

Programme CZ 06 – Cultural Heritage and Contemporary Arts

2nd Open Call for applications for individual projects funded from EEA Grants 2009-2014

The Ministry of Finance – Programme Operator of Programme CZ 06 in cooperation with The Ministry of Culture – Partner of Programme CZ 06, and the Arts Council Norway – Donor State Programme Partner (DPP) for Programme Area 17

Announces on 23rd October 2014 the **2nd Open Call** for applications for **funding of projects** (hereinafter the „projects“) under Programme CZ 06 - Cultural Heritage and Contemporary Arts in Programme Area 17 – Promotion of Diversity in Culture and Arts within European Cultural Heritage involving eligible activities specified in **Section III**.

The total amount allocated for the 2nd Open Call for applications shall be 26,245,996 CZK, which equals approximately 990,415 EUR.

The overall objective of EEA Grants is to contribute to the reduction of economic and social disparities and to the strengthening of bilateral relations between cultural players from the Beneficiary States (amongst which the Czech Republic) and those from Norway, Iceland, and Liechtenstein. This objective is achieved mainly through cooperation by means of an objective selection of high-quality individual projects and their implementation.

The objective of Programme Area 17 is to enhance cultural dialogue and strengthen European identity by contributing to a greater understanding cultural diversity. All applications shall comply with above mentioned objectives. It should be noted that the selection criteria foster the submission of project applications supporting cultural diversity and cultural expression of minority groups, including Roma and Jewish culture and heritage.

The strategy for this programme area was defined in accordance with the long-term objectives of the Ministry of Culture of the Czech Republic (MC) in the area of arts, and the proposed support corresponds with the time-proven model of grant support provided each year by the MC. The strategy was defined in accordance with relevant conceptual and strategic documents, in particular: Objectives of the implementation of The State Cultural Policy for 2009-2014, Objectives of the concept of a more efficient support of the arts for years 2007-2013 (MC 2006), Objectives of the implementation of the UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions ratified by the Czech Republic in 2010 and Objectives of the implementation of the UNESCO Convention for the Safeguarding of Intangible Cultural Heritage ratified by CR in 2009 (for further information please see www.mkcr.cz).

The expected output is the implementation of high-quality projects (diverse artistic expressions, activities and works), which will contribute to the reaching of the aims set out in the objectives of cultural policies **in various areas of professional arts**. Support will be provided in the area of theatre, music, visual arts and film art and the presentation of contemporary arts for the general public aimed at contributing to a greater awareness of cultural diversity, the strengthening of intercultural dialogue and the cultural identity of individuals.

All areas will include activities aimed at **developing of partner cooperation**, exchange of knowledge and best practices and capacity development.

The **outputs** of Programme Area 17 will be specific projects in a variety of artistic disciplines in the area of contemporary professional art. The support will put a particular focus on artistic quality and innovation. It is expected that projects will initiate a dialogue among the artists, cultural players, the professional public and citizens. Projects will offer an attractive choice of topics for the general public and will contribute to increased interest in contemporary art in the Czech Republic and Donor States. Projects are expected to deliver high artistic quality and originality that should meet European standards. These projects will consist of specific events and activities of high artistic value, which will also promote cultural diversity and community coherence in a new and innovative way. The objectives of Programme Area 17 can also be achieved through art-creating and art-supporting activities, which are expected to enrich, develop and add value to artistic efforts of contemporary artistic entities. The outputs of the Programme Area 17 will further include events supporting the creativity and capacity development of artists and other persons providing cultural services. In order to enhance cultural dialogue and strengthen European identity, these events as well as creative workshops and art festivals will involve international participation. Strengthening of bilateral partnership is expected to be the result of most projects within all four supported artistic disciplines (professional theatre, music, visual and film art).

In order to maximize exchange of experience and ensure the highest possible quality of the outputs, some of the activities (those with expected wider impact) will require “compulsory coproduction” - these projects can only be implemented through bilateral cooperation and in partnership. **Compulsory coproduction projects** shall be comprehensive projects focusing on sharing and exchange of experience (e.g. workshops), interdisciplinary projects or projects supporting presentation of high quality artistic results and good practice (e.g. festivals). Further information on eligibility of the project activities (including complementary activities) and their coproduction commitment are specified in Section III.

