

THE EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM 2009-2014

CALL FOR PROPOSALS

Programme BG08 Cultural Heritage and Contemporary Arts

Measure 2: Cultural history documented

1. Introduction

The overall objectives of the European Economic Area (EEA) Financial Mechanism 2009-2014 are to contribute to the reduction of economic and social disparities in the EEA and to strengthen bilateral relations between the Donor States and the Beneficiary State. The EEA Grants contribute, inter alia, to protecting and revitalizing cultural heritage and to promoting cultural diversity, intercultural dialogue, fostering minority cultures and cultural exchange by providing more than €200 million support in beneficiary countries. In Bulgaria a total of €16,470,588 is available in the period 2009-2014 for the Cultural Heritage and Contemporary Arts programme of which €2,935,000 in this call for proposals.

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

The Programme area “**Conservation and revitalisation of cultural and natural heritage**” (PA16) and programme area “**Promotion of diversity in culture and arts within European cultural heritage**” (PA17) have been set as a priorities in Bulgaria for receiving financial support from the EEA Financial Mechanism 2009-2014. In this context the Programme BG08 “Cultural Heritage and Contemporary Arts” has been developed and approved for implementation.

Recognizing the importance of culture for fostering innovation and growth, the Programme main objective is to achieve **larger institutional and public participation in the revitalization, digitalization and popularization of tangible and intangible Bulgarian cultural heritage in the European context of cultural and creative industries, cultural exchange, diversity and tourism.**

The digitalization of cultural heritage objects is a base for enhancement of possibilities for better presentation of the Bulgarian culture, facilitating access, widely sharing cultural information and enhancing knowledge in the world of multicultural dialog.

The **measure 2 “Cultural history documented”** of the programme BG08 was developed in order to contribute to addressing some of the recent needs for enhancement of recording and digitalization of cultural heritage objects/items and establishment of digital centres in cultural institutes and universities.

2. Basic information

Name of the Programme

BG08 Cultural Heritage and Contemporary Arts

Name of the Programme Operator

Ministry of Culture of the Republic of Bulgaria

Measure 2

Cultural history documented

Main target groups:

- Civil society in general, including people with disabilities, minorities, children, especially people interested in cultural heritage development and wishing to strengthen bilateral and multilateral relations between Bulgarian cultural players and those from Iceland, Liechtenstein and Norway;
- researchers, students, tourists, people approaching possibilities to extend their knowledge and multicultural awareness in the domain of culture heritage, history, etc.;
- cultural institutions, NGOs, entrepreneurs, etc.

3. Measure 2 “Cultural history documented”

3.1. The **objectives** of the measure 2 “Cultural history documented” are: digitalization of cultural heritage objects/items and establishment of digital centres in cultural institutes or universities.

The objectives under measure 2 “Cultural history documented” are defined in line with the overall objective to achieve larger institutional and public participation of Bulgarian cultural heritage in the European context of

cultural exchange as well as to contribute for protecting and preserving of cultural heritage of Bulgaria for the future generations.

It is the objective to reach best possible results concerning the inclusion of the Roma population through appropriate activities under this measure. To this aim at least 10% of the allocation for the Programme shall target the improvement of the situation and the involvement of the Roma population.

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

3.2.1. The measure 2 “Cultural history documented” envisages the achievement of the following **outcome**:

- Cultural history documented.

3.2.2. The measure 2 “Cultural history documented” envisages the achievement of the following **outputs**:

- cultural heritage value items converted into digital format for the first time;
- digital centres established in cultural heritage institutes/universities.

3.3. **Financial Parameters for the measure 2 “Cultural history documented”**

The **total budget** for the measure 2 “Cultural history documented” amounts to **2 935 000 EUR**.

The **minimum** amount of Programme grant assistance applied for one project is 170 000 EUR and the **maximum amount should not exceed 750 000 EUR**.

The grant from the Programme may be up to 100% of total eligible project costs. No co-financing is required.

The potential project promoters are encouraged to involve activities in order to improve the situation of the Roma population. Project proposals dedicated to improvement of situation and involvement of the population are welcomed and will be not limited to 10% of the grants. This level can be exceeded depending on the quality of project ideas which will be subject to independent evaluation. The evaluation grids for evaluation of project proposals encompass criteria in order to encourage the achievement of this target.

3.4. **Eligibility**

Under the measure 2 “Cultural history documented” of the programme BG08 are especially welcomed and encouraged eligible project promoters to submit applications for digitalization of cultural heritage objects/items and establishment of digital centres in cultural heritage institutions.

