

Conservation and Revitalisation of Cultural and Natural Heritage

Funds for bilateral relations Measure A: Partnership development/building

APPLICANT'S GUIDE

Call for
Proposals regarding Partnership Actions
2/2014

Bucharest
February 2014

1. INTRODUCTION

The Conservation and Revitalisation of Cultural and Natural Heritage Programme (further referred to as Programme) is part of the **EEA Financial Mechanism 2009–2014**. Through the EEA Grants, the Donor States (Norway, Iceland and Liechtenstein) contribute to the reduction of economic and social disparities and to strengthening of bilateral relations between the Donor States and 16 Beneficiary States, mainly from Central and Eastern Europe.

The EEA Grants contribute to protecting and revitalizing cultural heritage and to promoting cultural diversity, intercultural dialogue, fostering minority cultures and cultural exchange by providing more than €200 million support in 16 beneficiary countries. In Romania a total of €20,8 million is provided for support in this area of which €16,470,588 will be available for support in the area of protecting and revitalizing cultural heritage.

The Programme Operator in Romania is the Ministry of Culture through the Project Management Unit. The Programme partner from Norway is the Directorate for Cultural Heritage.

The Fund for Bilateral Relations is an integral part of the Programme and aims at **achieving cooperation, joint results and increased mutual knowledge and understanding between donor and beneficiary states**. The two components of the *Fund for bilateral relations* are:

- **Measure A** - Partnership development/building – the search for partners prior to or during the preparation of a project application, the development of such partnerships and the preparation of a project application for a donor partnership project;
- **Measure B** - Networking and exchange of experience – networking, exchange, sharing and transfer of knowledge, technology, experience and best practices between Project Promoters and entities in the Donor States

A total amount of **247,060 Eur** will be available within this Programme to strengthen bilateral relations. The total allocation for Bilateral Relations, Measure A, Partnership development/building under the present call for proposals regarding partnership development actions is **66,000 Eur**. The maximum size of the grant is **2,000 Eur per applicant**.

TO BE NOTED!

Please take into account that Measure B is NOT financed in this call for proposals.

This document presents the procedures and conditions for submitting applications under the Fund for Bilateral Relations – Measure A of the Programme Conservation and Revitalisation of Cultural and Natural Heritage. The present call is mainly addressed to potential applicants who wish to develop bilateral relations, namely: institutions and organizations active in the field of culture, especially in the cultural and natural heritage field who intend to initiate and carry out projects in partnership with organizations and institutions from the Donor States.

This document does not exempt the applicants from the obligation to comply with legislation in force at national and European level.

For any clarifications please contact the Programme Operator. For the purpose of this call, the Programme Operator has set up a **help-desk** where potential applicants can be assisted. Additional information may be requested from the Programme Operator, using the given contact details or on the programme's website www.fonduri-patrimoniu.ro. The questions and answers that may be relevant to other potential applicants will be published on the website of the programme.

2. INSTITUTIONAL FRAMEWORK

The Ministry of European Funds acts as the National Focal Point, having the overall responsibility for reaching the objectives of the EEA Financial Mechanism 2009-2014 as well as for the implementation of the EEA Financial Mechanism 2009-2014 in Romania. The National Focal Point represents Romania in its relations with the Financial Mechanism Committee regarding the implementation of the EEA Financial Mechanism 2009-2014 in Romania.

The Certifying and Paying Authority within the **Ministry of Public Finance** acts as the Certifying Authority, being responsible for certifying the financial information, the accuracy of the interim reports and final reports for the Programme. The Certifying Authority is also responsible for receiving the payments from the EEA Grants.

The Central Harmonization Unit for Public Internal Audit (CHUPIA), within the **Ministry of Public Finance**, acts as Audit Authority, having the responsibility for conducting audits of the management and control system at the level of the Programme and individual projects.

