

THE EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM 2009-2014

CALL FOR PROPOSALS

Programme BG08 Cultural Heritage and Contemporary Arts

[Small grant scheme: Contemporary art and culture presented and reaching a broader audience](#)

1. Introduction

The overall objectives of the European Economic Area (EEA) Financial Mechanism 2009-2014 are to contribute to the reduction of economic and social disparities in the EEA and to strengthen bilateral relations between the Donor States and the Beneficiary State through support for Programmes stimulating the development and implementation of projects in various areas amongst which the promotion of diversity in culture and arts within European cultural heritage.

In order to ensure the implementation of the EEA Financial Mechanism, a Memorandum of Understanding between the Donor States (Iceland, the Principality of Liechtenstein and the Kingdom of Norway) and the Beneficiary State (the Republic of Bulgaria) on the implementation of the EEA Financial Mechanism for the 2009-2014 was signed on 29th of June 2011.

The Programme Area “Conservation and revitalisation of cultural and natural heritage” (PA16) and the Programme Area “Promotion of diversity in culture and arts within European cultural heritage” (PA17)

have been set as a priorities in Bulgaria for receiving financial support from the EEA Financial Mechanism 2009-2014. In this context the Programme BG08 “Cultural Heritage and Contemporary Arts” has been developed and approved for implementation.

The Small Grant Scheme: “Contemporary art and culture presented and reaching a broader audience” within the Programme BG08 was developed to support measures dedicated to the presentation of contemporary art and culture and its diversity. Its aim is to contribute to identify recent needs concerning the presentation to the broader audience of new contemporary art exhibitions, events and productions of contemporary art (film, theatre, music, literature, visuelle and multidisciplinary art and projects aimed at raising awareness about cultural diversity, including the cultural expression of minority groups). The Programme seeks to pay specific attention to projects aimed at the improvement of the situation of the Roma population and those aimed at activities related to developing a greater awareness about Roma culture and gearing up access of the Roma population to culture. The BG08 programme shall target at least 10% of the allocations to go towards improvement of the situation of the Roma population.

2. Basic information

Name of the Programme

BG08 Cultural Heritage and Contemporary Arts

Name of the Programme Operator

Ministry of Culture of the Republic of Bulgaria

Small grant scheme

Contemporary art and culture presented and reaching a broader audience

Main target groups:

- Civil society in general, including people with disabilities, minorities, children, especially people interested in cultural heritage, cultural diversity and contemporary art and wishing to strengthen bilateral and multilateral relations between Bulgarian cultural players and those from Iceland, Liechtenstein and Norway;

“Cultural Heritage and Contemporary Arts”

- researchers, students, tourists, people approaching possibilities to extend their knowledge and multicultural awareness in the domain of cultural heritage, cultural diversity and contemporary art, etc.;
- cultural institutes, NGOs, artists, entrepreneurs, etc.

3. Small Grant Scheme “Contemporary art and culture presented and reaching a broader audience”

3.1. The **objectives** of the Small grant scheme: Contemporary art (film, theatre, music, literature, visual art, etc.) and culture and its diversity to be presented to broader audience through development of new events and thematic exhibitions of contemporary art and contributing to multicultural dialogue.

The objectives under Small grant scheme: Contemporary art and culture and its diversity presented and reaching a broader audience are defined in line with the overall objective to achieve larger institutional and public participation of Bulgarian contemporary arts and culture in the context of cultural exchange as well as to contribute to stimulating cultural dialogue and to foster European identity through the understanding of cultural diversity.

It is the aim to achieve the best possible results concerning the inclusion of the Roma population through appropriate activities under this measure.

3.2. **Expected outcomes and indicators for outputs:**

3.2.1. The Small grant scheme: Contemporary art and culture presented and reaching a broader audience envisages the achievement of the following **outcome**:

- Contemporary art and culture presented and reaching a broader audience.

3.2.2. The Small grant scheme: Contemporary art and culture presented and reaching a broader audience envisages the achievement of the following **outputs**:

- new exhibitions of contemporary art (including art and culture of cultural minorities);
- new contemporary art events developed.

The Small grant scheme: Contemporary art and culture presented and reaching a broader audience contributes to the following horizontal priorities and cross-cutting issues:

- Good governance;
- Environmentally friendly activities;
- Economic sustainability;
- Social sustainability;
- Gender equality.

