



Programme BG06
“Children and Youth at Risk”



The European Economic Area Financial Mechanism
2009-2014

Call for proposals

Children and Youth at Risk

Component 1 – Care for Youth at Risk

The overall objectives of the EEA Financial Mechanism 2009-2014 are **to contribute to the reduction of economic and social disparities in the European Economic Area and to strengthen bilateral relations between the Donor States and the Beneficiary States** through financial contributions.

The highest degree of transparency, accountability and cost efficiency as well as the principles of good governance, sustainability, gender equality and equal opportunities shall apply in implementation of the EEA Financial Mechanism.

The objective of Children and Youth at Risk Programme is to contribute to the improvement of the well being of children and youth at risk. There are three components under the Programme – Care for Youth at Risk and Care for Children at Risk and Capacity Building.

This call is intended for project proposals under Component 1 – Care for Youth at Risk.

Financing will be made available for individual project applications within the following main outcome: Effective and efficient measures addressing vulnerable groups of children and youth facing particular risks implemented.

Grant allocations available: 5 149 294 euro

Minimum and maximum grant amounts:

1 000 000 minimum grant

1 500 000 maximum grant



The Care for Youth at Risk Component will support the creation of Youth Centres that comply with the Council of Europe Quality Label for Youth Centres.

In 2008, the European Steering Committee on Youth (CDEJ) adopted a project to promote the European Youth Centres of the Council of Europe as standard-setting instruments and examples of good practices of youth policy. This action aims at sharing knowledge and networking among youth centres across Europe.

The Council of Europe Quality Label and the European Platform of Youth Centres represent:

- an opportunity for existing or planned youth centres in signatory states of the European Cultural Convention to subscribe to the values and youth policy priorities of the Council of Europe;
- a means of encouraging quality development among youth centres on the basis of established standards for educational and policy approaches in the youth sector of the Council of Europe;
- an opportunity for international networking and exchange between residential educational youth centres and their stakeholders;
- a mechanism for the promotion of quality standards in non-formal education and international youth work.

The Component will assist the municipalities, the NGOs and other eligible stakeholders to reach the required criteria through the financial means of the EEA FM Grants 2009 -2014.

For more details regarding the CoE Quality Label follow the link:
http://www.coe.int/t/dg4/youth/Source/IG_Coop/CoE_quality_label_youth_centres_en.pdf

The supported project must have at least the following activities:

1. Preparation to apply for CoE quality label Youth Centre. The Centres promotes intercultural approach, democratic citizenship, participation (public but also in management and programmes).



2. General activities will include young people, including young people at risk of social exclusion, disadvantaged as well as Roma and other ethnic groups.
3. Targeted activities for Roma children and young people in disadvantaged condition (bringing to minimum 25% the proportion of disadvantaged young people benefitting).
4. Minimum two Roma mediators hired. The Roma mediators will be prepared to work and trained under the third component of the Programme – Capacity Building.
5. The activities must be not only centre-based but also community-based.
6. Suggested measures will target territorial administrative regions with highest proportion of Roma population.
7. Package of leisure, cultural, civic and educational activities attractive for children and youth at risk will be prepared and implemented.
8. Special attention to reintegration of drop-outs from the education system will be given.
9. Participation of families, NGOs, municipalities, stimulate synergies at local level with relevant stakeholders will be encouraged.
10. The funds for renovation and equipment are limited to 70% of the total eligible costs of the project.
11. Information and awareness-raising activities are mandatory.
12. Partnership-building among public institutions, municipalities and NGO from the country, as well as with legal entities from donor-countries is strongly encouraged.
13. Analysis of the young people in the local communities and identification of the risk groups and the risks for the development of young people, as well as their needs of adequate services.
14. Developing of initiatives for social inclusion of children and young people including those at risk, especially the representatives of the disadvantaged including Roma ethnic group;

Eligible applicants

Eligible applicants are: municipalities that are administrative centres of the districts of the Republic of Bulgaria.



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Eligible partners

Eligible partners are all public institutions, municipalities and NGOs from Bulgaria. Partnerships with legal entities in the Donor countries are encouraged. A partnership agreement or in the cases where a partnership with a Donor State entity is planned, a letter of intent from the parties following the requirements of the EEA FM Regulations must be signed prior to submitting the application.

Grant rates

The grant rate for project financing from the fund is 100% of eligible total project costs.

Indicators

The project proposals must include arguments and prove for the coverage of at least 100 persons from the target group “youth from local communities aged 15 to 29 years” in the project activities. The covered young people must complete at least one informal training, part of the project activities.

Of the included young people 25% must be young people from disadvantaged background, including Roma youth.

When reporting the indicators the male/female ratio of the target groups will be measured.

Project assessment criteria and methodology

The Ministry of Education, Youth and Science (MEYS) is the Programme Operator (PO) for the Children and Youth at Risk Programme. MEYS will assess all project proposals based on the criteria for eligibility, selection and award set out in the Rules and Procedures for Project Proposal. The assessment will be based on a combination of yes/no and weighted criteria as detailed in the attachment to Rules and Procedures, through the following steps:

Step I – Formal/administrative criteria: If any shortcomings are found, these can be corrected by the applicant upon request from PO. The applicant may re-submit the application once within 5 calendar days after the notification from the PO team.

