

# GUIDE

## FOR APPLICANTS

### BILATERAL COOPERATION FUND

**THE ORGANISATION OF SUMMER HOLIDAY EDUCATIONAL WORKSHOPS FOR  
UKRAINIAN REFUGEES RESIDING IN THE REPUBLIC OF POLAND**

**DATE OF SUBMITTING THE APPLICATIONS**

**29.04.2022 r. –22.05.2022, 11:59 P.M.**

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## 1. GENERAL INFORMATION

### GENERAL INFORMATION ON THE FINANCIAL MECHANISMS

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**.

### PROGRAMME OBJECTIVES

The overall objective of the Education 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, Iceland, Liechtenstein and Norway. The Programme is to contribute to the strengthening of human potential and the development of Poland's knowledge base.

The Education Programme institutional partners from the Donor States are:

- the Icelandic Centre for Research (RANNIS);
- the National Agency for International Education Affairs (AIBA) in Liechtenstein;
- Directorate for Higher Education and Skills (HK-DIR) in Norway

### BILATERAL COOPERATION

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

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 and arrived 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 these needs, the Financial Mechanism Office has agreed to allocate funds from the Bilateral Cooperation Fund for initiatives related to mitigating the effects of war in Ukraine.

At the same time, the FMO agreed that bilateral initiatives at the Programme level could exceptionally be implemented without the participation of Partners from Donor States. Such approval with regard to the initiative consisting in *"The organisation of summer holiday educational workshops for Ukrainian refugees residing in the Republic of Poland"* was given by the Joint Committee on Bilateral Cooperation (JCBF) on 8 April 2022 after having consulted the Programme Operator.

## PROGRAMME DOCUMENTS

During the organization of summer holiday educational workshops for Ukrainian refugees residing in the Republic of Poland, the Project Promotor is obliged to follow the rules published in the 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/>).

## 2. GENERAL INFORMATION CONCERNING "THE ORGANISATION OF SUMMER HOLIDAY EDUCATIONAL WORKSHOPS FOR UKRAINIAN REFUGEES RESIDING IN THE REPUBLIC OF POLAND"

### DESCRIPTION OF THE INITIATIVE<sup>1</sup>

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 Ukrainian women with refugee status<sup>2</sup> and their children. Individual parts of the project 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 councils, outpatients clinics, schools, libraries, etc.;
- occupational activation, e.g. skills training, active job searching, preparing cover letter and CV;

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<sup>1</sup> BCF is intended for undertaking joint initiatives. For the needs of the call for proposals, the initiatives involve projects consisting in organising summer holiday educational workshops for Ukrainian refugees residing in the Republic of Poland.

<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.

- improving social competences.

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

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. Children should stay in peer groups, i.e. in groups of similar age.

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). Each holiday group must include a different group of participants.

During each holiday group stay, workshops for mothers and integration/educational activities for children should take place every day.

The need for carrying out each project will be examined at the stage of quality assessment of the proposals.

**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>3</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.

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<sup>3</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.

## 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:

- 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.

The Programme Operator does not act as an intermediary in finding a project partner. The financial flows between a Project Promoter and a Project Partner should be regulated in a partnership agreement, which a Project Promoter is obliged to submit together with the signed agreement concerning the undertaking of the initiative.

## 3. FINANCIAL PRINCIPLES

### ELIGIBILITY OF EXPENDITURES

Eligible expenses meet the criteria listed below:

- they are incurred<sup>4</sup> between the first and final dates of the eligibility period, as specified in the Project Contract,
- they are connected with the subject of the Project Contract and they are indicated in the detailed budget of the project,
- they are proportionate and indispensable for the implementation of the project,
- they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness,
- they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and/or project partner and determined according to the applicable accounting standards of the country where the Project Promoter and/or project partner is established and according to generally accepted accounting principles, and

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<sup>4</sup> Under Art. 8.2 (5) of the Regulations, expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in the case of goods) or performed (in the case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility, if the costs are paid within 30 days of the final date of eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or project partner.

- they comply with the requirements of applicable tax and social legislation.

The following costs are not considered eligible:

- interest on debt, debt service charges and late payment charges,
- charges for financial transactions and other purely financial costs, except costs related to accounts required by the FMC, the National Focal Point or the applicable law and costs of financial services imposed by the project contract <sup>5</sup>,
- provisions for losses or potential future liabilities,
- exchange losses,
- recoverable VAT,
- costs that are covered by other sources,
- fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project,
- excessive or reckless expenditure.

