
Good Governance Programme

Call for proposals of small grant scheme projects to be funded from the EEA Grants 2014-2021

Support of the involvement of the public in decision-making processes and public consultations

The Ministry of Finance as the Programme Operator announces on 28.06.2021 Open Call for proposal of projects to be funded from the EEA Grants 2014-2021 within the Small Grant Scheme of the Good Governance Programme (hereinafter "the Call") focusing on the involvement of citizens in decision-making processes and public consultations on the local level.

I. Identification and Timetable of the Call

Programme Operator	Ministry of Finance of the Czech Republic
Call Code	MGSI
Call Title	Support of the involvement of the public in decision-making processes and public consultations
Call Announcement Date	28.06.2021
Opening date and time for the receipt of grant applications via IS CEDR	28.06.2021; 12:00
Closing date and time for the receipt of grant applications via IS CEDR	14.10.2021; 12:00

II. Objective and Focus of the Call

The objective of the Small Grant Scheme within the Good Governance Programme is to contribute to increasing the **quality of the public administration, which shall be based on openness, transparency, accountability to the public, efficiency and enables public participation in planning and decision-making processes**. Public administration operating on the principle of subsidiarity should try to create room for mutual communication with citizens when making decisions at the lowest possible level. The involvement of the public in the planning and decision-making processes represents not only **good governance** but also strengthens representative democracy. Continuous and active communication between public administration representatives and citizens helps to **build mutual positive relations, trust, and certain type of partnership**. By informing the public, consulting citizens who know their surroundings including the specific strengths and weaknesses of the site well, providing feedback as well as highlighting possible problems of the intended solution including unwanted impacts by consulted entities, the decision-making process becomes better and more efficient. Involvement of the public in the planning and decision-making processes strengthens the **credibility of a final decision** and increases the willingness of the public to accept it because it can identify with it. At the same time, the public is more interested in inspecting how the final decision is handled.

Local Agenda 21¹ implements the above-mentioned approach in the Czech Republic. Local Agenda 21 defines clear steps towards sustainable development and emphasizes participatory processes at the local level and **involving a wide range of local actors in public debate, such as non-profit organizations, entrepreneurs, operators of various services, medical institutions, school facilities, and, of course, the general public**.

Local authorities lack specialized training in the field of involvement of the public in the planning and decision-making processes. This is evident in particular concerning understanding participatory processes, use of suitable methods including processing outcomes and their utilization, and link to strategic planning. The Call, therefore, aims to support the training of **local authorities' employees'** in increasing their **knowledge and competencies in the area of participation**. The Call supports activities focused on **bilateral cooperation with donor project partners** to assist good practice exchange as well as on the **involvement of NGOs who professionally deal with the topic of public involvement**. These types of organizations could help with staff training, serve as facilitators of public debates or mediators of different forms of communication with citizens. To ensure the development of active citizenship, it is necessary to **focus informational and educational activities also on citizens** and offer the public simple and clear instructions and information about the possibilities of participating in public life in their place of residence.

This Call also supports **fulfilling the UN Agenda 2030²**. The focus of the Call reflects in particular on Goal 16³, which, among other things, explicitly mentions the promotion of participatory and deliberative methods in decision-making processes and the involvement of citizens and local communities and the improvement of public access to information.

III. Allocation of the Call

The financial allocation of the Call decisive for the selection of the projects to be funded is **16,991,800 CZK** (641,200 EUR).

Grants will be awarded in CZK.

¹ For more information on Local Agenda 21 see <https://sustainabledevelopment.un.org/outcomedocuments/agenda21>

² The Strategic Framework Czech Republic 2030 adapts the Goals of the Agenda 2030 in the Czech Republic. The Government adopted the Strategic Framework in 2017. The Implementation of the Agenda 2030 for sustainable development in the Czech Republic was adopted in 2018.

³ Agenda 2030 - Goal 16 - <https://www.un.org/ruleoflaw/sdg-16/>.

