



**Norwegian Financial Mechanism 2014–2021**

**European Economic Area Financial Mechanism 2014–2020**

**Fund for Bilateral Relations**

**Call for Travel Grant applications**

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**[www.en.parp.gov.pl/norway-grants](http://www.en.parp.gov.pl/norway-grants)**

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## § 1. Call for Travel Grant applications

1. Polish Agency for Enterprise Development (PARP) is hereby publishing the **call for Travel Grant applications** from the Fund for Bilateral Relations under the Norwegian Financial Mechanism 2014–2021 and the EEA Financial Mechanism 2014–2021.
2. Applications may be submitted between 25th of November 2019 and 31st of January 2020 at 16:00 (Polish time), subject to § 1 (3).
3. If the total amount of grants in the submitted applications exceed 110% of the budget determined in § 4(1), the call for applications shall be suspended upon publishing such information on the website.

## § 2. Definitions, abbreviations and legal basis

The terms and abbreviations used in the call for applications shall have the following meaning:

- 1) **applicant's E-mail** – E-mail address indicated in the “Contact person – E-mail address” section of the Application;
- 2) **beneficiary** – entity with whom the Travel Grant contract has been concluded;
- 3) **days** – calendar days;
- 4) **EEA** – European Economic Area;
- 5) **de minimis aid application form** – Information form for applying for *de minimis* aid, as specified in the Ordinance of the Council of Ministers of 29 March 2010 on the scope of the information provided by the entity applying for *de minimis* aid (Polish Journal of Laws of 2010 No 53, item 311, as amended), which constitutes Appendix 1 to the call for applications;
- 6) **micro, small or medium-sized entrepreneur (SME)** – respectively a micro, small or medium-sized entrepreneur meeting the conditions set out in the Annex I to Regulation No 651/2014;
- 7) **project partner** – a private or public entity established in Norway subject to the Norwegian law actively involved in, and effectively contributing to, to the implementation of a project. He/she shares with a project promoter a common economic or social goal which is to be realised through the implementation of a project;
- 8) **partnership project** – economically indivisible sequence of work fulfilling a particular technical function with explicitly determined objectives related to the programme it is covered by, implemented by the project promoter in co-operation with the project partner;
- 9) **regulations** – Regulation on the implementation of the European Economic Area Financial Mechanism 2014–2021 adopted by the EEA Financial Mechanism Committee on 8 September 2016 pursuant to Article 10(5) of Protocol 38c to the EEA Agreement and approved by the Standing Committee of the EFTA States on 23 September 2016, **as well as** Regulation on the implementation of the Norwegian Financial Mechanism 2014–2021 adopted by the Norwegian Ministry of Foreign Affairs on 23 September 2016 pursuant to Article 10(5) of the Agreement between

- the Kingdom of Norway and the European Union on a Norwegian Financial Mechanism for the period 2014–2021 on 23 September 2016;
- 10) **regulation** – Regulation of the Minister of Economy of 2 December 2006 on providing financial aid unrelated to operational programmes by the Polish Agency for Enterprise Development (Polish Journal of Laws of 2018, item 315, as amended) which constitutes a public aid programme ref. no. SA.55884;
  - 11) **regulation No 1407/2013** – Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to *de minimis* aid (EU OJ L 352, 24.12.2013, p. 1);
  - 12) **regulation No 651/2014** – Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (OJ L 187, 26.6.2014, p. 1, as amended);
  - 13) **MoU** – Memorandum of Understanding on the Implementation of the EEA Financial Mechanism 2014–2021 between the Iceland, the Principality of Lichtenstein, the Kingdom of Norway and the Republic of Poland, signed on 20 December 2017 in Warsaw; Memorandum of Understanding on the Implementation of the Norwegian Financial Mechanism 2014–2021 between the Republic of Poland and the Kingdom of Norway, signed on 20 December 2017 in Warsaw [Official Gazette of the Republic of Poland] of 2018, item 392);
  - 14) **bilateral fund agreement** – Agreement between the Financial Mechanism Committee and the Norwegian Ministry of Foreign Affairs and the Ministry of Investment and Economic Development of the Republic of Poland on the Fund for Bilateral Relations signed on 4 September 2018;
  - 15) **programme agreement** – Programme Agreement between the Norwegian Ministry of Foreign Affairs and the Ministry of Investment and Economic Development for the financing of the Programme on the Business Development and Innovation, signed on 12 September 2019 programme;
  - 16) **Website** – PARP sub-website: <https://www.en.parp.gov.pl/norway-grants>;
  - 17) **public finance act** – Act of 27 August 2009 on public finance (Polish Journal of Laws of 2019, item 869, as amended);
  - 18) **PARP act** – Act of 9 November 2000 on the establishment of the Polish Agency for Enterprise Development (Polish Journal of Laws of 2019, item 310, as amended);
  - 19) **application** – Travel Grants Application, containing the information about the applicant and the specific actions to engage in an international partnership;
  - 20) **applicant** – entity that has submitted an Application.