## GRANT AMOUNT

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 holiday group stay can be **EUR 35 000**. **One project can include any from one to four group holidays. A single holiday group stay may not be shorter than 7 calendar days and no longer 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.

The project budget is closely linked to the number of holiday group stays, their duration and the number of participating mothers. The amount of funding is calculated on the basis of the following formula:

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<sup>5</sup> Such as: costs linked to opening a project bank account by the Project Promoter, its keeping and service, including costs of bank transfers linked to the project.

**Grant amount** = management costs (up to 5% of the project value) + participant travel costs + participant subsistence costs + personnel costs + special costs (up to 5% of the project value).

**The quality assessment of the applications also applies to the project budget. The Programme Operator, acting on the strength of a resolution adopted by the FRSE management, makes a final decision as to the project grant amount awarded in EUR.**

**NOTE:**

**Funding the same expenses using two different sources (double funding) is prohibited.**

## 4. PROJECT BUDGET

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.**

The applicants should calculate their project budgets in EUR. The system will automatically convert project budget from EUR into PLN using the monthly accounting exchange rate of the European Commission in the month during which the call for proposals was launched, that is

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)

### CHANGES TO THE PROJECT BUDGET

The Project Promoter is under the obligation to notify the Programme Operator of any project change affecting the budget. Changes to the budget should be consulted with the project supervisor. In the course of project implementation, reallocations of funds amounting up to 20% of the budget of the category to which they refer are permitted (both the category from which the funds are reallocated and the one which

will consequently be increased. The reallocations do not apply to the categories "management costs" and "special costs".

It is not possible to increase the total amount of the project budget.

Reallocations of funds between categories exceeding 20% of a relevant category necessitate consent from the Programme Operator.

## VAT AND OTHER TAXES

### Value Added Tax (VAT)

VAT as a cost may be refunded only when the Project Promoter and Partner/s cannot recover the tax under national legislation and when it is actually and finally incurred by the Project Promoter or Partner/s. The Project Promoter makes a VAT declaration when submitting the first financial report.

### Personal income tax

Income from employment and related relationships as well as from civil law agreements earned by people participating in project implementation does not benefit from any tax exemptions specified in Art. 21 of the Personal Income Tax Act. As a consequence, income tax is applicable to such income on general principles. This means that the tax remitter is under the obligation to deduct a withholding tax under Art. 32 of the Personal Income Tax Act and in the case of income generated under civil law agreements - under Art. 41 (1) of the same Act.

More information on the above issue you will find:

[https://education.org.pl/regulacje\\_prawne/pismo-dot-zwolnienia-od-podatku-dochodowego/](https://education.org.pl/regulacje_prawne/pismo-dot-zwolnienia-od-podatku-dochodowego/)

## PUBLIC PROCUREMENT

All expenses incurred as part of the project must be transparent, rational and effective.

The awarding of public contracts necessitates respecting the following rules:

- a. respect for fair competition, equal treatment of contractors, transparency,
- b. economically sound public funds management, including the rules of disbursing public funds in a purposeful and economical way enabling the performance of tasks in a timely manner, as well as the rules of using optimal methods and means to obtain the best cost-effectiveness ratio.

The fulfillment of the above requirements is ensured by the application of the Act of 29 January 2004 - Public Procurement Law (Journal of Laws 2019, item 1843, consolidated text), abbreviated to PPL, or by

the application of the competition rule in accordance with the Guidelines of the Minister of Funds and Regional Policy on awarding contracts under the EEA Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism 2014-2021.

## PAYMENTS

The Project Grant is paid into indicated in the project contract bank account.

Project grants are paid in the form of advance payments and the final balance payment:

- advance payment - 80% of the Project Grant will be paid within 20 days upon signing a Project Contract.
- payment of the final balance – up to 20% of the Project Grant will be paid upon the approval of a Project Final Report, however, if the Beneficiary does not use all transferred funds, the Program Operator will request a return.

Payments to Project Promoters will be effected via Bank Gospodarstwa Krajowego, in accordance with the schedule of payments of European funds converted from EUR to PLN using the exchange rate of the European Commission valid in the month when the payment is made to the Project Promoter.

