

# ACTIVE CITIZENS FUND IN LITHUANIA

EEA Financial Mechanism 2014 – 2021

## ON-GOING CALL

## GUIDELINES FOR BILATERAL COOPERATION INITIATIVES

Last updated 19.12.2019

Submission of the bilateral cooperation initiatives: *on-going, but no later than 1st June 2023 (23:59 Lithuanian time)*

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## 1. OVERVIEW OF BILATERAL COOPERATION

The EEA Financial Mechanism 2014 – 2021 is funded by **Iceland, Liechtenstein and Norway** with the aim to contribute to more equal Europe - both socially and economically – **and to strengthen the bilateral relations between Donor States (Iceland, Liechtenstein and Norway) and Beneficiary States in Europe.**

Bilateral relations between countries refer to political, economic, cultural and historical ties, as well as people to people contact. Strong bilateral relations are characterised by cooperation between institutions and persons at administrative and political level as well as in the private sector, academia and civil society. Other elements of bilateral relations include trade and investment, cultural exchange, as well as general knowledge, understanding and public awareness about the other country and the ties existing between them.

In the context of the Active Citizens Funds of the EEA Financial Mechanism, the operational definition of 'strengthened bilateral relations' is: **Enhanced cooperation and improved mutual knowledge and understanding between donor and beneficiary states.**

The present Guidelines define the detailed specifications for the **Bilateral Cooperation Initiatives** component of the Active Citizens Fund in Lithuania, aiming to enhance the relations between Lithuanian NGOs and entities in the Donor States (Iceland, Liechtenstein and Norway). These objectives are based on the common values of respect of human dignity, freedom, democracy, equality, the rule of law and the respect for human rights including rights of persons belonging to minorities.

Bilateral cooperation activities are expected to make a positive contribution to the general objectives of the ACF Program: **'Civil society and active citizenship strengthened and vulnerable groups empowered'**. Bilateral activities should be mutually beneficial, based on a strategic and long-term perspective, and leverage the respective strengths of entities in the donor states and in the beneficiary states.

For the Program implementation period, the Fund Operator has set aside 170, 000 EUR to the Bilateral Cooperation fund to facilitate:

- a) search for partners prior to or during the preparation of a project application, the development of such partnerships and the preparation of an application; and/or
- b) networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between project promoters and entities in the Donor States.

The involvement of a Donor State entity is a pre-requisite for the activity to be considered a bilateral activity. International organisations may also be involved in bilateral activities, provided that there also is a donor entity involved. As an example, in an event supported under the Bilateral Cooperation Fund, having attendants from the Donor State entities at the actual event is not considered sufficient to define the activity as 'bilateral'. The event must reflect the bilateral ambition throughout the event program, e.g. through a focus on exchanging relevant experiences between the Donor and Beneficiary State. Donor partners shall be actively involved in planning and organising the activity.

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

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

## 2. PROVISIONS OF THE CALL FOR BILATERAL COOPERATION INITIATIVES

### 2.1 INDICATIVE TIMELINE

<b>Announcement of the call</b>	20th Dec 2019
<b>Deadline for submission of initiative application</b>	Ongoing, but no later than 1st June 2023, 23:59 Lithuanian time or until the total amount of Bilateral Cooperation Fund is used up whichever moment comes first.
<b>Final selection results announced</b>	Ongoing, no later than three weeks after submission of the application.

### 2.2 ELIGIBLE APPLICANTS

**Eligible applicants** are NGOs established as the legal entities in Lithuania for at least one year as well as entities from the Donor States that are non-commercial/non profit-making.

Eligible applicants for grants under the Active Citizens Fund in Lithuania are NGOs that are established in the Republic of Lithuania and fall within the following definition: “A non-profit voluntary organization established as a legal entity, having a non-commercial purpose, independent of the local, regional and central government, public entities, political parties, and commercial organizations. Religious institutions and political parties are not considered NGOs.”

