

Norway Grants 2014–2021

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

Guideline for Applicants

Programme Human Rights

Open Calls for proposals:

HRMGSA - Support of research, raising awareness and improving national implementation of human rights standards

Valid from: 21. 1. 2021



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List of Abbreviations

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

Introduction

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

This Guideline for Applicants (hereinafter referred to as the “**Guideline**”) is intended for grant applicants interested in financial support of projects in the support area **No. 17 – Human Rights – National Implementation** within the Programme **Human Rights**:

- **HRMGSA - Support of research, raising awareness and improving national implementation of human rights standards**

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

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

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

Regulation on the Implementation of the EEA/Norwegian Financial Mechanism 2014–2021, as amended (hereinafter referred to as the “**Regulation**”);

documents issued by the Financial Mechanism Office (hereinafter referred to as the “**FMO**”), in particular:

- o Results Guideline;
- o Bilateral Guideline;
- o Results Reporting Guide;
- o Communication and Design Manual;
- o Programme Agreement of the Human Rights Programme;

Guideline of the National Focal Point for Eligible Expenditures under the EEA/Norwegian Financial Mechanisms 2014–2021, as amended.

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

1. Preparation and Submission of Application

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

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

[The homepage of the IS CEDR 2014-2021](#) contains:

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

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

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

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



MINISTERSTVO FINANČÍ
EHP A NORSKÉ FONDY

Přihlašovací e-mail:
 Heslo:
[Registrace žadatele](#) [Zapomenuté heslo](#)

[Úvodní stránka](#)
[Kontakty](#)

INFORMAČNÍ SYSTÉM CEDR-MF, MODUL FONDY EHP A NORSKA 2014-2021

Vážený uživateli, vítíte v aplikaci IS CEDR-MF - Modul Fondy EHP a Norska 2014-2021.

Tato internetová aplikace byla vytvořena pro potřeby žadatelů o grant a konečných příjemců schválených projektů v rámci Fondů EHP a Norska 2014-2021.

Cílem aplikace je zefektivnit nejen předkládání žádostí o grant, ale i veškeré další kroky při získání grantu, a následně usnadnit administrativu při realizaci i kontrole schválených projektů (např. zpracování monitorovacích zpráv o průběhu realizace projektu, zpracování žádostí o platbu, komunikace s poskytovatelem dotace atd.).

Registrace žadatele

- Osoba provádějící registraci žadatele, kterým je subjekt s přiděleným IČO, musí vlastnit kvalifikovaný (osobní) elektronický certifikát (pokud IČO není uvedeno v certifikátu, je nutné ho zadat při registraci).
- Osoba provádějící registraci žadatele, který nemá přidělené IČO, musí vlastnit kvalifikovaný (osobní) elektronický certifikát.
- Návod pro registraci žadatele je k dispozici ke stažení [zde](#).

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

DETAIL PROJEKTU

Nápověda: [Žadatel](#) [Uživatel](#)

Číslo projektu: Stav projektu:
 Název projektu:

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

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

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

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

By the time IS CEDR open for preparation and submission of applications, the applicants can prepare their projects in a form Grant Application (Annex 1 to this Guideline) and in Detailed Project Budget (Annex 2 to this Guideline). These

annexes contain fields that will then need to be filled in the online application form. It is not possible to submit the above-mentioned completed work forms instead of filling in the data in the tabs of the online application form, as the data filled in directly in the application is used for further project administration.

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

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

Language of the application:

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

- Project Summary in English;**
- The project title in English;**
- Name of the applicant in English;**
- Name of the partner in English.**

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

2. Grant Application

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

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

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

2.1 Basic Information about the Project

Základní informace	Žadatel	Partneři	Záměr	Relevance projektu	Aktivita projektu	DPH	Podrobný rozpočet	Rozpočet
Financování	Horizontální témata	Zpracovatel						
Finanční mechanismus	Norské fondy 2014-2021							
Program	Program Lidská práva							
Kod programové struktury	LP/REG/HROVA3	Název výzvy	Podpora specializovaných služeb pro oběti domácího a genderově podmíněného násilí					
Poskytovatel finančních prostředků	Ministerstvo financí, Letenská 15, 118 10 Praha 1 IČO: 00006947, DIČ: CZ00006947							
Modalita programu	Otevřená výzva							
Detailní informace o výzvě	https://www.eeagrants.cz/cs/programy/lidska-prava/vyzvy							
Programová oblast *	22 - Domácí a genderově podmíněné násilí							
Cíl programu *	Prevence domácího a genderově podmíněného násilí a poskytování ochrany a pomoci pro jeho oběti							

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

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

2.1.1 Project Title

Název projektu *	<input type="text"/>
Anglický název projektu *	<input type="text"/>

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

2.1.2 Brief Project Summary

Celkové shrnutí projektu	
Celkové shrnutí projektu (počet znaků max.: 2000) *	<input type="text"/>
Celkové shrnutí projektu v anglickém jazyce (Project summary) (počet znaků max.: 2000) *	<input type="text"/>

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

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

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

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

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

Do not write:

Meetings with representatives of research institutions will be organized.
The research analysis will be carried out.

Do write:

We will analyze the current state of the framework educational programmes at the beginning.

We will create "material" intended for the public.

-
- use shorter sentences to make the text readable and comprehensible to the general public (the overall project summary will be used for project publicity purposes):

Do write:

We aim to raise the awareness of the professional and general public about the topic of a dignified end of life, palliative care, and the rights of the dying. We will thus contribute to the detabuization of this topic and to the better availability of information on palliative care. We will also achieve the project goals by further education of doctors and medical staff in the issue, publishing and distributing new information materials, sharing experiences of establishing and operating a mobile hospice, expanding free counseling services, supporting new initiatives in regions and involving local authorities into discussion.

2.1.3 Project Location

Umístění projektu

Celá Česká republika

Umístění projektu *

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

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

A project location is required for statistical purposes. The NUTS 3 classification is used for the project location. The applicant **selects region** from the list, which corresponds to the project implementation area or area where the project outputs are implemented (not to the applicant's registered office). If the key project activities are implemented in more than one geographical area, the applicant will tick the field the *Entire Czech Republic* and describe in the *Project*

location description text field in which areas the key project activities will be implemented (including whether the project will take place outside the Czech Republic).

Project location description

Umístění projektu

Celá Česká republika

Popis umístění projektu
(počet znaků max.: 3600) *

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

2.1.4 Sector Code

Statistické údaje

Sektorový kód *

* Vyberte ze seznamu jeden sektorový kód, který je z hlediska zaměření projektu nejvíce relevantní a který nejlépe odráží účel vynaložených prostředků.

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 following sector code:

1516000 – Human Rights

Measures to support specialised official human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; transposing international human rights commitments into national legislation; reporting and follow-up; human rights dialogue. Human rights defenders and human rights NGOs; human rights advocacy, activism, mobilization; awareness raising and public human rights education. Human rights programming targeting specific groups, such as children, persons with disabilities, migrants, ethnic, religious, linguistic and sexual minorities, indigenous people and those suffering from caste discrimination, victims of trafficking, victims of torture.

