



Section 9 Application 9.2	Application Guidelines for the Fund for Bilateral Relations	pages: 1 / 17	 
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APPROVED BY:



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OF THE PROGRAM BG 07
„INITIATIVES FOR PUBLIC HEALTH“
Date:.....*07.08*.....2017

MINISTRY OF HEALTH

Program BG07 „Initiatives for public health“

Application Guidelines for the Program's Fund for bilateral relations

Name of the procedure: Financing of Initiatives under the Fund for bilateral relations at the program level - measure b) Program BG07 "Initiatives for Public Health"

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1. „PROGRAM BG07,, INITIATIVES FOR PUBLIC HEALTH“

1.1. GENERAL INFORMATION

The overall objectives of EEA FM and NFM are to contribute to reducing economic and social inequality between states and strengthen bilateral relations between the donor states and the beneficiary state.

It encourages the establishment of partnerships between organizations in the donor and beneficiary state, especially in areas where the partnership is mutually beneficial, brings added value and can improve the quality of the program or project.

Principles of transparency, efficiency and cost-effectiveness of expenditure and the principles of good governance, sustainability, non-discrimination, including gender equality are observed in the implementation of EEA FM and NFM.

1.2. PROGRAM DESCRIPTION

Bulgaria has developed the Program BG07 "Initiatives for public health" in line with the Program Areas 13 and 27.

The aim of the Program is to increase the impact of funding in several priority areas that best meet the national health priorities resulting from international, European and national agreements and the Bulgarian legislation. In particular, the Program aims to contribute to the achieving the following specific results:

1. Improving governance in the healthcare sector;
2. Improving access to and quality of health services, including reproductive health and child health care;
3. Improving mental health services;
4. Reduced inequalities between user groups (with a focus on the Roma population).

1.3. PURPOSE AND SCOPE OF THE PROGRAM'S BILATERAL FUND

The Fund aims to promote cooperation and initiatives between Bulgarian organizations and organizations in donor states (Norway, Iceland and Liechtenstein) or international organizations through networking, exchange, sharing and transfer of knowledge, technology, experience and best practices between them that are within the scope of the Program BG07, namely in the field of healthcare.

1.4. INDICATORS TO STRENGTHEN THE BILATERAL RELATIONS

- Number of partnership agreements concluded between institutions of the beneficiary state and the donor states.
- Number of joint initiatives with European and international scope in cooperation with international organizations.
- Number of jointly published (bilateral) articles/publications funded by the Program.
- Number of European and international networks in which the partners participate together.
- Number of passed trainings/number of organized joint events (initiatives)/number of joint seminars held between the beneficiary states and the donor states

- Achieving progress in terms of professional and organizational skills.

The call will support projects that contribute to the above-mentioned indicators.

1.5. LEGAL FRAMEWORK FOR IMPLEMENTATION OF THE PROGRAM

- Protocol 38b of the EEA Agreement on the EEA Financial Mechanism 2009-2014; (<http://www.bg07eeagrants.bg/bg/документи.html>);
- Agreement between the Kingdom of Norway and the European Union on the Norwegian Financial Mechanism 2009-2014, hereinafter referred to as "the Agreement" (<http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Agreements-on-the-EEA-and-Norway-Grants>);
- Regulation on the implementation of the EEA Financial Mechanism 2009 - 2014 and the Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014, hereinafter referred to as "the Regulation or the Regulations" (<http://www.eeagrants.bg/en/2009-2014/calls-for-proposals/>);
- Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2009-2014 between Iceland, the Principality of Liechtenstein, the Kingdom of Norway and the Republic of Bulgaria and the Memorandum of Understanding on the implementation of the Norwegian Financial Mechanism 2009-2014 between Iceland, the Principality of Liechtenstein, the Kingdom of Norway and the Republic of Bulgaria, hereinafter referred to as "the Memorandum or the Memorandums" (<http://www.eeagrants.bg/en/2009-2014/calls-for-proposals/>);
- Program agreement between the FM Committee and the National Coordination Unit and the Program Agreement between the Ministry of Foreign Affairs of Norway and the National Coordination Unit of the Republic of Bulgaria for financing of Program BG07 " Initiatives for Public Health " with Appendixes: Appendix I - Programming Decision and Appendix II - Operational rules (<http://www.bg07eeagrants.bg/bg/документи.html>);
- Agreement on the implementation of the Program BG07 "Public Health Initiatives" concluded between the National Coordination Unit and the Program Operator; (<http://www.bg07eeagrants.bg/bg/документи.html>);
- Guidelines for strengthening bilateral relations;(<http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Guidelines-mandates-and-strategy>) ;
- Guidelines for Communication and publicity (<http://eeagrants.org/Media/Files/Toolbox/Communication-manual>);
- Guidelines for the development of Communication Plan; (<http://eeagrants.org/Media/Files/Toolbox/Guidance-note-for-Program-Operators>).

