EEA Grants 2014-2021

Guideline of the Programme Operator – Ministry of Finance of the Czech Republic

Guideline for Applicants

Good Governance Programme

Calls for proposals:

SGS1 – Support of the involvement of the public in decision-making processes and public consultations

Valid from: 28. 6. 2021

Contents

List of Abbreviations

EEA	European Economic Area
EEA Grants	EEA Financial Mechanism
Donor states	Iceland, Liechtenstein and Norway
IS CEDR	Information system CEDR
FMO	Financial Mechanism Office (in Brussels)
PP	Project Promoter
NFP	National Focal Point
NUTS	Nomenclature of territorial statistical units
OECD	Organisation for Economic Co-operation and Development
PO	Programme Operator (Ministry of Finance of the Czech Republic)
SGS	Smal Grant Scheme

Introduction

The overall objective of the EEA Financial Mechanism (hereinafter referred to as “EEA Grants”) is to contribute to reducing economic and social disparities in the European Economic Area (hereinafter referred to as “EEA”) and to strengthening bilateral relations between donor and beneficiary states through financial contributions in agreed programme areas. One of the agreed programme areas of EEA Grants 2014-2021 is area No. 16 “Good Governance, Accountable Institutions, Transparency”. This area aims to improve the integrity and accountability of public administration.

This Guideline for Applicants (hereinafter referred to as the “Guideline”) is intended for grant applicants interested in financial support of projects within the small grant scheme call “Support of the involvement of the public in decision-making processes and public consultations” (SGS1) under the Good Governance Programme.

The Guideline together with the text of the small grant scheme call for submitting grant applications (hereinafter referred to as “Call”) provides general information necessary for preparing a grant application (hereinafter referred to as „Application“) and where relevant, it is complemented by other documents, available upon the announcement of the Call relevant especially for the subsequent implementation of approved projects:

- Guideline of the National Focal Point for Eligible Expenditures under the EEA/Norwegian Financial Mechanisms 2014-2021 (available here);
- Guideline of the Programme Operator for Public Procurement of Small Scale (available here – in Czech only);
- Guideline for Beneficiaries of Grants funded from programmes Health, Culture, Good Governance, Human Rights and Justice (available here).

The Guideline was prepared by the Ministry of Finance of the Czech Republic – the Programme Operator (hereinafter referred to as the “PO”) and is based on valid international treaties, documents approved by the Financial Mechanism Committee, and documents issued by the National Focal Point (hereinafter the referred to as the “NFP”) and the PO, 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 of the Good Governance Programme.

Documents are available at www.fondyehp.cz/en a www.eeagrants.org.

1. Preparation and Submission of Application

Applications under announced Call shall be submitted only electronically through the information system CEDR (hereinafter referred to as “IS CEDR”). IS CEDR manages the administration of projects in their entire project cycle, i.e. from submission of the application, its evaluation, issue of the implementation contract, monitoring of the implementation, and completion of the projects.

The IS CEDR is accessible via CEDR banner on the homepage www.fondyehp.cz or via the website www.fondyehp.cz/cedr.

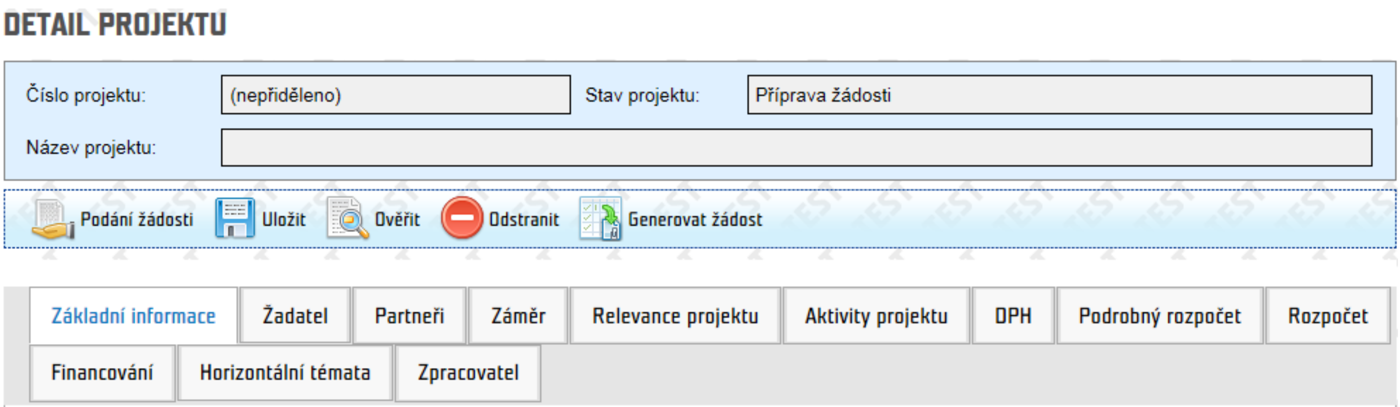
The homepage of the IS CEDR 2014-2021 contains:

- Information on the applicant's registration, including instructions for registration of the applicant and applicant's user (accessible from here – in Czech only);
- Basic instructions for working in the system;
- Technical requirements necessary for working in the system;
- Contacts on technical support;
- The Applicant registration button;
- Login window for the registered user.

To access the IS CEDR, the applicant needs to register via the **Applicant registration** button on the home page of the IS CEDR. By registering the applicant, the subject of the applicant will be created (i.e. registration of the organization that will submit the application) and at the same time, the user account of the **applicant's administrator** will be created. The applicant's administrator manages the users of the given applicant (i.e. in particular adds other users of the applicant and sets the appropriate roles and permissions to work with the application for individual users). The applicant's administrator is entitled to establish an application. Authorization to create an application is also granted to the applicant's users, to whom the applicant's administrator has assigned the role of *Establishing a project.*

Username and password are needed for login of registered user to the system.

After login of the applicant's user with the right to establish a project to the IS CEDR and pressing the ***Create new project*** button, a list of accessible open calls will be displayed. An application form will be displayed after selecting the appropriate open call.



The applicant fills in the application via an **online form** directly in the Internet browser window. All required data must be entered. Mandatory data to be filled in are marked with an asterisk (*) and highlighted in yellow. The completeness of filling in the data in the application can be checked continuously using the ***Verify*** button in the control panel. Please note that the check by the *Verify* button is linked to mandatory boxes of the application form only. The applicant must follow the Guideline in all cases.

When **filling out** the application, follow the tabs from **left to right**, first fill in the top row of tabs. When filling out the application, we recommend saving the data continuously using the ***Save*** button in the control panel.

After filling in all the tabs of the application form, the applicant will generate a **Grant Application Form** and insert the mandatory annexes into the application annexes. The Grant Application Form and the relevant annexes (for the requirements of the annexes, see chapter 2.13 Annexes to the application) shall be signed by the applicant or an authorized person **with a qualified electronic signature**. The complete application shall be submitted exclusively electronically via the IS CEDR (via the ***Application Submission*** button in the control panel).

The applicants can prepare their projects in a form Grant Application Form Template (Annex 1 to this Guideline) and in Detailed Project Budget (Annex 2 to this Guideline). These annexes contain fields that will then need to be filled in the online application form. It is not possible to submit the above-mentioned completed work forms instead of filling in the data in the tabs of the online application form, as the data filled in directly in the application is used for further project administration.

Prior the submission of the application it is recommended to check in particular the eligibility of the applicant / project partner and the focus of the project are in compliance with conditions of the Call. The eligibility of the applicant /project partner is always defined by the Call which stipulates the possible type of the eligible applicant / project partner, or other specific requirements (e.g. mandatory partnership). Eligible project activities lead to the fulfilment of the programme objective and the specific objective defined by the Call. It will be also checked, among other things, whether the project aims to meet the programme outcomes and outputs. It is also recommended to check fulfilment of all formal and eligibility criteria described in the Checklist for verifying compliance with the administrative and eligibility criteria (Annex 3 to this Guideline).

Language of the application:

The applicant shall draw up the application **in English.** Only the following parts shall be written in **Czech language:**

- **Project Summary;**
- **The project title;**
- **Name of the applicant;**
- **Name of the partner (local name), if the local name is Czech, or in another language if the local name is in another language.**

Annexes of the application will be elaborated in the Czech language. The partnership with a donor state entity will be confirmed by the annex **Partnership Commitment Statement** drafted in English.

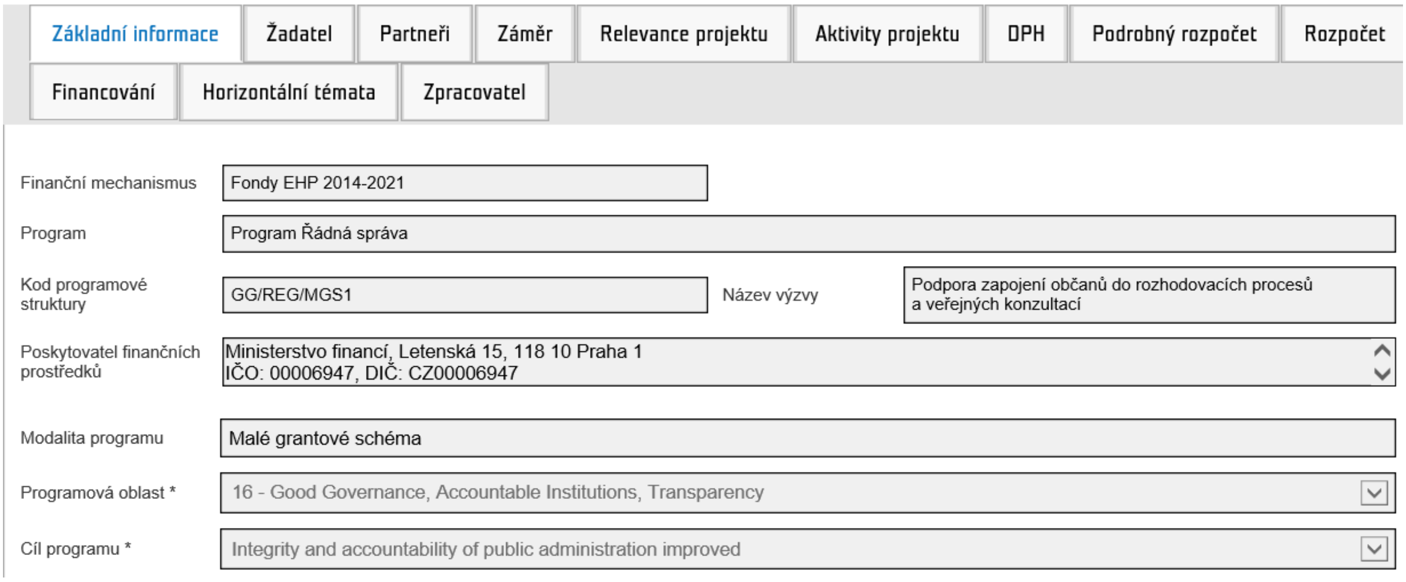
2. Grant Application

The application has to clearly and concisely describe a presented project. Therefore, the application and its annexes have to be written thoroughly and understandably so that their content is correctly understood during the evaluation. It is recommended, when processing the application, the applicant should pay particular attention to these general principles:

- compliance of the application with the conditions of the relevant Call;
- clarity of information in individual parts of the application and its annexes, including its interdependence, especially the link of the project activities to the project budget and the logical framework;
- the need to prepare the information concisely in order to avoid detailed technical terminology, nonexplained abbreviations and lengthy general descriptions etc.;
- the feasibility of budgeting, including unit costs based on market prices, taking into account future economic developments.

This chapter further describes the individual tabs of the application form and provides instructions for filling in the fields.

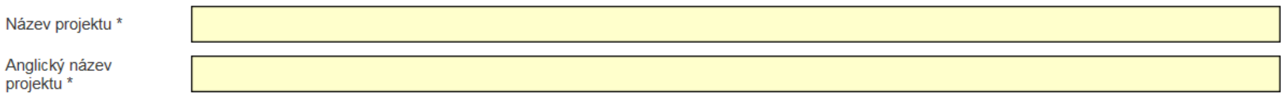
2.1 Basic Information about the Project



Based on the selection of respective Call and setting up the application, the following fields will be automatically filled in the tab *Basic information*:

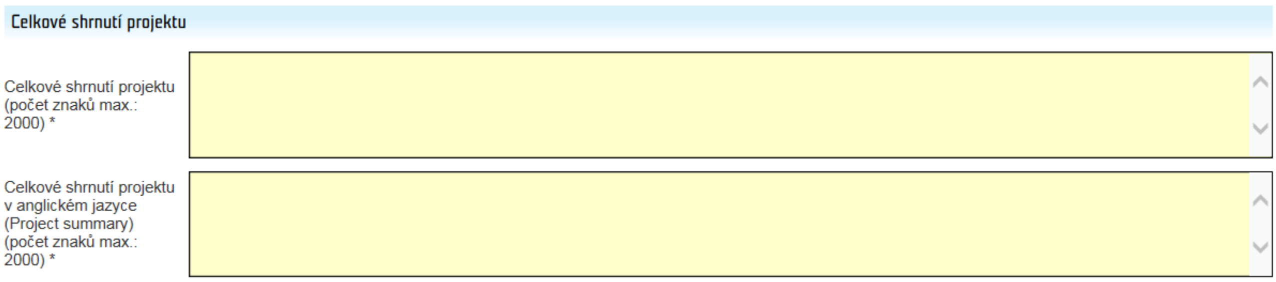
- Financial mechanism the support is awarded from;
- Programme;
- Code of programme structure;
- The title of the Call;
- Name and address of the Fund provider;
- Programme modality;
- Programme area;
- Programme objective.

2.1.1 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. The name of the project should best describe the content of the project and the essence of the activities.

2.1.2 Brief Project Summary



The Brief Project Summary in Czech and English serves as a project introduction. In case of successful and supported projects, the summary will be used for project´s promotion at www.fondyehp.cz a www.eeagrants.org.

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,
- justification of the need for the project (including references to relevant legislation and/or strategic and conceptual documents, if applicable), i.e. why it is necessary to implement the project due to the needs and shortcomings identified in the area,
- 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, i.e. what will be changed or improved by the project,
- who and how will benefit from the project implementation, i.e. what target groups the project focuses on,
- who is the donor project partner and how will participate in the project;
- if the project is implemented in partnership with other eligible partners, the applicant will explain the added value of the partners' participation and cooperation in the project.

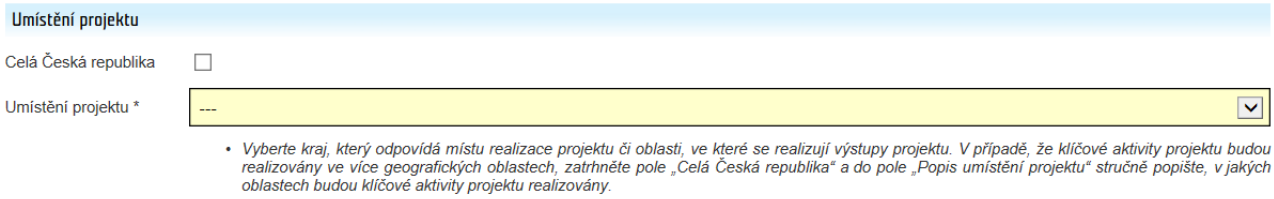
The following rules should be followed when formulating the project summary:

- avoid using jargon, technical terminology, and abbreviations;
- choose a simple, uncomplicated style;
- present the project proactively and in mutual relations and contexts,
- 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);
- use the active rather than the passive voice:

Do not write:
There will be implemented bilateral communication tools that will consist of organising two round table sessions with citizens that were evaluated as the most effective tools of communication as regards the aim of the project while the round table sessions will be organised in the towns of Aš and Želetava.

Do write:
We will organise four round table sessions. We have evaluated these sessions as the most effective tools of bilateral communication between citizens and municipal representatives. Two round table sessions will be held in the town of Aš and two more in the town of Želetava.

2.1.3 Project Location


Umístění projektu

Celá Česká republika ☐

Umístění projektu * ---

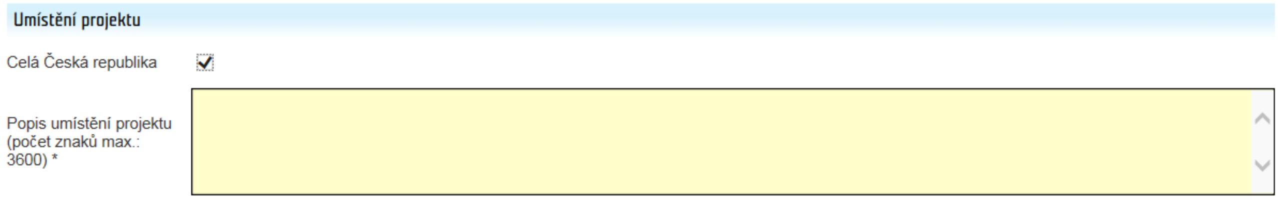
- Vyberte kraj, který odpovídá místu realizace projektu či oblasti, ve které se realizují výstupy projektu. V případě, že klíčové aktivity projektu budou realizovány ve více geografických oblastech, zatrhněte pole „Celá Česká republika“ a do pole „Popis umístění projektu“ stručně popište, v jakých oblastech budou klíčové aktivity projektu realizovány.

The specific definition of the location of project implementation / project impact is stated in the Call and is subject to control within the assessment of all administrative and eligibility criteria. Project activities do not necessarily have to be implemented only in the given area, partial project activities may in exceptional and justified cases take place outside the area defined in the Call, but must always be in favor of the given area set by the Call.

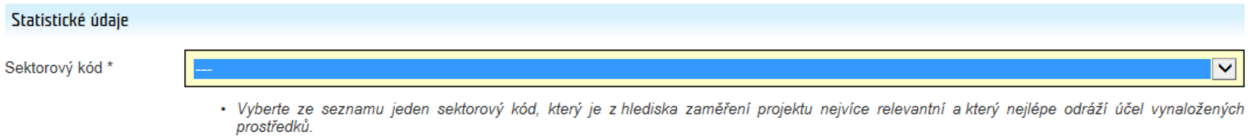
A project location is required for statistical purposes. The NUTS 3 classification is used for the project location. The applicant **selects one region** from the list, which corresponds to the project implementation area or area where the project outputs are implemented (not to the applicant's registered office).

If the key project activities are implemented in more than one geographical area, the applicant will tick the field the ***Entire Czech Republic*** and describe in the ***Project location description*** text field in which areas the key project activities will be implemented (including whether the project will take place outside the Czech Republic). An applicant who has classified a project into one specific region does not fill in the ***Project Location Description*** field.

Project location description



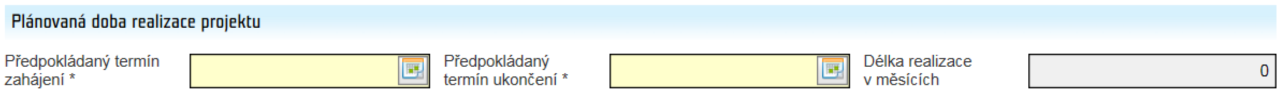
2.1.4 Sector Code



The sector code is a statistical figure to determine the sector to which the financial support will be directed. The codes have seven digits and are based on the OECD classification. The applicant selects the following sector code, that is relevant for the Call "Support of the involvement of the public in decision-making processes and public consultations (SGS1)":

1515000 - Democratic participation and active citizenship

2.1.5 Planned Project Implementation Period



The applicant shall indicate **the presumed start and end dates of the project. Duration of the project** (number of months) will be calculated automatically.

Given the time needed to assess and evaluate all applications submitted under the Call**, the earliest start date of the project** shall be at least 6 months from the end date of the Call.

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 chapter 3 Process after submission of the application), which sets the starting date for the eligibility of expenditure. Expenditure incurred prior to the official approval of the application will not be considered eligible. If the project activities are implemented based on a public procurement, the tender / selection procedure can be started before approving the application and granting support from EEA Grants, i.e. before the initial date of eligibility of expenditure, but to implement the subject of the contract and pay invoices related to performance public procurement cannot be entered into earlier than the initial date of eligibility of expenditures.