I. The total amount allocated for the 2nd Open Call for applications shall be 26,245,996 CZK, which equals approximately 990,415 EUR.

Allocation for this Call for applications within Programme Area 17 has been indicatively distributed based on individual results and outputs of the programme as follows:

Programme area	CZK/EUR	Programme outcome	CZK/EUR
Programme area No. 17 Promotion of Diversity in Culture and Arts within European Cultural Heritage	26 245 996 / 990 415	Contemporary art and culture presented and reaching a broader audience	26 245 996 / 990 415

Programme outcome	CZK/EUR	Programme output
Contemporary art and culture presented and reaching a broader audience	26 245 996 / 990 415	New performance projects supported <i>Number of new cultural performances, interdisciplinary and exhibition projects, concert events in the area of theatre, visual and music and film art.</i>
		Creative workshops in the area of theatre, music, visual and film art held as part of cultural events <i>Number of creative workshops (specialized courses, conferences, seminars)</i>

II. Eligible applicants and eligible donor state partners

Legal entities – an eligible applicant shall be any entity, public or private, commercial or non/commercial, or a non-governmental organization, established as a legal entity in the Czech Republic, or an international organization operating in the Czech Republic.

Natural persons – an eligible applicant shall be any natural person who is a legal resident in the Czech Republic.

The call is open to legal entities and natural persons providing cultural services, activities and managing cultural goods in the area of professional theatre, music, visual and film art. Eligible applicants are:

- National level: contributory organizations funded by the Ministry of Culture (artistic, collection-managing and scientific).
- Regions and cities/municipalities: cultural and artistic organisations funded by local administration authorities.
- Non-governmental cultural and artistic entities, non-profit cultural organizations and corporations, including natural persons, who have shown for at least three years outstanding results of their artistic effort, or activities that support high-quality art.

Eligible applicants are all legal entities and natural persons, which have legal personality in cultural activities for longer period than three years.

The donor state **partner/partners** shall be legal entities and natural persons meeting the same eligibility criteria as Czech applicants. The donor state partner/partners are not eligible applicants. The following entities are donor state partners:

- Contributory organizations funded by the Ministry of Culture (artistic, collection-managing and scientific).
- Cultural and artistic organizations funded by local administration.
- Non-governmental cultural and artistic entities, non-profit cultural organizations and corporations, including natural persons, who have shown long-term outstanding results of their artistic effort, or activities that support high-quality art.

III. Specification of eligible activities

Programme area 17 – Promotion of diversity in culture and arts within European cultural heritage - is focused on the **strengthening** of European cultural identity, **cultural dialogue** and **bilateral relations** with Norway, Iceland and Liechtenstein by understanding cultural diversity. The applications must be related to one of the below-specified disciplines (professional theatre, art, music, film). The application will involve the below-specified activities implemented in the Czech Republic and/or the donor states.

Eligible project activities shall be the following:

1. Professional theatre (drama, theatre of movement and non-verbal theatre, professional dance and "alternative" theatre)

- 1.1. Festival, show (support to the organizer of a festival or a show of cross regional nationwide importance, particularly with participation or collaboration of a donor state partner/partners, or a show or festival of international importance) –

compulsory coproduction project*.

- 1.2. New interdisciplinary (or alternative) project (support to its production and one year of staging). The project will comply with the objectives of Programme Area 17 – **compulsory coproduction project***.
- 1.3. New performance project - support of the production of a performance project (or another type of theatre event in the field of drama and dance) and its staging – **facultative coproduction project***.

2. Professional contemporary visual arts

- 2.1. Exhibition project (support to the production and presentation of the exhibition (visual) project fulfilling the objectives of Programme Area 17) – **facultative coproduction project***.

