



## Call for submission of project proposal

### **“Small Grant Scheme Climate”**

under

Outcome 4: “Increased ability of local communities to reduce emissions and adapt to changing climate”

of the

Programme: Environment Protection and Climate Change

Deadline for project proposals submission: 30.09.2020 5:00 p.m.  
Bulgarian time.

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## I. Main terms and abbreviations

### 1. Main abbreviations

<b>The Programme:</b>	Environment Protection and Climate Change Programme
<b>FMC</b>	Financial Mechanism Committee
<b>MoEW</b>	Ministry of Environment and Water
<b>NFP</b>	National Focal Point, CCU [Central Coordination Unit] Directorate to ACM [Administration of the Council of Ministers]
<b>EEA FM</b>	Financial Mechanism of the European Economic Area 2014-2021
<b>FMO</b>	Financial Mechanism Office
<b>PO</b>	Programme Operator
<b>DPP</b>	Donor Programme Partner
<b>Regulation</b>	Regulation on the Implementation of the EEA Financial Mechanism 2014-2021
<b>EUMIS 2020</b>	Information System for Management and Monitoring of EU Funds 2020
<b>PC</b>	Project contract
<b>ACEA</b>	Administrative Compliance and Eligibility Assessment
<b>TFA</b>	Technical and Financial Assessment
<b>SC</b>	Selection Committee
<b>MCS</b>	Management and Control System
<b>NGO</b>	Non-governmental Organization
<b>EPCC</b>	Environment Protection and Climate Change Programme
<b>CEA</b>	Classification of economic activities
<b>QES</b>	Qualified electronic signature



## 2. Main terms

**“Activity”** - Action taken or work performed through which inputs, such as funds, technical assistance and other types of resources, are mobilised to produce specific outputs;

**“Amendment”** - A document amending or supplementing the terms of a contract for the implementation of a project;

**“Contractor designated by the Project promoter”** - Executives of project activities assigned to them by the granted project promoters. The Project promoter 's contractors are not partners and the terms and procedure for their determination are set out in the Public Procurement Act and its implementing regulations, as well as the Call for Proposals and Decree of the Council of Ministers 118/2014;

**“Donor States”**: the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway;

**“Donor Programme Partner”**: a public donor entity designated by the Financial Mechanism Committee to advise on the preparation and/or implementation of a programme and/or to participate in the implementation of a programme;

**“Eligible costs”**: costs that may be accepted as authorized for a project within the meaning of Art. 8.2 "General principles on eligibility of expenditures", Art. 8.3 "Eligible direct costs in a project", Art. 8.5 "Indirect cost in projects" and Art. 8.6 "Purchase of real estate and land" of the Regulation on the implementation of the European Economic Area Financial Mechanism 2014-2021;

**“Financial Mechanism Committee”** (hereinafter referred to as FMC): Committee set up by the Standing Committee of the European Free Trade Association States to manage the European Economic Area Financial Mechanism 2014-2021;

**“Financial Mechanism Office”** (FMO): an organization assisting the Financial Mechanism Committee in managing the EEA FM 2014-2021. FMO, which is administratively a part of the European Free Trade Association, is responsible for the day-to-day implementation of the EEA FM 2014-2021 on behalf of the Committee and serves as a contact point;

**“Grant”** - Funds provided by the European Economic Area Financial Mechanism (EEA FM), including the corresponding national co-financing, through the Programme Operator for the implementation of an approved project aimed at achieving certain objectives and results;

**“Project contract”**: A contract concluded between a Head of a Programme Operator or a person authorized by him/her and a project promoter to provide and spend a grant for the execution of an approved project;

**„Project Partnership agreement”** - In case of partnership project, the project promoter shall enter into a partnership agreement with the project partner(s), in line with the requirements set out in Article 7.7 of the Regulations.



**"Indicator"** - Quantitative or qualitative measurement unit that specifies what is to be measured in terms of a specific scale or value. It should always be expressed in neutral terms: it should indicate the direction or change nor embed a target.;

**"Ineligible costs"**: costs that cannot be accepted as authorized under the project and cannot be included in a payment request within the meaning of Art. 8.7 "Excluded costs" of the Regulation on the Implementation of the European Economic Area Financial Mechanism 2014-2021;

**"Irregularity"**: An irregularity shall mean an infringement of the legal framework of the EEA Financial Mechanism 2014-2021 referred to in Article 1.5; any provision of European Union law; or any provision of the national law of the Beneficiary State, which affects or prejudices any stage of the implementation of the EEA Financial Mechanism 2014-2021 in the Beneficiary State, in particular, but not limited to, the implementation and/or the budget of any programme, project or other activities financed by the EEA Financial Mechanism 2014-2021;

**"Monitoring"**: The observation of programme and project implementation in order to ensure that agreed procedures are followed, to verify progress towards agreed outcomes and outputs and to identify potential problems in a timely manner so as to allow for corrective action. It is conducted by data collection and analysis;

**"National Focal Point"**: a national public entity (Central Coordination Unit Directorate at the Administration of the Council of Ministers of the Republic of Bulgaria) designated by the Beneficiary State to have the overall responsibility for reaching the objectives of the European Economic Area Financial Mechanism 2014-2021 and implementing the Memorandum of Understanding;

**"Non-governmental organization"** (NGO): 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 are not considered non-governmental organizations;

**"Outputs"**: Outputs are the products, capital goods and services delivered by a programme to the direct target group. Outputs are easy to attribute directly to the resources used and the activities performed. They are usually within the greatest control of the implementing organisation;

**"Programme"**: A coherent set of measures to be implemented through i.a. projects supported by the European Economic Area Financial Mechanism 2014-2021 aimed at achieving agreed objectives and results;

**"Programme Agreement"**: agreement between the Financial Mechanism Committee (FMC) and the National Focal Point (NFP) governing the implementation of a specific Programme;

**"Programme area"**: a thematic area within a priority sector with specific objectives and measurable specific results;



**"Programme implementation Agreement":** agreement between the Programme Operator (PO) and the National Focal Point (NFP) governing the implementation of a specific Programme;

**"Programme operator":** a public or private entity, commercial or non-commercial, as well as non-governmental organizations responsible for the preparation and implementation of the Programme;

**"Project":** A set of interrelated and complementary activities with a preliminary determined objective(s), necessary resources and a time frame for implementation, leading to the achievement of specific quantifiable results;

**"Project Promoter"/"Applicant":** A natural or legal person having the responsibility for the initiation, preparation and implementation of a project (Article 1.6 x) from the Regulation);

**"Project Partner":** a natural or legal person actively involved in, and effectively contributing to, the implementation of a project. It shares with the Project Promoter a common economic or social goal which is to be realised through the implementation of that project. (Article 1.6 w) from the Regulation);

**"Project proposal":** a grant proposal for a project funded by the EEA FM 2014-2021, including an Application form and other supporting and requisite documents;

**"Programme Implementation Agreement:** An agreement between the Programme Operator (PO) and the National Focal Point (NFP) governing the implementation of the specific Programme;

**"Stakeholders"** in a project or programme may be local community members or civil society organisations who may benefit from the results. They may also be local public authorities. (According to Results Guideline)

**"De minimis State Aid"** - Aid which does not distort or threaten the competition or has minor effect on it because of its minimum size as defined in Regulation 1407/2013.



## II. Background

This call for proposals is under the Environmental Protection and Climate Change Programme, financed (85%) by the European Economic Area Financial Mechanism (EEA FM) and co-financed (15%) by the Bulgarian State. General information on EEA FM is available on [www.eea.grants.org](http://www.eea.grants.org), [www.eeagrants.bg](http://www.eeagrants.bg).

The Programme is implemented on the basis of the Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2014-2021, which sets out the areas of action of the Programme and a Programme Agreement between the Financial Mechanism Committee and the National Focal Point, signed on 10.04.2018.

Pursuant to an agreement signed on 10.07.2018 for the implementation of the Programme with the National Focal Point, the Ministry of Environment and Water of the Republic of Bulgaria was designated as a Programme Operator responsible for the implementation and the achievement of the objectives set.

The Programme aims to improve the environmental status of ecosystems and to reduce the impact of pollution and other human activities and to contribute to the overall objectives of the European Economic Area Financial Mechanism 2014-2021 and in particular the reduction of economic and social differences in the European Economic Area countries and strengthening the bilateral relations between the Donor States and Bulgaria.

The Environmental Protection and Climate Change Programme contributes to two Programme areas:

- Programme area 11 - Environment and ecosystems;
- Programme area 13 - Mitigation and adaptation to climate change.

The total budget of the Environmental Protection and Climate Change Programme is EUR 15,294, 118.

The Call for Proposals under the "Small Grant Scheme Climate" implemented under Outcome 4: "Increased capacity of local communities to reduce emissions and adapt to climate change" is targeted at projects for educational and awareness raising campaigns, climate change training; Increasing the number of schools or kindergardens implementing climate change awareness / education activities.

### **1. Deadline for project proposals submission and working language:**

To be eligible, Application forms must be submitted no later than 30.09.2020 at 5:00 p.m. via the EUMIS 2020 system.

The working language of the Programme is English. The Application form and the project budget should be submitted in Bulgarian and in English together with a declaration by the applicant's representative that the information in both languages is identical



Програмен оператор: Министерство на околната среда и водите  
Programme operator: Ministry of Environment and Water

## **2. Name of the Programme**

Environment Protection and Climate Change

## **3. Name of the Programme area**

Programme area 13 – Minigation and adaptation to climate change

## **4. Name of the Procedure**

4.1. “Small Grant Scheme Climate”

## **5. Territory of implementation of the project**

Activities should be carried out on the territory of the Republic of Bulgaria and the Donor States (Iceland, the Principality of Liechtenstein and the Kingdom of Norway).

## **6. Purpose of the call and stakeholders**

The purpose is to fund projects for the development of educational programs and campaigns as well as awareness raising of climate change by information campaigns across the general public. The procedure aims to increase the number of trainees on climate change, mitigation and adaptation and to increase the number of educational institutions (schools or kindergardens) engaged in climate awareness / adaptation awareness / education activities.

The Call is addressed to educational institutions (schools or kindergardens) and the general public.

## **7. Demarcation with similar projects/Programmes**

The project proposals under this procedure should be clearly distinguished from the measures envisaged in the field of science and education, in the National Climate Change Action Plan 2013-2020 and the National Development Programme of the Republic of Bulgaria: Bulgaria 2020.

## **8. Expected results**

Following indicators are envisaged under this call:

Program me Objective	Expected programme results	Indicator	Unit of Meas urement	Source of verification	Frequen cy of reporti ng	Base line value	Target value
Increased ability of local communities to reduce emissions and adapt to climate change							
	Awareness /	Number of the	Numbe	Project	Semi	0	15



	educational campaigns on climate change	educational campaigns carried out	r	promoter's records, audio, video, print materials produced	annually		
		Number of people reached by the educational activities	Number	Project promoter's records, audio, video, print materials produced as part of the campaign	Semi annually	0	600
		Number of schools carried out awareness raising and education activities on climate change.	Number	Project promoter's records, audio, video, print materials produced	Semi annually	0	10
<b>Bilateral outcome</b>	Enhanced collaboration between Beneficiary and Donor State entities involved in the programme	Level of satisfaction with the partnership (disaggregated by Beneficiary State, Donor State), if applicable	Scale 1-7	Survey results	Annually	TBD	4,5*
		Level of trust between cooperating entities in Beneficiary States and Donor States (disaggregated by Beneficiary State, Donor State), if applicable	Scale 1-7	Survey results	Annually	N/A	4,5*
		Share of cooperating organisations that apply the knowledge acquired from bilateral partnership (disaggregated by Beneficiary State, Donor State), if applicable	Percentage	Survey results	Annually	0	50%



		Number of projects involving cooperation with a donor project partner, if applicable	Number	Copy of contract, concluded, Partnership Agreement	Semiannually	0	10
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\*The value is at least 4,5 on 1-7 scale and increase of the base value. The scale is determined in Core Indicators Guideline.

The projects must contribute to the achievement of the Environment Protection and Climate Change Programme outcomes "Increased ability of local communities to reduce emissions and adapt to climate change – schools or kindergardens."

### **9. Eligible Applicants/Project promoters**

Under this Call, an eligible Applicant is any entity, whether public or private and non-commercial organisation established as legal entity in the Republic of Bulgaria whose main activity is in the education sector, as defined in the Pre-school and School Education Act.

Applicants may apply individually or in partnership. The application is made by submitting an Application form (by the applicant) on behalf of all partners.

One organisation may be a Project promoter within only one project and/ or partner in not more than two projects under this Call.

Ineligible (even if meeting the above criteria) shall be any Applicant and Partner (s) who:

1. Was convicted by an enforced judgement (unless rehabilitated) for:

- (a) a crime against the financial, tax or insurance system, including money laundering, under Art. 253 - Art. 260 of the Bulgarian Penal Code or similar foreign legislation;
- (b) a bribery under Art. 301 - Art. 307 of the Bulgarian Penal Code or similar foreign legislation;
- (c) participation in an organized criminal group under Art. 321 and Art. 321a of the Bulgarian Penal Code or similar foreign legislation;
- (d) an offence against property under Art. 194 - Art. 217 of the Bulgarian Penal Code or similar foreign legislation;
- (e) an offence against the economy under Art. 219 - Art. 252 of the Bulgarian Penal Code or similar foreign legislation;
- (f) a crime under Art. 108a of the Bulgarian Penal Code or similar foreign legislation;

2. Has declared bankruptcy

3. Is in liquidation proceedings or in any analogous situation arising from a similar procedure under national laws and regulations.