The exchange rate will be posted at: <http://ec.europa.eu/budg/inforeuro/index#!/convertor>.

## 5. COOPERATION BETWEEN THE PROJECT PROMOTER AND PARTNERS

The Project Promoter is a party to the Project Contract, is awarded funds and is accountable for their settlement to the Project Operator. The project grant amount is specified in the Project Contract, and financial flows between project partners should be regulated in the Partnership Agreement.

When preparing their Interim and Final Reports, the Project Promoter has to indicate all expenses incurred as a result of the implementation of the project, including costs incurred by the Partners. Real costs incurred by the Project Partner may be supported by:

- an invoice or other accounting document of equivalent probative value;

- a report of an independent auditor or a public official qualified to perform audits of accounting documents in which they state that the costs in question have been incurred in accordance with the regulations of the EEA Financial Mechanism 2014-2021 and national law.

**The Project Promoter submits accounting documents only at the Programme Operator's request.**

## 6. CALL FOR PROPOSALS

**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.

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.

**Note:** 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.

### APPLICATION FORM

Please carefully read this Guide for Applicants before starting to fill in your application. The application must be completed and submitted via the online system available at [online.frse.org.pl](https://online.frse.org.pl).

Applicants fill in the application form in Polish. A project summary should be completed in Polish and in English.

The contents of the proposal should be logical and understandable, the workshop programme should be realistic and its description should be clear and comprehensive.

Before submitting a proposal, the Applicant should independently verify the scope, quality, coherence and completeness of information contained therein and the completeness of the annexes

## APPLICATIONS SIGNED BY LEGAL REPRESENTATIVES

The signing of an application form occurs by attaching a scanned copy of the "Declaration" bearing the signature of the Applicant's legal representative (or representatives), in accordance with a document confirming the manner of their legal representation. The template of the "Declaration" is published on the website of Programme Operator. Should the application form be signed by a person other than the Applicant's legal representative, a proper letter of authorisation to sign the application form and - perhaps - the Project Contract is to be attached.

The document confirming legal representation is e.g. a current excerpt from the relevant register (e.g. statute, excerpt from the university register, KRS, printout from CEIDG or other document confirming the institution's existence and its legal representation depending on the legal form - in the case of, if the institution does not have a National Court Register).

## ATTACHMENTS TO THE APPLICATION

The proposal must include the following annexes:

- 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.

## ASSESSMENT OF APPLICATION

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. At the stage of formal assessment, Programme Operator may require that the Applicant provides missing annexes.

### Formal assessment

Each application will be subject to formal assessment in line with the requirements specified in Call for Proposals. The eligibility checklist constitutes Annex No. 2 to this Guide.

Formal assessment will be carried out by the Programme Operator's employees.

**Notification of the necessity to complete the application will be emailed** to the *contact person* indicated in the application form. Therefore, it is vital that the email address indicated there is active and current. The deadline for providing information missing in the proposal is seven calendar days of the dispatch of the request to provide missing information.

The results of formal evaluations are posted at [www.education.org.pl](http://www.education.org.pl).

Applications meeting the formal requirements undergo quality assessment.

### Quality assessment

The quality assessment of applications will be performed by two Programme Operator employees in accordance with the criteria specified in the *Call for Proposals*. The template of quality checklist together with scoring constitute Annex 3 to this Guide.

The grant will be awarded if the funds are available to initiatives scored more points than the threshold set for quality assessment (60%) in descending order by points scored i.e. at least 60 points.

As part of quality assessment, the Programme Operator also verifies the budget for the correctness of calculations. If any errors are found in the calculation of the project grant amount applied for, and the application scores enough points to be accepted in terms of quality assessment, the Applicant will be requested to sign a contract containing a budget correction.

### INFORMATION ABOUT THE RESULTS OF THE CALL FOR PROPOSALS

Prior to the commencement of any activities included in the project grant application, the Programme Operator will inform all Applicants about the results of the grant awarding procedure and in the case of applications approved for project grants - about the awarded grant amount. This information will be provided in writing and by e-mail prior to stating planned activities. The decision of granting is made by the Management of FRSE on the basis of a resolution with the frequency depending on the number of applications submitted.

The notification referred to above will be **be emailed** to the *contact person* indicated in the application form. The Programme Operator will inform applicants whose applications have been rejected of the reasons for rejection.