3. Professional music (classic, contemporary and alternative music)

- 3.1. Music festival (support to the organizer of a music festival of cross-regional, nationwide importance, with participation or collaboration of a donor state partner/partners, or a festival of international importance) – **compulsory coproduction project***.
- 3.2. Concert event (support to the organization and presentation or production of an individual or larger concert event fulfilling the goals of Programme Area 17) – **facultative coproduction project***.

4. Film art

- 4.1. Film festival or show (support to the organizer of an event aiming at the fulfilment of Programme Area 17 objectives, expanding international partnership) - **compulsory coproduction project***.

Recommended complementary activities:

Any of the seven above-indicated eligible activities should ideally include some of the following complementary activities: creative workshop, specialised course, conference or seminar.

These complementary activities will be positively evaluated and supported if the applicant intends to organize them in cooperation or with participation of a relevant donor state partner.

Recording:

A recording that will be used for archiving, documenting of the creative process and verification of the project outcomes and outputs **is desirable to be made** for all eligible activities. The form of the recording will depend on the type of eligible activity (e.g. a non-periodical publication, audio recording or audio-visual recording). The costs of the production of the recording shall not exceed 15% of the total grant value. It will not be allowed to use the recording for commercial purposes and presentation.

* At the level of individual projects, the applicants will be encouraged to establish cooperation with a Donor State partner/s. For four of the expected seven eligible activities, coproduction with a Donor State partner/s is compulsory. Also the complementary activities (creative workshop, specialised course, conference or seminar) will be organised in bilateral cooperation.

IV. Eligible expenditures

- The rules and procedures on eligible expenditures and public procurement are defined in Guidelines of the National Focal Point on Eligible Expenditures - EEA and Norway Grants 2009-2014 and in Guidelines of the National Focal Point on Public Procurement of Small Scale - EEA and Norway Grants 2009-2014 in effect. Both Guidelines are available at <http://www.eeagrants.cz/en/general-information/rules-and-guidelines/guidelines>
- Expenditures are eligible for reimbursement under the project if they meet the following conditions:
 - Expenditures included in the budget.
Expenditure is eligible if it was listed and approved in the grant application budget. Expenditures which are not included in the grant application budget – are not eligible, even if they meet all the other conditions of eligible expenditures in these Guidelines.
 - Purpose of the expenditures.
The expenditure must be necessary for the implementation of the project and must be directly related to the implementation of the activities of the project and aim to meet programme/project objectives
 - Date of the expenditures.
Expenditures are eligible in terms of time if they were incurred and paid within the timeframe set for the implementation of the project as stated in the legal act on the allocation of funds. Eligibility always starts with the approval of the grant application and terminates on the final date of the eligibility of project expenditures.

Direct costs for a project are costs identified by the Applicant and/or its partner(s), in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly.

Indirect costs – overheads are costs necessary for implementation of the project, that cannot be identified by the Applicant and/or its partner(s) as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs. They shall represent a fair apportionment of the overall overheads of the Applicant and/or its partner(s). Applicants may identify overheads either based on actual costs from analytical accounting system or opt for a flat rate up to 20 % of its total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on premises of the Applicant. The methodology of Indirect costs' calculation is described in the NFP Guideline for eligible expenditures and the Guidelines for Applicants.

For VAT charges to be considered eligible, the payer must not be in position to recover the VAT paid for assets and services required for the project. The information on whether the applicant is/ is not payer of VAT must be included in the submitted application.

The final date for costs eligibility is (the latest date of the project completion) 30 April 2016. Expenditures incurred after this date will not be eligible. Projects must be completed by 30 April 2016 at the latest.

- Further specification of eligible expenditures for this call is defined in the Guidelines for Applicants.