4. Has exceeded the *de minimis* threshold for de minimis state aid granted by his/her state under the relevant legislation of that state.

Other irregularities or obstructions may also lead to the rejection of an Applicant. These include *inter alia*:

4.1. Obligations to the state or to a municipality within the meaning of item 1 of art. 162 (2) of the Bulgarian Tax Insurance Procedure Code or any amount to be recovered under different project due to an irregularity.

4.2. Any other proven breach of good governance, as defined in Regulation (EU, Euratom) 2018/1046 and/or the applicable law in the Applicant's Country

**Important! Each applicant may submit only one project proposal under this Call. In case an applicant has submitted more than one project proposal, only the first project proposal submitted will be admitted for evaluation.**

**If the applicant has submitted more than one version of a project proposal, the latest version submitted within the deadline for receiving the project proposals will be evaluated and the previous ones will be considered as withdrawn.**

**If a participant is a partner in more than 2 (two) projects, only the first two of his project proposals submitted by the deadline for receiving the project proposals will be eligible for evaluation.**

### ***10. Eligible Partners***

The eligible partners under the Call are those in accordance with Art. 7.2.2 of the EEA Regulation and the Implementation Agreement for the Environment and Climate Change Programme.

Eligible partners are any public or private entities, commercial or non-commercial, as well as non-governmental organisations established as a legal person either in the Republic of Bulgaria or the Donor States, other Beneficiary States, or a country outside the European Economic Area that has a common border with the Republic of Bulgaria, or any international organisation or body or agency thereof, actively involved in, and effectively contributing to the implementation of the project, and effectively contribute to it.

Eligible partnerships include any combination of eligible partners (including a Project promoter) meeting the above requirements.

The application form must contain a detailed description of the project and budget, as well as the role of the partners and the budget for the implementation of the partners' activities , including. information on the distribution of aid to the Project promoter/applicant and partners. The requirements for the partners and their responsibilities in the implementation of the Project activities are regulated at the Application stage by Letter of intent or Partnership agreement and at the contracting stage through a Partnership Agreement between the Project promoter and the Partners. The Agreement should comply with Art. 7.7 of the EEA Regulation (to describe the role of



partners in the project proposal as well as the budget allocation). A Partnership Agreement (following a template) shall be concluded between the Project promoter and the partner(s). In case one of the partners is from a Donor state the Partnership Agreement shall be concluded in English language with a translation into Bulgarian. The Partnership Agreement must be provided to the Programme Operator before signing the project contract. The Programme Operator confirms that the Partnership Agreement complies with the above mentioned Article of the Regulation.

"The Project Promoters/ Partner (s) shall take every reasonable measure to prevent a conflict of interest situation from occurring. If a conflict of interest situation nevertheless occurs, the Project Promoter/ Partner(s) shall take all the necessary measures to prevent such a situation which may affect the future implementation of the project and shall inform the Programme Operator."

There is no limit on the minimum number of partners.

There is no limit to the maximum number of partners, but this number must comply with the the project objectives, planned outcomes, activities and budget. Partners should not be added mechanically to the partnership in violation of the principles of joint implementation and co-financing without providing real added value to the project.

Regarding the eligibility of costs incurred by a project partner, the same limitations apply as these, applicable to the costs incurred by the Project promoter of the project. The emergence and development of relationships between the Project promoter and a Project Partner must be consistent with the requirements of applicable national and European Union public procurement legislation as well as with Art. 8.2 of the Regulation on the Implementation of EEA FM 2014-2021.

During the preparation of the project, applicants may take advantage of the opportunities offered by the Open Call under Bilateral Relations Fund.

### **11. Eligible Activities**

The following activities shall be considered eligible under this Call:

- Project management activities. These include activities related to project planning and coordination of daily activities between partners, reporting, financial management, interaction with monitoring and control authorities and similar non-technical activities necessary for the successful implementation of the project;
- Ensure publicity under the Communication and Design Guide of the EEA Financial Mechanism for 2014-2020. All information and publicity materials related to the Financial Mechanism should be in line with the Programme's information and publicity requirements available on [www.eeagrants.bg](http://www.eeagrants.bg);
- Specific minimum required technical activities related to this Call, namely for the purpose of addressing issues identified in Outcome 4: "Increased ability of



local communities to reduce emissions and adapt to changing climate ", are as follows:

- Development of educational programmes and implementation of educational campaigns on climate change. The educational programs and campaigns should include at least the factors that directly and indirectly affect climate change, climate risks and vulnerabilities, the potential negative impacts and consequences of climate change and adaptation measures; The educational programs and campaigns should target both learners in educational institutions (schools or kindergardens) and teachers; The educational programs and campaigns may include and use the experience and best practices applied in donor countries;
- Developing and conducting information awareness-raising campaigns, thematic seminars, lectures and training in climate change educational institutions; The information campaigns should target at the general public;

Other eligible activities, without exhausting all that can be funded, are as follows:

- Transfer and dissemination activities in educational institutions (schools or kindergardens) of experience and good practices applied in the Donor states on climate change.

This call encourages partnerships between educational institutions (schools or kindergardens) and the transfer of results to other educational institutions (schools or kindergardens).

### **12. Total Procedure Budget**

Total procedure budget is **EUR 650,000**.

### **13. Minimum and Maximum Grant Amount**

The minimum amount of funding is EUR 50,000 and the maximum is EUR 200,000.

### **14. Duration of the project**

The duration of the project is from 12 months to 24 months.

The project activities must be completed by 30 April 2024 at the latest which is the final eligibility date for implementation of projects under "Environment Protection and Climate Change" programme cofinanced by the EEA Financial mechanism 2014-2021.

### **15. Grant rate and Cash Flows**

Grants from the Programme may be up to 100% of the total eligible costs for public organizations. If the Project promoter is an NGO or a private organization, the grant rate from the Programme may be up to 90% of the total eligible project costs. This rule applies to all project payments.



Payments to project promoters shall be in the form of: advance payment, interim payments and final payment. Interim and final payments are made on the basis of approved interim reports and a final report.

- Advance payment shall be made within one month after submission of the request and after signing the contract. In order to receive a advance payment, the Project promoter should provide a bank guarantee for advance payment collateral. In the case that an advance is used by a public organization (established by law and/or other normative act), budget credits spender (first, secondary and third-level) and there is an objective impossibility of presenting a bank guarantee securing the advance payment, submission of a promissory note or a declaration signed by the head of the first-level budgetary structure that guarantees the received advance payment shall be admissible. Bank guarantees or promissory notes shall cover the duration of the Grant contracts plus 6 months.
- Interim payments shall be made within one month after approval by the Programme Operator of the Payment Requests (as per template) submitted by the Project promoter and an interim report.
- The final payment shall be effected within one month oafter approval of the final report and calculating the final balance of the project if it is due.

The distribution of payments for Project promoter is made according to the following scheme:

Project duration	First advance payment	Interim advance payments	Final balance payment
More than 12 months	Up to 45%	Up to 95% cumulative with first advance payment	Final payment
	* Up to 15%	* Up to 75% cumulative with first advance payment	Final payment

\* In case the project promoter is a private organization (Including NGO)

The total amount of advance and interim payments may not exceed 75% (for private organizations or NGOs) or 95% (for budget organizations) of the grant amount.

All the conditions under which project payments are made are described in the General Terms of the Contract in the "Granting of Financial Assistance" section.

In accordance with Art. 7.7 of the Regulation payments between the Project promoter and the project partners will be specified in the Partnership Agreement. Public Procurement carried out by the project promoters /partners is subject to ex-post control. In the event of established discrepancies/breaches of applicable law, the Programme Operator shall



impose financial corrections in compliance with the specificities of the Regulation on the Implementation of the European Economic Area Financial Mechanism 2014-2021, the financial corrections methodology and the Guidelines for determining financial corrections to be made by the European Commission to expenditure financed by the EU under shared management, for non-compliance with the rules on public procurement, approved by Commission Decision C (2019) 3452 of 14.05.2019.

## **16. Eligible costs**

### **Basic principles of eligibility of expenditures**

Pursuant to Art. 8.2 of the Regulation, eligible project expenditure are those actually incurred by the project promoter and meet the following criteria:

- They are incurred between the first and final dates eligibility of a project as specified in the Project contract;
- They are connected with the subject of the Project contract and they are indicated in the estimated total project budget;
- Expenditures are proportionate and necessary for project implementation;
- Expenditures 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 pursuant to the paragraph (g) art. 8.2.2;
- Expenditures are reliably valued and verifiable by available primary accounting documents, are being recorded by the project promoter and/or the Project Partner, and are consistent with the applicable accounting legislation in the country where the Project partner and/or partner is established;
- Expenditures comply with the requirements of the applicable tax, social security and employment legislation.

Expenditures incurred by the project promoter shall be deemed to be the costs which are supported by an invoice, a payment order and a document certifying the actual performance of a supply, service or construction-assembly activity. Exceptionally, expenditures invoiced in the final month of eligibility will also be considered to be incurred within the eligibility period if paid within 30 days of the final date for eligibility of project costs. Indirect costs and depreciation costs are considered to have been incurred at the time of their recording on the accounts by the Project promoter and/or the Project Partner.

Where new or second-hand equipment is purchased (Art. 8.3, letter “c” in the Latin alphabet, from the Regulation) necessary for the implementation of the project, the depreciation costs accrued for the project duration period are considered eligible, being reported periodically to PO. Exceptionally, the PO may recognize the full cost for equipment expenditure if it is an indispensable and necessary condition for achieving the project results, which shall be explicitly stated in the contract with the Project promoter.



Regarding the projects implemented by project promoters -budget organizations, the depreciation charge is regulated by the Minister of Finance's Instruction 5 / 30.09.2016, which defines the conceptual model for the application of the national Accounting Standard (AS 4 Depreciation Accounting).

The Project promoter's accounting principles and procedures shall be organized in such a way as to allow analytical accounting of the financing received and the project costs and easy access to primary accounting documents.

Costs incurred by project partners from Donor States shall be set in the Project Contract and Partnership Agreement where applicable. Proof expenditure to be submitted may take the form of receipted invoices, accounting documents , equivalent probative value (Art. 8.12.3 of the Regulation) or to be verified on the basis of a report by an independent and certified auditor certifying that the reported costs have been incurred in accordance with the Regulation, the national legislation and applicable accounting practices of the country in which the project partner is registered, or on the basis of a report from a qualified and independent employee entitled to exercise budgetary and financial control over the organization that is not part of the team preparing the financial statements, certifying that these costs are incurred in accordance with the Regulation, the national legislation and applicable accounting practices of the country or on the basis of the submitted supporting documents.

#### **Eligible Direct Costs**

According to Art. 8.3.1 of the Regulation, the eligible direct costs of a project are those costs incurred by the Project promoter and / or the project partner, accounted in accordance with the usual accounting principles and internal rules of the organization as costs directly related to the implementation of the project, and which can therefore be booked to it directly. In particular, the following direct costs are considered eligible, provided they satisfy the general principles of eligibility of expenditures under Art. 8.2 of the Regulation, namely:

- Management costs - the costs of Action 1 of the Application form will be considered eligible if they are directly related to project management and do not exceed 10% of the eligible direct costs of the project. The organization and management activities of the project include organizing and ensuring the work of the project management team (remuneration, insurance and mission expenses), providing the necessary consumables, materials and equipment for project administration.

Each Project Promoter is directly responsible for the project management and for ensuring the quality performance of the planned activities. It should provide for sufficient interaction mechanisms for internal assessment and control as well as for progress monitoring and take corrective action if necessary, which should be made visible from the qualifications and responsibilities foreseen for each member of the team.



Each Applicant needs to present the organisational structure with sound project control and management mechanisms, given that in their project proposal:

- has described the way of accepting the work and the control mechanisms in the implementation of the public procurement contracts under the project, including the control that will be exercised on the manner of payment under these contracts;
- has provided control mechanisms in monitoring the implementation of the project;
- has described both the responsibilities of each of the members of the management team and their relation to ensure that the project objectives are achieved.

The envisaged organizational structure should demonstrate a division of functions within the team, and it is not permissible to mix and overlap the functions and tasks, both between the individual members of the management team and the outsourcers of the project. In view of the above, the Head of the Project Promoter cannot participate in the management of the project.

The members of the management team should cover functions such as preparation of the documents required for payment and accounting, monitoring and reporting, implementation of information and communication measures, storage of project documents as well as coordination of project activities. The members of the management team can combine different functions, except those in which one of the joint positions has control functions over the other.

- Pursuant to Art. 8.3.1, sub-item (a) of the Regulation, expenditures for staff assigned to the project comprising actual salaries and corresponding social security charges at the expense of the employer, as well as other statutory costs, part of the remuneration, in line with the project budget and the Project promoter's usual policy and project partners for remunerations. The corresponding salary costs for staff in the administration are eligible to the extent that they relate to the performance of activities that the relevant institution would not carry out if the project concerned had not been undertaken;

**Important! The reporting on the time worked out shall be performed on an hourly basis by submitting timesheets approved by the head of the organization.**

- According to Art. 8.2.2, (d) Costs should be used solely for the purpose of achieving the objective (s) of the project and its expected result (s) in a manner consistent with the principles of economy, efficiency and effectiveness. In this regard, the hourly rate of remuneration of the project management employee (s) shall not exceed the amount of the hourly remuneration received by the person



for the performance of activities in his or her principal employment or employment relationship.

