**Draft**

**GUIDELINES FOR THE APPLICANTS OF THE CALL**

**“IMPLEMENTATION OF THE MODEL OF WELL-BEING ADVISERS“**

**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 “Implementation of the Model of Well-being Advisers”(hereinafter – the Guidelines) under the EEA financial mechanism Programme “Health” 2014-2021 (hereinafter – the Programme) 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 EEA 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 implementing EEA financial mechanism 2014–2021 (hereinafter – the Regulation) approved by EEA Financial Mechanism Committee on 8 September 2016;
	3. Rules of Administration and Financing of EEA and Norwegian Financial Mechanisms 2014-2021 (Order No. 1K-389 of the Minister of Finance of the Republic of Lithuania of 12 November 2018);
	4. Contract regarding the financing of the EEA financial mechanism Programme “Health” 2014-2021 of the Ministry of Finance of the Republic of Lithuania and the EEA Financial Mechanism Committee of 3 September 2019;

3. Terms and abbreviations used in the Guidelines:

3.1. **Co-financing Funds** – funds of the state budget of the Republic of Lithuania for financing Programmes implemented from EEA and (or) Norwegian financial mechanism funds.

3.2. **CPMA** – PI 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 signed with the Project Promoter.

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

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

3.6. **Well-being Adviser** – a professional with university degree in Biomedicine or Social Sciences, having completed training of low-intensity emotional counselling of individuals experiencing psychological and emotional difficulties based on cognitive and behavioural therapy.

3.7. **Services provided by a Well-being Adviser** - free, easily accessible, research-based psychological counselling and emotional support services for the target group.

3.8. **Description of the provision of Well-being Adviser principles** – a description setting out the basic principles for the provision of Well-being adviser services (Annex 1 to the Guidelines).

3.9. **Place of provision of Well-being Adviser service** - premises for the provision of Well-being Adviser services which are in line with the features of the place of provision of services provided for in the Annex 1 of the Guidelines and with the principles of provision of services, and ensuring privacy and the confidentiality of services provided to an individual.

3.10. **Recipients of Well-being Adviser services** – individuals of 18 years of age (inclusive) and older with mild symptoms of stress, anxiety, insomnia, depression and those experiencing psychological adaptation problems (target group).

3.11. **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;

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

3.13. **Applicant** – a legal entity registered in Lithuania having submitted a project application. After signing a project contract, the Applicant becomes a Project Promoter.

3.14. **Process Working Group** – a working group 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 “Regarding the Formation of a Working Group”;

3.15. **Product** – products, tools or services that are intended for a direct target group.

3.16. **Project Partner** – a legal person registered in Lithuania or in one of 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.

3.17. **Project Promoter** – a legal entity registered in Lithuania 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 call „Mechanisms of social inclusion strengthening for children and young people with high-risk behaviours and / or from disadvantaged backgrounds".

3.18. **Programme** – EEA financial mechanism Programme “Health” 2014-2021 (hereinafter also referred to as the Health Programme).

3.19. **Outcome** - the (short and medium-term) effect of an intervention’s outputs on the intermediaries or end beneficiaries.

3.20. **Output** - the products, capital goods and services delivered by a programme to the intermediaries.

3.21. **Market Research –** collection of qualitative and quantitative information on the supply of goods, services, suppliers, goods supplied, services provided by them, and service prices, their analysis and preparation of general conclusions for making decisions on the funds needed for the procurement of the project.

3.22. **Indicator** - a quantitative or qualitative variable that specifies what is to be measured along a scale or dimension.

3.23. **Public authorities (national, regional and local authorities)** - a State or municipal institution or body. State or municipal institution or body - representative, head of state, executive, judicial authority, law enforcement institutions and bodies, institutions and bodies performing audit, control (supervision), other state and municipal institutions and bodies financed from the state or municipal budgets and state monetary funds and to which public administration powers have been granted in accordance with the procedure established by the Law on Public Administration of the Republic of Lithuania.

3.24. **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 Item 2.

1. **Objectives of the programme “HEALTH” and areas of support**

5. The aim of the Programme is improving prevention and reducing health inequalities.

6. The open call “Implementation of the Model of Well-being Advisers of the Programme” (hereinafter – the Call) of the Programme will be aimed at improving and strengthening community mental health services by implementing the provision of Well-being Adviser services in the specific municipality (municipalities).