“Cultural Heritage and Contemporary Arts”

The whole range of activities related to participation and involvement of stakeholders in the various stages of project development and implementation, including accountability, transparency, effectiveness and efficiency of project activities; environmental friendly approach, economic and social sustainability; no discrimination based on gender, equal opportunities for men and women, etc. are among the cross-cutting issues which could be respected.

3.3. Financial Parameters for the Small Grant Scheme: Contemporary art and culture to be presented to broader audience

The **total budget** for the Small Grant Scheme: Contemporary art and culture presented and reaching a broader audience amounts to **788 235 euro**.

An amount of **200 000 euro** of the total budget for the Small Grant Scheme will be set aside for projects aiming to improve situation of and involve the Roma population.

The **minimum** amount of Programme grant assistance applied **for one project is 25 000 euro** and the **maximum amount should not exceed 100 000 euro**.

The project grant rate is 100% of total eligible costs for public authorities and 90% of the total eligible costs for NGOs and for natural persons.

10 % co-financing for NGOs and natural persons is required. In-kind contribution is non-eligible.

3.4.1. Eligible Applicants/ Project Promoters (Beneficiaries) and Project Partners

In order to enhance cooperation between Bulgaria and the Donor States, partnerships between public authorities in Bulgaria and in the Donor States are widely encouraged.

Eligible applicants (Project Promoters/Beneficiaries)

Within the Small grant scheme: Contemporary art and culture presented and reaching a broader audience eligible applicants (project promoters/beneficiaries) are:

- public institutions (state, regional and local) registered in Bulgaria;
- cultural institutes, financed by the state, regional or local authorities;
- state owned universities, state or municipal owned schools, faculties in arts, faculties teaching/studying culture, historical heritage, culture management etc., registered in Bulgaria;

“Cultural Heritage and Contemporary Arts”

- other bodies registered in Bulgaria which are governed by public law, established for the specific purpose of meeting needs in the general interest (not having an industrial or commercial character);
- non-governmental organizations carrying out activities in the domain of culture and arts (NGOs), registered in Bulgaria;
- natural persons from Bulgaria.

Eligible partners

Within the Small grant scheme: Contemporary art and culture presented and reaching a broader audience eligible partners are:

- public institutions, cultural institutes and NGOs (non-governmental non-profit organizations serving the public's interest) registered in Bulgaria;
- public institutions, cultural institutes and NGOs registered in one of the Donor States: Norway, Liechtenstein, Iceland;
- other bodies registered in the Donor States which are governed by public law, established for the specific purpose of meeting needs in the general interest (not having an industrial or commercial character);
- private organisation in the field of culture from Donor States (Norway, Liechtenstein, Iceland);
- natural persons from Bulgaria or Donor States: Norway, Liechtenstein, Iceland.

Within the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience” project promoters with a partner from the Donor States will be given additional points in the evaluation of the project proposal.

De minimis

The project grants under the present Call for Proposals will be provided in compliance with the *de minimis* rules laid down in the Commission Regulation (EC) No 1998/2006 of 15 December 2006 on the application of Article 87 and 88 of the Treaty to *de minimis* aid (OJ, L 379/28.12.2006).

No grants will be provided to project partner(s) falling into any of the exceptions set out in Article 1 of Commission Regulation (EC) No 1998/2006 of 15 December 2006 on the application of Article 87 and 88 of the Treaty to *de minimis* aid.

If the partnership consists of undertakings, i.e. entities dealing with economic activity (private and public), the grant provided must be in compliance with the relevant state aid legislation (Commission regulation (EC) No 800/2008 of 6 August 2008 declaring certain categories of aid compatible with the

“Cultural Heritage and Contemporary Arts”

common market in application of Articles 87 and 88 of the Treaty (now 107 and 108 of the TFEU), General Block Exemption Regulation (GBER) (Official Journal 2008 L 214, p. 3), and the EU rules on the *de minimis*.

In case the submitted application is approved it might be required the respective entities to fill a Declaration regarding *de minimis* aid in line with Commission Regulation (EC) No. 1998/2006 of 15 December 2006 on the application of Article 87 and 88 of the EC Treaty to *de minimis* aid (if applicable). The Commission Regulation (EC) No. 1998/2006 allows an aggregate maximum amount of *de minimis* aid of 200 000 euro under all *de minimis* aid measures, over a period of three fiscal years which requirement is applicable both for the Project promoter and project partner(s) under this Call for proposals.

