EEA Grants 2014–2021

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

Guideline for Applicants for Projects

Programme Culture

Support area: Revitalization of Movable and Immovable Cultural Heritage

Open Call: Innovative Use of Movable and Immovable Cultural Heritage

Valid from: 30 September 2021

Iceland
Liechtenstein
Norway grants

Contents

List of Abbreviations

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

Introduction

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

Programme Culture supports the revitalization of Czech cultural heritage and cultural and creative activities supporting regional development and social inclusion with 33 EUR million in the programming period 2014-2021 in the following support areas:

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

This **Guideline for Applicants** (hereinafter referred to as „Guideline") is intended for applicants interested in financial support of projects in the open call Innovative Use of Movable and Immovable Cultural Heritage with the support area Revitalization of Movable and Immovable Cultural Heritage (hereinafter referred to as „project").

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

The Guideline together with the text of the Open Call provides general information necessary for preparing a grant application (hereinafter referred to as „application") and where relevant, it is complemented by other documents, available upon the announcement of the open call:

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

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

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

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

1.Preparation and Submission of Application

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

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

IS CEDR 2014-2021 homepage includes following information:

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

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

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

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

Language of the application:

The applicant shall draw up the application and its annexes in **Czech language** (only Brief Summary of the Project and the field “Name of the applicant”, “Name of the partner” in the application and Annex 3 “English Resume of Grant Application” shall be written in English).

In case a donor project partner is involved in a project, the application and the Partnership Commitment Statement/ Partnership Agreement shall be drawn up in English.

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

2. Grant Application

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

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

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

2.1 Basic Information about the Project

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

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

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

2.1.1 Project Title

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

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

2.1.2 Project Focus

The applicant shall select corresponding project focus from the list in terms of innovative use:

— Movable cultural monuments and collections (fine art, historical, decorative art and ethnographic objects, crafts)
— Movable cultural monuments and collections (technical and industrial production)
— Movable cultural monuments and collections (natural science, archaeology, anthropology)
— Movable cultural monuments, collections, library collections (books, written heritage, photography)
— Immovable cultural heritage

In case of a combined project, the applicant selects prevailing project focus based on financial prevalence (only one option is possible).

2.1.3 Brief Project Summary

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

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

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

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

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

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

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

Do not write:
On the impulse of the EEA Grants and the programme area Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation the project seeks to increase quantitative and qualitative parameters of the immovable cultural heritage l in order to maximize its use and open possibilities for synergy effects. This shall be achieved in form of increased number of visitors, improving conditions and development of local community, increased awareness of culture of minorities to public in distant regions and accessing Norwegian perception of use of cultural heritage and involvement of the cultural heritage among significant cultural highlights in the region.

Do write:
The project addresses the lack of social and cultural activities in the region and seeks to revive the cultural monument ..., whose attendance (including by local residents) has been declining for a long time, and due to the costs of operation and maintenance, it is being considered for closure. The aim of the project is to revive this cultural monument through a modern permanent exhibition focusing on ... with interactive and educational elements aimed at children and young people. In another part of the monument, we will adapt spaces for leisure activities for children and, in collaboration with lecturers, we will create a programme ....., which will be maintained after the end of the project. We will establish a local public library in the premises, which the municipality has been planning for a long time but does not have sufficient funds to build. We will work with our partner .., who runs a museum and multifunctional community centre in Norway, to prepare the exhibition. Local schools and interest organisations will be involved in the use of the leisure centre ...

Translated with www.DeepL.com/Translator (free version)

— use the active rather than the passive::

Do not write:
Permanent exhibition in the immovable cultural monument will be performed.
4 seminars will be organized.
The series of concerts will be performed for reviving the cultural heritage.

Do write:
We are installing a permanent exhibition in the immovable cultural monument.
We will organize 4 seminars.
We will organize series of concerts.

The applicant must complete the project summary also in English.

2.1.4 Project Location

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

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

Specific cases and rules for project location selection:

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

Project location description

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

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

2.1.5 Sector Code

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

15 Government and Civil Society

1516020 Multicultural Awareness

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

16 Social Infrastructure and Services

1606116 Cultural heritage management, preservation and conservation

New use, management, economic growth, employment, revitalisation, heritage-led local development.

2.1.6 Planned Project Implementation Period

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

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

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

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

End of the project means the date of completion of physical implementation of project activities (including additional activities). The latest date for the completion of the project implementation is 30 April 2024. When setting the time schedule of the project, it is necessary to take into account a sufficient time reserve to eliminate the risk of non-compliance with the deadline (e.g. due to delays in construction works). The end of the project implementation will be specified in the legal act on grant award and it is binding both on the project promoter and its partners. In case of a belated start of the project due to longer evaluation process, the start and end date of the project will be adequately adjusted to the expected length of the project (the maximum deadline of the projects is always 30 April 2024).

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

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

2.2 Applicant

2.2.1 Applicant Identification

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

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

— **applicant's name** (exact name according to public register)
— **legal form in Czech** (for a list of legal forms see Annex 7 to this Guideline)
— applicant's name in English
— applicant's website address
— ID No:
— tax ID No
— **organization type** (by selecting from the code list; see Annex 8 to this Guideline for a list of organization types)
— data box identifier[2]
— applicant's social networks pages, if relevant (optional field)

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

2.2.2 Legal Representative

Legal representative	
Name	
Surname	
Title	
Degree	
Function	
E-mail	

The applicant shall specify the person(s) who is the applicant's legal representative (name, surname, title, function within the applicant's organization, email). If there is more than one legal representative in the organ of authority, the applicant will provide data for each representative in a separate table. Selected information about legal representatives

[1] Selected identification data of the applicant are filled in automatically on the basis of registration in IS CEDR.
[2] Non-governmental non-profit organizations that do not have data boxes may request to receive information via e-mail. This request can be filled in the appropriate field in the IS CEDR system.

is automatically loaded based on the applicant´s registration. The applicant shall complete missing information about registered legal representatives, resp. add other legal representatives.

