

CALL FOR PROPOSALS
24.06.2019 – 15.09.2019

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 **Education Programme** has been established as a result of an intergovernmental agreement on the implementation of the European Economic Area Financial Mechanism for the years 2014-2021. The objective of the Programme is to reduce economic and social disparities in the European Economic Area and to strengthen bilateral relations in the area of education between Poland and Donor States (Iceland, Liechtenstein and Norway).

Priority areas:

- inclusive education,
- governance in the education sector,
- development of quality culture in the education sector, including the development of internal quality assurance systems,
- development and promotion of the VET sector, including dual education system and cooperation between vocational education and training institutions and employers,
- development of career guidance,
- child welfare education.

The Call is open to proposals submitted under the following four components and activities taken within their framework:

- a) Component 1. Professional Development of Staff:
 - a. study visits offered to staff working in formal and non-formal education sectors;
 - b. intensive training aimed at the improvement of competences of staff working in formal and non-formal education held in Poland by trainers/experts from Donor States.
- b) Component 2. Mobility in Higher Education:
 - a. for students: mobilities and placements;
 - b. for university staff: teaching assignments in host countries, participation in seminars, training, workshops and conferences; job shadowing.
- c) Component 3. Institutional cooperation for the improvement of quality and relevance of Vocational Education and Training (VET) and vocational continuing education:
 - a. developing or updating education offer of VET institutions/vocational continuing education institutions, including curricula, teaching methods and new tools;
 - b. exchange of experiences and good practices, organisation of joint initiatives with partners from Donor States; (e.g. seminars, conferences, education workshops, intensive training for learners and teachers/trainers);
 - c. developing or updating local/regional/national strategies for the development of vocational/sector-specific education and continuing education.

- d) Component 4. Institutional cooperation for enhancement of quality and relevance of education at all levels and forms (excluding VET and vocational continuing education) by means of:
- developing or updating education offer at various levels of education (excluding VET), including curricula;
 - exchange of experiences and good practices, organisation of joint initiatives with partners from Donor States; (e.g. seminars, conferences, education workshops, intensive training for learners and teachers, trainers; cultural events linked to education);
 - development or updating of local/regional/national strategies in the scope of education and training and including education in regional development.

I. GENERAL INFORMATION

1. Total amount available through the call

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

EUR 7,201,257

Component 1:	EUR 411,370
Component 2:	EUR 1,371,178
Component 3:	EUR 2,914,000
Component 4:	EUR 2,504,709

2. Grant rate

The grants awarded to projects under the Programme cover up to 100% of total eligible costs of an individual project.

In the case of projects where project promoters are NGOs, as defined in Article 1.6 of the Regulation, the grant can cover up to 90% of total eligible project costs.

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.

3. Eligible applicants

Only Polish legal entities operating in the formal and non-formal education sector excluding pre-school education are eligible applicants. The catalogue of eligible applicants varies from one Component to another.

Eligibility of the applicants will be verified on the basis of registration documents or other documents confirming the scope of activities of the applicant.

4. Eligible project partners

- Any legal entity established in the Donor States or in Poland. In justified cases, where it is not possible to involve partners from Donor States, partners from other Beneficiary States may be invited, e.g. to carry out institutional cooperation projects in order to transfer innovative results.
- Vocational Education and Training institutions from Switzerland which hold a special cooperation agreement with Liechtenstein.
- Swiss universities, in respect to students and staff of Liechtensteiner nationality.

5. EUR exchange rate to be applied

Project budget is made up of costs expressed in euro:

- standard scales of unit costs, in accordance with Annex to the Guide for Applicants,
- actual costs.

Within the framework of implemented projects, costs incurred by partners, including entities from Donor States, have been provided for.

The applicant should estimate actual costs in EUR. For the purposes of the 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 4,2951

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

6. Selection procedures

Formal assessment

It aims at verifying if all proposals comply with formal requirements. Formal assessment will result in drawing up a list of proposals eligible for the award of co-financing, which will then be subject to quality assessment. A list of proposals rejected on grounds of non-compliance with formal requirements will also be drawn up.