The maximum threshold would include all State aid granted under this Call for proposals and any other State aid measure granted under the *de minimis* rule. Any *de minimis* aid received in excess of the established threshold will have to be recovered.

Potentially any assistance from a public body may constitute State aid.

Partnership issues

A project may be implemented in partnership with project partners as defined in Article 1.5.1(w) of the Regulation on the implementation of the EEA FM (2009-2014). In case where the partnership is considered to be carried out within a project, all the parties entering in partnership shall agree on their role in the proposed project. The partners shall sign a Letter of Intent which shall be submitted together with the project application on behalf of the eligible applicant.

The creation and implementation of the relationship between the Project Promoter and the project partner shall comply with the applicable national and European Union laws as well as provisions of the Regulation on the implementation of the EEA FM (2009-2014).

Should the partnership project be selected for funding, the project promoter will be asked to provide a Partnership Agreement which will regulate the future cooperation of both parties in accordance with Article 6.8 of the Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014.

Volunteers

The participation of volunteers is welcomed.

3.4.2. Eligible activities

“Cultural Heritage and Contemporary Arts”

The supported projects within the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience” **might include the following activities:**

- activities related to development, organization and performance of new events (performances, concerts, festivals, etc.) of the contemporary art; new events of the contemporary art dedicated to the artistic and cultural education, cultural heritage (tangible and intangible heritage, literature, archives, etc.), music and performing arts, fine and visual arts, etc.;
- activities related to organization and performance of new exhibitions of the contemporary art;
- creation of new forms of innovative cultural events of the contemporary art, encompassing activities related to enhancement of cooperation and exchange of experience through common new events of the contemporary art in the fields of visual and performing arts, music, photography, students art, eclectic arts, etc.;
- development of new events (initiatives) of the contemporary art to involve young people, including those at risk, particularly members of disadvantaged groups, including the Roma population, etc.

The above presented list is non-exhaustive.

3.4.3. Eligible expenditures

General principles on the eligibility of expenditures are set forth in Article 7.2 of the Regulation.

Eligible expenditures of projects are those actually incurred by the Project Promoter, which meet the following criteria:

- (a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- (b) they are connected with the subject of the project contract and they are indicated in the estimated overall budget of the project;
- (c) they are proportionate and necessary for the implementation of the project;
- (d) 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;
- (e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and determined according to the applicable accounting standards of the country where the Project Promoter is established and according to generally accepted accounting principles;
- (f) they comply with the requirements of applicable tax and social legislation.

“Cultural Heritage and Contemporary Arts”

All project costs must be directly linked with the implementation of the proposed activities. All project costs have to be proportionate and indispensable for the implementation of the project and actually incurred by the Project Promoter. Grants will be calculated on the basis of a detailed budget that shall be submitted together with the application.

The project costs are considered **eligible** costs under the **Small grant scheme: “Contemporary art and culture presented and reaching a broader audience”** within the main budget categories as follows:

Administration and management costs

- Project team remuneration, etc.

Travel and accommodation

- Costs of travel and accommodation for staff taking part in the project;

External services

- Costs of development, organization and performance of new exhibitions and events of the contemporary art;
- Costs of organizing cooperation activities (including, but not limited to, exchange of experience, training, costs for renting premises and equipment for cooperation activities, coffee breaks, etc.);
- External audit costs (if applicable).

Investments (supply)

- Costs of purchasing relevant equipment, devices, facilities which to contribute for performances of contemporary art (by way of exception from Article 7.3.1 (c) of the Regulation, purchase of new equipment will be eligible in case the equipment is an integral and necessary component and is essential for achieving the outcome of the project).

Information and publicity

- Information and publicity costs according to the project publicity plan that are elaborated in accordance with the Regulation (including, for example, printing of publications, brochures, folders, posters related to press/radio/TV briefings, printing of logo, organization of information and publicity for conferences under the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience”).

“Cultural Heritage and Contemporary Arts”

Within the project, the value added tax that directly relates to the project may be eligible if the project promoter cannot recover it completely or partly according to taxation laws and regulations.

Regarding eligibility of expenditures fully applicable are the provisions of Chapter 7 of the Regulation on the implementation of the EEA Financial Mechanism (2009-2014). In case of an inconsistency between described rules and the Regulation, the Regulation on the implementation of the EEA Financial Mechanism (2009-2014) shall prevail.

