Norway Grants 2014–2021

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

Guideline for Applicants

Programme Human Rights

Open Calls for proposals:

HROVA1A - Support for Roma Platforms at Local and Regional Level
HROVA1B - Capacity Building of Roma Advisors

Valid from: 23 June 2020

Norway grants

Content

List of Abbreviations

EEA	European Economic Area
Donor states	Iceland, Liechtenstein and Norway
Norway Grants	Norwegian Financial Mechanism
IS CEDR	Information system CEDR
FMO	Financial Mechanism Office (in Brussels)
PP	Project Promoter
NFP	National Focal Point
NUTS	Nomenclature of territorial statistical units
ORP	Municipality with extended scope of authority, according to Act No. 314/2002 Coll., on the Establishment of Municipalities with Authorized Municipal Office and the Establishment of Municipalities with Extended Scope of Authority, as amended
PO	Programme Operator (Ministry of Finance of the Czech Republic)

Introduction

The overall objective of the Norwegian Financial Mechanism (hereinafter referred to as "**Norway Grants**") is to contribute to reducing economic and social disparities in the European Economic Area (hereinafter referred to as "EEA") and to strengthening bilateral relations between donor and beneficiary states through financial contributions in agreed programme areas.

This Guideline for Applicants (hereinafter referred to as the "**Guideline**") is intended for grant applicants interested in financial support of projects in the support area No. 7 **Roma Inclusion and Empowerment** within the Programme **Human Rights**:

— HROVA1A - **Support for Roma Platforms at Local and Regional Level,**
— HROVA1B - **Capacity building of Roma advisors.**

The Guideline together with the text of the Open Call for submitting grant applications (hereinafter referred to as "**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 relevant especially for the subsequent implementation of approved projects:

- Guideline of the National Focal Point for Eligible Expenditures under the EEA/Norwegian Financial Mechanisms 2014-2021 (available here);
- Guideline of the Programme Operator for Public Procurement of Small Scale (available here - in Czech only);
- Guideline for Beneficiaries of Grants funded from programmes Health, Culture, Good Governance, Human Rights and Justice (will be available in January 2020 here).

The Guideline was prepared by the Ministry of Finance of the Czech Republic – the Programme Operator (hereinafter referred to as the "**PO**") and is part of the legal framework of the Programme Human Rights in the area of providing support from the Norway Grants 2014-2021. 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 referred to as the "NFP") and PO, in particular:

- Regulation on the Implementation of the EEA/Norwegian Financial Mechanism 2014–2021, as amended (hereinafter referred to as the "Regulation");
- 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 of the Human Rights Programme;
- 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 of the 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, issue of the implementation contract, monitoring of the implementation and completion of the project.

The IS CEDR accessible via CEDR button on the homepage www.norskefondy.cz or at www.norskefondy.cz/cedr.

The homepage of the IS CEDR 2014-2021 contains:

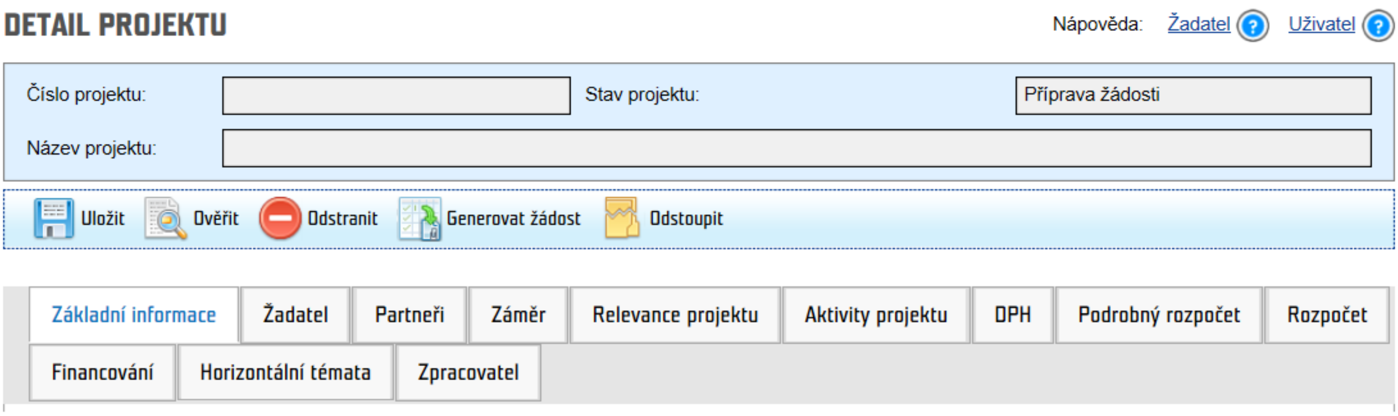
- Information on the applicant's registration, including instructions for registration of the applicant and applicant's user (accessible from here);
- Basic instructions for working in the system;
- Technical parameters necessary for working in the system;
- Contacts on technical support;

— The Applicant registration button;
— Login window for the registered user.

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

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

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



The applicant fills in the application via an **online form** directly in the Internet browser window. All required data must be entered. Mandatory data to be filled in are marked with an asterisk (*) and highlighted in yellow. The completeness of filling in the data in the application can be checked continuously using the **Verify** button in the control panel.

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

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

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

Prior the submission of the application it is recommended to check in particular the eligibility of the applicant / project partner and the purpose of the project are in compliance with condition of the Open Call. The eligibility of the applicant /project partner is always defined by the call for proposals which stipulates the eligible applicant / project partner, or other specific requirements (e.g. practice). Eligible project activities lead to the fulfilment of the programme objectives and the specific objectives defined by the Open Call.

It will be also checked, among other things, whether the project aims to meet the programme outcomes and outputs. It is also recommended to check fulfilment of all formal and eligibility criteria described in the Checklist for the Open Call (Annex 3 to this Guideline)

Language of the application:

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

- Project Summary in English;
- The project title in English;
- Name of the applicant;
- Name of the partner (name in English).

Annexes of the application will be elaborated in the Czech language. In the case of project partnership with a partner from Norway, the annex **Partnership Commitment Statement** will be drafted in English.

2. Grant Application

It is highly recommended to submit the application and its annexes written in clear and concise manner so that their content is correctly understood during the evaluation. When processing the application, the applicant should pay particular attention to these general principles:

- compliance of the application with the conditions of the relevant Open Calls;
- 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.

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

2.1 Basic Information about the Project

Finanční mechanismus	Norské fondy 2014-2021		
Program	Program Lidská práva		
Kod programové struktury	LP/REG/HROVA1	Název výzvy	Podpora romských platforem v krajích a na místní úrovni
Poskytovatel finančních prostředků	Ministerstvo financí, Letenská 15, 118 10 Praha 1 IČO: 00006947, DIČ: CZ00006947		
Modalita programu	Otevřená výzva		
Detailní informace o výzvě	https://www.eeagrants.cz/cs/programy/lidska-prava/vyzvy		
Programová oblast *	7 - Inkluze Romů a posilování jejich postavení		
Cíl programu *	Posílení inkluze a postavení Romů		

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

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

2.1.1 Project Title

Název projektu *	
Anglický název projektu *	

The applicant shall fill in the project title in **Czech** and **English**. The project title must be identical in all sections and annexes of the application. The name of the project should best describe the content of the project and the essence of the activities.

2.1.2 Brief Project Summary

Celkové shrnutí projektu

Celkové shrnutí projektu (počet znaků max.: 2000) *	
Celkové shrnutí projektu v anglickém jazyce (Project summary) (počet znaků max.: 2000) *	

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.norskefondy.cz a www.eeagrants.org.

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

- description of the initial situation to be addressed by the project / description of the nature of the problem to be addressed by the project,
- justification of the need for the project (including references to relevant legislation and/or strategic and conceptual documents, if applicable), i.e. why it is necessary to implement the project due to the needs and shortcomings identified in the area,
- how the project will solve the identified problem/situation, i.e. the applicant will indicate the key activities of the project and their expected outputs,
- overall project objective, i.e. what will be changed or improved by the project,
- who and how will benefit from the project implementation, i.e. what target groups the project focuses on,

— if the project is implemented in partnership (with donor states and/or with the partners from the Czech republic 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 the active rather than the passive:

Do not write:

4 seminars will be organized.
The research will be carried out.

Do write:

We will conduct a survey in the area of the needs of professional associations as part of the research.
We will organize 4 seminars.

— 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 write:

One of the main roles in the social shift towards radicalization and extremism in relation to the Roma is played by the media. We are responding to this situation with the aim of correcting the media image of the Roma in the Czech media.

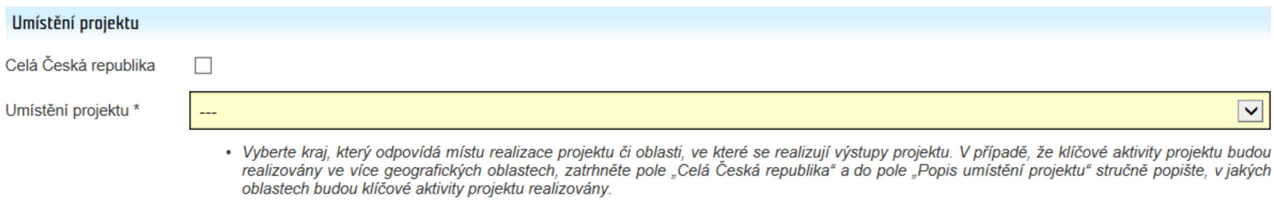
The project builds on the daily control and correction of media outputs using the so-called media watchdog. We will create a section "Roma and media" on our website, where we collect all information about the Roma and their portrayal in the media. We supplement the activity with a Roma media service and our own processing of Roma topics for a nationwide infoserver.

We will perform an analysis of the portrayal of Roma in the Czech media in recent years which will serve as an argument for the problem. We will further distribute the analysis to students, journalists and the professional public. At the same time, we will support journalism students through a series of lectures and thematic workshops.

The project also targets publicly engaged Roma, for example in municipal politics or in solving regional problems, for which we will organize a media training in cooperation with the College of Journalism in Prague.

Discrimination against Roma in the role of media actors will be disrupted by actively obtaining and publishing Roma statements on current cases and campaigns motivating Roma to express their views publicly.

2.1.3 Project Location


Umístění projektu

Celá Česká republika ☐

Umístění projektu * ---

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

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

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

Specific cases and rules for project location selection:

— in case of the provision of services to a particular target group, the code corresponds to the location of the key project activities or the project outputs (not the place of residence of an applicant);

Examples

The Open Call Support for Roma Platforms at Local and Regional Level (HROVA1A)

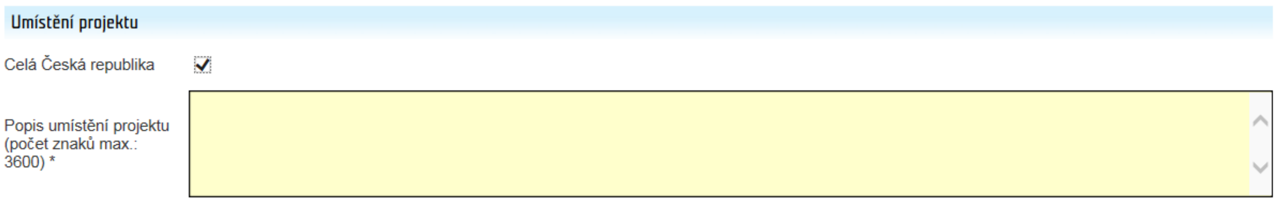
Project activities focus on socially excluded localities and target groups from these areas. The applicant's registered office is outside the socially excluded locality. One of the planned activities of the project is the education of the target group which will be implemented at the applicant's registered office due to the fact that the applicant has equipped educational premises. However the participants in the educational event will be primarily people from the region including socially excluded localities. As the location of the project, the applicant selects the region that corresponds to the socially excluded locality.

The Open Call Capacity building of Roma advisors (HROVA1B)

The project activities focus on building the capacity of the Roma advisors and cooperation with local Roma actors. The seat of the applicant is at the municipal office and most meetings and negotiations with relevant actors in the field of Roma integration will take place here due to the available premises. Educational activities for Roma advisors and other employees working with the Roma minority will take place at the applicant's registered office or educational institution, as appropriate. As the location of the project, the applicant selects the region in which the educational activities for Roma advisors take place.

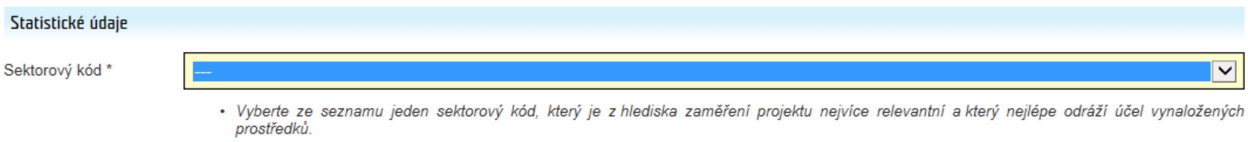
— if the key activities of the project are implemented in more than one area, the applicant will select the “**Entire Czech Republic**” from the code list and briefly describes in which geographical areas the key activities of the project will be implemented into the „**Project location description**” (including an indication of whether the implementation of the project will take place outside of the Czech Republic).

Project location description



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

2.1.4 Sector Code



The sector code is a statistical figure to determine the sector to which the financial support will be directed, i.e. what area / sector the project is focusing on. 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:

For the Open Call Support for Roma Platforms at Local and Regional Level (HROVA1A)

1515000 - Democratic participation and active citizenship

Measures leading to the empowerment of actors with the potential to integrate into public life and actively involve themselves in the governance of public affairs, to come up with proposals for measures how to improve the living situations of disadvantaged people, raising awareness of the principles of civil society, etc.

1516020 - Multicultural awareness

The measure focuses on raising awareness of national minorities, their cultural, linguistic, social and other specifics.

For the Open Call Capacity building of Roma advisors (HROVA1B)

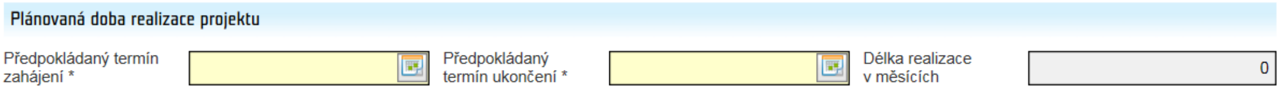
1511200 - Decentralization and support to subnational government

The measure aims to support actors at regional and local levels in implementing national systemic measures.

1516020 - Multicultural awareness

The measure focuses on raising awareness of national minorities, their cultural, linguistic, social and other specifics.

2.1.5 Planned Project Implementation Period



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

The minimum duration of the project is determined by Open call, which also states the deadline for completion of the project.

Given the time needed to assess and evaluate all applications submitted under the Open Call**, the earliest start date of the project** shall be at least 5 months from the end date of the Open Call, if it is not otherwise stated in the text of the Open Call.

The start of the project is the date of commencement of the physical implementation of the project, i.e. the commencement of activities aimed at fulfilling the content and the objective of the project. The physical implementation of the project may begin no earlier than after the issue of the Grant Approval Letter (see chapter 3 Process after submission of the application), which sets the starting date for the eligibility of expenditure. Expenditure incurred prior to the official approval of the application will not be considered eligible. If the project activities are implemented based on a public procurement, the tender / selection procedure can be started before approving the application and granting support from Norway grants, i.e. before the initial date of eligibility of expenditure, but to sign the contract, implement the subject of the contract and pay invoices related to performance public procurement cannot be entered into earlier than the initial date of eligibility of expenditures.

The end of the project means the date of completion of physical implementation of project activities. The latest date for the completion of the project implementation is 30 April 2024. When setting the time schedule of the project, it is necessary to take into account a sufficient time reserve to eliminate the risk of non-compliance with the deadline (e.g. due to delays in performance public procurement).

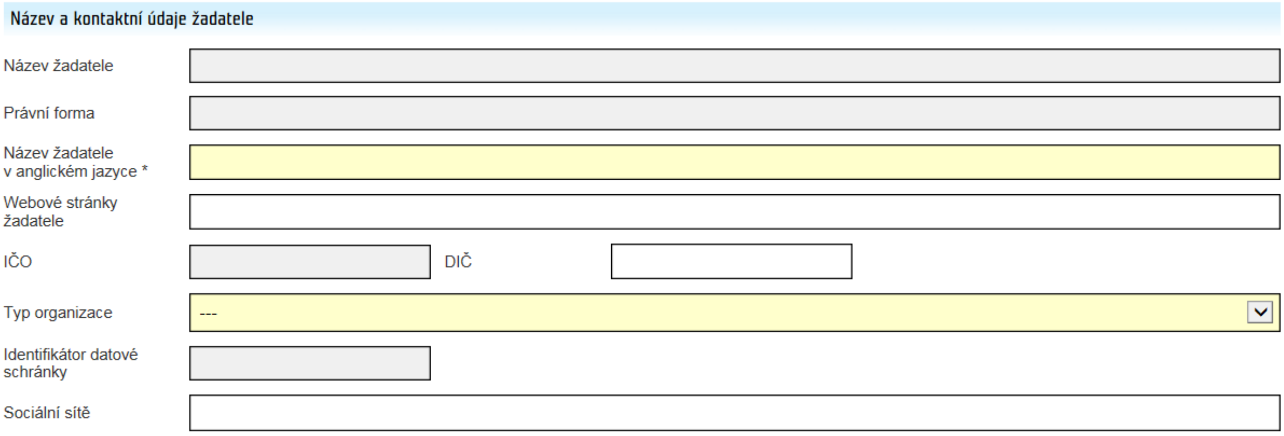
The date of the end of the project implementation will be specified in the implementation contract and it is binding both on the project promoter and its partners. In case of a belated start of the project due to longer evaluation process, the start and end date of the project will be adequately adjusted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

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

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

2.2 Applicant

2.2.1 Applicant Identification



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

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

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

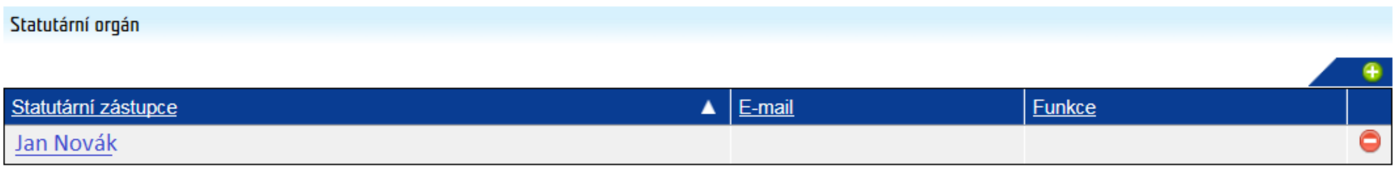
The eligibility of the applicant, i.e. who can be an applicant and what conditions must be met, is always determined by the Open Call and is subject to control within the assessment of all formal and eligibility criteria.

