

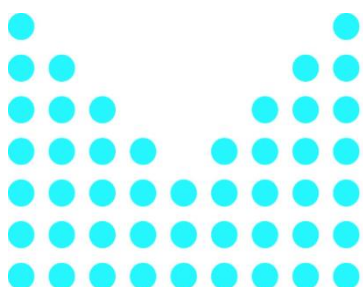
Norway grants

FINANCIAL MECHANISM OF NORWAY

2014–2021

**GUIDELINE
OF THE PROGRAMME OPERATOR
FOR APPLICANTS FOR THE GRANT FOR AN
INDIVIDUAL PROJECT UNDER THE SMALL
GRANT SCHEME OF THE HOME AFFAIRS
PROGRAMME**

Version No. 1, valid from 13 April 2021



MINISTERSTVO VNITRA
ČESKÉ REPUBLIKY

Contents

Contents.....	2
List of Abbreviations.....	5
1. Introduction	6
2. Processing and Submission of the Application	7
3. Grant Application.....	9
3.1. Basic Information	9
3.1.1. Project Title.....	9
3.1.2. Project Focus.....	10
3.1.3. Brief Project Summary in Czech and English	10
3.1.4. Project Location.....	10
3.1.5. Sector code.....	11
3.1.6. Planned Project Implementation Period	11
3.2. Applicant	12
3.2.1. Eligible Applicants and Partners	12
3.2.2. Name and Contact Details of the Applicant.....	12
3.2.3. Statutory body.....	13
3.2.4. Registered office and Correspondence address of the applicant	13
3.2.5. Contact Persons and Persons Responsible for the Project	13
3.2.6. Applicant Characteristics	13
3.2.7. Applicant's e-mail address.....	14
3.3. Partnership in Project (Partners)	14
3.3.1. Identification of Partner Organization.....	14
3.3.2. Description of Partner Organization	15
3.3.3. Description and Significance of Partnership.....	15
3.3.4. Bilateral Indicators.....	16
3.3.5. Project Partnership Documentation	17
3.4. Project Intent	18
3.4.1. Initial State and Project Intent.....	18
3.4.2. Justification of Project Proposal	18
3.4.3. Prerequisites for Project Implementation	19
3.4.4. Objective and Desired Benefits	19
3.4.5. Target Groups.....	20

3.4.5.1.	Statistical Classification of Target Groups	20
3.5.	Project Risk and their Management	21
3.6.	Project Sustainability	22
3.7.	Relevance of the Project to Programme	22
3.7.1.	Project relevance.....	22
3.7.2.	Purpose of the Project	23
3.7.3.	Supported Programme Outcome	23
3.7.4.	Supported Programme Outputs.....	24
3.8.	Project Activities.....	25
3.8.1.	Project Activities and Outputs	25
3.8.2.	Project Publicity and its Outputs	27
3.8.3.	Project Management	29
3.9.	Time and Material Schedule.....	29
3.10.	Budget and Project Financing	30
3.10.1.	VAT and Its Reimbursement.....	30
3.10.2.	Detailed Project Budget	31
3.10.3.	Budget summary.....	32
3.10.3.1.	Project Budget Breakdown	32
3.10.3.2.	Expenditures of the project partner	35
3.10.3.3.	Copyright	35
3.10.3.4.	Calculation of Overheads	35
3.10.3.5.	Co-Financing	36
3.10.3.6.	In-Kind Contribution	36
3.10.3.7.	Revenues Generated by Project	36
3.10.4.	Project Financing.....	37
3.10.5.	Advance Payment	37
3.11.	Procurement Proceedings for Supplies, Services and Assets	37
3.12.	State Aid	38
3.13.	Policy Markers.....	39
3.14.	Information about the Author of the Application	40
3.15.	Additional Notes and Information from the Applicant	40
3.16.	Logical Framework of the Project	40
3.17.	Annexes to the Application	40

3.18.	Signature.....	42
4.	Process of Application Evaluation and Project Selection	43
4.1.	Assessment of Administrative and Eligibility Criteria	43
4.2.	Qualitative Assessment of Application by External Evaluators	44
4.3.	Application Assessment by Selection Committee	45
4.4.	Evaluation Process Verification	46
4.5.	Grant Approval/Non-Approval Decision	46
4.6.	Grant Approval Without Conditions and Grant Approval With Conditions ...	46
4.7.	Rejection of Application.....	46
4.8.	Grant Approval and Legal Act on Allocation of Funds.....	47
5.	Annexes to the Guideline	48

List of Abbreviations

PA	Programme Agreement
FMN	Norwegian Financial Mechanism 2014-21IP Individual project
IS CEDR	CEDR Information System
FMO	Financial Mechanism Office
PP	Project Promoter
SGS	Small Grant Scheme
IM	Manager of the Department of Implementation of the Financial Mechanisms of the European Economic Area and Swiss-Czech Cooperation
Regulation	Regulation on the Implementation of Norwegian Financial Mechanism 2014–2021
NFP	National Focal Point (Ministry of Finance of the Czech Republic)
PFD	Programme Financing Department of the Ministry of the Interior
ID	Department of Implementation of the Financial Mechanisms of the European Economic Area and Swiss-Czech Cooperation
SOU	state organisational unit
SCO	state contributory organisation
HAP	Home Affairs Programme
DD	Director of the Department of Financial Mechanisms and Structural Funds
PO	Programme Operator of the Home Affairs Programme

1. Introduction

The Guideline of the Programme Operator for Applicants for the Grant for an Individual Project under the Small Grant Scheme of the Home Affairs Programme (hereinafter the “Guideline”) is intended for applicants who will process and submit a grant application based on the open call for an individual project (hereinafter the “IP”) within the Small Grant Scheme (hereinafter the “SGS”) of the Home Affairs Programme (hereinafter the “HAP”) financed from the Norwegian Financial Mechanism 2014–2021 (hereinafter the “FMN”).