In accordance with Section 14(e) of Act 218/2000 on budgetary rules amending certain related acts, as amended, the application must include an annex with the identification of the legal entity (see Annex 7 to this Guideline) stating:

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

2.2.3 Registered Office and Correspondence Address

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

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

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

2.2.4 Contact Persons and Persons Responsible for the project

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

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

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

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

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

The contact person(s) may not be the same as the legal representative of the applicant´s organ of authority who signs the application. In the case the applicant authorized another person to represent the applicant on the basis of a power of attorney/authorization the applicant shall provide contact details of that person. The power of attorney/authorization is a mandatory part of the annexes to the application (see subchapters 2.13 and 2.14 of the Guideline).

2.2.5 Applicant Description

Applicant Description

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

The applicant shall briefly describe the main activities of the applicant in relation to the programme area and briefly describes its legal relation to the revitalized cultural heritage (e.g. being and owner/manager). The applicant shall confirm its ownership or other legal right to the movable / immovable cultural heritage in the mandatory annex of an application (see Annex 8a/8b to this Guideline), where the applicant i.e. declares (by the type of owned heritage):

- In case of an ownership of movable / immovable possession, that is the subject of the project implementation, the applicant declares, the possession will not be sold, pawned nor burdened by other ownership right for the period of the project implementation and, if applicable, 5 years after the completion of the project implementation in line with the requirements of the PO (see subchapter 2.10.5).
- The applicant declares to secure that the movable / immovable possession will be used for the project outputs for the period at least 2 years from the completion of project implementation (if applicable)[3].
- The applicant is unaware about any significant matters related to the respective movable / immovable possession that affect the right to manage his /her possession.
- The applicants declares, that no legal process or administrative procedure (including foreclosure) directly related to the respective movable / immovable possession or in its relation is being conducted or being endangered by such conduct.
- The applicant declares, the respective immovable property is not under announced restitution claims by the day of creation of the declaration.

2.3 Partnership in Project

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

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

[3] The conditions for sustainability depend on the focus and nature of the project activities. Further details are given in subsection 2.6 of this Guideline.

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

Recommendations for searching donor project partners and arranging cooperation:

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

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

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

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

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

Note:

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

2.3.1 Identification of Partner Organization

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

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

For every partner the applicant shall fill in:

— **the name of the partner** (in local language and English)
— type of the partner (from Czech Republic / donor state / international organization)
— **city** (registered office of the partner organization)
— state
— **organization classification type** (see Annex 6 to this Guideline for a list of organization classification types)
— partner’s organization website (optional)

— partner's contact person(s) (name, surname, e-mail)

2.3.2 Description of Partner Organization

Partner Organization Description

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

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

2.3.3 Description and Importance of Partnership

Partnership Description and Importance

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

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

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

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

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

The applicant shall indicate whether the co-operation with the partner is a continuation of previous co-operation or has been established only for the implementation of the present project. He/she will also indicate whether the cooperation with the partner is focused solely on the implementation of this project, or it is expected that the cooperation will continue in the future. The applicant will describe how the cooperation will take place during the implementation of the project (whether it is limited to individual events or it is a continuous) and after the end of the project or how it will be concretely further developed in the future.

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

2.3.4 Bilateral Indicators

Follow the guideline in Annex 9.

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

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

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

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

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

— baseline indicator value

The zero baseline value is pre-set automatically.

— target indicator value

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

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

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

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

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

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

2.3.5 Project Partnership Documentation

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

The **language of the document depends on the partner´s country of origin**. In case a **donor project partner** is involved in the project, the document shall be in **English** (see Annex 10a/11a to this Guideline) or in a respective multilingual version. In case a Czech partner is involved in the project, the document will be submitted in Czech (see Annex 10b/11b to this Guideline). [4]

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

The Partnership Agreement defines the position of each partner, their role, responsibility and participation in the project activities, as well as the mutual rights and obligations of the parties in the implementation of the project. The Partnership Agreement determines - among other things - **a detailed budget** of the expected expenditure of the partner and **specifies financial flows**[5] between the project promoter and the partner, i.e. the method of reimbursing the partner's expenditure, the procedure for checking the expenditure claimed by the partner, matters concerning the use of currencies and the related exchange rate differences, liability for damage, archiving of accounting documents and documents proving the payment of expenditure by the partner and other. No binding format stating the form and content of the Partnership Agreement is specified. A draft partnership agreement template can be adjusted to the needs of the own project and cooperation (see Annex 11 for the Partnership Agreement optional template).

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

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

2.4 Intention and Project Description

2.4.1 Initial State and Project Intent

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

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

With regard to the focus of the call, the applicant shall also indicate the current state of the cultural heritage for the innovative use of which funds are requested, i.e. the current state and current use and usability/potential of the cultural heritage (property/object/collection/library) in project.

2.4.2 Justification of Project Proposal

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

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

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

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

— references to 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, e.g. Obligatory statement pursuant to provisions specified in Act No. 20/1987 Coll., the State Cultural Heritage Conservation Act - applicable to movable and immovable cultural heritage);
— main conclusions of the needs analysis / studies identifying the deficiency;
— relation of the project to associated projects in implementation or relation to outputs or recommendations from already implemented projects associated with the submitted project.

