

**Programme  
“Active Citizens Fund” in Greece  
EEA Financial Mechanism 2014- 2021**

**GUIDELINES FOR BILATERAL COOPERATION INITIATIVES**

Athens  
February 2019

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## 1. Overview of the “Active Citizens Fund”

The “Active Citizens Fund” is part of the implementation of the EEA Financial Mechanism 2014 - 2021 in Greece, by which the Donor States- Iceland, Liechtenstein and Norway- aim to contribute to the reduction of economic and social disparities in the European Economic Area, and the strengthening of bilateral relations between Greece and the Donor States.

The overall objective of the Programme is the **strengthening of civil society and active citizenship and the empowerment of vulnerable groups** and it is based on the common values of respect of human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities.

A total amount of €12,000,000 will be allocated to support the Programme.

The Fund Operator (FO) for the “Active Citizens Fund in Greece” is the Bodossaki Foundation in consortium with Allileggie SolidarityNow.

The present Guidelines define the detailed specifications for the **Bilateral Cooperation Initiatives** component of the “Active Citizens Fund” in Greece, aiming to enhance the relations between Greek NGOs and entities in the Donor States (Iceland, Liechtenstein and Norway).

**Bilateral cooperation** refers to networking, exchange, strengthening cooperation, sharing and transfer of knowledge, technology, experience and best practice between NGOs and other entities in the beneficiary states and in the donor states and/or international organisations. Search for partners for donor partnership projects prior to or during the preparation of a project proposal, the development of such partnerships and the preparation of an application for a donor partnership project, also contribute to bilateral cooperation. Activities such as short-term international exchanges of experiences and know-how, including internships and participation in conferences, seminars and short training courses, as well as **youth study trips**<sup>1</sup> to foster communication amongst NGOs and other entities in Greece and the donor states are eligible for funding under the Call for Bilateral Cooperation initiatives.

The relevant Call for Bilateral Cooperation Initiatives will be announced on the **21<sup>st</sup> of February 2019** and will remain open **until the 30<sup>th</sup> of June 2023**, 12:00pm EET, or until

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<sup>1</sup> **Youth study trips** aim to encourage young people (18-30 years old) from Greece and the Donor States to explore good practices and examples that could be used to tackle different social problems or in raising awareness around social issues.

the exhaustion of the available funds, whichever occurs first. The total amount allocated to funding of initiatives through the open call is € 92,000.

## 2. Selection Criteria

There are three types of selection criteria which are distinguished between administrative criteria, eligibility criteria and evaluation criteria.

### 2.1 Administrative Criteria

Administrative criteria are conditions for accepting each application. Without compliance with the administrative criteria, the application shall not be further assessed.

Administrative criteria include the following:

- Applicants must submit the bilateral application form and budget (incl. the annexes), according to the corresponding templates available on the Programme website ([www.activecitizensfund.gr](http://www.activecitizensfund.gr)).
- Bilateral applications must be submitted, as a rule, at least 60 days ahead of the date of the planned activities. Exceptionally and in well justified situations this period may be reduced to 30 days, upon confirmation by the FO.
- All requested supporting documents have to be submitted, accompanying the application and budget (supporting documents are listed in Article 11 of the present document)
- Donor States' entities must submit all requested documents in English.
- Applications must be submitted in Greek or English, with the Article "Summary of the Initiative" written in both languages.
- The involvement of a donor state entity (either as applicant or as partner) is a pre-requisite for the application to be accepted. International organisations may also be involved.

The FO will evaluate and provide an official response of approval/rejection of an application at the latest 30 days after the successful submission of the application.

### 2.2 Eligibility Criteria

Eligibility criteria are conditions to assess whether the applicant/partner and the application are qualified for funding. The eligibility criteria shall be assessed only if the application has fulfilled the administrative criteria. Eligibility criteria include the following:

#### 2.2.1 Eligibility of applicant

Eligible applicants are NGOs (CSOs) that are legally established in Greece, and entities in the Donor States (Iceland, Liechtenstein, Norway), irrespective of their legal status.

Eligible NGOs in Greece fall within the following definition:

“A non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and Political parties and are not considered NGOs”. Eligible applicants shall abide by the principles of democratic values and human rights.

