

Ministry of Foreign Affairs
Integration Foundation

**Call for proposals for own-initiative projects intended for Estonian foreign communities
2022**

Instructions of the call for proposals

1. GENERAL INFORMATION OF THE CALL FOR PROPOSALS

Name of the call for proposals:	Call for proposals for own-initiative projects intended for Estonian foreign communities 2022 (hereinafter ‘the call for proposals’)
Supporting documents of the call for proposals:	Target no. 4 of the strategy of the Integration Foundation (hereinafter ‘the provider of support’) for 2020–2025, i.e. strong Estonian communities worldwide and the tight contacts thereof with Estonia
Source of funding of the call for proposals:	Ministry of Foreign Affairs
Contact person of the call for proposals:	Kaire Cocker, tel. +372 6599 031 , email kaire.cocker@integratsioon.ee
Details of the call for proposals:	The questions and answers related to the call for proposals which may also be important to other applicants will be regularly published on the website of the provider of support, www.integratsioon.ee , under ‘Competitions and events’ (http://www.integratsioon.ee/Konkursid).

2. GENERAL TERMS AND CONDITIONS OF THE CALL FOR PROPOSALS

2.1 The targets of the call for proposals are strong Estonian communities worldwide and their tight contacts with Estonia.

The call for proposals supports the own-initiative activities which strengthen the feeling of unity of the Estonian foreign communities with Estonia, help to preserve the Estonian identity abroad, and support the good image of Estonia, while also increasing awareness of the activities of the diasporas in Estonia.

The priority of the support programme of the project are all activities which are intended for young people.

2.2 In the call for proposals, support can be applied for by legal persons governed by private law who are registered in the Republic of Estonia, self-employed persons registered in the commercial register, and legal persons governed by private law who are registered in a foreign country based on the rules of their country of location (hereinafter also referred to as a foreign Estonian association for the purposes of distinguishing them from the applicants registered in Estonia), hereinafter together referred to as ‘the applicant’ or ‘the beneficiary’.

2.3 The budget of the call for proposals is **55,000 euros**.

2.4 The maximum amount of support which can be allocated to **one project** is **5,000 euros**.

2.5 The call for proposals will be announced on **1 August 2022**.

2.6 **The deadline for the submission of applications is 11.59 p.m. on 5 September 2022** (Estonian time).

2.7 In order to apply for funding for a project, an application describing the project which is compliant with the criteria of the call for proposals (Annex 1 – Project application form) must be filed.

2.8 Each applicant may only submit one application in the call for proposals.

2.9 The results of the call for proposals will be published on the website of the provider of support (www.integratsioon.ee)

- 2.10 The eligibility period of the projects submitted in the call for proposals runs from **5 September 2022 to 31 January 2023**. The expense receipts related to the activities of the project must be drawn up and paid within this period or within 14 days after the end of the period. This does not apply to plane, ferry, bus, or train tickets, which may be purchased earlier, provided that the entire trip falls within the eligibility period specified in this clause.
- 2.11 The applicant is responsible for the preparation, management, implementation, communication, and reporting of the project submitted in the call for proposals. Project management may not be purchased as a service.

3. REQUIREMENTS FOR APPLICANTS

- 3.1 An applicant must be compliant with the criteria specified in clause 2.2 of the instructions of the call for proposals.
- 3.2 If the provider of support has previously made a decision to recover support from the applicant, the repayment of the support pursuant to the decision may not be overdue.
- 3.3 The applicant does not have tax arrears or overdue liabilities to the country of location or any such arrears have been deferred. Foreign Estonian associations must submit a letter of confirmation to confirm the above (Annex 2 – Letter of confirmation form). In the case of an applicant registered in Estonia, the provider of support will check the status of the applicant in e-Tax.
- 3.4 The applicant may not be in a situation in which their activities are restricted, incl. bankrupt or in the process of liquidation. Foreign Estonian associations must submit a letter of confirmation to confirm the above (Annex 2 – Letter of confirmation form). In the event of an applicant registered in Estonia, the provider of support will check the status of the applicant in the e-Business Register.
- 3.5 No members of the management board or managerial bodies (incl. the supervisory board) of the applicant may be employed by the provider of support.