IV. Eligible Applicants

Eligible applicants shall be:

- **Municipalities** according to the Act no. 128/2000 Coll. on Municipalities, as amended (legal form 801),
- **Capital city of Prague** according to the Act no. 131/2000 Coll. on the Capital city of Prague, as amended (legal form 804),
- **Municipal districts of Capital city of Prague** according to the Act no. 131/2000 Coll. on the Capital city of Prague, as amended (legal form 801),
- **Unions of Municipalities** according to the Act no. 128/2000 Coll. on Municipalities, as amended (legal form 771),
- **Associations of municipalities⁴, which are:**
 - **The Union of Towns and Municipalities of the Czech Republic** (legal form 706),
 - **The Association of local authorities of the Czech Republic** (legal form 706),
 - **Healthy Cities of the Czech Republic** (legal form 751).

One eligible applicant (this means entity with its own Identification Number) is allowed to submit only one grant application under this Call. If the applicant is municipality (except Capital city of Prague) that is divided into more partial units, for example municipal districts, the municipality can submit only one grant application.

Natural persons are not eligible applicants.

Non-governmental organizations (NGOs) and Local Action Groups (LAGs) are not eligible applicants. NGOs and/or LAGs could be partners of the projects while the applicant has to be one of the above-mentioned eligible applicants.

Potential applicants (project promoters and project partners) are not entitled to participate in the Call nor receive any grant if:

- They are in liquidation, insolvency, impending bankruptcy or if insolvency proceedings are brought against them within the meaning of Act no. 182/2006 Coll., on insolvency and the means of its resolution (the Insolvency Act);
- They have tax arrears in the tax records or arrears of insurance premium or of penalty on public health insurance or social security and national employment policy contributions⁵;
- Recovery orders have been issued against them after a previous decision of the European Commission declaring that the provided aid is unlawful and incompatible with the common market.

The conditions of applicant eligibility **has to be met as of the date of submitting the grant application**. The fulfilment of the conditions will be assessed during the evaluation and selection of projects. Applicants state whether they meet the conditions in the previous paragraph by means of *the Declaration of the Applicant*, which is a mandatory annex to the grant application.

V. Eligible Partners and Mandatory Donor Project Partnership

The strengthening of the partnership between entities from the Czech Republic and the Donor States, i.e. Iceland, Liechtenstein, and Norway, is one of two main objectives of the EEA Grants 2014-2021. **Grant applications have to be mandatorily submitted in partnership with at least one municipality-type subject from the Donor States.** Municipality-type subject means municipality, town, city, association of municipalities, unions of municipalities, and other interest associations of municipalities established as a legal person in Iceland, Liechtenstein, or/and Norway. Eligible costs for support and strengthening of the partnership can be covered by the project budget.

In addition to the mandatory partnership a grant application can be submitted in partnership with other eligible partners, i.e. any entity public or private, commercial or non-commercial, and non-profit organizations established as legal persons in Iceland, Liechtenstein, Norway, the Czech Republic, other beneficiary states⁶, and international organizations or their agencies actively participating in the project implementation.

The eligibility of partners and eligibility of their costs will be assessed during the assessment of the quality of the grant application.

Natural persons are not eligible partners of the projects.

The number of partners is not limited.

Due to the mandatory partnership with donor project partner, **the grant application has to be elaborated in English** (except entries required to be filled in in Czech or pre-set in Czech, and annexes defined by the Guideline for applicants to be submitted in Czech language as well).

⁴ Below listed entities are not considered as NGOs according to the article 1.6 (n) of the Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021.

⁵ The no-arrears conditions are met if the tax payer has been permitted to delay the payment of tax or to pay tax in instalments pursuant to Section 156 of Act No. 280/2009 Coll., the Tax Code, or to pay insurance premium and penalty in instalments pursuant to Section 20a of Act No 589/1992 Coll. on contributions to social security and to the national employment policy.

⁶ Other beneficiary states are Bulgaria, Croatia, Cyprus, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia and Slovenia.

