

**MINISTRY OF JUSTICE**  
**ANNOUNCES CALL FOR PROPOSALS UNDER THE *JUSTICE* PROGRAMME**  
**financed from the Norwegian Financial Mechanism 2014 - 2021**

**SMALL GRANTS SCHEME**

**Programme Area 22: *Domestic and Gender-based Violence***  
**(SGS 2)**

<b>Title:</b>	Preventing violence against the elderly and people with disabilities – development of local support systems
<b>Call number:</b>	SGS 2
<b>Publication date:</b>	6 June 2022
<b>Application submission deadline:</b>	8 August 2022, 23:59
<b>Total allocation available under the call:</b>	EUR 1 800 000 EUR – PLN 8 358 480 (according to the average monthly rate published in the C series of the Official Journal of the European Union, calculated for the 6-month period before the date of publication of the notice, i.e. EUR 1 = PLN 4,6436).
<b>Minimum grant amount applied for:</b>	EUR 5 000 (PLN 23 218)
<b>Maximum grant amount applied for:</b>	EUR 75 000 (PLN 348 270)
<b>Grant rate from the <i>Justice</i> Programme</b>	up to 100% of total eligible expenditure of the project
<b>Eligible applicants (project promoters)</b>	Polish local government units
<b>Eligible project partners</b>	Non-governmental organisation established as a legal person in the Republic of Poland or the Kingdom of Norway. Polish or Norwegian public entity working in the field of prevention of domestic and gender-based violence.

## **Aim of the call**

***The aim of the call is to improve domestic violence prevention system for the elderly and people with disabilities in Poland.***

The call will support projects developing local support systems for preventing violence against the elderly and people with disabilities, and their families.

Domestic violence against the elderly and people with disabilities is a serious and prevalent social issue. In the context of the demographic developments related to the aging of the population, it can be expected that the scale of this problem will increase. The elderly and people with disabilities are particularly vulnerable to various forms of violence and abuse due to factors related to age, health problems, dependence on others and lack of awareness of their rights. Moreover, limited mobility and social isolation hinder their ability to report violence and impede access to support services. It should be noted, that the majority of domestic violence victims are women. Women with disabilities are more often exposed to violence, abuse and discrimination than women without disabilities. Projects under the Small Grants Scheme, that contribute to the improvement of the domestic violence prevention system for the elderly and people with disabilities, should take into account the conditions related to gender, age and various types of disabilities.

Activities implemented within the projects will be evaluated and good practices identified at the local level will be used by the Ministry of Family and Social Policy, the Project Promoter of the Predefined Project 3 “Preventing violence against the elderly and people with disabilities”, for the development of the prevention and support model for the elderly and people with disabilities and their families.

The projects will be implemented in line with the Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention), in particular with Article 4 of the Convention according to which the implementation of the provisions of the Convention by the Parties, in particular measures to protect the rights of victims, shall be secured without discrimination on any ground including age and disability.

All programmes and activities funded by the Norwegian Financial Mechanism 2014-2021 shall be based on the 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.

## **Expected outcomes of the projects**

The projects supported under the SGS 2 should contribute to the achievement of the *Justice Programme* result in the programme area 22 – *Improved domestic violence prevention system*.

The Project Promoters are obliged to select both indicators for the Programme Outcome 2:

- *Annual number of cases of domestic violence officially reported (in project intervention areas);*
- *Number of people at risk for domestic violence benefiting from services provided;*

and the indicator for the Programme Output 2.3 - *Domestic violence victims with special needs assisted*:

- *Number of support models for elderly and disabled victims of domestic violence developed.*

In addition, the Project Promoters are required to set up at least one own indicator for the project outcome and own indicators for the project outputs. Please refer to the *Instructions for submitting the application form* (Annex 2 to the *Call for proposals*) for more information on the development of project indicators.

