



THE REPUBLIC OF BULGARIA

Ministry of Education and Science

Programme of the Financial Mechanism of the European Economic Area

THE EUROPEAN ECONOMIC AREA SCHOLARSHIP PROGRAMME BG09

GUIDELINES FOR APPLICANTS

BEFORE YOU BEGIN

Before you begin your application, we recommend you complete the following steps:

1. Read more about the BG09 programme, its measures, types of projects and eligible activities.
2. Check that you are an eligible organisation.
3. Review your organisational and financial capacity.
4. Ensure you understand the quality criteria against which your application will be assessed.

It is mandatory for all applicants, prior to their participation in the competition, to have made themselves familiar with the documents and guidelines for participation in the activities of the EEA FM, which are available on [www.eeagrants.org](http://eeagrants.org), [including the EEA FM Regulation: http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014](http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014).

Applicants are advised to refer to the EEA FM Regulation for all issues raised in the course of elaboration of the project proposal and later during the project implementation and reporting.

DESCRIPTION OF THE PROJECT

▪ Rationale, issues and needs to be addressed by the project

All projects should propose to address a need of their students, staff, higher education or research institution, and other relevant stakeholders. Please outline how this need and the objectives were established, i.e. through research, planning meetings etc. You should demonstrate how students, staff or other key stakeholders such as decision-makers or governors are actively involved in shaping the project proposed, to ensure its relevance. The objectives of the project should clearly seek to address the needs you establish and be relevant to the participants, organisations and any other key stakeholders identified.

▪ How is it innovative and complementary?

The BG09 programme aims to support the development of innovative practice, enhance the quality of student and staff work, build capacity in higher education and research institutions and foster strategic cooperation between higher education and research institutions from Bulgaria and the EEA EFTA states (Norway, Iceland, and Liechtenstein). You should identify how this project will build on previous projects or experience within applicant organisations or more widely and any innovative aspects you will pilot. It should be clear that this is not a stand-alone project.

▪ Partners:

How did you choose the project partners and what experiences and competences will they bring to the project? How was the partnership established and does it involve organisations that have never been previously involved in a similar project?

Strong partnership is crucial to the successful delivery of an international project. Please detail how the partnership was formed, i.e. through events, previous cooperation, networking etc. Identify those partners that have least or most experience in the type of project you propose. Please detail each partner's contribution in terms of the skills and experience they have that is relevant to this project. You should demonstrate that your partnership's skills and experiences will ensure a successful project, or identify any gaps that you will address through research, learning, consultation with experts, etc.

- **Cooperation and communication:**

Cooperation and communication activities are central to the success of your project delivery. Please show how all partners will communicate, how you will work together on activities, and how you will communicate with other important stakeholders, who should be identified as far as possible.

- **Project objectives and project results:**

Clearly set objectives of your project and describe them in clear, understandable, and logical manner, and link them with the project results. Describe expected benefits both for you and your project partner(s).

Bearing in mind that the results are the outputs of your project during the partnership and on completion what you will produce or the immediate changes you hope to effect, for example changes in individuals or organisations, integration of best practice into the curriculum, changes to institutional policy or increase in certain knowledge, skills and competences, consider carefully whether your results are 'intellectual' (e.g. articles, course materials), or events, teaching, training and learning activities. These might fit better in other sections. You will also need to consider impact, e.g. you may aim to develop further skills such as advanced IT competence in a certain number of students/staff (result), and they may then become more employable/better qualified (impact).

- **Project planning and preparation**

Your proposal should demonstrate that all phases of your project, including the preparation phase, have been properly considered in order for your project to reach its objectives. Any preparation activities should be clearly defined and be relevant to your proposal.

Please detail planned preparation phase, as necessary and relevant to the activity you propose.

You may wish to include the following (this is not an exhaustive list):

- ✓ logistical arrangements;
- ✓ risk management;
- ✓ selection of participants (if appropriate);
- ✓ partnership coordination activity;
- ✓ training;
- ✓ research;
- ✓ language preparation;
- ✓ baseline surveys to support later impact measurement;
- ✓ communication overall and promotion to local and wider community about your project;
- ✓ delivery of activities across the partnership period;
- ✓ allocation of tasks amongst partners including lead on specific tasks;
- ✓ monitoring, evaluation and dissemination of project achievements.

