

## CALL FOR PROPOSALS

26.02.2020 – until the allocation is used no later than 30.12.2020

### Foundation for the Development of the Education System

acting as the Operator of the Education Programme

is launching a Call for Proposals by means of a competition

**The European Economic Area Financial Mechanism (EEA FM) and Norwegian Financial Mechanism** represent the contribution of **Iceland, Liechtenstein and Norway** - three EFTA (European Free Trade Association) countries.

The strengthening of bilateral relations with the Donor States, among other things through joint project implementation with entities from Norway, Iceland and Liechtenstein, is an important element of the above-mentioned mechanisms.

## 1. Eligible activities

The call is open for the applications submitting for the implementation of Preparatory visit initiative.

These are short visits of polish educational entities representatives to DS entities aiming at:

- establishing cooperation between institution from Poland and Donor States:
- preparing an planning joint project within Education Programme components.
  - o Professional staff development
  - o Mobility of Students and University Staff,
  - o Institutional Cooperation - vocational training (VET),
  - o Institutional Cooperation (excluding VET sector).

## 2. Eligible applicants

Polish public and non-public legal entities operating in the field of formal or non-formal education (excluding pre-school education) interested in project implementation in cooperation with the entities at list from one of the following states: Norway, Iceland or Liechtenstein are eligible to apply for grants for Preparatory visits. An individual participant of a Preparatory visit may be a person employed (on the basis of an employment contract or mandate contract) at the applicant institution which visits and carries out the tasks set out in the application on behalf of the applicant institution.

The applicant's registration/incorporation documents or statutes must prove that the applicant conducts activity in formal or non-formal education sector.

Applicants must confirm that they are currently active in the field of formal or non-formal education (excluding pre-school education) and that for at least 12 months before submitting the application, they are active in the formal or non-formal education sector.

Hosting institution from Norway, Iceland or Liechtenstein is required.

Eligible institutions must comply with the following catalogue:

- a legal entity established in a Donor State,
- VET institution in Switzerland, under a special cooperation agreement with Liechtenstein
- Swiss universities, in respect to students and staff of Liechtensteiner nationality.

### 3. Duration of the project and number of participants

Preparatory visit initiative may be implemented over a maximum period of 6 months.

The minimum duration of a Preparatory Visit is 1 day and maximum duration is 5 days. The duration of a visit may be extended by a maximum of 2 days spent on travelling.

A maximum of 3 people from the institution can participate in one Preparatory visit. Applicant should plan one Preparatory visit to one hosting institution in application form.

### 4. Total amount available through the call

Total amount available to be awarded to project promoters (EEA FM and NFM funds for 2014-2021,) through the call for proposals amounts to:

150 000 EUR

The call is carried out in on-going procedure, which means that every application meeting the formal and quality criteria will be recommended for financing until the available allocation.

Financing from the Bilateral Cooperation Fund is granted in the following proportion: 50.85% financed from the Norwegian Financial Mechanism 2014-2021 and 49.15% financed from the EEA Financial Mechanism 2014-2021.

### 5. Project grant

The project grant rate is up to 100% of project eligible expenses. The Grant is awarded in EUR.

Applicants who are entrepreneurs will be awarded grants in accordance with *de minimis* aid with applying principles set out in the European Commission's Regulation (EU) No. 1407/2013.

### 6. EUR exchange rate to be applied

The project budget is the sum of all eligible expenses calculated on the basis of:

- a. standard scales of unit costs,
- b. real costs:
  - costs relating to disabled people's special needs.

Annex 1 to this Guide contains a list of eligible unit costs. The need for incurring real costs will be examined at the stage of the quality assessment of the application.

The project budget is expressed in EUR. For the purposes of this application, converting PLN amounts into EUR necessitates using the monthly accounting exchange rate of the European Commission in the month during which the call for proposals was launched, that is:

EUR 1 = PLN 4,2873

Information about the accounting exchange rate is regularly posted by the European Commission at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

## 7. Eligible costs

Costs in the form of standard scales of unit costs:

- participants' travel
- participants' subsistence
- organisational support - Sending Institution
- organisational support - Host Institution

Actual costs:

- Support for project participants with special needs  
Costs related to accompanying persons - standard scales of unit costs.

## 8. Selection procedures

The Programme Operator is responsible for the assessment of submitted applications. Each application will undergo formal and quality assessment. Only applications which have successfully undergone formal assessment will have quality assessment.