### § 3. Objectives and subject of the Travel Grants

1. The objective of the Travel Grant is to seek for partners and to engage in an international partnerships between entrepreneurs from the Republic of Poland and private and public entities established in Norway subject to the Norwegian law in order to implement partnership projects under “Business Development and Innovation” programme in the areas of: green industry innovation, blue growth, welfare technologies and the Small Grants Schemes for

female enterprises. The call for applications and the related documentation for the “Business Development and Innovation” programme are available on the [website](#).

2. The Travel Grant is for travelling abroad to:
  - 1) the Kingdom of Norway, in the case of entrepreneurs conducting business activity on the territory of the Republic of Poland or
  - 2) the Republic of Poland, in the case of entities established in the Kingdom of Norway and subject to the Norwegian law for the purpose set out in §3(1) 1.
3. The travel abroad may start at the earliest on the date of PARP’s notification on the positive assessment of the application, referred to in § 9(4). Meetings during the travel abroad shall not be held later than on 24 April 2020.
4. Until the conclusion of the Travel Grant contract, the applicant travels abroad at its own risk.

#### **§ 4. Budget and the amount of the Travel Grants**

1. The budget for Travel Grants call amounts to **EUR 70,800**.
2. A Travel Grant is a lump sum amounting to **EUR 1,200** per one applicant.
3. One entity may be granted a Travel Grant only once.

#### **§ 5. Applicants’ eligibility**

1. Applicants who may apply for a grant:
  - 1) **micro, small or medium-sized entrepreneurs conducting business activity on the territory of the Republic of Poland**, as confirmed by an entry in the appropriate register, or
  - 2) **private or public entities established in Norway subject to the Norwegian law, conducting activity on the territory of the Kingdom of Norway**, certified with an entry in an appropriate register or with another document issued by a competent administrative authority in the Kingdom of Norway.
2. Applicants who are not eligible for a grant are those who are excluded from being granted the support on the basis of:
  - 1) Article 207 of the public finance act (i.e. they are not entered in the register of excluded entities maintained by the Minister of Finance);
  - 2) Article 211 of the public finance act of 30 June 2005, Polish Journal of Laws No 249, item 2104, as amended (i.e. misused public resources, which resulted in failure in full implementation of the project);
  - 3) Article 6b(3)(1)–(4) of the PARP Act, namely:
    - a) an entrepreneur who is a natural person that was convicted by a final judgement for the crime of offering false testimony, bribery, crime against property, credibility of documents, trading in money and securities, economic turnover, banking system, tax and criminal offence, or another offence related to running a business or committed with the intention of obtaining material benefits,
    - b) an entity that is not a natural person if a member of their management bodies or a partner in a partnership was convicted by a final judgement for crimes referred to in point (a),
    - c) an entity:
      - which has arrears arising from public debts, or

- which remains under receivership or is in the process of liquidation or undergoing bankruptcy proceedings, or
- which was in serious breach of the agreement entered into with the Agency – within 3 years from the termination of that agreement;
- is a collective entity banned on access to grants, subsidies or other forms of financial support from public funds imposed by the court.

#### § 6. *De minimis* aid

1. In the case of entrepreneurs, the Travel Grant shall constitute *de minimis* aid, granted pursuant to Regulation No 1407/2013.
2. *De minimis* aid may be granted if the gross value of this aid together with the value of another *de minimis* aid received by one entrepreneur from the Republic of Poland within the meaning of Article 2(2) of the Regulation (EC) No 1407/2013, in a given fiscal year, and in the two preceding fiscal years, does not exceed EUR 200,000, and in the case of an entrepreneur pursuing activity in the sector of road cargo transport – EUR 100,000, and when other conditions defined in Regulation No 1407/2013 separate provisions of law are complied with.

#### § 7. Language of applications

1. The application shall be:
  - 1) in Polish, in the case of micro, small or medium-sized entrepreneurs conducting business activity on the territory of the Republic of Poland;
  - 2) in English, in the case of **entities established in Norway subject to the Norwegian law, conducting activity on the territory of the Kingdom of Norway**. PARP shall ensure the certified translation of the Application into Polish.

