**GUIDELINES FOR THE APPLICANTS OF THE OPEN CALL**

**“ESTABLISHMENT OF ONE STOP CENTRES FOR FAMILIES AND CHILDREN”**

**UNDER THE PROGRAMME “HEALTH” OF THE EUROPEAN ECONOMIC AREA FINANCIAL MECHANISM 2014-2021**

1. **GENERAL PROVISIONS**
2. The Guidelines for Applicants of the open call “Establishment of one stop centres for families and children” (hereinafter – the Guidelines) lay down the requirements for applicants, which they shall follow in preparing and submitting their applications.
3. The Guidelines for the Applicants have been prepared in accordance with:
	1. Memorandum of Understanding regarding the implementation of European Economic Area financial mechanism 2014–2021 of 24 April 2018 among the Republic of Lithuania and Iceland, the Principality of Liechtenstein and the Kingdom of Norway (hereinafter – the Memorandum).
	2. Regulation for the implementation of European Economic Area financial mechanism 2014–2021 (hereinafter – the Regulation) approved by European Economic Area Financial Mechanism Committee on 8 September 2016.
	3. Rules of Administration and Financing of the European Economic Area and Norwegian Financial Mechanisms 2014-2021 approved by the Order No. 1K-389 of the Minister of Finance of the Republic of Lithuania of 12 November 2018 on the Implementation of the European Economic Area and Norwegian Financial Mechanisms 2014-2021 in Lithuania.
	4. Programme Agreement for the financing of the European Economic Area financial mechanism Programme “Health” 2014-2021 entered into between the Ministry of Finance of the Republic of Lithuania and the European Economic Area Financial Mechanism Committee of 3 September 2019.

3. Terms and abbreviations used in the Guidelines are as follows:

3.1. **Co-financing Funds** – funds of the state budget of the Republic of Lithuania for financing the implementation of the European Economic Area and/or Norwegian financial mechanism programmes.

3.2. **CPMA** – Public institution Central Project Management Agency.

3.3. **Donor Project Partner** – a legal entity established as a legal person in one of the Donor States (the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway), which is actively involved in the preparation of a project application and contributes to the implementation of the project on the basis of a partnership agreement entered into with the Project Promoter.

3.4. **DMS** – website for the exchanging of project data of EEA and Norwegian financial mechanisms 2014-2021.

3.5. **EEA** – European Economic Area.

3.6. **MAFR** - Rules of Administration and Financing of EEA and Norwegian Financial Mechanisms 2014-2021, approved by the Order No. 1K-389 of the Minister of Finance of the Republic of Lithuania of 12 November 2018 on the implementation of the European Economic Area and Norwegian Financial Mechanisms 2014-2021 within the Republic of Lithuania.

3.7. **Mechanism Funds** – funds of EEA financial mechanism 2014-2021.

3.8. **Applicant** – a legal entity registered within the Republic of Lithuania and having submitted a project application. After signing a project contract, the applicant becomes a Project Promoter.

3.9. **Mandatory services** - social services provided at the “One Stop” centre, which include work of a social worker with family, case management, child and family accommodation, parenting skills development.

3.10. **Process Working Group** – a working group responsible for the establishment of processes of administration of EEA and Norwegian financial mechanisms, set up by Order No. 1K-109 of the Minister of Finance of the Republic of Lithuania of 8 March 2018 on the Formation of a Working Group.

* 1. **Product** – products, tools or services aimed at the target group directly benefiting from the project.

3.12 **Project Partner** – a legal person registered in Lithuania or in one of the Donor states, actively involved in the preparation of a project application and contributing to the implementation of the project on the basis of a partnership agreement signed with the Project Promoter.

* 1. **Project Promoter** – an applicant to which mechanism, co-financing funds are allocated and which, on a basis of a contract signed with the CPMA, is responsible for the implementation of the project selected under the open call “Establishment of one stop centres for families and children”.
	2. **Programme** – EEA financial mechanism programme “Health” 2014-2021 (hereinafter also referred to as the Health Programme).
	3. **Outcome** – the effect of intervention outputs on the target group directly benefiting from the project or on the target group indirectly benefiting from the project.
	4. **Output** – the products, capital goods and services delivered by a programme to the intermediares.
	5. **Market Research –** collection of qualitative and quantitative information on the supply of goods, services and/or works required for the project, suppliers, goods supplied, services provided by them, and prices, their analysis and preparation of general conclusions required for decision making on the funds needed for the procurement of the project.
	6. **Indicator** - a quantitative or qualitative variable that specifies what is to be measured along a scale or dimension.
	7. **Social basic services** – social services provided at the “One Stop” centre, which include work of a social worker with family, case management, child and family accommodation.
	8. **Integrated social services** – a set of services that meet the individual needs of a child and the family and their specific situation, which is focused on solving the difficult situation of a child and family in order to eliminate the identified risk factors in the environment of the child and the family, to create a safe environment for the child and the family, to ensure their quality of life, quality of personal and social connections.
	9. **Target group directly benefiting from the project** – a group of direct project beneficiaries (project participants) whose problems are being solved during the project implementation. Persons who are not considered to be participants in the project but benefit from the acitvities or results of the project, such as persons trained by the participants in the project, are included in the indirect target group.
	10. **“One Stop” centre** – a social services institution providing social care, in which, in accordance with Article 364(1)(3) of the Law of the Republic of Lithuania on the Fundamentals of Protection of the Rights of the Child, temporary care of the child is organized (by providing accommodation for the child and his/her legal representative(s) in a safe environment adapted to the needs of the child, and, if necessary, also for other children in the family), after the need for child protection has been identified and which has the necessary professionals and competencies to carry out intensive work with the child and family facing a crisis, to address this crisis by providing services necessary for the child and the family that meet their individual needs.
	11. **Donor States** – the Republic of Iceland, the Principality of Liechtenstein and the Kingdom of Norway.

