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# Programme CZ- JUSTICE

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Programme area: Correctional Services and Pre-trial Detention

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Open Call for proposals of projects to be funded from Norway Grants 2014-2021

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Professional care for imprisoned drug users and its continuity after release

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## The Ministry of Finance as the Programme Operator in cooperation with the Ministry of Justice – Programme Partner

announces on 14 January 2021 the **Open Call for proposals** of projects to be funded from the Norway Grants 2014-2021 under the Programme CZ-Justice (hereinafter referred to as the 'Call') focusing on the penitentiary and post-penitentiary care measures within the Programme Area 'Correctional Services and Pre-trial Detention'.

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### I. Identification and timetable of the Call

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Programme Operator	Ministry of Finance of the Czech Republic
Call number	JU1B
Call name	Professional care for imprisoned drug users and its continuity after release
Call Announcement Date	14. 01. 2021
Opening date and time for the receipt of grant applications in the IS CEDR	14. 01. 2021; 12:00
Closing date and time for the receipt of grant applications in the IS CEDR	17. 03. 2021; 12:00

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### II. Objective and focus of the Call

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The Call objective is to reduce likelihood of relapse to drug use and potential associated criminal activities in incarcerated and subsequently released prisoners - drug users with cumulated risks and needs, via provision of continuous professional care by non-governmental, non-profit organizations (hereinafter 'NGOs'). NGOs will provide, in the form of a Case Management programme, to their clients an intensive professional care commencing prior to their release and subsequently after their release from prison.

The purpose of this Call is to ensure functional cooperation between the individual actors so that the clients with cumulated issues, especially co-morbidities (dual psychiatric diagnoses, infectious diseases), respectively clients with cumulated risk factors are provided with a range of complex and coordinated services. This may be achieved by creating a joint network of professional service providers in the area of addictology, whether in the form of NGO network or consortia of NGOs, with the aim of providing the broadest possible coverage of the Czech Republic's territory.

The Case Management programme is based on coordination of various types of care, including healthcare services, therapeutic and social services as well as rehabilitation services. The Case Management programme should, thanks to its intensity and professional approach of individual case managers, support clients in achieving positive change, activating them in solution of their issues and new life situations, in stabilizing their lives and thus reducing the risk of relapse to drug use and criminal behaviour.

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### III. Allocation of the Call

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The financial allocation of the Call decisive for the selection of the projects to be funded is 23 830 787 CZK (EUR 899 275). Grants are awarded in CZK.

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### IV. Eligible Applicants

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Eligible applicants are NGOs established as legal entities in the Czech Republic, having one of the following legal forms:

- Association according to Act No. 89/2012 Coll., the Civil Code, as amended, as well as a branch association of the main association,
- Special-purpose entity of a registered church and religious society established by the church and religious society for the provision of charitable services according to Act No. 3/2002 Coll., on freedom of religion and status of churches and religious societies and amending certain laws, as amended,
- Institute according to Act No. 89/2012 Coll., the Civil Code, as amended,
- Public benefit organization according to Act No. 89/2012 Coll., the Civil Code, as amended,
- Foundation or Endowment fund according to Act No. 89/2012 Coll., the Civil Code, as amended,
- Common-interest association of legal entities according to Act No. 89/2012 Coll., the Civil Code, as amended.

The list of relevant legal forms of eligible applicants is provided in Annex 8 to the Guideline for Applicants.

The precondition for submission of the grant application is being a holder of a certificate of professional competence for facilities and programmes providing addictological professional services awarded by the Government Council for Drug Policy Coordination (hereinafter as „GCDPC“)<sup>1</sup>. The applicant must be a holder of a certificate of professional competence and at the same time must operate at least 1 service with a valid certificate of professional competence for facilities and programmes providing addictological professional services continuously for at least 3 last years. The applicant shall prove this precondition by completion of the mandatory annex to the grant application, the **Declaration on Organization’s Activities**.

Natural persons are not eligible applicants.

**Potential applicants (project promoters and project partners) are not entitled to participate in the Call if:**

- they are in liquidation, insolvency, impending bankruptcy or are being subject to insolvency proceedings within the meaning of Act No. 182/2006 Coll., on insolvency and the means of its resolution (the Insolvency Act);
- they have tax arrears in the tax records or arrears of insurance premium or of penalty on public health insurance or social security or national employment policy contributions<sup>2</sup>;
- recovery orders have been issued against them after a previous decision of the European Commission declaring that the provided aid is unlawful and incompatible with the common market.

