

EEA Financial Mechanism 2014-2021

Business Development, Innovation and SMEs

Programme SMEs Growth Romania

Second Call for Project Proposals

Small Grants Scheme

Focus areas:

Green Industry Innovation, Blue Growth and ICT

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Call for Proposals – Increased Competitiveness of Romanian Enterprises

The Programme “SMEs Growth Romania” (hereafter referred to as “the Programme”) shall contribute to the general objectives of Norway Grants 2014-2021, respectively to the reduction of economic and social disparities in the European Economic Area and to strengthening bilateral relations between the Donor States and the EEA and Norway Grants Beneficiary States. The Programme has the objective to *increase value creation and sustainable growth in Romanian business sector*. The Programme seeks to stimulate and develop long-term business cooperation between Norway (hereafter referred to as “the Donor State”) and Romania based on business development and innovation.

The Memorandum of Understanding on the implementation of Norway Grants 2014 – 2021 between the Kingdom of Norway and Romania designates the Financial Mechanisms Office (FMO) as Programme Operator and Innovation Norway as Fund Operator for the said Programme. All communication regarding the Programme shall be addressed to the Fund Operator. Information about the Programme can be found at <https://www.innovasjon Norge.no/en/start-page/eea-norway-grants/Programmes/business-development/romania/>

Available amount for financing of projects

The total amount available for financing of projects from this Call is 5 508 241 **Euro**. The amount is divided between the Programme focus areas into the following indicative amounts:

- Green Industry Innovation: 2 500 000 Euro
- ICT: 1 788 300 Euro
- Blue Growth: 1 219 941 Euro.

Deadline for Applications and Language Requirements

To be eligible, applications must be submitted to Innovation Norway through the electronic application portal no later than **Wednesday, September 22nd 2021, 13:00 h Romanian time**.

The Programme language is English, i.e. all applications and supporting documents, shall be submitted to Innovation Norway in English. Official certificates and certified annual accounts can be submitted in Romanian language. For the list of mandatory attachments, see Annex I to the present Call text, which also are published on the website of the Call.

The Applicant shall inform the Fund Operator about any involvement of consultants in the process of preparing the application. The identity of the consultant(s) shall be disclosed in the application.

1. Projects and Project Funding

This Programme will finance projects proposed by Romanian enterprises in one of the three focus areas: Green Industry Innovation, Blue Growth and Information and Communications Technology (hereafter referred to as ICT). The aim is to finance development and application of innovative green, blue or ICT products, services, technologies. The expected outcome of projects financed by these Calls is increased competitiveness for Romanian enterprises within the mentioned areas, in the form of growth in turnover and net operational profit and job creation. Projects are also expected to contribute to the development and application of innovative products, services, technologies as well as reduction of CO2 emissions and more energy efficient production processes.

The target group of the Programme are Romanian enterprises in the private sector (SMEs and large enterprises), but especially small and medium-sized enterprises (SMEs). It is not mandatory to have partners in the projects, but Partnership Projects are encouraged and will be awarded additional points during the assessment.

A **Donor Partnership Project** is defined as cooperation between a Project Promoter in Romania and at least one legal entity in Norway, implementing a project where all entities are independent of each other and perform substantial and relevant tasks in the completion of the project. Such projects will be awarded additional points during project assessment. To qualify for such points, the donor state partner should be actively involved in, and effectively contributing to, the implementation of the project, and it should share with the project promoter a common economic or social goal which is to be realized through the implementation of the project. The simple provision of services does not qualify as a project partnership.

A **Partnership Project** is defined as cooperation between a Project Promoter in Romania and at least one legal entity in Romania, implementing a project where all entities are independent of each other and perform substantial and relevant tasks in completion of the project. The partner should be actively involved in, and effectively contributing to, the implementation of the project, and it should share with the project promoter a common economic or social goal which is to be realized through the implementation of the project. The simple provision of services does not qualify as a project partnership.

1.1 Eligible Applicants and Partners

Eligible applicants: Enterprises with no more than 25% public ownership, established as legal persons in Romania.

In addition, for Green Industry Innovation area, not-for-profit organizations established as legal persons in Romania are also eligible.

The Applicant must have been established for at least three fiscal years at the deadline for submission of project proposals for the areas of Green Industry Innovation and Blue Growth, and at least one fiscal year at the deadline for submission of project proposals for the focus area ICT.

