Iceland
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Norway grants
Norway
grants

VÝSKUMNÁ
AGENTÚRA

Frequently Asked Questions **relevant for all Calls**		
How to apply		
1	**How to apply for a grant?**	The grant application is submitted electronically via the information system egrant. The link to the system webpage is stated in the published call. After registration into the egrant system it is necessary to keep the login data. With the login data you can enter the system and manage only one application/project within a respective call (application - interim reports - final report). For each new application you need new registration.
2	**What is the egrant system and its purpose?**	The egrant system is a cloud solution for managing grant programs. This system was developed thanks to the support of the European Social Fund and serves for effective management of the whole project cycle from the application to the completion of the project. It is used by various organizations such as companies, foundations, local governments, etc. Within the egrant system, applicants are provided with a structured application form, the possibility to request changes during project implementation, and an interim and final report forms. The system archives applications, contracts and reports from the implementation of projects, including attachments and photo documentation. Through this system, the Program Operator manages the applications, assesses them in a transparent manner, approves them and further manages the implementation of the project until its completion.
3	**What is necessary to have ready prior to filling in the application in the egrant system?**	Before fillin in the application in the egrant system we recommend: 1. to read the call and its terms carefully, 2. to read the annexes of the call, the recommended key documents and guidelines (e.g. the Applicant 's Guideline, etc.), 3. to review the entire application form, explanatory notes and supporting texts in information boxes in order to know what is required to complete it, 4. to prepare all required information about the applicant and its partners and necessary supporting documents,

		5. to prepare the project structure (the goal, the outcome and the outputs are defined by the Programme, therefore the applicant elaborates the activities which contribute to achievement of the outputs, the outcome and the goal of the Programme):
		a. activities and responsibilities of all implementing partners (applicant, partners, experts) in process of the implementation,
		b. relevant indicators,
		c. potential risks and their management,
		d. necessary legislative documents (permissions, certificates, licenses etc.) for implementation,
		e. communication plan and relevant indicators,
		f. detailed project budget,
		g. financial plan for the project sustainability,
		h. all necessary attachments to the application (mandatory, optional, relevant photodocumentation, etc.),
		i. particular attention should be paid to the preparation of the 'Project Summary' section which will be published,
		6. in case of any problem contact the Programme Operator by e-mail (norskegranty@vyskumnaagentura.sk) or by phone.
4	**Can the application be completed in steps, or is it necessary to have everything ready and to fill it in at the same time?**	The application can be filled in in steps. The system enables to save individual elaborated parts of the application with the button SAVE DRAFT. We recommend you to save your information as you complete each section of the application. When filling in the application it is not necessary to follow the sections chronologically, individual sections can also be filled in separately. However, some of the data are linked, so the system will need to complete them in an appropriate order. Before completing the application and submitting it, the system will notify the applicant of the missing blank data. These must be completed before the submission of the application. You can elaborate the application and modify it until it is submitted (SUBMIT APPLICATION). Once the application has been submitted to the system, it cannot be changed. You can view it, print, but no changes are allowed.

5	Can we consult the project proposal and the whole application with the relevant project manager before the official submission of the application?	Personal consultations are not possible due to the principle of equal approach to all potential applicants. All questions should be sent by e-mail to norskegranty@vyskumnaagentura.sk. The questions will be answered by e-mail and will also be published on the website http://www.vyskumnaagentura.sk/en/programme-eea-norway-grants in the FAQ (frequently asked questions) section.
6	Is it possible to submit more than one application?	No, one applicant can submit only one project application within each call.
7	What is the definition of female entrepeneur?	It is an applicant whose statutory representative, owner or majority co-owner (shareholder or partner having a share in the registered capital of the applicant exceeding 50%) is a woman.
8	Who is young entrepreneneur and how should he/she be involved in the management, or ownership of the company?	Young enterpreneur is an applicant whose statutory representative, owner or majority co-owner (shareholder or partner having a share in the registered capital of the applicant exceeding 50%) is a natural person less than 29 years old on the date of submission of the project application.
9	What is the purpose of the Communication Plan and what information it should contain?	The objective of the Communication plan is to define the key communication elements for the specific project: communication objectives, messages, target groups, communication tools, activities, etc. Communication plan should: inform the public about the financial support provided by the Programme; present and promote the project results; communicate the bilateral opportunities offered by the Programme. In your Communication Plan you should: • define the objectives, • outline the activities to be performed in order to reach the objectives; • define the communication tools (for example: internet, FB, media, promotional materials, printed materials, etc.); • prepare timeline of communication activities; • define/select the indicators – the way you intend to measure the success of your communication efforts (provide target numbers on recipients of newsletters, followers in social media and other indicators). The Communication Plan should be brief and clear.

