Aid, these rules apply to economic undertakings with a lucrative purpose. Considering

the specific activities to be financed within the Programme, activities for which the applicants do not act as economic operators, and for which there are no premises to assess a potential distortion of the competition in the European Union's market as well as the maximum limits of the grant for every project, this Programme does not fall under the scope of the provisions regarding the state aid. The eligible project promoters and project partners in the Programme are public or private organisations which are not aimed at gaining profit.

10. SUBMISSION OF APPLICATIONS

10.1 The content of the application dossier

The application dossier includes all the forms, annexes and documents submitted by an applicant in order to obtain a grant.

Note

An organization may submit as applicant maximum three distinct applications within this call for projects.

As regards the status of project partner, there is no limit to the number of partnerships an organisation may enter into in order to obtain the grant.

All the pages of the application dossier must be numbered, indicating the total number of pages (application form, all the annexes and enclosed documents) on the first page of the cover letter.

The application dossier must include the following documents:

1. Cover letter and list of documents in the dossier (original document);
2. Application form, as per the template presented in the Annex 1 (original document);
3. Project budget, as per the template presented in the Annex 2 (original document);
4. The applicant's statement of eligibility as per the template presented in the Annex 3 (original document);
5. Statement of eligibility made by every partner (if any) as per the template presented in the Annex 4 (original document);
6. Cover letter regarding the partnership* (if any) as per the template presented in the Annex 5, drafted in Romanian and in English, if applicable (original document);
7. Applicant's statement of commitment, as per the template presented in the Annex 6 (original document);
8. Applicant's statement of conformity, as per the template presented in the Annex 7 (original document);
9. Statutory documents of the applicant and of the partners (in case of foreign partners, the translation of that part of the statute or of the equivalent document that certifies the activity of the organization in the cultural sector or in the field of the project must be enclosed) (copy of the original document[†]);

* One document signed by the applicant and by all the partners

[†] All the documents submitted in copy shall bear the „true copy” mention, the applicant's signature and stamp

10. Certificates issued by the General Directorate for Public Finance and by the town halls where the organizations have their headquarters and subsidiaries to certify that they have no fiscal and social debts and, if any, the schedule of payment of debts to the consolidated budget (original document);
11. The applicant's financial statements – the statement of account approved for the year 2012 and the last balance sheet (copy of the original document);
12. The report of activity for the applicant and the partner (if any) for the last 2 years[‡] (copy of the original document);
13. The decision of approval of the project and project related expenditures issued by the competent body depending on the legal status of the applicant (original document);
14. The job descriptions for the positions included in the project team[§], approved by the applicant's legal representative (original document);
15. Other documents that the applicant may consider relevant (e.g. studies, research, photographs, etc.).

The application form and annexes are available on the Programme's dedicated website www.fonduri-diversitate.ro and on the website of the Programme Operator, the Project Management Unit within the Ministry of Culture: www.umpcultura.ro.

The application dossier must be submitted in Romanian, together with an English summary of the project. In case of projects in partnership with organizations from other countries, the application dossier shall be submitted both in Romanian and in English. If there are supporting documents, they must be accompanied by a translation into Romanian and/or English. Applications completed by hand will not be accepted.

The application form should be filled in as clearly as possible and with sufficient details on how the project objectives will be achieved, the advantages arising from its implementation and how the project is relevant for the objectives of the Programme.

10.2 Submission of the application dossier

The application dossier, including all the above mentioned documents, shall be submitted in 2 printed copies (one original and one copy) and 1 electronic version (CD/DVD, USB stick – comprising the documents of the application dossier in the required format: Word, PDF, Excel, etc.)

The application dossier shall be sent in a sealed envelope, by certified letter, by courier or shall be submitted personally, Monday through Thursday between 9.00 and 17.00 and on Friday between 9.00 and 12.00 at the address:

**Project Management Unit
Ministry of Culture
22, Bd. Unirii, 5th floor, Room 503, sector 3, Bucharest, postal code 030833**

[‡] For the organisations established in 2013, a report on the current activity and budget of the organization

[§] If the applicant deems it necessary, when submitting the project, they may enclose relevant CV for the persons who will work in the projects. The resumes of the project team members shall be submitted as of the signing of the contract.