More specifically, eligible NGOs in Greece must meet the following general conditions:

- 1) Are non-profit organisations that have not been created nor operate to generate personal profit. Although they may have paid staff and may engage in revenue-generating activities they do not distribute profits to their members nor to their board. Where revenue-generating activities are undertaken, these should not represent the purpose of the NGO but should be solely a means to support its mission and values;
- 2) Have members who do not have any direct commercial interest in the outcome of the work of the organisation or of its commercial activities and should not pursue the commercial or professional interests of their members. This requirement therefore excludes trade and professional associations, where the aims and purposes of the association are to further the specific interests of its members only;
- 3) Are voluntary in nature, formed voluntarily by groups or individuals and usually involving an element of voluntary participation in the organisation;
- 4) Act in the public arena and for the public good on concerns and issues related to the well-being of people, groups or society as a whole;
- 5) Have some degree of formal or institutional existence, unlike informal or ad hoc groups, involving formal statutes or other governing document(s) defining their mission, objectives and scope;
- 6) Have transparent structures and an elected chair / board, and are accountable to their members and donors;
- 7) Are independent of local, regional and national government and other public authorities,
- 8) Are independent of political parties and commercial organisations.

Political parties and religious organisations<sup>2</sup>, social partners<sup>3</sup> or profit-distributing cooperatives are not considered NGOs and are not eligible.

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<sup>2</sup> Religious institutions do not include faith-based organisations as described below, which are eligible.

<sup>3</sup> Social partners are defined as trades unions and employers’ negotiating bodies, as defined by the EU.

Social enterprises<sup>4</sup> are not considered NGOs and are not eligible.

Foundations<sup>5</sup> and faith-based organisations<sup>6</sup> are considered eligible NGOs as long as they fulfill the above requirements.

Organisations in Greece registered as Associations (Civil Code Art. 78-107), Civil non-profit companies (Civil Code Art. 741-748) and Foundations (Civil Code Art. 108-121 and Law 4182/2013 Art. 50-60), are considered NGOs and thus are eligible to apply as long as they fulfil the above requirements.

The Hellenic Red Cross Society is considered eligible NGO as long as it fulfills the above requirements.

Organisations that have not recovered amounts due, following a final court decision in connection with the NGO Programme 2009-2014 in Greece, shall not be considered eligible Applicants and/or Partners.

The following limitation applies:

Each entity, either Applicant or Partner under the present call, **can receive funding for up to three Bilateral Cooperation Initiatives**. (Note: Awarded grants obtained through the Bilateral Initiatives Fund are not taken into consideration for funding restrictions applied to other open calls of the ACF programme).

## 2.2.2 Eligibility of Bilateral Initiatives partner

Initiatives must be implemented in the form of partnerships between at least one entity in Greece and at least one entity in the Donor States (where one is the Applicant and the other party involved is considered Partner of the Bilateral Initiative). All Partners must share a common goal and actively contribute towards achieving the objective(s) of the initiative, as defined in the application. The role and specific obligations undertaken by each Partner, must be clearly defined and justified in the application.

The following entities are eligible to be bilateral initiative partner(s):

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<sup>4</sup> Social and Solidarity Economy Organisations (Law 4430/2013 and prior Law 4019/2011) are to promote social entrepreneurship, have a statutory commercial property, distribute profits to members, while members can be public entities.

<sup>5</sup> Foundations are set up for public benefit and are eligible for support, if independent from political party or central, regional or local government control.

<sup>6</sup> Funded activities of faith-based organisations must not directly or indirectly promote a religious doctrine, mission or proselytism related to the beliefs of a particular faith (beyond basic religious / cultural awareness raising).

- Any public or private entity, commercial or non-commercial, as well as non-governmental organization established as a legal person in the Donor States, or in a Beneficiary State<sup>7</sup>.
- Any international organization or body or agency thereof, actively involved in, and effectively contributing to the implementation of the project.
- Informal, ad hoc and self-help organisations (including grassroots organisations) that are not registered legal entities in Greece (informal groups). Such organisations must however meet the requirements that they are not for personal profit, act for public good, are voluntary and non-discriminatory in nature, independent of local, regional and national government and other public authorities, and are independent of political parties, religious institutions and commercial organisations.