2.1.5 Planned Project Implementation Period

Plánovaná doba realizace projektu

Předpokládaný termín zahájení * Předpokládaný termín ukončení * Délka realizace v měsících

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

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

Given the time needed to assess and evaluate all applications submitted under the Open Call, **the earliest start date of the project** shall be at least 6 months from the end date of the Open Call, if it is not otherwise stated in the text of the Open Call.

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

the subject of the contract and pay invoices related to performance public procurement cannot be entered into earlier than the initial date of eligibility of expenditures.

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

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

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

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

2.2 Applicant

2.2.1 Applicant Identification

Název a kontaktní údaje žadatele	
Název žadatele	<input type="text"/>
Právní forma	<input type="text"/>
Název žadatele v anglickém jazyce *	<input type="text"/>
Webové stránky žadatele	<input type="text"/>
IČO	<input type="text"/> DIČ <input type="text"/>
Typ organizace	<input type="text" value="---"/> <input type="button" value="v"/>
Identifikátor datové schránky	<input type="text"/>
Sociální síť	<input type="text"/>

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

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

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

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

If the applicant is not entered in the public register (register of associations, register of institutes, foundation register, register of public benefit companies etc.) in the register of legal entities, register of research organizations, the school register or the register of universities, the *Document on Legal Entity of the Applicant* is a mandatory annex to the application (see Chapter 2.13 the Annexes to the Application).

2.2.2 Legal Representative

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

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

Statutární orgán

Statutární zástupce	E-mail	Funkce
Jan Novák		

Statutární zástupce

Titul před Jméno * Příjmení * Titul za

E-mail * Funkce *

2.2.3 Registered Office and Correspondence Address

Adresa sídla žadatele

Stát

Obec PSČ

Část obce

Ulice

Číslo popisné Číslo orientační Číslo evidenční

Korespondenční adresa

Shodná se sídlem žadatele *

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

2.2.4 Contact Persons

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

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

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

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

Kontaktní osoby a osoby zodpovědné za projekt *

Jméno a příjmení	Pozice v projektu	E-mail	Mobil/Telefon	Posílat notifikace
... žádné záznamy ...				

Kontaktní osoba

Titul před	<input type="text"/>	Příjmení *	<input type="text"/>	Jméno *	<input type="text"/>	Titul za	<input type="text"/>
Pozice v projektu *	---		<input type="text"/>	Pozice v projektu textem	<input type="text"/>		
E-mail *	<input type="text"/>			Mobil	<input type="text"/>		
Telefon	<input type="text"/>			Notifikace	<input checked="" type="checkbox"/>		
		<input type="button" value="OK"/>		<input type="button" value="Storno"/>			

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

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

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

2.2.5 Applicant Description

Charakteristika žadatele

Stručná charakteristika žadatele (počet znaků max.: 3600) *

The eligibility of the applicant is always determined by the Open Call and is subject to control within the assessment of administrative and eligibility criteria. The eligibility criterion of the applicant of the Open Call **Support of research, raising awareness and improving national implementation of human rights standards (HRMGSA)** is met in case the applicant can be identified as a subject of a specified legal form. The eligibility of applicants under this Open Call is further conditioned by at least three year's engagement in the human rights research, education or practical application. The applicant shall prove the fulfilment of this condition by means of mandatory annexes - **the Declaration of the Applicant and Annual Report 2017, 2018, 2019 (if Annual Report 2020 is available then Annual Report 2018, 2019, 2020)**.

The applicant shall briefly describe the applicant's main activities in relation to the programme area (i.e. increased support for and competence on human rights) and the Open Call under which he/she applies for a grant. Further information shall be stated, such as length of activities in the field, organizational structure and experience with the implementation of similar projects at the national and international level, which are relevant to the submitted application. The applicant specifically describes already implemented research activities in the field of basic or applied research, educational activities aimed at various groups (pupils, students, experts in various fields, etc.) and other activities that are relevant to assessing applicant's ability to implement projects and activities in these areas.

2.2.6 Applicant Email Address

This section of the application is displayed only to the applicant who does not have a data box / did not provide a data box identifier within the applicant's registration. A **data box** is required for **electronic communication** with the PO

during the evaluation and implementation of the project. However, the mandatory use of the data box only applies to entities that have a data box established by law. For entities for which the establishment of a data box is voluntary, the use of a data box for communication with the PO is only recommended. If the applicant does not have a data box, they can request delivery to the delivery e-mail (by checking the box *I request delivery to an e-mail address*).

Doručovací e-mail žadatele

Žádám o doručování na elektronickou adresu Doručovací e-mail žadatele

- Nemáte-li zřízenou datovou schránku, můžete požádat o doručování emailem.
- Pokud má žadatel zřízenou a zpřístupněnou datovou schránku k okamžiku vypravení doručované písemnosti, Zprostředkovatel programu bude doručovat dokumenty do datové schránky.

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

2.3 Partnership in Project

The requirements for partnerships in the project are set by the Open Call. The implementation of project in partnership is not mandatory.

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

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

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

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

Recommendations for finding partners and arranging cooperation

When contacting partners, we recommend:

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

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

- common goal and vision and partner's ability to contribute to them;
- common understanding of the intention and content of the project;

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

Before arranging a partnership, it is necessary to verify the eligibility of the partner in accordance with the conditions of the Open Call. The eligibility of project partners is always determined by the Open Call and is subject to control within the assessment of administrative and eligibility criteria. The partner's eligibility criterion is met if the partner can be identified as an entity of a specified legal form.

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

2.3.1 Identification of Partner Organization

Detail Partnera

Název partnerské organizace (místní název) *

Název partnerské organizace (anglický název) *

Partner je z ČR

Partner je z donorského státu

Partner je z mezinárodní organizace

Město * Stát *

Typ organizace *

Webové stránky

Detail kontaktní osoby

Jméno * Příjmení *

E-mail *

[OK a generovat šablonu](#)

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

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

Projekt je realizován v partnerství

Název partnerské organizace (místní název)	▲	Stát
... žádné záznamy ...		

For each partner organization the applicant shall fill in:

- the name of the partner organization** (in local language and in English);
- type of the partner** (from Czech Republic / donor state / international organization);
- city** (registered office of the partner organization);
- state**;
- organization type** (by selecting from the code list; see Annex 4 to this Guideline for a list of organization types);

- website of the partner organization** (optional, in format http://www.xxx.yy or https://www.xxx.yy);
- contact person(s) of the partner organization** (name, surname, e-mail).

2.3.2 Description of Partner Organization

Popis partnerské organizace (počet znaků max.: 3600) *

The applicant shall provide a brief description of partner organization with an emphasis on activities relevant to the submitted project. The applicant shall in particular provide information on partner personal capacity and implemented activities which prove suitability as a project partner and its experience with which partner can contribute to the fulfillment of the project objectives. Furthermore, it is appropriate to state the size of the organization, if it is an NGO, i.e. state the number of NGO members (if it is an NGO based on the membership principle).