Eligible partners: Any private or public entity, commercial or non-commercial established as a legal person in Norway, Iceland, Liechtenstein or in Romania.

1.1.1 Additional (eligibility) criteria for applicants and partners

a) the Applicant and Partner(s)) and their legal representatives signing the application have clean criminal and tax records;

b) if the Applicant has one or more Partners, a draft Partnership Agreement defining the roles and responsibilities of the different partners, is attached to the application. A template for the Partnership Agreement is published with this Call.

Moreover, Applicants (and Partners) are not eligible for funding if:

- a) they are undertakings in difficulty (the definition of “undertaking in difficulty” is included in Article 2, paragraph 18 of Commission Regulation (EU) No.651/2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty on the functioning of the EU)
- b) they are bankrupt, are entered in judicial administration or are under liquidation, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation;
- c) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity of relevance for the application, without evidence of substantial correction measures taken in the past years.

1.2 Areas of Support and Eligible Activities

An Applicant shall submit only one project proposal under this Call.

Support can be provided for project to projects that will carry out activities within the enterprise applying for funding in one of the following areas:

Green Industry Innovation – Eligible Activities

- a) Development, implementation and investment in innovative environmentally friendly technologies
- b) Development of green products, services, technologies
- c) Development and implementation of greener production processes

In addition, projects on Green Industry Innovation must contribute directly to one or more of these output indicators:

- a) Innovative green technologies/processes/solutions developed,
- b) Innovative green technologies/processes/solutions applied (new to the enterprise),

must be selected in the template “Expected Outcomes and Output of the Implementation of the Project”.

All projects must in addition directly contribute to the following outcome indicators:

- a) Estimated annual growth in turnover¹

¹ Estimated increase in turnover per fiscal year after implementing the project. This should be estimated for over a period of four years.

- b) Estimated annual growth in net operational profit²

Both outcome indicators must be chosen in the template “Expected Outcomes and Outputs”. In addition, optional indicators like “jobs created” can be chosen.

In addition, projects aiming at applying innovative green technologies/processes/solutions are expected to contribute to at least one of the following environmental indicators:

- a) Estimated annual decrease of CO2 emissions/equivalents
- b) Estimated annual decrease of other emissions
- c) Estimated annual collection of waste from production and operational processes for re-use or recycling
- d) Estimated annual decrease in energy consumption
- e) Estimated annual re-use of processed waste for other operational processes
- f) Estimated annual reduction of fuel consumption

Blue Growth – eligible activities

- a) Development and investment in maritime supra-structures
- b) Development of solutions related to maritime transport
- c) Development and investment in coastal and maritime tourism
- d) Development and investment in blue biotechnology
- e) Development and investment in sea bed mining resources
- f) Development of solutions on blue energy
- g) Development of innovative solutions within fisheries and aquaculture
- h) Development of innovative solutions related to marine litter and waste
- i) Development of innovative technologies for water supply, including desalination.

In addition, projects on Blue Growth must contribute directly to one or more of these output indicators:

- a) Blue technologies/processes/solutions developed
- b) Blue technologies/processes/solutions applied (new to the enterprise)

At least one of these indicators must be selected in the template “Expected Outcomes and Outputs”.

All projects on Blue Growth must in addition directly contribute to the following outcome indicators:

² Estimated increase in profit per fiscal year after implementing the project. This should be estimated for over a period of four years.

- a) Estimated annual growth in turnover³
- b) Estimated annual growth in net operational profit⁴

Both outcome indicators must be chosen in the template “Expected Outcomes and Outputs”. In addition, optional indicators like “jobs created” can be chosen.

ICT – Eligible Activities

- a) Development of ICT products, services, technologies
- b) Development and implementation of products, services, technologies using ICT components

In addition, projects on ICT must contribute directly to one or more of these output indicators:

- a) ICT technologies/processes/solutions developed
- b) ICT technologies/processes/solutions applied (new to the enterprise).

At least one of these indicators must be selected in the template “Expected Outcomes and Outputs”.

All projects on ICT must directly contribute to the following outcome indicators:

- a) Estimated annual growth in turnover⁵
- b) Estimated annual growth in net operational profit⁶

Both outcome indicators must be chosen in the template “Expected Outcomes and Outputs”. In addition, optional indicators like “jobs created” can be chosen.