Quality assessment

All proposals which have passed formal assessment will be subject to quality assessment in accordance with quality criteria set out in quality checklist.

Quality assessment will be carried out by independent external experts. It means that each project will be evaluated by two experts who are independent of Programme Operator, except for Mobility Projects in Higher Education (Component 2) submitted by universities holding Erasmus Charters for Higher Education, for which no quality assessment will be conducted.

On the basis of assessment conducted by external experts, Programme Operator will prepare a ranking list of projects recommended to be awarded grants and a reserve list.

Under Components 1 and 2, Programme Operator will submit the list for approval to Programme Partners from Donor States, and under Components 3 and 4 to Project Selection Committee. The final decision on awarding grants to those projects will be adopted by the Management Board of FRSE in the form of a resolution. Grants will be awarded to projects scoring a minimum of 60% of all points to be awarded until the amount allocated to the call for proposals is exhausted.

After assessment procedure is completed, Programme Operator will publish a ranking list of projects recommended for co-financing.

7. Information on remedies available to the Applicant

Applicants can appeal against a decision on rejecting their application at the stage of formal assessment. The appeal procedure consists of two instances. The first instance is Programme Operator and the second is the National Focal Point (NFP). The decision of the second instance cannot be appealed against.

The result of quality assessment cannot be appealed against.

8. Date, place and method of submitting applications

The call for proposals takes place **from 24.06.2019 to 15.09.2019 until 11.59 pm.**

The proposal consists of two parts: one completed in Polish and the other in English.

Proposals must be submitted **online** via a system available at: **online.frse.org.pl**. Once the call is closed, it will not be possible to submit an application form via the system.

Programme documents

- Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021 (in Polish, available at <http://www.eog.gov.pl>).
- Donor States Guidelines (available at <https://eeagrants.org/Results-data/Documents/Legal-documents/Guidelines-mandates-and-strategy>).
- Guidelines of the Minister of Investment and Development, acting as the National Focal Point (in Polish, available at <http://www.eog.gov.pl>).

Should you require further information, please contact us on working days from 9:00 am to 4:00 pm. Programme Operator will respond immediately to written inquiries submitted by traditional mail or email, i.e. not later than within **3** working days from the receipt of the inquiry, provided that the inquiry is received no later than 7 days before the deadline for submission of proposals:

FRSE

Program Edukacja

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02-305 Warszawa

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fax 48/22 46 31 028

edukacja.eog@frse.org.pl

www.education.org.pl

Complaint mechanism:

<http://www.eog.gov.pl/en/site/learn-more-about-the-grants/complaint-mechanism/>

II. Information on individual components

Component 1.

Professional Development of Staff

1. Eligible activities

Study visits - short visits to Donor States aimed at professional development of staff in formal or non-formal education, excluding pre-school education, taking form of exchange of experiences or job shadowing.

Intensive training - training conducted by trainers/experts from Donor States organised in Poland for Polish staff working in the education sector.

Each study visit and every intensive training must have a specific topic.

2. Eligible applicants

Polish legal entities operating in the formal and non-formal education sector, excluding pre-school education.

3. Eligible partners

Projects implemented under this Component can be implemented in partnership, in accordance with the catalogue of eligible partners specified in point I.4 of the Call for proposals. A partnership should be composed of at least 2 entities. An applicant submits a proposal on behalf of all partners involved in the project. The proposal must be accompanied by a letter of intent signed by all partners.

In the case of study visits, it is obligatory to have a host institution, which shall be:

- legal entities established in a Donor State,
- VET institutions in Switzerland, under a special cooperation agreement with Liechtenstein.

A study visit will be carried out on the basis of an invitation signed by a legal representative of the host institution featuring the confirmation of will to host participants, the scope of the visit, number of participants and initial date of the visit. The invitation forms a mandatory annex to the application form.