The Guideline was prepared by the Ministry of the Interior of the Czech Republic – the Programme Operator (hereinafter the “PO”). The Guideline is based on valid international treaties, documents approved by the Norwegian Ministry of Foreign Affairs, documents issued by the National Focal Point (hereinafter the “NFP”) and PO. This includes in particular:

- Regulation on the Implementation of Norwegian Financial Mechanism 2014–2021, as amended (hereinafter the “Regulation”);
- Guidelines issued by the Financial Mechanism Office (hereinafter the “FMO”):
 - Results Guideline,
 - Bilateral Guideline,
 - Results Reporting Guide;
- Programme Agreement (hereinafter the “PA”) between the Norwegian Ministry of Foreign Affairs and the National Focal Point for the Programme CZ-HOME AFFAIRS, including its annexes and Amendments;
- Agreement on the Implementation of the Programme CZ-HOME AFFAIRS, including its annexes;
- NFP Guideline for Eligible Expenditure from EEA/Norwegian FM 2014–2021, as amended;
- NFP Guideline Recommending Procedures for the Award of Public Contracts and Small-Scale Public Contracts under the EEA/Norwegian FM 2014–2021, as amended;
- Methodology of financial flows, regulation and certification of programmes financed from the EEA/Norwegian FM 2014–2021;
- Communication and Design Manual EEA and Norway Grants 2014–2021.

The Guideline does not supersede the aforementioned, but only explains, summarises and complements them, determining minimum requirements for the proper setting and ensuring of the project preparation.

The Guideline is intended exclusively for applicants for the grant for an IP under the SGS (hereinafter the “applicant”) and is not regarded as a separate and freely publishable document. The Guideline has been drawn up to provide applicants with basic information on the procedures for the drafting, submission and related administration of the grant application for an IP under the SGS (hereinafter the “application”). When preparing the grant application, the applicant will follow the Open Call for the Submission of Grant Applications for Individual Projects under Norway Grants 2014–2021 (hereinafter the “call”) and the Guideline.

2. Processing and Submission of the Application

The applicant will process the application in accordance with the requirements set out in the call. The contact point for applicants and project partners is the Ministry of the Interior – Department of Financial Mechanisms and Structural Funds. The applicant may continuously consult questions regarding the call (e.g. the submission of the application, call conditions, evaluation methods and award of funds) with the PO. Questions can be sent to the contact e-mail addresses specified in the call. Questions can be made no sooner than on the day of announcement of the call and no later than five business days before the deadline for the submission of applications. The response will be sent to the applicant within five business days, on the day preceding the end of the call at the latest. Only written responses are binding.

After the preparation of the application is completed, the applicant will officially submit the complete application including all mandatory annexes to the PO electronically, exclusively via the CEDR Information System (hereinafter the “IS CEDR”). The IS CEDR will support the administration of projects throughout their entire cycle, i.e. the submission of applications, their evaluation, the issuance of a legal act, monitoring of implementation up until the completion of the project.

Access to the IS CEDR is possible via the website www.mvcr.cz/norskefondy.

The following are available on the home page of the IS CEDR:

- Information for the registration of the applicant in the information system;
- Basic information on working in the application;
- Requirements for working with the application (information on technical parameters);
- User support contacts;
- Applicant registration button;
- Login window for registered applicants.

Detailed instructions for registering the applicant in the IS CEDR and creating a new project are available on the home page of the IS CEDR.

The application and its annexes will be prepared in the Czech language and in a standardised format (if a standardised format is specified for the given annex - see chapter 3.17 of the Annex to this Guideline). Only the part entitled “Brief summary of the project in English” and relevant information including the attached documents relating to the bilateral partnership will be drafted in English. By submitting an application, the applicant is not legally entitled to the grant.

The applicant shall provide all required information in the grant application form in the IS CEDR. After completing the information and attaching all the mandatory annexes and other relevant annexes, the applicant will generate a Grant Application Document in the IS CEDR, which will be signed by a qualified electronic signature of the applicant’s statutory representative or a person authorised to act on behalf of the applicant. The complete grant application, including all annexes, must be submitted electronically exclusively via the IS CEDR.

A comprehensive idea of the information that must be completed in the IS CEDR is provided by the forms Grant Application (Annex 1 to this Guideline) and Detailed Project Budget (Annex 2 to this Guideline). These forms can be used just for the preparation of documents but they cannot be submitted in the IS CEDR instead of filling in the information into the IS CEDR system. Only the data filled in the IS CEDR are used for further project administration.

3. Grant Application

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

- clarity of information in individual parts of the application and its annexes, including their interconnection, 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;
- a list of all abbreviations used and, if appropriate, their explanations.

When completing the application, it must be taken into account that the evaluation and selection of projects will be based exclusively on the information provided in the application and its annexes. Therefore, all parts of the application, including annexes, must be filled in carefully, specifically and clearly.

This chapter further describes individual sections of the application and provides instructions for completing the grant application form in the IS CEDR (see Annex 1).

3.1. Basic Information

The registration number of the application will be assigned on the basis of the generation of the Grant Application Document in the IS CEDR and at the same time used as the project number.