V. Amount of grant - co-financing - advance payments - payment system

- The minimum amount of grant for an project is 265,000 CZK (10,000 EUR), the maximum amount is 4,240,000 CZK (160,000 EUR);
- the period of implementation of projects shall be in minimum 3 months and shall not exceed the deadline for eligibility of expenditures;
- the deadline for eligibility of costs shall be 30 of April 2016;
- expected start of the project activities is in April 2015
- the amount of grant for each project shall be stipulated as the minimum amount necessary for the implementation of the proposed project and shall not exceed 90% of the total costs;
- payments towards projects will be in the form of advance payments, interim payments and a final payment; the applicant may apply for an advance payment for the funding of a project up to the amount of 20 % of the allocated grant, justifying the request for advanced payment. Detailed information on advanced funding is provided in the *PA 17 Guidelines for Applicants*. The advance payment shall be deducted no later than at the moment when the documented eligible costs reach 80% of the allocated grant;
- the expenditures incurred by the project promoter shall be reimbursed ex-post on the basis of the actual expenditures (the request for payment shall be submitted together with the monitoring report; monitoring reports shall be submitted in 4-month-intervals); the project promoter shall provide a list of the amounts paid, the account statement and copies of the respective invoices;
- **Grants are provided based on the expert evaluation and decision following the Selection Committee. There is no legal entitlement to a grant award.**

VI. Support for projects in partnership with donor states

The priority of EEA Grants 2009-2014 is to strengthen bilateral cooperation between entities from the Czech Republic and entities from Iceland, Liechtenstein and Norway. Therefore, the applicants are encouraged to invite a relevant donor state (Norway, Iceland and Liechtenstein) partner/partners to cooperate in the project implementation. Four of the seven activities and complementary activities expected within Programme Area 17 (see Section III.) shall be implemented in a compulsory partnership with donor state partner/partners. The expenditures associated with partner cooperation incurred during the project implementation may be included in the project application budget.

In order to search for donor state partners and to prepare grant applications in partnership with these entities, Czech applicants and donor state partners may use the Fund for Bilateral Relations at Programme Level – measure “A”.

Initiatives to search for partners will be engaged directly by the Operator of the Fund for Bilateral Relations at Programme Level – measure “A” (Ministry of Culture), through contact seminar for applicants and potential partners from the donor states. Date and other details are posted on the site www.norskefondy.cz. Applications for participation will be accepted until exhaustion above the allocated amount of the Fund.

Potential applicants and the donor state partners may use an electronic Cooperation form available at www.norskefondy.cz

VII. Duration of call – deadline for applications – place and method of application submission

Applications shall be filled out and presented only in electronic form using the IS CEDR information system. Applications can be submitted from 23rd October 2014 until 9th January 2015 until 19:00.

Applications cannot be submitted in paper form.

The application and annexes shall be fitted with a qualified electronic signature (the certificate must contain a Company ID number) of an authorized representative of the applicant. Applicants who do not have an electronic signature available shall obtain one.

Further, applicants shall also have a data box necessary for communication with the Programme Operator - the Ministry of Finance.

You may access the IS CEDR system at www.eeagrants.cz; **CEDR press button**.

Guidelines for Applicants are available at

<http://www.eeagrants.cz/en/programmes/eea-grants-2009-2014/cz06-culture/cz06-calls> and www.norskefondy.cz

All required annexes must be attached to the application – please see Guidelines for Applicants!

Standardized annexes for download are available at

<http://www.eeagrants.cz/en/programmes/eea-grants-2009-2014/cz06-culture/cz06-calls> and www.norskefondy.cz

Should you experience technical difficulties with the preparation and submission of the application, please contact a help assistance specified on the IS CEDR cover page; Contacts.

The application and annexes may be prepared in the system gradually. We recommend to submit the application in advance, before the deadline expires. Postponing submission of your application may cause unexpected difficulties due to a system overload.

VIII. Information for preparation of applications

- The application and its annexes shall be in the Czech language and in the standardized format (provided the Annex is available in a standardized format - see *PA 17 Guidelines for Applicants*) except for mandatory Annex *Grant Application in English* which shall be in English and mandatory Annex *Presentation of Applicant's Profile*, which shall be in Czech and in English.
- The project expenditures shall be specified in CZK;

Information necessary for preparation and submission of the application is included in this Call, in *PA 17 Guidelines for Applicants* and in IS CEDR descriptions and help features.

