



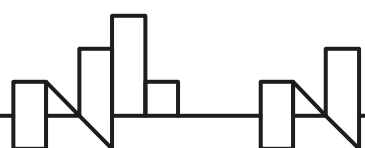
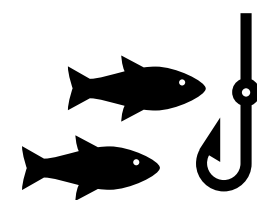
I'm GrACE!

Hello!

Grants Administration and Collaboration Environment

Today...

- What is a Grants Management System and why bother?
- Dashboard tips & tricks you may not have heard of
- Communication Strategy
- Concept Notes
- Programme Agreements
- Country Report
- Calls
- NFP bilateral fund and Work Plan
- Bilateral Initiatives
- Project Level Information
- Interim Financial Reports & TA
- Irregularity reporting
- Something about fishes...



Support

Just an e-mail away!

- Grace.Support@efta.int
- Nathan Ricks is the main support responsible
 - Support is shared among all colleagues in the Grants Management Systems Unit
 - The support desk is monitored during all work hours



Karolina
WRONA



Nathan
RICKS



Giovanni
BASTIANELLO



Aija
RUDZINSKA

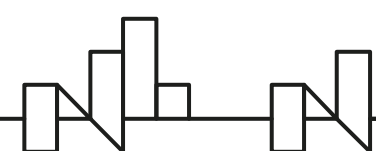


Laurie Anne
AGNESE



Rareş
CHIHAIA

[GrACE manuals](#)

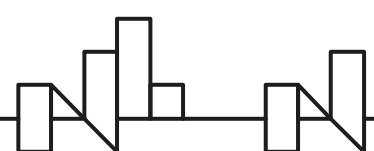


What is a Grants Management System?

And why do we need it?

- **Workflows** – to be sure that a document goes to the right person and organisation in the right order
- **Traceability** – was something changed, when?
- **Accountability** – who decided to change what, why?
- **Reporting** – results, financials...
- **Information** – collect information about calls, projects, initiatives, programmes overall
- **Integration** – up-to-date source of truth (data), published on eeagrants.org and the Results & Data portal

This kind of system can't be bought on Amazon, Allegro, OLX or other.
It is special for the EEA & Norway Grants and is custom made.



https://grace.eeagrants.org/



* Email

* Password

Login

I forgot my password
Contact support team

OR

Login with FMO Microsoft account



Microsoft Authenticator

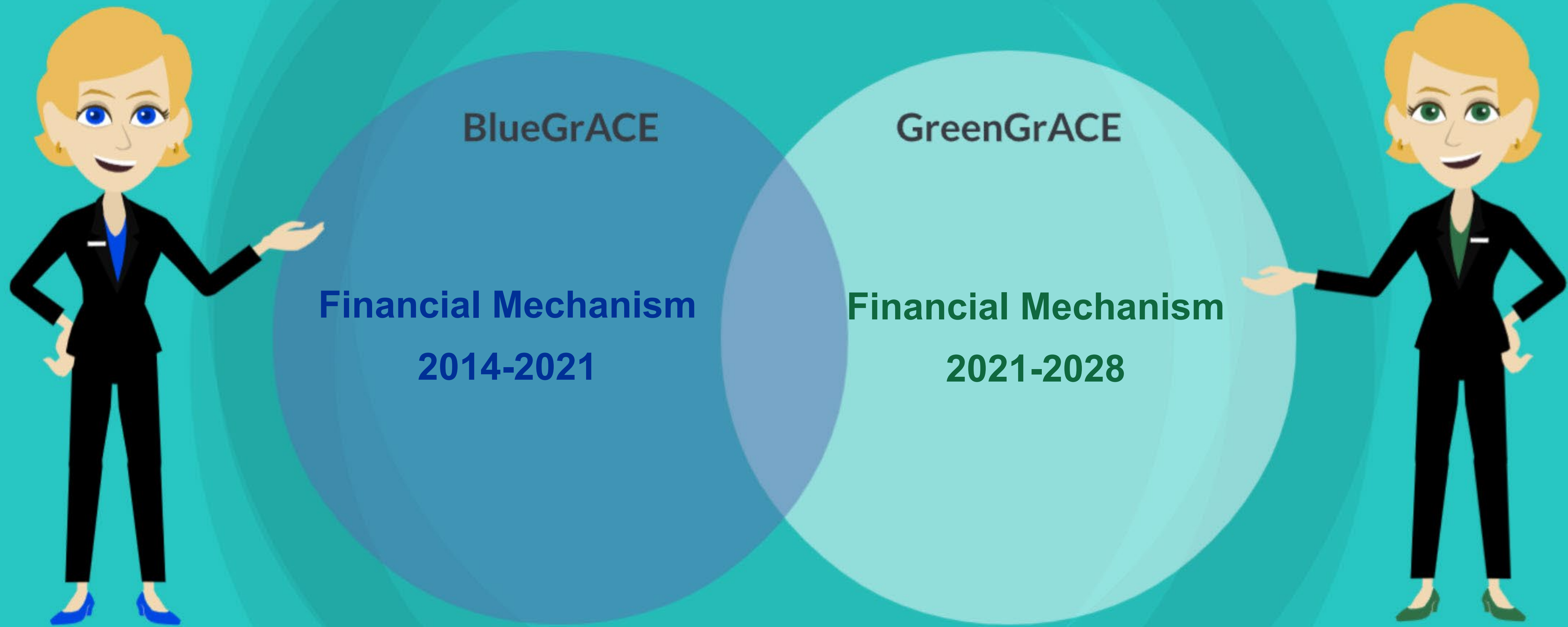


Google Authenticator



2-factor authentication

The new Mechanism includes a great number of differences and setup.
In many ways, it's a new GrACE.



To easily see which GrACE you are working with, we have different color schemes and names for them.

Switching between Mechanisms

Iceland Liechtenstein Norway grants

2014-2021 FUNDING PERIOD

2021-2028 FUNDING PERIOD

Collapse

BlueGrACE

GreenGrACE

GRACE

Quick search

Iceland Liechtenstein Norway grants

2014-2021 FUNDING PERIOD

My tasks

Collapse

No entries found

My team tasks

Collapse

No entries found

Projects

Collapse

Title	Context	Date modified	Status
		13.08.2024 12:14:31	Updated
		13.08.2024 12:19:02	Updated
		25.02.2025 19:25:20	Updated

Saved searches

Collapse

Name	Owner	Date modified	Shared with users	Shared with roles
		19.09.2024 11:29:40		
		06.11.2024 15:02:55		



GRACE

Quick search

Iceland Liechtenstein Norway grants

2021-2028 FUNDING PERIOD

My tasks

Collapse

No entries found

My team tasks

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Documents locked for editing by me

Collapse

Name	Date modified
	16.09.2025 18:36:57
	04.09.2025 11:37:00

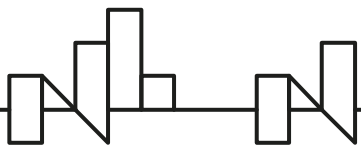
Saved searches

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Name	Owner	Date modified	Shared with users	Shared with roles
	GrACE Admin	19.09.2024 11:29:40		
	GrACE Admin	06.11.2024 15:02:55		

My recent documents

Collapse



The ‘?’ menu, top right

When you click on the ? you will get help for that topic specifically

Grants > Projects

Quick search

1

?

Help and contact support

Funding Period: EEA and Norway Grants 2014-2021

Total contribution

€ 2,801,800,000

Commitment

01.05.2014 - 30.04.2021

Grants

Financial Mechanisms ⓘ

Programme Areas ⓘ

Beneficiary States ⓘ

Programmes

Programmes ⓘ

Calls ⓘ

Project Level Information ⓘ

Bilateral Initiatives ⓘ

Partners

Donor Programme Partners ⓘ

International Partner Organisations ⓘ

Reports

Monitorings

Evaluations

FMC Meetings ⓘ

Launched

ates

Suggested help articles

2

GrACE User manual - Project level information ...

Consult knowledge base

Contact support team

Help

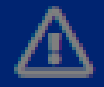
Send us an email;
Grace.Support@efta.int

or click on the
?
inside of GrACE,
and we will get back to
you through email

≡



7



?

Send us a question or report a problem by filling the form below or by sending an email to grace.support@efta.int

* Subject ⓘ

* Description ⓘ

Source

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Search across GrACE

Change the dashboard to your liking

Each section has its own controls

What your team is working on

My tasks System is waiting for you

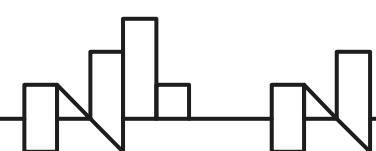
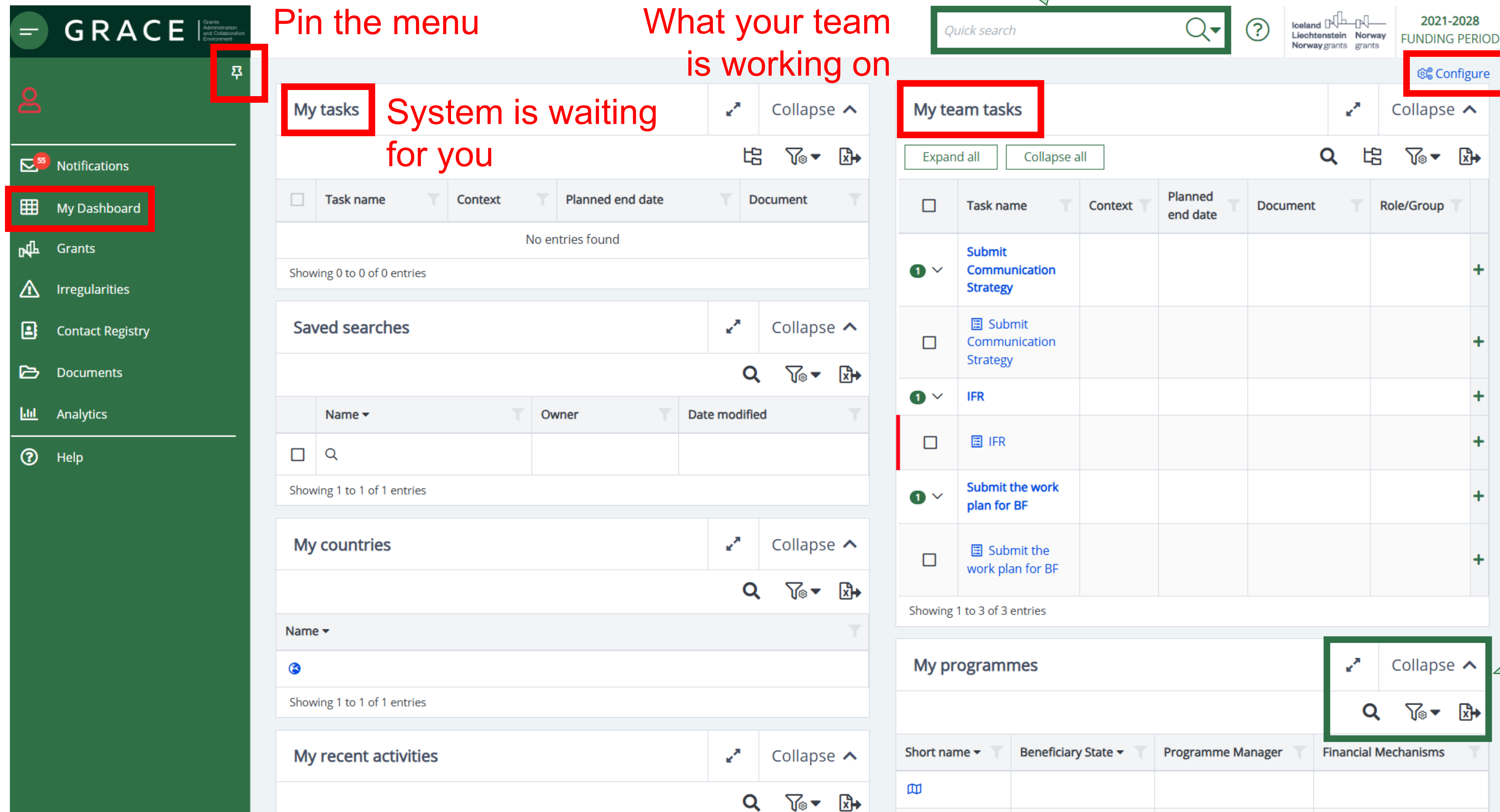
My team tasks

 Configure2021-2028
FUNDING PERIOD

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Introduction to GrACE



Dashboard overview

Search across GrACE

Type to search generally on GrACE

Also works as autocomplete!
LV-BU opens LV-BUSINESS

Quick search



My team tasks

☐

Task name ⓘ



Showing 0 to 0 of 0 ent

My recent activ

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 Programmes

 Beneficiary States

 Organisations

 Contacts

 Calls

 Projects

 Bilateral Initiatives

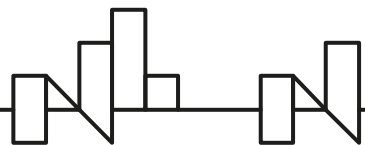
 Irregularities

 Tasks & Workflows

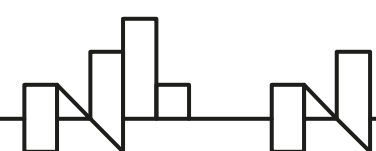
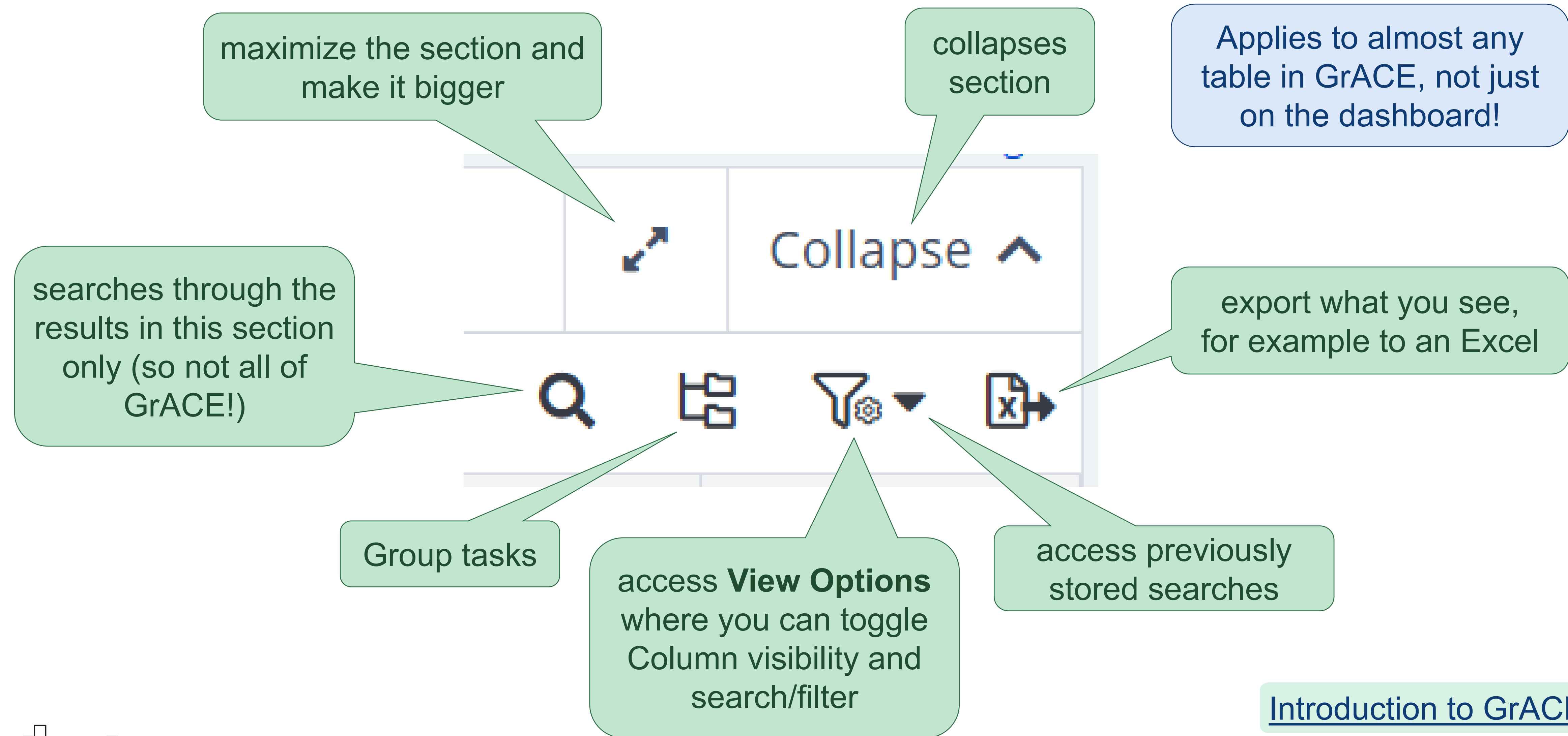
Docum

nd

Open Seach within a specific context



Dashboard overview



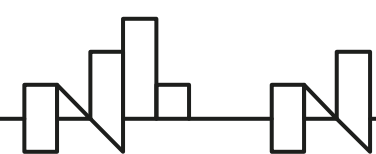
Dashboard overview

Changing your View Options

My team tasks view options

Column visibility	Column filter	Clear filters
☒ Task name	Contains	
☒ Context	Contains	
☒ Planned end date	From To	
☐ Priority	Any	
☒ Document	Contains	
☒ Role/Group	Contains	
☒ Assignee	Contains	
☐ Workflow	Contains	
Load system default Apply Cancel		

