

Programme	EEA/NFM SCHOLARSHIP FUND
<b>Measure 1</b>	<b>Preparatory visits</b>
<b>Aims and description of the measure</b>	<p>This measure aims to help organisations eligible for the EEA/NFM programme Slovene Scholarship Fund, which intend to establish a new mobility or inter-institutional cooperation/partnership project.</p> <p>Each organisation seeking to establish a new project under specific measures of the EEA/NFM programme Slovene Scholarship Fund may apply for a grant to facilitate preparatory visits by the participants. Preparatory visits may take one of the following forms:</p> <ul style="list-style-type: none"> <li>- Meetings between two or several partner organisations;</li> <li>- Participation at a contact seminar to search for partners.</li> </ul> <p>A preparatory visit grant may be applied for by both Slovenian organisations as well as organisations from donor states - Norway, Liechtenstein and Iceland (where the application is submitted by an organisation from a donor state, the partner organisations shall be from Slovenia).</p> <p>A precondition for a successful preparatory visit is established contact with potential partners, documented by an invitation, the agenda, etc.</p> <p>Preparatory visits shall express a clear purpose of the potential partners to meet and:</p> <ul style="list-style-type: none"> <li>- set the goals, purpose and the methodology of the future project;</li> <li>- set the roles, responsibilities and tasks of the partners within the future project;</li> <li>- prepare a work plan for the future project, including the methods for monitoring, evaluation and dissemination;</li> <li>- complete the project/partnership application form.</li> </ul>
<b>Beneficiaries</b>	<p>Individuals, working for an organisation, looking to establish a mobility or an inter-institutional cooperation/partnership project with the countries of the EEA/NFM Scholarship Fund.</p> <p>Typically, a grant shall be awarded for one person for one preparatory visit; however, in special cases a grant may be awarded to two individuals from the same organisation for the same preparatory visit.</p> <p>Preparatory visit applications are no longer eligible upon the submission of an application for a certain project/partnership.</p> <p>Upon the successful submission of a project, an organisation may apply for a new preparatory visit or contact seminar grant on condition that it intends to undertake a new project or partnership (new partners, new content, new type of project...).</p>
<b>Eligibility</b>	<p>Organisations which are eligible for cooperation and project preparation under the measures of the EEA/NFM Scholarship Fund, both from Slovenia and the donor states (Norway, Iceland and Liechtenstein).</p> <p>Eligible applicants shall be organisations in primary, secondary and tertiary education.</p>
<b>SUBMISSION PROCEDURE</b>	

<b>Deadline for submission of applications</b>	<p>The deadline for submission of the applications is open until the depletion of the funds or by December 2015 at the latest; applications shall be submitted <b>30 days before the start of mobility (the meeting of the partners or a contact seminar)</b> at the latest. The deadline shall begin to run the day after the submission of the application<sup>1</sup>.</p> <p>For each contact seminar a date is set for the application of the candidates with the Programme Operator. This deadline is <b>30 days before the start</b> of the contact seminar at the latest.</p>	
<b>Manner of submission of applications</b>	<b>Printed version</b>	<p><b>1 original of the application, signed by hand</b> shall be submitted.</p> <p>An application shall be considered timely when submitted on the appropriate form and sent by registered mail by 11.59 PM on the date of the deadline for submission at the latest or delivered personally to the CMEPIUS secretarial service by 3 PM on the date of the deadline at the latest (see above - Deadline for submission of applications).</p> <p>A printed original of the application shall be addressed to the Programme Operator - CMEPIUS (Štipendijski sklad EGP in NFM - Pripravljalni obiski), Ob železnici 30a, 1000 Ljubljana, Slovenia.</p> <p>Individual sheets of the application shall not be stapled or glued together.</p>
	<b>Electronic version</b>	<p>Submission in electronic form shall mean submission by e-mail to the e-mail address provided on the application (<a href="mailto:eeagrants@cmepius.si">eeagrants@cmepius.si</a>)</p>
	<b>Signature of the authorised representative and seal</b>	<p>An original of the grant application shall be signed by hand by the authorised representative.</p> <p>In addition to the signature of the authorised representative, it shall bear the stamp of the organisation. In case the organisation does not use a stamp, a statement shall be enclosed to the effect that the organisation does not use a stamp.</p>
<b>Availability of application forms</b>	<p><a href="http://www.cmepius.si/en/higher-education/eea-and-norway-grants.aspx">http://www.cmepius.si/en/higher-education/eea-and-norway-grants.aspx</a></p>	
<b>Language of applications</b>	<p>An application shall be made in either English or Slovenian language. In case an application is <b>not</b> written in either Slovenian or English, a translation of the application into either Slovenian or English shall be enclosed to the original.</p>	
<b>National rules for</b>	<b>Exclusion criteria</b>	