2.4.3 Prerequisites for Project Implementation

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

If relevant, the applicant will describe the aspects that are required for the project to start. If, at the time of the submission of the grant application, some of the prerequisites for starting the project (e.g. technical, organizational, financial, human, etc.) are not met, the applicant will indicate the prerequisites, including the expected end date when these are met in order the project could be launched.

Note:

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

2.4.4 Objective and Desired Benefits

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

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

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

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

— What is the innovation and creativity of the project and its impact (innovation and creativity of the chosen functional use of the cultural heritage and the content of the individual activities) e.g. in comparison with other offerings in the region/industry/history of the region or cultural heritage.
— Whether the project is implemented in a broad collaboration that thoroughly involves all relevant actors (including strategic collaboration between diverse actors: local government, commercial entities and non-profit/public benefit organisations) and is beneficial to the implementation of the project.
For example, it will assess whether all key actors for the successful implementation and sustainability of the project are involved, their level of involvement and mutual contribution.
— Whether the project creates or tests new financial models and develops the skills of staff in cultural heritage management, cultural entrepreneurship and innovative use (e.g. through training events, sharing of experiences) that can contribute to the long-term functioning of cultural heritage.

E.g. evaluate the current practice and experience with cultural heritage management, cultural entrepreneurship and describe the planned change due to the project.

— Whether the project contributes to inclusion and greater awareness of the culture and life of social, ethnic and cultural minorities (e.g. Roma). The project will improve access to minority groups and their culture, address their needs and improve minority groups' access to culture.

For example, it will describe specific activities and the degree of involvement of these groups, evaluate the importance of the activities in the locality and the specific impact on the lives of these minorities.

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

2.4.5 Target Groups of the Project

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

— what activities and outputs are expected for given target groups;
— how he/she will work with each target group (e.g. work with audience);
— whether the project activities are based on existing communication strategy or whether the project aims to create such strategy and how it is based or targets the needs of individual target groups.
— what means will be used to address and influence the target group(s) (e.g. direct work, campaign, etc.);
— what positive effect the target groups will experience thanks to the implementation of the project and how the benefits can be verified.

Local/regional community opinion

Given the focus of the call, the **local/regional community** is considered as one (or more) of the target groups. As a basis for assessing the suitability and consistency of the proposed activities with the needs and requirements of the local/regional community, the applicant must submit a **'Local/Regional Community Opinion'**. This is the opinion/record of meetings or consultations with the local/regional community (i.e. local authorities or interested associations and groups (religious, ethnic, interest, professional, age, etc.)).

Specific examples of target groups: active families with children, local residents, school children, retired residents, cultural tourists, professionals, cyclists, local businesses, etc.

We recommend that all relevant stakeholders are **consulted widely and transparently well in advance**. It is also recommended to reach out to different age groups or ethnic, cultural and social groups (if the intention is relevant for them).

The applicant uses this document to demonstrate the level of support and benefit from the local/regional community perspective as well as the level of alignment with its project intent.

The applicant and the actors involved shall indicate in the opinion:

— all stakeholders invited, including those who were not involved,
— a description of the consultation process (including any modification of the applicant's original intention resulting from the consultation),
— the extent to which and how the project proposal responds to the needs and requirements of the groups involved,
— whether it will strengthen the community's relationship with the cultural heritage in question and increase interest in local/regional natural-historical developments and contribute to local/regional identity and awareness.

The document must be endorsed and signed by all parties involved.

The quality assessment will consider the quality of the content (quality of the justification), whether the opinion is purely formal or based on well-founded logical arguments. It will also be assessed whether the opinion coincides with the applicant's intention or whether the applicant has modified its original intention in the light of the requirements/needs of the stakeholders addressed. In case of divergent views, the validity of the different views and the degree of agreement will be assessed.

2.4.6 Statistical Classification of Target Groups

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

Intermediaries are targeted	Please select

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

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

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

End beneficiaries represent persons or groups of persons/organizations directly affected by the implemented project and have tangible benefits from the project outputs and outcome (e.g. visitors of a cultural monument or exhibition, expert public, local community).

Intermediaries represent persons or groups of persons/organizations influenced by the project to ensure the desired effects for the primary target group (e.g. managers of cultural monument, building companies, restorers, curators). If project activities are addressed directly to the end beneficiaries, this target groups may not be relevant in this case.

2.5 Project Risks and Their Management

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

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

For each risk the applicant shall indicate:

— risk title

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

Examples of risks:

— delay in implementation due to the Covid-19 pandemic;
— delays in implementation due to lack of finance for pre-financing;
— delays in the implementation of tenders;
— insufficient public interest in the media campaign;
— insufficient team capacity to deal with the project due to organizational changes; etc.

— probability of risk occurrence

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

— risk impact

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

— risk response

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

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

— risk response description

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

Examples of risks and reactions:

— Risk of disinterest of one of the target groups (general public) in one of the project outputs (permanent exhibition) → eliminating the risk by involving innovative methods presentation and suitable publicity and promotion.
— Risk of non-performance of the workshop due to unavailability of the selected experts → mitigating the risk by preliminary communication and ensuring a larger number of experts.
— Risk of insufficient communication between partners or between different art areas → eliminate risk by setting up project management well before starting it, organizing an initial meeting of partners, setting up personal responsibilities and communication channels, ensuring one person to act as a manager for communication between partners.

2.6 Project Sustainability and Development Plan

Describe the sustainability of the project.