When creating the application, the following fields are automatically filled in and pre-set by the PO:

- Financial mechanism
- Programme
- Code of programme structure
- Title of the open call
- Name and address of the Programme Operator – provider of funding
- Programme modality (Call type information)
- Programme area
- Objective of the programme

3.1.1. Project Title

The applicant will state the project title in Czech and English. The project title must be identical in all sections and annexes of the application. The project title in Czech is a translation of the project title in English.

3.1.2. Project Focus

A project focus is required for statistical purposes. In the IS CEDR the applicant selects the pre-set possibility – Creation of information materials.

3.1.3. Brief Project Summary in Czech and English

A brief summary of the project in Czech and English serves to present the project and, in case the project is supported, it will be used for its further promotion at www.eeagrants.cz and www.eeagrants.org. For that reason, the applicant shall provide a summary in Czech and English.

The applicant shall provide a clear and concise summary description of the project, up to a maximum of 2,000 characters including spaces. The summary description should include the following:

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

3.1.4. Project Location

A project location is required for statistical purposes. The Nomenclature of Territorial Units for Statistics (NUTS) at the NUTS 3 level is used for the project location. The applicant will select from the list the relevant codes of the geographical NUTS 3 area (region), which correspond to the places of project implementation or areas in which the project outputs are implemented. The project cannot be implemented on the territory of the NUTS 3 region Capital City of Prague.

Specific cases and rules for project location selection:

- in the case of provision of services to a particular target group, the code corresponds to the location of the key project activities;
- in case the project activities are implemented in several geographical areas, the applicant will briefly describe in which areas the project activities will be performed.

Project location description

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

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

3.1.5. Sector code

The sector code is a statistical figure to determine the sector to which the financial support will be directed. The codes 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 must be assigned to each project. With regard to the call, the sector code is automatically pre-set in the IS CEDR – 1112000 – Education facilities and training.

3.1.6. Planned Project Implementation Period

The applicant will indicate the estimated start and end dates of the project. The project implementation length (number of months) is automatically calculated in the IS CEDR.

According to the call, with regard to the estimated date of evaluation of applications and allocation of grants, the implementation of projects is expected to start no sooner than **11 October 2021**. After submitting the application, applicants should wait until the end of the evaluation process and notification by the PO that the award of the grant has been approved before they commence their projects.

The start of the project means the date of commencement of the physical implementation of the project, i.e. the commencement of activities aimed at fulfilling the content and objectives of the project. The physical implementation of the project may begin no sooner than after the grant is approved by the PO. Approval of the grant means sending a letter to the applicant by the PO with a notification of approval of the grant. Expenditure incurred prior to the official approval of the application will not be considered eligible.

The end of the project means the date of completion of physical implementation of project activities. The latest possible date for the completion of the project implementation is determined by the PO in the call. When setting the time schedule of the project, it is necessary to take into account a sufficient time reserve to eliminate potential risks. The start and end dates of the project implementation will be specified in the legal act on grant award.

In exceptional and duly justified cases, the project implementation period may be extended on the basis of the prior approval by the PO, however, the project must always be completed **by 31 December 2023**.

3.2. Applicant

3.2.1. Eligible Applicants and Partners

The conditions of eligibility of the applicant/partner to apply for the grant are set out in the call. An overview of relevant legal forms of eligible applicants and Czech partners is available in Annex 14. Potential applicants/partners are not entitled to participate in the call if:

- they are commercial entities, international organisations and entities or international agencies,
- they are in liquidation, bankruptcy, imminent bankruptcy or if there are insolvency proceedings conducted against them pursuant to Act No. 182/2006 Coll., on bankruptcy and its settlement (the Insolvency Act),
- their tax records show tax arrears, or they have arrears on insurance premium or penalties for public health insurance or social security or contributions to national employment policy¹,
- they are subject to an outstanding recovery order following a previous Commission decision declaring that the aid granted is illegal and incompatible with the common market.

The conditions of the applicant's eligibility are assessed during the selection of projects and must be fulfilled by the date of submission of the application. Applicants comment on whether they meet the points provided in the previous paragraph in the declaration attached to the application (see Annex 5).

3.2.2. Name and Contact Details of the Applicant

The applicant will fill in the applicant's identification data² including:

- **the applicant's name** (exact name according to the public register);
- **legal form** – the applicant shall state the legal form according to Annex 14 to this Guideline;
- **the applicant's name in English**;
- **the applicant's website** – if the project website address is known at the time of submission of the application, the application will provide this address in addition to the website address of the applicant's organisation;
- **identification** – **ID No.** and **VAT No.**, if assigned;
- **organisation type** (by selecting from the code list) – statistical data monitored by the FMO;
- **data box identifier**³;
- **social networks** – if the applicant's organisation uses social networks, the use of which the applicant also expects for the needs of the project, the applicant shall state the address of the profile on social networks in the application (optional field).

¹ The condition of non-existence of arrears is met if the taxpayer has been allowed to defer tax or pay tax in instalments pursuant to Section 156 of Act No. 280/2009 Coll., Tax Code, or to pay insurance premium and penalties in instalments pursuant to Section 20 of Act No. 589/1992 Coll., on premiums for social security and the contribution to the state employment policy.

² Selected identification data of the applicant are filled in automatically based on the registration made in the IS CEDR.

³ Non-profit organisations that do not have data boxes can request to receive information to their e-mail addresses. It will be possible to fill in that request in the appropriate field in the IS CEDR system.

3.2.3. Statutory body

The applicant will specify the person(s) who form the applicant's statutory body (name, surname, degree, position within the applicant's organisation, e-mail address). If there is more than one statutory representative in the organ of authority, the applicant will provide data for each representative in a separate table. Selected information about statutory representatives is automatically loaded based on the applicant's registration. The applicant shall complete missing information about registered statutory representatives, resp. add other statutory representatives.