1.6. INSTITUTIONAL FRAMEWORK FOR IMPLEMENTATION OF THE PROGRAM

- **Institutional framework at the level of donor states**

- Financial Mechanism Committee (FMC) and the Norwegian Ministry of Foreign Affairs

The FMC is the decision-making body on the EEA contribution. The FMC was established by the Standing Committee of the EFTA and consisting of representatives of the Ministries of Foreign Affairs of the Kingdom of Norway, Iceland and the Principality of Liechtenstein. If necessary, the Committee approves additional guidance on the management and implementation of the Program.

The Norwegian Ministry of Foreign Affairs (NMFA) is the body that manages and takes a decision regarding the NFM.

- **Financial Mechanism Office (FMO)**

The FMO is the body that helps FMC and NMFA in the management of the EEA Financial Mechanism and NFM 2009-2014. The FMO, which is administratively part of the EFTA, is responsible for the day-to-day implementation of the EEA FM and NFM 2009-2014 on behalf of the FMC/NMFA and acts as a contact point.

➤ **Institutional framework at national level**

- **National Coordination Unit**

The Directorate "Central Coordination Unit" within the Administration of the Council of Ministers shall act as the National Coordination Unit (NCU) under the EEA FM and NFM 2009-2014. The Director of the "Central Coordination Unit" Directorate performs the functions of Head of the National Coordination Unit. The NCU bears full responsibility for the achievement of the objectives of the EEA FM as well as for the implementation of the mechanism in the Republic of Bulgaria. The role and functions of the NCU are detailed in Art. 4.3 of the Regulation and 2.2.1 of the Management and Control Systems for the Implementation of the EEA FM and NFM 2009-2014 for Bulgaria.

- **Certifying Authority (CA)**

The "National Fund" Directorate, an administrative unit within the Ministry of Finance of the Republic of Bulgaria shall act as the Certifying Authority (CA) under the EEA Financial Mechanism 2009-2014 according to the Appendix A of the Memorandum of Understanding. The roles and responsibilities of the CA are set out in Art. 4.5 of the Regulations and point 2.2.2 of the Management and Control Systems for the Implementation of EEA FM and NFM 2009 - 2014 for Bulgaria.

- **Audit Authority**

The "Audit of EU Funds" Executive Agency (EEUFEA) to the Ministry of Finance of the Republic of Bulgaria is an Audit Authority of the EEA FM 2009-2014. The main functions and responsibilities of the Audit Authority are set out in Art. 4.6 of the Regulations and point 2.2.3 of the Management and Control Systems for the Implementation of the EEA FM and NFM 2009-2014 for Bulgaria.

- **Monitoring Committee (MC)**

The National Coordination Unit establishes the MC of EEA FM and the NFM 2009-2014. The Committee is chaired by the Head of the NCU and includes representatives from the institutions involved in the program management at the national level (NCU, CA, Audit Authority), Program Operators, civil society, social partners and regional authorities. Representatives of FMC and NMFA must be invited to attend at the MC as observers. The MC examines the progress of the programs in order to ensure their effective and quality implementation.

- **Program Operator (PO)**

The Program Operator under the Program is the Ministry of Health in accordance with Decision No151 of 23.02.2012 of the Council of Ministers of the Republic of Bulgaria as amended by Decision No 545 of 23.07.2015.

- **Supporting Unit**

The Supporting Unit under the Program is the "Good Governance" Directorate within the Administration of the Council of Ministers in accordance with Decision 151 of 23.02.2012 of the Council of Ministers of the Republic of Bulgaria as amended by Decision No 545 of 23.07.2015. The Interinstitutional Agreement signed on 28.08.2012 between the Ministry of Health and the Administration of the Council of Ministers defines the obligations of the Program Operator and the Supporting Unit for Management and Implementation of the Program BG07.

