EEA Grants 2014–2021

Guideline of the SGS Operator – Ministry of Health of the Czech Republic

Guideline for Applicants for Small Grant Scheme Projects

Programme Health

Open Calls of the Small Grant Scheme:

Support of NGOs activities in the field of mental health of children and adolescents

Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases

Support of NGOs activities in the field of patient organizations

Valid from: 31.3.2021

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1. List of Abbreviations

EEA	European Economic Area
Donor states	Iceland, Liechtenstein and Norway
EEA Grants	Financial Mechanism of European Economic Area
IS CEDR	Information system CEDR
FMO	Financial Mechanism Office (in Brussels)
PP	Project Promoter
MoH	The Ministry of Health of the Czech Republic
NFP	National Focal Point
NUTS	Nomenclature of territorial statistical units
PO	Programme Operator (Ministry of Finance of the Czech Republic)
SGEI	Services of general economic interest
SGS	Small Grant Scheme
SGSO	Small Grant Scheme Operator (Ministry of Health of the Czech Republic

2. Introduction

The overall objective of the Financial Mechanism of European Economic Area is to contribute to reducing economic and social disparities in the EEA and to strengthening bilateral relations between donor and beneficiary states through financial contributions in agreed programme areas. One of the areas of the **EEA Grants** is the programme area 6 “European Public Health Challenges.” This programme area aims to improve prevention and reduce inequalities in health. The Health programme in the Czech Republic is implemented under this programme area. The Ministry of Health of the Czech Republic fulfils the role of the Small Grant Scheme Operator (hereinafter referred to as “SGSO”) under the Health Programme.

This **Guideline for applicants** for Small Grant Scheme projects (hereinafter referred to as “Guideline”) together with the text of the respective Open Call provides general information necessary for preparing a grant application (hereinafter referred to as „application“) for Small Grant Scheme projects and where relevant, it is complemented by other documents, available upon the announcement of the SGS Open Call:

- Guideline of the National Focal Point for Eligible Expenditures under the EEA/Norwegian Financial Mechanisms 2014-2021;
- Guideline of the Programme Operator for Small-scale Public Procurement under the EEA and Norway Grants 2014-2021 (in Czech only);
- Guideline for Project Promoters of Grants funded from Small Grant Scheme of the Health Programme (in Czech only).

Documents are available at **www.mzcr.cz**.

The Guideline was prepared by the SGSO and is part of the legal framework of the Health Programme in the area of providing grant support from the EEA Grants 2014-2021. The Guideline is based on valid international treaties, documents issued by the Financial Mechanisms Office in Brussels and approved by the Financial Mechanism Committee and documents issued by the National Focal Point and Programme Operator – the Ministry of Finance, in particular:

- Regulation on the Implementation of the EEA Financial Mechanism 2014–2021, as amended (hereinafter referred to as the “Regulation”);
- Results Guideline;
- Bilateral Guideline;
- Results Reporting Guide;
- Communication and Design Manual;

Programme Agreement for Health Programme, as amended. Documents are available at **www.eeagrants.cz** and/or **www.eeagrants.org**.

3. Preparation and Submission of Application

Applications under announced SGS Open Calls shall be submitted only electronically through the information system CEDR (hereinafter referred to as “IS CEDR”). IS CEDR manages administration of projects in their entire project cycle, i.e. from submission of the application, its evaluation, Grant Award Decision (hereinafter referred to as “Decision”), monitoring of the implementation to end of the project.

The IS CEDR is accessible via CEDR banner on the homepage **www.eeagrants.cz** or at **www.eeagrants.cz/cedr**.

IS CEDR 2014-2021 homepage includes following information:

- Information for the registration in the information system including link to guideline with detailed description of registration process;
- Information about technical parameters and conditions necessary for working in the system;
- General information about working in the application;
- Contacts for support;
- Registration button;
- Window for login of a registered user.

The applicant shall fill in all required information **in the application form in the IS CEDR.** When all information is filled in and mandatory annexes according to the requirements of the respective Call are uploaded, the applicant creates a generated PDF document of Grant Application in the IS CEDR. The complete application (i.e. generated document of Grant Application signed with qualified electronic signature by the applicant or by the authorized representative to act on behalf of the applicant) including all mandatory annexes (fulfilling the requirements of the respective Call) shall be submitted only electronically via IS CEDR.

Language of the application:

The applicant shall draw up the application and its annexes in **Czech language** with the exception of following parts:

- Project Summary
- Project Title in English
- Applicant Name in English
- Partner Organization Name (English name), if the project is implemented in partnership.

Eligibility self-check:

Before preparing the application, it is recommended to perform a self-check of the compliance with the terms of the respective SGS Open Call, mainly concerning the eligibility of the applicant, project partners and planned activities. Prior the submission of the application it is recommended to check fulfilment of all formal and eligibility criteria described in the Checklist which is always attached as Annex to the respective SGS Open Call.

To submit an application in IS CEDR, it is necessary that the application, i.e. the PDF document of Grant Application and the annexes set out in the Call are electronically signed via qualified electronic certificate.

It is possible to authorize another person to submit an application in IS CEDR on behalf of applicant. The authorization/power of attorney shall explicitly indicate that it relates to the signature of the application and it shall be attached to the application.

4. Grant Application

When processing the application, the applicant should pay particular attention to:

- clarity of information in individual parts of the application and its annexes, including its interdependence;
- the need to prepare the information concisely in order to avoid detailed technical terminology and lengthy general descriptions;
- the feasibility of budgeting, including unit costs based on market prices, taking into account future economic developments;

Guidelines on what information shall be filled in individual sections of the application in the IS CEDR are described further in this chapter.

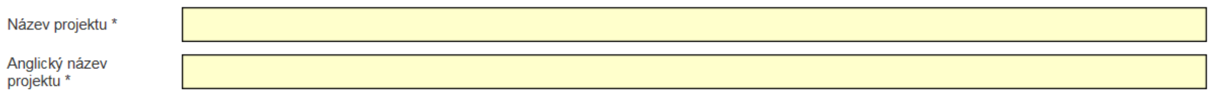
4.1. Basic Information about the Project

Finanční mechanismus	Fondy EHP 2014-2021		
Program	Program Zdraví		
Kod programové struktury	ZD/REG/MGS1	Název výzvy	Podpora činnosti NNO v oblasti duševního zdraví dětí a dospívajících
Poskytovatel finančních prostředků	Ministerstvo financí, Letenská 15, 118 10 Praha 1 IČO: 00006947, DIČ: CZ00006947		
Modalita programu	Malé grantové schéma		
Detailní informace o výzvě	https://www.mzcr.cz/category/evropske-fondy/evropsky-hospodarsky-prostor-a-norske-fondy/ehp-a-norske-fondy-2014-2021/vyzvy-ehp-a-norske-fondy-2014-2021/		
Programová oblast *	6 - Evropské výzvy veřejného zdraví		
Cíl programu *	Zlepšení prevence a snížení nerovnosti ve zdraví		

Based on the setting up the application, the following fields will be automatically filled in:

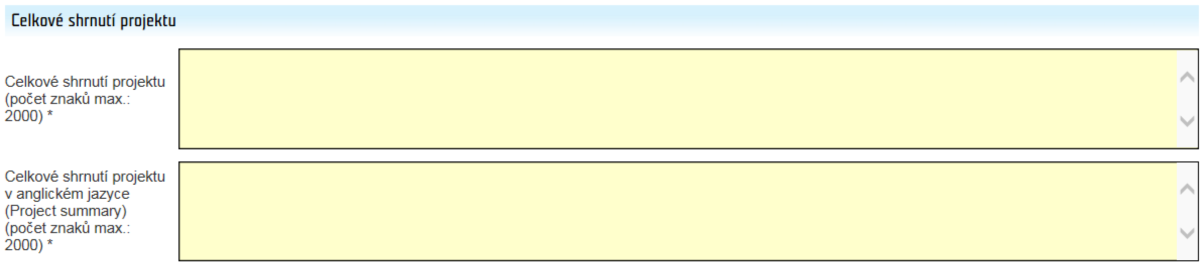
- Financial mechanism
- Programme
- Code of programme structure
- Title of the Open Call
- Programme modality (SGS Open Call)

4.1.1. Project Title



The applicant shall fill in the **project title in Czech and English**. The project title must be identical in all sections and annexes of the application.

4.1.2. Brief Project Summary



The Brief Project Summary serves as a project introduction. In case of successful and supported projects, the summary will be used for project´s promotion at **www.eeagrants.cz** a **www.eeagrants.org** and potentially on the webpages **www.mzcr.cz**. For this reason, the applicant shall summarize the project both in Czech and English language.

The applicant shall provide a summary description of the project of max. 2000 characters including spaces. In this section, the applicant shall briefly and aptly state:

- description of the initial situation to be addressed by the project / description of the nature of the problem to be addressed by the project and justification of the need for the project (including references to relevant legislation and/or strategic and conceptual documents, if applicable);
- how the project will solve the identified problem/situation, i.e. the applicant will indicate the key activities of the project and their expected outputs;
- overall project objective;
- who and how will benefit from the project implementation, i.e. what target groups the project focuses on;
- if the project is implemented in partnership (with donor states or other partners), the applicant will explain the added value of the partners' participation and cooperation in the project.

The following rules should be followed when formulating the project summary:

- avoid using jargon, technical terminology and abbreviations;
- choose a simple, uncomplicated style;
- use shorter sentences to make the text readable and comprehensible to the general public (the overall project summary will be used for project publicity purposes):

Do not write:

The project focuses on raising awareness of children's mental health and implementing educational activities on children's mental health in schools.

Do write:

We will organize educational events for schoolchildren to raise awareness of children's mental health.

- use the active rather than the passive:

Do not write:

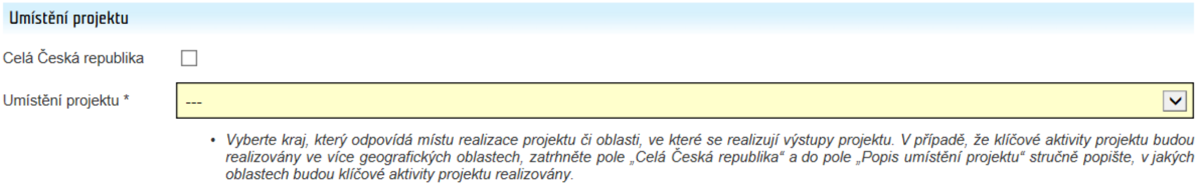
Two conferences and four workshops will be organized.

Do write:

We will organize two conferences and four workshops.

The applicant must complete the project summary also in English.

4.1.3. Project Location

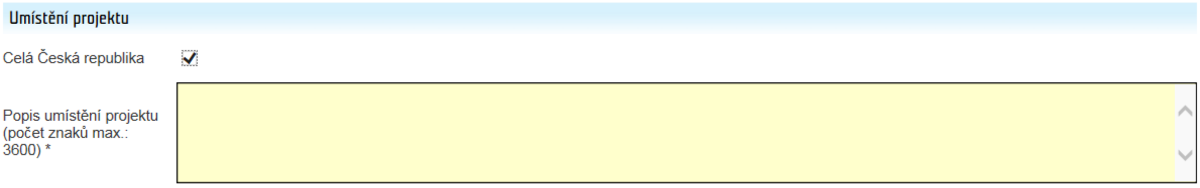


A project location is required for statistical purposes. The NUTS 3 classification is used for the project location. The applicant **selects one relevant NUTS 3 geographic code** (region) from the list, which corresponds to the project implementation area or area where the project outputs are implemented.

Specific cases and rules for project location selection:

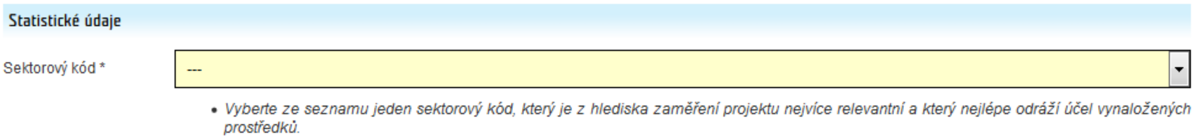
— in case of the provision of services to a particular target group, the code corresponds to the location of the key project activities (not the location of applicant’s registered office);

— in case the key activities of the project are implemented in more than one geographic area, the applicant will select the “Entire Czech Republic” from the code list and briefly describe in which geographical areas the key activities of the project will be implemented in “Description of the Project Location” field.



An applicant who has classified a project into one specific NUTS 3 does not fill in the Project Location Description field.

4.1.4. Sector Code



The sector code is a statistical figure to determine the sector to which the financial support will be directed, i.e. what area / sector the project is focusing on. Although the project may cover more interconnected areas / sectors, **only one sector code that is the most relevant** to the project focus reflecting the purpose of the spending needs to be assigned to each project. The applicant selects the relevant sector code from the list below based on the respective Open Call:

<u>Open Call ”Support of NGOs activities in the field of mental health of children and adolescents”</u>:

— **12 Health**

1218100 MEDICAL EDUCATION/TRAINING
1219101 MENTAL HEALTH SERVICES
1228100 HEALTH PERSONNEL DEVELOPMENT

— **11 Education**

1118100 EDUCATION SECTOR STAFF TRAINING
1123000 BASIC SKILLS FOR YOUTH AND/OR ADULTS

<u>Open Call ”Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases“:</u>

— **12 Health**

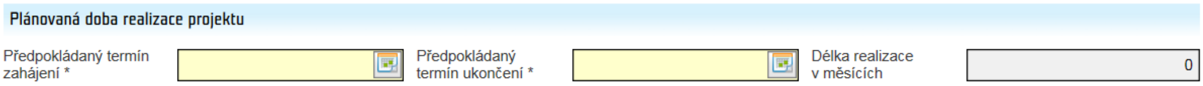
1218100 MEDICAL EDUCATION/TRAINING
1226100 HEALTH EDUCATION
1226101 HEALTH PROMOTION

<u>Open Call ”Support of NGOs activities in the field of patient organizations”:</u>

— **12 Health**

1219102 CANCER SERVICES
1226100 HEALTH EDUCATION
1226101 HEALTH PROMOTION

4.1.5. Planned Project Implementation Period


Plánovaná doba realizace projektu

Předpokládaný termín zahájení *

Předpokládaný termín ukončení *

Délka realizace v měsících

0

The applicant shall indicate **estimated start** and **end dates of the project. The project implementation length** (number of months) is automatically calculated.

Estimated start of the project shall reflect the period necessary for evaluation of applications, at least 6 months from the closing date for submission of applications.

The start of the project is the date of commencement of the physical implementation of the project, i.e. the commencement of activities aimed at fulfilling the content and the objective of the project. The physical implementation of the project may begin no earlier than after the issue of the Grant Approval Letter (see Chap. 5). Expenditure incurred prior to the official approval of the application will not be considered eligible.

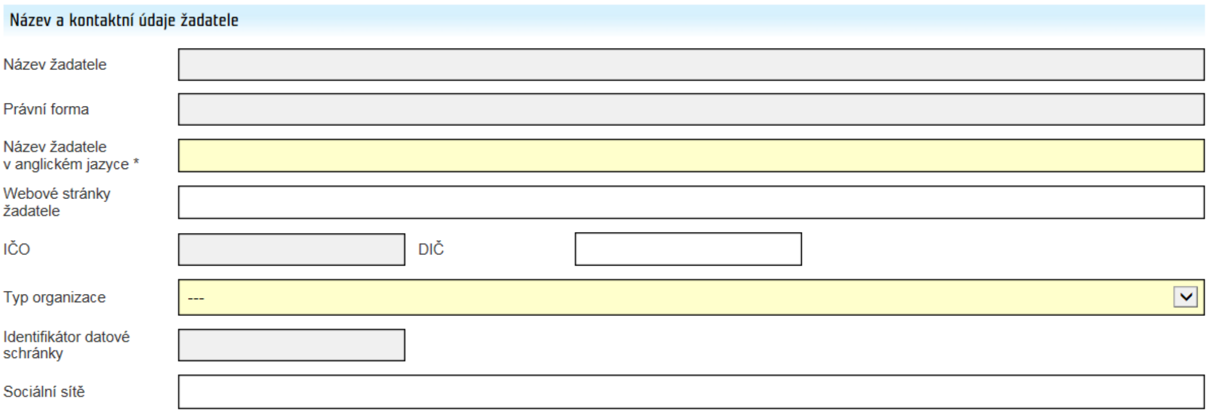
End of the project means the date of completion of physical implementation of project activities. The latest date for the completion of the project implementation is **31 December 2023**. When setting the time schedule of the project, it is necessary to take into account a sufficient time reserve to eliminate the risk of non-compliance with the deadline (e.g. due to possible future limitations related to Covid-19 pandemic). The end of the project implementation will be specified in the legal act on grant award and it is binding both on the project promoter and its partners. In case of a belated start of the project due to longer evaluation process, the start and end date of the project will be adequately adjusted to the expected length of the project.

In exceptional and duly justified cases occurring during the project implementation, it will be possible to extend the project implementation period on the basis of the prior approval by the SGSO, however, the project must always be completed by 30 April 2024 at the latest.

The minimum and maximum project implementation period is not set. However, it must be justified in terms of the size and nature of the project.

4.2. Applicant

4.2.1. Applicant Identification


Název a kontaktní údaje žadatele

Název žadatele

Právní forma

Název žadatele v anglickém jazyce *

Webové stránky žadatele

IČO

DIČ

Typ organizace ---

Identifikátor datové schránky

Sociální sítě

The applicant shall fill in its identification data including:[1]

— **applicant’s name in English**

— **applicant’s website address**

— **tax ID No** (if relevant)

— **organization type** (by selecting from the code list; see Annex 1 to this Guideline for a list of organization types)

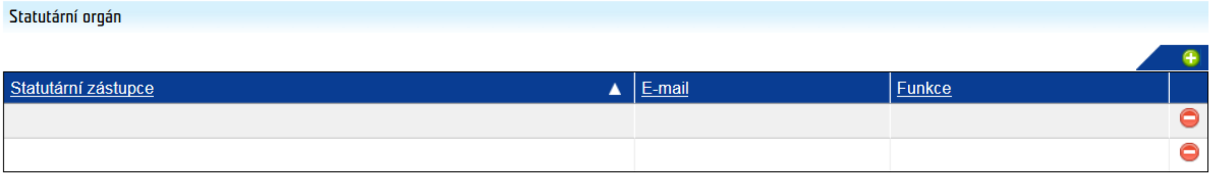
— **applicant’s social networks pages,** if relevant (optional field)

If, at the time of submission of the application, the address of the project web page is known, the applicant shall also indicate this address in addition to the website address of the applicant’s organization. If the applicant’s organization uses social networks, which are also

[1] Selected identification data of the applicant are filled in automatically on the basis of registration in IS CEDR.

expected to be used for the purpose of the project publicity, the social network page address shall be indicated in the application (optional).

4.2.2. Legal Representative

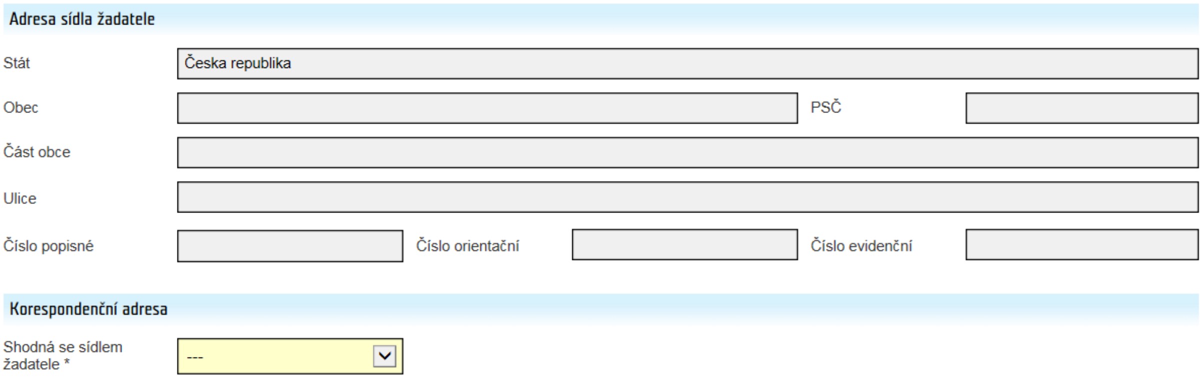


The applicant shall specify the person(s) who is the applicant's legal representative (name, surname, title, function within the applicant's organization, email). If there is more than one legal representative in the organ of authority, the applicant will provide data for each representative in a separate table. Selected information about legal representatives is automatically loaded based on the applicant´s registration. The applicant shall complete missing information about registered legal representatives, resp. add other legal representatives.