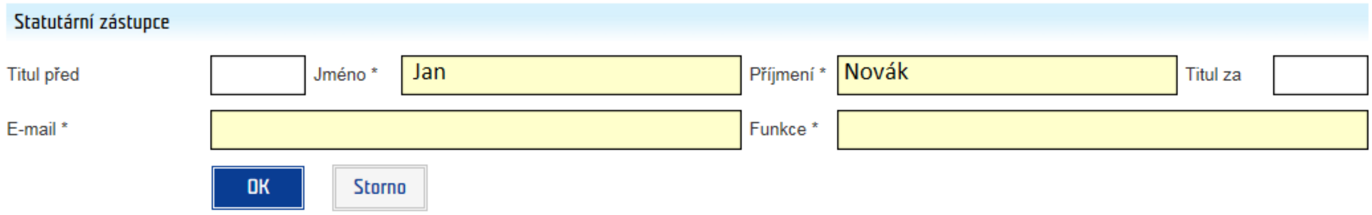
In the case of the Open Call **Support for Roma Platforms at Local and Regional Level (HROVA1A),** it is assumed that the applicant fulfils the obligations set out in Act No. 304/2013 Coll., The Act on Public Registers of Legal and Natural Persons, as amended. If the applicant is not entered in the public register (Federal Register, Register of Institutes, Foundation Register, Register of Public Benefit Companies etc.) or in the Register of Registered Legal Entities, the applicant's *Document on Legal Entity of the Applicant* is a mandatory annex to the application (see Chapter 2.13 the Annexes to the Application).

2.2.2 Legal Representative

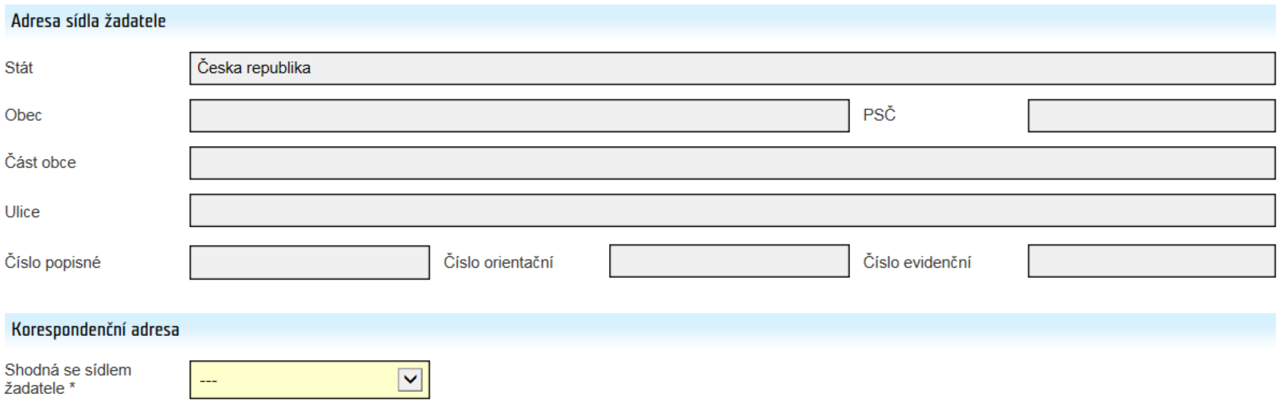
The applicant shall specify the person(s) who is the applicant's legal representative (name, surname, title, function within the applicant's organization, email). If there is more than one legal representative in the statutory body, the applicant will provide data for each representative separately.

Selected data of the representative (s) of the statutory body (name, surname) are pre-filled on the basis of the registration of the applicant. Clicking on the name of the representative of the statutory body will open a window with the details of the selected representative of the statutory body. The applicant shall state the missing data (title, position within the applicant's organization, email) to the registered representatives of the statutory body, or add another representative of the statutory body (using the green plus button).





2.2.3 Registered Office and Correspondence Address



The address of the applicant's registered office is pre-filled on the basis of the applicant's registration. The applicant shall fill in the registered office address and correspondence address (if it is different from the registered office address). Communication between the applicant and the PO including the sending of documents will generally only take place in an electronic form, unless otherwise specified in exceptional cases.

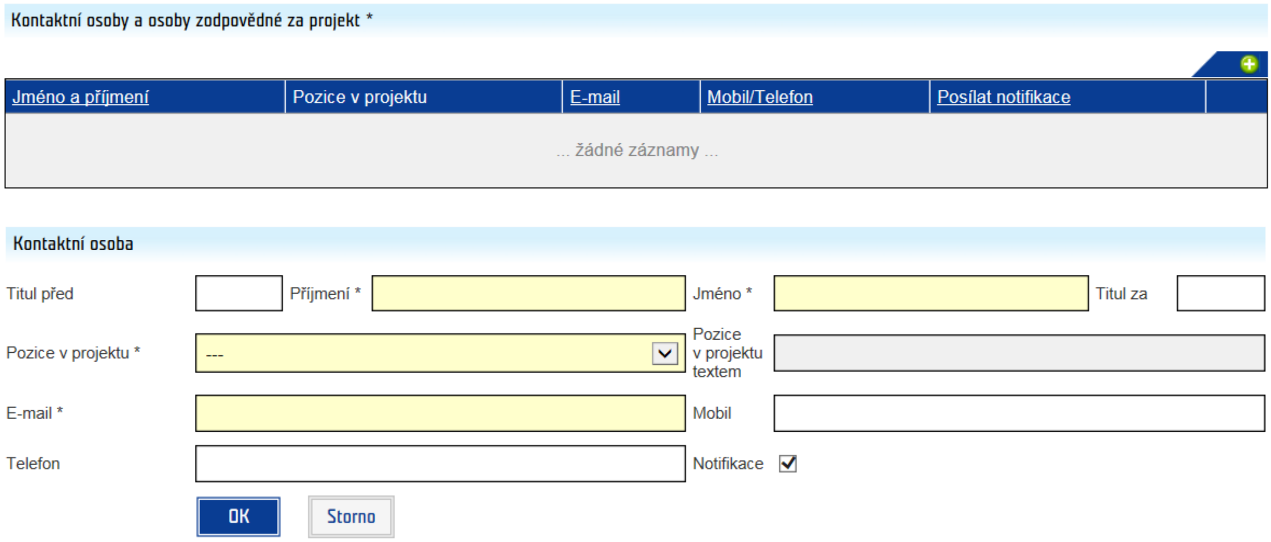
2.2.4 Contact Persons

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

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

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

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

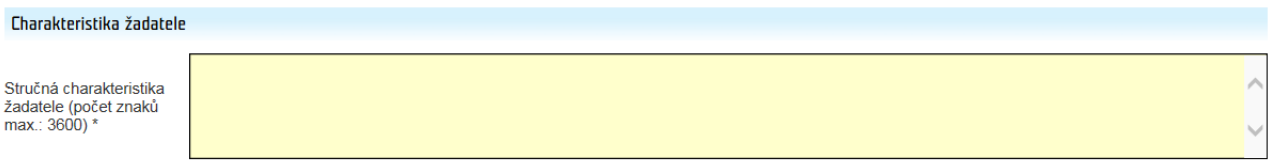


The applicant shall designate the main contact person for communication with the PO regarding the application. For this person, select *Others* in the *Position in project* field and in the *Position in project wording* field, enter the name of the position in your own words, stating that it is the main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

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

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

2.2.5 Applicant Description



The eligibility of the applicant is always determined by the Open Call and is subject to control within the assessment of formal and eligibility criteria. The eligibility criterion of the applicant in the case of the Open Call **Support for Roma Platforms at Local and Regional Level (HROVA1A)** is met in case the applicant can be identified as a subject of a specified legal form. The eligibility of applicants under this Open Call is further conditioned by at least one year's legal subjectivity The applicant shall prove the fulfilment of this condition by means of a mandatory annex to the **Declaration on the Organization's activities**.

The criterion of eligibility of the applicant in the case of the Open Call **Capacity building of Roma advisors (HROVA1B)** is fulfilled in case the applicant can be identified as a subject of a specified legal form.

In the case of the Open Call **Support for Roma Platforms at Local and Regional Level (HROVA1A)**, the applicant shall briefly describe the applicant's main activities in relation to the program support area (i.e. Roma inclusion and empowerment) and the Open Call under which he applies for a grant. Further information shall be stated, such as length of activities in the field, organizational structure and experience with the implementation of similar projects at the national and international level, which are relevant to the submitted application.

In the case of the Open Call **Capacity building of Roma advisors (HROVA1B)** the applicant shall briefly describe the applicant's main activities in relation to the supported programme area (i.e. Roma inclusion and empowerment) and the Open Call under which he/she applies for a grant and where appropriate experience with the implementation of similar projects.

As part of the evaluation of the Open Calls HROVA1A and HROVA1B projects that involve Roma or pro-Roma NGOs in the role of the applicant (and / or project partner) are strongly encouraged and will be **awarded extra points in the**

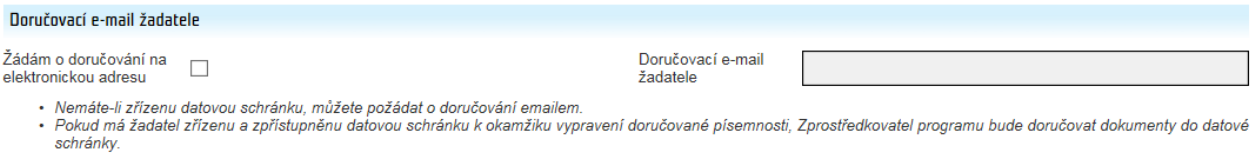
evaluation process. Such NGOs shall prove at least 1 year experience of implementing of projects and activities for the benefit of the Roma minority. In order to obtain extra points, it is necessary to state specific experience with members of the Roma minority. Verification of whether the applicant organization can be considered a Roma / pro-Roma organization will be performed on the basis of filling in the annex to the **Declaration on the organization's activities**, assessing the criteria whether:

1. Roma are the main target groups of the organization activities;
2. Roma are represented in the organization management;
3. Roma are represented among the organization employees.

In order to meet the definition of a Roma / pro-Roma organization, it is necessary **to meet at least two** of the **three criteria** listed.

2.2.6 Applicant Email Address

This section of the application is displayed only to the applicant who does not have a data box / did not provide a data box identifier within the applicant's registration. **A data box** is required for **electronic communication** with the PO during the evaluation and implementation of the project. However, the mandatory use of the data box only applies to entities that have a data box established by law. For entities for which the establishment of a data box is voluntary, the use of a data box for communication with the PO is only recommended. If the applicant does not have a data box, they can request delivery to the delivery e-mail (by checking the box *I request delivery to an e-mail address*).



If the applicant did not have a data box at the time of the applicant's registration and subsequently set up the data box during the application processing or project implementation, they shall fill in the data box identifier in the Applicant's Detail section. To open the *Applicant Detail*, click on the *List of own applicants* in the main menu of the application and then on the *name of the applicant*.

2.3 Partnership in Project

The requirements for mandatory partnerships in the project are set by the Open Call. The project can be further implemented in partnership with other entities listed in the Open Call.

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

Projects financed from Norway Grants are of non-profit nature and must not be implemented for profit-making purposes. The partnership must be based on a non-commercial principle and must not replace a supplier-customer relationship.

The mandatory annex of the application is **Partnership Commitment Statement** signed by each partner separately, or the Partnership Agreement, if it has already been concluded at the time of submitting the application. Entities whose involvement in the project is not formalized by the Partnership Agreement are not stated in the grant application (to be documented before the implementation contract is issued at the latest).

Expenditure incurred under a valid Partnership Agreement is not considered a supplier-customer relationship. This expenditure may be claimed by a summary accounting document for a given period (e.g. in the form of an invoice or a payment claim) in accordance with the budget specified in the grant application and the partnership agreement. The partner(s) may not use project grants to finance the normal activities of their organization unrelated to project implementation.

Recommendations for finding partners and arranging cooperation

When contacting partners, we recommend:

- avoid sending general partnership requests;
- ask the potential partner for a personal meeting to explain the content of the partnership in person;
- have a clear idea of what you expect from the partnership (e.g. what the partner should bring to the project, what role he should play in the project, what activity you expect from the partner);
- be prepared for financial issues, in particular whether you will expect the partner to contribute financially to the project;
- prepare a good description of their activities and areas of operation.

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

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

In the case of searching for a NGO partner, we also recommend looking at **the Report on the Status of the Roma Minority**, which lists the NGOs actively involved in the integration of the Roma minority[1].

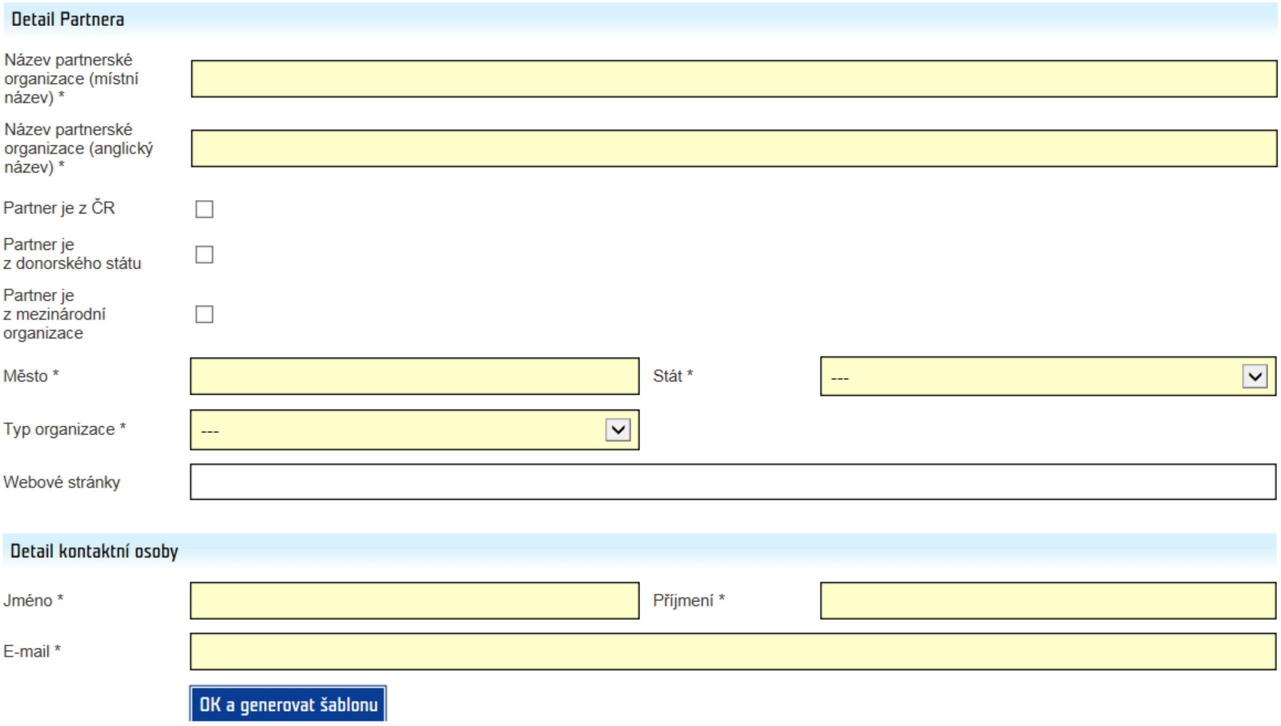
Before arranging a partnership, it is necessary to verify the eligibility of the partner in accordance with the conditions of the Open Call. The eligibility of project partners is always determined by the Open Call and is subject to control within the assessment of formal and eligibility criteria. The partner's eligibility criterion is met if the partner can be identified as an entity of a specified legal form. In the case of an NGO as a mandatory partner of the project, the eligibility of the partner is further conditioned by at least one year's legal subjectivity of the partner in the given area. The fulfillment of this condition by the partner shall be documented by the applicant by the mandatory annex **Declaration on the Organization's activities**.