4. Duration of the project¹

Study visits:	The maximum project length is 6 months. visits lasting from 3 to 7 working days plus 2 days for travel
Intensive training	project length up to 6 months, training lasting from 2 to 5 days

5. Project grant

Study visits	minimum grant amount EUR 1,975 maximum grant amount EUR 8,975
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¹ The final date for implementation of projects financed by the Education Programme is 30 April 2024.

Intensive training

minimum grant amount **EUR 5,450**

maximum grant amount **EUR 30,000**

6. Eligible costs

Study visits

Costs in the form of standard scales of unit costs:

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

Actual costs:

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

Intensive training

Costs in the form of standard scales of unit costs:

- Participants' and trainers' travel
- trainer's subsistence
- organisational support
- trainers' remuneration

Actual costs:

- support for project participants with special needs - additional costs linked to the participation of persons with special needs.
Costs related to accompanying persons - standard scales of unit costs.

7. Formal requirements and selection criteria

Formal requirements:

1. The Applicant/Partner² 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/Partner³ 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.

² If the project is implemented in a partnership, this requirement applies to the Applicant and the Project Partner.

³ As above.

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 Education Programme as part of Component 1.
8. The partnership meets the requirements set out in the Call for Proposals – if applicable.
9. The host Institution is an entity seated in a Donor State authorised under the Education Programme Component 1. *Study Visits*.
10. 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.
11. The application was submitted online within the deadline indicated in the Call for Proposals.
12. The application has been fully completed (all mandatory fields have been filled in)).
13. The duration of the project is consistent with the time frame set out in the Call for Proposals.
14. Total requested budget is not less than EUR 1,950 and not more than EUR 8,975 for study visits and not less than EUR 5,450 and not more than EUR 30,000 for intensive training.
15. The applicant has fulfilled its previous obligations towards the Foundation for the Development of the Education System.
16. The contents of the application in Polish and in English are consistent.
17. 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 1-16 will not be considered and Applicants submitting them will not be requested to provide additional information.

Quality assessment includes the following criteria:

Study visits

1. The purpose of the study 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.
4. Impact of the visit on future activities of the applying institution.
5. Risk management.
6. Bonus criteria.

Intensive training

1. Purpose and justification of conducting training.
2. Quality of training methodology and programme.

3. Assessment of competences of trainers/experts offering training.
4. Impact of the project.
5. Risk management.
6. Bonus criteria.

In addition, quality assessment will include the assessment of proposed budget in relation to proposed activities.

8. 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.

9. Attachments to the application

1. Declaration of the legal representative of the Applicant (scan).
- 2) Letter of intent signed by the legal representative of the project partner(s) (scan). - if applicable.
- 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) De minimis aid declaration (scan) - if applicable.

10. Application documents:

- 1) Application form template.
- 2) Instructions for filling in the application form.
- 3). Guide for applicants.

Component 2.

Mobility Projects in Higher Education

1. Eligible activities

Mobility of students - students of first, second and third cycle programmes:

- outgoing mobilities of Polish students to Donor States and incoming mobilities of students from Donor States for study periods lasting from 3 to 12 months within an academic year,
- outgoing mobilities of Polish students to Donor States and incoming mobilities of students from Donor States for work placements at partner institutions lasting from 2 to 12 months within an academic year.

HEI staff mobility:

- teaching assignment-based mobilities of academic teachers between Poland and the Donor States for a period of between one day and six weeks, a minimum of eight hours of teaching at the partner institution must be provided during one week of mobility,
- HEI staff mobility between Poland and Donor States for job shadowing, participation in seminars, training, workshops and conferences aimed at improving skills and expanding knowledge in a given field for a period of between one day and six weeks,
- mobilities of representatives (employees) of companies from Poland and Donor States for teaching assignments in a host institution for a period of between one day and six weeks.

Mobilities of HEI students and staff are carried out based on the principles of the Erasmus+ Programme for Higher Education.

Note:

Each applicant should submit one proposal for all activities it envisages under Mobility Projects in Higher Education.