The sealed envelope shall bear the mention:

EEA Grants

PA 17/RO13 – Promotion of Diversity in Culture and Arts within European Cultural Heritage”

Call for projects– Small projects

Applicant: < Full name and address>

Project title: Project <Title>

The applications shall be submitted before the date of **April 25, 2014**. The date when the envelope is handed to the courier service or the post stamp date that certifies the reception of the envelope by the post shall be considered as relevant.

For dossiers sent by post, it is recommended to send the dossier with acknowledgement of receipt and to keep the receipt issued by the post.

The dossiers may be submitted personally to the address above by April 25, 2014, no later than 12:00 hrs.

11. EVALUATION AND SELECTION

All the application dossiers received will be recorded and assigned a unique registration number to be further used in relation to the submitted dossier.

Any application received after the deadline shall be automatically excluded, without being opened.

The applications received in due time will be opened by the Programme Operator. The PO will check the administrative conformity and eligibility of the applications, based on a YES/NO grid. Such a grid will be filled in for every application dossier.

Note

In order to ensure the equal treatment of all applicants and to avoid discrimination of potential grant beneficiaries, the applicants shall not contact the Programme Operator after the deadline for submission of projects, except for cases when they are requested by the Programme Operator to provide clarifications.

Requests for clarifications and/or additional documents shall be sent to the applicants only in case the information provided is neither clear enough nor sufficient to allow for an objective verification of the administrative conformity and eligibility.

The project evaluation and selection process includes 3 stages:

1. Verification of administrative conformity and eligibility of the application
2. Technical and financial evaluation of the project (selection of projects)
3. Selection of projects by the Selection Commission.

11.1. Verification of administrative compliance and eligibility

All the dossiers submitted within the deadline set herein enter the stage of verification of administrative conformity and eligibility. The Programme Operator checks the compliance with all the requirements and conditions stated herein, based on a checklist for administrative compliance and eligibility:

ADMINISTRATIVE CONFORMITY	YES	NO
DOSSIER AND APPLICATION		
The application dossier was submitted in a package bearing the requested details, before the deadline for submission		
The application dossier contains the cover letter and the list of documents in the dossier		
The application form (together with the annexes) was submitted in 2 copies: 1 original + 1 true copy + one electronic copy (e.g. CD, USB stick)		
The application form (together with the annexes) is numbered, signed and stamped as required in the Applicant's Guide		
All the columns of the application form are filled in with the requested data and information and observe the template enclosed to the Applicant's Guide		
ANNEXES		
The project budget is filled in as per the template presented in Annex 2 (original document);		
Cover letter regarding the partnership (if any) filled in as per the template presented in Annex 5, drafted in Romanian and in English, if need be (original document);		
Applicant's statement of eligibility filled in as per the template presented in Annex 3 (original document);		
Statement of eligibility for every partner (if any) filled in as per the template presented in Annex 4 (original document);		
Applicant's statement of commitment as per the template presented in Annex 6 (original document);		
Applicant's statement of conformity as per the template presented in Annex 7 (original document);		
Statutory documents of the applicant and partners (in case of foreign partners, the translation of that part of the articles of incorporation or of the equivalent document certifying to the activity of the organization in the cultural sector must be enclosed) (copy of the original document);		
Certificates issued by the General Directorate for Public Finance and by the town halls where the organizations have their headquarters and subsidiaries to certify that they have no fiscal and social debts and, if applicable, the schedule of payment of debts to the consolidated budget (original document);		
The Applicant's financial statements – statement of account approved for 2012 and the last balance sheet (copy of the		