- Travel and subsistence allowances for staff involved in the project. For the costs incurred by the Project promoter and/or partners registered in the territory of the country, the donor and beneficiary countries, the national legislation shall apply, namely:
  - Expenditures for accommodation according to the Ordinance on business trips and specializations abroad, in the Republic of Bulgaria;
  - Expenditures on return flight tickets (from Bulgaria to the donor countries or Beneficiary Countries and from the Donor countries or Beneficiary Countries to Bulgaria). Individuals are entitled to economy class tickets. Evidence of the cost incurred may be scanned copies of boarding cards, electronic tickets and a bank statement for the payment made or another document of equivalent verification value;
  - Expenditures on inland transport in Bulgaria between cities (allowed economy class in train and bus transport). No refunds shall be made for taxi transportation or car rental;
  - Internal transport costs in Donor countries or Beneficiary states<sup>1</sup>, between cities. No refunds shall be made for taxi transportation or car rental;
  - Medical insurance.
- Equipment costs - new or second-hand. Exceptionally from the rule contained in paragraph 4 of Article 8.2 from the Regulation, the PO may recognize the full cost of equipment expenditure with sound justification and if it is an indispensable and necessary condition for achieving the project results;
- Costs for materials and consumables, provided they are identifiable, relevant, necessary and assigned for the implementation of the project;
- Expenditures on subcontracting related to project activities awarded in accordance with applicable public procurement legislation and the Regulation;
- Project audit costs:
  - ✓ The project activities should be audited, including the audit of the project partners;

<sup>1</sup> In case of such partners



- ✓ The audit of the project activities shall be ongoing and final. The ongoing audit of the project shall cover the interim reporting of the project activities and shall accompany the interim report on the project;
- ✓ The final audit will include a check of the activities and costs for the entire project period from the signing of the Project Contract to the date of completion of the project costs;
- Contingency pursuant to Art. 7.6.3 (k) up to 5% of the direct eligible costs under the project.
- The budget category “Costs arising directly from requirements imposed by the project contract for each project” pursuant to Art. 8.3.1 par. (g) of the Regulation

In the event that the PO has taken a decision to recognize the full value of the equipment/asset purchased, the PO imposes specific requirements on the Project promoters as follows:

- The Project Promoter to keep the ownership and the purpose of the acquired equipment/asset for a period of at least 5 years after approval of the final project report and within that period it should be used for the purposes of the project;
- The Project Promoter undertakes to insure the acquired equipment/asset against the usual insurance risks (such as theft, fire, etc.) both during the implementation of the project and for a period of at least 5 years after approval of the final project report (Art. 8.3.2, letter “b” of the Regulation);
- The Project promoter shall undertake to provide sufficient resources to support the acquired equipment/asset for a period of at least 5 years after approval of the final project report.

Non-refundable value added tax (VAT) is an eligible cost under this Call (under the VAT and VAT Implementation Rules).

#### **IMPORTANT!**

**In cases where contracts concluded as part of the implementation of projects are below national and EU thresholds set for public procurement or outside the scope of applicable procurement laws, the award of such contracts (including pre-award procedures) and the conditions such contracts should, in accordance with the principle of proportionality, be in accordance with best economic practice, including accountability, to allow for overall and fair competition between potential providers (external services and civil contracts) - for example, through effective price comparison - and to ensure optimal use of EEA FM 2014-2021 resources.**

#### **Eligible Indirect Costs**

Pursuant to Art. 8.5 of the Regulation eligible indirect costs are costs that cannot be identified by the Project promoter and/or the project partner as directly related to the



project but can be identified and justified through its accounting system as being directly related to the eligible direct costs of project. They cannot include eligible direct costs. The amount of indirect costs of the project shall be defined as a fair share of the total overheads of the Project promoter or partner. Indirect costs can be calculated on the basis of one of the following methods:

- On the basis of the actual indirect costs of these Project promoters and partners who have analytical accounting, which allows concrete identification of indirect costs;
- A flat rate of up to 25% of the total eligible direct costs excluding direct eligible subcontracting costs and the cost of resources made available by third parties that are not used on the sites of the Project promoter or partner. In applying this method, the calculation of the rate shall be made on the basis of a fair and verifiable methodology or a method that is customary in the case of state funding of schemes for similar projects and Project promoters;
- A flat rate of up to 15% of the eligible direct personnel costs without requiring the PO to prepare a method for determining the applicable rate;
- A flat rate applied to direct eligible costs based on existing methods and corresponding rates applicable in European Union policies for similar types of projects and Project Promoters;
- In case the Project Promoter or the project partner is an international organization or agency, indirect costs may be determined in accordance with the rules on indirect costs applied in these organizations in accordance with specific provisions of the Programme Agreement.

The method of calculation of indirect costs and their maximum value shall be described in the budget of the project financing contract. The method for calculating indirect costs of the project partner shall be specified in the partnership agreement.

### **Single cost financial justification of all costs included in the budget of the project proposal**

In order to determine the feasibility of all projected costs, the applicant should describe in the EUMIS 2020 a justification in a free text format on the valuation of all activities included in the project proposal. For organization and management activities, depreciation, information and communication costs, a valuation justification should be presented.

The justification shall indicate on the basis of what documents, other analyzes or studies the activities have been evaluated. Information on technical and / or functional characteristics of data / indicators / offers / extract from a catalog of manufacturers / suppliers, information on contracts already concluded and executed with similar



parameters and subject matter shall be given, as a result of which the value of the budget expenditure is indicated. At the discretion of the Project promoter, it is permissible to submit market consultations within the meaning of the Public Procurement Act, market surveys and / or internet surveys that have been used in the valuation, etc.

Where references to tenders (which must be from organizations with an activity similar to the subject of the tender) the offered being referred to shall be attached (minimum three), when referring to an excerpt from a catalog of manufacturers / suppliers the excerpts from the catalog are applied or indicated relevant product links. Where possible, a detailed breakdown of the valuation by quantities and unit prices shall be provided, as well as a justification for the unit prices and their compliance with market prices at the date of submission of the project proposal. This detailed breakdown should be consistent with the total value of the costs generated by the activities in the project budget, following the sequence set out in item 7 "Implementation plan / project activities". from the application form. The justification should include the selection of tenders (at least three from subcontractors with activities similar to the subject of the tender; extracts from PPAs for executed contracts; other documents that clearly indicate how to determine the value of the activities.

### **17. Ineligible costs**

Pursuant to Art. 8.7 of the Regulation ineligible project costs are:

- Interest on debts, debt service charges and charges for late payments;
- Charges for financial transactions and other purely financial costs, except those arising from the contract;
- Provisions for losses or possible future liabilities;
- Currency exchange losses;
- Refundable VAT;
- Costs covered by other sources;
- Fines, penalties and litigation costs, except where litigation is a necessary and integral part of the achievement of the project's objectives;
- Excessive or reckless spending;

### **18. Public Procurement**

The activities envisaged in the present procedure, to be financed by EPCCP, shall be carried out by subcontractors, awarded in result of open, transparent, sufficiently publicized and non-discriminatory public procurement procedures under PPA and Council of Ministers Decree 118/2014. The Programme Operator of EPCCP shall carry out ex-post



control on compliance with public procurement legislation by the Project Promoters under the Programme, including compliance with the principles of Art. 2 of the PPA on equality and non-discrimination, free and fair competition, publicity and transparency.

- In the cases when the project promoters/partners fall within the scope of the addressees under Art. 5 of the Public Procurement Act, the designation of a contractor shall be carried out in accordance with the PPA and the rules for the application of the Rules for the implementation of the Public Procurement Act. For foreign partners procurement shall be carried out in accordance with applicable national public procurement rules.
- When the project promoters and/or partners under the grant contracts do not appear as contracting entities under Art. 5 of PPA, Council of Ministers Decree No. 118/2014 shall apply.

Obligations of the PO at the planning stage of subcontracting by the project promoter under PPA and CM Decree 118/2014 relate to control of subcontracting plans. Subcontracting plans shall be completed in a structured form according to the EUMIS 2020 Ordinance.

### **19. State aid and de minimis**

The definition of "state aid" is contained in Article 107 paragraph 1 of the Treaty on the Functioning of the European Union (TFEU).

State aid is any aid within the scope of Article 107 (1) of the Treaty on the Functioning of the European Union, provided by the state or the municipality, or at the expense of state or municipal resources, directly or through other persons, in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods in so far as it affects trade between Member States of the European Union.

The envisaged in the present Call activities to be financed by EPCCP 2014-2021 funds, shall be carried out in accordance with open, transparent, sufficiently publicized and non-discriminatory public procurement procedures under the PPA and CM Decree 118/2014. The Programme Operator of the EPCCP Programme 2014-2021 shall carry out ex-post control over the compliance with the legislation in the field of public procurement by the Project promoters of the Programme, including observing the principles under Art. 2 of the PPA on Equality and Non-Discrimination, Free and Fair Competition, Publicity and Transparency. In this sense, support at the level of contractors shall also not be considered as state aid.

Activities eligible under this call may be classified in the following categories:

- 1) non-economic activities that constitute aid



2) economic activities that do not constitute aid because of their nature or the way in which they are awarded

3) economic activities that constitute aid but are of a size considered to be eligible and granted in the form of "de minimis aid"

**Within the framework of a project, funds may be allocated for non-economic activities, for economic activities that do not constitute aid or for activities that constitute aid, according to the rules described below and the distribution of activities between the applicant and partners.**

#### **Non-economic activities that do not constitute aid**

This category includes project management activities carried out by Project promoter's and Partner's staff, including remuneration, insurance and travel expenses.

Non-economic are also the technical activities performed by the Project Promoter / the Partner in his role as a public authority for conducting circular economy education and recycling campaigns and awareness raising campaigns for the circular economy and recycling in educational institutions. Promoting waste recycling and reuse activities through practical activities organized for students by teachers and partner organizations are also non-economic in nature as they do not require the investment of financial resources other than team remuneration. Activities related to the transfer of good practices for educational campaigns on the circular economy and recycling in different educational institutions (schools or kindergardens), which by nature constitute dissemination of project results to other schools or kindergardens without being paid for, by nature are non- economic activity.

#### **Economic activities, the financing of which does not constitute aid**

The following eligible activities are economic in nature:

- Development of educational programmes on climate change;
- Develop awareness raising campaigns regarding climate change in educational institutions (schools and kindergardens);

The development of educational programs and awareness raising campaigns, as well as the production and dissemination of information materials, are undertaken by companies for a fee in market conditions. However, if they are outsourced to third parties through competitive, transparent, non-discriminatory and unconditional tender procedures, pursuant to points 87-96 of the Commission Notice on the concept of State aid, their financing under the programme will not constitute state aid.

For the application of the provisions of Art. 13, para. 1, item 1 of the PPA, the Applicant shall describe the relevant activities. On this basis, the activities may be carried out not by a contractor designated by the PPA, but by an international financial institution, i.e. organized under specific procedural rules under international agreements or contracts concluded in compliance with the provisions of the Treaty on the Functioning of the EU.



The conditions for excluding state aid are laid down in the Commission note on state aid, referred to in Article 107 (1) of the Treaty on the Functioning of the European Union (TFEU). State aid shall be considered at all possible levels. Memoranda of Understanding between the Government of the Republic of Bulgaria and the International Financial Institutions on partnership and support for the absorption of the European Structural and Investment Funds for the period 2014-2020, which ensure compliance with the applicable state aid legislation, are signed at the level of an international financial institution. International financial institutions provide consultancy services to Project promoters through the conclusion of agreements for the provision of such services in compliance with the provisions of TFEU. In this case, support shall not be considered as a state aid.

At the same time, if the public authority can prove that these activities form an integral part of its public functions, and that its revenues are only concomitant with the main non-economic activity, then they will not be considered as aid and can be entered as expenditure in the budget. According to the case-law of the Court of Justice and the Commission, economic activities are considered to be an integral part of the main non-economic activity of public authorities when economic activities use the same production factors (such as materials, equipment, labour or assets) as well as when economic activity is necessary for the exercise of public office, or substantially facilitates and supports major non-economic activity. According to Art. 20, para. 3 of the SAA, when the person under para. 2 carries out both economic and non-economic activity, it may be considered as a recipient of state aid or minimum aid only in respect of its economic activity, provided that:

1. the economic and non-economic activities are completely separate financially and in terms of accounting with regards to assets, liabilities, income and expenses from the activities, and / or
2. there is an actual separation of the respective activities through a separate subject.

**In this regard, non-profit legal entities are beneficiaries of the de minimis only in respect of the economic activities defined in these application guidelines. Public bodies that do not meet the requirements of Art. 20, para. 3, will not be considered as recipients of aid.**

### **Economic activities, the financing of which is de minimis aid**

If the public authority cannot prove that the activities identified as economic activities are not indivisible and ancillary to its main public functions, or it does not entrust them with the implementation of the PPA procedure, it should be registered as a recipient of de minimis aid. The latter is only possible if the same beneficiary, together with all the persons with whom he or she forms a single undertaking, has not received other de minimis aid, or the amount of the de minimis aid received in the last 3 years together with the aid under the project financed under this procedure does not exceed the thresholds under Regulation 1407/2013.



If the activities identified as economic under the Partnership Agreement are carried out by an eligible project promoter or a non-public body partner under the Pre-school and School Education Act, then the financing of those activities shall be made subject to the rules of Regulation 1407/2013.

In this hypothesis, the Programme Operator will be the aid administrator and the de minimis beneficiaries the respective beneficiaries implementing economic activity.

To be eligible for “de minimis aid”, beneficiaries should not be undertakings carrying out any of the following activities:

1. in the fisheries and aquaculture sector covered by Council Regulation (EC) No. 104/2000;
2. in the primary production of agricultural products<sup>1</sup>;
3. in the sector of processing and marketing of agricultural products, in the following cases:
  - where the amount of the aid is fixed on the basis of the price or quantities of that type of product purchased from the primary producers or marketed by the undertakings concerned; or
  - where the aid is conditional on the obligation to be transferred, in part or in whole, to primary producers;
4. Related to exports to third countries or Member States, in particular aid directly related to exported quantities, to the establishment and operation of a distribution network or other current costs related to export;
5. Subordinated to the use of national products at the expense of imported products.