In accordance with Section 14(3)(e) of Act 218/2000 on budgetary rules amending certain related acts, as amended, the application must include an annex with the identification of the legal entity (see Annex 2 to this Guideline) stating:

- the persons acting on behalf of the applicant, indicating whether they act as its statutory body or acting on the basis of a power of attorney;
- the persons with an interest in that legal entity;
- the persons in which the applicant has an interest and the amount of that interest.

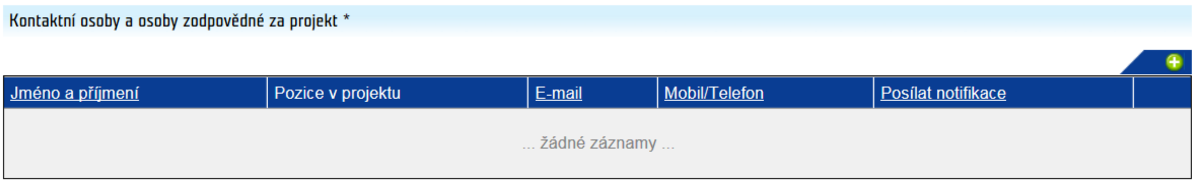
4.2.3. Registered Office and Correspondence Address



The registered office address is automatically loaded in IS CEDR based on applicant´s registration. The applicant shall fill in the correspondence address (if different from the registered office address). Communication between the applicant and the PO including the sending of documents will generally only take place in an electronic form, unless otherwise specified in exceptional cases.

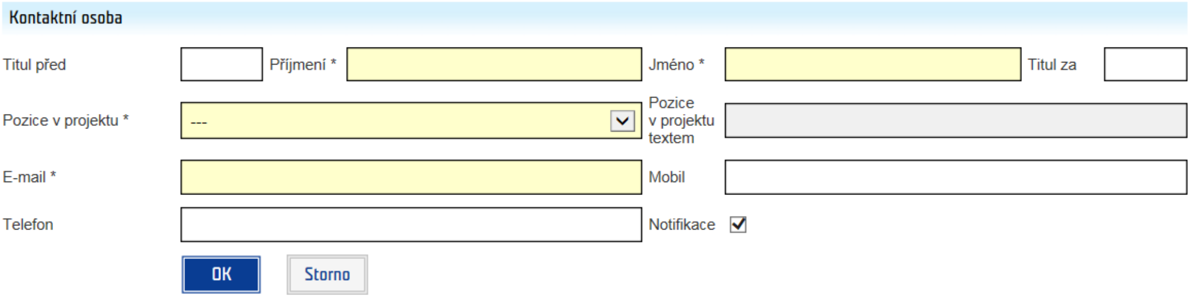
4.2.4. Contact Persons and Persons Responsible for the project

The applicant shall indicate the project contact persons responsible for the data in the application. The first person on the contact person list will be the main contact person, who will be responsible for communication with the SGSO and provide information on the application.



The applicant shall provide for each person the following contact details:

- **name, surname**, title
- **position in the project** (by selecting from the list, or by own words if the options are not relevant)
- **email, phone.**



Kontaktní osoba

Titul před | Příjmení * | Jméno * | Titul za

Pozice v projektu * --- | Pozice v projektu textem

E-mail * | Mobil

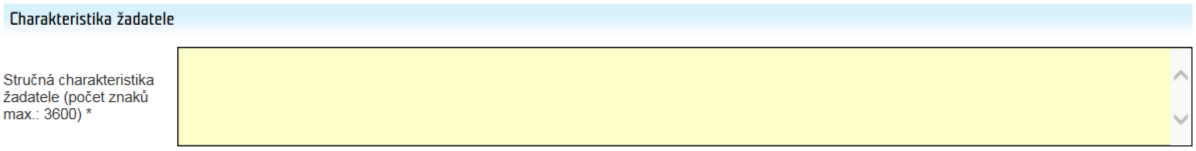
Telefon | Notifikace

OK | Storno

The applicant shall also indicate (by ticking the box) for individual contact persons whether they should be automatically **notified** by the IS CEDR about the status of the project.

The contact person(s) may not be the same as the legal representative of the applicant´s organ of authority who signs the application. In the case the applicant authorized another person to represent the applicant on the basis of a power of attorney/authorization the applicant shall provide contact details of that person. The power of attorney/authorization is a mandatory annex to the application (see subchapters 4.16 and 4.17 of the Guideline).

4.2.5. Applicant Description



Charakteristika žadatele

Stručná charakteristika žadatele (počet znaků max.: 3600) *

The applicant shall briefly describe its main activities in relation to the Programme area under which he/she is applying for a grant, indicate the period of his/her activity in the field and the organizational structure. Furthermore, the applicant (with the exception of the grant applicant in the Call "Support of NGOs activities in the field of patient organizations" shall describe whether (s)he has experience with preparing and implementing of at least one similarly focused project at national and/or international level[2]. The applicant may provide other data relevant to the submitted application.

In all SGS Calls, i.e. "**Support of NGOs activities in the field of mental health of children and adolescents"**, "**Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases"** and **"Support of NGOs activities in the field of patient organizations"**, the Open Call stipulates a condition of at least one year's legal subjectivity/ activity of the applicant in the given area. The compliance with the eligibility criteria is assessed during the evaluation and selection of projects. The criteria must be met by the applicant by the date of submission of application.

4.3. Partnership in Project

Partnership is a relationship between two or more entities, both private and public, based on the cooperation of these parties in the preparation and subsequent implementation of a project funded by the EEA Grants 2014–2021. Such partnership is related to the partnership with Czech partners and also with partners from donor states (Iceland, Liechtenstein and Norway), other beneficiary states of EEA Norway Grants and international organizations. The partnership may involve joint preparation, coordination and implementation of certain parts of the project, its organizational and administrative support, including an evaluation of whether the project objective is being met. The partnership must be of such a character that without the activities carried out in cooperation it would not be possible to ensure the proper functioning and fulfilment of the project objective, therefore the involvement of all partners in the project is irreplaceable.

Projects in partnership are of non-profit nature and must not be implemented for profit-making purposes. The partnership must be based on a non-commercial principle and must not replace a supplier-customer relationship. **The partnership must always be supported by a partnership agreement** (i.e. entities whose involvement in the project is not formalized by the partnership agreement are not stated in the grant application). Expenditure incurred under a valid partnership agreement is not considered a supplier-customer relationship. This expenditure may be claimed by a summary accounting document for a given period (e.g. in the form of an invoice or a payment claim) in accordance with the budget specified in the grant application and the partnership agreement. The partner(s) may not use project funds to finance the normal activities of their organization unrelated to project implementation.

The partnership may be of two types:

- **non-financial** - partner participates in the project without entitlement to reimbursement of the costs associated with the implementation of the project;
- **financial** – partner is entitled to reimbursement of the costs associated with the implementation of the project.

The partnership with an entity from donor states (Iceland, Liechtenstein and Norway**) shall contribute to strengthening of bilateral relations** between the Czech Republic and donor states in the area addressed by the call **"Support of NGOs activities in the field of**

[2] In the respective calls, it is possible to obtain positive points within the evaluation of the quality of the application for the experience with previous similarly focused projects. In the Call **„Support of NGOs activities in the field of patient organizations"** the experience with implementing of at least one similarly focused project at national and/or international level is not evaluated.

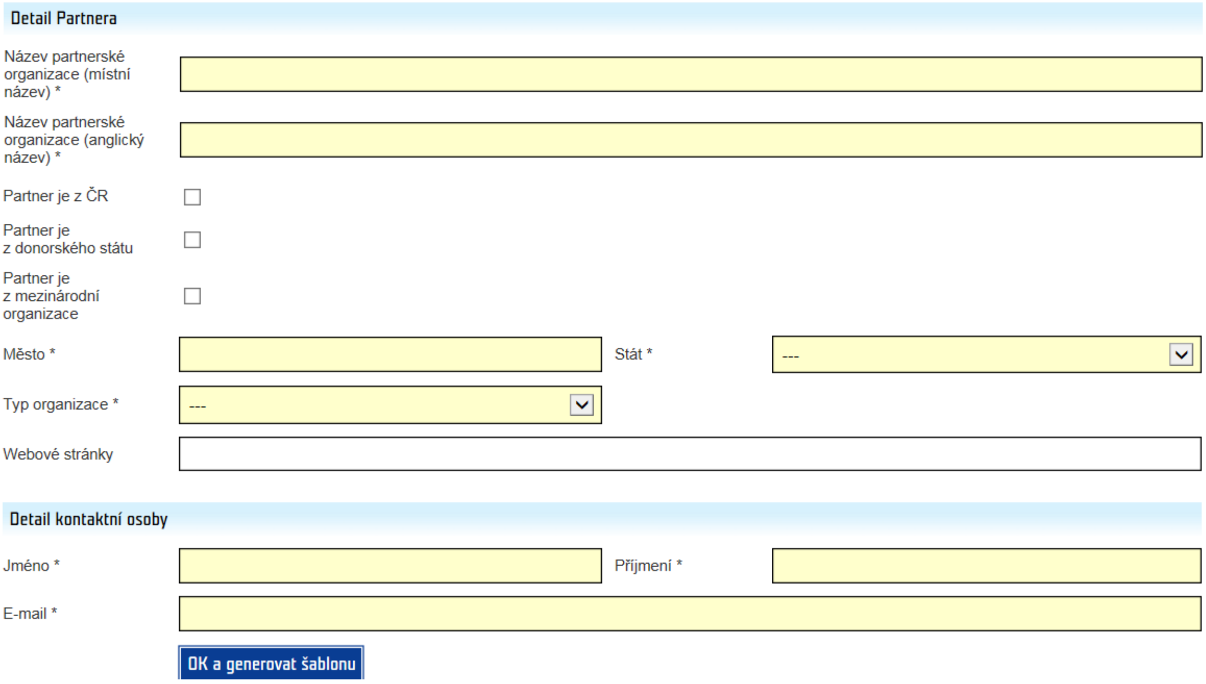
mental health of children and adolescents", "Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases" and **"Support of NGOs activities in the field of patient organizations"**.

In all calls such partnership is desired component of projects and is awarded special points in the evaluation process (see the Evaluation criteria in the SGS Open Call text).

Information and recommendations for searching donor project partners and arranging cooperation are available at:

https://www.eeagrants.cz/en/programmes/health/support-for-bilateral-cooperation.

4.3.1. Identification of Partner Organization


Detail Partnera

Název partnerské organizace (místní název) *

Název partnerské organizace (anglický název) *

Partner je z ČR

Partner je z donorského státu

Partner je z mezinárodní organizace

Město *

Stát *

Typ organizace *

Webové stránky

Detail kontaktní osoby

Jméno *

Příjmení *

E-mail *

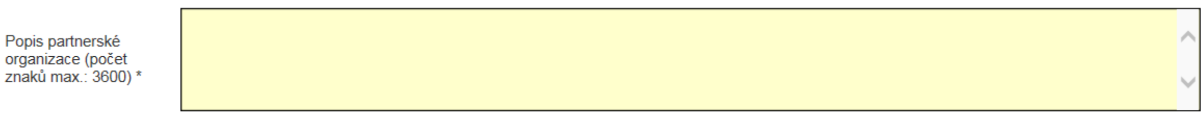
OK a generovat šablonu

The applicant will list partners who will participate in the implementation of the project and fill in their data, both for entities from the Czech Republic and abroad[3]. If the project is implemented in partnership with multiple organizations, the applicant will include data on each partner in a separate table. As a partner is considered an entity that concluded or will conclude partnership agreement containing scope of involvement of partner organization in the project.

For every partner organization the applicant shall fill in:

- **the name of the partner organization** (in local language and English)
- **type of the partner** (from Czech Republic / donor state / international organization)
- **organization type** (by selecting from the code list; see Annex 1 to this Guideline for a list of organization types)
- **city** (registered office of the partner organization)
- **state**
- **partner’s organization website** (optional)
- **partner’s contact person(s)** (name, surname, e-mail)

4.3.2. Description of Partner Organization


Popis partnerské organizace (počet znaků max.: 3600) *

The applicant shall provide a **brief description of the partner organization with an emphasis on activities relevant to the submitted project**. For partnerships with multiple entities, a description of each partner must be provided.

[3] International/intergovernmental organizations can be partners.

4.3.3. Description and Importance of Partnership

Popis a význam partnerství (počet znaků max.: 4000) *	

In this section of the application, the applicant will focus on describing the implementation of the partnership, in particular the following:

- the role, degree and manner of partner involvement in the project implementation;
- the need of the partnership for the project implementation and impact (eventually a benefit from involvement of various partners);
- duration of the partnership.

The applicant will describe how the partner/partners participate(s) in the implementation of the project, including the activities the project partner participates in. He/she will also indicate whether the partner is involved in the management of the project as a member of the management whose expenses are claimed as the eligible expenditure in the Management chapter. The applicant briefly explains why involvement of the project partner is necessary.

The applicant shall indicate whether the co-operation with the partner is focused solely on the implementation of this project, or it is expected that the cooperation will continue in the future. If relevant, the applicant will describe how the cooperation will take place after the end of the project or how it will be further developed in the future.

In case of project implemented in partnership with a donor state, the applicant will describe how the proposed activities will contribute to strengthening bilateral relations, especially in terms of shared results, knowledge and mutual understanding between the Czech Republic and the donor states.

4.3.4. Bilateral Indicators

Bilaterální indikátory

Název	Jednotka	Relevance indikátoru k projektu	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Počet akcí spoluorganizovaných konečným příjemcem a partnerem z donorského státu	počet	---				
Počet projektů realizovaných v partnerství s partnerem z donorského státu	počet	---				

In case of a bilateral partnership project, i.e. a partnership with an entity/entities from the donor states (Iceland, Liechtenstein, Norway), **the applicant will comment on the pre-set bilateral indicators of the Programme.** For each of the pre-set indicators, the applicant indicates whether it is relevant to the project (by selecting from the Yes/No list). The definitions of bilateral indicators are given in Annex 3 to this Guideline. It concerns the following indicators:

- **number of events co-organized by the donor and beneficiary state entities**
  - The applicant selects this indicator if the project has a partner from the donor states and in cooperation with this partner the applicant plans to organize events such as conferences, workshops, seminars, etc. The baseline indicator value will be "0" and the target indicator value will be the number planned joint events;
- **number of projects involving cooperation with a donor project partner**
  - The applicant selects this indicator in case the project has at least one partner from the donor states. If the project is implemented in partnership with several partners from donor states, this indicator must be listed with the relevance "Yes" and a target value of "1" for only one of these partners, for other donor partners the value of relevance of this indicator will be set as " No". The applicant will always indicate baseline indicator value “0” and target indicator value “1”.

For indicators relevant to the project, the applicant shall provide the following information:

- **target indicator value**

The applicant shall indicate the target value of the indicator that will be achieved through the implementation of the project activities. Furthermore, the applicant briefly describes in the description field, what information sources and data the value is based on. When setting the target value and determining its method of calculation, the applicant relies on the definitions of the bilateral indicators and their general parameters (see Annex 3).

- **expected month and year of fulfilment** of the indicator target value

The applicant shall indicate the expected month and year of fulfilment of the indicator target value in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved.

— **description of the fulfilment of the indicator**, setting and verification of expected values

The applicant will briefly describe the progress towards the fulfilment of the indicator within the project with respect to the defined indicator definition and its general parameters (see Annex 3), i.e. if relevant, the applicant specifies how the indicator is fulfilled with regard to the project specifics. In addition, the applicant shall indicate what information sources and data are used for the setting of the indicator values and how these values were calculated (taking into account the general parameters in accordance with Annex 3). The applicant will describe how it will be possible to verify the fulfilment of the indicator, i.e. what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

The target value of the bilateral indicators has been set up for the purposes of monitoring (therefore they are not binding); a failure to achieve the target value will be justified in the respective monitoring report.

Note:

The selected project promoters and donor project partners will have to take part in a survey measuring the trust and satisfaction in the partnership, which will be administered by the FMO.

4.3.5. Project Partnership Documentation

A mandatory annex to the application is the **Partnership Commitment Statement** (standardized form, see Annex 4a and 4b), or the Partnership Agreement (if already concluded at the time of the submission of the grant application). If the applicant has more than one partner, he/she submits the Partnership Commitment Statement separately for each partner. A **draft Partnership Agreement** may be attached to the application. A Partnership Agreement may be concluded as multilateral.

The **language of the document depends on the partner´s country of origin**. In case a **donor/beneficiary state[4]/ international organisation project partner** is involved in the project, the document shall be in **English** (see Annex 4b and 5b to this Guideline) or in a respective multilingual version. In case a Czech partner is involved in the project, the document will be submitted in Czech (see Annex 4a or 5a).[5]

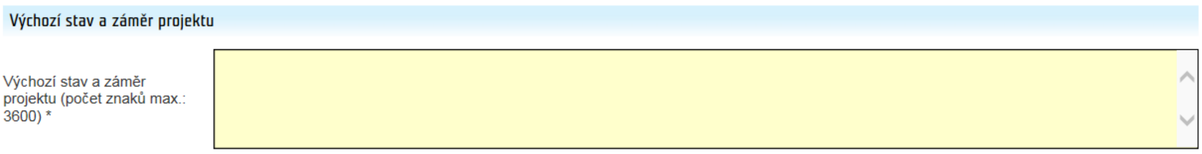
In case of a grant approval, the applicant is obliged to conclude the Partnership Agreement(s) with the partner(s). The Partnership Agreement with a donor state partner/beneficiary state[6]/ international organisation will be concluded in English or in a respective multilingual version. The submission of a copy (or copies if more than one partner is involved in the project and each has a Partnership Agreement signed separately) is a prerequisite for issuing a legal act on grant award. The applicant is obliged to submit the relevant copies to the SGSO before the Grant Award Decision is issued (the applicant will be invited by the SGSO).

The Partnership Agreement defines the position of each partner, their role, responsibility and participation in the project activities, as well as the mutual rights and obligations of the parties in the implementation of the project. The Partnership Agreement determines - among other things - a detailed budget of the expected expenditure of the partner and specifies financial flows between the project promoter and the partner, i.e. the method of reimbursing the partner's expenditure, the procedure for checking the expenditure claimed by the partner, matters concerning the use of currencies and the related exchange rate differences, liability for damage, archiving of accounting documents and documents proving the payment of expenditure by the partner and other. No binding format stating the form and content of the Partnership Agreement is specified, however, no provision may be contrary to the Regulation. A draft partnership agreement template can be adjusted to the needs of the own project and cooperation (see Annex 5 for the Partnership Agreement optional template).

The applicant is always responsible for the implementation of the project and the achievement of its objective, including the defined outputs. Expenditure incurred by partners in connection with the implementation of the project will be covered by the funds received by the applicant. The method of reimbursement will be performed in accordance with the concluded Partnership Agreement, provided that all eligibility rules are respected.

4.4. Intention and Project Description

4.4.1. Initial State and Project Intent


Výchozí stav a záměr projektu

Výchozí stav a záměr projektu (počet znaků max.: 3600) *

The applicant will describe what is the current situation in the area which the project is focused on and which leads to the submission of the project, or what problem or need the project will address (i.e. the initial status of the area before the start of the project and a clearly defined problem, deficiency or need).

[4] Beneficiary state other than the Czech Republic.

[5] It is possible to create a template of the Partnership Commitment Statement with Czech / foreign entity (with loaded information about the partner which had been filled in the application) in the IS CEDR. The template can be created in the profile of the project partner.

[6] Beneficiary state other than the Czech Republic.

The applicant submitting a grant application to the call "**Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases"** or "**Support of NGOs activities in the field of patient organizations"** further specifies the area of the call the project focuses on (via Annex 10 to this Guideline).