1.7. FINANCIAL PARAMETERS

➤ Total value of the grant under the Fund for bilateral relations

The total amount of the grant awarded is 236,736 EUR.

➤ Sources of funding of the grant

The grant is provided by EEA FM 2009-2014 and NFM 2009-2014.

➤ Maximum amount of the grant

The maximum amount of funding for a single project is up to **30,000 EUR**.

➤ Minimum amount of the grant

The minimum amount of funding for a single project is up to **10,000 EUR**.

The amount of the grant is 100%. Co-financing is not required.

➤ State aid scheme

In conformity to Art. 3, par. 2 of Commission Regulation No 1407/2013 of 18.12.2013, hereinafter referred to as the Regulation on the application of Art. 107 and 108 of the Treaty on the Functioning of the European Union to the minimum aid (de minimis) for entities, providing services of general economic interest, the total amount of the minimum aid (de minimis) granted in each Member State to the same entity over a period of 3 budget years may not exceed 200,000 EUR (391,166 BGN at the official exchange rate of the BNB 1 EUR = 1.95583 BGN).

In the event, the total amount of de minimis aid, within the meaning of the Regulation, granted to an entity for the provision of services of general economic interest exceeds the maximum admissible value specified in Art. 3, par. 2, that aid cannot benefit from the provisions of the Regulation. The maximum admissible amount under paragraph 2 shall be expressed as a cash grant. All the values used are in gross, i.e. before deduction of taxes or other charges. In cases where the aid is granted in a form other than a grant, the amount of the aid is the gross grant equivalent of the aid.

The aid payable in several instalments must be discounted to its value at the time it is granted. The interest rate used for discounting purposes must be the discount rate applicable at the time the aid is granted. De minimis within the meaning of the Regulation shall not be cumulated with State aid for the same eligible costs if, as a result of this cumulation, the aid intensity would exceed the intensity determined by the specific circumstances of the individual case by a block exemption regulation or decision adopted by the Commission.

The de minimis aid under Regulation 1407/2013 of 18.12.2013 can be cumulated with the de minimis aid under other de minimis aid regulations up to the ceiling laid down in Art. 3, par.2. The de minimis aid under the Regulation cannot be accumulated with compensation for the same service of general economic interest, irrespective of whether it constitutes state aid or not.

Basic concepts of applying the state aid rules to public service compensation under the Commission Communication on the application of EU rules to compensation granted for the provision of services of general economic interest (SGEI), OJ C8 of 11.01.2012).

The existence of a service of general economic interest (SGEI):

In line with the established case-law of the Court of Justice of the European Union, SGEIs are services with special characteristics compared to other economic activities. Generally speaking, the assignment of a "specific public service task" implies the supply of services that an entity would not assume to the same extent or under the same conditions as if considering its own commercial interest. According to the Commission, in order to be able to designate services as SGEIs, they shall be focused to citizens and be in the interest of the society in general. Pursuant to Art. 106, par. 2 of the Contract, the performance of SGEI should be entrusted to one or more entities, such as in the award of public service it is necessary to define the obligations of the undertakings and of the body.

The public service should be assigned by an instrument, a grant agreement, which will at least specified content and duration of the public service obligations. Grant is only allowed for services not funded by other sources, and to this effect, the development of verification mechanisms and avoidance of double funding through supervision and ongoing monitoring of the project activities is envisaged. Provided verification mechanisms focused on preventing the double funding are:

- declaring the fact that no funding has been received for the same activities from other sources, incl. and from other donor programs when submitting a project proposal and each payment request;
- supervising the records of contracts and public procurements;
- implementation of a monitoring system and on-the-spot checks.