4. Other terms used in the Guidelines shall be understood as defined in the legal acts referred to in Point 2 and the Law of the Republic of Lithuania on the Fundamentals of Protection of the Rights of the Child.

1. **Objectives of the health programme and areas of support**
2. The objective of the Programme is the improving prevention and reducing inequalities in health.

6. The open call “Establishment of one stop centres for families and children” (hereinafter – the Call) shall be aimed at establishing centres in which social integrated high quality services for children and their families will be provided (hereinafter - the Centre) in order to best respond to the best interests of the child to grow in a safe environment.

7. Funding shall be allocated towards the following activities under this Call:

* 1. Equipping the premises in which integrated social services for children and their families will be provided;
	2. Provision of integrated social services for children and their families (including accommodation services in the centre);
	3. Acquisition of measures required for the provision of integrated social services;
	4. Provision of parenting skills development services;
	5. Development of competencies of social workers and case managers that are needed to work with children and families.
1. 1,700,000.00 EUR (of which 1,444,999.94 EUR from the Financial Mechanism Funds and 255,000.06 EUR from co-financing funds) are allocated for the implementation of the projects under the call.
2. All of the information on the Programme and the submission of the Programme project applications is available publicly online at [www.eeagrants.lt](http://www.eeagrants.lt) and [www.cpva.lt](http://www.cpva.lt).
3. **Eligible applicants, project partners and requirements for the partnership agreement**
4. Potential applicants are legal persons of the Republic of Lithuania having at least 3 years of experience in providing social services to children and/or families.
5. Potential Project Partners are legal persons of the Republic of Lithuania and/or Donor States or a country outside the European Economic Area that has a common border with Lithuania, or any international organisation or body or agency thereof.
6. In this Call, the same legal person can submit one application only as an applicant. Should an applicant submit more than one application, the first submitted application only shall be assessed (based on the date and time of its submission), and all other applications shall be rejected.
7. The applicant may have a partner(s). The number of the Project Partners is not limited.
8. The same legal person shall be allowed to participate as a Project Partner in a number of other projects, but only in a single project as an applicant.
9. Participation of the Project Partner(s) in the project, the benefits provided by and contribution of the Project Partner(s) to the implementation of the project objectives shall be substantiated in the project application. The applicant shall choose as partners solely those legal persons which will make a real contribution during the implementation of the project activities and / or will actively use the results created in the course of the project. The applicant shall assess the necessity of the Project Partner(s) for the project and the related management difficulties.
10. A draft partnership agreement (where a partnership agreement has been signed before the submission of an application - a copy of the signed agreement) or a letter of intent to conclude such an agreement shall be submitted along with the application. One partnership agreement may be concluded with all Project Partners or a separate partnership agreement(s) may be concluded with each individual Project Partner(s). Where at least one party to the partnership agreement or the letter of intent to enter into such agreement would be a Project Partner from a Donor State, a draft partnership agreement (where a partnership agreement had been signed prior to the submission of an application, a copy of the signed agreement shall be submitted) or a letter of intent to enter into such agreement shall be submitted in English.

 The template of the partnership agreement in English is available online at:

1. [https://eeagrants.org/resources/2014-2021-bilateral-guideline-annex-6-partnership-agreement-template.](https://eeagrants.org/resources/2014-2021-bilateral-guideline-annex-6-partnership-agreement-template.%20)
2. A draft partnership agreement or a signed partnership agreement submitted together with an application must cover the following conditions:
	1. Purpose of the agreement, distribution of tasks between the applicant and the Project Partner(s) in the implementation of the project;
	2. detailed budget of the project, distribution of costs between the applicant and the Project Partner(s), procedure for covering costs of the Project Partner(s), including provisions on the applicable exchange rate if the costs are incurred in a currency other than euro (in any case, exchange losses are considered to be ineligible costs for the project);
	3. provisions on the method of calculation of indirect costs (possible methods are set out in clause 276 of the MAFR) and the maximum possible sum of indirect costs;
	4. provisions regulating the procedure of covering costs incurred by a Project Partner(s) from a Donor State. Pursuant to clauses 290 and 292 of the MAFR, in reporting about his incurred costs, a Project Partner from a Donor State may present one of the following documents towards the Project Promoter:
		1. copies of documents substantiating costs and proof of their payment;
		2. where a Project Partner from a Donor State is a public authority or institution having a competent public officer who is entitled to audit the respective entity and whose independence in the preparation of financial statements is ensured, such a Project Partner may submit with each payment request declaring the costs incurred thereby, a report signed by the aforementioned competent public officer regarding the eligibility of the costs for financing (according to the form prepared by the Process Working Group, which is publicly available at <https://www.cpva.lt/data/public/uploads/2019/07/template_dp_certification-of-costs-claimed-by-donor-partner.docx>) confirming that the costs indicated in the report on the eligibility of the costs for financing have been incurred in accordance with the Regulation, national legislation and accounting practices in the country of a Project Partner;
		3. where a Project Partner from a Donor State is not a public authority or institution having a competent public officer who is entitled to audit the respective entity and / or whose independence in preparing financial statements is not ensured, such a Project Partner may submit with each payment request declaring the costs incurred thereby, a declaration of expenditure of the Project Partner from a Donor State (according to the form prepared by the Process Working Group, which is publicly available at <https://www.cpva.lt/data/public/uploads/2019/07/template_dp_declaration-of-expenditure-claimed-by-donor-partner.docx>) confirming that the costs specified in the declaration of costs have been incurred in accordance with the Regulation, national legislation and accounting practices in the Project Partner country. Such a declaration of expenditure of the Project Partner from a Donor State must be signed additionally by the representative of the Project Promoter attesting the fact that the Project Partner had actually performed the activities and provided services, and the Project Promoter is satisfied with the result, and the costs incurred are in line with the project budget. If the total costs incurred by the Project Partner from a Donor State throughout the entire period of implementation of the project exceed 10,000 EUR (except for the costs which have been paid in a simplified procedure, at a unit cost and / or a flat rate), a report regarding the eligibility of costs (in the form prepared by the Process Working Group which is publicly available at <https://www.cpva.lt/data/public/uploads/2019/07/template_dp_certification-of-costs-claimed-by-donor-partner.docx>) signed by an independent auditor shall be submitted along with the final payment request for all costs incurred by the Project Partner. In such a case, a draft partnership agreement (a signed partnership agreement) shall also indicate which party of the partnership agreement (Project Promoter or Donor Project Partner) shall be the buyer of and the payer for the services of audit of costs of a Donor Project Partner, ensuring that a service provider conducting an audit is competent to audit such costs and to confirm that the costs incurred by the Project Partner comply with the requirements of the Regulation and legal acts applicable in the Donor State of the Project Partner as well as with accounting principles.
	5. the provision that the amount of costs incurred shall be denominated in the euro must be included within the declaration of costs and / or the conclusion on the eligibility of costs. Where costs have been incurred in a foreign currency, they shall be converted into euros according to the reference exchange rate published by the European Central Bank at the date of the declaration of costs and / or the conclusion on the eligibility of cost;
	6. responsibilities of the applicant and Project Partner(s) (where applicable) in ensuring the continuity of the services of the One Stop Centres for the specified period, which may not be shorter than 5 years after the end of the project;
	7. the provision that the Project Partner shall store documents of substantiation of costs and evidence of their payment in observance of provisions of applicable legislation, but not less than specified in the Project contract;
	8. the provision that the Project Partner shall create conditions for inspecting and auditing project and project-related documents for institutions entitled to do that in the implementation of the Programme;
	9. the provisions regarding settlement of disputes;
	10. the provision stating that the project budget, breakdown of costs between the applicant and the Project Partner(s), the method of calculation of indirect costs and their maximum amount, set in the partnership agreement or its draft, prepared before submitting a project application, may vary according to the amount of eligible costs determined during the evaluation of the application. In case of any changes of the project budget, the partnership agreement shall be required to be amended accordingly.
3. In cases where a letter of intent to conclude a partnership agreement is submitted along with the application, it shall include at least the following conditions:
	1. the purpose of the document, distribution of tasks between the applicant and the Project Partner(s) in the implementation of the project;
	2. detailed project budget, distribution of costs between the applicant and the Project Partner(s).
4. Where a draft partnership agreement or a letter of intent to conclude such an agreement is submitted along with the application, a copy of a signed partnership agreement shall be submitted to the Programme Operator before signing a Project contract.
5. Although the Project Partner(s) participate(s) in the implementation of the project and use(s) its results or products, the applicant, however, shall be responsible for the proper implementation, coordination of the project and the use of funds. Where mechanism funds and co-financing funds are allocated for the project, a Project contract shall be concluded with the applicant, who shall become a Project Promoter as from the date of signing the Project contract. Mechanism funds and co-financing funds allocated for the implementation of the entire project shall be directly received by the Project Promoter, who shall then in turn settle with the Project Partner(s).

**IV. ELIGIBLE PROJECTS**

1. Financing shall be granted solely for projects that contribute to the pursuit of objectives of the Programme and this Call, and that meet the following special project eligibility criteria (all criteria listed below shall be mandatory for all projects):
	1. Work with a child and the family must be organised by applying case management in accordance with the Description of the Case Management Procedure approved by the Order No. A1-141 of the Minister of Social Security and Labour of the Republic of Lithuania of 29 March 2018 on the Approval of the Description of the Case Management Procedure;
	2. All case managers and social workers who will provide social services to children and the families must be employed at the “One Stop” Centre;
	3. During the project, training for case managers and social workers to develop skills needed for work with family must be organised. At least 50 percent of all trained professionals must be "One Stop" case managers and social workers for work with family. The practical part of the training must account for at least 60 percent of the training content;
	4. Accommodation services must be provided by creating a child- and family-friendly, safe environment. Accommodation must be provided for as long as necessary to resolve the family crisis, but no longer than for 12 months. During the project, accommodation must be provided free of charge;
	5. Services of parenting skills development, which meet the needs of parents (for example, specific skill gaps identified, children's age, child's developmental needs, etc.) must be provided. Parenting skills development must be carried out both by working individually with parents (when work is only organised with a specific family by solving its specific situation) and in a group (when positive parenting training, classes and similar activities are organised);
	6. Services of giving a ride must be ensured in cases where, during accommodation in the centre, the recipient of the services has no other means of accessing the centre and / or the education and training establishment and / or the workplace and / or other necessary establishment, institution or organisation.
2. The applicant may provide the services of the “One Stop” centre either only to the residents of the municipality in the territory of which the project will be implemented, or to the residents of the municipality in the territory of which the project will be implemented and to the residents of neighbouring municipalities. The application must clearly indicate in which municipalities the services of the “One Stop” centre are planned to be provided to their residents.
3. Number of cases of work with families per case manager, social worker may not exceed the number specified in Points 79-80 of the Description of the Case Management Procedure.
4. During the implementation of the project, the applicants must ensure that the projects contribute to the achievement of the following mandatory outcome and output indicators:

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| **Outcome indicators**  |
| * 1. Number of beneficiaries of services provided
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| * 1. Level of satisfaction of services provided (on a scale of 1 to 5)
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| **Output indicators**  |
| * 1. Number of “One stop” centres established (based on existing infrastructure)
 |
| * 1. Number of staff trained in case management related to work with children and families
 |
| * 1. Number of parents who received parenting skills training
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1. The applicants applying in partnership with Donor State entities shall also contribute to the bilateral outcome of the Programme: "Enhanced collaboration between Donor and Beneficiary State entities involved in the Programme”, expressed by the following indicators:

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| **Outcome indicators[[1]](#footnote-2)** |
| * 1. Level of satisfaction with the partnership (disaggregated by State type)
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| * 1. Level of trust between cooperating entities in Beneficiary States and Donor States (disaggregated by State type)
 |
| * 1. Share of cooperating organisations that apply the knowledge acquired from bilateral partnership (disaggregated by State type)
 |
| **Output indicators**  |
| * 1. Number of participants from Beneficiary States in exchanges (disaggregated by gender, Donor State)
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| * 1. Number of participants from Donor States in exchanges (disaggregated by gender, Donor State)
 |
| * 1. Number of projects involving cooperation with a Donor Project Partner (disaggregated by Donor State)
 |

1. The project must aim for this monitoring indicator related to the continuity of the project, the values of which will have to be ensured and achieved during the project continuity period, i.e. at least 5 years after the end of the project and to be reported each year:

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| * 1. Number of beneficiaries having received the mandatory services
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1. The applicant shall indicate in the application the specific target value of the monitoring indicator and shall provide the arguments for selecting the value.
2. The methodology for calculating the indicators’ results is presented in Annex 6 to the Guidelines. The applicants should monitor and report on achievement of the indicators as defined in Annex 6 to the Guidelines.
3. A maximum period of 30 months from the start of the project implementation must be provided for the implementation of the activities envisaged in the project. The period of implementation of the project activities may be extended in presence of duly justified reasons by the decision of CPMA, but no longer than till 30 April 2024.
4. In applying for financing for infrastructure investment, copies of documents certifying the right to real property must be submitted. The property must be owned by or belong under the right of trust to, must be used by the applicant or Project Partner under the basis of lending or lease agreements.
5. The equipment and devices purchased during the project must also remain the property of the Project Promoter or Project Partner for 5 years after the end of the project implementation, and, during this period, they must be used for the purposes provided for in the project. The CPMA may exempt the Project Promoter from these obligations if further use of the equipment for the purposes of the project is not economically viable.
6. The project shall be prepared in observance of the principles of good governance (accountability, transparency, participation, equality, rule of law, skills, competence and sensitivity to human needs shall be ensured in the implementation of the project), sustainable development (alignment of economic, social development and environmental protection objectives, taking into account their complex interdependence and the expected effects of their implementation) and gender equality and equal opportunities (ensuring equal opportunities for women and men and the elimination of any discrimination based on ethnic or racial origin, age, disability, sexual orientation, religion or views). The project cannot have an adverse impact on these principles.
7. The project shall be required to meet the established project administrative criteria, general project selection criteria and specific project compliance criteria (project eligibility criteria) and shall aim to meet the specific priority project selection criteria (benefit and quality assessment criteria) laid down in Annexes 3, 4 and 5 to the Guidelines.
8. The project shall be non-profit-making, aimed at serving the public interest (pursuing goals important to the society rather than a commercial interest or satisfaction of needs of a single person (legal or private).
9. **REQUIREMENTS FOR THE PROVISION OF STATE AID**
10. As per the Guidelines, the project implementation shall not be subject to State Aid.