4.4.2. Justification of Project Proposal

Zdůvodnění návrhu projektu

Zdůvodnění návrhu projektu (počet znaků max.: 3600) *

The applicant will briefly explain why he/she considers the above-described issue (initial situation, identified problem or need) to be a priority, i.e. **why the project is important and necessary**. The justification should best be based on an analysis or study identifying the deficiency or may arise from identified practical needs. Therefore, the applicant shall indicate the sources (documents or practical needs identified) on the basis of which he/she proves the need for the project. If relevant, the applicant shall further specify:

- references to strategic documents relevant to the given project proposal that mention the need to address the issue (specific reference to the relevant parts/chapters of relevant documents);
- main conclusions of the needs analysis / studies identifying the deficiency;
- relation of the project to associated projects in implementation or relation to outputs or recommendations from already implemented projects associated with the submitted project.

4.4.3. Prerequisites for Project Implementation

Předpoklady pro realizaci projektu

Předpoklady pro realizaci projektu (počet znaků max.: 3600) *

If relevant, the applicant shall describe the aspects the launch of the project's actual implementation is conditional upon. If, at the time of submission of the application, certain prerequisites for the start of project implementation (e.g. technical, organizational, financial, personnel, etc.) are not met, the applicant shall state what are these prerequisites, including the expected end date when they will be met, so that the project could be launched.

Note:

In case, there are no prerequisites for the project implementation, the applicant shall fill in "Not relevant" in the application.

4.4.4. Objective and Desired Benefits

Cíl a očekávaný přínos projektu

Cíl a očekávaný přínos projektu (počet znaků max.: 5000) *

The applicant will describe the state at the end of the project to be achieved through the implementation of the project, i.e. what overall objective the project aims to achieve. The overall project objective must be clearly formulated and must be directly related to the formulated problem/need.

The applicant shall describe how the project is in line with the focus of the Open Call and shall also describe the expected benefits of the project in a wider societal context, i.e. what change or effect it will make.

With regards to the focus of the Open Call the applicant shall describe (according to the proposed project activities):

For the Call **"Support of NGOs activities in the field of mental health of children and adolescents"**

- How the implementation of the project will positively affect the mental health of children and adolescents.
- How the project will contribute to improving the quality of services provided to children and adolescents with mental illness and/or how the project will contribute to improving the prevention, detection or mitigation of mental illness impact in children and adolescents.
- How the project will contribute to raising awareness of the issue of mental illness of children and adolescents.

For the Call **"Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases"**How the implementation of project will contribute to enhancing the knowledge and skills of medical professionals in the field of early diagnosis and comprehensive treatment of dementia.

- How the project will positively impact the identification, clarification and definition of role of the individual groups of experts operating in the field of dementia, from the level of general practitioners through outpatient specialists in the field of geriatry, neurology, geronto/psychiatry to specialized centres.

— How the project will contribute to increasing the knowledge of carers and family members in the area of post diagnostic support and early detection of initial symptoms of dementia.

For the Call **"Support of NGOs activities in the field of patient organizations"**

— How the project will contribute to strengthening and developing of patient organizations' personnel capacities and/or education of their staff.

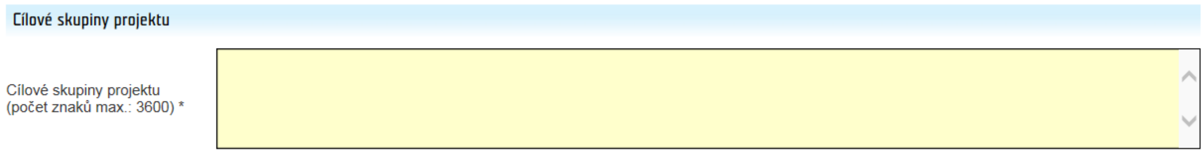
— How the implementation of project will contribute to improving the services provided by patient organizations to respective segment of patients.

— What will be the impact of the project implementation on raising awareness of the activities of patient organizations and importance of the entire segment, including the role of patient in the healthcare system.

— How will the project contribute to establishment of umbrella organization(s).

In case of a partnership with a donor project partner(s), the applicant shall describe how the proposed activities will contribute to strengthening of bilateral relations, particularly in terms of shared results, knowledge and mutual understanding between the Czech Republic and donor state(s).

4.4.5. Target Groups of the Project


Cílové skupiny projektu

Cílové skupiny projektu (počet znaků max.: 3600) *

Target groups are people who will benefit from the outputs of the project activities. The applicant will indicate the target groups of the project and briefly characterize the individual groups. The applicant also explains why the project is focused on the given group(s) and on what basis the target groups were selected. The applicant will further describe:

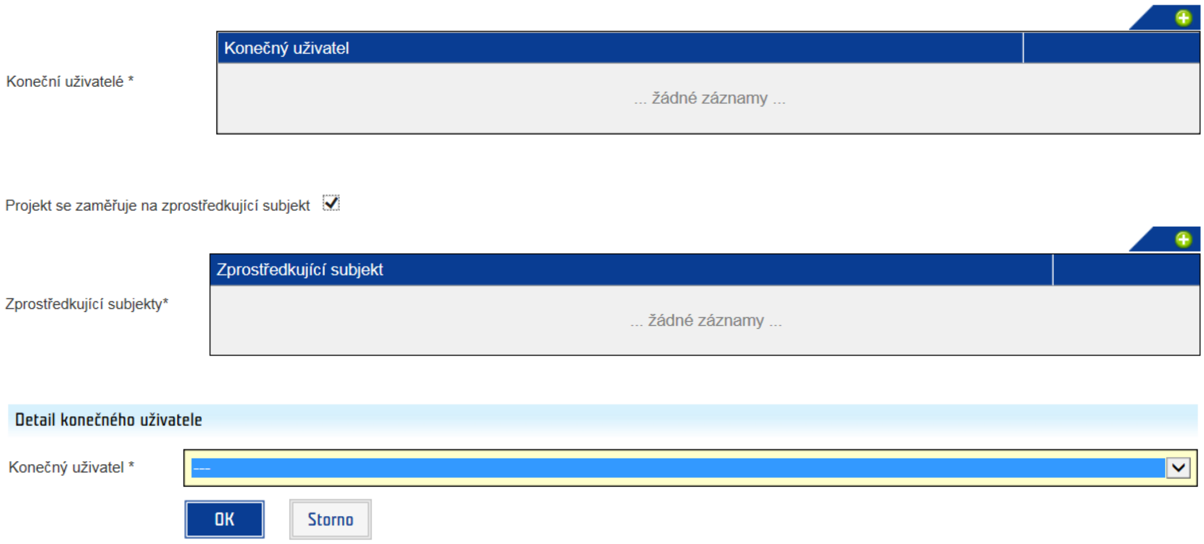
— what activities and outputs are expected for given target groups;

— how he/she will work with each target group;

— what means will be used to address and influence the target group(s) (e.g. direct work, campaign, etc.);

— what positive effect the target groups will experience through the implementation of the project and how the benefits can be verified.

4.4.6. Statistical Classification of Target Groups


Koneční uživatelé *

Konečný uživatel	
... žádné záznamy ...	

Projekt se zaměřuje na zprostředkující subjekt

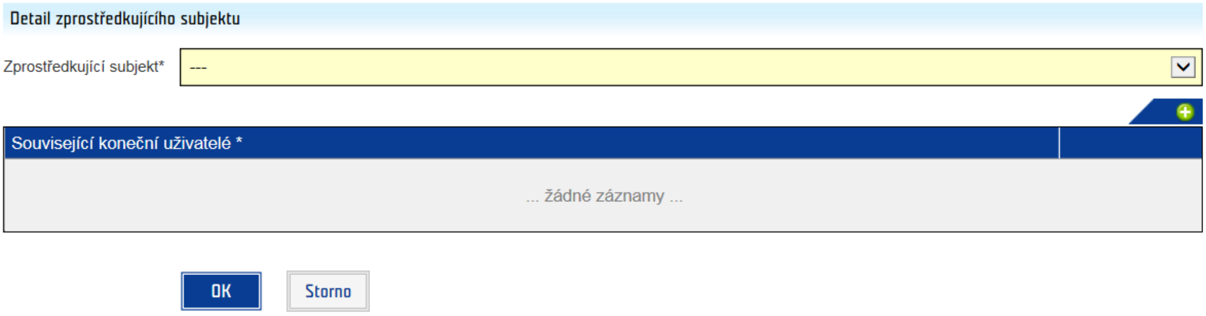
Zprostředkující subjekty*

Zprostředkující subjekt	
... žádné záznamy ...	

Detail konečného uživatele

Konečný uživatel * ---

OK Storno



For statistical purposes of the EEA Grants 2014–2021, the Financial Mechanisms office in Brussels defined a standardized list of target groups. The applicant will **select from the list statistical groups that best correspond to the described target groups of the project**. A list of all target groups relevant to the SGS calls can be found in Annex 6 of the Guideline.

Each project must target at least one target group of end beneficiaries (maximum possible number is 3). If relevant for the project, the applicant further selects the respective target groups of intermediaries (max. 3) and describes their relation to the end beneficiaries.

End beneficiaries represent different types of persons or groups of persons/organizations directly affected by the implemented project and have tangible benefits from the project outputs.

For the Call **"Support of NGOs activities in the field of mental health of children and adolescents"** the applicant selects relevant end beneficiaries from following target groups:

- children and youth (0-17);
- young adults (18-29);
- people with mental health problems;
- people with addictions (alcohol, drugs, etc.);
- general public.

For the Call **"Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases"** the applicant selects relevant end beneficiaries from following target groups:

- elderly (65 +);
- people with disabilities (excluding people with mental health problems);
- general public;
- people with non-communicable diseases (e.g. cancer, cardiovascular diseases, diabetes, Alzheimer's) *– this target group is newly introduced and is not yet included in the standardized list of target groups. In case the applicant considers this group to be relevant for the project, she/he should state it in the open field "Target groups of the project" of the application (see chapter 4.4.4. above). In addition to this target group, (s)he must select at least one target group from the list, i.e. „elderly (65 +)" and/or "people with disabilities (excluding people with mental health problems)" and/or "general public".*

For the Call **"Support of NGOs activities in the field of patient organizations"** the applicant selects relevant end beneficiaries from following target groups:

- civil society organizations;
- people with disabilities with the exception of people with mental health problems;
- people with mental health problems;
- people with communicable diseases (incl. TB and HIV/AIDS);
- general public;
- people with non-communicable diseases (e.g. cancer, cardiovascular diseases, diabetes, Alzheimer's) *– this target group is newly introduced and is not yet included in the standardized list of target groups. In case the applicant considers this group to be relevant for the project, she/he should state it in the open field "Target groups of the project" of the application (see chapter 4.4.4. above). In addition to this target group, (s)he must select at least one target group from the list, i.e. „civil society organizations" and/or "people with disabilities with the exception of people with mental health problems" and/or "people with mental health problems" and/or "people with communicable diseases (incl. TB and HIV/AIDS)" and/or "general public".*

Intermediaries represent different types of persons or groups of persons/organizations influenced by the project to ensure the desired effects for the end beneficiaries. If project activities are addressed directly to the end beneficiaries, this target groups may not be relevant in this case.

For the Call **"Support of NGOs activities in the field of mental health of children and adolescents"** the applicant selects relevant intermediaries from following target groups:

- teachers / professors (any level);

— educational institution staff (non-teaching);

— medical staff.

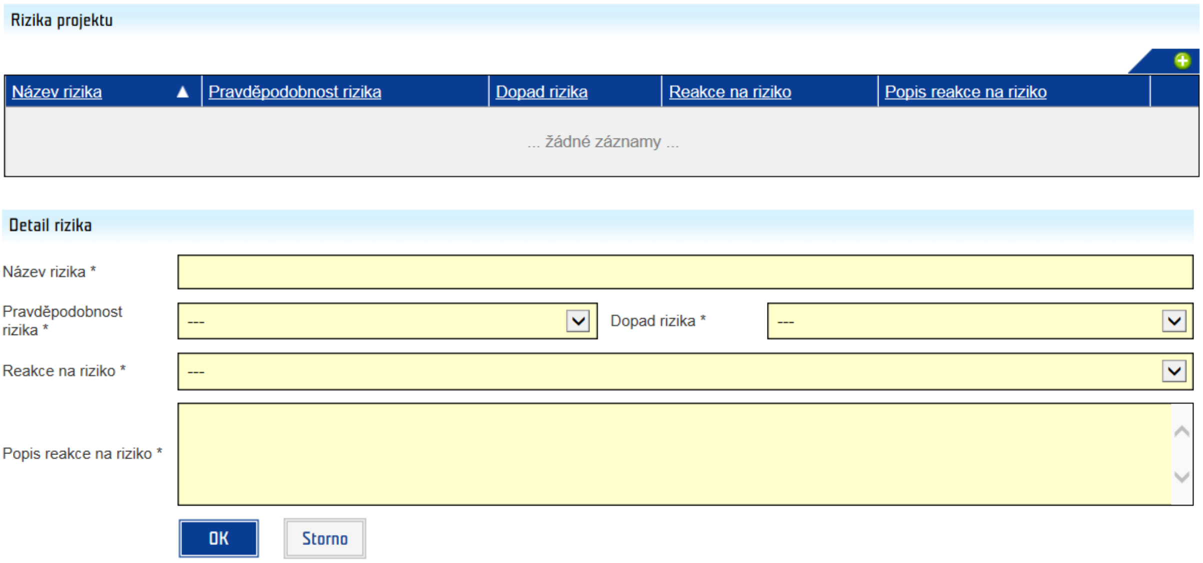
For the Call **"Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases"** the applicant selects relevant intermediaries from following target groups:

— medical staff.

For the Call **"Support of NGOs activities in the field of patient organizations"** the applicant selects relevant intermediaries from following target groups:

— civil society organizations.

4.5. Project Risks and Their Management



The applicant identifies the key risks that have or may have a **major impact** on the successful implementation of the project (in particular the risks associated with meeting the project objective, timetable and finances). It is recommended to list a **maximum of 5 major risks.** The decision of not awarding the grant cannot be considered a project risk.

For each risk the applicant shall indicate:

— **risk title**

The applicant shall provide a brief and fitting description for the risk associated with the implementation of the project. Generally defined risks (e.g. personnel risk, financial risk, etc.) are not appropriate as they do not adequately explain the situation.

Examples of risks:

— *delays in implementation of project activities due to measures to tackle Covid-19 pandemic;*

— *delays in the implementation of tenders;*

— *insufficient public interest in the media campaign;*

— *insufficient interest of target groups to engage in project activities; etc.*

— **probability of risk occurrence**

The applicant shall assess the likelihood of the occurrence of the risk. For evaluation, the applicant uses a scale that includes the following options - probability of risk is: 1- low, 2- rather low, 3- rather high or 4- high.

— **risk impact**

The applicant will assess the risk in terms of the severity of its negative impact on the implementation and achievement of the project objective. For evaluation, the applicant uses a scale that includes the following options - the risk impact is: 1 - small, 2 - rather small, 3 - rather large or 4 - large.

— **risk response**

For each risk, the applicant shall indicate the way in which the risk is responded (by selection from the list): mitigation, acceptance or transfer.

Mitigation reduces the likelihood of the risk occurrence or severity of impact, the risk is kept within acceptable limits. Acceptance of risk means accepting the risk without further measures in the event that the implementation of the measures would not be effective or we cannot influence the risk from our position. Transfer of risk means transfer of risk to other entity/entities (e.g. insurance contract).

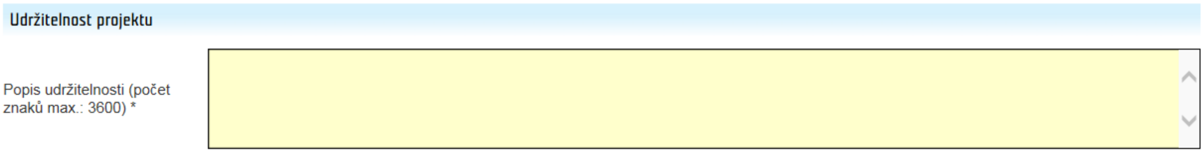
— **risk response description**

The applicant shall describe in what way he/she will respond to the identified risk and propose measures to eliminate, mitigate or transfer the risk.

Examples of risks and reactions:

- *Risk of disinterest of one of the target groups (teachers) in one of the project outputs (educational seminars in the field of mental health of children) → mitigating the risk by choosing the appropriate form of motivation for teachers to participate in seminars.*
- *Risk of non-performance of the workshop due to unavailability of the selected experts → mitigating the risk by preliminary communication and ensuring a larger number of experts.*
- *Risk of insufficient communication between partners → eliminate risk by setting up project management well before launching the project, organizing a kick-off meeting of partners, setting up personal responsibilities and communication channels.*

4.6. Project Sustainability

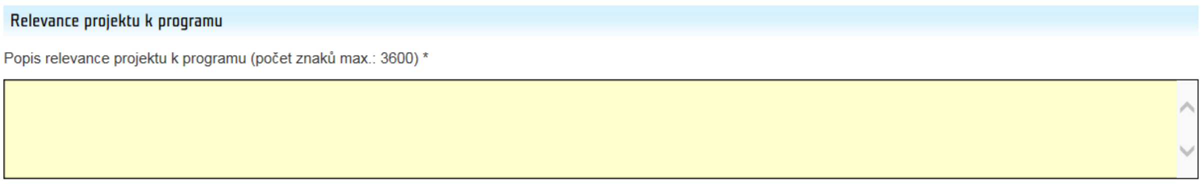


The applicant shall describe how he/she plans to maintain the outputs of the project and ensure the sustainability of the project after the end of its implementation, including how the necessary financial resources will be ensured. The applicant shall describe the financial sustainability of the project after completion of the implementation (i.e. the estimated costs associated with the project during the sustainability period and their financing), clearly define the risks of subsequent use of project outputs and design measures to eliminate the risks.

There is no minimum mandatory sustainability period for SGS projects. However, sustainability of project outcomes will be assessed during the selection process by the external evaluators as one of the quality evaluation criteria.

4.7. Relevance of the Project to Programme

4.7.1. Project Relevance



The overall objective of the programme is to improve prevention and reduce inequalities in health.

In the area of mental health, the programme focuses on promotion of mental health and prevention of mental illness in children and adolescents. In the area of prevention of diseases the programme is focused on strengthening measures for the prevention of dementia. In the area of civil society empowerment the programme is focused on strengthening the role of patients and the position of civil society in the health sector. The programme also aims at raising awareness among the general public of the respective support areas.

In order to measure programme´s achievements and its impact, the expected programme outcomes and outputs were identified. Thanks to their indicators it will be possible to assess the programme´s development. The projects supported within the programme must contribute to the fulfilment of these outcomes and outputs.

The applicant shall describe the relevance of the project to the overall objective of the programme, to the programme outcome and particularly to the programme outputs.

Description of programme outcomes and outputs including their indicators relevant for each call is provided in the Annex 7.

4.7.2. Purpose of the Project

Účel projektu (počet znaků max.: 500) *

The applicant shall fill in the **description of the purpose of the project** in the following way: "The purpose of the project is to enhance promotion of mental health of children and adolescents/strengthen measures for prevention of dementia/strengthen personnel capacities of patient organizations by/through….". The main purpose of the project to be achieved thanks to the grant shall be clear from the description. The applicant shall briefly describe the purpose and the use of the expected grant in line with the pre-set programme outcome and it shall contribute to its fulfilment (we recommend not to specify the exact number of activities). The purpose of the project shall be in direct relation to the implemented activities. The description shall also involve information about how the purpose will be achieved and how it will be conveyed/made available to the public.

The purpose of the project will be stated in the legal act on grant award and thus, it will be binding. Therefore, the applicant shall suitably define the purpose of the project allowing the effective implementation of the project.

Examples:

The purpose of the project is to enhance promotion of mental health of children through an organization of educational events improving the knowledge and skills of children in the area of mental health and prevention of mental problems.

The purpose of the project is to support patient organizations by means of increasing their personnel capacity and providing training activities and courses for their employees. The purpose of the project is also to raise awareness among the public about the activities of the organization as well as the importance of strengthening the role of patients in the health care system.