You can “Apply and save as my default”
Searches can be saved; all results can be exported



Dashboard overview

GRACE | Grants Administration and Collaboration Environment

> Notifications > Received

Quick search

🔍 ? 🇮🇸 Iceland 🇱🇮 Liechtenstein 🇳🇴 Norway grants 2021-2028 FUNDING PERIOD ▼

- Notifications
- My Dashboard
- Grants
- Irregularities
- Contact Registry
- Documents
- Analytics
- Help

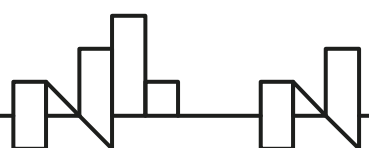
Notifications

Received Notification subscriptions

Mark as read Mark as unread Delete

	Subject	Sender	Date received ▲
☒	✉️	🔔 GrACE System	14.10.2025 12:59:45
☐	✉️	🔔 GrACE System	26.08.2025 15:31:10
☐	✉️	🔔 GrACE System	21.08.2025 13:05:30
☐	✉️	🔔 GrACE System	30.06.2025 08:36:51
☐	✉️	🔔 GrACE System	31.05.2025 08:41:30
☐	✉️	🔔 GrACE System	30.04.2025 08:38:47
☐	✉️	🔔 GrACE System	29.04.2025 13:49:12

Introduction to GrACE



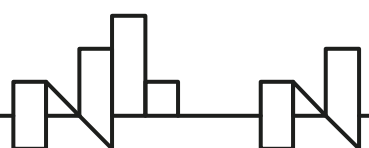
Managing contacts

- ☒ Create contacts for your organisation in GrACE
- ☒ Request user accounts for these contacts
- ☒ Edit the existing contacts in your organisation in GrACE
- ☒ Deactivate users from your organisation in GrACE
- ☒ Manage the Role access for you and your colleagues

- ☐ Create/edit/deactivate users for other organisations (besides yours)
- ☐ Change critical organisation details (e.g. name, organisation type)

Contact GrACE support if these are needed

[Manage contacts](#)



Managing contacts

The screenshot shows the GRACE web application interface. The top navigation bar includes the GRACE logo and a 'View Profile' link. The left sidebar contains a 'View Profile' button (annotated with a red circle '2') and a 'Change Password' link. The main content area displays the 'User profile' and 'Organisation' details. The 'Organisation' section is highlighted with a red box and a red circle '3'. Below this, the 'Organisation' details are shown, including 'Contact Information', 'Location Information', and 'Classification'. The 'Edit' button is highlighted with a green box and a callout bubble. The 'Individuals' tab is selected, and the 'Create new' button is highlighted with a green box and a callout bubble. The 'Manage contacts' link is also visible.

Annotations:

- 1: Red circle highlighting the 'View Profile' button in the sidebar.
- 2: Red circle highlighting the 'View Profile' button in the sidebar.
- 3: Red circle highlighting the 'Organisation' section in the main content area.

Callouts:

- Open your organisation (points to the 'Organisation' section)
- Edit some organisation details (points to the 'Edit' button)
- Add new contacts (points to the 'Create new' button)
- Manage contacts (points to the 'Manage contacts' link)

Text in the image:

GRACE | Grants Administration and Collaboration Environment

> View Profile

User profile: [redacted]

Organisation [redacted]

Active Edit

Contact Information

Location Information

Classification

Public Sector -> Government

Individuals Organisation Roles

Individual contacts

Create new Hide inactive contacts

Manage contacts

-> Click Send request for GrACE login

Current role assignments

Organisation Roles

Add Role

Hide inactive roles ☒

🔍

⚙️

📄

Name ▾

Primary contact ⓘ

Primary contact email ⓘ

Other members ⓘ

Organisation Name ▾

☐

Audit Authority

Michael Perakis

m.perakis@edel.gr

ANTHOULA TRITAKI, Vassiliki Mazioti, Vassilis Dikopoulos, Panagiotis PAPADOPOULOS

Financial Audit Committee (EDEL GR), Greek Ministry of Economy and Finance

☐

Certifying Authority (Country)

Ioannis Katsaros

i.katsaros@minfin.gr

Vasiliki Kastani, Ioannis Gravias, Rengina Koumantaraki, Andreas Karapanos, Foteini Akinosoglou, Elpida Kampitsi

Special Service Certifying and Verifying Authority (GR)

☐

National Focal Point

Eleni Kontaxaki

e.kontaxaki@mou.gr

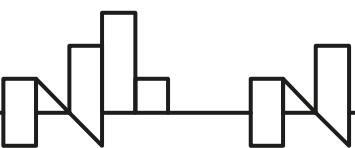
Elli Vazou, Georgios Patsouras, Ioanna Tzika, Gabriella Michail, Christina Karali, Katerina Tzortzakaki

Special Service of Planning, Coordination and Monitoring of the Implementation of Financial Mechanisms of the EEA, General Secretariat of Partnership Agreement (ESPA) (GR), Greek Ministry of Economy and Finance

Showing 1 to 3 of 3 entries

Beneficiary State level

^



Programme contacts are visible under each programme

Reassign tasks

Open a task from your Dashboard to reassign

My tasks

Expand all

Collapse all

☐	Task name ⓘ
1 ▾	Submit Communication Strategy
☐	Submit Communication Strategy

Showing 1 to 1 of 1 entries

Task: Submit Communication Strategy

Details

Comments (0)

Workflow

Communication Strategy for Beneficiary State

Assignee

(National Focal Point)

Task description

Please fill in communication strategy and submit it to the FMO. According to the Regulations the National Focal Point shall submit the communication strategy to the FMC within six months of the date of last signature of the Memorandum of Understanding.

Main document

Communication Strategy

Secondary documents ⓘ

None

Other documents ⓘ

None

Reassign to another user

Choose assignee

* Assignee

Select

Comment

Cancel

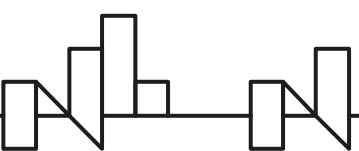
Reassign

Programme timeline

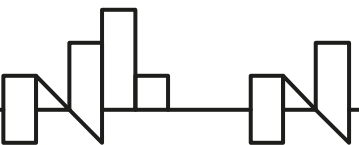
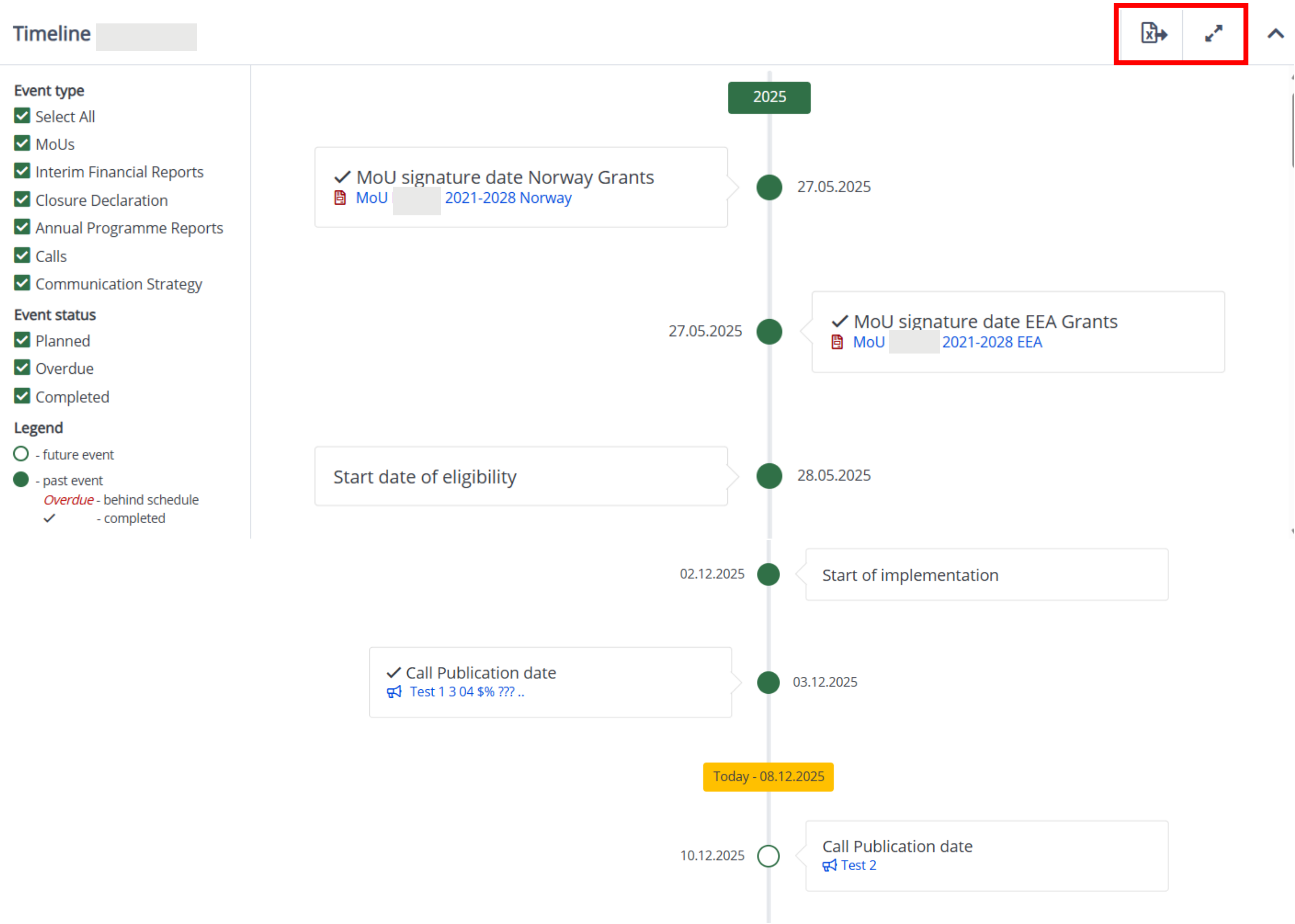
Title


Beneficiary State
 

Legal Framework & Contacts	Finance	Modalities	Results & Reports	Assessment	Communication	Documents
MoU Data	Budget	Calls	Results Framework	Implementation Status	Communication Strategy	Documents
Concept Notes	Payments	Project Level Information	Country Programme Reports	Timeline		Workflows
Programme Agreement	Forecasts	Bilateral Initiatives	Annual Programme Reports	Risk Assessment		
Agreement Modifications	FMO Audits	Small Initiatives	Monitorings	Programme progress		
Agreement Conditions			Evaluations			
Irregularity Cases						
Contacts						



Programme timeline



Communication Strategy



Communication strategy

My tasks

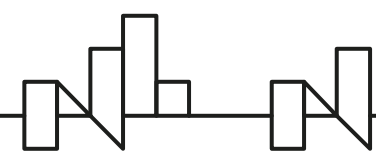
Expand all

Collapse all

☐	Task name	Context	Planned end date	Document
1	Submit Communication Strategy			
☐	Submit Communication Strategy			Communication Strategy

For NFP: country
For PO: programme(s)

For NFP: within 6 months after MoU signature
For PO: 2 months after Programme Agreement Signature



Task: Submit Communication Strategy

In progress

Details

Comments (0)

Workflow

Communication Strategy for Beneficiary State ()

Assignee

Task description

Main document

Communication Strategy 20.06.2025

Secondary documents

None

Other documents

None

Actions

Submit

Submit

Write your comments here...

Submit

Document: Communication Strategy

Preview

Structured Data

General

COMMUNICATION STRATEGY

Edit

Communication strategy

Validate for submission requirements

Document: Communication Strategy (latest version)

Preview

Structured Data

General

Edit

COMMUNICATION STRATEGY ⓘ

A clear and well-structured communication strategy is essential for ensuring transparency, visibility, and public understanding of the EEA and Norway Grants. It helps demonstrate how the Grants contribute to reducing social and economic disparities in Europe and how they strengthen bilateral relations between the donor and beneficiary countries. This form is designed to guide National Focal Points (NFPs) in developing or updating their strategies in line with the requirements of the EEA and Norway Grants regulations.

The strategy should be practical, focused, and aligned with the overall communication objectives of the Grants. It should clearly define the intended objectives, activities, and communication elements work together to maximise the visibility and impact of the programmes. Special attention should be given to the "European Green Deal", "Fit for 55", "European democratic and resilient Europe", the role of the Donor States (Iceland, Liechtenstein, and Norway), and the role of the EEA and Norway Grants in supporting the EU's climate and environmental goals.

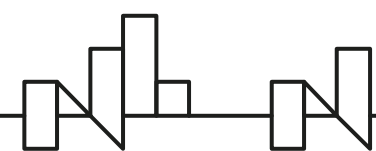
Include an overview of the current communication landscape and an assessment of the awareness of the Grants in your country. Reference available data on awareness levels and public perception. If a baseline study is planned or has been conducted include it and information on how the study was or will be carried out.

1.1. BASELINE STUDY ⓘ

Include an overview of the current communication landscape and an assessment of the awareness of the Grants in your country. Reference available data on awareness levels and public perception. If a baseline study is planned or has been conducted include it and information on how the study was or will be carried out.

Guidance text is always visible (even during editing)

Each section has a word limit



Concept Notes



Concept Note submission

- Collaboration space: SharePoint
- When the Concept Note is ready for submission, a task is generated for the NFP to formally submit the Concept Note
- Note: in case of rejection, a similar task will be created for the resubmission

The screenshot displays a SharePoint task interface titled "Task: NFP Submission of the Concept Note". The task status is "In progress". The interface is divided into two main sections: "Details" and "Comments (1)".

Details Section:

- Workflow:** Concept Note workflow
- Assignee:** (National Focal Point)
- Task description:** Please upload using the controls on the top-right the Concept Note for this programme
- Main document:** Instructions and overview (dated 03.06.2025)
- Secondary documents:** None
- Other documents:** None

Upload documents: A button with a cloud icon and a document icon is highlighted with a red box. Below it, a radio button labeled "Concept Note" is also highlighted with a red box.

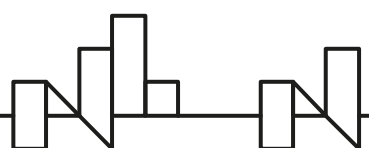
Actions: A dropdown menu shows "Submit Concept Note". Below this is a text area for comments with the placeholder "Write your comments here...". A green "Submit" button is highlighted with a red box.

Document: Instructions and overview (latest version)

Concept Note upload

Please upload the Concept Note using the top-right upload buttons

Concept Note information
This workflow allows to upload and submit the Concept Note



Concept Notes – post submission

- After submission in GrACE, Concept Notes become listed under the Programme pages and the Beneficiary State pages

Programme:

Programme agreement preparation

☆

^

Title

Beneficiary State

Legal Framework & Contacts

Finance

Results & Reports

Documents

Moll Data

Payments

Evaluations

Documents

Concept Notes

FMO Audits

Programme Agreement

Irregularity Cases

Contacts

Concept notes

^

🔍

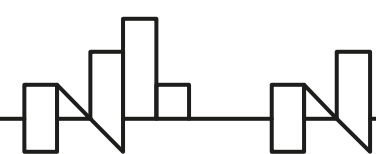
🏷️

📄

Name	Version	Date of version	Content Category	Date created	Created by	Deleted by	Status	Context
 _08 August 2025	1.0	11.08.2025 15:29:47	Concept Note	11.08.2025 15:28:32		-	Final	

Showing 1 to 1 of 1 entries

- FMO will be liaising with you regarding the Donors’ reactions and the next steps.