Project Management Unit (PMU) – Ministry of Culture acts as the Programme Operator and is responsible for preparing and implementing the Programme in accordance with the principles of economy, efficiency and effectiveness and in particular for:

- ensuring that projects contribute to the overall objectives of the EEA Financial Mechanism 2009-2014 and the specific Programme outcome(s) and objective(s);
- collecting applications, selecting projects to be funded and signing project contracts for each project;
- verifying the project outputs and that the expenditure declared by the Projects Promoters has actually been incurred and complies with the Regulations for implementing the EEA Financial Mechanism, the Programme agreement as well as applicable national and European Union law;
- monitoring the projects' progress and ensuring the quality of the implementation of the projects.

3. LEGAL FRAMEWORK

This call for proposals is governed by the national and European legislation and mainly by the following laws and regulations:

- Memorandum of Understanding for implementation of the EEA Financial Mechanism for years 2009-2014 between the Iceland, The Principality of Liechtenstein and Kingdom of Norway and the Republic of Romania, signed on 24 of March 2012, amended 18 October 2012;
- Regulation on the implementation of the EEA Financial Mechanism 2009-2014 approved by the EEA Financial Mechanism Committee in accordance with art. 8.8. of the Protocol 38b to EEA Agreement on 13 January 2011 and confirmed by the Standing Committee of the EFTA States on 18 January;
- Government Emergency Ordinance no. 88/2012 regarding the institutional framework for coordination, implementation and management of financial assistance for Romania through EEA Financial Mechanism for years 2009-2014 between the Iceland, The Principality of Liechtenstein and Kingdom of Norway and the Republic of Romania, approved through Law no. 246 from 17 July 2013
- Government Emergency Ordinance no. 23/2013 regarding the financial management of the non refundable external funds through EEA Financial Mechanism for years 2009-2014

4. ABOUT THE PROGRAM

The **Conservation and Revitalisation of Cultural and Natural Heritage Programme** supports the achievement of the EEA Financial Mechanism 2009-2014 objectives:

- reduction of economic and social disparities in the European Economic Area;
- bilateral relations between the Donor States and the Beneficiary States strengthened.

The overall objective of the Programme is to contribute to cultural and natural heritage for future generations safeguarded and conserved and made publicly available.

The implementation of the Programme shall contribute to:

- the protection of Romanian cultural heritage;
- the development of regions and cities by improving their tourist and investment attractiveness through the conservation, restoration and valorisation of cultural heritage;
- the conservation and valorisation of intangible heritage with an aim towards strengthening cultural identity of ethnical minorities, including Roma population and increasing a greater awareness about and public access to this heritage.

The expected outcomes and outputs of the Programme are:

- **Outcome 1: Cultural heritage conserved, restored, renovated and protected.**

Expected outputs:

- Buildings of cultural heritage value restored or rehabilitated;
- Objects of cultural heritage value restored/preserved;
- Digitised archives and databases;
- Museums and cultural facilities created/enhanced.

- **Outcome 2: Local communities further developed and economically sustainable livelihoods established through the revitalisation of cultural and natural heritage.**

Expected outputs:

- Strategic and planning documents created and improved, in relation to heritage assets;
- Natural heritage sites protected or revitalised;
- Cultural intangible heritage of ethnical and cultural minorities made accessible to the public.

The applicants shall be legal owner/holder of the heritage monument, item or collection included in the project.

At least 10% of the total eligible costs of the Programme shall target the improvement of the situation of the Roma population.

The fact that EEA Financial Mechanism encourages and promotes the strengthening of bilateral relations between Romania and the Donor States represents an opportunity for the Romanian cultural sector to increase its knowledge and expertise in the field of management and marketing of cultural heritage assets. Partnerships between Romanian and Donor States cultural operators shall be a priority in the selection of projects funded in the main calls of this Programme. The bilateral fund at Programme level is an opportunity for developing partnerships and strengthening bilateral relations.

5. ABOUT THIS CALL FOR PROPOSALS

The present call for proposals regarding partnership actions is part of *Measure A, Partnership development/building* and aims to support the development of sustainable partnerships between Romanian cultural operators and entities from Donor States (Norway, Iceland and Liechtenstein).

5.1 Eligible activities

The following partnership actions between cultural operators from Romania and entities from the Donor States (Norway, Iceland and Liechtenstein) will be eligible for financing:

- Activities to develop partnerships between Romanian and Donor States entities through meetings, working together, sharing knowledge, interests and experiences in order to elaborate specific ideas for future projects;
- Activities to identify additional partners to develop partnership projects through participation in conferences, seminars, workshops.