4.7.3. Classification of the Project into Supported Programme Outcomes

Podporovaný výsledek programu

Výsledek programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Zvýšení podpory duševního zdraví a pohody u dětí	Počet příjemců nově vytvořených nebo zkvalitněných služeb	počet	---				
	Podíl vyškolených odborníků, kteří uvádí zlepšení svých kompetencí v oblasti léčby duševního zdraví	procento	---				

- *Výsledek programu, který je pro projekt relevantní (k tomuto výsledku bude projekt v přímé návaznosti na realizované aktivity přispívat) a ke kterému se projekt bude povinně vyjadřovat v rámci monitorovacích zpráv, je přednastaven. Je-li přednastaven povinný indikátor výsledku programu, vyplňte související požadované údaje. Je-li přednastavena nabídka povinně volitelných indikátorů, uveďte, které indikátory jsou pro projekt relevantní, a u těchto indikátorů vyplňte související údaje.*

Programme outcomes are the short and medium-term effects of an intervention's outputs on the intermediaries or end beneficiaries. In its relation to the programme, the project contributes to fulfilment of the **programme outcome** (Support for children's mental health and well-being enhanced or Measures for prevention of diseases strengthened or Civil society empowered in the health sector) including related indicators. The programme outcome, which is relevant for the project (the project will contribute to this outcome in direct relation to the implemented activities) and on which the project will be obliged to comment in the monitoring reports, **is pre-set** by the SGSO. Mandatory indicators that are related to a given programme outcome may also be pre-set.

For this programme outcome, the applicant shall select outcome indicator/indicators corresponding to the focus of the project and the set-up of the Open Call. The text of the Open Call defines what outcome indicators are mandatory or mandatory-elective.

For the selected/pre-set programme outcome indicators, the applicant shall fill in the following:

— **programme outcome indicator**

— **unit of measurement**

— **baseline value of the indicator**

The applicant shall indicate the initial value of the indicator before the start of project implementation.

— **target value** of the indicator

The applicant shall indicate the planned target value of the indicator that will be achieved through the implementation of the project.

The implementation of the project contributes to achieving of the programme outcome; however, the achievement of the programme outcome may depend on factors that are outside the control of the project promoter. The target value of the programme outcome indicator has been set up for the purposes of monitoring; a failure to achieve the target value must be justified in the respective monitoring report.

— **expected month / year of fulfilment** of the target value of the indicator

The applicant shall indicate the expected month and year of fulfilment of the indicator in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved.

— **description of the fulfilment, setting and source of verification of the indicator**

The applicant must fill in the description using the predefined data specified in Annex 7 in the columns Indicator Definition, Setting of indicator value and Source of verification. If relevant, the applicant further specifies the description and method of fulfilment of the indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the baseline value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 7). If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

4.7.4. Classification of the Project into Supported Programme Outputs

Relevance výstupů programu

Výstup programu	Relevance
Osvětové aktivity týkající se duševního zdraví uspořádány	---
Poskytnutí školení/tréninku na zvýšení dovedností v oblasti duševního zdraví	---
Uskutečnění intervencí v oblasti duševního zdraví u dětí a dospívajících a v jejich rodinách	---

Podporované výstupy programu

Výstup programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Uskutečnění intervencí v oblasti duševního zdraví u dětí a dospívajících a v jejich rodinách	Počet odpilotovaných nových programů/opatření pro děti a dospívající trpící duševními chorobami	počet	---				
	Počet odpilotovaných preventivních programů/opatření pro děti a dospívající ohrožené rozvinutím duševního onemocnění	počet	---				
Poskytnutí školení/tréninku na zvýšení dovedností v oblasti duševního zdraví	Počet pracovníků získajících certifikát/osvědčení o odbornosti v oblasti duševního zdraví	počet	---				
	Počet vytvořených studijních materiálů /školení v oblasti duševního zdraví pro profesionály včetně studentů	počet	---				
	Počet pilotních škol s nově proškoleným/vzdělaným personálem v oblasti duševního zdraví	počet	---				
	Počet dětí a dospívajících, jež absolvovali edukativní programy	počet	---				
Osvětové aktivity týkající se duševního zdraví uspořádány	Počet realizovaných informačních kampaní zvyšujících povědomí o problematice řešené v rámci projektu	počet	Ano/Yes				

- *Výstupy programu, které jsou pro projekt relevantní (k těmto výstupům bude projekt v přímé návaznosti na realizované aktivity přispívat) a ke kterému se projekt bude povinně vyjadřovat v rámci monitorovacích zpráv, jsou přednastaveny. Je-li přednastaven povinný indikátor výsledku programu, vyplňte požadované údaje. Je-li přednastavena nabídka povinně volitelných indikátorů, uveďte, které indikátory jsou pro projekt relevantní, a u těchto indikátorů vyplňte související údaje.*

Programme outputs are the products, capital goods (e.g. building, equipment) and services delivered by an intervention in project to the set target groups. In its relation to the programme, the project by its activities **fulfils the programme outputs** including related indicators.

The applicant selects the programme output(s) which is/are relevant for the project (the project will contribute to this outcome in direct relation to the implemented activities). Mandatory programme outputs and their indicators will be pre-set in the IS CEDR with relevance "yes."

In relation to the focus of the project, the applicant will select at least one of programme outputs related to the project.

For every programme output, the applicant shall select programme output indicator/indicators based on the focus of the project and the set-up of the respective Open Call.

Procedure for determining the relevant programme outputs and their indicators in case of the Call "Support of NGOs activities in the field of mental health of children and adolescents"

In case the applicant will implement activities in area "1. Implementing innovative and/or improving the current preventive, social-rehabilitation and community-supportive methods and practices in the field of mental health care for children and adolescents":

- *(s)he should select the programme output "1.2 Mental health interventions for children/adolescents and their families carried out" and choose the programme output indicator "Number of new programs/actions piloted for children/youth suffering from a mental disorder" and/or "Number of programs/actions piloted for children/youth at risk to prevent mental disorders".*

In case the applicant will implement activities in area "2. Educating children and adolescents to improve their knowledge and skills in the field of mental health and strengthening the prevention of mental health problems":

- *(s)he can select the programme output "1.2 Mental health interventions for children/adolescents and their families carried out" and choose the programme output indicator "Number of programs/actions piloted for children/youth at risk to prevent mental disorders"* ***and/or***

- *(s)he can select the programme output „1.3 Mental health education/skills training provided" and choose the programme output indicator „Number of children and adolescents who underwent educational programmes".*

In case the applicant will implement activities in area "3. Educating and enhancing the expertise and skills of health professionals providing care to children with mental disorders as well as non-medical professionals, informal carers and pedagogues":

- *(s)he should select the programme output „1.3 Mental health education/skills training provided" and choose the programme output indicator „Number of mental health learning/training courses designed for professionals including students" and/or „Number of staff earning professional certification/designation in mental health" and/or „Number of pilot schools with staff newly trained/educated in mental health issues".*

In case the applicant will implement activities in area "4. Information and destigmatization activities raising awareness among professionals and the general public about mental health and mental disorders in children and adolescents":

- *(s)he should select the programme output „1.4 Awareness raising activities for mental health issues carried out" and choose the programme output indicator „Number of awareness raising campaigns carried out".*

Procedure for determining the relevant programme outputs and their indicators in case of the Call "Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases"

Area of support A "Definition of roles and competencies of individual segments of care, creation of interdisciplinary best practices and raising awareness of their existence"

In case the applicant will implement activities in support area A:

- *(s)he should select the programme output „2.3 Training/education in disease detection/ treatment provided" and choose the programme output indicator „ Number of training/educational initiatives/guidelines designed/carried out/implemented".*

Area of support B "Raising the awareness of family members and informal carers about the early detection of dementia symptoms, treatments and activities that contribute to slowing the development of disease symptoms"

In case the applicant will implement "a) Educational activities aimed at family members and informal carers on early detection of dementia symptoms and treatment options and support options, including cooperation between professionals and informal carers (so-called shared care)":

- *(s)he should select the programme output „2.3 Training/education in disease detection/ treatment provided" and choose the programme output indicator „Number of trained family members/informal carers of patients with dementia".*

In case the applicant will implement "b) Awareness-raising programs and campaigns of a comprehensive nature aimed at the general public focused on destigmatizing people living with dementia and at raising awareness of dementia, early detection of symptoms and treatment options":

- *(s)he should select the programme output „2.4 Awareness raising activities carried out" and choose the programme output indicator „Number of awareness raising campaigns carried out".*

Procedure for determining the relevant programme outputs and their indicators in case of the Call "Support of NGOs activities in the field of patient organizations"

Area of support A "Professionalization and support of patient organizations"

In case the applicant will implement activity "1) Strengthening the personnel capacity of patient organizations":

- *(s)he should select the programme output „3.1 Capacity building measures for patient organizations carried out" and choose the programme output indicator „Number of patient organizations involved in capacity building measures".*

In case the applicant will implement activity "2) "Education and training of staff of patient organizations in order to expand their knowledge and skills in management, public relations, financial management, negotiation, advocacy, etc."":

- *(s)he should select the programme output „3.1 Capacity building measures for patient organizations carried out" and choose the programme output indicator „Number of individuals trained/educated".*

In case the applicant will implement activity "3) Support of the development of activities and services which patient organizations provide to patients or other patient organizations that they associate":

- *(s)he should select the programme output „3.1 Capacity building measures for patient organizations carried out“ and choose the programme output indicator „Number of counselling helplines created/expanded/extended“.*

In case the applicant will implement activity "4) Activities aimed at raising public awareness of prevention, of a particular disease or the activities of patient organizations, including the implementation of campaigns and awareness-raising events":

- *(s)he should select the programme output „3.3 Awareness raising activities carried out“ and choose the programme output indicator „Number of awareness raising campaigns on patient empowerment carried out/developed“.*

Area of support B "Establishment and development of umbrella organizations representing the segment of patient organizations or a selected part thereof."

In case the applicant will implement activities in support area B:

- *(s)he should select the programme output „3.1 Capacity building measures for patient organizations carried out“ and based on character of activities choose the programme output indicator "Number of individuals trained/educated“ and/or "Number of patient organizations involved in capacity building measures".*
- *Moreover, for projects submitted to the area of support B, the programme output indicator "Umbrella patient organisations established" must always be fulfilled. This indicator has been newly created and is therefore not included in the IS CEDR. Therefore, the applicant cannot choose it within the offered programme output indicators. It is therefore necessary for the applicant to fill in the output indicator "Umbrella patient organisations established" manually in the application section "Project activities" as the output of the selected key activity, indicating "Umbrella patient organisations established" as an indicator of activity output (for more see chapter 4.8 Project activities). The applicant will also confirm the selection of this indicator in the annex "Specification of project focus" (for more see chapter 4.16 Annexes to the application and Annex 10 to this Guideline);*
- *The applicant can select as relevant also the programme output "3.3 Awareness raising activities carried out" and choose the programme output indicator "Number of awareness raising campaigns on patient empowerment carried out/developed".*

For selected/pre-set indicators (i.e. with relevance "yes"), the applicant shall fill in:

- **baseline value** of the indicator (if the value is not already pre-set)

The applicant shall indicate the initial value of the indicator before the start of project implementation.

- **target value** of the indicator

The applicant shall indicate the planned target value of the indicator that will be achieved through the implementation of the project (if it is not already pre-set).

Programme outputs and target values of the related output indicators are binding due to their direct link to project activities and its budget. A deviation from the target value during implementation of the project must be justified in the monitoring report and this discrepancy is subjected to the assessment of the SGSO with regards to its effect on the project purpose.

- **expected month / year of fulfilment** of the target value of the indicator

The applicant shall indicate the expected month and year of fulfilment of the indicator in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved.

- **Description of the fulfilment, setting and source of verification** of the indicator

The applicant must fill in the description using the predefined data specified in Annex 7 in the columns Indicator Definition, Setting of indicator value and Source of verification. If relevant, the applicant further specifies the description and method of fulfilment of the indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the initial value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 7). If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

Note:

The text of each Open Call defines if programme output indicators are mandatory or mandatory-elective[7]. This set-up is based on the focus of the respective Open Call and eligible activities.

[7] The applicant confirms the relevance of the indicator based on the nature of the submitted project. With regards to the focus of the Open Call, it is mandatory for mandatory elective indicator to select at least one indicator for each selected programme output.

4.8. Project Activities

The project activities must lead to the fulfilment of the project objective and also contribute to the fulfilment of the programme objective. The project activities shall be structured logically and linked to the expected programme outputs and outcome defined in accordance with subchapters 4.7.3. and 4.7.4. as well as to the detailed project budget (chapter 4.11). The project always includes key activities, project management and project publicity; the recommended maximum total number of activities including project management and project publicity is 5-7 depending on the nature and size of the project (maximum total number is 10).

The applicant must specifically describe the planned activities and stages of the project implementation. It must be clear from the description of the activities that they are feasible and have logical continuity with each other. The described activities must have a logical link to the project budget.

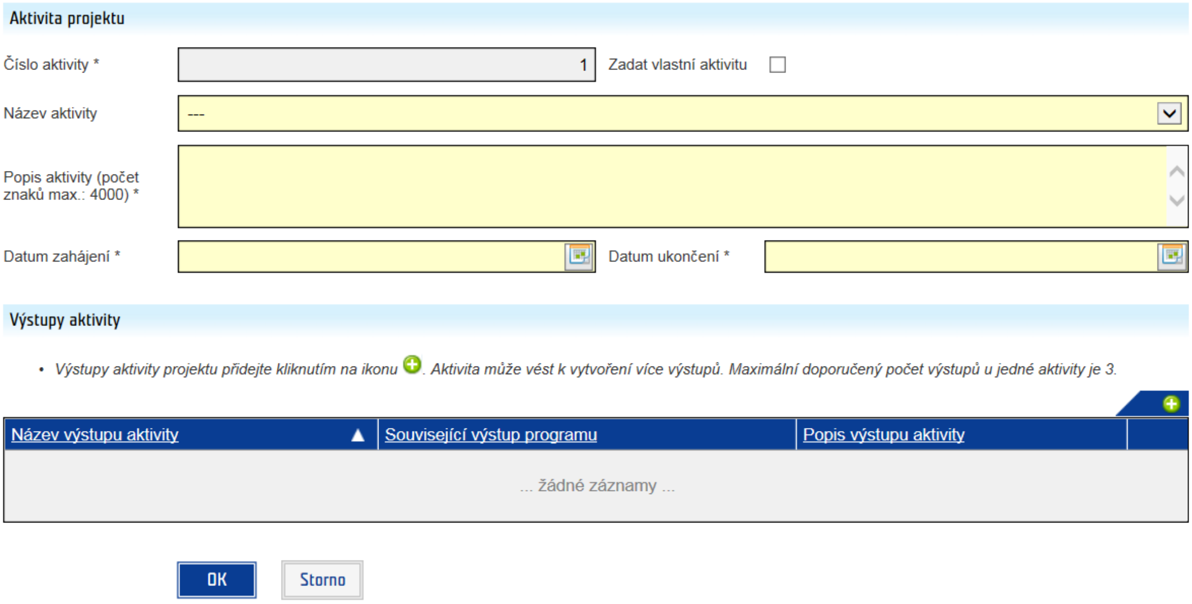
The planned activities must be based on the thematic areas targeted by the specific Open Call. The supported areas are described in detail in the relevant Open Call text.

Key activities may include: *Series of professional courses or workshops, organization of workshop/seminars in the field of prevention of mental illness, Preparation and realization of a conference, Organization of awareness campaign, etc.*

Note 1:

Lists of compulsory areas of activities are set out in the relevant Open Calls.

4.8.1. Key Project Activities and Outputs


Aktivita projektu

Číslo aktivity * 1 Zadat vlastní aktivitu

Název aktivity ---

Popis aktivity (počet znaků max.: 4000) *

Datum zahájení * Datum ukončení *

Výstupy aktivity

• *Výstupy aktivity projektu přidejte kliknutím na ikonu . Aktivita může vést k vytvoření více výstupů. Maximální doporučený počet výstupů u jedné aktivity je 3.*

Název výstupu aktivity	Související výstup programu	Popis výstupu aktivity
... žádné záznamy ...		

OK Storno

The project is divided into key activities. The applicant shall indicate:

— **name of the key activity**

Name of the key activity is defined by the applicant. The name of the key activity should be brief and unambiguously reflect the sub-activities that make up the key activity.

— **description of the key activity**

The individual key activities that need to be undertaken to support achieving the project objective must be described in detail. The applicant shall indicate what will be the content of the key activity. The description of each key activity must be concise and linked to the budget, so that individual budget items are clearly justified by the description of the respective activities. The key activities must contribute to the achievement of the relevant programme output and outcome.

The project is structured into individual key activities according to the **logical content units** (e.g. creation of training modules, implementation of educational seminars, preparation and organization of a conference, conducting a questionnaire survey and elaboration of an analysis, evaluation of the project etc.). The breakdown by time and project time schedule is not supported (e.g. breakdown by phases of elaboration of training modules).

It must be clear from the description of the activities **what will be performed, by whom, when and how**. At the same time, the description must indicate whether the partner is involved and how, if relevant.

The description of the activity shall logically follow the detailed project budget. This means for example, if a specialist is mentioned in the budget, the activity description must contain what the tasks of the specialist will be. If a supply or service contract is included in the budget, the activity description must indicate what will be delivered.

The applicant shall describe in detail the planned implementation of the key activity. Key activity description should include answers to questions:

- What partial activities will be implemented within the framework of the key activity with regard to the needs of the target group and to the achievement of the required outputs?
- What are the expected necessary personnel and material resources and what is the manner of involvement of the project partner(s) in the implementation of the key activity?

Examples of key activities:

Call "Support of NGOs activities in the field of mental health of children and adolescents"

- *Creation and pilot operation of a multidisciplinary team providing care for children with mental illness;*
- *Organization of seminars for children and adolescents improving their knowledge about prevention of mental illnesses;*
- *Training of teachers and/or other pedagogical staff in the area of prevention of mental illness in children and adolescents;*
- *Organization of information events.*

Call "Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases"

- *Development of interdisciplinary recommended procedures for general practitioners and specialists focused on the diagnosis of dementia syndrome and on comprehensive therapy;*
- *Organization of educational activities aimed at general practitioners and the medical professionals raising their awareness of the existence of recommended procedures and methodologies in the field of dementia;*
- *Organization of seminars for family members and informal carers on early detection of dementia symptoms;*
- *Organization of workshops and conferences for general public raising awareness of dementia and early detection of symptoms.*

Call "Support of NGOs activities in the field of patient organizations"

- *Increase in personnel responsible for the operation of the organization;*
- *Organization of educational events for employees in the field of management skills and financial management;*
- *Extension of operation of helpline providing advice and support to patients;*
- *Implementation of seminars for the public aimed at raising awareness of the activities of patient organizations;*
- *Establishing umbrella organizations.*

- The expected **start date** of key activity

The expected start date of each key activity must be derived from the possible start date of the project (the indicative date for the possible start of the project with respect to the project appraisal process is set by the SGSO in the Open Call).

