EEA Grants 2014–2021

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

Guideline for Applicants for Projects

Programme Culture

Support area:

Contemporary Art

Capacity Building of Umbrella Associations, Networks and Platforms

Valid from: 26 April 2021

Iceland
Liechtenstein
Norway grants

Contents

List of Abbreviations

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

Introduction

The overall objective of the Financial Mechanism of European Economic Area (hereinafter referred to as "EEA") is to contribute to reducing economic and social disparities in the EEA and to strengthening bilateral relations between donor and beneficiary states through financial contributions in agreed programme areas. One of the areas of the **EEA Grants** is the programme area 14 "Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation." This programme area aims to strengthen social and economic development through cultural cooperation, cultural entrepreneurship and cultural heritage management. The programme Culture in the Czech Republic is implemented under this programme area.

Programme Culture supports the revitalization of Czech cultural heritage and cultural and creative activities supporting regional development and social inclusion with 35 EUR million in the programming period 2014-2021 in the following support areas:

— Revitalization of movable and immovable cultural heritage (including innovative use);
— Contemporary arts;
— Art and cultural criticism;
— Capacity building of umbrella associations, networks and platforms.

This **Guideline for applicants** (hereinafter referred to as „Guideline") is intended for applicants interested in financial support of projects in the support areas Contemporary arts and Capacity building of umbrella associations, networks and platforms (hereinafter referred to as „project").

For preparation of applications, the applicants shall strictly use the Guideline for Applicants with its annexes.

The Guideline together with the text of the Open 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 open call:

— 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 and Justice (available here - in Czech only).

The Guideline was prepared by the Ministry of Finance of the Czech Republic – the Programme Operator (hereinafter referred to as the "PO") in cooperation with the programme partners – Ministry of Culture of the Czech Republic and the Arts and Theatre Institute. The Guideline is based on valid international treaties, documents approved by the Financial Mechanism Committee and documents issued by the National Focal Point (hereinafter the "NFP") and PO, in particular:

— Regulation on the Implementation of the EEA/Norwegian Financial Mechanism 2014–2021, as amended;
— documents issued by the Financial Mechanism Office (hereinafter referred to as the "FMO"), in particular:
    — Results Guideline;
    — Bilateral Guideline;
    — Results Reporting Guide;
    — Communication and Design Manual;
    — Programme Agreement;
— Guideline of the National Focal Point for Eligible Expenditures under the EEA/Norwegian Financial Mechanisms 2014–2021, as amended.

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

1. Preparation and Submission of Application

Applications under announced open calls shall be submitted only electronically through the information system CEDR (hereinafter referred to as "IS CEDR"). IS CEDR manages administration of projects in their entire project cycle, i.e. from submission of the application, its evaluation, legal act award, monitoring of the implementation and end of the project.

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

IS CEDR 2014-2021 homepage includes following information:

— Information for the registration in the information system;
— Information about technical parameters and conditions necessary for working in the system ;
— General information about working in the system;
— Contacts for support
— Registration button
— Window for signing of a registered user

Detailed instructions for the registration of an applicant and instructions for processing the application are available at www.eeagrants.cz at the announced open call.

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

Comprehensive overview about required information in the IS CEDR and links between application fields is visible in the form Grant Application (Annex 1 of this Guideline) and in the Detailed Project Budget (Annex 2 of this Guideline). These forms can be used for preparation of materials, **but they cannot be submitted in the IS CEDR instead of filled information in the system** due to its further use for further project administration.

Language of the application:

In case a donor project partner is involved in a project, the application and the Partnership Commitment Statement/ Partnership Agreement shall be drawn up in English (only the Brief Summary of the Project and relevant fields in the application shall be written also in Czech). The applicant works in IS CEDR in a Czech setting and the information shall be written in English (with exception of fields requested in Czech and non-editable fields). After filling all information, the complete application document will be generated in English by the IS CEDR.

If no donor project partner/ partners are involved in the project, the applicant shall draw up the application and its annexes in **Czech language** (only Brief Summary of the Project and the field “Name of the applicant” in the application and Annex 3 “English Resume of Grant Application” shall be written in English).

Note:

Implementation of the supported projects will be monitored in the language of the submitted application. Therefore, in case of a project in cooperation with a donor project partner/ partners, the applicant will submit monitoring reports, payment requests and modification requests in English.

Before preparing the application, it is recommended to perform a self-check of the eligibility of the applicant, project partners and planned activities in line with the conditions of the open call. Prior the submission of the application it is recommended to check fulfilment of all formal and eligibility criteria described in the Checklist for the given open call (Annexes 4 – 5).

2. Grant Application

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

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

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

2.1 Basic Information about the Project

Financial Mechanism	EEA Grants 2014-2021
Programme	Culture
Programme Area and Objective	14 - Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation: Social and economic development strengthened through cultural cooperation, cultural entrepreneurship and cultural heritage management
Programme Modality	Please select
Fund Provider	Ministerstvo financí, Letenská 15, 118 10 Praha 1 IČ: 00006947, DIČ: CZ00006947
Registration Number	Generated by IS CEDR

Based on the selection of respective open call and setting up the application, the following fields will be automatically filled in:

— Financial mechanism
— Programme
— Code of programme structure
— Title of the open call
— Name and address of the Fund provider
— Programme modality (Call type identification)
— Programme area and objective

2.1.1 Project Title

Project Title	Enter the project title
Project Title in English	Enter the project title in English

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.

2.1.2 Project Focus

The applicant shall select corresponding project focus from the list:

— Performing arts – theatre
— Performing arts – dance and physical theatre
— Performing arts – contemporary circus
— Performing arts – classical music
— Performing arts – contemporary music
— Visual arts – painting, drawing, graphics, sculpture
— Visual arts – new media and intermedia /digital art
— Visual arts – photography
— Design, applied arts/arts and crafts
— Literature
— Architecture
— Film[1]
— Digital Games[2]

In case of an interdisciplinary project, the applicant selects prevailing project focus (only one option is possible).

[1] Available only for support areas: Capacity Building of Umbrella Associations, Networks and Platforms.
[2] Available only for support areas Capacity Building of Umbrella Associations, Networks and Platforms.

2.1.3 Brief Project Summary

Project Summary
Provide a summary of the project with the maximum length of 2000 characters (for more detailed requirements, please see the Guideline for Applicants).

Project Summary in Czech
Provide a summary of the project in Czech with the maximum length of 2000 characters (for more detailed requirements, please see the Guideline for Applicants).

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.eeagrants.cz a www.eeagrants.org. The applicant shall summarize the project both in Czech and English language.

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

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

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

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

Do not write:
On the impulse of the EEA Grants and the programme area Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation the project seeks to increase quantitative and qualitative parameters of the festival in order to maximize its impact and open possibilities for synergy effects. This shall be achieved in form of capacity building of Czech artists, improving conditions for creative work and development of expert public, increased awareness and offer of contemporary art to public in distant regions and accessing Norwegian perception of contemporary dance and involvement of Czech dance among European top actors.

Project focuses on a research in the area of umbrella associations and mapping their needs for the purpose of finding suitable measures.

Do write:
Project contributes to professional development of Czech dancers. The dancers will participate in the co-production performance with Norwegians partners. The partnership of the dance companies is based on a unique connection of different dance styles and shared mutual creative intent. The performance will tour in several Czech regions and it will be performed in Oslo, Norway. In order to prepare the performance, four workshops focusing on cooperation of choreographers and dancers will take place. Additionally, two workshops dedicated to contract management will increase competences of the dance artists.

Project increases qualities of Czech artists and improves conditions for creative work and develops expert public. The project also increases awareness about contemporary art in the regions and introduces Norwegian perception of contemporary dance.

Project examines current situation of artistic umbrella associations and recommends measures for improving their conditions.

— use the active rather than the passive:

Do not write:
Two performances are expected.
4 discussions will be organized.

The research will be performed.

Do write:
We will organize two performances.
We will organize 4 discussions.
We will examine needs of umbrella associations as part of the research.

The applicant must complete the project summary also in English.

2.1.4 Project Location

Project Location	Please select
Description of the Project Location	
Provide a brief description of the location of the project (for more detailed requirements, please see the Guideline for Applicants).	

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

Specific cases and rules for project location selection:

— in case of the purchase of infrastructure, the code corresponds to the location of the infrastructure placement (not the location of the applicant’s registered office);
— in case of the provision of services to a particular target group, the code corresponds to the location of the key project activities;
— in case the project activities are implemented in donor states, the applicant shall include this information in the description of the project location (if all project activities are implemented in donor states, the applicant shall select NUTS 3 based on the location of the applicant’s registered office).

