



Approved by the Minister of Health and Labor on July 3, 2015 with decree no.111
Annex 1. "Guidelines for grant applicant responding to the fund for bilateral relations
under Norwegian Financial Mechanism 2009-2014
Programme „Public Health Initiatives“"

GUIDELINES

1. GENERAL PROVISIONS

1.1 General Framework Regulating the Financial Mechanism and Programme Area

- (1) The objectives of the Norwegian Financial Mechanism 2009-2014 are to contribute to the reduction of economic and social disparities in the European Economic Area and to strengthen relations between Norway and the Beneficiary States to the mutual benefit of their peoples.
- (2) The main objective of the Norwegian Financial Mechanism 2009-2014 programme „Public Health Initiatives“ is improved public health and reduced health inequalities in health services. The main activities of the programme are related to improvement of mental health services for children, reduction of risk-taking reproductive behaviour and promotion of healthy behaviour and lifestyle. The expected outcomes of the programme are: improved mental health services; improved access to and quality of health services, including reproductive and preventive child health care; life-style related diseases prevented or reduced; and improved prevention and treatment of communicable diseases (including HIV/AIDS and Tuberculosis).
- (3) The *Programme Operator* (PO) is responsible for the preparation, implementation and achieving the objectives of the programme as agreed upon within the framework of the Norwegian Financial Mechanism 2009-2014. The Programme Operator of the programme „Public Health Initiatives“ is the Estonian Ministry of Social Affairs (MoSA).
- (4) A *Fund for Bilateral Relations* (FBR) is part of the implementation of the Norwegian Financial Mechanism 2009-2014 and aims to increase cooperation among entities from Estonia and donor state Norway, to improve knowledge and mutual understanding.
- (5) *Project Promoter* is responsible for initiating, preparing and implementing a project as agreed upon within the project contract of the fund for bilateral relations under the Public Health Initiatives programme of the Norwegian Financial Mechanism 2009-2014.



2. GENERAL INFORMATION AND RULES CONCERNING THE CALL FOR BILATERAL RELATIONS

2.1 Overall Objective

- (1) The aim of the FBR is to facilitate and support cooperation among entities from Estonia and Norway and international organisations within the relevant programme area. Initiatives supported by the fund for bilateral relations are expected to increase mutual understanding, increase exchange of views and knowledge and promote cooperation on individual, organizational and community level.
- (2) The fund for bilateral relations for the programme "Public Health Initiatives" is managed by the Programme Operator in cooperation with the Donor Programme Partner (Norwegian Institute of Public Health).
 - a) Programme Operator's role is to support and promote cooperation and partners search between organizations in Estonia and Norway. Organize seminars, meetings, study visits and exchange of knowledge between entities in Norway and Estonia and international organisations, within the relevant programme area. These activities can be implemented on continuous basis until the 31st of January 2017 or until the total amount of FBR is used up whichever moment comes first.

2.2 Eligible Applicants

- (1) Eligible applicants are project promoters of approved projects and predefined projects of the Public Health Initiatives programme.
- (2) Other relevant entities within public health area may apply taking into account the objectives (*see chapter 1. General provisions article 1.1.2*) of the programme. The applicant shall inform the Programme Operator in advance of the purpose of the application. Application will be first assessed by Project Operator in a case by case basis.
- (3) Religious institutions and political parties are not considered as eligible applicants.
- (4) An applicant must possess knowledge, skills and experience in the specific area as well as administrative capacity to implement the project for which the grant is applied for. The application must provide a realistic time schedule and appropriate activities that should all contribute to achieving the expected results.
- (5) An applicant must not have national tax liabilities, including social security contribution obligations as of the date submitting the application (source for controlling for MoSA: electronic database of the Tax and Customs Board).
- (6) The applicant may not be under liquidation procedures or bankruptcy, the operation of the organisation may not be put to a halt and none of the people associated with the project (at any level) may be convicted of professional misconduct, fraud, money laundering, corruption, involvement in criminal organisations or in some other illegal operations.

2.3 Eligible activities

- a) Participation in conferences, seminars, courses, meetings and workshops which are held in Norway and comply with the goals of the project and Public Health Initiatives Programme.



- b) Sharing and forwarding the knowledge and experience received in the course of programme implementation between entities in Norway and Estonia and international organisations within the relevant programme area.
 - c) Dissemination of results of common activities, exchange of experience and other activities that comply with the goals of Public Health Initiatives Programme and are beneficial to capacity building of the project promoter.
- (1) Only 1 (one) project may be submitted for evaluation and implemented during a particular period. Another project for bilateral initiative may be submitted for evaluation only after the full end of the previous one (approval of the report by the Programme Operator). 1 (one) project may consist more than 1 (one) bilateral initiatives.