A draft partnership agreement or alternatively a letter of intent must be submitted to the Fund Operator in English together with the application, clearly defining the objective of the partnership and activities undertaken by each entity. A partnership agreement, based on a template provided by the FO, shall be submitted to the FO prior to signature of the project contract.

The eligibility of expenditures incurred by a bilateral initiatives Partner is subject to the same limitations as would apply if the expenditures were incurred by the Promoter.

### **2.2.3 Eligible Study Trips Participants**

In addition to the above criteria, specifically regarding proposals for **youth study trips**, eligible participants must also fulfil the following eligibility criteria:

- Be between 18-30 years old, at the time of their application
- Be in possession of the necessary travel documents to travel between Greece and the Donor States
- Be fluent in English, both written and spoken

### **2.2.4 Eligibility of application**

Eligible applications must meet the following requirements:

- Be submitted by an eligible Applicant, as stated in Article 2.2.1 above;
- Involve at least one entity from the Donor States (Iceland, Liechtenstein, or Norway), relevant to achieving the objectives of the initiative proposed;
- The requested grant amount is within the permissible limits as stated in Article 5 of the present Guidelines;

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<sup>7</sup> Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia and Slovenia

- Each entity, either Applicant or Partner under the Call for Bilateral Cooperation Initiatives, **can receive funding for up to three Bilateral Cooperation Initiatives.** (Note: Awarded grants obtained through the Bilateral Initiatives Fund are not taken into consideration for funding restrictions applied to other open calls of the ACF programme).

## 2.3 Right to appeal

Only complete applications will be considered for evaluation and selection purposes. The applicants will have five (5) working days to submit any missing documents following a relevant request by the Fund Operator. Candidates whose applications are rejected for not complying with the **administrative and eligibility criteria** will be informed directly by email and have the right to appeal within five (5) working days. The right to appeal may be exercised only once. The complaint must be fully justified and submitted electronically via email to the email address of the Bilateral Initiatives [bilateral@activecitizensfund.gr](mailto:bilateral@activecitizensfund.gr) no later than 18:00 local time, on the fifth day. The appeal will be considered by the Appeals Committee of the FO and Applicants will be informed within ten (10) working days. The decision on the appeal is irrevocable.

## 2.4 Evaluation criteria

Evaluation criteria are criteria used to assess the bilateral applications that comply with the administrative and eligibility criteria. The evaluation criteria are related to the initiative scoring (see section 9.2 below).

Evaluation criteria include the following:

- Merit of the Initiative and contribution/relevance to the selected Programme Objective(s)/Outcome(s)
- Strengthening of bilateral relations of entities involved in the initiative
- Contribution to sustainability (of Applicant or partnership)
- Value for money

## 3. Expected outputs and indicative list of activities

### 3.1 Compliance with expected outputs/indicators

All project proposals must comply with the relevant Programme Outcome for Bilateral Cooperation Initiatives, contribute to a selected output, and measure their impact based on the indicators corresponding to this call.

The relevant outputs and output indicators established for the Bilateral Outcome “Enhanced collaboration between beneficiary and donor state entities involved in the programme” are displayed in the table below:

Outcome	Outcome Indicators
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Enhanced collaboration between beneficiary and donor state entities involved in the programme	Share of participants in bilateral initiatives funded by the ACF bilateral fund reporting improved knowledge / methods / approaches
<b>Outputs</b>	<b>Indicators</b>
Cooperation between beneficiary and donor state entities facilitated through the ACF Bilateral Fund	Number of bilateral cooperation initiatives funded by the ACF Bilateral Fund
	Number of individuals participating in bilateral activities funded by ACF Bilateral Fund

### 3.2 Indicative list of Activities

A list of indicative types of activities, eligible under the Call for Bilateral Cooperation Initiatives follows (the list is non-exhaustive):

- the search for partners for donor partnership projects, prior to or during the preparation of a project application, the development of such partnerships and the preparation of an application for a donor partnership project;
- visits aiming at deepening partnerships through specific common activities;
- networking, exchange, sharing and transfer of knowledge, technology, experience and best practice;
- visits by NGO experts / experts from Donor States entities to Greek NGOs for training / coaching purposes – and vice versa;
- attendance or organization of conferences or workshops with a concrete impact on bilateral partnerships and relations;
- Youth study trips (For more information regarding the youth study trips, please consult the Call for Bilateral Cooperation Initiatives, Article 3);
- Any other activities aiming at strengthening bilateral relations between civil society organisations and other entities in the Donors States.