2.3.3 Description and Importance of Partnership

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

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

- the role of partner/partners, their competencies and responsibility for the project results;
- method and scope of partner/partners and their representatives involvement in the project implementation;
- the need for the partnership for the project implementation and impact leading to the achievement of the project goals;
- duration of the partnership.

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

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

In case the project is implemented in partnership with the entity from Norway, the applicant will describe how the proposed activities will contribute to strengthening bilateral relations, especially in terms of shared results, knowledge and mutual understanding between the Czech Republic and Norway.

Within the quality assessment of the application, projects implemented in the partnership with the entities from Norway will be awarded extra points.

2.3.4 Bilateral Indicators

Bilaterální indikátory

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

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

- Number of training courses co-organized by donor state and beneficiary state entities

- Number of projects implemented in partnership with a donor project partner (it must be selected mandatorily for a project implemented in a bilateral partnership and its target value is a maximum of 1)

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

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

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

- target indicator value

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

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

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

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

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

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

2.3.5 Project Partnership Documentation

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

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

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

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

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

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

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

2.4 Intention and Project Description

2.4.1 Initial State and Project Intent

Výchozí stav a záměr projektu

Výchozí stav a záměr projektu (počet znaků max.: 3600) *

The applicant will describe what is the current situation in the area which the project is focused on and which leads to the submission of the project, or what problem or need the project will address (i.e. the initial status of the area before the start of the project and a clearly defined problem, deficiency or need). The applicant may refer, for example, to international human rights standards and recommendations, to national, union and international human rights strategies, to research, inquiries or analyzes describing the human rights situation or to the human rights case law. Documents from the UN, the Council of Europe, the EU or other international organizations can be used, as well as documents from national or international scientific and research institutions and other relevant sources.

2.4.2 Justification of Project Proposal

Zdůvodnění návrhu projektu

Zdůvodnění návrhu projektu (počet znaků max.: 3600) *

The applicant will briefly explain why he/she considers the above-described issue (initial situation, identified problem or need) to be a priority, i.e. why the project is important and necessary. The elaboration of the application should best be based on a needs analysis or study in relation to the planned project activities. Therefore, the applicant shall indicate the sources (documents or practical needs identified) on the basis of which he/she proves the need for the project. If relevant, the applicant shall also provide the main conclusions of the needs/gaps or results of specific surveys, inquiries, etc. The applicant will also describe the relationship and continuity of the project to any related projects that address the topic, as well as any outputs from already implemented projects related to the submitted project in the Czech Republic or abroad.

2.4.3 Prerequisites for Project Implementation

Předpoklady pro realizaci projektu

Předpoklady pro realizaci projektu (počet znaků max.: 3600) *

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

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

2.4.4 Objective and Desired Benefits

Cíl a očekávaný přínos projektu

Cíl a očekávaný přínos projektu (počet znaků max.: 5000) *

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

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

With regard to the focus of the call and the submitted project, the applicant will describe in particular:

Research activities

- what human rights standards will be examined and why; for what purpose will the applicant analyse human rights implementation in the Czech Republic
- what procedures and methods will be used to monitor the compliance with human rights in practice and why the applicant will address this defined area;
- what disadvantaged group or groups will be addressed, why and how it will find out how their rights in the field are ensured and respected, how the applicant will involve the members of such group or groups in the project and how the applicant will make the project outputs available to them;
- what aspects of social and global development (modern technologies, strengthening transnational actors, global warming, drought, pandemics, etc.) will be addressed in the project and why; how the applicant will examine their impact on respecting of human rights;
- how the applicant will examine the alignment of society or certain social groups with current human rights challenges; what challenges the applicant will address and why; how the project outputs can be used to improve the protection of human rights;
- how to develop procedures, standards, tools or other proposals for better protection of human rights in defined situations, environments or in relation to specific target groups; how these project outputs will contribute to better protection of human rights; how the applicant will ensure using the project outputs in practice.

Educational and awareness-raising activities

- what curricula and modules will be created on human rights issues and topics; what schools curricula and modules will be intended for and how they will be used in practical teaching;
- what curricula and modules will be developed on human rights issues and topics for selected groups of experts (civil servants, judges, police officers, doctors, teachers, social workers, etc.), why the applicant will address the selected group, how will these programmes and modules improve awareness of human rights in the selected group and how these programmes will contribute to their better human rights protection in their work;
- how human rights awareness and education materials and tools will be developed for the general public, how these materials and tools will be presented and disseminated, and how these materials and tools will raise human rights awareness and contribute to better awareness, acceptance and understanding;
- what courses, seminars and other awareness-raising activities on human rights issues will be organized, how will their content look like, for whom they will be intended (experts, general public and the disadvantaged groups in particular) and how will they raise human rights awareness and contribute to human rights better awareness, acceptance and understanding;
- what will be organized, what current human rights issues will be addressed and why, what forms will the campaign have and why; how campaigns will influence and raise human rights awareness.

2.4.5 Target Groups of the Project

Cílové skupiny projektu

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

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

- how he/she will work with each target group (proposed activities, direct involvement of the target groups in the project etc.);
- what instruments will be used to address and influence the target group(s) (e.g. direct involvement in the project, social media campaign, etc.);
- what positive effect the target groups will experience thanks to the implementation of the project and how the benefits can be verified;

The target group for the Call Support for research, raising awareness and improving national implementation of human rights standards (HRMGSA) is defined by the applicant according to the nature of the project and in accordance with Annex 8 to this Guideline, for example:

- in projects aimed at training civil servants, social partners, experts and professional groups dedicated to human rights or whose activities affect human rights, the target group is usually these professional groups;
- the target group of educational and awareness-raising projects aimed at specific minority or vulnerable groups are usually specific groups or non-governmental organizations protecting their rights;
- in the field of education the target groups are pupils and students (children and youth and young adults), as well as students of any age and teachers and other pedagogical and educational staff, or other groups according to the focus of the project;
- in the field of awareness-raising activities, in particular political representation, political parties, other entities active in public and social life, public administration, social partners, non-governmental non-profit organizations, media and the general public or specific groups;
- in the field of research activities, the target groups are usually scientists and researchers themselves, pupils, students, teachers, educators and indirectly also the professional and the general public. However, depending on the nature of the project, the target group may also be a specific group of experts in practice, especially in practice-oriented applied research

Within the quality assessment of the grant application, projects that support the involvement of target groups (children, students, elderly, vulnerable groups, expert groups, general public etc.) in the discussion and solution of human rights problems and the strengthening of their human rights competencies and participation will be awarded extra points.

2.4.6 Statistical Classification of Target Groups

Koneční uživatelé *

Konečný uživatel
+

... žádné záznamy ...

Projekt se zaměřuje na zprostředkující subjekt

Zprostředkující subjekty *

Zprostředkující subjekt
+

... žádné záznamy ...