Not eligible costs are:

- cost for purchase and depreciation of second hand equipment;
- costs listed in Article 7.6 of the Regulation on the implementation of the EEA Financial Mechanism (2009-2014), encompassing interest on debt, debt service charges and late payment charges; charges for financial transactions and other purely financial costs; provisions for losses or potential future liabilities; exchange losses; recoverable VAT; costs that are covered by other sources; fines, penalties and costs of litigation; excessive or reckless expenditure.

3.5. Period of eligibility

The eligibility period will be defined in the Project Contract. Expenses shall be eligible as of the date on which the Programme Operator decides to award the project grant to the applicant/project promoter until the completion of the project. The maximum period for implementation of projects will be **up to 24 months**, but no later than **until 30th April 2016**.

The projects must be finished by **30th April 2016**, which is the end of eligibility period for the implementation of the projects.

3.6. Procurements

The relevant Bulgarian and the European Union legislation on public procurement shall be complied with at any level in the implementation of a project.

A Project Promoter shall conduct its procurement for that project in compliance with the national Public procurement Law as though the Project Promoter were a contracting authority under paragraph 9 of Article 1 of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on

the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts. This paragraph applies *mutatis mutandis* to Project Partners. For the NGOs are fully applicable provisions of Ordinance of the Council of Ministers of Bulgaria No. 69 as of 11 March 2013 for rules and procedure for conducting award procedure by beneficiaries of agreed grants.

3.7. Mode of payment, verification of payment claims, monitoring and reporting

3.7.1. Payments

A project implementation plan, a detailed budget, and disbursement plan must be provided as part of the application.

Payments to projects will be made on the basis of approved payment claims. The Project Promoter (applicant) has the opportunity to request an advance payment. The advance payment can reach up to 25% of the grant available for the project.

Subsequent interim payments shall be made through payment claims, but may not exceed 80% of the eligible project costs. The Programme Operator will retain 20% of the project grant until the final project report is approved.

3.7.2. Verification of payment claims

Project promoters shall submit:

- interim project progress report(s) on project implementation and interim financial reports;
- final report following project completion.

The timing and frequency of the submission of interim project progress report(s) is within 4 months period and shall be specified in the project contract. Payment claims are submitted by the project promoter to the Programme Operator at least once a quarter.

Verification shall be carried out in compliance with applicable regulations, rules and procedures. The detailed explanation is presented in Guidelines for applicants. A report by an independent and certified auditor, certifying that the claimed costs were incurred in accordance with the Regulation on the implementation of the EEA Financial Mechanism (2009-2014), national law and accounting practices shall be deemed sufficient proof of costs incurred by the project promoter or the project partner whose primary location is in a Donor State or in a Beneficiary State.

3.7.3. Monitoring and Reporting

“Cultural Heritage and Contemporary Arts”

During project implementation, the project promoter will be obliged to submit reports to the Programme Operator as follows:

- interim project progress report(s) on project implementation;
- final report following project completion.

The timing and frequency of the submission of interim project progress report(s) shall be specified in the project contract.

4. Selection criteria and selection process

4.1. Selection criteria

The Selection Committee will evaluate the submitted project applications under the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience” for their compliance with:

- Administrative criteria;
- Eligibility criteria;
- Quality acceptance criteria.

The standard requirements for evaluation of relevance and importance of the project, project logical framework and design, project budget and cost effectiveness, project management will apply.

Specific criteria:

- The activities envisaged within the project proposals under Small grant scheme: “Contemporary art and culture presented and reaching a broader audience” shall ensure that any residual or extracted material from project activities is reused, recycled, treated and/or deposited in an environmentally sound manner.

- The whole range of activities related to development, organization and performance of contemporary art events and new exhibitions have to be maintained in accordance with applicable regulations and fully respecting cultural heritage protection specific rules and standards, intellectual property rights, etc.

Additional selection criteria

Within the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience” additional selection criteria are set out in order to evaluate:

“Cultural Heritage and Contemporary Arts”

- Partnership with authorities/institutions/cultural players from the donor countries. The project promoters with a partner from the Donor States will also be awarded with additional points in the evaluation of the project proposal.
- Additional points will be awarded for Project proposals encompassing activities focused on cultural diversity, cultural expressions of minority groups and involvement of socially disadvantaged groups.

In transparent manner the evaluation grids (scoring chart) which are part of the Guidelines for applicants under the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience” will be published alongside with the launch of this Call.