The Call does not require preferential use of local goods at the expense of imported goods.

De minimis aid shall not exceed the BGN equivalent of EUR 200 000 (BGN 391 166) over a period of 3 (three) consecutive budget years.

If an undertaking carries out road freight operations for another's expense or for remuneration, and also carries out other activities subject to the ceiling of EUR 200 000, the ceiling of EUR 200 000 shall apply to the undertaking, provided that the Member State concerned ensures by appropriate funds, such as separation of activities or distinction of costs, that aid for road freight operations does not exceed EUR 100 000 and that de minimis aid is not used for the acquisition road freight transport vehicles.

Before the aid is granted, the PO shall carry out a verification of the aid ceiling. Thus the defined aid ceiling shall apply to "single undertaking" within the meaning of Art. 2 (2) of Regulation (EU) No. 1407/2013 and in this section. In determining the above ceiling, the

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<sup>1</sup> For the purposes of the procedure, the definitions under Art. 2 of Regulation 1407/2013 are applicable.



provisions of Art. 3, para 1-7 of Regulation (EU) No. 1407/2013 and the guidelines in this section, namely:

- in a "de minimis aid" regime, the maximum amount of the aid under de minimis regime, for which the undertaking applies for, together with the another de minimis aid received by him and with all entities with which it forms a single undertaking, may not exceed the BGN equivalent of EUR 200,000 over a three-year budget period (two previous plus the current year) or EUR 100,000 if the undertaking carries out road freight transport.
- Where, with the provision of new de minimis aid, the relevant ceiling laid down in Article 3 (2) may be exceeded, no part of that new aid may fall within the scope of Regulation (EU) No 1407/2013. If the check establishes that the aid ceiling is exceeded, the project proposal is rejected.

In implementing their projects, Project promoters shall take into account that under the "de minimis aid" scheme all values used are gross, i.e. before deducting taxes and other charges. De minimis aid payable in several instalments should be discounted to its value at the moment it is granted. De minimis aid is considered to be granted at the time when the legal right to receive the aid is granted to the undertaking under the applicable national legal regime, irrespective of the date of payment of the de minimis aid to the undertaking. The moment of the grant is the moment when the grant contract is signed. Eligible costs are discounted to their value at the time the aid is granted. The interest rate to be used for discounting is the discount rate applicable at the time the aid is granted, in accordance with Art. 3, para. 6 of Commission Regulation (EU) No. 1407/2013 of 18 December 2013.

In order to calculate whether the threshold of EUR 200 000 for the undertaking concerned has been exceeded, is calculated the sum of:

- (1) the maximum amount of the EPCCP 2014-2021 granted to the undertaking (performing an economic activity) and
- (2) all other de minimis aid amounts received by it and the undertakings with which it forms the "a single undertaking" within the meaning of Art. 2 (2) of Regulation (EU) No. 1407/2013 on the territory of the Republic of Bulgaria for the last three budget years.

In the case of a business transformation (acquisition, merger and/or split), the amount of the funds that can be provided in the form of de minimis aid to the undertaking (performing an economic activity) shall be determined in compliance with Art. 3 (8) and (9) of Regulation (EU) No. 1407/2013.

Pursuant to Art. 3 (8) of Regulation (EU) No. 1407/2013, in the case of mergers or acquisitions, any prior de minimis aid granted to any of the merging companies shall be taken into account in determining whether a new de minimis aid, granted to the new undertaking or to the acquiring undertaking shall not lead to an overrun of the relevant ceiling.



De minimis aid legally granted before the merger or acquisition shall remain lawful. Pursuant to Art. 3 (9) of Regulation (EU) No. 1407/2013 if one undertaking splits into two or more separate undertakings, the de minimis aid granted prior to the split shall be allocated to the undertaking which has benefited from it, which is in principle the undertaking taking over the activities for which de minimis aid was used. If such an allocation is not possible, de minimis aid shall be allocated proportionally on the basis of the book value of the equity capital of the new undertaking to the effective date of the split.

At the Application stage, the Programme Operator shall require the undertakings (performing economic activity) to submit declarations containing information on receiving other de minimis subject to Regulation (EU) No. 1407/2013 or other de minimis aid Regulations during the two preceding budget years and during the current budget year, as well as the receipt of other state aid (de minimis and state aid statements). The template for a statement of de minimis and State Aid granted, to be provided by the Programme Operator to the applicants operating an economic activity is available on the website of the Ministry of Finance in its section on State Aid (<http://stateaid.minfin.bg/bg/page/7>). The declaration shall also include information about all undertakings with which the undertaking (performing economic activity) maintains relationships within the meaning of Art. 2 (2) and Art. 3 (8) and (9) of Regulation (EU) No. 1407/2013.

The gross grant equivalent under this procedure may be calculated accurately and in advance without any risk assessment being required, so the aid is "transparent aid" within the meaning of Art. 4 para. 1 of Regulation (EU) No. 1407/2013.

The Programme Operator shall, if necessary, contact other aid administrators listed in the statement of de minimis and State Aid, in order to gather the necessary information to ensure that it complies with the provisions of Art. 5 (2) of Regulation (EU) No. 1407/2013, namely that the granting of the new de minimis aid under the procedure will not exceed the highest applicable aid intensity or aid amount determined in the specific circumstances of each case with a block exemption regulation or an EC decision.

Pursuant to Art. 5 (1) of Regulation (EU) No. 1407/2013, the de minimis aid of up to EUR 200 000 may be cumulated with the de minimis aid under Commission Regulation (EU) No. 360/2012 of 25 April 2012 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union on de minimis aid to undertakings providing services of general economic interest to the ceiling (EUR 500 000). The de minimis aid may be cumulated with the de minimis aid granted under other de minimis aid regulations (such as de minimis aids in the fisheries and aquaculture sector and in the agricultural sector) up to the ceiling of EUR 200 000 laid down in Regulation (EC) No. 1407/2013.

For the purposes of control, the Programme Operator may use a combined approach to verify the accuracy of the data declared by the owners:

- by checking in the public module of the de minimis Aid Register Information System (<http://minimis.minfin.bg/Default.aspx>);



- a reference to the Commercial Register (for the companies mentioned in the declaration) regarding all the conditions of Art. 2 (2) and Art. 3 (8) and (9) of Regulation (EU) No. 1407/2013;

The Programme Operator may request at its own discretion additional documents (such as a sample of the accounting system, accounting method used, etc.) that would assist them in assessing whether the requirements of Art. 1 (2) of Regulation (EU) No 1407/2013.

The Programme Operator shall comply with Art. 11 and art. 16 of the PCA, providing each beneficiary of minimum aid with information on the type, amount, reason for granting and compatibility of the aid by indicating Regulation 1407/2013, its name and publication in the Official Journal of the European Union, as well as on the obligations arising from the receipt of the aid for the recipient of the aid. The information will be included in the aid act. Subject to Art. 36, para. 1 of the State Aid Act, the PO, in its capacity as an administrator of assistance, in each act for granting minimum aid, will determine the rules for applying the conditions for its granting and control, as well as a mechanism for establishing the unlawfully received minimum aid.

As an administrator of the de minimis aid, the PO shall inform the Minister of Finance within 3 working days of the provision of any aid falling within the scope of Regulation (EC) 1407/2013 by introducing electronic records of the de minimis aid granted by it in the Information System "Register of de minimis aid". The PO, in its capacity as an aid administrator, shall be responsible for the completeness, correctness and timeliness of the information provided on the de minimis aid provided. The documentation on individual de minimis aid shall be kept for a period of 10 budget years from the date of its provision. The documentation on the de minimis aid schemes shall be kept for a period of 10 budget years from the date on which the last individual aid under such a scheme was provided.

At the written request of the Commission, the PO will provide, within 20 working days or longer, if specified in the request, any information that the Commission deems necessary to assess whether the conditions of Regulation 1407 / 2013, and in particular the total amount of de minimis aid within the meaning of the Regulation and other de minimis aid regulations received by each undertaking.

As a rule, the granting of state aid is prohibited and the exceptions to this prohibition are regulated. The grant is provided in accordance with European and national state aid legislation. According to the State aid rules, if the financing is classified as unlawful and incompatible State aid, it should be repaid by the beneficiary together with interest for the period of unlawful use. One of the conditions that must be fulfilled for the application of State aid rules in the allocation of State resources is the recipient of the aid to be an "enterprise" under competition law.

"Undertaking" within the definition of Art. 107 of the TFEU is any entity engaged in an economic activity, regardless of its legal status and the way it is financed. According to the case-law of the Court of Justice, "undertakings" within the meaning of competition law are



all entities engaged in an economic activity, including public authorities, where their activities involve the supply of goods/services on the market.

For the assessment of whether a person operates as an “undertaking” the legal status under national law and the way in which it is financed are irrelevant. Where the activity is related to the exercise of public powers, it is not of an economic nature and, therefore, the rules on state aid are not applicable to it. The Constitution of the Republic of Bulgaria raises human life as a core value (Article 4, paragraph 2) and imposes the obligation of the state to ensure the preservation of the environment. The Climate Change Mitigation Act (CCMA), in force since 11.03.2014 (Am. SG.22 of 11 March 2014, amend. SG No. 17 of 6 March 2015, amended and supplemented SG No. 41 of 5 June 2015, amended SG No. 56 of July 24, 2015, amended SG No. 47 of June 21, 2016 , amended and supplemented SG No. 12 of February 3, 2017, amended SG No. 58 of July 18, 2017, amended SG No. 85 of October 24, 2017 , amended SG No. 85 7/19 Jan 2018, amended SG No. 85 15/16 Feb 2018) regulates public relations related to pursuing a national policy on climate change mitigation. According to Art. 2 of the CCMA, national measures and the introduction of European and international mechanisms should ensure the reduction of greenhouse gas emissions as a key element in climate change policy and ensure the long-term planning of climate change adaptation measures. The National Action Plan on Climate Change is the main instrument by which the framework of the state policy in the field of climate change is defined for each separate period of action, in accordance with the policy of the European Union and the international treaties in the field of climate change, to which the Republic of Bulgaria is a party. It provides for a timetable for implementation and a mechanism for monitoring climate change activities and the greenhouse gas emission reductions achieved.

Eligible applicants under the procedure are described in item 9 of this Call. The purpose of the Call is to fund projects for the development of educational campaign programs and campaigns in educational institutions to raise awareness of climate change issues. The procedure aims to increase the number of trainees on climate change and to increase the number of educational institutions performing climate change awareness / education activities.

## **20. Sustainability of project proposals**

Sustainability of project results is essential to ensure long-term benefits. For the Programme Operator it is important that sustainability of project results is ensured.

The application form must include information on the specific measures for utilizing the project results in the sustainability period and how the project results will subsequently be repeated by the applicant / partners or other subjects.

According to Art. 8.14 of the Regulation, the minimum project sustainability period is:



*Програмен оператор: Министерство на околната среда и водите*  
*Programme operator: Ministry of Environment and Water*

- 3 years after the approval of the final report of the project by the Programme Operator, if the project does not include the purchase of tangible and intangible assets whose purchase costs are covered within the project or construction works;
- 5 years from the approval of the final project report by the Programme Operator, if the project involves construction works or the purchase of tangible and intangible assets for which all purchase costs are covered within the project. The beneficiary has the obligation to use tangible and intangible assets and the space / building, subject to the works only for the purposes of the project. The space / building must function throughout the sustainability period.

## **21. Communications and Publicity Requirements**

In order to highlight the role of the FM of EEA 2014-2021 and to ensure that the assistance from this mechanism is transparent, the beneficiaries shall provide clear information on the project to the widest possible audience at the appropriate national, regional and/or local level, including relevant stakeholders. The Project Promoter shall develop and implement a Project Communication Plan.

Potential Project Promoters shall include a Communication Plan in their project proposal to raise awareness of the existence, objectives, opportunities and bilateral cooperation with donor institutions (where applicable), implementation and overall contribution of the project. The potential Beneficiary shall ensure that information and publicity measures are implemented in accordance with its Communication Plan and reach the general public, the media and stakeholders at regional and local level, including by indicating quantitative and qualitative indicators to cover representatives from the stakeholders and evidence of this.

The Programme Operator shall not coordinate information and communication measures during the implementation of the project but shall only monitor their implementation.

The Communication plan shall include at least the following:

- Targets and stakeholders, including stakeholders at national, regional and/or local level, and the general public;
- Strategy and content of information and communication measures, including activities, means of communication and time frames, considering the added value and impact of EEA FM 2014-2021;
- At least three information activities on project progress, achievements and results, such as a seminar or stakeholders conference, a press conference or a media event, including the start and/or end of the project. (For projects with a grant amount of less than EUR 500,000 two information activities are sufficient, as they may be of a smaller scale);
- Measures to provide project information on the web through a dedicated website. Project information shall be regularly updated in Bulgarian and in English. Information on the web shall include information on the project, its progress,



achievements and results, cooperation with legal entities in donor countries, relevant photographs, contact information and clear reference to the Programme and EEA FM 2014-2021;

- All projects that receive support of at least EUR 150,000 from EEA FM and/or have a donor partner for the project shall have a dedicated project website with information in English and Bulgarian;
- Information on those responsible for implementing the information and communication measures, including a contact person;
- An indication of how the information and communication measures will be assessed in terms of publicity and awareness of the project and of the EEA FM grants, their objectives and impact, as well as the role of donor countries;

The organizers of information events (conferences, seminars, fairs, exhibitions, etc.), as part of the project implementation, shall commit themselves to make explicit and visible the support of financial mechanisms and Donor Countries.