1. **Requirements for eligible project costs and financing**
2. Project costs shall comply with requirements which project costs are subject to, laid down in Chapter XIX of the MAFR and the eligibility requirements set out in Chapter 8 of the Regulation.
3. The minimum amount of mechanism and co-financing funds, which may be requested under this Call, shall be 700,000.00 (seven hundred thousand euros) and the maximum shall be 1,000.000.00 (one million euros). Limits on the minimum and / or maximum amount of the mechanism funds and co-financing funds are assessed at the time of submitting an application.
4. The maximum project grant rate, which may be financed from the mechanism and co-financing funds, shall be 100 percent of the total eligible project costs.
5. Eligible costs shall be directly linked to the implementation of the project and necessary to achieve the goal and the intended results of the project. The principles of economy, efficiency and effectiveness shall be followed when planning the project budget.
6. Only costs incurred for activities carried out from the date of the decision on the project financing are financed with the mechanism funds and co-financing funds. Inclusion of particular costs into the project budget cannot be considered as prior confirmation that those costs will be approved eligible during the project implementation. All project activities shall be completed and all costs shall be incurred and compensated during the period of eligibility of project costs for payment till the deadline for the eligibility of project costs for payment indicated in the project contract, except for costs, which were invoiced in the last month of the period of eligibility of costs for financing and which are considered eligible for financing, if the invoice substantiating the project costs is paid within 30 days from the end of the period of eligibility of project costs for financing. Final date of eligibility of expenditure in projects is 30 April 2024.
7. The project and project activities may not have been financed or be financed, or, having granted financing, submitted for financing from other programmes financed from state budget funds, other funds or financial mechanisms (European Union Structural Funds, the Swiss Contribution, etc.) and other EEA Financial Mechanism programmes, if this may lead to eligible costs of the project or a part thereof being financed several times.
8. Calculation (substantiation) of project costs shall be submitted along with the planned project budget. In cases where costs are incurred in connection with (public) procurement (except for costs to be declared and paid in a simplified procedure), the planned costs shall be based on the conducted market research. The recommended market research summary form and explanations for its completion are provided in Annex 8 to the Guidelines.
9. The following are the categories of eligible or ineligible costs under this Call:

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| **Cost category No** | **Cost category name** | **Requirements and explanations** |
| **Direct costs of the project** |
| 1. | Land and real estate | Ineligible. |
| 2. | Contractor works (construction, reconstruction, repair and other works) | Costs relating to simple repairs of the centre intended for adaptation of premises (without reconstruction or major overhaul thereof) for the provision of integrated services may be financed. Costs on works of simple repairs may not exceed 10 percent of eligible project costs. |
| 3. | Fixed assets | Costs of depreciation of new or used equipment or devices (hereinafter all together referred to as equipment), necessary for the implementation of the project, achievement of the project objectives and indicators, and project administration and publication, used in the project falling within the period of project implementation, provided that equipment is depreciated according to generally accepted accounting principles which the Project Promoter or Project Partner, or similar equipment in general, is subject to, may be financed. If the equipment is an integral and necessary part for achieving the outcomes of the project, the entire purchase price of that equipment may be recognized as eligible costs (this shall not apply to project administration and publicity). In such a case, it must be ensured that the Project Promoter keeps the equipment in its ownership for a period of at least five years following the completion of the project and will use the equipment for the project objectives, will keep the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project, ensures proper equipment maintenance at least 5 years after the end of the project, unless the Project contract establishes otherwise (insurance costs during the lifetime of the project may be considered as eligible costs for project funding). Where a Project Partner purchases equipment, the Project Promoter shall ensure that the Project Partner abides by the above provisions. Movable tangible property used directly in carrying out project activities, the cost of acquisition of which is EUR 1 000 and more (irrespective of the value at which the Project Promoter or the Project Partner classifies the acquired assets as non-current assets according to their accounting policy), such as movable or stationary objects, when the following conditions are met, shall be considered equipment: the useful life of assets is more than one year when used for their intended purpose; the assets used retain their original form and appearance; when in case of damage of assets, a loss or depreciation of parts thereof fixing the assets than replacing them with new ones is more expedient; assets do not lose their identity (ability to perform functions) even when integrated into another more complex unit.In cases when assets may or are used for other than the project’s purposes, costs of depreciation or acquisition of the equipment (if applicable) shall be financed with the project funds in application of the *pro-rata* principle (taking into account the proportion of the use of equipment for project and other purposes). |
| 4. | Goods (current assets) and services | Costs of acquisition of goods and services necessary for the implementation of the project, the achievement of goals and indicators of the project, and project administration and publicity can be financed.In cases where they may or are used for other than the project’s purposes, the costs of acquisition of goods from the project’s funds shall be financed in application of the *pro-rata* principle (taking into account the proportion of the use of equipment for project and other purposes). |
| 5. | Business trips  | Costs of traveling and business trips of employees carrying out and administering the project activities and of those carrying out publicity activities and of participants in the project activities, including daily subsistence allowance, can be financed. All Project Promoters and / or Project Partners from Lithuania, irrespective of their legal status, shall be subject to provisions of the Resolution No. 526 of the Government of the Republic of Lithuania of 29 April 2004 on the Payment of Daily Allowances and Compensation of Other Business Trip Expenses (except for cases where expenses are declared and compensated in a simplified procedure).Expenses of business trips and traveling abroad (where they last for more than 1 day) (excluding costs of traveling abroad and going back by all types of vehicles) shall be declared and compensated on a simplified bases in accordance with the factual per diem rates established by the European Commission that cover accommodation, meals, local travel within the place of business trip, insurance and sundry expences (fixed rates), which are also publicly available on the website: <https://www.cpva.lt/data/public/uploads/2020/01/europos-komisijos-skelbiamos-dienpinigiu-normos-perdiems-2017-03-17_en.pdf>. The applicable daily allowance rates (*per diems*) shall not be subject to change during the project implementation period.The expenses incurred during business trips and travel within the territory of the Republic of Lithuania (fuel or public transport expenses) shall be compensated on a simplified bases in accordance with the factual fuel and public transport rates established in the Report No. FĮ-005 of the Ministry of the Finance of the Republic of Lithuania on the Analysis of Setting Flat Rates on Fuel and Public Transport (Published on 24 April 2015). The report can be viewed online at the following link: [www.esinvesticijos.lt](http://www.esinvesticijos.lt) (document “Analysis on Simplified Compensation of Expenses” under the section “Documents”, sub-section “Analyses”). Fixed rates for 1 km are as follows: 0.07 EUR/km, excluding VAT or 0.08 EUR/km, VAT inclusive. Compensation of costs on a simplified basis in accordance with the flat rates may not applicable towards Project Partners from Donor States as well as costs incurred by the Project Promoter and/or Project Partner where the aforementioned costs or part of the costs, included within the fixed rates, have already been included towards the price of acquisition of other services. |
| 6.  | Salary  | Salary payable for the time of employees hired or assigned to administer the project or engage in the publicizing of the project, which they spent actually working on the project (salary, social insurance contributions and salary-related expenses established by legal acts provided that they are in line with the usual Project Promoter’s and Project Partner’s salary policy) and related benefits regarding the employed personnel may be subject to be recognised as eligible costs. Solely the share of costs, which is directly related to the project being carried out and calculated and paid for the time spent working on the project shall be considered as eligible costs.Respective salary expenses of employees of State and municipal institutions and bodies shall be eligible to the extent they are related to activities, which the respective institution or body would not carry out, if it wasn’t for the project. Salary expenses shall not exceed the market rates payable to employees of a respective specialization and qualification, except in duly justified cases. Salary of employees of budgetary institutions shall be calculated in accordance with national legislation governing the calculation of salary of such employees.The planning of salaries may be based on data published by Statistics Lithuania of the Republic of Lithuania, data on similar projects, historical salary data provided by the applicant and / or a Project Partner, or data on salary normally paid in the company (institution, organization) for the same functions and / or duties (for example, statements on the average monthly salary of 6 months of the specific employee, statements on the average salary of employees in the respective position (or carrying out similar functions), information about the average salary in the company (institution, organization), published by the Project Promoter, etc.). The application shall contain information on the number of hours (days, months) planned for each position (function) or their group for the implementation of the project and the planned average hourly (daily, monthly) rate, also explaining the basis and/or indicating the methodology used to calculate the planned average hourly (daily, monthly) rate and enclosing the supporting documents (if necessary).Expenses of the Project Promoters and/or Project Partners from Lithuania for annual leave and additional days-off of employees shall be calculated and will be declared and paid on a simplified bases by applying the coefficients of payments for annual leave and additional days-off (flat rates) set in the Report No. FN-005 on the Analysis on Setting Flat Rates of Payment of Annual Leave and Additional Days Off (edition of 20 July 2017) of the Ministry of Finance of the Republic of Lithuania, published on the website [www.esinvesticijos.lt](http://www.esinvesticijos.lt) (Subsection “Analysis of Simplified Compensation of Expenses” of the section “Analyses” under reference “Documents”). |
| **Indirect project costs**  |
| 7. | Indirect costs | Eligible indirect project costs are costs that are not directly attributable to the implementation of project activities, but are necessary for the implementation of the project and can be related to direct project costs. Indirect costs may not include any direct eligible costs. The method for determining indirect costs shall be selected (and, where appropriate, justified) at the time of drafting an application.The methods for determining indirect project costs are provided for in clause 276 of the MAFR: either on the basis of actual indirect costs (subclauses 276.1 and 276.2 of the MAFR) or at a flat rate (subclauses 276.3.1, 276.3.2 and 276.3.3 of the MAFR).If the method provided for in subclause 276.3.1. of the MAFR is selected to determine indirect costs of the project, indirect project costs shall be justified in accordance with provisions of the “Methodology for Determining and Applying a Flat Rate for Indirect Costs” approved by the CPMA and published online at www.norwaygrants.lt („Documents“, section „For project promoters“, part „Declaration of expenditure“) (methodology: <https://www.norwaygrants.lt/mfiles/Documents/items/112/metodika-netiesioginiu-fdn-25-proc.docx>; 1 priedas: <https://www.cpva.lt/data/public/uploads/2019/10/metodikos-priedas-nr.1.xlsx>). Examples of indirect costs are the general costs of the organization for infrastructure (such as electricity, natural gas, heating, water, cleaning, security, room maintenance, communications, etc.), small office equipment and office supplies, and horizontal activities of the organisation such as administrative and financial management, human resources, training, legal advice, etc., as part of the project implementation. |