1.3 Minimum and Maximum Grant Amount for Each Project

The minimum amount of grant assistance applied for shall be 50 000 Euro. The maximum amount of grant assistance applied for shall be 200 000 Euro.

1.4 Grant Rates and Co-Financing

The financial contribution from this Programme shall be determined on a case-by-case basis, taking all relevant factors into account. The project grant rate will be determined based on the applicable provisions of Commission Regulation 651/2014⁷ declaring certain categories of aid as compatible with the Internal Market in application of Articles 107 and 108 of the Treaty on the Functioning of the EU,

³ Estimated increase in turnover per fiscal year after implementing the project. This should be estimated for over a period of four years.

⁴ Estimated increase in profit per fiscal year after implementing the project. This should be estimated for over a period of four years.

⁵ Estimated increase in turnover per fiscal year after implementing the project. This should be estimated for over a period of four years.

⁶ Estimated increase in profit per fiscal year after implementing the project. This should be estimated for over a period of four years.

⁷ Known also as General Block Exemption Regulation [GBER] <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0651&from=EN>.

as amended by Commission Regulation 2017/1084.

The project grant rate will depend on the type of the state aid awarded, size of the applicant entity, profitability of the project, the general financing standing of the Applicant and other elements in the provisions of the Regulation which are relevant for the respective project. The project grant rate awarded will normally vary between 25 and 70 percent.

The Project Promoter shall provide or obtain the remaining co-financing in the form of cash (e.g. own resources or bank loan). The Project Partner, if applicable, may also provide co-financing. All eligible expenditures of a project can form the basis of the required co-financing. In-kind contribution is not accepted as co-financing. The applicable rules on public procurement and on state aid, procedural and substantive, shall be complied with.

The applicant should provide reasoning on how the envisaged project activities and the corresponding costs fulfil the criteria for each of the relevant state aid categories.

For this Call, the following state aid categories will be applicable:

1. *Regional Aid*, articles 13 and 14 – grant rate according to the Regional Map⁸, investments made in the following regions:

- South-Muntenia, South-East, North-East, North-West, South-West, Centre Region: up to 50% of the eligible costs;
- Ilfov and West region: up to 35% of the eligible costs;
- Bucharest: up to 10% of the eligible costs.

SMEs may be awarded with a bonus of 10% or 20% of the eligible costs.

2. *Aid to SMEs*, articles 17 – 19

- Investment aid to SMEs
- Aid for consultancy in favour of SMEs
- Aid to SMEs for participation in fairs

3. *Research and Development and Innovation*, Art. 25

- Experimental development (TRL 5-8)

4. *Innovation aid for SMEs*, Art. 28

5. Aid for environmental protection, art 36 - 38

- Investment aid enabling undertakings to go beyond Union standards for environmental protection or to increase the level of environmental protection in the absence of Union standards
- Investment aid for early adaptation to future Union standards
- Investment aid for energy efficiency measures.

⁸ For more information, please see regional aid map 2014-2020_ http://ec.europa.eu/competition/state_aid/cases/251895/251895_1548891_64_2.pdf.

Exceptionally, financial support will be awarded as *de minimis* support in line with the Commission Regulation (EC) No 1407/2013 (max. 200 000 Euro over three fiscal years).

1.5 Eligible expenditures

IMPORTANT: The assessment of the eligible expenditures for a specific project will be made based on the provisions of this section taking into account also the applicable state aid legal basis. However, in cases where eligibility provisions in the State aid legislation are more extensive than the detailed eligibility provisions below, the text of the Call will prevail.

1.5.1 First and Final Dates for Eligibility of Expenditure

Costs within projects may be eligible from the date on which the grant is awarded or later set in the Project Contract. The Project Contract shall set the final date of eligibility of costs, which shall be no later than 29 February 2024. Costs incurred after that final date are not eligible.

1.5.2 General Principles of Eligibility

Eligible expenditures of projects are those actually incurred by the Project Promoter or the Project Partner, which meet the following criteria:

- a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- b) they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- c) they are proportionate and necessary for the implementation of the project;
- d) they are used for the sole purpose of achieving the objective of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- e) they are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and determined according to the applicable accounting standards and generally accepted accounting principles; and
- f) they comply with the requirements of applicable tax and social legislation.

Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date of eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter and/or Project Partner.

The Project Promoter's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.