Detail konečného uživatele

Konečný uživatel *

-
v

OK

Storno

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

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

End beneficiaries: represent different types of persons or groups of persons/organizations directly affected by the implemented project and have tangible benefits from the project outputs (e.g. civic society organizations, Roma,

children and youth (0-17 years old) etc.). For a list of end beneficiaries please see Annex 8 to the Guideline (Target Groups).

Intermediaries represent different types of persons or groups of persons/organizations influenced by the project to ensure the desired effects for the end beneficiaries (e.g. civil society organization, teachers/professors (any level), Roma mediators, universities, research institutions etc.). If project activities are addressed directly to the end beneficiaries, this target groups may not be relevant in this case. For a list of intermediaries please see Annex 8 to the Guideline (Target Groups).

2.5 Project Risks and Their Management

Rizika projektu

Název rizika	Pravděpodobnost rizika	Dopad rizika	Reakce na riziko	Popis reakce na riziko
... žádné záznamy ...				

Detail rizika

Název rizika *

Pravděpodobnost rizika * --- Dopad rizika * ---

Reakce na riziko * ---

Popis reakce na riziko *

OK Storno

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

For each risk the applicant shall indicate:

risk title

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

probability of risk 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 the applicant cannot influence the risk from his/her position. Transfer of risk means transfer of risk to other entity/entities (e.g. insurance contract).

risk response description

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

Examples of risks and reactions:

- an inappropriate choice of field research method → wider consultation of research method based on previous knowledge and experience or cooperation with suitable partners and target group;*
- an inappropriate target vulnerable group of the project → selection of the target group based on previous knowledge and experience, communication with partners, etc.; cooperation and communication with the target group;*
- risk of target group's lack of interest to be involved into the project activities → communication and motivation of the target group to participate in the project, establishing mutual contacts and building mutual trust;*
- creation of inappropriate educational and awareness-raising activities → creation of educational and awareness-raising activities based on previous knowledge and experience, cooperation with partners, target group, etc.*

2.6 Project Sustainability

Udržitelnost projektu

Popis udržitelnosti (počet znaků max.: 3600) *

Describe the sustainability of the project.

The applicant will describe whether and how the relevant outputs will be sustained and how the sustainability will be ensured after the completion of the project. The applicant will indicate whether and how the project will contribute to the sustainability of the activities and long-term usability for the target groups of the project. The applicant shall describe whether multiplier effects can be expected within the sustainability of the project. The applicant will describe how project outputs will be further accessible to the target group and how will be used in the human rights protection. Research projects will primarily ensure long-term usability of research results to the professional and general public, so that they can be followed up in further research. In the case of educational projects, the applicant will ensure long-term usability of the project outputs (educational materials and procedures in written, audiovisual, electronic or other form) to the public for further use. If relevant, the applicant will describe the financial sustainability of the project after completion of the project (i.e. the estimated costs related with maintaining the relevant project outputs for its sustainability period and way of their financing) and the applicant will also clearly define risks associated with subsequent use, including a proposal of measures for their elimination.

2.7 Relevance of the Project

2.7.1 Relevance of the Project to Programme

Relevance projektu k programu

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

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

In order to measure programme's achievements and its impact, the expected programme outcomes and outputs were identified. Thanks to their indicators it will be possible to assess the programme's implementation. **The projects supported within the programme must contribute to the fulfilment of these outcomes and outputs.** The applicant shall describe the relevance of the project to the objective of the programme (i. e. improvement the situation in the area of human rights and combating discrimination and extremism at national level), expected outcome of the Programme (i. e. Increased support for and competence on human rights) and especially to the output of the Programme (i. e. Awareness raising on human rights protection conducted).

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

2.7.2 Purpose of the Project

Účel projektu (počet znaků max.: 500) *

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

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

Examples:

Research activities example

The purpose of the project is to increase support and competence in the field of human rights by conducting a field survey on respect of human rights in two regions of the Czech Republic.

Educational and awareness activities example

The purpose of the project is to increase support and competencies in the field of human rights through the implementation of educational and awareness-raising activities that will contribute to raised awareness of human rights in the Czech Republic.

2.7.3 Classification of the Project into Supported Programme Outcomes

Podporovaný výsledek programu							
Výsledek programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Zvýšení podpory a kompetence v oblasti lidských práv	Počet vytvořených pracovních míst	počet	Ano/Yes <input type="checkbox"/>	0,00			

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

The applicant shall fill in the mandatory programme outcome indicator:

- target value** of the indicator

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

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

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

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

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

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

2.7.4 Classification of the Project into Supported Programme Outputs

Output and its indicators for the Open Call Support of research, raising awareness and improving national implementation of human rights standards (HRMGSA)

Relevance výstupů programu	
Výstup programu	Relevance
Zvýšení povědomí o ochraně lidských práv	Ano/Yes <input type="checkbox"/>

Podporované výstupy programu							
Výstup programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Zvýšení povědomí o ochraně lidských práv	Počet zpracovaných a zveřejněných odborných materiálů o ochraně lidských práv	počet	Ano/Yes <input type="checkbox"/>	0,00			

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

The applicant shall fill in the mandatory programme output indicator:

- target value** of the indicator

The applicant shall indicate the planned target value of the indicator that will be achieved through the implementation of the project. Programme outputs and target values of the related output indicators are binding due to their direct link to project activities and its budget. A possible failure to achieve the target value must be justified in the monitoring report and this discrepancy is subjected to the assessment of the PO with regards to its effect on the project purpose.

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

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

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

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

Note

The text of the open call defines what output indicators are mandatory, mandatory optional¹ or optional. This set-up is based on the focus of the open call and eligible activities.

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

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

2.8 Project Activities

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

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

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

Detailed specification of some eligible activities set out in the call

1) Research activities

- examination of international human rights standards relating mainly to new and current issues and challenges (globalization, migration, climate change, privacy protection, AI, business and human rights, etc.) and their implementation in the Czech Republic;
- investigation of respect for human rights in practice in a specific area (social inequalities, equality and diversity of society, adaptation to current human rights challenges);
- analysis of the problems of specific (especially vulnerable) groups in securing and respecting their rights in dealing with current societal challenges (globalization, migration, climate change, modern technologies, social inequalities), ideally in cooperation with the groups concerned;
- examining the impact of various current aspects of social development and global changes (modern technologies, strengthening transnational actors, global warming, drought, pandemics, etc.) on respect for human rights;
- examining the alignment of society and its various segments with current human rights challenges;
- development of procedures, standards and practical solutions and tools for better protection of human rights in defined situations, environments or in relation to specific target groups with regard to current societal challenges.

2) Educational and awareness activities

- creating of curricula and modules on human rights issues and topics for all types and levels of schools, including universities;
- creation of training programmes and modules on human rights issues and topics for different groups of experts focusing on their expertise (civil servants, judges, police officers, doctors, teachers, social workers, etc.);
- creation of educational materials (tools, aids, etc.) on human rights for the general public and their dissemination;
- organization of courses, seminars and other awareness-raising activities on human rights issues for various professions and groups or the general public;
- preparation and implementation of awareness and education campaigns on current human rights issues in all relevant forms.