Project location description

If the key activities of the project are implemented in more than one area, the applicant will select the “Entire Czech Republic” from the code list and briefly describes in which geographical areas the key activities of the project will be implemented.

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

2.1.5 Sector Code

The sector code is a statistical figure to determine the sector to which the financial support will be directed, i.e. what area / sector the project is focusing on. The codes have seven digits and are based on the OECD classification. Although the project may cover more interconnected areas / sectors, **only one sector code that is the most relevant** to the project focus reflecting the purpose of the spending (including supplies and infrastructure) needs to be assigned to each project. The applicant selects the relevant sector code from the list below:

15 Government and Civil Society

1516020 Multicultural Awareness

Measures to increase the understanding and appreciation of the values, experiences, interests and perspectives of diverse groups including those defined by language, culture, gender, sexual orientation, religion, age and disability. The protection and use of cultural heritage of minorities.

16 Social Infrastructure and Services

1606117 Creative and artistic cultural activities

Activities such as cultural cooperation between cultural players.

2.1.6 Planned Project Implementation Period

Planned Project Implementation Period	
Expected Project Start	Enter the date
Expected Project Completion	Enter the date
Project Implementation Length (months)	Enter the number of months of project implementation

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

The minimum project period is 6 months and maximum 24 months.

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

The start of the project is the date of commencement of the physical implementation of the project, i.e. the commencement of activities aimed at fulfilling the content and the objective of the project. The physical implementation of the project may begin no earlier than after the issue of the Grant Approval Letter (see Chap. 3). Expenditure incurred prior to the official approval of the application will not be considered eligible.

End of the project means the date of completion of physical implementation of project activities (including additional 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 complications related to Covid-19 pandemic, shifts in seasonal activities). The end of the project implementation will be specified in the legal act on grant award and it is binding both on the project promoter and its partners. In case of a belated start of the project due to longer evaluation process, the start and end date of the project will be adequately adjusted to the expected length of the project (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

Applicant Identification	
Applicant Name	Enter the name of the applicant in English
Applicant Name in Czech	Enter the name of the applicant in Czech
Legal Form	Enter the legal form of the applicant´s organization
Organization Classification	Enter the organization classification type – please see the list Organization Classification
ID number	Enter the Identification number
VAT ID	Enter the tax identification number – if relevant
Data Box Identifier	Enter the data box identifier
Web Pages	Enter web page address of the applicant´s organization, or project web page address
Social Networking Pages	Enter social networking pages of the applicant´s organization

The applicant shall fill in its identification data including:[3]

— **applicant's name** (exact name according to public register)
— **legal form in Czech** (for a list of legal forms see Annex 6 to this Guideline)
— applicant's name in English

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

— applicant's website address
— ID No:
— tax ID No
— **organization type** (by selecting from the code list; see Annex 7 to this Guideline for a list of organization types)
— data box identifier[4]
— applicant's social networks pages, if relevant (optional field)

If, at the time of application, the address of the project web page is known, the applicant shall also indicate this address in addition to the website address of the applicant's organization. If the applicant's organization uses social networks, which are also expected to be used for the purpose of the project publicity, the social network page address shall be indicated in the application (optional).

2.2.2 Legal Representative

Legal representative	
Name	
Surname	
Title	
Degree	
Function	
E-mail	

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

If the applicant is a legal entity, in accordance with Section 14(e) of Act 218/2000 on budgetary rules amending certain related acts, as amended, the application must include an annex with the Identification of the legal entity (see Annex 8 to this Guideline) stating:

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

If the applicant is a natural self-employed person, the applicant does not fill in this part.

2.2.3 Registered Office and Correspondence Address

Registered Address	
Street	
Land Registry Number	
House Number	
City	
City District	
Postal Code	

Correspondence Address (if different from the Registered Address)	
Street	
Land Registry Number	
House Number	
Municipality	
Municipality District	
Postal Code	

[4] Non-governmental non-profit organizations that do not have data boxes may request to receive information via e-mail. This request can be filled in the appropriate field in the IS CEDR system.

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

2.2.4 Contact Persons and Persons Responsible for the project

Contact Persons and Persons Responsible for the Project	
Name	
Surname	
Title	
Degree	
Project Position	Enter or select the item
Email	
Phone	
Mobile	
Send notifications	☐

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

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

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

The applicant shall also indicate (by ticking the box) whether the contact persons should be automatically **notified** by the IS CEDR about the status of the project (when the IS CEDR is running). Updating data/adding contact persons during the project implementation will be possible in the IS CEDR.

The contact person(s) may not be the same as the legal representative of the applicant´s organ of authority who signs the application. In the case the applicant authorized another person to represent the applicant on the basis of a power of attorney/authorization the applicant shall provide contact details of that person. The power of attorney/authorization is a mandatory part of the annexes to the application (see subchapters 2.12 and 2.13 of the Guideline).

2.2.5 Applicant Description

Applicant Description
Describe briefly the applicant (for more detailed requirements, please see the Guideline for Applicants).

The applicant shall briefly describe the main activities of the applicant in relation to the Programme under which he/she is applying for a grant, indicate the period of his/her activity in the field, possibly the organizational structure and other data (e.g. experience in preparing and implementing similar projects at national and international level) that are relevant to the submitted application.

Together with information confirming legal subjectivity of the applicant, the information in this section will be used to evaluate applicant’s eligibility. **It is therefore of utmost important to include following information:**

In the support area **Contemporary Arts** the applicant must state at least one event implemented on his/her own to prove it is an entity providing cultural services, activities and goods in the area of professional contemporary arts.

In the support area **Capacity Building of Umbrella Associations, Networks and Platforms** the applicant shall state its mission, main goals and activities. Further, the applicant shall describe the character of the umbrella association or platform (whether it has members or whether and how it provides services to other entities in the respective field).

The eligibility of applicants in the support area **Contemporary Arts** is conditioned by at least 2 years of legal registration of the applicant. The conditions of applicant eligibility are assessed during the project appraisal and selection and must be met as of the date of submitting the grant application.

Registration period of eligible legal entities is not restricted in the support area **Capacity Building of Umbrella Associations, Networks and Platforms.** In case, the applicant is awaiting a registration in a relevant register, the applicant submits such proposal submitted to the registration court as a mandatory annex of the application. Legal existence of the applicant (i.e. registration at the respective court) pursuant to Act No. 304/2013 Coll., on public registers of legal entities and natural persons by establishing is a necessary condition for supporting the project.

2.3 Partnership in Project

Partnership is a relationship between two or more entities, both private and public, based on the cooperation of these parties in the preparation and subsequent implementation of a project funded by the EEA Grants 2014–2021. Such partnership is related to the partnership with Czech partners and also with partners from donor states (Iceland, Liechtenstein and Norway). 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. Without the activities carried out in cooperation it would not be possible to ensure the proper functioning and fulfilment of the project objective, therefore the involvement of all partners in the project is irreplaceable.

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

The partnership with an entity from donor states (Iceland, Liechtenstein and Norway) shall contribute to strengthening of bilateral relations between the Czech Republic and donor states in the programme area “Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation.” Such partnership is desired component of projects and it will be favoured in the evaluation process.

Recommendations for searching donor project partners and arranging cooperation:

For search of suitable project partners, the applicants can use contact form or a partner database available at https://www.eeagrants.cz/en/programmes/culture/support-for-bilateral-cooperation.

While first contacting a potential partner, it is recommended to:

— contact similar or complementary organization;
— have clear expectations from the partnership;
— balance project idea in terms of details and possibility of the partner to influence your idea;
— have a good description of own activities and the area of expertise;
— avoid sending seemingly generic partnership requests.

For arranging good partnership and cooperation in project, it is important to:

— share the same goal and vision;
— share understanding of the content and strategy of the project;
— agree on concrete involvement of partner in project activities;
— agree on partner´s budget including financial flows;
— have long-term perspective;
— establish personal contact (ideally meeting in person).

Note:

Before concluding the partnership it is advised to check the eligibility of the partner in line with the conditions set in the Open Call. In donor states (particularly in Norway), the artists are usually registered as legal persons.

2.3.1 Identification of Partner Organization

Identification of Partner Organization	
Partner Organization name (local name)	
Partner Organization name (English name)	
City	
State	
Organization Classification	Enter the organization classification type – please Organization Classification
Web Pages	Enter web page address of the partner organization
Contact person	
Name	
Surname	
E-mail	

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

For every partner organization the applicant shall fill in:

— the name of the partner organization (in local language and English)
— type of the partner (from Czech Republic / donor state / international organization)
— **city** (registered office of the partner organization)
— state
— **organization classification type** (see Annex 8 to this Guideline for a list of organization classification types)
— partner's organization website (optional)
— partner's contact person(s) (name, surname, e-mail)

2.3.2 Description of Partner Organization

Partner Organization Description
Describe briefly the project partner organization (for more detailed requirements, please see the Guideline for Applicants).