4. ACTIVITIES SUPPORTED

The following activities are supported in the call for proposals:

- 4.1 organising of foreign Estonian cultural, business, research, and other thematic projects, events, or festivals, incl. activities for and with young people;
- 4.2 cooperation projects which support the sense of unity between Estonian and foreign Estonian communities;
- 4.3 increasing of the awareness of the Estonian society of the activities of the diasporas.

5. BUDGET OF THE PROJECT

- 5.1 The budget of the project is the total amount of the eligible costs required for the implementation of the project activities.
- 5.2 The maximum amount of support permissible for **one project** is **5,000 euros**.
- 5.3 The budget of the project is drawn up on the form provided in the documentation of the call for proposals (Annex 1).
- 5.4 The level of detail of the expenses specified in the budget of the project must be sufficient for the assessment of the eligibility of the expenses. In the event of any expenses described in insufficient detail, the provider of support will ask for further explanations.

6. ELIGIBLE COSTS

- 6.1 A cost is eligible if it is necessary for implementing the activities, justified, arises in the course of the supported activities performed in the eligibility period of the project, is paid by the beneficiary, and is compliant with legal requirements, including:
 - 6.1.1 is supported by a source document;
 - 6.1.2 is registered in the accounting documents in a clearly distinguishable manner and compliant with the financial reporting standard of the country of location.
- 6.2 The following expenses are not eligible:
 - 6.2.1 expenses related to the acquisition and renovation of real estate;
 - 6.2.2 fixed costs (e.g. rent for office premises, administration costs);
 - 6.2.3 membership fees of the applicant;
 - 6.2.4 transactions with related parties (unless there is no reasonable alternative for such a transaction);
 - 6.2.5 value-added tax if the beneficiary is a person liable to value-added tax in Estonia and is entitled to recover value-added tax based on the Value-Added Tax Act;
 - 6.2.6 interest on the debt of a financial transaction, commission for or losses from currency exchange, or other financial expenses;
 - 6.2.7 unforeseeable expenses;
 - 6.2.8 any expenses made outside of the eligibility period specified in clause 2.10;
 - 6.2.9 other expenses which are unjustified and unreasonable from the perspective of the implementation of the supported activities.

7. FORMULATION AND SUBMISSION OF THE APPLICATION

- 7.1 The project must be compliant with the targets of the call for proposals established in clause 2.1 of the instructions of the call for proposals.
- 7.2 The application consists of the forms of the detailed description and the budget of the project approved in compliance with the criteria of the call for proposals (tabs 'Application' and 'Budget' on the bottom of Annex 1).
- 7.3 Foreign Estonian associations must enclose the following with the application:
 - 7.3.1 a notarised copy of the articles of association or a mandatory brief introduction of the registered area of activity of the applicant, the purpose of their activities, and the principles of their ethical operation and/or values, pursuant to the law;
 - 7.3.2 a copy of the document which proves the signing powers of the signatory;
 - 7.3.3 a letter of confirmation of the applicant not being in a situation in which their activities are restricted, incl. bankrupt or in the process of liquidation, and not having tax arrears or overdue obligations to their country of location (Annex 2);
 - 7.3.4 a copy of the certificate of registration based on the rules of the country of location.
- 7.4 The application must be drawn up in Estonian, in the Excel format, and all documents must be signed in the same digital container by a member of the management board (several, in the case of joint representation) or an authorised person. Pursuant to the eIDAS regulation, digital signatures which are compliant with the QES level (the signature is deemed equivalent to a hand-written signature) are accepted within the European Union. If it is not possible to sign the application and the annexes thereto digitally, all documents must be

signed manually, scanned, and the application and the budget must be enclosed in the form of an Excel table which can be edited.