In line with the scope of Regulation 1407/2013 of 18.12.2013, Art. 1, applicants who are subject to the prohibition of the Regulation and in particular, their actions for which they apply for funding, are not eligible in regards to:

a) aid granted to entities operating in the sectors Fisheries and Aquaculture, as defined in Regulation (EC) No 104/2000 of the Council (1);

b) aid granted to entities operating in the field of primary production of agricultural products;

c) aid granted to entities, which carry out related activities in the processing and marketing of agricultural products, in the following cases:

i) where the amount of the aid is fixed on the basis of the price or quantity of such products that are purchased from primary producers or put on the market by the entities concerned;

ii) when the aid is conditional on being partly or entirely passed on to primary producers;

d) aid for export-related activities towards third countries or the Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;

If the entity operates in the sectors referred to in letters (a), (b), (c) or (d), and in the sectors not excluded from the scope of Article 1 of 1407/2013 of 18.12.2013, it shall apply only to aid granted in connection with these other sectors or activities, through mechanisms for separate cost accounting for each activity and thus differentiation of funding.

Applicants shall bear in mind that Regulation 1407/2013 of 18.12.2013 cannot be applied to entities in difficulty within the meaning of the Community guidelines on State aid for rescuing and restructuring firms in difficulty (OJ C 249, 31.7.1971, p. 2014).

The specific Applicant should take into account the specifics of the legal framework of the Bulgarian NGOs, in particular, those introduced by the provision of Art. 3 of the applicable Non-Profit Legal Entities Act, which allows them to carry out additional business activities, which means that the State aid rules are also applicable to them.

In order to avoid cross-financing of their economic and nonprofit activities, a clear distinction shall be made between the two types of activities, where only non-for-profit funding support shall be considered as falling outside the scope of Art.107 of the TFEU (Treaty on the Functioning of the European Union). This requires beneficiaries to maintain analytical accounting division of the activities.

It should be borne in mind that the granting of new state aid to an entity which has not complied with a decision of the European Commission and has not recovered unlawfully obtained state aid (Art. 9, par. 3 of the Implementing Rules of the State Aid Act Aids) is not allowed.

The PO provides the minimum aid under Regulation 1407/2013 only after verifying that the total amount of de minimis aid granted to the entity concerned will not rise to a level exceeding the ceiling laid down in Art. 3, par. 2 of the Regulation and that the cumulation rules referred to in Art. 3 shall be complied with. The documentation on the individual minimum aids must be kept for 10 financial years as from the date of their granting.

2. RULES OF THIS CALL FOR APPLICATION FOR GRANT UNDER THE FUND FOR BILATERAL RELATIONS.

These Application Guidelines have been developed in conformity with the requirements of the Regulation for the implementation of the Norwegian Financial Mechanism 2009-2014 and the Implementing Regulation of the Financial Mechanism of the European Economic Area 2009-2014 and set out the rules for the submission, evaluation and implementation of activities financed by the Program's Fund for bilateral relations.

2.1. CRITERIA FOR ELIGIBILITY OF APPLICANTS

➤ Eligible Applicants

Organizations that are public or private, commercial or non-profit, non-governmental organizations established as legal entities on the territory of the Republic of Bulgaria, as well as intergovernmental organizations, whose activity is carried out on the territory of the Republic of Bulgaria.

➤ Eligible partners from the Donor States (mandatory)

Organizations from the Donor States (Norway, Iceland and Liechtenstein), which are public or private, commercial or non-profit, non-governmental organizations based in the Donor States.

➤ Eligible partners from Bulgaria (optional)

Eligible partner institutions from Bulgaria are public or private commercial or non-commercial, non-governmental organizations based in Bulgaria, as well as intergovernmental organizations, which activity is carried out on the territory of the Republic of Bulgaria.

2.2. CRITERIA FOR ELIGIBILITY OF REQUESTS FOR SUPPORT

➤ Eligible funding activities.

Financing under the Fund for bilateral relations at the program level - measure b) will be provided in the form of a grant for the implementation of bilateral initiatives that are not part of projects implemented by beneficiaries under the projects of the Program BG07.

Eligible initiatives and cooperation that can be funded by the Bilateral Fund are health-related activities aimed at networking, exchange, sharing and transfer of knowledge, technology,

experience and best practices between organizations from the Republic of Bulgaria and entities in the Donor States (Norway, Iceland and Liechtenstein) and international organizations working in the field of health.

The following types of activities will be financed by the Fund:

1. Exploratory and business trips, working visits and bilateral workshops for share experience and know-how, and the transfer of best practices;
2. Conferences, bilateral meetings, seminars and workshops;
3. Surveys, analyses, data collection and their sharing and exchange for strengthening cooperation between beneficiaries and institutions/organizations in donor countries;
4. Information and promotional initiatives for strengthening bilateral partnerships.