The conditions of applicant’s eligibility are assessed during the project appraisal and selection and must be met as of the date of submitting the grant application. Applicants declare whether they meet the requirements of the previous paragraph as a part of the mandatory annex to the grant application, the Declaration on Organization’s Activities.

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## V. Eligible Partners and Support for Donor Partnership Projects

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The grant applications can be submitted in partnership with eligible partners, i.e. public or private, commercial or non-commercial entities as well as NGOs established as legal persons in Norway, the Czech Republic or in other Beneficiary States and international organizations or their agencies actively involved in and effectively contributing to the implementation of the project. Natural persons are not eligible partners.

Eligibility of project partners is assessed during the project appraisal.

One of the main objectives of the Norway Grants 2014-2021 is to strengthen cooperation between the Czech entities and entities from Norway. The partnership between Czech and Norway entities is not mandatory; however projects implemented in the partnership will be awarded extra points. Eligible expenditure on supporting and strengthening the partnership shall be included in the project budget.

There is no limit to the maximum number of partners.

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## VI. Eligible Activities, Period of Project Implementation and Sustainability

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The Call supports the **creation and realization of the Case Management programme** focusing on client stabilization. Applicants shall include below mentioned instruments to the Case Management, supporting and leading to:

- reduced risk of relapse to criminal activities and drug use (including hazardous methods of use);
- stabilization of clients during the most risky period right after their release;
- providing care to clients in indicated addictology-related services (substitution treatment, outpatient care, daytime in-patient care, short-term and medium-term inpatient care, residential care within the framework of therapy communities, convalescent programmes);
- commencement of psychiatric care / treatment and keeping clients receiving this care;
- reduced risk of health-related complications (including reduced mortality) after release from imprisonment;
- reduced risk of spreading infectious diseases (HIV, hepatitis B and C virus (HBV, HCV)).

The Case Management programme will focus on the period prior and post-release from prison. All **5 fundamental client support areas** that shall contribute to the successful stabilization of the clients must be covered.

**The mandatory fundamental client support areas for client stabilization are:**

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<sup>1</sup> <https://www.vlada.cz/cz/ppov/protidrogova-politika/certifikace/klicove-dokumenty-certifikacniho-procesu-134107/>

<sup>2</sup> The no-arrears conditions are met if the tax payer has been permitted to delay the payment of tax or to pay tax in instalments pursuant to Section 156 of Act No. 280/2009 Coll., the Tax Code, or to pay insurance premium and penalty in instalments pursuant to Section 20a of Act No. 589/1992 Coll. on contributions to social security and to the national employment policy.

- **Accommodation** – assistance in securing accommodation and other essential material needs,
- **Employment** – assistance in searching employment, gaining / strengthening working habits including acquiring qualification / re-qualification,
- **Family work** – development of functional family relationships and other supportive social contacts,
- **Subsequent professional care** – securing subsequent addictology-related care (including substitution therapy),
- **Healthcare** – securing healthcare (including psychiatric).

Applicants shall confirm the commitment to include the 5 mandatory client stabilization areas into the proposed Case Management programme by filling in the mandatory annex of the grant application – **Specification of the Case Management programme**.

Other than the above-specified fundamental areas included within the Case Management programme may be considered eligible if they are in line with the Programme objective and its expected outcome. Grant applications including additional support areas leading to client stabilization will receive extra points during evaluation. Applicants shall define additional support areas, including their specification, within the framework of the mandatory annex to the grant application – Specification of the Case Management programme.

**Creation and realization of the Case Management programme** represent the mandatory key activity of the project. Within the framework of the key project activity, following partial eligible activities set as mandatory shall be implemented:

- training of case managers and securing their continuous professional support (intervention, supervision etc.);
- training of realization team members;
- client selection, analyses of their risks and needs;
- creation and realization of individual clients plans (for example, assistance in dealing with public authorities, provision of personal belongings), individual consulting, working with motivation;
- evaluation of the Case Management programme on the basis of experiences acquired during its implementation.

Applicants will be entitled to include additional key activities and partial activities into the project as long as their implementation and contribution to the needs of the target group will be justified in the grant application.