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

2.3.3 Description and Importance of Partnership

Partnership Description and Importance
Describe briefly the project partnerships and its importance for the project implementation (for more detailed requirements, please see the Guideline for Applicants).

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

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

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

If relevant, the applicant will describe how the partnership shields cooperation among individual fields within one art area and/or various art or other sectors (e.g. education, travel business, social area).

The applicant shall indicate whether the co-operation with the partner is a continuation of previous co-operation or has been established only for the implementation of the present project. He/she will also 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 end of the project or how it will be further developed in the future.

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

2.3.4 Bilateral Indicators

Bilateral Indicator	**Relevance of the indicator to the project**
Number of staff from beneficiary state in exchanges	Please select
Unit of measurement	Programme Operator to fill in
Baseline	Enter the baseline value of the indicator (for more detailed requirements, please see the Guideline for Applicants).
Target	Enter the target value of the indicator (for more detailed requirements, please see the Guideline for Applicants).
Achievement date (month/year)	Enter the date when the target value of the indicator is expected to be achieved (in format MM/YYYY).
Fulfilment of the Indicator, Setting and Verification of Expected Values	
Describe briefly the expected fulfilment of the indicator, setting of its values and methods of verification (for more detailed requirements, please see the Guideline for Applicants).	

Follow the guideline in Annex 9.

In case of a bilateral partnership project, i.e. a partnership with an entity/entities from the Donor States (Iceland, Liechtenstein, Norway), **the applicant will comment on the pre-set bilateral indicators of the Programme.**

- number of staff from beneficiary states in exchanges;
- number of staff from donor states in exchanges;
- number of projects involving cooperation with a donor project partner (mandatory to set as relevant only for 1 partner).

For each of the pre-set indicators, the applicant indicates whether it is relevant to the project (by selecting from the Yes/No list). The definitions of bilateral indicators are given in Annex 9 to this Guideline.

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

- baseline indicator value

The zero baseline value is pre-set automatically.

- target indicator value

The applicant shall indicate the target value of the indicator that will be achieved through the implementation of the project activities. Furthermore, the applicant briefly describes in the description field, what information sources and data the value is based on. When setting the target value and determining its method of calculation, the applicant relies on the definitions of the bilateral indicators and their general parameters (see Annex 9).

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

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

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

The applicant will briefly describe the progress towards the fulfilment of the indicator within the project with respect to the defined indicator definition and its general parameters (see Annex 9), i.e. if relevant, the applicant specifies how the indicator is fulfilled with regard to the project specifics. In addition, the applicant shall indicate what information sources and data are used for the setting of the indicator values and how these values were calculated (taking into account the general parameters in accordance with Annex 9). The applicant will describe how it will be possible to verify the fulfilment of the indicator, i.e. what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

The target value of the bilateral indicator has been set up for the purposes of monitoring; a failure to achieve the target value will be justified in the respective monitoring report.

2.3.5 Project Partnership Documentation

A mandatory annex to the application is the **Partnership Commitment Statement** (standardized form, see Annex 10), or the Partnership Agreement (if already concluded at the time of the submission of the grant application). If the applicant has more than one partner, he/she submits the Partnership Commitment Statement separately for each partner. A **draft Partnership Agreement** may be attached to the application.

The **language of the document depends on the partner´s country of origin**. In case a **donor project partner** is involved in the project, the document shall be in **English** (see Annex 10a and 11a to this Guideline) or in a respective multilingual version. In case a Czech partner is involved in the project, the document will be submitted in Czech (see Annex 10b/11b to this Guideline).[5]

In case of a grant approval, the applicant is obliged to conclude the Partnership Agreement(s) with the partner(s). The Partnership Agreement with a Donor State partner will be concluded in English or in a respective multilingual version. The submission of a copy (or copies if more than one partner is involved in the project and each has a Partnership Agreement signed separately) is a prerequisite for issuing a legal on grant award. The applicant is obliged to submit the relevant copies to the PO before the legal act on grant award is issued.

The Partnership Agreement defines the position of each partner, their role, responsibility and participation in the project activities, as well as the mutual rights and obligations of the parties in the implementation of the project. The Partnership Agreement determines - among other things - a detailed budget of the expected expenditure of the partner and specifies **financial flows**[6] 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. A draft partnership agreement template can be adjusted to the needs of the own project and cooperation (see Annex 11 for the Partnership Agreement optional template).

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

With regards to the above mentioned, it is recommended the applicant and the partner from donor states take into account expected development of the exchange rate and related potential losses while setting a partner´s budget in the application (in CZK).

[5] It is possible to create a template of the Partnership Commitment Statement with Czech / foreign entity (with loaded information about the partner which had been filled in the application) in the IS CEDR. The template can be created in the profile of the project partner. In case a natural person with legal residence in one of the donor states acts as a partner, he/ she shall fill in the address of his/her legal residence instead of the name of the organization in the form.

[6] In order to streamline the administration of agreed budget costs it is recommended to set the financial flows in a manner when an applicant is responsible for the first payments (see chap. 5.2 Guideline of the National Focal Point for Eligible Expenditures under the EEA/Norwegian Financial Mechanisms 2014-2021).

2.4 Intention and Project Description

2.4.1 Initial State and Project Intent

Initial State and Project Intent
Describe the initial state of the project and its intent (for more detailed requirements, please see the Guideline for Applicants).

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).

2.4.2 Justification of Project Proposal

Justification of the Project Proposal
Please provide the justification of the project proposal (for more detailed requirements, please see the Guideline for Applicants).

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

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

2.4.3 Prerequisites for Project Implementation

Prerequisites for Project Implementation
Describe key prerequisites for the project implementation (for more detailed requirements, please see the Guideline for Applicants).

In the support area **Capacity Building of Umbrella Associations, Networks and Platforms** the applicant will describe the aspects that are required for the project implementation with regards to the form, type, character of the umbrella associations, network or platform.

Note for the support area Contemporary Arts:

The applicant shall fill in "Not relevant for the support area" in the application.

2.4.4 Objective and Desired Benefits

Project Objective and Desired Benefits
Describe the objective and desired benefits of the project (for more detailed requirements, please see the Guideline for Applicants).

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

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

With regards to the focus of the open call the applicant shall describe:

Support area Contemporary Arts:

- In what lies the innovation and creativity of the project and its effects?
- Whether and how the project focuses on work with audience or involves creation of a communication strategy based on knowledge of group needs:
- Whether project supports capacity building among artists and cultural organisations, with specific focus on cultural entrepreneurship skills and artistic and technical skills?
- Whether project contributes to equality and integration of disadvantaged groups (mainly the Roma, but also other social, ethnical and cultural minorities)?
- Whether project supports cooperation across art disciplines (the project is interdisciplinary)?

Support area Capacity Building of Umbrella Associations, Networks and Platforms:

- In what lies the innovation and creativity of the project and its effects?
- Whether and how the project contributes to strengthening of capacities and further development of umbrella associations, networks and platforms?
- Whether and how the project contributes to raising awareness of arts and cultural advocacy in the arts?
- Whether and how the project contributes to cultivation and development of professional environment?
- Whether the project includes cooperation within one field as well as across various art disciplines?
- Whether the project contributes to integration of disadvantaged groups (mainly the Roma, but also other social, ethnical and cultural minorities)?

In case the project is a part of a larger unit (e.g. a festival consisting of several parts, whereas only one part is supported by the project) financed also from other financial sources outside the eligible project costs, the applicant shall ensure, that the accounting documents and the accounts clearly identify expenditures related to the project and expenditures financed from other sources.

2.4.5 Target Groups of the Project

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

- what activities and outputs are expected for given target groups;
- how he/she will work with each target group;
- what means will be used to address and influence the target group(s) (e.g. direct work, campaign, etc.);
- what positive effect the target groups will experience thanks to the implementation of the project and how the benefits can be verified.

If relevant, the applicant shall describe how the project works with the audience. The applicant shall describe whether the project activities are based on existing communication strategy or whether the project aims to create such strategy and how it is based or targets the needs of individual target groups.

