

**GUIDE
FOR APPLICANTS**

**SCHOLARSHIP AND
TRAINING FUND**

**MEASURE II
LANGUAGE COURSES**

TABLE OF CONTENTS

1. GENERAL INFORMATION ABOUT FINANCIAL MECHANISMS	3
2. WHO IS ELIGIBLE FOR SUPPORT UNDER MEASURE II	3
2.1. GENERAL INFORMATION.....	3
2.2. APPLICANTS.....	4
3. WHAT TYPES OF PROJECTS MAY BE SUPPORTED?.....	4
3.1. DESCRIPTION OF ACTIVITIES.....	4
3.2 PROJECT DURATION	4
3.3 TEACHING ACTIVITIES - BASIC REQUIREMENTS	4
3.4 RECRUITMENT OF CANDIDATES	5
3.5 TUTORS OF FOREIGN STUDENTS.....	5
3.6 TOURIST AND CULTURAL PROGRAMME	5
3.7 ACCOMMODATION AND MEALS.....	5
4. FINANCING ARRANGEMENTS FOR PROJECTS UNDER MEASURE II	6
4.1. BASIC INFORMATION.....	6
4.2. PAYMENTS	6
4.3. PROJECT BUDGET	6
4.4. ELIGIBLE COSTS.....	6
5. SUBMISSION OF APPLICATIONS.....	7
5.1. HOW TO PREPARE AN APPLICATION	7
5.2. DATES OF CALLS FOR PROPOSALS	7
5.3. APPLICATION DEADLINES	7
5.4. APPLICATION FORM.....	7
5.5. ANNEXES TO THE APPLICATION.....	8
6. APPLICATION ASSESSMENT AND SELECTION PROCESS.....	8
6.1. APPLICATION ASSESSMENT SCHEDULE.....	9
6.2. FORMAL AND ELIGIBILITY CHECK.....	9
7. PROJECT IMPLEMENTATION.....	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
7.1. CONCLUSION OF THE AGREEMENT.....	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
7.2. ANNEXES TO THE AGREEMENT	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
7.3. COST ELIGIBILITY PERIOD.....	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
7.4. PAYMENT SCHEDULE	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
7.4. FINANCIAL SETTLEMENT ARRANGEMENTS.....	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
7.6. REPORTING	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
7.7. UNCOMPLETED PROJECTS AND TERMINATION OF THE AGREEMENT.....	BŁĄD! NIE ZDEFINIOWANO ZAKŁADKI.
8. PUBLIC AID.....	13
9. PROJECT MONITORING AND AUDITING	13
9.1. MONITORING AND AUDIT.....	13
9.2. RECORD KEEPING.....	13
10. INFORMATION AND PUBLICITY	144
11. CONTACT WITH THE STF OFFICE.....	144

1. GENERAL INFORMATION ABOUT FINANCIAL MECHANISMS

The Norwegian Financial Mechanism and the EEA (European Economic Area) Financial Mechanism are the sources of non-refundable aid for Poland, offered by three countries - members of the EFTA (European Free Trade Association), which are also members of EEA (European Economic Area), i.e. Norway, Iceland and Liechtenstein.

The purpose of both Financial Mechanisms is to strengthen the relations between the EEA countries and Poland to the mutual benefit of the citizens of all countries.

Additionally, activities undertaken under the Mechanisms should cover various horizontal aspects which improve quality of implemented projects, while increasingly contributing to the achievement of social and economic cohesion.

The main horizontal aspects include:

- sustainable growth that integrates the environmental, economic and social dimensions,
- equal opportunities for men and women,
- good governance, which is characterised by participation of a wide group of partners in the decision-making process and taking decisions in compliance with the law and clear rules,
- multilateral co-operation,
- cross-border activities.

The major purpose of the Scholarship and Training Fund is to foster co-operation and joint training programmes between higher education institutions in Poland and the EFTA/EEA countries.

Other objectives of the Scholarship and Training Fund are to:

- broaden knowledge and develop methods based on best practices, and transfer innovative solutions in the area of education and training,
- promote mobility of pupils, students, doctoral students, teachers and researchers between Poland and the donor countries,
- further cooperation and partnerships between institutions operating in the field of education in Poland and in the donor countries.

The Fund also promotes higher quality of education in the participating countries by developing international co-operation between higher education institutions and improving teaching facilities of higher education institutions which are the beneficiaries of Scholarship and Training Fund and allows exchange of information and experience between scientific and research units in Poland and the donor countries.

