

CALL FOR PROPOSALS – TRAVEL GRANTS

BUSINESS DEVELOPMENT, INNOVATION AND SMEs FUND FOR BILATERAL RELATIONS

EEA and Norway Grants 2014 – 2021

SLOVAKIA

1. BASIC DATA AND CONDITIONS

The objective of this Call is to set-up a flexible and easy tool for facilitating partnerships between donor states (Norway, Iceland and Liechtenstein) and Slovakia with the intention to participate in the following planned Calls and events under the Business Development, Innovation and SMEs Programme:

- Call [BIN 01](#) for SMEs and large companies financed by the Norwegian Financial Mechanism (NFM), planned to be launched in June 2020
- Call [BIN 02](#) for SMEs and large companies financed by the EEA Financial Mechanism (EEA FM), planned to be launched in the 2nd half of 2020
- Call [BIN SGS01](#), a small grant scheme for newly established businesses (start-ups), planned to be open in spring 2020
- Matchmaking events

Call closure:	31 December 2020, 23:59 CET, or until the total allocation is used
Call number:	BIN BF01
Maximum grant to be applied for:	EUR 3 000
Minimum grant to be applied for:	N/A
Co-financing:	No co-financing is requested by the applicants under this Call
Total allocation:	EUR 30 000
Announced by the Programme Operator:	Research Agency
Geographical area:	The Call covers the whole territory of the Slovak Republic and the donor states
Eligible applicants and partners:	<p>In the case the travel grant is linked to Call <u>BIN 01</u>¹ (NFM):</p> <ul style="list-style-type: none"> • SMEs² and large enterprises with less than 25% public ownership established as legal persons in the Slovak Republic. Enterprises must have been established for at least 3 fiscal years at the deadline for submission of proposals for the Call BIN 01; • any public, private entity commercial or non-commercial, as well as NGOs established as legal person in <u>Norway</u>. <p>In the case the travel grant is linked to Call <u>BIN 02</u>¹ (EEA FM):</p>

¹ If the travel grant is linked to the Calls BIN 01 and BIN 02 and the focus area is Green Industry Innovation, the excluded area of the project implementation is NUTS II Bratislava Region.

² SME as defined in Annex I of the Commission Regulation (EU) 651/2014 https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L_.2014.187.01.0001.01.ENG

	<ul style="list-style-type: none"> • SMEs² and large enterprises with less than 25% public ownership established as legal persons in the Slovak Republic. Enterprises must have been established for at least 3 fiscal years at the deadline for submission of proposals for the Call BIN 02; • any public, private entity commercial or non-commercial, as well as NGOs established as legal person in the <u>Donor states</u> (Norway, Iceland, Liechtenstein). <p>In the case the travel grant is linked to <u>BIN SGS01</u>:</p> <ul style="list-style-type: none"> • SMEs² established as legal persons in Slovakia, established for at least 1 fiscal year but not more than 5 years at the deadline for submission of proposals for BIN SGS01; • Any public, or private entity, commercial or non-commercial or NGO established as a legal entity from <u>Norway</u>. <p>In the case the travel grant is linked to a <u>Matchmaking</u> event announced by the PO, eligible applicants are:</p> <ul style="list-style-type: none"> • SMEs² and large enterprises with less than 25% public ownership established as legal persons in the Slovak Republic aiming at participation in one of the above mentioned Calls (BIN SGS01, BIN 01, BIN 02).
<p>Further conditions:</p>	<p><u>Mandatory conditions:</u></p> <ul style="list-style-type: none"> • Each Slovak applicant must have at least one partner and maximum 3 partners from donor states and vice versa; • The applicant shall select at least 2 indicators listed in the Grant Application Form; • The travel must be completed within 5 days; • The implementation of the initiative must be completed prior to the Call closure indicated in the respective Call (BIN 01, BIN 02, BIN SGS01). <p><u>Mandatory attachments:</u></p> <ul style="list-style-type: none"> • Participation related document(s), such as: invitation, signed Letter of Intent, e-mail correspondence, event agenda or other similar document proving the bilateral interest shall be submitted along with the Grant Application; • Signed “Declaration of the applicant” (Annex III of the Call) to the Travel Grant Application; • Applicant’s last approved financial statement, if it is not published in the Register of Financial Statement; • Filled and signed Annex 1 of De minimis Aid Scheme DM-2/2020.
<p>Funding source(s):</p>	<p>Fund for Bilateral Relations under the EEA and Norway Grants.</p>

Business Development, Innovation and SMEs Programme (hereinafter referred to as “Programme”) contributes to general objectives of the EEA and Norway Financial Mechanisms 2014-2021 to reduce economic and social disparities in European Economic Area (hereinafter referred to as “EEA”) and to strengthen bilateral relations among beneficiary and donor states (Iceland, Liechtenstein and Norway).

The **Programme** shall support the outcome *Increased competitiveness of Slovak enterprises within the focus areas: Green Industry Innovation and Welfare Technology and Ambient Assisted Living technologies*.

The Programme will support enterprises to:

- a) Develop and apply innovative green technologies, processes, solutions, products or services;
- b) Green their business operations;
- c) Develop and innovate welfare and ambient assisted living technologies, solutions and processes.

2. ELIGIBLE ACTIVITIES AND ROLE OF PARTNER

The Call is aimed at supporting activities related to the search for partners for donor partnership projects prior or during the preparation of a joint project application for the Call BIN 01, BIN 02 and/or BIN SGS01 and the development of business partnerships between Slovak entities and entities from the Donor States. More information about the planned calls is available at the PO's website.

Partner shall be understood as a legal person who will be actively involved in, and effectively contributing to the implementation of a project or the potential project promoter. It shares with the applicant a common economic or social goal which is to be realised through the implementation of that project.