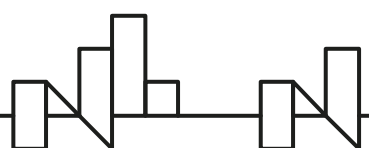


Programme Agreement



Programme Agreement approval and publication

- Regulations Art. 6.3: FMO prepares the draft Programme Agreement (possible discussions outside of GrACE)
- When finalised, final draft Programme Agreement is shared via GrACE to the NFP for final check.
- The Programme Agreement needs to be approved by the Donors.
- If Donors approve it, the next obligatory step in GRACE is the signature (a physical signing ceremony can also be arranged)
- Programme Agreement with all its annexes (but no signatures) will be visible on the Multisite – and so will all **approved modifications** over the lifecycle of the programme.



Reviewing the draft programme agreement

- During the Programme Agreement workflow, the NFP receives the draft from the FMO via GrACE and has the possibility to either Accept or provide comments.
- To accept, it is sufficient to select 'Accept draft' and submit.
- In order to provide comments, NFP can download a word version of the draft programme agreement and upload a file with tracked changes which will then be provided to the FMO upon submission of the task.

Task: Review the draft Programme Agreement *In progress*

Details **Comments (10)**

Workflow
Programme Agreement workflow

Assignee
[Name] (National Focal Point)

Task description
Please review the draft programme agreement provided by the FMO

Main document
Programme agreement 13.10.2025

Secondary documents
None

Other documents
Comments by the NFP 20.10.2025
Comments by the NFP 13.10.2025

Upload documents
*Comments by the NFP ✓

Actions
Select
Accept draft
Send comments to the FMO

Submit

Document: Programme agreement [Name] (latest version) **Download**

Preview **Structured Data**

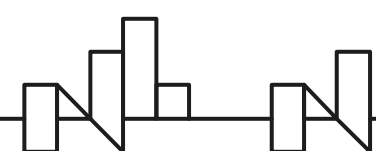
Word Online

Programme agreement [Name]

Find Help Accessibility Mode

EEA FM Programme Agreement

EEA Financial Mechanism 2021-2026



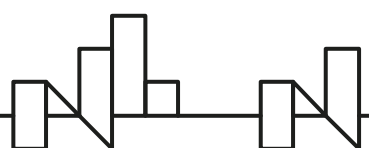
Uploading a signed copy

- In order to upload the signed copy of the agreement within the system, NFP will receive a task.
 - Within the 'signed copy' tab you will see the copy signed by the Donors
 - The 'Preview' is what will eventually be published on the website (clean version without signatures)
- After clicking on 'submit' the system will prompt to upload the signed copy
- The process will vary slightly if you arrange a signing ceremony.

The screenshot shows a web interface for a task titled "Task: Sign the Programme Agreement". The status is "In progress". The interface is divided into several sections:

- Details Tab:** Contains information about the workflow ("Programme Agreement workflow"), the assignee (a user icon and "(National Focal Point)"), and the task description ("Please proceed with the signature of the Programme Agreement").
- Comments Tab:** Shows "Comments (1)".
- Main document:** Displays "Programme agreement" with a date of "13.10.2025".
- Secondary documents:** Shows "None".
- Other documents:** Shows "None".
- Actions:** Includes a dropdown menu with "upload signed copy" and a detailed instruction box: "In order to complete this action, please: 1. Please make sure you have reviewed the document and you are ready for signing. 2. On the next step you will be instructed to download the document and sign it outside GrACE. There are three ways to sign: • sign electronically with a signer-held signature • sign electronically with a cloud-based (DocuSign or similar) signature • print, sign by hand and scan signed document 3. Click 'Submit' to proceed with the download and signing." Below this is a text area for "Write your comments here..." and a "Submit" button.

At the bottom, there is a section for the document: "Document: Programme agreement (latest version)". Below this are three tabs: "Signed copy", "Preview", and "Structured Data". A yellow warning banner at the very bottom states: "The system is unable to verify that this document is the same as the original."

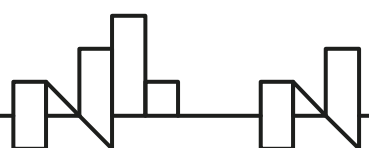


Country Report



Country Report

- Submission in 2027 – reporting on 2026, only for countries which signed their MoU in or before the 1st half of 2026
- From next years onwards:
 - ✓ loaded on 31 December
 - ✓ Deadline: 10 March



Country Report – submission

GRACE

Grants Administration and Collaboration Environment

Logged as

National Management Unit

View Profile

Change Password

Login as another user

Login as Admin

Logout from another user

Notifications

My tasks

Initiate a new process

Expand all

Collapse all

☐	Task name	Context	Planned end date	Document
☒	Submit Country Report			
☐	Submit Country Report		10.03.2026	Country Report 2025

Showing 1 to 1 of 1 entries

Portals

Submit Country Report

TEST E

Quick search

?

Iceland

Liechtenstein

Norway grants

2021-2028

FUNDING PERIOD

Task: Submit Country Report

In progress

Details

Comments (0)

Workflow

Country Report workflow

Assignee

(National Focal Point)

Task description

Main document

Country Report 2025 01.01.2026

Secondary documents

None

Other documents

None

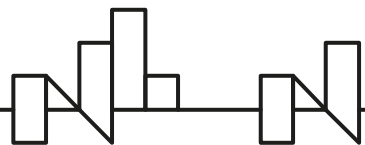
Actions

Submit to FMO

Submit to FMO

Write your comments here...

Submit



Country Report – Main text

Only the **country chapter** relevant for the report covering 2026, due in March 2027!

Document: Country Report 2025

Preview

Structured Data

Country level

Country level

The following chapter is to be filled by the National Focal Point.

Tables last updated on 12.01.2026 16:28

Update with the latest data

Main text

Annex 1: Communications

Annex 2: Evaluation plan

Annex 3: Bilateral Initiatives implementation status

Main text

Edit

Country

Portugal

Country developments affecting implementation of the Grants

Describe and analyse any country developments and risks that have affected the implementation of programmes funded by the Grants in the past year (Maximum 800 words).

-

Brief assessment of each programme

Based on the National Focal Point's programme monitoring over the past year, provide a brief assessment of each programme, including implementation progress and the most important results achieved (Maximum 300 words per programme).

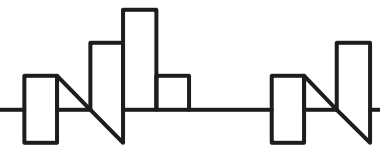
-

Brief assessment of developments related to specific concerns mentioned in Annex B of the MoU

Provide a brief assessment of developments related to specific concerns mentioned in Annex B of the MoU over the past year, if relevant (Maximum 300 words).

Programme level

PO completes their own tasks, and GrACE aggregates the reports



Country Report – Main text

Information on how the values and principles in Article 1.3 of the Regulation have been addressed in the programmes, including gender equality ^①
Please provide information on how the values and principles in Article 1.3 of the Regulation have been addressed in the programmes, including gender equality (Maximum 300 words).

Test

Bilateral funds at national level

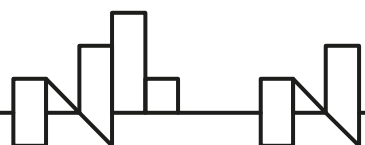
Eligible expenditure	€ 2,906,500
Total grant amount contracted	€ 70,955
Total grant amount incurred	€ 0
Number of bilateral initiatives	4

Bilateral calls summary

Call number	Call status	Call amount	Number of applications received	Number contracted	Amount contracted
1	Draft	€ 130,000	34		€ 65,665
12	Draft	€ 45,000	24		-

Bilateral initiatives summary

	Number	Grant Amount (EUR)
Total number of bilateral initiatives contracted	4	€ 70,955
Bilateral initiatives in implementation	4	€ 70,955
Status 'on track'	2	€ 67,555
Status 'some issues'	1	€ 3,400
Status 'off track'	1	€ 0
Bilateral initiatives marked as finalised	0	€ 0
Completed	0	€ 0
Partially completed		-
Terminated	0	€ 0



Describe implementation progress and the most important results of the Bilateral Funds at national level in the past year. (Maximum 500 words). A list of bilateral initiatives can be found in Annex 3 of this chapter.

Words 1, characters 4.

Provide an update of the main activities planned to be implemented by the Bilateral Funds at national level in the coming year and why these are of importance. (Maximum 500 words).

Words 1, characters 4.

Allocation	€ 1,510,000
Disbursed	€ 0
Disbursed percentage	€ 0

Based on the National Focal Point's programme monitoring over the past year, provide a brief assessment of each programme, including implementation progress and the most important results achieved (Maximum 300 words per programme).

Words 1, characters 4.

☐ I confirm that staff details have been checked and are correct

Cancel

Save

Country Report – Annex 1: Communications

Main text

Annex 1: Communications

Annex 2: Evaluation plan

Annex 3: Bilateral Initiatives Implementation status

Annex 1: Communications ⓘ

Website

Entity	Website link	Number of news items published on the website	Total number of page views in the past year
No entries found.			

comes from the Multisite

Social media

Entity	Platform	Social media link or account handle	Number of posts published in the past year	Number of followers
RESEARCH ×	Instagram ×			
Select	Select			

Media coverage ⓘ

Please add links to examples of local, regional, or national media coverage of the programmes.

Programme	Links to media coverage
Select	

* Main communication activities carried out in the past year ⓘ

Describe the main communication activities carried out in the past year, as per last years' activity plan (Maximum 300 words).

Test

Words 1, characters 4.

* Communication challenges ⓘ

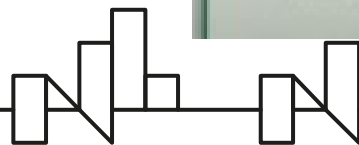
Describe any communication challenges worth highlighting in the past year. (Maximum 300 words).

Test

Words 1, characters 4.

* Main communication activities you plan to carry out this year ⓘ

CancelSave



Country Report – Annex 1: Communications

Communication challenges ⓘ

Describe any communication challenges worth highlighting in the past year. (Maximum 300 words).

Test

Words 1, characters 4.

Activity plan for the year 2026

Main communication activities you plan to carry out this year ⓘ

Describe the main communication activities you plan to carry out this year, and how they align with your communications strategy (Maximum 500 words).

Test

Words 1, characters 7.

Risks that may affect the implementation of your activity plan ⓘ

What risks may affect the implementation of your activity plan, and how do you plan to manage these? (Maximum 300 words).

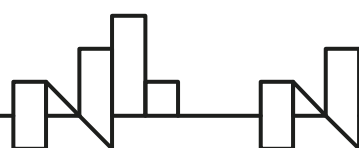
Test

Words 1, characters 4.

☐ The EEA and Norway Grants media library at eealibrary.org has been updated with relevant programme and project assets

Cancel

Save ⓘ



Country Report – Annex 2: Evaluation plan

Main text

Annex 1: Communications

Annex 2: Evaluation plan

Annex 3: Bilateral Initiatives implementation status

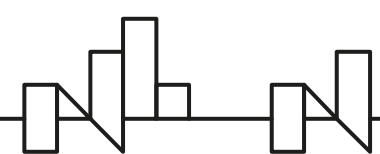
Annex 2: Evaluation plan [Ⓢ]

Evaluation Plan

Programme name	Programme grant amount	Planned evaluation budget	Planned launch of the Terms of Reference	Planned delivery of the evaluation report
	€ 14,500,000	€ 100,000	03.11.2025	04.11.2025
	€ 12,206,500	€		
	€ 14,000,000	€		
	€ 13,000,000	€		
	€ 520,000	€		
	€ 10,000,000	€		
	€ 17,278,000	€		
	€ 8,500,000	€		
	€ 2,906,500	€		
	€ 1,531,500	€		

Cancel

Save



Country Report – Annex 3: Bilateral initiatives status

Version 1.0 (latest version)

Preview

Structured Data

Template

Country level ⓘ

Country level

^

The following chapter is to be filled by the National Focal Point.

Tables last updated on 01.01.2026 07:31

Update with the latest data

Main text

Annex 1: Communications

Annex 2: Evaluation plan

Annex 3: Bilateral Initiatives implementation status

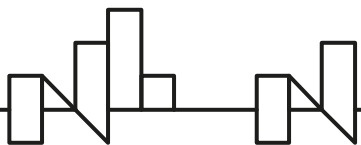
Annex 3: Bilateral Initiatives implementation status ⓘ

^

Bilateral Initiatives implementation status ⓘ

For each bilateral initiative in implementation, select the 'implementation status' from the list.

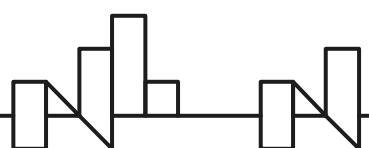
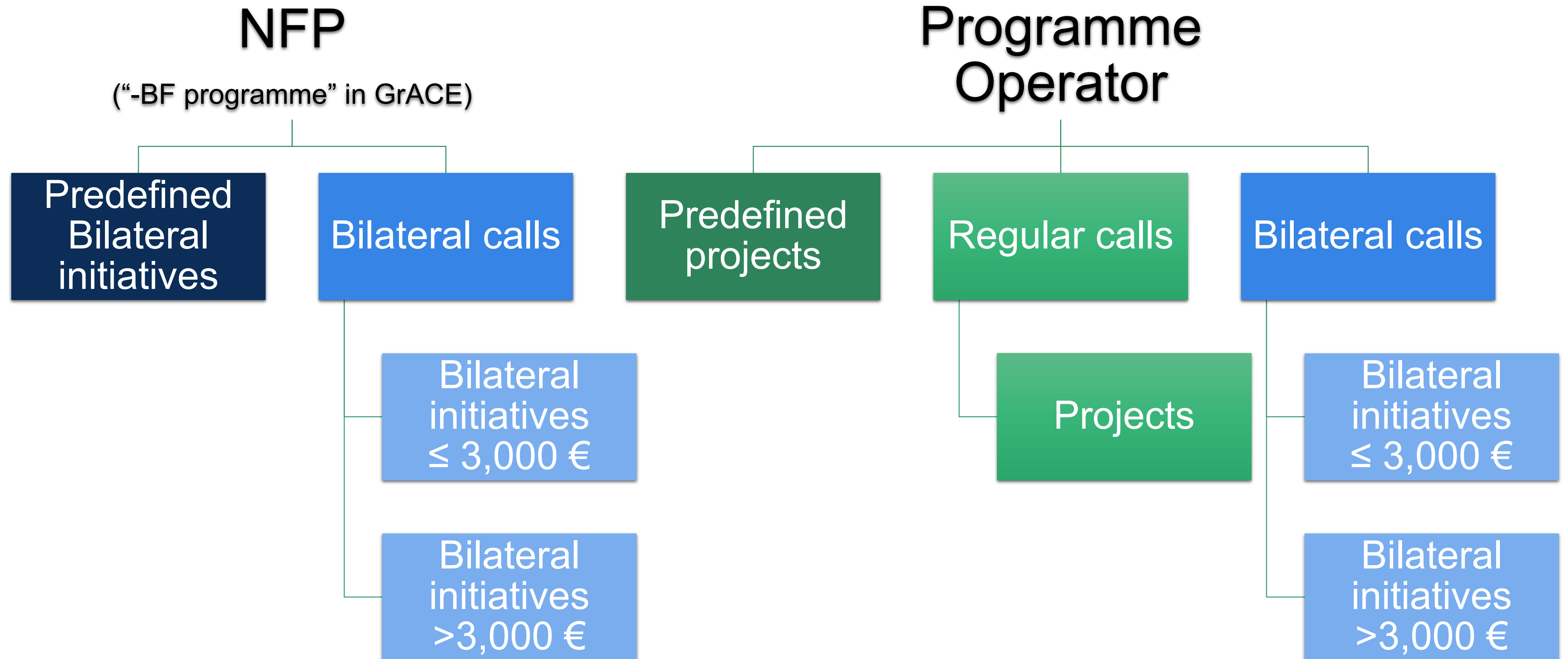
Code	Bilateral initiative short name	Promoter	Partner	Eligible expenditure
	M			



Calls

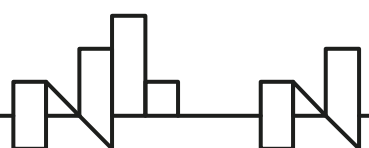


Call types and modalities



Calls

- New **SharePoint** collaboration space for **call texts** – same place as concept note collaboration
- **“Regular” calls:** Article 7.3.1 of the Regulation
(“A template shall be provided by the FMC and shall be used as a basis for the development of the call for proposals text”).
- The information about the calls (**“regular” calls** as well as **bilateral** calls) will be pulled from GrACE directly to the Multisite: that’s why the calls need to be registered in GrACE
- You can create **bilateral calls** as of the MoU signature date
- You can create **“regular” calls** as of your Programme Agreement signature date



Registering Programme Calls

Programme:

Programme implementation

Title

Beneficiary State

Legal Framework	Finance	Modalities	Results & Reports	Assessment	Communication	Documents
MoU Data ⓘ	Payments ⓘ	Calls ⓘ	Results Framework	Implementation Status	CS	Documents
Concept Notes	Forecasts	Projects ⓘ	Evaluations	Timeline ⓘ		
PA	FMO Audits	Bilateral Initiatives ⓘ				
Modifications ⓘ		Small Initiatives ⓘ				
Irregularities ⓘ						
Contacts ⓘ						

Calls

Create new programme call

Create new bilateral call

Title	Call number	Financial Mechanisms	Source	Amount available	Date of last modification	Call state	Approved for publishing
-------	-------------	----------------------	--------	------------------	---------------------------	------------	-------------------------

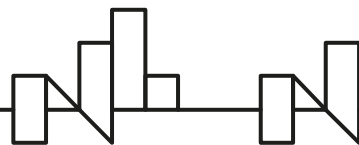
Create new programme call

☒ Create a programme call

☐ Download the Call Text Template. This template is provided further to Article 7.3.1 of the Regulation, which states that the template “shall be used as a basis for the development of the call for proposals text”. This means that divergences from the structure and the text proposed in the template need to be justified. The call text can also be adapted in accordance with specific requirements contained in the Programme Agreement.

