

Norway grants

Grants Administration and Collaboration Environment GRACE

Bid Form Submission

GrACE User Manual for Fund Operators

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1. Introduction to GrACE

GrACE stands for Grants Administration and Collaboration Environment. The system supports the management of the EEA and Norwegian Financial Mechanisms 2014-2021 and 2021-2028. GrACE is used by the Donor and Beneficiary State entities and the Financial Mechanism Office (FMO). Users access GrACE through the website https://grace.eeagrants.org/.

For further help and support, please contact grace.support@efta.int. This user manual and other manuals are also available on our website: https://eeagrants.org/gracemanuals. Be sure to check for updated versions regularly.

2. About submitting a bid

To submit a bid for the role of Fund Operator (FO) for the Civil Society Fund (CSF) under the EEA and Norwegian Financial Mechanism 2021-2028, the Lead Bidder must first complete registration on the <u>Bid Portal for Fund Operators</u>. This portal provides essential guidance and resources for the bidding process and supports bidders throughout each phase of the application for the Fund Operator role.

The registration process is mandatory and enables access to GrACE, where the Lead Bidder will submit their formal proposal.

Bidders should review the <u>Terms of Reference</u> for each Beneficiary State, which explains the requirements and conditions for submitting a bid. For more information and guidelines, refer to the <u>Fund Operator Manual</u>. The submission process follows a timeline provided in the portal. Bidders are encouraged to check this timeline to ensure they submit on time and meet all CSF requirements.

If you have any questions or need further clarification about registering as a Lead Bidder, please use the <u>Contact form</u> on the Bid Portal for Fund Operator to reach out.

Please note that the programme details, projects and amounts and other information in the pictures in this user manual are fictitious and do not exist in real life. They are only for illustration purposes.

3. Filling in the form in GrACE

The workflow for the whole process in GrACE is illustrated in the following diagram:



The bid process for the Lead Bidder organisation members begins when the Lead Bidder User receives an email notification with a new task assignment in GrACE. Upon logging into the system, the user will see the "Fill and submit bid form for Fund Operator" task displayed on the dashboard under their task list.

To proceed, click on the task name "Fill and submit bid form for Fund Operator", in blue, on your dashboard. This will take you to the task-specific page, where you can access and complete the Bid Form, which we will explain in the next chapters.

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My tasks	Collapse 🔨	1
Expand all Collapse all	└\$ √₀ ▼ ऄ•	-

Expan	collapse all			46	V© 🔻	×
	Task name	Context	Planned end date	Document		
1 ~	Fill and submit bid form for Fund Operator					
	E Fill and submit bid form for Fund Operator	Bid Organisation Bulgaria - 1 (BG)		BG-Civil Society Fund Operato Bid Organisation Bulgaria - 1	r Bid Fori	m -
Showing	1 to 1 of 1 entries					

The task is on the dashboard for the primary user set for your organisation for this role as a Fund Operator. Any of your colleagues who are also registered in GrACE can take over the task, so you can easily send the task back and forth to collaborate, although only 1 user can work on the form at the same time.

To take over a task, login to GrACE and on your dashboard, you will see the section "My teams tasks". Check the box in front of the task you want to work on (1) and then click on the "**Take over**" button (2).

	Quick sea	rch	(2-	?	Iceland DL-D Liechtenstein No Norwaygrants gra	202 Drway ants	1 -2028 IG PERIOD
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My te	am tasks					2	Collaps	e 🔨
Expar	nd all Collapse all	Acquire ⁽ⁱ⁾	Take over ⁽¹⁾			Q	월 20▼	\$
	Task name ⁽ⁱ⁾	Context (i)	Planned end date ⁽ⁱ⁾	Docur	nent		Role/Group ^{(†}	T
0 ~	Fill and submit bid form for Fund Operator							
	Fill and submit bid form for Fund Operator	Test 1 (BG)		BG-Civ Opera	vil Society ator Bid Fe	/ Fund orm - Test 1	Fund Operato Bidder	pr
Showing	1 1 of 1 entries 1 row sel	ected						
	` 0							

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You can also take over a task from someone, or give it to someone else, when you are on the screen looking at the bid form by clicking on the green icon next to the Assignee name (3):

3.1. Understanding the bid form task screen

When opening the task, you will see essential information such as:

- 1. Workflow Displays the workflow name that this task is part of.
- 2. Assignee Shows the person assigned to complete the task.
- 3. Reassign Allows the task to be reassigned to another person within the group.
- 4. Task Description Provides a brief summary of the task's purpose.
- 5. Main Document The primary document associated with this task.
- 6. Secondary Documents Additional documents related to the main document.
- 7. Other Documents Any other supporting documents for the task.
- 8. Upload Documents In this section, upload the required documents: "Statutes or Articles of Association of the Bidders" and "Summary of Financial Statements."
- 9. Actions Once the document is complete, select "Submit to FMO" from the dropdown menu and click the "Submit" button to finish the task.
- 10. Submitting the Bid Form.

