

## CALL FOR PROPOSALS

29.04.2022 – 22.05.2022

### 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 for

**"The organisation of summer holiday educational workshops for Ukrainian refugees residing in the Republic of Poland"**

The European Economic Area Financial Mechanism (**EEA FM**) and the Norwegian Financial FM (**NFM**) 2014-2021 are sources of non-repayable aid extended to Poland by three EFTA (European Free Trade Association) countries that are also members of the EEA (European Economic Area), i.e. **Norway, Iceland and Liechtenstein**.

**The Bilateral Cooperation Fund** was established on the basis of an agreement between the Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs and Polish Ministry of Regional Funds and Policy (National Focal Point) in order to strengthen bilateral relations between Donor and Beneficiary States, *inter alia* through joint implementation of projects with entities from Iceland, Liechtenstein and Norway.

In the face of refugee crisis caused by Russia's armed attack on the independent state of Ukraine, more than 2.7 million refugees have crossed the country's border to arrive in the Republic of Poland. Having in mind the prevailing gender and age of immigrants (women and children), the biggest challenge faced by Poland is the activation of children and their mothers and organisation of their time during summer holiday. The fact that educational facilities do not operate in the summer will directly affect the mental state of refugee children and their mothers, who will not be able to work, as they will need to provide care to their children.

Responding to this need, the Foundation for the Development of the Education System, acting as the Operator of the Education Programme, invites all interested entities meeting eligibility criteria to submit proposals under a call for the organisation of summer holiday educational workshops for Ukrainian refugees residing in the Republic of Poland.

## 1. Eligible activities

The call is open to proposals for the organisation of an initiative (hereinafter referred to as "the project") taking the form of organising and carrying out summer holiday educational workshops for Ukrainian refugees residing in the Republic of Poland.

The call for proposals is announced in response to the challenge identified above. It caters for the needs of two predominant groups of refugees residing in Poland, namely women and their children, by:

1. Developing local initiatives aimed at integrating refugees from Ukraine with local communities.
2. Acquiring competences necessary for active participation in social and economic life.
3. Supporting the multi-faceted development of peer groups among Ukrainian children.

Submitted projects should consist in the organisation of summer holiday workshops aimed at two target groups formed by Ukrainian women with refugee status<sup>1</sup> and their children. Individual parts of the projects should be adapted to the needs of each target group.

Preferred activities for women will include workshops focussing on:

- personal development;
- assertiveness;
- improving self-esteem;
- coping with stress;
- health care system in Poland;
- using the services of public institutions, such as council offices, outpatients clinics, schools, libraries, etc.;
- occupational activation, e.g. skills training, active job searching, preparing a cover letter and CV;
- improving social competences.

**Bonus points will be awarded to proposals focussing on recovering from trauma.**

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<sup>1</sup> As defined in Article 1(1) of the Law of 12 March 2022 on Assistance to Citizens of Ukraine in Connection with the Armed Conflict in Ukraine.

Activities for children should include aspects of integration and education. They should promote children's well-being and should be adequate for different age-groups.

One applicant can submit one proposals under the call. One proposal can include more than one group holiday, i.e. can include any from one to four group holidays lasting from 7 to 14 days each, offered from July to August 2022 for groups of no more than 90 people each (from 20 to 30 women and from 20 to 60 children per group).

**NOTE:**

If one institution submits more than one proposal, the last of the submitted proposals will be assessed on a first-come, first-served basis (the date and time of entering the proposal into the [online.frse.org.pl](https://online.frse.org.pl) system shall be decisive).

## 2. Eligible applicants

Polish entities having the status of non-governmental organisations are eligible to apply for funding under the project "*The organisation of summer holiday educational workshops for Ukrainian refugees residing in the Republic of Poland*". Commercial entities carrying out business activity are not eligible applicants. Adult Ukrainian citizens with refugee status<sup>2</sup> and their children are eligible individual participants of the workshops.

Each applicant must prove that they currently operate in the formal or non-formal education sector. The applicant institution must have been registered for at least 12 months in the territory of the Republic of Poland and must have run the aforementioned activity continuously, counting backwards from the date of submitting the application.

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

## 3. Eligible project partners

***Applicants may carry out the project independently. Partnership is not obligatory, but bonus points will be awarded for it during quality assessment.***

Applicants from Poland may implement the project together with a partner organisation, which may be:

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<sup>2</sup> As defined in Article 1(1) of the Law of 12 March 2022 on Assistance to Citizens of Ukraine in Connection with the Armed Conflict in Ukraine.