- 7.5 The digitally signed or signed and scanned application must be submitted by email to the address taotlus@integratsioon.ee not later than at **11.59 p.m. on 5 September 2022** (Estonian time).
- 7.6 All expenses on drawing up and submitting the application will be borne by the applicant.
- 7.7 If more than one individual application is received from one applicant, only the properly formalised application which is received last is processed.
- 7.8 No applications which are received after the closing of the call for proposals are processed. If the applicant has allowed the term for the submission of applications to expire with good reason, the provider of support may restore the term on its own initiative or at the request of the applicant pursuant to section 34 of the Administrative Procedure Act.

8. PROCESSING OF THE APPLICATION

- 8.1 Applications are processed within up to 50 working days after closing the call for proposals.
- 8.2 The assessment involves the evaluation of the compliance of the applicant and the application with the criteria of the call for proposals and the substantial assessment of the content of the project submitted (accumulated score).
- 8.3 An application is assessed substantially if the applicant and the application have been declared eligible.
- 8.4 If necessary, the provider of support may inquire further information from the applicant due to the insufficiency of the information included in the application or the formulation of the application. A period of up to 10 working days from the working day following the sending of the inquiry may be granted for the elimination of deficiencies.
- 8.5 It is possible to earn an accumulated score of up to 100 points in this call for proposals.
- 8.6 No support is granted to the projects which earn less than 40 points.
- 8.7 For granting support, a ranking is drawn up in which the applications are listed based on the aggregate score after substantial assessment. The applications with equal accumulated scores are assessed based on the score for impact. Support is granted based on the ranking within the restraints of the budget of the call for proposals.
- 8.8 The provider of support may propose partial supporting of a project, indicating the activities and expenses which would be supported. A proposal for granting partial support includes a proposal on reducing the amount of support applied for or on changing the supported activities included in the project. An application may be satisfied partially with the consent of the applicant. The applicant may agree to partial satisfaction of an application, provided that the target specified in the application can be achieved in the event of partial satisfaction of the application.
- 8.9 Support is granted based on the proposals of the assessment committee by a directive of the provider of support.
- 8.10 Support may be refused due to the following reasons:
 - 8.10.1 the applicant is not eligible;
 - 8.10.2 the application is not eligible;
 - 8.10.3 the application is awarded less than 40 points in substantial assessment;

- 8.10.4 the activities and expenses planned do not fall within the eligibility period of the call for proposals;
- 8.10.5 the expenses of the project are not eligible;
- 8.10.6 there are no sufficient funds in the budget of the call for proposals for funding the application;
- 8.10.7 circumstances appear which are out of the control of the provider of support and render the completion of the call for proposals impossible.
- 8.11 The names of the beneficiaries will be published on the website of the provider of support at www.integratsioon.ee.
- 8.12 The applicant may submit objections within 30 calendar days after the date on which the applicant became or should have become aware of a violation of their rights. The objection filed must be compliant with the Administrative Procedure Act.

9. DECLARING AN APPLICANT ELIGIBLE

Applicants who are compliant with the following criteria are declared eligible:

Criterion	Basis for verification
The application is submitted by a legal person governed by private law or a self-employed person who is registered in the Republic of Estonia or a legal person governed by private law who is registered in a foreign country based on the rules applicable in their country of location (clause 2.2 of the instructions of the call for proposals).	Information from the e-Business Register or, in the case of a legal person registered in a foreign country, a certificate of registration which is compliant with the rules of the country of location.
In the case of a foreign Estonian association, a verified copy of the articles of association or a mandatory brief introduction of the registered area of activity of the applicant, the purpose of their activities, and the principles of their ethical operation and/or values, pursuant to the law, are annexed to the application (clause 7.3.1 of the instructions of the call for proposals).	A verified copy of the articles of association is annexed to the application.
If the provider of support has previously made a decision to recover support from the applicant, the repayment of the support pursuant to the decision may not be overdue (clause 3.2 of the instructions of the call for proposals).	Information from the database of funded projects of the provider of support.
The applicant does not have tax arrears or overdue liabilities to the country of location or any such arrears have been deferred (clause 3.3 of the instructions of the call for proposals).	Data from the e-Tax or confirmation of the applicant on the provided form (Annex 2).
The applicant is not in a situation in which their activities are restricted, incl. bankrupt or in the process of liquidation. In the event of a foreign Estonian association, a confirmation letter is enclosed which states that the applicant is not in a situation in which their activities are limited (clause 3.4 of the instructions of the call for proposals).	Data from the e-Business Register or confirmation of the applicant on the required form (Annex 2).