3.2.4. Registered office and Correspondence address of the applicant

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

3.2.5. Contact Persons and Persons Responsible for the Project

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

The applicant shall provide the contact details of the individual persons: **first name, surname, academic degree, position in the project** (by selection from the list, or in their own words if the options offered are not relevant), **e-mail address** and **telephone number**.

The applicant will also provide **notifications** – the applicant will also indicate (by ticking the box) whether the contact persons should be automatically notified by the IS CEDR about the status of the project. The box must be ticked for at least one person responsible for the project. Updating data/adding contact persons during the project implementation will be possible in the IS CEDR.

The contact person(s) may not be the same as the applicant's statutory representative who signs the application. If a person/persons represent the statutory body based on appointment or authorisation, the applicant will provide the contact details of the person authorised to act on behalf of the applicant based on a power of attorney granted by the statutory body. The authorisation must be included in the annexes to the application.

3.2.6. Applicant Characteristics

It is a brief description of the applicant. The applicant will describe the applicant's core activities or organisational structure and provide further information relevant to the application submitted.

The applicant will provide information on any relevant experience it has in the area of implementation (management) and completion of projects, the nature of which corresponds to the focus of this call. For each project, the applicant will provide its name, brief description and outcomes achieved, contact details of the grant provider or the person who confirmed the final project report.

3.2.7. Applicant's e-mail address

Non-profit organisations and applicants that do not have data boxes can request to receive information to their e-mail addresses. The applicant will fill in IS CEDR e-mail address to which the documents will be delivered.

3.3. Partnership in Project (Partners)

In order to search for partners and prepare applications in partnership with Norwegian entities, potential applicants may also use new opportunities for the establishment of bilateral partnerships, namely the partner search form and the partner database⁴ provided on the NFP website. In order to search for a Norwegian partner, applicants may also use the website of the Ministry of the Interior, which will publish the call, as well as links to potential Norwegian partners.

Partnership with entities from Norway **is not** compulsory. However, if the project involves such a partnership, it will be positively reflected in the scoring of the application.

The partnership can be based on two principles:

- non-financial – the partner participates in the project implementation without the right to a refund of costs associated with the project implementation,
- financial – the partner has the right to reimbursement of eligible expenditures associated with the project implementation.

The partnership in the project must not be based on supplier-customer relationships. The partnership must be based on a non-commercial principle and must be supported by a partnership agreement. The number of Czech and Norwegian project partners is not limited.

3.3.1. Identification of Partner Organization

The applicant will list partners who will participate in the implementation of the project and fill in their data, both for entities from Norway and the Czech Republic. If the project is implemented in partnership with more organisations/partners, the applicant will include data on each partner.

A partner is considered to be an entity with which a Partnership Agreement has been or will be concluded specifying the scope of involvement in the project.

⁴ Link to the database of partners <http://www.eeagrants.cz/cs/aktuality/2019/hledate-projektoveho-partnera-2797>

The applicant will provide:

- **the name of the partner organization,**
- **the organization's name in English,**
- **type of the partner** (from Czech Republic / Norway),
- **city** (registered office of the partner organization),
- **state,**
- **organization classification type** (by selecting from the code list)
- **website of the partner organisation** (optional),
- **the partner's contact person(s)** (name, surname, e-mail, phone)

3.3.2. Description of Partner Organization

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

3.3.3. Description and Significance of Partnership

It is a description of the partnership implementation, including the role, degree and manner of the partner's involvement, the need for the partnership to implement the project and the duration of the partnership.

The applicant will describe how the partner participates in the implementation of the project, including the activities of the project partner.

The applicant will also indicate whether the partner is involved in the management of the project as a member of the management whose expenses are claimed as the eligible expenditure in the management chapter. The applicant will briefly explain why the involvement of the project partner is necessary. The applicant will indicate whether the cooperation with the partner has been established only for the implementation of the present project, or whether the cooperation is expected to continue in the future. The applicant may also describe how the cooperation will take place after the end of the project or how it will be further developed in the future.

In this section, the applicant should answer these questions:

- What will be the practical and professional contribution of the partner to the project implementation?
- How will the partnership contribute to the fulfilment of the project objectives and outputs?
- How (specifically) will the partnership contribute to the development of bilateral relations?
- Do you expect another benefit of the partnership beyond the project (e.g. meetings of key entities, international cooperation in the field, dissemination of good practice, etc.)?

3.3.4. Bilateral Indicators

Bilateral indicators are tools which help to measure to what degree the objectives of the individual bilateral initiatives are achieved in the project.

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

- Number of participants from the donor states in exchanges
- Number of participants from the beneficiary states in exchanges

For each of the pre-set indicators, the applicant shall indicate whether it is relevant to the project. Definitions and methods of determining the value of individual bilateral indicators are given in Annex 8 to this Guideline.

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

- baseline indicator value – the zero baseline value is pre-set automatically
- target indicator value

The applicant will indicate the target value of the selected indicator, which will be achieved through the implementation of project activities.

- expected month and year of fulfilment of the indicator value

The applicant shall indicate the expected month and year of fulfilment of the indicator target value in the format MM/YYYY.

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

In the field “Fulfilment of the indicator, method of determining and verifying values”, the applicant will describe the progress towards the fulfilment of the indicator and 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 setting of the indicator values and how these values were calculated. 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 beneficiary or the partner) will provide the information on the progress towards the fulfilment of the indicator.