The Comments tab (next to the Details tab you are seeing first) serves as a communication hub for correspondence related to the status of your submitted bid form. In this section, both applicants and programme administrators can exchange messages, provide updates, request clarifications, and share important information regarding the review and evaluation process of the bid.



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3.2. Navigating the bid form sections and tabs

Below the details screen as explained above, you will find a Documents section where the various actions related to the document are available at the top (please see picture below):

- 1. Preview Displays a preview of the document after data has been added to the structured data sub-tabs.
- 2. Structured Data Tab Contains several sub-tabs where you can input required data.
- 3. Validate Use this action to check for missing data or inconsistencies:
 - Red Message: This indicates critical issues. You may save the document, but you must resolve all inconsistencies and add missing data before the final submission.
 - Yellow Message: Indicates minor issues. You may save and submit the document, even with these inconsistencies.
 - Green Message: Indicates that the document is valid. You may save and submit without further action.
- 4. Export Export the document as a PDF or MS Word file.
- 5. Toggle Full Screen Opens the document in full screen for easier viewing and editing.
- 6. Document Details Redirects you to a page displaying detailed information about the document, including the organisation, associated task, document version, related objects, and any linked documents. This page also includes a document preview and a structured data section. To return to the task, select "Active Task(s)" in the "Details" tab.
- 7. Expand/Collapse Expand or collapse the document section to see more on the screen.

Document	Document: BG-Civil Society Fund Operator Bid Form - Test 1										^
Preview	Structured Data						3	4	5	6	7
Basic information ⁽¹⁾	1. General information about the bidders ⁽⁾	2. Bidder's experience with Civil Society, building capacity and managing grants $^{\odot}$	3. Financial resources ⁽¹⁾	4. Management capacity and competence of bidders ^①	5. Management set-up of the consortium [®]	6. Management fee ^(j)	7. Program justificatio	nme descrij n and budį	ption, get ^①	8. Declara the lead bi	tion of dder ⁽ⁱ⁾
Basic info	ormation										^
Country Bulgaria	Country Submission deadline Programme title Bulgaria 08.12.2024 Civil Society Fund Bulgaria					Pr € S	ogramme G 50,000,000	irant			
Fund Obje A vibrant a	ctive [®] and resilient civil society	/ protecting and promoting democracy, i	the rule of lav	w and human rights [as state	ed in the Blue Book].						
Areas of su Dem CSO Hurr Genu Clim Orga	apport [©] nocratic values, civic en participation in democ nan rights, anti-discrimi der equality, including s nate action, environmer anisational developmer	gagement, and media literacy ratic processes nation, and social inclusion sexual and reproductive health and righi tal protection, and a just green transitio tt and an enabling environment for civil .	ts, and LGBTI n society [as sta	Q+ rights ated in the Blue Book]							
Expected in From signi	mplementation period ing of the Programme li	© mplementation Agreement until 29 Febr	uary 2032.								

3.3. Filling in the Bid Form

In the "Structure Data" tab, you will find several new tabs with numbered headers. On each of the numbered tabs you will find an "Edit" button, allowing you to edit the fields. However, the first tab, the "Basic information" tab, is locked for editing as it contains pre-filled information provided by the FMO and cannot be modified.

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Document	Document: RO-Civil Society Fund Operator Bid Form - Test 2 🔒										
Preview	Structured Dat	a									
Basic information ⁽⁾	1. General Information about the bidders $^{\odot}$	2. Bidder's experience with Civil Society, building capacity and managing grants $^{\textcircled{0}}$	3. Financial resources ^①	4. Management capacity and competence of bidders ^①	5. Management set-up of the consortium ^①	6. Managemen fee ⁽⁾	7. Pro nt desc justific buo	gramme ription, ation and dget ^①	8. Declar of the bidde	ration lead r ^①	
1. Genera	1. General information about the bidders $^{\odot}$										

Some fields have small "i" icons to help you. When you hover over these icons with your mouse, a tooltip will appear, briefly describing the information required for that field.