Project promoters will be informed/ notified of the selection results after the project evaluation period. The list of approved projects will be published on the BG08 Programme website: www.culture-eea-bq.org.

4.2. Selection procedure

The Programme Operator will establish the Selection Committee for evaluation and approval of project applications.

The Selection Committee for evaluation and approval of project applications under the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience” shall encompass:

- chairperson – representative by the Programme Operator;
- technical secretary - representative by the Programme Operator;
- at least 3 evaluators/experts with competence in the relevant field (experts with experience in evaluation of project proposals, competence in the various art disciplines, awareness with relevant legislation, where applicable Roma arts and cultural expressions expert(s)), at least one of these three evaluators will be external to the Programme Operator; in cases where the independent evaluators scores for the respective project proposal (at stage of technical evaluation) differ more than 30% of the higher score, a third external evaluator will be invited to carry out the independent assessment for the same project proposal. In such cases the average score of the two closest scores shall be used for the ranking of the projects;
- Observers will be invited to participate in the meetings of the Selection Committee from the following institutions:
 - National Focal Point;

“Cultural Heritage and Contemporary Arts”

- EEA Financial Mechanism Committee or a representative from the Royal Norwegian Embassy in Sofia.

The main activities of the Selection Committee encompass as follows:

- ✓ Opening session;
- ✓ Evaluation process carried out by evaluators. Within the evaluation process the evaluators consecutively have to carry out evaluation of administrative compliance, eligibility verification and technical and quality evaluation of the applications/project proposals;
- ✓ Final session for elaboration of report of the Selection Committee for results of the evaluation process and establishment of list of projects that will be proposed for funding under the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience” within programme BG08.

Project assessment criteria and methodology

The appointed Selection Committee will be responsible for assessment of submitted within the deadline project proposals based on the criteria for eligibility, selection and award set out in the Guidelines for applicants.

The three stages in the evaluation process will be followed:

Stage I – Formal/administrative criteria:

- The application is for the specified measure;
- The application covers all formal requirements and the appropriate application form has been used;
- The application form has been filled in according to the instructions given in the Call for proposals;
- All supporting documents, necessary for the evaluation of the project proposal, have been submitted.

If any shortcomings are found, these can be corrected by the applicant upon request by the appointed chairperson of the Selection Committee. The applicant has to replace the appeared shortcomings within 5 calendar days following the receipt of notification by the chairperson of the Selection Committee.

At this stage the evaluators have to fill administrative compliance grid. Only applications/project proposals that passed the administrative compliance verification are subject to eligibility verification. Applications not fulfilling all the formal criteria will lead to the rejection of the application.

Stage II – Eligibility:

At this stage the evaluators have to fill eligibility compliance grid encompassing criteria for eligibility of project proposals overall goal and specific goals, compliance with amounts of required subsidy,

“Cultural Heritage and Contemporary Arts”

thresholds, target groups, project duration, etc. Only applications/project proposals that passed the eligibility verification are subject to quality and technical evaluation. Applications not fulfilling all the eligibility criteria will lead to the rejection of the application.

Stage III – Selection/technical and quality acceptance criteria:

At this stage the evaluators assess the project applications compliance with the quality acceptance criteria. The evaluation grid (scoring chart) for technical and quality evaluation of submitted project proposals under this call is presented below:

Technical and quality evaluation	
Criteria	Maximum score
General criteria	
Relevance and importance of the project	
Relevance to the objectives of the Small grant scheme: Contemporary art and culture presented and reaching a broader audience.	5
Clear rationale is given on the necessity of the project and the needs of the target groups. Project activities serve the needs of the target groups.	5
Relevance to the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience” targeted results and outcomes.	5
Relevance to cross-cutting issues, relevance to cultural diversity objectives and in particular requirement for improvement of situation and involvement of Roma population	5
Project logical framework and design	
Well structured project with mutually linked activities which guarantee the achievement of expected results (results and indicators are measurable, etc.). Sound concept and quality of the objectives and deliverables (e.g. can the objectives be realistically achieved, etc.).	5
Clear description for potential risks and existence of relevant vision for its mitigation.	5
Time schedule is comprehensive and realistic. Schedule of tasks is realistic, activities can be implemented by the final date foreseen.	5
Added value of activities for developing the area of contemporary arts and raising public awareness of cultural diversity. Existence of creative and innovative approach. Clear vision how the envisaged activities will contribute to the enhancement of artistic and cultural products.	5
The project includes a clear plan to reach the broader public through measures adapted to the specific project and includes communication and visibility actions in line with Regulation on the implementation of the EEA Financial Mechanism 2009 - 2014, Annex 4 “Information and Publicity Requirements”.	5
Project budget and cost effectiveness	