Requirements as to the project structure including a more detailed specification of key project activities and their partial activities are defined in the Guideline for Applicants (Annex 1 to this Call). Requirements applicable to the implementation of mandatory key project activities are also further specified in the text of the Call.

Expert activities within the framework of the project must be carried out by qualified personnel. The Case Management programme realization team shall consist of at least the following professionals: addictologist, social worker, psychologist and psychiatrist. One person may hold several professional qualifications / roles at the same time. The case manager must have the professional competence of a social worker according to § 110 Act No.108/2006 Coll., on Social Services, as amended. This commitment must be confirmed by applicant in the relevant mandatory annex of the grant application - **Specification of the Case Management programme**.

Work with clients prior and after their release will take place exclusively during the project implementation period. Applicants will focus, during the Case Management programme implementation, on creating individual plans for each client (based on an analysis of their particular situation with the aim to create an optimal network to support solving of each client's situation). This plan shall be continuously evaluated and updated so that relevant services contributing to the client's successful stabilization are provided.

Applicants shall clearly specify, in the relevant mandatory annex of the grant application – Specification of the Case Management programme, the frequency and the form of contacts with clients, where at least 1 contact with client each week, both prior to the release from imprisonment and after, is recommended. Personal contact with the client will always be preferred more than other forms of contact. In order to maintain continuity of provided services, written or telephone contacts may also be considered in specific situations.

It is crucial that all Case Management programme measures follow up appropriately on services or activities of other organizations that clients may or are expected to cooperate with. This especially concerns the professional activities of the Prison Service of the Czech Republic (hereinafter the PS) during the penitentiary period, cooperation with social worker - social curator, cooperation with other organizations or persons (for instance with guardians, other organization providing addictology-related services), liaison with the Probation and Mediation Service officers in the post-penitentiary period (in cases of clients released on parole and supervised by Parole Officer). The objective is to have the Case Management programme in a manner linking all activities and services among various organizations together, and thus utilising their mutual synergies while preventing unnecessary repetition / doubling.

Grant applications will be evaluated on the basis of the quality of proposed activities and their outputs. Comprehensive projects suggesting the Case Management programme implementation in the most effective and efficient manner in the selected group(s) of prisons (as specified herein below) will be preferred.

### **Target groups of the project**

Target groups include:

- **the Case Management programme clients**
  - problematic drug users, persons using or addicted to addictive substances during their imprisonment and after release, i.e. having the dynamic dependency factor 6 or more (according to the SARPO complex report and assessment) and cumulated serious risks (issues) and needs (i.e. an associated mental disorder or persisting state with regard to other dynamic factors of the SARPO assessment identifying higher risk).
- **case managers, who will be supervised and trained.**

Selection of prisoners to become potential clients will be carried out in cooperation with PS staff that will do the primary selection (pre-selection). PS professional staff uses the SARPO diagnostic instrument for the pre-selection as well as interviews with prisoners. Professional care in the form of case management shall be provided to the clients approximately 6 months prior to their anticipated release and continue for additional 6 months after their release.

The PS will provide cooperation to the applicants (subsequently the project promoters) both during the preparation and implementation of their projects in selected prisons. The description and specification of activities, for which the PS will be responsible, is further described in the Guideline for Applicants.

### **Territory of the project implementation**

Project activities must be conducted in the territory of the Czech Republic. In case a project partner from the donor states is involved, relevant project activities may also be held in Norway.

The applicant is obliged to select 1-6 regional groups of prisons listed below, taking own possibilities and capacity for the Case Management programme implementation into consideration:

1. **Ústí region**
  - Bělušice, Všehrady, Nové Sedlo
2. **Karlovy Vary region**
  - Horní Slavkov, Kynšperk nad Ohří, Ostrov
3. **South Moravian region**
  - Kuřim, Rapotice, Brno
4. **Prague and Central Bohemian region (group 1)**
  - Praha – Ruzyně, Oráčov, Vinařice
5. **Prague and Central Bohemian region (group 2)**
  - Praha – Pankrác, Jiřice, Příbram
6. **Moravian-Silesian region**
  - Ostrava, Heřmanice, Karviná

Applicants must implement the Case Management programme in all above listed prisons of the selected region(s). Applicants shall create a single Case Management programme to be implemented in all selected regional groups of prisons. Cooperation commitment statement of the prison director with the Case Management programme implementation must be submitted as the mandatory annex to the grant application. Applicants shall conclude a **Cooperation Commitment Statement** with each prison separately. Successful grant applicants will subsequently conclude a contract with each prison specifying the conditions and the way of cooperation with the respective prison during the project implementation. Detailed information on the recommended way of approaching prisons and familiarising the prison director with the project purpose is provided in the Guideline for Applicants.