2.4.6 Statistical Classification of Target Groups

Statistical Classification of Target Groups	
End Beneficiary 1	Select the target group – please see the Annex Target Groups for a list
End Beneficiary 2	Select the target group – please see the Annex Target Groups for a list
End Beneficiary 3	Select the target group – please see the Annex Target Groups for a list

Intermediaries are targeted	Please select

Intermediaries 1	Select the target group – please see the Annex Target groups for a list
Related to End Beneficiary	Enter the primary target groups to be influenced by the secondary target group
Intermediaries 2	Select the target group – please see the list Target groups
Related to End Beneficiary	Enter the primary target groups to be influenced by the secondary target group
Intermediaries 3	Select the target group – please see the list Target groups
Related to End Beneficiary	Enter the primary target groups to be influenced by the secondary target group

For statistical purposes of the EEA Grants 2014–2021, the applicant will **select from the list statistical groups that best correspond to the described target groups of the project**. For a list of target groups for statistical purposes of the FMO please see Annex 12.

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

End beneficiaries represent persons or groups of persons/organizations directly affected by the implemented project and have tangible benefits from the project outputs and outcome (e.g. art critics in the area of theatre and dance, translators, visual artists, visitors of a performance).

Intermediaries represent persons or groups of persons/organizations influenced by the project to ensure the desired effects for the primary target group (e.g. publishers of expert magazines in the theatre area and dance, organizers of a performance). If project activities are addressed directly to the end beneficiaries, this target groups may not be relevant in this case.

2.5 Project Risks and Their Management

Risk Title	Enter a fitting risk name (for more detailed requirements, please see the Guideline for Applicants).
Risk Probability	Please select
Risk Impact	Please select
Risk Response	Please select
Risk Response Description	
Describe briefly the manner of response to the risk.	

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

For each risk the applicant shall indicate:

— risk title

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

Examples of risks:

- delays in implementation due to lack of finance for pre-financing;
- delays in the implementation of tenders;
- insufficient public interest in the media campaign;
- insufficient team capacity to deal with the project due to organizational changes; etc.

- probability of risk occurrence

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

- risk impact

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

- risk response

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

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

- risk response description

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

Examples of risks and reactions:

- Risk of disinterest of one of the target groups (children and youth) in one of the project outputs (exhibition) → eliminating the risk by involving teachers of the specific schools to participate in the concept of the exhibition in order the exhibition corresponds to the educational plan of the school plan of teaching.
- Risk of non-performance of the workshop due to unavailability of the selected experts → mitigating the risk by preliminary communication and ensuring a larger number of experts.
- Risk of insufficient communication between partners or between different art areas → eliminate risk by setting up project management well before starting it, organizing an initial meeting of partners, setting up personal responsibilities and communication channels, ensuring one person to act as a manager for communication between partners.

2.6 Project Sustainability

Describe the sustainability of the project.

The applicant shall describe how the proposed activities can lead to a lasting benefit and to the development of further activities and the sustainability of the applicant's operation.

Where a project includes investment expenditure, it is subjected to the obligation to preserve and sustain the investment property in accordance with the rules set out in subchapter 2.10.5.

2.7 Relevance of the Project to Programme

2.7.1 Project Relevance

Project Relevance
Describe the relevance of the project towards the priorities of the Programme (for more detailed requirements, please see the Guideline for Applicants).

The overall objective of the programme is to strengthen social and economic development through cultural cooperation, cultural entrepreneurship and cultural heritage management. In the area of contemporary art, it supports cultural and creative activities with entrepreneurial outlook stimulating social inclusion and local development. The programme seeks to contribute to a greater awareness about the culture of social, ethnic and cultural minorities and it aims at improving the access of minority groups to culture and at addressing their needs.

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

In relation to the focus of this open call, the applicant shall describe the relevance of the project to the expected programme outcome and outputs.

Description of programme outcomes and outputs including their indicators relevant for each support area is provided in the Annex 13.

Note for support area Contemporary Arts:

The applicant shall describe how the project supports contemporary arts (Programme Output no. 2.1) and eventually how it develops the capacity of cultural players (Programme Output no. 2.2). The applicant further evaluates how the project contributes to an improved access to contemporary arts (Programme Outcome no. 2) and how it strengthens social and economic development (e.g. social inclusion) through cultural cooperation and entrepreneurship.

Note for support area Capacity Building of Umbrella Associations, Networks and Platforms:

The applicant shall describe how the project contributes to the capacity development for cultural players (Programme Output no. 2.2). The applicant further evaluates how the project contributes to an improved access to contemporary arts (Programme Outcome no. 2) and how it strengthens social and economic development (e.g. social inclusion and regional development) through cultural cooperation and entrepreneurship.

2.7.2 Purpose of the Project

Purpose of the Project

Description of the Project Purpose
Briefly describe the purpose for which the requested grant shall be used (for more detailed requirements, please see the Guideline for Applicants).

Formulation of the project purpose in the support area Contemporary Arts in one sentence shall follow as this:

The project purpose is to make contemporary art accessible ...+ summary of main activities in own words.

Formulation of the project purpose in the support area Capacity Building of Umbrella Associations, Networks and Platforms in one sentence shall follow as this:

The project purpose is to strengthen capacity building of umbrella associations/networks/platforms...+ summary of main activities in own words.

The applicant shall fill in the **description of the purpose of the project** in the following way: "*The purpose of the project is to make contemporary art accessible through/strengthen capacity building of umbrella associations, networks and platforms through ….*". The main purpose of the project to be achieved thanks to the grant shall be clear from the description. The applicant shall briefly describe the purpose and the use of the expected grant in line with the pre-set programme outcome and it shall contribute to its fulfilment. Concrete names of performances, number of activities, etc. is not recommended in the description. The purpose of the project shall be achieved in direct relation to the implemented activities. The description shall also involve information about the promotion / accessibility of the achieved purpose of the project to public.

The purpose of the project will be stated in the legal act on grant award and thus, it will be binding. Therefore, the applicant shall suitably define the purpose of the project allowing the effective implementation of the project (especially with regards to the use of generated revenue).

Example for support area Contemporary Arts:

The project purpose is to make contemporary art accessible through theatre performances, workshops and other cultural and educational activities.

Example for support area Capacity Building of Umbrella Associations, Networks and Platforms and a project focusing on umbrella organizations:

The project purpose is to strengthen capacity building of an umbrella association through support of its members, development of new skills and competences and by increasing awareness among general and expert public.

2.7.3 Classification of the Project into Supported Programme Outcomes

Project Classification into Supported Programme Outputs					
Output Number					
Programme Output	To be filled in be the PO.				
Related Activities	Enter the activity/activities (their code number) through which the Programme Output shall be achieved.				
Programme Output Indicator		**Unit of measurement**	**Baseline**	**Target**	**Achievement date (MM/YYYY)**
1					
2					
3					
Fulfilment, Setting and Source of Verification of the Indicator 1					
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value.					
Fulfilment, Setting and Source of Verification of the Indicator 2					
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value.					

Follow the guideline in Annex 13

Programme outcomes are the short and medium-term effects of an intervention's outputs on the intermediaries or end beneficiaries. In its relation to the programme, the project contributes to fulfilment of the **programme outcome** (Improved access to contemporary arts) including related indicators. The programme outcome, which is relevant for the project (the project will contribute to this outcome in direct relation to the implemented activities) and on which the project will be obliged to comment in the monitoring reports, is pre-set by the PO.

For this programme outcome, the applicant shall select outcome indicator/indicators corresponding to the focus of the project and the set-up of the open call. The text of the open call defines what outcome indicators are mandatory or facultative[7].

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

— programme outcome indicator
— unit of measurement
— baseline value of the indicator

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

— **target value** of the indicator

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

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

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

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

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

The applicant must fill in the description using the predefined data specified in Annex 13 in the columns Indicator Definition, Setting of indicator value and Source of verification. If relevant, the applicant further specifies the description and method of fulfilment of the indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the initial value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 13). 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

Project Classification into Supported Programme Outputs					
Output Number					
Programme Output	To be filled in be the PO.				
Related Activities	Enter the activity/activities (their code number) through which the Programme Output shall be achieved.				
Programme Output Indicator		**Unit of measurem ent**	**Baseline**	**Target**	**Achievement date (MM/YYYY)**
1					
2					
3					
Fulfilment, Setting and Source of Verification of the Indicator 1					
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value.					
Fulfilment, Setting and Source of Verification of the Indicator 2					
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value.					

[7] The applicant confirms the relevance of the facultative indicator based on submitted project and the situation prior its submission.

Follow the guideline in Annex 13

Programme outputs are the products, capital goods and services delivered by an intervention in project to the set target groups. In its relation to the programme, the project by its activities fulfils the programme outputs including related indicators. The programme output which is relevant for the project (the project will contribute to this outcome in direct relation to the implemented activities) is pre-set by the PO. Mandatory outputs and indicators will be pre-set in the IS CEDR as relevant "yes."

Note for the support area Contemporary Arts:

If relevant, the applicant in the support area Contemporary arts selects to the pre-set programme output 2.1 "Support for contemporary arts provided" also the programme output 2.2 "Capacity development for cultural players supported."