original document);		
Report on the applicant's activity and partner's activity (if applicable) for the last 2 years (copy of the original document);		
Decision of approval of the project and project related expenditures issued by the competent body depending on the applicant's legal status (original document);		
Job descriptions for the positions included in the project team, approved by the applicant's legal representative (original document);		
Other documents that the applicant may deem relevant (e.g. studies, research, photographs, etc.).		
II. ELIGIBILITY		
The applicant belongs to the category of entities which may receive grants under this call for projects		
The partner belongs to the category of entities which may benefit from grants within this call for projects		
The total value of the project is within the financial limits stipulated, i.e. EUR 5,000 and EUR 15,000, respectively		
The financial contribution requested does not exceed 90% of the total eligible costs in case of private entities or 95% of the total eligible costs in case of natural persons		
The contribution in kind does not exceed 50% of the co-financing (in case of NGOs)		
The duration of the project implementation does not exceed the date of April 30, 2016		

Only the projects marked with „YES” in all the sections will qualify for the next evaluation stage.

In order to check the compliance with the administrative and eligibility criteria, the Programme Operator may request for clarifications/additional information/documents. The request will be sent by email (to the address indicated in the application), and the responses to the request for clarifications must be sent by the applicant in writing, by email, fax or courier, within maximum 5 working days from the date of the request. The original documents will be later sent by courier/post/ or submitted personally within 5 working days from the submission of the electronic response. If the requested information is not submitted within the deadline, the application will be rejected.

Applicants will be informed in writing about the results of the verification of administrative conformity and eligibility, i.e. if the application meets the qualification requirements in order to move on to the next stage of technical and financial evaluation.

An applicant whose application was rejected may re-submit it (provided that the submission is made before the final deadline for the current call for projects).

11.2. Technical and financial evaluation

The technical and financial evaluation of the applications submitted under this call for projects will be carried out based on the following evaluation grid, approved by the Financial Mechanism Office.

Every application that complies with the administrative and eligibility criteria will be checked by two independent and impartial experts, selected through public procurement procedure by the Programme Operator.

The experts will assess and score the projects separately, according to the selection criteria indicated below. The final score will consist of the average score awarded by the two experts. If the difference between the scores awarded by the two experts exceeds 30% of the maximum score, a third expert will be appointed to score the application. The projects will be ranked based on this average score.

The technical and financial evaluation of the projects submitted within this call for projects will be made based on the following evaluation grid, approved by FMO:

Evaluation Criteria	Maximum Score
I. Quality and innovation	20
I.1. Overall project quality	10
I.2. Innovation of the approach, methods and techniques proposed by the project	10
II. Project relevance	30
II.1. Relevance of the project for the identified needs:	5
<i>a. Arguments supporting the need to implement the project</i>	3
<i>b. Methods to address the identified needs</i>	2
II.2. Contribution to the Programme's outcomes**: - Awareness of cultural diversity raised and intercultural dialogue strengthened; - Cultural history documented;	6
II.3. Coherence with national and/or relevant European policies for the cultural sector	2

**For this section, the quality of the contribution is scored, not the number of objectives the project proposal contributes to; the proposals will be also assessed in the context of objectives described in section 2 "Objectives" of the present call.

II.4. Contribution to supporting diversity and identity of the cultural communities, including Roma*	10
II.5. Partnership with organisations from the Donor States	5
<i>a. Level of involvement of project partners both in the design and implementation of the project</i>	3
<i>b. Coherence between expertise/experience of the applicant and respectively of the partner with the described roles in the future project</i>	2
II.6. Relevance for cross-cutting issues	2
III. Project feasibility	30
III.1. Capacity and experience of applicant and partner(s) (if any)	8
<i>a. Applicant's and partner(s) – if applicable – experience in project management and implementation capacity</i>	4
<i>b. Competences of applicant and partner(s) in the field of the project</i>	4
III. 2 Methodology	12
<i>a. SMART objectives (specific, measurable, achievable, realistic, timely)</i>	4
<i>b. Correlation of activities with project objectives and expected results</i>	4
<i>c. The proposed schedule of the project implementation is consistent and realistic and meets the requirements of the given project</i>	2
<i>d. Risk management and mitigation plan</i>	1
<i>e. Internal evaluation and monitoring</i>	1
III. 3 Budget	10
III.3.1. Cost effectiveness	5
III.3.2. Coherence of estimated expenditures with planned activities and results	5