VI. Eligible Activities, Period of Project Implementation and Sustainability

This Call will support the following subject-matter areas:

1. Training and development of local authorities' employees and elected representatives in the field of citizens' participation (mandatory area)
2. Passive methods of participation – information (facultative area)
3. Active citizens' participation tools (mandatory area)

The applicant will choose areas, which will be dealt with by a project and prepare key activities within these selected areas. Areas 1 and 3 are **mandatory**. Area 2 is facultative. The above-mentioned list of eligible areas is exhaustive. Other areas besides defined three are not supported.

Within eligible areas of support, it will be possible to apply for a grant for activities aiming at:

- increase the motivation of the public to take part in decision-making processes at the local level,
- development of active citizenship,
- increase of expert qualification of local authorities employees and/or elected representatives in the field of citizens' participation,
- use of various forms of communication with the public including pilot testing,
- building mutual trust between local authorities representatives and the public,
- the use and development of formal and/or informal forms of participation of the public including young generation (pupils/students), seniors, physically disadvantaged/disabled, socially disadvantaged citizens/population from socially excluded localities in planning and decision-making processes at the local level,
- increase of women's participation.

Detailed specification of supported areas including examples of types of eligible activities is stated below.

1. Training and development of local authorities' employees and elected representatives in the field of citizens' participation

This area is **mandatory**. The applicant's project must cover activities aiming at training and development of local authorities' employees and/or elected representatives in the field of citizens' participation. It is not necessary to link the content of training activities to planned activities under area 3.

The training and related activities provided by the expert capacity of the applicant, project partner, or another external subject will be supported. Following types of activities may be supported:

- specialized courses/training, conferences, seminars, or workshops for local authorities' employees and/or elected representatives focused on the citizens' participation/involvement of citizens and other actors⁷ in decision-making processes,
- exchange of best practice (consultations, training courses, traineeships, etc.) realized with donor project partner(s) within bilateral cooperation and/or with other project partner(s),
- transfer of good practice.

2. Passive methods of participation – information

Area 2 is facultative. Passive methods of participation in the field of information of citizens are targeted at the preparation of clear official communications (based on the ease-to-read method) about actual topics concerning life in a particular locality. Area 2 covers also a one-side transfer of information towards citizens targeted at awareness raising about planned forms of public participation. Activities aimed at increase of citizens' knowledge and skills and awareness raising in the field of participation including practical activities, may be supported. **If this area will be covered by the project, it has to be linked to area 3.** This means that training has to take account of specific tools of citizens' participation planned in area 3. Following types of information activities may be supported:

- preparation of informative materials (leaflets, posters, brochures, etc.), information campaigns, press conferences, press releases, exhibitions, publicity (in the press, webpages, official notice boards, etc.),
- citizens' participation education (for example seminars or workshops, etc.) – only within so-called public education⁸,
- awareness raising and increase knowledge of the public in the field of citizens' participation (for example discussion meetings).

3. Active citizens' participation tools

This area is **mandatory**. The applicant's project must cover activities aiming at the development of current or implementation of new tools of active communication between local authorities and citizens. The goal is an active citizens' participation in the consultation and decision-making processes with the purpose to gain feedback from the public and provide citizens with real space for their participation in public discussion or decision-making process. The Call will support consultation and involvement activities using such tools that enable mutual communication between local authorities and citizens or their groups, in particular:

- opinion polls (for example interview surveys, printed, online questionnaires, surveys, personal/phone individual interviews, interviews with key personalities),

⁷ Other actors of participative processes besides citizens (organised or unorganised public) can be public institutions, entrepreneurs, politicians, local authorities' officers, experts, etc.

⁸ Paragraph 28 and following of the Commission Notice on the notion of State aid as referred to in Article 107(1) of the Treaty on the Functioning of the European Union (2016/C 262/01).