The applicant will describe **how the relevant outputs will be used and sustained after the completion of the project, including information how the necessary financial resources will be ensured**. In case an investment is to be acquired as part of the project, the applicant shall describe the financial sustainability of the project after the completion of the project, i.e. the estimated costs associated with the project during its sustainability and the way of financing. The applicant will also clearly define risks associated with subsequent use, including a proposal of measures for their elimination.

The sustainability period is set individually in the project contract and is generally set at **2 years after the end of the project.** In general, sustainability is not required for soft projects that are one-off events, e.g. training of persons, organised cultural events and activities, etc. Where a project includes investment expenditure and expenditure related to the construction/reconstruction/renovation of assets within the project, it is subjected to the obligation to preserve and sustain the investment property in accordance with the rules set out in subchapter 2.10.5.

The applicants shall fill in **Cultural Heritage Development Plan** (see standardized Annex 14 to this Guideline) and submit it with the application. The Development plan contains important information for the evaluation of the application.

In this plan the applicant evaluates local conditions from several perspectives and it shall propose optimal use and management of the cultural heritage in the long term perspective in order to contribute to the locality/region in a maximum degree.

The project activities should be based on and contribute to the described development plan.

2.7 Relevance of the Project to Programme

2.7.1 Project Relevance

Project Relevance

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

The overall objective of the programme is to strengthen social and economic development through cultural cooperation, cultural entrepreneurship and cultural heritage management. In support area revitalization of movable and immovable cultural heritage, the programme aims to strengthen the cultural heritage management related to innovative use of cultural heritage and contributing to regional development. It also supports activities directed at culture and inclusion of cultural, ethnic and social minorities.

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

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

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

In relation to the focus of this open call, the applicant shall describe the relevance of the project to the overall objective of the programme and to enhancement of cultural heritage management (Programme Outcome no. 1) in the application. Based on the focus of the project, the applicant shall also describe how it supports their innovative use (Programme Output 1.3).

2.7.2 Purpose of the Project

Purpose of the Project

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

Formulation of the project purpose in the support area Innovative Use of Movable and Immovable Cultural Heritage in one sentence shall follow as this:

The purpose of the project is to enhance cultural heritage through ...+ summary of main activities in own words.

The applicant shall fill in the **description of the purpose of the project** in the following way: "*The purpose of the project is to enhance cultural heritage management through….*". The main purpose of the project to be achieved thanks to the grant shall be clear from the description. The applicant shall briefly describe the purpose and the use of the expected grant in line with the pre-set programme outcome and it shall contribute to its fulfilment (concrete names of the parts of the buildings, number of activities or events are not recommended in the description). The purpose of the project shall be achieved in direct relation to the implemented activities. The description shall also involve information about the promotion / accessibility of the achieved purpose of the project to public.

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

Example:

The purpose of the project is to enhance cultural heritage management through innovative use of cultural monument in the form of workshops and other educational and cultural activities.

2.7.3 Classification of the Project into Supported Programme Outcomes

Follow the guideline in Annex 13

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

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

For this programme outcome, the applicant shall select outcome indicator/indicators corresponding to the focus of the project and the set-up of the open call. The text of the open call defines what outcome indicators are mandatory or facultative[6].

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

- programme outcome indicator
- unit of measurement

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

— baseline value of the indicator

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

— **target value** of the indicator

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

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

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

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

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

The applicant must fill in the description using the predefined data specified in Annex 14 in the columns Indicator Definition, Setting of indicator value and Source of verification. If relevant, the applicant further specifies the description and method of fulfilment of the indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the initial value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 13). If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

2.7.4 Classification of the Project into Supported Programme Outputs

Follow the guideline in Annex 13

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

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

The applicant shall select programme output/outputs which is relevant for the project (the project will contribute to this outcome in direct relation to the implemented activities) is. Mandatory outputs and indicators will be pre-set in the IC CEDR as relevant “yes.”

Note:

The Programme Output no. 1.3 “Innovative use of cultural heritage sites and objects supported” is compulsory.

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

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

— baseline value of the indicator

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

— **target value** of the indicator

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

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

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

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

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

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

Note:

The text of the open call defines what output indicators are mandatory, mandatory elective[7] or facultative. This set-up is based on the focus of the open call and eligible activities.

2.8 Project Activities

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

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

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

The project activities must lead to the fulfilment of the project objective and also to the fulfilment of the programme objective. The project activities shall be structured logically and linked to the expected programme output and outcome defined in accordance with subchapters 2.7.3 and 2.7.4 as well as to the detailed project budget. The project always

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

includes key activities, project management and project publicity; the recommended maximum total number of activities including project management and project publicity is 7 (maximum total number is 10).

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

Key activities can be for example: Preparation and organization of an exhibition, series of expert workshops, preparation and organization of a conference, organization of cultural events.

Note:

With regards to the focus of the open call, the project can involve (aside of the main activities defined in the call text) also **additional activities** with e.g. smaller construction activities, education, digitalisation. The applicant shall indicate all activities (main and additional) that are key and necessary for achieving project objective. Based on the set-up of the open call, the project must include at least one of the main activities indicated in the open call (e.g. preparation and implementation of a permanent exhibition), i.e. it is not possible to list only additional activities.

2.8.1 Key Project Activities and Outputs

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

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

— name of the key activity

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

— description of the key activity

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

The project is structured into individual key activities according to the **logical content units** (e.g. preparation and implementation of a permanent exhibition, concept creation, preparation and organization of the conference, leisure-time art clubs for children, building a public library etc.). The breakdown by time and project time schedule is not supported (e.g. detailed breakdown according to the individual phases of the permanent exhibition implementation, such as: concept development, preparation, minor construction works, exhibition installation, etc.).