More specifically, eligible Applicants that are established in the Republic of Lithuania, should usually meet the following requirements:

- an Applicant is a legal entity that has been registered in Lithuania for at least one year.
- an Applicant fulfills the requirements set in of the Law on Development of Non-Governmental Organizations<sup>1</sup>.
- shareholders of an Applicant is not the consortium members of the Fund Operator.
- an Applicant is a non-profit organization that has not been created nor operates to generate personal profit. Although they may have paid staff and may engage in revenue-generating activities, they do not distribute profits to their members nor to their board. Where revenue-generating activities are

<sup>1</sup> <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/d415a500124111e48595a3375cdcc8a3?jfwid=zaydi67xa>

undertaken, these should not represent the purpose of the NGO, but should be a means to support its mission and values.

- an Applicant must have members who do not have any direct commercial interest in the outcome of the work of the organization or of its commercial activities and should not pursue the commercial or professional interests of its members. Trade- and professional associations, where the aims and purposes of the association are to further the specific interests of its members only, are not eligible.
- an Applicant must be voluntary in nature, formed voluntarily by groups or individuals, and usually involving an element of voluntary participation in the organization.
- an Applicant must act in the public arena and for the public good on concerns and issues related to the well-being of people, groups or society as a whole.
- An Applicant must have some degree of formal or institutional existence, unlike informal or ad hoc groups, involving formal statutes or other governing document(s) defining their mission, objectives and scope.
- An Applicant must have transparent structures and elected chair/board, and are accountable to their members and donors.
- an Applicant must be independent of the local, regional and national government and other public authorities.
- an Applicant must be independent of political parties and commercial organizations.

Lithuanian Red Cross Society is considered as eligible applicant if it fulfils the above principles.

Political parties, religious institutions, social partners<sup>2</sup> or profit-distributing cooperatives are not considered as NGOs and therefore are not eligible. SME and other profit generating organizations holding the status of social enterprise are not considered eligible applicant, whereas NGO having a status of social enterprise can be eligible applicant.

Faith-based organizations are eligible if they meet the principles identified above and if the funded activities do not directly or indirectly promote religious doctrine, mission or proselytism related to the beliefs of a particular faith (beyond basic religious/cultural awareness-raising).

Organizations that have not paid amounts due, following a final court decision in connection with the NGO Program 2009-2014 in Lithuania, shall not be considered eligible applicants.

All eligible applicants, partners and initiative proposals shall follow the principles of common values of respect for human dignity, freedom, democracy, equality, the rule of law, and the respect for human rights, including the rights of persons belonging to minorities<sup>3</sup> (based on race or ethnicity, gender, disability, age, sexual orientation or identity). The applicants will confirm this in the Applicant declarations of compliance accordingly. The Fund Operator shall have the power to suggest a rejection of a Bilateral Cooperation Initiative if it establishes that the applicants, partners and project do not follow the mentioned principles.

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<sup>2</sup> Social partners are defined as trade unions and employers' organizations, as defined by the EU.

<sup>3</sup> Article 1.2 of Protocol 38c on the EEA and Norwegian Financial Mechanisms (2014-2021)

## 2.3 ELIGIBLE PARTNERS

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

Eligible partner(s) must meet one of the following requirements:

- private and public entities, commercial, non-commercial and non-governmental organizations that are legal entities established in Norway, Iceland or Liechtenstein;
- private and public entities, commercial, non-commercial that are legal entities established in Lithuania (in case if there is also a Lithuanian NGO involved in the partnership);
- Lithuanian NGO established as the legal entity;
- international organizations or bodies or agencies thereof (in case if there is also a donor entity involved in the partnership).

Organizations that have not recovered amounts due, following a final court decision in connection with the NGO Program 2009-2014 in Lithuania, shall not be considered eligible partners.

## 2.4 ELIGIBLE APPLICATION

Only one (1) Bilateral Cooperation Initiative application may be submitted for evaluation by the same Applicant organization. If the application has been approved, another application from the same promoter for Bilateral Cooperation Initiative may be submitted only after the previous one is finalized (final report is approved by the Fund Operator).

Particular Bilateral Cooperation Initiative may be funded one time only. If the application for a particular Bilateral Cooperation Initiative was rejected as ineligible for funding, the applicant cannot resubmit the application for the same Bilateral Cooperation Initiative.

The maximum amount available for each initiative to be funded through the Bilateral Cooperation Fund, is € 4,000. The duration of the bilateral cooperation initiative is from 1 to 6 months.

A letter of intent signed by the initiative partner must be enclosed to the application. The letter should clearly define the objective(s) of the partnership.