The Project Promoter shall inform the PO at least two weeks in advance of the scheduled public events of the project, providing the necessary information in Bulgarian and English, as well as pictures for the publication of the EEA FM and NFM [Norwegian Financial Mechanism] 2014-2021 website.

When implementing projects for which the total funding exceeds EUR 50 000 and the activity is related to a physical site, infrastructure or construction and repair activities, the beneficiaries shall place a billboard at the site of each project activity in accordance with the requirements of the design and communication of the EEA Financial Mechanism. The Beneficiary shall replace the billboard with a notice board in a prominent place of the appropriate size and in accordance with the Design and Communication Manual no later than six months after the end of the project.

All the information and information materials created by the Project promoters shall be in line with the FM of EEA and NFM 2014-2021 Communication and Design Manual published at <https://www.eeagrants.bg/dokumenti/narchniczi> and Annex 3 to the Regulation. The Manual sets out detailed technical requirements for the use of the logo, as well as billboards, plates, posters, publications, websites and audiovisual material.

**Important!!! All promotional materials should be made of recyclable materials (paper, wood, metal, textiles, glass free of plastics).**

## ***22. Procedure for submission of project proposals***

Project proposals shall be submitted through the EUMIS 2020 Information System.

Project proposals submitted electronically through a profile created by the applicants in the EUMIS 2020 system shall be submitted in accordance with the rules in the Regulation for determining the terms, order and mechanism of functioning of the unified information system for management and monitoring of resources from the European structural and



investment funds and for the conduct of proceedings before the managing authorities accordingly via EUMIS 2020

The Application form and the project budget should be completed in EUMIS 2020 in Bulgarian and English as well as a declaration by the Applicant's representative that the information in both languages is identical. In case of contradiction between the two versions, the information in English shall prevail.

A project proposal received after the deadline shall be registered but shall not be evaluated by the evaluators and reviewed by the Project Selection Committee.

Representatives of applicants who have submitted their project proposals beyond the deadline shall be notified via the EUMIS 2020 Communication Module.

All submitted within the deadline project proposals shall be evaluated in accordance with the requirement under this the Call that each applicant can be a beneficiary only under one project proposal and a partner under not more than two project proposals.

The evaluation shall be carried out in EUMIS 2020, in accordance with evaluation criteria and the deadlines described in the project proposals Calls under the respective procedure. The annexes containing signature boxes shall be attached as signed copies (i.e. either printed, signed, scanned and attached, in this case the originals being presented at the conclusion of the grant contract or signed with electronic signature and attached)<sup>2</sup>.

### ***23. List of documents to be submitted at the application stage***

- 23.1. Application form (to be completed in the EUMIS 2020 form. No separate file should be attached to the system) - The application form must be submitted in Bulgarian and English;
- 23.2. Budget as of template B1.
- 23.3. Declaration of the Applicant / Partner for acceptance of the Terms and Conditions – as per template of Annex D1; Applicant / Partner declaration (if any) is signed individually by each person representing the Applicant / Partner. It cannot be signed by authorized / empowered persons, as it declares personal data or data about the respective legal entity, and their liability is subject to penal liability, which is also personal;

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<sup>2</sup> The documents must be signed with the electronic signature of the Project Promoter / Lead Partner, who through their signature assumes responsibility for the correctness of the information or declarations contained in these documents. Signing should be done under the "Attached Signature" scheme, which creates a new file and contains two files - the original document plus the digital signature. The new file shall be attached. Documents must be signed with the electronic signature of the lead partner who, through the signature, assumes responsibility for the accuracy of the information or statements contained in these documents

- 23.4. Declaration for Deminimis and State Aid for the Applicant and the Partner – as per template Annex D2.; The declaration shall be signed by at least one of the persons who represent the Applicant/Partner. When the legal entity Applicant/Partner is represented by two or more persons together, each person representing the Applicant/Partner signs a separate declaration. This declaration is not applicable to donor state partners for the purpose of establishing assistance received from the Republic of Bulgaria and within the territory of the Republic of Bulgaria;
- 23.5. VAT Declaration - as of template Annex D3. The declaration shall be signed by at least one of the persons representing the Applicant / Partner (s);
- 23.6. Declaration of irregularities - as per template, Annex D4. The declaration shall be signed by at least one of the persons representing the Applicant / Partner (s);
- 23.7. Privacy statement - as per template, Annex D5. The declaration shall be signed by at least one of the persons representing the Applicant / Partner (s);
- 23.8. Declaration of use of the purchased equipment in accordance as per template, Annex D6. The declaration shall be signed by at least one of the persons representing the Applicant / Partner (s);
- 23.9. Declaration of identity of the presented information in the application form and the budget in English and Bulgarian Annex D7. The declaration shall be signed by at least one of the persons representing the Applicant ;
- 23.10. Financing Declaration for organizations under the Non-Profit Legal Entities Act Annex D8. The declaration shall be signed by at least one of the persons representing the Partner (s) from the Republic of Bulgaria;
- 23.11. Where a partner is present Letter of intent for partnership establishment Annex D9 or a draft Partnership Agreement (D13) pursuant to Art. 6.4 of the Programme Agreement.;
- 23.12. Declaration for consultants involved in the preparation of the project proposal in accordance with item (k) of Art. 7.3 of the Regulation Annex D10.;
- 23.13. Experts profiles Annex D11.;
- 23.14. CVs of the project implementation team proposed by the applicant - team leader, project coordinator (s), and other experts, if applicable according to template Annex D12.;
- 23.15. Declaration under Act On Counteracting Corruption And On Seizure Of Illegally Acquired Property Annex D14;
- 23.16. Quality management and risk assessment plan Annex D15;



- 23.17. Schedule of the activities for Public Procurement Procurement awarding under the Public Procurement Act and Decree of the Council of Ministers No 118/2014 (in the EUMIS 2020 form);
- 23.18. Verified Statement of revenue and expenditures and Balance Sheets by the respective responsible persons - for the past three financial years ended from the date of publication of this Call - (2019, 2018, 2017);
- 23.19. Notarized power of attorney (an order for the public organizations) for authorization of person representing the Applicant (if applicable) in connection with the submission of the project proposal and the signing of the form with QES. In cases where the applicant is represented together by several individuals, the power of attorney is signed by each of them.;
- 23.20. Communication Plan (according to the requirements of the Regulation);
- 23.21. Financial Justification.

#### **24. Supporting Documents (if applicable)**

Supporting documents to be submitted by the applicant and the partner (s):

- A) Certificate of present status - issued no earlier than 3 months before the application deadline. Certificate (s) of present status of the Applicant / Partner (s) (if any) are not presented when the data in it/them are available through a public register or can be provided through direct and free access to the national databases of the Member States. In case of discrepancy between data in the respective register and data related to the present status of the Applicant / Partner (s) contained in the Application Form and its annexes submitted by the applicant, the Programme Operator may request the submission of a Certificate/s of present status of the Applicant / Partner (s) (if any), issued no earlier than 3 months before the application deadline.

Note: The documents referred to in point 24 item A) shall be submitted by the applicants and the partners established in the territory of the Republic of Bulgaria.

- Documents submitted by partners from donor countries Partner organizations from the Kingdom of Norway:
  - a) Register transcript, certifying the legal status and the main activities, executed by the organization – excerpt from the official register of Kingdom of Norway - Brønnøysundregisteret.
  - b) Certificate for present status – issued by the competent authority/institution in the Donor State
- Partner organizations from Iceland:
  - a) Certificate of Registration – issued by the Register of Enterprises - Skráasvið.



- Partner organizations from the Principality of Liechtenstein:
  - a) Registration transcript certifying the legal status and the main activities, executed by the organization – excerpt from the official register of Principality of Lichtenstein –Handelsregistrauszug

Documents submitted by partners from donor states available through public registers shall be verified ex officio.

Apart from the indicated above documents, the partner organization shall present also a document from which it is visible who is the legal representative of the organization in correspondence with the national legislation.

**For partner organizations coming from countries different than Bulgaria and the Donor States the documents have to be aligned with the relevant requirements for the partner organizations from Bulgaria.**

**IMPORTANT! The supporting documents shall be presented in Bulgarian from the side of the applicant and in English from the side of the partner from Donor States.**

**IMPORTANT! Each attached file shall be signed with electronic signature as all files shall be published in EUMIS 2020, Section 12 “Attached Electronically Submitted Documents” from the Application Form, fields “File” and “Signature”. Applicants shall number and put the name of the applied documents in Latin alphabet so that the content is understandable (for instance „1. D1\_Declaration\_acceptance of the terms and conditions\_en”) in order to facilitate the review of the documents when evaluating project proposals.**

## **25. Questions and Answers**

The applicants may ask questions by e-mail at the following email address: [eea@moew.government.bg](mailto:eea@moew.government.bg) or via the website of the Programme. The Programme operator will not respond to emails with questions without specifying the sender and organization. The questions and answers will be published on the Programme's website, part of the single information portal of the EEA FM for Bulgaria as well as in the EUMIS 2020. Questions may be asked no later than 21 days before the deadline for submitting project proposals. The Programme Operator shall answer the questions asked not later than 14 days before the closing date for submission of project proposals. The clarifications given on the Call shall not contain any opinion on the quality of the project proposal and shall be binding on all applicants.

## **26. Procedure and criteria for evaluation of project proposals**

The evaluation and selection of project proposals takes place in three stages:

- Administrative compliance and eligibility of Applicant/Partner (ACEA);
- Technical and Financial Assessment (TFA);
- Selection Committee (SC).



## 1. Administrative compliance and eligibility of Applicant/Partner

The evaluation assessment of administrative compliance and eligibility of a project shall be carried out by two experts, independently of each other. If there is a missing document and/or discrepancy found in the examination of the project proposals, the applicant shall be notified via EUMIS 2020 of the non-conformities/shortcomings found and a reasonable period of time for their removal shall be set, which may not be shorter than five working days, shall be set and shall be the same for all applicants in the procedure. The clarifications presented by the Applicants shall not lead to a qualitative improvement of the project proposal.

Communication with the applicants shall be done via EUMIS 2020 as a request for additional information shall be sent via the "Communication" module to the email address specified in the profile of the applicant. Based on the information received, the Selection Committee shall only edit this section of the form, where further information is necessary. The deadline for receiving further clarification from the Applicants may not be shorter than 5 working days.

The applicants may withdraw their project proposals from the assessment process by submitting a written application to the head of the Programme Operator, in such cases the examination of the withdrawn proposal shall be suspended.

When conducting the evaluation, the two experts shall independently fill out assessment sheets in EUMIS 2020 on the basis of criteria that are an integral part of this Call.

Based on the assessment of the administrative compliance and eligibility of the applicant/partner and the completed check-lists, a protocol shall be drawn up for the completed stage of administrative compliance and eligibility of the applicant/partner, together with a list of projects not admitted to the technical and financial evaluation and the reasons thereto. The list shall be published on the United Information Portal for EEA FM. The chairperson shall notify the rejected applicants by a separate notification to each of them via the Communication module in EUMIS 2020.

An applicant whose project proposal is included in the list of rejected projects may file a written objection to the head of the PO within one week of the notification. The head of the PO shall have a one week deadline to rule on the merits of the objections. If the Applicant's objection is justified, the PO may return the project proposal for examination at the stage of administrative compliance and eligibility of the applicant/partner. If the objection is rejected, the applicant may appeal the decision of the PO before the competent Bulgarian court.

## 2. Technical and Financial Assessment

Technical and financial Assessment(TFA) of the project proposal is a substantive project evaluation process, which shall be carried out in accordance with the assessment criteria described in the Application Guidelines to the relevant procedure.

The evaluation criteria shall not be subject to change during the course of the procedure.



Each application that meets the administrative and eligibility criteria shall be reviewed by two impartial experts appointed by the Programme Operator, at least one of which shall be independent of the Programme Operator and the Selection Committee. The experts shall separately score the project according to the selection criteria published with the call for proposals. For the purposes of ranking the projects, the average of the scores awarded by the experts shall be used. If the difference between the scores given by the two experts is more than 20% of the higher score, a third expert, who shall be impartial and independent of the Programme Operator and the Selection Committee, shall be commissioned by the Programme Operator to score the project independently. In such cases, the average score of the two closest scores shall be used for the ranking of the projects.

The stage shall end with a protocol containing the list of the ranked proposals.

### **3. Project Selection Committee**

The Programme Operator shall establish a Selection Committee. The Selection Committee shall consist of a Chairman and a secretary – representatives of the Programme Operator – without voting rights, and at least three voting members, including representatives of the Programme Operator. At least one of the voting members shall be external to the Programme Operator and its Partners. Representatives of the FMC, the National Focal Point and the DPP shall be invited to participate in the Selection Committee meetings as observers.

The Programme Operator shall provide the Selection Committee with a list of the ranked projects. The Selection Committee shall review the ranked list of projects. The decision of the Selection Committee shall be taken by consensus of all voting members. The Selection Committee may modify the ranking of the projects in justified cases, in accordance with objective and commonly agreed criteria related to the objectives of the programme. The justification for modifications shall be detailed in the minutes of the meeting of the Selection Committee. The minutes shall be signed by all members of the Selection Committee. The Chairman of the Selection Committee shall submit a report to the Programme Operator, including the list of the recommended projects, together with a reserve list, list of rejected project proposals and the reason for their rejection and a list of withdrawn projects.