IV. Cultural impact of the project	20
IV.1. Visibility and/or audience reached	10
IV.2. Social, economic, cultural benefits created by the project for the relevant community	3
IV. 3. Durability/ Sustainability of outcomes and outputs and their dissemination	7
Total score	100

* For point II.4., the scoring is scored as follows:

- maximum 5 points for projects with activities related partially to cultural projects of minorities, including the Roma minority;
- maximum 10 points for projects with activities related entirely to cultural projects of minorities, including the Roma minority.

If any of the 4 main categories I-IV is scored score is zero, the project will be rejected.

Only the applications scored with minimum 70 points will be considered for financing.

11.3. Project selection procedure

Pursuant to the provisions of the Regulations on the EEA Financial Mechanism 2009-2014, the Programme Operator will set up a Selection Committee to select the projects to be financed. The Selection Committee will be made up of at least three persons with relevant expertise. At least one of these persons will be independent from the Programme Operator. The Financial Mechanism Committee and the National Focal Point will be invited to participate as observers in the meetings of the Selection Committee. The Programme Partner (Arts Council Norway) will participate in meetings in capacity of advisor.

The Programme Operator will submit the list of ranked projects to the Selection Committee.. Moreover, the English version of this list will be submitted to the Financial Mechanism Committee. The Selection Committee can change the classification of projects in well-grounded situations. The final ranking of projects is established based on the decision of the Selection Committee. Within the limit of the total budget, the best ranked projects in this list are selected for granting. The Selection Committee will present to the Programme Operator the list of selected projects. The Programme Operator will notify the applicants on the result of the selection process.

The projects scored with at least 70 points, but for which there are no funds available will be placed on a reserve list. The projects included in this list will be able to receive grants, to the extent of funds, in case the applicants initially selected for financing do not meet the criteria in the contracting stage.

12. CONTRACTING

The contract is legal deed concluded between the PO and the PP that establishes the terms and conditions for financial assistance, the parties' rights and obligations as well as the provisions regarding the implementation, reporting, payments and inconsistencies.

All the applicants whose applications were selected for grants will be notified and requested to provide the following documents for the drafting and signing of the grant contract:

- articles of incorporation and/or registration documents, in authenticated copy (e.g. articles of association including subsequent amendments, court ruling, Fiscal Identification Code, VAT number, etc.) for the **applicant**;
- articles of incorporation and/or registration documents, in authenticated copy (e.g. articles of association including subsequent amendments, court ruling, Fiscal Identification Code, VAT number, etc.) for **each partner**;
- the ID document of the **applicant's** legal representative and financial manager/accountant - copy of the original document;
- a document certifying the status of representative of the **applicant** mandated to sign the grant contract - original document;
- certificates issued by the General Directorate for Public Finance and by the town halls where the organizations have their headquarters and subsidiaries to certify that they have no tax or social security debts and, if applicable, the schedule of payment of debts to the consolidated budget for the **applicant and for each partner** (original document);
- certificate of fiscal record, in original, issued by the competent tax authorities (General Directorate for Public Finances – Ministry for Public Finance) for the **applicant and for each partner** – original document;
- VAT registration certificate, (*if applicable*) – copy of the original document;
- CVs of all the project team members - original document;
- partnership agreement (*if applicable*), filled in according to the template - original document;
- financial identification document - original document, according to the template, certified by the bank where the **Applicant's** project special account is open - original document;

If necessary, other documents may be requested in the notification sent to the applicant in order to prove they comply with the eligibility requirements.