## 7. CONTRACT OF THE INITIATIVE

The Programme Operator and the Project Promoter will sign the project contract providing details relating to the obligations of the Parties, conditions of grant payments as well as reporting and project accounting rules. Such contracts will be prepared by the Programme Operator in two original copies, one copy for each Party. **Please note that**

**Non-public sector** applicants will be asked to provide the original copy or an authenticated copy of a current (not older than 3 months) letter of confirmation from the Social Insurance Institution and the Tax Office that all the taxes and social insurance contributions have been paid to date. As obtaining such documents involves waiting, Applicants should approach the relevant institution as early as at the stage of submitting project grant applications.

Before signing a project contract, Programme Operator will verify if the Applicant is not excluded from the possibility of receiving support. In particular, the Programme Operator will confirm the possibility of granting *de minimis* aid.

Simultaneously, the Programme Operator can ask the Applicant for additional documents and information if they are deemed necessary for signing the Project Contract.

The Programme Operator reserves the right to withdraw from signing the Project Contract with the Applicant in the following cases:

- documents provided by the Applicant contain false statements,
- the Applicant refuses to provide the required documents.

### EXPENDITURE ELIGIBILITY PERIOD

Expenditure eligibility periods will be specified in initiative contract concluded with Project Promoters and will depend on the schedule presented in application forms. The start date cannot be earlier than the date of publication of the results of the call for proposals.

- The start date of eligibility - the start date of cost eligibility period specified in the Project Contract not sooner than on 16 June 2022. It is from this moment that the Project Promoter is allowed to incur expenses linked to the project „*The organisation of summer holiday educational workshops for Ukrainian refugees residing in the Republic of Poland*”.

- The final date of eligibility - the end date specified in the Project Contract, 30 calendar days of the end date of the last workshop, but not later than on 30 November 2022
- Any project activities undertaken and costs incurred outside the dates indicated in the Project Contract will be deemed ineligible.

## REPORTING

Under the Project Contract, each Project Promoter is obliged to submit their Final Report and a balance payment application not later than within 15 working days of project final but not later than on 21 December 2022.

Under the Project Contract, each Project Promoter is obliged to submit their Final Report and a balance payment application not later than within 15 working days of project Final.

Such reports should be completed online by visiting [online.frse.org.pl](http://online.frse.org.pl) and using the template prepared by the Programme Operator and posted at [www.education.org.pl](http://www.education.org.pl) *Project implementation/reports templates*. The Final Report is composed of content-related and financial parts and together with its annexes, it constitutes the basis for the final settlement of project accounts.

The financial part of the report provides information for the final calculation of the project grant amount and of the payment of the final balance to be transferred to the Project Promoter's (institution's) bank account indicated in the Project Contract, provided that the Programme Operator's approves the Final Report

All amounts quoted in Final Reports should be given in EUR. In the case of real costs incurred in PLN or other currency, converting them into EUR necessitates using the monthly accounting exchange rate of the European Commission valid on the day of the call for proposals and posted on its webpage:

1 EUR = 4,6679 PLN

<http://ec.europa.eu/budget/graphs/inforeuro.html>.

Costs linked to exchange differences and exchange losses are not eligible expenses.

## ATTACHEMENT TO THE FINAL REPORT

- A declaration confirming the contents of the report signed by a legal representative
- VAT declaration

- List of costs incurred

## UNFINISHED PROJECTS AND THE TERMINATION OF THE PROJECT CONTRACT

Should the Project Promoter withdraw from the project „*The organisation of summer holiday educational workshops for Ukrainian refugees residing in the Republic of Poland*” before the end of the implementation period, they should notify the Programme Operator without delay and give valid reasons. Depending on the project outcomes, the Programme Operator will make a decision as to the project grant amount that has to be reimbursed.

## 8. PROJECT MONITORING AND AUDITS

All projects awarded grants under the Education Programme are monitored. Project monitoring is intended to verify whether such project grants are spent in accordance with Project Contracts.