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

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

2.8.1 Key Project Activities and Outputs

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

Aktivita projektu

Číslo aktivity * Zadat vlastní aktivitu

Název aktivity

Popis aktivity (počet znaků max.: 4000) *

Datum zahájení * Datum ukončení *

Výstupy aktivity

• Výstupy aktivity projektu přidejte kliknutím na ikonu . Aktivita může vést k vytvoření více výstupů. Maximální doporučený počet výstupů u jedné aktivity je 3.

Název výstupu aktivity	Související výstup programu	Popis výstupu aktivity
... žádné záznamy ...		

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

— **name of the key activity**

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

— **description of the key activity**

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

Examples:

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

Note

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

Examples of typical positions of a professional team: researcher, social worker, pedagogical worker, methodologist, lecturer, etc.

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

Within the quality assessment of the grant application, projects that apply new methods and approaches to human rights research, use the cooperation of various social science disciplines to research human rights issues and problems or apply the results of their research in cooperation with educational and non-governmental institutions, business or other entities in the process of educating and promoting human rights will be awarded extra points (area 1) Research activities). The new approaches will be evaluated with regard to the already existing research methods, previously researched topics and applied views and the overall differentiation of the project from already existing research projects in the field.

Within the quality assessment of the grant application, projects that support the involvement of target groups (children, students, elderly, vulnerable groups, expert groups, etc.) in the discussion and solution of human rights problems and the strengthening of their human rights competencies and participation will be awarded extra points (area 2) Educational and awareness activities.

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

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

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

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

Outputs of the key activities

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

Výstup

Číslo výstupu * Název výstupu aktivity *

Žádný související výstup programu Související výstup programu *

Popis výstupu aktivity (počet znaků max.: 3600) *

Indikátory výstupu aktivity

• Ke každému výstupu aktivity je nutné zadat měřitelný indikátor, který bude dokladovat a objektivně hodnotit naplnění daného výstupu aktivity (např. počet proškolených osob, počet zrealizovaných školení, apod.). Je-li relevantní, je možné využít indikátor výstupu programu, který bude současně evidován jako indikátor výstupu aktivity (požadovaný indikátor vyberte, přidejte kliknutím na ikonu a následně vyplňte související požadované údaje). Indikátory výstupu aktivity je rovněž možné zadat vlastními slovy. Vlastní indikátor přidejte kliknutím na ikonu .

Indikátor výstupu aktivity	Jednotka	Počáteční hodnota	Cílová hodnota	Předpokl. měsíc/rok naplnění (MM/RRRR)	Způsob stanovení hodnot	Způsob ověření	
... žádné záznamy ...							

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

— **name of the activity output**

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

Examples of the outputs of activities:

- *study on specific problems in the form of a professional article, proceedings or monograph created;*
- *procedures, standards, methodologies for teaching civil rights for the first stage of primary school developed;*
- *cooperation network established (including an online network);*
- *teaching materials, programs and modules for all types and levels of schools, including universities (in printed or digital form) created;*

— **related programme output**

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

— **description of the activity output**

The applicant shall provide description of the output of the given key activity, i.e. what will be created within the key activity, for which target groups the given output is intended, what is the benefit for target groups, etc.

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

Activity output: Developed methodology for conducting a field survey of human rights compliance



A methodology for conducting a field survey on human rights will be developed, which will then be used in conducting a field survey in the Moravian-Silesian and Ústí nad Labem regions.

Output indicator: Number of created methodologies

— **activity output indicator**

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

Indikátory výstupu aktivity

• Ke každému výstupu aktivity je nutné zadat měřitelný indikátor, který bude dokladovat a objektivně hodnotit naplnění daného výstupu aktivity (např. počet proškolených osob, počet zrealizovaných školení, apod.). Je-li relevantní, je možné využít indikátor výstupu programu, který bude současně evidován jako indikátor výstupu aktivity (požadovaný indikátor vyberte, přidejte kliknutím na ikonu  a následně vyplňte související požadované údaje). Indikátory výstupu aktivity je rovněž možné zadat vlastními slovy. Vlastní indikátor přidejte kliknutím na ikonu .

▼

tlačítko pro přidání indikátoru výstupu programu (výběrem ze seznamu) k využití jako indikátoru výstupu aktivity

Indikátor výstupu aktivity	Jednotka	Počáteční hodnota	Cílová hodnota	Předpokl. měsíc/rok naplnění (MM/RRRR)	Způsob stanovení hodnot	Způsob ověření	
... žádné záznamy ...							

OK
Storno

tlačítko pro přidání vlastního indikátoru výstupu aktivity (zadání vlastními slovy)

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

— **unit of measurement**

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

— **baseline value of the indicator**

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

— **target value of the indicator**

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

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

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

— **setting of values**

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

Example for the indicator *Number of methodologies created*

The initial value is 0 due to the absence of a methodology for conducting field research. Target value 1 is achieved by creating a final version of the methodology document, which will be used to conduct field research.

— **source of verification**

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

Example for the indicator *Number of methodologies created*

The methodology will be available on the project website.

2.8.2 Project Publicity

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

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

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

Aktivita projektu

Číslo aktivity * Zadat vlastní aktivitu

Název aktivity

Popis aktivity (počet znaků max.: 4000) *

Datum zahájení * Datum ukončení *

Výstupy aktivity

• Výstupy aktivity projektu přidejte kliknutím na ikonu +. Aktivita může vést k vytvoření více výstupů. Maximální doporučený počet výstupů u jedné aktivity je 3.

Název výstupu aktivity	Související výstup programu	Popis výstupu aktivity
... žádné záznamy ...		

OK Storno

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

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

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

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

Note

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

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

Mandatory requirements of the activity Project Publicity:

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

- The project promoter is obliged to provide information about the project on a newly created project **website**, or on the specialized webpage on the existing website of the project promoter's organization in the section dedicated to the project in the **Czech language**. Alternatively, it is possible to publish specifications of the given project via social media profiles.
- For projects with an awarded grant of more than EUR 150,000 (CZK 3,900,000), the project promoter is obliged to create a dedicated project website (as a separate section dedicated to the project on an existing website of the organization or as a secluded project website), both in **Czech and English**. Alternatively, it is possible to publish specifications of the given project via social media profiles.
- The information on the websites / social media profiles shall include specifications about the project, its progress, potentially cooperation with donor project partners (if the project is implemented in bilateral partnership), furthermore, it must include project photos, contact details and a reference to the Human rights Programme and Norway Grants 2014 – 2021. Project-related information must be regularly updated.