2. WHO IS ELIGIBLE FOR SUPPORT UNDER MEASURE II

2.1. General information

Measure II comprises intensive courses of Polish language and culture for the donor country students and intensive courses of the donor country languages organised for Polish students. Measure II contributes to intercultural dialogue and improvement of language skills of students in Poland and the donor - countries.

2.2. Applicants

Public and non-public *higher education institutions (HEI)* are eligible to participate in Measure II:

1. Public higher education institutions specialised in teaching of Polish as a foreign language in Poland may apply for the funding of intensive courses of Polish language and culture for students from the donor countries.
2. Public and non-public higher education institutions specialised in teaching of the EEA country languages may apply for the funding of intensive courses of these languages for Polish students.

Entities applying for support must be registered at least 12 months prior to the submission of their application.

3. WHAT TYPES OF PROJECTS MAY BE SUPPORTED?

3.1. Description of activities

Grants under *Measure II - Language Courses* may be provided for the following activities:

1. Intensive courses of Polish language and culture for EEA country students visiting Poland under Measure I - *Student and Staff Mobility* and Measure III - *Individual Mobility Grants*.
2. Intensive courses of the donor country language organised for Polish students of the EEA country philology and for students going to the donor countries for a study period or practical placement under Measure I - *Student and Staff Mobility* and for members of staff mobile under Measure III - *Individual Mobility Grants*. Priority will be given to the Norwegian and Icelandic languages, which are less spoken.

The purpose of the courses is to prepare Polish and foreign students/staff for staying at a partner higher education institution by learning the language and improving knowledge about history, literature, art and daily life of their country of destination.

Activities which may be implemented within a single course:

- language classes,
- seminars,
- social activities,
- cultural and tourist programme, which is eligible only for courses of Polish language and culture, organised in Poland.

3.2 Duration of projects

Language courses organised under Measure II should last from 4 to 6 weeks. If the Applicant plans to organise a few courses in various timeframes, these courses should be held during one academic year.

Courses organised in Poland for Polish students going to EEA countries must be held before the start of a semester.

3.3 Teaching activities - basic requirements

The minimum of 60 hours of teaching classes (without a language laboratory) must be completed during one course. A centre must be prepared for providing classes at various levels.

Having completed the course, its participants should be able to communicate in everyday situations and understand information spoken and written at a basic level. The language knowledge level should be checked in the form of an examination at the end of a course. Students should receive a certificate stating that the course has been completed. The number of ECTS points to be awarded to a given student after completing the course must be determined. Because of the pre-defined learning outcomes, it is recommended that the maximum of 5 ECTS points are awarded for completion of a course comprising 60 hours of didactic classes.

Teachers should have appropriate pedagogic qualifications and know English at least at an intermediate level.

3.4 Recruitment of candidates

The course organiser is responsible for registration and recruitment of candidates. Clear participant recruitment criteria must be established, bearing in mind that the courses financed under Measure II may be attended by the following participants:

Courses of an EEA country language:

- Polish students going to an EEA country for a study period or practical placement under Measure I - "Mobility Projects"
- Polish HEI staff going to a partner higher education institution in a donor country under Measure III - "Individual Mobility Grants" for a period exceeding three months.
- Polish students of an EEA country philology interested in learning an EEA country language.

Courses of Polish language and culture:

- The donor country students and staff visiting Poland under Measures I - "Mobility Projects" and Measure III - "Individual Mobility Grants" for a period exceeding three months.

The organiser may request that the Intermediary disseminate information about a planned course by publishing its description on the programme's website at: www.fss.org.pl

3.5 Tutors of foreign students

Persons looking after a group of students must know the English language at a level which ensures good contact with foreigners and be able to easily communicate with them. Tutors should assist students in dealing with any formalities, and in organising time after classes (e.g. joint visits to a student's club or pub, exhibitions, cultural events, excursions etc.).

3.6 Tourist and cultural programme

Organisation of a tourist and cultural programme is eligible only for Polish language and culture courses organised for students/staff from EEA country visiting Poland under Measure I - "Mobility Projects" and Measure III - "Individual Mobility Grants".

The course programme should include lectures (in Polish or English, depending on the group's level) on the culture and history of Poland, combined with a discussion. Meetings with representatives of: HEI governing bodies, student organisations, municipal or regional authorities, etc. are also recommended. Excursions to places of particular historical and cultural importance within a city or region should also be envisaged.