7. The following are the activities to be financed by the open call:

* 1. Equipping the places of the provision of Well-being Adviser services;
	2. Provision of Well-being Adviser service;
	3. Activities and initiatives that increase the publicity of Well-being Advisers services and the interest of service recipients in the specific municipality (municipalities).

8. EUR 1 420 000.00 (of which EUR 1 207 000.00 from the Financial Mechanism Funds and EUR 213 000.00 from co-financing funds) shall be allocated for the implementation of the projects under the call.

9. All information on the Programme and the submission of Programme project applications is published online at [www.eeagrants.lt](http://www.eeagrants.lt) and [www.cpva.lt](http://www.cpva.lt).

1. **requirements for APPLICANTS, PROJECT PARTNERS AND the partnership agreement**

10. Potential applicants are Public institutions of the Republic of Lithuania (national, regional and

local authorities which correspond to the definition in Item 3.23 of these Guidelines).

11. Potential Project Partners are public institutions of the Republic of Lithuania and donor countries (national, regional and local authorities which correspond to the definition in Item 3.23 of these Guidelines), as well as non-profit legal entities and non-governmental organizations which will make a real contribution during the project activities and/or will actively use the results that have been generated during the project.

12. In this call, the same institution 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.

13. The applicant may have a partner(s). The number of the project Partners is not limited. The same legal entity can participate as a partner in several projects, however, as an applicant can only be in one project.

14. Participation of the Partner (-s) in the project, the benefits and contribution to the implementation of the project objectives shall be substantiated in the project application. The Applicant shall choose as partners solely those persons which will make an actual contribution to the activities of the project and / or will actively use the results created in the course of the project. The Applicant shall assess the necessity of the Partner (-s) for the project and the related management difficulties.

15. A draft partnership agreement (or 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). A draft partnership agreement, a copy of signed partnership agreement or a letter of intent shall be submitted in English, if a partner from a Donor State is at least one party to the partnership agreement or the letter of intent.

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

17. Where a draft partnership agreement or a signed partnership agreement is submitted along with the application, it shall include the following conditions:

* 1. Purpose of the agreement, distribution of tasks between the Applicant and the Partner(s) in the implementation of the project;
	2. Detailed budget of the project, distribution of costs between the Applicant and the Partner (-s), procedure of covering costs of the Partner (-s), including provisions on the applicable exchange rate if the costs are incurred in a currency other than the euro (in any case, exchange losses are 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 governing the procedure of covering costs incurred by a Project Partner (-s) from a Donor State. Pursuant to clauses 290 and 292 of the MAFR, to account for its costs, a Project Partner from a Donor State may present the following to the Project Promoter:
		1. Copies of documents substantiating costs and proof of their payment, or
		2. If a Project Partner from a Donor State is a public authority or institution having a competent official 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 said competent official regarding the eligibility of the costs for financing (according to the form prepared by the Process Working Group which is published on <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 conclusion on the eligibility of the costs for financing have been incurred in accordance with the Regulation, national legislation and accounting practices in the partner country;
		3. If a Project Partner from a Donor State is not a public authority or institution and / or does not have a competent official, who is entitled to audit the respective entity and / or whose independence in the preparation of financial statements is not ensured, such a Project Partner may submit with each payment request declaring the costs incurred thereby a declaration of costs of the partner (in the form prepared by the Process Working Group which is published on

<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’s country. Such a declaration of project partner’s costs shall additionally be signed by a Project Promoter’s representative, certifying that the Project Partner has completed the activities, provided the services, and the Project Promoter is satisfied with the result, while the expenses 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 EUR 10 000 (except for expenses, 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 published on

<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.

* 1. The provision that the amount of costs incurred shall be denominated in the euro in 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 the euro 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.
	2. 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;
	3. 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;
	4. The provision regarding dispute resolution.
	5. The provision stating that the project budget, breakdown of costs between the applicant and the 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 the project budget changes, the partnership agreement will have to be modified.
1. Where a letter of intent to sign a partnership agreement is submitted along with the application, it shall include at least the following conditions:
	1. The purpose of the letter of intent, distribution of tasks between the Applicant and the Partner (-s) in the implementation of the project;
	2. Detailed project budget, distribution of costs between the Applicant and the Partner (-s).