. General information about the bidders $^{\oplus}$	Edit	^						
This section must be completed for each organisation within the consortium.								
Enter the full name of the lead bidder. This is the prim organisation responsible for the bid submission and th point of contact throughout the bidding process	ary he main							
1.1.1 Name of the lead bidder ⁽¹⁾ Test 2								
1.1.1 Name of the lead bidder ^①	Test 2							
I.1.1 Name of the lead bidder [®] I.1.2 Primary contact name and det ils of the lead bidder [®]	Test 2 -							
1.1.1 Name of the lead bidder ⁽¹⁾ 1.1.2 Primary contact name and det ils of the lead bidder ⁽¹⁾ 1.1.3 Registration number ⁽¹⁾	Test 2							
I.1.1 Name of the lead bidder ^① I.1.2 Primary contact name and det ils of the lead bidder ^① I.1.3 Registration number ^① I.1.4 Legal status of lead bidder ^①	Test 2							

You can add co-bidders to the bid form in the tab "1. General Information about Bidders". Once a co-bidder is added, a new tab titled "9. Consortium Member Statement" will appear at the end of the tabs. In this new section, each co-bidder must upload their Consortium Member Statement document to complete the submission process.

Make sure that the co-bidder has the necessary documentation prepared for upload. This statement is essential for completing the co-bidder's profile in the bid form.

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GRACE	r Fund Operator	EST ENVIRONMENT	Quick search		Q.	?	loeland DL Liechtenstein Norwaygrants	DA Norway grants	2021-202 FUNDING PE
Document: RO-Civil Society Fund Operator Bid Form	- Test 2 🔒					Ð	$\overline{\mathbf{v}}$	2	≟ ^
Preview Structured Data									
Basic Information ⁽¹⁾ Information ⁽¹⁾ Inform	Information 2. Bidder's experience with ClvII Society, 3. Financial 4. Management capacity and competence of bidders [®] 5. Management set-up of the consortium [®] 6. 7. Programme description, 8. Declaration bidders [®] building capacity and managing grants [®] resources [®] competence of bidders [®] of the consortium [®] Management fee [®] justification and budget [®] the lead bid						8. Declaration the lead bidde	of 9. Consortium r ^① member statement	
1. General information about the bidders $^{\oplus}$							E	dit	^
This section must be completed for each organisation within the con- Lead bidder 1.1: Test 2 $^{\oplus}$	nsortium.								
1.1.1 Name of the lead bidder $^{\odot}$	Test 2								
1.1.2 Primary contact name and details of the lead bidder $^{\odot}$									
1.1.3 Registration number ^①	•								
1.1.4 Legal status of lead bidder $^{\odot}$	-								
1.1.5 Previous experience with EEA and M , way Grants $^{\odot}$	-								
Co-bidder 1.2: Test 22 [®]									
1.2.1 Name of co-bidder ⁽ⁱ⁾	Test 22								
1.2.2 Primary contact name and details of the co-bidder $^{\odot}$									

If you want to remove a co-bidder entry, you can click on the "Remove" button:

Co-bidder 1.2: test $^{\odot}$		Remove
1.2.1 Name of co-bidder ^①	test	
1.2.2 Primary contact name and details of the co-bidder $^{\odot}$	ff	
	Words 1, ch	naracters 2.
1.2.3 Registration number ⁽¹⁾		
	Words 0, ch	naracters 0.
1.2.4 Legal status of co-bidder [©]	Cancel Save [®]	
	Wards 0, sh	ana stana O

	ablee
J.J.Z.	lautes

You may need to add rows to tables or sections to provide additional information in some sections. To add a new row, click the "Add new" button (1). If you need to remove a row, click the "Remove" button (2).

4.2.2 List of statutory Boa	2.2 List of statutory Board members of each organisation comprising the consortium											
Represented organisation	Name	Profession	Function	Country of residence	On the board since	Declaration (Yes/No)						
Select 🔹			Select 🔹	Select 🔹	Ö	No 🗸	2					
Required for supposed		Required for submission.	Required for submission.	Required for submission.	Required for submission.		0					
Add new												

3.3.1. Uploading and managing documents

Documents for tabs 8 and 9

The tabs "8. Declaration of the lead bidder" and "9. Consortium member statement" require the Lead Bidder and Co-Bidder to upload specific documents as part of the submission process.