IX. Publicly available documents (regulations, guidelines and methodologies) for implementation of EEA Grants and 2009 - 2014

Documents are available at following websites:

Financial Mechanism Office (in particular Regulation on the implementation of the EEA Financial Mechanism 2009 - 2014)	www.eeagrants.org
National Focal point/Programme Operator	www.mfcr.cz , www.eeagrants.cz , www.norwaygrants.cz
Programme Partner	www.norskefondy.cz
Donor Programme Partner	www.norskkulturrad.no

X. Application evaluation process

1) Evaluation of formal requirements and eligibility

Evaluation of formal requirements and eligibility will be performed by the Programme partner in line with the established criteria.

Applications which fail to meet the formal requirements and eligibility criteria shall be rejected from further evaluation process. The applicant is entitled to use the IS CEDR system to file an appeal against rejection of his application due to its failure to comply with formal requirements and eligibility.

The possibility of completing the missing compulsory parts (not leading to increase the Application's quality) of Application is specified in guidelines for applicants. In case there is a need for completion, the applicant will be contacted by the Programme partner via IS CEDR.

2) Evaluation of the application quality by external experts

Each application is evaluated by two external experts. The final score of points assigned through the external evaluation process depends on the arithmetic average of the scores awarded by experts.

If the difference between the scores given by the two experts exceeds 30% of the higher score, a third expert shall evaluate the application. The final score shall be calculated as the arithmetic average of the two closest scores.

3) Review in the Selection committee

The Selection committee consisting of Czech and Norwegian experts is provided with a list of projects based on quality criteria evaluation. Projects are ranked on the list based on the final scores assigned by external experts (arithmetic average of the evaluation). The Selection committee shall review ranked project applications and submit a list of recommended projects, including backup projects the Programme Operator - the Ministry of Finance.

4) The Programme Operator will verify that the process of assessment and evaluation of individual applications recommended for grant award has been

conducted in accordance with the applicable rules.

- 5) Following the verification results, the Programme Operator shall make a decision on which projects shall be supported and shall inform the applicant about the next steps.

XI. Formal and eligibility criteria and evaluation criteria for submitted applications

1) Evaluation of formal requirements and eligibility

a) Formal requirements criteria:

- The application contains an **electronically signed application document and all required annexes in accordance with the PA17 Guidelines for Applicants.**

b) Eligibility criteria:

- The applicant is eligible.
- The partner/partners is/are eligible (in the case of coproduction projects).
- The project is in line and complies with the focus of the Call (programme area, outcomes, outputs), project activities are eligible.
- The project implementation place is in line with the requirements and conditions specified in the Call.
- The length of the project implementation process does not exceed the maximum period for implementation of projects specified in the Call.
- The required amount of the grant is in line with the established conditions and requirements specified in the Call.

2) Application quality evaluation

DETAILED APPLICATION EVALUATION CRITERIA:	Evaluation score	Maximum weight score
1. Applicant's ability and preparedness for implementation of the project		15
The degree of (artistic and art-promoting) experience of the persons responsible for the management and implementation of the activities at the national or international level.	0-5	5
Previous artistic and art-promoting efforts have drawn the attention of experts/general public or were positively received by respected art reviewers or a jury at a competition, or have significantly appealed to the general public with high artistic quality or have been subject of artistic discussion and polemic.	0-5	10
2. Significance of the project		30
Degree of originality, innovation, creativity and aesthetic and other values allowing high artistic value to be achieved.	0-5	20
The proposed activities are appropriate in terms of the target group/audience, impact on the general public and the social dimension.	0-5	10
3. Relevance of the project		10