<b>Expected Programme results</b>	<b>Indicators</b>
<b>Outcome 2</b> Improved domestic violence prevention system	Annual number of cases of domestic violence officially reported (in project intervention areas)*
	Number of people at risk for domestic violence benefiting from services provided
<b>Output 2.3</b> Domestic violence victims with special needs assisted	Number of pilot support models for elderly and disabled victims of domestic violence developed.

\* Measured by the number of Blue Cards-A submitted in a given year, disaggregated by gender of the victim.

### **Indicators for bilateral cooperation**

For projects implemented in partnership with a Norwegian entity it is mandatory to select the Bilateral Output 1 of the Justice Programme - *Number of projects involving cooperation with a donor project partner.*

In addition, Project Promoters and Project Partners will be required to take part in a survey conducted by the FMO regarding the Bilateral Outcome indicators defined for the Programme.

<b>Expected bilateral results</b>	<b>Indicators</b>
<b>Bilateral Outcome</b> Enhanced collaboration between beneficiary and donor state entities involved in the programme	Level of trust between cooperating entities in Beneficiary States and Donor States*
	Level of satisfaction with the partnership*
	Share of cooperating organizations that apply the knowledge acquired from bilateral partnership

<b>Bilateral Output 1</b> Bilateral partnerships supported	Number of projects involving cooperation with a donor project partner
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\* Survey among the Project Promoters and Project Partners will be conducted by the FMO.

### **Types of activities that can be implemented under the projects:**

The projects shall contribute to the improvement of the domestic violence prevention system for the elderly and people with disabilities. The projects should apply a comprehensive approach and include both preventive measures, as well as intervention and support measures, tailored to age, gender and type of disability of the beneficiaries. The development of interdisciplinary cooperation and integration of activities at the local level, including cooperation with non-governmental organizations, is encouraged.

### Examples of activities:

#### Development of preventive measures:

- activities aimed at raising social awareness, including at the family level, about the problem of violence against the elderly and people with disabilities, promoting rights and respect for dignity of the elderly and people with disabilities, eliminating discrimination and combating stereotypes, prejudices and harmful practices (e.g. local campaigns, integration events, including picnics, meetings, conferences, development of information and educational materials, including online materials);
- supporting the participation of the elderly and people with disabilities in society, preventing isolation from the community and reducing their dependence on others;
- activities aimed at developing the ability to avoid and resist violence (e.g. providing information and education on fundamental rights and available support services, assertiveness training, self-defence skills training);
- support activities addressed to the families of the elderly and people with disabilities (e.g. providing assistance in order to reduce the burden and stress levels of caregivers);

#### Improving access to support services:

- measures to improve understanding of the situation and needs of the elderly and people with disabilities and their families, and to identify people at risk and experiencing domestic violence;
- development of innovative forms of support for the elderly and people with disabilities, experiencing and/or at risk of domestic violence, and their families;
- adaptation of services and support infrastructure to the needs of the elderly and people with disabilities;
- creating and supporting self-help groups and support groups;
- providing individual counselling with specialists from various fields (e.g. family, legal, psychological, medical, social and career counselling);

Enhancing competences of professionals and development of interdisciplinary cooperation:

- training for professionals working in the area of counteracting domestic violence;
- training for specialists providing support services for the elderly and/or people with disabilities;
- activities aimed at developing effective interdisciplinary cooperation between representatives of the relevant institutions and organizations.

Additional points will be awarded for projects:

- implemented in partnership with non-governmental organizations, contributing to the development of cooperation between the local government units and non-governmental organizations;
- implemented in partnership with an entity from Norway, contributing to the development of bilateral cooperation, exchange of experiences and good practices between institutions from Poland and Norway.

**Project target groups:**

- the elderly (65+) and people with different types of disability (adults, as well as children and youth), at risk or experiencing domestic violence,
- families and caregivers of the elderly and people with disabilities;
- representatives of services and institutions working in the field of counteracting domestic violence;
- representatives of services and institutions providing support services for the elderly and/or people with disabilities;
- local communities in the places where the projects are implemented.