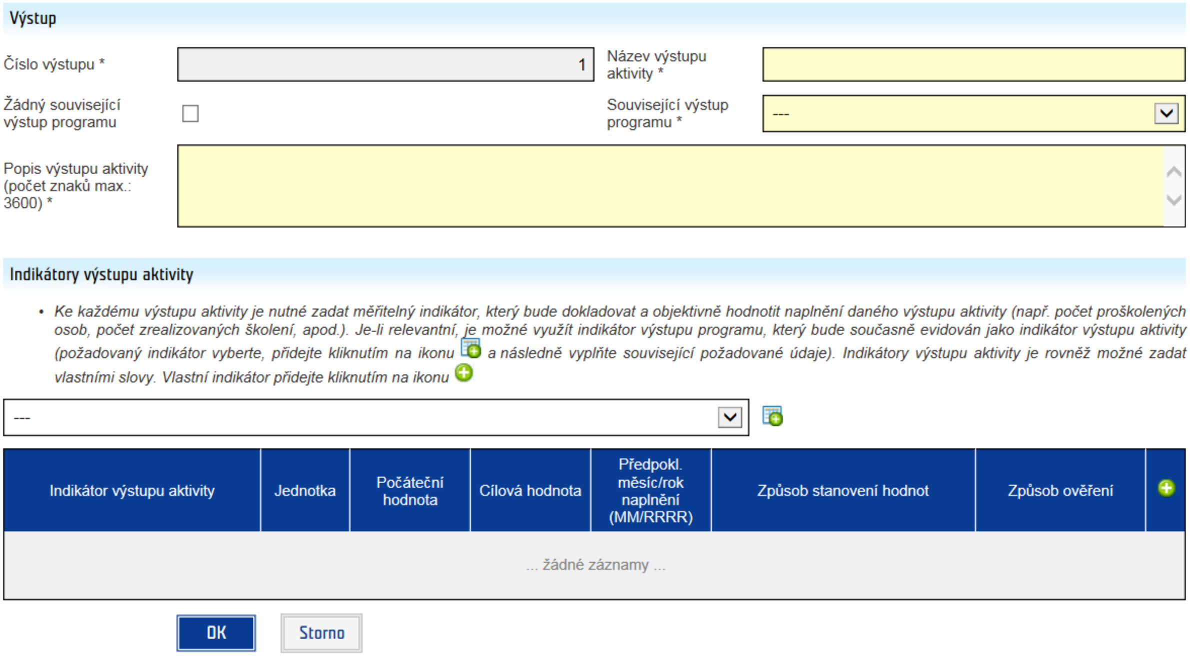
- The expected **end date** of key activity

Outputs of the key activities

Each key activity must be further defined and quantified by outputs. The applicant shall indicate the specific output(s) of the key activity, i.e. what products, services, processes etc. will be created based on the implementation of the key project activities. The outputs of the activity are necessary for achieving the project objective. One key activity can lead to several outputs. The applicant only lists the outputs that are essential and which result from the implementation of the key activity (e.g. trained persons, created methodologies). The maximum recommended number of outputs per key activity is 3.

Note:

In case the applicant submits an application to the area of support B “Establishment and development of umbrella organizations representing the segment of patient organizations or a selected part thereof" under the Call "Support of NGOs activities in the field of patient organizations", it is necessary to state "Umbrella patient organisations established" as an output of one of the key activities and as an indicator of the output of the activity, the applicant shall also state "Umbrella patient organisation established".



The applicant shall provide the data for each output separately:

— **title of the activity output**

The applicant defines the output of the key activity. The output name should be brief and fitting.

— **related programme output**

The applicant shall indicate the programme output number code to which the project activity output is linked. If none of the programme outputs is relevant, the applicant shall indicate “No related programme output”.

— **description of the activity output**

The applicant shall provide description of the output of the given key activity, i.e. what will be created within the key activity, for which target groups the given output is intended, how it will be used, etc. (example: Seminars for pupils of the lower secondary school in the field of mental illness prevention; Guideline defining the role and competencies of specialized centres for diagnosis and treatment of cognitive impairment and dementia; A full-time employee hired for the position of director of patient organization and a part-time employee hired as a fundraiser).

— **activity output indicator**

The applicant shall provide the name of a measurable indicator that will document and objectively evaluate the fulfilment of the given activity output (e.g. the number of trained persons, the number of implemented training sessions, etc.). The applicant can define activity output indicators in own words or use a programme output indicator (in case a related programme output was indicated for this particular activity).

Activity outputs and target values of the related output indicators are binding due to their direct link to project activities and its budget. A failure to achieve the target value must be justified in the monitoring report and this discrepancy is subjected to the assessment of the SGSO with regards to its effect on the project purpose.

— **unit of measurement**

The applicant shall determine the relevant measuring unit of the indicator through which it will be possible to objectively assess the fulfilment of the indicator.

Example: piece, person, document, event, etc.

— **baseline value of the indicator**

The applicant shall indicate the baseline value of the indicator before the start of activity implementation.

— **target value of the indicator**

The applicant shall indicate the planned target value of the indicator that will be achieved through the implementation of the project key activity.

— **expected month / year of fulfilment** of the indicator target value

The applicant shall indicate the expected month and year of fulfilment of the indicator in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved.

— **setting of values**

The applicant shall briefly describe the way of setting the target value and the baseline value of the indicator, including an indication of information sources and data the values are based on. For qualitative indicators, the fulfilment of which will be monitored by means of a scale (e.g. 1–5), the applicant shall provide the definitions including description of the individual levels of the scale used.

— **source of verification**

The applicant will describe how it will be possible to verify the progress towards the fulfilment of the indicator, i.e. what sources (conclusive records kept by the project promoter or the partner) will provide the information on the progress towards the fulfilment of the indicator (e.g. attendance lists, certificates, occupancy permit, foto documentation, invoices, document published on the project website, etc.). The applicant shall also describe the method of data collection and the method of aggregation (addition), if applicable.

Examples of outputs of key activities:

Call "Support of NGOs activities in the field of mental health of children and adolescents" *Workshops for …;*

- *Seminars for …;*
- *Trained medical/non-medical staff;*
- *Conference on the topic …*

Call "Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases" *Recommended procedures and/or methodologies in the field of early diagnosis of dementia;*

- *Trained general practitioners/medical professionals;*
- *Trained family members;*
- *Workshops for …;*
- *Conference on the topic of destigmatization of persons suffering from dementia.*

Call "Support of NGOs activities in the field of patient organizations"

- *Created fundraiser position …;*
- *Increased capacity of helpline to …;*
- *Seminars for …;*
- *Conference on the topic ….;*
- *Umbrella organizations established.*

4.8.2. Project Publicity and its Outputs

Project promoters are obliged to undertake communication and promotional activities enhancing the visibility of the project and its results to relevant target groups, including the general public. The activities that contribute to the effective publicity of the project are to be described in the obligatory activity ´Project publicity´. Project publicity represents a **comprehensive project communication plan** that is based on a communication strategy and a set of effective communication tools including mandatory elements.

The communication plan determines who communicates what information, and how, when and to whom. The purpose of the communication plan is to set up a project promotion strategy to inform target groups and public about the EEA Grants´ support, and thus to raise general awareness not only of the existence and objectives of the project, but also of the Health Programme as well as the EEA Grants, also highlighting bilateral cooperation (if the project is implemented in a bilateral partnership).

Publicity is an integral part of the project. All information and publicity measures must be implemented in accordance with the Annex III of the Regulation "Information and Communication Requirements" and the document "Communication and Design Manual" issued by the FMO. The manual sets out binding technical requirements for the use of logos, billboards, plaques, posters, publications, websites and other audio-visual materials. The documents are available for download at www.eeagrants.cz/en/general-information/promotion/downloads.

In connection with receiving of support from the EEA Grants 2014-2021, the project promoter is obliged to inform the public about the implementation of the project and the received financial support through the so-called mandatory project publicity. In addition to the set minimum mandatory publicity measures, it is appropriate if project promoter carries out other communication and promotion activities to enhance the visibility of the project and its outputs to relevant target groups, including the general public. The applicant chooses communication tools with regard to the target groups of the project and the nature of the outputs of individual key activities.

Mandatory requirements of the publicity:

- Project promoter is obliged to implement during the course of project implementation at least **two information activities** on the existence of the project, its goals, progress of implementation, achievements and results (e.g. the opening and/or final project conference, press release, seminar, workshop, public event, press conference, etc.). Information activities may be of a smaller scale. It is appropriate that the events are supported by promotional and information materials which must include mandatory publicity elements (this concerns information on the website, in the press or on social networks, attendance lists, invitations to events, roll-ups, leaflets, etc.). The event may be part of another larger event (festival, fair, etc.). During the implementation of the activity, the support from EEA Grants 2014-2021 must always be emphasized by the project promoter so that the target groups and the public are informed of the support received.

- The project promoter is obliged to provide information on the project on newly created websites, or on the specialized page of the existing website of the project promoter's organization, in the project section in **Czech language**. Alternatively, information about the project can be published via profiles on social networks.

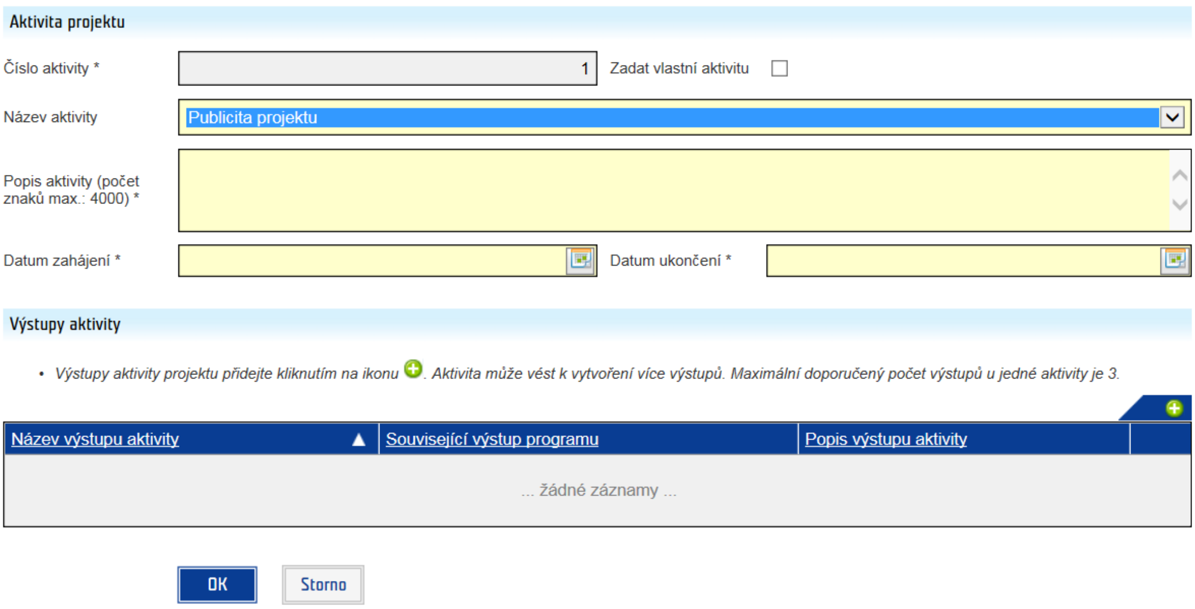
- For projects with a grant of more than CZK 3,900,000 (EUR 150,000), the project promoter is obliged to create a dedicated project website (as a separate section dedicated to the project on an existing organization website or as a separate project page), both in Czech and English. Alternatively, information about the project can be published via profiles on social networks.

- The website/social network profile shall include information about the project, its progress, eventual cooperation with donor project partners, relevant photos, contact details and a reference to the Health Programme and EEA Grants.

The communication plan includes the setting of a target group, publicity outputs (e.g. project opening conference, project final conference, press conference, etc.), and publicity output indicators. The outputs of other activities including events of various types do not relate to the publicity outputs (e.g. professional seminar, workshop, media campaign promoting the particular topic dealt with in the project, etc.).

As part of the Project publicity activity, the applicant fills in the same fields as in the case of key project activities (with the exception of the "Related Programme Output" field, where indicate "No related programme output"; for the requirements for the description of each field, see the chapter 4.8.1.; in terms of content, the applicant follows the above mentioned requirements for the project communication plan).

In the Project publicity the applicant is obliged to implement the mandatory elements of the publicity in line with the Regulation. It is not necessary to state the individual elements as separate outputs of the Publicity activity, it is possible to use the summary output – e.g. "Set of mandatory project publicity elements". In the field Activity output description, in this case, the applicant describes the elements to be applied in the project.



Aktivita projektu

Číslo aktivity * 1 Zadat vlastní aktivitu

Název aktivity Publicita projektu

Popis aktivity (počet znaků max.: 4000) *

Datum zahájení * Datum ukončení *

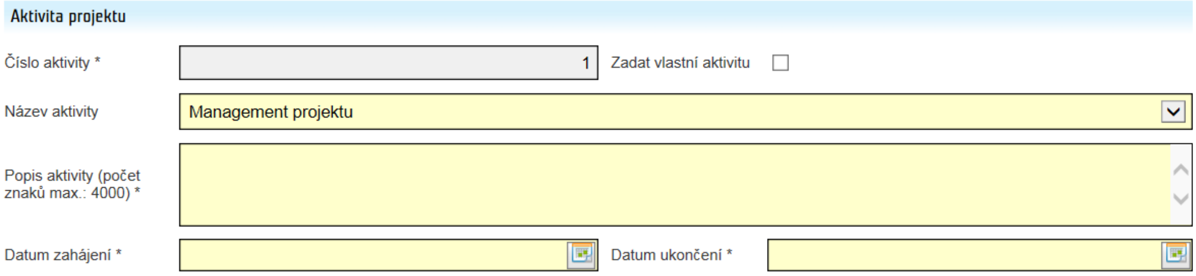
Výstupy aktivity

- *Výstupy aktivity projektu přidejte kliknutím na ikonu . Aktivita může vést k vytvoření více výstupů. Maximální doporučený počet výstupů u jedné aktivity je 3.*

Název výstupu aktivity	Související výstup programu	Popis výstupu aktivity
... žádné záznamy ...		

OK Storno

4.8.3. Project Management


Aktivita projektu

Číslo aktivity * 1 Zadat vlastní aktivitu

Název aktivity Management projektu

Popis aktivity (počet znaků max.: 4000) *

Datum zahájení * Datum ukončení *

Part of the project is its management, which is included as the activity Project management. The applicant shall indicate:

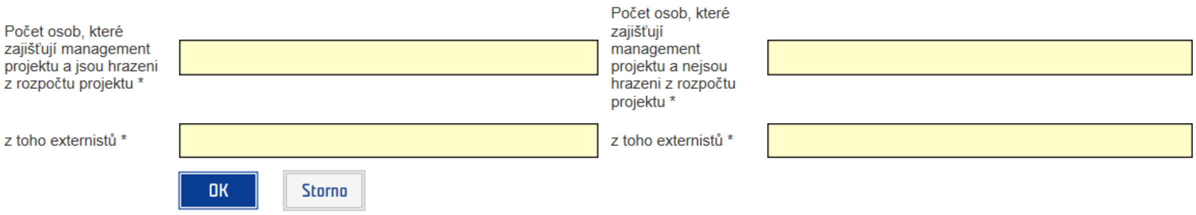
— Project management **activity description**

The applicant shall describe the organizational and management structure for the project implementation, including administrative and financial management. The applicant will also describe the roles and responsibilities of the individual management members and their expected workloads. Within the project application, it is not recommended to specify specific names of persons, but it is necessary to describe the main job content of management staff. If a project partner (including a donor state partner) is involved in the project management, the applicant will describe the activities of these persons, including their expected workloads and links to the project budget.

— expected **start date** of the Project management activity

— the expected **completion date** of the Project management activity

The activity Project management runs throughout the project implementation period. The expected start date must be derived from the possible start date of the project – see subchapter 4.1.5 of the Guideline. The indicative date for the possible start of the project with respect to the project appraisal process is set by the SGSO in the Open Call.


Počet osob, které zajišťují management projektu a jsou hrazeni z rozpočtu projektu *

Počet osob, které zajišťují management projektu a nejsou hrazeni z rozpočtu projektu *

z toho externistů *

z toho externistů *

OK Storno

In addition, the applicant will indicate whether individual project management positions will be secured by own or external staff and whether management staff costs will be spent within the project budget. Personal expenses of management members that can be included in the project budget and requested as eligible expenses are limited to the following positions:

— project manager;

— financial manager;

— accountant;

— administrator;

— management assistant.

In the budget chapter Management, it is also possible to claim management overheads.

For projects with the implementation **longer than 24 months a maximum allocation of the chapter Management is set at 15%** of the total eligible project costs. Projects with implementation of **less than 24 months (incl.) can set the allocation of the chapter Management to max. 10% of the total eligible project costs.**

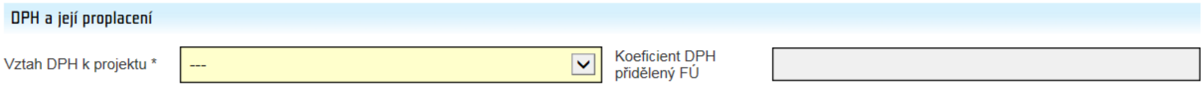
If one person in the project simultaneously manages the project management and other services (e.g. project expert) then the applicant shall specify the relevant part of the workload in the Management and Services chapter.

4.9. Schedule and Time Schedule of the Project

Číslo a název aktivity/období	2019			2020				2021				2022				2023				2024	
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1.																					
2.																					
3.																					
4.																					
5.																					
6.																					
7.																					

The list of activities defined in the project, including the planned start and end dates, will be transferred to the corresponding quarters in the project schedule overview as a part of the generated annex Grant Application.

4.10. VAT and its reimbursement



The applicant shall indicate whether he/she is a VAT payer and is entitled to VAT deduction in relation to the project activities. VAT or its part is not the eligible expenditure if there is a legal right to its deduction. In the field “VAT in project budget”, please select the appropriate option:

- VAT is included in eligible expenditure in full
- VAT is not included in eligible expenditure
- VAT is partly included in eligible expenditure

If the applicant is not a VAT payer or does **not claim the VAT deduction** with the competent tax office, he/she shall indicate the costs of the individual items in the budget including the VAT. The **VAT is eligible** project **expenditure** in full.

If the applicant is a VAT payer and may **claim the VAT deduction** with the competent tax office, he/she shall indicate the costs of the individual items in the budget excluding the VAT. The **VAT is not eligible** project **expenditure**.

If the applicant is a VAT payer in general, but not for the activities implemented in the project, he/she shall indicate the costs of the individual items in the budget including the VAT and describe the situation in a tab “Budget”, section “Project financing”. In the field “VAT related to project” the applicant shall select – VAT is eligible project expenditure in full.

If the applicant **claims their entitlement to VAT deduction using the coefficient**, he/she **shall specify the coefficient** set by the competent tax authority and **calculate the** cost of each budget item **including the part of the VAT not claimed for deduction with the Tax Office**. The amount of the VAT that is not entitled for deduction is part of the eligible project costs.

4.11. Detailed Project Budget

The applicant shall complete following information in the detailed project budget in the IS CEDR:

- **budget chapter**

The applicant will include each item under the relevant budget chapter (Services, Construction works and Supplies, Publicity, Management, Travel costs). The budget title cannot be modified.

- **fixed item**

The items of the chapters Management and Travel costs are fixed (see fixed items in the IS CEDR menu). If the abovementioned chapters are relevant to the project, the applicant selects the appropriate fixed items from the list. It is not possible to include other own items in these chapters or to modify the title of fixed items. It is also not possible to apply the same fixed items more times within a chapter. In the case of expenditures, planned under a fixed item, the components of which have different unit prices, the applicant shall indicate the average unit price and describe the individual components in the Additional Information field.

- **item**

The items of the Construction Works and Supplies, Services and Publicity chapters are entered by the applicants individually according to the project needs. The indicative list of items which fall under the chapters Services and Publicity are specified in the IS CEDR menu. Each item used within a particular chapter of the project budget must have a unique title. It is not possible for multiple items within the same chapter to have the same title. It is advised that public procurement relates to one item only.

- **unit**

The applicant assigns a unit for each budget item individually. In the case of personal expenses, we recommend using the person/day, person/hour, person/month units. If none of these units is suitable for personal expenses in the project, there is a possibility to enter the unit individually.

- **number of units**

The number of units is entered with a maximum of 2 decimal places. Entering more decimal places is not allowed

- **item unit price**

The applicant states the unit price in whole CZK. Non-VAT payer or a VAT payer that cannot claim the VAT deduction submits unit prices including VAT. A VAT payer that can claim the VAT deduction (see chapter 4.10) submits unit prices excluding VAT. If the applicant claims VAT on a coefficient basis, it calculates unit prices, including the part of VAT that will not be claimed for deduction from the Tax Office. The amount of VAT that is not eligible for deduction is part of the eligible project costs.

— **related activity**

The applicant shall indicate the activity number to which the budget item is linked. Ideally, one item should not be linked to more activities unless given by the nature of the item (e.g., the function of project expert who will be involved in more activities). If the item is related to the implementation of more activities, the applicant shall state the numbers of relevant activities, or state in the note that the item relates to the project as a whole.

— **additional information**

Where requested or, where relevant, the applicant provides a more detailed description and justification of the item. Item specification is required when using a cumulative item so that its individual components can be decoded.

Note:

The inclusion of an expenditure item in a project budget template approved by the SGSO, cannot be considered as confirmation of eligibility of that expenditure item.