1. The flat rates applied during the implementation of the project shall not be changed, except in the case of a change in the VAT rate applicable to fuel and / or public transport costs and/or unless the coordinating authority, audit authority or other auditing authorities or, in the case of simplified costing methodologies for European Union Structural Funds projects, the European Union Structural Funds Managing Authority or audit authority determines that: the amount of the simplified reimbursement or the conditions for its application were incorrectly determined (in cases where the amount should have been lower or otherwise applied), the adjusted amount or the conditions for its application shall apply to the simplified reimbursement costs incurred from the date of entry into force of the simplification pay.
2. Costs that are necessary for the administration of the project indicated in the paragraph 43 under headings 3 to 6, e.g. salary expenses of Project Promoter’s or Project Partner’s employees for time spent working on project administration, purchase of goods for project administration purposes, costs of project administration services, costs of inspection (auditing) of expenses of partners from Donor States (where applicable), other project-administration related costs shall be considered as direct costs. The total amount of project administration costs shall not exceed 10 percent of eligible project costs.
3. The publicity costs of the project indicated in paragraph 43 under headings 3 to 6 shall be considered as direct costs of the project and shall be eligible for financing when incurred in the course of communication actions of the project as foreseen in the clauses 260-264 of the MAFR.
4. Value added tax (VAT), which the applicant (the Project Promoter) and / or a Project Partner will not or could not deduct and recover according to legislation, shall be eligible for financing.
5. In all cases, ineligible costs are defined in Section III of Chapter XIX of the MAFR.
6. Project costs shall be compensated upon the Project Promoter’s submission of a payment request in application of the method of cost compensation with or without an advance payment, and / or the payment of invoices. The procedure and method (-s) of payment of costs shall be set out in the Project contract.
7. In the course of the implementation of the project, the Project Promoter will be able to request an advance payment not exceeding 30 percent of the amount of the mechanism and co-financing funds allocated to the project (if the payment of an advance will be provided for in the Project contract), which will later be set-off after the recognition of declared expenses as eligible costs in accordance with the provisions of clause 300 of the MAFR. If an advance payment will be made for a project, the Project Promoter will be obliged to have a separate account with the credit institution for managing financing allocated for the project.
8. A Project Partner (s) from a Donor State and/or a project participant(s) from a Donor State shall account for the expenses incurred in the course of project implementation in accordance with the procedure laid down in clauses 292-294 of the MAFR and pursuant to the memo prepared by the Process Working Group published online at <https://www.norwaygrants.lt/mfiles/Documents/items/96/uzsienio_partneriu_islaidu_deklaravimas_atmintine.docx> (Lithuanian), <https://www.cpva.lt/data/public/uploads/2019/07/memo_donor-project-partners_proof-of-expenditure-by-reports.docx> (English).
9. **Preparation, acceptance of applications, evaluation and selection of projects**
10. Mechanism and co-financing funds for projects under this Call shall be allocated by way of an open call for applications.
11. An open call for submission of applications is published online at [www.eeagrants.lt](http://www.eeagrants.lt) and [www.cpva.lt](http://www.cpva.lt).
12. In order to receive financing, the applicant shall online via the DMS fill in an application, drafted by the Process Working Group (a typical form is available in Annex 1 to these Guidelines), and together with annexes submit it via the DMS by the date specified in the call for applications. After submitting the application, the applicant shall immediately be sent a confirmation via the DMS of the registration of the application stating the unique code assigned to the application. If the DMS functionality is not guaranteed, the applicant will be informed about the registration of the application and its unique code in written, by sending information to the email address of the indicated contact person.
13. Applications submitted by other than DMS means and measures shall not be accepted and shall be returned to applicant. In case of a temporary failure to ensure DMS functionalities, which makes it impossible for applicants to submit applications or annexes thereto on the deadline for the submission of applications, the CPMA shall extend the deadline for the submission of applications for 7 days and/or create the opportunity to submit applications or annexes thereto by other means, informing applicants thereof via DMS or in writing, if DMS functions have not been ensured.
14. The applicant may ask questions regarding the conditions of allocation of financing, also questions relating to the filling of applications and other financing allocation-related questions by calling CPMA phone numbers indicated in the Call text, in writing, e-mail or verbally.
15. The application and all annexes shall be submitted in Lithuanian (except the partnership agreement as it is stated in the clause 14 of these Guidelines). The applicant shall submit the following annexes along with his application:
	1. Copies of employment contracts and / or employment agreements of case managers and social workers working with children and the family for recruitment after receiving funding for the project;
	2. Description of the planned to be applied/applied work model (Annex 2 to the Guidelines);
	3. A free-form description of professionals who will work/provide services at the “One Stop” centre, name of the position has to be specified, the need thereof, the number of working hours or posts planned have to be justified, and the latter must be based on an explanation of how this will ensure the availability of services and the successful resolution of crises;
	4. Description of the planned training for case managers and social workers with clearly identified training topic(s). The training content must also be described. It must be indicated how many training sessions are planned, duration thereof, how much time will be devoted to theoretical and practical sessions/parts, how many employees will be trained, what results are sought (what specific knowledge and practical skills will the participants acquire) and what content of the individual parts of the training will be (if there is not enough space in the application to provide this information);
	5. A free-form description of how supportive assistance for the child and family will be provided (if there is not enough space in the application to provide this information);
	6. Copies of documents certifying the applicant's (Project Partner's) right to the building under the right of ownership or other right to manage or use real property (if applicable);
	7. If the applicant does not own the building in which the construction works are planned to be carried out, then a copy of this property management/use agreement and/or a written consent of the property manager to carry out the project activities (unless such a consent is expressed in the agreement of the property transfer for management/use) has to be provided. A property management agreement and/or a written consent of the property manager to carrying out the project activities (unless such a consent is expressed in the agreement of the property transfer for management/use) must be concluded for a period of at least 5 years from the end of the financing of the project activities and must be registered in the Real Property Register and Cadastre of the Republic of Lithuania;
