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| 2REPUBLIC OF CYPRUS**MINISTRY OF LABOUR, WELFARE AND SOCIAL INSURANCE** |  | PhotoMail Image 97-137-1**DEPARTMENT FOR SOCIAL INCLUSION OF PERSONS WITH DISABILITIES**1430 NICOSIA |

**SCHEME FOR THE SPONSORSHIP OF ORGANIZATIONS FOR THE PROVISION OF TRAINING PROGRAMMES FOR PERSONS WITH DISABILITIES**

**THROUGH THE SPECIAL FUND OF THE CENTRE FOR VOCATIONAL REHABILITATION OF PERSONS WITH DISABILITIES**

**1. Aim**

The aim of the Scheme is to promote the implementation of training programmes for the professionals working with disability related issues. The purpose of the training is to increase the knowledge and information about disability within the circles of professionals active in the field. As an outcome, it is expected that the quality of services towards persons with disabilities is improved and that the services are better adjusted to the recipients’ needs. The general goal of the training programme should be to make the services offered to persons with disability more accessible and efficient.

**2. Beneficiaries:**

The “Beneficiaries” of the Scheme shall be certified non-governmental organizations who represent or offer services to persons with physical, mental, intellectual or sensory disability and are active in designing and implementing programs, including training ones for their staff and/or persons with disabilities.

**3. Training Programme**

3.1. The “Training Programme”, for the purposes of this Scheme, shall mean any training programme which is provided/addressed to professionals who work with persons with disabilities or disability related issues, with a duration up to six months, which improves the professionals’ knowledge and skills concerning disability, and enhances the level of quality of their services. Also, it should not be sponsored or offered by other schemes of the public sector. There are no limitations regarding the training programme’s subject or theme.

3.2. The training programme is proposed by the Beneficiary, who is also responsible and obligated for ensuring its successful implementation.

3.3. The training programme is described and justified with sufficient data which include quantitive data and objective indicators of the programme’s effectiveness (e.g. number of participants, structure and content of the training programme, trainers’ names and specialties, programme duration, place of implementation, cost analysis e.t.c.)

**4. Conditions for the provision of the sponsorship**

The sponsorship is provided to the beneficiary considering that the following conditions are met:

4.1. The beneficiary has submitted a correctly completed application, in the specially designed form of the Department for Social Inclusion of Persons with Disabilities, fully justifying the necessity and value of the proposed training programme.

4.2. The application is submitted with:

a) The Statute of the Organization, in case of this being the first time the Organization applies for a sponsorship at the Department.

b) Audited accounts for the preceding financial year.

c) Preliminary estimates for the Organization’s expenditure and revenue for the current year.

d) A written declaration, based on the model declaration form (FORM K.E.2) issued by the Commissioner for State Aid Control (Administrative Act 62/2014, 21.2.2014), under Regulation 3(2) of State Aid Control (De Minimis Aid) Regulations of 2009 and 2012.

e) A Certificate of the contributions of the Organization to the Social Insurance Fund (Council of Ministers decision 74.745 date 20/2/2013)

f) A Certificate of revenue and contributions from the Social Insurance Fund (Council of Ministers decision 74.745 date 20/2/2013)

g) Certificating documents proving that the Organization has fulfilled its obligations to the Value Added Tax and/or the Tax Department (Council of Ministers decision 74.745 date 20/2/2013)

4.3. In order for an Organization to be eligible for the sponsorship, the criteria of “Beneficiary” as well as of “Training Programme”, ought to be met, as they are described in paragraphs 2 and 3.

**5. Sponsorship Amount**

5.1. The amount of the sponsorship shall not exceed the percentage of 70% of the amount of the actual expenses for the implementation of the training programme, with €5000 being the highest possible sponsorship for each programme. Programmes which will be cofounded by European funds are excepted. The highest sponsorship amount in such cases will be €10,000.

5.2. Eligible costs include the trainer’s fee, travel and accommodation expenses of the trainers from abroad as well as the expenses of renting suitable training space and training material. Also the costs may include reproduction of the training material.

5.3. The responsible Department does not commit in approving all the petitions that fulfill the terms which are described in paragraph 4 of the specific Scheme. Moreover, the sponsorship amount will be decided in relevance to the available credits of the Department according to its annual state budget.

**6. Submission of Applications Procedure**

6.1. The Scheme is proclaimed by the Management Committee of the Special Centre for the Professional Rehabilitation of Persons with Disabilities Fund, once a year in the first semester. Nonetheless, applications submitted outside the proclaiming period may also be accepted extraordinarily.

6.2. The application is submitted to the Commission, in a specific form drafted for this purpose, within the deadline. The date of the application of the form should not exceed the two months after the Scheme is proclaimed.

6.3. Each Organization should submit one application for each proposed programme.

**7.**  **Examination of Applications Procedure**

7.1. Each application is examined by the Management Committee of of the Special Centre for the Professional Rehabilitation of Persons with Disabilities Fund in accordance to the conditions described in paragraph 4.

7.2. To determine the priority of each application the following will be taken into consideration:

1. Originality of the proposed programme in relation to the level of its connectedness with the quality of life of persons with disabilities.
2. The level of cooperation that the proposed programme creates between the non-governmental organizations.
3. Whether the proposed programme will also be funded by european funds and other programs

7.3. The examination of applications procedure will be completed by the 30th of June of each year and the organizations will be informed accordingly by written communication.

7.4. Each Organization has the right to appeal to the decision of the Department towards the Minister of Labour, Welfare and Social Insurance.

**8. Sponsorship Submission**

8.1. Once the programme is approved the Organization will receive 20% of the expected amount of the sponsorship, as it will have been described in cost analysis.

8.2. The remaining amount will be submitted by the completion of the programme provided that the Organization will have submitted to the Department for Social Inclusion of Persons with Disabilities a detailed report for the completion of the programme with all the necessary documentation.

8.3. The amount of the resting sponsorship will be determined based on the actual expenses upon the completion of the programme.