3.3.5. Project Partnership Documentation

In the case of partnership project, the applicant shall submit a Partnership Commitment Statement and a draft Partnership Agreement as mandatory annex to the application. The applicant must submit a copy of the Partnership Agreement signed by the parties before the legal act on the award of funds for the project implementation is issued. In the case of a project partnership, the project will be approved subject to submission of the final version of the signed Partnership Agreement. In the case of a partnership with a Norwegian partner, the Partnership Agreement and Partnership Commitment Statement must be in English.

The Partnership Agreement provides a detailed description of the partners' role in the project and specifies their involvement in the implementation and financial settlement.

Recommended content of the Partnership Agreement:

- determination of the purpose and subject of the agreement,
- description of roles and degree of involvement of partners in the project,
- description of participation in negotiations, coordination meetings, Project Steering Committee, etc.,
- ensuring project publicity,
- the degree of responsibility of individual partners and liability for damage, penalties for a breach of the agreement (in particular, the risk of non-compliance with the project purpose/a violation of the agreement by the partner – e.g. withdrawal during project implementation),
- description of financial flows between the project promoter and the partner in accordance with Chapter 5.2 of the NFP Guideline for Eligible Expenditure from EEA/Norwegian FM 2014–2021,
- if the project promoter will pay some eligible expenditures associated with the partner's participation directly (e.g. accommodation in the Czech Republic, air tickets, etc.), it is advisable to set sanctions for the event of cancellation of the activity by the partner (e.g. when the activity needs to be cancelled),
- remuneration of experts and currencies in which the partner institution will be remunerated,
- treatment of exchange differences-losses,
- specification of the partner's experts, including whether they are employees or external staff,
- the partner's obligation to archive all relevant documents,
- implementation of public procurement by the partner (if relevant) – rules, procedures, compliance with binding documents and cooperation with the beneficiary,
- procedure in the event of changes in the project (or in the partnership),
- sustainability of project outputs – property relations during and after the implementation, property use and care, deadlines, notifications, etc.,
- the partner's commitment to undergo an inspection/audit necessary in relation to the awarding of the grant in accordance with the legal act on the allocation of funds, or to provide the documentation necessary for such inspection, i.e. to create conditions for the performance of financial audits and inspections and to cooperate in such inspections,

- term of the agreement (effectiveness of certain provisions in the project implementation/sustainability period, start and end of time limits in accordance with the start/end of the project implementation),
- keeping expenditure accounts with a clear link to the project – submitted documents proving the expenditure are in the form of received invoices or accounting documents of equivalent probative value,
- prohibition of drawing other aids (for the same expenditures),
- signatures of both parties, including the signing date.

Model Partnership Agreements in Czech and English are attached as Annexes 7a and 7b to this Guideline. The models serve as an example and will be adapted to the specific needs of the project.

Templates of Partnership Commitment Statement are attached as Annexes 6a and 6b.

By transferring the obligations to the Partnership Agreement, the PP is not released from the obligations stipulated by the legal act on allocation of funds.

3.4. Project Intent

3.4.1. Initial State and Project Intent

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

3.4.2. Justification of Project Proposal

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

- references to conceptual documents, except those referred to in the call and this Guideline, relevant to the given project proposal that mention the need to address the issue (specific reference to the relevant parts/chapters of relevant documents);
- main conclusions of the needs analysis/studies identifying the deficiency;
- relation of the project to other existing projects in implementation or relation to outputs or recommendations from already implemented projects related to the subject of the submitted project.

3.4.3. Prerequisites for Project Implementation

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

3.4.4. Objective and Desired Benefits

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

Within this chapter, the applicant should answer the following questions concerning the general objective of the open call “directly improve the media literacy of the general public”:

- What measures to combat hate crimes, disinformation and hybrid threats will be introduced or implemented within the project?
- How will the project contribute to raising society’s awareness as regards the exposure to hybrid threats and disinformation?
- How will the greatest threats in the Czech Republic be identified and selected in the project?
- How will the applicant select the most important topics which will be the focus of training materials created within the project?
- How will the project contribute to the overall approach of combating hybrid threats in the Czech Republic?

In the case of a project implemented in partnership with an 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.

If a regional network is created which must involve, in addition to the applicant, at least two other entities performing their activities in the region(s) targeted by the submitted project, the applicant will describe the establishment of a platform of organisations which provide media education to the general public and which will participate in the regional network to share and exchange information and best practices in the field of media literacy. These include, for example, sites or organisations which contribute to the support, support or intend to support the promotion of media literacy. These organisations may offer their capacity, resources and experts for working with children and seniors in local libraries, community centres, low-threshold centres, nursing homes, maternity centres and other publicly accessible premises for meeting and learning.

3.4.5. Target Groups

Target groups are groups of people who will benefit from the project activities.

The target group within the SGS is the general public, which is divided into:

- children and youth (under and including 17 years of age) and/or
- seniors (over 65).

The applicant may address one or both target groups within the project.

The applicant will indicate and briefly characterize individual target groups of the project. The applicant will also explain why the project is focused on the given groups and on what basis the target groups were selected. The applicant shall further describe:

- how the applicant will work with each target group;
- what means will be used to address and influence the target groups (e.g. direct work, campaign, etc.);
- what positive effect the target groups will experience thanks to the implementation of the project and how the benefits can be verified.

The applicant can focus the project on specifically vulnerable sub-groups of primary target groups (e.g. disadvantaged groups, socially and culturally excluded families, people with lower education, people without income, families living near the poverty threshold, people with disabilities, groups otherwise at risk of social exclusion, seniors living alone, etc.). The selected sub-group must be duly substantiated and the manner in which it is threatened must be documented by research or statistics. The focus on a diversified group is in addition to the chosen primary target group.