Click on the Upload One **file** button to select and upload the required document. Only PDF format is allowed. Document templates are available in the Bid portal for Fund Operators.

Preview	Structured Data											
Basic information ⁽⁾	1. General information about the bidders ^①	2. Bidder's experience with Civil Society, building capacity and managing grants $^{\textcircled{0}}$	3. Financial resources ⁽³⁾	4. Management capacity and competence of bidders ⁽¹⁾	5. Management set-up of the consortium ^①	6. Management fee ⁽³⁾	7. Programme description, justification and budget ⁽²⁾	8. Declaration of the lead bidder ⁽⁾	9. Consortium member statement			
8. Declar	8. Declaration of the lead bidder [®]											
In this sec	tion, the Lead Bidder is	required to upload a signed declaratio	n confirming	the Bidder's eligibility, com	mitment, and complia	ince with prog	gramme requirements.					
Please use	e the provided template	e, which can be found here: Template Li	nk. Downloa	d, complete, and upload th	e signed document as	instructed.						
This decla	ration is a mandatory p	part of the application and must be com	pleted accur	ately to proceed with the su	ubmission.							
File name	aded vet -						Date					
- not uplot	adea yet -											
				Upload one file								
				Or drag and drop a file	here							
				Cancel								

Once the document is successfully uploaded, the file name and upload timestamp will appear on the screen, indicating that the document is ready for submission.

Managing uploaded documents:

After uploading, you have two options to manage the document:

- 1. Remove if you need to delete the uploaded document, click the Remove button (1). This will delete the file from the submission, allowing you to upload a different document if necessary.
- 2. Replace if you need to update or replace the document with a new version, click the Replace button (2). This will prompt you to upload a new PDF file to replace the previously uploaded document.



Required Secondary documents

At the top right, above the submit section, you will see there are 2 documents required before you can submit. They have a * (star/asterisk) next to them to indicate they are mandatory.

Upload documents (a) (b) • Statutes or articles of association of the bidders. · Summary of financial statements	
Actions	
Submit Bid to FMO	•
Write your comments here	
	<i>⊭</i> Submit

- Statutes or articles of association of the bidders.
 - o An English translation of each bidder's statute is required (no need for certified translation).

• Summary of financial statements

 A summary of financial statements covering the previous three years including balance sheets, profit and loss accounts, income statements/statement of activities (detailing the organisation's incomes and expenditures). At least the most recent year's financial statements must have been audited.

You can either upload these documents as files, or create a document directly in GrACE and edit it there:

Option 1: Upload an existing file

- 1. To upload a file, click in front of the document name where you would like to upload a file.
- 2. Click on the small green icon of a cloud with an arrow inside of it.
- 3. You will get a new screen asking you to either drag and drop the file into the box or click on the button "Upload one file" to browse through your computer.

	O Uoload a document
Main document	Upload documents
BG-Civil Society Fund Operator Bid Form - Test 1	08.11.2024 (1) *Statutes or articles of association of the bidders.
Secondary documents ()	Summary of financial statements
None	Actions
Other documents [®]	Submit Bid to FMO
None	
	Write your comments here
	h.
	Submit
	•
🖾 Task: Fill and sub	mit bid form for Fund Operator In progress 추 ^
Details Comments (0)	
	en estido eferenciator efete bidden
Opioad documents: "Statutes	or articles of association of the bloders.
	3
	Upload one file
	Or drag and drop a file I No file chosen
	Cancel
	Cancer

When uploaded, you will return to the main task screen and you will see your document under "Secondary documents" in the top middle section, please see (5) in the next screenshot. You can also delete the document if needed, see (5). To see the bid form sections once more, click on the Main document (6).

Option 2: Create a new document inside GrACE

- 1. Click in front of the name of the document you want to create.
- 2. Click on the small green icon, number 2 from the left, depicting a small document.
- 3. You will see a new Word document in front of you, and you can click on "Edit in Browser" to amend.
- 4. You can also upload a Word document here by clicking on this button.
- 5. You will find the document listed as a Secondary document here. Should you need to remove it, you can click on the small green symbol of a waste bin.
- 6. To see the bid form sections once more, click on the Main document.