## 4. Location of Projects

The activities foreseen in the Bilateral Cooperation Initiatives may take place in Greece and/or in the Donor States (Iceland, Liechtenstein and Norway). In well justified cases bilateral cooperation initiatives may take place in other locations.

## 5. Size of Grants

The maximum amount available for each initiative to be funded through the Bilateral Initiatives fund, is € 6,000.

Funded initiatives are eligible to receive financial support for up to 100% of the eligible expenses.

## 6. Eligible expenses

### 6.1 General Principles

Eligible expenditures are those actually incurred by the bilateral initiative Promoter or Partner, which meet the following criteria:

- 1) they are incurred between the first and final dates of eligibility of a bilateral initiative as specified in the bilateral initiative contract;
- 2) they are connected with the subject of the bilateral initiative contract and they are indicated in the estimated overall budget of the initiative;
- 3) they are proportionate and necessary for the implementation of the bilateral initiative;
- 4) they must be used for the sole purpose of achieving the objective(s) of the bilateral initiative and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- 5) they are identifiable and verifiable, in particular through being recorded in the accounting records of the promoter and determined according to the applicable accounting standards and generally accepted accounting principles; Exceptionally, with reference to expenditures incurred by bilateral initiative partners whose primary location is in one of the donor states or project partners that are international organisations or bodies or agencies thereof, the proof of expenditure may take a form of a report by an independent auditor, qualified to carry out statutory audits of accounting documents, certifying that the reported costs are incurred in accordance with the rules of the programme. The certification process can be governed by the International Standard on Related Services (ISRS) 4400 “Engagements to perform agreed-upon procedures regarding financial information” as published by the IFAC. The annually audited financial statement of an entity cannot replace the specific auditor's certificate confirming that the claimed costs are incurred in accordance with the rules of the programme, the relevant law and national accounting practices;
- 6) they comply with the requirements of applicable tax and social legislation.

Expenditures are considered to have been incurred when the cost has been invoiced and paid, and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date of eligibility.

The bilateral initiative promoter's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of

the initiative with the corresponding accounting statements and supporting documents.

## 6.2 Eligible expenditures under the fund for bilateral relations

1. Expenditure related to the following activities are eligible for funding:

- (a) activities aiming at strengthening bilateral relations between the Donor States and the Beneficiary States;
- (b) the search for partners for donor partnership projects prior to or during the preparation of a project application, the development of such partnerships and the preparation of an application for a donor partnership project;
- (c) networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between entities in Beneficiary States and entities in the Donor States and/or international organisations;
- (d) activities aiming at strengthening cooperation and exchanging experiences and best practices between NGOs and similar entities within the Beneficiary States and Donor States, as well as international organisations, provided at least one entity within the Donor States is involved in the activity

2. Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum.

## 6.3 Indicative types of eligible expenses

The following expenses are eligible for funding, under the call for Bilateral Cooperation Initiatives. The list is indicative and non-exhaustive:

- a) Registration fees and travel costs for participation in conferences, seminars, courses, meetings and workshops, as well as the acquisition of support materials needed for this purpose;
- b) Travel costs concerning study visits abroad, to facilitate collaboration and exchange of information between Greek NGOs and entities in the Donor States, leading to the submission of a joint proposal.
- c) Travel and salary costs, for expert exchanges;
- d) Costs of organising conferences, seminars, courses, meetings and workshops;
- e) Publicity and communication activities;
- f) Costs of purchasing data (statistical or otherwise) essential for the preparation of projects;
- g) Costs related to youth study trips (incl. for example transportation, accommodation, basic living expenses, special needs in equipment, etc.)