3.4.5.1. Statistical Classification of Target Groups

For the FMN's statistical purposes, the applicant will select from the list those statistical groups that best correspond to the described target groups of the project. For the list of target groups for the FMO's statistical purposes, see Annex 3.

Each project must be focused on at least one target group of final users (a maximum of two can be selected). If they are relevant to the project, the applicant will further select the relevant target groups of intermediary entities (maximum of two) and specify the link to the relevant final users.

Final users represent various types of persons or groups of persons who are directly affected by the implemented project and have tangible benefits from the project outputs and outcome (e.g. students participating in educational events, seniors directly involved in project activities).

Intermediary entities represent various types of persons or groups of persons/organisations influenced by the project to ensure the desired effects for the final users (e.g. teachers and non-teaching staff, public institutions and universities). If the project activities are intended directly for final users, the intermediary entities may not be relevant in that case.

3.5. Project Risk and their Management

The applicant will identify the 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, time schedule and finances).

The decision of not awarding the grant cannot be considered a project risk.

For each risk, the applicant will indicate:

- **risk title**

The applicant will provide a brief and fitting title for the risk associated with the implementation of the project.

- **probability of risk**

The applicant will assess the likelihood of the occurrence of the risk. For evaluation, the applicant uses a scale that includes the following options – the 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 impact of the risk is: 1 – small, 2 – rather small, 3 – rather large, or 4 – large.

- **risk response**

The applicant will specify the type of response to each risk – mitigation, acceptance or transfer. Mitigation reduces the likelihood of the risk occurrence or severity of the impact, the risk is kept within acceptable limits.

Acceptance of risk means the acceptance of the given risk without further measures in case the implementation of the measures would not be effective or if we, in our position, do not have the possibility of influencing the risk. Transfer of risk means the transfer of risk to another entity/entities.

- **risk response description**

The applicant will describe how the applicant will respond to the identified risk and propose measures to eliminate, mitigate or transfer the risk. For example:

- the risk of not holding a workshop due to the busy schedule of selected lecturers – mitigating the risk by timely communication and providing a sufficiently large number of lecturers well in advance.

3.6. Project Sustainability

The applicant will describe how the relevant outputs will be used and how the project outcome will be sustained after the completion of the project. The applicant will also indicate the sources for the verification of information on the sustainability of the project outcome after its completion.

The sustainability period will be addressed individually in the legal act and will be governed by the specific project outputs. For educational and awareness-raising activities, long-term publication of educational materials available at least in electronic form via remote access is expected. For courses and seminars, ensuring sustainability, for example, by publishing curricula, syllabi, videos, etc. is expected. In the case of media campaigns, publication of and long-term access to materials for the widest possible group of the general public, at least on the website. All the above mentioned is to be available free of charge. Sustainability applies to all tangible and intangible project outputs and to all acquired tangible and intangible assets, except for consumables.

3.7. Relevance of the Project to Programme

3.7.1. Project relevance

The applicant will also briefly describe the relevance of the project to the programme's priorities, in particular the expected output in the form of increasing media literacy as a means of combating hate crimes, misinformation and hybrid threats in order to reduce the impact of misinformation campaigns.

In this chapter, the applicant should answer the following questions:

- What spectrum of people will be affected by the activities promoting media literacy? Will the project focus on one or both target groups (children and youth up to 17 years of age, seniors above 65)? Will the project focus in addition to specifically vulnerable sub-groups of these primary target groups?
- What will be the form of educational materials and awareness-raising and media-educational activities and events intended for the general public to increase the media literacy of children and youth and/or seniors?
- Will the project be implemented through a regional network, i.e. will the applicant involve in the project at least two other entities carrying out their activities in the region(s) targeted by the submitted project?

- Will the project focus on the implementation of activities in the neediest regions (the regions of Liberec, Ústí nad Labem and Karlovy Vary)?
- Will the project focus on the development of intergenerational (children/youth-seniors, children (up to 14 years of age)-youth (15-17)) or peer (children-children, youth-youth, seniors-seniors) learning?
- Will the project focus on an innovative approach through participatory and creative activities as a form of media literacy education?

3.7.2. Purpose of the Project

The applicant shall provide a description of the purpose of the project. The main purpose of the project to be achieved thanks to the grant shall be clear from the description. The applicant shall briefly describe the purpose and the use of the expected grant in line with the pre-set programme outcome and it shall contribute to its fulfilment. The purpose of the project shall be achieved in direct relation to the implemented activities. The description shall also involve information about the promotion / accessibility of the achieved purpose of the project to public.

3.7.3. Supported Programme Outcome

Programme outcomes are the short and medium-term effects of an intervention's outputs on the intermediaries or end beneficiaries. In its relation to the programme, the project contributes to fulfilment of the programme outcomes (Enhanced collaboration between national police, international entities and territorial self-government) including related indicators. The programme outcome, which is relevant for the project (the project will contribute to this outcome in direct relation to the implemented activities) and on which the project will be obliged to comment in the monitoring reports, is pre-set by the PO.

For this programme outcome is set only one outcome indicator (Number of measures fostering media literacy of the general public) corresponding to the focus of the project and set-up of the open call.

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

- baseline value of the indicator – the initial value of the indicator before the start of project implementation.
- target value of the indicator – the planned target value of the indicator that will be achieved through the implementation of the project.
- expected month / year of fulfilment of the target value of the indicator – the applicant shall indicate the expected month and year of fulfilment of the indicator in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved.