1.5.3 Detailed Eligibility Provisions

1.5.3.1 Eligible Direct Expenditures

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 1.5.2:

- a) 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;

As an alternative, costs of staff may be declared on the basis of unit costs set in accordance with the rules for application of corresponding scales of unit costs applied under schemes for grants funded entirely by Romania for the Project Promoter and/or the Partner, or Norway for the Donor Partner, for similar types of project and entities involved

- b) travel and subsistence allowances for staff and volunteers taking part in the project, provided that they are in line with the project promoter's and project partner's usual practices on travel costs;
- c) cost of new or second-hand equipment if it is depreciated in accordance with generally accepted accounting principles applicable to the project promoter and generally accepted for items of the same kind. Only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be considered by the Fund Operator. In case the Fund 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 be eligible;
- d) costs of consumables and supplies, if they are identifiable and assigned to the project;
- e) 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;
- f) costs arising directly from requirements imposed by the project contract for each project.

Where the entire purchase price of equipment is eligible in accordance with point (c) of paragraph 1 of Section 1.5.3.1. Eligible direct expenditures, the Project Promoter shall:

- a) keep the equipment in its ownership for a period of at least five years following the completion of the project and continues to use the equipment for the benefit of the overall objectives of the project for the same period;
- b) 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; and
- c) set aside appropriate resources for the maintenance of the equipment for at least five years following the completion of the project.

1.5.3.2 Purchase of Real Estate and Land

The cost of purchase of real estate, meaning buildings constructed or under development and the appropriate rights to the land on which they are built, and land not built on may be eligible under the following conditions, without prejudice to the application of stricter national rules:

- a) there shall be a direct link between the purchase and the objectives of the project;
- b) purchase of real estate and/or land may not represent more than 10% of the total eligible expenditure of the project, unless a higher percentage is explicitly set in the decision to award the project grant;
- c) a certificate shall be obtained prior to the purchase from an independent qualified evaluator or duly authorized official entity confirming that the purchase price does not exceed the market value and that it is free of all obligations in terms of mortgage and other liabilities, particularly in respect of damage related to pollution. In case of purchase of real estate the certificate must either confirm that the building in question is in conformity with national regulations, or specify what is not in conformity with national regulations but which is to be rectified by the project promoter under the project;
- d) the real estate and/or land shall be used for the purpose and for the period specified in the decision to award the project grant. The ownership must be transferred to the project promoter, or those explicitly designated by the project promoter in the project application as recipients of the real estate and/or land, prior to the completion of the project. The real estate and/or land cannot be sold, rented or mortgaged within five years of the completion of the project, or longer if stipulated in the project contract. The Financial Mechanism Office (FMO) may waive this restriction if it would result in an unforeseen and unreasonable burden on the project promoter.
- e) the real estate and/or land may only be used in conformity with the objectives of the project. In particular, buildings may be used to accommodate public administration services only where such use is in conformity with the objective of the project; and
- f) the purchase of real estate and/or land shall be explicitly approved by the Fund Operator prior to the purchase either in the project contract or by a later decision.

The restrictions referred to in paragraph 1(d) apply also to buildings that are constructed or reconstructed through a financial contribution from the EEA and/or Norwegian Financial Mechanisms 2014-2021.

Expenditure on site preparation and construction which is essential for the implementation of the project may be eligible.

The cost of real estate and/or land already owned, directly or indirectly, by the Project Promoter, or purchase of real estate and/or land, directly or indirectly, by the Project Partner or a public administration, shall not be eligible. Under no circumstances shall real estate and/or land be purchased for speculative purposes. The real estate and/or the land shall not have received a national or external donor grant in the last 10 years which could give rise to a duplication of funding.

1.5.3.3 Eligible indirect costs in projects (overheads)

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. Indirect costs of the project shall represent a fair apportionment of the overall overheads of the Project Promoter or the Project Partner. They may be identified according to either of the following methods:

- a) based on actual indirect costs for those project promoters and project partners that have an analytical accounting system to identify their indirect costs as indicated above;
- b) a Project Promoter and Project Partners may opt for a flat rate of up to 25% of total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter or Project Partner, subject to the calculation of the rate on the basis of a fair, equitable and verifiable calculation method or a method applied under schemes for grants funded entirely by the Beneficiary State for similar types of project and project promoter;
- c) a Project Promoter and Project Partners may opt for a flat rate of up to 15% of direct eligible staff costs;
- d) in case of projects including a research component, indirect eligible costs may be determined by applying a flat rate of 25% of the total direct eligible costs, excluding direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on the premises of the Project Promoter or Project Partner.