**Only one Case Management programme may be implemented within one regional group of prisons.** Applicants who will implement the Case Management programme in more regions with designated prisons, i.e. applicants who will list more regional groups in the relevant annex to the grant application – Specification of the Case Management programme, will receive extra points during the evaluation.

Within the framework of this Call, applicants may submit no more than two grant applications; one grant application in the role of an individual applicant for the project planned to be implemented without partnership with other organizations providing clients with intensive professional care through case management measures, and other grant application in the role of a project consortium<sup>3</sup> representative for the project planned to be implemented in partnership with other organizations using case management measures to provide clients with intensive professional care.

The minimum number of clients to receive services in individual areas of support during the project implementation is 25 persons per one prison.

Applicants must ensure that professional care in the form of Case Management programme will be provided to the released clients returning to either of the six below listed regions:

- Prague
- Central Bohemian region
- South Moravian region
- Ústí region
- Moravian-Silesian region
- Karlovy Vary region

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<sup>3</sup> Grant application of a consortium consisting of several organizations is submitted by joint representative, taking the role of the Grant Applicant. Members of the project consortium will commit themselves to cooperate with the joint representative by signing the Partnership Commitment Statement, taking the role of project partners.

Applicants shall confirm this commitment by filling in the relevant mandatory annex of the grant application – Specification of the Case Management programme, describing how provisions of such services in these designated regions will be secured.

Applicants will receive additional points during the evaluation for the ability to secure subsequent professional care in the form of the Case Management programme also in other than above listed regions to which clients may return. Applicants shall describe this additional ability in the relevant annex to the grant application – Specification of the Case Management programme, in which they list and describe other regions, where they will be able to provide the services.

**Duration of the project implementation:**

The minimum project duration is 24 months.

The deadline for completion the project implementation and all its activities is 30 April 2024.

**Sustainability:**

Sustainability of project outputs after the completion of the project is not required.

## VII. Programme Objectives and Project Relevance

The overall objective of the CZ-Justice programme is to improve correctional system in the Czech Republic. The programme supports systemic measures in the areas of penitentiary and post-penitentiary care. New treatment programmes aim in the long-term period to reduce drug usage, to increase a motivation for change and to support reintegration.

In order to measure the influence of the Programme and its impact, expected Programme outcome and outputs have been defined, the indicators of which will enable the Programme Operator to evaluate the Programme’s progress. Projects to be supported under this Call shall be in line with the Programme objective and shall contribute to the fulfilment of the Outcome 2 and the Output 2.2 (listed in the table below).

An applicant shall describe the relevance of the intended project to the overall objective of the Programme, its outcome and output and set the purpose of the project in line with the focus of the Call.

In addition, an applicant will determine planned target values for mandatory indicators (i. e. it will set realistic value to be achieved by the project implementation). Progress towards the fulfilment of the set target values will be monitored during the project implementation through monitoring reports that will be submitted by the Applicant/project promoter three times a year for every four months of project implementation.

<b>Programme Objective</b>	<b>Improved correctional system</b>	
<b>Programme Outcome 2</b>	<b>Services for prisoners improved</b>	
		<b>Further information on the indicator</b>
Outcome 2 indicator	<b>Level of satisfaction of prisoners and ex-prisoners with the new services (on a scale from 1 to 5)</b>	Mandatory Indicator, monitoring Indicator
<b>Programme Output 2.2</b>	<b>Treatment programmes for vulnerable groups (drug addicts) developed</b>	
Output 2.2 indicators	<b>Number of prisoners treated within the new service (psycho-social treatment, case management) provided by NGOs</b>	Mandatory Indicator, disaggregated by gender; binding target value
	<b>Treatment services for drug addiction provided by NGO's</b>	Mandatory indicator, binding target value

**The Programme output and target values of its indicators are binding** as linked directly to the project activities and the project budget.