2.4 Application Deadline and Period of Eligibility

- (1) The deadline for submitting applications are accepted on continuous basis until the **1st of November, 2016 at 12:00 PM (EET) or until the total amount of FBR is used up whichever moment comes first.** All applications must be submitted on the proper form together with all relevant documents ("Project partner Statement").
- (2) The eligibility of activities and costs starts from the date on which the decision to allocate grant to a project is made.

2.5 Size of Grants

- (1) The total amount of grant distributed in the frames of the FBR is 200 000 EUR. The usage of the FBR is divided between the PO and project promoters.
- a) The maximum grant amount is 30 000 EUR per one project.
 - b) The maximum amount per participant per travel is 2000 EUR. Maximum 2 participants from one organization are allowed. An application may be submitted together with the relevant partners. The maximum size of the group could be 8 participants.
- (2) Project grant is financial grant to the Project Promoter to carry out the activities and achieve the results described in the project proposal.
- (3) The grant rate from the bilateral fund is 100%, no co-financing required from the applicant.

3. APPLYING PROCESS

3.1 Submitting an Application

- (1) All applications should be signed digitally and sent to MoSA via email at info@sm.ee. The subject of the email should read: "Public Health Initiatives". All applications must be submitted on or before the deadline set forth in these guidelines. Information on how to sign documents digitally is available on the homepage of the Certification Centre at <http://www.id.ee/>.
- (2) All applications submitted after the deadline will be disregarded and will not be evaluated.
- (3) Guidelines for the FBR Proposals including the application form (together with all relevant annexes) are available at <http://norra.sm.ee>.



- (4) An e-mail confirming the submission of an application will be sent by the programme coordinator to the contact person named in the application.

3.2 Eligibility of an Application

- (1) Applications must be presented on the proper form (Annex 1 "Application form") and include the letter of consent by the partner (Annex 2 "Project Partner Statement").
- (2) An application is eligible when:
 - the activities listed in the application correspond with activities supported in the FBR.
 - the amount of the applied grant corresponds with the grant rate requirements set forth in the FBR;
 - eligible project activities have not begun before Cooperation Committee has made the official decision to allot a grant to an applicant and activities are planned to end by 31st of January, 2017 at the latest;
 - the information presented in the application is complete and correct;
 - the application and all other relevant documents are signed by an authorised person.

4. EVALUATION PROCESS

4.1 Evaluation of Applications

- (1) Every application that meets the eligibility criteria will be evaluated by the Cooperation Committee of the Public Health Initiatives programme.
- (2) The Cooperation Committee is a committee established by the Programme Operator, consisting of representatives from the PO and the donor programme partner.
- (3) Selection criteria of the applications are:
 - The necessity of the activities described in the application from the viewpoint of achieving the estimated results of the project and the Public Health Initiatives programme;
 - The compliance of the activities provided in the application with the objectives and requirements described in the current guideline;
 - Justification and clarity of expense categories (expense categories and the relationship between expenditures and expected outcomes are realistic).
- (4) In case of necessity PO may contact the applicant and project partner with request for additional information or documents, suggest thematic or budgetary amendments for the bilateral initiative(s) in order to improve compliance with the goals of FBR. The deadline for submitting the requested information and documents shall fall within the period of min 3 to 7 working days.
- (5) Based on the decision of the Cooperation Committee, MoSA forms a decision on which projects will receive the grant.

4.2 Signing the Project Contract

- (1) The programme coordinator will inform applicants of the evaluation results via e-mail within 5 working days after the financing decision has been made. The information



will also be published on MoSA's website for the Norwegian Financial Mechanism 2009-2014 <http://norra.sm.ee>. The applicants who do not receive a grant will receive feedback on the shortcomings and weaknesses of their applications.

- (2) MoSA will sign project contracts with Project Promoters who will receive positive financing decision through the FBR under the Norwegian Financial Mechanism. The project contracts are signed in accordance with the Administrative Procedure Act.

5. PROJECT IMPLEMENTATION

5.1 Eligible expenses

- (1) The eligibility of activities and costs starts from the date on which the decision to allot a grant to the initiative is made by the Cooperation Committee and ends on 31st of January, 2017.
- (2) Eligible expenses of projects are actually incurred by the Project Promoter and its partners and meet the following criteria:
 - they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
 - they are connected with the subject of the project contract and they are shown in the estimated overall budget of the project;
 - they are proportionate and necessary for the implementation of the project;
 - they must be used for the sole purpose of achieving the objective(s) of the project and Public Health Initiatives programme;
 - they are identifiable and verifiable, in particular by being recorded in the accounting records of the Project Promoter and determined in accordance with applicable accounting standards of the country where the Project Promoter is established and are in accordance with generally accepted accounting principles;
 - they comply with the requirements of applicable tax and social legislation.
- (3) Expenses are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works).
- (4) Eligible expenses are:
 - Fees and travel expenses related to the participation in conferences, seminars, courses, meetings and workshops;
 - Travelling expenses of study trips;
 - Travelling and salary expenses of experts;
 - Fees of external advisory;
 - Expenses related to the preparation of the feasibility studies and financial.
- (5) Travel, accommodation and subsistence allowances for staff taking part in the project are eligible provided that they are in line with the project promoter's and project partner's usual practices on travel costs and are in accordance with the provisions of the relevant laws and regulations.
 - For the project promoter and the employees of the project partner registered in Estonia, costs related to travel shall be compensated in accordance with the cost provisions for business trips in the laws and regulations of the Republic of Estonia;
 - For the employees of the project partners registered in Norway, costs related to travel shall be compensated in accordance with the cost provisions set in the laws and regulations of Norway;
 - The price of flight tickets shall not exceed the price of a ticket in the economy class of the relevant flight. Exceptions should be confirmed by PO.