Please note that both Open Calls aim to expand the partnership and strengthen the cooperation of the local government with NGOs. In the case of local governments, it can be expected that the proposal for the conclusion of a project partnership will have to be submitted for approval to the competent authority of the municipality / region / Prague, the capital city. Therefore, beware of having sufficient time reserve for negotiating the partnership and start negotiating as soon as possible.

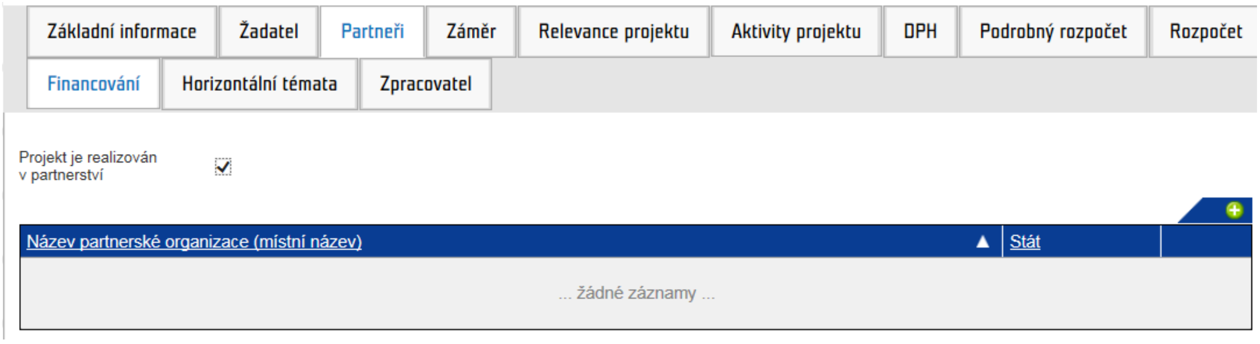
For search of suitable project partners, the applicants can use contact form or a partner database available at https://www.eeagrants.cz/en/bilateral-relations/partner-search-form

[1] The Report on the Status of the Roma Minority 2018, online: https://www.vlada.cz/cz/ppov/zalezitosti-romske-komunity/aktuality/zprava-o-stavu-romske-mensiny-v-ceske-republice-za-rok-2018-177045/.

2.3.1 Identification of Partner Organization



If the project is implemented in partnership, the applicant will check the field ***Project is implemented in partnership.***

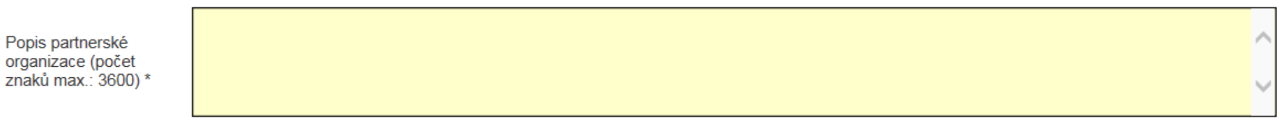


The applicant will list partners who will participate in the implementation of the project and fill in their data (using green plus button). If the project is implemented in partnership with multiple organizations, the applicant will include data on each partner separately.

For each partner organization the applicant shall fill in:

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

2.3.2 Description of Partner Organization



The applicant shall provide a brief description of the partner organization with an emphasis on activities relevant to the submitted project. Projects that involve Roma or pro-Roma NGOs in the role of the applicant (and / or project partner) will be awarded extra points in the evaluation process. Such NGOs shall prove at least 1 year experience of implementing of projects and activities for the benefit of the Roma minority.

Verification of whether the applicant organization can be considered a Roma / pro-Roma organization will be performed on the basis of filling in the annex to the **Declaration on the Organization's activities**, assessing the criteria whether: 1.) Roma are the main target group of the organization activities; 2) Roma are represented in the organization management; 3) Roma are represented among the organization employees. In order to meet the definition of a Roma / pro-Roma organization, it is necessary to meet at least two of the three criteria listed.

Furthermore, it is appropriate to state the size of the organization, if it is an NGO, i.e. state the number of NGO members (if it is an NGO based on the membership principle).

2.3.3 Description and Importance of Partnership

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

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

- the role of partner/partner;
- degree and manner of partner involvement in the project implementation;
- the need for the partnership for the project implementation and impact;
- duration of the partnership.

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

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

In case the project is implemented in partnership with the entity from Norway, 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 Norway.

2.3.4 Bilateral Indicators

Bilaterální indikátory

Název	Jednotka	Relevance indikátoru k projektu	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Počet mezinárodních sítí se společnou účastí partnerů z přijímajících a donorských států	počet	---				
Počet projektů realizovaných v partnerství s partnerem z donorského státu	počet	---				
Počet školení spoluorganizovaných konečným příjemcem a partnerem z donorského státu	počet	---				

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

- Number of international networks where partners from Beneficiary States and Donor States participate together,
- Number of training courses co-organized by donor state and beneficiary state entities
- Number of projects implemented in partnership with a donor project partner (it must be selected mandatorily for a project implemented in a bilateral partnership and its target value is a maximum of 1)

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

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

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

— target indicator value

The applicant shall state the target value of the indicator, which will be achieved thanks to the implementation of project activities. The applicant also briefly describes in the field *Fulfilment of the indicator, method of determination and verification of values*, from which information sources and data the stated value is based.

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

The applicant shall indicate the expected month and year of fulfilment of the indicator target value in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved. The specified date must fall within the project implementation period.

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

The applicant will briefly describe the progress towards the fulfilment of the indicator within the project with respect to the defined indicator definition and its general parameters (see Annex 5 of this Guideline), i.e. if relevant, the applicant specifies how the indicator is fulfilled with regard to the project specifics. In addition, the applicant shall indicate what information sources and data are used for the setting of the indicator values and how these values were calculated (taking into account the general parameters in accordance with Annex 5 of this Guideline). The applicant will describe how it will be possible to verify the fulfilment of the indicator, i.e. what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

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

2.3.5 Project Partnership Documentation

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

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

In case of a grant approval, the applicant is obliged to conclude the Partnership Agreement(s) with the partner(s). The submission of a copy (or copies if more than one partner is involved in the project and each has a Partnership Agreement signed separately) is a prerequisite for issuing an implementation contract . The applicant is obliged to submit the relevant copies to the PO before the implementation contract is issued (the applicant will be invited by the PO).

The Partnership Agreement defines the position of each partner, their role, responsibility and participation in the project activities, as well as the mutual rights and obligations of the parties in the implementation of the project. The Partnership Agreement determines - among other things - a detailed budget of the expected expenditure of the partner and specifies financial flows between the project promoter and the partner, i.e. the method of reimbursing the partner's expenditure, the procedure for checking the expenditure claimed by the partner, matters concerning the use of currencies and the related exchange rate differences, liability for damage, archiving of accounting documents and documents proving the payment of expenditure by the partner and other. No binding format stating the form and content of the Partnership Agreement is specified, however, no provision may be contrary to the Regulation. A draft partnership agreement template can be adjusted to the needs of the project itself and cooperation and belongs to the annexes to the Guideline (see Annex 7a, 7b).

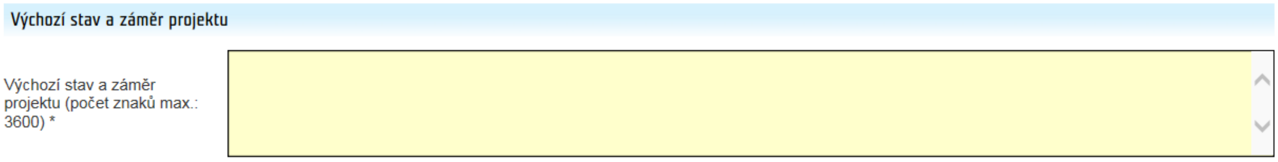
The applicant is always responsible for the implementation of the project and the achievement of its objective.

Expenditure incurred by partners in connection with the implementation of the project will be covered by the grants received by the applicant. The method of reimbursement will be performed in accordance with the concluded Partnership Agreement, provided that all eligibility rules are respected.

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

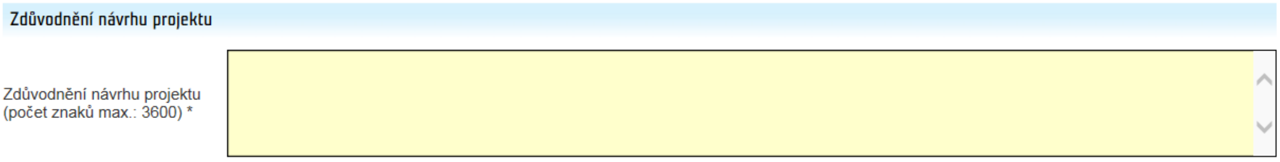
2.4 Intention and Project Description

2.4.1 Initial State and Project Intent



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

2.4.2 Justification of Project Proposal

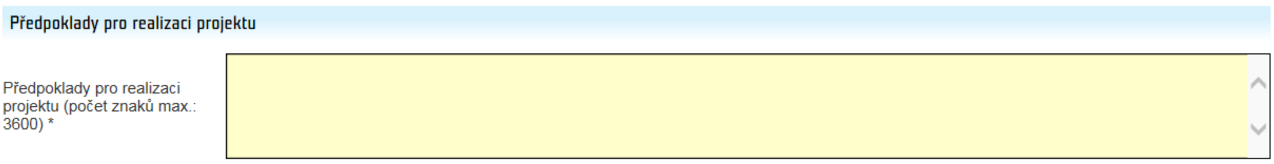


The applicant will briefly explain why he/she considers the above-described issue (initial situation, identified problem or need) to be a priority, i.e. why the project is important and necessary. The elaboration of the application should best be based on a needs analysis or study in relation to the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

- references to strategic documents relevant to the given project proposal that mention the need to address the issue (specific reference to the relevant parts/chapters of relevant documents); especially the Roma Integration Strategy, the Strategy of Social Inclusion, strategic and conceptual documents of regions and municipalities on whose territory the project will be implemented, etc.
- main conclusions of the needs analysis / studies identifying the deficiency; or results of specific enquiries, surveys, etc.
- relation of the project to associated projects in implementation or relation to outputs or recommendations from already implemented projects associated with the submitted project.

In the case of the Open Call **Capacity building of Roma advisors (HROVA1B)**, extra points will be awarded to municipalities with extended scope of authority (hereinafter referred to as the “ORP”) / regional authorities that address **the issue of Roma integration and / or social inclusion in accordance with the Roma Integration Strategy within their strategic documents**. For this reason, it is necessary to state in this field a reference to the given strategic and conceptual documents of ORP / regional authorities and at the same time to state specifically in which parts / chapters the given strategic or conceptual document refers to the Roma Integration Strategy, or to describe how is the given document in accordance with the Roma Integration Strategy.

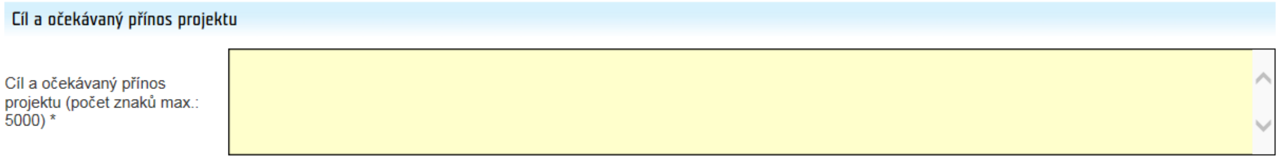
2.4.3 Prerequisites for Project Implementation



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

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

2.4.4 Objective and Desired Benefits



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

The applicant shall describe how the project is in line with the focus of the 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 to the broader society.

With regards to the focus of the Open Call the applicant shall describe:

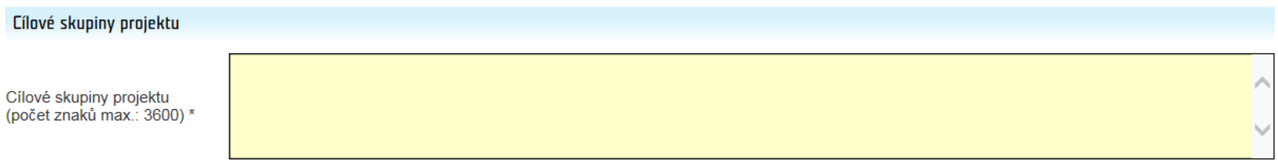
For the Open Call **Support for Roma Platforms at Local and Regional Level (HROVA1A)**:

— what is the project innovation and creativity and its impacts;
— whether and how regional and local integration of Roma will be strengthened;
— whether and how cooperation will take place within the platform;
— whether and in what way the created platform will communicate with other entities, especially public authorities; local governments, other organizations;
— whether and what tools will activate Roma at the local level;
— whether and how the project contributes to the building of Roma civil society.

For the Open Call **Capacity building of Roma advisors (HROVA1B)**:

— what is the project innovation and creativity and its impacts;
— whether and how it will help to establish the position of Roma advisor at the local level;
— whether and how the cooperation of the Roma adviser with local actors of Roma integration (NGOs, Roma civic society, Roma representatives) will take place;
— whether and how the Roma adviser will promote the Roma Integration Strategy;
— whether and how the accredited course will be promoted to public administration employees and other potential participants;
— how the cooperation with Roma actors on the creation of the course will look like (including e.g. development of course materials and teaching provided by Roma trainers).

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:

— how he/she will work with each target group (proposed activities, direct involvement of the target groups in the project etc.);
— what instruments will be used to address and influence the target group(s) (e.g. direct involvement in the project, campaign, etc.);

— what positive effect the target groups will experience thanks to the implementation of the project and how the benefits can be verified;
— the way of involvement of Roma in the project activities implementation.

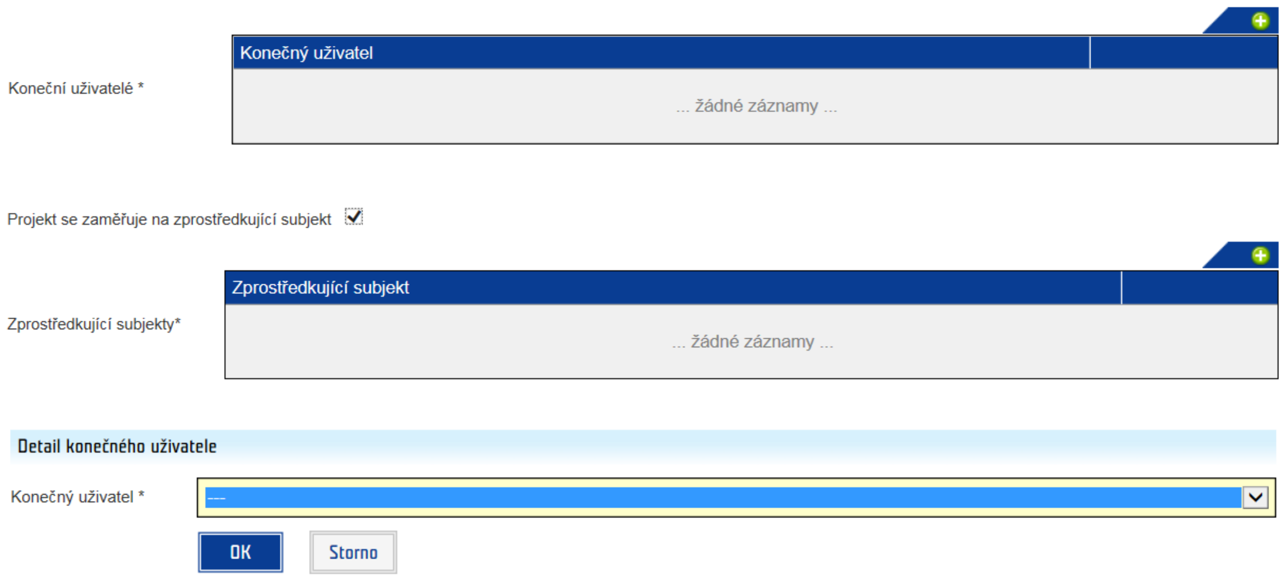
The target group of the Open Call **Support for Roma Platforms at Local and Regional Level (HROVA1A)** are members of the Roma minority and then, for example, organizations working mainly with Roma, public administration and other entities involved in the Roma integration (schools, companies, etc.).

The target group of the Open Call **Capacity building of Roma advisors (HROVA1B)** are, for example, public administration bodies mainly at the regional and local level, organizations working mainly with Roma and other entities involved in the Roma integration (schools, companies, etc.).

In the case of the Open Call **Support for Roma Platforms at Local and Regional Level (HROVA1A)**, projects that will **support the empowerment of a larger number of Roma actors** will be **awarded extra points**. The number of Roma targeted by measures to strengthen their position should also be mentioned as an indicator of the output of the relevant project activity.

In the case of the Open Call **Capacity Building of Roma Advisors (HROVA1B)**, projects that will support the **direct involvement of Roma in the implementation of project activities** will be **awarded extra points (e.g. involvement of Roma in monitoring of project activities and outputs, teaching provided by Roma trainers, involvement of Roma lecturers in specific thematic areas of the accredited training course, especially in areas such as Roma history with emphasis on 1939-1945 and after 1945, Roma culture - literature, fine arts, film, music, Roma education, including the issue of Romani, etc**).