No member of the management board or managerial bodies (incl. the supervisory board) of the applicant is employed by the provider of support (clause 3.5 of the instructions of the call for proposals).	Details of the provider of support.
--	-------------------------------------

10. DECLARING AN APPLICATION ELIGIBLE

Applications that are compliant with the following criteria are declared eligible:

Criterion	Basis for verification
The application was received in a timely manner (clauses 2.6 and 7.5 of the instructions of the call for proposals).	The information by email/on paper.
The application and the annexes thereto have been signed by a signatory of the applicant or by an authorised person (clause 7.4 of the instructions of the call for proposals).	Data from the e-Business Register and the application.
The application is drawn up in Estonian (clause 7.4 of the instructions of the call for proposals).	The information provided in the application.
The application includes the mandatory parts – the application (Annex 1) and the letter of confirmation (Annex 2), etc. (clause 7 of the instructions of the call for proposals).	The information provided in the application.
The same applicant has not submitted more than one individual application in the call for proposals (clause 2.8 of the instructions of the call for proposals).	The information provided in the application.
The eligible period specified in the application is within the period from 6 September 2022 to 31 January 2023 (clause 2.10 of the instructions of the call for proposals).	The information provided in the application.
The support applied for the project does not exceed the maximum permitted amount (clauses 2.4 and 5.2 of the instructions of the call for proposals).	The information provided in the application.

11. SUBSTANTIAL ASSESSMENT

11.1 In the course of the substantial assessment, the project is assessed based on the following criteria:

CRITERION	Share of the criterion in the aggregate score
1. Information of the applicant and planning of and preparations for the project, incl.	40
1.1 the previous activity of the applicant and cooperation with the target group;	20
1.2 the compliance of the project and the budget with the target of the project, efficiency of the expenses planned, and justification of the expenses from the perspective of the activities of the project.	20
2. The planned effect of the project on the target groups, etc.	60

2.1 the impact of the activities on strengthening the cohesion of foreign Estonian communities with Estonia, including the involvement of young people;	30
2.2 the impact of the activities on the preservation of the identity of Estonia in foreign countries, incl. increasing the awareness of the activities of the diasporas in Estonia.	30
Total share	100

11.2 The applications which have been declared eligible are assessed by an assessment committee formed by the provider of support.

11.3 The assessors fill in an assessment sheet for each applicant, which details the assessment criteria and the scores given. In order to obtain the results of the assessment of the applications, the scores from all assessors are added together and the total amount is divided by the number of assessors to find the average score.

12. AMENDMENT OF THE DECISION TO GRANT SUPPORT

12.1 The provider of support must be notified in writing of any changes which significantly affect the implementation of the project and the use of the budget.

12.2 Changes must be reported and applications for making changes submitted immediately or within a reasonable amount of time after the beneficiary learned or should have learned of the need to make the change, depending on the nature of the change.

12.3 Amendments must be made in the project if the increase in the budget line compared to the initial amount of the budget line exceeds 30%, if a new expense is added to the budget, or if the activities of the project change. In order to change the budget of the project in such an extent, the beneficiary must submit the respective application to the provider of support, explaining the necessity of the change.

12.4 The changes will become valid after the conclusion of a respective written agreement or at the time specified in the agreement, after which the beneficiary may commence fulfilling the budget.