#### § 8. Rules for submitting applications

1. The application shall be submitted in electronic version only via the <https://www.parp.gov.pl/component/site/site/travel-grant-application>. Any other forms of electronic or paper visualisation of the contents of the application shall not constitute an application and will not be assessed.
2. Application shall be completed in an appropriate language, pursuant to § 7.
3. Communication with the applicant shall be conducted electronically via the applicant's E-mail.
4. In the case of a form malfunction, the applicant may report it via the following [contact form](#). In the case of continuous technical problems preventing the submission of applications, messages published on the website shall be followed.
5. The applicant will receive a confirmation of a successful submission of the application together with its content to the applicant's E-mail.

### **§ 9. Assessment of applications**

1. PARP shall assess applications in accordance with the criteria set out in the Appendix 2 to the call for applications, in the order in which the complete applications are received by PARP, until the budget referred to in § 4(1) is available.
2. If all the criteria are met, the application shall be assessed positively.
3. If any of the criterion is not met, the application shall be assessed negatively.
4. PARP shall inform the applicant on the result of the application assessment by sending information to the applicant's E-mail.
5. If an application is assessed negatively, the applicant may submit a further application within the deadline of the call for applications specified in § 1(2).
6. The estimated time for the assessment of applications is approximately 30 days.
7. After the assessment of all applications has been completed, PARP shall publish a list of the applicants who will be granted aid on its website.

### **§ 10. Leaving an application unprocessed (not verified)**

1. An application shall be left unprocessed (not verified) if:
  - 1) it was submitted after the deadline referred to in § 1(2);
  - 2) it was not submitted in accordance with § 8(1) and (2);
  - 3) the budget referred to in § 4(1) is not available.
2. PARP shall inform the applicant that the application was left unprocessed (not verified) by sending to the applicant's E-mail.
3. If an application is left unprocessed (not verified) under § 10 (1)(2), the applicant may submit a further application within the deadline of the call for applications specified in § 1(2).

### **§ 11. A contract for Travel Grants**

1. In the case of a positive assessment of the application and the availability of the budget referred to in § 4(1), PARP shall send information on the result of the assessment to the applicant's E-mail and shall call on the applicant to provide:
  - 1) a completed *de minimis* aid application form, which constitutes Appendix 1 to the call for applications;
  - 2) Statement of *de minimis* aid, a template of which is attached as Appendix 3 to the call for applications;
  - 3) information on the bank account number maintained in EUR to which the grant will be paid;
  - 4) information on the address for correspondence delivered by registered post or courier service and on the applicant's E-mail;
  - 5) data of persons representing the applicant at the conclusion of on Travel Grant contract, and the power of attorney if relevant;
  - 6) updates of information contained in the application, if the data specified in the application have changed.

2. The applicant shall be obliged to provide the documents referred to in § 11(1) via E-mail to the following address: [partnerstwo@parp.gov.pl](mailto:partnerstwo@parp.gov.pl) within 7 days from the date of sending the request referred to in § 11(1). Should the applicant fail to provide complete documents, as to their form and content, within this time limit, PARP may refuse to sign the contract.
3. PARP verifies completeness and correctness of preparing the documents provided by the applicant at PARP's request referred to in §11(1).
4. Prior to the conclusion of the Travel Grant contract, PARP shall verify whether the applicant may receive the aid. In particular, PARP shall:
  - 1) request information from the Minister of Finance indicating whether the applicant is an entity excluded under Article 207 of the Public Finance Act;
  - 2) confirm that the applicant was not in serious breach of the agreement concluded with PARP in relation to Article 6b(3)(3)(c) of the PARP Act;
  - 3) in the case of entrepreneurs, verify the possibility of granting *de minimis* aid on the basis of a *de minimis* aid application form referred to in § 11 (1)(2) as well as based on the data included in the SHRIMP application referred to in Article 2(18) of the Act of 30 April 2004 on the procedural issues concerning State aid (Polish Journal of Laws of 2018 item 362, as amended);
  - 4) in the case of updating the information contained in the application, verify whether the changes affect the fulfilment of the application assessment criteria in a manner that would result in a negative assessment of this application.
5. Travel Grant contract may be concluded if:
  - 1) the application has been assessed positively;
  - 2) the applicant has provided all documents required for the conclusion of the Travel Grant contract;
  - 3) there are no contraindications to conclude the contract for Travel Grants as may result from the verification referred to in § 11 (4);
  - 4) the budget referred to in § 4(1) has not been exhausted.
6. PARP may refuse to grant the aid pursuant to Article 6b(4)–(4c) of the PARP Act.
7. The applicant who has been refused the grant shall not reacquire the right to be granted at the moment of cessation of the obstacle preventing the applicant from the conclusion of the Travel Grant contract.
8. Travel Grant contract template is attached as Appendix 4 to the call for applications.