The proposed activities/services should be widely available to all interested potential recipients (hours and forms of service provision should be adjusted to the needs of the target groups). The Project Promoters shall ensure that information about the services is disseminated in the project implementation area.

The Applicants planning the project activities should consider the risks related to the COVID-19 pandemic and include appropriate mitigating measures (e.g. in terms of the method of providing selected services) in order to ensure efficient implementation of the project and achievement of the expected results.

Project Promoters will be required to cooperate with the Program Operator and the Ministry of Family and Social Policy, during the implementation, as well as upon the completion of the project. In particular, the Project Promoters will be obliged to participate in evaluation and consultations with the selected contractor and to provide information necessary for the development of the prevention and support model for counteracting domestic violence against the elderly and people with disabilities.

Upon completion of the project, the Project Promoters will submit a final report summarizing the implementation of the project and the good practices developed. An external evaluation commissioned by the Ministry of Family and Social Policy is also envisaged.

## **Eligible Applicants**

Entities eligible to apply for funding are local government units at the municipal/commune level (gmina).

## **Eligible Project Partners**

Projects may be implemented in partnership. Eligible Project Partners are:

- Non-governmental organisations established as a legal person in the Republic of Poland or the Kingdom of Norway;
- Polish or Norwegian public entities working in the field of prevention of domestic and gender-based violence.

In line with Article 1.6 n) of *Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021 (Regulation)*, a non-governmental organisation (NGO) is a non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and political parties are not considered NGOs.

Please note that a project can be implemented with more than one Partner.

In case of partnership projects, a letter of intent, indicating the division of tasks and the role of each Partner in the project, should be submitted together with the application. A sample template of the letter of intent is attached to the *Call for proposals: Annex 7 (in Polish) and Annex 8 (in English)*.

Prior to signing the project contract, the Program Operator verifies the draft partnership agreement in terms of compliance with Art. 7.7 of the *Regulation* and consistency with the application. If a Project Partner is an entity from Norway, the partnership agreement shall be in English. The partnership agreement should be concluded prior to signing the project contract.

## **Financial conditions**

The total amount available through the call is EUR 1 800 000 – PLN 8 358 480 (according to the average monthly rate published in the C series of the Official Journal of the European Union, calculated for the 6-month period before the date of publication of the notice, i.e. EUR 1 = PLN 4,6436).

The minimum grant amount applied for is EUR 5 000 (PLN 23 218). The maximum grant amount available for a project is EUR 75 000 (PLN 348 270).

Project grant rate from the *Justice Programme* may amount up to 100% of total eligible expenditure of the project (including 85% from the Norwegian Financial Mechanism 2014-2021 and 15% from the state budget).

## Eligibility of expenditures

Expenditure incurred shall be eligible from the date on which the Programme Operator decides to award the project grant. Projects should be completed by **31 December 2023**. The end of eligibility period for all Small Grant Scheme projects is 31 January 2024.

Expenditure shall be considered eligible in accordance with the general principles, pursuant to Chapter 8 of the *Regulation*. These rules apply to the Project Promoters and the project partners, including donor project partners.

## Direct expenditures in a project

The eligible direct expenditures for a project are those expenditures which are identified by the Project Promoter and/or the project partner, in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly.

The following direct expenditures are eligible provided that they satisfy the criteria set out in Article 8.2 of the *Regulation*:

- the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and project partner's usual policy on remuneration. The corresponding salary costs of staff of national administrations are eligible to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken;
- travel and subsistence allowances for staff taking part in the project. Having regard to the principle of proportionality, travel costs, including subsistence allowance, may be calculated as a lump sum, on the basis of defined rules approved by the Programme Operator;
- cost of new or second hand equipment. In case the Programme Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may, by way of exception from the rule contained in paragraph 4 of Article 8.2 of the *Regulation*, be eligible;
- costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- costs entailed by other contracts awarded by a Project Promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement and the *Regulation*;
- costs arising directly from requirements imposed by the project contract for each project.