The 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 30 April 2024. 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 delays in performance public procurement).

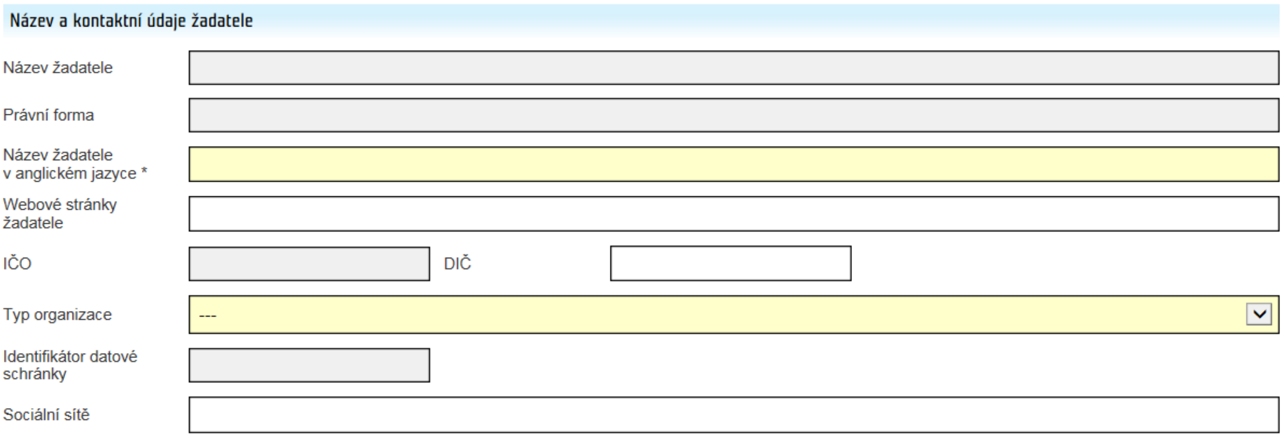
The date of the end of the project implementation will be specified in the implementation contract and it **is binding** both on the project promoter and its partners. In case of a belated start of the project due to longer evaluation process, the start and end date of the project will be adequately adjusted to the expected length of the project (the maximum deadline of the projects is always 30 April 2024).

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

The project implementation period must always be set in such a way that it is consistent with the final date of eligibility of expenditure (i.e. by 30 April 2024) and the duration of the implementation of the project must be justified in terms of the size and nature of the project.

2.2 Applicant

2.2.1 Applicant Identification



The basic identification data of the applicant in the tab *Applicant* are pre-filled on the basis of the applicant's registration (name of the applicant, legal form, etc.). The applicant shall further fill in its identification data including:

- **applicant's name in English;**
- **applicant's website address (**in format http://www.xxx.yy or https://www.xxx.yy);
- **tax ID No;**
- **organization type** (by selecting from the code list; see the list of types of organization in the Annex 4 to this Guideline);
- **applicant's social networks pages**, if relevant (optional field).

If the applicant uses the social networks and intends to use them for the needs of the project, state the address of the profile on social networks in the application (optional field).

The eligibility of the applicant, i.e. who can be an applicant and what conditions must be met, is always determined by the Call and is subject to control within the assessment of all administrative and eligibility criteria.

If the applicant is not entered in the public register (register of unions of municipalities administered by the Regional Authority competent in accordance with the seat of the relevant union of municipalities), the *Document on Legal Entity of the Applicant* is a mandatory annex to the application (see Chapter 2.13 the Annexes to the Application).

2.2.2 Legal Representative

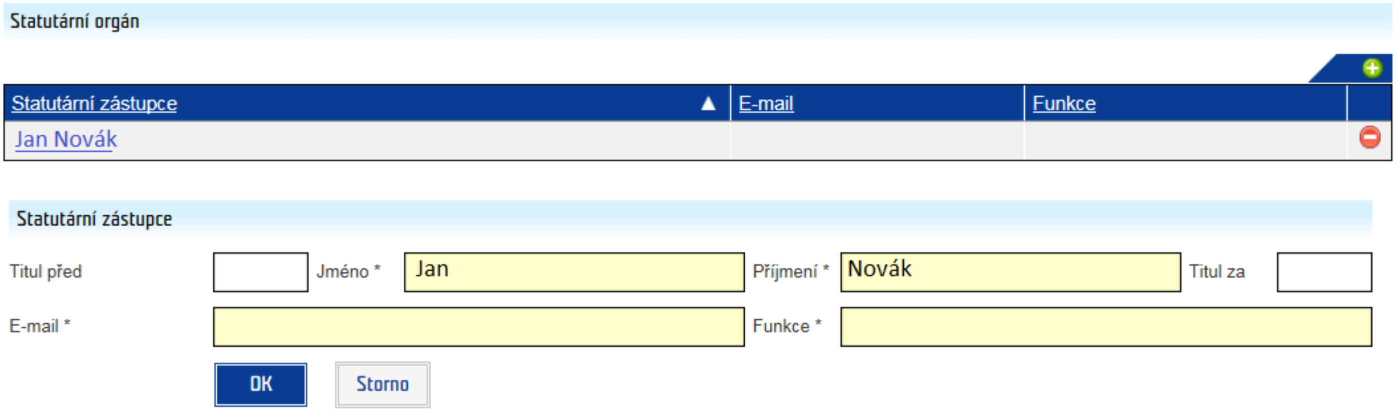
The applicant shall specify the person(s) who is the applicant's legal representative (name, surname, title, function within the applicant's organization, email). If there is more than one legal representative in the statutory body, the applicant will provide data for each representative separately.

Some entries (name, surname) of the legal representative(s) are filled in automatically based on the applicant registration. Clicking on the name of the legal representative will open a window with details about the legal representative. The applicant fill in all data (title, function in the applicant's organisation, email), eventually can add other legal representatives (with green plus button).

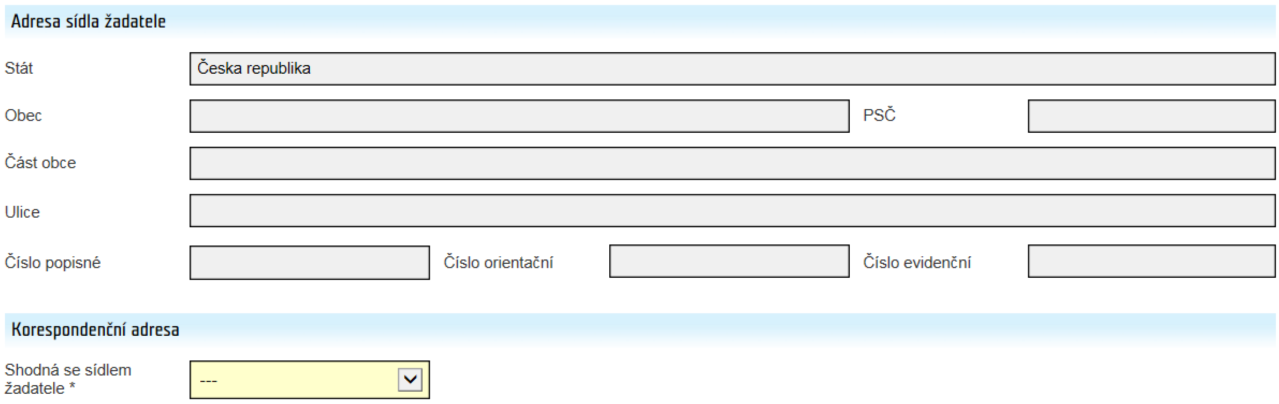
Legal representative of municipalities, Capital city of Prague and municipal districts of Capital city of Prague:

When the applicant is a municipality, Capital city of Prague, or municipal districts of Capital city of Prague, the *Municipality council/Municipality board application approval* is a mandatory annex to the application. It has to be clear that the local authority (Municipality council or Municipality board) agrees with the grant application and decided that the (city) mayor or other authorised person is acting for purposes relating to the grant application.

The applicant fills in the (city) mayor as a legal representative in the IS CEDR. Where reference is made to the legal representative in the Call or this Guideline, in the case of municipalities, Capital city of Prague, and municipal districts of Capital city of Prague the legal representative will be filled in respect to the previous paragraph.



2.2.3 Registered Office and Correspondence Address



The address of the applicant's registered office is pre-filled on the basis of the applicant's registration. The applicant shall fill in correspondence address (if it is 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.

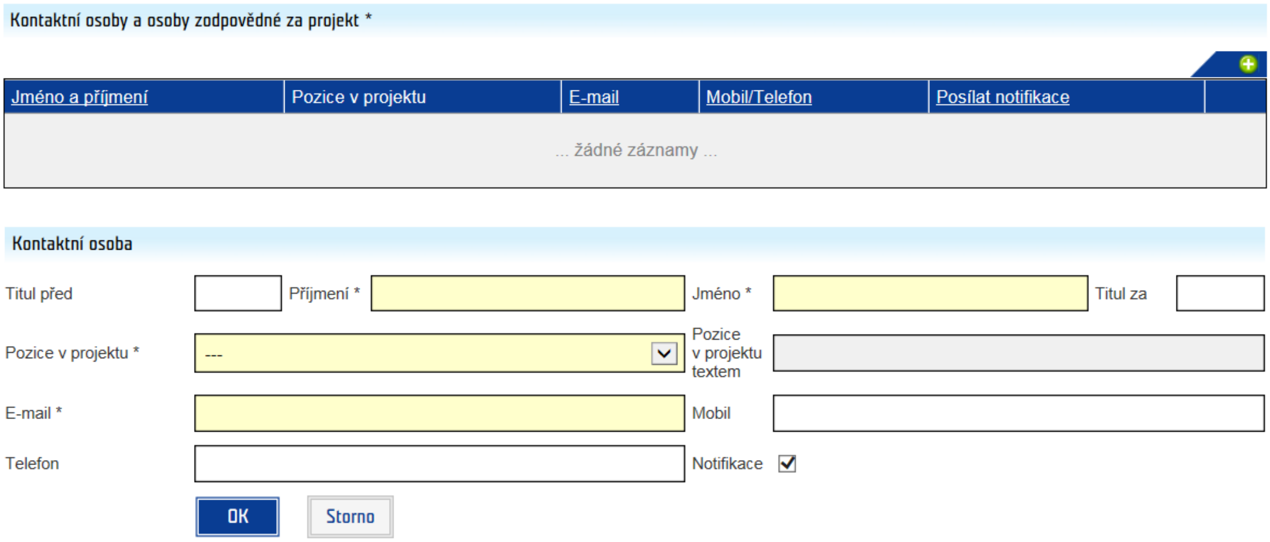
2.2.4 Project Contact Persons

The applicant shall indicate the project contact persons responsible for the data in the application. To add a contact person, click on the green plus button. The applicant shall provide the following contact details for each person:

- **Name, surname, title,**
- **Position in the project** (by selecting from the list, or by own words if the options are not relevant; writing the position in your own words in the *Position in project wording* field is possible after selecting *Others* in the *Position in project* list),
- **Email, phone.**

The list includes the following positions in the project: project manager, financial manager, authorized person, application processor, others.

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

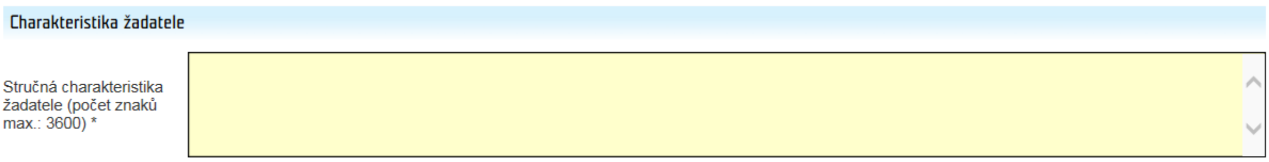


The applicant shall designate the main contact person for communication with the PO regarding the application. For this person, select ***Others*** in the ***Position in project*** field and in the ***Position in project wording*** field, enter the name of the position in your own words, stating that it is the main contact person of the project (e.g. Project manager – main contact person).

Updating data/adding contact persons during the project implementation will be possible in the IS CEDR.

If the applicant has entrusted the registration of the applicant to another entity on the basis of a power of attorney (i.e. the registration of the applicant was ensured by, for example, an entity with a different ID number), the person from such entity will be listed among the project contact persons as authorized person. If the application is not signed by the representative(s) of the applicant's statutory body (i.e. another person is authorized to sign the application), such a person will also be listed among the contact persons as an authorized person. The power of attorney is a mandatory annex to the application (see chapter 2.13 Annexes to the Application).

2.2.5 Applicant Description



The eligibility of the applicant is always determined by the Call and is subject to control within the assessment of administrative and eligibility criteria. The eligibility criterion of the applicant of the Call **Support of the involvement of the public in decision-making processes and public consultations** is met in case the applicant can be identified as a subject of a specified legal form.

In the section *Characteristics of the applicant* in the application, the applicant shall briefly describe the applicant's main activities in relation to the programme area and the Call. Further information shall be stated, such as length of activities in the field, organizational structure and experience with the implementation of similar projects at the national and international level, which are relevant to the submitted application.

2.3 Partnership in Project

The project must be **mandatorily implemented 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 Norway**.

The project can be implemented in partnership with other subjects defined by the Call.

Partnership is a relationship between two or more entities – private, public, or non-profit, 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 Iceland, Liechtenstein, or Norway, or the other Beneficiary States or 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.

A project partner is actively involved in, and effectively contributing to, the implementation of a project. It shares with the Project Promoter a common economic or social goal which is to be realised through the implementation of that project.

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 financed from EEA Grants 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 mandatory annex of the application is the **Partnership Commitment Statement** (see Annexes 6a or 6b to this Guideline) signed by each partner separately, or the Partnership Agreement if it has already been concluded at the time of submitting the application. Entities whose involvement in the project is not formalized by the Partnership Agreement (to be documented before the implementation contract is issued at the latest) cannot be stated as partners 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 grants to finance the normal activities of their organization unrelated to project implementation.

The grant applications that cover citizens' participation activities in more municipalities of the Czech Republic will get a point bonus. In this case, all municipalities the participation activities take place in must be stated as partners of the project.

Recommendations for finding partners and arranging cooperation

When contacting partners, we recommend:

- avoid sending general partnership requests;
- seek partners in a targeted way, given their role in the project and their ability to contribute to project implementation,
- have a clear idea of what you expect from the partnership (e.g. what the partner should bring to the project, what role he should play in the project, what activity you expect from the partner);
- be prepared for financial issues, in particular whether you will expect the partner to contribute financially to the project;
- prepare a good description of your own activities and areas of operation.

To negotiate partnerships and cooperation in the project, the following are important**:**

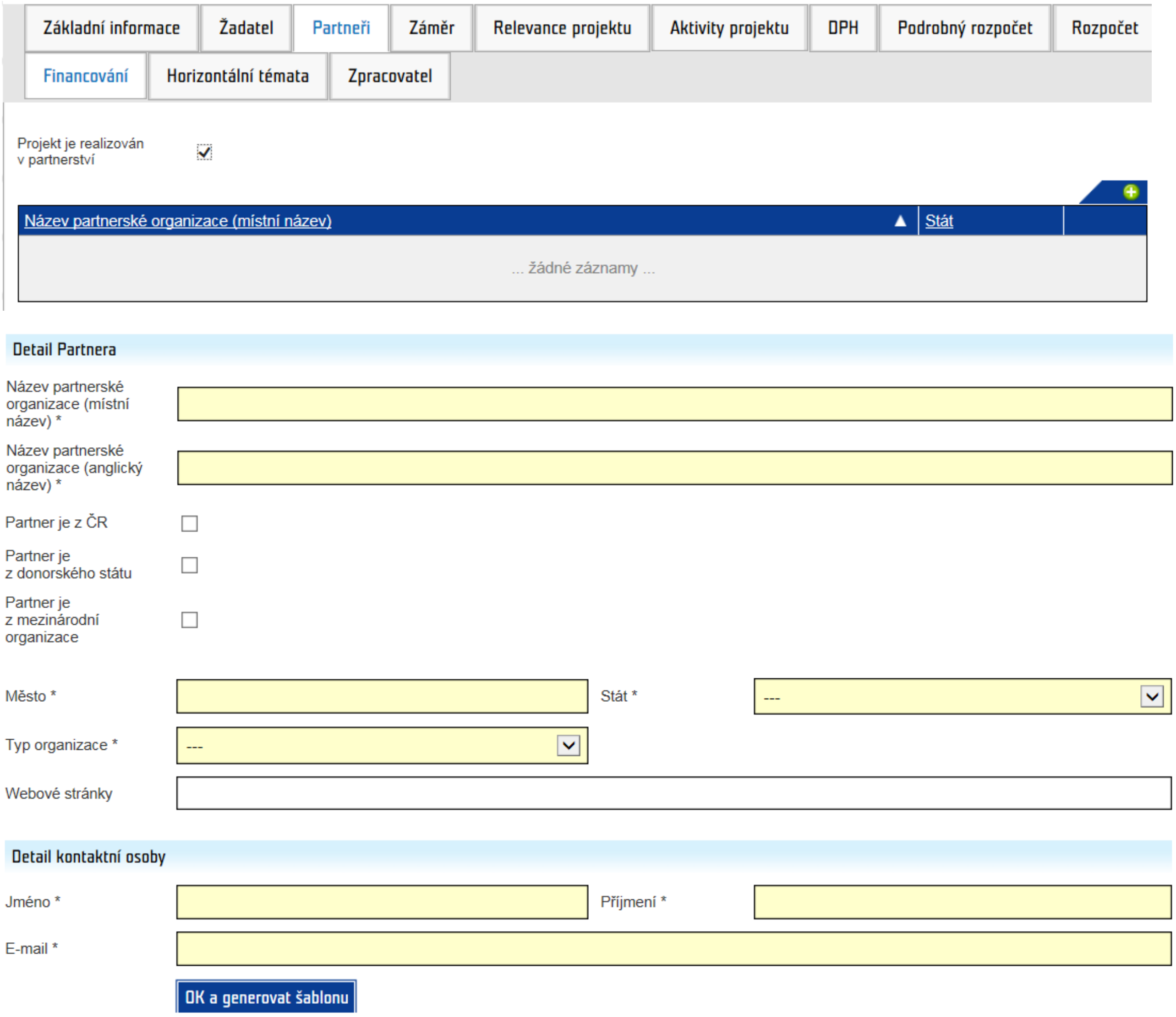
- common goal and vision and partner´s ability to contribute to them;
- common understanding of the intention and content of the project;
- agreement on the specific involvement of the partner in the project activities, including how the roles of all partners fit together in terms of project implementation;
- clarification of the partner's obligations and responsibilities, including responsibilities for planned outputs;
- agreement on the partner's budget, including financial flows;
- long-term perspective.

Before arranging a partnership, it is necessary to verify the eligibility of the partner in accordance with the conditions of the Call. The eligibility of project partners, i.e. who can be a partner and what conditions he must fulfil, is always determined by the Call and is subject to control within the assessment of administrative and eligibility criteria.

For help with searching of suitable project partners, the applicants can use contact form or a partner database available at https://www.eeagrants.cz/en/bilateral-relations/partner-search-form.

2.3.1 Identification of Partner Organization

Projects will be mandatorily implemented with at least one Donor Project Partner. The applicant will check the field ***Project is implemented in partnership*** *in the Partners tab.* The applicant will also provide a list of partners who will be involved in the implementation of the project (the project partner can be added by using the green plus button). If the project is implemented in partnership with several entities, the applicant will provide details of each partner separately.