Note

If the applicant meets all the requirements for signing the grant contract, a contract will be sent to them for review and signing; the applicant shall return the contract, signed and stamped, within maximum 5 working days from receiving it.

The contract will become effective after being signed by the last contracting party and the **applicant becomes Project Promoter**.

13. IMPLEMENTATION AND FINANCIAL MANAGEMENT

In order to receive the advance payment and the pre-financing, the Project Promoter is required to open an account dedicated solely to receiving such amounts and to carrying out project-related expenditures, including the transfer of amounts to the partners, for projects implemented in partnership.

The Project Promoter shall keep a separate financial-accounting record of revenues and expenditures incurred under the project. The accounting records and the audit procedures have to be able to provide the accurate direct harmonization/direct correspondence of project-related revenues and expenditures with the accounting statements and the supporting documents.

Direct eligible expenditures shall be supported by original supporting documents (invoices accompanied by payment documents or other supporting accounting documents equally able to justify the expenditures).

No supporting documents are required for indirect eligible expenditures, but they have to be registered in the accounting system of the Project Promoter.

13.1. Provisions regarding payments

The Programme Operator will make advance payments, interim payments and final balance payments to the Project Promoters:

- The advance payment, established in the grant contract of each project, is up to 30% of the total grant per project and cannot exceed the total estimated amount of expenditures for to the first 2 reporting periods. The advance payment is based on the payment request submitted by the project promoter.
- The interim payments for projects will be made based on interim reports that have been approved, provided that expenditures have already been incurred for at least 70% of any previous payments.
- Payment of the final balance shall be made after the approval of the final project report. The Programme Operator may withhold up to 10% of the total project grant to pay the final balance; this amount will be paid within 15 working days after the approval of the final report of the project.

Payments shall be made by the Project Promoter within the eligibility period, as defined in the grant contract. Exceptionally, the expenditures for which an invoice was issued during the last month of project implementation are also considered eligible if they are paid within 30 days of the final date of implementation.

The Project Promoter is allowed to make financial reallocations between budget headings up to a maximum of 10% of the initial allocation of a budget heading of eligible costs, with prior notification sent to the Programme Operator.

During the project implementation, only one such reallocation of a budget heading is

allowed, with prior notification.

Should the limit of 10% of for a budget heading reallocation be exceeded, an addendum to the contract has to be signed.

Payments made by the Programme Operator to Project Promoters will be made within the validity period of the contract, i.e. between the contract signing date and the date of its completion, and will cover only the eligible expenditures under the project.

The Project Promoters and Partners may contract independent audit services for certifying the expenditures incurred.

Payments may be suspended if there are suspicions that the project is not implemented in compliance with the contract.

13.2. Reporting

The project Promoters shall complete Interim Progress Reports and a Final Report.

Note

As a general rule, an interim report should cover a reporting period of 4 months. The exact reporting periods are determined under each grant contract.

The Interim Progress Reports shall be submitted to the Programme Operator by the Project Promoter. As a general rule, an interim progress report (Annex 8) covers a reporting period of 4 months. The exact reporting periods shall be determined under each grant contract (Annex 9).

After the project completion, the Project Promoter shall submit a Final Report to the Programme Operator. The Programme Operator may withhold up to 10% of the total amount of the grant per project to pay the final balance. Payment of the final balance will be made within 15 working days after the approval of the final report.

Project Promoters will report on project implementation progress through interim progress reports (Annex 8) and final reports. Interim progress reports shall include the following information:

- a) project implementation stage, meeting the indicators, information on public procurement procedures, performance of the activities scheduled, changes of the project and meeting the project conditions, if relevant, risk management, etc. (**technical report** as per Annex 8);
- b) financial stage of the project, including a list of expenditures incurred in the previous reporting period and the pre-financing request for the following reporting period, information about financial audit if applicable etc. (**financial report** as per Annex 9).

