

# Norwegian Financial Mechanism 2009-2014

## Green Industry Innovation Programme Bulgaria

### Third Call for proposals

The Green Industry Innovation Programme in Bulgaria (later referred to as the Programme) is a business development Programme aiming to increase competitiveness of enterprises through greening of existing industries, green innovation and entrepreneurship. The Programme Operator is Innovation Norway, a state owned entity under the Norwegian Ministry of Trade, Industry and Fisheries.

The Programme's vision is: Good for business and good for the environment. All projects to be funded by this Programme have to aim at a final result of improving the environmental performance of enterprises. The highest degree of transparency, accountability and cost efficiency as well as the principles of good governance, sustainability, gender equality and equal opportunities shall apply in implementation of Norway Grants.

**The total available amount for co-financing of projects is approximately EUR 2 million.  
The deadline for applications is Thursday 26 February 2015, at 12.00 local Norwegian time (UTC+1).**

**We are in particular looking for investment projects, within existing enterprises, wanting to extend their production capacity, diversify their production/products or to improve/change their production process. Maximum project implementation time is 10 months. You are encouraged to use the "Self-check" to find out to what extent your project idea is relevant for the Programme focus.**

In addition – Bilateral Fund:

- A total budget of EUR 12,000 is available for Travel Support during the preparation of applications. For Travel Support you can apply any time from now on until 31 January 2015. The funds will be allocated on a first-come-first-served basis.

#### **IMPORTANT:**

**This 3<sup>rd</sup> Call text shall be read in conjunction with the last version of the Rules and Procedures for the implementation of the Green Industry Innovation Programme Bulgaria.**

More detailed information, Rules and Procedures, "Self-check", mandatory templates and electronic Application Form are available at the dedicated Programme web-site, [www.norwaygrants-greeninnovation.no](http://www.norwaygrants-greeninnovation.no) - select Green Industry Innovation Programme BULGARIA.

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## 1. General information and definitions

**The Green Industry Innovation Programme Bulgaria** is a programme area under the Norwegian Financial Mechanism 2009-2014 (Norway Grants) and shall contribute to the reduction of economic and social disparities in the European Economic Area (EEA) and to strengthen the bilateral relations between Bulgaria and Norway.

*The following definitions are used in this Programme:*

**Environmental friendly technologies** include technologies which are less environmental harmful than the technology in use today, encompassing technologies and processes to manage pollution (e.g. air/water/soil pollution control, waste management) and to use resources more efficiently.

**Green products and services** are goods and services having less of an impact of the environment (less polluting and less resource-intensive) or less impact on human health than traditional equivalents and which are economically viable.

**Material efficiency and waste management** are improved material flow in manufacturing and supply-chain, use and re-use of recycled materials (including waste handling and management), development of new or improved products based on recycled materials and innovation that change production and consumption patterns.

**“Greener” management and production processes** are improvements related to the way the business operation is carried out, like management, business models, standardization, certification, Human Resources (HR), smart purchasing, supply chain management, green energy interventions that support the greening of enterprises’ activities and processes, initiatives related to Corporate Social Responsibility (CSR), cooperation with networks/clusters etc.

**Eco-innovation** Eco-innovation is defined as any form of innovation aiming at significant and demonstrable progress towards the goal of sustainable development, through reducing impacts on the environment or achieving a more efficient and responsible use of natural resources.

### **“Green” jobs**

Jobs that help reduce negative environmental impact ultimately leading to environmentally, economically and socially sustainable enterprises and economies. More precisely green jobs are decent jobs that:

- Reduce consumption of energy and raw materials;
- Limit greenhouse gas emissions;
- Minimise waste and pollution;
- Protect and restore eco-systems.

### **Incentive effect (in the state aid context)**

Projects shall constitute of activities that would not have been carried out without grants from this Programme, i.e. activities that the enterprise are obliged to implement shall not be funded.

### **Innovation**

Innovation at enterprise level includes product/service innovation, process innovation, organizational innovation, market innovation (not adaptation), with the aim to increase the environmental performance of the enterprise.

### **Corporate Social Responsibility (CSR)**

Through corporate social responsibility (CSR), the business sector contributes to a positive social development, strengthens its own competitiveness and acts in compliance with universal norms and values. (See Innovation Norway's Policy Statement on CSR – Guiding Principles for CSR") published at the dedicated Programme web-site.