2. Eligible applicants

Polish higher education institutions holding an Erasmus Charter for Higher Education (ECHE)

3. Eligible partners

Projects implemented under this Component can be implemented in partnership, in accordance with the catalogue of eligible partners specified in point I.4 of the Call for Proposals. A partnership should be composed of at least 2 entities. An applicant submits a proposal on behalf of all partners involved in the project. The proposal must be accompanied by a letter of intent signed by all partners.

In the case of mobility between higher education institutions, both the sending and the host institution must have a valid Erasmus Charter for Higher Education (ECHE).

4. Duration of the project

Eligible duration of a single mobility project in higher education will be up to 15 months, from 1 July 2020 until the end of September 2021.

5. Project grant

minimum grant amount	EUR 20,000
maximum grant amount	EUR 200,000

Grants are awarded to Applicants who meet formal requirements up to the amount of funds available through the call for proposals. If funds available through the call for proposals are insufficient to cover the total requested grant amount, Programme Operator will recalculate the amount of co-financing for each eligible project in accordance with the following coefficient:

$$\frac{\text{amount of funds available within the call for proposals} - \text{total costs of participants with special needs}}{\text{total requested grant amount} - \text{total costs of participants with special needs}}$$

and will add the amount resulting from this budget heading to the recalculated grant amount for each project featuring costs for participants with special needs.

If the result obtained for a given project is lower than the minimum grant amount, the value of the project will be increased to EUR 20,000.

If the updated value of projects also exceeds the available allocation, a ranking list of projects will be drawn up on the basis of cost effectiveness with using the following calculation for each project:

$$\frac{\text{number of students}^4 + 0,1894 * \text{number of staff members}^5}{\text{requested grant amount} - \text{costs of participants with special needs}}$$

The result will be rounded off to four decimal places. The higher the result, the higher a given project will be placed on the ranking list. If the result for two or more projects is equal, the ranking on the list will be determined by the order, in which the applications were submitted. The updated grants are awarded to projects until the allocation is exhausted, starting from the one with the highest result for the above calculation. If the remaining amount is higher than EUR 20,000, but it is not sufficient to cover the total grant amount of the next project on the ranking list, the applicant submitting such a proposal will be requested to reduce the value of the project to the amount remaining in the available allocation. If the applicant does not make such a correction, the funds will be awarded to the next project on the ranking list, with the observance of the above procedure.

When approving the final list of projects to be awarded grants, The Management Board of FRSE, will be guided by the rules defined for the application of the above algorithm.

6. Eligible costs

Included in standard scales of unit costs:

- travel,
- individual support for students,
- individual support for staff members,
- organisational support - Sending Institution,
- organisational support - Host Institution,

⁴ total, i.e. incoming and outgoing students, regardless of mobility type

⁵ total, i.e. incoming and outgoing staff

- linguistic preparation

Actual costs:

- support for project participants with special needs - additional costs linked to the participation of persons with special needs.
Costs related to accompanying persons - standard scales of unit costs.

7. Selection criteria

Project assessment consists of formal assessment only.

Formal requirements:

- 1) The Applicant/Partner⁶ 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/Partner⁷ 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 under Mobility Projects in Higher Education -- it is a holder of Erasmus Charter for Higher Education (ECHE).
- 8) The partnership meets the requirements set out in the Call for Proposals – if applicable.
- 9) The proposal was submitted online within the deadline stipulated in the Call for Proposals.
- 10) The proposal is complete (all required 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 total requested budget is not less than EUR 20,000 and not more than EUR 200,000.
- 13) The applicant has fulfilled its previous obligations towards the Foundation for the Development of the Education System.
- 14) The contents of the application in Polish and in English are consistent.
- 15) All required documents have been properly 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.

⁶ If the project is implemented in a partnership, this requirement applies to the Applicant and the Project Partner.

⁷ As above.

Proposals not meeting formal requirements referred to in points 1-14 will not be considered, and Applicants submitting them will not be requested to provide additional information.

8. Payment system and reporting

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

- Advance payment amounting to 40% of the total grant amount will be transferred within 45 days from the signing of the contract.
- Interim payments amounting to 40% of the total grant amount will be transferred after the approval of the interim report (on the basis of a payment request), provided that 70% of the funds transferred earlier are used.
- Final balance payment amounting to 20% of the total project grant amount will be transferred within 10 days after approval of the Final Report.