19. Where a draft partnership agreement or a letter of intent 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.

20. Although the Partner(s) participate in the implementation of the project and use its results or products, however the Applicant shall be responsible for proper implementation, coordination of the project and the use of funds. After a project contract is concluded, the Applicant shall become the Project Promoter. The mechanism funds and co-financing funds allocated for the implementation of the entire project shall be paid directly to the Project Promote, who shall then settle with the Partner (-s).

**III. Eligible projects**

21. Financing will be allocated for projects that contribute to the pursuit of objectives of the Programme and of this open call, and that meet this special project eligibility criteria (that are mandatory for all projects):

* 1. candidates for the training program for Well-being Advisers must have at least the Bachelor's degree (or equivalent) in the fields of health or social sciences that are referred to in point 2.1.1 of Annex 1 to the Guidelines and meet the other criteria for candidates set out in Section 8 of Annex 1 to the Guidelines;
	2. the list of candidates to Well-being Advisers must include the number of professionals who will provide the services and at least one additional candidate;
	3. recruitment of a Well-being Adviser(s) who has/have completed the training for a Well-being Adviser to work at least 0.5 full-time;
	4. establishment of a place for the provision of a Well-being Adviser service, which ensures the privacy and confidentiality of the services provided to an individual, in a place that is convenient and easily accessible to the service recipients;
	5. provision of free services of a Well-being Adviser to the service recipient.

22. In implementing projects, Applicants must ensure that the projects contribute to the achievement of the following mandatory outcome and output indicators:

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| **Outcome Indicator[[1]](#footnote-1)** |
| * 1. Number of beneficiaries of services provided
 |
| **Output Indicator** |
| * 1. Number of individuals who approached a Well-being Advisers with mild symptoms of anxiety, stress, insomnia, depression or with signs of psychological adaptation problems and completed a full course of consultations
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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** |
| 23.1. Level of trust between cooperating entities in Beneficiary States and Donor States (disaggregated by State type) |
| 23.2. Level of satisfaction with the partnership (disaggregated by State type) |
| 23.3. Share of cooperating organisations that apply the knowledge acquired from bilateral partnership (disaggregated by State type) |
| **Output indicators** |
| 23.4. Number of participants from Beneficiary States in exchanges (disaggregated by gender, Donor State) |
| 23.5. Number of participants from Donor States in exchanges (disaggregated by gender, Donor State) |
| 23.6. 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, whose values will have to be ensured and achieved during the project continuity period, i. e. for 5 years after the end of the project:

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| **Outcome Indicator** |
| * 1. . Number of individuals having received the service per year after the end of the project implementation period
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1. Monitoring indicators are calculated according to Annex 8 of the Guidelines. The Applicants should monitor and report on achievement of the indicators as defined in Annex 8. to the Guidelines.
2. 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, but not longer than till 30 April 2024.
3. 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.
4. The project shall meet the set project administrative compliance 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 evaluation criteria) laid down in Annexes 5, 6 and 7 to the Guidelines.
5. 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).
6. **Requirements for the provision of *DE MINIMIS* aid**