The project budget is clear. Estimated expenditures are necessary for the project implementation and justified by a financial plan and detailed in line with the proposed activities, according to the activity plan. The envisaged expenditures are eligible. Expenditures for involvement of Roma population are properly planned.	10
The costs are based on real market prices, are realistic, cost efficiency – relationship between costs and project outcomes.	10
Project management (Implementation capacity)	
Clear description of expertise and tasks to be fulfilled by the human resources involved in the project management is given. The project team is suitable for implementing the project.	10
Project promoter (if applicable - and partner(s))` experience in the thematic area.	5
Supplementary criteria	
Project promoter has a partner from the Donor States (clear description of the role of the partner(s) and contribution to project implementation is presented).	5
Involvement of socially disadvantaged groups and planned activities dedicated to cultural expressions of minority groups.	5
Sustainability	
Clear vision and appropriate description how the sustainability of the project will be assured.	10
Total	100

During the assessment, the Selection Committee is allowed to request clarifications and further documentary proof as may be necessary. Where an application does not reach the **minimum score of 60 points**, a rejection letter will follow with a short argumentation for the rejection.

Establishment of list of projects for funding

Following the completion of activities of evaluators and submission of duly filled and signed evaluation grids the chairperson of the Selection Committee has the responsibility for elaboration of report for results of the evaluation process and established list of projects that will be proposed for funding under the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience”.

The Programme Operator shall provide the FMC with the ranked list in English.

The final step is the List of projects that will be proposed for funding to be submitted to the Head of Programme Operator for endorsement.

“Cultural Heritage and Contemporary Arts”

Grant will be awarded to the applicants with the **highest total scores** achieved within the evaluation process until the full disbursement of the available total amount for the Small grant scheme: “Contemporary art and culture presented and reaching a broader audience”.

The Programme Operator shall notify the applicants about the results of the selection process within a reasonable time and publicise the results.

Following principles of transparency, equal treatment and non-discrimination, no communication with the Project Operator is allowed during the selection procedure, except in exceptional cases.

The selection procedure begins after the deadline of submission and ends with the publication of the selection results.

The Programme Operator exercises zero-tolerance towards corruption or any other unfair or illegal attempts.

5. Application procedure

The deadline for submission of project applications is **30 April 2014** (postmark), at 16:00 local time (hand-delivery).

The candidates must fill in the Application form according to the requirements described in the Guidelines for application. The Application form and the Guidelines for application are published on the web-sites: www.Culture-EEA-BG.org and <http://www.eegrants.bg/bg/2009-2014/>.

A package of accompanying documents concerning the concrete project must be enclosed to the project proposal. The list of the necessary accompanying documents is available on the above mentioned internet address.

The project proposal must be prepared and submitted in **3 paper copies (1 original and 2 copies) and 3 copies in electronic format on CDs, identical with the hard copies.**

The project proposals must be submitted in sealed and intact envelope/package received in the form of letter/parcel through registered mail or express delivery, courier, by hand or mail on the following address:

Ministry of Culture
„European programmes and projects” Department
1040 Sofia, Bulgaria

“Cultural Heritage and Contemporary Arts”

17, "Al. Stamboliiski" Blvd.

The envelope containing the project proposal must be labeled “Project proposal EEA FM – Small grant scheme: Contemporary art and culture presented and reaching a broader audience” - “DO NOT OPEN”.

The project proposals sent by fax or e-mail, as well as project proposals sent to other than the above address will be rejected. In case the project proposal is sent by mail the date of the postmark must be not later than the final date for receiving the project proposals.

6. Bilateral Fund under programme BG08

In order to facilitate potential applicants (beneficiaries) there is a Bilateral Fund under the programme BG08 financed within the Financial Mechanism of EEA 2009-2014.

Funding within the Bilateral Fund will be considered as an additional source of funding, i.e. other than the project budget.

The Bilateral Fund within the Programme BG08 "Cultural Heritage and Contemporary Arts" is established in order to facilitate the search for partners prior to or during the preparation of a project application, the development of such partnerships, attendance of meetings, conferences, seminars, preparation of an application and/or networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between Project Promoters and entities in the Donor States.