Cancel

Continue



Registering Programme Calls

Programme Call: Test call title

Draft

☆

^

Programme

Events
Not published on eeagrants.org

Details

Comments

Details

* Title

Test call title

* Title (local language)

Test call title in local language

+ Expand all / - Collapse all

+ Step 1: Publishing Information

+ Step 2: Applications Information

+ Step 3: Selection Information

+ Step 4: Summary Information

Cancel

Save

Submit Basic Information

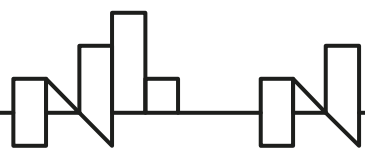
Status information

Before publication / Launch

Information published on the website

After applications are received and processed

Information to be provided after the call (not meant for publication)



Registering Programme Calls – Step 1

Details

* Title (English language)

Call title in English

* Title (local language)

Call title in local language

+ Expand all / - Collapse all

- Step 1 Publishing Information

Financial Mechanism(s)

× EEA Grants

× Norway Grants

Programme Area(s)

Outcomes

☒

Outcome 1:

☐

Outcome 2:

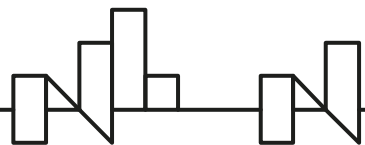
Call number

1

Is this call a re-launch of a previous call?

No

Step 1: This is the data used to populate the call fields on the multisite



Registering Programme Calls – Step 1

Eligible applicants (English language)

Test

Words 1, characters 4.

Eligible applicants (local language)

Test

Words 1, characters 4.

Eligible partners (English language)

Test

Words 1, characters 4.

Eligible partners (local language)

Test

Words 1, characters 4.

Total amount available (EUR)

€

123,456

Minimum grant amount (EUR)

€

1,234

Maximum grant amount (EUR)

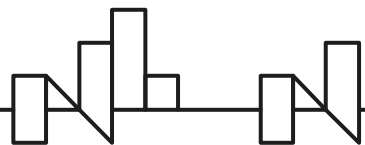
€

5,678

Minimum / Maximum grant rate

Type	Minimum grant rate (%)		Maximum grant rate (%)		
Public sector	20	%	80	%	
International Organisation	50	%	85	%	
Select ▼					

English and local language for publishing on the multisite



Registering Programme Calls – Step 1

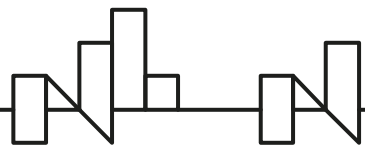
Description (English language)	Test Words 1, characters 4.
Description (local language)	Test Words 1, characters 4.
Project duration (in months)	24
Project Co-financing (English language)	Required for submission.
Project Co-financing (local language)	Required for submission.
Publication date ^①	01.06.2026
Rolling call	No x v
Questions deadline	15.06.2026 10:00
Submission deadline ^①	19.06.2026 16:00
Decision date (planned or actual)	26.06.2026
Call text documents	In English Download the Call text template example file Example Text.pdf Example Text 2.docx In local language Example Text - Copy.pdf Example Text 2 - Copy.docx
Application link	https://sitewhereyoucanapply.net

Date when the call will be published on the Multisite

When you enter the information, this is the local time of your laptop

No deadlines if rolling call

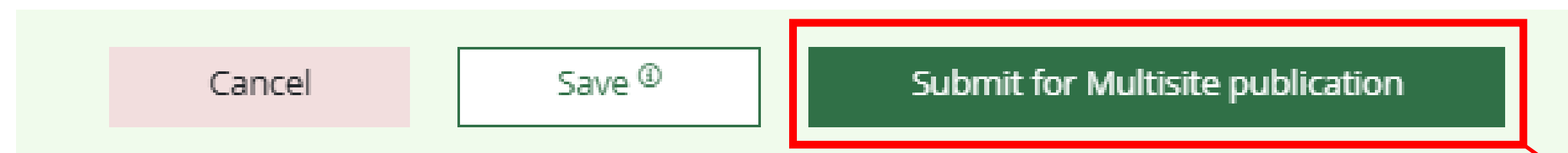
Documents will appear on the website in the same order of upload here



Registering Programme Calls – Step 1

Edit and save as many times as needed during planning.

When ready, *Submit for Multisite publication*:



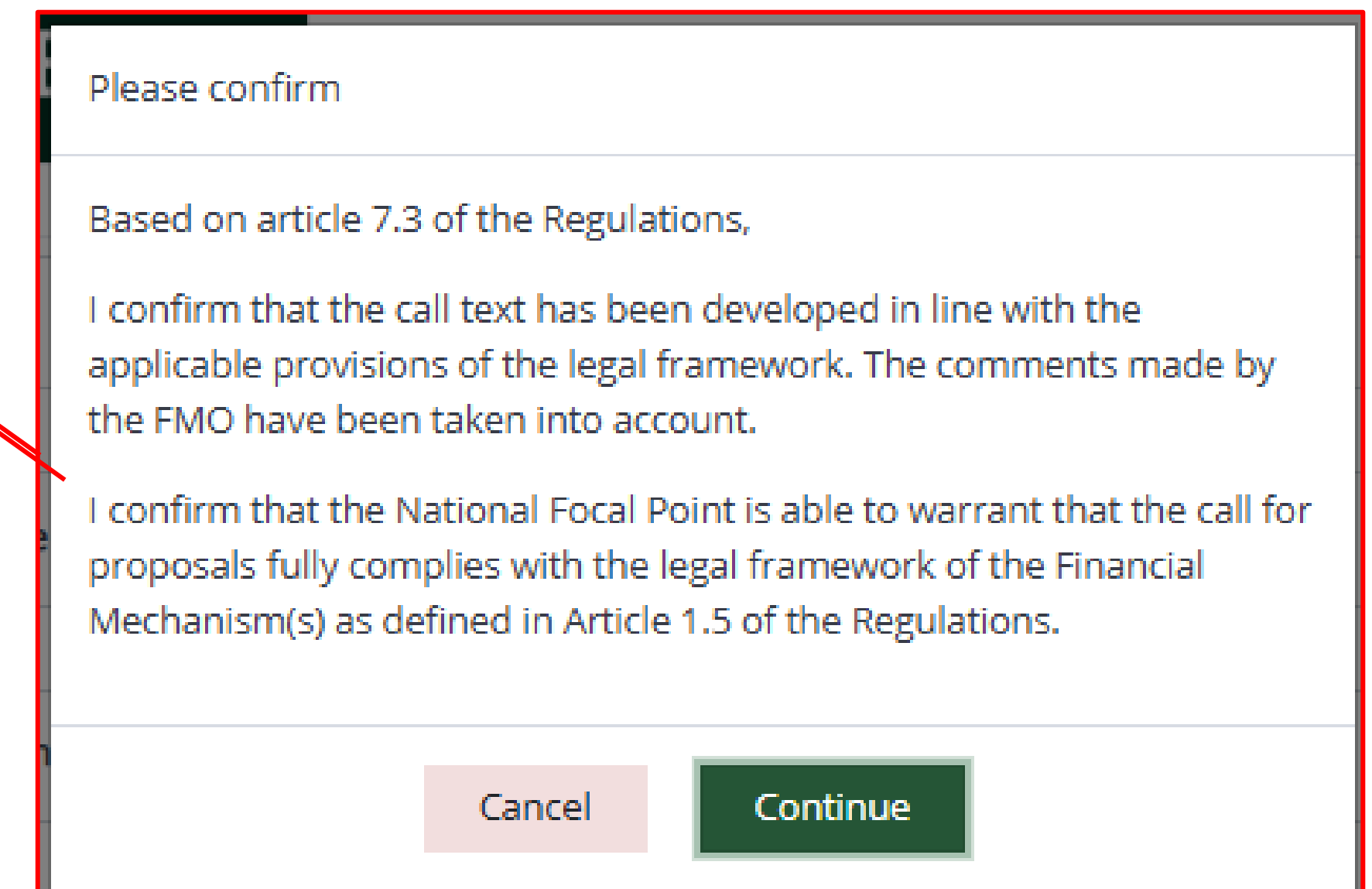
The call will be launched on the Multisite when:

- Call is submitted for publishing
- Reached the planned publication date

Multisite always syncs overnight

Edit and **Save** Step 1 whenever needed

→ Multisite will update overnight

A confirmation dialog box with a title bar. The text inside reads: 'Please confirm', 'Based on article 7.3 of the Regulations,', 'I confirm that the call text has been developed in line with the applicable provisions of the legal framework. The comments made by the FMO have been taken into account.', and 'I confirm that the National Focal Point is able to warrant that the call for proposals fully complies with the legal framework of the Financial Mechanism(s) as defined in Article 1.5 of the Regulations.' At the bottom are 'Cancel' and 'Continue' buttons. A red arrow points from the 'Submit for Multisite publication' button to this dialog box.

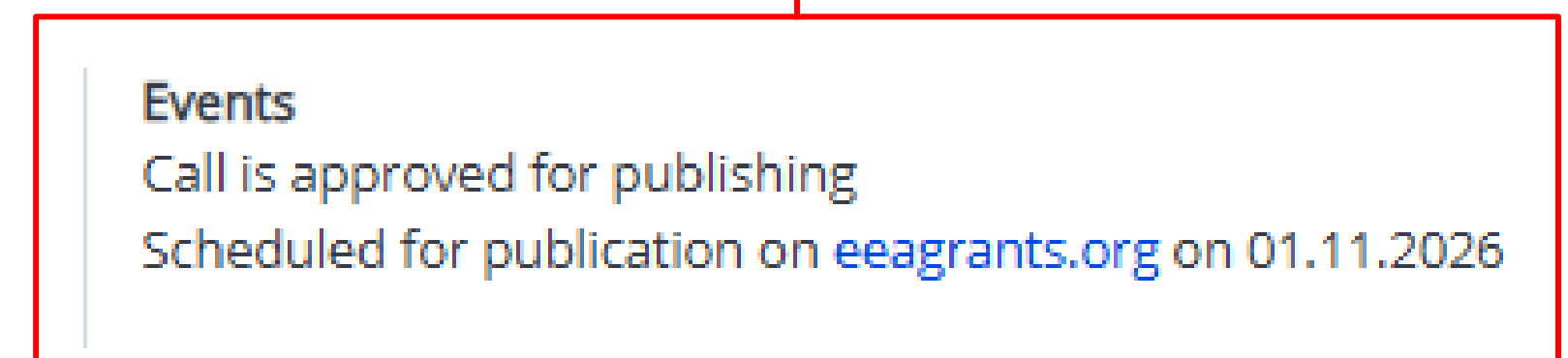
Please confirm

Based on article 7.3 of the Regulations,

I confirm that the call text has been developed in line with the applicable provisions of the legal framework. The comments made by the FMO have been taken into account.

I confirm that the National Focal Point is able to warrant that the call for proposals fully complies with the legal framework of the Financial Mechanism(s) as defined in Article 1.5 of the Regulations.

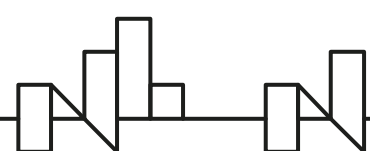
Cancel Continue

A box titled 'Events' containing the text: 'Call is approved for publishing' and 'Scheduled for publication on eeagrants.org on 01.11.2026'. A red arrow points from the 'Continue' button in the dialog box above to this box.

Events

Call is approved for publishing

Scheduled for publication on eeagrants.org on 01.11.2026



Registering Programme Calls – Step 2

Programme Call:

Publishing

Events

Call is approved for publishing
Published on [eeagrants.org](#)

Submit Applications Information

Details

Comments

Details

Edit

Call title

+ Expand all / - Collapse all

- Step 1 Publishing Information

- Step 2 Application Information

Outcome	Number of project applications received	Sum of grant amount applied for
Outcome 1: Cultural heritage is revitalised and sustainably managed with strong local involvement	10	€
Total	10	€

+ Step 3 Selection Information

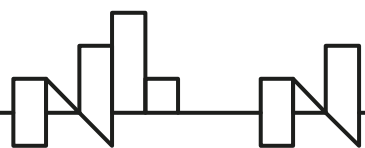
+ Step 4 Summary Information

Overall status of the call

Key information related the call status

Complete Step 2, or edit Step 1 if necessary (update on Multisite at midnight)

Complete Step 2 once applications have been received



Registering Programme Calls – Step 3

Programme Call:

Selection Ongoing

☆

▲

Programme

...

Events

Call is approved for publishing

Published on [eeagrants.org](#)

Submit Selection Information

Details

Comments

Details

Edit

▲

Call title

+ Step 1 Publishing Information

+ Step 2 Application Information

– Step 3 Selection Information

Selection committee

Selection committee minutes

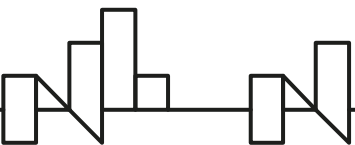
In English

In local language

Are there any changes in the award decision compared to the Selection committee's recommendation?

Justification document

Complete after selection committee meeting



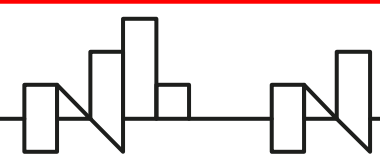
Registering Programme Calls – Step 3

Selection results

Selection result			
Outcome	Number of applications approved for funding	Number of applications on the reserve list	Number of applications rejected
Outcome 1: Cultural heritage is revitalised and sustainably managed with strong local involvement	-	-	-
Total	0	0	0

Applications with donor project partners			
Number of applications received with a donor project partner	Iceland	Liechtenstein	Norway
Outcome 1: Cultural heritage is revitalised and sustainably managed with strong local involvement	-	-	-
Total	0	0	0

Number of applications approved for funding with a donor project partner	Iceland	Liechtenstein	Norway
Outcome 1: Cultural heritage is revitalised and sustainably managed with strong local involvement	-	-	-
Total	0	0	0



Registering Programme Calls – Step 4

Programme Call:

Selection Ended

☆

^

Programme

...