- communication with specific groups of population (for example people with a visual or hearing disability, socially excluded population, etc.),
- online techniques (for example electronic voting, online discussion forums, online communication),
- working groups,
- civil consultative commissions,
- public meetings,
- round tables, workshops,
- neighbours meetings, quizzes for the public, community walk/bicycle-tour,
- deliberative tools (for example micro-deliberation in form of mini-publics including deliberative polling),
- participative budgeting,
- incorporation of public consultations into decision-making processes.

Above mentioned list of activities in areas 1 to 3 is not exhaustive and provides just an example. Other than the above-listed activities would be considered eligible if their need is justified by the applicant with regard to the stated programme objective and expected programme outcome. Key activities of the project have to be directly linked to the respective area of support and its specification.

Activities establishing point bonus within the assessment of the quality of the grant application include:

- involvement of socially disadvantaged groups or population from socially excluded localities – so called inclusive participation,
- increase of women's participation (gender aspect),
- involvement of young generation (pupils/students) in the participation activities,
- involvement of physically disadvantaged/disabled groups,
- activation of senior citizens in decision making.

The grant applications that cover participation activities in more municipalities of the Czech Republic will get a point bonus as well. In this case, other municipalities must be included as the project partners on the grant application.

The Public Consultation Plan will be a mandatory annex of the grant application. The Plan has to cover at least:

- definition of specific content of the participation,
- objectives of the participation,
- definition of an actors,
- selection and description of suitable method/methods of participation,
- indicative timetable (by quarters),
- summary of a communication strategy.

The minimum project duration is not defined. The deadline for completing the project implementation and all its activities is **30 April 2024**.

Activities of the project must be conducted in the territory of the Czech Republic and/or in the territory of partners from the Donor States.

Sustainability:

The applicant will state in the grant application how the outputs of the project will be used after the end of the project realization. The minimum sustainability period is not defined.

VII. Programme Objectives and Project Relevance

The objective of the Good Governance Programme is to improve the integrity and accountability of public administration.

To measure the achievements of the Programme and its impact, expected programme outcomes and outputs were identified, the indicators of which will enable to evaluate the Programme's progress. Projects to be supported under this Call shall contribute to their fulfilment.

In order to take into account aim of the Call, the applicant must describe the relevance of the intended project to the overall objective of the Programme, **define the purpose of the project** and its contribution to:

- programme outcome 1 (Improved responsiveness of public administration to citizens' needs) and
- programme output 1.2 (Optimization of public administration supported).

In the grant application, the applicant fills in the expected target value (i.e. value that is expected to be achieved by the project realization) all of the pre-set programme indicators (see table below). Progress towards the fulfilment of the set target values will be monitored during the project implementation through monitoring reports that will be submitted by the project promoter three times a year (or every four months of the project implementation as the case may be).

Programme objective **Integrity and accountability of public administration improved⁹**

Programme outcome 1 **Improved responsiveness of public administration to citizens' needs**

⁹ Due to the technical possibilities of IS CEDR, the Programme objective is automatically pre-set in Czech only.

		Further Specification
Outcome 1 indicators	Number of municipalities involving citizens in public policy decision making	mandatory indicator; monitoring indicator
	Number of people participating in consultations with a public decision-making body during the programme period	mandatory indicator; the target value will be disaggregated by gender and age, monitoring indicator
Programme output 1.2	Optimization of public administration supported	
Output 1.2 indicators	Number of high quality public consultations conducted	mandatory indicator; binding target value
	Number of municipalities trained on conducting high quality public consultations	mandatory indicator; binding target value

The programme output and related target values of programme output indicators are binding as directly linked to the project activities and the project budget.

The project implementation shall contribute to reaching the programme outcome, the achievement of which may depend on factors out of the project promoters' control. **The achieved results for the programme outcome indicator will be collected and reported for monitoring purposes.** Eventual failure to achieve the target value will have to be explained in the monitoring reports.