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

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

Examples of key activities:

— Preparation and implementation of the exhibition using interactive tools;
— Establishment and opening of a public library;
— Preparation and realization of a series of concerts;
— Series of workshops, educational events for children/adults;
— Cultural events focused on gatherings of local community in the revitalized cultural monument.

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

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

Outputs of the key activities

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

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

The applicant shall provide the data for each output separately:

— title of the activity output

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

— related programme output

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

— description of the activity output

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

— activity output indicator

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

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

— unit of measurement

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

— baseline value of the indicator

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

— target value of the indicator

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

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

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

— setting of values

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

— source of verification

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

Examples of outputs of key activities:

— permanent exhibition of collections;
— digitized and online accessible library fund;
— workshops;
— conference;
— cultural events for public.

2.8.2 Project Publicity and its Outputs

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

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

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

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

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

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

Note:

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

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

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

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

Mandatory requirements of the communication plan:

— Objectives and target groups.
— Strategy and content of information and communication measures, including communication tools and time schedule.
— Project promoter is obliged to implement at least **two information activities** on the procedures, achievements and results of project implementation.
— The project promoter is obliged to provide information on the project on thematically oriented **websites**, or on the existing website of the project promoter's organization, in the project section in **Czech language**. For projects with a **grant of more than 3 900 000CZK** (EUR 150,000), the project promoter is obliged to create a dedicated project website (as a separate section dedicated to the project on an existing organization website or as a separate project page), **both in Czech and English**. As an alternative, it is possible to promote information about the project via social media profiles. The website/social media profile shall include information about the project, its progress, eventual cooperation with donor project partners, relevant photos, contact details and a reference to the Programme Culture and EEA Grants.
—
— Information about administrative units or subjects responsible for implementation of information and communication measures.
— Suggestion of the evaluation of information and communication measures with regards to the visibility of the project and the EEA Grants (general awareness about goals and effects).

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

As part of the Project publicity activity, the applicant fills in the same fields as in the case of key project activities (with the exception of the "Related Programme Output" field, which is not to be filled in; for the requirements for the description of each field, see the previous chapter; in terms of content, the applicant follows the above mentioned requirements for the project communication plan).

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

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

Publicity of the Project and its Outputs	
Activity Number	Enter the number of the activity (for more detailed requirements, please see the Guideline for Applicants).
Activity Title	**Project Publicity**
Start Date	Enter the expected start date of the activity.
Completion Date	Enter the expected start date of the activity.
Activity Description	
Provide a brief and clear detailed description of the project publicity.	

Output Number	Enter the number of the output
Output Name	Enter the name of the output.
Output Description	
Provide a brief and clear detailed description of the output of the project publicity.	
Output Indicator	Define the indicator to monitor the output of the project publicity.
Unit of measurement	Define the unit of the indicator.
Baseline	Enter the baseline value of the indicator.
Target	Enter the target value of the indicator.
Achievement date (month/year)	Enter the expected date (month/year) of the target value completion (format MM/YYYY).
Setting of Values	
Describe the way of setting the indicator values.	
Source of Verification	
Describe the source of verification of the indicator and its target value.	

2.8.3 Project Management

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

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

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

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

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

— Project management activity description

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

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

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

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

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

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

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

Note:

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

2.9 Schedule and Time Schedule of the Project

Activity Number and Name/Period	2020				2021				2022				2023				2024	
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1.																		
2.																		
3.																		
4.																		
5.																		
6.																		
7.																		

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

2.10 Budget and Project Financing

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

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

In the support area Innovative use of movable and immovable cultural heritage all eligible expenditures indicated in the detailed project budget in the application shall be listed as investment or non-investment expenditure. The share of investment expenditure (including capital equipment purchases) must not exceed 85% of the total eligible costs. In case of non-governmental non-profit organizations using in-kind contribution in the form of voluntary work for the co-financing (see subchapter 2.10.1), the share of investment expenditure must not exceed 80, 75% of the total eligible costs.

2.10.1 Co-Financing

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

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

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

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

— The applicant is responsible for ensuring the set measure of project co-financing (min. % of total eligible costs stemming from the legal act on grant award) in entire amount, i.e. for the entire project implementation.
— The applicant is obliged to ensure continuous financing of the project in the start and during the project implementation, i.e. to ensure continuously available financial sources to cover the running project costs before individual payments from the EEA Grants are received (in order to avoid financial shortage).

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

Note:

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

2.10.2 Detailed Project Budget

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

— budget chapter

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

— fixed item

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

Example:

Per diems - if the applicant will be claiming travel to Iceland and Norway at the same time, add all per diems, set the unit price as an average of the rates for 1 night and explain the breakdown in the Note.

— item

The items of the Construction Works and Supplies, Services and Publicity chapters are entered by the applicants individually according to the project needs. The indicative list of items which fall under the chapters Services and Publicity are specified in the IS CEDR menu. **It is advisable to create items as logical units with a clear link to the activity text.**

If construction works are part of the project, the cumulative item Construction works will be listed in the chapter Construction works and Supplies in the project budget and the total amount according to the construction budget will be given as the unit price of this item. A detailed construction budget will be a mandatory annex to the application.

Each item used within a particular chapter of the project budget needs to have a unique name. It is advised that public procurement relates to one item only.

Note for IS CEDR:

Own budget items add by this button :

— 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 (it is not recommended to give any further specification of the unit, e.g. "person/month for 0.5 hours"). If none of these units is suitable for personal expenses in the project, there is a possibility to enter the unit individually or a sum.