**The project implementation shall contribute to reaching the Programme outcome**, the achievement of which may depend on factors out of the project promoter’s control. The target value of the Programme outcome indicator will be collected for monitoring purposes; eventual failing to achieve the target value will have to be justified in a monitoring report.

An applicant also defines outputs of project activities and their indicators. **The outputs of project activities and set indicator target values are binding** as linked directly to the project activities and the project budget.

In case the project will be implemented in cooperation with a donor partner, the project shall fulfil at least one of pre-defined bilateral indicators by which the cooperation between subjects from donors and beneficiary countries will be measured.

Detailed information on the Programme outputs and outcomes including their definitions and further information on setting of their values are provided in the Guideline for Applicants. An applicant will also be obliged to report qualitative monitoring indicators (through monitoring reports) which will be used for statistical purposes. Standardized forms will be used for data reporting and will be attached compulsorily to the monitoring reports. Detailed information on the qualitative monitoring indicators and their reporting requirements are provided in the Guideline for Applicants.

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## **VIII. Eligible Expenditure**

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Rules on what categories and types of expenditure are eligible and can be claimed for reimbursement are laid down in Chapter 8 of the Regulation on the Implementation of the Norwegian Financial Mechanism 2014-2021. They are further described in the **Guideline for Applicants** and the **Guideline of the National Focal Point for Eligible Expenditures under EEA/Norway Financial Mechanisms 2014-2021**.

**Investment costs are not considered eligible for support under this Call.**

Investment expenditures means the acquisition of tangible and intangible fixed assets and the acquisition of real estate and / or land as specified in Chapters 3.1.3 and 3.1.5 of the Guideline of the National Focal Point for Eligible Expenditures under EEA/Norway Financial Mechanisms 2014-2021.

The project must not generate a profit.

The project management costs cannot exceed 15 % of the total eligible expenditures of the project.

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## **IX. Grant Amount – Co-financing – Advance Payment – System of Payments**

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**The minimum grant amount is 5 300 000 CZK (EUR 200 000), the maximum grant amount is 23 830 787 CZK (EUR 899 275).**

**The exchange rate set by the Programme Operator for the Call is 26.50 CZK/EUR.**

**The maximum project grant rate for all eligible applicants is 100% of the total eligible expenditures of the project.**

**The final date of eligibility of expenditure is April 30, 2024.**

An applicant may apply for an advance payment for up to 60 % of the awarded grant. The applicant will justify the advance payment request in the grant application.

Project promoter's expenditures 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 will provide list of expenditures incurred including required annexes. The final payment (maximum 10% of the grant) will be reimbursed after the approval of the final monitoring report.

**There is no legal claim for the grant.**

**The Programme Operator reserves the right not to distribute all the funds available.**

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## **X. Drawing up and Submitting the Grant Application**

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**Grant applications must be filled in and submitted only electronically through the information system CEDR (IS CEDR) by 17. 03. 2021; 12:00.**

The grant application and its annexes will be drawn up in the Czech language (only given fields such as the Brief Project Summary or other relevant parts will be filled in English) and provided in the standardised format (if the standardised format is requested for the given annex - see the Guideline for Applicants).

The planned project expenditures will be calculated in CZK.

Information on drawing up and submitting the grant application is provided in this Call and detailed in the Guideline for Applicants and captions and help comments in the IS CEDR.

- The Guideline for Applicants is available at [www.norskefondy.cz](http://www.norskefondy.cz).
- The grant application must be accompanied by all mandatory annexes - see the Guideline for Applicants. Standardised annexes can be downloaded from the IS CEDR and [www.norskefondy.cz](http://www.norskefondy.cz).
- In the course of the appraisal of the grant application, the applicant may be asked to provide additional supporting documents or data necessary for the decision on the grant award, including the request to submit paper form of some annexes. As part of the verification, the Program Operator may recommend the applicant to modify the grant application.
- The mandatory data to be filled in the grant application include information on all consultants involved in the preparation of the grant application.