The applicant also defines the outputs of project activities and their indicators. **The outputs of project activities and set indicator target values are binding** as directly linked to the project activities and the project budget. Although deviations at this level should not occur, any eventual deviations between achieved results and the target values will have to be justified in the monitoring reports and this discrepancy is subjected to the assessment of the PO with regards to its effect on the project purpose.

Partnership with subject(s) from Iceland, Liechtenstein, and/or Norway is **mandatory** under this Call. The project implemented in cooperation with a donor project partner must fulfil at least one of the pre-defined bilateral indicators through which the cooperation between the entities from the donor and beneficiary states will be monitored¹⁰.

Detailed information on the outcome and output indicators of the Programme including definitions and description of their methods of determination and evaluation are provided in the Guideline for Applicants.

VIII. Eligible Expenditures

Rules on the categories and types of eligible expenditures are laid down in Chapter 8 of the Regulation on the Implementation of the EEA Financial Mechanism 2014-2021. They are further described in the **Guideline for Applicants** and **Guideline of the National Focal Point for Eligible Expenditures under EEA/Norway Financial Mechanisms 2014-2021**.

Investment costs are not considered eligible for support under this Call. Investment expenditures means the acquisition of tangible and intangible fixed assets and the acquisition of real estate and/or land as specified in chapter 3.1.3 and 3.1.5 of the Guideline of the National Focal Point for Eligible Expenditures under EEA/Norway Financial Mechanisms 2014-2021.

The project must not generate a profit.

The project management cost may be part of the project budget exclusively in the Management chapter. For projects with a duration above 24 months, the maximum allocation of the Management chapter is set at 15 % of the total eligible project expenditures. Projects with a duration of less than and including 24 months can set the allocation of the Management chapter to a maximum of 10 % of the total eligible project expenditures.

IX. Grant Amount – Co-financing – Advance Payments – System of Payments

The minimum grant amount is 1,325,000 CZK (50,000 EUR). The maximum grant amount is 5,300,000 CZK (200,000 EUR).

The exchange rate set by the Programme Operator for the Call is CZK 26,50/EUR.

The maximum rate of grant support for all eligible applicants is 100 % of eligible project expenditures.

The final date of eligibility of expenditures is 30 April 2024.

¹⁰ The level of trust and satisfaction will be measured by means of survey carried out by the Financial Mechanism Office.

The applicant may apply for an advance payment for up to 60 % of the awarded grant. The applicant will justify the advance payment request in the grant application.

Project promoter's expenditures will be reimbursed ex-post as part of interim payments based on the expenses actually incurred (payment request will be submitted together with the monitoring reports; monitoring reports shall be submitted every four months). The project promoter will provide lists of expenditures including required documents. The final payment (maximum 10 % of the grant) will be reimbursed after the approval of the final monitoring report.

There is no legal claim for the grant.

The Programme Operator reserves the right not to distribute all of the funds available within the financial allocation of the Call.

X. Drawing up and Submitting of the Grant Application

The grant application must be filled in and submitted only electronically through the information system IS CEDR by 14. 10. 2021; 12:00 PM.

The grant application and its annexes will be drawn up in **English** (only given fields such as Brief Project Summary and relevant fields in the grant application will be filled in Czech) and provided in the standardized format (if the standardized format is available for the given annex – see Guideline for Applicants).

The planned project expenditures will be calculated in CZK.

Information on drawing up and submitting the grant application is provided in this Call, Guideline for Applicants, and description and help comments in the IS CEDR.

- Guideline for Applicants is available at www.eeagrants.cz
- The grant application must be accompanied by all mandatory annexes – see the Guideline for Applicants. Standardized annexes can be downloaded from the IS CEDR and www.eeagrants.cz
- In the course of the appraisal of the grant application, the applicant may be asked to provide additional supporting documents or data necessary for the decision on the grant award, including the request to submit paper form of some annexes. As part of the verification, the Programme Operator may recommend the applicant to modify some parts of the grant application.
- The mandatory data to be filled in the grant application include information on all consultants involved in the preparation of the grant application.