The Head of the Programme Operator shall verify that the selection process has been conducted in accordance with the Regulation and that the recommendations from the Selection Committee comply with the rules and objectives of the programme. Following such verification, the Programme Operator shall, based on the decision of the Selection Committee, make a decision on which projects shall be supported. The Programme Operator may return the report to the Selection Committee requesting a repetition of the selection process in case of a violation of the procedure that can be remedied or not approved when there has been a serious violation of the procedure. The Programme Operator may modify the decision of the Selection Committee in justified cases announcing in its decision the reasons for the modification.



The Head of the PO shall notify the applicants for the results of the selection process within two weeks from the date of publication of the decision and shall announce the results. If the modification of the ranking of the projects by the Selection Committee results in a project's rejection, or if the Programme Operator modifies the decision of the Selection Committee, the Programme Operator shall inform the applicants affected and provide them with a justification for the modification.

#### Assessment of Administrative Compliance and Eligibility

##### Administrative criteria and eligibility criteria

Criteria	Yes	No	N/A	Checks
<b>Administrative Compliance Evaluation Criteria</b>				
1. The project proposal is submitted through the EUMIS 2020 system within the deadline for the submission of project proposals, as specified in the Call for project Proposals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form,</p> <p>According to Section II of the Call for Proposals, only project proposals submitted within the deadline are allowed to be evaluated at the stage of administrative compliance and eligibility. Under this Call project proposal submitted outside the deadline will be rejected and will not be considered.</p>
2. The application form is submitted electronically through the EUMIS 2020 system by the person, representing the applicant, or the person, authorized for the purpose of submitting the project proposal, and signed with the QES of the natural person, author or with the holder the legal entity applicant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Verification in relevant public registers.</p> <p><b>Actions:</b></p> <p>Check whether the qualified electronic signature for the submission of the project proposal is valid at the date of application and belongs to the holder and author – the natural person, who is the official representative of the applicant or with the holder of the applicant legal entity, in which case the author of the signature should be the official representative of the applicant.</p> <p>The Qualified Electronic Signature (QES) may also be with the holder and author - the</p>



				<p><i>authorized natural person or with the holder of the applicant legal entity, in which case the author of the signature should be the official representative of the applicant or the authorized natural person.</i></p> <p><i>The irregularities shall be eliminated by the applicant only once and the elimination should be done within the time limit set by the selection committee.</i></p> <p><i>Non-elimination of irregularities is a basis for rejection of the project proposal.</i></p>
3. All annexes to the project proposal are signed with the QES of the author – the natural person or the holder of the applicant legal entity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12 “Attached electronically signed documents”</p> <p><i>In case of a missing or irregular authorization document, it will be requested from the applicant.</i></p> <p><i>The power of attorney must be valid at the date of submission of the project proposal.</i></p> <p><i>The deficiencies shall be eliminated by applicant only once. Failure to submit the document, requested by the selection committee, within the set deadline or submission of a document that is irregular is basis for not allowing the project proposal to be admitted to the TFA and rejection of the project proposal.</i></p>



<p>4. A notarized power of attorney (order for public organizations) was presented to authorize a person, representing the Applicant (if applicable), in relation to submitting the project proposal and signing the form with a QES. In cases where the applicant is represented together by several individuals, the power of attorney shall be signed by each of them.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12 “Attached electronically signed documents”</p> <p><i>In case of a missing or irregular authorization document, it will be requested from the applicant.</i></p> <p><i>The power of attorney must be valid at the date of submission of the project proposal.</i></p> <p><i>The deficiencies shall be eliminated by applicant only once. Failure to submit the document, requested by the selection committee, within the set deadline or submission of a document that is irregular is basis for not allowing the project proposal to be admitted to the TFA and rejection of the project proposal.</i></p>
<p>5. The application form is filled out in accordance with the instructions, given in the Call for Proposals, the electronic application form, and the requirements of the EUMIS 2020, with all the required documents attached to the application form and signed according to the requirements of the Call.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12 “Attached electronically signed documents”</p> <p><i>An electronic application form and its annexes are available.</i></p> <p><i>In case of missing documents or ascertained missing information, these will be requested from the Applicant.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is basis for not allowing the project proposal to be admitted to the TFA and its rejection.</i></p>



<p>6. The application form, the budget and all the declarations are submitted in Bulgarian and English, according to the Call for Proposals..</p>			<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12 “Attached electronically signed documents”</p> <p><i>In case of missing documents or ascertained missing information, these will be requested from the Applicant.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is basis for not allowing the project proposal to be admitted to the TFA and its rejection.</i></p>
<p>7. The text of the application form, the budget and all the declarations is identical in Bulgarian and English.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12 “Attached electronically signed documents”</p> <p><i>In case of non-compliance, the same will be required for correction by the Applicant.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is basis for not allowing the project proposal to be admitted to the TFA and its rejection.</i></p>
<p>8. A Court decision for registration is submitted - copy certified by the applicant / partner's with stamp and the text " Certified true copy "</p>			<p><b>Source of information:</b> EUMIS 2020, Application form, the document/s shall be scanned and attached in Section 12 “Attached electronically signed documents” of the Application form /Ex officio check in public registers, including the registers pointed on p. 36 and p. 37 of the Application Guidelines.</p> <p><b>Actions:</b> These documents have to be submitted by the applicant and the partners from Bulgaria or donor states that participate in the procedure.</p> <p><i>If deficiencies are found, the commission will</i></p>



				<p><i>request the candidate to eliminate the deficiencies.</i></p> <p><i>Deficiencies shall be eliminated by the applicant only once, such as the removal should take place within the time limit set by the selection committee.</i></p> <p><i>Non-elimination of deficiencies is basis for rejection of the project proposal.</i></p>
<p>9. Document for present status of the applicant / partner is presented, if applicable.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><i>Source of information: EUMIS 2020. Section 12 Attached electronically signed documents /Ex officio check in public registers as well as the pointed registers on p.36 and p. 37 of the Application Guidelines.</i></p> <p><i>Actions: The document is scanned and attached in Section 12 of the Application Form.</i></p> <p><i>Certificate (s) for the present status of the applicant / partner (s) (if any) is/are not presented when the data in it/them are available through a public register or can be provided through direct and free access to national databases of the Donor States.</i></p> <p><i>In case the applicant is registered under the Act on the Commercial Register and the Non-Profit Legal Entities Register, this circumstance shall be verified ex officio according to Art. 23, para. 6 of the Act on the Commercial Register.</i></p> <p><i>In case of discrepancy between data in the respective register and data related to the current status of the applicant / partner (s) contained in the application form submitted by the applicant and its annexes, the Programme Operator may request the submission of a Certificate (s) on the present status of the applicant / partner (s) (if any) issued no earlier than 3 months before the application deadline.</i></p>



			<p><i>If deficiencies are found, the commission will request the candidate to eliminate the deficiencies.</i></p> <p><i>The deficiencies shall be eliminated by the applicant only once and the elimination should be done within the time limit set by the selection committee.</i></p> <p><i>Non-elimination of deficiencies is base for rejection of the project proposal.</i></p>
<p>10. Certified Statement of revenue and expenditures and Balance are presented by the respective responsible persons – for the last three financial years since the date of publication of the present Call – (2019, 2018, 2017) or an access link is provided if the data is available on a public register/website.</p> <p><i>The document(s) shall not be submitted when the data from it/them is available through a free online public register.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020. Section 12 Attached electronically signed documents</p> <p><i>In case the mentioned documents have been disclosed in the Non-profit Legal Entities Register at the date of application and are in an identical format to the one in which they were submitted to the NSI, this circumstance shall be verified ex officio in accordance with Art. 23, para. 6 of the Act on the Commercial Register and the Non-profit Legal Entities Register.</i></p> <p><i>In case the same aforementioned has not been published in a free public registry the Statement of revenue and expenditures shall be required.</i></p> <p><i>If deficiencies are found, the commission will request the candidate to eliminate the deficiencies.</i></p> <p><i>The deficiencies shall be eliminated by the applicant only once and the elimination should be done within the time limit set by the selection committee.</i></p> <p><i>Non-elimination of deficiencies is base for rejection of the project proposal.</i></p>



11. A Communication plan for the project proposal is presented in Bulgarian and English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12: Attached electronically signed documents</p> <p><i>In case of missing documents or ascertained missing information, these will be requested from the Applicant.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is grounds for not allowing the project proposal to be admitted to the TFA and rejected.</i></p>
12. A letter of intent to form a partnership or draft partnership agreement or have been submitted in accordance with Art. 6.4 of the Programme Agreement in the presence of project partners in Bulgarian and English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12: Attached electronically signed documents</p> <p><i>In case of missing documents or ascertained missing information, these will be requested from the Applicant.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is grounds for not allowing the project proposal to be admitted to the TFA and rejected.</i></p>
13. The CVs of the project management and implementation team are presented in Bulgarian and English according to the provided template.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12: Attached electronically signed documents</p> <p><i>In case of missing documents or ascertained missing information, these will be requested from the Applicant.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is grounds for not allowing the project proposal to be admitted to the TFA and rejected.</i></p>



14. A Project Quality Management Plan and risk assessment of the project implementation have been provided in Bulgarian and English.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12: Attached electronically signed documents</p> <p><i>In case of missing documents or ascertained missing information, these will be requested from the Applicant.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is grounds for not allowing the project proposal to be admitted to the TFA and rejected.</i></p>
15. A schedule for subcontracting of activities according to the Public Procurement Law and/or Decree No. 118/2014 is completed according to the Bulgarian and English model in the EUMIS 2020. The requirements of Art. 21 para. 15 and 16 of the PPA are met.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 18: Public Procurement</p> <p><i>In case of missing documents or ascertained missing information, these will be requested from the Applicant.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is grounds for not allowing the project proposal to be admitted to the TFA and rejected.</i></p>
16. Single cost Financial Justification of all costs included in the budget of the project proposal				<p><b>Source of information:</b> EUMIS 2020, Application form</p> <p><i>If deficiencies are found, the commission will request the candidate to eliminate the deficiencies.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is grounds for not allowing the project proposal to be admitted to the TFA and rejected.</i></p>



17. Evidence of unit price values for all projected costs included in the budget of the project proposal is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12: Attached electronically signed documents</p> <p><i>In case of missing documents or ascertained missing information, these will be requested from the Applicant.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is grounds for not allowing the project proposal to be admitted to the TFA and rejected.</i></p>
18. The up-to-date templates of the documents provided by the Programme operatore are presented and their structure and contents have not been changed				<p><b>Source of information:</b> EUMIS 2020, Application form</p> <p><i>In case of established irregularities the Committee will require the removal of the irregularities.</i></p> <p><i>Failure to submit the information and documents, required by the selection committee within the specified timeframe or the submission of irregular documents, is grounds for not allowing the project proposal to be admitted to the TFA and rejected</i></p>
<b>Eligibility criteria</b>				
19. The Applicant and (where applicable) any (all) partner(s) shall be eligible Applicant/Partner as required by this Call and shall have been established as a legal entity in Bulgaria or in one of the Donor States or in a country that is outside the European Economic Area and which has a common border with the Republic of Bulgaria, or other Beneficiary States, or another international organization or its body, or an	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 2 "Data of the applicant"; /Ex officio check in public registers.</p> <p><b>Actions:</b></p> <p><i>If the applicant/partner is not eligible under the Call, the project proposal is not admitted to TFA and rejected.</i></p>



agency that is actively involved in and effectively contributes to the implementation of the project.				
20. The information, provided in the Declaration of De-minimis and State Aid (Annex D2) on the de minimis aid, received in the previous two years and the current budget year, indicates that the applicant/partner(s) is/are entitled to receive de minimis aid that will not exceed the eligible maximum amount, according to Art. 3 of Regulation 1407/2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12: Attached electronically signed documents, Applicant's de minimis and State Aid Statement (if applicable)/Partner (if any) and Application Form, Section 5: Budget. /Ex officio check in public registers, minimis.minfin.bg and Commercial register/ Apis/Ciela or others.</p> <p><b>Actions:</b></p> <p>If the applicant/partner(s) has/have already received the maximum amount of eligible de minimis aid, the project proposal is not eligible for TFA.</p> <p>If the applicant/partner(s) has/have received de minimis amount of aid, which, together with the budget, foreseen under the project proposal, will exceed EUR 200,000 over a period of three budgetary years, the proposal shall not be admitted to TFA and rejected.</p>
21. The Declaration of De-minimis and State Aid (Annex D2) on the de minimis aid, received in the previous two years and the current budget year, indicates that the <b>applicant/partner(s) and the undertakings with which they form a "single undertaking"</b> <sup>3</sup> within the	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 12: Attached electronically signed documents, Applicant's de minimis and State Aid Statement (if applicable)/Partner (if any) and Application Form, Section 5: Budget. /Ex officio check in public registers.</p> <p>If the applicant/partner(s) and the</p>

<sup>3</sup> Note: A 'Single undertaking', within the meaning of Article 2 (2) of Regulation (EU) No 1407/2013, includes all enterprises having at least one of the following relationships with each other:

- (a) one enterprise has a majority of the shareholders' or members' voting rights in another enterprise;
- (b) one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise;
- (c) one enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum or articles of association;



meaning of Art. 2, para. 2 of Regulation (EU) No 1407/2013 have received minimum grants for the last three budget years which do not exceed the BGN equivalent of EUR 200 000.				<p><i>undertakings with which they form a "single undertaking" within the meaning of Art. 2, para. 2 of Regulation (EU) No 1407/2013 has/have already received the maximum amount of eligible minimum aid, the project proposal is not eligible for TFA.</i></p> <p><i>If the applicant/partner(s) and the undertakings with which they form a "single undertaking" within the meaning of Art. 2, para. 2 of Regulation (EU) No 1407/2013 has/have received amount of de minimis aid, which, together with the budget, foreseen under the project proposal, will exceed EUR 200,000 over a period of three budgetary years, the proposal shall not be admitted to TFA and rejected.</i></p>
22. If the applicant has submitted more than one project proposals, is that the first one?				<p><b>Source of information:</b> EUMIS 2020.</p> <p><b>Actions:</b></p> <p><i>In case the applicant has submitted more than one project proposal under this Call (Note: Each applicant is entitled to submit only one project proposal under this Call.) Only the first project proposal will be allowed for evaluation. , and the second and / or subsequent project proposals are dropped.</i></p> <p><i>If the applicant/partner(s) and the undertakings with which they form a "single undertaking" within the meaning of Art. 2, para. 2 of Regulation (EU) No 1407/2013 have submitted more than one project proposal under this Call (Note: Each applicant and the undertakings with which he/she forms a "single undertaking" within the meaning of Art. 2, para. 2 of Regulation (EU) No 1407/2013 is entitled to submit only one project proposal under this Call), only the first</i></p>

(d) one enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders' or members' voting rights in that enterprise.