#### Technical requirements and recommendation

- The IS CEDR can be accessed at [www.norskefondy.cz](http://www.norskefondy.cz); clicking the CEDR button.
- In case of technical difficulties with the preparation and submission of the grant application, it is possible to contact the hotline; contacts to be found at IS CEDR homepage, menu Contacts.
- The grant application and its annexes can be filled in gradually in the IS CEDR, the system supports continuous saving of already completed parts.
- The grant application and relevant requested annexes (according to the Guideline for Applicants) must be signed with a qualified electronic signature of the statutory or authorised representative of the applicant.
- Only information available in the grant application and its annexes will be considered for the process of project appraisal and selection. All parts of the grant application must be therefore filled in carefully, specifically and clearly.
- We recommend submitting the grant application sufficiently in advance before the deadline of the Call. Leaving the submission of the grant application to the last minute could cause problems due to the system overload.

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## XI. Publicly Accessible Documents for the Implementation of the Norway Grants 2014-2021

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Documents (Regulations, guidelines and methodologies) are accessible on the following websites:

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#### Financial Mechanism Office

(mainly Regulation on the Implementation of the Norway Grants 2014-2021)

[www.eeagrants.org](http://www.eeagrants.org)

#### National Focal Point

(mainly the Guideline of the NFP for Eligible Expenditures)

[www.mfcr.cz](http://www.mfcr.cz)

[www.norwaygrants.cz](http://www.norwaygrants.cz)

#### Programme Operator

[www.eeagrants.cz/spravedlnost](http://www.eeagrants.cz/spravedlnost)

#### Programme Partner

[www.justice.cz](http://www.justice.cz)

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## XII. Process of Grant Application Appraisal and Project Selection

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The phases of the project appraisal to be applied in the selection process of grant applications submitted under this Call include:

### 1) Assessment of the administrative and eligibility criteria

The administrative and eligibility criteria will be assessed according to the criteria (see points 1 and 2 in chapter XIII) of this Call.

The applicant will be informed of any identified shortcomings that are related to correctable criteria (e.g. completeness of relevant annexes and their legibility) through the IS CEDR and invited to make corrections of the annexes to the grant application within a reasonable time period. The grant application itself as well as the annex Specification of the Case Management programme cannot be amended after their submission. Administrative and eligibility criteria set out in the Call are further detailed, including the information on whether they are correctable, in the Annex 3 of the Guideline for Applicants (Checklist for the applicant to self-assess the compliance with administrative and eligibility criteria).



Grant applications that do not meet the administrative and eligibility criteria will be excluded from the further appraisal. The applicant will be notified via IS CEDR on the exclusion of the grant application due to the non-compliance with administrative and/or eligibility criteria. The applicant may appeal against the exclusion of the application due to a failure to meet the administrative and/or eligibility criteria through the IS CEDR within 15 days after receiving the decision on the rejection of the grant application.

## **2) Assessment of the quality of the grant application by external evaluators**

Each grant application is assessed by two external evaluators according to the evaluation criteria (see point 3 in chapter XIII) of this Call. The resulting score of the grant application is the arithmetic average of the scores of both evaluators.

If the difference between the total scores of the evaluators is higher than 30 % of the value of the higher score, the grant application will be assessed by a third evaluator. The resulting score will be calculated as an arithmetic average of total scores from two evaluations, for which the total scores are closest to each other. If the score of the third evaluation is exactly between the score of the first and second evaluation, the resulting score is calculated from the higher two scores.

## **3) Assessment of the grant applications by the selection committee**

The selection committee receives a list of all projects that have been assessed in terms of quality. The projects are listed in order of the resulting score given by external evaluators (arithmetic average of scores). The selection committee discusses the submitted projects and submits a list of recommended projects including reserve projects to the Programme Operator - the Ministry of Finance - for the verification. The selection committee shall consist of a Chairman and a secretary (without voting rights) and at least five voting expert members, including experts independent and external to the Programme Operator and the Programme Partner. Representatives from the Norwegian Ministry of Foreign Affairs, the Programme Operator, the Czech National Focal Point, the Donor Programme Partner (The Directorate of Norwegian Correctional Services) and the International partner organisation (the Council of Europe) will be invited to participate as observers in the selection committee.

The selection committee reserves the right, on the basis of the proper justification, to adjust the order of grant applications based on the external evaluation. The selection committee reflects the Call condition that only one Case Management programme can be implemented within one regional group of prisons.

With regard to the condition of implementing only one Case Management programme within one regional group of prisons the selection committee is entitled to propose to the Programme Operator the rejection of the grant application involving the regional group of prisons, which are already included in the recommended grant applications.