Technical requirements and recommendations

- The IS CEDR application is available at www.eeagrants.cz/cedr. Access to the IS CEDR application is also available via the CEDR banner at www.eeagrants.cz.
- In case of technical difficulties with the preparation and submission of the grant application, it is possible to contact the hotline; contacts to be found at IS CEDR homepage, menu Contacts.
- The grant application and its annexes can be filled in gradually in the IS CEDR, the system supports continuous saving of already completed parts.
- The grant application and relevant requested annexes (see the Guideline for Applicants) must be signed with a qualified electronic signature of the statutory or authorised representative of the applicant.
- Please note that only information available in the grant application and its annexes will be considered for the process of project appraisal and selection. All parts of the grant application must be therefore filled in carefully, specifically and clearly.
- We recommend submitting the grant application sufficiently in advance before the deadline of the Call. Leaving the submission of the grant application to the last minute could cause problems due to the system overload.

XI. Publicly Accessible Documents for the Implementation of the EEA Grant 2014-2021

Documents (Regulations, guidelines and methodologies) are accessible on the following websites:

Financial Mechanism Office

(mainly Regulation on the Implementation of the EEA Financial Mechanism 2014-2021)

www.eeagrants.org

National Focal Point

(mainly the Guideline of the NFP for Eligible Expenditures)

www.eeagrants.cz

Programme Operator

www.eeagrants.cz/goodgovernance

XII. Process of Grant Application Appraisal and Project Selection

The phases of the project appraisal to be applied in the selection process of grant applications submitted under this Call include:

1) Assessment of the administrative and eligibility criteria

The administrative and eligibility criteria will be assessed according to the defined criteria, which are listed in points 1) and 2) of Chapter XIII of this Call.

In case of deficiencies (e.g. completeness and legibility) in any of the correctable criteria, the applicant will be informed of these facts and invited via the IS CEDR to adjust the relevant annexes to the grant application, within the determined deadline. The grant application itself can no longer be adjusted after its submission. The administrative and eligibility criteria set out in the Call, including information on whether they are correctable, are described in more detail in Annex 3 of the Guideline for Applicants (Checklist for verifying compliance with the administrative and eligibility criteria).

Grant applications that do not meet administrative and eligibility criteria will be excluded from the further appraisal. The applicant will be notified via the IS CEDR about the rejection of the grant application due to non-compliance with administrative and/or eligibility criteria. The applicant may appeal against the exclusion of the grant application due to a failure to meet the administrative and eligibility criteria through the IS CEDR within 15 days after receiving the decision on the rejection of the grant application.

2) Assessment of the quality of the grant application by external evaluators

Each grant application is assessed by two external evaluators according to the evaluation criteria specified in point 3) Chapter XIII of this Call. The resulting score of the grant application is the arithmetic average of the scores of both evaluators.

If the difference between the total scores of the evaluators is higher than 30 % of the value of the higher score, the grant application will be assessed by a third evaluator. The resulting score will be calculated as an arithmetic average of scores (i.e. the sum of points awarded by external evaluators) of the two evaluations that are closest to each other. If the score value of the third evaluation is exactly between the score value of the first and second evaluation, the arithmetic mean is calculated from the two higher values.

3) Assessment of the grant applications by the Selection Committee

The Selection Committee receives a list of all projects that have been assessed in terms of quality. The grant applications are listed in order of the resulting score given by external evaluators (arithmetic average of scores rounded on two decimal places). The Selection Committee discusses the submitted grant applications and submits a list of recommended grant applications including reserve projects to the Programme Operator - the Ministry of Finance - for the verification.

The Selection Committee based on proper justification has the right to change the ranking of the grant applications determined by external evaluators' scores.

4) Verification by the Programme Operator

The Programme Operator verifies the process of appraising the grant applications including the verification of each of the recommended and reserve grant applications.