Step II – Eligibility: An application meeting the formal criteria as well as the eligibility criteria for a) Applicant and b) Project, will be subject to full assessment organised by Po according to the EEA FM Regulations. Applications not fulfilling all the formal criteria and



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all the eligibility criteria will lead to the rejection of the application. A letter to the applicant will indicate the main reason for the rejection.

Step III – Selection: In order for an application to be accepted, the application score will have to be above the 50% of all received points. Additional points for partnership with entity from the donor-states and applications with renovation based on existing work-plan will be given.

During the assessment, PO reserves the right to request clarifications and further documentary proof as may be necessary. Where an application will not score the minimum number of points, a rejection letter will follow with a short argumentation for the rejection.

The final step is the list of projects that will be proposed to the PO for financing.

Grant will be awarded to the applicants with the highest total points until the full disbursement of the available total amount for the component.

All applicants will receive information about the final results concerning financing within 2 months after the closure of the call.

A list of approved projects will be published on the PO web site.

Mode of Payment

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

The Project Promoter (Applicant) has the opportunity to apply for an advance payment in line with the requirements in the Rules and Procedures.

Interim payments will be made on the base of interim reports (Annex – Template for Interim Project report) with description of results achieved together with financial report and additional supporting documentation provided according to Project Contract and Guideline for Project implementation.

Implementation Period

The foreseen start of projects is from June 1, 2013. The projects must be finished by April 30, 2016, which is the end of eligibility period for the implementation of projects.

A final report shall be submitted 3 months at the latest after approval of the final payment claim.



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Documents of specific importance to the call

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

EEA FM Regulation for the implementation of the European Economic Area 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>

Most important application documents, filled in:

Template - Application form in English and Bulgarian;

Template – Project Implementation Plan;

Template – Detailed Budget;

Template – Disbursement Schedule;

Templates - Declarations from Project Promoters and/or Project Partners regarding double financing, state aid, compliance with eligibility criteria for applicants, etc.;

Template - Public Procurement Indicative Plan

CVs of Project management team – template from <http://europass.cedefop.europa.eu/bg/documents/curriculum-vitae>

Partnership agreement

Additional necessary documents are described in the Guidelines for application. The technical documentation that must be supplied is described in the Guidelines for application.

Frequently Asked Questions will be published on the web site of the PO and updated on a regular basis, according to the questions received from potential applicants. Applicants can



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submit questions not later than 10 working days before the closing of the application process. The answer from the PO will be published no later than 5 calendar days after receiving the question. Data-base with the frequently asked questions will be published on this address: www.mon.bg.

Application procedure - requirements

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-site: www.mon.bg.

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 in English 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 education, youth and science

Structural Funds and International Educational Programmes General Directorate

125 Tsarigradsko shosse blvd, bl. 5, fl. 1, rooms 24 or 25

The envelope containing the project proposal must be labeled "Project proposal EEA FM – Component 1" "DO NOT OPEN".

The final date for receiving the project proposals is 17:30, April 30, 2013.

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.



Fund for bilateral relations at Programme level: In order to assist the beneficiaries and their partners a Fund for bilateral relations at Programme level has been set. The aim of the Fund is to help in the search for project partners from the Donor States prior to or during the preparation of a project application; the development of such partnerships; the preparation of an application for a donor partnership project, as well as to improve the development of networks, sharing, exchange and transfer of knowledge, technologies, expertise and best practices between the beneficiaries and partners from the Donor states.

The budget is 138 705 euro (according to art. 3.6.4 of the Regulation) (art. 3.6.1.A. – 37 815 euro; art. 3.6.1.B – 100 890 euro)

The Bilateral fund is open for applications until the end of the eligibility period of the fund or until the sources are spent.

Eligible applicants:

(A) art. 3.6.1.A – Search for project partners – All entities in the beneficiary states and donor states that are eligible to become Project promoters and/or partners;

(B) art. 3.6.1.B – Beneficiaries from all approved projects, partners in the approved projects. The beneficiary shall submit an application form.

Eligible activities:

Art. 3.6.1.A: (a) Participations in seminars, organised by the Project partners; (b) Travel costs and expenditures for meetings with partners; (c) Participations in promotional activities, organised by the Donor Programme Partner (Council of Europe), before submission of project proposals (d) Organising events related to partnership projects.

Art. 3.6.1.B: (a) fees and travel costs for participation in conferences, seminars, courses, meetings and workshops; (b) travel costs for study trips (c) travel and salary costs for visits by experts

Deadlines: The applications can be submitted continuously without specific deadlines, no longer than until the end of 2015. First date of eligibility – the day after the approval of the



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Bilateral fund details from the EEA Grants 2009-2014 Financial Mechanism Committee.

Applicants will be required to submit (in English): (a) Conceptual project, description of the financed activities; (b) Short explanation of the motivation for the application and how it is going to contribute to the overall objectives of the Programme; (c) Estimated budget for the proposed activity. The deadline for submission of the applications should be at least four weeks before the planned activity.

Grant rate and maximum amount: Grant rate – up to 100%; Maximum amount of funding - travel costs, fees, daily expenses according to the usual policy of the organisation, organizing partner workshops - €3,000 per person.

For additional information you can send questions by fax or e-mail to the following contacts:

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