				<i>submitted project proposal will be allowed for evaluation.</i>
23. The applicant is not a partner in more than two project proposals.				<p><b>Source of information:</b> EUMIS 2020.</p> <p><b>Actions:</b></p> <p><i>If the applicant is a partner in more than two project proposals under this Call (Note: Each applicant is eligible to participate as a partner in only two project proposals under this Call), the first two project proposals where the applicant is a partner will be allowed for evaluation and the third and / or subsequent project proposals of the applicant as a partner are dropped.</i></p>
24. The project proposal sets the objective(s) of the project in accordance with the objective of the procedure, set out in the Call	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form</p> <p><b>Action:</b></p> <p><i>If the stated objective(s) of the project proposal is/are not in line with the purpose of the procedure, set out in the Call, the project proposal is not admitted to TFA .</i></p>
25. The indicators that will be implemented through the project proposal correspond to those, indicated in the Call.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 8: Indicators</p> <p><b>Action:</b></p> <p><i>Verify that the indicators, set out in the project proposal, meet those, set out in the Call.</i></p> <p><i>If the indicators in the project proposal do not correspond to all indicators, described in this Call, the project proposal is not admitted to the TFA.</i></p>
26. The main activities in the project proposal are eligible under the Call.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 7: Implementation plan/Project activities</p> <p><b>Actions:</b> <i>Verify that the activities, foreseen in the Project Proposal, are admissible,</i></p>



				according to the eligible activities, described in the Call. The description of the activities of the Application Form must be in fulfillment of the minimum required or more of the eligible activities under the Call. If the activities in the project proposal do not meet those, described in the present Call, the project proposal is not admitted to the TFA.
27. The maximum and minimum amounts of the claimed grant have been complied with requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 5: Budget</p> <p><b>Actions:</b> If the project proposal does not meet the maximum and minimum grant requirements, the project proposal is not admitted to the TFA and rejected.</p>
28. The maximum eligible budgetary limits for management expenditure have been complied with (Activity 1); unforeseen and indirect costs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 5: Budget</p> <p><b>Actions:</b> In case the project proposal does not meet the requirement for maximum amount of budget limits, the project proposal is not admitted to the TFA.</p>
29. The duration for the implementation of the project proposal is in accordance with the requirements of point 13 of the Call for proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 1: General data, Section 7: Implementation plan/Project activities</p> <p><b>Actions:</b> If the duration of the project, laid down in Section 7: Implementation plan/Project activities, of the Application Form, is less than the required 12 months or exceeds the maximum allowed 24 months set in the Call, the project proposal shall not be admitted to the TFA.</p> <p>In the event of a discrepancy between the information on the duration of the project, referred to in Section 1: General data, and Section 7: Implementation plan/Project activities, of the Application Form, the information, provided in Section 7 shall be considered correct and the duration in Section 1 will be adjusted accordingly with the one in Section 7 of the AF.</p>



30. The project proposal is aimed at least one eligible target group according to the Call.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Source of information:</b> EUMIS 2020, Application form, Section 7: Implementation plan/Project activities, and Section 11: Supplementary information, required of the assessment of the project proposal, "Target groups" field</p> <p><b>Action:</b> In case the project proposal does not target at least one eligible target group under the Call, the project proposal is not admitted to the TFA.</p>
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If the above questions cannot be answered in the affirmative, the project shall be proposed for rejection. If justification is requested, it will only be taken into account in so far as it does not modify the project proposal.

### Technical and financial assessment

The "Technical and Financial Assessment" (TFA) is a substantive evaluation of project proposals, which includes the following criteria:

1. Capacity of the applicant and the partner(s)
2. Presence of a partnership on the project
3. Relevance and justification
4. Activities and implementation method
5. Sustainability of project results
6. Financial assessment

Each criterion includes several sub-criteria. The evaluation of the project proposal by a certain criterion is calculated as the sum of the points, obtained by the relevant sub-criteria. The maximum number of points a project proposal can attain is 100. In order to suggest a project proposal to be funded, the total final score at the TFA stage must be equal to or higher than 50 points.

If the total number of points attained for the "Relevance and justification" criterion is less than 10 points, the Selection committee shall submit the project proposal for rejection.

If subcriteria 6 the applicant receive "0" points the selection committee proposes the project proposal for rejection.

If, under sub-criteria 9 from "Relevance and justification" the applicant receives 0 points, the Selection committee proposes the project proposal for rejection.



If the total number of points, attained for the criterion "Activities and implementation method" is less than 17 points, the Selection committee shall submit the project proposal for rejection.

If the total number of points, received for the criterion "Capacity of the applicant and the partner(s)" and/or "Financial assessment" is 0 points, the Selection committee shall submit the project proposal for rejection.

If the total number of points awarded under the criteria of "Presence of a project partnership" " is less than 5 points, the selection committee proposes the project proposal for rejection.

If two or more project proposals have the same total final score, they will be ranked in descending order by the following criteria and in the indicated order:

- Higher goal values of the indicators;
- Larger number of partners;
- Presence/number of partners from the donor states.

	Criteria	Points	Source of information
<b>I</b>	<b>Capacity of the applicant and its partner/s</b>	<b>11</b>	
1.	The Applicant and partner(s), (if any), together or separately have experience in the implementation of activities under the environmental protection and have implemented 2 or more projects.	5	<u>Source of information:</u> EUMIS 2020, Application form
	The Applicant and the partner(s), (if any), together or separately have 1 previously implemented project.	2	
	The applicant and partner(s) (if any), have no previously implemented projects.	0	
2.	The applicant and / or partner (s) (if any) have sufficient project management capacity. The presence of the following components shall be taken into account: - equipment, technical equipment, office; - the applicant and / or partner(s) have a management team with the necessary professional experience for project management.		<u>Source of information:</u> EUMIS 2020, Application form  Section 12: Attached electronically signed documents “
	Both of the above components are present	4	
	At least one of the above components have been	2	



	Criteria	Points	Source of information
	completed.		
	None of the above components are present.	0	
3.	<p>The applicant has described that he/she has the necessary financial resources to carry out the project activities and the financial capacity is evaluated according to:</p> <ul style="list-style-type: none"> <li>- Attached Balance Sheet and Statement of revenue and expenditures for the last three financial years ending from the date of publication of this invitation - for the Bulgarian partners</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>- Relevant accounting document, regulated by the International or National Accounting Standards of the respective Member State, for the current year - applicable to foreign partners.</li> </ul>	2	<p><u>Source of information:</u> EUMIS 2020, Application form</p> <p>Section 12: Attached electronically signed documents “</p>
	The applicant did not describe that he/she has the necessary financial resources to carry out the project activities.	0	
<b>II</b>	<b>Presence of partnerships under the project</b>	<b>10</b>	
4.	The implementation of the project activities is planned to be carried out with 2 (two) or more partners that are educational institutions (schools or kindergardens).	5	<u>Source of information:</u> EUMIS 2020, Application form
	The implementation of the project activities is planned to be carried out with 1 (one) partner that is educational institution (school and kindergarden).	2	
	The implementation of the project activities is planned to be carried out without partners that are educational institutions (schools or kindergardens).	0	
5.	The responsibilities of the applicant and the partner/partners (if any) in the implementation of the project are defined explicitly and in detail in the project	5	<u>Source of information:</u> EUMIS 2020, Application form



	Criteria	Points	Source of information
	proposal as well as the participation of each of them (functions in the implementation and engagement in achieving the results) in the separate activities of the project proposal.		
	The specific responsibilities between the applicant and the partner / partners (is any) in the implementation of the project are not defined in detail in the project proposal.	3	
	No responsibilities of the applicant and/or partner/partners in the implementation of the project are defined in the project proposal.	0	
<b>III</b>	<b>Relevance and justification</b>	<b>20</b>	
6.	The applicant has provided for the development of educational programmes and the implementation of minimum 5 (five) different educational campaigns with minimum 200 participants, including awareness rising campaigns in at least 5 (five) different schools or kindergardens.	5	<u>Source of information:</u> EUMIS 2020, Application form
	The applicant has provided for the development of educational programmes and the implementation of minimum 4 (four) different educational campaigns with minimum 150 participants, including awareness rising campaigns in at least 4 (four) different schools or kindergardens.	2	
	The applicant has provided for the development of educational programmes and the implementation of less than 4 (four) different educational campaigns with less than 150 participants, including awareness rising campaigns less than 4 (four) different schools or kindergardens. .	0	For “0” points under this criterion, the selection committee proposes the project proposal for rejection.
7.	The planned activities under the project proposal are addressed to the implementation of the measure/s of the National Adaptation strategy and Action Plan,	5	<u>Source of information:</u> EUMIS 2020, Application form



	Criteria	Points	Source of information
	which is clearly* described, as well as the mechanism for their implementation.		
	The planned activities under the project proposal are addressed to the implementation of the measure/s of the National Adaptation strategy and Action Plan but it is not described clearly* or the mechanism for their implementation is not described.	2	
	The planned activities under the project proposal are addressed to the implementation of the measure/s of the National Adaptation strategy and Action Plan, but it is not described clearly* and the mechanism for their implementation is not described.	0	
8.	The project stakeholders identified by the applicant are clearly* described and quantifiable.	4	<u>Source of information:</u> EUMIS 2020, Application form
	The project stakeholders identified by the applicant are clearly described but not quantifiable.	2	
	The project stakeholders identified by the applicant are not clearly described and not quantifiable.	0	
9.	Does the project proposal have clearly* defined outcomes?  The following criteria are taken into account:  - The expected outcomes are clearly* defined and objectively measurable;  - The aim of the outcomes is directly to achieve the project indicators;  - It is clear* from the the project proposal how the expected outcomes for each individual activity contribute to the achievement of the specific objectives of the project.		<u>Source of information:</u> EUMIS 2020, Application form  For “0” points under this criterion, the selection committee proposes the project proposal for rejection.
	All the above criteria are met.	6	



	Criteria	Points	Source of information
	One of the above criteria is not met.	4	
	Two of the above criteria are met.	2	
	None of the above criteria is met.	0	
<b>IV</b>	<b>Activities and implementation method</b>	<b>39</b>	
10.	The activities, planned in the project proposal, are clearly* described and from the description, the interrelation between purpose, activity, expected result, and indicator(s) can be traced.	6	<u>Source of information:</u> EUMIS 2020, Application form
	The activities, planned in the project proposal, are not sufficiently clear* described <u>or</u> the interrelation between the objectives, activity, expected result, and impact cannot be traced from the description.	2	
	The activities, planned in the project proposal, are not sufficiently clear* described and the interrelation between purpose, activity, expected results, and impact cannot be traced from the description.	0	
11.	The activities included in the project proposal, in addition to the minimum required under the call for proposals, also include additional activities that build on and add value to the expected project results.	10	<u>Source of information:</u> EUMIS 2020, Application form
	The project proposal contains all the minimum required activities according to the Call.	5	
12.	The project will implement good practices from Donor States by involvement Partner(s) from the Donor states.	5	
	The project will not implement good practices from Donor States by involvement Partner(s) from the Donor states.	0	
13.	The timeframe for implementation of the project activities is realistic, with clear continuance and duration of project activities.	4	<u>Source of information:</u> EUMIS 2020, Application form
	The timeframe for the implementation of the project activities is not well presented, but the planned project	2	



	Criteria	Points	Source of information
	activities can be implemented.		
	The timeframe for the implementation of the project activities carries the risk for the full implementation of the project activities.	0	
14.	The planned project activities in the Communication Plan ensure widespread publicity and dissemination of results between the target groups.	4	<u>Source of information:</u> EUMIS, Application form, Section 12 “Attached electronically signed documents” Communicatoin Plan
	The planned project activities in the Communication Plan do not ensure widespread publicity and dissemination of results between the target groups.	0	
15.	The Communication Plan includes more than the minimum required communication activities according to Annex 3 of the Regulation.	4	<u>Source of information:</u> EUMIS, Application form, Section 12 “Attached electronically signed documents” Communicatoin Plan
	The Communication Plan includes the minimum required communication activities according to Annex 3 of the Regulation.	2	
	The Communication Plan does not include the minimum required communication activities according to Annex 3 of the Regulation.	0	
16.	The applicant has provided a description of potential risks (e.g. delays, budgets, conflicts, etc.) and has presented risk management measures.	4	<u>Source of information:</u> EUMIS 2020, Application form Section 12: Attached electronically signed documents
	The applicant has provided a description of potential risks (e.g. delays, budgets, conflicts, etc.) but did not provide any risk management measures.	2	
	The applicant has not provided a description of potential risks (e.g. delays, budget, conflicts, etc.).	0	