<sup>1</sup> The day of the submission of the application and the day of departure to mobility do not count against the 30-day deadline.

<p><b>applications</b></p>	<p>Any grant application that fails to meet any of the criteria in this section shall be rejected on grounds of failure to meet the technical eligibility criteria:</p> <ul style="list-style-type: none"> <li>- Failure to be submitted in a timely manner by the deadline for submission in printed form;</li> <li>- Failure to be completed with a computer;</li> <li>- Failure to be submitted on the appropriate application forms (use of incorrect forms);</li> <li>- Failure to be signed by the authorised representative.</li> </ul>
	<p><b>Eligibility exclusion criteria by call</b></p>
	<p>In case of failure to meet the criteria under this chapter, applicants shall have two business days to amend their application in line with the guidelines. Potential calls to amend shall be dispatched in the following cases:</p> <ul style="list-style-type: none"> <li>- When original signatures are present, but not the stamp of the organisation;</li> <li>- When the required annexes are not enclosed to the application (agenda/invitation/programme);</li> <li>- When the grant application was received after the deadline and the date of its submission by post is not clear from the envelope.</li> </ul>
	<p><b>Calls to amend and deadline</b></p>
<p><b>Assessment procedure</b></p>	<p>A call to amend shall be delivered only by e-mail to the e-mail address of the contact person provided on the grant application. The deadline for amendment (two business days) shall begin to run the next business day after the sending date of the e-mail. An amended application shall be submitted by registered mail within the deadline and in the manner as set forth in the "National rules for applications" chapter herein. In case of failure to meet the eligibility criteria, an application shall be rejected before the content evaluation stage.</p> <p>The criteria for awarding grants are set forth in more detail in the assessment sheets for each measure. These shall be published on the CMEPIUS web site, together with the grant application forms.</p> <p>The Programme Operator shall submit an application that meets the eligibility criteria (legal and technical criteria under the call) to an assessment of its content by at least one assessor.</p> <p>In case of certain measures that are based on real costs, an assessor (or assessors) may reduce the amount of the proposed co-financing. The Programme Operator shall also undertake to perform a finance eligibility review to check the validity of the calculation of the grant proposal in accordance with the rules under the call.</p>
<p><b>Appeal</b></p>	<p>Applicants may appeal the technical realisation of the procedure. Applicants who are rejected due to their failure to meet the legal and technical criteria under the call or because of procedural deficiencies or irregularities may appeal this decision with the National Committee of the EEA/NFM Scholarship Fund within 15 days upon receipt of a written notice. Appeals shall not suspend the execution of the decision appealed or the signing of contracts with the selected applications.</p>
<p><b>National administrative eligibility criteria</b></p>	<p>In case a project is applied for by an organisation that is a member of a Slovene university, such applications shall be completed on behalf of the university, i.e. the application shall be signed by the rector or his/her authorised representative. Eligibility to participate shall be verified at the level of the member of the university. The above also applies to Slovene school centres, for which an application shall be completed on behalf of the centre, and not on behalf of an individual school.</p>
<p><b>National co-</b></p>	<p><b>General information</b></p>