- description of the fulfilment, setting and source of verification of the indicator – 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. If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what (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.

3.7.4. Supported Programme Outputs

Programme outputs are products, capital goods and services delivered by an intervention in project to the set target groups. In its relation to the programme, the project by its activities fulfils the programme outputs (Measures on combating hate crime, disinformation and hybrid threats implemented) including related indicators.

For programme output, the applicant shall select programme output indicator based on the focus of the project and the set-up of the individual open call. The text of the open call defines what output indicators are mandatory or optional indicators. In addition, the applicant may add its own additional indicators.

For the relevant programme output indicators, the applicant shall fill in the following:

- baseline value of the indicator – the initial value of the indicator before the start of project implementation.
- target value of the indicator – the planned target value of the indicator that will be achieved through the implementation of the project.
- expected month / year of fulfilment of the target value of the indicator – the applicant shall indicate the expected month and year of fulfilment of the indicator in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved.
- description of the fulfilment, setting and source of verification of the indicator – 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. If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what (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.

3.8. Project Activities

The project activities must lead to the fulfilment of the project objective and also to the fulfilment of the related programme output. The project activities shall be structured logically and linked to the expected programme output and outcome defined in accordance with subchapters 3.7.3 and 3.7.4 of this guideline as well as to the detailed project budget (chapter 3.10.2 of this Guideline). The project always includes project activities, project management and project publicity. Project management, if it is to be financed under the project, will be described as a separate project activity.

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

3.8.1. Project Activities and Outputs

If the activities require a more extensive description with regard to the nature and content of the project, the applicant may provide additional information in a separate document called **“Detailed description of expert parts of project activities”** and create and upload the document as an annex to the application.

The project is divided into activities. The applicant will state the following:

- activity name

The activity name is defined by the applicant – ticking the box “enter own activity”. The name should be brief and unambiguously reflect the sub--activities that make up the key activity.

- the start date of the activity

The start date of each activity must be derived from the possible start date of the project (no earlier than the date specified in the text of the call in Article VII).

- the end date of the activity
- activity description

The applicant will indicate the content of the activity. The description of individual activities must be concise and must be linked to the budget so that individual budget items are clearly justified by the description of relevant activities. At the same time, the activities must contribute to the fulfilment of relevant programme outputs and relevant programme outcome. The description of individual activities should indicate which activities will be implemented by the project partner (including partners from Norway) or in the implementation of which the partner is involved and how.

If an activity involves more partial activities and its time schedule stretches over a long period of time, it is advisable to provide more detailed information on the implementation time of specific activities in the activity description.

Each key activity must be further defined and quantified by outputs. The applicant will indicate the specific output(s) of the activity, i.e. what products, services, processes, etc. will be created based on the implementation of the project activity. 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 which are essential and result from the implementation of a specific activity (e.g. trained persons, training materials, etc.).

The applicant shall provide the data for each output separately:

- title of the activity output

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

- related programme output

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

- description of the activity output

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

- activity output indicator

For each activity output, it is necessary to enter a measurable indicator that will document and objectively evaluate the fulfilment of that activity output (e.g. the number of persons affected by activities to support media literacy, the number of materials, the number of trainings provided, etc.). The applicant will fill in the values of the mandatory and optional indicators pre-set by the PO; however, the applicant can also add its own output indicators.

- unit of measurement

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

- baseline value of the indicator

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

- target value of the indicator

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

- 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.

- setting of values

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

- source of verifications

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 partner) will provide the information on the progress towards the fulfilment of the indicator (e.g. attendance lists, certificates, document published on project website, etc.). The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

3.8.2. Project Publicity and its Outputs

Publicity is an integral part of the project. All information and publicity measures must be implemented in accordance with Annex 3 to the Regulation – Information and Communication Requirements of EEA and Norway Grants 2014–2021 and the Communication and Design Manual issued by the FMO.

The manual sets out binding technical requirements for the use of logos, billboards, plaques, posters, publications, websites and other audio-visual materials. The documents are available for download at <https://www.eeagrants.cz/cs/zakladni-informace/propagace>.

In addition to the minimum publicity required, it is appropriate for the FB to undertake to perform communication and promotional activities enhancing the visibility of the project and its outputs to relevant target groups.

The activities that contribute to the effective publicity of the project are described in the obligatory activity Project Publicity. Project publicity represents a comprehensive project communication plan that is based on a communication strategy and a set of effective communication tools including mandatory elements listed in Annex 3 to the Regulation.

The communication plan of the project must include:

- objectives and target groups
- strategy and content of information and communication measures, including activities, communication tools and time schedule
- at least two information minor events related to the progress and outcomes achieved (e.g. workshop, conference, opening/closing events)
 - the beneficiary is obliged to inform the PO about the event well in advance
- measures for making information on the project available on the web, either through a dedicated website or through a dedicated webpage on the organisation's existing website, it is important to update them
 - all projects receiving a minimum of EUR 150,000 support and/or having a partner from a donor state are required to have a website with information in English as well as the national language
 - information on the web must include: information about the project, its progress, achievements and results, the cooperation with entities from the donor state, relevant photos, contact information and a reference to the Norway Grants
- information on departments and entities responsible for the implementation of information and communication measures, including contact persons

The communication plan is one of the mandatory annexes to the application.

As part of the description of publicity in the communication plan, the application should state the following:

- a brief publicity plan, including a description of the activities designed to ensure publicity and the implementation method;
- description of the objective and target groups;
- measures and methods for the implementation of publicity activities;
- expected outputs of publicity activities;
- publicity budget;
- description of communication with the PO in terms of publicity, including the person responsible for the implementation of publicity activities;
- list of publicity events and their time schedule.