- **Project Management**

Applicants are advised to consider the following project management-related issues:

- ✓ How will participants ensure cost effectiveness and value for money in terms of activities and results? Is the grant request realistic for good quality implementation of the planned activities? The work programme should demonstrate a well-planned, realistic timetable for the duration of the proposal.
- ✓ All inter0institutional projects are co-funded, which means that you will need to outline your sources of co-funding, i.e. income, reserves or contingency funds, and demonstrate how they will contribute to the success of the project. You will need to demonstrate that grant funds are to be used in a way which demonstrates value for money.
- ✓ Please outline your system for recording and monitoring expenditure throughout your project and your access to co-funding.
- ✓ Preparation, implementation, evaluation and dissemination will need to be completed by the project end date. Please detail your planned methods for monitoring progress on each stage of the project with the participating organisations and key stakeholders (where appropriate).

- **Monitoring and evaluating quality:**

- ✓ Please list **appropriate monitoring and evaluation activities**, including methods, tools and staff with appropriate skills and knowledge to conduct these activities that will be undertaken at critical stages in the project. Demonstrate how these activities will ensure successful

project delivery and measure how needs have been addressed, along with appropriate learning outcomes and impact measures. Please explain why it is relevant to perform these activities daily, weekly, monthly, etc.

- ✓ Please list **key risks** during the project (related to context, nature of activities planned, participants' needs and so on) with a control measure proposed to minimise the likelihood and/or impact of the risk. Measures to ensure good cooperation such as partnership agreements or codes of conduct may be outlined here, to note any agreed process for mediating disputes or disagreements.
- ✓ **Activities and indicators of achievement** (quantitative and qualitative) should be realistic and appropriate for producing the expected results. How will consistency between objectives, activities and results be measured? Are the proposed activities the most appropriate to address the aims of and reach the objectives of the project?
 - **Organisation of activities:**
- ✓ You need to demonstrate a **project methodology** which is well suited to your objectives and outputs. How will your activities be organised? Who will manage and lead them? How will responsibility for the different activities be divided between partners, taking into account their individual strengths?
- ✓ Please mention all **target groups** who will be involved in, or directly affected by your activities and outputs.

Applicants are advised to carefully complete the application forms and include detailed information and justification, bearing in mind the respective project assessment criteria that are presented in each Call for Proposals for each programme measure and make sure that the project proposal addresses all of them in best possible and realistic way.

FINDING A HOST INSTITUTION

Norway:

The Norwegian Centre for International Cooperation in Education (SIU) is the main donor programme partner of the Programme Operator in Norway. SIU is the National Agency for international programmes and measures related to education. SIU is the main contact point for cooperation with Norwegian institutions and organizations in the fields of education and training.

The Research Council of Norway is the main contact point in Norway in the field of scientific research.

Higher education institutions and scientific organizations, which seek partners from Norway, can register in the following databases:

- Database maintained by SIU:

<http://siu.no/eng/Front-Page/EEA-Partner-search>

- Database maintained by the **Research Council of Norway**:

http://www.forskningsradet.no/no/Artikkel/Partner_search/1253981563289

Iceland:

The Icelandic Centre for Research (RANNIS) is the programme partner in Iceland. RANNIS is ready to assist, inform and guide interested parties, who seek potential cooperation and other opportunities for research or exchange of experience with partner organizations from Iceland.

For additional information, please visit <http://www.rannis.is>

Liechtenstein:

The Agency for International Education Affairs (AIBA) is the programme partner in Liechtenstein. AIBA is the National Agency of Liechtenstein for the European educational programmes, regional and international projects in the field of education.

For additional information, please visit <http://www.aiba.llv.li/>

Brief guidelines for partner search

Bulgarian institutions seeking for cooperation with higher education and research institutions from Norway, Iceland and Liechtenstein are strongly advised to register in the available databases for partner search and to contact smaller institutions. Smaller institutions are more likely to seek for new partners. Using existing bilateral or multilateral agreements with institutions from the donor states, for instance those under the ERASMUS+ programme, HORIZON 2020 programme and other programmes for new joint projects under the BG09 programme is strongly advisable, too.

While contacting by email, it is advisable to write short but precise email messages with clear statements on:

- Who is the institution seeking for partner? What are its main fields of operation?
- Please briefly point out some recent successful projects and their main results

- What are the expected outcomes of cooperation;
- Why is the project needed? - Describe current problems /challenges. Include reference to wider public plans or priorities, where relevant.
- What is the objective of the project?
- What is the project expected to achieve? - Describe project outcome.
- How will the project address the project outputs?
- Who is expected to benefit (the target groups)?
- What is the role of donor partner institution?
- What will the partnership achieve?