Programme Operator envisages two interim reports to be submitted on dates specified in the project contract and in the final report. The Final report should be submitted within 30 working days after the completion of the project.

9. Attachments to the application

- 1) Declaration of the legal representative of the Applicant (scan).
- 2) 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
- 3) Letter of intent signed by the legal representative of the project partner(s) (scan) – if applicable
- 4) Authorisation to sign the proposal by a person other than the legal representative (scan) - if applicable.
- 5) De minimis aid declaration (scan) - if applicable.

10. Application documents:

- 1) Application form template
- 2). Instructions for filling in the application form
- 3) Guide for applicants

Component 3.

Institutional cooperation for the enhancement of quality and relevance of Vocational Education and Training (VET) and vocational continuing education.

1. Eligible activities

Eligible activities are:

- a) Developing or updating education offer of VET institutions/vocational continuing education institutions, including curricula;
- b) Exchange of experiences and good practices, organisation of joint initiatives with partners from Donor (e.g. seminars, conferences, education events, intensive training for learners and staff);
- c) Developing or updating local/regional/national strategies for the development of vocational/sector-specific education and continuing education.

A project can focus on the performance of any activity (a, b or c) separately or it can include two or all of the activities.

2. Eligible applicants

Eligible applicants are Polish legal entities operating in the area of vocational education and training and vocational continuing education.

3. Eligible partners

Projects implemented under this Component must be implemented in partnership, in accordance with the catalogue of eligible partners specified in point I.4 of the Call for Proposals. A partnership should be composed of at least 2 entities. The Applicant submits a proposal on behalf of all partners involved in the project. The proposal must be accompanied by a letter of intent signed by all partners.

In projects implemented as part of Activity b or if the project contains Activity b, partnerships with entities from Donor States are obligatory.

In the case of projects implemented under Activities a and c, partnership with entities listed as eligible partners is obligatory - partnership with entities from Donor States is preferred, but not obligatory.

4. Duration of the project⁸

- a) development or updating of the education and training offer - **from 6 to 24 months**
- b) exchanging experiences, organisation of joint initiatives with Donor State partners - **from 3 to 12 months**
- c) development or updating local/regional/national strategies/policies - **from 6 to 24 months**

5. Project grant

Minimum and maximum grant amount:

⁸ The final date for implementation of projects financed by the Education Programme is 30 April 2024.

- a) development or updating of the education and training offer -- **EUR 35,000 – EUR 250,000**
- b) exchanging experiences, organisation of joint initiatives with Donor State partners - **EUR 35,000 - EUR 100,000**
- c) development or updating local/regional/national strategies/policies - **EUR 35,000 - EUR 250,000**

6. Eligible costs

The following categories of costs are eligible:

1. Project management and implementation (standard scale of unit costs).
2. Travel (project meetings) (standard scale of unit costs).
3. Participants' subsistence (project meetings) (standard scale of unit costs).
4. Personnel costs for the processing of outcomes (standard scale of unit costs).
5. Events linked to project outcome promotion and implementation (standard scale of unit costs).
6. Extraordinary costs (actual costs up to 100%).
7. Support for project participants with special needs (actual costs up to 100%).
8. Travel (projects involving learning and training) (standard scale of unit costs).
9. Individual support (projects involving learning and training) (standard scale of unit costs).

For projects implemented exclusively under Activity b., personnel costs for the processing of outcomes and extraordinary costs are not eligible.

For more information on the eligibility of costs, please refer to the Guide for Applicants.

7. Selection criteria

Formal assessment

Formal requirements:

1. The Applicant/Partner⁹ 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/Partner¹⁰ 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.

⁹ If the project is implemented in a partnership, this requirement applies to the Applicant and the Project Partner.

¹⁰ As above.