	8. Documents justifying the validity of the project budget (in cases where costs will be incurred in holding (public) procurement procedures (except for costs, which will be declared and compensated on a simplified bases), the planned costs shall be justified by conducted market research);
	9. A draft partnership agreement that meets the requirements of these Guidelines (if a partnership agreement has been signed before the submission of the application – a copy of a signed agreement) or a letter of intent to conclude such an agreement (if applicable);
	10. Justification of determination of indirect project costs.
16. The CPMA shall arrange the evaluation of applications following the provisions of Chapter XVII of the MAFR. The evaluation shall be done by evaluators completing evaluation tables in the forms presented in Annexes 3, 4 and 5 to the Guidelines.
17. At the time of the evaluation of an application, the CPMA may ask the applicant to submit the missing information and/ or documents. The applicant must submit this information and/or documents within the deadline set by the CPMA, which should be at least 3 working days. During the evaluation, the CPMA and the applicant shall correspond via DMS.
18. The CPMA has the right to decide which evaluation - either evaluation of the benefits and quality of projects or evaluation of the eligibility of projects - should be carried out first, or to carry out both of these evaluations simultaneously. Information on the results of the project benefit and quality evaluation phase and on the results of the phase of evaluation of the eligibility of projects shall be published on the website [www.eeegrants.lt](http://www.eeegrants.lt).
19. At least two independent experts will conduct a benefit and quality evaluation. Applications will be evaluated in scores in accordance with priority project selection criteria (Annex 5 to the Guidelines) which may not be changed in the course of the evaluation of projects. The maximum possible score according to each criterion is indicated in Annex 5 to the Guidelines. The maximum score, which may be given according to all criteria of evaluation of the project’s benefit and quality, shall be 100. 50 shall be the minimum mandatory score for projects under this Call. Where projects receive the same score, and the amount of funds allocated for the Call for applications is not sufficient to finance all projects, priority shall be given to projects which score higher on the first priority selection criterion and, where projects are scored equally on this priority criterion, priority shall be given to projects which score higher on the next consecutive priority criterion. If, according to all priority project selection criteria, such projects are evaluated in the same way and the amount of the call for proposals is insufficient to finance all of them, they shall be arranged in sequence according to the time of receipt of an application via DMS (an application that has been received earlier is entered in a higher position in the ranking). Where the evaluation scores given to the project by two evaluators differ by more than 30 percent of the higher score, then the CPMA shall appoint the third independent evaluator. In such case, the project shall be given a score of an average of two scores that came the closest.
20. Applications shall be evaluated for no more than 90 days after the deadline for the submission of applications specified in the Call for applications.
21. The evaluation term may be extended by a decision of the CPMA if:
	1. more than 100 applications were received through a selection tender procedure;
	2. at the time of the evaluation of applications, Financial Mechanism Office, Program Partner, Focal Point or other related authorities were addressed for interpretation of certain evaluation provisions. In such a case, the evaluation term shall be extended for the period of time, which passed from the referral date till the day when a response was received.
22. The CPMA shall make a decision on financing of projects, which were approved by the Project Selection Committee and which are in line with the requirements of evaluation of project benefit and quality, project eligibility and administrative compliance.
23. An application shall be rejected and other criteria shall not be assessed if it is determined that:
	1. the same applicant has submitted more than one application (all but the first application submitted by the same applicant shall be rejected);
	2. the application does not meet at least one general or special project compliance criteria (eligibility) laid down in Annex 4 to the Guidelines;
	3. the applicant does not meet at least one administrative compliance criterion indicated in Annex 3 to the Guidelines;
	4. the applicant submitted misleading information in its application, or the applicant or persons related to the application (for the planned project implementation) seek to receive information, which the CPMA considers to be confidential, or to unlawfully exert influence on evaluation results or evaluators;
	5. the project scores less than 50 during the benefit-quality evaluation;
	6. the applicant has not submitted the documents specified in sub-clauses 57.1 – 57.7 of the Guidelines;
	7. the applicant submitted none of the documents referred to in Point 57.8 of the Guidelines along with the application.
24. The CPMA shall conclude a bilateral Project contract with the applicant whose project has been selected for financing from mechanism and co-financing funds. General conditions are approved by the Decree No. 2019/20-3-1 of the Deputy Director of the CPMA of 1 July 2019 “Regarding approval of the General conditions of the 2014-2021 European Economic Area financial mechanism or 2014-2021 Norwegian mechanism project contract” and published in the Register of Legal Acts. Special conditions are laid down in the Annex 7 to the Guidelines.
25. If the applicant refuses or fails to sign a Project contract within the deadline set by the CPMA or fails to fulfil the conditions that must be fulfilled before concluding a Project contract within the set period of time (fails to fulfil a reservation or submit information and documents proving the fulfilment of the reservation), the decision for the allocation of financing for the project shall be null and void.
26. The Project contract shall be concluded, modified and terminated in accordance with the provisions of Chapter XVIII of the MAFR. The Project Promoter shall be responsible for the implementation of the project under the Project contract.

1. **FINAL PROVISIONS**
2. The applicant (Project Promoter) may appeal against the CPMA’s decisions in accordance with the procedure laid down in clause 429 of the MAFR.
3. List of Annexes to the Guidelines:
	1. Typical Project Application Form (to be completed via DMS online), Annex 1;
	2. Form of description of the work model used / planned to be used, Annex 2;
	3. Administrative Compliance Evaluation Methodology, Annex 3;
	4. Eligibility Evaluation Methodology, Annex 4;
	5. Benefit and Quality Evaluation Methodology, Annex 5;
	6. Methodology for Calculating Monitoring Indicators, Annex 6;
	7. Draft of the Special Conditions of the Project contract, Annex 7;
	8. Recommended Market Research Summary Form and Explanations on its Completion, Annex 8.

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1. To be measured by means of a survey administered on behalf of the Financial Mechanism Office. [↑](#footnote-ref-2)