5) Approving/disapproving the grant

Based on the result of the verification, the Programme Operator decides on approving/disapproving the grant and informs the applicant about the next steps. A Grant approval letter and subsequently a legal act on grant award are issued to the successful applicants. The Programme Operator publishes the list of the successful applicants to which a grant has been awarded on its website. Unsuccessful applicants receive a legal act on not awarding the grant with a brief description of the reasons for that decision. The legal act on not awarding the grant is not possible to appeal.

Start of the approved projects implementation is expected not earlier than 6 months after the closing date of the Call for receipt of grant applications (i.e. in March 2021).

Information on the conditions of state aid

This Call will support projects financing which does not constitute state aid pursuant to Art. 107 (par. 1) of the Treaty on the Functioning of the European Union.

Information about the complaint mechanism

The implementation of the EEA Grants is based on the principles of transparency, openness and accountability with no tolerance for corruption or misuse of grants. In accordance with these principles, the applicant has the right to lodge a complaint regarding suspected abuse or irregularities related to the EEA Grants. A complaint may be submitted in the following ways:

— **electronically** by email: stiznosti-czp@mfcz.cz

— in writing - by post to:

Ministry of Finance
Department 58 - International Relations
Unit 5804 - Centre for Foreign Assistance - Preparation and Coordination
Letenská 15
11810 Prague 1

XIII. Administrative, Eligibility and Evaluation Criteria

1) Administrative criteria

- The grant application was submitted within the due period set in the Call.
- The grant application is drawn up in the required language in line with the Call.
- All mandatory data are filled in the grant application.
- The grant application is electronically signed by a statutory representative of the applicant or an authorised person.
- All mandatory annexes are complete and are provided in the required form in line with the Call and the Guideline for Applicants.
- The applicant submitted 1 grant application¹¹.

2) Eligibility criteria

- The applicant is eligible.
- The project includes the mandatory partnership with a municipality-type entity from the Donor States.
- The partner is/partners are/ eligible.
- The project complies with the focus of the Call (Programme area, outcome, output).
- The place of the project implementation complies with the conditions of the Call.
- The deadline for completion of the project does not exceed the deadline for completion of the project set in the Call.
- The requested amount of grant complies with the conditions set in the Call.

Detailed information on each administrative and eligibility criteria are described in the Annex 3 of the Guideline for Applicants – Checklist for verifying compliance with the administrative and eligibility criteria.

3) Evaluation criteria

Detailed criteria for assessing the grant application quality

	Evaluation criterion	Max. score for the criterion (out of 100 possible)
1	Capacity and readiness of the applicant to implement the project	10
	1.1 The organizational and management structure of the project including responsibilities and competencies of project team members (employees of the applicant, partner(s), and alternatively external subject(s)) is effective and clearly described for ensuring successful project implementation.	5
	1.2 The project team has relevant expertise and competences including experience with realization similar projects on citizens' participation.	5
2	Relevance and significance of the project	32
	2.1 The project clearly contributes to the fulfilment of the Programme objective and outcome stated in the Call.	10
	2.2 The project activities that enable participation of citizens in planning and decision-making processes or activities encouraging citizens to participate are implemented in more than one municipality of the Czech Republic. The project will be awarded one extra point for every additional municipality involved in participatory activities up to a maximum of 12 points.	12
	2.3 The project significantly supports improvement and extension possibilities of municipality communication with citizens and mutual informing. The project extends current effective forms of two-way communication or establishes new tools of communication, in particular tools encouraging citizens' initiatives.	5
	2.4 The project significantly contributes to involving citizens in the planning and decision-making processes of the municipality and/or strengthens the participation of the public in municipal management. Implementation of the project will lead to an increase in participating citizens.	5

¹¹ If the applicant submits more than 1 grant application, only the grant application submitted as first, will be considered and other grant applications will be automatically excluded.