The total budget of the Bilateral Fund under the Programme BG08 "Cultural Heritage and Contemporary Arts" amounted to 247 059 euro. The budget of the Bilateral Fund under Programme BG08 "Cultural Heritage and Contemporary Arts" within Measure A (in accordance with Article 3.6.1.A of the Regulation on the implementation of the EEA Financial Mechanism 2009-2014) amounted to 123 529.50 euro. Within Measure A the minimum amount of funding is 2 000 euro and the maximum amount of funding is 5 000 euro.

The Call for submission of applications under the Bilateral Fund within the Programme BG08 “Cultural Heritage and Contemporary Arts” is launched simultaneously with launch of the Calls for proposals under programme BG08 within measure 1, measure 2, measure 3 and the Small grant scheme.

Information is accessible in Internet on the websites: www.Culture-EEA-BG.org and <http://www.eeagrants.bg/bg/2009-2014/>.

7. Contact information

For further information, please contact the Programme Operator:

“Cultural Heritage and Contemporary Arts”

Ministry of Culture of the Republic of Bulgaria

“International activities, European programmes and projects” Directorate

„European programmes and projects” Department

Contact persons: Ms Petya Hristova, e-mail: p.hristova@mc.government.bg

Ms Anelia Stoikova, e-mail: a.stoikova@mc.government.bg

Questions in written shall be sent to e-mail: info@culture-eea-bg.org

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

Håkon Halgrimsen

Arts Council Norway/ Norsk kulturråd

Postboks 8052 Dep, 0031 Oslo, NORWAY

Tel.: +47 21045964 and +47 21 04 58 00

E-mail: kulturutveksling@kulturrad.no

Website: www.norskulturrad.no

Guðný Helgadóttir

Head of Division

Department of Cultural Affairs

Ministry of Education, Science and Culture

Sölvhólgötu 4 IS-150 Reykjavík, ICELAND

Tel. +354 545 9500

E-mail: gudny.helgadottir@mrn.is

Kerstin Appel-Huston

Senior Advisor to the Minister of Cultural Affairs

Government – Principality of Liechtenstein

Regierungsgebäude

Peter-Kaiser-Platz 1

P.O. Box 684 9490 Vaduz, LIECHTENSTEIN

Tel.: +423 236 60 24

E-mail: Kerstin.Appel@regierung.li

Documents of specific importance to the Call

In addition to the Call, the following documents shall be consulted by applicants when preparing the application:

- Regulation on the implementation of the EEA Financial Mechanism 2009 - 2014;
- Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2009-2014 between Iceland, the Principality of Liechtenstein, the Kingdom of Norway and Republic of Bulgaria;
- Guideline for strengthened bilateral relations;
- Guidance on developing of the Communication Plan;
- Communication and Design Manual.

For further details, please, see the link:

<http://eeagrants.org/Results-data/Results-overview/Documents/Toolbox-for-programmes>.

Documents of specific importance to the call:

1. Template - Application form filled-in and presented in Bulgarian; template - Project Summary, presented in English;
2. Template - Detailed Budget filled-in and presented in Bulgarian;
3. Template - Disbursement Schedule filled-in and presented in Bulgarian;
4. Templates - Declarations from Project Promoters and/or Project Partners regarding double financing, compliance with eligibility criteria for applicants, declaration from partner on *de minimis*, where applicable, etc. filled-in and presented in Bulgarian - declarations A, B, C, D, E, F;
5. Template - Public Procurement Indicative Plan filled-in and presented in Bulgarian;
6. CVs of Project management team - filled-in and presented in Bulgarian or in English; template from <http://europass.cedefop.europa.eu/bg/documents/curriculum-vitae>;
7. Letter of intent - presented only in English, if the partner/s is/are from the donor-states; presented in Bulgarian, if the partner/s is/are from Bulgaria.

Additional necessary documents are described in the Guidelines for applicants.

The technical documentation that must be supplied is described in the Guidelines for applicants.

Frequently Asked Questions will be published on the web site of the Programme and updated on a regular basis, according to the questions received from potential applicants. Applicants can submit questions (at e-mail: [info@ Culture-EEA-BG.org](mailto:info@Culture-EEA-BG.org)) not later than 10 working days before the closing of the application process. The answer from the Programme operator will be published not later than 5 calendar days after receiving the question. Data-base with the frequently asked questions will be published on this address: www.Culture-EEA-BG.org .