— number of units

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

— item unit price

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

Tip:

The recommended rates of pay and salaries are not set. The determination of wages and salaries shall be based on remuneration customary at the time and place of employment. Where higher hourly rates are involved for certain positions, justification should be given in the entry note.

— expenditure type

The applicant shall indicate the type of all expenditures (investment/non-investment) in the detailed project budget. Automatically, the IS CEDR calculates the share of investment expenditure (including capital equipment purchases) subjected to the condition of max. 85% of total eligible costs. In case of non-governmental non-profit organizations using in-kind contribution in the form of voluntary work for the co-financing, the maximum is 80, 75% of total eligible costs.

— related activity

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

— note

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

Note:

In the case of expenditure related exclusively to activities that do not have a cultural purpose and do not comply with the definition in Article 53(2) of the General Block Exemption Regulation (GBER)[8] and do not fall within the eligible expenditure defined in Article 53(4) and (5) of the GBER, we recommend that such expenditure is included in the detailed budget as a separate item (e.g. sports club instructor, purchase of sports equipment). Expenditure on non-cultural and other activities excluded under the GBER can be supported under the de minimis Regulation[9], provided that all the conditions of this scheme are met. For more information on the conditions of state aid, the different schemes and the procedure followed by the PO, please refer to the call (section 12 and Annex I of the call).

2.10.3 Project Budget Breakdown

Project Budget Breakdown

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

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

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

2.10.4 Travel costs

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

[8] Commission Regulation (EU) No. 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, so-called General Block Exemption Regulation. The up-to-date consolidated version here: https://eur-lex.europa.eu/legal-content/CS/TXT/?qid=1601643214116&uri=CELEX:02014R0651-20200727.

[9] Commission Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid Text with EEA relevance. The up-to-date consolidated version here: https://eur-lex.europa.eu/legal-content/CS/TXT/?uri=CELEX:02013R1407-20200727.

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 (rate includes accommodation, local transport, meals and travel insurance **per person per night**[10] spent abroad). The per-diems rate is set according to EU flat rates (as a limit), 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)

The **per-diem** is used only for **international travels**, both for trips of Czech participants abroad as well as trips of foreign project partners / foreign entities to the Czech Republic.

Since the EU flat rate is set in EUR, the exchange rate set in the call (26.50 CZK/EUR) is recommended for conversion to CZK. This value of the EU flat rate in CZK, as indicated in the budget of the Grant Application, is subsequently used for the per diems reporting in the Payment Requests and must be respected throughout the implementation period. The selected EUR rate, the exchange rate used and the number of persons and nights spent abroad must be indicated in the per diems note for each trip.

The applicant may set a lower lump sum in the application if it is not economical and efficient to use the standard lump sum due to the planned scope and objectives of the project (e.g. foreign trips with a higher number of participants, longer stays, etc.). This rate applies for the entire duration of the project and may not be increased by savings on other items in the event of higher actual expenditure.

In case national trips are carried out within the project, the applicant shall calculate the items individually (from the list of fixed items in the IS CEDR).

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

2.10.5 Investment Assets in Project

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

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

If the project will have investment expenditures[11] the cost of which is included in the project budget and/or the property is built/reconstructed/renovated, the applicant specifies why the investment costs are necessary for the project and what their contribution to the project is. The applicant will also indicate whether the project budget includes the total costs of such investments or their proportion.

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

— The project promoter will ensure that ownership of the acquired assets and property built/reconstructed/renovated within the project is maintained for at least 5 years after the end of the project.

— For the acquired assets and property built/reconstructed/renovated within the project, the project promoter will ensure property insurance against damage caused by fire, theft and other common types of insurance risk[12] for at least 5 years after the end of the project.

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

[11] The following are considered investment assets:

Fixed tangible assets – **investment** - tangible movable things and their groups with a separate technical and economic purpose, the entry price of which is lower than CZK 8**0,000** (per item) and the operational and technical function is longer than 1 year, buildings, apartments, commercial premises and structures, other assets (e.g. technical upgrade as part of a renovation/upgrade).

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

— The project promoter will ensure the proper maintenance of the acquired assets and property built/reconstructed/renovated within the project for which it pays annually the appropriate amount for at least 5 years after the end of the project.

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

2.10.6 Indirect Costs (Overheads)

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

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

— actual indirect costs;
— a flat rate of up to 25% of total (net) direct eligible costs;
— a flat rate of up to 15% of direct eligible staff costs (15% of all project salary costs, both in the Management budget chapter and in the Services and Publicity chapter);
The applicant will calculate up to 15 % of the total wage costs of the staff (employment contract, supplement to the employment contract, agreement to complete a job (DPP), agreement to perform work (DPČ)) under the chapter 'Management' and enter this amount under the item 'Management overheads'. Subsequently (if applicable), he/she will create a similar 'overheads' item in the Services chapter (the calculation may include the wage costs from the Services and Publicity chapters).
— a flat rate applied to direct eligible costs in similar types of project in EU programmes;
— according to the rules of an international organization or its agency.

Methods for calculating indirect costs that can be allocated to the project are described in more detail in the NFP Guidelines for Eligible Expenditures under the EEA and Norwegian FM 2014–2021, available at www.eeagrants.cz.

In case the indirect costs are part of the budget, the applicant shall select a budget item "Indirect costs" in the chapter Services / "indirect costs in management" in in the chapter Management of the Detailed Project Budget amounting up to the selected method or lower.