The partnership actions can be implemented in Romania or in any of the Donor States.

The current *Call for proposals regarding partnership actions* is aimed at developing present or future partnership between entities from Romania and the Donor States and supports the collaboration for future projects to be submitted for financing in the Call for proposals of the *Conservation and Revitalisation of Cultural and Natural Heritage Programme*.

5.2 Eligible applicants and partners

The organizations/entities from the Donor States are eligible to apply for funding.

The eligible applicants/partners from Romania and Donor States under this call are:

- a) Public entities: public authorities, cultural institutions and state archives;
- b) Private entities: nongovernmental organisations active in the fields of cultural heritage or ethnic minorities;
- c) Legally recognised religious organizations;
- d) Higher education and research institutions;
- e) Other non-commercial entities.

Additionally, an eligible applicant under this call for partnership actions should meet the following requirements:

- its participation in the envisaged project is reasonable;
- does not draw financial profits from the participation in the envisaged project.

It is mandatory that the applicant and potential partner are established as a legal person and that they have the capacity of implementing activities in the field addressed by the partnership action.

The applicant must fill in and include in the application folder the Applicant's eligibility declaration (Annex 2).

The partner must fill in and include in the application folder the Partnership expression of interest (Annex 3).

TO BE NOTED!

The applicant will be excluded from the selection process and the applications will be rejected if:

- the applicant/partner has misinformed the Programme Operator by providing incorrect information or he has failed to provide the requested information;
- the applicant/partner has attempted to obtain confidential information or influence the evaluation experts or the Programme Operator representatives during the selection process.

5.3 Financial allocation and maximum grant

The financial allocation for this Call for proposals regarding partnership actions is **66.000 Eur**

The maximum grant per applicant is **2.000 Eur**. If more persons from one entity intend to travel, the above amount will be split among the persons who are travelling.

The funding rate for a partnership action can be up to **100% of the total eligible costs**.

TO BE NOTED:

Under this Call for bilateral partnership actions pre-financing is not available¹.
All expenditures incurred by the applicant will be reimbursed by the Programme Operator based on the final report and supporting documents.
The reimbursement will be paid within 30 days after the approval of the final report.

5.4 Eligible costs

The eligible costs for the partnership actions must be consistent with current practices of the applicant and include:

- Travel and subsistence costs:
 - international travel (round trip), economic class;
 - subsistence expenses: accommodation, per diem;
 - local transport in Romania or in Donor States according to provisions of the national legislation;
 - travel insurance.
- Fees for participation in conferences, seminars and workshops.

The maximum amounts accepted for accommodation and per diem are:

Participants that travel to:	Accommodation euro/day/person	Per diem euro/day/person
Romania	60	35
Norway	150	35
Iceland	130	35
Liechtenstein	130	35

Eligible expenditures are those actually incurred by the applicant, which meet the following criteria:

(a) they are incurred between the first and final dates of the eligibility of a partnership action as

¹ Except for the Romanian central public authorities

specified in the grant contract;

(b) they are connected with the subject of the partnership action and they are indicated as such in the estimated overall budget of the partnership action;

(c) they are proportionate and necessary for the implementation of the partnership action;

(d) they are used for the sole purpose of achieving the objective(s) of the partnership action and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;

(e) they are identifiable and verifiable;

(f) they comply with the requirements of applicable national legislation and the current practices of the applicant.

5.5 Deadline for submitting application and duration of the partnership

Launch date of the Call: **10 February 2014**

Deadline for submitting the applications: **10 March 2014**

One entity can submit in this call for proposals, as Applicant, a single application.

Applications will be evaluated in chronological order, according to the date of their registration, until the full allocation of funds available for this call.

All the partnership actions funded under this call must be finalized before **25 April 2014**.