➤ **Minimum and maximum duration for implementation**

The final date for implementation of the activities funded by the Bilateral Fund may not be later than **31.10.2017**. The time frame for the implementation of the activities shall not be changed. Failure to comply with the eligibility deadline for action by the approved applicant will result in the risk of non-reimbursement of the costs incurred.

The deadline for eligibility starts running from the date of signing the grant agreement between the approved applicants and the Program Operator.

➤ **Eligible costs**

In conformity to Art.7.7 of the Regulation, the eligible costs for funding by the Fund are:

- Fees and costs related to trips for participation in conferences, seminars, courses, meetings and symposia;
- Travel and medical insurance for travel for the purpose of training, exchange of experience, participation in conferences, symposia, seminars, courses and meetings;
- Travel expenses and salaries for expert visits;
- Organizational expenses of hiring halls, catering, lecturers' fees, publicity costs related to the event;
- Costs related to feasibility studies and preparation of financial and economic analysis;
- Costs for external consultants.

The above expenses include daily allowance, travel and accommodation costs, subject to paragraph 1 (b) of Art. 7.3 of the Regulations, namely that daily allowance, travel and accommodation costs for staff working on the project are in line with the usual practice of this type of cost for the applicant and the project partner(s) and do not exceed the relevant national standards and the principle of expediency and economy.

➤ **Ineligible costs**

Costs that do not meet the eligibility criteria under these Guidelines as well as in conformity to Art.7.2 of the EEA FM and NFM Implementation Regulations will be considered ineligible for financing under the Fund for Bilateral Relations.

In conformity to Art.7.2 of the Regulations: general principles for eligibility of costs

1. Eligible costs under the project are actually incurred ones by the beneficiary which meet the following criteria:

(a) have occurred between the first and last eligibility dates for a project under the grant contract;

(b) related to the subject matter of the grant contract and are set out in the estimated total budget for the project;

(c) the costs are proportionate and required for the project implementation;

(d) were carried out in order to achieve the objectives of the project and the expected result (s) in a manner consistent with the principles of economy, efficiency and effectiveness of the inputs;

(e) the costs are identifiable and verifiable through primary accounting records and are accounted for by the Beneficiary, and are consistent with the applicable accounting standards of the state where the Beneficiary is registered and in accordance with generally accepted accounting principles; and

(f) comply with the requirements of applicable tax, social security and labour law.

2. The Beneficiary's internal accounting and auditing procedures shall enable operations for offsetting the costs incurred and the funding received.

2.3. HOW TO APPLY

➤ A list of application documents

Stakeholders shall submit a **Request for Support** in accordance with the attached form.

The request must describe the proposed bilateral cooperation initiatives/activities that include the following mandatory information:

1. Type of initiative, period/duration and place of execution (description);
2. Scheduled activities;
3. Participants;
4. Justification - objective of the initiative and its contribution to the overall objective of the Bilateral Fund and the Program;
5. Sample budget, including justification;
6. Declaration by the applicant/partner;
7. Letter of intention, correspondence (official or by e-mail) or other document proving that the applicant submitting the application has established a contact with a potential project partner.

The request for support and relevant documents must be in Bulgarian and in English. All documents must be signed by the official representative of the organization or an officially authorized person.

➤ **Deadline and place for submission of requests for support**

Proposals must be submitted in a sealed envelope/package with uninterrupted integrity in the form of a letter/parcel with a registered number or express delivery by courier either by hand or by mail with acknowledgement of receipt at the following address:

Ministry of Health

"International Projects and E-Health" Directorate

5, Sveta Nedelya Sq., Sofia 1000

To the attention of the Director of "International Projects and E-Health" Directorate

The deadline for submission of proposals is September 30, 2017, 17:00. Proposals received after the specified deadline will not be considered by the Evaluation Committee.

The envelope containing the proposal must be marked: Do not open!

IMPORTANT!

The Requests for support with the relevant applications have to be submitted in 1 original, as well as in electronic form (1 copy).

The electronic version of the documents shall contain identical information presented by the paper version.

When providing official or supporting documents in a foreign language, they must be submitted together with a translation by a sworn translator in Bulgarian.