<b>financing rules</b>	Eligible costs under measure 1 are subsistence, travel and participation fee costs.																																													
	<b>SUBSISTENCE COSTS/DAILY ALLOWANCES</b> The amounts applicable for applicants from Slovenia and the donor states are provided in the table below.																																													
	<b>TRAVEL COSTS:</b> Travel costs shall be calculated based on real costs. For this measure, a maximum amount of travel costs per country of destination shall apply. The maximum amounts are provided in the table below.																																													
	<b>PARTICIPATION FEE COSTS:</b> A contribution may be awarded based on real costs. In the case of contact seminars, the participation fee shall also cover subsistence costs; therefore additional funds for subsistence costs cannot be received. The maximum amount of the participation fee is EUR 200 per day.																																													
	<table border="1"> <thead> <tr> <th>Host state</th> <th>1 day</th> <th>2 days</th> <th>3 days</th> <th>4 days</th> <th>5 days</th> <th>6 days</th> <th>Maximum amount for travel</th> </tr> </thead> <tbody> <tr> <td>Iceland</td> <td>180</td> <td>360</td> <td>540</td> <td>720</td> <td>900</td> <td>1,080</td> <td>950</td> </tr> <tr> <td>Liechtenstein</td> <td>260</td> <td>520</td> <td>780</td> <td>1.040</td> <td>1.300</td> <td>1,560</td> <td>450</td> </tr> <tr> <td>Norway</td> <td>260</td> <td>520</td> <td>780</td> <td>1.040</td> <td>1.300</td> <td>1,560</td> <td>800</td> </tr> <tr> <td>Slovenia</td> <td>160</td> <td>320</td> <td>480</td> <td>640</td> <td>800</td> <td>960</td> <td></td> </tr> </tbody> </table>							Host state	1 day	2 days	3 days	4 days	5 days	6 days	Maximum amount for travel	Iceland	180	360	540	720	900	1,080	950	Liechtenstein	260	520	780	1.040	1.300	1,560	450	Norway	260	520	780	1.040	1.300	1,560	800	Slovenia	160	320	480	640	800	960
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<b>PAYMENT METHOD:</b> 80% of the approved funds shall be paid to the applicant upon signing the contract; the remaining 20% shall be paid to the organisation upon the receipt and confirmation of the report.																																														
<b>Persons with special needs</b>																																														
<p>Within the EEA/NFM Scholarship Fund participants with special needs may be eligible for special treatment when determining the co-financing criteria. Special needs persons include individuals with mental development disabilities, the blind and visually impaired, the deaf and hard of hearing, persons with speech disabilities, persons with impaired mobility, persons with long-term illnesses, persons with certain learning deficiencies and persons with emotional and behavioural disabilities, who need additional expert assistance to carry out programmes, or adapted or special programmes.</p> <p>In the case of preparatory visits, when submitting a grant application, applicants or participants with special needs may apply for a grant to cover such extra costs that have to be defined in detail. The Programme Operator may award such extra funds to carry out individual mobility or support the participation of an accompanying person based on a justified application.</p>																																														
<b>DURATION</b>																																														
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<b>FINANCIAL PROVISION</b>																																														
<b>For further information please consult the Guide for Applicants.</b>																																														
<b>Applicable table for grants:</b>	Table 1																																													
<b>ASSESSMENT AND SELECTION PROCEDURES</b>																																														
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<b>Award criteria</b>	<b>1. Content and duration</b>
	The preparatory visits or contact seminar programme is clear and acceptable; its duration is realistic and appropriate.
	<b>2. Relevance</b>
	There is a clear relationship between the activities and the strategy of the applicant's own organisation and the purpose and the content of the preparatory visit.
<b>CONTRACTING PROCEDURES</b>	
<b>Planned date for preliminary information on the results of the selection procedure</b>	Up to 20 days upon the submission of the application.
<b>Planned date for sending the contract to the project promoters</b>	Up to 10 days upon receiving the information needed to conclude the contract from the project promoters.