Investment expenditures as well as expenditures on construction works are not eligible in SGS Calls.

4.12. Budget[8]

4.12.1. Project Budget Breakdown

Členění rozpočtu projektu

Kapitola rozpočtu projektu	Způsobilé výdaje (Kč)	Částka v EUR
Služby/Services	0,00	0,0000
Cestovné/Travel Costs	0,00	0,0000
Stavební práce a dodávky/Construction Works and Supplies	0,00	0,0000
Management	0,00	0,0000
Publicita/Publicity	0,00	0,0000
Celkové způsobilé výdaje projektu	0,00	0,0000

Z toho způsobilé výdaje partnerů

Partner	Předpokládané způsobilé výdaje (Kč)	Předpokládané způsobilé výdaje (EUR)
... žádné záznamy ...		

Based on the Detailed Project Budget filled in the application, the IS CEDR transfers the expected **allocations of the project budget chapters in CZK** and the **amount of the total eligible project costs in CZK** (rounded to two decimal places) to the Project Budget Breakdown. Conversion of the allocations of individual chapters into EUR will be performed automatically by the IS CEDR using the rate set in the Open Call (rounded to amount in whole EUR).

The applicant shall state the amount of **expected expenditure of each project partner** (the total amount per project partner, irrespective of the expenditure is directly borne by the project partner or is borne by the project promoter) to be covered from the project budget (the applicant shall enter partner's expenditure in CZK).

4.12.2. Travel costs

In case of international travels within the project and inclusion of the related costs into the project budget, the applicant will always **calculate the costs of accommodation, meals, local transport and insurance through lump sum calculation:** the applicant will select the item „per diems" from the list of items (this includes accommodation, local transport, meals and travel insurance). The per-diems rate is set according to EU flat rates as set out in Annex 1 to the Commission Decision of 18 November 2008 and subsequent updates see **www.ec.europa.eu/international-partnerships/system/files/per_diem_rates_20191218.pdf**) and it is calculated per number of nights[9].

[8] The budget cannot contain excluded costs as defined in Article 8.7 of the Regulation on the implementation of the EEA Grants 2014-2021 and chapter 4 of the Guideline of the National Focal Point for Eligible Expenditures under EEA/Norwegian Financial mechanisms 2014-2021.

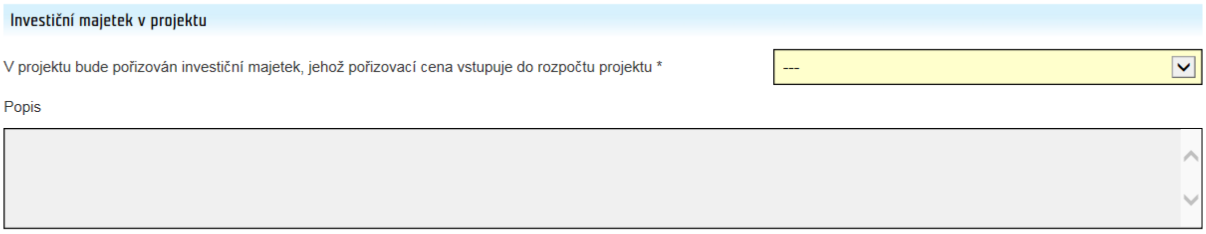
[9] In case accommodation or meals are not paid by the applicant, the per diems amount is reduced by 40% for accommodation (the same amount for accommodation with and without breakfast), 40% for board (20% lunch, 20% dinner). If the applicant does not stay overnight, the per-diems will be automatically reduced by 40%.

In case the standard lump sum is not considered economic and effective (e.g. travels abroad for higher number of participants, long-term stays), the applicant is allowed to set a lower lump sum in the application. However, such lump sum shall be used for the entire period of project implementation and cannot be increased in case of higher expenditures by savings from other budget items.

The per-diem is used only for international travels, both for trips of Czech participants abroad as well as trips of foreign project partners / foreign entities to the Czech Republic. In case both foreign trips and domestic trips are part of the project, the applicant calculates the items for domestic trips individually (from the list of fixed items).

The consumption of budget item per diems calculated in lump sums during the project implementation does not have to be supported by any invoices or accounting documents. The applicant will only provide the proof that the particular activity for which the costs were incurred was in fact implemented to the declared extent (e.g. by submitting documentation such as the business trip program, attendance list, photo documentation or a report from business trip).

4.12.3. Acquisition of assets


Investiční majetek v projektu

V projektu bude pořizován investiční majetek, jehož pořizovací cena vstupuje do rozpočtu projektu * | ---

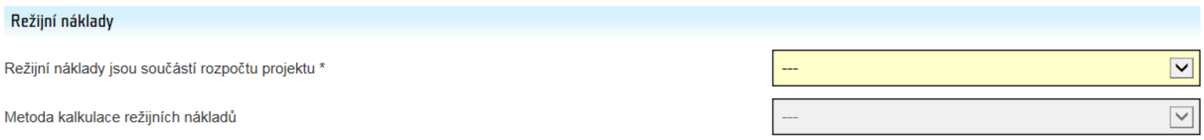
Popis

Investment expenditures are not eligible in any SGS Open Call of the Health Programme.

Note:

The share of expenditures falling under the Construction Works and Supplies chapters (e.g. consumables, equipment supply) **may not exceed 40% of the total eligible project expenditures**.

4.12.4. Indirect Costs (Overheads)


Režijní náklady

Režijní náklady jsou součástí rozpočtu projektu * | ---

Metoda kalkulace režijních nákladů | ---

The applicant shall indicate whether the indirect costs (overheads) are part of the project budget. If the overheads are part of the project budget (chapters Management and/or chapter Services), the applicant shall calculate their total amounts by using exclusively the following calculation method:

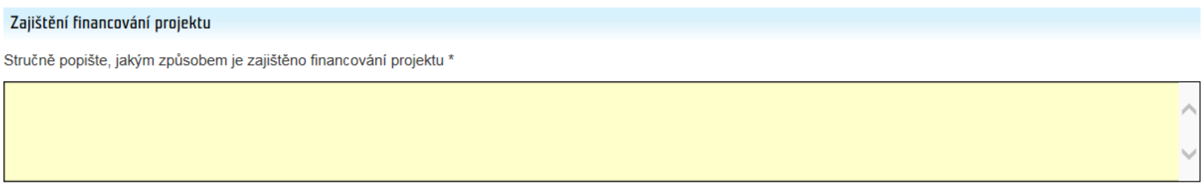
- **a flat rate of up to 15% of direct eligible staff costs** (the applicant is not required to submit any documentation to support the calculation of the indirect costs).

Information system CEDR allows for more options of calculation of overheads, but only possible option for SGS is the above-mentioned flat rate up to 15% of direct eligible staff costs. In case the applicant will choose another option, this will be corrected during the verification process.

The exception is the case where project partner is international organisation or body or agency thereof. In this case, indirect costs may be identified in accordance with the relevant rules established by such organisation. The method of calculating the project partner's overheads must always be specified in the partnership agreement.

Eligible indirect costs (overheads) are all eligible expenditures for which the project promoter cannot determine that they are directly assignable to a project but which can be identified in his accounting system and justified as expenditures incurred in direct connection with the implementation of a project. This means e.g. expenditures such as office rent, purchase of water, fuel, energy, cleaning, maintenance, insurance, office supplies, internet connection, telephone and postal charges, etc..

4.12.5. Assuring of Project Financing


Zajištění financování projektu

Stručně popište, jakým způsobem je zajištěno financování projektu *

The grant is awarded in CZK. The exchange rate for conversion of the requested grant amount in EUR is set in the Open Call and the conversion to EUR will be automatically performed by the IS CEDR. The information in EUR will be used for statistical purposes.

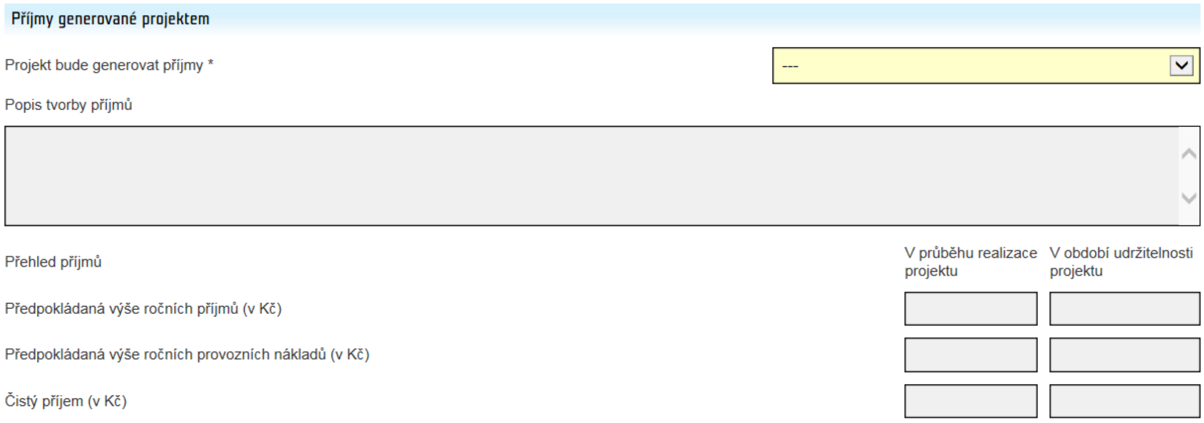
The grant amount constitutes maximum amount that cannot be increased. Support for the project implementation provided by the programme is destined to finance the project implementation, not to sustain its outputs.

The applicant shall describe own financial situation with regards to his/her ability to ensure sufficient financial sources for project pre-financing. The applicant also describes expected **sources for project financing**.

- The applicant is obliged to ensure continuous financing of the project in the start and during the project implementation, i.e. to ensure continuously available financial sources to cover the running project costs before individual payments from the EEA Grants are received (in order to avoid financial shortage).

The applicant is also obliged to bear the costs on non-eligible expenditures (if incurred) and additional costs beyond the project budget.

4.12.6. Revenue Generated by Project


Příjmy generované projektem

Projekt bude generovat příjmy * ---

Popis tvorby příjmů

Přehled příjmů	V průběhu realizace projektu	V období udržitelnosti projektu
Předpokládaná výše ročních příjmů (v Kč)		
Předpokládaná výše ročních provozních nákladů (v Kč)		
Čistý příjem (v Kč)		

The applicant will indicate whether the project will generate so-called net revenue during the implementation period. In case the project generates revenues during the project implementation, the applicant shall describe the revenue generating activities and the amount of the revenues (annual) and further details including the expected use of the revenues in line with the purpose of the project. The applicant shall also indicate an estimate of annual operating costs connected to the project outputs.

Revenues (arising from the project outputs) are inflows of funds paid by users for infrastructure, goods, services or rights that have been supported by the project. These include, for example, admission from events, conference fees, revenues from the sale of publications, revenues for services provided within the project, etc.[10]

Net revenue is calculated as the difference between the revenues arising from the project outputs and the operational costs related to the creation or operation of outputs (e.g. salaries of employees, energy costs, purchase of goods) not included in the project budget and not reimbursed by the SGS Operator. If the costs of producing or operating the output are fully covered by the grant, the revenue is equal to the net revenue.

The revenues during the implementation of the project shall be handled as follows:

a) as an additional resource to finance other project-related activities contributing to the achievement of the purpose of the project approved under the project modification;

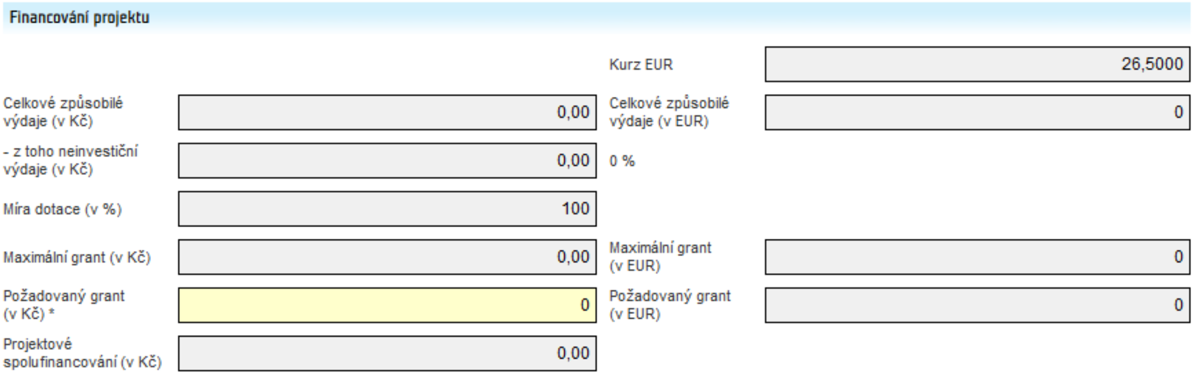
b) returned to the SGS Operator.

The project promoter shall keep complete documentation connected to the revenues/net revenues in order to perform monitoring and data check of submitted information.

[10] Payments received by the project promoter from contractual penalties as a result of a breach of contracts between the project promoter and a third party or persons or payments which arise as a result of a withdrawal of a tender by a third party selected in accordance with public procurement are not considered as revenue.

4.13. Financing

4.13.1. Project Financing



Based on the Detailed Project Budget filled in the application (see sub-chapter 4.11), the IS CEDR automatically transfers aggregated costs in the part „Project Financing“:

- **Total eligible costs (CZK)**: the amount including decimal places (max. 2 decimal places)
- **Total eligible costs (EUR)**: the amount rounded down to whole EUR

The applicant shall complete in the application only the following:

- **Requested grant amount (CZK)**: the amount in whole CZK according to the conditions of the Open Call

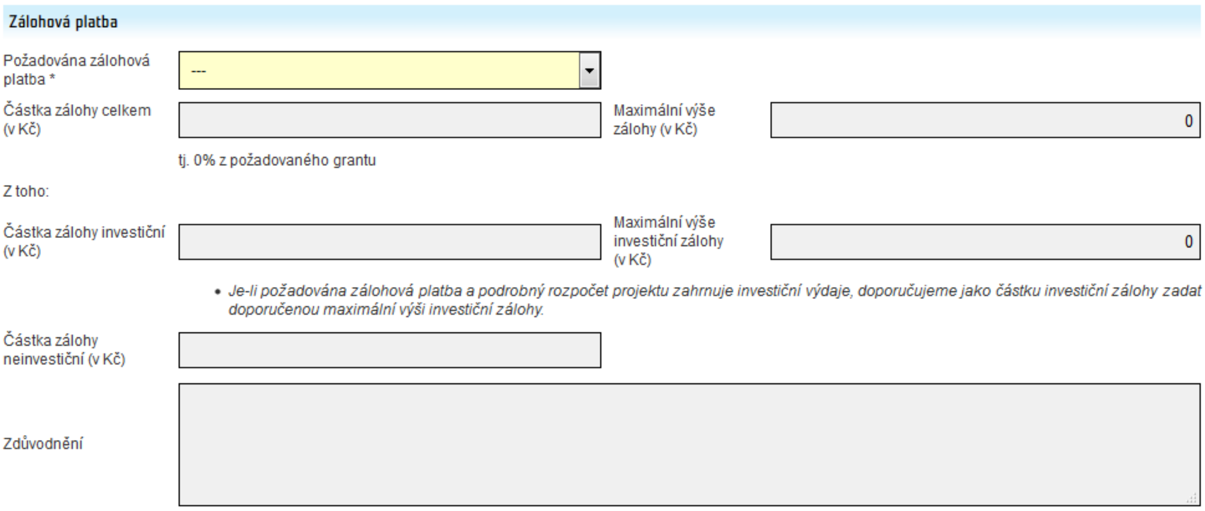
Based on the requested grant amount filled in, the IS CEDR automatically calculates:

- **Requested grant amount (EUR)**: the amount rounded down to whole EUR
- **Requested grant rate (%)**: the grant may be provided up to 100% of the total eligible project costs
- **Project co-financing amount (CZK)**: the difference between the total eligible costs and the requested grant amount (max. 2 decimal places)

Important warning:

The applicant can apply for a 100% grant. Co-financing by the applicant is therefore not required and depends only on the decision of the applicant.

4.13.2. Advance Payment



The grant will be delivered in two advance payments and one final payment. The applicant shall request the first advance payment up to 30% of the requested grant in the grant application. The second advance payment which can be requested by the applicant during the implementation of the project and after meeting certain conditions can reach up to 60% of the grant. The remaining grant amount of the actually incurred eligible costs will be paid to the project promoter ex-post, as final payment after the end of the project.

Detailed information on the system of reimbursement of advance payments is provided in Guideline for Project Promoters of Grants funded from Small Grant Scheme of the Health Programme.

The project promoter reports the consumption of grant provided by means of advance payments periodically as part of monitoring reports (monitoring reports will be submitted every 4 months). The project promoter will provide a statement of actual expenditures incurred, including the required annexes.

4.14. Policy Markers

Název	Relevance	Popis
Sociální začleňování jiných zranitelných skupin než Romů	0-ne/no	
Začleňování a posílení postavení Romů	0-ne/no	

The applicant shall indicate the relevance of each of the pre-set policy marker:

- 0 - the topic is not relevant to the project
- 1 - the topic is relevant to the project, but it is not the main focus of the project
- 2 - the topic is fundamental for the project

If a given theme is relevant or fundamental to the project, the project is directly focused on addressing this topic. In such cases, the applicant will briefly describe what measures related to this subject will be taken within the project.

In case of the Call **"Support of NGOs activities in the field of mental health of children and adolescents"**, the applicant shall indicate the relevance of the following policy markers:

- Roma inclusion and empowerment and
- Social inclusion of vulnerable groups other than Roma.

In case of the Calls **"Support of NGOs activities in the field of patient organizations"** and **"Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases"**, the applicant shall indicate the relevance of the following policy marker:

- Social inclusion of vulnerable groups other than Roma.

4.15. Author of the Application

Informace o zpracovateli (počet znaků max.: 3600) *

The applicant shall provide information on the author of the application and his/her relationship with the applicant. If the application is prepared by an external entity, the applicant shall indicate the company name /author name.

In addition, the applicant will briefly describe, if relevant, what documents have been prepared in connection with the preparation of this application (supporting and related documentation).

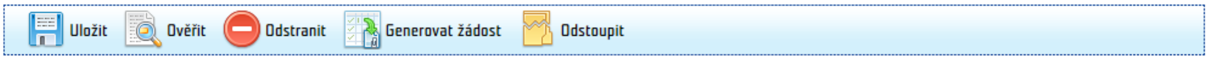
4.16. Annexes to the Application

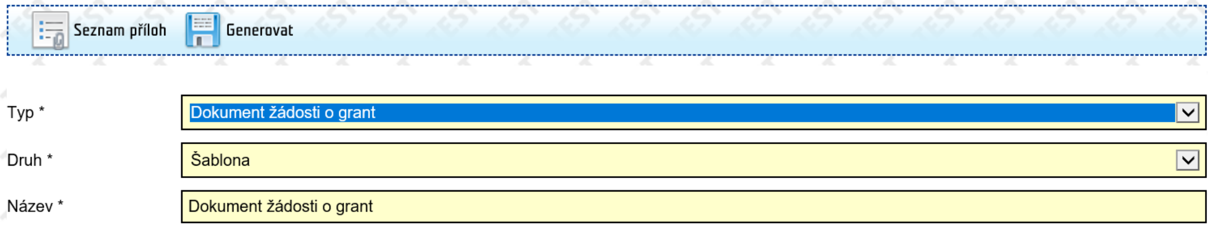
The applicant inserts the annexes of the application specified in the relevant Call into the *Annexes* menu. The procedure for inserting individual types of annexes and their characteristics are described below.