## 3. EXPECTED OUTPUT AND INDICATIVE LIST OF ACTIVITIES

### 3.1 COMPLIANCE WITH EXPECTED OUTPUTS/INDICATORS

The aim of the bilateral cooperation is to foster partnerships of mutual benefit and high quality among Lithuanian NGO and entities in the donor states.

All project proposals must comply with the ACF Program's Outcome for Bilateral Cooperation, contribute to a selected output, and measure its impact based on chosen indicator(s).

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

Bilateral outcome	Indicators
Enhanced collaboration between beneficiary and donor state entities involved in the Programme	Level of satisfaction with the partnership
	Share of cooperating organisations that apply knowledge acquired from bilateral partnership
	Share of participants in bilateral initiatives funded by the ACF bilateral fund reporting improved knowledge/methods/approaches
Bilateral outputs	Indicators
Partnerships between beneficiary and donor state entities supported	Number of projects involving cooperation with a donor project partner
Cooperation between beneficiary and donor state entities facilitated through the ACF bilateral fund	Number of bilateral cooperation initiatives funded by the ACF bilateral fund
	Number of individuals participating in bilateral activities funded by the ACF bilateral fund

### 3.2 INDICATIVE LIST OF ACTIVITIES

The strategy for bilateral cooperation will be focused on the support for:

- **partner search visits** (prior to or during the preparation of a project application, development of such partnerships, visits aiming at deepening partnerships through specific common activities, visits by NGO experts / experts from Donor States entities to Lithuanian NGOs for training / coaching purposes – and vice versa or any other activity aiming at strengthening bilateral relations between civil society organizations in Lithuania and other entities in the Donors States) and **matchmaking events** in 2019-2021 period;
- **internship program** and **thematic meetings, seminars and exchange of experience** (networking, study visits, sharing and transfer of knowledge, technology, experience and best practice) in 2021-2023 period. Guidelines for bilateral cooperation initiatives for this focus will be revised and published in 2021.

The activities foreseen in the Bilateral Cooperation Initiatives may take place in Lithuania and/or in the Donor States (Iceland, Liechtenstein and Norway).

## 4. FINANCIAL PROVISIONS OF THE CALL

### 4.1 GENERAL RULES

Grant rate may constitute up to 100% of eligible expenses. The duration of the bilateral cooperation initiative is from 1 to 6 months. The starting date of the initiative is normally the date of signature of Initiative contract.

Costs within the initiative may be eligible from the date on which the implementation agreement Initiative contract is awarded or at a later date set in the Contract. The Contract shall set the final date of eligibility

of costs. Costs incurred after that date are not eligible. The inclusion of an expenditure item in an initiative budget approved by the FO cannot be considered as a pre-requisite of its eligibility.

Travel, accommodation and subsistence allowances for staff/participants/volunteers taking part in the initiative are eligible provided that they are in line with the entities' usual practices on travel costs and are in accordance with the provisions of the relevant laws and regulations:

- For entities registered in Lithuania costs related to travel shall be compensated in accordance with the cost provisions for business trips in the laws and regulations of the Republic of Lithuania;
- For entities registered in the Donor States costs related to travel shall be compensated in accordance with the cost provisions set in the laws and regulations of the relevant country;
- The price of flight tickets shall not exceed the price of a ticket in the economy class of the relevant flight.

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

National and European Union law on public procurement shall be complied with at any level in the implementation of the Programme, its projects and bilateral initiatives. Purchasing organizations, as defined in the Law on Public procurement of the Republic of Lithuania, have to follow procedures established for purchasing organizations in the said law. The highest ethical standards shall be observed during the procurement and execution of contracts. No offer, gifts, payments or benefit of any kind, which would or could, either directly or indirectly, be construed as an illegal or corrupt practice, e.g. as an inducement or reward for the award or execution of procurement contracts, shall be accepted.

The bilateral cooperation initiative promoter must allow the FO/FMO/EFTA Board of Auditors/Office of the Auditor General of Norway to carry out audits and on-the-spot verifications and to examine supporting documents, accounting documents and any other documents relevant to the financing of the bilateral cooperation initiative. The supporting documents and records must be kept available for inspections and audits for a three-year period following the FMO's approval of the Final Programme Report.