### **Project**

A project is defined as an economically indivisible series of activities with clearly identifiable aims and activities designed in such way that in the end addresses the main objective of the programme. An application for a project may include one or more sub-projects.

### **Donor partnership projects**

A donor partnership project is defined as cooperation between at least one legal entity in Bulgaria and at least one legal entity in Norway, implementing a joint project and where all entities are independent of each other and perform relevant tasks in the completion of the project. The project should be planned and implemented together and the project partners should share the result. Long-term cooperation, beyond the project lifetime is recommended. The requirement regarding independence means that no direct ownership interest in other partners is allowed. The partnership must be established prior to application.

### **Positive working capital**

The company's current assets should exceed its current liabilities which means that there is enough liquidity to cover short term obligations (based on the latest available audited balance sheet of the company).

### **Net worth**

The value of the company assets after deduction of liabilities (based on the latest available audited balance sheet of the company).

## **2. Eligible Activities**

This Programme can provide support for Projects that will develop and implement activities **within** the enterprise applying for funding, in one or more of the following areas:

1. Implementation and investment in innovative environmental friendly technologies;
2. Green improvement of products, processes and services.
3. Material efficiency, recycling and greening of businesses.

As secondary activities, the following are eligible:

- Marketing activities (local/regional/national fairs, market research etc.);
- Training related to the green investment within the enterprise;
- Sharing best practices on eco-business between Norwegian and Bulgarian entities.

All activities need to be relevant for the proposed project and in full compliance with the state aid provisions applicable for this 3<sup>rd</sup> Call for Proposals.

**Non-eligible activities:** Investments in solar parks and wind turbine parks on green field sites are excluded from eligible activities.

**Projects must also contribute directly to one or more of the outcome indicators set for the Programme:**

1. Environmental technologies successfully adapted for use in new areas;
2. Improved green products and services;
3. Eco-initiatives related to material efficiency and recycling;
4. Innovative initiatives to increase the efficiency, and greening, of business operations.
5. Green jobs created.

Indicator no. 5 – “Green jobs created” could be chosen only in conjunction with another Programme indicator.

### 3. Eligible Applicants

#### 3.1. Eligible applicants are:

**Priority 1: Small- and Medium-sized private enterprises constituted as legal entities in Bulgaria;**

**Priority 2: Large private enterprises constituted as legal entities in Bulgaria.**

Relevant definitions of SMEs categories are included in **Annex I to 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.

**NOTE:** The beneficiary of the grants shall also be the applicant.

#### 3.2 Eligible partners

Enterprises, research institutions, NGOs, organisations and clusters, from Norway and Bulgaria will be eligible as project partners.

Partnership is not mandatory, but **donor partnership projects** are strongly encouraged and will be prioritized during the project assessment process. An eligible donor partnership project shall consist of at least one Bulgarian legal entity and at least one legal entity from Norway and must demonstrate added value to both parties.

Further guidelines on donor partnership projects under Norway Grants 2009-2014 are available on the dedicated Programme website.

### 3.3. Additional criteria for applicants and partners

Additional conditions must be fulfilled by the Applicant and Partner(s):

- a) the Applicant and the Applicant's Partner(s) must have been in operation for at least one fiscal year prior to the application;
- b) the Applicant's main activities are closely related to the activities for which an application is made;
- c) the Applicant and Partner(s) and the Applicant's legal representative signing the application have clean criminal and tax records;
- d) if the Applicant has one or more Partners, a draft Partnership Agreement defining the Parties different roles and responsibilities, has to be signed by all partners and attached to the application.

Moreover, Applicants may not participate in this 3<sup>rd</sup> Call for project proposals or be awarded grants if:

- a) 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;
- b) 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 detrimental to financial interests, without evidence of substantial correction measures taken in the past years.

## 4. Minimum and maximum grant amount per project

The minimum amount of grant assistance applied for shall be EUR 200'000.

The maximum amount of grant assistance applied for shall normally be EUR 500'000.

## 5. Grant rate and co-finance ceiling

The grant rate will be in line with the applicable state aid legislation taking into account economic benefits and all other relevant aspects. The grant rate might be reduced compared with the maximum grant intensity based on Innovation Norway's decision of available funds.