1.5.3.4 Excluded Costs

The following costs shall not be considered eligible:

- a) interest on debt, debt service charges and late payment charges;
- b) charges for financial transactions and other purely financial costs, except costs related to accounts and financial services imposed by the project contract;
- c) provisions for losses or potential future liabilities;
- d) exchange losses;
- e) recoverable VAT;
- f) costs that are covered by other sources;
- g) fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project; and
- h) excessive or reckless expenditure.

2. Assessment of projects and selection procedure

The Fund Operator will check the fulfilment of administrative and eligibility criteria contained in this Call for Proposals. In the case of applications not complying with the administrative and eligibility criteria Innovation Norway may contact the Applicant to clarify the information provided or request the provision of additional information. Applicants will be given 10 working days to submit the information requested. Applications submitted in a language other than English will be automatically rejected.

Following the conclusion of the administrative and eligibility check, all Applicants will be informed in writing about the status of their project.

All applications which fulfil administrative and eligibility criteria will be further assessed by experts from the Fund Operator. The experts shall evaluate the projects against the selection criteria contained in the Call for proposals. The Fund Operator may decide to use external expertise in the assessment process. In such cases that involves making all the submitted information available to the external experts.

The result of the expert assessment shall be a ranking list that forms the basis of discussion within the Fund Operator's Selection Committee. The Selection Committee will make the final decision to reject or approve the applications.

After the selection procedure is complete, information of the results and the decision on the award of grants will be communicated to the Applicants and published online.

2.1 Assessment criteria

Project applications will be assessed based on a set of selection criteria. The said criteria are based on the objectives and the outcome that the Programme seeks to achieve. The objectives and principles of good governance and good business practice, sustainable development and gender equality, are cross-cutting issues that shall be considered as part of the assessment process.

For the full list of criteria, including on the weighting of criteria, see the document "**Project Assessment Criteria and Methodology**".

2.2 Selection and Award

The selection criteria above will be scored in a rating from one to six points (0 lowest, 6 highest). The scoring will constitute a basis for an assessment profile. Each of the selection criteria may be a critical success factor since a low score on certain critical factors can jeopardize the whole project. The scoring profile will be the basis for the prioritizing of the project proposals. The main principle will be that those projects with the highest scoring will have the highest probability to be awarded a grant.

After the assessment of the project applications has been performed, Innovation Norway will make the final grant decision. Applicants shall be notified of the decision of Innovation Norway to support or reject their application. Innovation Norway will send a Draft Project Contract/Reasoned Refusal to the Project Applicant.

2.3 The Project Contract

For each approved project a Project Contract shall be concluded between Innovation Norway and the Project Promoter.

The Project Contract will include relevant Special Conditions, the Standard Terms and Conditions on the EEA and Norway Grants programmes operated by Innovation Norway, the agreed Project Implementation Plan, the agreed Activity-based Budget and the agreed Disbursement Plan. These documents shall set out the terms and conditions of the grant assistance, as well as the roles and responsibilities of the Parties.

Prior to the signing of the Project Contract, the Project Promoter must submit a binding confirmation

of the co-financing of the project to Innovation Norway. The Grant Offer letter will set a deadline for submitting such a confirmation. If the deadline is not met, the Grant Offer is considered to be withdrawn, unless a prolongation of the deadline is granted by Innovation Norway in writing.

The Project Contract sets out the terms and conditions of grant assistance as well as the roles and responsibilities of the parties. The project contract shall contain, as a minimum, provisions on the following:

- a) obligations regarding reporting that enable the Fund Operator to comply with its reporting obligations to FMO and the National Focal Point;
- b) the project grant rate and maximum amount of the project grant in Euro;
- c) the list of eligible expenditures;
- d) the method of calculating indirect costs and their maximum amount;
- e) the first and final dates of eligibility of expenditures;
- f) requirements for the submission of proof of expenditure;
- g) provision on modifications of the project;
- h) provisions that ensure timely access for the purposes of monitoring, audits and evaluations;
- i) provisions that ensure that obligations regarding information and communication are complied with;
- j) the right of the Fund Operator to suspend payments, make financial corrections and request reimbursement from the project promoter in case decision on such actions is taken by the FMO and/or the Fund Operator;
- k) resolution of disputes and jurisdiction;
- l) waiver of responsibility;
- m) a detailed budget;
- n) provisions on equipment for which the entire purchase price is eligible, in compliance with section 1.5.3.1 – Eligible direct expenditures;
- o) provisions regarding the situation of changing the Fund Operator;
- p) a reference to partnership agreements or letters of intent, if relevant; and
- q) provisions that ensure that obligations regarding record keeping are complied with.