2.4.6 Statistical Classification of Target Groups



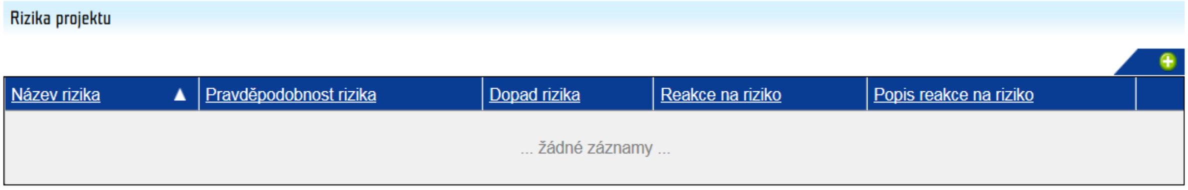
For statistical purposes of the Norway Grants 2014–2021, the applicant will **select from the list statistical groups those that best correspond to the described target groups of the project**. For a list of target groups for statistical purposes please see Annex 8 to the Guideline.

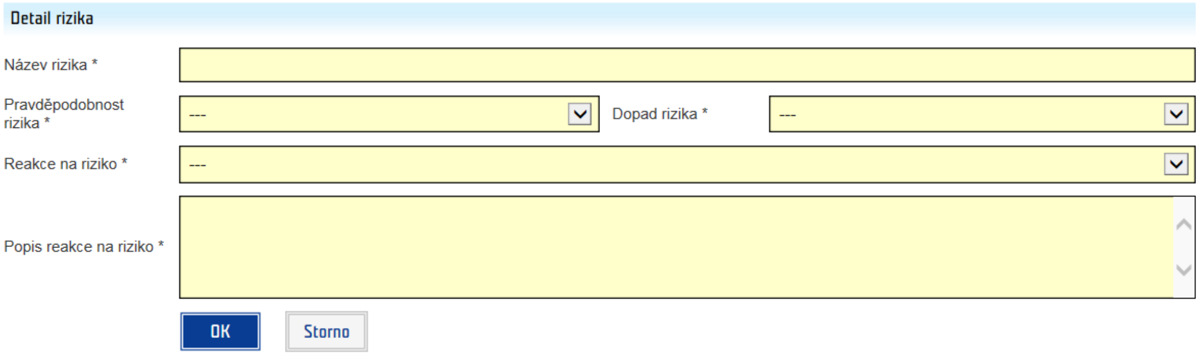
Each project must target at least one target group of end beneficiaries (maximum possible number is 3). If relevant for the project, the applicant further selects the respective target groups of intermediaries (max. 3) and describes their relation to the end beneficiaries. To add end beneficiaries and intermediaries, click the green plus button and then select the relevant item from the list.

End beneficiaries: represent different types of persons or groups of persons/organizations directly affected by the implemented project and have tangible benefits from the project outputs (e.g. civic society organizations, Roma, children and youth (0-17 years old) etc.).

Intermediaries represent different types of persons or groups of persons/organizations influenced by the project to ensure the desired effects for the end beneficiaries (e.g. civil society organization, Roma advisors, universities/research organizations, etc.). 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





The applicant identifies the key risks that have or may have a **major impact** on the successful implementation of the project (in particular the risks associated with meeting the project objective, timetable and finances). It is recommended to list a **maximum of 5 major risks.** The decision of not awarding the grant cannot be considered a project risk. You can make the addition of the risk by using the green plus button and then you fill in the Detail of the risk.

For each risk the applicant shall indicate:

— **risk title**

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

— **probability of risk occurence**

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

— **risk impact**

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

— **risk response**

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

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

— **risk response description**

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

Examples of risks and reactions:

- Risk of disinterest of Roma representatives in project participation → eliminating the risk by motivation and conviction about the benefit of the project including consistent introduction of project participation possibilities and project visions.
- Risk of disinterest of the ORP/Regions in the project partnership → eliminating the risk by consistent explanation of project benefits and possibilities how to improve the situation in the ORP/Regions through the project activities.
- Risk of inability to enforce own initiatives with local authorities → to create a system in advance by which the initiatives will be enforced, contacting a concrete local government employee and acquainting him with the initiative, ensuring sufficient support from local people.
- Risk of insufficient interest in the position of a Roma advisor → elimination of the risk by means of a targeted recruitment campaign for the given position, extention of the offer among suitable applicants, e.g. directly from the Roma minority, including possible cooperation in arranging a job offer through a Roma / pro-Roma organization.
- Risk of insufficient interest of target groups (i.e. of public administration employees, especially Roma advisors) in attending the created accredited course → elimination of risk by choosing innovative forms of presentation and appropriate media promotion.
- Risk of not conducting a workshop due to the busy schedule of selected lecturers → mitigating the risk by prior communication and providing a larger number of lecturers.
- Risk of insufficient communication between project partners → eliminate the risk by setting up project management well before its start, by organizing an initial meeting of partners, by precisely setting up personal responsibilities and communication channels, by ensuring one person acts as a manager for communication between partners.

2.6 Project Sustainability

Udržitelnost projektu

Popis udržitelnosti (počet znaků max.: 3600) *	

Describe the sustainability of the project.

The applicant will describe whether and how the relevant outputs will be sustained and how the sustainability will be ensured after the completion of the project. The applicant will indicate whether and how the project will contribute to the sustainability of the activities and activities established by them and to the development and sustainability of their organization. If relevant, the applicant will describe the financial sustainability of the project after completion of the project (i.e. the estimated costs related with maintaining the relevant project outputs for its sustainability period and way of their financing) and the applicant will also clearly define risks associated with subsequent use, including a proposal of measures for their elimination.

In case of the Open Call **Support for Roma Platforms at Local and Regional Level (HROVA1A)**, the applicant will specifically comment on how the cooperation between the NGOs and local government will be ensured and sustained after the project completion. Sustainability of the project is not a mandatory condition for the possibility of the grant awarding. However, ensuring sustainability is desirable. The subject of the project quality assessment will be whether the proposed project activities and their outputs have the potential to lead to a lasting benefit for the target groups of the project, the sustainability of the applicant and the development of his/her activities.

In case of the Open Call **Capacity building of Roma advisors (HROVA1B)** and the focus of the project on the capacity building of Roma advisors, the applicant will describe how the sustainability of the position of the Roma advisor with min. half-time job position for at least 2 years will be ensured after the completion of the project. If the project is focused on creating an accredited training course for Roma advisors, sustainability of the project is not a mandatory condition for the possibility of the grant awarding. However, ensuring sustainability is desirable. The subject of the project quality assessment will be whether the proposed project activities and their outputs have the potential to lead to a lasting benefit for the target groups of the project, the sustainability of the applicant and the development of his/her activities.

2.7 Relevance of the Project

2.7.1 Relevance of the Project to Programme

Relevance projektu k programu

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

The objective of the Human Rights Programme is to improve the situation in the area of human rights and to combat discrimination and extremism in the Czech Republic.

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 implementation. **The projects supported within the programme must contribute to the fulfilment of these outcomes and outputs.** The applicant shall describe the relevance of the project to the objective of the programme (i.e. improvement the situation in the area of human rights and combating discrimination and extremism at national level), expected outcome of the Programme (i.e. Roma inclusion and empowerment) and especially to the output of the Programme (i.e. Roma participation in decision making processes).

Description of programme outcomes and outputs including their indicators relevant for each Open Call is provided in the Annex 9 to the Guideline.

2.7.2 Purpose of the Project

Účel projektu (počet znaků max.: 500) *

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

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

Example relevant for the Open Call Support for Roma Platforms at Local and Regional Level (HROVA1A):

The purpose of the project is to strengthen the inclusion and position of Roma through Roma platforms supported for participation in politics at the local and regional level, whose integrity will contribute to empowering and activating Roma, including promoting the Roma Integration Strategy at regional and local level.

Example relevant for the Open Call Capacity building of Roma advisors (HROVA1B):

The purpose of the project is to strengthen the inclusion and position of Roma by strengthening the capacity of Roma advisors in order to ensure tasks that help exercise the rights of members of the Roma minority and integrate members of the Roma community into society, including their education.

2.7.3 Classification of the Project into Supported Programme Outcomes

Podporovaný výsledek programu

Výsledek programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Posílení inkluze a postavení Romů	Počet vytvořených pracovních míst	počet	---				
	Počet Romů dotčených opatřeními na posílení jejich postavení	počet	Ano/Yes				

Programme outcomes are the short and medium-term effects of an intervention on the intermediaries or end beneficiaries (target groups). In its relation to the programme, the project contributes to fulfilment of the **programme outcome** (i.e. Roma inclusion and empowerment) including related indicators. The programme outcome, which is relevant for the project and on which the project will be obliged to comment in the monitoring reports, is **pre-set** by the PO together with mandatory indicators.

For 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 optional[2].

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

— **baseline value** of the indicator

The applicant shall indicate the initial value of the indicator before the start of project implementation (if this value has not been pre-set).

— **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 possible 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 9 to the Guideline (*Indicator Definition, Setting of indicator value and Source of verification*). If relevant, the applicant further specifies the description and method of fulfilment of the indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the initial value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 9 to the Guideline). If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the

[2] The applicant states the relevance of the optional indicator (by selecting Yes / No in the Relevance field) with regard to the content of the submitted project.

indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

2.7.4 Classification of the Project into Supported Programme Outputs

Output and its indicators for the Open Call Support for Roma Platforms at Local and Regional Level (HROVA1A)

Relevance výstupů programu

Výstup programu	Relevance
Podpora účasti Romů na rozhodovacích procesech	Ano/Yes

Podporované výstupy programu

Výstup programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Podpora účasti Romů na rozhodovacích procesech	Počet financovaných romských nebo proromských organizací	počet	---				
	Počet romských platforem podpořených k participaci v politice na místní a regionální úrovni	počet	Ano/Yes				

Output and its indicators for the Open Call Capacity building of Roma advisors (HROVA1B):

Podporované výstupy programu

Výstup programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Podpora účasti Romů na rozhodovacích procesech	Počet vyškolených romských poradců	počet	Ano/Yes	0,00			
	Počet financovaných romských nebo proromských organizací	počet	---				

Programme outputs are the products, capital goods (e.g. building, equipment) and services created in the projects within the programme, that are delivered to the set target groups. In its relation to the programme, the projects contribute to the **programme outputs** including related indicators, by conducting the projects' activities. Indicators of the mandatory outputs defined in the Open Call are pre-set with relevance "*Yes*". During the project implementation, the project promoter must continuously monitor the fulfilment of these indicators and report them in the project monitoring reports. The reported values must be demonstrable and verifiable by a possible inspection of the PO.

The applicant shall select programme output indicator/indicators based on the focus of the project and the set-up of the particular Open Call. The text of the Open Call specifies in more detail whether the completion of the programme output indicators is mandatory or optional[3].

For mandatory and selected indicators of the programme outcome, 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 this is not pre-set).

— **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 possible 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.

[3] The applicant states the relevance of the optional indicator (by selecting Yes / No in the Relevance field) with regard to the content of the submitted project.

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

The applicant shall indicate the expected month and year of fulfilment of the indicator in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved. The specified date must fall within the project implementation period.

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

The applicant must fill in the description using the predefined data specified in Annex 9 to the Guideline (*Indicator Definition, Setting of indicator value and Source of verification*). If relevant, the applicant further specifies the description and method of fulfilment of the indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the initial value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 9). If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

Note

The text of the open call defines what output indicators are mandatory, mandatory optional[4] or optional. This set-up is based on the focus of the open call and eligible activities.

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

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

2.8 Project Activities

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

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

In the case of the Open Call **Support for Roma Platforms at Regional and Local level (HROVA1A)**, the establishment of regional and local Roma platforms composed of Roma and pro-Roma NGOs and Roma representatives is a mandatory project activity. The applicant is also obliged to select at least one of the mandatory optional eligible activities set out in the Open Call and to include this among the key project activities.

In the case of the Open Call **Capacity Building of Roma Advisors (HROVA1B),** the applicant composes the key activities of the project to correspond to the area targeted by the project (i.e. creation of the accredited training course for Roma advisors or public administration employees and its pilot testing and / or capacity building of Roma advisors), and at the same time cover the elements set out in the Open Call (in the case of a training course) and correspond to the types of eligible activities set out in the Open Call (in the case of capacity building of Roma advisors).

4 If the output of the program contains mandatory optional indicators, the applicant is obliged to select at least 1 of these indicators as relevant for the submitted project.

Detailed specification of the eligible activities defined by the Open Call

The Open Call Support for Roma Platforms at Local and Regional Level (HROVA1A):

- Deepening the knowledge of Roma among public authorities at regional and local level (history, culture, education, social exclusion, antigypsyism, etc.); creation of trainings, courses, seminars for the public service employees of the Region or Municipality with Extended Competence with the purpose of their acquaintance with specifics of Roma minority. This will help them to understand the lifestyle of Roma minority, causes and consequences of the social exclusion, to see various examples of Roma discrimination etc.;
- Providing feedback on the implementation of the Roma Integration Strategy at regional or local level – mapping the implementation of Roma Integration Strategy in the field on local and regional level, monitoring of local administration, if all its measures are accepted in compliance with the Roma Integration Strategy, providing of the feedback to the administrator of the Roma Integration Strategy through the regional coordinator for Roma issues, provision of feedback to local administration about its conducting in the view of the objectives and measures of the Roma Integration Strategy;
- Implementation of activities leading to empowerment of Roma and strengthening their capability to negotiate and promote their own interests (for example, enhancing the competence of Roma representatives in the areas of politics, media, finance, administration, etc.); organization of seminars and practical workshops on particular issues, that can have an impact on Roma empowerment (as the examples it is possible to mention the workshop of assertive negotiations for Roma representatives or the seminar on the healthy lifestyle with the aim of increasing the competences of parents);
- Implementation of activities aimed at improving the coexistence of Roma with the majority; breakfast of neighbours, common community events for Roma and majority, introducing the Roma culture to majority, special days etc.;
- Implementation of activities supporting good perception of Roma, presentation of good examples, as for example informing about the successful Roma people (entrepreneurs, doctors, artists etc.), uprooting the stereotypes and prejudices against Roma, informing about traditional Roma culture and special days of Roma history and culture.

The Open Call Capacity building of Roma advisors (HROVA1B):

- Networking of Roma advisors and relevant actors in the area of Roma integration (including regional coordinators), i.e. establishing contacts between other ORPs who have established the position of Roma advisor or have other persons responsible for the integration of the Roma minority, establishing contacts with Roma actors within the ORP or regions, establishing contacts with Roma / pro-Roma organizations, or provided social services or other services, their interconnection, meetings that will lead to the successful implementation of the Strategy of Roma Integration in the region and the ORP;
- Establishment of a coordination platform at regional or municipal level with extended competence to exchange experience and know-how; the members of the platform are, in particular, Roma advisors, regional coordinators, Roma representatives and representatives of local and regional Roma platforms, whereas its aim is to include the Roma themselves in the platform, who can help with fieldwork or experience in implementing measures to support the integration of the Roma minority;
- Creation of a Roma advisor job position[5] or increasing the employment contract of a Roma advisor to enable him/her to carry out tasks in facilitating the exercise of the rights of the Roma community and the integration of the Roma community into society, whereas the direct involvement of the Roma themselves is desirable, which may lead to better communication between the Roma advisor and members of the Roma minority;
- Participation of Roma advisors in educational activities, eg. in development of training materials, participating in delivering training courses, etc., especially inthe accredited training course and in thematic areas such as the history of the Roma with an emphasis on the period 1939 - 1945 and after 1945; Roma culture - literature, fine arts, film, music; education of Roma, including the issue of Romani language, etc.

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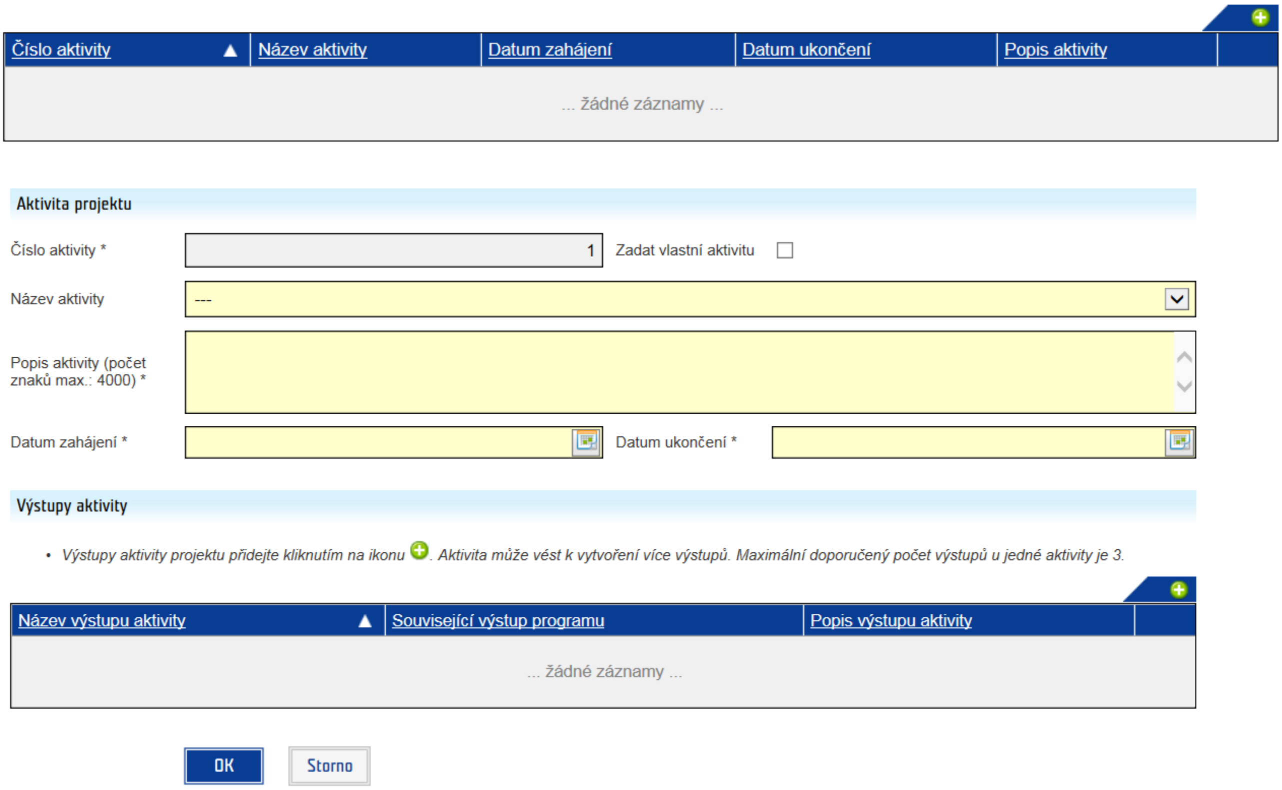
The applicant must describe the individual activities of the project specifically. It must be clear from the description of the activities that they are feasible, have a logical connection with each other and at the same time their connection to the defined needs and the objective of the project is evident.