The final decision on awarding grants to those projects will be adopted by the Management Board of FRSE in the form of a resolution.

## 9. Formal requirements and selection criteria

Formal requirements:

1. The Applicant has not been excluded from the possibility of being awarded a grant on the basis of Article 207(4) of the Act of 27 August 2009 on Public Finance,
2. The Applicant/ is not subject to the conditions set out in:
  - 1) Article 12(1)(1) of the Act of 15 June 2012 on the results of entrusting work to foreigners staying in the territory of the Republic of Poland in violation of the provisions of law,
  - 2) Article 9(1)(2a) of the Act of 28 October 2002 on the liability of collective entities for acts prohibited under the threat penalty.
3. No arrangement or winding-up proceedings have been instituted against the Applicant; the Applicant has not been declared bankrupt; has not lost legal personality; has not suspended business activity; is not the subject of proceedings concerning those matters; and is not in any analogous situation arising from a similar procedure provided for in national legislation;

4. Persons acting on behalf of the Applicant have not been convicted by a final sentence for an offence related to their professional activity, for violation of professional ethics or have not been punished for a serious professional misdemeanour.
5. The Applicant (persons being members of its bodies) is not subject to a final judgement concerning fraud, corruption or other illegal activities resulting in the occurrence of any damage or threat.
6. The Applicant being a non-public body has financial and operational capacity to complete the proposed project.
7. The Applicant is entitled to apply for a grant from the Bilateral Cooperation Fund within The Education Programme as described in this call.
8. For at least 12 months prior to submitting the application, the Applicant has continuously conducted activity in formal or non-formal education sector, as confirmed by a provision in its statutes or an entry in a relevant register.
9. The host Institution is an entity seated in a Donor State authorised under call for proposals
10. The application has been fully completed (all mandatory fields have been filled in)).
11. The duration of the project is consistent with the time frame set out in the Call for Proposals.
12. The contents of the summary of the application in Polish and in English are consistent.
13. All required documents have been attached to the application form.

At the stage of project assessment, the meeting of formal requirements set out in points 1-6 will be verified based on the "Declaration" signed by the Applicant's legal representative.

Proposals not meeting formal requirements referred to in points 1-12 will not be considered and Applicants submitting them will not be requested to provide additional information.

**Quality assessment includes the following criteria:**

1. The purpose of the Preparatory visit and justification for its organisation
2. Schedule of activities to be carried out during the visit.
3. Assessment of the selection of institutions and competences of participants.

Additionally, the quality check will consist of budget assessment relating planned activities.

## 10. Payment system and reporting

The funds will be transferred to project promoters in accordance with the scheme below:

- Advance payment amounting to 80% of the total grant amount will be transferred within 45 days from the signing of the contract.
- After approval of the Final Report, payment of the final balance will be made in an amount of 20% of the total project grant amount.

The final report should be submitted within 15 working days after the completion of the project. Programme Operator may request explanations from project promoters.

## 11. Attachments to the application

1. Declaration of the legal representative of the Applicant (scan).

- 3) Invitation from the Host Institution signed by its legal representative (scan) - applies to *Study Visits*.
- 4) Valid incorporation/registration document or other document containing information on legal representation of the Applicant, with the exception of documents available in electronic form in public registers (scan) - if applicable.
- 5) Valid incorporation/registration document or other document confirming the scope of the Applicant's activity, except for documents available in electronic form in public registers (scan) - if applicable
- 6) Authorisation to sign the proposal by a person other than the legal representative (scan) - if applicable.
- 7) Declaration regarding the use of grant for non-commercial purposes (scan).

## 12. Application documents:

- 1) Application form template.
- 2) Instructions for filling in the application form.
- 3). Guide for applicants
- 4) Declaration regarding the use of grant for non-commercial purposes (scan) .

## 13. Date, place and method of submitting applications

The application should be submitted to the Operator at least 8 weeks before the planned visit.

The call for projects takes place from ... .. 02.2020 until the available pool of funds is exhausted, no longer than until December 30, 2020 until 16.00.

Applications should be submitted in the online system available at [online.frse.org.pl](http://online.frse.org.pl). After closing the call, it will not be possible to apply via the system.

## 14. Contact with the Program Operator

For additional information, please contact us (working days, from 9.00 to 16.00). In the case of written inquiries, sent by post or electronically, the Program Operator will respond immediately, but no later than within 7 business days of receiving the inquiry.

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