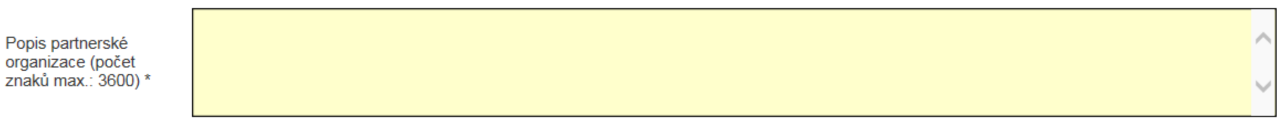
For each partner organization the applicant shall fill in:

- **the name of the partner organization** (in local language and in English);
- **type of the partner** (from Czech Republic / donor state / international organization);
- **city** (registered office of the partner organization);
- **state;**
- **organization type** (by selecting from the code list; see Annex 4 to this Guideline for a list of organization types);
- **website of the partner organization** (optional, in format http://www.xxx.yy or https://www.xxx.yy);
- **contact person(s) of the partner organization** (name, surname, e-mail).

Note

If the partner organization is from another beneficiary state[1] the applicant shall select *Partner is an international organization* in the *Partner detail* form and select *Other* in *State* box.

2.3.2 Description of Partner Organization



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

The applicant shall provide a brief description of partner organization with an emphasis on activities relevant to the submitted project. The applicant shall in particular provide information on partner personnel capacity and implemented activities which prove suitability and experience of the project partner that contribute to the fulfillment of the project objectives.

2.3.3 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 on the following aspects:

- description of the role of partner/partners in relation to the applicant, their competencies and responsibility for the project outputs;
- brief description of the involvement of the partner/partners and their representatives in particular activity within the project implementation;
- the need for the partnership for the project implementation and impact leading to the achievement of the project goals (effects, impact);
- duration of the partnership;
- the way how was the partnership established (for example direct contact, prior cooperation, the PO assistance, match-making seminar, etc.).

The applicant shall describe how the partner/partners participate in the implementation of the project, including an indication of the activities in which the partner cooperates, or which he himself implements. They will also indicate how the partner's activities will be coordinated and whether the partner participates in project management as a member of management, whose costs are included in the project budget. The applicant explains how the involvement of the partner in the project is beneficial.

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

In case the project is implemented in partnership with the entity from Donor states, 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 Iceland, Liechtenstein and/or Norway.

2.3.4 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 projektů realizovaných v partnerství s partnerem z donorského státu/Number of projects involving cooperation with Donor project partner	počet/number	---				
Počet školení spoluorganizovaných konečným příjemcem a partnerem z donorského státu/Number of training courses co-organized by Donor and Beneficiary State entities	počet/number	---				
Počet účastníků z donorské země zapojených do bilaterální aktivity/Number of participants from Donor States in bilateral activities	počet/number	---				
Počet účastníků z přijímající země zapojených do bilaterální aktivity/Number of participants from Beneficiary States in bilateral activities	počet/number	---				

OK a generovat šablonu

Stisknutím tlačítka „OK a generovat šablonu“ dojde k vygenerování dokumentu „Prohlášení o partnerství se zahraničním subjektem v anglickém jazyce (Partnership Commitment Statement)“ a jeho uložení do seznamu příloh projektu. Šablonu si v seznamu příloh otevřete, uložte do svého PC, doplňte požadované údaje a následně soubor uložte do seznamu příloh.

OK Storno

The applicant will mandatorily comment on the **pre-set bilateral indicators of the Programme:**

- Number of projects involving cooperation with Donor project partner (this indicator must be chosen and its target value is a maximum of 1);
- Number of training courses co-organized by Donor and Beneficiary States entities;
- Number of participants from Donor States in bilateral activities;
- Number of participants from Beneficiary States in bilateral activities.

For each of the pre-set indicators, the applicant indicates whether it is relevant to the project (by selecting *Yes/No* from the list). If the project is implemented in partnership with more partners from Donor States, the indicator **Number of projects involving cooperation with Donor project partner** must be indicated with relevance *Yes* only for one Donor project partner, for other partners the applicant sets the value *No* to this indicator

The definitions of bilateral indicators are given in Annex 5 to this Guideline.

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

- target indicator value

The applicant shall state the target value of the indicator, which will be achieved thanks to the implementation of project activities (the baseline value is authomatically set as zero). The applicant also briefly describes in the field *Fulfilment of the indicator, setting and verification of expected values of the indicator*, from which information sources and data the stated value is based.

- 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. The specified date must fall within the project implementation period.

- description of the fulfilment of the indicator, setting and verification of expected values of the indicator

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 5 of this Guideline), 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 definitions of indicators and their general parameters in accordance with Annex 5 of this Guideline). 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 values 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.

2.3.5 Project Partnership Documentation

The **Partnership Commitment Statement** is a mandatory annex to the application (standardized form, see Annex 6a and 6b to this Guideline). If the applicant has more than one partner, he/she submits the Partnership Commitment Statement separately for each partner. The **Partnership Agreement** may be attached to the application (if it is already concluded at the time of the submission of the grant application) or the draft of the Partnership Agreement.

The language of the document depends on the partner´s country of origin. In case a **donor project partner from Iceland, Liechtenstein, and/or Norway** or partner from another Beneficiary State or partner from international organization is involved in the project, the document shall be in English or in a respective multilingual version. In case a Czech partner is involved in the project, the applicant submits the Partnership Commitment Statement or the Partnership Agreement in Czech.

In case of grant approval, the applicant is obliged to conclude the Partnership Agreement(s) with the partner(s). 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 an implementation contract. The successful applicant is obliged to submit the relevant copies to the PO before the implementation contract is issued (the applicant will be invited by the PO).

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 partner expected expenditure 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 project itself and partners' cooperation and belongs to the annexes to the Guideline (see Annex 7a, 7b to this Guideline).

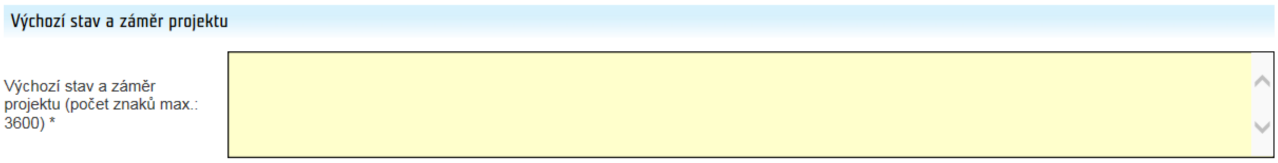
The applicant is always responsible for the implementation of the project and the achievement of its objective and outputs.

Expenditure incurred by partners in connection with the implementation of the project will be covered by the grants 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.

The applicant shall state in the application the total estimated expenditures of each partner in CZK. In the case of the involvement of a foreign partner, it is appropriate to take into account the development of the exchange rate and possible exchange rate losses when compiling the budget of such a partner.

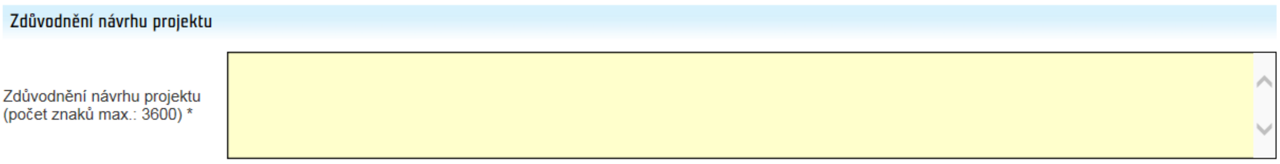
2.4 Intention and Project Description

2.4.1 Initial State and Project Intent



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). The applicant shall substantiate the description with relevant statistical data, expert studies and, where appropriate, experience and knowledge from his practice.

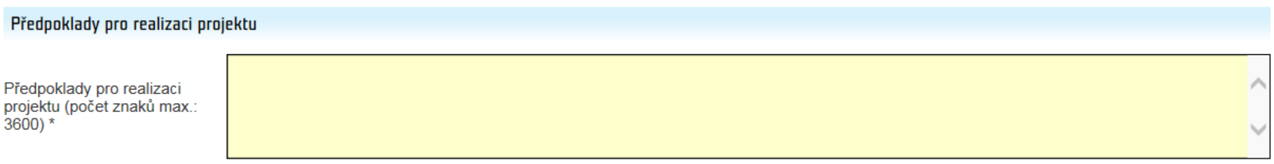
2.4.2 Justification of Project Proposal



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 elaboration of the application should best be based on a needs analysis or study in relation to the planned project activities. 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 (or their respective parts/chapters) relevant to the given project proposal that mention the need to address the issue;
- main conclusions of the analysis/studies identifying the deficiency; or results of specific enquiries, surveys, etc.;
- relation of the project to associated projects in implementation or relation to outputs or recommendations from already implemented projects associated with the submitted project.

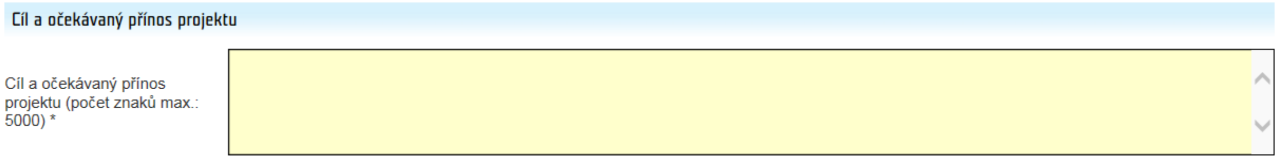
2.4.3 Prerequisites for Project Implementation



If relevant, the applicant shall describe the aspects that determine the start of the project and the possibility of its implementation. 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 these prerequisites are, including the expected end date when they will be met, so that the project could be launched.

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

2.4.4 Objective and Desired Benefits

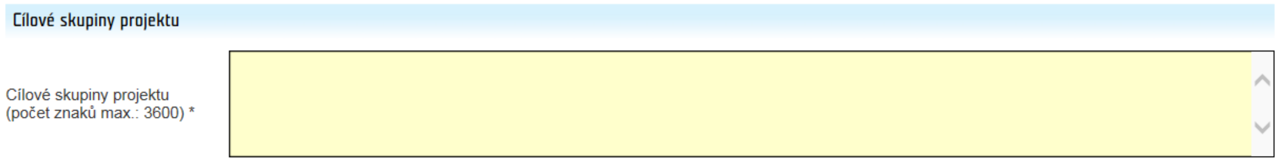

Cíl a očekávaný přínos projektu

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 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 Call and shall also describe the importance and expected benefits of the project in a wider societal context, i.e. what change or effect it will make to the broader society.

2.4.5 Target Groups of the Project


Cílové skupiny projektu

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

Target groups are people who will benefit from the project activities. The applicant will indicate the target groups of the project and briefly characterize the individual groups. **If relevant, the applicant describes if the project targets specific group(s)[2] which establishes a point bonus within the assessment of the quality of the grant application.** 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:

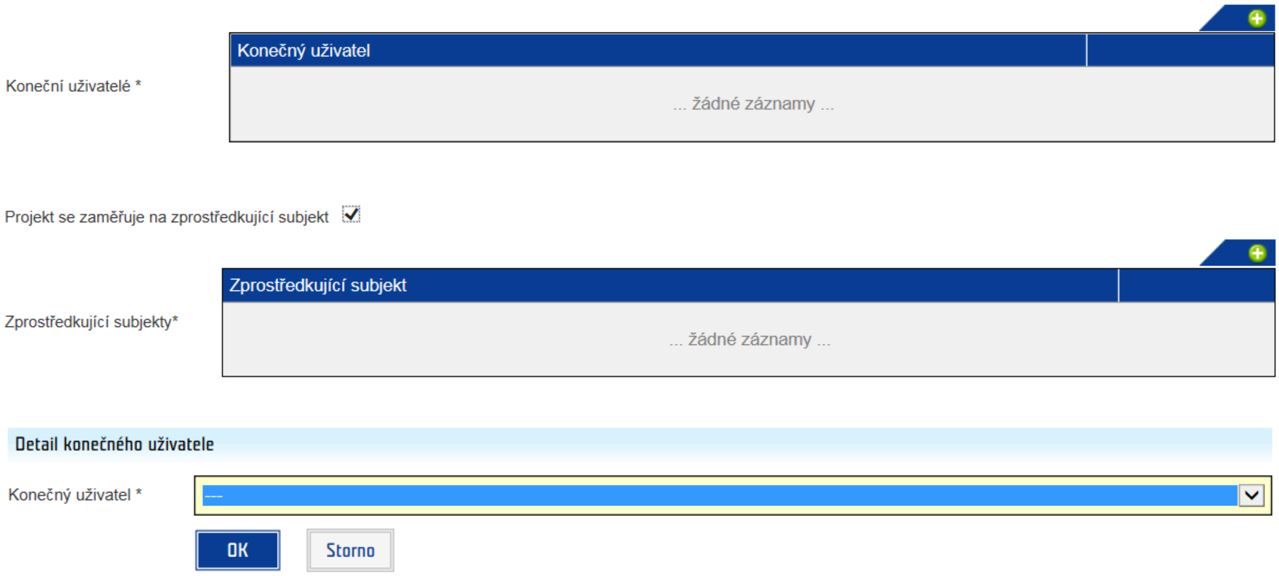
- what instruments will be used to address and influence the target group(s);
- how the project works with each target group;
- what positive effect the target groups will experience thanks to the implementation of the project and how the benefits can be verified.

Note

Citizens (active individuals and representatives of various organised groups), local authorities' employees, and politicians are the main target groups that take part in participation processes. Furthermore, project participants can be experts and other subjects in the role of coordinators.

[2] The specific groups are: socially disadvantaged groups or populations from socially excluded localities; physically disadvantaged/disabled; seniors; pupils/students; women.

2.4.6 Statistical Classification of Target Groups



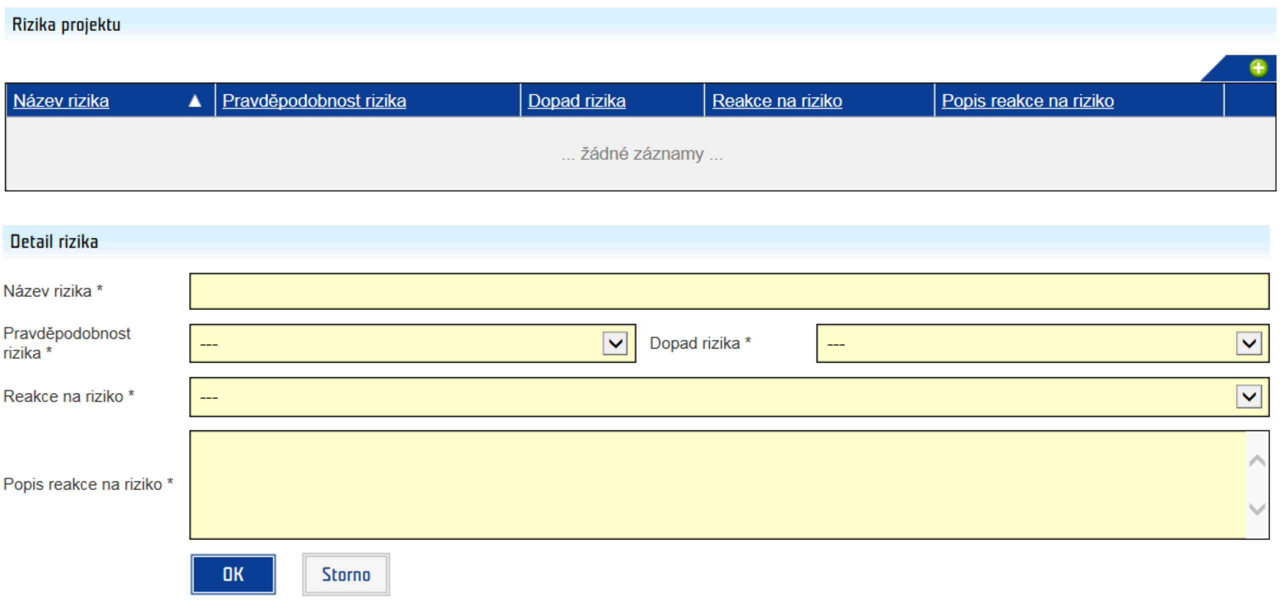
For statistical purposes of the EEA Grants 2014–2021, the applicant will **select from the list statistical groups those that best correspond to the described target groups of the project**. For a list of target groups for statistical purposes please see Annex 8 to the Guideline.

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. To add end beneficiaries and intermediaries, click the green plus button and then select the relevant item from the list.

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 (e.g. children and youth (0-17 years old), general public, women, etc.). For a list of end beneficiaries, see Annex 8 to the Guideline.

Intermediaries: represent different types of persons or groups of persons/organizations influenced by the project to ensure the desired effects for the end beneficiaries (e.g. public institutions, politicians, etc.). If project activities are intended directly at the end beneficiaries, the intermediaries may not be relevant in this case. For a list of intermediaries, see Annex 8 to the Guideline.

2.5 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. You can make the addition of the risk by using the green plus button and then you fill in the *Detail of the 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.

- **probability of risk occurence**

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 the applicant cannot influence the risk from his/her 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 lack of interest of primary school pupils in participating in the project acitvies → elimination of risk through ensuring awareness, explanation of the subject and vision of the project including thorough presentation of participation possibilities and motivation.*
- *Risk of lack of interest of local authorities' employees in training activities within the project → elimination of risk by a timely explanation of the project's aim to the target group and a thorough explanation of the benefits of the project.*
- *Risk of non-implementation of certain project activities (conferences, training or public events) due to preventive measures related to the covid-19 pandemic → elimination of the risk by ensuring the event is held online or by another appropriate form.*
- *Risk of insufficient interest of the general public in the participation at the decision-making processes at the local level → elimination of risk by well-timed informing the general public about planned events and course of the participation and choosing expedient forms of communication and motivation.*
- *Risk of insufficient communication between project partners → elimination of risk by the good setup of project management before its start, organization of the initial meeting of partners, an explicit setting of personal responsibilities and communication channels.*

2.6 Project Sustainability

Udržitelnost projektu

Popis udržitelnosti (počet znaků max.: 3600) *

The applicant will describe whether and how the relevant outputs will be sustained and how the sustainability will be ensured after the completion of the project. The applicant will indicate whether and how the project will contribute to the sustainability of the activities and long-term usability for the target groups of the project. The applicant shall describe whether multiplier effects can be expected within the sustainability of the project. If relevant, the applicant will describe the financial sustainability of the project after completion of the project (i.e. the estimated costs related with maintaining the relevant project outputs for its sustainability period and way of their financing) and the applicant will also clearly define risks associated with subsequent use, including a proposal of measures for their elimination.

Sustainability of the project is not a mandatory condition for receiving a grant. However, ensuring sustainability is desirable.

2.7 Relevance of the Project

2.7.1 Relevance of the Project to Programme

Relevance projektu k programu

Popis relevance projektu k programu (počet znaků max.: 3600) *

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

In order to measure programme´s achievements and its impact, the expected programme outcomes and outputs were identified, where their indicators enables to measure the programme progress. **The projects supported within the programme must always support the programme outcome defined in the Call and contribute to the fulfilment of the programme output.** The applicant shall briefly describe the relevance of the project to the objective of the programme (i. e. integrity and accountability of public administration improved), expected outcome of the Programme (i. e. improved responsiveness of public administration to citizens' needs) and especially to the output of the Programme (i. e. optimization of public administration supported).

Description of programme outcome and output including their indicators relevant for the Call is provided in the Annex 9 to the Guideline.

2.7.2 Purpose of the Project

Účel projektu (počet znaků max.: 500) *

The applicant fills in the description of the purpose of the project as follows: "*The purpose of the project is to improve responsiveness of public administration to citizens' needs through…*". The description must clearly indicate the purpose for which the applicant plans to use the requested grants specifically. The applicant briefly describes the purpose and use of the expected grant support, which must be in accordance with the set outcome of the programme and must support its fulfilment (we do not recommend specifying specific numbers of activities). At the same time, it must be directly related to the planned activities of the project. The applicant shall describe how the purpose of the project will be achieved, including an indication of how the fulfilled purpose of the project will be made available or communicated to the public.