5 The position of Roma advisor is a recognised position "public officer in the area of social affairs" according to the Government Regulation No. 222/2010 Coll., On Work in Public Service and Administration.

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

2.8.1 Key Project Activities and Outputs



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

— **Name of the key activity**

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

— **Description of the key activity**

The applicant shall indicate to which type of eligible activity defined by the Open Call the given key activity of the project is related and what its content will be. It must be clear from the description of the activity **which activity, when, by whom and in what way it will be implemented**. At the same time, it must be clear from the description of the activity whether and how the project partner will be involved in the activity (if the project is implemented in partnership). **The description of the activity must be linked to the detailed project budget**. Examples:

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

Note

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

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

In the case of the Open Call **Capacity Building of Roma Advisors (HROVA1B)**, projects that will support the **direct involvement of Roma in the implementation of project activities** are strongly encouraged and will **be awarded extra points**. If the Roma are involved in the project activity, the applicant shall explain specifically in the description of the activity how the Roma participation is carried out. If relevant, the applicant may indicate the number of Roma involved as an output indicator of the corresponding activity.

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

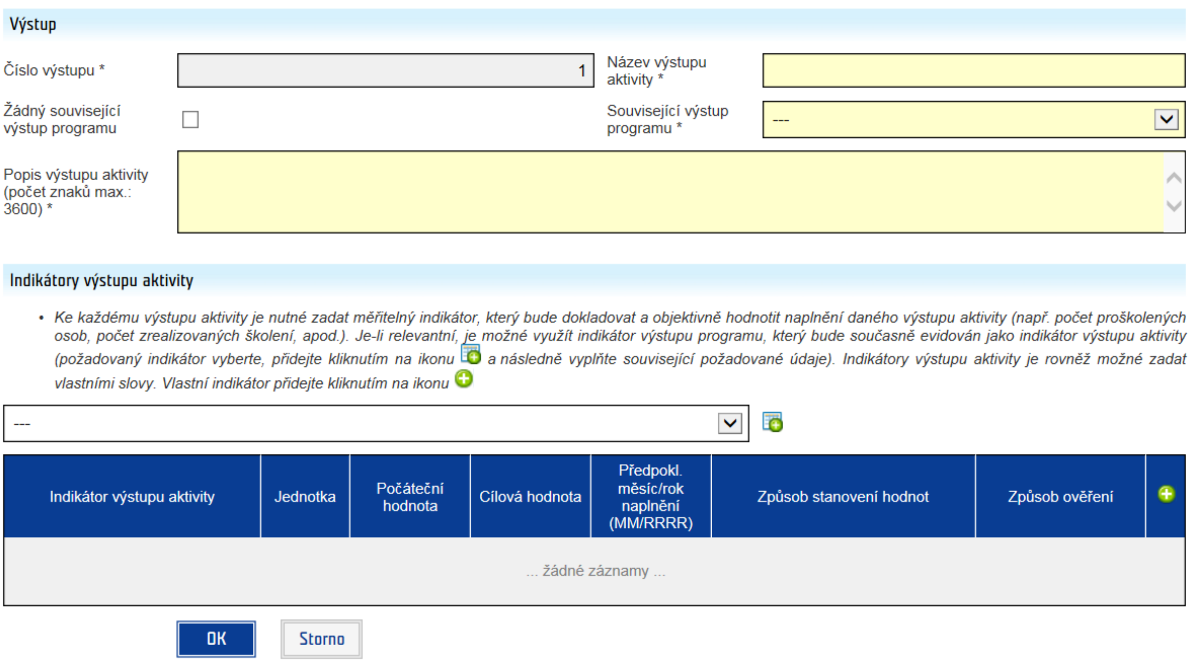
The expected start date of each key activity must be derived from the possible start date of the project (the indicative date for the possible start of the project with respect to the project appraisal process is set by the PO in the Open Call, please also see in the Chapter 2.1.5).

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

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

Outputs of the key activities

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



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

— **Name of the activity output**

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

Examples of the outputs of activities:

The Open Call Support for Roma Platforms at Local and Regional Level (HROVA1A):

— established Roma platform (including the acquisition of its own legal personality - optional);
— a functioning Roma platform, where the employees of member organizations will be mostly Roma;
— workshops for public administration with emphasis on specific features and status of Roma;
— media campaign in support of Roma ethnoemancipation;
— conference on the topic of fulfilling of the Roma Integration Strategy in the Region / ORP;
— a set of measures issued to improve the situation of the Roma minority in the region / ORP;
— a media campaign to portray positive role models from the Roma minority;
— a shadow report on the situation of the Roma minority in the region / ORP;
— a report on the implementation of the Roma Integration Strategy in the Region / ORP submitted annually to the relevant regional Roma affairs coordinator.

The Open Call Capacity building of Roma advisors (HROVA1B):

— established / increased workload of a Roma advisor and their sustainability at a minimum level of 0.5 for at least 2 years;
— regular meetings with at least 5 stakeholders of Roma integration (NGOs; Roma advisors, regional coordinator for Romani affairs, etc.) at least once every 3 months;
— meetings with representatives of the Roma minority in the ORP at least once a month;
— an online discussion forum open to Roma stakeholders, e.g. on the ORP websites, social networks, etc.;
— a recruitment campaign for the position of Roma advisor aimed at representatives of the Roma minority;
— a Roma advisor involved in activities organized by the Regional Coordinator for Romani Affairs,
— created accredited course,
— a Roma advisor involved in educational activities related to Roma integration.

In case of the Open Call **Support for Roma Platforms at Local and Regional Level (HROVA1A)**, projects whose activities lead to the creation of new jobs will be awarded extra points. In the case of the Open Call **Capacity Building of Roma Advisors (HROVA1B)**, projects whose activities lead to the creation of new jobs / increase in the working hours of Roma advisors will be awarded extra points. If the above mentioned conditions are relevant for the project, the applicant shall indicate the new jobs created / increased workload among the outputs of the relevant project activities.

— **Related programme output**

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

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

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

<u>**Open Call Support for Roma Platforms at Local and Regional Level (HROVA1A)**</u>

Example 1

Activity output: Roma platform established with new jobs created

Description of the activity output: Our aim will be establishing a Roma platform, including the acquisition of its own legal personality, thanks to which the platform will be able to act independently and will be able to implement its own activities with the possibility of funding from public and private sources. The newly created platform will operate on the basis of created statutes, which member organizations will have to follow, and of good practices gained through communication with existing platforms. Within the platform 5 jobs will be created. Their task will be the administrative provision of the platform, coordination of the media campaign, financial management of the project, implementation of educational activities for public administration, including communication with public administration and coordination of activities across member organizations.

Activity output indicator: Number of jobs created

Note

We recommend using the “Number of jobs created” indicator whenever the implementation of the activity creates new (additional) jobs in the organization of the project promoter / project partner (for more detailed specifications, see Annex 9 to the Guideline).

In the case of the Open Call **Open Call Support for Roma Platforms at Local and Regional Level (HROVA1A)**, projects that will support the empowerment of a larger number of Roma actors will be awarded extra points. The number of Roma targeted by the measures to strengthen their position should be reported as an indicator of the output of the relevant project activity.

Open Call Capacity Building of Roma Advisors (HROVA1B)

Example 1

Activity output: Work position of the Roma advisor created

Description of the activity output: Within the project, a new job of a Roma advisor will be created (in the extent of 0.5). The Roma advisor will be integrated into the structure of the ORP, and will be included in the department of the mayor of the municipality. As part of their activities, the Roma advisor will cooperate mainly with workers in charge of culture, social affairs and education. Information on the announcement of the tender will be distributed among members of the Roma minority through local newspapers, field workers and NGOs. The workload of 0.5 is taken as the initial one with the possibility of its future increase. The Roma advisor will have an employment contract with the municipality for an indefinite period.

Activity output indicator: Number of jobs created

Note

It is recommended to use the “Number of jobs created” indicator whenever the implementation of the activity creates new (additional) jobs in the organization of the project promoter / project partner (for more detailed specifications, see Annex 9 to the Guideline).

In the case of the Open Call **Capacity Building of Roma advisors (HROVA1B),** projects that will **support the direct involvement of Roma in the implementation of project activities will be awarded extra points**. If Roma are involved in the project activity, the applicant shall explain specifically in the description of the activity how the Roma participation is carried out. If relevant, the applicant may indicate the number of Roma involved as an output indicator of the relevant activity (*e.g. the number of Roma directly involved in the implementation*).

Example 2

Activity output: Increased workload of a Roma advisor

Description of the activity output: Within the project, the workload of the Roma advisor will be increased. The current position of a Roma advisor with a workload of 0.2 falls into the social work department. Increasing the workload to 0.5 will make it possible to improve the coordination of the newly established Roma Integration Strategy in the ORP.

Activity output indicator: The amount of workload of a Roma advisor

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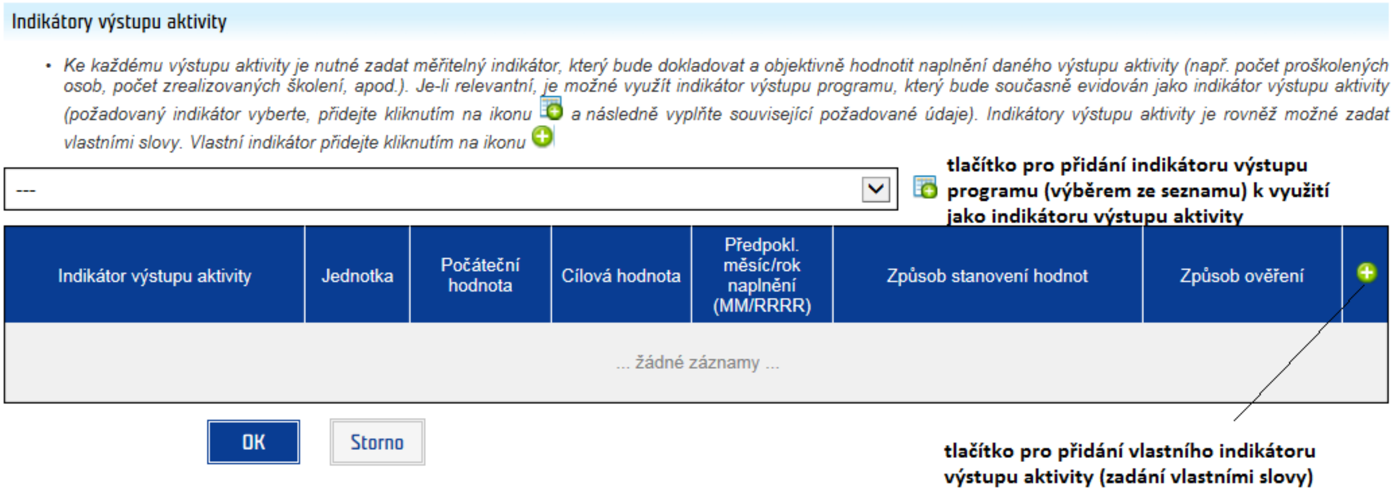
— **Activity output indicator**

The indicator represents the way in which the achievement of the outputs of the project activities can be measured.The applicant shall provide with the name of a measurable indicator that will document and objectively evaluate the fulfilment of the given activity output (e.g. number of Roma students supported, the number of implemented training sessions, etc.). The applicant can define indicators in own words and/or use a programme output indicator, that will be registered as activity output indicator.



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

— **Unit of measurement**

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

— **Baseline value of the indicator**

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

— **Target value of the indicator**

The applicant shall indicate the planned target value of the indicator that will be achieved through the implementation of the project key activity. The system allows the insertion of only numerical values.

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

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

— **Setting of values**

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

Example for the indicator *Number of jobs created*

The aim of the project is to establish a Roma platform that does not currently exist, i.e. it has no employees. The initial value of the indicator is therefore set as 0. Our goal is to create a long-term well-functioning platform that needs facilities for its activities and activities, including workload. Due to this need, we have identified 5 positions that we consider to be the key for the functioning of the platform. Employees in these positions should work full-time within the project, which corresponds to a target value of 5.0. Since we want the platform to start operating as soon as possible, we set ourselves the objective of achievement the target value of the indicator in the first half year of the project implementation.

Example for the indicator *The amount of workload of the Roma advisor*

At this time, the ORP has established the position of a Roma advisor, which is included in the social work department with a full-time workload of 0.2. This amount of work results from the concluded employment contract and corresponds to the initial value of the indicator. Our goal is to increase the workload of a Roma advisor to min. 0.5. We set the target amount of work based on an estimate of the population of the ORP from the Roma minority, the extent of issues with social exclusion and the need to coordinate the newly established Roma Integration Strategy in the ORP.

— **Source of verification**

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

Example for the Open Call Open Call Support for Roma Platforms at Local and Regional Level (HROVA1A):

Achieving the value of the indicator will be possible to verify on the basis of concluded employment contracts, payrolls, records of working hours.

Example for the Open Call Capacity Building of Roma Advisors (HROVA1B):

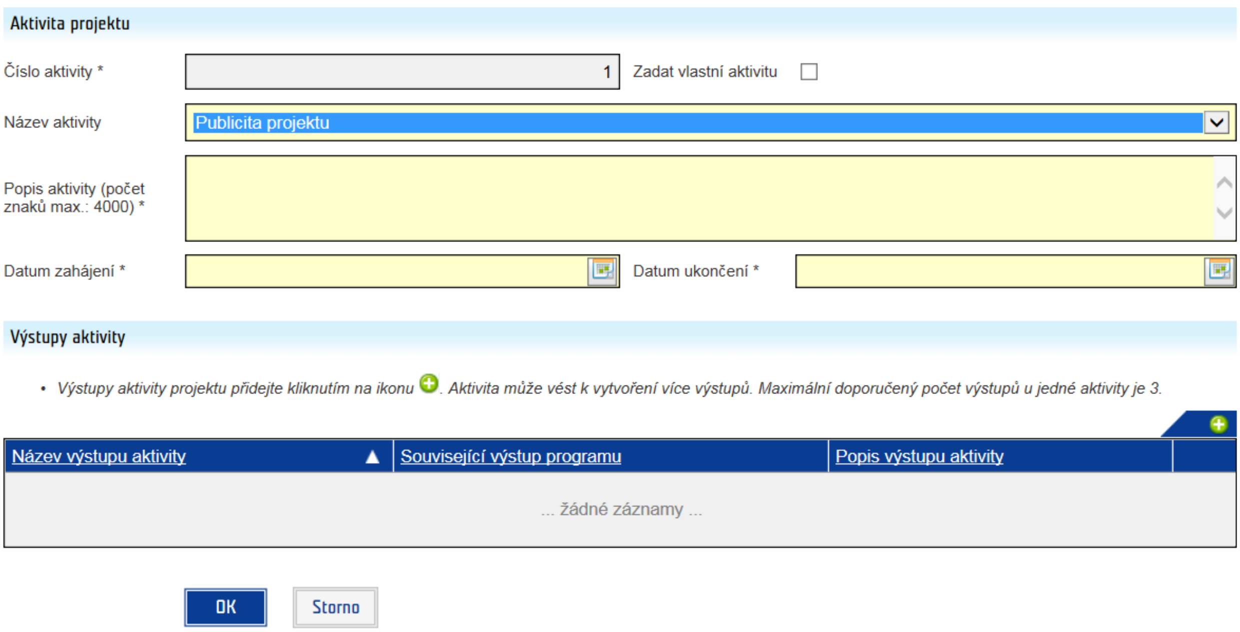
Achieving the value of the indicator will be possible to verify on the basis of a concluded employment contract, including a description of the type of work performed, payroll, documentation of the organizational structure of the municipal office.

2.8.2 Project Publicity and its Outputs

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

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

- ensure the effective exchange of information and understanding of the communication, both between the project stakeholders and the public;
- raise general public awareness not only about the existence and objectives of the project, but also of the Norway Grants (with emphasis on bilateral cooperation if the project is implemented in a bilateral partnership).



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

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

As part of the Project publicity activity, the applicant fills in the same fields as in the case of key project activities (with the exception of the “Related Programme Output” field, which is not to be filled in and the applicant selects „No Related Programme Output“; for the requirements for the description of each field please see the previous chapter).