The obligations of the Project Promoter under the project contract shall be valid and enforceable under the law applicable to the Project Contract.

The grant will be subject to the acceptance of the Standard Terms and Conditions of the EEA and Norway Grants programmes operated by Innovation Norway and the Special Conditions of the Project Contract.

3. Implementation of Projects

All provisions and requirements related to the implementation of projects are set out in the Standard Terms and Conditions, published together with this call.

4. Payment flows

Grant assistance shall be given as reimbursements of already incurred documented costs according to an agreed Disbursement Plan (see template for Disbursement Plan and Essential Readings: Standard Terms and Conditions).

The Project Promoter has the opportunity to apply for an advance payment in line with Programme requirements.

The advance payment shall be paid following the signature of the project contract and in accordance with the provisions stated therein, within one month of the submission of a request by the Project Promoter. Subsequent payments shall be paid following the approval of project interim reports and no later than one month from the date of approval. The final payment, if applicable, will be paid following approval of the final report and no later than one month from the date of its approval.

The approval of project interim and final reports shall take place within three months from the submission of the required information.

Commitments and payments will be carried out in Euro (€). Payment claims (incl. advance payment) forwarded from the Project Promoter to Innovation Norway shall be in Euro (€).

5. Procedure for Submission of Application

Only electronic applications submitted via Innovation Norway's Application Portal, in English, will be accepted. The application form must be accompanied by the mandatory attachments which are listed in Annex II of the present call text.

The electronic applications and templates for the mandatory attachments are available on Innovation Norway's <https://www.innovasjon Norge.no/en/start-page/eea-norway-grants/>.

Project applications will be submitted via an application portal which can be accessed through the above-mentioned website.

The Guidelines and Essential Readings are also available on the programme website.

6. Queries

Questions or further need for clarifications shall be sent in writing in English to the programme e-mail address RO.Innovation@innovationnorway.no. Queries will normally be replied to within 3-5 working days.

A Frequently Asked Questions section (FAQ) will be published on the dedicated Innovation Norway's website based on questions received from potential applicants and partners. The FAQ will be updated on a regular basis.

More background information about the EEA and Norwegian Financial Mechanisms is available at: www.eeagrants.org.

ANNEX I – List of Mandatory Documents

1. Expected outcomes and Outputs of the implementation of the project;
2. Detailed Activity Based Budget in excel format;
3. Disbursement Plan;
4. Project Implementation Plan;
5. Procurement Plan;
6. Letter of Commitment;
7. Business plan;
8. Draft Partnership Agreement (if relevant);
9. CVs of the project management team;
10. Self-declaration regarding undertaking in difficulty;
11. Self-declaration regarding clean tax and criminal record of the Applicant (and Partner(s) - if relevant) and of the legal representative(s);
12. Communication Plan;
13. Relevant Registration Certificates and statutory documents;
Applicants:
 - certificate of status ('certificat constatator') issued by the Romanian Trade Register Office (which should include extensive information about enterprise's up to date status)*Partners:*
 - Relevant registration certificate (or similar), issued by the competent authority in the Donor State/Beneficiary State;
14. Certified annual accounts of the Applicant for 2018, 2019 and 2020, bearing the Applicant's signature (electronic or handwritten) and fiscal authority registration number (index).
15. Applicant's annual report for year 2020.

The template for preparing the Mandatory Documents are available on each call page at <https://www.innovasjon Norge.no/en/start-page/eea-norway-grants/funding-options/>

ANNEX II – Essential Readings

Please find below the list of documents which are relevant for the present Call and are available on our webpage <https://www.innovasjon Norge.no/en/start-page/eea-norway-grants/funding-options/> :

1. Standard Terms and Conditions
2. Project Assessment Criteria and Methodology
3. Guidelines on Cross-Cutting Issues
4. Communication Guidelines
5. Glossary of Terms
6. Conversion Guidelines Emissions
7. Guideline for Detailed Budget and Financial Forecast
8. FAQ - Business Programme - all countries
9. Top Most Common Mistakes