3	Areas of support	15
	3.1 The project covers both mandatory areas of support. The project is comprehensive, subject and content are consistent and all parts interconnected. In addition to the mandatory areas, the project covers facultative area of support.	15
4	Activities, outputs and risks of the project	28
	4.1 The key activities are eligible, and directed towards suitably designed outputs. Each activity and its outputs are clearly defined and their implementation is feasible. Proposed key project activities are necessary for achieving the purpose of the project and suitable for the target group(s).	10
	4.2 The project also covers activities aimed at the specific groups and can identify these target groups and within the project activities appropriately react to them to support the participation of these groups. The specific groups are: socially disadvantaged groups or populations from socially excluded localities; physically disadvantaged/disabled; seniors; pupils/students; women. The project will be awarded 1 point for activity aimed at each of the above-mentioned groups.	5
	4.3 The results framework of the project provides clear and transparent information on the relevance of the project to the Programme, including a clearly defined purpose of the project and relevant indicators. The target values of the indicators are realistic, the indicators are quantified and objectively measurable in both quantity and time. The sources of verification of indicators are listed and will be available and suitable for verifying the target values of the indicators. The purpose of the project is in line with the desired outcome and output of the Programme.	5
	4.4 The proposed time schedule of project implementation is clear, consistent, and realistic, reflecting the content of project activities and their order.	5
	4.5 The risks of the project are clearly defined, including a proposal of elimination measures to be adopted in order to secure smooth project implementation.	3
5	Economy and cost-effectiveness	10
	5.1 A detailed project budget is indicated for the entire project period. Expenditures are eligible, the budget items are necessary for the implementation of the project activities and correspond to the project content. A clear quantification of budget items including measurable units is provided.	5
	5.2 The project budget is economical and cost-effective. Total project costs are adequate to deliver expected project outputs. The amount of each budgetary item is reasonable and proportionate and corresponds to the similar costs in place and time.	5
6	Bilateral partnership	5
	6.1 The project significantly contributes to development of bilateral partnership between applicant and donor project partner. The donor project partner actively participates on project activities. The donor project partner's participation significantly contributes to transfer of experiences between partners.	5
	Total	100

Weighted point evaluation

The minimum score of the grant application to advance to the next stage of evaluation is **50 points**.

Criterion 3.1 is the elimination criterion. If the grant application will not cover both mandatory areas of support the application is awarded 0 points for the 3.1 criterion and the application is excluded.

Each external evaluator shall separately assess the fulfilment of each criterion using the below described 0-5 scale (except for the 2.2 and 4.2). The final score for each criterion is calculated by applying the percentage rate derived from the maximum amount of points that can be obtained for the given criterion. The total score is calculated as a sum of each criterion points. The maximum score is 100 points in total.

0 - Do not meet the criterion

The project does not meet the evaluated criterion or the criterion cannot be evaluated due to missing or incomplete information (the criterion is awarded 0% of the maximum score for the criterion).

1 – Very poor

The criterion has only been fulfilled in a superficial and unsatisfactory manner (the criterion is awarded 20% of the maximum score for the criterion).

2 - Poor

There are serious and substantial shortcomings concerning the given criterion (the criterion is awarded 40% of the maximum score for the criterion).

3 - Satisfactory

Although the project addresses the given criterion from a broad perspective, there are shortcomings that would require corrections (the criterion is awarded 60% of the maximum score for the criterion).

4 - Good

The project fulfils the given criterion, however space for improvement is left (the criterion is awarded 80% of the maximum score for the criterion).

5 - Excellent

The proposal successfully addresses all aspects of the given criterion (the criterion is awarded 100% of the maximum score for the criterion).

XIV. Information on Providing Consultations on the Call

Any queries concerning the Call (e.g. submission of the grant application, conditions of the Call, the method of appraisal and award of grant) can be sent by e-mail to Petr.Sulzenko@mfcf.cz.

The queries may be raised from the Call launch and no later than 5 working days before the final date for submitting the grant applications. The reply will be sent to the applicant within 5 working days, at the latest on the last day of the Call. Only replies given in writing are binding.

Frequently asked questions and answers will be published in the section Questions and Answers at www.fondyehp.cz/radnasprava.

XV. Annexes

1. Guideline for Applicants incl. annexes