It is not necessary to present individual elements of publicity as separate outputs of the Project Publicity activity, it is also possible to use a summary output – e.g. "Set of mandatory project publicity elements". In the field Description of the output of the activity in this case, the applicant briefly describes the individual elements.

Note

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

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

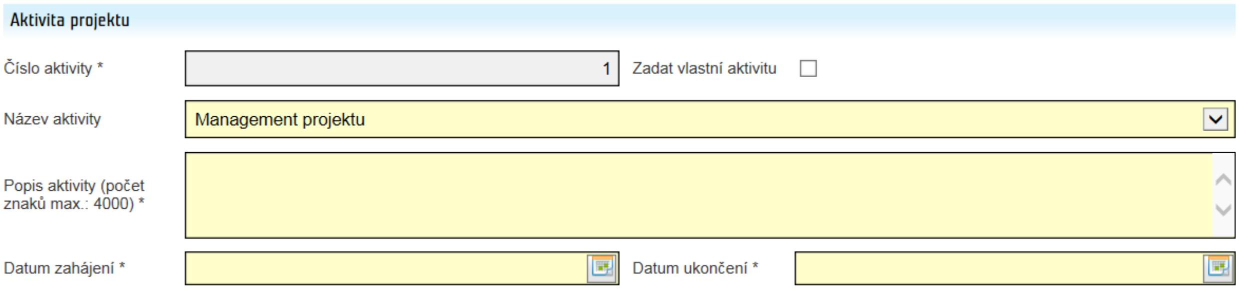
Mandatory requirements of the activity Project Publicity:

— During the project implementation, the Project promoter is obliged to implement at least **two information activities** on the procedures, achievements and results of project implementation. Events must be promoted by appropriate promotional and information materials which must include mandatory publicity elements.

— The project promoter is obliged to provide information 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 an awarded grant of more than 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. The website shall include information about the project, its progress, eventual cooperation with donor project partners, relevant photos, contact details and a reference to the Human rights Programme and Norway Grants 2014 – 2021.

All information and publicity measures must be implemented in accordance withthe document “Communication and Design Manual” issued by the FMO. The manual sets out binding technical requirements for the use of logos, billboards, plaques, posters, publications, websites and other audio-visual materials. The document is available for download at www.eeagrants.cz/en/general-information/promotion/downloads.

2.8.3 Project Management



Part of the project is its management, which is included as a **mandatory Project Management activity**. The project management should be entrusted to a group of employees who will be able to cover all levels of project management with their activities and thus ensure all managerial activities, or professional activities[6]. These may be employees of the applicant organization and/or external entities, or employees of partner organizations may be invited to this group. Project management should be composed ideally of staff who have sufficient experience with project implementation and management. When creating a project management team, it is necessary to proceed mainly from the expected complexity of project management and implementation in terms of content and finances.

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

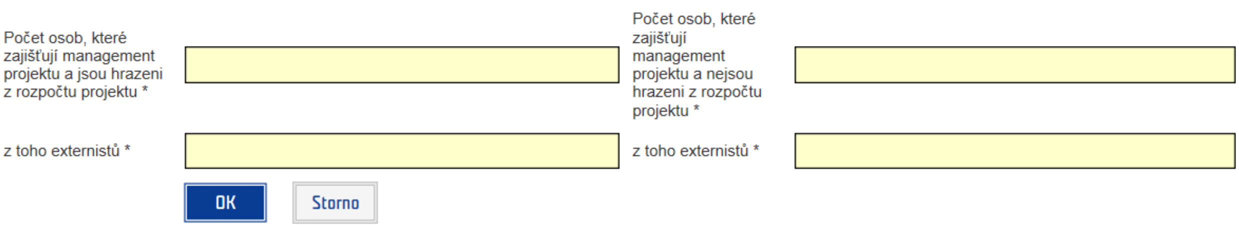
The applicant adds the activity by using the green plus button in the *Activity* tab, in the field *Activity title* and selects the **Project Management** and fills in the following fields:

— Project Management **activity description**

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

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

The activity Project management runs throughout the project implementation period. The expected start date must be derived from the possible start date of the project (see the chapter 2.1.5 Planned Project Implementation Period). The 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.



In addition, the applicant will indicate whether individual project management positions will be covered by own or external emyployees and whether management staff costs will be spent within the project budget. Personal expenses of management members that can be included in the project budget and requested as eligible expenses are limited to the following positions (with an indicative definition of the main job description of individual roles; roles can be cumulated, i.e. for example the project manager also performs the role of project administrator):

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

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

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

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

Note

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

2.9 Time Schedule of the Project

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

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

2.10 Budget and Project Financing

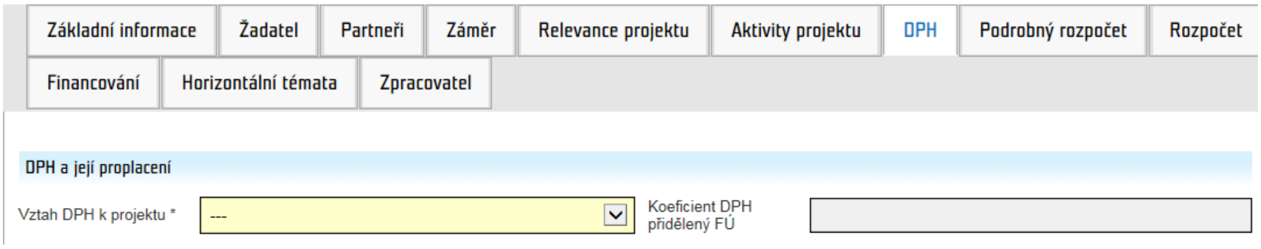
The applicant fills in the financial data of the project on the tab **VAT, Detailed budget and Budget**. To fill in the application correctly, it is necessary to proceed in the above-mentioned order of tabs.

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

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

Unless otherwise specified, the open calls are announced as non-investment. **Investment expenditures are not allowed as part of eligible expenditures for the entire duration of the project implementation.**

2.10.1 VAT and its reimbursement



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

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

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

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

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

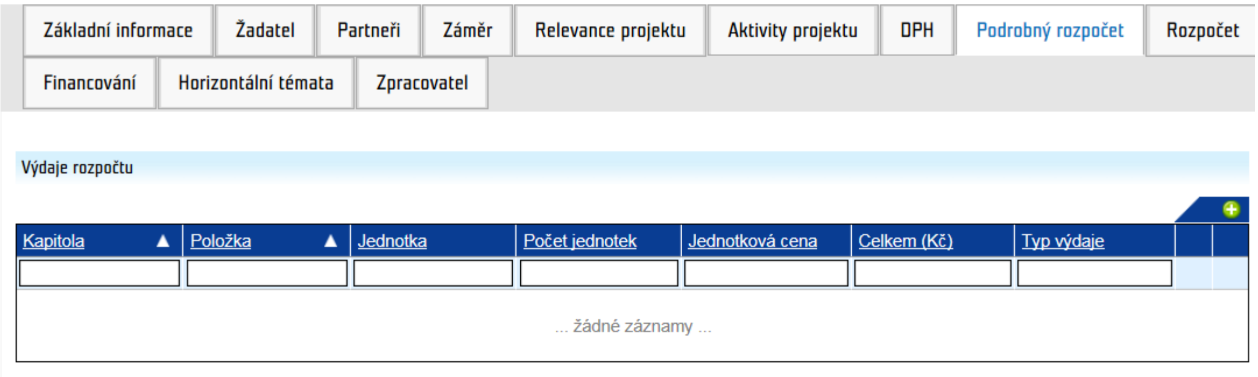
If the applicant **claims their entitlement to VAT deduction using the coefficient**, he/she **shall specify the coefficient** set by the competent tax office and **calculate the** cost of each budget item **including the part of the VAT not claimed for deduction with the Tax Office**. The amount of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

2.10.2 Detailed Project Budget

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

- the budget includes only such expenditure that can be financed from the Norway Grants, i.e. so-called eligible expenditure;
- the budget is composed on the basis of real prices usual both at the place and time and at the same time calculated with regard to possible price changes which will affect individual expenditure;

- the total amount of the budget and individual budget items must be proportionate and justified, in particular with regard to the objective of the project, the content of the key activities, the target values of the indicators, the duration of the project and the size of the target group;
- the budget contains the number of items needed to achieve the objective and outputs of the project;
- the individual budget items must be interlinked with the planned activities of the project;
- the planned expenditures must be economical, efficient, effective and in accordance with the valid regulations of the Czech Republic and the EU and the conditions of the Open Call.



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

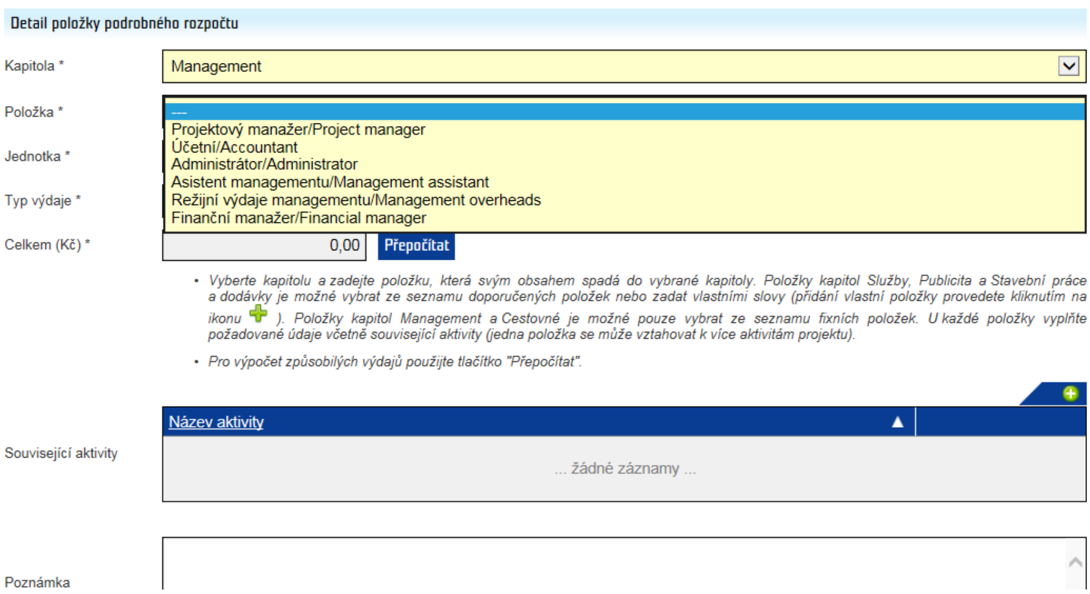
In the detail of the detailed budget item, the applicant fills in the following data:

- **budget chapter**

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

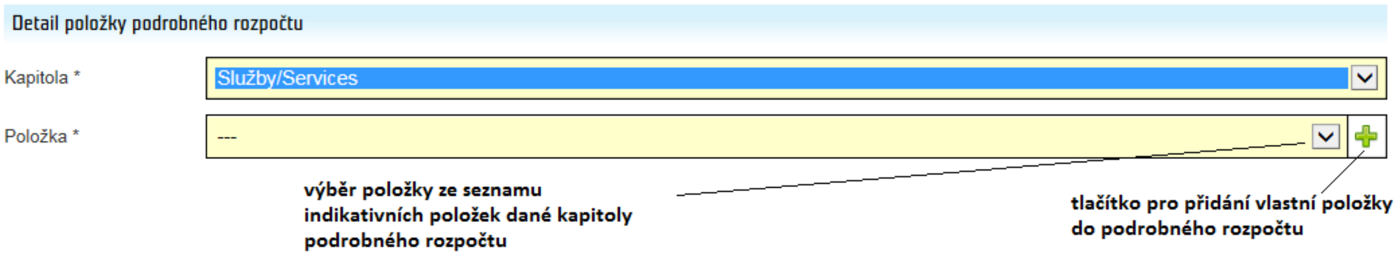
- **fixed item**

The items of the chapters **Management** and **Travel costs** are fixed items list. If the above mentioned chapters are relevant to the project, the applicant selects the appropriate fixed items from the list. It is not possible to include other own items in these chapters or to modify the title of fixed items. It is also not possible to apply the same fixed items more times within a chapter. In the case of expenditures, planned under a fixed item, the components of which have different unit prices, the applicant shall indicate the average unit price or calculate the item as a whole and describe the individual components in the *Note* field.



— **item**

The items of the **Construction Works and Supplies, Services and Publicity** chapters are entered by the applicants individually according to the project needs. The indicative list of items which fall under the chapters Services and Publicity are specified in the list of options. Each item used within a particular chapter of the project budget must have a unique title. In case of the planned public procurement it is advised that public procurement relates to one item only.



— **unit**

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

— **number of units**

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

— **item unit price**

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

— **expenditure type**

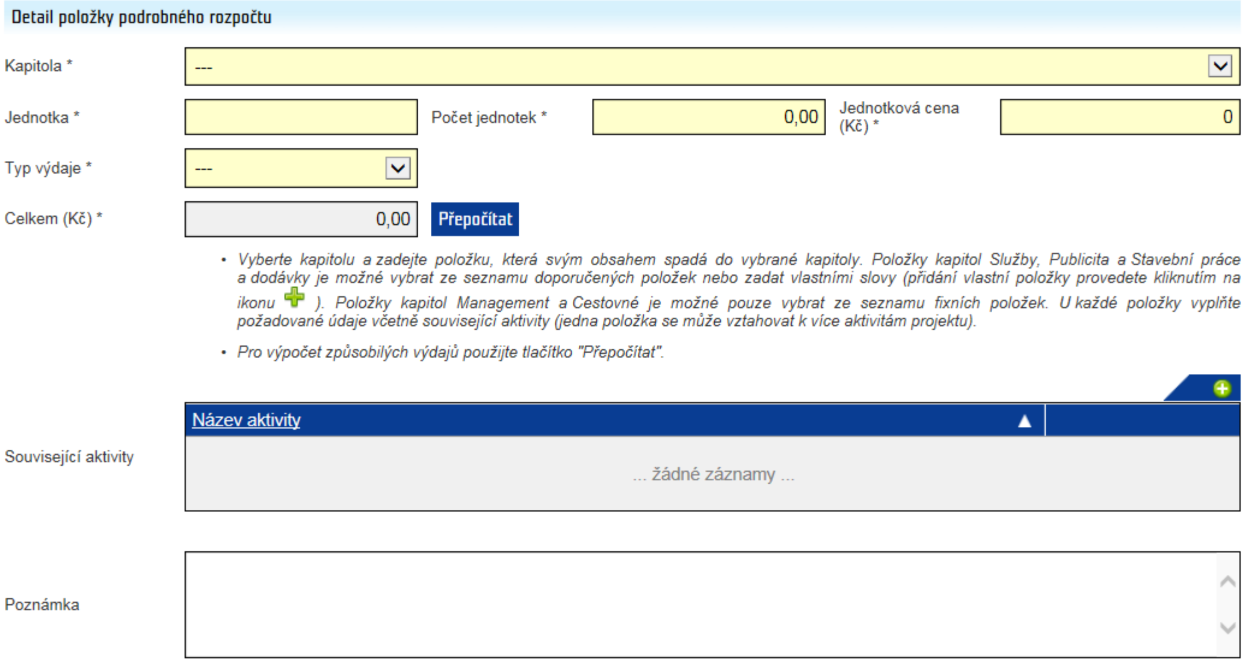
The applicant shall indicate the type of all expenditures (investment/non-investment) in the detailed project budget. In case of the Open Calls Support for Roma Platforms at Local and Regional Level (HROVA1A) and Capacity Building of Roma Advisors (HROVA1B) **the investment expenditures are not allowed.**

— **related activity**

The applicant shall indicate the activity to which the budget item is linked. Ideally, one item should not be linked to more activities unless given by the nature of the item (e.g., the function of project expert who will be involved in more activities). If the item is related to the implementation of more activities, the applicant shall state the relevant activities (through the green plus button). To be able to assign a related activity, it is necessary that the project activities are entered on the *Project Activities* tab.

Note

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



2.10.3 Travel costs

In case of international travels within the project and inclusion of the related costs into the 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**[7].

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

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

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

2.10.4 Project Budget Breakdown

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

Členění rozpočtu projektu

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

Z toho způsobilé výdaje partnerů

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

Based on the Detailed Project Budget filled in the application, the IS CEDR transfers the expected **allocations of the project budget chapters in CZK** and the **amount of the total eligible project costs in CZK** (rounded to two decimal places) to the *Budget tab*. 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** (i.e. 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 (with an accuracy of max. 2 decimal places).

2.10.5 Investment Assets in Project

Investiční majetek v projektu

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

Popis

The Open Calls HROVA1A - Support for Roma Platforms at Local and Regional Level and HROVA1B - Capacity building of Roma advisors are announced as **non-investment**. Investment expenditures in the project are not allowed, therefore the Applicant is not entitled to include capital assets, construction / reconstruction / renovation of assets among the eligible project expenditures (the value *No* must be filled in).

.