3.7 Accommodation and meals

It is recommended that the course organiser provide participants with accommodation in double or single rooms (with bathrooms) suitably fitted. Course participants should have a possibility to use an

inexpensive food facility (e.g. student canteen). **Costs of accommodation and meals will be paid by course participants themselves.**

4. FINANCING ARRANGEMENTS FOR PROJECTS UNDER MEASURE II

4.1. Basic information

The total cost of a project is a sum of eligible costs.

The project budget, reporting and settlement will be effected in Polish zlotys. The Applicant is required to keep an individual account in PLN for the project implementation purposes and to maintain itemised accounts for the resources received from the Scholarship and Training Fund.

4.2. Payments

- The first payment, i.e. an advance payment representing up to 70% of the grant awarded, is payable after signing the financial agreement.
- The final payment, which is an offsetting payment, will be transferred after the approval of Final Report. In the event that the course is not completed in accordance with its assumptions, the total amount of grant will be reduced to the eligible amount approved following final settlement. This means that it will be either a payment in favour of the Beneficiary or, where the awarded funds are not expended, the beneficiary will be requested to return such funds.

Applying for grants to cover the same expenses from different sources (double funding) is not permissible.

4.3. Project budget

The maximum amount of grant for a course organised for a group of up to ten people stands at up to €5,000 but no more than €125 per person per week. Creating groups comprising more than 10 people is not recommended. If the number of people in a group exceeds 10, two courses must be organised.

4.4. Eligible costs

Eligible costs comprise the costs which are necessary for and directly linked to the implementation of the project and which are incurred during the eligibility period.

Costs will be considered eligible only if they:

- are reasonably calculated and directly linked to the project implemented,
- are included in the budget of the project,
- have actually been incurred by the Applicant during the eligibility period as indicated in the financial agreement,
- are supported with appropriate financial documents and correctly entered into accounts.

The following costs may be covered under the STF language courses:

- Costs of teaching and administrative staff;
- Costs related to preparation and purchase of teaching materials;
- Costs of the social, cultural and tourist programme (eligible only for courses of Polish as a foreign language);
- Administrative costs.

The following costs are ineligible:

- VAT and other taxes and charges which are recoverable pursuant to the legislation;
- fines, financial penalties and costs of court proceedings;
- expenses for which funds have been obtained from other sources
- expenses which are not supported by documents or not project-related

5. SUBMISSION OF APPLICATIONS**5.1. How to prepare an application**

Applicants are required to fill in and send an application in the on-line system available on the website at www.fss.org.pl, and subsequently send to the Intermediary their printed application signed by the person(s) authorised to make declarations of intent on behalf of their institution (in accordance with a copy of the entry to the National Court Register or other register as appropriate for the Applicant). The application should be submitted in 3 copies (1 original and 2 copies) by the deadline published for a given Call.

The original application, together with its copy, must be sent by registered mail or courier service, or delivered in person between 9 a.m. and 4 p.m. to the Intermediary's office. Applicants will receive via electronic mail acknowledgement of the receipt of their application together with its reference number, which will be necessary to obtain further information. Please make sure that the e-mail address indicated in the application is correct.

The application submission date is a criterion considered during the application's formal and eligibility check. An application will be deemed submitted on the day shown on the post stamp or the courier mail dispatch note or the document acknowledgement from the Intermediary's office. Applications submitted after the deadline will not be considered.

Documents submitted for the contest will not be returned to Applicants, irrespective of whether the application has been accepted or rejected.

5.2. Dates of Calls for Proposals

A Call for Proposals for 2008 was announced on 30 April 2008.

The next announcement of the "Call for Proposals" in 2008 is planned for the autumn 2008.

The *Call for Proposals* contains detailed information on: deadlines for the submission of applications, amounts of available resources, eligible activities and project types.

5.3. Application deadlines

The first application round begins on 30 April 2008 and ends on 30 June 2008.

Applications submitted during that period should cover projects implemented from 1 October 2008 to 30 September 2009.

5.4. Application form

Before filling in the application form, Applicants should read carefully this Guide.

Only spaces indicated in the form should be filled in. Applicants are not allowed to modify the form - any changes made in the printed version of the application form will give grounds to reject it as ineligible.

Applications should be completed in the Polish language and with the use of an appropriate form. For each project, a summary in the English language must be provided.

The course programme should be described in a logical and clear manner. The goals and expected outcomes of the course should be realistic and thoroughly defined. The budget should make sure that the funds are utilised effectively and adequately to the objectives set.

Applicants should check it themselves with regard to the scope, quality coherence and completeness the information contain therein and make sure that the annexes are complete.