**Note:** The expenditures indicated in paragraph b) may include transportation costs and per diem to cover accommodation and subsistence costs for participating staff (and/or volunteers) of the Promoter and eligible Partner(s), provided they are in line

with the usual practices and policies of each entity, and do not exceed the limits set in Annex 1 of the present document.

## 6.4 Period of Eligibility

The eligible period for expenses under the Bilateral Initiatives component will be defined in the bilateral initiative contract. Only expenses incurred from the entry into force of the bilateral contract to its end date will be eligible.

# 7. Monitoring, Reporting and Payments

## 7.1 Monitoring and Reporting

The Bodossaki Foundation and SolidarityNow shall monitor bilateral initiatives during their implementation.

The Promoters will submit to the FO a final report on the bilateral initiative's progress and results as well as evidence of these actions (event invitations, attendee lists, meeting agendas, support materials for training, videos, other deliveries, etc.) following the completion of the bilateral initiative, using a template that the FO will provide. The Promoter shall submit this report up to 60 days after the Initiative is completed. The report will include a progress report and a financial report. Project promoters will also submit, without delay, reports for any problem, failure or deviation in the bilateral initiative.

## 7.2 Payments

Payments related to the initiatives shall comply with the provisions set forth in Article 5 of the present Guidelines.

The payment is made in one single transfer, as reimbursement of expenses actually incurred, up to 15 working days upon submission and acceptance of the narrative and financial report. The bilateral grants beneficiaries can apply for advance payment of up to 50% of the total amount. In such a case, the amount of the final payment will be equal to the difference between the final expenses incurred – as reported and approved by the FO - and the advance payment settled.

An exception to this will be made for beneficiaries of **youth study trips** scheme, where an advance payment to cover the participants' accommodation and travel arrangements shall be made in advance of their trip. In exceptional cases, the FO shall apply more flexible payment schemes to ensure the liquidity of bilateral grants recipients.

In order to ensure the understanding of the documents related to the expenses of Donor States' entities, eligible costs incurred and paid by these entities shall be justified by expenditure documents certified in English by a statutory auditor or by

who, in the country of origin, has equivalent powers to do so. In alternative, certified English translations of the expenditure documents may also be accepted. The costs related to this certification are eligible under the project grant.

## 8. Communication requirements

All the communication materials and results of the Bilateral Initiative, if/when applicable, must include the logos of Active Citizens Fund and of the Consortium (Bodossaki Foundation and SolidarityNow). Especially for individuals participating in youth study trips, regular communication of their experience through online and offline communication tools is expected.

## 9. Selection Process for proposed Initiatives

### 9.1 Evaluation Procedure

Each application that meets the administrative and eligibility criteria shall be scored by two members of the Programme Implementation Unit of the FO.

The two members shall separately and independently score the application according to the Selection Criteria published below. The average score of the two evaluators is taken into account. If the difference between the two evaluators is greater than 30% (of the highest score awarded), then a third member will evaluate the application independently and the average of the two highest scores will be taken into account.

To further examine the application, an average total score of 60 (out of the maximum 100) is required.

The FO will evaluate and provide an official response of approval/rejection of an application at the latest 30 days after the successful submission of the application.

### 9.2 Scoring Criteria

The evaluation and scoring of the proposed initiative(s) shall be based upon the following criteria and weights:

<b>Criteria</b>	<b>Max Score</b>
Merit of the Initiative and contribution/relevance to the selected Programme Objective(s)/Outcome(s)	30
Strengthening of bilateral relations of entities involved in the initiative	30
Contribution to sustainability (of Applicant or partnership)	20
Value for money	20
<b>Total</b>	<b>100</b>

*The scores shall be assigned on a scale between 0 and 100.*

### **9.3 Final selection of Initiatives**

For the purposes of final selection, only the applications that are awarded an **overall average score equal to or greater than 60 points** shall be considered for funding.

Shortlisted applications will be submitted to the Programme Executive Management Unit, that will make the final decision.

**Note that:** For applications related to **youth study trips**, an interview (in person or online) with the potential candidate will be mandatory before the award of the grant.

The decisions on the applications are communicated individually to the respective applicants, and information on approved initiatives will be published on the Programme website.