## **4) Verification by the Programme Operator**

The Programme Operator verifies the process of appraising the grant applications including the verification of each of the recommended grant applications.

## **5) Approving/ disapproving the grant**

Based on the result of the verification, the Programme Operator decides on awarding /non-awarding the grant and informs the applicant about the next steps. A grant approval letter and subsequently a legal act on grant award are issued to the successful applicants. The PO shall publicise the results. Unsuccessful applicants receive a legal act on not awarding the grant. The applicant is not entitled to appeal the legal act on not awarding the grant.

Start of the implementation of approved projects is expected 5 months after the Call closing date for receipt of grant applications (i.e. approximately October 2021).

## **Information on the conditions of state aid**

Projects, the financing of which would constitute state aid within the meaning of Article 107 (1) of the TFEU cannot be supported under this call.

## **Information about the complaint mechanism**

The implementation of the Norway Grants is based on the principles of transparency, openness, and accountability with no tolerance for corruption or misuse of grants. In accordance with these principles, the applicant has the right to submit a complaint regarding suspected abuse or irregularities related to the Norway Grants. A complaint may be submitted in the following ways:

— **electronically** by email: [stiznosti-czp@mfcf.cz](mailto:stiznosti-czp@mfcf.cz)

— in writing - by post to:

Ministry of Finance  
Department 58 - International Relations  
Unit 5804 - Centre for Foreign Assistance - Preparation and Coordination  
Letenská 15

### XIII. Administrative, Eligibility and Evaluation Criteria

#### 1) Administrative criteria

- The grant application was submitted before the deadline set in the Call.
- The grant application is drawn up in the required language in line with the Call.
- All mandatory data/information are filled in the grant application.
- The grant application is electronically signed by a statutory representative of the applicant or an authorised person.
- All mandatory annexes are complete and are provided in the required form in line with the Call and the Guideline for Applicants.
- The applicant submitted maximum 2 grant applications (only 1 grant application as an individual applicant; and only 1 grant application as a representative of a project consortium)<sup>4</sup>.

#### 2) Eligibility criteria

- The applicant is eligible.
- The partner/partners is/are eligible (if the partnership is relevant).
- The project complies with the focus of the Call (Programme area, outcome, output).
- The place of the project implementation complies with the conditions of the Call.
- The expected duration of the project implementation is in line with the minimum period of implementation set in the Call.
- The end date of project implementation does not exceed the deadline for completion of the project set in the Call.
- The requested amount of grant complies with the conditions set in the Call.

#### 3) Evaluation criteria

##### Detailed criteria for assessing the application quality

Evaluation criterion	Max. score for the criterion (out of 100 possible)
<b>1 Capacity and readiness of the applicant to implement the project</b>	<b>16</b>
1.1 The organizational and management structure of the project is effective and clearly described, including the division of responsibilities and competencies to ensure particular steps in implementation. The role of each partner is clearly described.	8
1.2 The project realization team has the required expertise and sufficient experience in working with the target group in the area of crime prevention and social exclusion as well as in indicated addictological professional services.	8
<b>2 Relevance and significance of the project</b>	<b>12</b>
2.1 The project clearly contributes to the fulfilment of the Programme objective and outcome stated in the Call.	8
2.2 The project is implemented in a partnership with an entity from Norway.	4

<sup>4</sup> If the applicant submits more than 2 grant applications, only one grant application as an individual applicant and only 1 grant application as a representative of a project consortium (submitted first based on date and time) will be considered and other grant application(s) will be automatically excluded.