- Any legal entity established in the Donor States or in Poland.
- 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.

#### 4. Project duration and the number of participants

The projects may commence not sooner than on 16 June 2022 and must end within 30 calendar days of the end date of the last workshop, but not later than on 30 November 2022. The duration of one group holiday (workshop) is from 7 to 14 calendar days.

One proposal can include the organisation of any from one to four group holidays lasting from 7 to 14 days each offered from July to August 2022 for groups of no more than 90 people each (from 20 to 30 women and from 20 to 60 children per group).

#### 5. Total grant amount available through the call

Total funds to be granted to project promoters (EEA FM and NFM funds for 2014-2021) through the call for proposals amount to: **EUR 1,600,000.00** The maximum value of one group holiday can be **EUR 35 000**. **A single holiday group stay may last not less than 7 calendar days and not more than 14 calendar days. A minimum of 20 women and 20 children and a maximum of 30 women and 60 children should participate in each workshop.** Each holiday group must include a different group of participants.

Grant under the Bilateral Cooperation Fund is provided in the following proportion: 50.85% funded by the Norwegian Financial Mechanism 2014-2021 and 49.15% funded by the EEA Financial Mechanism 2014-2021.

The grant covers up to 100% of total eligible project costs. The grant is awarded in euro.

#### 6. EUR exchange rate to be applied

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 4.6679

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

## 7. Eligible costs

The project budget will be constructed on the basis of actual and indirect costs in accordance with the categories described in Annex 1 to the Guide for Applicants. These categories include:

- Management costs
- Participant travel costs
- Participant subsistence costs
- Personnel costs
- Special costs

**The project budget will be subject to quality assessment in terms of cost effectiveness. At the stage of quality assessment, the Programme Operator may reduce costs in each category.**

## 8. Selection procedures

Project assessment is a two-stage process and consists of formal and quality assessment. Only projects that meet all the formal requirements will be subject to quality assessment. The Programme Operator employees carry out formal and quality assessments of the proposals.

Evaluation Committee will recommend projects, which can receive the grant. The final decision on awarding a grant for each project is made by the Management Board of the Foundation for the Development of the Education System 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 in the territory of the Republic of Poland, as confirmed by a provision in its statutes or an entry in a relevant register.
- 9) The application has been fully completed (all mandatory fields have been filled in).
- 10) The duration of the project is consistent with the time frame set out in the Call for Proposals.
- 11) The contents of the summary of the application in Polish and in English are consistent.
- 12) 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 1-11 will not be considered and Applicants submitting them will not be requested to provide additional information. Only the requirement that the required attachments should be attached to the application will be supplemented.

Quality assessment includes the following requirements

- Purpose and justification of conducting workshops;
- Quality of workshop methodology and programme;
- Workshop participant selection;
- Assessment of competences of trainers/experts conducting workshops;
- Impact of the project on participants;
- Calculation of the budget;
- Bonus criteria;
- Cost effectiveness.

## 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 after 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).
- 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) 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.
- 4) Authorisation to sign the proposal by a person other than the legal representative (scan) - if applicable.

## 12. Application documents

- 1) Application form template.
- 2) Guide for applicants

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

The call for proposals shall be held during the period **from 29.04.2022 to 22.05.2022 until 11:59 p.m.**

The applications are submitted in Polish. A summary of the application should additionally be translated into English. Applications should be submitted in the **online system, which can be accessed via the website: [online.frse.org.pl](https://online.frse.org.pl)**. Once the call is closed, it will not be possible to submit an application form via the system.

## 14. Programme documents

- Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021 (in Polish, available at <https://www.eog.gov.pl/>)
- Donor States Guidelines (available at <https://eeagrants.org/about-us/legal-framework>)
- Guidelines of the competent Minister acting as the National Focal Point (in Polish, available at <https://www.eog.gov.pl/>).

## 15. Contact with the Program Operator

Should you require further information, please contact us on working days from 9:00 a.m. to 4:00 p.m.

- E-mail: [edukacja.eog@frse.org.pl](mailto:edukacja.eog@frse.org.pl) or [mpiwka@frse.org.pl](mailto:mpiwka@frse.org.pl)
- Phone: +48/22 46 31 650 or +48 509 009 338

Programme Operator will respond asap to written inquiries submitted by traditional mail or email, i.e. not later than within **5** working days from the receipt of the inquiry, provided that the **inquiry is received no later than 7 working days before the deadline for submission of proposals:**

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**Program Edukacja**  
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[www.education.org.pl](http://www.education.org.pl)

**Complaint mechanism:**

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