Events

Call is approved for publishing

Published on [eeagrants.org](#)

Submit Summary Information

Details

Comments

Details

Edit

^

Call title

+ Step 1 Publishing Information

+ Step 2 Application Information

+ Step 3 Selection Information

- Step 4 Summary Information

Outcome	Number of projects contracted	Number of projects contracted from the reserve list	Number of linked PLIs	Grant amount awarded
Outcome 1: Cultural heritage is revitalised and sustainably managed with strong local involvement	-	-	0	-
Total				€ 0

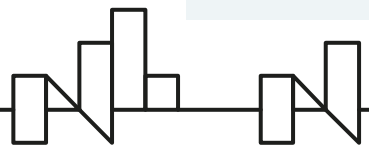
Submit summary information once all projects are contracted

Call state becomes *All projects contracted*

Number of contracted = Number of PLIs

Update periodically

Updates automatically based on PLIs



Registering Bilateral Calls (in a programme)

Programme: -

MoU signed

Title

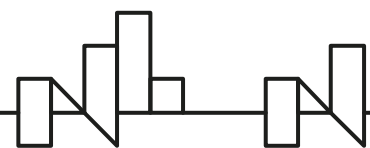
Beneficiary State

Legal Framework	Finance	Modalities	Results & Reports	Communication	Documents
MoU Data ⓘ	Payments ⓘ	Calls ⓘ	Evaluations	Metrics	Documents
Concept Notes	FMO Audits	Bilateral Initiatives ⓘ			
PA		Small Initiatives ⓘ			
Irregularities ⓘ					
Contacts ⓘ					

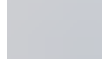
Calls

Create new bilateral call

Bilateral calls possible after MoU signature



Registering Bilateral Calls (NFP – from the BF)

Programme: -BF

Programme agreement preparation





Title

Bilateral Fund

Beneficiary State

Events

-

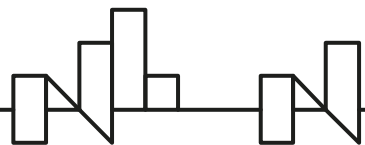
Legal Framework	Finance	Modalities	Assessment	Communication	Documents
MoU Data	Work plan	Calls	Implementation status	Metrics	Documents
BFA	Budget	Bilateral Initiatives	Timeline		
Modifications	Payments	Small Initiatives [Ⓢ]			
Irregularities	Forecasts				
Contacts	FMO Audits				

Bilateral Calls



Create new bilateral call





Viewing Bilateral Calls

View calls
Same tab as create

PO/FO:

Calls								
Create new programme call			Create new bilateral call					
	Title	Call number	Financial Mechanisms	Source	Amount available	Date of last modification	Call state	Approved for publishing
☐	My Draft Call			Bilateral	-	02.10.2025 11:28:09	Draft	No
☐	My Bilateral Call			Bilateral		02.10.2025 10:44:42	Publishing	No
☐	Test Call 1	1	EEA Grants	Programme		26.09.2025 16:05:38	All projects contracted	Yes
☐	test call 2		EEA Grants	Programme		05.09.2025 11:15:07	Planning	No

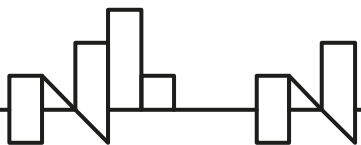
Showing 1 to 4 of 4 entries

NFP:

Bilateral Calls								
Create new bilateral call								
	Call level	Title	Programme	Call number	Amount available	Date of last modification	Call state	Approved for publishing
☐	Programme	My Draft Call			-	02.10.2025 11:28:09	Draft	No
☐	Programme	My Bilateral Call			€	02.10.2025 10:44:42	Publishing	No
☐	Country	My (Country) Bilateral Call	-BF		€	01.10.2025 16:01:05	Draft	No
☐	Country	TEST call published	-BF	2	€	30.09.2025 08:30:07	Publishing	No
☐	Country	BF Test Call	-BF		-	05.09.2025 13:16:41	Draft	No

Showing 1 to 5 of 5 entries

Option appears to delete call in *Draft* or *Planning*



Registering Bilateral Calls

Enter details and save as *Draft*

Create Bilateral call

* Title (English language)

* Title (local language)

+ Expand all / - Collapse all

Step 1

- Step 1 Publishing Information

* Type

Select

Approval date ^①

Call number

Is this call a re-launch of a previous call?

Select

Eligible applicants (English language)

Words 0, characters 0.

Eligible applicants (local language)

Words 0, characters 0.

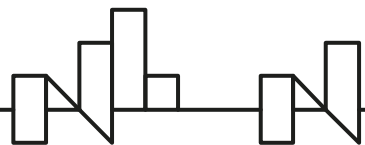
Eligible partners (English language)

Words 0, characters 0.

Eligible partners (local language)

Words 0, characters 0.

English and local language for publishing on the multisite



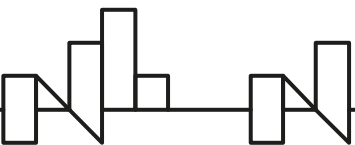
Registering Bilateral Calls

Enter details and save as *Draft*

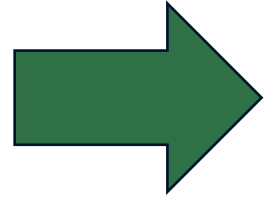
Total amount available (EUR)	€	
Minimum grant amount (EUR)	€	
Maximum grant amount (EUR)	€	
Description (English language)	Words 0, characters 0.	
Description (local language)	Words 0, characters 0.	
Initiative duration (English language)		
Initiative duration (local language)		
Initiative Co-financing (English language)		
Initiative Co-financing (local language)		
	N/A ☒	
* Publication date (planned or actual)		
Rolling call	Select	
Questions deadline		
Submission deadline		
Decision date (planned or actual)		
Call text documents	In English	In local language
Application link		

Cancel

Save [Ⓢ]



Registering Bilateral Calls - Publishing



Ready to publish

Once submitted for publishing, the call can no longer be deleted

Bilateral Call: Test Call
Draft

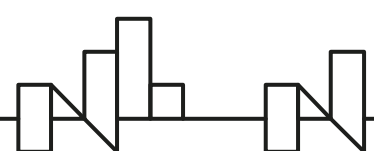
Programme
 -BF

Country Level
...

Events

Not published on eeagrants.org

[Submit Publishing Information](#)
[Delete Call](#)



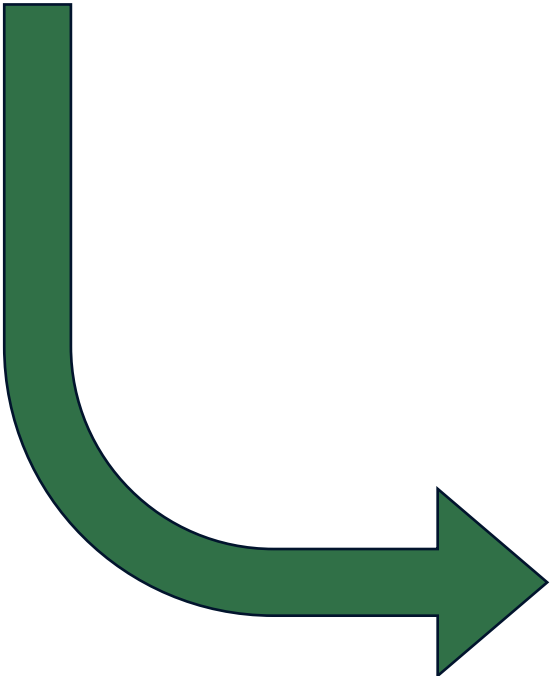
Registering Bilateral Calls

Submit Publishing Information

Please confirm

You are about to submit the information to the FMO, this will also change the status of the Call to "Publishing". Are you sure you want to continue?

Cancel Continue



Call under review

Bilateral Call: My Bilateral Call Publishing

Programme

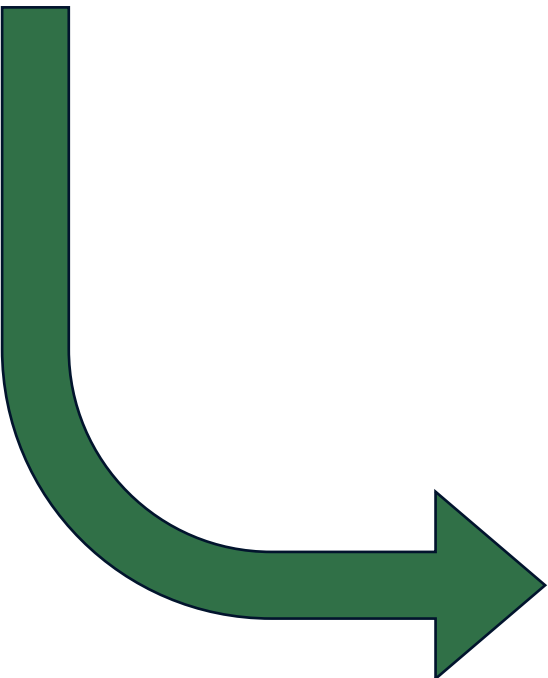
Programme Level

Events

Not published on eeagrants.org

Task: Under review

Submit Applications Information



Call published online

Bilateral Call: My Bilateral Call Publishing

Programme

Programme Level

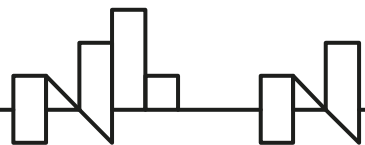
Events

Call is approved for publishing

Published on eeagrants.org

Submit Applications Information

Grace still checks for the planned publication date before sending the call information to the website



Reporting on Bilateral Call Applications

Step 2

- The call remains in *Publishing*
- Notification to submit Applications Information **2 weeks after decision date**
- Rolling call: **3 times per year**
- Number of approvals not greater than applications received
- Applications approved with DPP not greater than applications approved
- Total grant amount awarded up to the amount available under the Call

Details

Comments

Details

* Title

My Bilateral Call

+ Step 1 Publishing Information

– Step 2 Applications Information

Selection committee

Selection committee meeting minutes

Example Text.docx

Number of applications received

15

Total grant amount applied for

€38,000

Number of applications approved for funding

12

Number of applications approved for funding with a donor project partner

8

Total grant amount awarded

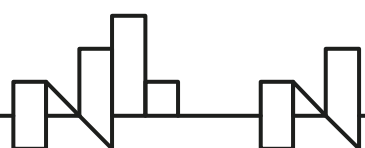
€32,000

+ Step 3 Summary Information

Cancel

Save

Submit Applications Information



Reporting on Bilateral Summary Information

Step 3

- After submitting Application Information, Call transitions to *Selection Ended*
- Summary information is now **automatic**
- **Bilateral Initiatives must be registered and linked to the Call** for correct tracking

DetailsComments

DetailsEdit

My Bilateral Call

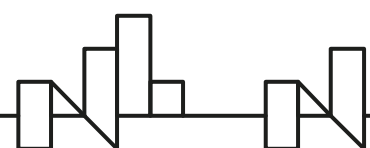
+ Expand all / - Collapse all

+ Step 1 Publishing Information

+ Step 2 Applications Information

- Step 3 Summary Information

Number of linked Bilateral Initiatives	3 (view Bilateral Initiatives)
Number of linked Small Initiatives	0
Grant amount contracted	€
Grant amount incurred	€



NFP Bilateral Fund workplan



NFP: National level Bilateral Fund work plan

FMO will start the bilateral fund work plan workflow after the BF Agreement

Document: BF work plan 2021-2028

Preview

Structured Data

General

Open calls

Predefined bilateral initiatives

Activities carried out by the NFP

Summary

1. Objective and priorities

Please state the bilateral objective and outline any priorities identified by the Joint Committee for the Bilateral Fund. Priorities could be e.g. key areas or upcoming large events.

Edit

2. Implementation system

Please include a brief description of the implementation system for the activities, activities carried out by the NFP.

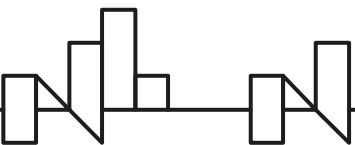
Edit

3. Donor Shares and Donor Priorities

Please include the individual Donor shares (in Euros) and any priorities indicated by the Donors.

Edit

Text fields which can be edited by clicking here



NFP: National level Bilateral Fund work plan

Preview

Structured Data

General

Open calls

Predefined bilateral initiatives

Activities carried out by the NFP

Summary

Open calls ⓘ

^

Table last updated on 22.09.2025 16:08

Update with the latest data

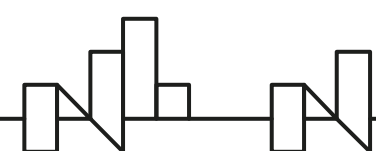
Click on the title of an open call to view more details in a new tab.

Create/Update calls from here

Title	State	JCBF approval date	Amount available	Applications received	Total grant applied for	Applications approved for funding	Total grant awarded	Terminated initiatives	Finalised initiatives	Total incurred under the call
No entries found.										

Information in this table is read only and editable

Information in this table is read only and editable from the calls list under the BF 'programme'



NFP: National level Bilateral Fund work plan

Preview

Structured Data

General

Open calls

Predefined bilateral initiatives

Activities carried out by the NFP

Summary

Predefined bilateral initiatives ⓘ

^

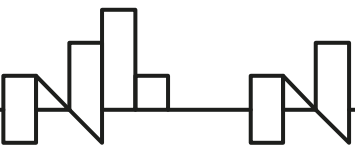
Table last updated on 22.09.2025 16:08

Update with the latest data

Click on the title or code of an initiative to view more details in a new tab.

Create/Update bilateral initiatives from here

Title	Code	State	JCBF approval date	Grant awarded from Bilateral fund	Implementation period start	Implementation period end	Promoter	Type of initiative	Amount incurred
No entries found.									



NFP: National level Bilateral Fund work plan

Preview

Structured Data

General

Open calls

Predefined bilateral initiatives

Activities carried out by the NFP

Summary

Activities carried out by the NFP ⓘ

^

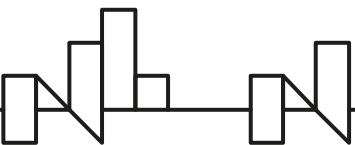
Table last updated on 22.09.2025 16:08

Update with the latest data

Click on the title or code of an initiative to view more details in a new tab.

Create/Update bilateral initiatives from here

Title	Code	State	JCBF approval date	Grant awarded from Bilateral fund	Implementation period start	Implementation period end	Type of initiative	Amount incurred
No entries found.								



NFP: National level Bilateral Fund work plan

PreviewStructured Data

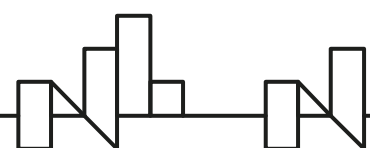
GeneralOpen callsPredefined bilateral initiativesActivities carried out by the NFPSummary

Summary

Edit

Title	Budget	Comments
Activities carried out by the NFP	€ 0	
Pre-defined activities (total budget for planned pre-defined activities at national level)	€ 0	
Funds still to be allocated	€ 2,800,000	
Total	€ 2,800,000	

Comments are the only
editable items in this
table



NFP: National level Bilateral Fund work plan

To make updates to the work plan, *Initiate a new process* from your dashboard

The screenshot displays the GRACE (Grants Administration and Collaboration Environment) dashboard. A red arrow points to the 'NFP' label in the top left corner. In the 'My tasks' section, a green button labeled 'Initiate a new process' is highlighted with a red box and a red circle containing the number 1. A modal window titled 'Initiate a new process' is open, showing a dropdown menu with 'Update the workplan of the Bilateral Fund' selected, highlighted with a red box and a red circle containing the number 2. The modal also includes a 'Process description' section and 'Cancel' and 'Initiate the process' buttons. The dashboard header includes the GRACE logo and 'Grants Administration and Collaboration Environment'. The top right corner indicates 'TEST ENVIRONMENT'. The bottom right corner shows a 'Review Communication' button and a dropdown menu with the number 4.

GRACE | Grants Administration and Collaboration Environment

TEST ENVIRONMENT

NFP

My tasks

Initiate a new process

Task name ⓘ Context ⓘ

Showing 0 to 0 of 0 entries

Initiate a new process

* Select a process

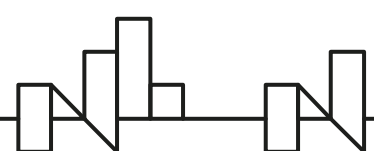
Update the workplan of the Bilateral Fund

Process description

The current workflows follows the process of submitting and reviewing a work plan update for Bilateral Fund.