For every programme output, the applicant shall select programme output indicator/indicators based on the focus of the project and the set-up of the individual open call.

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

— baseline value of the indicator

The applicant shall indicate the initial value of the indicator before the start of project implementation (if it is not already pre-set by the PO).

— **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. A 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.

— 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 13 in the columns Indicator Definition, Setting of indicator value and Source of verification. If relevant, the applicant further specifies the description and method of fulfilment of the indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the initial value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 13). If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

Note:

The text of the open call defines what output indicators are mandatory, mandatory elective[8] or facultative. This set-up is based on the focus of the open call and eligible activities.

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

2.8 Project Activities

Please describe what will be performed, by whom, when and how and how the project partner is involved.

Do not forget to connect activities to project budget and selected outputs/outcomes and indicators.

Please define at least one relevant output and one indicator for each activity.

The project activities must lead to the fulfilment of the project objective and also to the fulfilment of the programme objective. The project activities shall be structured logically and linked to the expected programme outputs and outcome defined in accordance with subchapters 2.7.3 and 2.7.4 as well as to the detailed project budget. The project always includes key activities, project management and project publicity; the recommended maximum total number of activities including project management and project publicity is 7 (maximum total number is 10).

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

Key activities can be for example: Rehearsal and showing of the performance, preparation and organization of an exhibition, series of discussions or workshops, preparation and organization of a conference, art residency.

Note for the support area Contemporary Arts:

With regards to the focus of the open call, the project can involve (aside of the main activities defined in the call text) also additional activities supporting capacity building among artists and cultural organisations. The applicant shall indicate all activities (main and additional) that are key and necessary for achieving project objective. Based on the set-up of the open call, the project must include at least one of the main activities indicated in the open call (e.g. creation of new art works), i.e. it is not possible to list only additional activities.

2.8.1 Key Project Activities and Outputs

Key Project Activities and Outputs	
Activity Number	Enter the activity number.
Activity Title	**Enter the brief and concise title of the activi**).
Start Date	Enter the expected start date of the activity.
Completion Date	Enter the expected start date of the activity.
Activity Description	
Provide a brief and clear detailed description of the key project activity.	

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

— name of the key activity

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

— description of the key activity

The individual key activities that need to be undertaken to support achieving the project objective must be described in detail. The applicant shall indicate what will be the content of the key activity. The key activities must contribute to the achievement of the relevant programme output and outcome.

The project is structured into individual key activities according to the **logical content units** (e.g. concept creation, preparation and organization of the conference, preparation and staging of the performance, interviews and elaboration of an analysis, evaluation of the project etc.). The breakdown by time and project time schedule is not supported (e.g. breakdown by phases of organization phases of the conference such as creation of the concept; preparation, organization and evaluation of the conference).

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

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

Examples of key activities:

Support area Contemporary Arts:

- Performance rehearsal and show;
- Preparation and organization of an exhibition;
- Preparation/rehearsal of a show / performance including creative workshops and art residencies;
- Creation of communication strategy and audience development;
- Series of workshops, educational events focusing on skills in cultural entrepreneurship;
- Series of workshops for students focused on solutions to the contemporary social challenges through art.

Support area Capacity Building of Umbrella Organizations, Networks and Platforms:

- Professionalization, development and strengthening of skills and competences;
- Mapping of the needs and preparation of strategic arguments;
- International cooperation and exchange of know-how;
- Preparation of strategic measures in work with the audience.

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

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

Outputs of the key activities

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

Output Number	Enter the number code of the output.
Output Title	Enter the name of the output.
Related Programme Output	Enter the number code of the Programme output to which the activity is linked.
Description of the Activity Output	
Provide a brief and clear overall description of the output of the key project activity.	
Output Indicator	Define the indicator to monitor the output of the key activity.
Unit of measurement	Define the unit of the indicator.
Baseline	Enter the baseline value of the indicator.
Target	Enter the target value of the indicator.
Achievement date (month/year)	Enter the expected date (month/year) of the target value completion (format MM/YYYY).
Setting of Values	
Describe the way of setting the indicator values.	
Source of Verification	
Describe the source of verification of the indicator and its target value.	

The applicant shall provide the data for each output separately:

- title of the activity output

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

- related programme output

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

— description of the activity output

The applicant shall provide description of the output of the given key activity, i.e. what will be created within the key activity, for which target groups the given output is intended, how it will be used, etc. (example: 4 performances thematically focusing on the issue of social, ethnical or cultural minorities will be showed for public).

— activity output indicator

The applicant shall provide the name of a measurable indicator that will document and objectively evaluate the fulfilment of the given activity output (e.g. the number of trained persons, the number of implemented training sessions, etc.). The applicant can define indicators in own words or use and programme output indicator listed in IS CEDR and used in Programme Culture.

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

— unit of measurement

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

— baseline value of the indicator

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

— target value of the indicator

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

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

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

— setting of values

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

— source of verification

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

Examples of outputs of key activities:

Support area Contemporary Arts:

— performance;
— exhibition;
— workshops;
— on-line platform;
— festival (supported only in case of a creation and presentation of new art work);
— creative workshops;
— art residency;
— conference on topic ….

Support area Capacity Building of Umbrella Organizations, Networks and Platforms:

— new business models;

— number of trained members;
— number of created strategic measures.

2.8.2 Project Publicity and its Outputs

Do not forget to describe how the mandatory publicity is reflected.

Please do not include activities not directly related to the project publicity and implemented as other activities.

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

These activities contributing to effective publicity of the project shall be described within a mandatory project activity – Project publicity.

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

The communication plan includes the setting of a target group, publicity outputs (e.g. awareness raising campaign, project opening conference, project final conference, press conference, etc.), indicative time schedule and publicity output indicators.

Note:

The outputs of other activities including events of various types do not relate to the publicity outputs (e.g. scientific seminar, workshop, concert, exhibition, etc.). For all actions carried out within the project, the project promoter is always obliged to inform the participants of the event about the support from the EEA Grants 2014-2021.

The applicant chooses communication tools with regard to the project target groups and the nature of the outputs of the project activities and the overall project budget. The most widely used communication tools within the project publicity include communication with the professional community, communication with the general public, media communication and internal communication within the institution and among the project stakeholders.

More concrete form of publicity can be for example media campaigns (in press, radio, TV and internet) aiming to increase general awareness about the project and the EEA Grants 2014-2021 or direct communication with the target group through seminars, workshops and conferences focused both on general public and other stakeholders (experts, media, employees, etc.).

The campaign is not one-time event, but rather a complete promotion of the project through various communicational channels – website, social networks, events, advertisement in press etc. Events need to be supported by suitable promotional and information materials fulfilling mandatory publicity requirements. It is crucial to inform all stakeholders including the general public about the project, its goals and successes. Actions carried out within the project can be in a form of seminars, conferences, press events or they can be part of a larger event (festival, fair) - the project promoter is always obliged to inform the participants of the event about the support from the EEA Grants 2014-2021 (information on the website, press or social media, roll-up or fliers).

Mandatory requirements of the communication plan:

— Objectives and target groups.
— Strategy and content of information and communication measures, including communication tools and time schedule.
— Project promoter is obliged to implement at least **two information activities** on the procedures, achievements and results of project implementation.
— The project promoter is obliged to provide information on the project on thematically oriented **websites**, or on the existing website of the project promoter’s organization, in the project section **in Czech language**. For projects with a grant of more than 3 900 000CZK (EUR 150,000), the project promoter is obliged to create a dedicated project website (as a separate section dedicated to the project on an existing organization website or as a

separate project page), both in **Czech and English**. As an alternative, it is possible to promote information about the project via social media profiles. The website/social media profile shall include information about the project, its progress, eventual cooperation with donor project partners, relevant photos, contact details and a reference to the Programme Culture and EEA Grants.

— Information about administrative units or subjects responsible for implementation of information and communication measures.
— Suggestion of the evaluation of information and communication measures with regards to the visibility of the project and the EEA Grants (general awareness about goals and effects).

The communication plan shall be described in the activity Project Publicity. The applicant shall describe and indicate all required measures of the communication plan.

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; for the requirements for the description of each field, see the previous chapter; in terms of content, the applicant follows the above mentioned requirements for the project communication plan).

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

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 documents are available for download at www.eeagrants.cz/en/general-information/promotion/downloads.