The purpose of the project will be stated in the implementation contract and thus, it will be binding. For this reason, in the interest of effective project implementation, the applicant defines the purpose of the project in an appropriate way.

Example:

The purpose of the project is to improve the responsiveness of public administration to citizens' needs through the involvement of high-school students, the population from the socially excluded locality, and the general public into decision-making processes at the local level and developing local authorities competencies in the field of citizens participation.

2.7.3 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
Zlepšení schopnosti veřejné správy reagovat na potřeby svých obyvatel / Improved responsiveness of public administration to citizens' needs	Počet obcí zapojujících občany do rozhodování/Number of municipalities involving citizens in public policy decision making	počet/number	Ano/Yes	0,00			
	Počet osob účastnících se konzultací v rozhodovacím procesu veřejného orgánu během programového období / Number of people participating in consultations with a public decision-making body during the programme period	počet/number	Ano/Yes	0,00			

Programme outcome is the short and medium-term effects of an intervention on the target groups. In its relation to the programme, the project contributes by realized activities to fulfilment of the **programme outcome** (i.e. improved responsiveness of public administration to citizens' needs) including related indicators whose fulfilment is mandatory.

The programme outcome, which is relevant for the project and on which the project will be obliged to comment in the monitoring reports, is **pre-set** by the PO together with mandatory indicators.

For the mandatory programme outcome indicators, the applicant shall fill in the following:

- **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; an eventual 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. The specified date must fall within the project implementation period.

- 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 9 to the Guideline (*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 9 to the Guideline). 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.

2.7.4 Classification of the Project into Supported Programme Outputs

Output and its indicators for the Call „ Support of the involvement of the public in decision-making processes and public consultations (SGS1)"

Relevance výstupů programu

Výstup programu	Relevance
Podpoření optimalizace veřejné správy / Optimization of public administration supported	Ano/Yes

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
Podpoření optimalizace veřejné správy / Optimization of public administration supported	Počet provedených konzultací s aktivním zapojením veřejnosti/ Number of high quality public consultations conducted	počet/number	Ano/Yes				
	Počet obcí proškolených na organizaci a provádění konzultací s aktivním zapojením veřejnosti/ Number of municipalities trained on conducting high quality public consultations	počet/number	Ano/Yes				

Programme outputs are the products and services created in the projects within the programme, that are delivered to the set target groups. In its relation to the programme, the projects contribute to the **programme output** including related indicators, by conducting the projects' activities. Mandatory output set in the Call is pre-set with Relevance"*Yes*". Related mandatory programme output indicators are pre-set. During the project implementation, the project promoter must continuously monitor the fulfilment of these indicators and report them in the project monitoring reports. The reported values must be demonstrable and verifiable by a possible inspection of the PO.

For selected indicators of the programme output, the applicant shall fill in:

- **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. Programme outputs and target values of the related output indicators are binding due to their direct link to project activities and its budget. An eventual failure to achieve the target value must be justified in the monitoring report and this discrepancy is subjected to the assessment of the PO 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. The specified date must fall within the project implementation period.

- **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 9 to the Guideline (*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 9). 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

If the indicator is specified in the Call in its detailed classification, the project promoter will monitor the given indicator and report it in this more detailed classification (e.g. by gender, age, etc.). However, the detailed classification of the indicator is only indicative and the project promoter will report the values on the basis of data obtained in its records (e.g. attendance sheets, etc.) or on its own qualified estimate in case the record is not possible, purposeful or where it would mean disproportionately high costs.

The Selection Committee is entitled (e.g. at the proposal of the evaluators) to set the condition for increasing the target value of the indicator for project approval in case the target value is disproportionately low due to the budget and duration of the project implementation period.

2.8 Project Activities

Project activities, i.e. activities related to the project implementation and management, must lead to the fulfilment of the project objective and also contribute to the fulfilment of the programme objective, including programme outcome and output. The structure of the project must always include **key activities**, and mandatory activities **Project Management** and **Project Publicity**. The detail of the breakdown of key activities depends on the nature of the project. The recommended maximum total number of activities including Project Management and Project Publicity is 5 - 7 (the maximum total number of project activities is 10).

The types of eligible project activities, i. e. which activities can be implemented within the project, are defined by the Call.

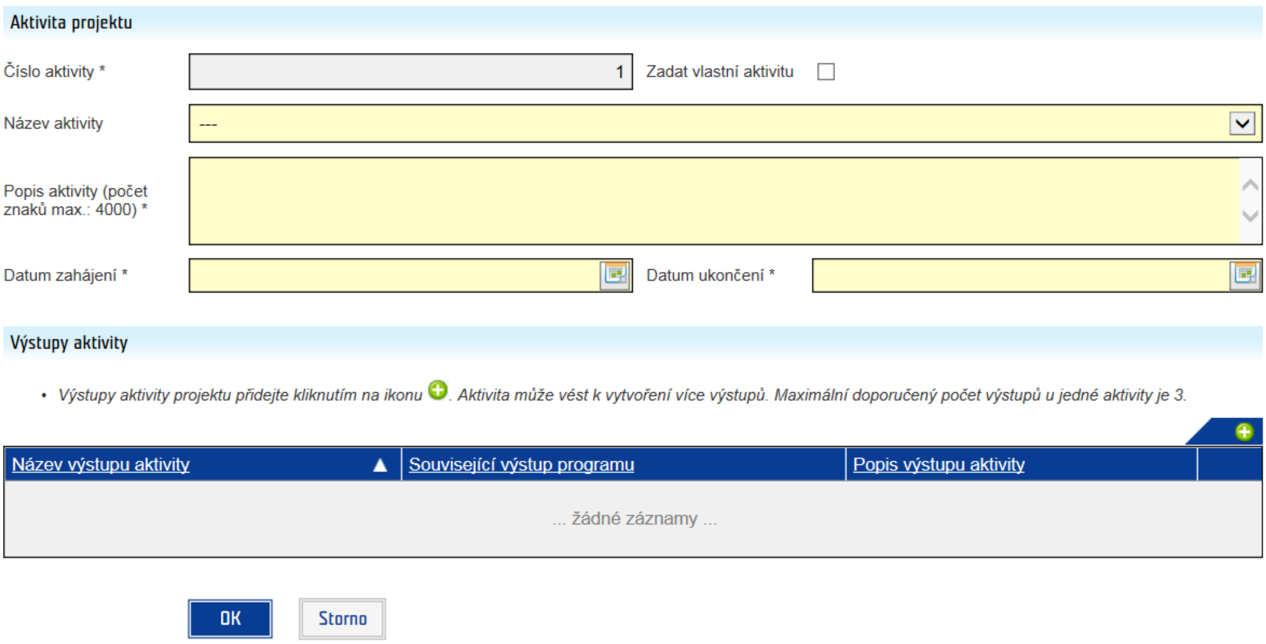
The applicant must describe the individual activities of the project specifically. It must be clear from the description of the activities that they are feasible, have a logical connection with each other and at the same time, their connection to the defined needs and the objective of the project is evident.

Each activity must represent a compact logical unit in terms of its content, i.e. it must be clearly structured and linked to the planned outputs and outcome of the programme defined in accordance with sub-chapters 2.7.3 and 2.7.4 and with the detailed project budget.

The applicant must select at least two mandatory areas of activities defined by the Call and develop them into key project activities in the grant application. Other types of activities beyond those listed in the Call are not allowed. The examples of key project activities listed in the Call for each eligible type of activity are illustrative and are not exhaustive. The key project activities must always be directly linked to the eligible types of activities set out in the Call.

2.8.1 Key Project Activities and Outputs

Číslo aktivity ▲	Název aktivity	Datum zahájení	Datum ukončení	Popis aktivity	
... žádné záznamy ...					



The project is divided into key activities. The applicant adds the Activities by using the green plus button in the tab Activities. The applicant shall indicate at each activity:

— **name of the key activity**

The name of the key activity is defined by the applicant after ticking the field ***Add own activity***. 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 applicant shall indicate to which type of eligible activity defined by the Call the given key activity of the project is related and what its content will be. It must be clear from the description of the activity **which activity, when, by whom, and in what way it will be implemented**. At the same time, it must be clear from the description of the activity whether and how **the project partner** will be involved in the activity. **The description of the activity must be linked to the detailed project budget**.

Examples:

— *the detailed budget indicates the item specialist: within the relevant key activity, the work of the specialist must be briefly described.*
— *the detailed budget indicates the supply or service contract: the description of the activity must indicate what will be delivered.*

Note

The project implementation team consists of staff who have the skills needed to implement the key project activities, in particular expertise in the topics addressed by the project and experience of working with target groups of the project. The implementation team, composed of professional and possibly also specifically focused administrative workers (e.g. personnel, ICT technician, publicity manager, etc.), is responsible mainly for the material implementation of key project activities, creation of project outputs and active work with the target group. These may be employees of the applicant's organization and external experts, as well as employees of partner organizations.

Examples of typical positions of a professional team: professional guarantor, methodologist, lecturer, etc.

Project management, which is entrusted to a group of employees providing managerial activities, is a separate mandatory activity Project Management.

— the expected **start date** of the key activity

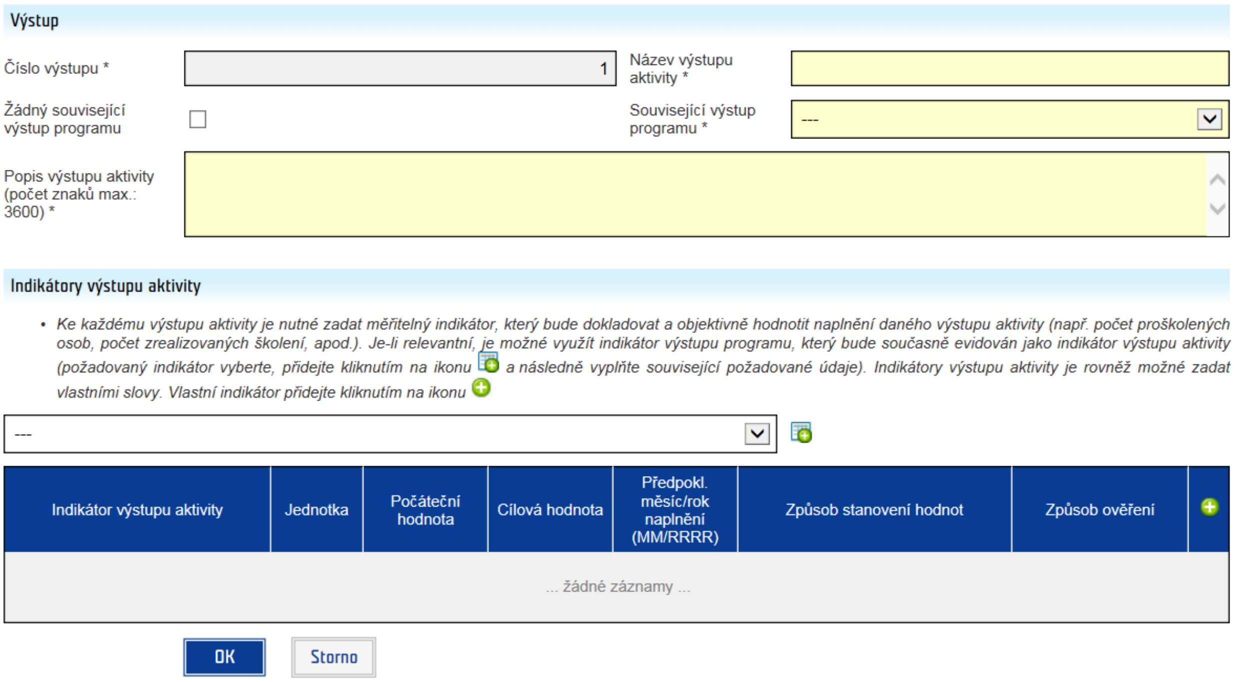
The expected start date of each key activity must be derived from the possible start date of the project (the indicative date for the possible start of the project with respect to the project appraisal process is set by the PO in the Call, please also see in the Chapter 2.1.5).

— the expected **completion date** of the key activity

The expected date of the completion of individual key activities is necessary to be set in accordance with the conditions of the Call, which sets the latest date for completion of project implementation.

Outputs of the key activities

Each key activity must be further defined and quantified by output(s). 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 each 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. developed methodology, trained persons, organized round tables etc.). **The maximum recommended number of outputs per key activity is 3**. Please add the outputs of activities by using the green plus button.



The applicant shall provide the following data for each output separately:

— **name of the activity output**

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

Examples of the outputs of activities:

- *5 local authorities' employees trained in the field of active citizens' participation in the decision-making processes;*
- *methodology on taking the outputs of the citizens' participation into account within local authorities decision-making processes developed;*
- *2 round tables with the population from socially excluded locality realized;*
- *conference on the transfer of foreign good practice.*

— **related programme output**

The applicant shall indicate the programme output to which the project activity output is linked. If none of the programme outputs is relevant, the applicant shall indicate *No related programme output*. Mandatory output must be recorded as a related output of one activity at the minimum.

— **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, what is the benefit for target groups, etc.

Examples of activity outputs, their description and related activity output indicators

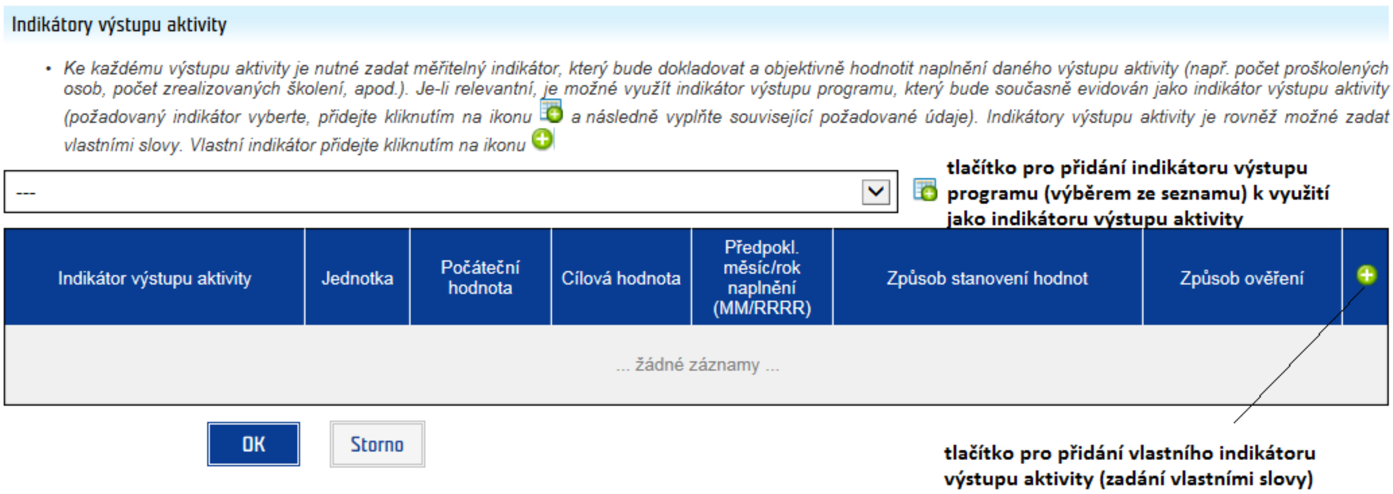
Activity output: round tables with the population from socially excluded locality realized.

Description of the output of the activity: We will realize 2 round tables with population from socially excluded locality XXX. The round tables will take place in the community centre in the excluded locality and their topic will be a revitalization of the public space of the housing estate. All residents of the socially excluded locality who indicated their interest within the previous poll will be invited. During round table sessions citizens can exchange their opinions, think together of the discussed topic, and suggest a possibly better idea of the revitalization of the public space. The round table discussion outputs reflecting the will of the public will be published in the municipality's information bulletin.

Output indicator: Number of high quality public consultations conducted.

— **activity output indicator**

The indicator represents the way in which the achievement of the outputs of the project activities can be measured.The applicant shall state the name of a measurable indicator that will document and objectively evaluate the fulfilment of the given activity output (e.g. the number of people participating in consultations, number of high quality public consultations, etc.). The applicant can define indicators in own words and/or use a programme output indicator, that will be registered as activity output indicator.



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

— **unit of measurement**

The applicant shall set the relevant measuring unit of the indicator through which it will be possible to objectively assess the fulfilment of the indicator (e.g. number, percentage, scale).

— **baseline value of the indicator**

The applicant shall indicate the baseline value of the indicator before the start of activity implementation. The system allows the insertion of only numerical values, both in the case of quantitative and qualitative indicators. For qualitative indicators (e.g. evaluation of the quality of training, etc.) it is necessary to determine such units of measurement (e.g. scale) that will allow the reporting of numerical values.

— **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. The system allows the insertion of only numerical values.

— **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. The specified months/year of fulfilment must fall within the activity implementation period.

— **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.

Example of setting values for the indicator Number of high quality public consultations conducted:

An active citizens' participation in the decision about the housing estate revitalization is the aim of the project. No participation activities have been concluded in the municipality so far. The baseline value is thus set as 0. We will organise 2 round tables within the project. We assume that 30 participants will take part in each round table. The round tables will be organised in the phase of a presentation of the proposal of revitalization in March 2022 and afterward in the phase of comments on the proposals in September 2022.

— **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, certificate of occupancy, 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.

Example of source of verification for the indicator Number of high quality public consultations conducted:

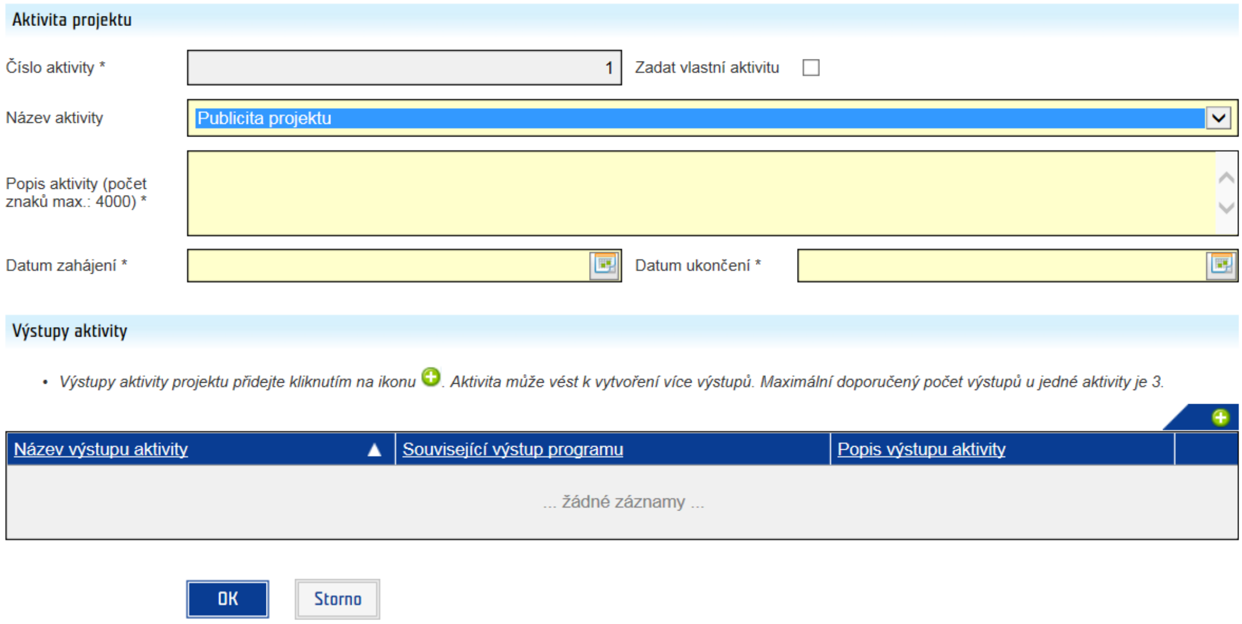
Achieving the value of the indicator will be possible to verify on the basis of attendance lists, photo documentation, records from the round table sessions.