5.5. Annexes to the application

The application should be accompanied by the following annexes:

- a declaration on the public aid de minimis received during a period of the last 3 tax years. This applies to all Applicants, including those which did not receive such aid or do not conduct any business activity (irrespective of their legal form);
- Additionally, non-public higher education institutions should enclose a valid extract from the National Court Register or another relevant registration document certified as a true copy of the original by a person authorised to legally represent the Applicant's institution;
- Non-public higher education institutions which, under various STF Measures, apply for a total amount exceeding the equivalent of EUR 25,000.00, should enclose a balance-sheet and a profit and loss account for the past two years, certified as true copies of the original by an authorised person.

6. APPLICATION ASSESSMENT AND SELECTION PROCESS

The Intermediary is responsible for the selection of applications submitted for all types of projects.

Each application for a grant will be registered and given a reference number.

The assessment process is divided into two parts:

- formal and eligibility check,
- content-related (quality) assessment.

Where specific minor formal shortcomings are identified, the Applicant will be called to make up deficiencies. Only the following errors may be corrected:

- no signature in the annexes submitted,
- single parts of annexes are missing;
- copies of documents not certified to be true to the original,
- no copy of the application has been provided.

No completion of documents will be allowed in the absence of entire annexes to the application.

Any application for a grant which has no signatures of the persons authorised to represent the Applicant will be rejected as ineligible. The signatures in the application must be put in accordance with the rules of representation as laid down in the relevant documents confirming the manner of representation of the Applicant.

A request for completing the documents will be sent to the Applicant by electronic mail. Please make sure that the email address of a person responsible for contacts between the Applicant and the Intermediary, as indicated in the application, is correct. Within 10 working days of the notification sent by the Intermediary, the Applicant must send, by electronic mail, explanations or details that are missing in the application. Simultaneously, any documents sent by electronic mail must be sent on paper based on the same requirements as for application submission.

Applications which meet formal criteria will undergo content-related (quality) assessment.

Each application will be subjected to a content-related (quality) assessment made by two independent external experts. Each expert will assess every aspect of the project and the project as a whole. Where the project's overall grades given by individual experts differ substantially, the Intermediary will hold consultations between experts in order to reach a more consistent assessment. Where no agreement can be reached, the Intermediary will determine the final grade for the application.

On the basis of the assessment conducted by external experts, the Intermediary will make a list of projects proposed for funding.

No appeal may be lodged against the results of the content-related (quality) assessment. By submitting their application, Applicants accept the rules of the Fund based on the competitiveness of projects.

Applicants will be informed in writing about the results of the selection. This will be followed by the drafting and signing of grant agreements for approved projects.

A list of approved projects will be published on the website at www.fss.org.pl.

6.1. Application assessment schedule

The selection schedule for submitted applications is outlined in the schematic table below.

Activity	Timeframe	Responsible
Registration and formal and eligibility check of applications	Carried out on an on-going basis as applications are submitted. It should be completed 10 days after the official closing date for the receipt of applications and receiving their paper version at the latest.	Intermediary
Informing Applicants about the receipt of applications and the possibility to make up minor formal deficiencies	Information should be sent to Applicants two weeks after the official closing date for the receipt of applications at the latest.	Intermediary
Making up minor deficiencies in applications (only with regard to formal and eligibility check)	10 days after the receipt of the request from the Intermediary at the latest.	Applicant
Forwarding applications to external experts for content-related (quality) assessment	Not later than four weeks after the closing date for the receipt of applications	External experts
Making ranking lists of assessed projects and decision to approve/reject applications	Not later than seven weeks after the closing date for the receipt of applications	Intermediary
Informing Applicants about selection results	Not later than eight weeks after the official closing date for the receipt of applications	Intermediary

The publication of selection results is followed by a period during which agreements are signed with the Applicants whose projects have been approved for funding.

6.2. Formal and eligibility check

A submitted application satisfies the formal criteria if:

- it has been submitted within the required time,
- it was submitted using a correct form,
- it is stamped and signed by the person authorised to represent the Applicant,

- it was submitted in the electronic system,
- the original and 2 copies of the application have been submitted,
- the project implementation period falls within the timeframe indicated in the current “Call for Proposals”,
- the course meets the requirements with respect to its duration and the number of teaching hours (4-6 weeks, the minimum of 60 teaching hours),
- the Applicant is eligible to apply for a grant under Measure II - Language Courses,
- the application is accompanied by a statement of public aid de minimis received in the past three tax years,
- additionally, a non-public higher education institution enclosed a valid extract from the National Court Register or another relevant registration document,
- a non-public higher education institution which, under various STF Measures, applies for a total amount exceeding the equivalent of EUR 25,000.00, should enclose a balance-sheet and a profit and loss account for the past two years, certified as true copies of the original by an authorised person.