Iceland D Liechtenstein Norway grants				Norway grants
Workflow IIT Fund Operator Selection (Test 1 (BG)) Assignee & 'Test BidForm (Fund Operator Bidder) B' Test BidForm (Fund Operator Bidder) Please edit the 'Structured Data' section below to fill the Bid form. When ready to submit to the FMO, please use the controls at the top-right of the screen. If you have any questions about how to work with the form, please contact grace.support@efta.int	Main document BG-Civil Society Fund Operator Bid Form - Test 1 Secondary documents S Statutes or articles of association of the bidders. Other documents None	08.11.2024 15.11.2024	Citeate a new document within GrA	L V
Document: Statutes or articles of association of the bidders.	(latest version) Statutes or articles of association of the bidders.		Upload new version 0 4	Test BidForm

3.3.2. Mandatory Fields and Data Validation

Certain fields are marked as *Required for submission* (see examples 1 and 2 in the picture below) to ensure a complete and valid form. While you can save the form with some required fields left blank, submitting the form requires all mandatory fields to be filled in, so you will not be able to submit the form until they are. These yellow warnings are for information and it will allow you to save and store your data, but you will not be able to submit and send the form without filling them in.

Do	cument	: RO-Civil Soci	ety Fund Operator Bio	d Form - Test	2 🔒					9	⊻	2	tt+	^
Pre	Preview Structured Data													
info	Basic rmation ^③	1. General informatic about the bidders 🤅	 2. Bidder's experience with building capacity and manage 	Civil Society, 3. F ging grants ^① resc	Financial 4 ources ^①	4. Management capacity and competence of bidders ⁽¹⁾	5. Management set-up of the consortium ^③	6. Management fee ^①	7. Programme descript justification and budge	ion, t ⁽ⁱ⁾ t	8. Declarati the lead bid	on of der ⁽¹⁾	9. Consort membe stateme	tium er nt
4 ////////////////////////////////////	I. Manag Informatic Programm - Expand all - 4.1 Ex Informatic I.1.1 Desig Please des proposed programm	ement capacity a on requested in this ae, in accordance wi 7 — Collapse all reperience and te on requested in this gnated staff [©] scribe in the table bu function entails and ae. Please upload th	nd competence of bidder section is used to assess whe th the Terms of Reference. cchnical expertise of the section is used to assess the elow the project and program how it links to the previous of e CVs of all known staff desig	s ther the bidder h bidder's desig bidder's proposal me management experience and th nated to the Prog.	as the man gnated si for the pro e proposed ramme.	nagement capacity, quali taff [©] oposed staff and their ex re, technical expertise and d role. Please provide thi	fications and expertise perience relevant to the d knowledge of the iss s information for each	required to s ne Programm ues to be add organisation	uccessfully design, in e in accordance with t ressed of the staff pr in the consortium. Pla	pleme he Ten oposed ease lis	nt and coi ms of Refe . Please e. t all staff e	mplete tl erence. xplain wi designate	ne hat the ed to the	
	Proposed	function in the pro	gramme	Description of th	he role		Represente	d organisatior	1	Lev (ma etc)	el of the r magerial,	ole desk offi	cer,	
	Doquiroc	1 for submission		Test			Test 22		×	•	2 guired fo	r cubmic	sion	
	Project/pr expertise (linked to specific fo	rogramme manager and knowledge of t areas of support, Fo ocus areas, etc)	nent experience, technical he issues to be addressed und Specifics, country-							Ke	quired to	- 200/1115	, (•
	Number o	of years with the org	anisation/number of years	Status of design	ated	Cancel	ave ⁽¹⁾ ame			CV	attached (Y/N)		

When you attempt to submit, the system will check all required fields across the different tabs and sections. If any field marked as *Required for submission* are left blank, the submission will not go through, and red error messages will appear, listing the fields that still need to be completed – please see pictures below.

To successfully submit the form, review all the section headers, complete any fields marked *Required for submission* and resolve any warnings and errors that appear.