The Applicant must secure the co-financing (the full financing) of the project. The **co-financing** shall be provided in the form of cash by the Project Promoter and/or by Project Partner(s). The cash may be split in equity from the company's cash flow or new equity, and in external financing like bank loans. All project proposals must demonstrate a satisfactory amount of equity. All applicants shall demonstrate adequate financial solidity and liquidity, if not the Application will be rejected during the assessment. Special Conditions in the Project Contract will address the co-financing issue, such as transfer of some cash co-financing into the project bank account before the release of the advance payment, see paragraph 10. Another measure for insuring sufficient co-financing will be the mandatory Letter of Commitment signed by the person formally entitled to represent the private enterprise and, if applicable, from the donor project partner.

**NOTE:** Man-hour contribution from the Project Promoter and Partner(s) will be accepted as cash contribution, based on approved hourly rates for salaries. (In-kind contribution is not accepted as co-financing.)

## 6. Duration of projects

All projects must be completed by 30 April 2016, which is also the end of the eligibility period for the implementation of the Programme. It is expected that the implementation period of the awarded projects will start in the second quarter of 2015, which means that the project implementation period shall be maximum 10 months.

## 7. Eligibility of expenditure in projects

General principles and detailed provisions for the eligibility of expenditures are described in the Rules and Procedures for the Programme, item 4. Expenditure and Financing. The state aid regulations in EU/EEA will apply.

The grant assistance for commercial business (i.e. entities dealing with economic activity) is normally limited to the provisions of **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<sup>1</sup>.

Eligibility of expenses for this 3<sup>rd</sup> Call for proposals/financial assistance (aid) is limited to the following articles:

1) **Regional investment aid**, Articles 13 and 14. Eligible costs are listed under Article 14 (investment in tangible and intangible assets that must fulfill certain conditions mentioned in Regulation no.651/2014. Projects shall be in line with Chapter I (Common Provisions) , Article 2 – Definitions, Definitions applying to regional aid, in particular art. (49) (a).

Maximum grant intensity of Regional investment aid in line with the approved **Regional map for Bulgaria for the period 2014-2020 (European Commission decision C(2014) 4093** final from 25 June 2014 on regional aid map of Bulgaria for the period from 1 July 2014 to 31 December 2020 for a large company is:

- 25% for Sofia and South-West region of Bulgaria
- 50% for the other 5 regions.

20% bonus for small enterprises, or 10 % bonus for medium sized enterprises, could be added.

2) **Aid for Consultancy in favor of SMEs and Aid to SMEs for participation in fairs**, Articles 18-19.

The eligible costs are costs of consultancy services provided by external consultants.

Maximum grant intensity is 50%.

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<sup>1</sup> Regulation text could be found at [http://ec.europa.eu/competition/state\\_aid/legislation/block.html](http://ec.europa.eu/competition/state_aid/legislation/block.html)

3) **Aid for research and development projects, Article 25**, limited to **Experimental Development**, para 2, letter(c).

Maximum grant intensity is 25 % of the eligible costs for experimental development.

20% bonus for small enterprises, or 10 % bonus for medium sized enterprises, could be added.

4) **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, Article 36.**

**Maximum grant intensity is 40% of eligible costs.**

20% bonus for small enterprises, or 10 % bonus for medium sized enterprises, could be added.

The aid intensity may be increased by 15 % for investments located in assisted areas.

5) **Investment Aid for Energy Efficiency Measures, Article 38.**

Maximum grant intensity is 30% of eligible costs.

20% bonus for small enterprises, or 10 % bonus for medium sized enterprises, could be added.

The aid intensity may be increased by 15 % for investments located in assisted areas.

6) If costs are not eligible under the state aid categories mentioned above, financial support could be awarded as **de minimis aid** – in line with 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. (Max. EUR 200,000 over three fiscal years.)

In such cases the grant intensity will normally be 50%. Bonus for small enterprises (20%) or medium sized enterprises (10%), could be added.

**NOTE:** In cases where eligibility provisions in the Commission regulation (EU) No.651/2014 are more extensive than the detailed eligibility provisions in the Rules and Procedures for this Programme, the Rules and Procedures will prevail.

## 8. Public procurement and state aid

Bulgarian and European Union legislation on public procurement shall be complied with at any level in the implementation of a project.

A Project Promoter that receives 50 per cent or more public funding of the eligible expenditures of the project shall conduct its procurement for that project in compliance with the national public procurement law as though the Project Promoter were a contracting authority under paragraph 9 of Article 1 of Directive 2004/18/EC of the European Parliament and of the Council of 31 March 2004 on the coordination of procedures for the award of public works contracts, public supply contracts and public service contracts.