2.10.7 VAT and its reimbursement

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

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

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

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

If the applicant is a VAT payer and may **claim the VAT deduction** with the competent tax office, he/she shall indicate the costs of the individual items in the budget excluding the VAT. The **VAT is not eligible** project **expenditure**. **Invoices etc. will be reimbursed by the PO in the amount deducted by the VAT.**

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

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

2.10.8 Revenue Generated by Project

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

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

Revenues (arising from the project outputs) are inflows of funds paid by users for infrastructure, goods, services or rights that have been supported by the project. These include, for example, admission from events, conference fees, revenues from the sale of publications, revenues for services provided within the project, etc.[13]

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

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

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

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

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

2.10.9 In-Kind Contribution

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

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

Note:

In case of using voluntary work for co-financing (see subchapter 2.10.1), the share of investment expenditure (including capital equipment purchases) shall not exceed 80,75 % of all eligible expenditure. This condition will be examined during eligibility assessment.

2.10.10 Project Financing

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

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

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

The applicant shall complete in the application only the following:

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

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

— **Requested grant amount (EUR)**: the amount rounded down to whole EUR
— **Requested grant amount (%)**: the grant may be provided up to 90% or 60% of the total eligible project costs (by type of applicant, see Annex 5 to this Guideline).
— **Project co-financing amount (CZK)**: the difference between the total eligible costs and the requested grant amount (max. 2 decimal places)

2.10.11 Payments

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

The applicant may ask for an advance payment to finance the project at **maximum 60%** of the awarded grant. For non-governmental non-profit organisations the amount of the advance payment may be **up to 70%** of the awarded grant (see Annex 5 to this Guideline). The applicant shall justify its request for advance financing in the application. In accordance with Act No 218/2000 Coll. on budgetary rules, **the advance payment is not provided to organisational units of the state and to state contributory organisations.**

All payments are disbursed in two waves due to the composition of the grant (15% national co-financing and 85% EEA Grants) and the procedural set-up. Project promoters will receive first 15 % and then 85 % of the payment (advance, interim or final) within about a week.

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

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

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

Example:

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

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

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

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

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

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

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

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

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

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

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

2.11 Policy Markers

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

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

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

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

Examples:

— Project focuses on innovative use of movable and cultural heritage of minorities (German, Jewish, Roma and other) by e.g. creation of a permanent multimedia exhibition with ceremonial objects and Judaica → cultural heritage of minorities is fundamental for the project.
— Project focuses on innovative use of movable and cultural heritage and involves activities (workshops, education and cultural activities), improving minority groups' access to culture → integration of Roma / other vulnerable groups is relevant, but it is not the main focus of the project.

2.12 Author of the Application

Provide information about the entity that has processed the application.

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

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

2.13 Annexes to the Application

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

List of mandatory annexes:

1) **Cultural Heritage Development Plan** (standardized form)

The applicant shall submit with the application Cultural Heritage Development Plan (Annex 14 to this Guideline)

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

The applicant shall submit English Resume of Grant Application (see Annex 3 to this Guideline). The resume summarizes the translation of main parts of application in English.

3) **Declaration** (standardized form)

The applicant must fulfil all conditions defined in the Declaration (see Annex 15). The Declaration is a mandatory annex of the application. The annex of the Declaration generated in IS CEDR shall be signed by the applicant or an authorized person with a qualified electronic signature.

4) **Identification of the ownership structure of the applicant and the persons acting on its behalf** (standardized form)

Since eligible applicants are legal entities, the application must include an annex with the identification of the legal entity (see Annex 7 to this Guideline) in accordance with Section 14(e) of Act 218/2000 on budgetary rules amending certain related acts, as amended, including:

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

— persons with a share in that legal person,

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

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

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

5) **Declaration of Ownership / Other Right for Use of Movable / Immovable Cultural Heritage** (standardized form)

Based on the object of the support, the applicant shall fill in and submit Declaration of Ownership / Other Right for Use of Movable / Immovable Cultural Heritage (Annex 8a / 8b to this Guideline. The Declaration is a mandatory annex of the application. The form generated in the IS CEDR with filled information shall be signed by the applicant or an authorized person with a qualified electronic signature.

6) **Opinion of the Local/Regional Community**

The applicant is obliged to provide an opinion/record of the consultation of the project proposal with the local/regional community, i.e. the local government or interested associations and groups (religious, ethnic, interest groups, expert, age etc.). Each applicant can choose their own form of document according to their needs and situation, there is no standardised form available. For more detailed information on the content of the opinion see chapter 2.4.5 Project target groups.

The applicant and all stakeholders or their authorised/delegated person must sign the opinion/memorandum, by electronic signature (or it must be manually signed and scanned). The applicant shall upload the signed document under the attachment type 'Other' to the attachments of the application in the IS CEDR as a 'File' type.

Note: This opinion does not address cultural heritage protection.

7) **Project Logical Framework**

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

List of other mandatory annexes (only if relevant)

8) **Statement pursuant to provisions specified in Act No. 20/1987 Coll., the State Cultural Heritage Conservation Act** (in case of movable and immovable cultural monuments, if applicable)

The applicant shall submit statement pursuant to provisions specified in Act No. 20/1987 Coll., the State Cultural Heritage Conservation Act (applicable to movable and immovable cultural monument). In case the object of the support is not movable or immovable cultural monument, the applicant shall submit a page with information this annex is not relevant.

9) A valid building permit (applicable to immovable cultural heritage)

In case of construction and restoration works in immovable cultural heritage the applicant shall submit a valid building permit / consent valid prior the date of submission of the application.

In case a building permit /consent is not required, the applicant shall submit a statement of applicable planning and zoning authority confirming that a building permit or consent is not required.

A valid building permit shall be submitted no later than the legal act on grant award is issued.

10) Project documentation (if relevant)

In case of construction works in a project the applicant shall submit the project documentation for issue of the building permit in the electronic form.