Task: Fill and submit bid form for Fund Operator							
Details Comments (0)							
Workflow □ Fund Operator Selection (Test 2 (RO)) Assignee	Main document RO-Civil Society Fund Operator Bid Form - Test 2 08.11.2024 Secondary documents None Other documents None	Upload documents					
Please fill in 1. General information about the bidders / 1.1.2 Primar Please fill in 1. General information about the bidders / 1.2.2 Primar Please fill in 2. Bidder's experience with Civil Society. building capaci Please fill in 3. Financial resources / 3.1 Annual budget for the last th Please fill in 4. Management capacity and competence of bidders / 4 record 1. Please fill in 4. Management capacity and competence of bidders / 4 Please fill in 4. Management capacity and competence of bidders / 4 Please fill in 4. Management capacity and competence of bidders / 4 Please fill in 4. Management capacity and competence of bidders / 4	y contact name and details of the lead bidder. y contact name and details of the co-bidder. ty and managing grants / must have at least one entry. rree years. .1 Experience and technical expertise of the bidder's designated staff / 4. .1 Experience and technical expertise of the bidder's designated staff / 4. .1 Experience and technical expertise of the bidder's designated staff / 4. .1 Experience and technical expertise of the bidder's designated staff / 4. .2 Management structure, Executive Board. Steering Committee and key	 Designated staff "Proposed function in the programme" for Designated staff "Level of the role" for record 1. Designated staff "Number of years" for record 1. partners / 4.2.1 History, structure and goals of the Consortium 					

4. Submit the Bid Form

The final step in the process is to Submit the Bid Form. To ensure submission is possible, verify the following:

- Make sure all fields are filled in correctly.
- Confirm that all required additional documents have been uploaded successfully.

Once these prerequisites are met, click the "Submit" button to complete the process. The Bid Form will be submitted to the FMO.

Task: Fill and submit bid form fo	tt 	^			
Details Comments (0)					
Workflow 그 Fund Operator Selection (Test 1 (BG)) Assignee 소 Test BidForm (Fund Operator Bidder) 소 Test BidForm (Fund Operator Bidder) Y Test BidForm Please edit the 'Structured Data' section below to fill the Bid form. When ready to submit to the FMO, please use the controls at the top-right of the screen. If you have any questions about how to work with the form, please contact grace.support@efta.int	Main document BG-Civil Society Fund Operat 08.11.2024 Secondary documents ^① None Other documents ^① None	Upload documents (a) (b) > *Statutes or articles of associated bidders. > *Summary of financial stater Actions Submit Bid to FMO Write your comments here	iation of the nents	mit	

4.1. Confirmation of submitted form

After submission, you will receive a notification both in the Grace platform and via email.

To access the notification in Grace:

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- Open the Notifications Menu (1).
- Locate and select the specific notification (2) related to the Bid Form submission.

This ensures you are informed of the successful Bid Form submission and any further steps required.

=	GR	RACE	Grants Administration and Colaporation Environment	> Notifications	> Received	DEV EN	Quick search	(2-	?	loeland Liechtens Norway gr	tein Norway ants grants	202 FUNDIN	G PERIC	D
8		Notification	IS												
⊵ ⁰ (Received													
												۹	√₀▼	\$	
0	C	Subject							Send	ler		Date rece	eived 🔺		
	20	BG-C	ivil Society F	Fund Operator Bid	l Form - Bid Organ	nisation Bulga	ria - 1 has been submitted		¢G	rACE Syst	em	30.10.202	24 16:11:42	2	
	s	howing 1 to 1 of	1 entries												

Notifications							
Received							
<pre> Previous Back to list Next ></pre>							
BG-Civil Society Fund Operator Bid Form - Bid Organisation Bulgaria - 1 has been submitted	^						
From GrACE System 30.10.2024 16:11:42 To Ivan Ivanov <\van.ivanov@test.com, Ivan.ivanovSecondEmail@test.com>, Maria Ivanova <maria.ivanova@test.com, maria.ivanovasecondemail@test.com=""></maria.ivanova@test.com,>							
Dear GrACE user,							
BG-Civil Society Fund Operator Bid Form - Bid Organisation Bulgaria - 1 has been submitted to FMO.							
Please find attached a copy of the submitted bid form.							
Kind regards, The GrACE Team							

5. Update the Bid Form

The Lead Bidder may receive the "Provide Additional Information" task after submitting the form.

If the FMO requires additional information, the Fund Operator will be assigned a new task: "Provide Additional Information."

In this task, you will have the opportunity to:

- Edit and update the Bid Form based on the reviewers' feedback.
- Once revisions are complete, resubmit the form for review by clicking the **Submit** button as previously explained in this user manual.

6. Access the submitted Bid Form

As seen in section 4.1 **Confirmation of submitted form**, a copy of the Bid Form has been sent by email and message inside of GrACE. At any time, the user who submitted the form can login to GrACE and access these messages and download the Word document should they need to.