The following expenditures are not eligible under the Small Grant Scheme:

- purchase of land and real estate;
- expenditure for infrastructure related to the construction of buildings;

- investment expenditure - understood as expenditure incurred for the purchase of fixed assets, the unit value of which exceeds PLN 10 000.

### **Indirect costs in projects**

Indirect costs are all eligible costs that cannot be identified by the Project Promoter and/or the project partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs.

Project promoters and project partners may identify their indirect costs according to one of the methods set out in Article 8.5 of the *Regulation*.

The method of calculating the indirect costs should be indicated in the project application.

### **Provisions on the payment model**

Project grant rate from the Justice Programme may amount up to 100% of total eligible expenditure of the project (including grant from the Norwegian Financial Mechanism 2014-2021 and payments from the state budget).

The advance payment up to 40% of the grant amount shall be transferred to the Project Promoter following the signature of the project contract. The interim payments shall be paid upon the approval of the project interim financial reports and may be paid when at least 70% of the previous financing has been reported as incurred and approved. Advance and interim payments are made up to 90% of the total project grant. A final balance shall be made upon the approval of the final project report by the Programme Operator.

The detailed rules regarding the eligibility of expenses, methods of calculating the indirect costs, documenting expenses, reporting procedures and the payment model are explained in the *Guidelines for Project Promoters* (Annex 6 to the *Call for proposals*).

**Planned duration of project implementation:** up to 12 months

### **Submission of applications**

The project application shall be submitted using the *Application Form* provided in Annex 1 to the *Call for proposals*.

The following attachments shall be submitted along with the Application Form:

- Detailed project budget;
- Project implementation schedule;
- Risk analysis;
- Communication Plan;



- The Municipal/Communal Programme for Counteracting Domestic Violence and Protection of Victims of Domestic Violence, adopted by a resolution of the relevant authorities, valid on the day of submission of the application;
- Summary of the project description in English;
- Letter of intent (in the case of partnership projects);
- Power of attorney to represent the Applicant (if applicable).

In line with Article 7.3.2 k) of the *Regulation*, the Applicants are required to disclose any consultant involved in the preparation of the project application.

Please find the detailed information on the preparation and submission of the project application in the *Instruction for Applicants* (Annex 2 to the *Call for proposals*).

The project application should be submitted to the Programme Operator only electronically, via the e-PUAP platform (/f976dwh2m2/SkrytkaESP). The application must be signed with a Trusted Profile or a qualified electronic signature by a person authorized to represent the Applicant.

The deadline for submitting the application is **8 August 2022 by 23.59**. The deadline refers to the date of delivery of the application to the incoming correspondence box of the Ministry of Justice.

Please note that under the *Call for proposals* the Applicant is allowed to submit no more than one application for funding!

### **Selection procedure**

The project evaluation and award of grants shall be in accordance with Article 7.4 of the *Regulation*. The Programme Operator shall be responsible for project evaluation and the award of grants. The Programme Operator shall establish a Selection Committee that shall recommend the projects for funding.

The project selection is a two-step process and consists of an assessment of formal conditions (administrative criteria and eligibility criteria) and an evaluation based on the selection (content-related) criteria.

The review of the applications for compliance with administrative and eligibility criteria published in the call text (Annex 4 to the *Call for proposals*) will be carried out by the Formal Assessment Team. Only applications that meet all the formal conditions will be eligible for the content-related assessment. At this stage, the applicants shall be provided with the possibility to provide additional information or documents to determine the compliance with the specified criteria, within 7 days from the Programme Operator's request. The criteria, that can be assessed based on the additional information or documents, as well as the criteria, that in case of non-compliance result in leaving the application without consideration, are indicated in Annex 4 to the *Call for proposals*.