Final reports will contain the same categories of information as the interim progress reports. Additionally, these final reports will include information related to the overall objective of the project, the manner of addressing the cross-cutting issues relevant to the project, meeting the conditions of the project and project sustainability. The final report will include, as well, a

summary of the financial management of the project and information about the final financial audit (if applicable).

Note

The Project Promoter is required to declare annually, no later than 1 February, the interest on the bank account of the project, and to reimburse it to the Programme Operator within 10 working days from the date of declaration.

13.3. Verification and approval of reports

The Programme Operator will conduct the verification and the approval of the Interim Progress Reports and the Final Reports submitted by the Project Promoters. This verification includes:

- i. verification of expenditures declared by the Project Promoters, in order to ensure that they were properly made, in compliance with the laws and procedures in force
- ii. verification of project implementation stage, indicators, expenditures and eligibility and their correlation with the progress of project activities
- iii. verification of the eligibility, accuracy and compliance of payment requests.

When checking the expenditures made by Project Partners from Donor Countries, it is necessary and sufficient that they submit a report written by an independent auditor who is certified in the state where the respective partner is registered, certifying that the payments requested by the partner to be reimbursed by the project promoter were made in compliance with the Regulation, with the national legislation and with the accounting practices applicable in the country of the Project Partner.

13.4. Monitoring the implementation of projects

The Programme Operator shall monitor the implementation of projects by Project Promoters and their partners (if applicable) by verifying the progress reports submitted by them and by conducting field visits and audits. During the visits to project sites, monitoring officers will check the implementation of projects in compliance with the provisions set out in the Regulation and in the grant contract. Also, the Programme Operator will monitor the public procurement procedures, the expenditure effectiveness, and the assessment of the objectives, the indicators, the impact and the results of the project.

Project Promoters and their partners (if applicable) are required to provide full and immediate access to any information, documents, relevant persons and venues related to the operations conducted under the project to the representatives of the Programme Operator, National Focal Point, Audit Authority, Certifying Authority, FMC, Council of EFTA Auditors or any entity designated by these organizations in order to carry out monitoring, auditing, control and evaluation, without prejudice to the limitations arising from the national legislation in force.

13.5 Provisions regarding irregularities

In compliance with applicable national legislation and with the provisions of Chapter 11 of the EEA Financial Mechanism Regulation, the term of irregularity covers any deviation from the legality, regularity and compliance with national and/or European legislation and with

framework for the implementation of the EEA Financial Mechanism, as well as with the provisions of contracts or other arrangements legally concluded under these provisions, resulting from an action or failure to take action of the recipient or of the authority in charge with the grant management, which has damaged or may damage the budget of the EEA Financial Mechanism and/or the related national public funds by an undue payment of an amount.

Any person who has information on the existence of irregularities in the implementation of projects funded under the Programme may notify them in writing:

- by post or personally to the PO headquarters or
- by e-mail sent at: office@fonduri-diversitate.ro.

Notifications on irregularities shall contain data required to identify the project or to locate the Project Promoter, otherwise they will not be accepted for review and verification. In this respect, it is recommended to use of the **standard form** posted on the official website of the programme. Notifications on irregularities can be submitted anonymously or signed; they will not draw unfair or discriminatory treatment of the sender.

Confidentiality regarding the whistle-blower's identity will be strictly observed.

Based on the detection of irregularities which have been submitted for primary administrative verification, including the findings in the inspection/audit reports submitted to the Programme Operator by the competent administrative or judicial authorities, the Programme Operator shall report the irregularities found, in compliance with the requirements for reporting irregularities (as provided in the Chapter 11 of the Regulation of the EEA Financial Mechanism).

14. INFORMATION AND PUBLICITY MEASURES

In order to highlight the EEA Grants and to ensure transparency and visibility of the Financial Mechanism, Project Promoters should provide information on the projects implemented to a wide audience at national, regional and/or local level, including the relevant stakeholders. To this end, the project promoter should develop and implement a **Publicity Plan** for the project.