This paragraph applies *mutatis mutandis* to Project Partners.



## 9. Travel support

A fund, amounting to EUR 12'000 is available in the frame of the Programme to strengthen bilateral relations between Norway and Bulgaria. The fund shall be used for Travel Support to search for partners prior to or during the preparation of a project application, the development of such partnerships and the preparation of an application.

Eligible applicants are the legal entities defined as eligible applicants and eligible partners in item 3 – eligible applicants and partners.

The support will be provided as lump sum to cover travel costs and accommodation, but not more than EUR 1'200 per entity.

The applicable rules on state aid shall be complied with. Travel support will be given as *de minimis* aid for enterprises with a grant intensity of maximum 85%.

Specific Guidelines and further information about the application process for the Travel Support can be found at the dedicated Programme website.

## 10. Project assessment criteria and methodology

Innovation Norway will assess all project proposals based on the criteria for eligibility, selection and award set out in the Rules and Procedures on the implementation of the Green Industry Innovation Programme in Bulgaria.

Innovation Norway might supplement the internal Programme Team with external experts if/when needed.

Innovation Norway will perform a review of applications received within the deadline set out in this 3<sup>rd</sup> Call for Project Proposals and if any shortcomings are found concerning the formal and administrative criteria, these can be corrected by the applicant upon request from Innovation Norway. Applicants whose applications are rejected at this stage shall be informed by e-mail and will have two weeks to appeal that decision to Innovation Norway.

Applications meeting the formal and administrative criteria, as well as the eligibility criteria, will then be subject to an assessment organised by Innovation Norway. Innovation Norway may use external experts in the assessment process. The National Focal Point in Bulgaria will be invited to give its reasoned opinion on the projects prior to the decision of Innovation Norway.

Project applications must comply with a specified set of assessment criteria. The said criteria are based on the objectives that the Programme seeks to achieve. Objectives and principles of good governance, sustainable development and gender equality are cross-cutting issues that shall be considered as part of the assessment process, as well as Corporate Social Responsibility.

The application **assessment criteria** are divided into the following sections:

**1. Formal and Administrative criteria**

- a) The application has been filled in according to the instructions given in this 3<sup>rd</sup> Call for Project Proposals, Rules and Procedures and in the electronic Application Form and all mandatory documentation are attached to the application;
- b) The application and requested mandatory documents are submitted and presented in English (unless otherwise stated in item 13 in this 3<sup>rd</sup> Call for Project Proposals);
- c) The appropriate electronic Application Form has been used.

**2. Eligibility criteria**

a) The Applicant

- i. The Applicant is constituted as a legal entity in Bulgaria.
- ii. The Applicant has a positive working capital and positive net worth, according to certified accounts as per 31 December 2013 and financial statements for 2014. Note: For justification of the working capital position, Innovation Norway may verify the list of clients, suppliers, shareholder's credits (under the case they are registered as short term liabilities). Though with positive equity, in cases companies are registering negative financial results/losses (consecutively for the last 2-3 years prior to submitting the project), Innovation Norway can require the real proofs of improvements, as this indicator reflects business operational performance.
- iii. The Applicant is not an undertaking in difficulty (according to the **definition in art.2 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).
- iv. In the case of a donor partnership project, a draft Partnership Agreement defining the partner's different roles and responsibilities has to be signed by all partners and attached to the application.
- v. The Applicant (and any partner(s)) has been in operation for at least one full fiscal year, prior to the application, and their main activities are closely related to the activities for which the application is made.
- vi. The Applicant (and any partner(s)) and the legal representative signing the application have clean criminal and tax records.

b) The project

- i. The proposed project is relevant for the Programme specific outcome and within the eligible activities defined in this 3<sup>rd</sup> Call for Project Proposals.
- ii. Grant minimum and maximum amounts, and co-financing requirements, are complied with and the project implementation period is no longer than the deadline for cost eligibility.
- iii. No overlapping/double funding arises from the applications for a similar project from EU/EEA/International Financial Institution/bilateral or other sources.

iv. The project is in compliance with both EU and national legislation in Bulgaria (in particular public procurement, state aid and environment requirements).