Applications fulfilling the eligibility criteria will be forwarded for content-related (quality) assessment.

6.3. Content-related (quality) assessment

Content-related (quality) assessment of submitted applications is carried out by two independent external experts. The final decision on the funding of Language Courses organised under Measure II is taken by the Intermediary.

The following elements will be taken into account in the content-related (quality) assessment of the project:

- Content of the teaching programme;
- Tourist and cultural programme;
- The Applicant’s experience in organising similar language courses;
- Living conditions offered to students.

7. PROJECT IMPLEMENTATION

7.1. Conclusion of the agreement

Following the completion of the application assessment process, financial agreements are signed with Applicants for the implementation of projects. The agreement specifies in detail the obligations of the parties, the conditions for the transfer of payments and the requirements for reporting and accounting for the grant awarded.

Where non-public higher education institutions apply for a grant exceeding 25 000 €, financial credibility assessment will be carried out before the signature of the financial agreement.

A bilateral financial agreement is drawn up by the Intermediary in two copies, one for each of the parties.

7.2. Annexes to the agreement

Before signing the financial agreement, non-public higher education institutions are required to provide:

- a valid certificate from the competent tax office and social security institution confirming no arrears in the payment of taxes and social security contributions;.

The Intermediary has the right to request additional documents and information from the Applicant if these are deemed necessary.

The Intermediary reserves the right to refuse to sign an agreement with the Applicant in the following cases:

- the Applicant owes arrears to the State Treasury,
- the Applicant has misinformed the Intermediary by submitting false documents or providing misleading information, statements, etc.
- the Applicant is the subject of a petition to declare bankruptcy or liquidation, or its business activity has been suspended or has affairs administered by the courts,
- the Applicant has refused to provide the required documents,
- the Applicant has been convicted by means of a legally valid sentence for offences,
- the Applicant has not fulfilled the requirements arising from previous agreements concluded with the Foundation for Development of Education System,
- the Applicant does not have permanent and sufficient sources of financing.

7.3. Eligibility period

The eligibility period for expenses is determined in the financial agreement with the Beneficiary. Only costs incurred in the period specified in the financial agreement will be deemed the eligible costs.

7.4. Payment schedule

The Beneficiary is required to open a separate bank account or sub-account in PLN to be used only for the implementation of the project. Funds will be transferred by the Intermediary to the bank account of the Beneficiary as given in the grant agreement.

- The first payment: amounting to up to 70% of the grant awarded, to be made after the signature of the agreement.
- The final payment is a balancing payment. Depending on the *Final Report* on project implementation, this will be either a payment made to the Beneficiary or, where the funds transferred have not been spent, a request for reimbursement.

7.5. Financial settlement arrangements

A grant is accounted for on the basis of accounting documents which, in accordance with the Accounting Act of 29 September 1994 (Journal of Law 2002 no. 76, item 694, as amended by subsequent legislation), are proof that a business operation has been carried out.

The *Final Report* should be submitted together with a request for payment not later than 1 month after the completion of project implementation.

The following documents are proof of eligible expenditure and may be included in a list of invoices and other accounting documents of equivalent probative value:

- VAT invoices,

- correcting invoices,
- bills,
- payroll,
- freelance contracts, contracts for specific tasks and other civil law contracts,
- business travel expense statements.

All accounting documents provided to account for the grant must be already paid in full. The Beneficiary is required to keep any project-related documentation by the end of 2017 and make it available during any audits conducted.

Proofs of payment include:

- bank statements confirming the payment made or cash withdrawal to make a payment,
- statements accounting for any advance payment received,
- cash reports,
- proofs of payment for payable and receivable amounts (so-called KW and KP forms),
- vehicle mileage records,
- lists of compensations.

Each accounting document should be annotated in the following way:

- reference number of the financial agreement between the Beneficiary and the Foundation for Development of Education System,
- link between the expenses incurred and the relevant items in the project budget,
- where expenses are only partially covered by the project grant, the document should specify the eligible amount,
- statement that the project is implemented with the financial support from the STF,
- short description of what it refers to,
- certification that the document is true to the original,
- note: "Checked with respect to content-related, formal and accounting requirements".