2.10.6 Indirect Costs (Overheads)

Režijní náklady

Režijní náklady jsou součástí rozpočtu projektu * ---

Metoda kalkulace režijních nákladů ---

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

— actual indirect costs;

— a flat rate of up to 25% of total (net) direct eligible costs;

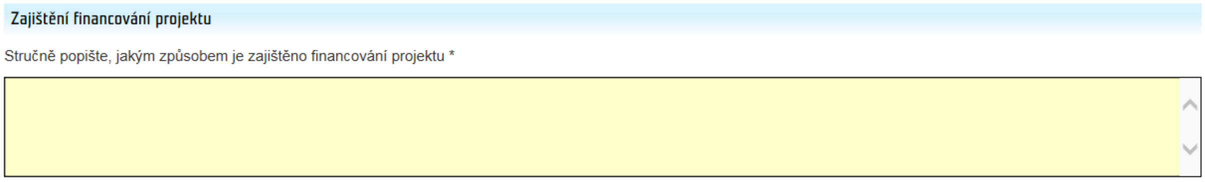
— a flat rate of up to 15% of direct eligible staff costs;

— a flat rate applied to direct eligible costs in similar types of project in EU programmes;

— according to the rules of an international organization or its agency.

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

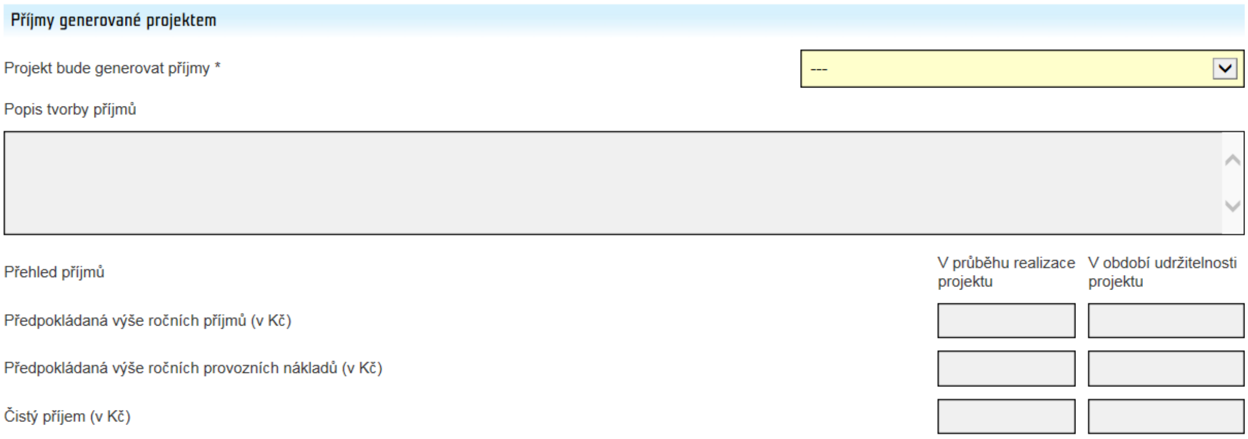
2.10.7 Assuring of Project Financing



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

At the same time, the applicant undertakes to be able to provide financing for the project at the beginning and throughout its implementation so that there is no shortage of financial resources to cover the project expenses with regard to ex-post funding from Norway Grants[8]. The applicant further undertakes to finance all non-eligible expenses (if any) and additional costs in excess of the approved project budget.

2.10.8 Revenue Generated by Project



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

In case the project generates revenues, the applicant shall indicate in the field ***Description of the revenues generated by the project***, the revenue generating activities and the amount of the revenues (annual) and further details including the expected use of the revenues in line with the purpose of the project. The PO shall take into account the planned revenues when setting the project grant rate. The applicant shall also indicate the estimated average amount of annual revenue and an estimate of the average amount of annual operating costs related to the creation, application and use of project outputs. The applicant indicates if the project will generate the so called net revenue within the project implementation period.

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

Revenues (arising from the project outputs) are inflows of grants 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.[9]

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

Note

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

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

b. as a source of project co-financing;

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

d. returned to the Programme Operator.

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

Example

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

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

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

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

2.10.9 Project Financing

Financování projektu

		Kurz EUR	25,7000
Celkové způsobilé výdaje (v Kč)	0,00	Celkové způsobilé výdaje (v EUR)	0
- z toho investiční výdaje (v Kč)	0,00	0 %	
- z toho neinvestiční výdaje (v Kč)	0,00	0 %	
Míra dotace (v %)	90		
Maximální grant (v Kč)	0,00	Maximální grant (v EUR)	0
Požadovaný grant (v Kč) *	0	Požadovaný grant (v EUR)	0
Projektové spolufinancování (v Kč)	0,00		
- z toho dobrovolníci (v Kč)	0,00		

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

- **Total eligible costs (CZK):** the amount including decimal places (max. 2 decimal places); this amount is further broken down into the amount of investment and non-investment expenditure, indicating their percentage in relation to the amount of total eligible expenditure[10];
- **Total eligible costs (EUR):** the amount rounded down to whole EUR (rate in EUR corresponds to the rate set by the Open Call); the amount in EUR is indicative and will be used for statistical purposes only;
- **Maximum grant amount (CZK):** the maximum grant amount is calculated on the basis of the grant rate set by the Open Call.

The applicant shall fill in:

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

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

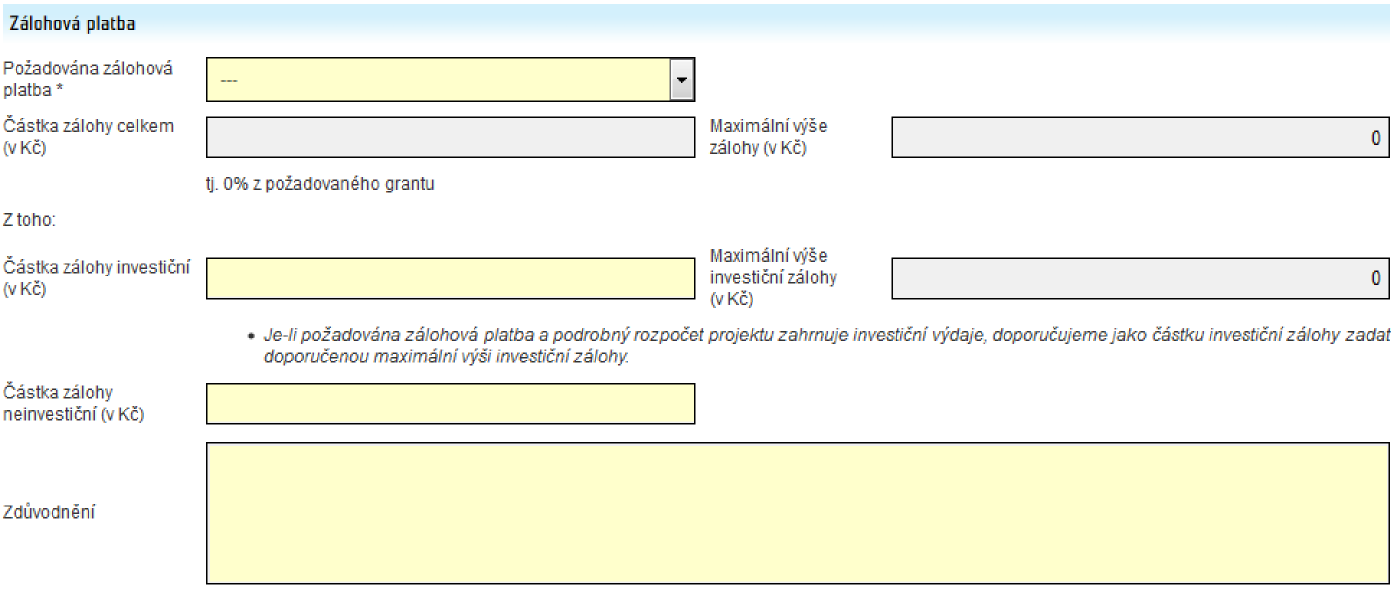
- **Requested grant amount (EUR):** the amount rounded down to whole EUR, the amount in EUR is indicative and will be used for statistical purposes only;
- **Project co-financing amount (CZK)**: the difference between the total eligible costs and the requested grant amount (max. 2 decimal places);

Note

- The amount of the requested grant represents the maximum amount of financial support that cannot be increased. The support provided from the program for the implementation of the project is intended to finance the project at the time of its implementation, not to sustain its outputs.
- The grant is provided in CZK. The exchange rate for the conversion of the required grant amount into EUR is set out in the call (26 CZK / EUR) and the conversion into EUR will be provided automatically. The amount in EUR will be used for statistical purposes.
- The maximum project grant rate (in %) is set by the Open Call. For an overview of the support provided for individual legal forms, see Annexes 10a and 10b to the Guideline.

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

2.10.10 Advance Payment

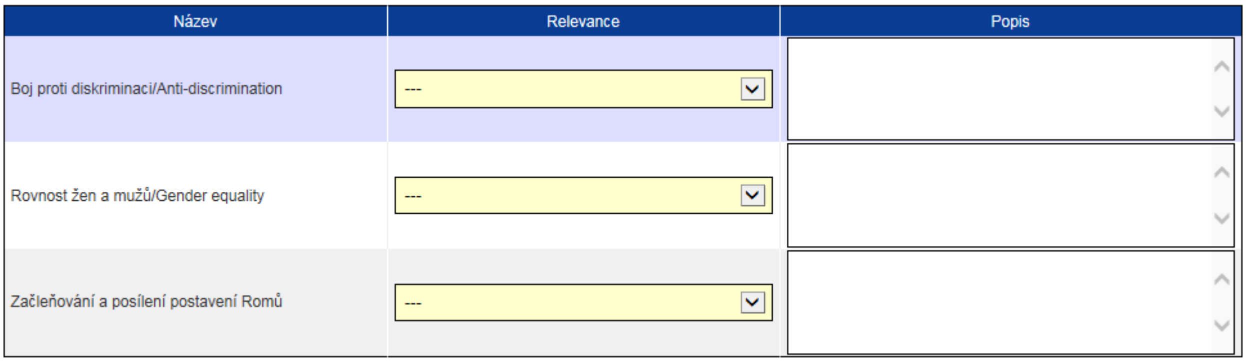


The expenditures of the project promoter will be reimbursed based on the expenses actually incurred (payment requests will be submitted together with the monitoring reports; monitoring reports shall be submitted every four months). The project promoter shall submit lists of expenditures including the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

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

The applicant shall indicate the total amount of the advance payment requested and justify the request for the advance payment. Taking into account **the non-investment nature of the Open Calls** Support for Roma Platforms at Local and Regional Level (HROVA1A) and the Capacity Building of Roma Advisors (HROVA1B), the **amount of the investment advance payment** must be filled in as **zero.**

2.10.11 Policy Markers



Název	Relevance	Popis
Boj proti diskriminaci/Anti-discrimination	---	
Rovnost žen a mužů/Gender equality	---	
Začleňování a posílení postavení Romů	---	

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

— **Combating discrimination**
— **Gender equality**
— **Roma inclusion and empowerment**

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

— 0 - the topic is not relevant to the project

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

— 2 - the topic is fundamental for the project

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

Examples

Open Call Support for Roma Platforms at Local and Regional Level (HROVA1A)

The project implemented with the purpose to create a Roma platform focuses on both the inclusion and empowerment of Roma and gender equality → the application of the principle of gender equality is also essential in empowering the Roma minority, where it is necessary to specifically focus on activating women and building their emancipation and independence. This is a crucial policy marker.

Open Call Capacity Building of Roma Advisors (HROVA1B)

The project implemented to increase the workload of a Roma advisor focuses, among other things, on combating discrimination (especially discrimination against Roma, i.e. anti-Gypsyism) → combating prejudice, hate speech, hate violence and inequality based on belonging to a national minority is a fundamental policy marker.

2.11 Author of the Application

In accordance with the condition of the call, the applicant will provide information on the consultants, i.e. entities and persons involved in the preparation of the application. The applicant shall provide information on the author of the application and his/her relationship with the applicant. If the application is prepared by an external entity, the applicant shall indicate the company name /author name.

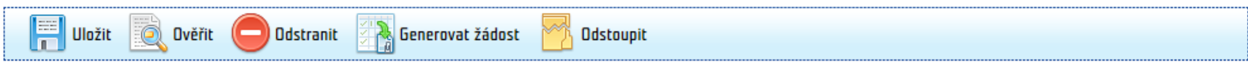
In addition, the applicant will briefly describe, what documents have been prepared in connection with the preparation of this application (supporting and related documentation, e.g. feasibility study, detailed budget), if relevant.

2.12 Annexes to the application

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

1) **Grant Application Form** (standardized form)

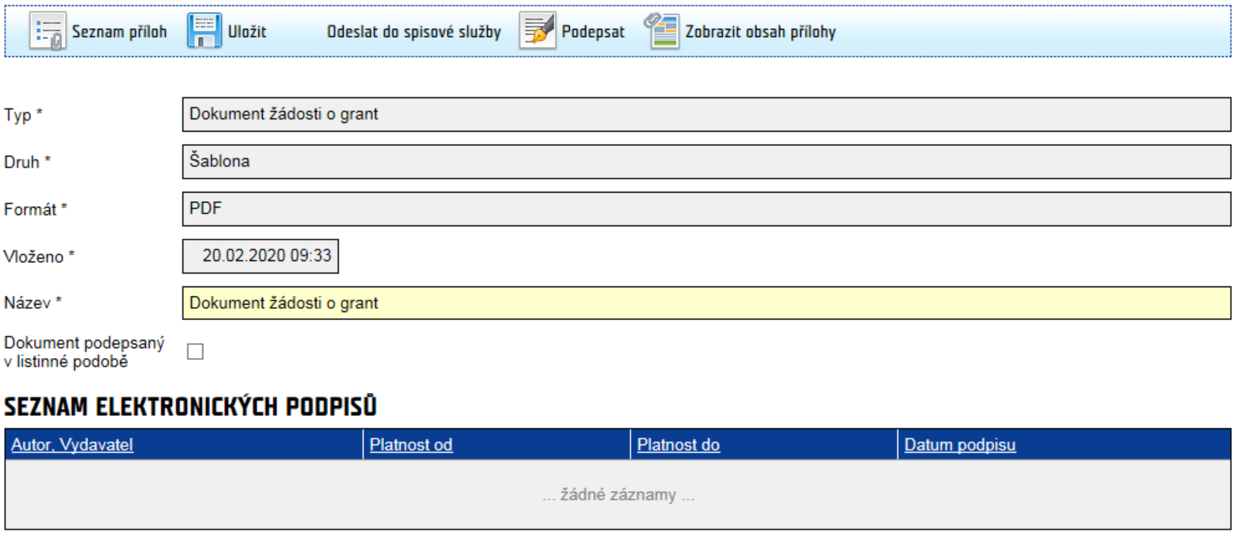
After filling in the data in the individual tabs of the application, the applicant will generate a Grant Application Form (through the *Generate Application* button in the control panel).



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

The *Grant Application Form* can be generated at any time during the completion of the application form and used to verify that the individual tabs of the online form are filled in correctly. The PDF document summarizes the already filled in and saved data in individual application fields. If the *Grant Application Form* is generated repeatedly for working purposes, please delete draft(s) of this form from the *List of Annexes* (using the button to *delete the annex* in the table with an overview of inserted annexes) before submitting the application form.

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

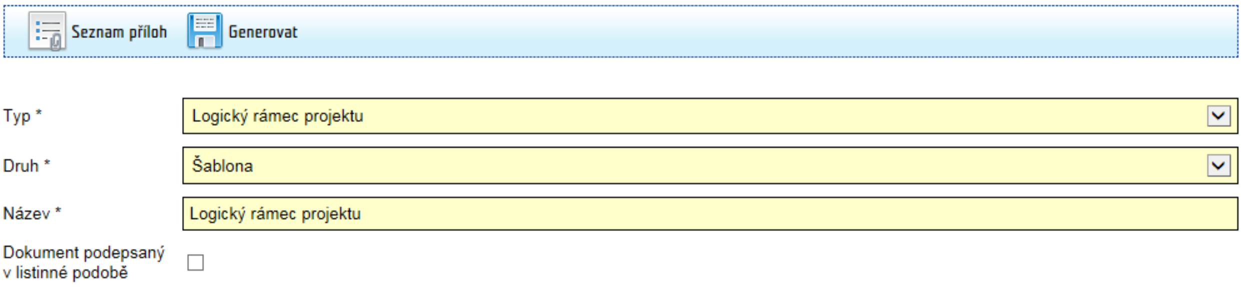


2) Project Logical Framework (standardized form)

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

Procedure for inserting the annex Project Logical Framework

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



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

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

3) Identification of the ownership structure of the applicant and the persons acting on his/her behalf (standardized form)

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

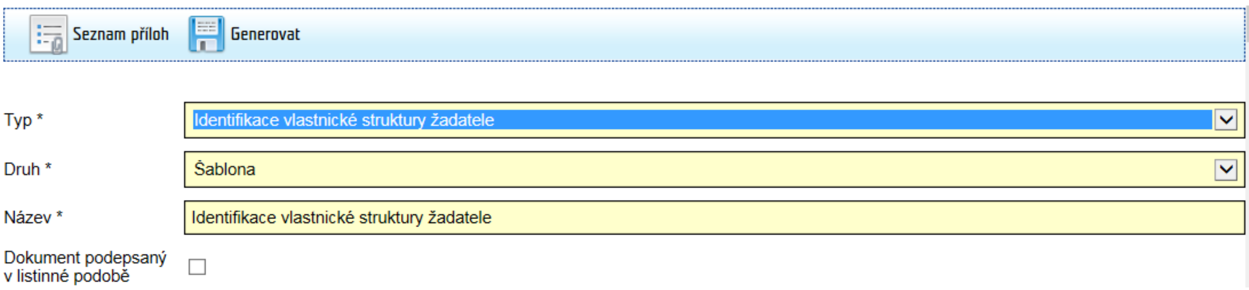
— persons acting on behalf of the applicant, indicating whether they are acting as his/her statutory body or acting on the basis of authorization,
— persons with a shareholding in that legal person,
— persons where the applicant holds a holding and the amount of that holding.