The Publicity Plan aims at raising awareness on the existence, the objectives and the impact of the Financial Mechanism/EEA Grants and on the cooperation with entities in the Donor States (for projects implemented in partnership).

The publicity plan should have the following mandatory components:

1. the objective of the project and the target group at national, regional and/or local level;
2. the strategy and content of the information and publicity actions, including the activities envisaged, the means of communication and the period for implementing them, taking into consideration the added value and the impact of the Financial Mechanism/EEA Grants;
3. organising at least 2 (two) actions of information on the progress, and, respectively, the results of the project. The activities may be as follows: a seminar, a conference

attended by beneficiaries, a press conference or press event, including for the launch and/or completion of the project.

For the information events mentioned above, the organizers undertake to state the EEA Grants support in an explicit and visible manner and to use the specific logo (image/logo), in compliance with the requirements set out in the Handbook of communication and visual identity.

4. online information measures, through a dedicated project website or through a dedicated page on an existing website, subject to the following obligations:
 - a) each PP shall publish updated information on the internet, in a bilingual version (RO / EN);

Information published online will refer to the project, the stage of progress, achievements and results, cooperation with entities in the Donor States, photographs, contact information and clear references on the Programme and on the EEA Financial Mechanism.

5. details on the administrative structures responsible for the implementation of information and publicity actions, including a contact person;

6. details on the manner in which the information and publicity actions will be evaluated in terms of transparency, project and Financial Mechanism visibility, their objectives and impact and role of Donor States.

All the information and publicity materials on the EEA Grants created by the Project Promoter must comply with the requirements set out in the Handbook of communication and visual identity on the use of logos, billboards, plaques, posters, publications, websites and audio-visual materials.

15. QUERIES

The applicants can address queries/questions, by e/mail, at office@fonduri-diversitate.ro, up to 25 April 2014. They will be answered within 3-5 working days.

A list of frequent questions and answers will be published on the website of the Programme.

Additional information on the call for projects and the guide for applicants can be found here: www.fonduri-diversitate.ro and www.umpcultura.ro

16. CONTACT DETAILS

For further information please contact:

Project Management Unit

Ministry of Culture

office@fonduri-diversitate.ro

Tel/ fax: 021-2228479, 021-2244512.

Also, further information on the present call for projects and on the Programme can be found on the internet page of the PA17/RO13 Programme: www.fonduri-diversitate.ro.

The contact details for finding a partner in Norway, Iceland and Liechtenstein:

Håkon Halgrimsen

Arts Council Norway/ Norsk kulturråd
Postboks 8052 Dep, 0031 Oslo, NORWAY
Tel.: +47 21045964 and +47 21 04 58 00
E-mail: kulturutveksling@kulturrad.no
Website: www.norskkulturrad.no

Guðný Helgadóttir

Head of Division
Department of Cultural Affairs
Ministry of Education, Science and Culture
Sölvhólgötu 4 IS-150 Reykjavík, ICELAND
Tel. +354 545 9500
E-mail: gudney.helgadottir@mrn.is

Kerstin Appel-Huston

Senior Advisor to the Minister of Cultural Affairs
Government – Principality of Liechtenstein
Regierungsgebäude
Peter-Kaiser-Platz 1
P.O. Box 684 9490 Vaduz, LIECHTENSTEIN
Tel.: +423 236 60 24
E-mail: Kerstin.Appel@regierung.li

ANNEXES TO THE GUIDE FOR APPLICANTS

1. **Annex 1** - Application Form
2. **Annex 2** - Project Budget
3. **Annex 3** - Applicant's statement of eligibility
4. **Annex 4** - Partner's statement of eligibility
5. **Annex 5** - Letter of intent on the partnership (RO and/or EN)
6. **Annex 6** - Statement of commitment
7. **Annex 7** - Statement of conformity
8. **Annex 8** - Template for the interim progress report
9. **Annex 9** - Template for the financial report
10. **Annex 10** - Template for the grant contract