12.5 Any increase in the expenditure or revenues of the project will not increase the amount of the support.

13. TERMS AND CONDITIONS OF THE PAYMENT OF THE SUPPORT AND REPORTING

13.1 The support is paid to the recipient of the support as an advance payment within 14 calendar days after the decision to grant the support is made.

13.2 The beneficiary submits the report of the project to the provider of support electronically on the form of the provider of support **within 20 calendar days after the expiry of the eligibility period of the project.**

13.3 The provider of support processes the report within up to 60 working days after submission thereof.

13.4 In justified cases, the deadline for the submission of the report may be extended based on an application submitted by the beneficiary, provided that the beneficiary applies for the extension before the date referred to in clause 13.2.

13.5 If there are any shortcomings in the report, the provider of support may grant to the

beneficiary up to 14 calendar days for eliminating the shortcomings, during which the period of proceeding the report referred to in clause 13.3 is suspended.

- 13.6 The provider of support will approve the report if the beneficiary has eliminated the shortcomings within the period specified in clause 13.5, the provider of support has not identified any violations, and the beneficiary has repaid to the provider of support any unused amount of the support.

14. PROJECT DOCUMENTATION AND ACCOUNTING

- 14.1 The beneficiary must keep the accounting records in compliance with the legislation applicable in their country of location about the execution of the activity and covering of expenses. All sources of expenses or revenues of the project must be recorded in the accounting of the beneficiary, be identifiable and verifiable, and be certified by expense receipts and payment documents.
- 14.2 The beneficiary must retain the accounting documents and other significant project documents (e.g. comparable price offers, significant correspondence, etc.) in compliance with the requirements of the country of their location.
- 14.3 The provider of support, the Ministry of Foreign Affairs, and other authorised persons may inspect the documents related to the use of the support and the activities of the project, incl. visit the beneficiary and inspect the activities executed by them (during and after the project). The provider of support may request the repayment of the support by the beneficiary if the ineligibility of the expenses or any relation thereof with ineligible activities is found.
- 14.4 If possible, all payments made within the framework of the project are made by bank transfer, incl. the compensation of costs based on a financial expense report or advance report. If it is not possible to make a payment by bank transfer for technical reasons or if it is not feasible from the economic perspective, the beneficiary must highlight this separately in the project report and provide explanations.

15. NOTIFYING THE PUBLIC

- 15.1 The project application must include an overview of the outreach activities related to the project, including the potential activities and channels for introducing the project.
- 15.2 The beneficiary must refer to the Ministry of Foreign Affairs of the Republic of Estonia as the funder and the Integration Foundation as the provider of support in the public appearances, reports, and publications related to the project and use the logos of those institutions. Further information about the use of the logos can be found at <https://www.integratsioon.ee/sumboolika> and <https://riigikantselei.ee/valitsuse-too-planeerimine-ja-korraldamine/valitsuskommunikatsioon/visuaalne-identiteet> .

16. VIOLATIONS AND REPAYMENT OF THE SUPPORT

- 16.1 The provider of support may request the partial or full repayment of the support by the beneficiary in the following cases:
- 16.1.1 if any circumstances arise in the case of which the application for support would not have been satisfied;
- 16.1.2 if the support has not been used pursuant to the procedure and on the conditions

specified;

- 16.1.3 if liquidation or bankruptcy proceedings have been initiated against the beneficiary;
- 16.1.4 if it appears that the activities of the project have not been implemented;
- 16.1.5 if a precept for cessation of a violation concerning the use of the support, for the prevention of further violations, or for the elimination of the consequences of a violation has not been complied with in a timely manner;
- 16.1.6 if the beneficiary has failed to comply with the obligations placed on them by these instructions or the legislation regulating the granting and use of the support.