11) Detailed construction budget (if relevant)

In case of construction works in a project the applicant shall submit detailed construction budget related to the project documentation in the electronic form.

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

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

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

The partnership Commitment Statement shall be submitted for every partner from the donor state separately. The partnership agreement can be multilateral.

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

13) Proof of legal personality[14]

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

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

14) Officially authenticated copy of the complete last wording of the founding legal act (e.g. articles of association, formation deed, etc.)

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

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

15) Full statement of the applicant's beneficial owner (if applicable)

If the applicant is a registering person within the meaning of the law governing the registration of beneficial owners (Act No 37/2021 Coll., on the registration of beneficial owners) - a legal entity, **a full statement of the valid data and the data that have been deleted without replacement or replaced with new data, on the applicant's beneficial owner** is required as an annex to the grant application.

If the applicant is a **foreign legal entity**, it shall provide evidence of its beneficial owner either by means of an extract from a foreign register similar to the register of beneficial owners or, if no such foreign register exists, by providing the identification details of all persons who are the beneficial owner of the foreign legal entity, and provide documents showing the relationship of all persons to the foreign legal person, in particular an extract from a foreign register similar to the commercial register, a list of shareholders, a decision of the statutory body on the

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

payment of a share of profits, a memorandum of association, a memorandum of association or articles of association.

According to Section 7 of the Beneficial Owners Registration Act, this obligation does not apply to the following legal entities: State and local self-government unit, voluntary association of municipalities, state contributory organisation and contributory organisation of local self-government unit, educational legal entity established by the State, local self-government unit or voluntary association of municipalities, public research institution, legal entity established by law or international treaty, state enterprise and national enterprise, district and regional chamber or incorporated community according to other law, European grouping for territorial cooperation, a political party and political movement, a church and religious society and other legal persons under the law regulating churches and religious societies, a trade union and employers' organisation, a hunting association, a community of unit owners, a legal person in which the Czech Republic, a region or a municipality holds, directly or indirectly, all the beneficial interests and voting rights, and a public benefit corporation and an institute whose founder is the Czech Republic, a region or a municipality.

Applicants shall submit a full statement of the applicant's beneficial owner only if the required information is not available in the Register of Beneficial Owners[15] at the time of application. An electronically signed statement obtained from the Register of Beneficial Owners shall be submitted[16].

Foreign legal entities shall provide an electronic original of the extract from the foreign register or a certified copy not older than 90 days at the date of submission of the application.

If the applicant is in the process of registering in the Register of Beneficial Owners, it shall submit an application or proposal for registration in the Register. Complete statement of the applicant's beneficial owner details shall be completed no later than during the formal and eligibility check.

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

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

Municipalities, municipal districts and regions shall provide proof of approval of the application by the council/council.

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

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

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

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

Note for IS CEDR and work with annexes:

— An applicant can repeatedly generate Grant Application form in IS CEDR while filling in the data in the system Thanks to this document, it is possible to check continuously the content of the filled in information in the

[15] The register of beneficial owners is available at: https://esm.justice.cz/ias/issm/rejstrik.

[16] An electronic signed statement (obtained in the application) is a statement of the beneficial owner of a specific legal entity (or trust fund) from the register of beneficial owners, which has been created as an electronic document in the form of a data message (within the meaning of Act No. 300/2008 Coll., on electronic acts and authorised conversion of documents). This document is electronically signed with a qualified system certificate of the competent court and contains all the elements to be considered as a trustworthy and legally valid extract comparable to the documentary extracts. The electronic signed extract can be obtained free of charge directly from the web application. Please note that simply printing out the extract degrades this nature and cannot be used as a full-fledged.

individual parts of the application. The final version of the Grant Application (i.e. document ready for signature) shall be generated after all required information are filled in and annexes are uploaded in IS CEDR (the Grant Application includes their list).

— In case of annexes required in standardized format , the applicant shall firstly generate the template of the document in IS CEDR. All relevant data previously filled in IS CEDR tabs will be incorporated in the document. If more information shall be added, the applicant downloads the generated template and save it in his computer. After all required information are included, the applicant uploads the prepared document under the respective annex type in IS CEDR as "a file" (before saving the document in IS CEDR the document shall be transferred in *.pdf by ticking „Transfer to pdf").

2.14 Signature

Name and Surname	Date	Signature

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

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

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

— Grant Application,
— Annex Declaration,
— Identification of the ownership structure of the applicant and the persons acting on its behalf,
— Declaration of Ownership / Other Right for Use of Movable / Immovable Cultural Heritage.

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

3. Process after Submission of the Application

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

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

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

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

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

4. Annexes to the Guideline

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

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

Annex 3 - English Resume of Grant Application

Annex 4 - Checklist Innovation Use of Movable and Immovable Cultural Heritage – in Czech

Annex 5 - Legal forms – in Czech

Annex 6 - Organization types – in Czech

Annex 7 - Identification of the ownership structure of the applicant and the persons acting on its behalf – in Czech

Annex 8a -Declaration of Ownership / Other Right for Use of Movable Cultural Heritage – in Czech

Annex 8b - Declaration of Ownership / Other Right for Use of Immovable Cultural Heritage – in Czech

Annex 9 - Bilateral indicators – in Czech

Annex 10a - Partnership Commitment Statement

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

Annex 11a - Template Partnership Agreement

Annex 11b - Template Partnership Agreement – in Czech

Annex 12 - Target groups – in Czech

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

Annex 14 - Cultural Heritage Development Plan – in Czech

Annex 15 - Declaration – in Czech