Cancel Initiate the process

Review Communication

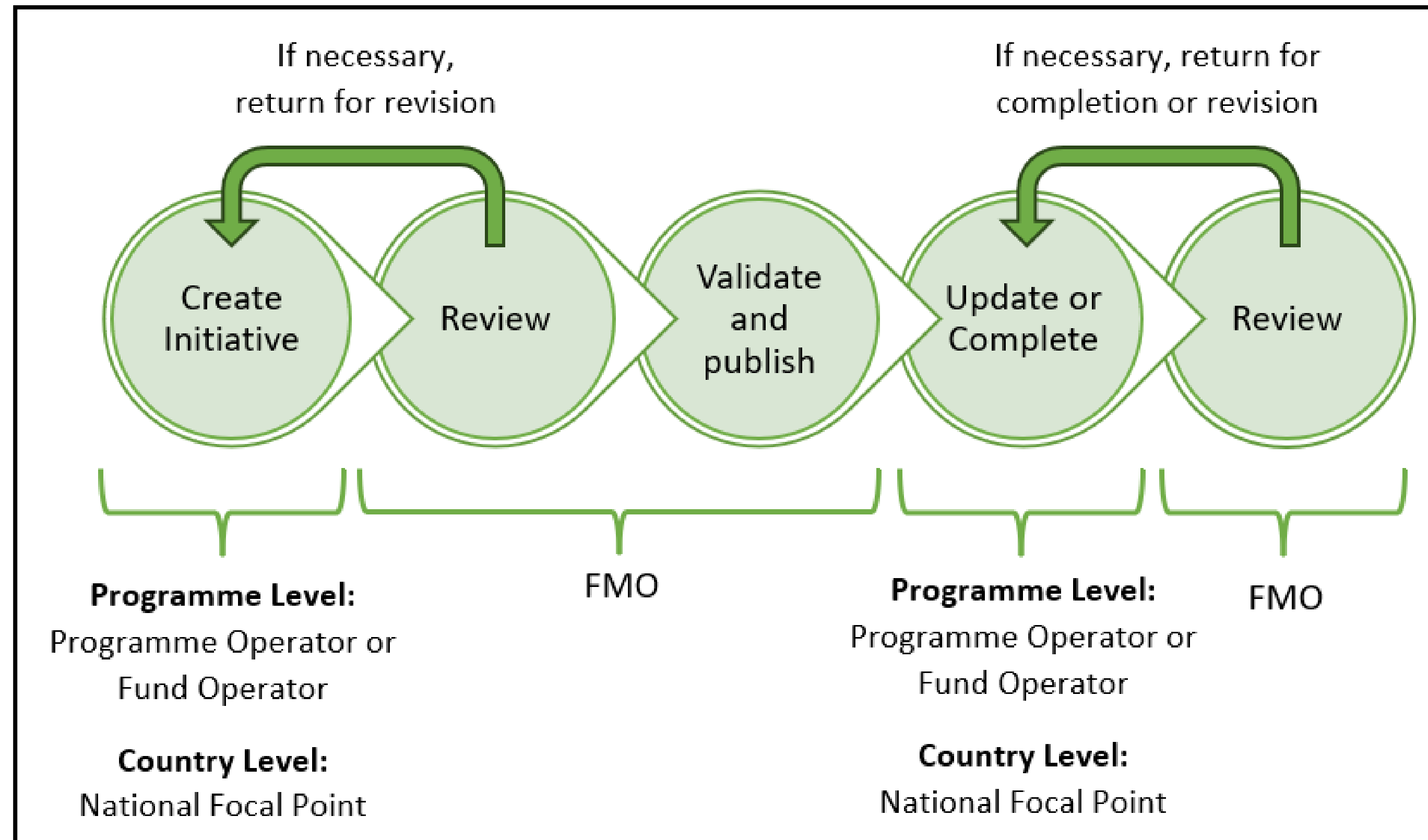


Bilateral initiatives

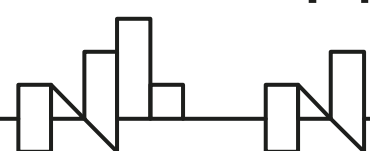


Bilateral initiatives

- Initiatives above 3000 euros – regular registration form



- Initiatives below 3,000 euros – simplified form**
 - Country (national) level → aggregated into part of the work plan
 - Programme level → for information only



Bilateral initiatives

PO: From within
your programme

Programme:

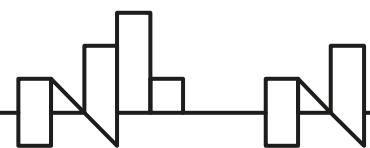
Title

Beneficiary State

Legal Framework & Contacts	Finance	Modalities
MoU Data ⓘ	Payments ⓘ	Calls ⓘ
Concept Notes	Forecasts	Project Level Information ⓘ
Programme Agreement	FMO Audits	Bilateral Initiatives ⓘ
Agreement Modifications ⓘ		
Irregularity Cases ⓘ		
Contacts ⓘ		

Bilateral Initiatives

Create new



Bilateral initiatives

NFP: From the Bilateral Fund

Programme:

-BF

Title

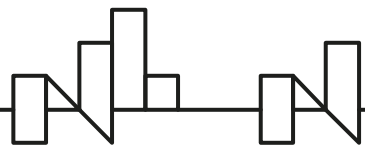
Bilateral Fund

Beneficiary State

Legal Framework & Contacts MoU Data Bilateral Fund Agreement Agreement Modifications Irregularity Cases Contacts	Finance Work plan Budget Payments Forecasts FMO Audits	Modalities Calls Bilateral Initiatives
--	--	---

Bilateral Initiatives

Create new



Creating bilateral initiatives (Step 1)

Create Bilateral Initiative

* Title

My Bilateral Initiative 1234

+ Expand all / - Collapse all

- Step 1 Upon launch of the initiative

To which Programme Area under the EEA/Norway Grants is it related?

PA01 Green transition

Predefined initiative or selected through open call

Select

Required for submission.

Related to a specific project financed by EEA/Norway Grants?

Select

Required for submission.

Date of Approval

Implementation period from

to

Grant awarded from bilateral funds at programme level

€

Required for submission.

Is this initiative related to dealing with the consequences of the Russian invasion? ⓘ

Select

Required for submission.

* Amount earmarked for dealing with the consequences of the Russian invasion ⓘ

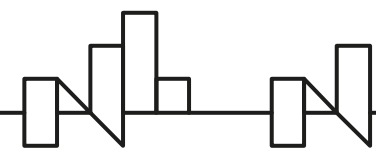
€

Website of the Initiative (if it exists)

Local language fields will also be added before the end of the year

Link to Bilateral Call, imperative for Call Summary Information

Edit and save as needed whilst in *Draft*
Can't update Step 2 whilst in this state



Creating bilateral initiatives (Step 1)

Promoter ⓘ

☐ Activity carried out by the NFP

Select

Website of the Promoter

Promoter e-mail

Type of initiative

Select

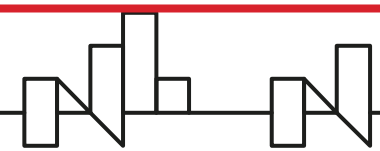
This tick box controls if the initiative appears in the corresponding section of the Work plan

Share of Donor State funding

Funded by	☐ Iceland	☐ Liechtenstein	☐ Norway	Total
Amount	€	€	€	€
Percent (%)	%	%	%	-

☐ Share of Donor State funding not applicable

Check with your Bilateral officer if this section is applicable



Creating bilateral initiatives (Step 1)

Partners ⓘ

Country	Organisation name (in English)	Organisation classification	Organisation e-mail
Select ▾		Select ▾	

What issues or challenges does the initiative aim to address?

Words 0, characters 0 of 1500 max.

What does the initiative aim to do (describe the activities)?

Words 0, characters 0 of 1500 max.

What bilateral results does the initiative aim to achieve?

Words 0, characters 0 of 1500 max.

Set of questions that make up the description of the initiative

Creating bilateral initiatives (Step 1)

Words 0, characters 0 of 1500 max.

What is the expected role of the individual partners?

Words 0, characters 0 of 1500 max.

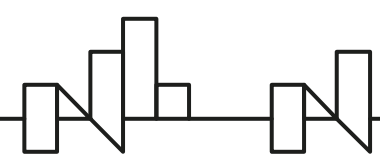
Describe here the role of the partners of the initiative

Policy Markers	
Marker	Is relevant
Ukraine invasion	☐ Relevant
Gender equality	☐ Relevant
Gender Based Violence	☐ Relevant
Roma	☐ Relevant
Refugees / Migrants	☐ Relevant
Information Integrity	☐ Relevant
Civic education	☐ Relevant
Green education	☐ Relevant
Digitalisation	☐ Relevant

Indicate which policy marker is relevant for this particular initiative*

*this is the same section you also find in PLIs

Once ready, submit the initiative to FMO



Bilateral initiatives

Update step 1 vs completion (step 2)

Bilateral Initiative:

Programme

Level

Programme

...

On-going

Events

Published on [eeagrants.org](#)

Initiate update ⓘ

Initiate completion ⓘ

Details

Comments (0)

Audit Trail

Details

My Bilateral Initiative

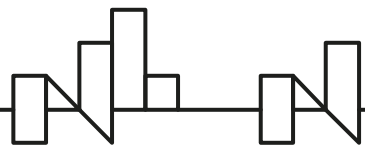
+ Expand all / - Collapse all

+ Step 1 Upon launch of the initiative

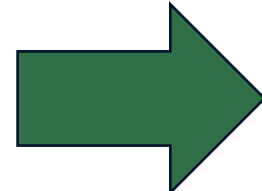
+ Step 2 Upon completion (or termination) of initiative

When the initiative is submitted and validated by FMO, it becomes 'on-going'.

In this status, it is also published automatically



Bilateral initiatives

Initiate update 

- Can be requested by reporter (PO/FO/NFP) or FMO
- Provide a comment on what is to be updated

Request for correction

Please, enter the comment for correction

* Comment for external users



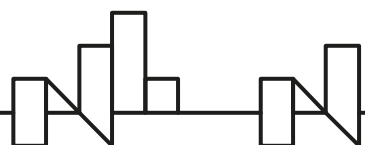
This field is required.

Cancel OK

My tasks  Collapse 

Expand all Collapse all   

☐	Task name ⓘ	Context ⓘ	Planned end date ⓘ	Document
	Update Bilateral initiative			
☐	 Update Bilateral initiative			Bilateral initiative correction on 



Bilateral initiatives

Initiate completion ➡

– Step 2 Upon completion (or termination) of initiative

Initiative completion status

Completed

Initiative completion date (in case the initiative was terminated, the date of termination)

Required for submission.

Any major deviations from originally approved initiative/proposal (including termination)?

Yes

Updated approval date

Required for submission.

Briefly describe the reasons for deviation

Required for submission.

Words 0, characters 0 of 1000 max.

What issues or challenges did the initiative aim to address?

Required for submission.

Words 0, characters 0.

What did the initiative do (describe the activities)?

Required for submission.

Words 0, characters 0.

What bilateral results did the initiative achieve, and for whom?

Required for submission.

Words 0, characters 0.

What was the role of the individual partners?

Required for submission.

Words 0, characters 0.

Is the activity or cooperation expected to continue beyond the bilateral initiative?

Select

Required for submission.

Total grant amount incurred

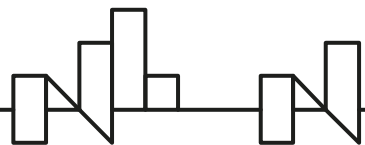
€

Required for submission.

How many people benefited directly from the activities related to dealing with the consequences of the Russian invasion?

Amount spent on activities related to dealing with the consequences of the Russian invasion

€



Small (<=3,000 EUR) initiatives

Programme: BF

Programme implementation

Title

Bilateral Fund

Beneficiary State

Events

-

Legal Framework & Contacts

MoU Data

Bilateral Fund Agreement

Agreement Modifications

Irregularity Cases

Contacts

Finance

Work plan

Budget

Payments

Forecasts

FMO Audits

Modalities

Calls

Bilateral Initiatives

Small Initiatives

Results & Reports

Monitorings

Assessment

Implementation status

Timeline

Documents

Documents

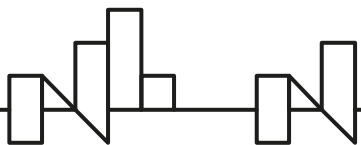
Workflows

Small Initiatives

Create new

Search Filter

	Title of initiative	Small initiative code	Grant awarded	Grant amount incurred	Type	Call	Date of approval
☐	Test NFP 1	-SI003	€ 2,000.00	€ 1,500.00	Carried out by the NFP	-	09.10.2025
☐	Test NFP 2	-SI004	€ 2,000.00	€ 2,500.00	Carried out by the NFP	-	02.10.2025



Small (<=3000 EUR) initiatives

Create Small Bilateral Initiative

Small Bilateral Initiative code ⓘ
LV-SI001

* Date of approval ⓘ

* Title ⓘ

* Type ⓘ

Select

* Grant awarded ⓘ

€

* Call

Select

* Grant amount incurred ⓘ

€

Policy Markers

Marker	Is relevant
Ukraine invasion	☐ Relevant
Gender equality	☐ Relevant
Gender Based Violence	☐ Relevant
Roma	☐ Relevant
Refugees / Migrants	☐ Relevant
Information Integrity	☐ Relevant

- Linked to a call
- Predefined
- Carried out by the NFP

Same policy markers as in PLI

Project Level Information



Projects registration

- Predefined projects – automatically listed under the programme but need further details
- Projects selected through calls
- **Registration of results within projects**

Programme:

Programme implementation

☆

^

Title

Beneficiary State

Legal Framework & Contacts

Finance

Modalities

Results & Reports

MoU Data ⓘ

Concept Notes

Programme Agreement

Agreement Modifications ⓘ

Irregularity Cases ⓘ

Contacts ⓘ

Payments ⓘ

Forecasts

FMO Audits

Calls ⓘ

Project Level Information ⓘ

Bilateral Initiatives ⓘ

Results Framework

Annual Programme Rep

Evaluations

Import/Update Project Level Information from Excel

☒ Import new Project level information

☐ Update existing Project level information

[Download example .xlsx file](#)

Cancel

Continue

Project level information

^

Create new

Import/Update from Excel

Programme areas

Project code

Beneficiary State project code

Project title

Call

Financial Mechanisms

Project promoter

Project grant

Date of project signature ▲

Date of last modification

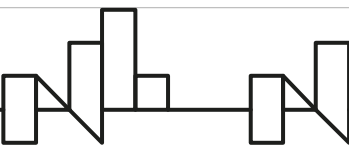
Internal status

Published

Outcomes

No entries found

Showing 0 to 0 of 0 entries



Projects registration

Project registration

* Project title

Each text field also has a local language version

* Project title (local language)

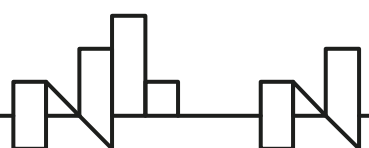
Beneficiary State project code

The code from your national or local system

* Project location

Select

Please always select the most detailed location available (NUTS3 codes)



Projects registration

Project Promoter organisation

Select

Selection from the organisations registered in GrACE
→ *Create new* if not listed

Project Promoter email address

Prefilled after selecting the organisation

Contact person in the organisation

Select

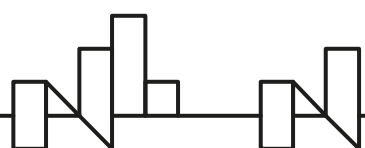
Selection from people registered in GrACE
→ *Create new* available if no contact is registered
→ If the wrong contact, start typing to get *Create new*

Contact person email address

Prefilled after selecting the contact person

* Project contract signature date

* Project contract end date



Projects registration

Update at least annually –
it feeds into the Country
Report!