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

2.8.3 Project Management

Aktivita projektu	
Číslo aktivity *	<input type="text" value="1"/> <input type="checkbox"/> Zadat vlastní aktivitu
Název aktivity	<input type="text" value="Management projektu"/>
Popis aktivity (počet znaků max.: 4000) *	<input type="text"/>
Datum zahájení *	<input type="text"/> <input type="button" value="📅"/>
	Datum ukončení * <input type="text"/> <input type="button" value="📅"/>

Part of the project is its management, which is included as a **mandatory Project Management activity**. The project management should be entrusted to a group of employees who will be able to cover all levels of project management with their activities and thus ensure all managerial activities, or professional activities². These may be employees of the applicant organization and/or external entities, or employees of partner organizations may be invited to this group. Project management should be composed ideally of staff who have sufficient experience with project implementation and management. When creating a project management team, it is necessary to proceed mainly from the expected complexity of project management and implementation in terms of content and finances.

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

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

- Project Management **activity description**

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

² If a member of the project implementation team also ensures the role of a member of the project management and also performs other professional tasks (e.g. professional guarantor) and the employee's expenses will be requested for reimbursement within the project, the applicant will enter the relevant part of the person's workload in the Management chapter and the remaining part to another relevant chapter of the project budget (e.g. Services).

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

The activity Project management runs throughout the project implementation period. The expected start date must be derived from the possible start date of the project (see the chapter 2.1.5 Planned Project Implementation Period). The indicative date for the possible start of the project with respect to the project appraisal process is set by the PO in the Open Call.

Počet osob, které zajišťují management projektu a jsou hrazeni z rozpočtu projektu *		Počet osob, které zajišťují management projektu a nejsou hrazeni z rozpočtu projektu *	
z toho externistů *		z toho externistů *	
<input type="button" value="OK"/> <input type="button" value="Storno"/>			

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

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

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

Note

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

2.9 Time Schedule of the Project

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

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

2.10 Budget and Project Financing

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

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

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

2.10.1 VAT and its reimbursement

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

DPH a její proplacení

Vztah DPH k projektu * Koeficient DPH přidělený FÚ

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

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

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

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

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

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

2.10.2 Detailed Project Budget

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

- the budget includes only such expenditure that can be financed from the Norway Grants, i.e. so-called eligible expenditure³;
- the budget is composed on the basis of real prices usual both at the place and time and at the same time calculated with regard to possible price changes which will affect individual expenditure;
- the total amount of the budget and individual budget items must be proportionate and justified, in particular with regard to the objective of the project, the content of the key activities, the target values of the indicators, the duration of - the project and the size of the target group;
- the budget contains the number of items needed to achieve the objective and outputs of the project;
- the individual budget items must be interlinked with the planned activities of the project;
- the planned expenditures must be economical, efficient, effective and in accordance with the valid regulations of the Czech Republic and the EU and the conditions of the Open Call.

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

Výdaje rozpočtu							
Kapitola ▲	Položka ▲	Jednotka	Počet jednotek	Jednotková cena	Celkem (Kč)	Typ výdaje	
... žádné záznamy ...							

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

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

— budget chapter

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

— fixed item

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

³ Costs that are not considered eligible (excluded costs) are laid down in Article 8.7 of the Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021.

Detail položky podrobného rozpočtu

Kapitola * Management

Položka *

 Projektový manažer/Project manager
 Účetní/Accountant
 Administrátor/Administrator
 Asistent managementu/Management assistant
 Režijní výdaje managementu/Management overheads
 Finanční manažer/Financial manager

Jednotka *

Typ výdaje *

Celkem (Kč) * 0,00 **Přepočítat**

- Vyberte kapitolu a zadejte položku, která svým obsahem spadá do vybrané kapitoly. Položky kapitol Služby, Publicita a Stavební práce a dodávky je možné vybrat ze seznamu doporučených položek nebo zadat vlastními slovy (přidání vlastní položky provedete kliknutím na ikonu +). Položky kapitol Management a Cestovné je možné pouze vybrat ze seznamu fixních položek. U každé položky vyplíte požadované údaje včetně související aktivity (jedna položka se může vztahovat k více aktivitám projektu).
- Pro výpočet způsobilých výdajů použijte tlačítko "Přepočítat".

Název aktivity

Související aktivity ... žádné záznamy ...

Poznámka

— item

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

Detail položky podrobného rozpočtu

Kapitola * Služby/Services

Položka * ---

výběr položky ze seznamu
indikativních položek dané kapitoly
podrobného rozpočtu

tlačítko pro přidání vlastní položky
do podrobného rozpočtu

— unit

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

— number of units

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

— item unit price

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

— expenditure type

The applicant shall indicate the type of all expenditures (investment/non-investment) in the detailed project budget.

— related activity

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

Note

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


Detail položky podrobného rozpočtu

Kapitola *

Jednotka * Počet jednotek * Jednotková cena (Kč) *

Typ výdaje *

Celkem (Kč) *

- Vyberte kapitolu a zadejte položku, která svým obsahem spadá do vybrané kapitoly. Položky kapitol Služby, Publicita a Stavební práce a dodávky je možné vybrat ze seznamu doporučených položek nebo zadat vlastními slovy (přidání vlastní položky provedete kliknutím na ikonu ). Položky kapitol Management a Cestovné je možné pouze vybrat ze seznamu fixních položek. U každé položky vyplňte požadované údaje včetně související aktivity (jedna položka se může vztahovat k více aktivitám projektu).
- Pro výpočet způsobilých výdajů použijte tlačítko "Přepočítat".

Název aktivity

Související aktivity

Poznámka

2.10.3 Travel costs

In case of international travels within the project and inclusion of the related costs into the project budget, the applicant will always select the method of calculating the costs of accommodation, meals, local transport and insurance through lump sum calculation: the applicant will use the item per-diems (including accommodation, local transport, meals and travel insurance). The per-diems rate is set according to EU flat rates as set out in Annex 1 to the Commission Decision of 18 November 2008 and subsequent updates:

- viz https://www.eeagrants.cz/assets/cs/media/EHP-Norske-fondy_Per-diems.pdf, and it is calculated per number of nights⁴.

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

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

⁴ In the case of free accommodation (including without breakfast) the amount per diems will be reduced by 40%. In the case of free meals, the amount per diems will be reduced by 40% (20% lunch, 20% dinner). If the applicant takes part in a foreign trip during which he / she does not spend the night, per diems will be automatically reduced by 40%.

2.10.4 Project Budget Breakdown

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

Členění rozpočtu projektu

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

Z toho způsobilé výdaje partnerů

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

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

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

2.10.5 Investment Assets in Project

Investiční majetek v projektu

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

Popis

The Open Call Support of research, raising awareness and improving national implementation of human rights standards (HRMGSA) is announced as a non-investment. Investment expenditures in the project are not allowed, so the applicant is not entitled to include capital assets, construction / reconstruction / renovation of assets among the eligible project expenditures (the value „No“ must be filled in).