<b>3</b>	<b>Activities, outputs and risks of the project</b>	<b>23</b>
	3.1 Mandatory key project activities as well as mandatory partial activities are included in the project. The project activities and their outputs are clearly defined and their implementation is feasible at the same time. The project activities are eligible, interrelated, and directed towards suitably designed outputs. Proposed activities are necessary for the fulfilment of the project purpose.	8
	3.2 The proposed project implementation time schedule is clear, consistent, and realistic, reflecting the content of the project activities and their continuity.	4
	3.3 The results framework of the project provides clear and transparent information on the relevance of the project to the Programme, including a clearly defined purpose of the project and relevant indicators. The target values of the indicators are realistic; the indicators are quantified and objectively measurable in both quantity and time. The sources of verification of indicators are listed and will be both available and suitable for verifying the target values of the indicators. The purpose of the project is in line with the desired outcome and output of the Programme.	8
	3.4 The risks of the project are clearly defined, including mitigation measures proposed to secure smooth project implementation.	3
<b>4</b>	<b>Cost-effectiveness and efficiency of the project</b>	<b>10</b>
	4.1 The detailed project budget is provided for the entire project period. Expenditures are eligible; the budget items are necessary for the implementation of the project activities and correspond to the project content. A clear quantification in measurable units is provided for each budget item.	5
	4.2 The proposed project budget is cost-effective and efficient. The total project costs are adequate for achieving the expected project outputs. The cost of each budget item is reasonable and proportionate.	5
<b>5</b>	<b>Specific conditions of the Case Management programme</b>	<b>39</b>
	5.1 The Case Management programme offers services that appropriately and flexibly react to the specific needs of clients, stabilize and support the active involvement of the clients in solving their life situation.	8
	5.2 The proposed additional support areas aimed at stabilizing clients are comprehensive, innovative, and beneficial for clients.	8
	5.3 Case managers and other relevant entities are involved in the implementation of the Case Management programme. The establishment of functional cooperation between the applicant, the Prison Service, and other entities (e.g. Probation and Mediation service, social workers - social curators, service providers, organizations addressing addictions, etc.) including cooperation in transferring the clients to selected return regions within the service network, is clearly described and it leads towards the long-term benefit for the project target group.	10
	5.4 The Case Management programme is implemented in given regional group / groups of prisons.	8
	- only in one regional group of prisons stated in the Call (0 points)	
	- in more regional groups of prisons stated in the Call (4 points)	
	- in all regional groups of prisons stated in the Call (8 points)	
	5.5 The Case management programme is implemented in given return regions and in addition in other return regions.	5

- only in specified return regions stated in the Call (0 points)
- in specified return regions stated in the Call and in 2 more return regions (2 points)
- in specified return regions stated in the Call and in 4 more return regions (3 points)
- in specified return regions stated in the Call and in 6 more return regions (4 points)
- in all return regions - in the whole Czech Republic (5 points)

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**Total**

**100**

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### **Weighted point evaluation**

The minimum score of the application to advance to the next stage of evaluation is **60 points**.

Each external evaluator shall assess the fulfilment of each criterion using the below described 0-5 scale (except for the criteria 5.4 and 5.5 for which only specific scoring options are given to be selected). The final score for each criterion is calculated by applying the percentage rate derived from the maximum amount of points that can be obtained for the given criterion. The total score is calculated as the sum of the awarded points for each criterion. The maximum score is 100 points in total.

#### **0 - The project does not meet the evaluated criterion**

The project does not meet the evaluated criterion or the criterion cannot be evaluated due to missing or incomplete information (the criterion is awarded 0% of the maximum score for the criterion).

#### **1 - Very poor**

The criterion has only been fulfilled in a superficial and unsatisfactory manner (the criterion is awarded 20% of the maximum score for the criterion).

#### **2 - Poor**

There are serious and substantial shortcomings concerning the given criterion (the criterion is awarded 40% of the maximum score for the criterion).

#### **3 - Satisfactory**

Although the project addresses the given criterion from a broad perspective, there are shortcomings that would require corrections (the criterion is awarded 60% of the maximum score for the criterion).

#### **4 - Good**

The project fulfils the given criterion, however space for improvement is left (the criterion is awarded 80% of the maximum score for the criterion).

#### **5 - Excellent**

The proposal successfully addresses all aspects of the given criterion (the criterion is awarded 100% of the maximum score for the criterion).

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## **XIV. Information on Providing Consultations on the Call**

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Any queries concerning the Call (e.g. submission of the grant application, conditions of the Call, the method of appraisal and award of grant) can be sent by e-mail to: [iva.moravcova@mfcz.cz](mailto:iva.moravcova@mfcz.cz)

The queries may be raised not earlier than on the date of the Call is announced and no later than 5 working days before the deadline for submitting the grant applications. The reply will be sent to the applicant within 5 working days, at the latest on the last day of the Call. Only replies given in writing are binding.

Frequently asked questions and answers will be published in the section Questions and Answers [www.norskefondy.cz](http://www.norskefondy.cz).

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## **XV. List of annexes**

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1. Guideline for Applicants including annexes