5.6 Submission of applications

The application will include:

- the **Application Form** (Annex 1 - form attached to this Guide), filled in English, signed and sealed in original;
- the **Applicant's Eligibility Declaration** (Annex 2 - form attached to this Guide), signed and sealed in original;
- the **Applicant's documents regarding registration as legal person** (copy)
- the **Applicant's statutory documents** (copy)
- the **Partnership expression of interest** (Annex 3 - form attached to this Guide), signed and sealed, in certified copy;
- **documents for attending a specific event** (if applicable).

The application file, consisting of all the above documents, will be submitted in:

- **2 copies** (1 original and 1 copy)

and

- **1 electronic version** (e.g. CD / USB stick) which will contain the documents in electronic version in formats compatible with Adobe Acrobat.

TO BE NOTED!

For entities in the Donor States the mention "valid without stamp" is accepted

Applications shall be submitted in a sealed envelope by registered mail, courier or personal delivery at the following address:

Project Management Unit - Ministry of Culture

Unirii Bld. No. 22, 5th floor, room 503
3rd district, Bucharest – 030833, Romania

The sealed envelope must be labelled with the following information:

EEA Grants: Programme PA16/RO12

Fund for bilateral relations

Call for proposals regarding partnership actions round 2/2014

Partnership action title: <Title>

Applicant: < Complete name and address>

TO BE NOTED!

Applications sent by e-mail or fax will NOT be accepted.

The last day for submitting applications is **10 March 2014**, 14.00 (Romanian local time). For applications submitted by mail or courier the date of submission to the courier or mail service within the stated deadline – as documented by the relevant stamp – shall be considered.

5.7 Evaluation of applications

The evaluation and selection process will include the following steps:

1. Registration and opening the Applications files: only the Applications submitted in a sealed envelope, that meet the conditions described above shall be opened and further processed.
2. The Programme Operator will verify the compliance with administrative and eligibility criteria based on the following evaluation grid:

Administrative and eligibility criteria	YES	NO
The Application file (Application Form and its annexes) is sent in two copies (one original and one copy) and one electronic version of all these documents, in a sealed envelope mentioning all the requested details, within the deadline		
The Application Form is filled in properly signed and sealed (if applicable) in original		
The Application file contains the Applicant's documents regarding registration as legal person, in certified copy		
The Application file contains the Applicant's statutory documents, in certified copy		
The Applicant's Eligibility Declaration is filled in properly signed and sealed (if applicable) in original		
The document "Partnership expression of interest" is filled in properly signed and sealed (if applicable), in certified copy		
The Applicant is eligible for receiving funding according to the requirements described in the Applicant Guide		
The potential project partner is eligible according to the described requirements		
The maximum grant amount requested is €2,000		

Implementation period of the partnership action does not exceed the date of 25 April 2014		
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Only the Applications that receive "yes" to all entries qualify for the next stage of evaluation. An applicant whose application was rejected can re-submit an application (provided the call is still open at the moment).

In order to verify the fulfilment of the eligibility criteria, the Programme Operator may request for additional information. Requests shall be made via email (to the address provided in the application form) and the required clarifications must be received in writing, by email, facsimile or mail/courier delivery within 3 working days from the request. The original document shall be sent by mail/courier/personal within 5 working days from the date of the electronic transmission. Failing in providing the requested information within the deadline may result in the rejection of the application.

3. **Content evaluation** - each Application file that complies with the administrative and eligibility criteria will be evaluated by two experts designated by the Programme Operator. Experts will assess the Application form separately and independently, according to the selection criteria published in this guide. In order to determine the final score, the average of the scores given by the two expert evaluators will be used. If the difference between the scores given by the two experts is more than 30% of the highest score, a third expert will be appointed to evaluate the application. The final score will be the average score of the two closest scores.