2.10.6 Indirect Costs (Overheads)

Režijní náklady

Režijní náklady jsou součástí rozpočtu projektu *

Metoda kalkulace režijních nákladů

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

- actual indirect costs;

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

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

2.10.7 Assuring of Project Financing

Zajištění financování projektu

Stručně popište, jakým způsobem je zajištěno financování projektu *

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

At the same time, the applicant undertakes to be able to provide financing for the project at the beginning and throughout its implementation so that there is no shortage of financial resources to cover the project expenses with regard to ex-post funding from Norway Grants⁵. The applicant further undertakes to finance all non-eligible expenses (if any) and additional costs in excess of the approved project budget.

2.10.8 Revenue Generated by Project

Příjmy generované projektem

Projekt bude generovat příjmy *

Popis tvorby příjmů

Přehled příjmů

V průběhu realizace projektu	V období udržitelnosti projektu
[]	[]
[]	[]
[]	[]

Předpokládaná výše ročních příjmů (v Kč)

Předpokládaná výše ročních provozních nákladů (v Kč)

Čistý příjem (v Kč)

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

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

⁵ The final beneficiary pays the expenses related to the implementation of the project from its own resources (including external resources, e.g. bank loans) and during the implementation of the project he/she submits to the PO in regular intervals a request for payment in which he/she requests their reimbursement. The possibility of ex-ante financing using an advance payment is allowed for the types of applicants specified in the Open Call. The percentage of the advance payment is set by the Open Call (see also Annexe 10 to this Guideline).

Revenues (arising from the project outputs) are inflows of grants paid by users for infrastructure, goods, services or rights that have been supported by the project. These include, for example, admission from events, conference fees, revenues from the sale of publications, revenues for services provided within the project, etc.⁶

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

Note

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

- a. as an additional resource to finance other activities related to the project contributing to the achievement of the purpose of the project approved under the project modification request;
- b. as an additional source to finance other activities related to the project in the period after the completion of the project (if the sustainability of the project is set);
- c. returned to the Programme Operator.

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

Example

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

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

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

⁶ Payments received by the project promoter from contractual penalties as a result of a breach of contract between the project promoter and the third party or persons or which arise as a result of a third party selected under public procurement rules withdrawing their tender (financial security) are not considered as revenue.

2.10.9 Project Financing

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

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

- **Total eligible costs (CZK):** the amount including decimal places (max. 2 decimal places); this amount is further broken down into the amount of investment and non-investment expenditure, indicating their percentage in relation to the amount of total eligible expenditure⁷;
- **Total eligible costs (EUR):** the amount rounded down to whole EUR (rate in EUR corresponds to the rate set by the Open Call); the amount in EUR is indicative and will be used for statistical purposes only;
- **Maximum grant amount (CZK):** the maximum grant amount is calculated on the basis of the grant rate set by the Open Call.

The applicant shall fill in:

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

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

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

Note

- The amount of the requested grant represents the maximum amount of financial support that cannot be increased. The support provided from the programme for the implementation of the project is intended to finance the project at the time of its implementation, not to sustain its outputs.
- The grant is provided in CZK. The exchange rate for the conversion of the required grant amount into EUR is set out in the call (26,50 CZK / EUR) and the conversion into EUR will be provided automatically. The amount in EUR will be used for statistical purposes.
- The maximum project grant rate (in %) is set by the Open Call. For an overview of the support provided for individual legal forms, see Annexes 10 to the Guideline.

⁷ It is not possible to submit an application if the maximum share of investment expenditures / minimum share of non-investment expenditures set by the Open Call is not complied with.

2.10.10 Advance Payment

Zálohová platba

Požadovaná zálohová platba *

Částka zálohy celkem (v Kč) Maximální výše zálohy (v Kč)
 tj. 0% z požadovaného grantu

Z toho:

Částka zálohy investiční (v Kč) Maximální výše investiční zálohy (v Kč)
 • Je-li požadována zálohová platba a podrobný rozpočet projektu zahrnuje investiční výdaje, doporučujeme jako částku investiční zálohy zadat doporučenou maximální výši investiční zálohy.

Částka zálohy neinvestiční (v Kč)

Zdůvodnění

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

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

The applicant shall indicate the total amount of the advance payment requested and justify the request for the advance payment. **Given the non-investment nature of the Open Call Support of research, raising awareness and improving national implementation of human rights standards (HRMGSA), the amount of the investment advance must be filled in as zero.**

2.11 Policy Markers

Název	Relevance	Popis
Boj proti diskriminaci	<input type="text" value="---"/>	<input type="text"/>
Rovnost žen a mužů	<input type="text" value="---"/>	<input type="text"/>
Sociální začleňování jiných zranitelných skupin než Romů	<input type="text" value="---"/>	<input type="text"/>
Začleňování a posílení postavení Romů	<input type="text" value="---"/>	<input type="text"/>

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

- Combating discrimination**
- Gender equality**
- Roma inclusion and empowerment**
- Social inclusion of vulnerable groups other than Roma**

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

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

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

Examples

The research project will examine:

- implementation of international standards in the field of combating discrimination, equality between women and men or the position of Roma or other vulnerable groups in the Czech Republic;
- problems of women, Roma and other vulnerable groups or victims of discrimination in protecting their rights in the Czech Republic;
- research into the impact of aspects of social development and global development on respect for the human rights of women, Roma and other vulnerable groups, with special emphasis on their possible discrimination;
- procedures, standards and practical solutions and tools to better protect the human rights of women, Roma and other vulnerable groups or to better combat discrimination.

2.12 Author of the Application

Uvedte informace o zpracovateli žádosti.

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

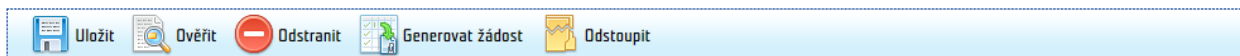
In addition, the applicant will briefly describe, what documents have been prepared in connection with the preparation of this application (supporting and related documentation, e.g. feasibility study, detailed budget), if relevant.

2.13 Annexes to the application

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

1) Grant Application Form (standardized form)

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



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

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

repeatedly for working purposes, please delete draft(s) of this form from the *List of Annexes* (using the button to *delete the annex* in the table with an overview of inserted annexes) before submitting the application form.

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

Seznam příloh Uložit Odeslat do spisové služby Podepsat Zobrazit obsah přílohy

Typ *

Druh *

Formát *

Vloženo *

Název *

Dokument podepsaný v listinné podobě

SEZNAM ELEKTRONICKÝCH PODPISŮ

Autor	Vydavatel	Platnost od	Platnost do	Datum podpisu
... žádné záznamy ...				