- (6) The following costs shall not be considered as eligible:
- interest on debt, debt service charges and late payment charges;
 - charges for financial transactions and other purely financial costs;
 - provisions for losses or potential future liabilities;
 - exchange losses;
 - recoverable VAT;
 - costs that are covered by other sources;
 - fines, penalties and costs of litigation;
 - indirect expenses of the bilateral initiative;
 - excessive or reckless expenditure;
 - other costs that do not correspond with the provisions of costs eligibility.
- (7) Expenses related to participation in conferences, seminars, courses, meetings or workshops may be eligible maximum 2 participants from one organization per one project.

6. PAYMENTS AND REPORTING

6.1 Project reporting and method of payments

- (1) The grant will be disbursed in two payments: 90% of the grant within 10 working days from the date on which the grant contract is signed. Second payment (10%) within 10 working days from the date on which the Programme Operator has confirmed the final report of the project. Project promoters must prepare and submit the report on the implementation of bilateral initiative(s) within 30 calendar days after all the activities are completed. The following documents shall be provided together with the report:
- Copies of invoices and payment receipts, or bank statements proving the settlement of payments;
 - Copies of travel tickets, boarding passes;
 - Copies of articles, informational or advertisement material, prepared during the implementation of bilateral initiative;
 - Agendas or other informational material about the conferences, seminars, courses, meetings and workshops attended during the implementation of bilateral initiative, or links to sources of such information, reports about the events (if they were prepared by the hosts or participants).
- (2) Programme Operator reviews the report on the implementation of bilateral initiative(s) and its annexes within 20 workdays after the report has been submitted by the Project Promoter.
- (3) In case of inconsistencies with approved application the respective request for additional information and amendments is sent to the promoter of bilateral initiative. The deadline for submitting the requested information and documents shall fall within the period of 3 to 10 working days.
- (4) In case of major inconsistencies with the signed project contract, Programme Operator has the right claim partial or full refund of the project costs.
- (5) The payments to the Project Promoter will be made in the same proportion as the project grant rate constituted in the project contract.
- (6) Bilateral initiative(s) is considered completed when no deficiencies are found and Programme Operator confirms the report on the implementation of bilateral initiative



- (7) The Project Promoter is responsible for forwarding the relevant grant to its project partner(s).
- (8) The Project Promoter is responsible for returning the grant amount that remains unused and/or that is declared as ineligible by the PO within 15 working days after the approval of the final report of the project.

6.2 Irregularities

- (1) In the case of irregularities, Regulation No 278 of the Government of Estonia - "*The procedure and criteria of reclaiming and reimbursing the received grant and informing on irregularities*" - (adopted on December 22, 2006) will be followed.
- (2) According to Article 7.16.2 of the Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014 all Project Promoters must follow the Estonian Public Procurement Act. Article 7.16.3 makes an exception to NGOs who have to comply with the Public Procurement Act starting from thresholds set for public procurement by the European Union. Neglecting the before mentioned act will be treated as an irregularity.

7. ADDITIONAL INFORMATION AND CONTACTS

Further information

Questions can be addressed to contact person up to 1 day before the application submission deadline.

Contact Persons

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Documents and other Relevant Information Related to the Norwegian Financial Mechanism 2009-2014

- Memorandum of Understanding on the implementation of the Norwegian Financial Mechanism for the period 2009-2014 between The Kingdom of Norway and The Republic of Estonia <https://www.riigiteataja.ee/akt/217062011001>
- Website of the Norwegian and European Economic Area Financial Mechanisms 2009-2014: <http://eeagrants.org/>
- Website of the Ministry of Finance dedicated to the Norwegian and European Economic Area Financial Mechanisms 2009-2014: <http://eeagrants.fin.ee/>
- Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014 <http://eeagrants.org/content/download/5899/65320/version/1/file/Regulation+Norway+Grants+2009-2014.pdf>
- Programme Agreement of the Norwegian Financial Mechanism 2009-2014 programme „Public Health Initiatives“ <http://norra.sm.ee> (main page)
- Website of the Norwegian Institute of Public Health – Donor Programme Partner of the programme „Public Health Initiatives“ <http://www.fhi.no>