The project significantly contributes to the development of bilateral cooperation with the donor states. ¹	0-5	5
The project promotes cultural expression of minorities or their cultural history and the project has also a potential to contribute to the strengthening of the cultural dialogue and European identity.	0-5	5
4. Project structure, risks and outputs		29
The project structure is clearly defined and activities are clearly identified, including role division and project management. The activities are interconnected (including quantification and the respective budget).	0-5	5
The roles and level of contribution of donor state partner/s in the design and implementation of the project are clearly defined (where projects implemented in coproduction with donor state partner/s are concerned.)	0-5	5
The proposed schedule of the project implementation is consistent and realistic and meets the needs of the given project – it clearly defines the process of implementation of individual key activities of the project.	0-5	3
The indicators for the project at all levels (outputs, outcomes, objective) and their initial and target values are relevant and realistic – they appropriately measure the overall objective, purpose and outputs, are quantified and objectively measurable in terms of amount and time.	0-5	5
The risks associated with the project are clearly defined and relevant, including the proposal of measures aiming at their elimination in order to secure a smooth implementation of the project.	0-5	3
The communication and advertising activities associated with the project are clearly described, including the methodology and budget for the implementation of proposed activities, detailed publicity plan and use of different advertising tools (internet, press, leaflets, radio, etc.). The proposed advertising activities correspond to the items indicated in the budget.	0-5	8
5. Efficiency and sustainability of the project		16
<u>The application includes a detailed budget of the project for the entire period of its implementation.</u> The budget items stated in the application are indispensable for the accomplishment of the activities. The individual budget items are clearly quantified in measurable units. The proposed individual budget items correspond to the project proposal and their value is adequate and corresponds to the costs of similar projects (e.g. based on a comparison with similar projects). The unit prices are adequate and correspond to the usual market price.	0-5	5
Total costs of the project are adequate for the achievement of the expected outcomes.	0-5	6

¹ The project does not have any donor state partner – 0 points; the project has a donor state partner, the cooperation of the partners is assumed during the project period only (active continuation of cooperation after successful completion of the projects is not described in the application) – 1-2 points; the project is implemented in cooperation with a donor state partner, based on description in the application and the project characteristics, active cooperation and continuation of partner cooperation may be reasonably expected after the project is implemented – 3-5;

The proposed activities have a potential to result in long-term benefits and development of additional activities or the project includes complementary activities. ²	0-5	5
Total points score		100

Weighted point evaluation – the external evaluator evaluates the fulfilment of each criterion with 0-5 points. The value obtained for each criterion is then converted to the weighted score according to the maximum amount of points that can be obtained for the given criterion. For each criterion, the evaluator also provides reasoning for the number of points allocated.

0 – The project does not meet the evaluated criterion or the criterion cannot be evaluated due to missing or incomplete information.

1 – Very bad. The criterion has only been fulfilled in a superficial and unsatisfactory manner.

2 – Bad. There are serious and substantial shortcomings concerning the given criterion.

3 – Satisfactory. Although the project addresses the given criterion from a broad perspective, there are shortcomings that would require corrections.

4 – Good. The project fulfils the given criterion, with some space for improvement.

5 – Excellent. The proposal successfully addresses all aspects of the given criterion.

Within each criterion there is subsequently the need of point weight conversion (x), through the weight factor (y), according to formula $(x/5 \cdot y)$. For each criterion, the evaluator must provide detailed reasoning for the number of allocated points.

XII. Additional information

In the case of any queries, they:

- May be submitted verbally by phone or in personal meeting: + 420 257 085 536 (Ing. Jan Hrdlička), +420 257 085 517 (Ing. Vladimír Študent);
- sent via email: fondyehp@mkcr.cz;
- questions may be sent electronically, by email no later than within five business days before the application submission deadline is over;
- a reply will be sent to the applicant within 5 business days but no later than on the day when the Call deadline expires.

Only written replies are binding.

Frequently asked questions and answers relevant to the 1st Open Call within Programme Area 17 – Promotion of Diversity in Culture and Arts within European Cultural Heritage will be published in the frequently asked questions section at http://www.norskefondy.cz/?page_id=249.

Contact details for additional information on partner search for Norway, Iceland and Liechtenstein:

Håkon Halgrimsen
Arts Council Norway/ Norsk kulturråd
Postboks 8052 Dep, 0031 Oslo

² Creative workshop, specialised course, conference or seminar.



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