Opens new fields
in the PLI

* Modality

Call / Small Grants Scheme

* Project contract status

Select status

Contracted, in implementation

Terminated

Partially completed

Completed

* Call

Select

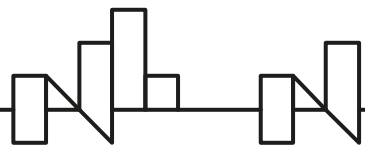
* Project implementation status

On track

On track

Some issues

Off track



Projects registration

Initial financial information

* Financial Mechanisms

× EEA Grants

× Norway Grants

× ▼

* Project grant EEA

€

* Project grant Norway

€

* Project grant

€

Project level co-financing

€

Project grant incurred by the project so far

-

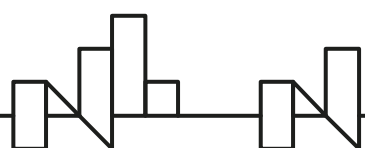
Displays automatically what reported in IFRs over time

* Project grant rate

%

Project eligible expenditure

€



Projects registration

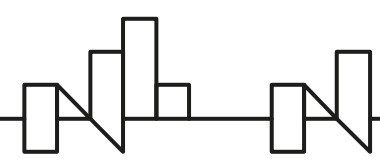
Project contribution to the Programme Results Framework

+ Expand all / - Collapse all

Selected	Indicator	Unit of measurement	Project Baseline	Project Contracted target	Project Result
	Objective: Enhanced excellence in research and research-based innovation, strengthening the foundations for the green and digital transitions, democracy, rule of law, human rights, social inclusion and resilience.				
☒	— Outcome 1: Improved quality of research and research-based innovation in				
☒	Number of projects that submitted joint applications for further funding in EU / Horizon	Cumulative number			
☐	Number of projects that submitted joint applications for further national funding	Cumulative number	-	-	-
☐	Number of projects that submitted joint applications for further international funding	Cumulative number	-	-	-
☐	Number of new products, technologies, services and solutions developed	Cumulative number	-	-	-
☐	Number of joint, peer-reviewed, scientific publications submitted	Cumulative number	-	-	-
☐	— Output 1.1: Strengthened interdisciplinary, cross-sectoral and international research collaboration				
☐	Number of partnerships between research organisations and NGOs	Cumulative number	-	-	-
☐	Number of partnerships between research organisations and enterprises	Cumulative	-	-	-

For each indicator, the baseline, the contracted target and the project result

Select which indicators this project contributes to



Projects registration

Initial project description

What issues or challenges does the project aim to address? (English language)

Words 0 of 100 min , characters 0.

What does the project aim to do? (English language) ⓘ

Describe the project activities.

Words 0 of 100 min , characters 0.

What results does the project aim to achieve, and for whom? (English language) ⓘ

Describe the expected outputs and outcomes, and for whom.

Words 0 of 100 min , characters 0.

What issues or challenges does the project aim to address? (local language)

Words 0 of 100 min , characters 0.

What does the project aim to do? (local language) ⓘ

Describe the project activities.

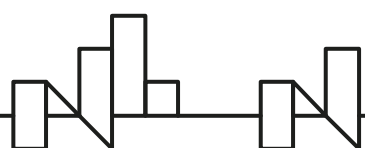
Words 0 of 100 min , characters 0.

What results does the project aim to achieve, and for whom? (local language) ⓘ

Describe the expected outputs and outcomes, and for whom.

Words 0 of 100 min , characters 0.

Text will be sent to your Multisite!



Projects registration

Thematic Priorities

* Primary

Please select the primary thematic priority ▲

European green transition

Democracy, rule of law and human rights

Social inclusion and resilience

Secondary

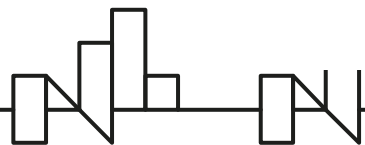
Please optionally select the secondary thematic priority, if applicable ▼

PC

Policy Markers

Marker	Is relevant
Ukraine invasion	☐ Relevant
Gender equality	☐ Relevant
Gender Based Violence	☐ Relevant
Roma	☐ Relevant
Refugees / Migrants	☐ Relevant
Information Integrity	☐ Relevant
Civic education	☐ Relevant
Green education	☐ Relevant
Digitalisation	☐ Relevant
Public health preparedness	☐ Relevant
Youth	☐ Relevant

Ukraine invasion
policy marker also
asks for estimated
amount



Projects registration

Donor project partners

☒ Does the project have a donor project partner?

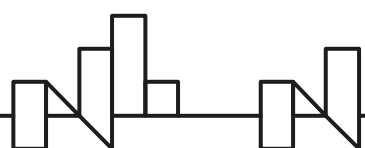
Donor project partner country	Donor project partner organisation	Donor project partner contact e-mail address	Donor project partner estimated allocation (EUR)
☐ Norway	-		
☐ Iceland	-		
☐ Liechtenstein	-		

International partner organisation (IPO)

☐ Does the project partner with an international partner organisation?

Other project partners

☐ Does the project have an other project partner? (Not from Norway, Iceland or Liechtenstein, and not an international partner organisation)



Projects registration

Communications information

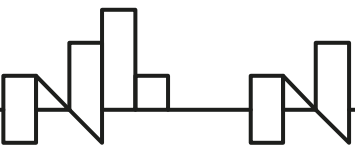
Project website link

Social media	Link or account handle
Select ▼	

Please upload other relevant communications material such as press releases, brochures or infographics (accepted file types are jpg, pdf, or docx)



Link to media already uploaded in eealibrary.org



Projects registration – upon closing

- Please note there will be additional Steps after the initial project registration!

Final financial information

Final Project grant paid

€

0

* Final Project grant rate

%

This field is required.

Final Project co-financing

€

Final Project eligible expenditure

€

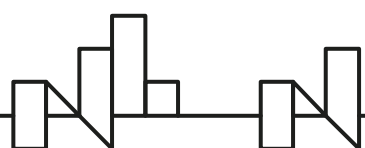
* Was additional funding made available after 30 April 2031 to complete the project?

Yes

x

* If so, how much additional funding was made available after 30 April 2031 to complete the project?

€



Projects registration

This also will be sent to your Multisite!

Final project description

What were the main issues or challenges the project aimed to address? (English language)

Words 0 of 100 min , characters 0.

What did the project do? (English language) ⓘ

Describe the completed activities.

Words 0 of 100 min , characters 0.

What results did the project achieve, and for whom? (English language) ⓘ

Describe the outputs and outcomes, and for whom.

Words 0 of 100 min , characters 0.

What were the main issues or challenges the project aimed to address? (local language)

Words 0 of 100 min , characters 0.

What did the project do? (local language) ⓘ

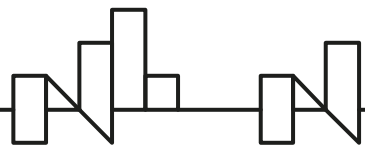
Describe the completed activities.

Words 0 of 100 min , characters 0.

What results did the project achieve, and for whom? (local language) ⓘ

Describe the outputs and outcomes, and for whom.

Words 0 of 100 min , characters 0.



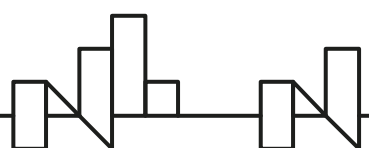
Interim Financial Reports



Interim Financial Reports

Some differences in this period

- Programmes IFRs and Bilateral will include Forecast (but only including 2 years of forecasting)
- No results reporting
 - Reported in PLIs, aggregated in country report
- Simplified form for TA IFRs with a fixed amount: all equal fixed tranches – disbursed twice per calendar year via TA IFR



Interim Report for TA (IFR) - Subsequent reports

Request for Technical Assistance disbursement

^

Request for Technical Assistance disbursement

Interim report for Technical Assistance number 1

Start date of request 27.05.2025

No split between TA beneficiaries (CA/ AA/ NFP) - one cumulative fixed amount (split to be done at the national level)
No reporting on the actual costs of the TA.

	Previous disbursements (0 instalments)	Disbursement for the period (1 instalment)	Total disbursements to date (1 instalments)	Total budget	Available budget
Eligible expenditure	€ 0.00	€ 110,799.44	€ 110,799.44	€ 1,772,791.00	€ 1,661,991.56
EEA Grants	€ 0.00	€ 56,718.88	€ 56,718.88	€ 907,502.00	€ 850,783.12
Norway Grants	€ 0.00	€ 54,080.56	€ 54,080.56	€ 865,289.00	€ 811,208.44

Condition	Status	Deadline for submission	Actual submission
Signature of TA Agreement	Achieved		

Comment

(NOT mandatory for first request. Free text - max 300 words). Mandatory in all the other requests if one of the conditions is not achieved.

IFR for TA does not have any forecasts as the payments are done in equal tranches as per Regulations

TA agreement was signed on 27.05.2025.

Interim Report for TA (IFR) - Certification

Request for disbursement

Verification NFP

Certification CA

Checklist

☒ Show decimals

▼ Expand all / ▲ Collapse all

Certification of the request for Technical Assistance disbursement

▲

Interim report for Technical Assistance number
1

Start date of reporting period
27.05.2025

End date of reporting period
30.06.2025

Cumulative payment previously disbursed
€ 0.00

Amount to be disbursed
€ 110,799.44

Cumulative disbursement after approval of the request
€ 110,799.44

The Certifying Authority hereby certifies that the request for Technical Assistance has been prepared in compliance with the Regulations and the Technical Assistance Agreement.

Signatures

▲

For the Certifying Authority

Signed in
Tallinn

Signed on
15.09.2025

Signed by
Pärt-Eo Rannap

Role/Organisation
Head of the Certifying Authority

No actual costs certification.

Certification that the TA report was prepared in compliance with the Regulations and the TA agreement.

Interim Report for TA (IFR) - Certification

Request for disbursement

Verification NFP

Certification CA

Checklist

☒ Show decimals

▼ Expand all / ▲ Collapse all

Certification of the request for Technical Assistance disbursement

▲

Interim report for Technical Assistance number
1

Start date of reporting period
27.05.2025

End date of reporting period
30.06.2025

Cumulative payment previously disbursed
€ 0.00

Amount to be disbursed
€ 110,799.44

Cumulative disbursement after approval of the request
€ 110,799.44

The Certifying Authority hereby certifies that the request for Technical Assistance has been prepared in compliance with the Regulations and the Technical Assistance Agreement.

Signatures

▲

For the Certifying Authority

Signed in
Tallinn

Signed on
15.09.2025

Signed by
Pärt-Eo Rannap

Role/Organisation
Head of the Certifying Authority

No actual costs certification.

Certification that the TA report was prepared in compliance with the Regulations and the TA agreement.

Regular programmes IFR structure

PreviewStructured Data

New: forecast included in the IFR

Declared (Part A)Proposed (Part B)Forecast (Part C)Verification POCertification CAFinancial progress

☐ Declared (Part A)

Edit

^

Part A - Statement of expenditure declared and paid

☒ Show decimals

Interim financial report number

Start date of declared expenditure period

End date of declared expenditure period

124.04.202530.06.2025

	Previously declared expenditure	Declared expenditure for the period	Total declared to date	Total budget	Available budget
Eligible expenditure	€ 0.00			€ 71,088,235.29	€ 71,087,995.91
Financial Mechanisms	€ 0.00			€ 60,500,000.00	€ 60,499,796.53
EEA Grants	€ 0.00			€ 60,500,000.00	€ 60,499,796.53
Co-financing	€ 0.00			€ 10,588,235.29	€ 10,588,199.38

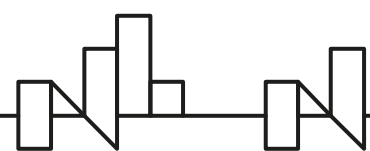
+ Expand all / - Collapse all

+ Programme management

+ Outcome 1: Improved high quality basic research in

- Example structure of an IFR:
- **Declared (Part A):** PO enters the expenditures declared in the period
 - **Proposed (Part B):** PO enters the amounts requested in the period
 - **Forecast (Part C):** PO enters the forecast for the 2 following years
 - **Verification/Certification:** Small questionnaire for PO and CA
 - **Financial progress tab:** for summary purposes only (nothing to enter here)

Example from a test environment



Regular programmes IFR - Declared (Part A)

Outcome 1: Improved high quality basic research in Poland (EEA Grants)

EEA Grants	Previously declared expenditure	Declared expenditure for the period	Total declared to date	Total budget	Available budget
Eligible expenditure	€ 0.00	€ 0.00	€ 0.00	€ 65,758,823.53	€ 65,758,823.53
Grant rate (85.00 %)	€ 0.00	€ 0.00	€ 0.00	€ 55,895,000.00	€ 55,895,000.00
EEA Grants	€ 0.00	€ 0.00	€ 0.00	€ 55,895,000.00	€ 55,895,000.00
Co-financing (15.00 %)	€ 0.00	€ 0.00	€ 0.00	€ 9,863,823.53	€ 9,863,823.53

Brief description of declared expenditure

Test

Eligible expenditures for the period

April 2025 - June 2025

Eligible expenditure	Project		Eligible expenditure (PLN)	EUR/PLN	Eligible expenditure (EUR)		
	Select project	Select month			€ 0.00		
Add new project eligible expenditure							
Adjustments	Project	MM/YYYY adjusted	Adjustment type	Description	Adjustment (PLN)	EUR/PLN	Adjustment (EUR)
Add new project adjustment							
Total payable to date					0.00	-	€ 0.00

For each budget line (outcome) the declared expenditures for projects can be reported.

Adjustments to what previously reported can also be entered.

Bilateral outcome only asks for the total amount declared (like in 14-21)

If country is using EUR, these columns are not present

Example from a test environment

Regular programmes IFR – Proposed (Part B)

Declared (Part A)

Proposed (Part B)

Forecast (Part C)

Verification PO

Certification CA

Financial progress

☐ Proposed (Part B)

Part B - Statement of expenditure proposed

Start date of proposed expenditure period
01.01.2026

End date of proposed expenditure period
30.06.2026

Show decimals

	Previous advance and interim payments	Proposed expenditure for the period	Total to date	Total budget	Available budget
Eligible expenditure	€ 4,353,823.53	€ 34,357.03	€ 4,388,180.56	€ 71,088,235.29	€ 66,700,054.73
Financial Mechanisms	€ 3,715,750.00	€ 14,203.48	€ 3,729,953.48	€ 60,500,000.00	€ 56,770,046.52
EEA Grants	€ 3,715,750.00	€ 14,203.48	€ 3,729,953.48	€ 60,500,000.00	€ 56,770,046.52
Co-financing	€ 638,073.53	€ 20,153.55	€ 658,227.08	€ 10,588,235.29	€ 9,930,008.21

+ Expand all / - Collapse all

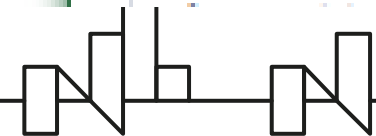
- Programme management

EEA Grants

Amount previously paid to programme	€ 965,882.35
Reported declared until 30 Jun 25	€ 239.38
Expected to be declared 01 Jul 25 - 31 Dec 25	€ 1,000,000
Available balance 01 Jan 26	€ -34,357.03
Proposed expenditure 01 Jan 26 - 30 Jun 26	€ 0

Amount coming from Part A

Example from a test environment



Regular programmes IFR – Forecast (Part C)

PreviewStructured Data

Declared (Part A)Proposed (Part B)Forecast (Part C)Verification POCertification CAFinancial progress

☐ Forecast (Part C)

	Allocation (a)	Estimated absorption rate (b) ①	Paid 2025 (c1)	Paid Jan-Jun 2025 (d)	Jul-Dec 2025 (e)	Payment current 2025 (f)=(d)+(e)	Payment 2026 (g) ①	Payment until the end of the FM (h)=(i)-sum(cn)- (f)-(g)	Total forecast (i)=(a)*(b)
Total by programme	€ 60,500,000.00	%	€ 0.00	-	€ 850,000.00	€ 850,000.00	€	-	-
EEA Grants	€ 60,500,000.00	-	€ 0.00	-	€ 850,000.00	€ 850,000.00	-	-	-

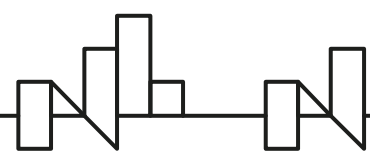
CancelSave ①

Editable

Only payment for next year and Estimated absorption are editable.

The rest is calculated automatically based on Part B and previous payments

Example from a test environment



Regular programmes IFR – Verification PO

Declared (Part A)

Proposed (Part B)

Forecast (Part C)

Verification PO

Certification CA

Financial progress

Expand all / Collapse all

Questionnaire

Overall implementation status (including milestones) since the last IFR ⓘ
Please describe the overall implementation status, including milestones since the last IFR. (max 300 words)

Test

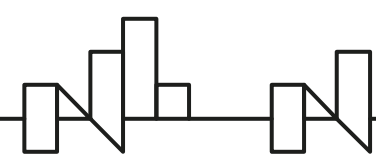
Questions

1. Were monitoring and verifications conducted to ensure quality and/or regularity of implementation?
Answer: Yes
Comment: Test

2. Are project-level information in Grace updated with the most recent financial data?
Answer: Yes
Comment: Test

Questionnaire for the PO (similar to 14-21)

Example from a test environment



Regular programmes IFR – Certification CA

Declared (Part A)

Proposed (Part B)

Forecast (Part C)

Verification PO

Certification CA

Financial progress

▼ Expand all / ▲ Collapse all

☐ Certification of expenditure declared and co-financing

▲

Interim Financial Report Number
1

Declared expenditure

Start date of declared expenditure period	End date of declared expenditure period	Expenditure declared this period
24.04.2025	30.06.2025	€

Proposed expenditure

Start date of proposed expenditure period	End date of proposed expenditure period	Expenditure proposed this period
01.01.2026	30.06.2026	€

Co-financing

Cumulative co-financing reported to date (part A)	Cumulative co-financing planned (including proposed amount in part B)
€	€

- for incurred expenditure and fulfilment of conditions for simplified cost options (SCOs):

a. the supporting documents for incurred expenditure and fulfilment of conditions for SCOs have been examined and found to be authentic, correct and accurate;

b. payments to projects have been executed as reported;

c. co-financing in relation to declared expenditure has been paid;

d. when relevant, that the interest to date has been reported in the relevant Interim Financial Reports;

e. the expenditure included in the report have been reported within the 12 months of the end of the reporting period in which it should have been declared.