The applications that comply with the formal criteria will be submitted for content-related assessment. The Applicants whose applications are rejected at this stage shall be informed of the reasons of rejection and given reasonable time to appeal that decision to the National Focal

Point via the Programme Operator. If the appeal is recognised, the application will be submitted for further evaluation.

Content-related assessment is based on the *Selection criteria* published in Annex 5 to the *Call for proposals*. Each application shall be reviewed by two external and impartial experts appointed by the Programme Operator. For the purposes of ranking the projects, the average of the scores awarded by the experts shall be used. If the difference between the scores given by the two experts is more than 30% of the higher score, a third expert shall be commissioned by the Programme Operator to score the project independently. In such cases, the average score of the two closest scores shall be used for the ranking of the projects. Applicants may be requested additional information and documents at this stage.

The achievable maximum total score is 100 points. Applications that fulfil all the eliminating criteria and obtain in total minimum 60 points (average score), including 30 points (average score) in criterion 3 - *Importance of the project and its potential contribution to the development of the system of preventing domestic violence against the elderly and people with disabilities*, shall be recommendable for funding.

Please note that no appeal procedure at this stage is envisaged.

Positive content-related assessment does not guarantee that a grant will be awarded.

**Projects will be funded within the limits of available funds.**

Following the completion of the assessment all applications, the Programme Operator shall prepare a ranking list of the project applications (the order on the list depends on the score obtained by the projects). The ranking list, together with a list of rejected applications, shall be submitted to the Selection Committee. The Selection Committee shall review the ranked list of projects. The Committee may modify the ranking of the projects in justified cases. The justification for modifications shall be detailed in the minutes of the meeting of the Selection Committee. Projects that achieved the minimum score to be recommendable for funding, but were not awarded a grant due to insufficient funds available, will be placed on the reserve list.

The Programme Operator shall verify that the selection process has been conducted in accordance with the *Regulation* and that the grant award recommendations of the Selection Committee comply with the rules and objectives of the Programme. Following such verification, the Programme Operator shall decide which projects shall be supported. The final list of selected projects shall be approved by the supervising Secretary/Undersecretary of State in the Ministry of Justice.

The Programme Operator shall notify the Applicants about the results of the selection process within reasonable time and publicise the results. All unsuccessful applicants shall be provided with a brief description of the reasons for the decision. The results of the selection will be also published at the Programme Operator's website.

The detailed rules for submission of applications, assessment and selection of projects are described in the *Rules of procedures for project selection under the Small Grant Scheme within the Justice Programme* (Annex 3 to the Call for proposals).

## **Contact information for queries**

Questions on the call for proposals can be submitted via e-mail: [konkurs2@ms.gov.pl](mailto:konkurs2@ms.gov.pl), not later than 7 days before the deadline for the submission of applications. Answers shall be provided up to 5 days before the deadline for submitting the applications.

## **Annexes:**

1. Project Application Form (in Polish)
2. Instruction for Applicants (in Polish)
3. Rules of procedures for project selection under the Small Grant Scheme within the Justice Programme
4. Formal criteria (administrative and eligibility criteria)
5. Selection criteria
6. Guidelines for Project Promoters (in Polish)
7. Letter of intent (template in Polish)
8. Letter of intent (template in English)

## **Important documents:**

- Regulation on the implementation of the Norwegian Financial Mechanism 2014–2021;
- Programme Agreement for the financing of the *Justice* Programme;
- Guidelines on public procurement under the EEA Financial Mechanism 2014–2021 and the Norwegian Financial Mechanism 2014–2021;
- Communication and Design Manual - EEA and Norway Grants 2014–2021.

All documents relevant for the call for proposals are published on the website of the *Justice* Programme and on the website of the National Focal Point [eog.gov.pl](http://eog.gov.pl).

Information on submitting complaints is available at the website of the National Focal Point: [eog.gov.pl](http://eog.gov.pl).