2.8.2 Project Publicity

Project Publicity is a mandatory activity of the project. The applicant adds the Project Publicity activity by using the green plus button on the Activities tab, selects **Project Publicity** in the Activity title field and fills in the related text fields as in the case of key project activities. In terms of the content of the Project Publicity activity, the applicant follows the requirements below for the Project Communication plan.

The core of the Project Publicity activity is a Communication plan with an overview of the main steps that the applicant plans to implement within the project communication. The activity also briefly describes the communication strategy of the project, including a set of communication tools including mandatory elements of publicity with the aim to:

— ensure the effective exchange of information and understanding of the communication, both between the project stakeholders and the public;
— raise general public awareness not only about the existence and objectives of the project but also of the EEA Grants (with emphasis on bilateral cooperation).



In connection with receiving the financial support from the EEA Grants 2014-2021, the applicant is obliged to inform the public about the implementation of the project and the receiving the financial support through the so-called mandatory publicity of the project. In addition to the set of minimum mandatory publicity, it is appropriate for the project promoter to implement other communication and promotion activities that will effectively present the project and its outputs to both the target groups and the general public. The applicant chooses communication tools with regard to the target groups of the project, the nature of the outputs and takes into account the overall budget of the project. We recommend focusing mainly on promotion through online technologies such as social networks (Facebook, Instagram, YouTube) and web services or other innovative promotion tools.

The communication plan determines who communicates (administrative departments or entities responsible for the implementation of information and communication measures), what information, and how, when (expected timeline) and to whom (target groups). Part of the communication plan is the setting of publicity outputs (e.g. awareness-raising campaign, project launch conference, project final conference, press conference, etc.) and their indicators.

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, which is not to be filled in and the applicant selects *No Related Programme Output*; for the requirements for the description of each field please see the previous chapter). It is not necessary to present individual elements of publicity as separate outputs of the Project Publicity activity, it is also possible to use a summary output – e.g. "Set of mandatory project publicity elements". In the field *Description of the output of the activity* in this case, the applicant briefly describes the individual elements.

Note

The outputs of other key project activities in the form of events of various types are not included in the outputs of publicity (e.g. expert seminar, workshop, etc.). In the case of all activities implemented within the project, the project promoter is always obliged to inform the participants about the support obtained from the EEA Grants 2014-2021 (information on websites, in the press or, on social networks, roll-ups, leaflets, etc.).

A specific form of publicity can be, for example, media campaigns (in the press, radio, television, on the Internet) in order to raise awareness of the project and the EEA Grants 2014-2021. The campaign is not a one-time event, but a comprehensive promotion of the project through various communication channels - websites, social networks, events, advertisements in the press, etc.

Mandatory requirements of the activity Project Publicity:

— During the project implementation, the project promoter is obliged to implement at least two information activities on the existence of the project, which is implemented with the support of the EEA Grants 2014-2021, on its objectives, achievements and results of project implementation. Events must be promoted by appropriate promotional and information materials which must include mandatory publicity elements.

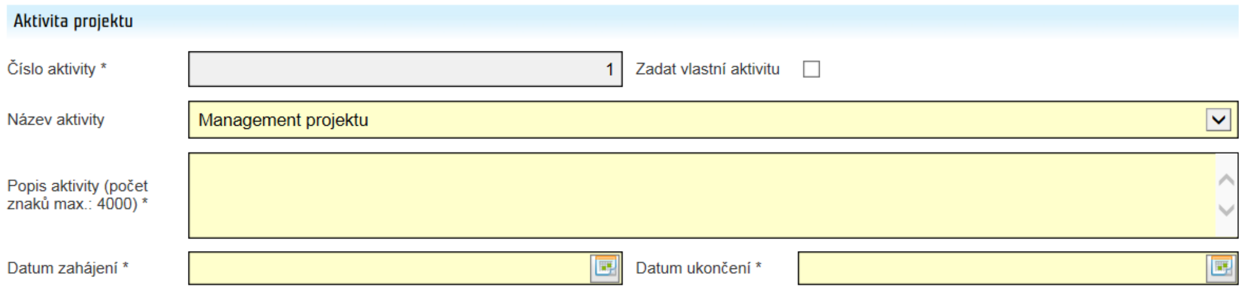
— The project promoter is obliged to provide information about the project on a newly created project website, or on the specialized webpage on the existing website of the project promoter's organization in the section dedicated to the project in the Czech language. Alternatively, it is possible to publish specifications of the given project via social media profiles.

— For projects with an awarded grant of more than EUR 150,000 (CZK 3,900,000), and/or projects implemented in partnership with a donor project partner, the project promoter is obliged to create a dedicated project website (as a separate section dedicated to the project on an existing website of the organization or as a secluded project website), both in Czech and English. Alternatively, it is possible to publish specifications of the given project via social media profiles.

— The information on the websites / social media profiles shall include specifications about the project, its progress and results, cooperation with donor project partners from Iceland, Liechtenstein and/or Norway (a mandatory bilateral partnership), furthermore, it must include project photos, contact details, and a reference to the Good Governance Programme and EEA Grants 2014-2021. Project-related information must be regularly updated.

All information and publicity measures must be implemented in accordance with 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 document is available for download at www.eeagrants.cz/en/general-information/promotion/downloads

2.8.3 Project Management



Part of the project is its management, which is included as a **mandatory Project Management activity**. The project management should be entrusted to a group of employees who will be able to cover all levels of project management with their activities and thus ensure all managerial activities, or professional activities[3]. These may be employees of the applicant organization and/or external entities, or employees of partner organizations may be invited to this group. Project management should be composed ideally of staff who have sufficient experience with project implementation and management. When creating a project management team, it is necessary to take into accout mainly the expected complexity of project management and implementation in terms of content and finances.

Project management is mainly responsible for coordinating project activities, organizational side of the project, achieving the planned project ojectives, fulfilling planned outputs including achieving target values of indicators and ensuring effective communication at all levels of project implementation (towards the PO, management of the project promoter, project partners and individual employees involved in the project).

The applicant adds the activity by using the green plus button in the *Activity* tab, in the field *Activity title* and selects the **Project Management** and fills in the following fields:

– Project Management **activity description**

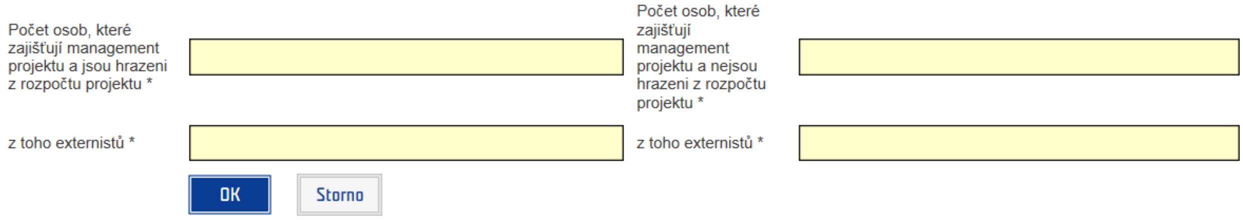
The applicant shall describe the organizational and management structure for the project implementation, including administrative and financial management. The applicant will also describe the roles and responsibilities of the individual management members and their expected workloads. Within the project application, it is not required to specify specific names of persons, but it is necessary to describe the responsibilities, powers and main job content of management staff. If a project partner (including partner(s) from the Donor states) 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 the Chapter 2.1.5 Planned Project Implementation Period). The

[3] If a member of the project implementation team also ensures the role of a member of the project management and also performs other professional tasks (e.g. professional guarantor) and the employee's expenses will be requested for reimbursement within the project, the applicant will enter the relevant part of the person's workload in the Management chapter and the remaining part to another relevant chapter of the project budget (e.g. Services).

indicative date for the possible start of the project with respect to the project appraisal process is set by the PO in the 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 covered by own or external emyployees 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 (with an indicative definition of the main job description of individual roles; roles can be cumulated, i.e. for example the project manager also performs the role of project administrator):

- **project manager** (sometimes also a project leader; manages the project and is responsible for achieving the set project objective and fulfilling its outputs; responsible for the proper operation of the project according to the schedule, project risk management, project progress evaluation, preparation of monitoring reports and their accuracy, correctness of changes in the project; participates in project controls; usually is the main contact person of the project who communicates with the PO)
- **financial manager** (ensures the financial management of the project, in particular the supervision of the project financing and the state of implementation of the budget; monitors and updates the financial plan of the project; is responsible for payments made under the project; prepares and checks requests for payment and documents for the financial parts of monitoring reports; participates in project controls; works closely with the project manager and other members of the implementation team; may also perform activities related to project accounting, document records, etc.)
- **accountant** (works closely with the financial manager, supervises the fulfilment of the conditions of the grant provider in terms of financial management, including the requirements of documentation; participates in the preparation and completion of documents for payment requests, etc.)
- **administrator** (ensures the administrative agenda of the project associated with project monitoring; is responsible for the factual accuracy of the project administration; ensures the administration of any project modifications, archiving of project documentation, etc.; works closely with the project manager and other members of the implementation team)
- **management assistant** (cooperates with the project manager and other members of the implementation team to organize and ensure the implementation of the project so that the set outputs and objectives of the project are achieved, within the set deadline and within the set project budget).

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

Other alternatives of use and calculation of indirect costs are described in more detail in chapter 2.10.6 of this Guideline. For projects with the implementation period longer than 24 months a maximum allocation of the chapter Management is set at 15% of the total eligible project costs. Projects with implementation period of **less than 24 months (incl.) can set the allocation of the Management chapter to max. 10% of the total eligible project costs.**

Note

Depending on the focus of the project and its complexity, number of key activities, size of the target group, etc., it is possible to include the necessary administrative positions in the project implementation team such as publicity manager, human resources manager, ICT technician etc. However, within the detailed budget, such positions are not kept in the *Management* chapter; the applicant classifies them in the *Services* or *Publicity* chapter.

2.9 Time Schedule of the Project

7. Věcný a časový harmonogram projektu																			
Číslo a název aktivity/ období	2019	2020				2021				2022				2023				2024	
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2

The list of activities defined in the project, including the planned start and completion dates, will be transferred to the corresponding quarters in the project schedule overview as a part of the generated document of the Grant Application (i.e. the applicant does not fill in the time schedule as such, he/she only checks it in the Annex *Grant Application Form*).

2.10 Budget and Project Financing

The applicant fills in the financial data of the project on the tab **VAT, Detailed budget** and **Budget**. To fill in the application correctly, it is necessary to proceed in the above-mentioned order of tabs.

The rules on which categories and types of expenditure are eligible and can be claimed as eligible are laid down in Chapter 8 of the Regulation and further described in the Guideline of the National Focal Point for Eligible Expenditures under EEA/Norwegian Financial Mechanisms 2014-2021. However, the inclusion of expenditure in the detailed budget of the project application to be awarded the grant is not considered as confirmation of the eligibility of this expenditure. The control of eligible project expenditures will be performed by the PO during the project implementation within the control of the payment request.

The PO stipulates that within the EEA Grants 2014-2021, the acquisition price of the equipment approved in the application or in the request for modification is recognized as an eligible expenditure. Approved assets must be an integral and necessary component of the project important for the purpose of the project to be achieved. Depreciation of equipment is not an eligible expenditure and it will not be possible to claim it as eligible.

The Call is announced as non-investment. **Investment expenditures are not permitted as part of eligible expenditures for the entire duration of the project**.

2.10.1 VAT and its reimbursement

Základní informace | Žadatel | Partneři | Záměr | Relevance projektu | Aktivity projektu | DPH | Podrobný rozpočet | Rozpočet | Financování | Horizontální témata | Zpracovatel

DPH a její proplacení

Vztah DPH k projektu * ---

Koeficient DPH přidělený FÚ

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 expenditures in full;
— VAT is not included in eligible expenditures;
— VAT is partly included in eligible expenditures.

If the applicant is not a VAT payer and 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. **Invoices and other accounting documents will be reimbursed by the Programme Operator including VAT (the amount including VAT will be reimbursed).**

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**. . **Invoices and other accounting documents will not be reimbursed by the Programme Operator excluding VAT (only the amount excluding VAT will be reimbursed).**

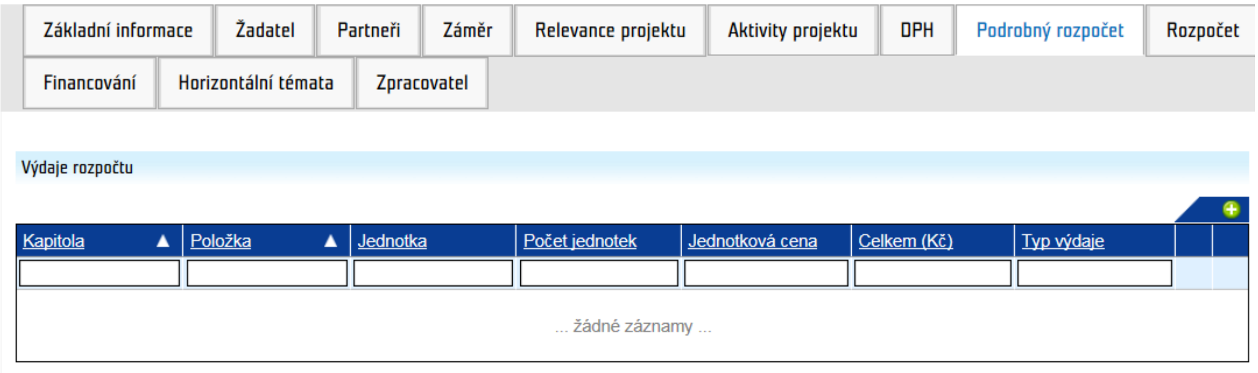
If the applicant is a VAT payer in general, but not for the activities implemented in the project, he/she shall indicate the costs of the individual items in the budget including VAT and describe the situation in a tab “Budget”, section “**Project financing**”. In the field “*VAT related to project*”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

2.10.2 Detailed Project Budget

When compiling a detailed project budget, it is necessary to follow the following general principles:

- the budget includes only such expenditure that can be financed from the EEA Grants, i.e. so-called eligible expenditure[4];
- the budget is composed on the basis of real prices usual both at the place and time and at the same time calculated with regard to possible price changes which will affect individual expenditure;
- the total amount of the budget and individual budget items must be proportionate and justified, in particular with regard to the objective of the project, the content of the key activities, the target values of the indicators, the duration of the project and the size of the target group;
- the budget contains only such number of items needed to achieve the objective and outputs of the project;
- the individual budget items must be interlinked with the planned activities of the project;
- the planned expenditures must be economical, efficient, effective and in accordance with the valid legislation of the Czech Republic and the EU and the conditions of the Call.



The applicant fills in the individual items of the project budget on the ***Detailed budget*** tab. To add a budget item, use the green plus button. To create a detailed budget item, you must first enter the activity (on the *Project Activities* tab), within which the item will be drawn.

In the detail of the detailed budget item, the applicant fills in the following data:

- **budget chapter**

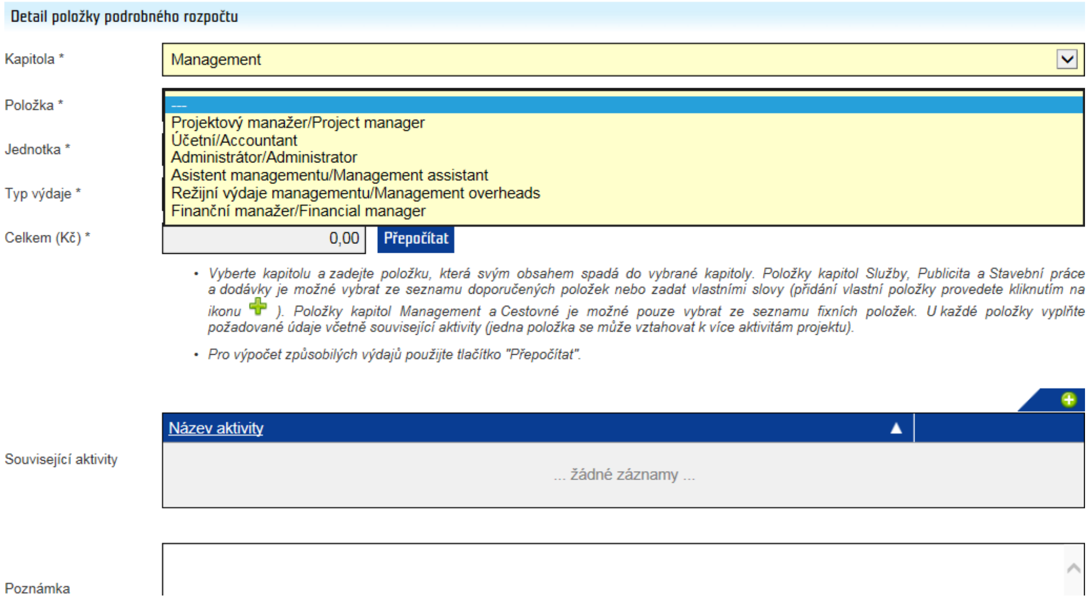
The applicant will include each item under the relevant budget chapter (Services, Construction Works and Supplies, Publicity, Management, Travel costs). The structure of the budget is set by the PO and the titles of the particular chapters of the budget cannot be modified.

- **fixed item**

The items of the chapters **Management** and **Travel costs** contain fixed items list. If the above mentioned 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 or calculate the item as a whole and describe the individual components in the *Note* field.

[4] Costs that are not considered eligible (excluded costs) are laid down in Article 8.7 of the Regulation on the implementation of the EEA Financial Mechanism 2014-2021.

The chapter Management is exclusively related to the project management costs - staff costs related to the expert activities of the project are not part of the chapter Management but Services.



— **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 list of options. Each item used within a particular chapter of the project budget must have a unique title. In case of the planned public procurement 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 indicates the unit price in the whole CZK. Non-VAT payer or VAT payer that cannot clain the VAT deduction submits unit prices including VAT. A VAT payer that may claim the VAT deduction submits unit prices excluding VAT. If the applicant claims VAT on a coefficient basis, he/she 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.

— **expenditure type**

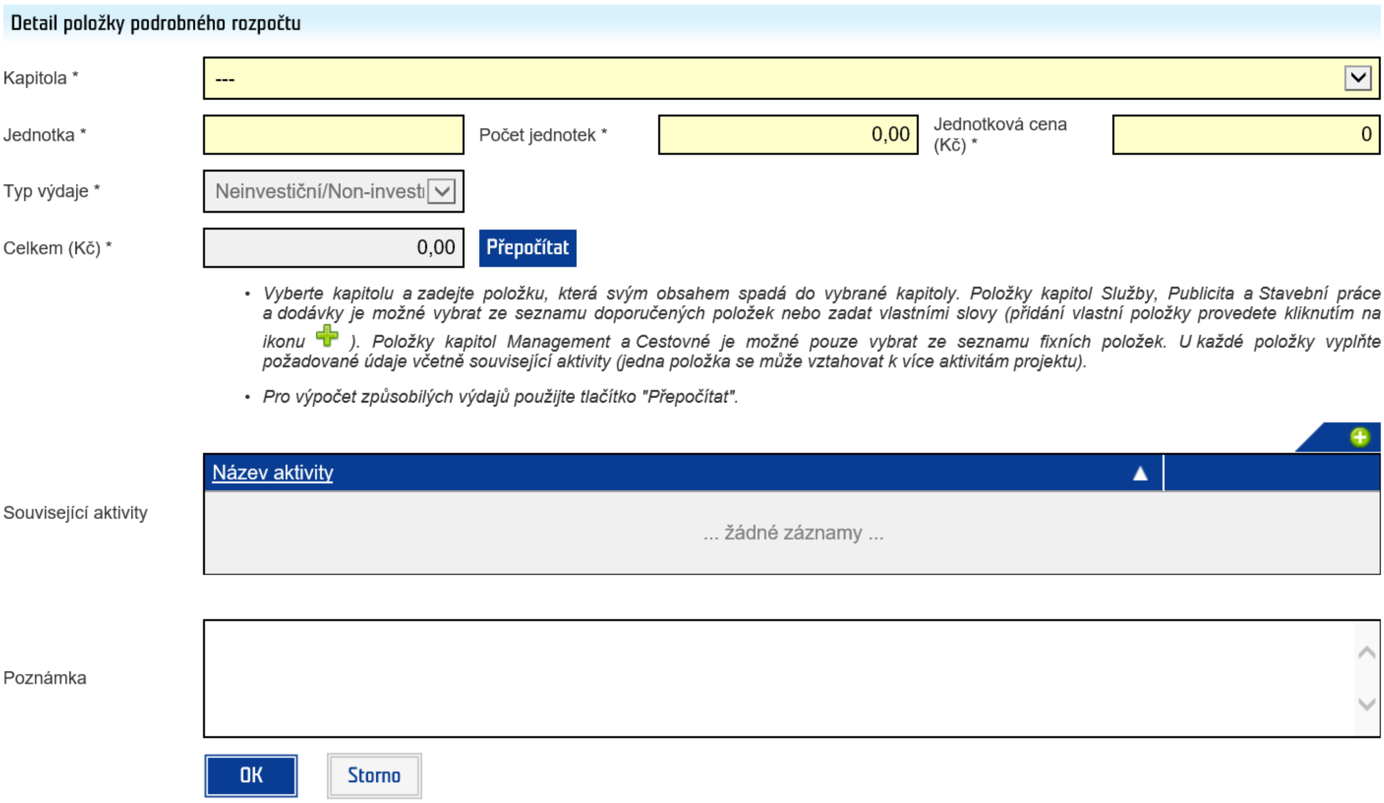
In case of the Call "Support of the involvement of the public in decision-making processes and public consultations (SGS1)", **the investment expenditures are not allowed**, each buget item is automatically listed as non-investment.