#### 4.2 ELIGIBLE EXPENDITURE

Eligible expenditures of Bilateral Cooperation Initiative are those actually incurred by the Applicant (after signing the Bilateral Cooperation Initiative contract applicants become initiative promoters) or the initiative partner, which meet the following criteria:

- they are incurred between the first and final dates of eligibility of a Bilateral Cooperation Initiative as specified in the bilateral cooperation Initiative contract;
- they are connected with the subject of the Bilateral Cooperation Initiative contract and they are indicated in the detailed budget of the Initiative;
- they are proportionate and necessary for the implementation of the Bilateral Cooperation Initiative;
- they are used for the sole purpose of achieving the objective of the Initiative and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;

- they are identifiable and verifiable, through being recorded in the accounting records of the initiative promoter and determined according to the applicable accounting standards and generally accepted accounting principles; and
- they comply with the requirements of applicable tax and social legislation.

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

The eligible expenditures for a Bilateral Cooperation Initiative are those expenditures which are identified by the initiative promoter and/or the initiative partner, in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the Bilateral Cooperation Initiative and which can therefore be booked to it directly. To be eligible, the costs must be verifiable. Expenditures not documented are not eligible.

The following expenditures are eligible:

- expert fees and their travel expenses
- participation fees
- travel expenses (transport expenses (flight, train, bus tickets, etc.), accommodation, per-diem or daily allowances)
- other expenses (events and meeting costs, promotion and information activities, interpretation or translation, etc.).

Exceptionally, with reference to expenditures incurred by initiative partners whose primary location is in one of the donor states or project partners that are international organizations or bodies or agencies thereof, the proof of expenditure may take a form of a report by an independent auditor, qualified to carry out statutory audits of accounting documents, certifying that the reported costs are incurred in accordance with the guidelines, bilateral cooperation initiative contract, the relevant law and national accounting practices. In such a case:

- The cost of the report is considered an eligible cost, providing that it complies with the eligibility rules defined in the guidelines, bilateral cooperation initiative contract and it is included in the budget;
- Upon request by the FMO, EFTA Board of Auditors/The Office of the Auditor General of Norway a project promoter or project partner shall grant access to the supporting documents on the basis of which the report was issued;
- The certification process can be governed by the International Standard on Related Services (ISRS) 4400 “Engagements to perform agreed-upon procedures regarding financial information” as published by the IFAC (International Federation of Accountants).
- The annually audited financial statement of an entity cannot replace the specific auditor's certificate confirming that the claimed costs are incurred in accordance with the guidelines, bilateral cooperation initiative contract, the relevant law and national accounting practices.

### 4.3 INELIGIBLE EXPENDITURE

The following costs shall not be considered eligible:

- costs related to preparation of bilateral cooperation initiative application;
- costs of construction work;
- costs for purchase of equipment, which is not necessary for implementation of the initiative;
- costs of debt, interest on debt, debt service charges and late payment charges;
- charges for financial transactions and other purely financial costs, except costs related to accounts required by the bilateral cooperation initiative implementation agreement with Fund Operator;
- costs related to purchase of land or real estate;
- provisions for losses or potential future liabilities;
- exchange rate losses;
- recoverable VAT;
- costs that are covered by other sources;
- fines, penalties and costs of litigation, except they are an integral and necessary component for achievement of initiative objectives;
- excessive or reckless expenditure (e.g. travelling business class, buying state of the art equipment where cheaper options would cover the same needs).
- indirect expenses of the bilateral cooperation initiative;
- other costs that do not correspond with the provisions of costs eligibility.

### 4.4 VALUE ADDED TAX

Value added tax (VAT) is eligible cost only in case the applicant is not entitled for recoverable VAT. Applicants shall be aware of this rule when preparing their financial plan for the projects, and consider only those VAT costs that are non-recoverable by the state.

## 5. APPLICATION, EVALUATION AND SELECTION PROCEDURES

### 5.1 APPLICATION

All of the Bilateral Cooperation Initiative call documentation can be found at: <https://apf.lt/>

Applicants submit the filled-in Bilateral Cooperation Initiative Application Form in accordance with the instructions of the present document. In the form, applicants will also have to indicate title of the initiative, total value of the initiative, main outcome area addressed by the initiative (Increased citizen participation in civic activities; Strengthened civil society watchdog and advocacy role; Increased support for human rights; Vulnerable groups empowered; Enhanced capacity and sustainability of civil society), description of the initiative and partners involved.