Publicity of the Project and its Outputs	
Activity Number	Enter the number of the activity (for more detailed requirements, please see the Guideline for Applicants).
Activity Title	**Project Publicity**
Start Date	Enter the expected start date of the activity.
Completion Date	Enter the expected start date of the activity.
Activity Description	
Provide a brief and clear detailed description of the project publicity.	
Output Number	Enter the number of the output
Output Name	Enter the name of the output.
Output Description	
Provide a brief and clear detailed description of the output of the project publicity.	
Output Indicator	Define the indicator to monitor the output of the project publicity.
Unit of measurement	Define the unit of the indicator.
Baseline	Enter the baseline value of the indicator.
Target	Enter the target value of the indicator.
Achievement date (month/year)	Enter the expected date (month/year) of the target value completion (format MM/YYYY).
Setting of Values	
Describe the way of setting the indicator values.	
Source of Verification	
Describe the source of verification of the indicator and its target value.	

2.8.3 Project Management

Project Management	
Activity Number	Enter the number of the activity.
Activity Name	**Project Management**
Start Date	Enter the expected start date of the activity.
Completion Date	Enter the expected completion date of the activity.
Activity Description	
Provide a brief and clear detailed description of the ´Project management´.	

Please describe roles and responsibilities of the individual management members and their expected workloads. Do not forget project partner management, if relevant.

Do not involve specific names of persons, describe the position instead (e.g. financial manager).

Do not involve other experts (e.g. production workers).

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

— Project management activity description

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

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

The activity Project management runs throughout the project implementation period. The expected start date must be derived from the possible start date of the project – see subchapter 2.1.5 of the Guideline. The indicative date for the possible start of the project with respect to the project appraisal process is set by the PO in the open call.

Number of persons responsible for the project management funded from the project budget	Enter the number
- **of which external staff**	Enter the number
Number of persons responsible for project management not funded from the project budget	Enter the number
- **of which external staff**	Enter the number

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

— project manager;
— financial manager;
— accountant;
— administrator;
— management assistant.

In the budget chapter Management, it is also possible to claim management overheads. For projects with the implementation longer than 24 months or longer, a maximum allocation of the chapter Management is set at 15% of the total eligible project costs. Projects with implementation of **less than 24 months (incl.) can set the allocation of the chapter Management to max. 10% of the total eligible project costs.**

Note:

In the management budget chapter please include only the positions exclusively related to project administration (preparation of monitoring reports, financial documentation, accounting). Other specific expert positions please include in the Services budget chapter. If one person in the project simultaneously manages the project management and other services (e.g. production) then the applicant shall specify the relevant part of the workload in the Management and Services chapter.

2.9 Schedule and Time Schedule of the Project

Project Timeline										
Activity Number and Name/Period	2022				2023				2024	
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2

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

2.10 Budget and Project Financing

A detailed project budget is an integral part of the application. The rules on which categories and types of expenditure are eligible and can be claimed as eligible are described in the Guideline of the National Focal Point for Eligible Expenditures under EEA/Norwegian Financial Mechanisms 2014-2021 (unless this Guideline states otherwise).

The PO stipulates that any acquired assets within a project form an integral and necessary component of the project necessary for the purpose of the project to be achieved. The entire purchase price of the assets that will be purchased during the implementation of the project and used in the project may be included in the eligible project costs. Depreciation costs are therefore not eligible.

In the support areas **Contemporary Art** and **Capacity Building of Umbrella Associations, Networks and Platforms**, all eligible expenditures indicated in the detailed project budget in the application shall be listed as investment or non-investment expenditure. The share of investment expenditure must not exceed 15% of the total eligible costs.

2.10.1 Co-Financing

Project Financing
Describe briefly how the project financing will be ensured.

The grant is awarded in CZK. The exchange rate for conversion of the requested grant amount in EUR is set in the Open Call (26,50 CZK/EUR) and the conversation to EUR will be automatically performed by the IS CEDR. The information in EUR will be used for statistical purposes.

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

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

— The applicant is responsible for ensuring the set measure of project co-financing (min. % of total eligible costs stemming from the legal act on grant award) in entire amount, i.e. for the entire project implementation.

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

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

Note:

In case the project is a part of a larger unit (e.g. a festival consisting of several parts, whereas only one part is supported by the project) financed also from other financial sources outside the eligible project costs, the applicant shall ensure, that the accounting documents and the accounts clearly identify expenditures related to the project and expenditures financed from other sources. The grant amount and the co-financing shall be calculated in the total eligible costs and this amount will be monitored during the implementation of the project.

2.10.2 Detailed Project Budget

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

- budget chapter

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

- fixed item

The items of the chapters Management and Travel costs are fixed (see fixed items in the IS CEDR menu. If the 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 and describe the individual components in the Additional Information field.

- item

The items of the Construction Works and Supplies, Services and Publicity chapters are entered by the applicants individually according to the project needs. The indicative list of items which fall under the chapters Services and Publicity are specified in the IS CEDR menu. Each item used within a particular chapter of the project budget needs to have a unique name. It is advised that public procurement relates to one item only.

- unit

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

- number of units

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

- item unit price

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

- expenditure type

The applicant shall indicate the type of all expenditures (investment/non-investment) in the detailed project budget. Automatically, the IS CEDR calculates the share of investment expenditure subjected to the condition of max. 15% of total eligible costs (applied in support area Contemporary Art and Capacity Building of Umbrella Associations, Networks and Platforms).

- related activity

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

— additional information

Where requested or, where relevant, the applicant provides a more detailed description and justification of the item. Item specification is required when using a cumulative item so that its individual components can be decoded. If construction works are part of the project, the cumulative item Construction works will be used in the project budget. A detailed construction budget will be a mandatory annex to the application; more detailed specifications are not required in the column Additional information.

Note for IS CEDR:

Own budget items add by this button :

2.10.3 Project Budget Breakdown

Project Budget Breakdown

Budget Heading	Expected costs per budget heading (CZK)	Expected costs per budget heading (EUR)
Services		
Construction Works and Supplies		
Management		
Publicity		
Travel costs		
Total Project Eligible Costs		
- of which partner enter the name of the partner organization		
- of which partner enter the name of the partner organization		

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

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

2.10.4 Travel costs

Specification regarding the travel costs of international travels in Programme Culture:

In case of international travels within the project and inclusion of the related costs into the project budget, the applicant will always select the method of **calculating 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). 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://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm_en) and it is calculated per number of nights[9].

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

The **per-diem** is used **only for international travels**, both for trips of Czech participants abroad as well as trips of foreign project partners / foreign entities to the Czech Republic. In case both foreign trips and domestic trips are part of the project, the applicant calculates the items for domestic trips individually (from the list of fixed items). In case the standard lump sum is not considered economic and effective (e.g. travels abroad for higher number of participants, long-term stays), the applicant is allowed to set a lower lump sum in the application. However, such lump sum shall be used for the entire period of project implementation and cannot be increased in case of higher expenditures by savings from other budget items.

Calculations for domestic trips within the Czech Republic are guided by the Labour Code (Act No. 262/2006 Coll.).

2.10.5 Investment Assets in Project

Investment Assets	
The project will acquire investment assets the purchase price of which is included in the project budget	Please select
Justification	
Briefly justify the need to acquire investment assets within the project.	

The PO stipulates that any acquired assets within a project form an integral and necessary component of the project necessary for the purpose of the project to be achieved. The entire purchase price of the assets that will be purchased during the implementation of the project and used in the project may be included in the eligible project costs.

If the project will have investment expenditures[10] the cost of which is included in the project budget and/or the property is built/reconstructed/renovated, the applicant specifies why the investment costs are necessary for the project and what their contribution to the project is. The applicant will also indicate whether the project budget includes the total costs of such investments or their proportion.

The applicant further confirms in the justification that he/she is aware of the conditions associated with the acquisition of the investment assets, namely:

- The project promoter will ensure that ownership of the acquired assets and property built/reconstructed/renovated within the project is maintained for at least 5 years after the end of the project.
- For the acquired assets and property built/reconstructed/renovated within the project, the project promoter will ensure property insurance against damage caused by fire, theft and other common types of insurance risk[11] for at least 5 years after the end of the project.
- The project promoter will ensure the proper maintenance of the acquired assets and property built/reconstructed/renovated within the project for which it pays annually the appropriate amount for at least 5 years after the end of the project.

The PO may reduce the aforementioned period or completely waive the requirement to fulfil the above mentioned conditions if it is obvious that the continued use of the acquired equipment / facilities for the general objectives of the project would not be economically useful given all relevant circumstances. The conditions for grant approval will be specified by the PO before the legal act on grant award is issued.

2.10.6 Indirect Costs (Overheads)

Indirect Costs	
Indirect Costs are included in the Project Budget	Please select
Method of Indirect Costs Calculation	Please select

[10] The following are considered investment assets:

Fixed tangible assets – **investment** - tangible movable things and their groups with a separate technical and economic purpose, the entry price of which is lower than CZK **80,000** (per item) and the operational and technical function is longer than 1 year, buildings, apartments, commercial premises and structures, other assets (e.g. technical upgrade as part of a renovation/upgrade).