— **related activity**

The applicant shall indicate the activity 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 relevant activities (through the green plus button). To be able to assign a related activity, it is necessary that the project activities are entered on the *Project Activities* tab.

— **note**

If it is required or relevant for the budget item (to increase clarity and transparency), the applicant shall provide a more detailed description of the item in the *Note* field. The description shall include an explanation of the contents of the item, or also the justification for including the item in the budget. The specification of an item is required in the case of using a cumulative item so that its individual components can be resolved.



2.10.3 Travel costs

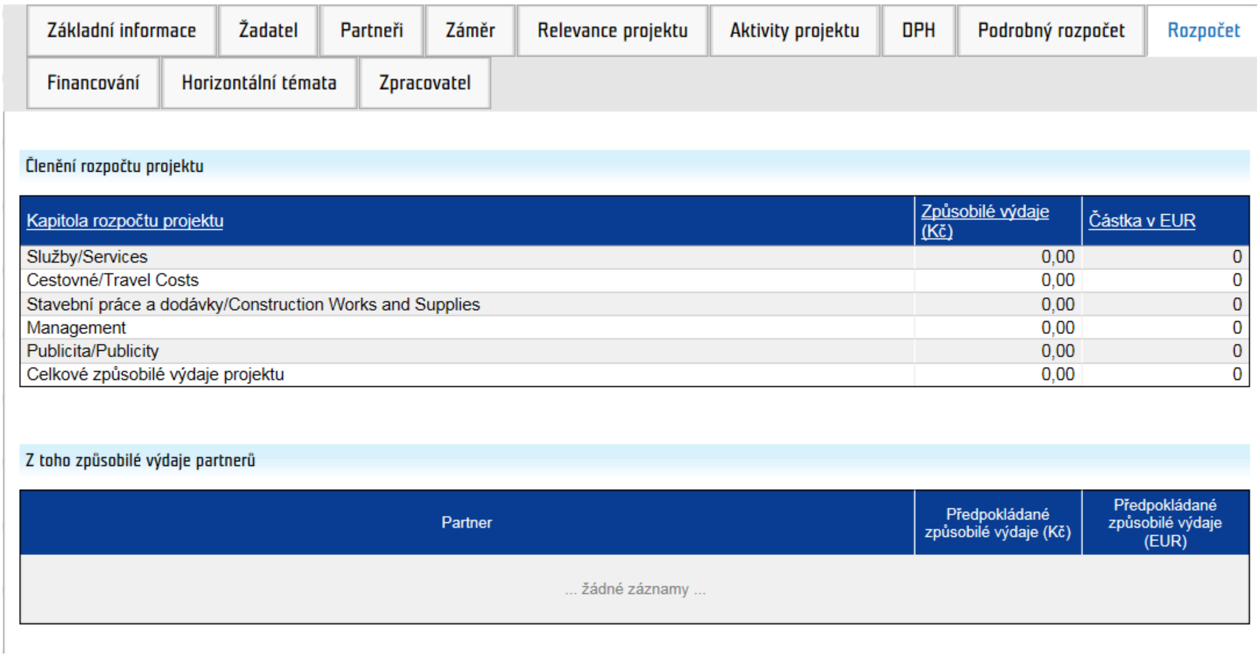
In case of **international travels** within the project and inclusion of the related costs into the detailed project budget, the applicant will always **calculate the costs of accommodation, meals, local transport and insurance** through **lump sum calculation**: the applicant will use the item **per-diems** (including accommodation, local transport, meals and travel insurance) in the chapter Travel costs. **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 https://www.eeagrants.cz/assets/cs/media/EHP-Norske-fondy_Per-diems.pdf, and it is **calculated per number of nights**[5].

The **per-diem item** 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. The applicant is allowed to set a lower lump sum in the application if, due to the planned scope and objective of the project, it is not economical and efficient to use the standard lump sum (e.g. travels abroad with higher number of participants, long-term stays etc.). Such a rate then applies throughout the entire implementation period of the project and may not be increased in the case of higher actual expenses from savings in other items. 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 in the chapter *Travel costs*).

[5] In the case of free accommodation (including or without breakfast) the amount of per diems will be reduced by 40%. In the case of free meals, the amount of per diems will be reduced by 40% (20% lunch, 20% dinner). If the applicant takes part in a foreign trip during which he / she does not spend the night, per diems will be automatically reduced by 40%.

2.10.4 Project Budget Breakdown



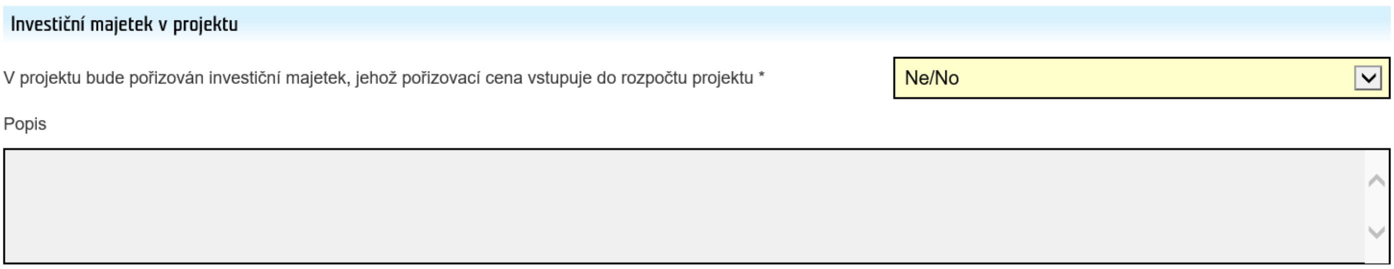
Kapitola rozpočtu projektu	Způsobilé výdaje (Kč)	Částka v EUR
Služby/Services	0,00	0
Cestovné/Travel Costs	0,00	0
Stavební práce a dodávky/Construction Works and Supplies	0,00	0
Management	0,00	0
Publicita/Publicity	0,00	0
Celkové způsobilé výdaje projektu	0,00	0

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 ***Budget*** tab. Conversion of the allocations of individual chapters into EUR will be performed automatically by the IS CEDR using the exchange rate set in the Call (rounded to amount in whole EUR).

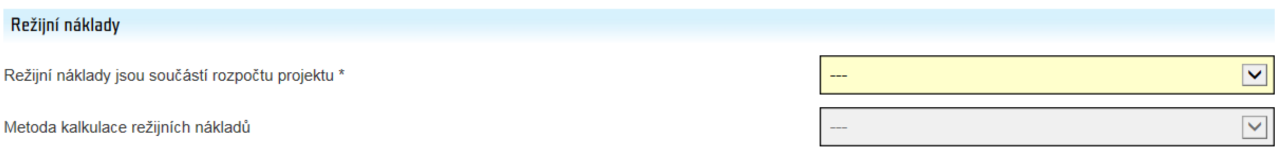
The applicant shall state the amount of **expected expenditure of each project partner** to be covered from the project budget (i.e. the total amount per project partner, irrespective the expenditure is directly borne by the project partner or is borne by the project promoter). The applicant shall enter partner’s expenditure in CZK (with an accuracy of max. 2 decimal places).

2.10.5 Investment Assets in Project



The Call “Support of the involvement of the public in decision-making processes and public consultations (SGS1)” is announced as a **non-investment**. Investment expenditures in the project are not allowed, so the applicant is not entitled to include capital assets, construction / reconstruction / renovation of assets among the eligible project expenditures (the value *„No“* must be filled in).

2.10.6 Indirect Costs (Overheads)



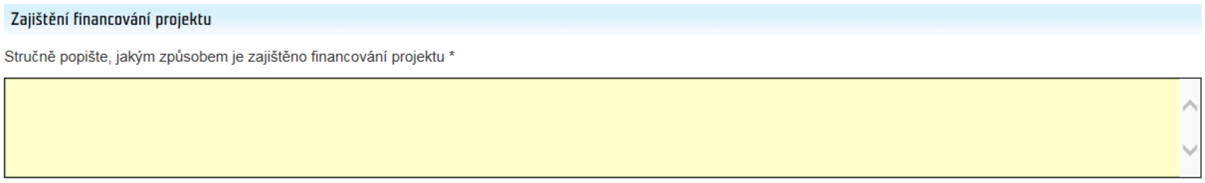
The applicant shall indicate whether the indirect costs (overheads) are part of the project budget. If the overheads are part of the project budget (chapters *Management* and *Services*), the applicant shall identify one of the following calculation methods:

— actual indirect costs;
— a flat rate of up to 25% of total (net) direct eligible costs;
— a flat rate of up to 15% of direct eligible staff costs;
— a flat rate applied to direct eligible costs in similar types of project in EU programmes;
— according to the rules of an international organization or its agency.

Methods for calculating indirect costs that can be allocated to the project are described in more detail in the NFP Guidelines for Eligible Expenditures under the EEA and Norwegian Financial Mechanisms 2014–2021 (available under this link).

In the case that indirect costs will be part of the project budget the applicant must create item "indirect costs" in the respective chapter (Services and/or Management) in the detailed budget with the value corresponding to chosen calculating method.

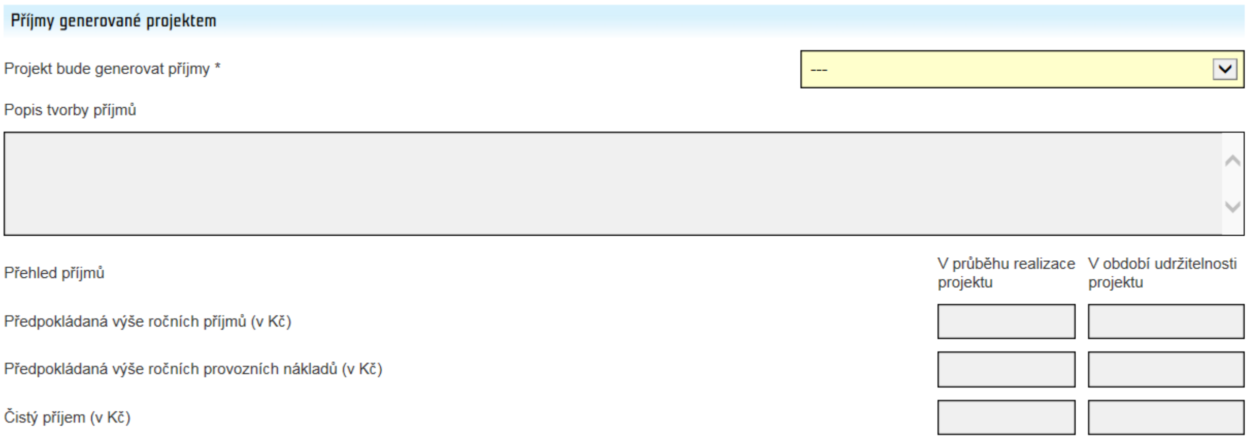
2.10.7 Assuring of Project Financing



In the section *Assuring of Project Financing*, the applicant is obliged to describe how the financial coverage of the submitted project will be ensured. The applicant shall briefly describe the financial situation of the organization and indicate the sources of funding envisaged for the project with regard to securing the necessary funding to pre-finance the project and to cover compulsory co-financing (if relevant).

At the same time, the applicant undertakes to be able to provide financing for the project at the beginning and throughout its implementation so that there is no shortage of financial resources to cover the project expenses with regard to ex-post funding from EEA Grants[6]. The applicant further undertakes to finance all non-eligible expenses (if any) and additional costs in excess of the approved project budget.

2.10.8 Revenue Generated by Project



The applicant will indicate whether the project will generate so-called net revenue during the implementation period and/or in the period after the implementation of the project (by selection *yes/no*).

In case the project generates revenues, the applicant shall indicate in the field ***Description of the revenues generation***, 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 PO shall take into account the planned revenues when

[6] The project promoter pays the expenses related to the implementation of the project from its own resources (including external resources, e.g. bank loans) and during the implementation of the project he/she submits to the PO in regular intervals a request for payment in which he/she requests their reimbursement. The possibility of ex-ante financing using an advance payment is allowed. The percentage of the advance payment is set by the Call (see also Annex 10 to this Guideline).

setting the project grant rate. The applicant shall also indicate the estimated average amount of annual revenue and an estimate of the average amount of annual operating costs related to the creation, application and use of project outputs. The applicant indicates if the project will generate the so called net revenue within the project implementation period.

Revenues (arising from the project outputs) are inflows of financial means 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.[7]

Net revenue (arising from the project outputs) 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 Programme Operator. If the costs of producing or operating the output are fully covered by the grant, the revenue is equal to the net revenue.

Note

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

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

b. as an additional source to finance other activities related to the project in the period after the completion of the project (if the sustainability of the project is set);

c. returned to the Programme 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 also after the completion of the project.

Example

Within the project, one expert conference will be organized, within which participation fees will be collected. Participation fees will represent the only planned revenue of the project. The applicant describes this revenue in the field *Description of revenue generation*, for example as follows: “At the time of project implementation, we assume a single revenue in the project in the form of participation fees from the expert conference to be held in the second year of project implementation. We estimate 50 conference participants and a participation fee of CZK 1,000. The total expected revenue will be CZK 50,000. Expected expenses for the conference - one-day rental of a conference room (CZK 20,000), interpretation (CZK 15,000), expert fees for 5 speakers (CZK 10,000), a set of promotional items (CZK 10,000). All these estimated expenses are included in the project budget. The expected net revenue will therefore amount to CZK 50,000. We would like to use this net revenue as a source of coverage of any undervalued budget items during the implementation of the project. We do not expect any revenue in the sustainability period."

The applicant will enter 50,000 in the field *Estimated amount of annual revenue* (in CZK), the applicant will enter CZK 55,000 in the field *Estimated amount of annual operating costs* (in CZK) and CZK 50,000 in the field *Net revenue* (in CZK).

If the above-mentioned estimated expenses for the conference were not covered from the project budget, no net revenue would be generated in the project. The applicant would therefore fill in 50,000 in the field *Estimated amount of annual revenue* (in CZK), CZK 55,000 in the field *Estimated amount of annual operating costs* (in CZK) and 0 in the field *Net revenue* (in CZK).

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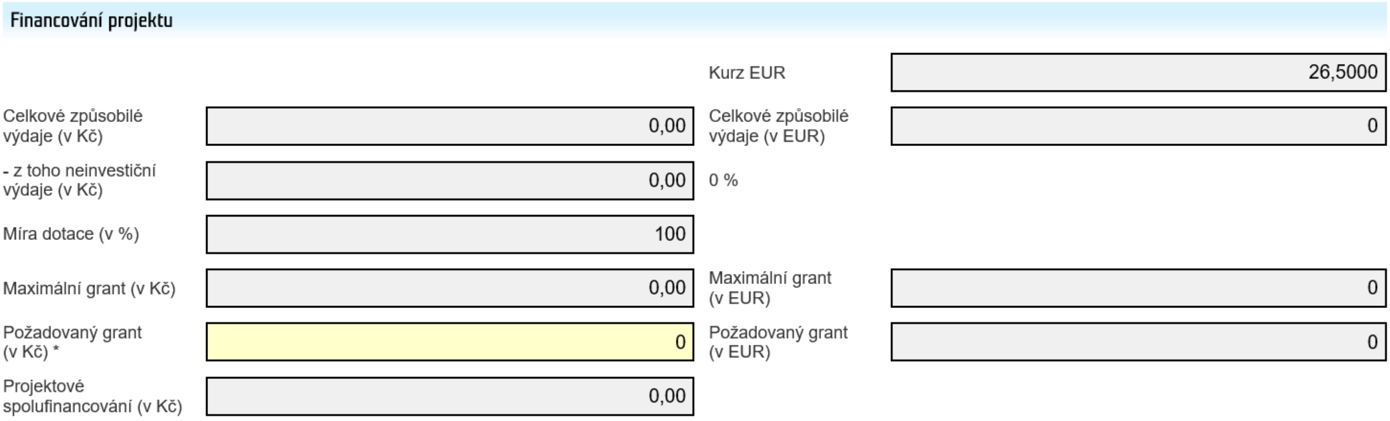
[7] Payments received by the project promoter from contractual penalties as a result of a breach of contract between the project promoter and the third party or persons or which arise as a result of a third party selected under public procurement rules withdrawing their tender (financial security) are not considered as revenue.

2.10.9 Project Financing



Based on the data filled in the *Detailed Project Budget*, the following fields are automatically filled in the tab *Project Financing*:

- **Total eligible costs (CZK):** the amount in stated in CZK including decimal places (max. 2 decimal places); this amount is further broken down into the amount of investment and non-investment expenditure, indicating their percentage in relation to the amount of total eligible expenditure[8]; in the Call "Support of the involvement of the public in decision-making processes and public consultations (SGS1)", investment expenditures will be recorded as zero;
- **Total eligible costs (EUR):** the amount rounded down to whole EUR (rate in EUR corresponds to the exchange rate set in the Call); the amount in EUR is indicative and will be used for statistical purposes only;
- **Maximum grant amount (CZK):** the maximum grant amount is calculated on the basis of the grant rate set by the Call.

The applicant shall fill in:

- **Requested grant amount (CZK)**: the amount in whole CZK. The requested grant amount may not exceed the maximum grant amount.

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

- **Requested grant amount (EUR):** the amount rounded down to whole EUR, the amount in EUR is indicative and will be used for statistical purposes only;
- **Project co-financing amount (CZK)**: the difference between the total eligible costs and the requested grant amount (max. 2 decimal places);

Note

- The amount of the requested grant represents the maximum amount of financial support that cannot be increased. The support provided from the programme for the implementation of the project is intended to finance the project at the time of its implementation, not to sustain its outputs.
- **We highly recommend checking if the amount of the requested grant is set correctly, i.e. the *Requested grant amount (CZK)* corresponds with the amount the applicant intended to apply for.**
- The grant is provided in CZK. The exchange rate for the conversion of the required grant amount into EUR is set out in the Call (26,50 CZK / EUR) and the conversion into EUR will be provided automatically. The amount in EUR will be used for statistical purposes.
- The maximum project grant rate (in %) is set by the Call. For an overview of the support provided for individual legal forms, see Annexes 10 to this Guideline.