30. According to the Guidelines, no state aid is granted to the Applicants.

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 45 000,00 (forty-five thousand euros), and the maximum shall be 142 000,00 (one hundred forty-two thousand euros).
4. Mechanism and co-financing funds shall constitute 100 percent of the total eligible costs of the project.
5. Eligible costs must be directly related to the implementation of the project and they are necessary to achieve the objective of the project and the intended results. In planning the project budget, the principles of economy, efficiency and effectiveness must be respected.
6. Only costs incurred for activities that have been implemented since the date when a decision on the financing of the project has been adopted are financed with the Mechanism and co-financing funds. Inclusion of certain costs in the project budget cannot be considered as prior confirmation that, during the implementation of the project, those costs will be approved as eligible. All project activities must be completed and costs must be incurred and paid during the eligibility period of the project costs until the end date of the eligibility period of the project costs, which is specified in the project contract, except for the costs for which an invoice has been issued in the last month of the project eligibility period, and which are considered as eligible if an invoice justifying the costs of the project is paid within 30 days of the end of the eligibility period for project costs. 30 April 2024 is the final date of eligible costs.
7. The project and project activities may not have been financed or be financed, or, having granted financing, submitted for financing from other Programmes (already after the financing has been granted) financed from state budget funds, other funds or financial mechanisms (European Union Structural Funds, the Swiss Confederation, 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, including de minimis aid.
8. Calculation (substantiation) of project costs shall be submitted along with the planned project budget. In cases where costs will be incurred in connection with public procurement (except for costs that will 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 10 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 premises intended for the rooms to be used for the service provision of Well-being Advisers (without reconstruction or major overhaul) can be financed. Costs on simple repairs may not exceed 15 percent eligible project costs. |
|  | Non-current 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 (to equip a place of the service provision of Well-being Advisers), 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 Partner, or similar equipment in general, is subject to.If the equipment is an integral and necessary component 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 eligible project funds). Where a Partner purchases equipment, the Project Promoter shall ensure that the 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 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 it may or is used for other than the project’s purposes, costs of depreciation or acquisition of the equipment (if applicable) 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).Costs for fixed assets may not exceed 15 percent of eligible project costs. |
|  | 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 (Well-being Advisers) carrying out the project activities in participation in the training program for Well-being Advisers, including daily subsistence allowance, can be financed. It should be noted that costs of accommodation of Well-being Advisers during the training program are covered by the training program organiser. All Project Promoters and / or 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 “Regarding 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).Transport expenses incurred during the business trips and traveling within the territory of the Republic of Lithuania (fuel or public transportation expenses) will be declared and compensated on a simplified bases, applying the unit costs per 1 km (EUR 0.07/ km exclusive of VAT, or EUR 0.08/ km inclusive of VAT), set in the Report No. FĮ-005 on the Analysis for Setting Unit costs of Fuel and Public Transportation Expenses (edition of 24 April 2015) of the Ministry of Finance of the Republic of Lithuania, available on the website [www.esinvesticijos.lt](http://www.esinvesticijos.lt) (Subsection “Analysis of Simplified Compensation of Expenses” of the section “Analyses” under reference “Documents”). Simplified payment of costs applying fixed rates may not apply to the Partner from a donor country as well as to the costs of the Project Promoter and/or Partner, when costs or part of the costs included in the fixed rates are included in the price of other services. |
| 6.  | Salary  | Salary and related benefits for the time actually worked on the project by personnel hired or assigned exclusively to carry out direct project activities, project publicity and administration activities, salary, social security charges, as well as other statutory salary-related costs if they are in line with the normal remuneration policy of the Project Promoter and of the Partner) can be financed. Solely the share of costs, which is directly related to the project administered and calculated and paid for the time spent working on the project shall be considered 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 State and municipal budgetary institutions, teachers and educational staff 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 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 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) and specified in the 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.cpva.lt](http://www.cpva.lt) (current edition: <https://www.cpva.lt/eee-ir-norvegijos-finansiniai-mechanizmai-2014-2021-m./dokumentai/682/act719?sqid=994b3627fada2d63b94793688db3b709c08413e2>).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 organization 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, unless the VAT rate applicable to fuel and/or public transport costs changes and/or coordinating authority, audit authority or other auditing authorities or when simplified costing methodologies for European Union Structural Funds projects, the European Union Structural Funds Managing Authority are followed or when an audit authority determines that an 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 pay the simplified reimbursement costs incurred from the date of entry into force of adjustment of an amount of simplified reimbursement costs and of conditions of its application).
2. Costs that are necessary for the administration of the project indicated in the paragraph 38 under headings 3 to 6, e.g. salary expenses of Project Promoter’s or 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 are considered direct costs of the project. Total amount of costs necessary for the administration of the project may not exceed 5 percent of eligible project costs.
3. The publicity costs of the project indicated in the paragraph 38 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 Partner will not be able, under the legal acts, to include in VAT deduction and recover, is eligible.
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 that is published online at

<https://www.cpva.lt/eee-ir-norvegijos-finansiniai-mechanizmai-2014-2021-m./dokumentai/682/act690?sqid=994b3627fada2d63b94793688db3b709c08413e2>.