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 Education Programme as part of Component 3.
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 partnership meets the requirements set out in the Call for Proposals.
10. The application was submitted online within the deadline indicated in the Call for Proposals.
11. The application has been fully completed (all mandatory fields have been filled in).
12. The duration of the project is consistent with the time frame set out in the Call for Proposals.
13. The total requested budget is not less than EUR 35,000 and not more than EUR 250,000.
14. The applicant has fulfilled its previous obligations towards the Foundation for the Development of the Education System.
15. The contents of the application in Polish and in English are consistent.
16. All required documents have been properly 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 1-15 will not be considered and Applicants submitting them will not be requested to provide additional information.

Quality assessment criteria:

1. Purpose and justification of the project.
2. Description of activities, methodology, management.
3. Partnership.
4. Outcomes, impact and sustainability.
5. Evaluation, monitoring and risk management.
6. Bonus criteria.

8. Payment system and reporting

Project grants are paid in the form of advance payments and final balance payment. Up to 80% of the project grant can be paid as advance payments. Depending on the duration of the project, advance payments can be made in one or two tranches.

The first tranche of advance payment will be paid after signing of the project contract.

Subsequent advance payment tranches, if any, will be transferred to the Beneficiary after the approval of the project's interim report(s) and after the spending of at least 70% of the previous advance payment tranche. The transfer of funds will take place after approval of the interim report.

After the approval of the final report, the final balance payment (up to 20% of the total eligible costs), if applicable, will be paid.

In the case of non-public institutions which have been awarded a grant in excess of EUR 60,000, Programme Operator, having checked the financial standing of the applicant, can require a guarantee to secure proper implementation of the project. Such a guarantee to secure proper implementation of the project can include e.g.: several tranches of advance payments and/or a blank promissory note and a promissory note declaration and/or a bank guarantee and/or reimbursements of incurred costs.

Interim reports should be submitted within 15 working days after each six months of project implementation.

The Final report should be submitted within 30 working days after the completion of the project.

9. Attachments to the application

- 1) Declaration of the legal representative of the Applicant (scan).
- 2) Letter of intent signed by the legal representative of the project partner(s) (scan).
- 3) 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
- 4) 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
- 5) Authorisation to sign the proposal by a person other than the legal representative (scan) - if applicable.
- 6) De minimis aid declaration (scan) - if applicable.

10. Application documents:

- 1) Application form template.
- 2) Instructions for filling in the application form.
- 3) Guide for applicants.

Component 4.

Institutional cooperation for enhancement of quality and relevance of education at all levels and forms (excluding VET and vocational continuing education)

1. Eligible activities

Eligible activities are:

- a) developing or updating education offer at various levels of education (excluding VET), including curricula;
- b) exchange of experiences and good practices, organisation of joint initiatives with partners from Donor States (e.g. seminars, conferences, education events, intensive training for learners and staff, cultural events linked to education);
- c) development or updating of local/regional/national strategies in the scope of education and training and including education in regional development.

A project can focus on the performance of any activity (a, b or c) separately or it can include two or all of the activities.

2. Eligible applicants

Polish legal entities operating in the school education, higher education and adult education sector, excluding vocational education and training .

3. Eligible partners

Projects implemented under this Component must be implemented in partnership, in accordance with the catalogue of eligible partners specified in point I.4 of the Call for Proposals.

A partnership should be composed of at least 2 entities. An applicant submits a proposal on behalf of all partners involved in the project. The proposal must be accompanied by a letter of intent signed by all partners.

In projects implemented as part of Activity b or if the project contains Activity b, partnerships with entities from Donor States are obligatory,

In the case of projects implemented under Activity a and c, partnership with entities listed as eligible partners is obligatory - partnership with entities from Donor States is preferred, but not obligatory,

4. Duration of the project¹¹

- a) development or updating of the education and training offer - **from 6 to 24 months**
- b) exchanging experiences and good practice, organisation of joint initiatives with Donor State partners - **from 3 to 12 months**

¹¹ The final date for implementation of projects financed by the Education Programme is 30 April 2024.