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[8] It is not possible to submit an application if the maximum share of investment expenditures / minimum share of non-investment expenditures set by the Call is not complied with.

2.10.10 Payments

Zálohová platba

Požadována zálohová platba *	---		
Částka zálohy celkem (v Kč)		Maximální výše zálohy (v Kč)	0
	tj. 0% z požadovaného grantu		
Z toho:			
Částka zálohy investiční (v Kč)		Maximální výše investiční zálohy (v Kč)	0

- *Je-li požadována zálohová platba a podrobný rozpočet projektu zahrnuje investiční výdaje, doporučujeme jako částku investiční zálohy zadat doporučenou maximální výši investiční zálohy.*

Částka zálohy neinvestiční (v Kč)	
Zdůvodnění	

The applicant may ask for an advance payment to finance the project at **maximum 60%** of the awarded grant (types of applicants eligible for the advance payment are stated in the Call; an overview of the maximum rate of advance payment provided for individual legal forms, see Annexes 10 to this Guideline).

The applicant shall indicate the total amount of the advance payment requested and justify the request for the advance payment.

The expenditures of the project promoter will be reimbursed based on the expenses actually incurred during the project implementation (payment requests will be submitted together with the monitoring reports; monitoring reports shall be submitted every four months). The project promoter shall submit lists of expenditures including the required relevant annexes.

Given the non-investment nature of the Call "Support of the involvement of the public in decision-making processes and public consultations (SGS1)", the amount of the investment advance must be filled in as zero.

2.11 Policy Markers

Název	Relevance	Popis
Rovnost žen a mužů/Gender equality	---	
Sociální začleňování jiných zranitelných skupin než Romů/Social inclusion of vulnerable groups other than Roma	---	

The applicant indicates if the below listed policy markers are relevant for the project:

- **Gender equality**
- **Social inclusion of vulnerable groups other than Roma**

and the applicant shall indicate the relevance to 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.

2.12 Author of the Application

In accordance with the condition of the Call, the applicant will provide information on the consultants, i.e. entities and persons involved in the preparation of the application. 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.

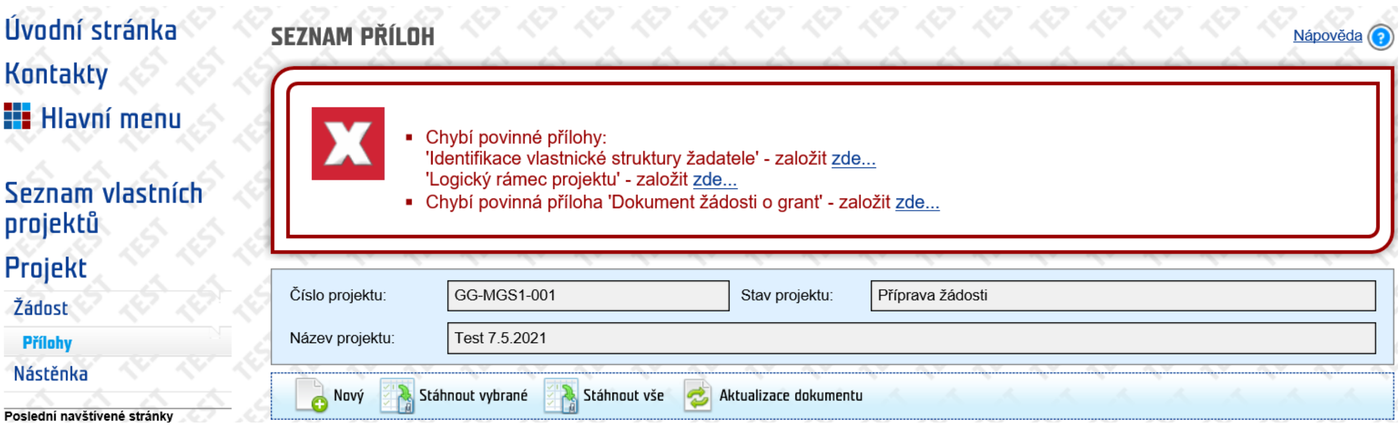
In addition, the applicant will briefly describe, what documents have been prepared in connection with the preparation of this application (supporting and related documentation, e.g. feasibility study, detailed budget), if relevant.

2.13 Annexes to the application

List of mandatory annexes, the requisites of individual documents and the procedure for their insertion are given below.

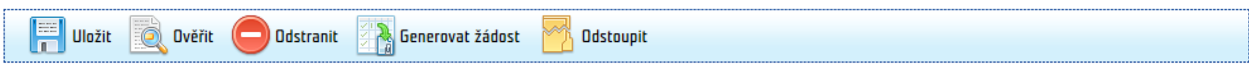
The applicant attaches all annexes required by the Call to the ***Annexes*** menu. The applicant will see the list of all mandatory annexes that have not been attached yet once loading the menu *Annexes*. Without attaching mandatory annexes it is not possible to submit the application.

Please note, that the list of errors linked to the annexes check is not complete. IS CEDR check is not set to monitor all requirements of the Call. The applicant attaches to the *Annexes* menu all mandatory documents required by the Call that are stated as mandatory in this Guideline. Before the submission of the application, the applicant will inspect all attached documents with the Checklist for verifying compliance with the administrative and eligibility criteria (Annex 3 of this Guideline) and check whether the list of attached annexes is complete and documents meet all requirements.



1) **Grant Application Form** (mandatory annex, attached standardized form in pdf format electronically signed by a statutory representative of the applicant or an authorised person)

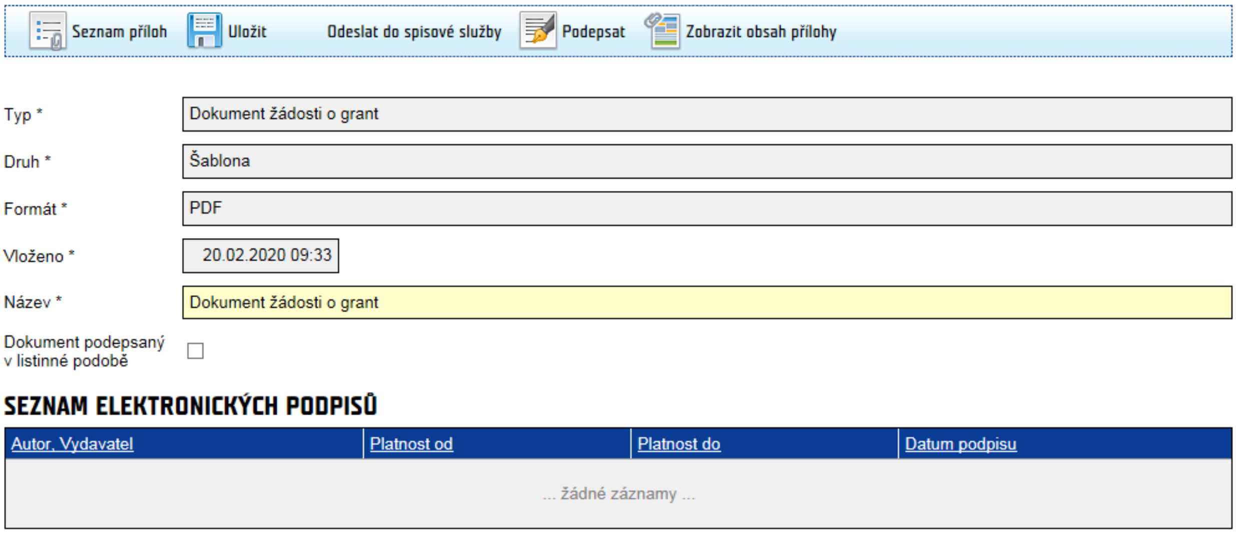
After filling in the data in the individual tabs of the application, the applicant will generate a *Grant Application Form* (through the ***Generate Application*** button in the control panel) as a first document to *Annexes* menu. The Grant The Application Form will be generated in English (after filling in the partner from the Donor State).



By generating this form, the registration number of the application will be assigned to the application and the number is used as the project number at the same time. The project number will be used in other relevant standardized annexes that contain this number. Subsequently, the applicant generates and inserts further application annexes in the *Annexes* menu.

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

The final version of the *Grant Application Form*, i.e. document in the PDF format generated after filling in all required items in all tabs of the grant application form, must be signed by the representative of the statutory body of the applicant or by an authorized person with a **qualified electronic signature** (you must sign the document using the *Sign button* in the control panel). Always check the content of the generated document carefully before signing (open the document via the *Show annex content* button in the control panel). If you find the need to edit the data, go to the relevant application tab, make the modifications, and then regenerate the *Grant Application Form* in the application´s annexes again.

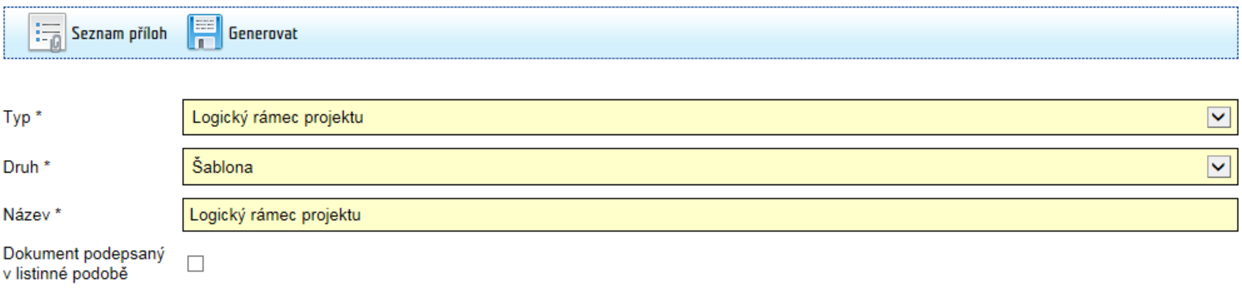


2) **Project Logical Framework** (mandatory annex, attached standardized form in pdf format, a signature of the document is not required)

After filling in the data in the individual tabs and generating the annex *Grant Application Form*, the applicant will generate the annex *Project Logical Framework*. The key data of the project are summarized in an overview within this annex, which provides information with the relevance of the project to the programme, key activities, their outputs and indicators.

Procedure for inserting the annex Project Logical Framework

- open the menu *Annexes*
- click on the button *New* in the control panel
- select type *Logical framework*
- keep the default type *Template*
- click on the *Generate* button



- open the document by clicking *Show the content of the document* button and check the content of the annex. When you need to edit the data, go to the appropriate tab of the application, make the adjustments, and then regenerate the *Logical Framework of the project* into the annexes of the application.

The signature of the *Project Logical Framework* is not required.

3) **Identification of the ownership structure of the applicant and the persons acting on his/her behalf** (mandatory annex, attached standardized form in pdf format electronically signed by a statutory representative of the applicant or an authorised person)

In accordance with §14 par. 3 let. e) of the Act. 218/2000 Coll. on budgetary rules and on the amendment of some related acts, as amended, is a mandatory annex to the application *Identification of the ownership structure of a legal entity* (for the form see Annex 11 to the Guideline) stating:

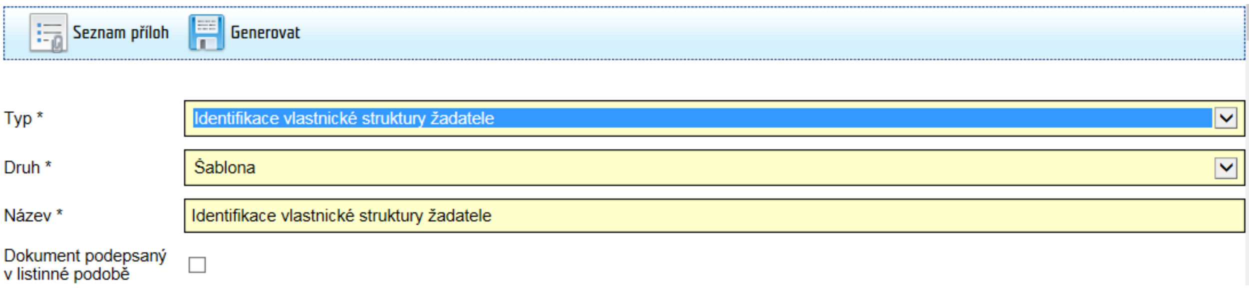
— persons acting on behalf of the applicant, indicating whether they are acting as his/her statutory body or acting on the basis of authorization,
— persons with a shareholding in that legal person,
— persons where the applicant holds a holding and the amount of that holding.

When completing the section 1 (*Persons acting on behalf of the applicant, indicating whether they are acting as his/her statutory body or acting on the basis of a power of attorney*), the applicant shall provide a person/persons 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, copy the table and provide the relevant data for each person). If the legal entity has a collective statutory body and the founding legal action stipulates that several members of the statutory body must act together, describe this fact in the field *Statutory body of the applicant*[9]. Evidence of the statutory body's authority to act on behalf of the applicant (e.g. minutes of the member 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 persons acting on its behalf*) and then insert the relevant document as a separate annex to the application in the *List of Annexes* (type *Evidence of the statutory body's authority to act on behalf of the applicant*; the qualified electronic signature of this annex is not required), if the document is not included in the collection of documents of the register in which the applicant is registered.

If the applicant is represented by the person acting on behalf of the power of attorney, the list of persons in section 1 must containg both the person acting on behalf of the applicant based on the power of attorney and person(s) acting as statutory body of the applicant.

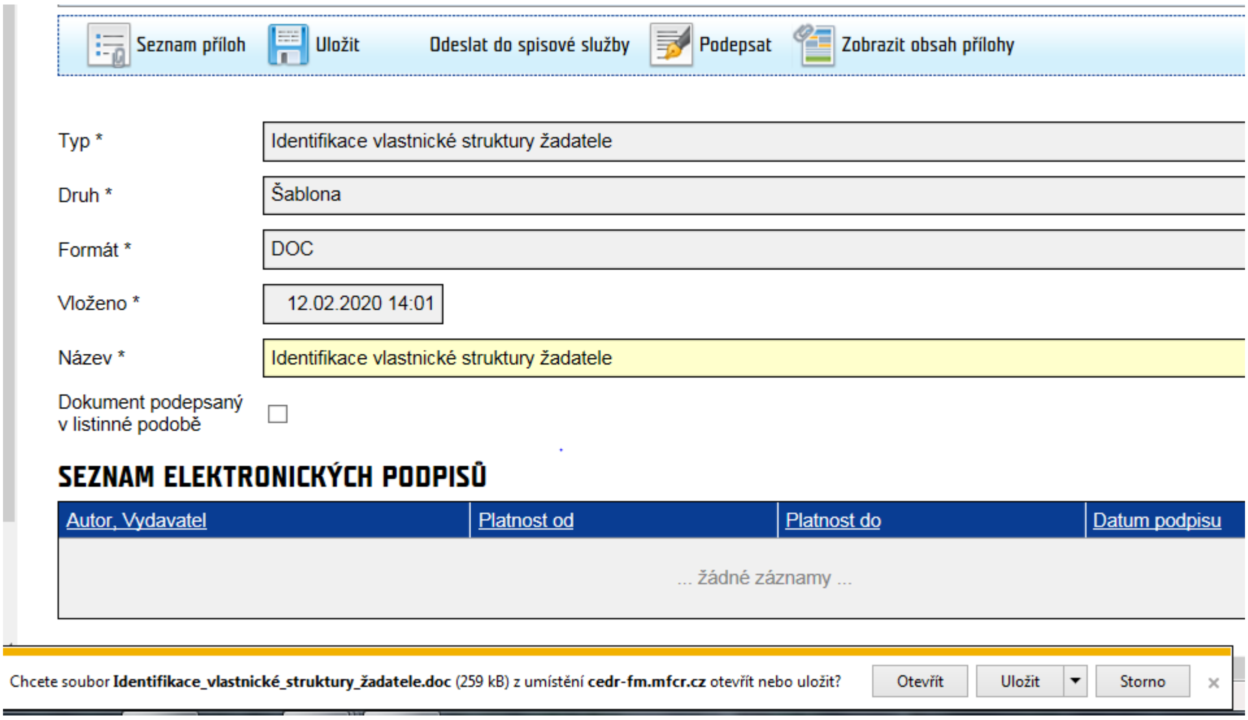
The form *Identification of the ownership structure of the applicant* generated in the IS CEDR with the completed data must be **signed by the representative acting on behalf of the applicant by using a qualified electronic signature.***Procedure for inserting the annex Identification of the ownership structure:*

— open *Annexes* menu
— click on the button *New* in the control panel
— select the type *Identification of the ownership structure*
— keep the default type *Template*
— click on the *Generate* button

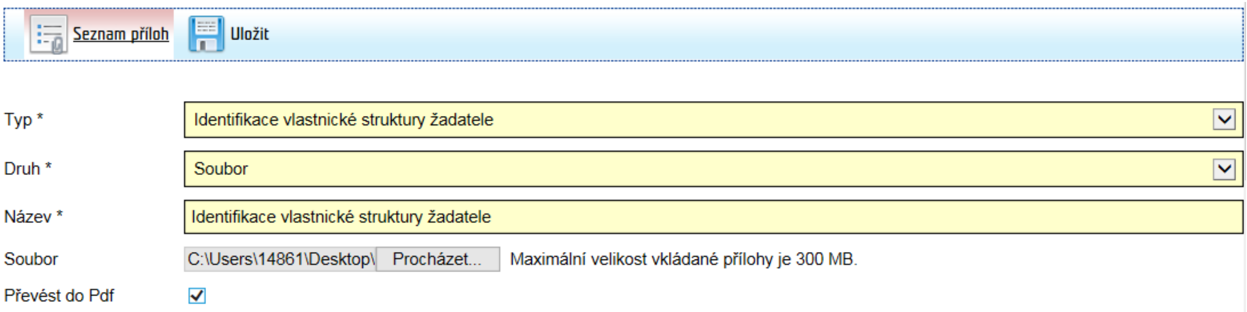


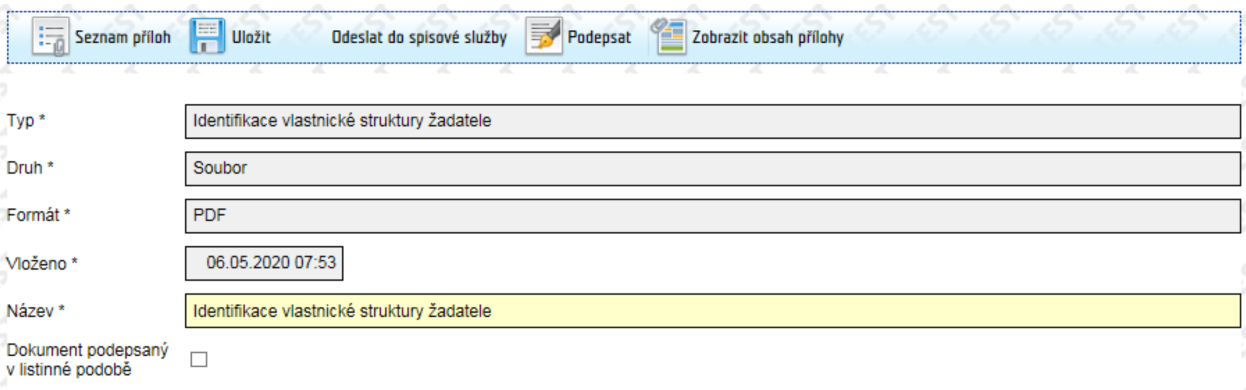
— click the *Show annex content* button
— open the generated file, check the pre-filled data, or edit these, fill in the missing data and save the completed file to your computer

[9] If the applicant is the municipality, Capital city of Prague or municipal districts of Capital city of Prague the applicant shall state a natural person acting as a (city) major.



— click on the *New* button in the *Annexes* menu
— select the type *Identification of the ownership structure* and as the type select the *File*
— click the *Browse* button and select the file from your computer
— tick the field *Convert* to Pdf
— click on the *Save* button and then the *Sign* button.