Complete application form of the initiative consists of:

- A scan of completed initiative application form (pdf), followed by the *Word* version of the application form;

- A scan of signed and stamped (where applicable) Applicant declaration;
- A scan of signed Letter of Intent from the partner organization either in Lithuania or in the Donor States, clearly outlining the objective(s) of the bilateral partnership.

If application is signed not by the head of the organization, a scan of signed and stamped (where applicable) authorization to sign the application must be enclosed.

Application shall be submitted only in electronic form to the following e-mail address [projektai@apf.lt](mailto:projektai@apf.lt). In case of questions regarding the call, the ACF Program, etc., organizations may contact Fund Operator at [info@apf.lt](mailto:info@apf.lt) or check the F.A.Q. section at <https://apf.lt>.

Applications for Bilateral Cooperation Initiatives are accepted **on continuous basis but not later than until June 01, 2023, 23:59 Lithuanian time**, or until the total amount of BC Fund is used up whichever moment comes first.

Applicants will receive an automatic response on the delivery of their e-mail to the sending e-mail address. In case such response does not arrive to applicant's e-mail inbox or spam within two (2) hours after sending the application e-mail, the applicant should contact Fund Operator at +370 5 2685511 (within working hours), so the Fund Operator can check the status of the application on their side.

Applications submitted in any other form or way (for example via fax, regular mail, etc.) or to any other e-mail, shall be rejected.

## 5.2 EVALUATION AND SELECTION

After the Bilateral Cooperation initiative application is received, the Fund Operator will carry out an initial administrative check of its eligibility based on the information submitted in the application form and Applicant declaration.

### 5.2.1 Administrative and eligibility criteria

ADMINISTRATIVE AND ELIGIBILITY CRITERIA	Meeting the criteria YES/NO
<b>The following criteria are elimination criteria, meaning an automatic elimination of the application from further evaluation if it does not comply with even one of these criteria:</b>	
Application is submitted as instructed (submitted at the designated email, submitted signed and scanned copy).	
Application is submitted until 1 <sup>st</sup> June, 2023	
Letter of intent is signed by representative of the partner organization.	
Organization is not in situation of not paid amounts due, following a final court decision in connection with the NGO Program 2009-2014 in Lithuania	
Initiative duration is between 1 and 6 months.	

Grant amount corresponds to determined limit of €4,000 for the initiative.	
The Applicant has no other initiatives being implemented or not finalised.	
Applicant complies with the Applicant eligibility criteria as specified in the Guidelines for Bilateral Cooperation initiatives	
Partner(s) is a legal entity.	
An initiative should be implemented in the form of partnership between at least one NGO in Lithuania and at least one entity in the Donor states (where one is the Applicant and the other party involved is considered Partner of the Bilateral Initiative).	
<b>If needed, the Applicant will be asked to provide missing information for the following criteria:</b>	
All required annexes are submitted with the application form in the formats indicated by the FO	
Application is signed by the head of NGO or other authorised person (in this case, letter of authorisation is enclosed)	
Applicant declaration, signed and stamped, is submitted.	

If the application does not meet one of the criteria, it will be rejected as ineligible. In case the application misses certain parts (documents or information) that can be supplemented according to the above criteria, applicants will be invited to provide respective missing parts within three (3) working days. An invitation to provide the missing parts of the application will be sent to the e-mail address of the applicant listed in the application form (e-mail address of the contact person).

After the administrative and eligibility check is completed, ineligible applicants will be notified of the rejection of their initiative proposals from further evaluation. Applicants of ineligible initiative proposals will have five (5) working days available for appeal against the eligibility decision. The Appeals Committee will consider appeals. The decision of the Committee is final. The appeal can be submitted at [info@apf.lt](mailto:info@apf.lt).