2) Project Logical Framework (standardized form)

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

Procedure for inserting the annex Project Logical Framework

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

Seznam příloh Generovat

Typ *

Druh *

Název *

Dokument podepsaný v listinné podobě

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

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

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

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

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

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

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

Procedure for inserting the annex Identification of the ownership structure:

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

Seznam příloh Generovat

Typ * Identifikace vlastnické struktury žadatele

Druh * Šablona

Název * Identifikace vlastnické struktury žadatele

Dokument podepsaný v listinné podobě

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

Seznam příloh Uložit Odeslat do spisové služby Podepsat Zobrazit obsah přílohy

Typ * Identifikace vlastnické struktury žadatele

Druh * Šablona

Formát * DOC

Vloženo * 12.02.2020 14:01

Název * Identifikace vlastnické struktury žadatele

Dokument podepsaný v listinné podobě

SEZNAM ELEKTRONICKÝCH PODPISŮ

Autor, Vydavatel	Platnost od	Platnost do	Datum podpisu
... žádné záznamy ...			

Chcete soubor **Identifikace_vlastnické_struktury_žadatele.doc** (259 kB) z umístění **cedr-fm.mfcr.cz** otevřít nebo uložit? Otevřít Uložit Storno

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

Seznam příloh Uložit

Typ * Identifikace vlastnické struktury žadatele

Druh * Soubor

Název * Identifikace vlastnické struktury žadatele

Soubor C:\Users\14861\Desktop\ Procházet... Maximální velikost vkládané přílohy je 300 MB.

Převést do Pdf

Seznam příloh Uložit Odeslat do spisové služby Podepsat Zobrazit obsah přílohy

Typ * Identifikace vlastnické struktury žadatele

Druh * Soubor

Formát * PDF

Vloženo * 06.05.2020 07:53

Název * Identifikace vlastnické struktury žadatele

Dokument podepsaný v listinné podobě

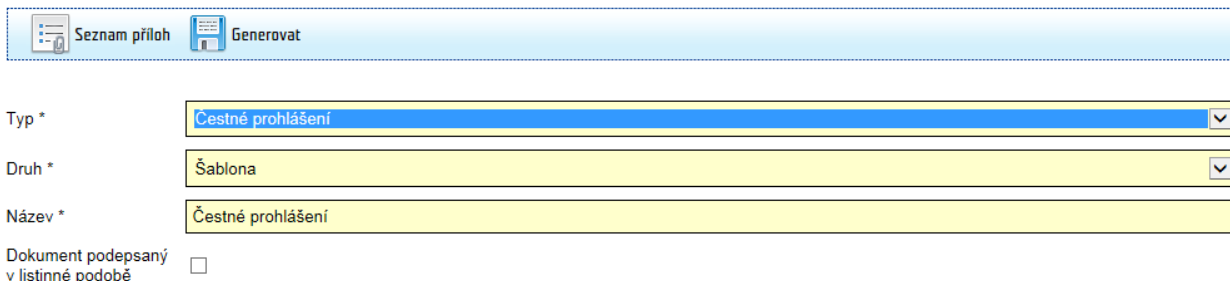
4) Declaration (standardized form)

The applicant must meet all the conditions set out in the *Declaration* (the form please see in Annex 12 to the Guideline⁸). The annex *Declaration* attached to the CEDR IS must be **signed by the representative of the statutory body of the applicant or an authorized person with a qualified electronic signature**.

⁸ The form is also available for download on the website of the Programme Operator www.norskefondy.cz in the HRMGSA Open Call documentation in the section Calls of the Human Rights Programme

Procedure for inserting the annex Declaration

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



The screenshot shows a toolbar with 'Seznam příloh' and 'Generovat' buttons. Below it is a form with the following fields:

- Typ *: Čestné prohlášení
- Druh *: Šablona
- Název *: Čestné prohlášení
- Dokument podepsaný v listinné podobě:

- open the generated file by clicking on the Show annex content button
- sign the document by clicking on the Sign button

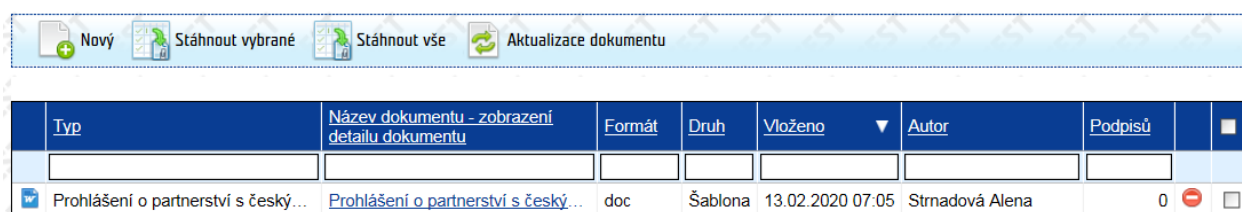
5) Partnership Commitment Statement (standardized form)

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

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

Procedure for inserting the annex Partnership Commitment Statement

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



The screenshot shows a toolbar with 'Nový', 'Stáhnout vybrané', 'Stáhnout vše', and 'Aktualizace dokumentu' buttons. Below it is a table with the following columns:

Typ	Název dokumentu - zobrazení detailu dokumentu	Formát	Druh	Vloženo	Autor	Podpisů	
Prohlášení o partnerství s český...	Prohlášení o partnerství s český...	doc	Šablona	13.02.2020 07:05	Strnadová Alena	0	<input type="checkbox"/>

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

6) Annual Report

The applicant shall enter the mandatory Annex to the Annual Report in the IS CEDR. By documenting the Annual Report for the year 2017, 2018, 2019 (or 2018, 2019 and 2020 if the document is available), it will confirm the

engagement in the human rights research, education or practical application of the applicant's organization for at least the last 3 years.

Procedure for inserting the annex Annual Report

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

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

7) Document on the legal entity of the applicant

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

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

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

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

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

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

Procedure for inserting the annex Power of attorney

- open the *Annexes* menu
- click on the *New* button in the control panel
- select the type *Power of attorney*
- keep the default type *File*

- click the Browse button and select the file from your computer
- tick the Convert to Pdf field (if it is not inserted already in this format)
- click on the field the Document signed in the paper form (if the document is not signed electronically)
- click on the Save button

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

Optional annexes to the application

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

Note

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

Procedure for inserting the Partnership Agreement

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

2.14 Signature

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

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

- Grant Application form,
- Declaration,
- Identification of the ownership structure of the applicant and the persons acting on his/her behalf

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

3. Process after Submission of the Application

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

The applicant will be informed of any shortcomings identified (e.g. completeness and legibility) and invited through the IS CEDR to make corrections of the annexes to the application in the initial phase of the evaluation (formal and

eligibility checks). The application itself cannot be edited after its submission. In case the deadline for corrections is not met the application will be removed from further evaluation.

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

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

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

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

4. Annexes to the Guideline

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

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

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

Annex 4 – Organization types

Annex 5 – Bilateral Indicators

Annex 6a – Partnership Commitment Statement with Czech entity

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

Annex 7a – Template Partnership Agreement

Annex 7b – Template Partnership Agreement - in English

Annex 8 – Target Groups

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

Annex 10 – Legal forms (HRMGSA)

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

Annex 12 – Declaration

Annex 13 – Annual Report 2017, 2018, 2019 (or Annual Report 2018, 2019 and 2020 if it is available)

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