In the event that the proposal is mailed, the date of the postmark must be no later than the deadline specified for the receipt - **September 30, 2017, 17:00**.

2.4. PROCEDURE FOR THE EVALUATION OF REQUESTS FOR SUPPORT

The evaluation of compliance of the Requests for Support received within deadline is based on the criteria set out in these Guidelines. Changes in terms and criteria are not allowed during the evaluation.

Decisions must be taken by a simple majority of the persons designated for that purpose and described in a protocol. When an evaluator votes against a decision, he or she signs the protocol with a dissenting opinion, stating their reasons in writing.

The protocol is transmitted to the Head of the PO for a reasoned decision.

The proposals' evaluation will be based on the "first come-first serve" principle, which means that the applications received to the Fund for Bilateral Relations will be evaluated during the entire invitation period, up to the announced deadline for their receipt: **September 30, 2017, 17:00 or to the moment of exhausting of the financial resource under the call, whichever occurs earlier.**

The evaluation criteria for the proposals will be divided into administrative criteria and criteria covering the indicators for strengthening the bilateral relations defined by the Program Operator BG07 in the "Indicators for Strengthening the Bilateral Relations" section.

The proposed activities should directly contribute to the objective of strengthening bilateral relations. Applicants shall fully meet the administrative criteria and at least 1 of the indicated indicators for the strengthening of the bilateral relations. When evaluating indicators for strengthening bilateral relations, applicants receive the appropriate number of points according to the number of indicators met by their proposal.

Each application will be reviewed by the Program Operator for compatibility with the criteria set, namely:

Criteria	Yes	No	Comments/Points
Administrative criteria			
1. Completed Request for support			
1.1. The submitted request is within the allowable deadline for application - September 30, 2017, 17:00 pm			
1.2. The enclosed Request for Support is filled in precisely and correctly by the Applicant.			
1.3. The Request for support is signed by the Head of the organization or officially authorized person.			
1.4. The detailed justification of the activities envisaged in the proposed initiative under the Fund for Bilateral Relations was filled and provided.			
1.5. Presence of filled detailed financial statement and a budget that meets the proposed activities.			
1.6. Enclosed copies of other supporting documents (invitations for participation in event/initiative).			
1.7. Declaration filled in and signed by the Applicant/Partner that is an integral part of the Request for Support.			
2. Eligibility of the Applicant			
2.1. The applicant organization meets the requirements of Art. 6.2 of the			

Regulations			
2.2. The applicant organization is invited by the Donor State/invites the Donor State in Bulgaria.			
3. Eligible application amount			
3.1. The requested grant amount is within the eligible amounts, namely from 10,000 EUR to 30,000 EUR.			
4. Eligibility of the application			
4.1. The application is within the eligible area of the Program BG07 - Healthcare.			
4.2. The costs indicated by the applicant meet the conditions of Art.7.7 of the Regulations.			
4.3. The costs do not exceed the upper limit for minimum state aid (except when activities and/or applicants do not fall within the scope of minimum state aid).			
4.4. The costs will be incurred within the eligibility deadline set in the invitation - October 31, 2017.			
4.5. Requested expenses for daily allowances, travelling and accommodation are subject to the provisions of Art. 7.3.1 (b) of the Regulations (in line with the common practice of this type of costs for the applicant and the project partner and do not exceed the relevant national standards and the principle of expediency and economy).			
4.6. Organizational costs for halls rental, catering, lecturers' fees, publicity costs related to the event are detailed in a budget.			
4.7. Personnel costs include remuneration and social security benefits under the current national law and the common practice of the organization of the applicant.			

4.8. The costs for external consultants include remuneration and social security contributions under the current national law and the common practice of the applicant organization.			
5. Indicators for strengthening bilateral relations			Number of points
			0-25
5.1. Number of concluded partnership agreements between institutions in the beneficiary state and the donor state			0-5
5.2. Number of joint initiatives with European and international range in cooperation with international organizations			0-5
5.3. Number of published (bilateral) articles/publications funded by the program			0-5
5.4. Number of European and international networks in which partners participate together			0-5
5.5. Number of completed trainings/number of organized joint events (initiatives)/number of joint seminars carried out between the beneficiary states and the donor states			0-5
5.6. Achieving progress in terms of professional and organizational skills	Yes	No	

When evaluating the proposals, if the answer to one of the following criteria is negative, then the application is rejected as follows:

- Criterion 1.1;
- Criterion 2.1;
- Criterion 4.1;

In the case of missing or incomplete documentation of the applicant, the Program Operator reserves the right to request its submission within 5 days from the date of the request, but not later than October 5, 2017, 17:00 pm. If, after receiving the additional documentation, there are still missing or incomplete documents, the proposal will be rejected from further evaluation.