The system of monitoring and auditing includes:

a) **verification of Interim and Final Reports.** The post-submission verification of the Final Report is conducted in the Programme Operator’s seat to calculate the final project grant amount. All reports linked to projects receiving grants undergo such verifications. Interim and Final Reports consisting of substantive and financial parts are emailed to the Programme Operator by Project Promoters.

b) **desk checks** are in-depth checks run on additional supporting documents in the Programme Operator’s seat. Such checks may be conducted at the stage of the Final Report or afterwards. In-depth checks may be applied to contracts selected at random or to those selected for a reason (on the basis of risk analysis or due to detected/reported irregularities). **At the request of the Programme Operator, the Project Promoter provides scanned documents confirming all budget categories.**

c) **Special checks** - in the case of projects, which are significantly delayed or at the risk of non-implementation.

Notification of desk checks is provided in a separate letter by the Programme Operator. The selection of projects to undergo a check in the Project Promoter’s seat will be random or based on risk analysis.

Moreover, the EFTA Board of Auditors and the Financial Mechanism Committee may audit all programmes and projects receiving grants on the strength of the EEA Financial Mechanism 2014-2021.

Moreover, the Program Operator reserves the right to carry out monitoring on the spot of the project implementation. The Project Promoter is obliged to provide all explanations and submit for financial control and content-related documents regarding the project at the Operator's request.

## 9. DOCUMENT ARCHIVING

The Project Promoter is obliged to keep documentation linked to the project for five years from the date when the Programme Final Report was approved by the Donor States. The Project Promoter will be notified of this in a separate letter.

## 10. INFORMATION AND PROMOTION

In accordance with the Regulations on the Implementation of the EEA FM 2014- 2021 and Regulation on the Implementation of NMF 2014-2021 , entities involved in Financial Mechanisms projects and initiatives are under the obligation to carry out informational and promotional activities. These activities are intended to increase public awareness of EEA and Norway Grants and their mission, opportunities for bilateral cooperation with entities from Liechtenstein, Iceland or Norway and the implementation, outcomes and impact of projects implemented using EEA and Norway funds. Annex 3 to the Regulations - Information and Communication Requirements - provides detailed requirements in this respect.

Purpose and scope of information activities should be in line with the scale of initiative.

Guidance provided in those documents places the Project Promoter under the obligation to develop and implement a communication and promotion plan. All project documents and promotional materials (training materials, brochures, leaflets, posters, gadgets) should contain information about the source of the grant and the importance of bilateral cooperation.

Any information material is to contain a standard text indicating the source of funding, for example: Preparatory visit benefits from a EUR (*amount – use a rounded figure*) grant from Iceland, Liechtenstein and Norway through the EEA Grants and Norway Grant. The aim of the initiative (*use the relevant term*) is to (*describe the objective*). Optional standard texts are indicated in the Communication and Design Manual EEA and Norway Grants 2014-2021.

The Communication and Design Manual EEA Funds and Norwegian Funds 2014-2021 contains strategic communication guidelines, technical requirements concerning design, as well as recommendations linked to PR: [https://www.eog.gov.pl/media/69204/Podrecznik\\_komunikacji\\_EOG\\_Nor\\_PL.pdf](https://www.eog.gov.pl/media/69204/Podrecznik_komunikacji_EOG_Nor_PL.pdf).

## 11. CONTACT WITH THE PROGRAM OPERATOR

All parties interested in the Programme and prospective Applicants may phone to obtain information about the rules of call for preparatory visits from Monday to Friday between 9.00 AM and 4.00 PM.

Having previously asked for an appointment, it is also possible to obtain information directly in the Programme Operator's seat or request written information. Programme Operator will respond immediately 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 days before the deadline for submission of proposals. That type of consultation may not involve individual guidance concerning the contents of the application.

### Contact:

Foundation for the Development of the Education System  
Program Edukacja  
Al. Jerozolimskie 142A  
02-305 Warszawa  
**W:** [www.education.org.pl](http://www.education.org.pl)  
**E:** [edukacja.eog@frse.org.pl](mailto:edukacja.eog@frse.org.pl) ; [mpiwka@frse.org.pl](mailto:mpiwka@frse.org.pl)  
**T:** 22 46 31 650 ; +48 509 009 338  
**FB:** Program Edukacja