### **3. Technical and financial assessment criteria**

i. The entity/entities have the necessary human resources and the technical and financial capacity to implement the project and support its costs. Note: Innovation Norway will assess whether the team assigned with project implementation has relevant experience with the project activities; the company is properly equipped with technical endowments and physical spaces for project implementation, the current operational activity of the company allows extra costs, due to project implementation (expenses with salaries, utilities, interests).

ii. The project is mature, i.e. technically viable and feasible in terms of time schedule, budget and value for money Note: The following elements will be verified by Innovation Norway: costs' justification, having certain scenarios which support the final budget configuration (especially for large projects, with a high investment component), capacity to implement the project activities within 1 year frame. (Example: Issuing the permits and approvals for certain works - building/upgrade a facility, as well as obtaining the license/authorization for certain new technology is time consuming. These activities can put at a serious risk the implementation time frame).

iii. If applicable, the quality of the Partnership Agreement, the division of tasks and responsibilities among partners is established and described and each partner has a significant contribution to the project activities.

iv. The project is adequately supported by a risk mitigation plan. Note: This criteria will be assessed by analyzing the project sensitivity toward different variables, by modifying them when computing the financial ratios as NPV and IRR (Ex: increase in raw material costs) and the level of realism of undertaken measures (Ex: in case of raw material increase costs, the company can plan to work with certain suppliers). The variations of up till +/-5% of factors included in the computations are suggested.

v. The quality of the planned arrangements for project publicity and dissemination of the results and impact (Publicity Plan).

vi. The Applicant and the partner(s) adhere to Corporate Social Responsibility (CSR) (initiatives on company level). Note: Projects supported by this Programme shall include at least one small component related to "establishing an active CSR approach within the applicant enterprise".

vii. The project meets the Programme specific expected outcome and the eligible activities set out in this 3<sup>rd</sup> Call for Project Proposals; and demonstrate a high degree of improvement of the environmental performance of enterprises and/or environmental impact during project implementation/upon project completion. Note: The "green" element of the project is important and will be assessed using the real data registered, respectively: type of products/services previous and resulted after the investment, level of emissions on the environment, the positions which represent the subject of optimization (greening of

business/extension/improvements/diversification). The investment shall incorporate activities that are eligible according to the definition given by art.2, para 49 of Commission Regulation (EU) No 651/2014.

viii. The project is in compliance with relevant cross-cutting issues in the Application Form (on project level).

ix. The grant awarded has an incentive effect on the project. Note: This criteria will be assessed by comparing the company's potential to finance the project "with" and "without" the grant. The decision will be undertaken considering the final results (NPV (net present value) and IRR (internal rate of return)).

x. The project is in compliance with Bulgarian national, regional and local plans or strategies.

xi. The project has added value, i.e. the socio-economic profitability. Note: Assessing the indirect effects of the project implementation, quantified and included as externalities (positive and negative effects). Example: Creation of new jobs generate positive effects by paying the salaries to the new employees by one hand, and by another hand, the costs of the investment increase the level of VAT paid to the state, as a negative effect for the company.

xii. The project incorporates clear sustainability measures, i.e. the durability of the project after the implementation deadline. Note: The company is able to sustain the facility (financially, technically and by adequate human resources).

xiii. The project contributes to the overall objectives of Norway Grants 2009-2014 (reduction of economic and social disparities in the European Economic Area and to strengthen the bilateral relations between Norway and Bulgaria).

xiv. Project profitability. Note: This criterion will be assessed by comparing the situations "before" and "after" project implementation, based on the ratios NPV (net present value) and IRR (internal rate of return), at a discount rate of 6% (recommended by Innovation Norway). For a positive decision, the assumptions need to be realistic (having into consideration the current financial accounts and optimizations/increase due to project effects), with a final results of ratios of NPV greater or equal 0 and IRR greater or equal 6% (minimum project rate of return which equals risk rate/discount rate).

xv. Assessment of Applicants financial reports/certified annual accounts.

xvi. Operating risk rating/Credit score rating. Note: Financial capacity of the Applicant will be verified by coupling the linked companies status, in its upstream and downstream, the scale of current business compared with the level of applied grant, type of business by comparing whether this is asset intensive or service intensive, the profile of clients and suppliers

xvii. Business Plan quality. Note: Assessing of the company's value chain (products, price, promotion tools) and capacity to generate revenue streams previous and after the project implementation. The impact of the project on the current business.

xviii. Innovation level (ref. definitions on page 4 in this document);

xix. Market potential. Note: Assessing the real possibilities, justified by letter of commitments provided by potential clients of the products/services resulted due to project implementation.

xx. Competitiveness.