	Criteria	Points	Source of information
17.	The submitted Quality management plan and risk assessment contains quality management measures, such as compliance with legal provisions in the implementation of activities and reporting of information and results relevant to the Call for Proposals.	2	<u>Source of information:</u> EUMIS, Application form  Section 12: Attached electronically signed documents
	The submitted Quality management plan and risk assessment does not contain any quality management measures, such as compliance with legal provisions in the implementation of the activities and reporting of information and results relevant to the Call for Proposals.	0	
<b>V</b>	<b>Sustainability of project results</b>	<b>10</b>	
18.	The project proposal creates result (s) that will be multiplied, and the mechanisms that will multiply the experience and results of the project are described.	4	<u>Source of information:</u> EUMIS, Application form
	The project proposal does not create a result (s) to be multiplied and / or the mechanisms that will multiply the experience and results of the project are not described.	0	
19.	The applicant has described how it will ensure the <b>financial and institutional sustainability</b> of the project activities / results after its formal completion and has clearly outlined the measures to be taken.	4	<u>Source of information:</u> EUMIS, Application form
	The applicant has described how it will ensure the <b>financial sustainability</b> of the project activities / results after its formal completion, but there is no description of measures to ensure institutional sustainability.	2	
	The Applicant has described how it will ensure <b>institutional sustainability</b> of the project activities / results after its formal completion, but there is no description of the measures to ensure financial sustainability.	2	



	Criteria	Points	Source of information
	The Applicant has not described how it will ensure <b>financial and institutional sustainability</b> of the project activities / results after its formal completion	0	
20.	The applicant has described how the implementation of the project complements and / or upgrades other projects / measures for climate change mitigation and/or adaptation.	2	<u>Source of information:</u> EUMIS, Application form
	The Applicant did not describe how the implementation of the project complements and / or upgrades other projects / measures for climate change mitigation and/or adaptation.	0	
<b>VI</b>	<b>Financial assessment</b>	<b>10</b>	
21.	If the project proposal meets several of the criteria below, the points for each of them are added together	10	<u>Source of information:</u> EUMIS, Application form, Section 12: Attached electronically signed documents, Financial justification
	The budget is detailed with the necessary arguments and justification	2	
	The budgeted costs meet all of the following criteria: <ul style="list-style-type: none"> <li>• pledged to be spent during the eligibility period;</li> <li>• related to the objectives of the project;</li> <li>• proportional;</li> <li>• necessary for the implementation of the project;</li> <li>• aim only at achieving the objectives of the project in a manner consistent with the principles of economy, efficiency, effectiveness;</li> <li>• meet the requirements for applicable tax and social law</li> </ul>	2	
	There is a correspondence and a logical link between	1	



	Criteria	Points	Source of information
	activities and costs, and all costs are fully consistent with the activities envisaged for their implementation		
	The estimated costs lead to the timely, quantitative and qualitative implementation of the planned activities and the achievement of the expected project results.	1	
	The set percentage limits for the types of project costs are respected when budgeting.	1	
	The pledged values are planned in accordance with the costs foreseen by activities.	1	
	All set costs are eligible (in accordance with Chapter 8 of the Regulation).	1	
	Costs for information and publicity are foreseen under the Regulation and the Information and Publicity Guidelines.	1	

\* "Clear" is the description of the activities when:

- they are unambiguously formulated - no interpretation is required, no contradictions or factual errors are admitted in their description; and;
- are described in a way they can be individually identified among the other activities envisaged, and;
- their description contains the output of their implementation. The activities are not clearly described if the end result indicated in the description could not be achieved.

The selection committee may adjust a project proposal's budget of in case the evaluation reveals:

1. The presence of ineligible activities and / or costs;
2. Discrepancy between the planned activities and the types of set costs;
3. Cost Duplication;
4. Non-compliance with the rules or restrictions laid down in the Call regarding the set interest rates / cost thresholds.

In case the project proposal is ranked for funding, at the contracting stage the applicant will be informed about the adjustments made by the project selection committee. The applicant may refuse to conclude the contract or accept the adjustments.



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In case of refusal to conclude a contract, the next ranked candidate is considered.

Adjustments will only be made to Applicants whose project proposals have received a score of 50 points or more.

## **27. Objection and Appeal**

An applicant whose project proposal is included in the list of rejected projects for the relevant stage (ACE and TFA) may file a written objection to the head of the PO within one week of the notification. The head of the PO shall have a one week deadline to rule on the merits of the objections.

Objection may be filed through EUMIS 2020 to the Head of PO within one week of notification. New documents that were not part of the initial project proposal may not be submitted with the submission of the objection. The head of the PO shall rule on the merits of the objection within one week of receipt. If the Applicant's objection is justified, the Head of PO may return the project proposal for examination at the relevant stage where it was rejected. If the objection is rejected, the applicant may appeal the decision of the PO before the competent Bulgarian court. The message shall be deemed to have been received by the applicant by sending it in EUMIS 2020.

## **28. Contract Concluding Procedure**

A Project contract (PC) shall be signed between the PO and the Project promoter for each approved project.

PC shall set out the terms and conditions for granting the grant, as well as the roles and responsibilities of the parties. It shall ensure that in the implementation of the project, the Project promotery will comply with the requirements of the documents forming the legal framework of the EEA FM 2014-2021.

PC shall explicitly refer to the Programme Agreement, and the Regulation and, as a minimum, contains clauses on:

- Reporting that will allow the PO to fulfil their reporting obligations to the FMC and the NFP;
- Maximum amount of the grant in EUR and maximum grant rate of eligible project costs;
- Applicable state regime / de minimis aid and amount of the aid provided;
- Costs eligibility;
- Maximum amount of indirect costs;
- Initial and final date of expense eligibility;
- Project modification;



- Provision upon request of immediate and unhindered access for the purposes of monitoring and audits up to 5 years after the end of the project;
- Compliance with publicity obligations;
- PO's right to terminate payments and to claim reimbursement of paid amounts from the Project promoter if such a decision is made by FMC, PO or NFP;
- Settling disputes and jurisdiction;
- Detailed budget with breakdown of cost per item and unit costs;
- Payment method;
- Schedule of payments;
- Reference to a partnership agreement or declaration of intent to partner;
- Intellectual property rights for projects involving research.

An integral part of the PC are the following Annexes:

- Approved project proposal and attached project budget, implementation plan and subcontracting plan, and risk reduction plan;
- Signed Partnership Agreement;
- Declarations;
- Assistance Mode, Administrator Information, Reason for Provision, i.e. COMMISSION REGULATION 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid and the resulting obligations on the recipient of aid in respect of declaring that other aid is de minimis covered by Regulation 1407/2013 or other de minimis regulations received in the respective budget year and in the two preceding budget years when applying for other funding.

### ***29. List of documents to be submitted before the Contract conclusion***

1. Declaration of Irregularities (by Applicant and Partners (s) – Annex D4);
2. Partnership Agreement, as per template, Annex D 13 (only if a project partner is present);
3. Declaration of access of the Project promoter's manager to EUMIS 2020, as per template, Annex D3 (from Application documents);
4. Declaration for determining the skills and competencies of the team for the implementation of the project activities, as per template, Annex D11;
5. Additional supporting documents at the time of signing the contract (if required upon PO's request).
6. Declaration of De minimis and State Aid for the Applicant and the Partner – as per



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template of Annex D2.

In case of changes incurred in the declared circumstances at the stage of submission of the project proposal by the applicant, the applicant / partner needs to re-submit the declarations requested at the application stage.

### **30. Bilateral Relations Fund**

The objective of BRF (Bilateral Relations Fund) is to provide financial support for the implementation of activities and initiatives in partnership between eligible beneficiaries from Bulgaria and the donor countries, in accordance with Art. 4.1 of the Regulations.

Pursuant to Art. 8.8 of the Regulation, eligible actions for financing under the Bilateral Relations Fund are:

- Activities aiming at strengthening bilateral relations between the Donor States and the Beneficiary States;
- 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;
- 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;
- activities aiming at strengthening cooperation and exchanging experiences and best practices between the Programme Operators and similar entities within the Beneficiary States and Donor States, as well as international organisations, provided that at least one entity within the Donor States is involved in the activity.
- In certain cases, POs may approve the use of a "total amount" for mission expenses (travel, subsistence and accommodation costs incurred by foreign partners), respecting the principle of proportionality. For the costs incurred by the beneficiary and/or partners registered in the territory of the country, the national legislation shall apply;
- Eligible costs under the Bilateral Relations Fund are for travel, overnight stays, meals, daily subsistence, hiring of halls, translation and other costs necessary to ensure the performance of the partner activities.

The scheme for supporting travels under the Environment Protection and Climate Change Programme under the Bilateral Relations Fund shall be open for the entire period of Programme implementation or until the defined budget for the Bilateral Relations Fund is exhausted. More information on participating in the Call for Bilateral Initiatives can be found at <https://www.eeagrants.bg/programi/okolna-sreda>



### **31. Additional Information**

Regulatory Documents of the Programme and EEA FM:

<https://www.eeagrants.bg/dokumenti/normativni-dokumenti>

EEA Financial Mechanism Website: <http://www.eeagrants.org/>

Ministry of Environment and Water Website : [www.moew.government.bg](http://www.moew.government.bg)

Website for EU funds, including EEA information: [www.eufunds.bg](http://www.eufunds.bg)

Programme Website: <https://www.eeagrants.bg/programi/okolna-sreda/novini>

Website of Norwegian Environment Agency - [www.environmentagency.no](http://www.environmentagency.no)

### **32. Legal Framework**

The programme shall be implemented in compliance with the following regulations and rules:

- Agreement between the European Union and Iceland, the Principality of Liechtenstein and the Kingdom of Norway on the EEA FM 2014-2021;
- Protocol 38C on the EEA Financial Mechanism 2014-2021 to the Agreement between the European Union, Iceland, the Principality of Liechtenstein and the Kingdom of Norway on the Financial Mechanism of the EEA 2014-2021;
- Regulation on the Implementation of the EEA Financial Mechanism 2014-2021;
- Memorandum of understanding on the Implementation of the EEA Financial Mechanism 2014-2021;
- Ratification Act of the Memorandum of Understanding on the Implementation of the European Economic Area Financial Mechanism 2014-2021 between the Republic of Bulgaria and the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway;
- Programme Agreement under the EPCC Programme, signed between the FMC and the NFP;
- Agreement on the Implementation of the Bilateral Relations Fund and the FMO Guidelines on Bilateral Relations;
- All rules and guidelines adopted by donors in accordance with the Regulation, incl. for publicity, bilateral relations, project selection, etc., published on the EEA Financial Mechanism website, [www.eeagrants.org](http://www.eeagrants.org), in [Guidelines, Mandates and Strategy](#) section;



- Additional information submitted by the OP and approved by the FMC/NMFA [Norwegian Ministry of Foreign Affairs] as part of the approval process of the Programme Agreement;
- Systems for management and control of the implementation of the European Economic Area Financial Mechanism and the Norwegian Financial Mechanism (2014-2021) for Bulgaria;
- Guidelines for determining the financial corrections to be made by the European Commission against expenditure financed by the EU under the principle of shared management for non-compliance with the public procurement rules approved by Decision C (2019) 3452 of 14.05.2019;
- EC EU Climate and Energy Legislative Package including Directive 2009/29/EC amending Directive 2003/87/EC as to improve and extend the greenhouse gas emission allowance trading scheme of the Community; Decision 406/2009/EC on the effort of Member States to reduce their greenhouse gas emissions to meet the Community's greenhouse gas emission reduction commitments up to 2020; Directive 2009/28/EC on the promotion of the use of energy from renewable sources; Directive 2009/31/EC of the European Parliament and of the Council on the geological storage of carbon dioxide; Directive 2009/30/EC amending the Fuel Quality Directive and introducing a mechanism to monitor and reduce fuel gas emissions; Regulation (EC) 433/2009 setting emission standards for new passenger cars;
- Environmental Protection Act;
- Climate Change Mitigation Act;
- Energy Strategy until 2020 of Bulgaria;
- Pre-school and School Education Act and all applicable regulatory documents;
- National Adaptation strategy and Action Plan;
- National legislation of the Republic of Bulgaria in the field of public procurement, contractual relations, ownership, settlement of civil disputes, accounting, including but not limited to:
- Administration Act (AA);
- Value Added Tax Act and Regulations for Implementing the Value Added Tax Act;
- State Aid Act and Rules for Application of the State Aid Act;
- Civil Servant Act;
- Public Procurement Act and Regulations for Implementation of the Public Procurement Act;
- Act On Counteracting Corruption And On Seizure Of Illegally Acquired Property;



- Public Finance Act;
- Accountancy Act;
- Act on Financial Management and Control in the Public Sector;
- Act on Internal Audit in the Public Sector;
- National accounting standards applicable to budget organizations;
- Chart of budget organizations;
- Guidelines of the National Fund Directorate at the Ministry of Finance on the organization of the accounting process of the programme operators and standard accounting entries for the accounting events resulting from the financial management of the programmes financed by the EEA FM and NFM 2014-2021;
- Decree No 118 of 20 May 2014 on the terms and procedure for the designation of a contractor by grant beneficiaries of the EEA Financial Mechanism, the Norwegian Financial Mechanism, the Asylum, Migration and Integration Fund and the Internal Security Fund, ( Amend. and suppl. -SG No. 50/1915, in force as of 03.07.2015, AMEND. -SG No 52 FROM 2016, IN FORCE AS OF 08.07.2016)
- Ordinance for determination of the conditions, procedure and mechanism for functioning of the information system for management and monitoring of the funds from the European structural and investment funds (EUMIS2020) and for conducting proceedings before the Managing Authorities via EUMIS 2020;