### Complaint mechanism:

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

## Annex 1 Table of Costs

Cost category	Description	Cost type	Amount calculation rules	Clearance of accounts, documentation	Reporting
<b>Management costs</b>	<p>The grant is intended to cover costs related to project management, financial and content-related services and project promotion.</p> <p><b>This category shall form no more than 5% of total eligible project costs</b></p>	Indirect costs	The grant amounts to 5% of eligible costs included in the project budget	<p>Clearance of accounts is based on the completion of the project in accordance with the approved application.</p> <p>Indirect costs settled as lump sums shall be treated as costs incurred on the date of posting them. Project promoters do not have to provide to Programme Operator or describe the accounting documents proving that the costs which have been indicated as indirect lump sum project costs have been incurred. However, the Programme Operator reserves the right to verify the accounting records of costs incurred as lump sums.</p>	<p><b>Reporting:</b></p> <p>Project Promoters report their expenses by providing their name and description, date when they were incurred and the amount.</p> <p>Scanned documents confirming incurred expenses will be submitted to the Programme Operator at their request.</p>
<b>Participant travel costs</b>	The grant is intended to cover the costs related to the travel of project participants from the place of	Actual costs	The costs should be presented in a budget table, the calculation should include the number of	Invoices, receipts, contracts and proofs of payment (bank	Project Promoters report their expenses by providing their name and description, date

	assembly to the place where the holiday workshops are to be held (including local transport costs during the group stay)		transports and the amount of planned expenditure for a given holiday group stay. <i>E.g. coach transport from/to Warsaw to/from Zalesie Górne, number of journeys 1 x 400 PLN Transport to the swimming pool 1 x 250</i>	statements) shall be regarded as proof of expenditure.	when they were incurred and the amount. Scanned documents confirming incurred expenses will be submitted to the Programme Operator at their request.
<b>Participant subsistence costs</b>	The grant is intended to cover costs related to providing participants with accommodation and food during the workshops, renting rooms for the workshops as well as rooms for integration and educational activities for children.	Actual costs	The costs should be presented in a budget table, the calculation should include the number of units x price <i>E.g. conference room rental 6 days x 200 PLN Renting 10 double rooms x 7 days x 50 PLN Workshop room rental for 10 children x 3 days x 150</i>	Invoices, receipts, contracts and proofs of payment (bank statements) shall be regarded as proof of expenditure.	Project Promoters report their expenses by providing their name and description, date when they were incurred and the amount. Scanned documents confirming incurred expenses will be submitted to the Programme Operator at their request
<b>Personnel costs</b>	The grant is intended to cover the costs of employing staff to conduct educational workshops for women and care and educational activities for children.	Actual costs	The costs should be presented in a budget table, the calculation should include a clear description of each item, the number of units/ hours/ price. <i>E.g. public administration expert 1 person x 8h x PLN 150 Trauma counselling services 1 person x 2 days x PLN 2000 Early childhood education teacher providing childcare 2 persons x 7 days x PLN 200 Interpreter 1 person x 7 days x PLN 200 Animateur of activities for children 2 persons x 14 hours x PLN 50</i>	Documentation confirming the expenditure incurred will include employment contracts, contracts of mandate, bills, invoices, proofs of payment, payroll, project account statements.	

			<i>Sign language interpreter services x 1 person x 7 days x PLN 150</i>		
<b>Special costs</b>	<p>This category covers costs related to the participation in the project of people with special needs arising from their disability.</p> <p>Costs related to cultural and leisure activities.</p> <p>Costs related to materials necessary for conducting the workshops, e.g. arts and crafts supplies for manual work for children.</p> <p>Costs related to insurance and all other expenses that cannot be allocated to other categories.</p> <p>Special costs may not include the purchase of any fixed assets, electronic devices, equipment to be used in project promoters' headquarters or in other premises.</p> <p><b>This category shall form no more than 5% of total eligible project costs</b></p>	Actual costs	<p>The costs should be presented in a budget table, the calculation should include a clear description of each item, the number of units/ hours/ price.</p> <p><i>E.g. purchase of zoo admission tickets for 20 adults and 30 children x PLN 25</i></p> <p><i>Purchase of swimming pool admission tickets for 50 people x PLN 15</i></p> <p><i>Purchase of art and crafts supplies for children's workshops (paints, crayons, paper, plasticine, etc.) 1 package x PLN 500</i></p> <p><i>E.g. purchase of museum admission tickets 20 persons x 1 x PLN 15</i></p> <p><i>Local transport to the museum.</i></p>	<p>Costs must be described and justified in the application form.</p> <p>Documentation confirming the expenditure incurred will include contracts, bills, invoices, proofs of payment, project account statements.</p>	