## **10. Bilateral Initiatives Contracts**

For each approved initiative, a bilateral initiative contract shall be concluded and signed between the FO and the Promoter.

The bilateral initiative contract, shall contain, as a minimum, provisions on the following:

1. The description of the initiative
2. The duration of the initiative
3. The requested grant amount for the initiative
4. The obligations on initiative reporting
5. The eligibility and supporting documents on expenditure
6. The first and final date of eligible costs
7. Provisions that ensure that access for monitoring, audits and evaluations is provided without delay
8. Provisions to ensure obligations regarding publicity
9. The right of the FO to suspend payments and request reimbursement from the Promoter in case decision on such actions is taken
10. The obligation of the Promoter to maintain the initiatives files for audit
11. A reference to partnership agreements or letters of intent, if relevant
12. Provisions in case of termination of this agreement
13. Waiver of responsibility

## **11. Supporting Documents and Application Process**

Applicants must fill in the Application Form (including the budget form) available in the Programme website, in accordance with the requirements of the present document.

**All** the following Supporting Documents must be included in the Application, in order for it to be eligible for further evaluation. In case where one or more documents are missing, the Applicant must submit a signed legal declaration, mentioning any missing documents and the justification for not submitting them. The Fund Operator shall decide whether the justification is adequate.

**For Greek NGOs** the following Supporting Documents must be included in the Application, in order for it to be eligible for further evaluation.

1. Statutes of the Organisation- and all its validly published amendments
2. Certificate of Court / Magistrate for recording / G.E.MI. (General Commercial Registry) / setting modifications
3. Establishment document of the Official Government Gazette and the Registry of Public Welfare Properties (for Foundations)
4. Tax registry (TaxisNet) information about NGOs entity and representation
5. Minutes for the election of the board of directors, legal representatives and other statutory bodies (e.g. General Assembly, Supervisory Board)
6. A draft partnership agreement or alternatively (a) Letter(s) of intent (in case of partnerships)

**For entities based outside Greece**, their corresponding Governance Documents (Statutes and Representatives) must be submitted as a minimum.

A draft partnership agreement or alternatively a letter of intent must be submitted to the Fund Operator in English together with the application, clearly defining the objective of the partnership and activities undertaken by each entity.

In addition to the above, specifically for applications related to **youth study trips**, the following documents must also be included in the Application:

- Resume (CV) of the candidate;
- Motivation letter of the candidate;
- Letter of intent or relevant correspondence transcript from the receiving entity either in Greece or in the Donor States, clearly outlining the objective(s) of the trip

All applications must be submitted electronically, by filling in the corresponding application form and budget, and e-mailing them along with the requested supporting documents described above, to the following e-mail address:

**E-mail:** [bilateral@activecitizensfund.gr](mailto:bilateral@activecitizensfund.gr)

**Subject line:** Submission of Bilateral Initiative application

**ATTENTION:** Only complete applications will be considered for evaluation by the Fund Operator.

## 12. Contact Information

The Active Citizens Fund in Greece, the [Norwegian Helsinki Committee](#) and the [Icelandic Human Rights Centre](#) shall facilitate contacts and co-operation initiatives between Greek NGOs and entities from the Donor States.

A partnership database (<https://ngonorway.org/partners/>) has also been established by the Norwegian Helsinki Committee in order to facilitate the search for potential partners. Potential applicants are advised to register and add a brief description about their organization and search for potential partners among interested Norwegian institutions, NGOs, municipalities, companies and other bodies.

Questions related to the Call for Bilateral Cooperation Initiatives, may be sent by email to the address below:

**Email:** [bilateral@activecitizensfund.gr](mailto:bilateral@activecitizensfund.gr)

**Subject line:** Questions - Bilateral Initiatives

No individual replies will be given to questions. Questions and answers will be published on the Programme website. It is therefore advisable to consult the website regularly.

For more information visit our website: <http://www.activecitizensfund.gr/> where you can find all information and documentation relating to the Bilateral Cooperation Initiatives, including the **Application Form**, **Budget Form** and **Guidelines for Applicants**.