[11] Damage to property is, pursuant to Annex to Act No 363/1999, caused by fire, explosion, storm, natural phenomena other than storm (e.g. lightning, flood, hailstorm, frost), nuclear energy, land slide or soil subsidence, other causes (e.g. robbery, theft or damage caused by wild animals).

The applicant shall indicate whether the indirect costs (overheads) are part of the project budget. If the overheads are part of the project budget, 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 FM 2014–2021, available at www.eeagrants.cz.

In case the indirect costs are part of the budget, the applicant shall create a budget item/items in the Detailed Project Budget „Indirect costs“ amounting up to the selected method or lower.

2.10.7 VAT and its reimbursement

VAT and its Reimbursement	
VAT in Project Budget	Please select
VAT Coefficient	

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

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

If the applicant is not a VAT payer 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 etc. will be reimbursed by the PO including the VAT.**

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 etc. will be reimbursed by the PO in the amount deducted by the VAT.**

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

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

2.10.8 Revenue Generated by Project

Revenue Generated by the Project		
Project shall generate revenue	Please select	
Description of revenue generating activities		
Describe briefly expected generating of revenue in the project.		
Revenue Overview	**During Project Implementation (CZK)**	**During Project Sustainability Period (CZK)**
Estimated Annual Revenues		
Estimated Annual Operating Costs		
Net Revenues		

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

Revenues (arising from the project outputs) are inflows of funds paid by users for infrastructure, goods, services or rights that have been supported by the project. These include, for example, admission from events, conference fees, revenues from the sale of publications, revenues for services provided within the project, etc.[12]

Net revenue is calculated as the difference between the revenues arising from the project outputs and the operational costs related to the creation or operation of outputs (e.g. salaries of employees, energy costs, purchase of goods) not included in the project budget and not reimbursed by the 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.

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

a) as an additional resource to finance other project-related activities contributing to the achievement of the purpose of the project approved under the project modification;
b) as a source of co-financing of the project promoter (in line with the guidance in the respective Open Call the co-financing rate is set to 10% of the total eligible costs);
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.

2.10.9 In-Kind Contribution

In case of projects where the project promoter or the project partner is a non-governmental non-profit organization or a social partner, in-kind contribution in the form of voluntary work may constitute up to 50% of the co-financing, see the Guideline of the National Focal Point for Eligible Expenditures under EEA/Norwegian Financial Mechanisms 2014-2021.

In case, the applicant intends to use voluntary work for co-financing, this work shall be included in the detailed project budget as an item “Volunteers”(chapter Services) and confirmed in the application on a tab “Budget”.

2.10.10 Project Financing

Project Financing			
	EUR	**CZK**	**% total eligible costs**
Total eligible costs	Insert amount in EUR rounded to 2 decimal places	Insert amount in CZK rounded to whole number	100
Requested Grant Amount	Insert amount in whole EUR	Insert number in whole CZK	
Project Co-financing	Insert amount in whole EUR	Insert number in whole CZK	

Based on the Detailed Project Budget filled in the application, the IS CEDR automatically transfers aggregated costs in the part „Project Financing“:

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

The applicant shall complete in the application only the following:

— Requested grant amount (CZK): the amount in whole CZK

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

— **Requested grant amount (EUR)**: the amount rounded down to whole EUR

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

— **Requested grant amount (%)**: the grant may be provided up to 90% of the total eligible project costs
— **Project co-financing amount (CZK)**: the difference between the total eligible costs and the requested grant amount (max. 2 decimal places)

2.10.11 Payments

The expenditure of the project promoter will be reimbursed ex-post based on the expenses actually incurred (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 documents.

The applicant may ask for an advance payment to finance the project at maximum 60% of the awarded grant. For non-governmental non-profit organisations and natural persons the amount of the advance payment may be up to 70% of the awarded grant. The applicant shall justify its request for advance financing in the application. In accordance with Act No 218/2000 Coll. on budgetary rules, the advance payment is not provided to organisational units of the state and to state contributory organisations.

In case the proportion of investment and non-investment expenditures is not adhered, the application cannot be submitted.

Each Payment Request (including the Advance Payment Request) shall be divided into investment and non-investment planned expenditure/expenditure and the share of non-investment expenditure shall always be at least 15%. In case the statement of the advance payment is part of the payment request, the share of non-investment expenditure shall be at least 15% of the amount to be reimbursed (after advance payment deduction).

It is necessary to note, that all investment expenditures exceeding 85% of costs to be reimbursed in the Payment Request, will be taken out and can be submitted in the following Payment Request.

Example:

An applicant purchases larger investment and pays salaries and promotional materials in one monitoring period. In total, the expenditures in the respective monitoring period are 1 000 000 CZK.

Investment expenditures (purchase of equipment)	*900 000*
Non-investment expenditures (publicity, management)	*100 000*
Total	***1 000 000***

The project receives 90 % grant and 10% is co-financed by the applicant.

Grant (i.e. 90% of expenditures)	**900 000**	**Share**
–out of which investments	810 000	90%
–out of which non-investments	90 000	10%
Co-financing	100 000	

The grant in this Payment Request does not adhere the condition of the share of non-investment expenditures in every Payment Request is min. ***15%*** *of the amount to be reimbursed. Therefore, it is not possible to reimburse the entire amount of the grant within this Payment Request. The applicant needs to transfer part of the investment expenditures in the next Payment Request.*

To be Reimbursed - Grant	**600 000**	**Share**
–out of which investments	510 000	85%
–out of which non-investments	90 000	15%
Co-financing	100 000	
Transferred to the next Payment Request	300 000	

In total, the applicant receives grant 600 000 CZK and 300 000 CZK will be transferred into the next monitoring period.

From the above mentioned reasons, the applicants asking for the advance payment are recommended to divide the advance payment in the proportion of investment and non-investment expenditures allowing the reimbursement of most of the investment expenditures in the Advance Payment. Subsequently, the investment expenditures will be reported on (and the investment expenditures will be deducted from interim payment requests).

In case of a well-designed Advance Payment, the example is following:

To be Reimbursed - Grant		**Advance Payment Deduction**	**To be reimbursed**	**Share**
Grant (i.e. 90% expenditures)	900 000	500 000	400 000	
–out of which investments	810 000	500 000	310 000	77,50%
–out of which non-investments	90 000	0	90 000	22,50%
Co-financing	100 000			

The situation differs thanks to the involvement of the investment expenditures already in the Advance Payment. Part of the investment expenditures is reported in the Payment Request and the advance payment is deducted. The share of expenditures to be reimbursed has changed under this situation.

2.10.12 Policy Markers

Policy Marker	Please select
Description of Policy Marker Implementation	
If the topic is relevant or fundamental, please describe its implementation in the project.	

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

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

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

Examples:

Support area Contemporary Arts:

— Project focuses on contemporary arts (e.g. theatre performance), tackling the topic (besides other) of vulnerable groups (Roma and other social, ethnic and cultural minorities) → integration, inclusion, intercultural dialogue and partner cooperation of vulnerable groups is fundamental for the project.
— Project focuses on contemporary arts in terms of additional activities strengthening capacities of artists, cultural organizations in cultural entrepreneurship and artistic and technical skills → integration, inclusion, intercultural dialogue and partner cooperation of vulnerable groups is relevant, but it is not the main focus of the project.

Support area Capacity Building of Umbrella Organizations, Networks and Platforms:

— Project focuses on professionalization and development of umbrella associations, networks and platforms in the area of contemporary arts including (besides other) vulnerable groups → integration of vulnerable groups is relevant, but it is not the main focus of the project
— Project focuses on testing of recommendations for working with audience on a concrete example of vulnerable groups → integration of vulnerable groups is fundamental for the project.

2.11 Author of the Application

Provide information about the entity that has processed 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, if relevant, what documents have been prepared in connection with the preparation of this application (supporting and related documentation).

2.12 Annexes to the Application

After filling all information in the application tabs, the applicant shall create a generated document Grant Application. By this, a registration number is assigned to the application and it will be used as a project number. Further, the applicant shall generate other mandatory annexes of the application. The Grant Application must be signed by the applicant or authorized person with a qualified electronic signature.

List of mandatory annexes:

1) **Declaration**

   The applicant and project partner/partners must fulfil conditions defined in the Declaration (see Annex 14). The Declaration is a mandatory annex of the application. The annex of the Declaration generated in IS CEDR shall be signed by the applicant or an authorized person with a qualified electronic signature.