List of mandatory annexes:

1) Grant Application document (standardized form in PDF)

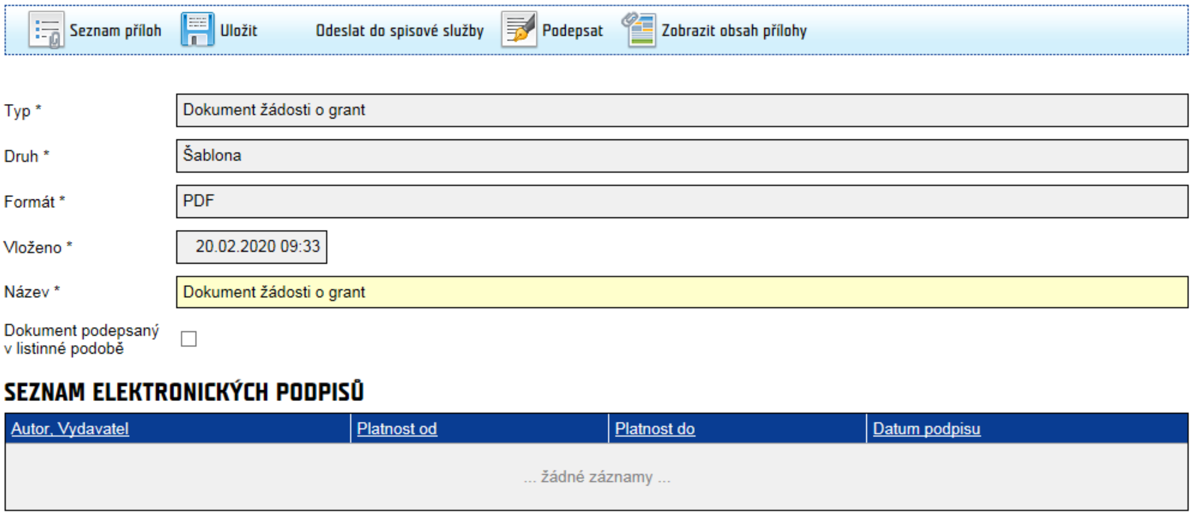
The first annex that needs to be inserted is the *Grant Application document*. The applicant will generate The *Grant Application document* via the *Generate* application button in the control panel (or via the button “*New*” in the Annexes menu, by selecting the annex type *Grant Application document* and clicking on *Generate* button). By generating this document, a registration number is assigned to the application and it will be used as a project number.





The *Grant Application document* can be generated in the annexes at any time during the completion of the application form and used to verify that the individual sections of the online form are filled in correctly. The PDF document summarizes the already filled in and saved data in individual application sections.

The final version of the *Grant Application document* must be signed by a qualified electronic signature of the applicant, i.e. the signature of his/her statutory body or authorized member(s) of the statutory body in the case of a collective statutory body, or an authorized person. The document must be signed in CEDR using the *Sign* button in the control panel. Before signing, it is necessary to carefully check the content of the generated document. The document is opened via *the Show Annex Content* button in the control panel. If it is necessary to edit certain data, the applicant has to go to the relevant tab of the application, make adjustments in the relevant section and then re-generate the *Grant Application document* into the application annexes.



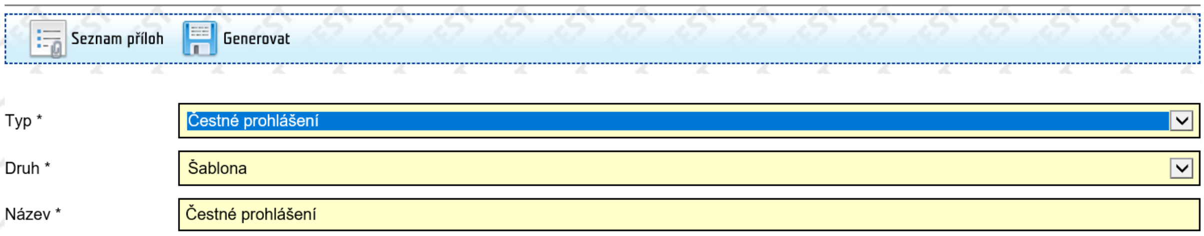
Subsequently the applicant inserts other mandatory annexes to the application. Grant Application document must be signed by the applicant or the authorized person with qualified electronic signature.

2) Declaration of honor (standardized form in PDF)

The applicant must fulfil all conditions defined in the *Declaration of honor* (see Annex 8) which is a mandatory annex of the application. The applicant also acknowledges that the personal data provided in the application are processed and used by the Programme Operator (for the purposes of SGS calls “Programme Operator” refers to SGSO) for the purpose of administering the EEA/Norway financial mechanisms 2014-2021 (see paragraph k) of the Declaration of honor). The annex *Declaration of honor* shall be signed by the applicant or an authorized person with a qualified electronic signature.

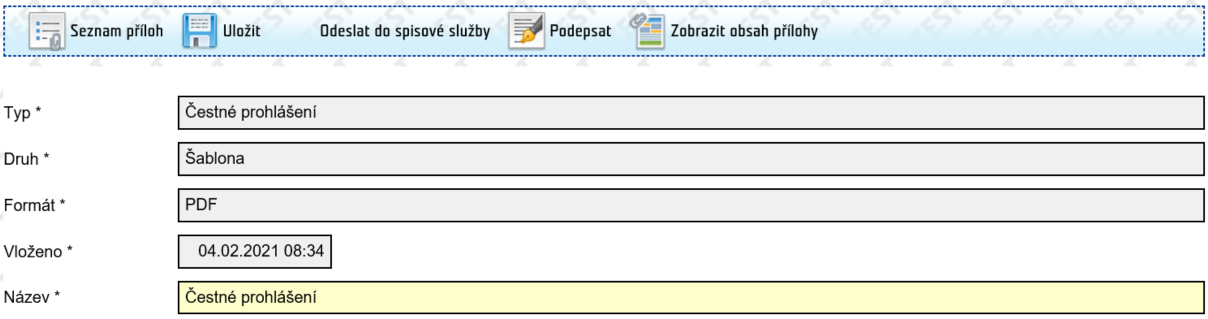
Procedure for inserting an annex *Declaration of honor*:

- open the *Annexes* menu
- click on the *New* button in Control Panel
- select the annex type *Declaration of honor*
- leave the default type *Template*
- click on the *Generate* button



— open the generated document using the *Show annex content* button and check the data

— sign the document using the *Sign* button



3) Identification of the ownership structure of the applicant and the persons acting on its behalf (standardized form in PDF)

In accordance with Section 14, (3) (e) of Act 218/2000 on budgetary rules amending certain related acts, as amended, the legal entities must include an annex of the application *Identification of the legal entity* (see Annex 2 to this Guideline) stating:

— persons acting on behalf of the applicant, indicating whether they are acting as his statutory body or acting on the basis of a power of attorney,

— persons with a share in that legal person,

— the persons in which the applicant holds a holding and the amount of that holding.

When completing section 1 (*Persons acting on behalf of the applicant either as his statutory body or acting on the basis of a power of attorney*), the applicant shall indicate all the person(s) acting on behalf of the applicant. If the applicant is represented by a statutory body, the applicant shall provide a list of its members (if necessary to insert another person/persons, it is possible to copy the table and provide the relevant data for each person). If the legal entity has a collective statutory body and the founding legal act stipulates that several members of the statutory body must act together, the applicant will describe this fact in the field Statutory body of the applicant. Evidence of the statutory body's authority to act on behalf of the applicant (e.g. minutes of the meeting on the election of the statutory body) can be named in the annexes (sections of the annex below the signature table in the form *Identification of the ownership structure of the applicant and the persons acting on its behalf*) and submitted as a separate annex to the application (type *Proof of authorization of legal representative to act on behalf of the applicant*) while signing this annex with a qualified electronic signature is not required), if the document is not included in the public register in which the applicant is registered.

The *Identification of the ownership structure of the applicant and the persons acting on its behalf* with the completed data must be signed by the applicant or an authorized person via qualified electronic signature.

Procedure for inserting an annex *Identification of the ownership structure of the applicant and the persons acting on its behalf*

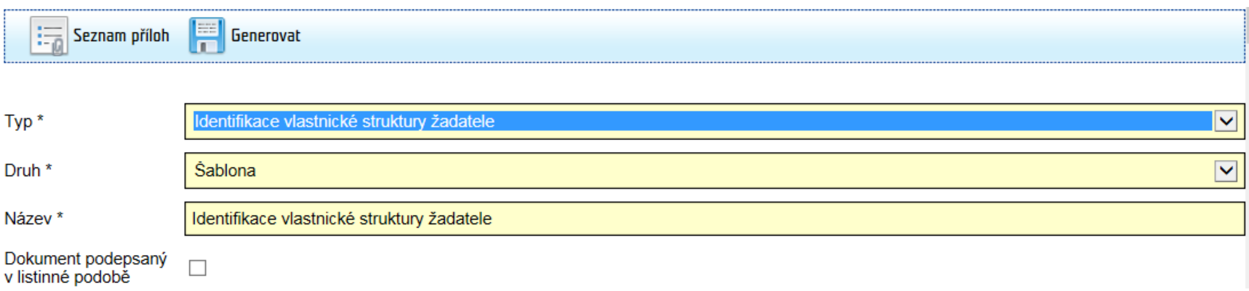
— open the *Annexes* menu

— click on the *New* button in Control Panel

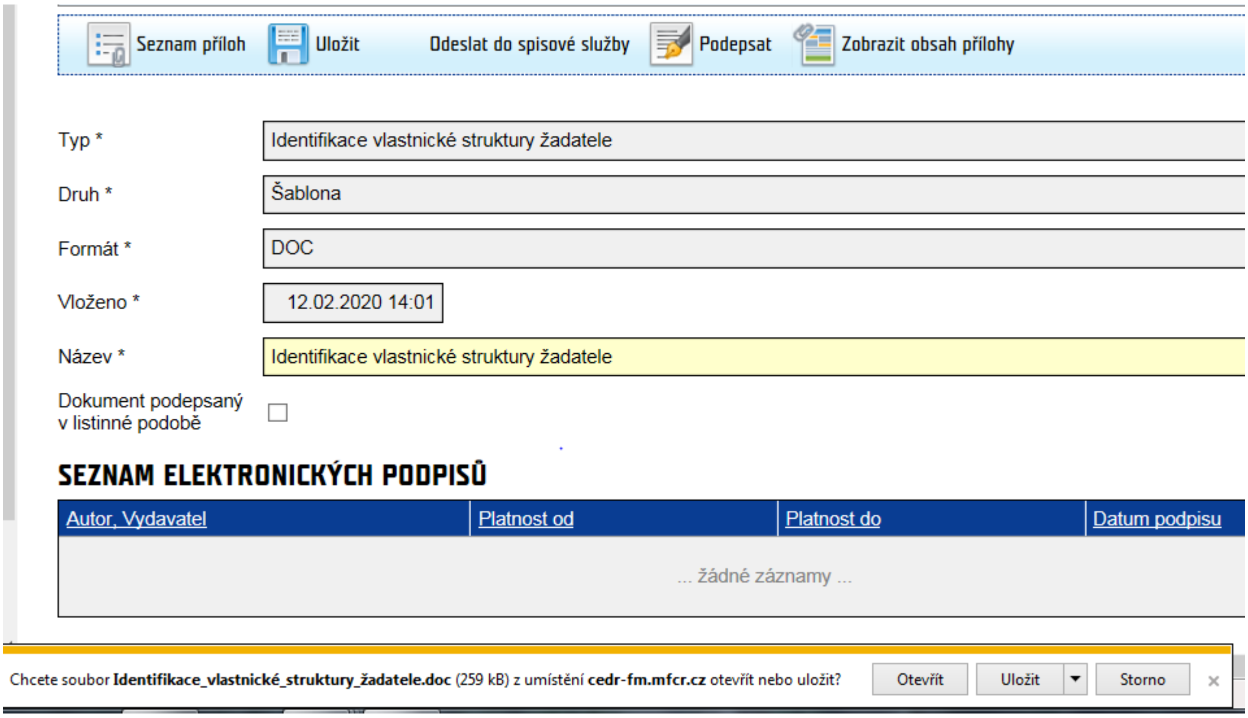
— select the annex type *Identification of the ownership structure of the applicant*

— leave the default type *Template*

— click on the *Generate* button



— open the generated document using the *Show annex content* button and check the data, edit the data if needed, fill in the missing parts if there are any and save the completed file to your computer



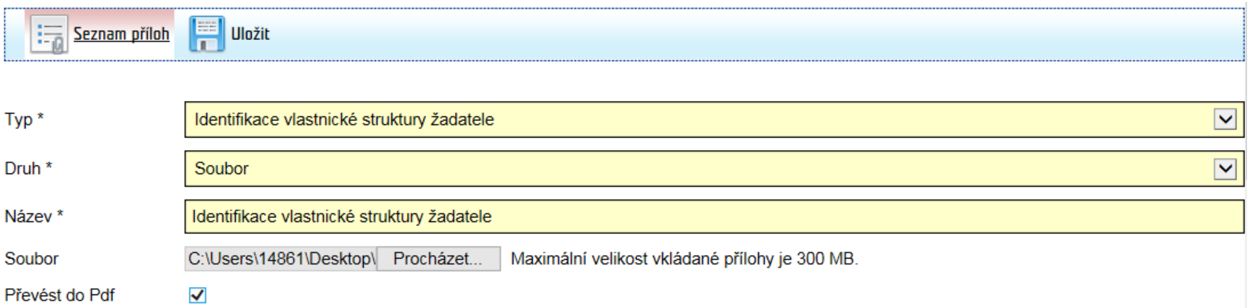
— in the Annexes menu, click on the *New* button

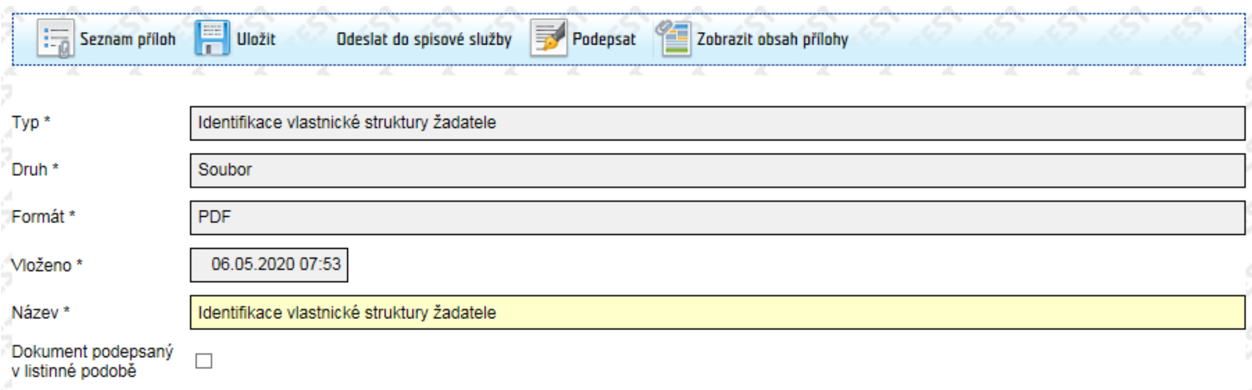
— select the type *Identification of the ownership structure of the applicant* and select type *File*

— click on the *Browse* button and select a file from your computer

— check the *Convert to PDF* box

— click on the *Save* button and then the *Sign* button.





4) Applicant's declaration on state aid (standardized form in PDF)

Each applicant is required to complete a declaration regarding the fulfilment of the four characteristics of state aid (see Annex 9 to this Guideline):

(a) State aid is granted from State resources, or it takes a form of a service, a subsidised loan, a loan, a tax advantage, etc.

This feature is fulfilled in all projects.

(b) State aid is granted to an undertaking and by granting the aid, a particular business or industry gains advantage on the market (what matters is that it is an entity that has competitors in the market with which it is competing. Therefore, an undertaking may be a contributory organization, a region, a municipality or a non-governmental non-profit organization).

Grant support for the project is based on the assumption that the supported activity will not generally meet the definition of so-called economic (market) activity and therefore the applicant will not be considered an undertaking within the meaning of Article 107 (1) of the Treaty on the Functioning of the European Union ("TFEU") in relation to the project activities. Generally, the supported activities are usually not of an economic nature, i.e. they are not subject to offering services on the relevant market. Such understanding of the project is based on the interpretative practice of the European Commission, the decision-making practice of the Court of Justice of the European Union, as well as the Opinions of the Office for the Protection of Competition, according to which the entity is not considered to be an undertaking in relation to preventive educational and information activities in the field of social and health policies and state care towards its citizens similar to public education, which are not commercial in nature.

The applicant shall assess whether, in his case, the activities to be supported are of a non-economic nature, or there exist some circumstances which might indicate the economic nature of the supported activity.

Some risk could arise if an applicant was entrusted with the operation of a service of general economic interest within the meaning of the Commission Decision of 20 December 2011 on the application of Article 106 (2) of the TFEU to State aid in the form of public services awarded to certain undertakings entrusted with the operation of services of general economic interest (2012/21 / EU, OJ L 7, 11.1.2012) ('Commission Decision'). The project grant support could represent a direct or indirect advantage to the applicant in the market for services of general economic interest and would have to be counted against the compensation granted to the applicant.

(c) The granting of State aid distorts or there is a risk of distortion of competition

The assessment of the applicant's position in terms of the definition of an undertaking and definition of an economic activity (see above (b)) is also closely linked to the assessment of the potential distortion of competition caused by the granting of aid.

Grant support for the project is based on the assumption that the supported activity will not usually fulfil the characteristic of distortion or risk of distortion of competition, as there is no liberalized relevant market for supported activities where undertakings would act as competitors able to offer similar activities without support from public resources.

Consequently, following the conclusion of the applicant's assessment under point (b), the applicant will further assess whether there are other entities operating in the relevant market performing similar activities.

Where an applicant is entrusted with a service of general economic interest pursuant to a Commission Decision, the risk of distortion of competition will normally be fulfilled.

(d) As a result of state aid, the trade between EU Member States is or will be affected (the so called cross-border effect of state aid)

This characteristic is fulfilled in case when:

- the supported activity transcends the geographical boundaries of the Czech Republic; or
- entities of another Member State are or may be operating in the respective market, or
- clients come not only from the Czech Republic but also from other EU Member States.

Grant support for the project is based on the assumption that the supported activity will not usually fulfil the characteristic of affecting the trade between EU Member States. In view of the foreseeable impact on EU trade, preventive educational activities in the social, educational and health fields are activities conducted in the Czech language aimed at the local population living in the relevant geographic area of the applicant, so it is not assumed that the activities shall be consumed by foreign consumers. Furthermore, the impact of grant support on the markets and consumers in neighbouring Member States cannot be expected to be greater than negligible. In the Czech Republic, there is also no significant cross-border investment by entities from other Member States in facilities offering services in the field of supported activities; the aid therefore does not result in attracting demand or investment in the region concerned and does not create obstacles to the establishment of undertakings from other Member States.

The applicant shall assess whether, in his/her case, the supported activities will indeed be of the aforementioned nature and will not have a cross-border impact.

In the declaration contained in the Annex, the applicant confirms that he/she is acquainted in detail with the characteristics of State aid described above and has assessed the fulfilment of the individual cumulative characteristics of State aid under Article 107 (1) TFEU. **If he/she is aware that at least one of the elements b) - d) of the state aid will be fulfilled in case of awarding grant support for activities according to his/her application, he/she is obliged to explicitly state this fact and describe it in detail in the relevant part of the declaration.**

Based on the focus of the support area A “Definition of roles and competencies of individual segments of care, creation of interdisciplinary best practices and raising awareness of their existence” of the Call “Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases" and the nature of potential applicants, it can be stated that there is a probability of fulfilling the characteristics of public support and therefore it can be assumed that the support will be provided in the form of small-scale support under the conditions of the General Regulation de minimis. The applicant must therefore indicate in the relevant section of the declaration that he is aware that the activities specified in the grant application may fulfil the characteristics of state aid under Article 107 (1) TFEU.

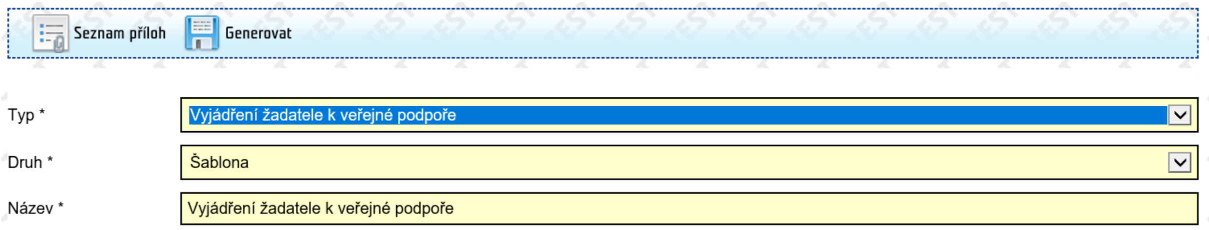
In the case of support area B “Raising the awareness of family members and informal carers about the early detection of dementia symptoms, treatments and activities that contribute to slowing the development of disease symptoms” of the Call “Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases" and in case of the Call “Support of NGOs activities in the field of mental health of children and adolescents” and “Support of NGOs activities in the field of patient organizations”, it will depend on the applicant's individual assessment of whether his grant application constitutes state aid and, if so, the applicant will be required to meet the conditions for state aid compatible with the EU internal market.