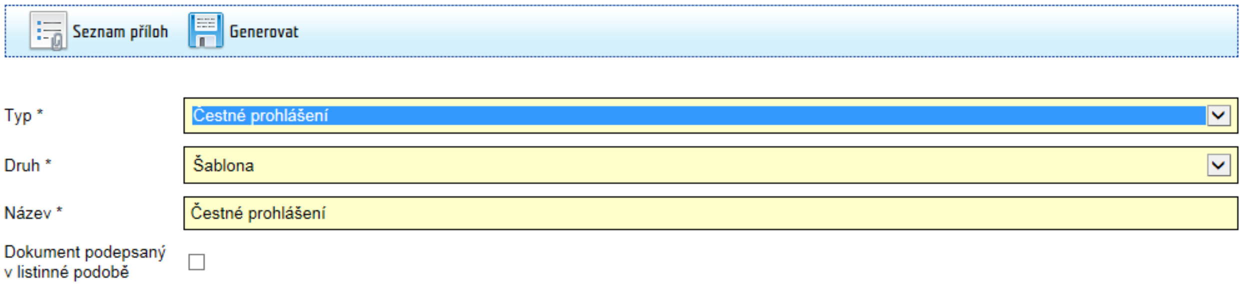
4) Declaration of the Applicant (mandatory annex, attached standardized form in pdf format electronically signed by a statutory representative of the applicant or an authorised person)

The applicant must meet all the conditions set out in the *Declaration of the Applicant* (the form please see in Annex 12 to this Guideline). The annex *Declaration of the Applicant* attached to the CEDR IS must be **signed by the representative of the statutory body of the applicant or an authorized person with a qualified electronic signature**.

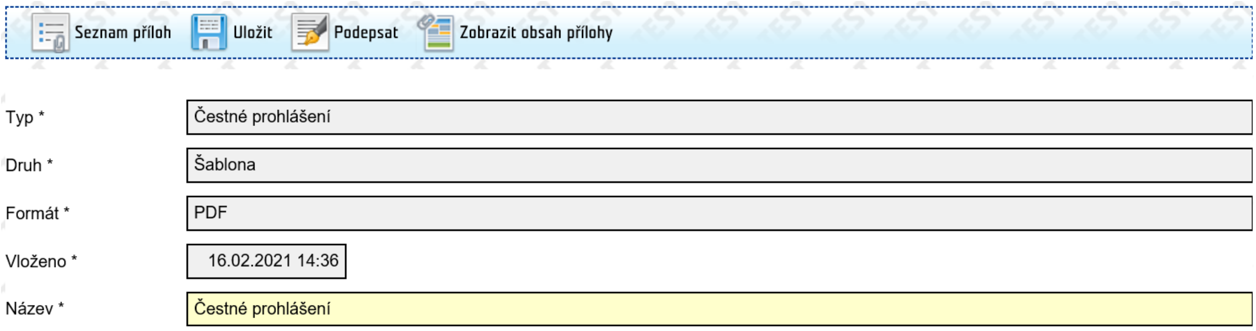
Procedure for inserting the annex Declaration of the Applicant

— open *Annexes* menu

- click on button *New* in the control panel
- select the type *Declaration*
- keep the default type *Template*
- click on the *Generate* button



- click on *Show annex content* button and familiarize yourself with the content of the document
- sign the document via the button *Sign.*



5) **Partnership Commitment Statement** (mandatory annex, attached standardized form in pdf format electronically or hand-signed by both sides)

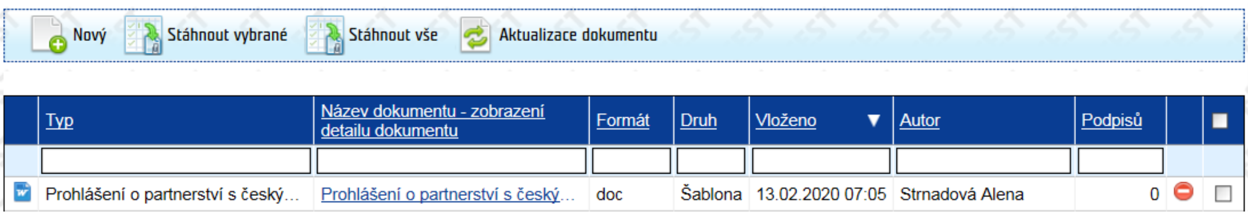
The partnership with at least one municipality-type subject from the Donor States is mandatory. Municipality-type subject means municipality, town, city, association of municipalities, unions of municipalities, and other interest associations of municipalities established as a legal person in Iceland, Liechtenstein, or/and Norway. The partnership with a **partner from the donor state**, another Beneficiary state or international organization will be confirmed by the annex **Partnership Commitment Statement** with a foreign entity in English (see annex 6b to the Guideline).

In case of partnership with a partner from the Czech Republic the applicant will provide annex **Partnership Commitment Statement** with a Czech entity in Czech language (see annex 6a to the Guideline). The declaration of partnership must be documented separately for each partner.

The Partnership Commitment Statement must be signed by both partner sides (authorised person of the applicant, the contact person of the partnership organisation is sufficient) electronically or hand-signed.

Procedure for inserting the annex Partnership Commitment Statement

- fill in the data about the partner organisation in the *Partner detail* form on the *Partners* tab (see chapter 2.3.1)
- click on *OK* button and *generate the template*
- open the left menu *Annexes* and in the list of annexes click on the name of the generated *Partnership Commitment Statement* form



- in the tab *Annex Detail*, click on the *Show annex 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 electronically or hand-signed, i.e. the document can be printed, signed in paper form and then insert the file with the scan of the document into the annexes of the application)
- in the menu *Annexes*, click on the *New* button
- select the type *Partnership Commitment Statement* and select *File* as the type
- click on the *Browse* button and select a file from your computer
- tick the field of *Convert to Pdf* (if it is not inserted already in this format) and *Document signed in paper form* (if you insert a scan of a manually signed document)
- click on the *Save* button.

6) The Public Consultation Plan (mandatory annex, attached standardized form in pdf format, a signature of the document is not required)
The *Public Consultation Plan* (for template see annex 13 to the Guideline) is a mandatory annex to the grant application. The Public Consultation Plan represents a plan of the public participation and shall include at least the following elements:

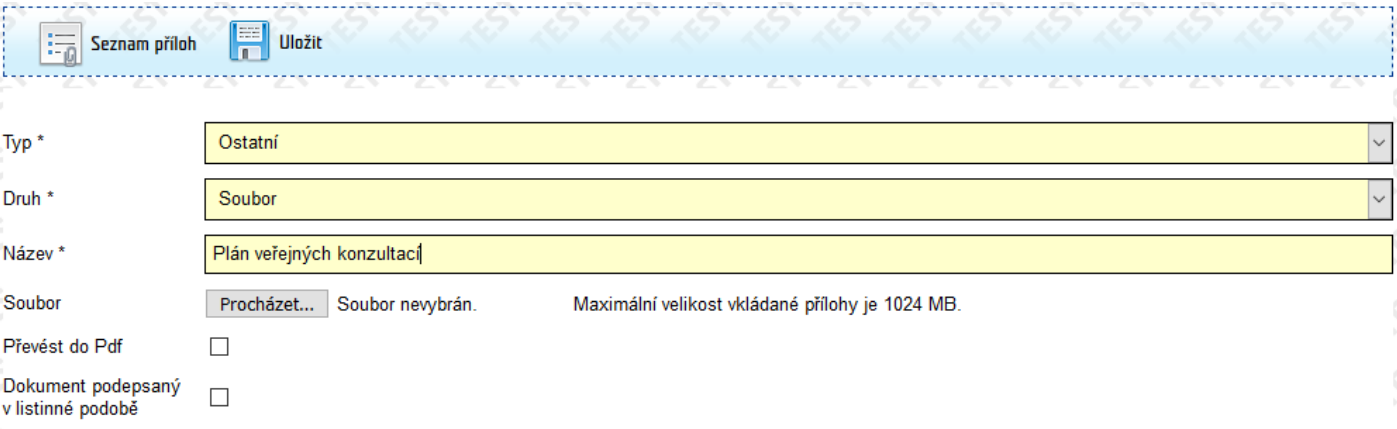
- definition of the specific content of the public's participation,
  The applicant shall describe what specific issue will the project address. What is the subject of the public's participation? What topics will be dealt with?
  A brief example: Our municipality tries to solve the socially excluded locality revitalization – housing estate Projektov - over a long period. Previous revitalization proposals have met with opposition from the local population. The revitalization of the housing estate as the main topic of the citizens' participation means improving the quality of life of the local population. This will be achieved by public space revitalization, the establishment of effective management of the public space, and the creation of opportunities to revive the commercial and community potential of the locality. A revitalization of residential buildings, i.e. reconstruction works, and weatherization is not addressed.
- aim of the participation,
  The applicant shall describe what is the aim of the participation activities in the context of the selected topic.
  A brief example: The aim of the participation activity is the solution for the housing estate Projektov revitalization. The housing estate is defined as a socially excluded locality. We expect that the citizens' participation will bring a high-quality solution to the revitalization, that will be broadly accepted by the population of our town and the population of Projektov housing estate. The increase in the quality of life of the Projektov population is a clear benefit. The revitalization of the housing estate will improve the visual condition of our municipality and increase the contentment of the population of neighbouring localities.
- definition of actors,
  The applicant shall describe what groups will be part of the participation activities. How will be possible actors defined and mapped? How will be participants selected?
  A brief example: Primarily, we want to conduct public consultations with the housing estate population. Actor group no. 1 is the population of the socially excluded locality Projektov. This population will be primarily affected by the revitalization. Furthermore, we aim to create a broadly accepted revitalization proposal. This is why we involve the residents from other parts of the town. Actor group no. 2 is the general public. There is an elementary school in the Projektov housing estate. We will involve pupils from 5th – 9th grades who represent actor group no. 3. The elementary school pupils come mainly from families living in the locality. Given that the housing estate revitalization is an important project with an impact on future generations we want to involve pupils in consultations. We assume that this group will occupy the locality in the future as well.
- choice and description of the appropriate method(s) of the participation,
  The applicant shall describe what methods will employed within the project. Will be used external consultants capacities or the project will be realized using applicant's capacities?
  A brief example: We will organize 2 round table sessions for the population of housing estate Projektov. Locals will be invited. The aim of the round table sessions will be a thorough debate on planned revitalization and alternative solution proposals. We will arrange an internet discussion for the town's residents (general public) with follow-up voting on individual proposals. A competition for the best revitalization ideas will be organised for 5th – 9th-grade pupils of elementary school Projektov. All pupils' ideas will be examined in detail.
- indicative schedule (by quarters),
  The applicant shall describe the indicative schedule (by quarters).
  A brief example:
  1Q 2022 – initial phase, addressing actors of participation activities
  2Q 2022 – launch of the elementary school competition, 1st session of the round table, launch of the internet discussion

3Q 2022 – evaluation of the first phase (competition, round table, internet discussion), 2nd session of the round table, internet vote
4Q 2022 – evaluation of the participation process

— communication strategy summary
The applicant shall describe how will he/she communicate with actors. The communication strategy shall include at least the method of addressing target groups, expected impact of used communication tools, and as the case may be other relevant information.
A brief example: The total number of target groups is three – population of socially excluded locality (no. 1), general public (no. 2) and elementary school pupils (no. 3). The population of the housing estate Projektov will be addressed directly in a local community centre, round table sessions invitations will be distributed in advance in mailboxes. The general public will be informed about the possibility to participate via monthly magazine of the town hall, web pages, and Facebook profile of the town. The elementary school pupils will be addressed directly at school and the contest and its aim will be presented personally. We will distribute information leaflets at school. We expect that chosen communication tools will address 90% of the target group no. 1, 100% of target group no. 3 and 70% of target group no. 2.

Procedure for inserting the annex Public Consultation Plan

— open *Annexes* menu
— click on the button *New* in the control panel
— select the type *Other*
— select the type *File*
— click the *Browse* button and select the file from your computer
— fill the Public Consultation Plan into the *Title* box
— tick the field *Convert to Pdf* (if the file is not in pdf format)
— click on the *Save* button.



List of other mandatory annexes of the application (only if relevant)

7) Document on the legal entity of the applicant (the format is not defined, the signature is not required)

These documents are:

- the documents certifying the establishment, foundation or creation of the applicant, or his/her registration, if the person of the applicant is subject to registration according to the law and other documents that are necessary by law for the establishment of the applicant's person (e.g. memorandum of association, charter, articles of association, etc.).

- the documents authorizing the statutory body to act on behalf of the applicant. The submission of a simple copy of the document is sufficient, an officially certified copy is not required.

The document on the legal entity of the applicant is submitted by the applicant (if it is not a municipality, Capital city of Prague, or municipal districts of Capital city of Prague that do not submit this annex) only if the applicant is not registered in the public register (register of unions of municipalities administered by the Regional Authority competent in accordance with the seat of the relevant union of municipalities) and if the document is not included in the collection of documents of the register in which the applicant is registered. A document authorizing a statutory body to act on behalf of an applicant shall be submitted by the applicant only if it is not entered in one of the above-mentioned registers or if it is registered, but the statutory body and the manner of its conduct are not listed in the register.

Procedure for inserting the annex Document on the legal entity of the applicant

— open *Annexes* menu
— click on the button *New* in the control panel
— select the type *Document on the legal entity of the applicant*
— keep the default type *File*
— click the *Browse* button and select the file from your computer
— tick the field *Convert to Pdf* (if the file is not in pdf format)
— click on the *Save* button.

8) Municipality council/Municipality board application approval (the format is not defined, the signature is not required)
Municipalities, the Capital city of Prague and municipal districts of the Capital city of Prague will mandatorily attach Municipality council/Municipality board application approval in accordance with rules of procedure of the representative body. **It has to be clear that the representative body (municipal council/board) agrees with submitting the grant application and decides that actions related to the grant application are made by mayor/city mayor or other authorised person.**

Procedure for inserting the annex Municipality council/Municipality board application approval

— open *Annexes* menu
— click on the button *New* in the control panel
— select the type *Other*
— keep the default type *File*
— click the *Browse* button and select the file from your computer
— fill the Municipality council/Municipality board application approval into the *Title* box
— tick the field *Convert to Pdf* (if the file is not in pdf format)
— click on the field the *Document signed in the paper form*
— click on the *Save* button.

9) Power of attorney to act on behalf of the applicant to submit the application (in case an authorized person acts on behalf of the applicant)

If the applicant/partner is represented by a person on the basis of the authorization, the application must be accompanied by a power of attorney (submission of a simple copy of the power of attorney is sufficient). The power of attorney must contain all the requisites of the power of attorney:

— the authorizer granting the power of attorney is clearly identified;
— the authorized person by the attorney is clearly identified;
— the indication of the legal act or acts to which the authorizer authorizes the authorized person;
— the period for which the authorization is valid;
— date and place of signature of the power of attorney;
— signature of the authorizer

Procedure for inserting the annex Power of attorney

— open the *Annexes* menu
— click on the *New* button in the control panel
— select the type *Power of attorney*
— keep the default type *File*
— click the *Browse* button and select the file from your computer
— tick the *Convert to Pdf* field (if it is not inserted already in this format)
— click on the field the *Document signed in the paper form* (if the document is not signed electronically)
— click on the *Save* button.

If the authorization to sign the application is subject to a decision of the Steering Committee, the Supervisory Board / Board or a similar body, the applicant shall attach this decision, signed by the members of the Committee or the Board, to the application.

Optional annexes to the application
If necessary, the applicant may attach to the application other optional annexes which are, in his/her view, necessary for the submission of the application. The applicant inserts such documents as the *Other types*, or selects the appropriate type from the list of pre-set types of annexes. The name of the inserted annex must always be stated so that it is clear from the title what the content of the given document is.

Note

The applicant may insert the draft Partnership Agreement or a signed Partnership Agreement(s) in the *List of annexes* (if the Partnership Agreement has been concluded at the time of submission of the application). See the templates in Annexes 7a and 7b to the Guideline.

Procedure for inserting the annex Partnership Agreement

— open the *Annexes* menu
— click on the *New* button in the control panel
— select the type of *Partnership Agreement*
— leave the default type *File*
— click on the *Browse* button and select a file from your computer
— tick the *Convert to Pdf* field (if the inserted file is not in this format)
— tick the field *Document signed in paper form* (if the document is not electronically signed)
— click on the *Save* button.

2.14 Signature

The application and selected annexes shall be signed by the **qualified electronic signature** of the representative of the statutory body of the applicant (in case of a collective statutory body by an authorized member/members of the statutory body of the applicant) or person authorized to act on behalf of the applicant based on the power of attorney. If the applicant is a municipality, the Capital city of Prague, and municipal district of the Capital city of Prague the application and selected annexes shall be signed by **the qualified electronic signature** of the mayor/city mayor or person authorized to act on behalf of the applicant in accordance with internal procedures of the applicant.

The representative of the statutory body of the applicant or the authorized person acting on behalf of the applicant must sign following mandatory annexes with the **qualified electronic signature**:

— Grant Application Form,
— Declaration of the Applicant,
— Identification of the ownership structure of the applicant and the persons acting on his/her behalf.

For other annexes of the application, a signature with a qualified electronic signature is not required.

3. Process after Submission of the Application

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

The applicant will be informed of any correctable shortcomings identified (e.g. completeness and legibility of annexes to the application) 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 by the applicant after its submission. In case the deadline for corrections is not met the application could be removed from further evaluation. Grant applications that do not meet administrative and eligibility criteria will be excluded from the further appraisal.

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.

In line with the Regulation the quality 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 requirements for the submission of additional documents (e.g. list of planned tenders, confirmed identification of bank account, partnership agreement, etc.) via IS CEDR and in a letter issued by the PO (in the databox or by other means if the applicant does not have a databox). The PO 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 the EEA Grants 2014-2021, general conditions of the Good Governance Programme and recommendations and results of the Selection Committee related to the respective application. During the verification, the PO may ask for justified adjustments in the application. The applicant accepts the conditions for approving the grant in the IS CEDR. The PO subsequently decides on the approval of the application.

A Grant approval letter will be issued for the successful applicants based on the acceptance of the conditions. The Grant approval letter will specify next steps including request for submission of remaining required documents (e.g. partnership agreement, if relevant). After submission of required documents, an implementation contract (legal act on grant award) will be issued. The list of approved projects will be published at www.fondyehp.cz. Information about the progress of the evaluation and evaluation of individual applications will not be published.

Unsuccessful applicants will be sent the legal decision on not awarding the grant. It is not possible to lodge an appeal against the decision on not awarding the grant.

4. Annexes to the Guideline

Annex 1 - Grant Application Form Template (the form is possible to use only for preparation of the texts, which must then be inserted in the appropriate fields of the online application form in the IS CEDR)

Annex 2 – Detailed Project Budget Template (the form is possible to use only for preparation of the documentation for the detailed budget outside the IS CEDR; detailed budget items must then be inserted in the online application form in the IS CEDR) – in Czech only

Annex 3 – Checklist for verifying complience with the formal and eligibility criteria – in Czech only

Annex 4 – Organization types – in Czech only

Annex 5 – Bilateral Indicators

Annex 6a – Partnership Commitment Statement with Czech entity – in Czech

Annex 6b – Partnership Commitment Statement with foreign partner in English

Annex 7a – Template Partnership Agreement – in Czech

Annex 7b – Template Partnership Agreement - in English

Annex 8 – Target Groups – in Czech only

Annex 9 – Programme outputs and outcome of the Good Governance Programme including indicators

Annex 10 – Legal forms – in Czech only

Annex 11 – **Identification of the ownership structure of the applicant and the persons acting on his/her behalf** – in Czech only

Annex 12 – Declaration of the Applicant – in Czech only

Annex 13 – Public Consultation Plan – in Czech only

The above listed underlined annexes to the Guideline for Applicants represent the annexes of the grant application (for more information, see Chapter 2.13 Annexes to the application).