

**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 1)**

Title:	Pilot implementation of integrated prevention programmes (establishing family centres)
Call number:	SGS 1
Publication date:	6 June 2022
Application submission deadline:	8 August 2022, 23:59
Total allocation available under the call:	EUR 2 000 000 EUR – PLN 9 287 200 (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 = xxx).
Minimum grant amount applied for:	EUR 5 000 (PLN 23 218,00)
Maximum grant amount applied for:	EUR 400 000 (PLN 1 857 440,00)
Grant rate from the <i>Justice</i> Programme	up to 100% of total eligible expenditure of the project
Eligible applicants (project promoters)	Polish local government units
Eligible project partners	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

Improvement of the domestic violence prevention system in Poland

The purpose of the call for proposals is to test solutions leading to improved early prevention of domestic violence – to stop violence before it occurs, by addressing the different risk factors associated with domestic violence.

To achieve this goal, the measures addressing root causes of different forms of domestic violence should be developed and people should be made aware of behaviours that can be classified as domestic violence or that can lead to domestic violence.

Projects which receive funding will implement the integrated model of prevention of domestic violence at an early stage, under the so-called early prevention. It will be a pilot of the model developed by the research team as part of the predefined project called "The integrated system of domestic violence prevention".

The main assumptions of the model along with examples of activities are set out in the Annex no. 9 to the *Call for proposals "The integrated model of domestic violence prevention"*.

Activities carried out under the projects at the local level will be subject to ongoing and final evaluation conducted by an external evaluator who will collect data in the field and then prepare a final evaluation report. Evaluation recommendations will be taken into account by the research team developing the final version of integrated model of domestic violence prevention.

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:

- art. 7 of the Convention to implement effective, comprehensive and co-ordinated policies to prevent and combat all forms of violence covered by the scope of the Convention;
- art. 12 of the Convention, which relates to prevention. In particular, the proposed measures should, in accordance with par. 3, take into account and address the specific needs of persons made vulnerable by particular circumstances and place the human rights of all victims at their centre;
- art. 13 of the Convention on raising public awareness. The proposed actions should include those aimed at increasing awareness, understanding of different manifestations of all forms of violence covered by the scope of the Convention and the need to prevent such violence.

The activities within the projects will reflect the principles of non-discrimination, equality between women and men, mutual respect and non-violent conflict resolution in interpersonal relationships.

All programmes and activities funded by the Norwegian Financial Mechanism 2014-21 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 1 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 2.2 – Comprehensive domestic violence prevention programme developed.

- *Number of Family Centres established.*

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.

Expected Programme results	Indicators
Outcome 2 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
Output 2.2 Comprehensive domestic violence prevention programme developed	Number of Family Centres established.

* 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 Financial Mechanism Office (FMO) regarding the Bilateral Outcome indicators defined for the Programme.

Expected bilateral results	Indicators
Bilateral Outcome 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

Bilateral Output 1 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.

The main objectives of the activities implemented within the projects

The projects shall contribute to the improvement of the domestic violence prevention system thus reducing the occurrence of domestic violence. One of the important assumptions adopted in the tested model is a link between improving the quality of relations in couples or previous couples, and among family members and reducing the risk of violent behaviour. The main goal of the projects is to implement and test services provided at the stage of early prevention of domestic violence.

An important aspect of the projects should be the strengthening of multi-agency and multisectoral cooperation between institutions that work in the field of preventing domestic violence, including cooperation with non-governmental organizations, as well as the involvement of institutions / organizations which have not been active in this field so far, but play an important role in the given local community.

In order to provide the effective and comprehensive services, a system of coordination/integration of services will be created within the so-called Family Centres. "Family Centre" is a generic term used either for institution or cooperation network or activities set-up or organizational framework or strategy – aimed at enhancing the prevention system of domestic violence at community level. The project promoters defines the character Family Centre.

Family Centres are to be a place strongly embedded in the local community, using its resources.

One of the key concepts in the prevention of violence both in couples and among other family members is the concept of a relationship (marital, parental, fraternal, social, etc.), hence strengthening relational competences should take an important place in the designed and implemented activities.

The project will include activities in the field of indicated prevention (targeted at couples/families with identified risk) and universal prevention aimed at the entire local community.

The Project Promoters shall ensure engagement and participation of both – women and men in project activities.

The target group of the projects are employees of institutions involved in the domestic violence prevention system (e.g. social workers, educators, therapists, psychologists, probation officers, health care workers, representatives of education system, police officers), representatives of non-governmental organizations and professionals involved in work in Family Centres. The final beneficiaries will be couples, or previous couples and family members that are at risk of falling into violence and who would like to improve their relationship benefiting from the support as well as local communities living in the project area.

The core activity in the selected projects will be the pilot implementation of the integrated model of domestic violence prevention . Project Promoters who will receive funding, will be prepared for model testing, including applying the Relational Risk Assessment Scale by the Promoter of the Pre-Defined Project (PDP) entitled "The Integrated System of Domestic Violence Prevention". As part of the preparation of municipalities for the implementation of this task, the Promoter of the PDP will:

- prepare and make available to municipalities/communes participating in projects under the Small Grants Scheme, the Relational Risk Assessment Scale. This tool will allow the identification of couples/families at risk of domestic violence;
- prepare and make available the Handbook "Implementing the local system of supporting interpersonal relations for families at risk of domestic violence". It will be a study containing both proposals for systemic solutions at the local level (cooperation between institutions) and at the level of individual support for families/couples exposed to violence;
- conduct meetings in municipalities/communes to present the integrated model of domestic violence prevention;
- conduct training for professionals employed in institutions involved in the system of preventing domestic violence in the project implementation area;
- during the implementation of the model in municipalities/communes, the research team will conduct a continuous evaluation of the model and will submit proposals for its optimization. The final evaluation will allow the development of an optimized, final version of the model.

Examples of activities are indicated in the Integrated Model of Domestic Violence Prevention (Annex No. 9 to the Call for proposals).

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.

When planning activities, the Project Promoter should take into account the risks related to the COVID-19 pandemic and anticipate appropriate remedial measures (e.g. in terms of the method of providing selected services) in order to ensure the implementation of the project and achieve the expected results in assumed time.

Project Promoters will be obliged to participate in meetings and trainings organized by the Promoter of the PDP, i.e. the Institute of Justice. It will be a form of support for municipalities/communes in implementing the integrated model of domestic violence prevention. Moreover, the Project Promoters will be obliged to undergo the evaluation during and after the completion of the project, by the evaluator employed by the Institute of Justice.

Upon completion of the project, the Project Promoters will be obliged to submit a final report summarizing the implementation of the project.

The scope of the report will be indicated in the Manual for Project Promoters.

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 2 000 000 – PLN 9 287 200 (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 400 000 (PLN 1 857 440).

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 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 expenditure is 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.

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

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 qualified electronic signature within the Trusted Profile 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, shall be recommendable for funding.

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

Positive content-related assessment is not equivalent to receiving funding.

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 which achieved the minimum score to be recommendable for funding, but did not receive financing due to insufficient funding 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 competent 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: konkurs1@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)
9. The integrated model of prevention of domestic violence

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:

<https://funduszenasprawiedliwosc.ms.gov.pl/nmf-2014-2021>

Information on submitting complaints is available at the website of the National Focal Point:

eog.gov.pl.