Partnership		
10	**How can we find a project partner from donor countries?**	The Business Development, Innovation and SMEs programme has three donor program partners (DPPs) which could be contacted to find a project partners. You can register and fill in the form aimed at finding partners on the Innovation Norway website: https://www.innovasjonnorge.no/en/start-page/eea-norway-grants/partners/ You can also find a partner through the European Network: https://www.s-ge.com/en/partnering-opportunity-database or: https://een.ec.europa.eu/. The other two DPPs: Norwegian Agency for International Cooperation and Quality Enhancement in Higher Education (DIKU) from Norway and the National Agency for International Education Affairs (AIBA) from Liechtenstein, are focused on education. If you are interested to find a partner in this area, contact the Program Operator at norskegranty@vyskumnaagentura.sk.
11	**Is donor partnership a mandatory condition for project eligibility?**	Each call includes a section indicating whether the partnership is mandatory. In the calls where the condition of a mandatory partnership is not specified, the partnership is only recommende, however, donor partnership projects could receive extra points in the assessment process.
12	**Can an applicant propose a project in partnership with a mother company based in a Donor State?**	No, the project partnership should involve cooperation between entities which are legally independent.
13	**How many partners can participate on the project and what entities can be project partners?**	The applicant may have one or more partners, the maximum number of partners is specified in the conditions of the call. In order defined the respective entity as a project partner, it must be qualified, have know-how, technologies, etc., that are necessary for the implementation of the project. The partnership in the project is covered by the Partnership Agreement, which is prepared and signed by the applicant and its partner/s. The applicant is fully responsible for the project in relation to the Program Operator, including ensuring the co-financing of the entire project. The Partners have a liability to the applicant arising from the terms of the Partnership Agreement.

14	**Can a legal entity participate as a partner in more than one project implemented under the Programme?**	Yes, there is no restriction regarding participating as a partner in various projects. One legal entity can participate in more than one project if it has a relevant role in each project and sufficient capacities.
15	**Can be promotion of the services in the donor state considered as a partnership?**	The promotion of the services in the donor state is not considered as a project partnership. The applicant and its partner should actively participate in the preparation and implementation of the project; the roles, responsibilities, professional and financial contribution of each of the organizations should be specified in the Partnership Agreement.
16	**Is it appropriate to state the partners without financial participation in the project application?**	Partnerships without the financial participation on the project can be mentioned in the project description, especially, if the role of such partner is crucial from the implementation point of view. In the project description, the applicant shall state which organization cooperates on the project with, what is the role of the partner and how this cooperation will contribute to the project implementation and achieving results. It is up to the applicant whether he provides the information on such partnership in form of optional attachment (e.g. Partnership declaration) formulated based on specific situation. Participation of the partner without financial participation on the project is not assessed. In general, the partnerships should be based on the needs of project implementation and fulfillment of objectives.
Project costs/ Financing		
17	**Can be the costs related to project preparation included in the eligible costs?**	No, these costs are not eligible and cannot be part of the project budget.
18	**Is the project co-financing mandatory?**	The co-financing and its amount are defined by the Program Operator and are specified in the terms of each call. In general, co-financing is mandatory for all calls except for the Call for Travel Grant. The amount of co-financing is determined by the Program Operator and depends on the type of the respective call.
19	**How is the financial settlement between the applicant and the partner/s managed?**	The Program Operator concludes a contract with only one entity, i. e. with the beneficiary and all fund transfers are made only to his project account.

		Financial transactions between the beneficiary and its partner/s are set up in the Partnership Agreement, which defines the amount and form (advance or a reimbursement) of individual transfers that the beneficiary sends to the partner's account. The model of the Partnership Agreement is published for the specific call on: http://www.vyskumnaagentura.sk/en/programme-eea-norway-grants
20	**Is it necessary to open a new bank account when applying?**	No, the establishment of a project account is required only before the contract is signed.