3. ELIGIBLE EXPENDITURES

Under this Call only expenditures falling under Article 8.8.1 point b) of the Regulations³ are eligible. Eligible expenditures therefore are those related to eligible activities specified in Art. 2 of this Call.

Only the following types of expenditures shall be eligible:

- a) travel costs from applicant's place of location to activity venue and return;
- b) subsistence costs/allowances (accommodation, meals, travel insurance, local travel and other necessary extra expenses).

Having regard to principle of proportionality, allowances are calculated as a lump sum. Contribution to travel costs is calculated as unit costs based on the distances. In the case incurred expenditures for travel costs are lower than the unit cost, the Programme Operator (PO) will reimburse only the incurred costs. Further description of special rules for allowances and travel costs can be found in the Annex 5 of the Bilateral Fund Guide (<http://www.eegrants.sk/en/programs/fund-for-bilateral-relations/documents/>).

The travel has to be performed by the entity awarded the travel grant.

No expenditures incurred before and after the dates set in the Grant Offer Letter shall be eligible.

³ Regulation on the Implementation of the EEA Financial Mechanism 2014-2021 and Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021

4. SELECTION PROCEDURES

The Travel Grant Applications will be evaluated in the order they are received (FIFO principle), which means the applications are being assessed in the exact same order in which they were delivered. The Selection Criteria can be found in the Annex II of this Call.

Every Travel Grant Application meeting the formal and eligibility criteria is assessed for the content related criteria by the Programme Operator (PO). Based on this assessment the Application is recommended or not recommended for funding. At this point, the DPP (Innovation Norway) will be invited to comment on the application. Final decision shall be issued by the PO taking into consideration the comments of the DPP.

Travel Grant Application not meeting formal and/or eligibility and/or content related criteria, shall be rejected. This rejection does not prevent the re-submission of the Travel Grant Application. All applicants will be notified about the result of the selection process electronically. List of approved Travel Grant Applications will be published on the website of the PO.

5. FINANCING AND REPORTING

No advanced payment will be provided under this Call. The funding system is based on reimbursement of expenses after the approval of the Final Report.

Unless otherwise agreed by the Programme Operator, all activities under the initiative need to be financially completed within one month from the date of return from the travel, and the payment claim together with final report should be submitted no later than two months following the date of return from the travel. The Programme Operator reserves the right not to reimburse the grant or its part in case the above mentioned was not complied with.

6. STATE AID

The Travel Grant is awarded as de minimis aid under "COMMISSION REGULATION (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid" as published in the Official Journal L 352, 24.12.2013". The relevant De minimis scheme DM-2/2020 is attached to this Call (Annex IV).

7. TRAVEL GRANT APPLICATION SUBMISSION

The Travel Grant Application shall be written in English and submitted via electronic application using information system *egrant* (<https://vyskumnaagentura.egrant.sk/>) along with these mandatory attachments:

- one of the following participation-related document(s): invitation, signed Letter of intent, email correspondence, event agenda or other similar document proving the bilateral interest in the initiative from both Slovakia and the donor states;
- signed "Declaration of the applicant" (Annex III of the Call);
- filled and signed Annex 1 of De minimis Aid Scheme DM-2/2020;

- last approved financial statement of the applicant, if it is not published in the Register of Financial Statement.

Mandatory attachments should be submitted as PDF files to prevent accidental loss of data.

The date and time of the submission of the Travel Grant Application is identical to the date and time of its receipt by the e-grant server. The Application does not need to be signed. Signature shall be required prior to the conclusion of the Agreement.

The Travel Grant Application should be received in a due time prior to its scheduled start of the implementation. When drafting the schedule, applicants shall take into consideration that the evaluation may take up to 2 weeks and therefore it is recommended to plan the travel not earlier than 4 weeks following the submission of the Travel Grant Application. The Programme Operator reserves the right to reject applications not meeting this deadline. Re-submission can be allowed in case the Call closure is not approaching.

8. FURTHER INFORMATION

Please note that all applicants are required to disclose any consultant involved in the preparation of the Travel Grant Application.

There is no legal entitlement to the Travel Grant.

Before and during preparation of Travel Grant Application it is recommended to become familiar with the following documents, as amended:

- Information about planned Calls: Call BIN 01 and Call BIN 02 for SMEs and large enterprises and Call BIN SGS01 for start-ups;
- Bilateral Fund Guide issued by the National Focal Point;
- Bilateral Guideline issued by Financial Mechanism Office;
- Regulations on the implementation of the EEA Financial Mechanism 2014-2021 and Norwegian Financial Mechanism 2014 – 2021;
- Guidelines, instructions and other documents published by the Financial Mechanism Office, National Focal Point and Ministry of Finance of the SR (Certifying Authority);
- Communication and Design Manual EEA and Norway Grants 2014-2021.

These documents are published on the PO's website www.vyskumnaagentura.sk/sk/granty-ehp-a-norska-sk and at www.eeagrants.sk and/or www.eeagrants.org. The Programme Operator may also introduce the FAQ section, if relevant.

The PO is entitled to change the conditions of the Call or cancel the Call only after consultations with the Financial Mechanism Office and after the approval of the National Focal Point.

The Programme Operator can be contacted for queries by:

- e-mail: bilateralnyfond@vyskumnaagentura.sk. The request needs to be linked to the respective call for Travel Grant (BIN BF01). Questions received by e-mail will be responded within 5 working days.
- Contact person: Barbara Horváthová, phone: +421 2 210 13 811.

9. CALL ANNEXES

- Annex I Travel Grant Application Form (only read in PDF sample)
- Annex II Selection Criteria
- Annex III Declaration of the Applicant
- Annex IV De minimis Aid Scheme for supporting bilateral relations in the area of business development and innovation