## 13. Complaints

In accordance with the requirements for the Active Citizens Fund in Greece, the Fund Operator has established a Complaints Committee to review complaints regarding the Programme. All complaints are first assessed by the Fund Operator. A complainant who is not satisfied with the conclusion made by the FO has the right to take the case to the Complaints Committee, which includes one member who is external to the Fund Operator and its Board and does not include programme staff responsible for assessing project applications. Please address complaints regarding the Programme to [complaints@activecitizensfund.gr](mailto:complaints@activecitizensfund.gr).



## Annex 1

### RATES FOR TRAVEL AND ACCOMMODATION EXPENSES AND DAILY SUBSISTENCE ALLOWANCE

This document sets the rates (upper limits) for the travel, accommodation expenses and daily subsistence allowance.

The Fund Operator maintains the right to unilaterally change the rates for these expenses.

Travel expenses include the transportation cost from/to the destination, i.e. air tickets (economy class) or the cost for the tickets of another means of transport (economy class), one piece of luggage, and the cost of transport from/to the airport or the station.

- 1) Accommodation expenses include the accommodation cost for staying at a hotel.
- 2) The daily subsistence allowance includes the cost of meals and local transport.
- 3) Travel and accommodation expenses and the daily subsistence allowance that cover travelling within the prefecture or county or similar administrative division, where the bilateral initiative Promoter or its Partner are established, are not eligible expenses. The same applies for entities from the Donor states in the case of measure (b).
- 4) The necessary proof documents for travel expenses include invoices and receipts for the issuance of tickets, boarding passes, the minutes from meetings and other supporting documents that prove the aim of the trip.
- 5) The necessary proof documents for accommodation expenses and daily subsistence allowance include invoices and receipts issued for accommodation (by hotels), meals (by restaurants) and local transport.
- 6) The travel and accommodation expenses cannot exceed the following rates per person and type of expenditure.

a) The following rates have been set for expenses within Greece:

<b>Rates for expenses within Greece</b>		
	<b>Type of expenditure</b>	<b>Amount €</b>
1.	Travel expenses, including transportation from/to the destination, i.e. air tickets (economy class) or the tickets of another means of transport (economy class), one piece of luggage, and transport from/to the airport or the station	No Limit
2.	Daily cost of hotel accommodation	90,00
3.	Daily cost for meals	40,00
4.	Car expenses, i.e. compensation per km	0,25

5.	Daily cost of local transport	20,00
6.	Cost of tolls	no rate

b) The following rates have been set for expenses outside of Greece:

<b>Rates for expenses outside of Greece</b>		
	<b>Type of expenditure</b>	<b>Amount €</b>
1.	Travel expenses, including transportation from/to the destination, i.e. air tickets (economy class) or the tickets of another means of transport (economy class), one piece of luggage, and transport from/to the airport or the station.	No Limit
2.	Total daily cost of (a) hotel accommodation, (b) meals, (c) car expenses, (d) local transport and (e) tolls	According to the rates for each country in the following table

#### Maximum daily expenses for travel outside of Greece

<b>EU Member States</b>	<b>€</b>
Austria	225
Belgium	232
Bulgaria	227
Croatia	180
Czech Republic	230
Cyprus	238
Denmark	270
Estonia	181
Finland	244
France	245
Germany	208
Hungary	222
Ireland	254
Italy	230
Latvia	211
Lithuania	183
Luxembourg	237
Malta	205
Netherlands	263
Poland	217
Portugal	204
Romania	222

Iceland  \_\_\_\_\_  
 Liechtenstein **Active**  
 Norway **citizens fund**

Slovak Republic	205
Slovenia	180
Spain	212
Sweden	257
United Kingdom	276

<b>EEA/EFTA Counties</b>	<b>€</b>
Iceland	349
Norway	275
Liechtenstein	225

The rates of foreign currencies to euro are determined in accordance with the Foreign Exchange Reference Rates on the day the expense was incurred, as provided by the Bank of Greece (see <https://www.bankofgreece.gr/Pages/el/Markets/Isotimies/deltia.aspx?Filter By=15>)

For Icelandic krona (ISK), the Foreign Exchange Reference Rates are those provided by the Central Bank of Iceland (<http://www.cb.is/>).