### 5.2.2 Application quality assessment

All eligible and administratively compliant initiative applications will be reviewed by two impartial in-house evaluators in accordance with application quality criteria set below:

No.	CRITERIA DESCRIPTION	SCORE
<b>1.</b>	<b>Relevance, implementation of the BC Initiative and benefit to the organization</b>	
1.1	Coherence between the initiative and the Program results and their indicators	10
1.2	The adequacy of the planned activities to achieve the objective and the results of the initiative	10
1.3	Adaptation of knowledge, methods and approaches acquired during the initiative period to further activities of the organization	10
<b>2.</b>	<b>Strengthening bilateral relations between the organizations participating in the BC Initiative</b>	

2.1	Adequacy of initiative partner selection and clarity of shared responsibilities	10
2.2	Consistency of the initiative with the BC objective ,To promote mutually beneficial partnerships‘	10
2.3	Consistency of the Initiative with the BC objective ,To strengthen quality cooperation between Lithuanian and donor organizations‘	10
<b>3.</b>	<b>Continuity of BC Initiative</b>	
3.1	Contribution of the initiative to the continuation of bilateral cooperation	10
3.2	Benefits of the results of the initiative in relation to the planned or ongoing development of the Project	10
<b>4.</b>	<b>Budget and cost efficiency</b>	
4.1	The budget is realistic and economically reasonable	8
4.2	Costs are aligned with the activities foreseen	7
<b>5.</b>	<b>Sufficiency and adequacy of communication of BC Initiative results</b>	5
	<b>Total</b>	<b>100</b>

If the difference between the scores given by the two experts will be higher than 30 % of the highest score, a third evaluator will score the initiative independently. In such cases, the average rating of the two closest scores shall be used for ranking the initiative proposals. The latter shall not be used in cases where scoring of the third evaluator does not, in any way, contribute to granting the initiative proposal.

### 5.3 SELECTION OF THE INITIATIVES

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

Shortlisted applications shall be submitted to the to the ACF Program Executive Board. If Executive Board approves the recommendation, Initiative contract is prepared and signed. List of approved initiatives is published on the ACF in Lithuania website: <https://apf.lt>.

Acceptance of an application does not imply an obligation to award it up to the amount claimed by the applicant. The amount claimed may be decreased by the ACF Program Executive Board based on the evaluators' findings on the appropriateness of the financial plan. Based on the findings of the evaluators on the appropriateness of the activities for achieving the project objectives, the ACF Program Executive Board may reject financing of activities that do not contribute to the objectives.

Applicants will be notified on the selection results via e-mail indicated in application form not later than three (3) working days after the final decision is made by the Fund Operator. Results of the selection shall be also announced at the Program’s website.

## 6. PROVISIONS ON BILATERAL COOPERATION INITIATIVE IMPLEMENTATION

## 6.1 IMPLEMENTATION AGREEMENT PROVISIONS

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

When the Bilateral Cooperation Initiative contract is signed, Fund Operator makes an advance payment of 90% of the total value of the initiative in ten (10) working days after the agreement is signed. The remaining part of the total value of the Bilateral Cooperation Initiative is transferred within ten (10) working days after the final report is submitted by the Initiative Promoter and approved by the FO.

## 6.2 REPORTING AND PAYMENTS

Promoters of Bilateral Cooperation Initiatives must prepare and submit the final report on the implementation of the initiative within thirty (30) calendar days after all the activities are completed. The following documents shall be provided together with the final report:

- Copies of invoices and payment receipts, or bank statements proving the settlement of payments;
- Copies of travel tickets, boarding passes;
- Copies of articles, informational or advertisement material, prepared during the implementation of Bilateral Cooperation Initiative;
- If participation in the conferences, seminars, courses and workshops is a part of Bilateral Cooperation Initiative, agendas or other informational material or links to sources of such information, reports about the events (if they were prepared by the hosts or participants should be submitted together with the final report.

Fund Operator reviews the final report on the implementation of Bilateral Cooperation Initiative and its annexes. In case of inconsistencies with approved application the respective request for additional information and amendments is sent to the promoter of Bilateral Cooperation Initiative. The term for supplying the requested information and documents is five (5) working days.

In case of major inconsistencies with the signed Bilateral Cooperation Initiative contract, the Fund Operator has the right claim the partial or full refund of the grant paid to the applicant for the implementation of the bilateral cooperation initiative. In case there is suspected fraudulent implementation or deliberate financial mismanagement of the bilateral cooperation initiative Fund Operator may submit a claim to the court.