7.6. Reporting

Each Beneficiary is required by the financial agreement to submit a *Final Report* on the project comprising two parts (i.e. content-related and financial), together with a request for final payment, not later than within 1 month of the course termination.

Reports are drawn up using templates prepared by the Intermediary and published on the website at www.fss.org.pl.

Detailed reporting procedures are set forth in the financial agreement.

Final settlement of the project and payment of the second tranche of grant will be made after the submission and approval of the final financial report, the sample of which is available on the STF website.

7.7. Uncompleted projects and termination of the agreement

Should the Beneficiary abandon the project before the end of the period foreseen for its implementation, they are obliged to immediately inform the Intermediary thereof and provide justification for their decision. The Intermediary will determine the amount of the grant to be reimbursed, depending on the results achieved and the objectives of the project concerned.

8. PUBLIC AID

A declaration from the Applicant on the public aid received is a mandatory annex to the application.

Providing support and implementing projects within the framework of the Financial Mechanism of the European Economic Area and the Norwegian Financial Mechanism require that regulations underlying public aid be applied where the Applicant is an entity exercising economic activity (however, one should bear in mind that economic activity is defined broadly in the Community legislation and understood as any activity where goods and services are offered on a given market, regardless of whether this activity is or is not intended to generate profit).

In accordance with Article 87 (1) of the Treaty establishing the European Community, support for entities exercising economic activity is subject to the regulations on public aid if the following conditions are fulfilled simultaneously:

- 1) it is provided by the State or from public funds,
- 2) the entity gains benefit under more favourable conditions than those offered on the market,
- 3) it is selective (favouring certain entities or the production of certain goods),
- 4) threatens to distort or distorts competition and affects trade between EU Member States.

Where fulfilling all of the above-mentioned conditions, a grant for the Applicant exercising economic activity will be considered public aid and may be awarded as de minimis aid, provided that, together with any other de minimis aid received during the last three tax years from various sources and in various forms, it will not exceed a gross amount of 200 000 EUR, taking into account Article 63 of the Act of 30 April 2004 on proceedings in public aid cases (Journal of Law no. 123, item 1291, as amended by subsequent legislation).

All Applicants, including those who have not received such aid and entities not engaged in economic activity (regardless of their legal form), are required to submit to the FDES a declaration on de minimis aid received during the last 3 tax years before the date of the submission of the application for a grant.

9. PROJECT MONITORING AND AUDITING

9.1. Monitoring and audit

One of the main tasks of the Intermediary is to monitor projects implemented by Beneficiaries. This involves collecting, reporting and interpreting on a regular basis data which describe the progress and outcomes of implemented projects. The Intermediary may use the following tools to monitor the implementation of projects supported:

- desk monitoring - analysis of financial and content-related reports submitted by the Beneficiaries,
- in-situ monitoring visit - undertaken by the Intermediary or its representatives at the Beneficiary's office.

At each request of the Intermediary, the Beneficiary is required to present documents regarding the implemented project for financial and content-related inspection.

9.2. Record keeping

The Beneficiary is required to keep all documents related to the implementation of the project by the end of 2017.

10. INFORMATION AND PUBLICITY

In connection with the receipt of a grant from the STF, the Applicant/Beneficiary is required to acknowledge the support received in all documents related to the project and any promotion material produced, such as training materials, brochures, leaflets or posters. Information and promotion activities are intended to make recipients of implemented projects aware that funding for projects in which they participate is provided by the Scholarship and Training Fund established under the EEA Financial Mechanism and the Norwegian Financial Mechanism.

All materials concerning STF projects should be accompanied by the following information:

“The project was set up with the support provided by Norway, Iceland and Liechtenstein through a grant from the Financial Mechanism of the European Economic Area and the Norwegian Financial Mechanism within the framework of the Scholarship and Training Fund”.

Where information events (such as training courses, conferences, seminars) are organised in connection with the implementation of projects supported by the Financial Mechanisms, Beneficiaries should clearly acknowledge the contribution from the Financial Mechanisms and should inform the Intermediary about such events well in advance so that, where necessary, appropriate arrangements can be made for the Intermediary’s participation.

11. CONTACT WITH THE STUDY AND TRAINING FUND OFFICE

Foundation for the Development of the Education System
Scholarship and Training Fund
ul. Mokotowska 43
00-551 Warszawa
Tel. +48 /22 463 14 72
Fax +48/22 622 37 08
www.fss.org.pl
e-mail: magdalena.gessel@frse.org.pl