## **§ 12. Grant payment**

1. The beneficiary shall submit a payment claim, in an electronic form immediately after travelling abroad, but not later than by 4th of May 2020, to the address [partnerstwo@parp.gov.pl](mailto:partnerstwo@parp.gov.pl).
2. The payment claim shall be accompanied by documents confirming the travel abroad, i.e:
  - 1) from the beneficiary – at least boarding passes of persons travelling, and



- 2) a confirmation by the representative(s) of at least one entity that the meeting with the representatives of Beneficiary took place.
3. Upon approval by PARP of the payment claim, the grant will be paid out in EUR to the beneficiary's bank account maintained in EUR.

### **§ 13. Personal data protection**

1. The Administrator of personal data of applicants, beneficiaries, external entities whose data have been included in the application, collected and processed for the purpose of including those persons in the process of applying for Travel Grants shall be PARP with its registered office in Warsaw (00-834) at ul. Pańska 81/83.
2. The legal basis for the processing of personal data by the Controller is:
  - a) compliance with PARP's legal obligations (Article 6(1)(c) of GDPR);
  - b) carrying out tasks performed in the public interest by the Administrator, in particular the tasks specified in the PARP Act (Article 6(1)(e) of GDPR);
3. Personal data shall be processed for at least five years from the approval of the final Strategic Report, as indicated in the regulations. On the expiry of the periods laid down in the contracts concluded, where it is required by the provisions of the Act of 14 July 1983 on the national archival resources and archives (Polish Journal of Laws of 2019 item 553, as amended), personal data will be processed over the period determined in those provisions.
4. Personal data shall be transferred to:
  - 1) entities performing tasks to the extent necessary for making decisions on granting co-financing, reporting, irregularities, audits, controls, monitoring visits and evaluations, on the side of the Kingdom of Norway and the Republic of Poland, i.e. the National Contact Point, the Norwegian Ministry of Foreign Affairs, the Financial Mechanism Office in Brussels, the EEA Financial Mechanism Committee, the EFTA Board of Auditors, the Office of the Auditor General of Norway, or entities authorised to act on their behalf;
  - 2) the Ministry of Finance – with respect to payments, audits and irregularities;
  - 3) entities providing services necessary for PARP to carry out its tasks, including IT partners, entities providing technical or organisational support.
5. Persons providing their personal data in the application for aid shall have the following rights:
  - 1) right to access their data, including to obtain information on the extent of data processed by PARP and receive a copy of these data;
  - 2) right to alter and correct their data, also where there are no other legal reasons against limiting their scope of processing;
  - 3) right to completely erase their data (“right to be forgotten”), where there are no other legal reasons against it;
  - 4) right not to be subject to automated decision-making based on profiling;
  - 5) right to object to incorrect processing of personal data (including to withdraw the consent);

- 6) right to lodge a complaint with a supervisory authority (President of the Personal Data Protection Office, ul. Stawki 2, 00-193 Warsaw).
6. Persons referred to in §13(5) shall have the right to request execution of their rights using an application form which may be downloaded directly from the PARP's website in the tab "Personal data protection" or by E-mail. The related detailed information is available on PARP's website, in the tab "Personal data protection".
7. The applicant may contact the Data Protection Officer at the following E-mail address – [iod@parp.gov.pl](mailto:iod@parp.gov.pl) or at the address of the Administrator's registered office for all matters related to the processing of personal data.
8. The applicant is obligated to inform external entities whose personal data have been included in the application about the principles governing the protection of personal data referred to in this paragraph.

#### **§ 14. Clarifications concerning the call**

Potential questions can be submitted to [partnerstwo@parp.gov.pl](mailto:partnerstwo@parp.gov.pl) (from 20<sup>th</sup> November 2019) or by phone +48 22 432 71 90.

#### **§ 15. Final provisions**

1. Authenticity of the statements and data contained in the application may be verified during the application assessment as well as before and after the conclusion of the contract for Travel Grants .
2. PARP reserves the right to modify the call for applications.
3. In case of any changes to the call for applications, PARP shall publish on the website its updated content, and the date from which the change shall apply. Previous versions of the call for applications are available on the PARP website.
4. PARP reserves the right to cancel the call for applications, in particular if significant changes in the provisions of law affecting the conditions of the call are being introduced or if *force majeure* events occur.
5. PARP shall store the electronic versions of the applications submitted for at least 5 years from the adoption of the final Strategic Report referred to in the regulations. After this period, the applications will be permanently deleted.
6. Irregularities shall be reported in accordance with the rules specified at: <https://www.eog.gov.pl/en/site/learn-more-about-the-grants/complaint-mechanism/>

#### **§ 16. List of Appendixes**

- Appendix No 1: *De minimis* aid application form
- Appendix No 2: Selection criteria for applications for Travel Grant
- Appendix No 3: Statement of *de minimis* aid template
- Appendix No 4: Travel grant contract template
- Appendix No 5: Travel Grant Application Template