2) **Partnership Commitment Statement** (standardized form) / **Partnership Agreement** (in case of partnership)

   In case a **donor project partner is involved in the project**, the applicant shall submit Partnership Commitment Statement/Partnership Agreement **in English** (see Annex 10a /11a to this Guideline) or in a respective multilingual version for every partner **from the donor state** separately.

   In case of a partnership with a **Czech partner**, the applicant shall submit Partnership Commitment Statement/Partnership Agreement in Czech (see Annex 10b/11b to this Guideline).

   Submitted document shall be signed by the applicant and the partner or an authorized person by electronic signature (eventually it must be signed by hand and scanned).

3) **English Resume of Grant Application** (in case of projects without involvement of donor project partner)

   In case the application is submitted in Czech language (i.e. no donor project partner is involved in the project, see chapter 1), the applicant shall submit English Resume of Grant Application (see Annex 3 to this Guideline). The resume summarizes the translation of main parts of application in English.

4) **Identification of the ownership structure of the applicant and the persons acting on its behalf** (in case of legal persons)

   If the applicant is a legal entity, in accordance with Section 14(e) of Act 218/2000 on budgetary rules amending certain related acts, as amended, the application must include an annex with the identification of the legal entity (see Annex 8 to this Guideline) including:

— persons acting on behalf of the applicant, indicating whether they are acting as his statutory body or acting on the basis of a power of attorney,
— persons with a share in that legal person,
— the persons in which the applicant holds a holding and the amount of that holding.

When completing section 1 (Persons acting on behalf of the applicant either as his statutory body or acting on the basis of a power of attorney), the applicant shall indicate all the person(s) acting on behalf of the applicant. If the applicant is represented by a statutory body, the applicant shall provide a list of its members (if necessary to insert another person/persons, it is possible to copy the table and provide the relevant data for each person). If the legal entity has a collective statutory body and the founding legal act stipulates that several members of the statutory body must act together, the applicant will describe this fact in the field Statutory body of the applicant. Evidence of the statutory body's authority to act on behalf of the applicant (e.g. minutes of the meeting on the election of the statutory body) can be named in the annexes (sections of the annex below the signature table in the form Identification of the ownership structure of the applicant and the persons acting on its behalf) and submitted as a separate annex to the application (see pint 8 bellow Proof of authorization of legal representative to act on behalf of the applicant).

The form Identification of the ownership structure of the applicant generated in the IS CEDR with filled information shall be transferred in *.pdf and signed by the applicant or authorized person with a qualified electronic signature.

5) **Project Logical Framework**

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

List of other mandatory annexes (only if relevant)

6) **Proof of legal personality**[13]

Persons registered in a public register (Federal Register, Foundation Register, Register of Institutions, Register of Unit Owners, Business Register and Register of Public Benefit Companies), Trade Register, Register of Joint Municipalities, in the Register of Schools, in the University Register, or in the Register of Registered Churches and Religious Societies, Register of Registered Legal Entities, or Register of Unions of Churches and religious societies led by the Ministry of Culture or other publically accessible register are not obliged to submit the proof of legal personality.

Free-lance natural persons shall submit tax declaration for the last 2 years or a DIC registration issued by the Financial office or IČ registration issued by Czech Statistical Office.

Officially authenticated copy shall be submitted (not older than 90 days since the day of application submission).

7) **Officially authenticated copy of the complete last wording of the founding legal act** (e.g. articles of association, formation deed, etc.) (in case of legal persons)

The complete last wording of the founding legal act shall be submitted by legal persons only if the document is not included in the collection of documents in a public register (as listed above) or the proof of legal personality does not indicate a manner of acting of the applicant.

Officially authenticated copy shall be submitted (not older than 90 days since the day of application submission).

8) **Proof of authorization of legal representative to act on behalf of the applicant** (e.g. minutes from the member´s meeting on the election of the governing body) (in case of legal persons)

Proof of the governing body's entitlement to act on behalf of the applicant does not need to be submitted if the identification data of the governing body (its members) and the manner of acting of the governing body on behalf of the legal person are specified in one of the registers defined above or are clear from the Annex 9 *Identification of the ownership structure of the applicant and the persons acting on its behalf.*

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

In case of a person acting on behalf of the applicant on the basis of a power of attorney, the application must be accompanied by a power of attorney including an officially authenticated signature of the applicant or a scan of officially authenticated copy. The power of attorney shall encompass all requirements of the power of attorney including identification of the authorizing authority, attorney, date and place of the signature, signature of the authorizing authority.

In case of an employee acting on behalf of the applicant on the basis of an authorization, the application must be accompanied by the authorization document with the signature of the applicant or a scan of officially authenticated copy. The authorization document shall encompass all requirements including identification of the authorizing authority, representative, content and eventually a period, date and location of the signature and the signature of the authorizing authority.

If the power of attorney /authorization to act on behalf of the applicant to submit the application is subjected to the decision of a committee /board/council or similar organ, the applicant shall attach this decision signed by the its members to the application.

[13] Proof issued by respective organs responsible for the decision of foundation, creation of subjects or their registration.

Note for IS CEDR and work with annexes:

- An applicant can repeatedly generate Grant Application form in IS CEDR while filling in the data in the system Thanks to this document, it is possible to check continuously the content of the filled in information in the individual parts of the application. The final version of the Grant Application (i.e. document ready for signature) shall be generated after all required information are filled in and annexes are uploaded in IS CEDR (the Grant Application includes their list).
- In case of annexes required in standardized format , the applicant shall firstly generate the template of the document in IS CEDR. All relevant data previously filled in IS CEDR tabs will be incorporated in the document. If more information shall be added, the applicant downloads the generated template and save it in his computer. After all required information are included, the applicant uploads the prepared document under the respective annex type in IS CEDR as “a file” (before saving the document in IS CEDR the document shall be transferred in *.pdf by ticking „Transfer to pdf“).

2.13 Signature

Name and Surname	Date	Signature

The application and selected annexes shall be signed by the applicant or and authorized person to act on behalf of the applicant with the qualified electronic signature. In case of the **applicant – natural self-employed person** the application must be signed by this person. In case of the **applicant – legal person**, the application must be signed by its statutory body or in case of a collective statutory body by an authorized member/members of the statutory body of the applicant. Also, the application can be signed by an authorized person acting on behalf of the applicant.

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

By the qualified electronic signature of the applicant or the authorized person acting on behalf of the applicant shall be signed the in IS CEDR following documents (generated in IS CEDR with the signature imprint):

- Grant Application,
- Annex Declaration,
- Identification of the ownership structure of the applicant and the persons acting on its behalf (relevant only for legal persons).

Only exception is the annex Partnership Commitment Statement/Partnership agreement which can be signed by the applicant and the partner or by authorized persons with **electronic signature (eventually signed by hand and scanned).**

3. Process after Submission of the Application

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

The applicant will be informed of any shortcomings identified (e.g. completeness and legibility) and invited through the IS CEDR to make corrections of the annexes to the application. In case the deadline for corrections is not met the application will be removed from further evaluation.

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

The evaluation is followed by the verification of the evaluation process. Applicants, whose applications were recommended by the Selection Committee to receive a grant, will be informed about the next steps including submission of required additional documents (e.g. list of planned tenders, confirmed identification of bank account, partnership agreement, information for state aid assessment etc.) via IS CEDR and in a letter issued by the PO (in the 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 EEA/Norway Grants 2014-2021, general conditions of the Programme Culture, recommendations and results of the selection committee related to the respective application and conditions of respective state-aid regime. 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 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 a legal act on grant award will be issued. The list of approved projects will be published at www.eeagrants.cz. Information about the progress of the evaluation and evaluation of individual applications will not be published.

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

4. Annexes to the Guideline

Annex 1 - Grant application form (form serves only for preparation of the application outside IS CEDR) – in Czech

Annex 2 - Detailed project budget (form serves only for preparation of the application outside IS CEDR) – in Czech

Annex 3 - English Resume of Grant Application

Annex 4 - Checklist (Open call – Contemporary Arts) – in Czech

Annex 5 - Checklist (Open call – Capacity Building of Umbrella Associations, Networks and Platforms) – in Czech

Annex 6 - Legal forms – in Czech

Annex 7 - Organization types – in Czech

Annex 8 - Identification of the ownership structure of the applicant and the persons acting on its behalf – in Czech

Annex 9 - Bilateral indicators – in Czech

Annex 10a - Partnership Commitment Statement

Annex 10b - Partnership Commitment Statement with Czech partner– in Czech

Annex 11a - Template Partnership Agreement

Annex 11b - Template Partnership Agreement – in Czech

Annex 12 - Target groups – in Czech

Annex 13 - Programme outputs and outcome of the Programme Culture including indicators – in Czech

Annex 14 - Declaration – in Czech