If a project constitutes State aid, it is nevertheless possible in individual cases to make exemptions from the illicit State aid in the form of de-minimis aid or in the form of services of general economic interest (SGEI). In case of exemption from the State aid rules, the project promoter will be asked before issuing the legal act on grant award to complete a statement whether he/she has already received public aid under the de-minimis or SGEI regime in the relevant period and in what amount.

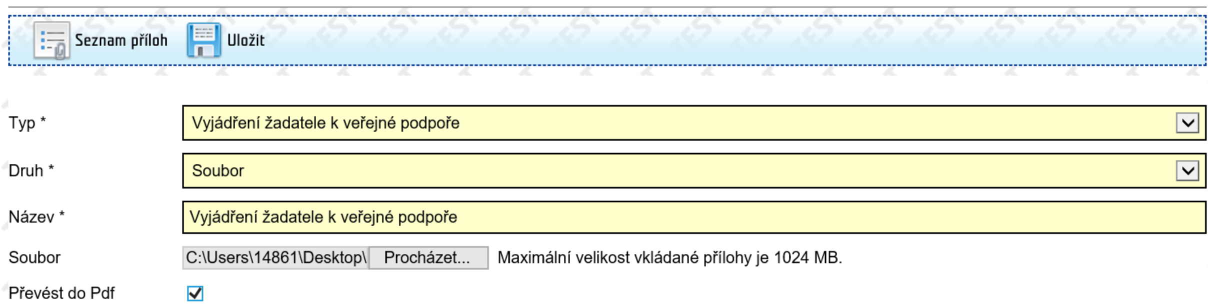
The *Applicant's declaration on state aid* annex must be signed by the applicant or an authorized person via qualified electronic signature.

Procedure for inserting an *Applicant's declaration on state aid*

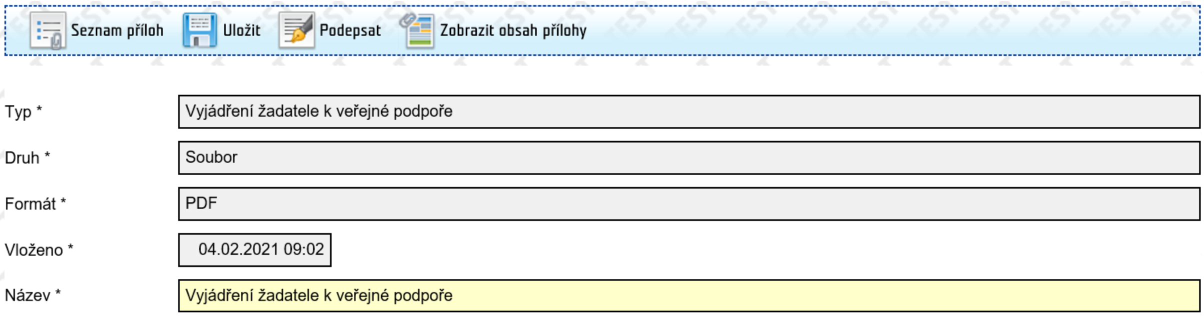
- open the *Annexes* menu
- click on the *New* button in Control Panel
- select the annex type *Applicant's declaration on state aid*
- leave the default type *Template*
- click on the *Generate* button



- open the generated document using the *Show annex content* button and fill in the missing data. Save the completed file to your computer
- in the *Annexes* menu, click on the *New* button
- select the type *Applicant's declaration on state aid* and select type *File*
- click on the *Browse* button and select a file from your computer
- check the *Convert to PDF* box
- click on the *Save* button



- sign the annex using the *Sign* button.



5) Project Logical Framework

Information about the project relevance to the programme, key activities and bilateral indicators filled in the application shall be loaded in a summarizing document *Project Logical Framework*. This document generated in the IS CEDR in section Annexes is a mandatory annex of the application.

Procedure for inserting a *Project Logical Framework* annex

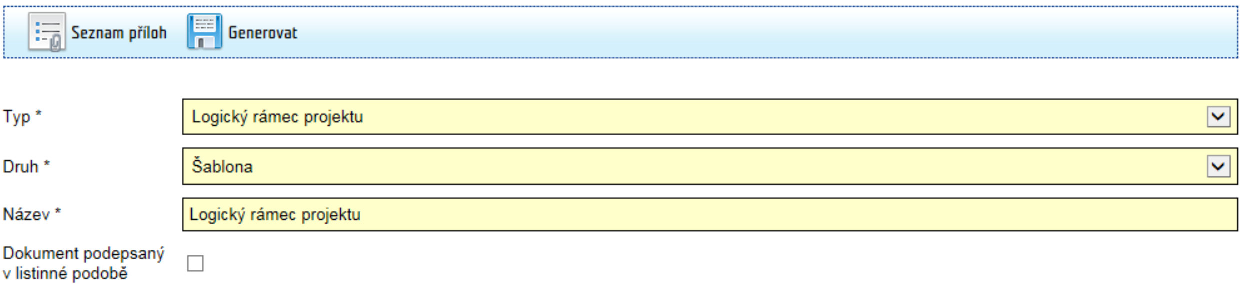
— open the *Annexes* menu

— click on the *New* button in Control Panel

— select the annex type *Project Logical Framework*

— leave the default type *Template*

— click on the *Generate* button



— open the generated document using the *Show annex content* button and check the data. If it is necessary to edit certain data, go to the relevant tab of the application, make adjustments and then generate the annex *Project Logical Framework* once again.

It is not necessary to sign the annex *Project Logical Framework*.

6) Proof of applicant's eligibility

Documentation proving the history of applicant's activity in the professional field specified in the respective SGS Open Call (proof that at the time of submitting the application the applicant has had competence in the given field for at least one year) is a mandatory annex of the application.

Applicants in the Calls "Support of NGOs activities in the field of mental health of children and adolescents" and "Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases" shall submit at least one of the following documents:

— annual reports (non-standardized document) and/or;

— document with an overview of outputs of the already implemented initiatives and projects in the given field (non-standardized document) and/or;

— recommendation or advisory opinion of relevant public authorities, schools (only in case of the call "Support of NGOs activities in the field of mental health of children and adolescents") or healthcare providers or other relevant organizations (non-standardized document).

Procedure for inserting a *Proof of applicant's eligibility*

— open the *Annexes* menu

— click on the *New* button in Control Panel

— select the annex type *Other*

— click on the *Browse* button and select a file from your computer

— click on the *Save* button

Applicants in the Call "Support of NGOs activities in the field of patient organizations" shall submit the following documents:

— declaration of honor indicating the number of members of the association and the proportion of patients, relatives or other persons;

— in the case of legal entities not based on the membership principle, the applicant submits:

- o declaration of honor that persons with a certain disease, their relatives or their representatives according to the Civil Code have a majority share in the leadership and management of the organization, explaining how this is achieved (non-standardized document);

— the statutes and/or the founding charter, if these documents are not available in the basic register or agenda information system ARES and if they are not accessible to the public authority for the performance of its agenda (non-standardized document);

— the annual report for the previous calendar year with the financial statements (if the organization has existed long enough to be able to produce the annual report) (non-standardized document).

Procedure for inserting a *Proof of applicant's eligibility*

— open the *Annexes* menu

— click on the *New* button in Control Panel

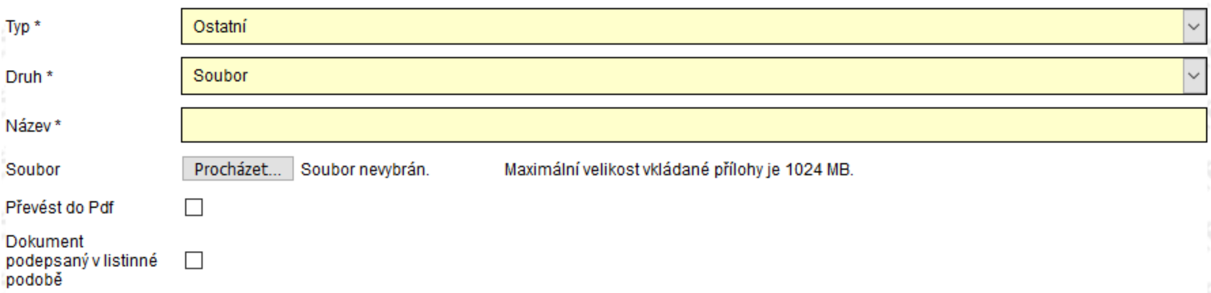
— in case of the annual report select the annex type *Annual activity report*, in case of other documents select the annex type *Other*

— click on the *Browse* button and select a file from your computer

— check the *Convert to PDF* box

— click on the *Save* button

— in case of declaration sign the annex by clicking on *Sign* button.



List of other mandatory annexes (only if applicable):

7) Partnership Commitment Statement (standardized form)

In case of project implemented in partnership with a partner from the Czech Republic, the applicant shall provide a *Partnership commitment statement* in the Czech language (see Annex 4a of this Guideline). In case of involvement of a partner from donor states, other beneficiary states or international organizations in the project, the applicant shall provide *Partnership commitment Statement* in English (see Annex 4b of this Guideline). The *Partnership Commitment Statement* must be documented separately for each partner.

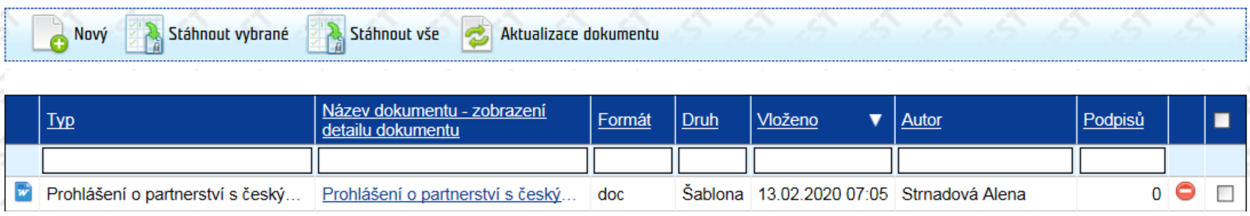
The *Partnership Commitment Statement* must be signed by the applicant and the partner or their authorized persons, via electronic signature or manually.

Procedure for inserting a *Partnership Commitment Statement*

— fill in the data in the grant application in the tab "*Partner's details*"

— click on the *OK* button and *Generate the template*

— open the left menu *Annexes* and in the list of annexes click on the name of the generated document *Partnership Commitment Statement*



— in the *Annex detail* window, click on the *Show attachment content* button

— open the file, check the pre-filled data, or edit these, fill in the missing data and save the completed file to your computer

— ensure the signature of the document by both partner parties (the document can be signed electronically or manually in paper form, i.e. the document can be printed, manually signed in paper form and then inserted as scan into the application annexes)

— in the *Annexes* menu, click on the *New* button

— select the type *Partnership Commitment Statement* and format *File*

— click on the *Browse* button and select a file from your computer

— check the box *Convert to PDF* (if the inserted file is not in this format) and the box *Document signed in paper form* (if you insert a scan of a manually signed document)

— click on the *Save* button.

8) Partnership Agreement

If a partnership agreement has been concluded with the relevant partner before the submission of application, the applicant may insert a *Partnership Agreement* instead of a *Partnership Commitment Statement*. See Annexes 5a and 5b to this Guideline for a model partnership agreement.

Procedure for inserting a *Partnership Agreement*

— open the *Annexes* menu

— click on the *New* button in Control Panel

— select the annex type *Partnership Agreement* and leave the default type *File*

— click on the *Browse* button and select a file from your computer

— check the *Convert to PDF* box (if the inserted file is not in this format) and the box *Document signed in paper form* (if you insert a scan of a manually signed document)

— click on the *Save* button.

9) Proof of legal personality

The proof of legal personality are documents proving the establishment, founding or creation of the legal person of the applicant, or his/her registration by the respective authorities in case the entity is subject to registration by law, and any other documents which are by law necessary for the establishment of the legal entity od the applicant (e.g. founding legal act, articles of association, formation deed, statute, etc.). The submission of a simple copy of the document is sufficient, an officially certified copy is not required.

Proof of the applicant's legal personality is submitted by the applicant only if the applicant is not registered in the public register. Persons registered in a public register (Federal Register, Foundation Register, Register of Institutions, Register of Unit Owners, Business Register and Register of Public Benefit Companies), or Register of Registered Legal Entities are not obliged to submit the proof of legal personality.

The most recent version of the founding legal act shall be submitted by the applicant only if the document is not included in the set of documents available in the public register.

Procedure for inserting a *Proof of legal personality*

— open the *Annexes* menu

— click on the *New* button in Control Panel

— select the annex type *Proof of legal personality* and leave the default type *File*

— click on the *Browse* button and select a file from your computer

— check the *Convert to PDF* box (if the inserted file is not in this format) and the box *Document signed in paper form* (if you insert a scan of a manually signed document)

— click on the *Save* button.

10) Proof of authorization of legal representative to act on behalf of the applicant

Proof of authorization of legal representative to act on behalf of the applicant means a simple copy of the document (e.g. minutes from the member´s meeting on the election of the governing body).

Proof of the statutory body’s entitlement to act on behalf of the applicant does not need to be submitted if the identification data of the statutory body (its members) and the manner of acting of the statutory body on behalf of the legal person are specified in one of the registers defined above.

Procedure for inserting a *Proof of authorization of legal representative to act on behalf of the applicant*

— open the *Annexes* menu

— click on the *New* button in Control Panel

— select the annex type *Proof of authorization of legal representative to act on behalf of the applicant* and leave the default type *File*

— click on the *Browse* button and select a file from your computer

— check the *Convert to PDF* box (if the inserted file is not in this format) and the box *Document signed in paper form* (if you insert a scan of a manually signed document)

— click on the *Save* button.

11) Power of attorney/ Authorization to act on behalf of the applicant to submit the application

In case an authorized person other than the statutory body acts on behalf of the applicant on the basis of the granted power of attorney, the application must be accompanied by the power of attorney document.

The scope of this other person's authorization must be specified in detail in the Power of attorney. A simple copy of the document is sufficient.

Procedure for inserting a *Power of attorney*

— open the *Annexes* menu

— click on the *New* button in Control Panel

— select the annex type *Power of attorney* and leave the default type *File*

— click on the *Browse* button and select a file from your computer

— check the *Convert to PDF* box (if the inserted file is not in this format) and the box *Document signed in paper form* (if you insert a scan of a manually signed document)

— click on the *Save* button.

12) Specification of the project focus (standardized form in PDF)

The applicant is obliged to submit this annex to the application only if (s)he applies for a grant from the Call **"Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases"** or the Call **"Support of NGOs activities in the field of patient organizations"**. Applicants in the Call **"Support of NGOs activities in the field of mental health of children and adolescents"** do not submit this annex.

If the applicant submits an application to the Call **"Support of NGOs activities in the field of prevention and early diagnosis of neurodegenerative diseases"**, (s)he shall check the box indicating the specific area of support the project is focused on (A "Definition of roles and competencies of individual segments of care, creation of interdisciplinary best practices and raising awareness of their existence" or B "Raising the awareness of family members and informal carers about the early detection of dementia symptoms, treatments and activities that contribute to slowing the development of disease symptoms").

In case the applicant submits an application to the Call **"Support of NGOs activities in the field of patient organizations"**, (s)he shall check the box indicating the specific area of support the project is focused on (A "Professionalization and support of patient organizations" or B "Establishment and development of umbrella organizations representing the segment of patient organizations or selected parts thereof"). If the application is submitted to the area of support B, the applicant must confirm (s)he will fulfill the mandatory programme output indicator "Umbrella patient organisations established" and fill in the relevant values of the indicator.

Procedure for inserting a *Specification of the project focus*

— Download the *Specification of the project focus* in Word format from the webpage of the Call at www.mzcr.cz

— Fill in the template as regards the focus of your project and save it in your computer

— open the *Annexes* menu in IS CEDR

— click on the *New* button in Control Panel

— select the annex type *Other*

— click on the *Browse* button and select a file from your computer

— check the *Convert to PDF* box

— click on the *Save* button

— sign the annex by clicking on the *Sign* button.

4.17. Signature

Jméno a příjmení	Datum	Podpis

The application and selected annexes shall be signed by the applicant or authorized person to act on behalf of the applicant with the qualified electronic signature. That means it should be signed by its statutory body or in case of a collective statutory body by an authorized member/members of the statutory body of the applicant. Also, the application can be signed by an authorized person acting on behalf of the applicant.

In case of an authorized person acting on behalf of the applicant, such power of attorney/authorization shall be attached to the application.

The following annexes shall be signed in IS CEDR with **the qualified electronic signature** of the applicant or the authorized person acting on behalf of the applicant:

— Grant Application,

— Annex Declaration of honor,

— Annex Identification of the ownership structure of the applicant and the persons acting on its behalf

— Annex Applicant's declaration on state aid

— Annex Specification of the project focus.

The annexes Partnership Commitment Statement/Partnership agreement can be signed by the applicant and the partner or by authorized persons with **electronic signature (eventually it is possible to submit a scan of the document signed by hand).**

5. Process after Submission of the Application

After the closing date for receipt of applications in IS CEDR, the process of application appraisal and project selection will be launched. Individual phases of the evaluation process are described in the respective Open Call and below.

The applicant will be informed of any reparable shortcomings identified (e.g. completeness and legibility) and invited through the IS CEDR to make corrections of the annexes to the application in the initial phase of the evaluation (formal and eligibility checks). The application itself cannot be edited after its submission. In case the deadline for corrections is not met the application can be removed from further evaluation. If one of the irreparable criteria within the formal requirements and eligibility check is not met, the application will be excluded from the further evaluation process.

An application that meets formal and eligibility criteria is moved to the next phase of the evaluation process, i.e. quality evaluation. The applicant will be informed about this progress (change of the state of the application) via IS CEDR. The quality evaluation consists of two rounds – quality evaluation by external experts followed by the assessment in the Selection Committee.

The evaluation is followed by the verification of the evaluation process. Applicants, whose applications were recommended by the Selection Committee to receive a grant, will be informed about the next steps including submission of required additional documents (e.g. list of planned procurement, confirmed identification of bank account, partnership agreement, etc.) via IS CEDR and in a letter issued by the SGSO (in the databox or by post in case the applicant does not have a databox). The SGSO prepares and submits conditions for grant acceptation via IS CEDR to the applicant. The conditions for each project involve general conditions for implementation of projects under EEA Grants 2014-2021, general conditions of the Health Programme and recommendations and results of the Selection Committee related to the respective application. The applicant accepts the conditions for approving the grant in the IS CEDR. The SGSO subsequently decides on the issuing of Grant Award Decision.

A Grant Award Decision will be issued for the successful applicants based on the acceptance of the conditions. The list of approved projects will be published at www.mzcr.cz. Information about the progress of the evaluation and evaluation of individual applications will not be published.

Unsuccessful applicants will receive a Decision on not awarding the grant. It is not possible to appeal the decision.

6. Annexes to the Guideline

Annex 1	Organization types – in Czech
Annex 2	Identification of the ownership structure of the applicant and the persons acting on its behalf – in Czech
Annex 3	Bilateral indicators – in Czech
Annex 4a	Partnership Commitment Statement – in Czech
Annex 4b	Partnership Commitment Statement – in English
Annex 5a	Template Partnership Agreement – in Czech
Annex 5b	Template Partnership Agreement – in English
Annex 6	Target Groups – in Czech
Annex 7	Description of the programme outcome and outputs including indicators – in Czech
Annex 8	Declaration of honor – in Czech
Annex 9	Applicant's declaration on state aid – in Czech
Annex 10	Specification of project focus – in Czech