1. **Preparation, acceptance of applications, evaluation and selection of projects**

1. Mechanism and co-financing funds for projects under this open call shall be allocated by way of tender procedure.
2. A call for applications is published online at [www.eeagrants.lt](http://www.eeagrants.lt) and [www.cpva.lt](http://www.cpva.lt).
3. 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 4 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.
4. 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 installed or are not ensured.
5. 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, in writing, e-mail or verbally.
6. The Applicant shall submit the following annexes along with its application:
	1. a list of proposed candidates for Well-being Advisers with a substantiation (Annex 2 to the Guidelines) of how the selected candidates meet the requirements for Well-being Advisers which are set out in point 21.1 of the Guidelines (the list of candidates must include the number of professionals who will provide the services and at least one additional candidate);
	2. copies of documents certifying the education of proposed candidates for the provision of Well-being Adviser services;
	3. information on the place designated for the provision of Well-being Adviser services and documents (Annex 3 to the Guidelines) proving that the services will be provided in a place that ensures privacy and confidentiality of the services provided to an individual in a place that is convenient and easily accessible to the service recipients;
	4. documents substantiating the validity of the project budget (in case the costs will be incurred in carrying out public procurements (except for the costs that will be declared and paid in a simplified manner) the planned costs must be based on market research (Annex 10 to the Guidelines));
	5. a draft partnership agreement that meets the requirements of these Guidelines (if the partnership agreement has been signed before the request is submitted - a copy of the signed agreement) or a document of intent to enter into such an agreement (if applicable);
	6. information of activities of attracting service recipients (including the organization of a publicity campaign that meets the needs of the target group) (if applicable);
	7. cooperation agreement(s) or letter(s) of intent to cooperate with institutions organizing social security and labour, volunteering, physical activity and sports, arts, folk art or other employment-promoting activities (if applicable);
	8. the consent of the head of the institution regarding the provision of premises for the establishment of the place of provision of Well-being Adviser services for a period not shorter than the period of the implementation of the project and of ensuring the continuity of the project (applicable if the intended premises are not owned by the applicant or partner by ownership or trust).

53. 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.

54. At the time of the evaluation of applications, the CPMA may ask the Applicant to submit the missing information and/ or documents. The Applicant shall submit this information and/or documents within the deadline set by the CPMA, which should be at least 3 working days. The CPMA and the Applicant shall correspond via DMS in the course of the evaluation.

55. 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 published on the website [www.eeegrants.lt](http://www.eeegrants.lt).

56. 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 7 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 7 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, then the CPMA shall appoint the third independent evaluator. In such a case, the project shall be given a score which is closest to the average of scores evaluators having given their scores to the project.

57. Applications shall be evaluated for no more than 90 days after the deadline for the submission of applications specified in the call for applications.

58. The evaluation term may be extended by a decision of the CPMA, by informing all applicants through the DMS, if:

* 1. in case more than 100 applications were received;
	2. in the evaluation of applications, Financial Mechanism Office, Program Partner, Coordinating Authority 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.
1. 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.
2. 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 6 to the Guidelines;
	3. The Applicant does not meet at least one administrative compliance criterion indicated in Annex 5 to the Guidelines;
	4. The Applicant submitted misleading information in its application, or the Applicant or persons related to the application (the project planned for 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 in the evaluation of benefit and quality.
	6. The Applicant has not submitted the documents specified in sub-clauses 52.1 - 52.4 of the Guidelines.
3. 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”. Special conditions are laid down in the Annex 9 to the Guidelines.
4. 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 Applicant will be deemed to have refused funding and the decision to fund the project shall expire.
5. The project contract shall be concluded, modified and terminated in accordance with the provisions of Chapter XVIII of the MAFR.
6. The Project Promoter shall be responsible for the implementation of the project under the project contract.
7. **FINAL PROVISIONS**
8. The Applicant (Project promoter) may appeal CPMA’s decisions in accordance with the procedure laid down in clause 429 of the MAFR.
9. Annexes to the Guidelines:
	1. Description of the provision of Well-being Advisers service, Annex 1;
	2. List of candidates to providers of Well-being advisers service, Annex 2;
	3. Information on the place designated for the provision of Well-being Advisers service, Annex 3;
	4. Typical Project Application Form (to be completed via DMS online), Annex 4;
	5. Administrative Compliance Evaluation Methodology (draft), Annex 5;
	6. Eligibility Evaluation Methodology, Annex 6;
	7. Benefit and Quality Evaluation Methodology, Annex 7;
	8. Methodology for Calculating Monitoring Indicators, Annex 8;
	9. Draft Special Conditions of the Project contract, Annex 9;
	10. Recommended Market Research Summary Form and Explanations on its Completion, Annex 10.

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