- c) development or updating local/regional/national strategies/policies - **from 6 to 24 months**

5. Project grant

Minimum and maximum grant amount:

- a) development or updating of the education and training offer -- **EUR 35,000 – EUR 250,000**
- b) exchanging experiences and good practice, organisation of joint initiatives with Donor State partners - **EUR 35,000 - EUR 100,000**
- c) development or updating local/regional/national strategies - **EUR 35,000 - EUR 250,000**

6. Eligible costs

The following categories of costs are eligible:

1. Project management and implementation (standard scale of unit costs).
2. Travel (project meetings) (standard scale of unit costs).
3. Participants' subsistence (project meetings) (standard scale of unit costs).
4. Personnel costs for the processing of outcomes (standard scale of unit costs).
5. Events linked to project outcome promotion and implementation (standard scale of unit costs).
6. Extraordinary costs (actual costs up to 100%).
7. Support for project participants with special needs (actual costs up to 100%).
8. Travel (projects involving learning and training) (standard scale of unit costs).
9. Individual support (projects involving learning and training) (standard scale of unit costs).

For projects implemented exclusively under Activity b., personnel costs for the processing of outcomes and extraordinary costs are not eligible.

For more information on the eligibility of costs, please refer to the Guide for Applicants.

7. Selection criteria

Formal assessment

Formal requirements:

1. The Applicant/Partner¹² 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/Partner¹³ 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,

¹² If the project is implemented in a partnership, this requirement applies to the Applicant and the Project Partner.

¹³ As above.

- 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 Education Programme as part of Component 4.
8. For at least 12 months prior to submitting the application, the Applicant has 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 partnership meets the requirements set out in the Call for Proposals.
10. The application was submitted online within the deadline indicated in the Call for Proposals.
11. The proposal has been fully completed (all mandatory fields have been filled in).
12. The duration of the project is consistent with the time frame set out in the Call for Proposals.
13. The total requested budget is not less than EUR 35,000 and not more than EUR 250,000.
14. The applicant has fulfilled its previous obligations towards the Foundation for the Development of the Education System.
15. The contents of the application in Polish and in English are consistent.
16. All required documents have been properly attached to the application form.

Proposals not meeting formal requirements referred to in points 1-15 will not be considered, and Applicants submitting them will not be requested to provide additional information.

Quality assessment criteria:

1. Purpose and justification of the project.
2. Description of activities, methodology, management.
3. Partnership.
4. Outcomes, impact and sustainability.
5. Evaluation, monitoring and risk management.
6. Bonus criteria.

8. Payment system and reporting

Payment scheme

Project grants are paid in the form of advance payments and final balance payment. Up to 80% of the project grant can be paid as advance payments. Depending on the duration of the project, advance payments can be made in one or two tranches.

The first tranche of advance payment will be paid after signing of the project contract.

Subsequent advance payment tranches, if any, will be transferred to the Beneficiary after the approval of the project's interim report(s) and after the spending of at least 70% of the previous advance payment tranche. The transfer of funds will take place after approval of the interim report.

After the approval of the final report, the final balance payment (up to 20% of the total eligible costs), if applicable, will be paid.

In the case of non-public institutions which have been awarded a grant in excess of EUR 60,000, Programme Operator, having checked the financial standing of the applicant, can require a guarantee to secure proper implementation of the project. Such a guarantee to secure proper implementation of the project can include e.g.: several tranches of advance payments and/or a blank promissory note and a promissory note declaration and/or a bank guarantee and/or reimbursements of incurred costs.

Reporting

Interim reports should be submitted within 15 working days after each six months of project implementation.

The Final report should be submitted within 30 working days after the completion of the project.

9. Attachments to the application

- 1) Declaration of the legal representative of the Applicant (scan).
- 2) Letter of intent signed by the legal representative of the project partner(s) (scan).
- 3) 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
- 4) Valid registration/incorporation 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
- 5) Authorisation to sign the proposal by a person other than the legal representative (scan) - if applicable.
- 6) De minimis aid declaration (scan) - if applicable.

10. Application documents:

- 1) Application form template
- 2) Instructions for filling in the application form
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