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

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

Eligible applicants (Project Promoters/Beneficiaries)

Within the measure 2 “Cultural history documented” eligible applicants (project promoters/beneficiaries) are:

- public institutions (state, regional and local) registered in Bulgaria;
- entities governed by public law:
 - cultural institutes, financed by the state, regional or local authorities;
 - state owned universities;
 - other bodies governed by public law – which encompass any body (a) established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character; (b) having legal personality; and (c) financed, for the most part, by the state, regional or local authorities, or other bodies governed by public law; or subject to management supervision by those bodies; or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the state, regional or local authorities, or by other bodies governed by public law.

Eligible partners

Within the measure 2 “Cultural history documented” eligible partners are:

- public institutions, cultural institutes and NGOs (non-governmental non-profit organizations serving the public’s interest) registered in Bulgaria;
- public institutions, cultural institutes and NGOs registered in one of the Donor States: Norway, Liechtenstein, Iceland.

Within the measure 2 “Cultural history documented” project promoters with a partner from the Donor States will be given additional points in the evaluation of the project proposal.

The eligible partners who are involved in activities under project proposal submitted within this Call are **subject to the following requirements:**

- the budget amounts for fulfilment of activities by the project partners shall not exceed 30% of the total budget of the respective project proposal; simultaneously one project partner activities shall not exceed the budget amounted to 190 000 euro;
- in case the submitted application is approved it will be required the respective entities to fill in a Declaration regarding *de minimis* aid (if applicable) in line with Commission Regulation (EC) No. 1998/2006 of 15 December 2006 on the application of Article 87 and 88 of the EC Treaty to *de minimis* aid (if applicable). The

Commission Regulation (EC) No. 1998/2006 allows an aggregate maximum amount of *de minimis* aid of 200 000 euro under all *de minimis* aid measures, over a period of three fiscal years.

De minimis

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

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

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

Partnership issues

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

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

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

Volunteers

The participation of volunteers is welcomed.

3.4.2. Eligible activities

“Cultural Heritage and Contemporary Arts”

The subsidised projects within the measure 2 “Cultural history documented” **might include the following activities:**

- activities related to establishment of digital centres* within the cultural institutes/or universities, including repairs, construction, etc. without construction of new buildings;
- services for digitalization for the first time of cultural heritage value items/objects;
- other activities directly related to the digitalisation of cultural heritage value items;
- training activities for the project promoter’s staff for providing services within the newly established digital centres;
- purchasing (by way of exception from Article 7.3.1 (c) of the Regulation, purchase of new equipment will be eligible in case the equipment is an integral and necessary component and is essential for achieving the outcome of the project) of relevant digital equipment, respective devices, facilities, etc.
- project management activities, etc.

* The priority activity under this Call for project proposals is documentation and digitalization of cultural heritage items. The establishment of digital centres within cultural institutes or universities have to be directly bound with activities for digitalisation and sustainability of relevant investments.

The above presented list is non-exhaustive.

The activities under measure 2 “Cultural history documented” could contribute to the following horizontal priorities and cross-cutting issues:

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

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

3.4.3. Eligible expenditures

“Cultural Heritage and Contemporary Arts”

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

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

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

The project costs are considered **eligible** costs under the measure 2 “**Cultural history documented**” within the main budget categories as follows:

Administration and management costs

- Project team remuneration, etc.

Travel and accommodation

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

External services

- Costs of digitalization of cultural heritage objects (to be carried out fully in compliance with applicable regulations, standards and intellectual property rights);
- Costs of organizing cooperation activities (including, but not limited to, exchange of experience, training, etc.): costs for external services, travel and accommodation costs, costs for renting premises and equipment for cooperation activities, coffee breaks, etc.;

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- Cost of training activities for the project promoter’s staff for providing services within the newly established digital centres;
- External audit costs.

Investments (supply, works, etc.)

- Costs of purchasing equipment, devices, facilities which to contribute for cultural heritage objects recording, digitalization and maintenance for the future generations (by way of exception from Article 7.3.1 (c) of the Regulation, purchase of new equipment will be eligible in case the equipment is an integral and necessary component and is essential for achieving the outcome of the project)*;
- Costs of establishment of digital centres in cultural institutes or universities (including construction works, etc.); Costs of repairs of premises aiming settlement of digital centres*;
 - o Costs related to the preparation of the construction design, *if applicable*:
 - costs of elaboration of the construction design;
 - engineering investigation costs;
 - object inspection costs, etc.
 - o Costs of supervision of construction works, if applicable:
 - construction monitoring costs;
 - author’s supervision.