- for incurred expenditure:

f. the summary of eligible expenditure submitted by the Programme Operator is in full conformity with the supporting documents;

g. the summary of eligible expenditure is based on verifiable accounting which is in compliance with generally accepted accounting principles and methods;

h. the summary of eligible expenditure falls within eligible expenditure under the Regulation for the implementation of the EEA / Norwegian Financial Mechanisms 2021-2028;

i. the summary of expenditure is incurred as part of the implementation of the Programme in accordance with the Programme Agreement;

j. sufficient audit trail exists.

Example CA
declaration text

Upload of signed
copies no longer
necessary

Example from a test
environment

Reporting irregularities



Irregularities in FM 21-28

Irregularity reporting in FM21–28 handles:

- Suspected or actual breaches of the Regulations
- Reporting at country, programme, project, or bilateral level
- Two report types: Immediate and Quarterly

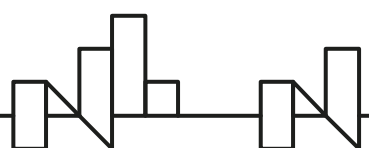
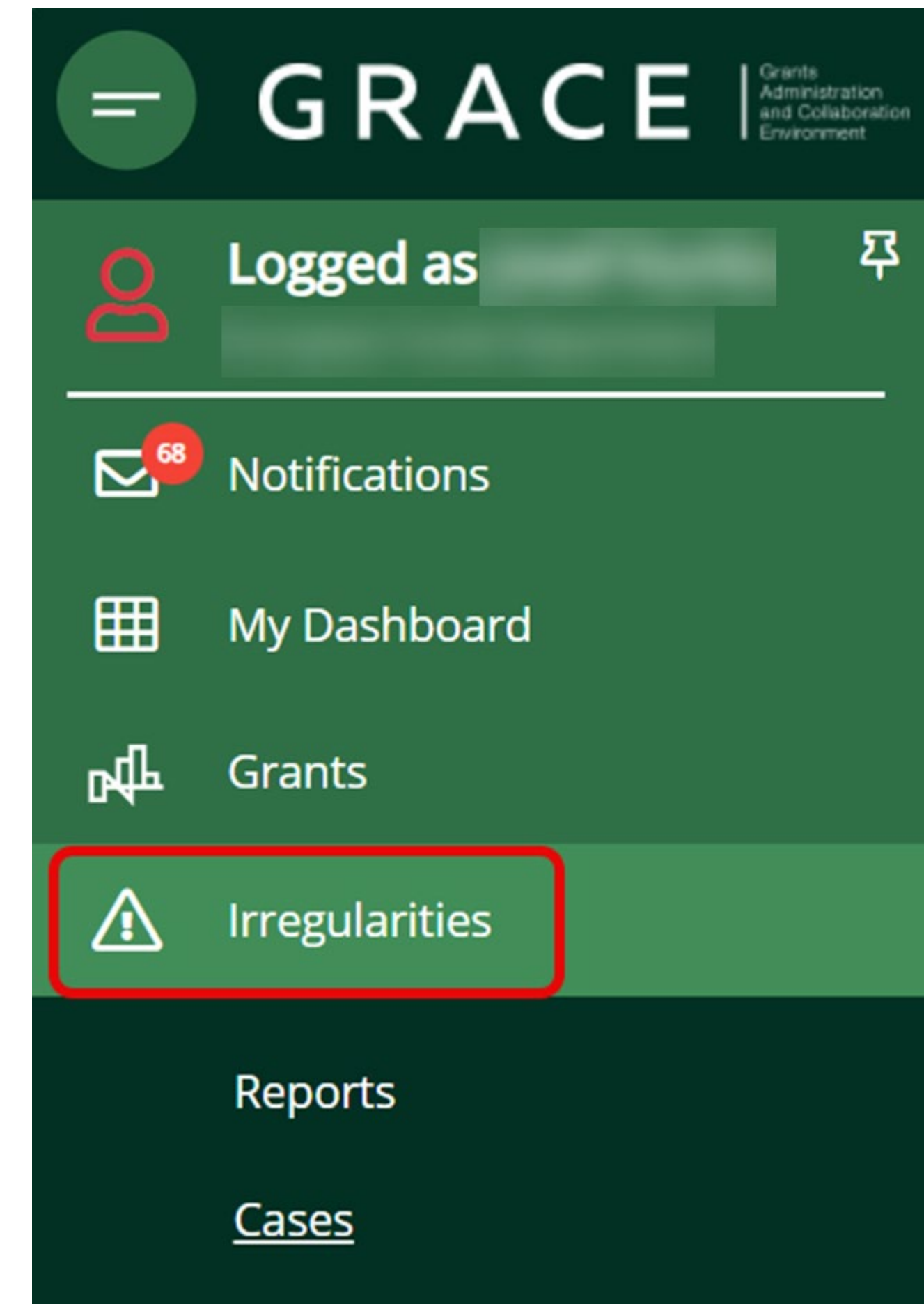
Who reports:

- The designated Irregularity Reporter

Where in GrACE:

- “Irregularities” section

This still needs to be assigned in GrACE



Immediate Irregularity

Purpose:

- To notify FMO of irregularities requiring quick follow-up
- Buttons only visible to the Irregularity reporter(s)

Notifications

My Dashboard

Grants

Irregularities

Irregularity Cases

Submit immediate irregularity

Case ID

Reporting level

Reported for

Irregularity type

Case type

Period

Status

Date of submission

Date of last modification

No entries found

Showing 0 to 0 of 0 entries

Notifications

My Dashboard

Grants

Irregularities

Submit immediate irregularity

Type

Immediate

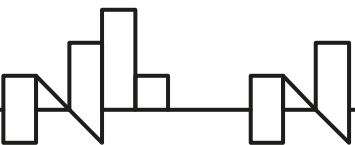
* Country

* Workflow

Prepare Immediate Irregularity by Irregularity Reporter

Cancel

Submit



Quarterly Irregularity Reporting

Purpose:

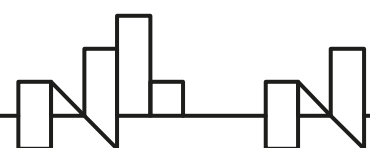
- Regular reporting of all irregularities and update on open cases

Workflow in GrACE:

- Regular reporting of all irregularities and update on open cases
- Quarterly tasks are created automatically in the system
- Similar process as 14-21

Report on new irregularities

1. Report from Czech Republic and European Funds Department, Ministry of Finance of the Czech Republic
Address: Telephone: Fax: E-mail:
2. Type of reporting
Regular reporting of irregularities according to Article 12.5.2 of the Regulation
3. Reporting Period
Report for period from and including January/2026 to and including April/2026
4. Irregularities / no irregularities to report
2 suspected or actual irregularities are reported



Quarterly Irregularity Reporting

Document: Quarterly Irregularity Q3 2026

Preview

Structured Data

Expand all / Collapse all

General Data

Edit

Reporting period

Q3 2026

Type

Quarterly

Reported date

01.10.2026

New irregularity to be reported?

Yes

New irregularity cases

Add new irregularity

Case ID

Reporting level

Reported for

Status

No entries found

Follow-up reports

Case ID

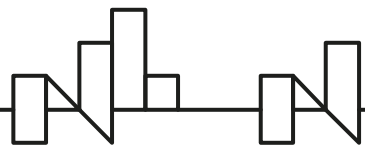
Reporting level

Reported for

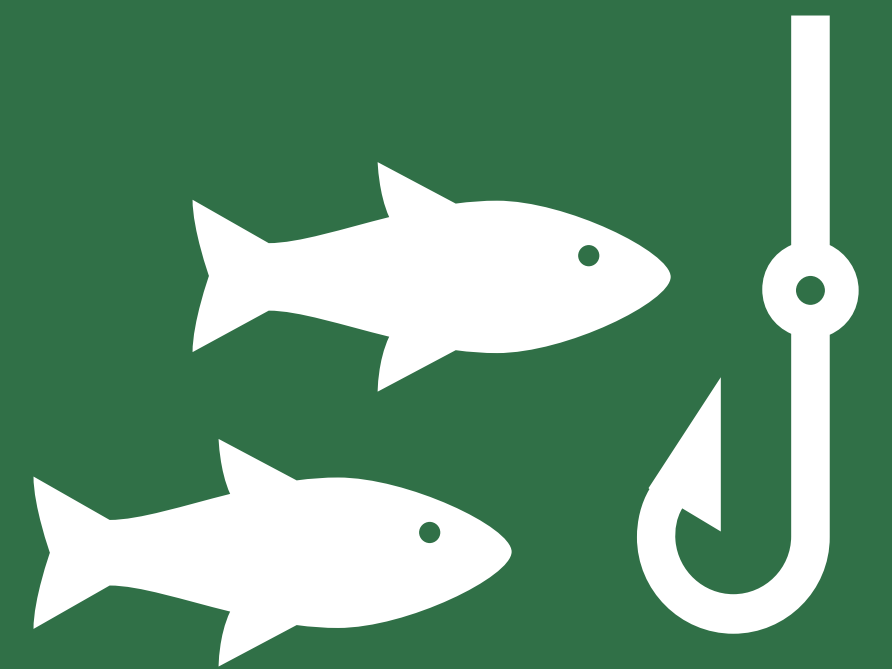
Date reported

Filled in

No entries found



Beware of phishing!



Beware of phishing emails

From: EEA Norway Grants <info-eea@europe.com> Non-standard email address (careful, these can be forged!)

Subject: MANDATORY COMPLIANCE FILING Caps lock and strong tone to give sense of importance

Dear [REDACTED], Following your expression of interest, your file has been formally transmitted from the Liaison Desk to the FMO Legal & Compliance Directorate.

To finalize the Grant Disbursement Agreement (GDA) for the allocated €680,000.00, we must conduct a mandatory "Due Diligence Audit" in accordance with the 2026 Anti-Money Laundering (AML) and Counter-Terrorism Financing (CTF) protocols of the EEA Grants.

References to generic, technical-sounding anti-fraud protocols

Please find attached the Preliminary Beneficiary Guidelines and the KYC-01 Institutional Profile Form. We kindly request that you complete and sign both documents and submit them together with all required supporting documentation.

Required Documentation for Stage 1 Clearance

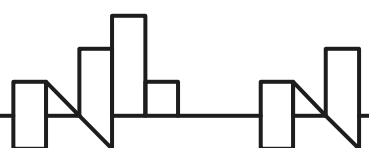
Institutional Verification

A scanned copy of your NGO's Registration Certificate/Charter.

Identity Authentication

A high-resolution scan of the Executive Director's Passport or National ID.

Requesting specific, high-value data



Beware of phishing emails

Financial Coordination

A formal letterhead document confirming your organization's bank name and SWIFT/BIC code.
(Note: Do not send account numbers at this stage; only bank identity is required.)

Requesting financial data

Direct Communication Channel

Kindly provide a verified WhatsApp and Signal contact number for our Administrative Assistant to facilitate further communication and support related to the grant disbursement process.

Suggesting to move to a different platform for communication

Submission Deadline

These documents must be received within 48 hours to maintain your organization's priority status in the current funding cycle. Failure to submit will result in an automatic "Administrative Lapse," and the allocation will be returned to the reserve fund.

Sense of urgency with direct financial implications

Note on Data Privacy

Your data is processed under the General Data Protection Regulation (GDPR) and will be used solely for the generation of your Grant Disbursement Agreement.

Generic statement with no link to policies or more information

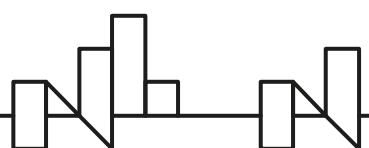
Respectfully,

Einarsson, Borgar Thor

Compliance and Administration Department

Deputy Managing Director

Scammers research organisations for credible information to use → be skeptical



Beware of phishing emails

Hidden Links

Dear NFP colleague,

During a routine system check, we noticed that your **GrACE account information is incomplete**.

To prevent interruption to your **Programme Agreement workflows**, please **verify your details** using the link below:

<https://grace.eeagrants.org/>

This confirmation is mandatory. <http://info-update> Focal Points.

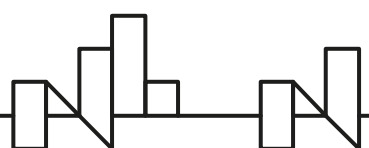
Please complete it **within the next 2 hours** to avoid temporary deactivation.

If you have questions, reply directly to this email.

Kind regards,

GrACE Support Unit

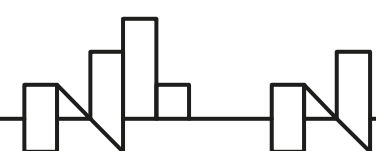
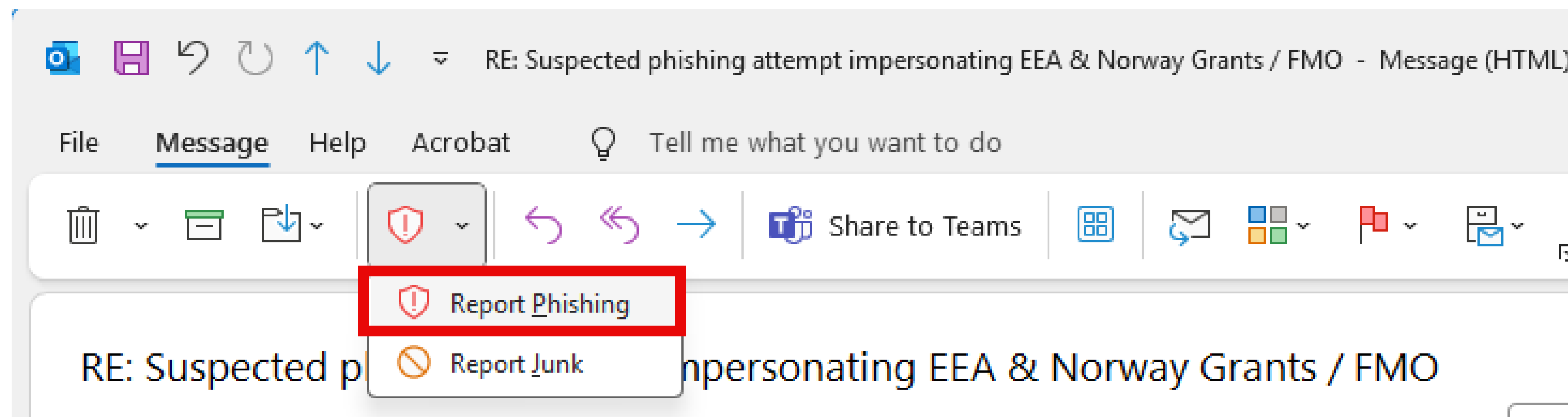
Grants Management Service



How to be safe?

Be Skeptical!

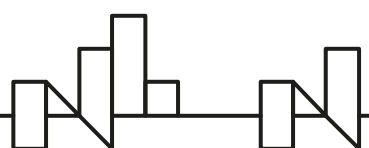
- Check the sender
 - If in doubt, contact them via a known platform to confirm
- Extra caution any time there is unusual urgency or pressure
- Sensitive information will be requested through secure platforms, not generic emails
- Carefully check links (hover to see more information) and attachments
- **If in doubt, report!**
 - Your IT provider will have an option to report phishing, or forward to them to confirm



Help us improve!

- The GrACE team is doing trainings in all beneficiary countries
- Help us to improve (if there is anything we can do better!)
- Your feedback is much appreciated!

SCAN ME



Thank you!

Grace.Support@efta.int