For submission of the additional documents, applicants provide them in a sealed envelope/package with uninterrupted integrity in the form of a letter/ parcel with a registered number or express delivery by courier either by hand or by mail with acknowledgement of receipt at the following address:

Ministry of Health

"International Projects and eHealth" Directorate

5, Sveta Nedelya Sq., Sofia 1000

To the attention of the Director of "International Projects and eHealth" Directorate

Upon completion of the evaluation of each of the received proposals, the Program Operator shall formally notify the applicant of acceptance or rejection of his/her proposal.

Each applicant is entitled to appeal against the decision of the Program Operator within 5 days of receipt of the notification letter by the Program Operator. The Program Operator's Head offers experts to review the already completed assessment by the Evaluation Committee. These experts must be different from those who have carried out the initial evaluation of the project proposals. The experts in question are authorized to carry out a revision of the evaluation by Order of the Minister of Health. The period for revision of each individual proposal is no longer than 3 days and the experts appointed by the Minister of Health shall come up with an official opinion on a case-by-case basis after this period.

2.5. INFORMATION AND PUBLICITY MEASURES

All the information, all documents and materials on projects funded under the Program are developed in accordance with the technical requirements regarding the logo of the financial mechanisms and the design of the Internet pages, the publications, the audiovisual and printed materials detailed in the Communication and Design Manual - <http://eeagrants.org/Media/Files/Toolbox/Communication-manual> and Appendix IV of the Regulations.

2.6. CONDITIONS OF IMPLEMENTATION

➤ Providing grants

Approved applicants shall sign a grant contract with the Program Operator, which contains the following requisites:

- Subject of the contract;
- Total amount of the grant;
- Eligible costs;
- Rights and obligations of the parties.
- Beneficiary reporting;
- Payments;
- Monitoring;

- Recording;
- Reporting of irregularities;
- Recovery of funds;
- Final provisions.

➤ **Method of payment**

After signing the grant contract and providing the beneficiary with a bank guarantee or financial risk insurance covering the prepayment, the Support Unit under the Program BG07 pays in advance up to 80% of the total amount of the approved grant. The remaining funds of the approved grant are provided by the Beneficiary.

The payment of the end balance (up to 20%) will be made no later than **15 calendar days** after the verification of expenditure.

➤ **Reporting of Expenditures**

The Beneficiary is required to provide the PO with full reporting on the implemented activities that include:

- Report within 10 calendar days after the last approved activity is completed (but not later than November 10, 2017). In the event of comments or suggestions on the report on behalf of the PO, the Beneficiary shall submit a revised version of the report within the specified timeframe.
- A financial statement prepared in accordance with a form, supported by the required documentation.
- Failure to comply with the above deadline, PO and SU reserve their right not to recognize or recover the costs incurred by the Beneficiary.

➤ **Contact persons of the Program Operator**

For further information on the possibilities for applying under the Fund for bilateral relations under the Program BG07, please contact Mrs Nina Sherbetova - Chief Expert, Directorate "International Activities, Projects and Programs", tel. + 359 2/9301 187; E-mail: nsherbetova@mh.government.bg and Mrs Anelia Karailieva - Chief Expert, Directorate "International Activities, Projects and Programs", tel. +359 2/9301 255; E-mail: akarailieva@mh.government.bg.

3. APPLICATIONS

APPLYING DOCUMENTATION

Application 9.3 Request for support under the Fund for Bilateral Relations

DOCUMENTS FOR INFORMATION

Application 9.4	Contract for grant aid under the Fund for Bilateral Relations
Application 9.5	Report on the activities carried out under the Fund for Bilateral Relations
Application 9.6	Financial Identification
Application 9.7	Application for advance payment under the Fund for Bilateral Relations
Application 9.8	Application for final payment under the Fund for Bilateral Relations