*(*The establishment of digital centres within cultural institutes or universities as well as purchasing of relevant devices have to be directly bound with activities for digitalisation and sustainability of relevant investments).*

Information and publicity

- Information and publicity costs according to the project publicity plan that are elaborated in accordance with the Regulation (including, for example, printing of publications, brochures, folders, posters related to press/radio/TV briefings, printing of logo, organization of information and publicity for conferences under the measure 2 “Cultural history documented”).

Other

- Reserve for unforeseen expenses that can occur during the project implementation, calculated at not more than 5% of the eligible costs of the eligible costs of the project. The reserve for unforeseen expenses may be used after a prior coordination with the Programme Operator.

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

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

Non-eligible costs are:

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

3.5. Period of eligibility

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

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

3.6. Procurements

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

A Project Promoter shall conduct its procurement for that project in compliance with the national Public procurement Law as though the Project Promoter were a contracting authority under paragraph 9 of Article 1 of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts. This requirement applies *mutatis mutandis* to the Project Partners. For the NGOs are fully applicable

provisions of Ordinance of the Council of Ministers of Bulgaria No. 69 as of 11 March 2013 for rules and procedure for conducting award procedure by beneficiaries of agreed grants.

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

3.7.1. Payments

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

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

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

3.7.2. Verification of payment claims

Project promoters shall submit:

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

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

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

3.7.3. Monitoring and Reporting

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

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

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

4. Selection criteria and selection process

4.1. Selection criteria

The Selection Committee will evaluate the submitted project applications under measure 2 “Cultural history documented” for their compliance with:

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

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

Specific criteria:

- The activities envisaged within the project proposals under measure 2 “Cultural history documented” shall ensure that any residual or extracted material from project activities is reused, recycled, treated and/or deposited in an environmentally sound manner.

- It is **obligatory** the property subject to interventions under this Call to have public state ownership or public municipal ownership.

- The whole range of activities related to recording, digitalization, etc. have to be maintained **in accordance with applicable regulations and fully respecting cultural heritage protection specific rules and standards, intellectual property rights**, etc.

- The existence of preliminary design (if applicable) for envisaged activities for establishment of digital centres in cultural institutes/or universities is **obligatory** at stage of application under this call within measure 2 “Cultural history documented”.

Additional selection criteria

Within the measure 2 “Cultural history documented” additional selection criteria are set out in order to evaluate:

- Partnership with authorities/institutions from the donor countries. Applications submitted by project promoters with a partner from the Donor States will be awarded with additional points in the evaluation of the project proposal.

In a transparent manner the evaluation grids (scoring chart) which are part of the Guidelines for applicants under the measure 2 “Cultural history documented” will be published alongside with the launch of this Call.

Project promoters will be informed/ notified of the selection results after the project evaluation period. The list of approved projects will be published on the Programme’s website: www.Culture-EEA-BG.org .

4.2. Selection procedure

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

The Selection Committee for evaluation and approval of project applications under measure 2 “Cultural history documented” shall encompass:

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

The main activities of the Selection Committee encompass as follows:

- ✓ Opening session;
- ✓ Evaluation process. Within the evaluation process the evaluators consecutively have to carry out evaluation of administrative compliance, eligibility verification and technical and quality evaluation of the applications/project proposals;

- ✓ Final session for elaboration of report of the Selection Committee for results of the evaluation process and establishment of list of projects that will be proposed for funding under measure 2 “Cultural history documented” within programme BG08.

Project assessment criteria and methodology

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

The three stages in the evaluation process will be followed:

Stage I – Formal/administrative criteria:

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

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

At this stage the **evaluators have to fill in the administrative compliance grid**. Only applications/project proposals that passed the administrative compliance verification are subject to eligibility verification. Applications not fulfilling all the formal criteria will be rejected.

Stage II – Eligibility:

At this stage the evaluators have to fill eligibility compliance grid encompassing criteria for eligibility of project proposals overall goal and specific goals, compliance with amounts of required subsidy, thresholds, target groups, project duration, etc. Only applications/project proposals that passed the eligibility verification are subject to quality and technical evaluation. Applications not fulfilling all the eligibility criteria will lead to the rejection of the application.