17. OBLIGATIONS AND RIGHTS OF THE BENEFICIARY AND THE PROVIDER OF SUPPORT

17.1 Obligations of the beneficiary

The beneficiary will ensure the fulfilment of the obligations established by these instructions and the successful implementation of the project by the deadlines and in compliance with the conditions specified in the decision to grant the support, including:

- 17.1.1 use the support as specified in the application, the decision to grant the support, and these instructions;
- 17.1.2 submit to the provider of the support the information and report required by the due date;
- 17.1.3 retain the documents of applying for the support and the documents certifying the eligibility of the expenses, as well as other evidence for seven years after the approval of the project report;
- 17.1.4 provide verbal and written explanations and data to the provider of support about the implementation of the project, including the use of the support, including extracts from their accounting software and bank account within 14 days after receiving the respective request;
- 17.1.5 keep separate accounts of the eligible costs, ineligible costs, and revenues of the project;
- 17.1.6 notify the provider of support immediately in writing or in a format which can be reproduced in writing of any changes of the data provided in the application or related to the implementation of the project or any circumstances which prevent the implementation of the project;
- 17.1.7 return the support if the provider of support files an application for the recovery of the support;
- 17.1.8 use the logos of the provider of support and the Ministry of Foreign Affairs at all events organised with the help of the support, including on the adverts and printed materials thereof.

17.2 Rights of the beneficiary

The beneficiary is entitled to the following:

- 17.2.1 to receive information and advice from the provider of support in connection with the requirements specified in these instructions or in the decision to grant the support or with the obligations of the beneficiary;
- 17.2.2 to submit their positions in the cases specified in clause 8.8 of these instructions and in the course of elimination of deficiencies;
- 17.2.3 to get acquainted with the information in the document drawn up about them or any information intrinsically linked to that document pursuant to the procedure established

by the Public Information Act;

17.2.4 to reject the support or fully return the support at any time;

17.2.5 to increase the expenditure lines of the budget of the project specified in the application cumulatively in the extent of up to 30% without notifying the provider of support;

17.2.6 to apply for a change in the expenditure lines of the budget of the project specified in the application by more than established in clause 17.2.5, provided that the amount of the support remains the same;

17.3 Obligations of the provider of support

The provider of support must:

17.3.1 send to the applicant or beneficiary the decisions regulated by these instructions within the terms specified in these instructions;

17.3.2 retain the documents certifying applying for and granting the support and the eligibility of the expenses and other documents and information pursuant to the retention periods specified in the Accounting Act;

17.3.3 inspect the implementation of the project;

17.3.4 make the application and report forms and the respective guidelines available on their website;

17.3.5 immediately notify the beneficiary of any changes to these instructions or other legislation regulating the use of the support;

17.3.6 perform other operations specified in this regulation, in the applicable legislation, or in the decision to grant the support.

17.4 Rights of the provider of support

The provider of support is entitled to:

17.4.1 inspect the expense receipts related to the project and the implementation of the project on site where the beneficiary operates, including the compliance of the use of the support with these instructions and the decision to grant the support;

17.4.2 request the submission of further data and documents about the targets, results, and expenses of the project which prove the proper performance of the activities and proper compliance with the obligations by the beneficiary;

17.4.3 refuse to pay the support and/or request the partial or full repayment of the support if the beneficiary violates the conditions specified in these instructions and/or the decision to grant support or departs otherwise from the application, the decision to grant the support, or these instructions;

17.4.4 inspect the capability of the applicant to cover any ineligible costs;

17.4.5 decide based on their discretion the extent to which the repayment of the support is requested pursuant to clause 16 of these instructions;

17.4.6 extend the eligibility period of the project in the event of any circumstances which are out of the control of the applicant.

18. CANCELLATION OF THE CALL FOR PROPOSALS

18.1 The provider of support may cancel the call for proposals in the following cases:

18.1.1 the call for proposals is unsuccessful, i.e. no (suitable) applications are received;

18.1.2 the financial and technical specifications of the programme (contract for funding) have changed significantly;

18.1.3 exceptional cases or force majeure which prevent the normal course of the activities planned;

18.1.4 a violation is identified in the course of the proceeding.

19. ANNEXES

19.1 Annex 1 – Project application form;

19.2 Annex 2 – Letter of confirmation form.