Bilateral Cooperation Initiative is considered completed when Fund Operator verifies the final report on the implementation of bilateral cooperation initiative and disburses the remaining payment of 10% of the total value of the bilateral cooperation initiative. The calculation of the final balance may be subject to possible deductions, such as interest earned but not yet reimbursed, or any funds unused and not yet reimbursed by the promoter of the bilateral cooperation initiative.

## 6.3 PUBLICITY

Promoters are obliged to inform the public on receiving a grant from the ACF. In all written publications, communications and products, at publication of initiative products, public events, such as conferences, seminars, fairs or exhibitions, related to initiative activities, promoters are obliged to make explicit and visible the support of the donor countries.

Guidelines for informing and communicating will be published before the beginning of initiative implementation period on the ACF Lithuania web site <https://apf.lt/> and sent to all promoters. Project/initiative promoters will also have a wide pallet of communication support activities at their disposal.

#### 6.4 INFORMATION CONCERNING THE PROCESSING OF PERSONAL DATA SUBMITTED BY THE APPLICANTS TO THE ACF IN LITHUANIA

With personal data submitted (included) in application to open calls of the ACF in Lithuania and reporting documentation by the applicants, Open Lithuania Foundation (OLF) as a leading partner of Fund Operator Consortium and OSFL Projects and Geri Norai LT as partners of Consortium will be acquainted. Hence, Fund Operator enter the role of common personal data controllers. Submitted personal data will be used for the purposes of implementation of open calls (application assessment, informing of applicants) and in applications rewarded with grants also for preparation of implementation agreements, for monitoring, control of co-financing and for related informing of beneficiaries or for other related business communication (request for additional information, informing on financial means) as well as for the purpose of proving of eligibility for funding.

Financing of the initiative selected means establishing a contractual relation between the OLF and the applicant in which OLF assumes the liability of financing party and has therefore, together with its partners, the right to monitor and control the implementation of the initiative. Such contractual relationship as well as submission of application to an open call (as a request for such contractual relationship) represent legal basis for all personal data processing by OLF, OSFL Projects and Geri norai LT as noted in this information.

With whole application, including personal data submitted with it, also third persons can get acquainted, and that is Financial Mechanism Office (Financial Mechanism Office, Rue Joseph II 12-16, 1000 Brussels, Belgium), donor states and their authorized persons.

In accordance with GDPR and respective national legislation, individuals whose personal data is included in application to open call have the right to be acquainted with all of their personal data, to correction, in the case of conditions as laid down by applicable regulations also the right to deletion, restriction of processing and to their portability. Individuals concerned can address their requests or questions regarding their personal data processing to the OLF.

## 7. ADDITIONAL INFORMATION AND SUPPORT FOR THE APPLICANTS

Applicants will be offered a wide range of support activities and services at their disposal:

- **5 information workshops** for potential applicants will be organized in January 2020 in 5 cities of Lithuania (Vilnius, Kaunas, Klaipėda, Panevėžys, and Šiauliai);
- **5 practical workshops** for the applicants from small local organizations will be organised in January 2020 in 5 cities of Lithuania (Vilnius, Kaunas, Klaipėda, Panevėžys, and Šiauliai);

- **5 working seminars** for applicants of selected concept notes for small projects will be organized in April 2020.
- **Counseling via phone or e-mail** will be provided during the office hours (9:00 – 17:00 Monday – Friday).
- Answers to the applicants' questions will be published weekly on the ACF in Lithuania website <https://apf.lt> (F.A.Q. section).

In accordance with the requirements for the ACF in Lithuania, the Fund Operator has established a Complaints Committee to review complaints regarding the program. All complaints are first assessed by the Fund Operator. A complainant, who is not satisfied with the conclusion made by the FO, has the right to take the case to the Complaints Committee, which includes one member who is external to the Fund Operator and its Executive Board and does not include Program's staff responsible for assessing initiative applications. Complaints regarding the ACF program should be addressed to [pranesejai@apf.lt](mailto:pranesejai@apf.lt).

Information about the support events planned, registration details shall be announced on the ACF in Lithuania website <https://apf.lt> and FB public group „NVO džiunglės“.

Questions related to the Call for Bilateral Cooperation Initiatives may be sent to e-mail [info@apf.lt](mailto:info@apf.lt). With brief questions, applicants can also contact Fund Operator via phone +370 5 2685511.

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