Stage III – Selection/technical and quality acceptance criteria:

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

Technical and quality evaluation	
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General criteria	Maximum score
Relevance and importance	
Relevance to the objectives of the measure 2 “Cultural history documented”.	5
Clear rationale is given on the necessity of the project and the needs of the target groups. Project activities serve the needs of the target groups.	10
Relevance to the measure 2 “Cultural history documented” targeted results and outcomes.	5
Relevance to cross-cutting issues, relevance to cultural diversity objectives and in particular relevance for the improvement of the situation and involvement of the Roma population.	5
Project logical framework quality and design	
Well structured project with mutually linked activities which guarantee the achievement of expected results (results and indicators are measurable, etc.). Sound concept and quality of the objectives and deliverables (e.g. can the objectives be realistically achieved, etc.).	5
Clear description for potential risks and existence of relevant vision for its mitigation.	5
Time schedule is comprehensive and realistic. Schedule of tasks is realistic, activities can be implemented by the final date foreseen.	5
Added value of activities for protecting and preserving of cultural heritage of Bulgaria for future generations.	5
The project includes a clear plan to reach the broader public through measures adapted to the specific project and includes communication and visibility actions in line with Regulation on the implementation of the EEA Financial Mechanism 2009 - 2014, Annex 4 “Information and Publicity Requirements”.	5
Project budget and cost effectiveness	
The project budget is clear. Estimated expenditures are necessary for the project implementation and justified by a financial plan and detailed in line with the proposed activities, according to the activity plan. The envisaged expenditures are eligible. Expenditures for involvement of Roma population are properly planned.	10
The costs are based on real market prices, are realistic, cost efficiency – relationship between costs and project outcomes.	10
Project management (implementation capacity)	
Clear description of expertise and tasks to be fulfilled by the human resources involved in the project management is given. The project team is suitable for implementing the	10

project.	
Project promoter (if applicable - and partner(s))’ experience in the thematic area.	5
Supplementary criteria/bilateral cooperation	
Project promoter has a partner from the Donor States (clear description of the role of the partner(s) and contribution to project implementation is presented).	5
Sustainability	
Clear vision and appropriate description how the sustainability of the project will be assured.	10
Total	100

Where an application will not reach the **minimum score of 60 points**, a rejection letter will follow with a short argumentation for the rejection.

Establishment of list of projects for funding

Following the completion of activities of evaluators and submission of duly filled and signed evaluation grids the chairperson of the Selection Committee has the responsibility for elaboration of report for results of the evaluation process and established list of projects that will be proposed for funding under measure 2 “Cultural history documented”.

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

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

Grant will be awarded to the applicants with the **highest total scores** achieved within the evaluation process until the full disbursement of the available total amount for the measure 2 “Cultural history documented”.

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

Following principles of transparency, equal treatment and non-discrimination, no communication with the Project Operator is allowed during the selection procedure, except in exceptional cases. The selection procedure begins after the deadline of submission and ends with the publication of the selection results.

5. Application procedure

The deadline for submission of project applications is **19 May 2014** (postmark), at 16:00 local time (hand-delivery).

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

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

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

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

Ministry of Culture
„European programmes and projects” Department
1040 Sofia, Bulgaria
17, "Al. Stamboliiski" Blvd.

The envelope containing the project proposal must be labeled “Project proposal EEA FM – measure 2 “Cultural history documented” - **“DO NOT OPEN”**.”

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

6. Bilateral Fund under programme BG08

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

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

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

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

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

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

7. Contact information

For further information, please contact the Programme Operator:

Ministry of Culture of the Republic of Bulgaria

“International activities, European programmes and projects” Directorate
„European programmes and projects” Department

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

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

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

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

- **Norway**

Ms Aleksandra Petie Einen, e-mail: akpe@ra.no
Mr Jørgen Holten Jørgensen, e-mail: jj@ra.no
Riksantikvaren - Directorate for Cultural Heritage www.ra.no
P.O.Box 8196 Dep.
N-0034 Oslo, Norway
Tel.: (+47) 22 94 04 00

- **Iceland**

Ms Agnes Stefánsdóttir
Minjastofnun Íslands - The Cultural Heritage Agency of Iceland
Suðurgötu 39
101 Reykjavík, Iceland
Tel: (+354) 570 1300 - Fax: (+354) 570 1301
E-mail: agnes@minjastofnun.is

• **Liechtenstein**

Ms Kerstin Appel-Huston
Ministerium für Äusseres, Bildung und Kultur – Ministry of Education and Culture
Peter-Kaiser-Platz 1, Regierungsgebäude
9490 Vaduz, Liechtenstein
Tel. (+423) 236 6024
E-mail: Kerstin.Appel@regierung.li

Documents of importance to the Call

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

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

For further details, please, see the link:

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

Documents of importance to the call:

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

7. Letter of intent - presented only in English, if the partner/s is/are from the donor-states; presented in Bulgarian, if the partner/s is/are from Bulgaria.

Additional necessary documents are described in the Guidelines for applicants.

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

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