The content evaluation of an application is based on the following criteria:

Content evaluation	Maximum score
1. Contribution to the objectives: <ul style="list-style-type: none"> - Relevance of the partnership action for the objectives of the Programme; - Relevance of the partnership action for strengthening bilateral relations. 	20
2. The motivation for the partnership action: <ul style="list-style-type: none"> - Description of the envisaged (future) project: idea, objectives, expected results; - Sustainability of the future partnership. 	30
3.1 Description of the partnership action: <ul style="list-style-type: none"> - Activities planned for the partnership action (visit plan). - Expected outcomes of the partnership action; 3.2 Implementation capacity and experience of applicant and partner(s) <ul style="list-style-type: none"> - Description of the applicant organization in correlation with area of collaboration; - Description of the potential partner organization in correlation with area of collaboration; - Coherence between expertise / experience of the applicant and the potential project partner for the proposed roles in the future project; 	40
4. The budget is balanced and realistic, built in accordance with the proposed activities.	10

For a proposal to be recommended for funding it must receive at least 70 points. If for any of the 4 categories the score is zero the application will be rejected.

Applications will be evaluated on continuous basis until the full allocation of the funds available for this Call. All Applications registered on the same day which meet the administrative and eligibility criteria will be subject to content evaluation and the ranking will be determined according to the score of the content evaluation.

- 1. Each applicant will be informed about the result of the evaluation. The decision of the Programme Operator is final and cannot be appealed.**

6. CONTRACTING

The applicants selected for receiving funding will be contacted and will conclude a grant contract (Annex 4) with the Programme Operator. The contract will set out the terms and conditions of grant assistance as well as the roles and responsibilities of the parties, provisions for payments and reimbursement and the reporting templates.

7. REPORTING AND PAYMENTS

At the end of the implementation period, but no later than **15 calendar days** after the end of the partnership action, the grant recipients are required to submit to the Programme Operator the following:

- a payment request - Annex 5 (to be submitted also electronically)
- a final report - Annex 6
- supporting documents
- materials produced during the partnership action, if applicable (ex. published materials, articles, pictures, studies etc)

All expenditure included in the payment request must be justified with supporting documents.

For the **Romanian grant recipients** all payments must be converted into **Lei** using the monthly accounting exchange rate of the European Commission (inforeuro), published on its official website http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm, for the month during which the expenditure was done (e.g., date of receipt or payment order).

For the **foreign grant recipients** all payments must be converted into **Eur** using the monthly accounting exchange rate of the European Commission (inforeuro), published on its official website http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm, for the month during which the expenditure was done (e.g., date of receipt or payment order).

For the Romanian central public authorities the payment will be done 100% in advance. For other entities the reimbursement of costs shall be made in one instalment, at the end of the partnership action based on the approval of the final report and the request for reimbursement.

8. ADDITIONAL INFORMATION AND CONTACT DETAILS

Applicants may ask questions regarding this call for proposals by telephone, e-mail or fax to:

Project Management Unit - Ministry of Culture

Unirii Bld. No. 22, 5th floor, room 503

3rd district, Bucharest, Romania

Phone/fax: +0040 21 223 03 46

E-mail: office@fonduri-patrimoniu.ro

Information about this Call for proposals and about the Programme can be found on the Programme's webpage www.fonduri-patrimoniu.ro and on the National Focal Point website www.fonduri-ue.ro.

Contact details for additional information on partner search for Norway, Iceland and Liechtenstein:

- **Norway**
Jørgen Holten Jørgensen
Riksantikvaren - Directorate for Cultural Heritage
P.O.Box 8196 Dep.
N-0034 Oslo, Norway
Tel.: (+47) 22 94 04 00
E-mail: jj@ra.no

- **Iceland**
Agnes Stefánsdóttir
Minjastofnun Íslands - The Cultural Heritage Agency of Iceland
Suðurgötu 39
101 Reykjavík, Iceland
Tel: (+354) 570 1300 - Fax: (+354) 570 1301
E-mail: agnes@minjastofnun.is

- **Liechtenstein**
Kerstin Appel-Huston
Ministerium für Äusseres, Bildung und Kultur – Ministry of Education and Culture
Peter-Kaiser-Platz 1, Regierungsgebäude
9490 Vaduz, Liechtenstein
Tel. (+423) 236 6024
E-mail: Kerstin.Appel@regierung.li

9. ANNEXES

- Annex 1 – Application form template
- Annex 2 – Applicant's eligibility declaration template
- Annex 3 – Partnership expression of interest
- Annex 4 – Grant contract template
- Annex 5 – Payment request template
- Annex 6 – Final report template