#### **4. Selection and award**

The assessment criteria above will be scored in a rating from one to six points (1 lowest, 6 highest). The scoring will constitute a basis for an assessment profile, a tool for the project prioritizing. Each of the assessment criteria may be a critical success factor, a factor than can jeopardize the whole individual project.

Other elements in the prioritizing of projects:

- Proven availability of the required co-financing and financial capacity to implement the project.

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.

All applicants will receive information about the final results concerning financing within tentatively 2 months after the closure of the call. A list of approved projects will be published on the programme website.

*Further information on the project assessment criteria and methodology can be found at the programme website.*

## **11. Mode of Payment**

Grant assistance shall be given as reimbursements of already incurred documented costs according to an agreed disbursement plan.

The Project Promoter (Applicant) has the opportunity to apply for an advance payment in line with the requirements in the Rules and Procedures.

Interim payments will be made on the base of interim reports with description of results achieved together with financial statements. All financial statements on claimed expenses in project reports shall be confirmed by a certified auditor, audit requirements will be detailed in the project contract.

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 (€).

## **12. Procedure for submission of application**

Only electronic applications, submitted to Innovation Norway, Oslo, in English, will be accepted.

The electronic application form and templates for the supportive attachments are available on the dedicated Programme website [www.norwaygrants-greeninnovation.no](http://www.norwaygrants-greeninnovation.no) (select Bulgaria) through which project applications are to be submitted. All the attachments are mandatory to the electronic Application Form and it will not be possible to send in the application without these attachments).

### **13. Documents of specific importance to this 3rd Call for Project Proposals / essential reading:**

In addition to this 3<sup>rd</sup> Call text, the following documents shall be read by Applicants and eventual partners when preparing the project application:

- Executive Summary of Programme Document;
- Standard Terms and Conditions for Norway Grants operated by Innovation Norway;
- Rules and Procedures on the implementation of the Green Industry Innovation Programme in Bulgaria;
- Publicity Guidelines;
- Specific Guidelines for the Fund for Bilateral Relations (Travel Support);
- Guidelines for the Application Form.

**The following documents are mandatory attachments to the electronic Application Form. They are to be presented in English unless otherwise indicated:**

- Template – Project Implementation Plan;
- Template – Detailed Activity Based Budget;
- Template – Disbursement Plan;
- Template – Procurement Plan;
- Template – Letter of Commitment;
- Template – Partnership Agreement (if relevant);
- Template - Business Plan;
- Publicity Plan;
- Relevant Registration Certificates (Bulgarian), i.e. Good Standing Certificate for the Applicant and eventual Bulgarian partner(s), valid at the date of Application form submission;
- Template – self declaration re. undertaking in difficulty;
- Promoter's (and partner's - if relevant) self-declaration re. Clean Criminal and Tax Record;
- C.V.'s for project management team (project manager, financial expert and technical expert);
- Certified annual accounts (balance sheet and Profit & Loss statements) for 2012 and 2013 (Bulgarian) as well as the trial balance sheet and Profit & Loss statement for 2014.

Some links to useful documents/important reading are also uploaded on the dedicated Programme web-site:

- State aid overview (General Block Exemption Regulation);
- Bulgarian legislation on public procurement;
- European Enterprise Network in Bulgaria;
- The Norwegian Trade Portal;
- Guidelines to potential partners from donor state (Norway);
- Information in Bulgarian (National Focal Point in Bulgaria);

- The Norwegian Embassy in Sofia;
- EEA and Norway Grants;
- Business Plan example.

## 14. Queries

Questions or further need for clarifications shall be sent in writing – in ENGLISH - to the Programme's e-mail address [bulgaria@norwaygrants-greeninnovation.no](mailto:bulgaria@norwaygrants-greeninnovation.no) until 20.02.2015. Queries will normally be replied to within 3-5 working days.

A Frequently Asked Questions section (FAQ) is available on the dedicated Programme website based on questions received from potential applicants and partners.

### More information

Entities interested in applying for grant support from Green Industry Innovation Programme Bulgaria can access all relevant information and application submission forms at [www.norwaygrants-greeninnovation.no](http://www.norwaygrants-greeninnovation.no).

For clarifications please contact:

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More background information about the Norwegian Financial Mechanism is available at: [www.eeagrants.org](http://www.eeagrants.org)