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

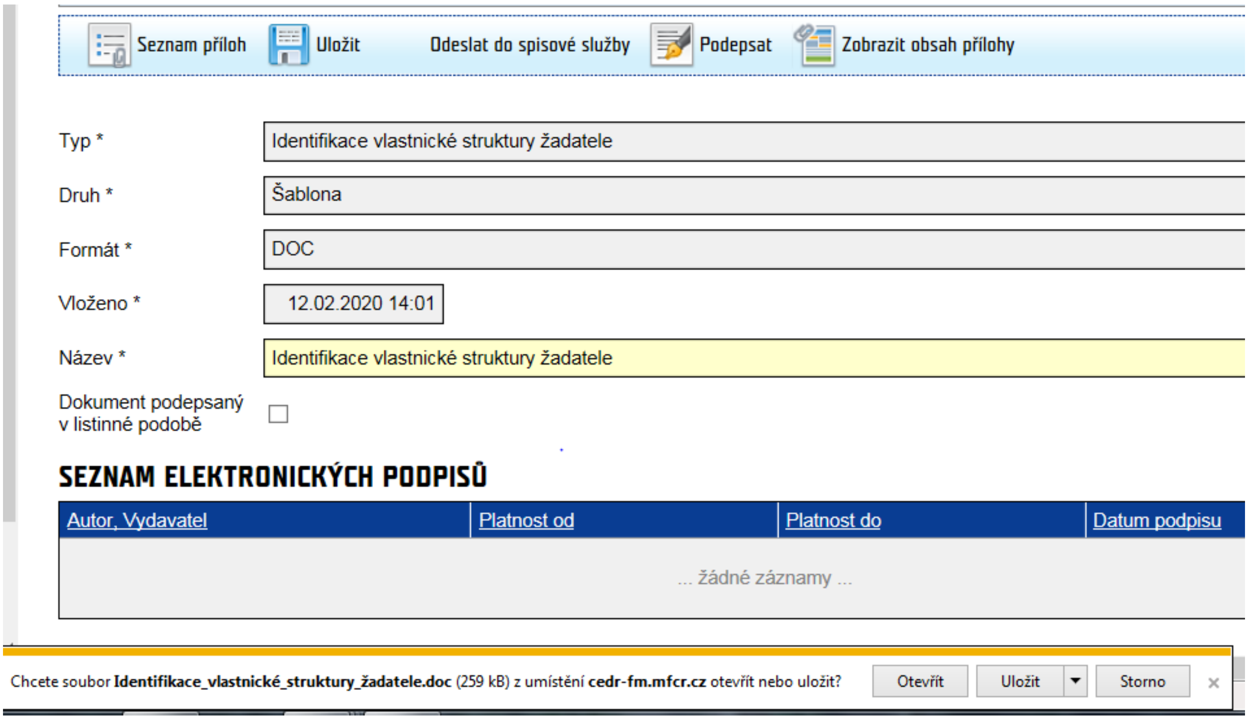
The form *Identification of the ownership structure of the applicant* generated in the IS CEDR with the completed data must be **signed by the representative acting on behalf of the applicant by using a qualified electronic signature**.

Procedure for inserting the annex Identification of the ownership structure:

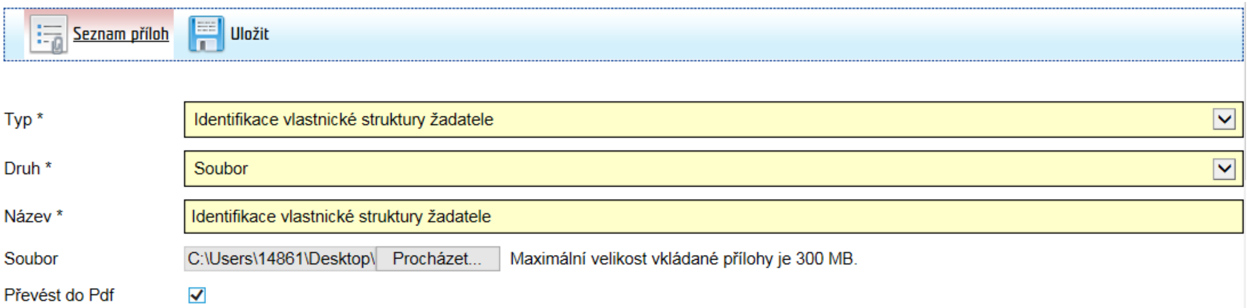
— *open Annexes* menu
— click on the button *New* in the control panel
— select the type *Identification of the ownership structure*
— keep the default type *Template*
— click on the *Generate* button

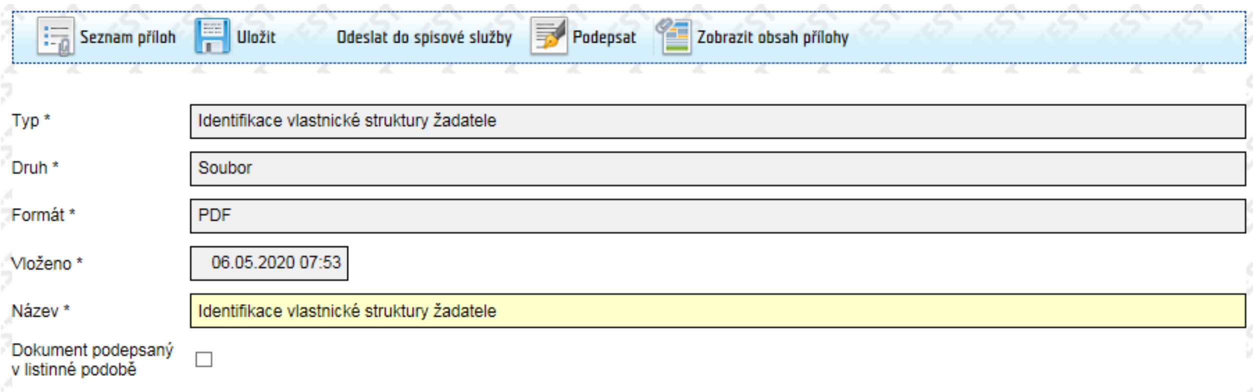


— click the *Show annex content* button
— open the generated file, check the pre-filled data, or edit these, fill in the missing data and save the completed file to your computer



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





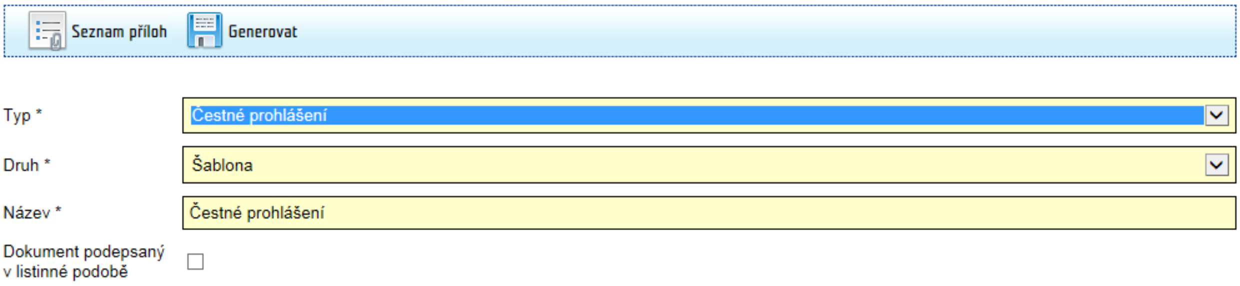
4) Declaration (standardized form)

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

Procedure for inserting the annex Declaration

— open *Annexes* menu
— click on button *New* in the control panel

— select the type *Declaration*
— keep the default type *Template*
— click on the *Generate* button



— open the generated file by clicking on the *Show annex content* button
— sign the document by clicking on the *Sign* button.

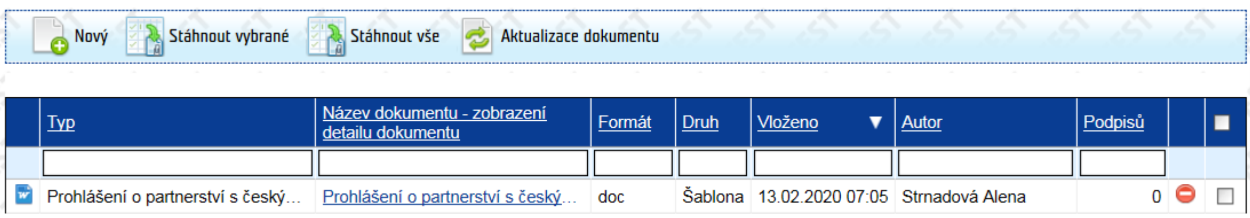
5) Partnership Commitment Statement (standardized form)

In the case of a partnership with a partner from the Czech Republic, the applicant shall provide a **Partnership Commitment Statement** with a Czech entity in the Czech language (see Annex 6a to the Guideline). In case of involvement of a **partner from the donor state** in the project, the applicant shall provide a **Partnership Commitment Statement** with a foreign entity in English (see annex 6b to the Guideline). The declaration of partnership must be documented separately for each partner.

The declaration of partnership must be signed by eligible persons of the applicant and the partner or a persons authorized by them, by electronic signature, or manually.

Procedure for inserting the annex Partnership Commitment Statement:

— fill in the data in the *Partner detail form*
— click on *OK* button and *generate the template*
— open the left menu *Annexes* and in the list of annexes click on the name of the generated *Declaration* form



— in the tab *Annex Detail*, click on the *Show annex content* button
— open the file, check the pre-filled data, or edit these, fill in the missing data and save the completed file to your computer,
— ensure the signature of the document by both partner parties (the document can be signed electronically or manually in paper form, i.e. the document can be printed, signed in paper form and then insert the file with the scan of the document into the annexes of the application)
— in the menu *Annexes*, click on the *New* button
— select the type *Partnership Commitment Statement* and select *File* as the type
— click on the *Browse* button and select a file from your computer
— tick the field of *Convert to Pdf* (if it is not inserted already in this format) and *Document signed in paper form* (if you insert a scan of a manually signed document)
— click on the *Save* button.

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

6) Declaration on the Organization´s Activities (standardized form)

The Declaration on the Organization's activities (see Annex 13 to the Guideline) must be documented by **NGOs in the role of applicant** and / or **NGOs in the role of project partner**. In the case of more NGOs involved in the project implementation, it is necessary to fill in this annex for each entity separately.

The Declaration on the Organization's activities filled in for the **applicant** must be **signed by a representative of the statutory body of the applicant or an authorized person by qualified electronic signature**. In case of a project partner, the document can be signed by a representative of the statutory body or a person authorized by him/her electronically or manually in the paper form (the scanned document is then inserted into the annexes of the application).

Within the quality assessment of the application, projects implemented with **Roma or pro-Roma NGO** in the role of the applicant (and / or project partner) that is **engaged in activities in favour of the Roma minority for at least 1 year will be awarded extra points**. Verification of whether the applicant organization can be considered as a Roma / pro-Roma organization will be performed on the basis of the completed annex to the **Declaration on the organization's activities.**

Procedure for inserting the annex Declaration on the Organization´s Activities (the annex completed for the applicant)

- open the *Annexes* menu
- click the on *New* button in the control panel
- select the type of *Declaration on the Organization´s Activities*
- keep the default type *Template*
- click on the *Generate* button
- open the generated file, fill in the required data (do not fill in section b) and save the filled file to your computer
- in the *Annexes* menu, click on the *New* button
- select the type *Declaration on the Organization´s Activities* and as the type select *File*
- click on the *Browse* button and select the file from your computer
- tick the *Convert to Pdf* field
- click on the *Save* button and then the *Sign* button.

Procedure for inserting the annex Declaration of the organisation's activities (the annex completed on behalf of the project partner)

- open the *Annexes* menu
- click on the *New* button in the control panel
- select the type of *Declaration of Activity of the Organization*
- leave the default type *Template*
- click on the *Generate* button
- open the generated file, fill in the required data (do not fill in section a), or ensure that the document is filled in by a partner NGO)
- ensure the signature of the document by the partner NGO
    - o The signature of the document by the partner NGO can be done manually (i.e. the document must be printed and signed manually; then the document must be scanned and inserted into the application annexes) or electronically if the partner NGO has an electronic signature.
- in the *Annexes* menu, click on the *New* button
- select the type *Declaration on the Organization´s Activities* and select *File* as the type
- click on the *Browse* button and select a file from your computer
- tick the *Convert to Pdf* field (if the inserted file is not in this format)
- tick the *Document signed in paper form* field (if you are inserting a scan of a manually signed document)
- click on the *Save* button.

7) Detailed Course Specification (standardized form)

The annex *Detailed Course Specification* (see Annex 14 to the Guideline) is mandatory for applicants in the Open Call **Capacity building of Roma advisors (HROVA1B)**, whose project focuses on the creation of an accredited training course for Roma advisors or public administration employees and its pilot verification. *The Detailed Course specification* must be **signed by a representative of the statutory body of the applicant or a person authorized by her/him, using a qualified electronic signature.**

Procedure for inserting the annex *Detailed Course Specification*

- open the *Annexes* menu
- click on the *New* button in Control Panel

- select the type *Detailed Course Specification*
- keep the default type *Template*
- click the *Generate* button
- open the generated file, fill in the required data (do not fill in section b) and save the filled file to your computer
- in the *Annexes* menu, click on the *New* button
- select the type of *Detailed Course Specification* and as the type select *File*
- click on the Browse button and select the file from your computer
- tick the *Convert to Pdf* field
- click on the *Save* button and then the *Sign* button

8) Document on the legal entity of the applicant

These are the documents certifying the establishment, foundation or creation of the applicant, or his/her registration, if the person of the applicant is subject to registration according to the law and other documents that are necessary by law for the establishment of the applicant's person (e.g. memorandum of association, charter, articles of association, etc.). Furthermore, these are the documents authorizing the statutory body to act on behalf of the applicant. The submission of a simple copy of the document is sufficient, an officially certified copy is not required.

The document on the legal entity of the applicant is submitted by the applicant (if it is not a municipality or region) only if the applicant is not registered in the public register (federal register, register of institutes, foundation register, register of public benefit companies, etc.) or in the register of registered legal persons and if the document is not included in the collection of documents of the register in which the applicant is registered. A document authorizing a statutory body to act on behalf of an applicant shall be submitted by the applicant only if it is not entered in one of the above-mentioned registers or if it is registered, but the statutory body and the manner of its conduct are not listed in the register.

In the case of the Open Call **Capacity building of Roma advisors (HROVA1B), municipalities and regions submit proof of approval of the submission of the application by the local council / local authority.**

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

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

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

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

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

Procedure for inserting the annex Power of attorney

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

- click on the field the *Document signed in the paper form* (if the document is not signed electronically)
- click on the *Save* button

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

Optional annexes to the application

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

Note

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

Procedure for inserting the Partnership Agreement

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

2.13 Signature

The application and selected annexes shall be **signed by the qualified electronic signature of the representative of the statutory body of the applicant** (in case of a collective statutory body by an authorized member/members of the statutory body of the applicant) **or person authorized** to act on behalf of the applicant with the qualified electronic signature.

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

— Grant Application form,
— Declaration,
— Declaration on the Organization´s Activities (filled in by the applicant),
— Detailed Course Specification,
— Identification of the ownership structure of the applicant and the persons acting on his/her behalf.

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

3. Process after Submission of the Application

After the closing date for receipt of applications in the IS CEDR, the process of application appraisal and project selection will be launched. Individual phases of the evaluation process are described in the 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 the initial phase of the evaluation (formal and eligibility checks). The application itself cannot be edited after its submission. In case the deadline for corrections is not met the application 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.

In line with the Regulation the quality evaluation is followed by the verification of the evaluation process. Applicants, whose applications were recommended by the Selection Committee to receive a grant, will be informed about the next steps including submission of required additional documents (e.g. list of planned tenders, confirmed identification of bank account, partnership agreement, etc.) via IS CEDR and in a letter issued by the PO (in the databox). The PO prepares and submits conditions for grant acceptation via IS CEDR to the applicant. The conditions for each project involve general conditions for implementation of projects under the Norway Grants 2014-2021, general conditions of the Human Rights Programme and recommendations and results of the selection committee related to the respective application. During the verification, the PO may ask for justified adjustments in the application. The applicant accepts the conditions for approving the grant in the IS CEDR. The PO subsequently decides on the approval of the application.

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

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

4. Annexes to the Guideline

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

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

Annex 3 – Checklist for verifying the fulfilment of the formal and eligibility criteria

Annex 4 – Organization types

Annex 5 – Bilateral Indicators

Annex 6a – Partnership Commitment Statement with Czech entity

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

Annex 7a – Template Partnership Agreement

Annex 7b – Template Partnership Agreement - in English

Annex 8 – Target Groups

Annex 9 – Programme outputs and outcome of the Programme Human Rights including indicators

Annex 10a – Legal forms (HROVA1A)

Annex 10b – Legal forms (HROVA1B)

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

Annex 12 – Declaration

Annex 13 – Declaration on Organization´s Activities

Annex 14 – Detailed Course Specification

The above listed underlined annexes to the Guideline for Applicants represent the annexes of the grant application (for more information, see Chapter 2.12 Annexes to the application).