The applicant shall describe and indicate all required measures of the communication plan.

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

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

3.8.3. Project Management

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

- Project management activity description

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

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

The Project Management activity takes place throughout the project implementation. The expected date must be derived from the possible start date of the project.

In addition, the applicant will indicate whether individual project management positions will be secured by own or external staff and whether management staff costs will be spent within the project budget. The applicant will state in the application how many staff involved in the project will be paid from the project budget and the number of staff participating in the project implementation who will not be paid from the project budget.

The Management item in the project budget includes project management expenditures of the Project Promoter's employees (i.e. all applicant's staff working on the project). Such expenditures include salaries and related expenses (mandatory charges, etc.). Management expenditures must comply with applicable tax and social security legislation in relation to employees. **The management costs provided by external staff (i.e. external company – selected supplier), are included in the budget chapter Services.**

3.9. Time and Material Schedule

The list of activities defined in the project, including the scheduled dates of their start and end, will be transferred to the corresponding quarters in the overview of the project schedule, which is part of the generated grant application document.

3.10. Budget and Project Financing

The rules on eligibility of expenditure of individual projects are laid down in Chapter 8 of the Regulation on the implementation of the Norwegian Mechanism 2014-2021 and further described in the NFP Guideline for Eligible Expenditure from EEA/Norwegian FM 2014–2021, as amended.

Expenditures incurred between the start and final date of eligibility must be recorded in the accounting records of the project promoter/partner and determined in accordance with the applicable accounting standards of the country of establishment of the project promoter/partner and with generally accepted accounting policies and principles. It must be clear from the accounting documents (invoices, receipts, contracts, etc.) that they relate to the EEA and Norway Grants 2014–2021 (e.g. by including the information directly in the text of the accounting document or by stamping /hand marking of the printed document with the text “Financed from the EEA / Norway Grants 2014–2021”, as well as by marking the document by the accounting centre or other clearly identifiable code of the EEA / Norway Grants, etc.).

The project must not have double funding, i.e. other funds, such as resources from other programmes or grants under the EEA and Norway Grants or under any EU Operational Programme or other funds covered by the EU budget or a Czech subsidy programme/title, may not be used to cover the same eligible expenditure in the implementation of the project.

3.10.1. VAT and Its Reimbursement

The applicant will indicate whether the applicant 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 “VAT related to the project” field, the applicant will select one of these options:

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

If the applicant is not a VAT payer and cannot claim the VAT deduction with the competent tax office, the applicant will indicate the costs of individual items in the budget including VAT. VAT constitutes an eligible project expenditure in full.

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

If the applicant claims their entitlement to VAT deduction using a coefficient, the applicant will specify the coefficient set by the competent tax authority and calculate the cost of each budget item including the part of the VAT not claimed for deduction with the tax office. The amount of the VAT that is not entitled for deduction is part of the eligible project expenditures.

3.10.2. Detailed Project Budget

A comprehensive idea of the information that must be completed in the detailed budget in the IS CEDR is provided by the form Detailed Project Budget (Annex 2 to this Guideline). That form can be used for the preparation of documents but it cannot be submitted in the IS CEDR instead of filling in the information into the system.

As part of the detailed budget, the applicant will only indicate eligible expenditures which will be covered by the grant and co-financed by the applicant. In the IS CEDR, the applicant will fill in the following data:

- **Chapter** – The applicant will include each item under the relevant budget chapter (Services, Supplies, Publicity, Management, Travel). The chapter designation cannot be changed.
- **Item** – The items of Supplies, Services and Publicity chapters are entered by the applicants individually according to the project needs. The indicate list of items which fall under the chapters Services and Publicity are specified in the IS CEDR menu.

The applicant shall further specify:

- **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, it is possible to enter the unit individually.
- **Number of units** – The number of units is entered with a maximum of two decimal places. Entering more decimal places is not allowed.
- **Unit price** – The applicant states the unit price with two decimal places. A non-VAT payer enters unit prices including VAT. A VAT payer enters unit prices without VAT. If the applicant applies VAT on the basis of a coefficient, it calculates unit prices including the part of VAT that will not be claimed for deduction at the Tax Office. The amount of the VAT that is not entitled for deduction is part of the eligible project costs.
- **Related activity** – The applicant indicates the number of the activity to which the budget item is linked. Ideally, one item should be linked to more than one activity, unless the nature of the item precludes this. If an item is related to the implementation of several activities, the applicant will indicate the relevant activities or note that the item concerns the project as a whole.
- **Note** – If relevant, the applicant will provide a more detailed description and justification of the item.

The inclusion of individual expenditures in the items of the detailed project budget and their subsequent approval by the PO does not mean that these expenditures are eligible. Their eligibility is certified by supporting relevant accounting documents during the project implementation.

3.10.3. Budget summary

3.10.3.1. Project Budget Breakdown

Based on the completed detailed budget in the application, the indicative expenditures of individual chapters of the project budget in CZK as well as the amount of total eligible project expenditures in CZK (rounded to two decimal places) will be transferred to the part of the project budget breakdown in the IS CEDR.

The following chapters of the project budget will be automatically included within the project budget breakdown:

Management

Expenditures on project management, where this is provided by the staff of the project promoter or project partner. Such expenditures include salaries and related expenses (mandatory charges, etc.).

Services

This budget chapter covers eligible expenditures, incurred on the basis of public contracts executed pursuant to an agreement or an order between the contracting authority and one or more suppliers, the subject-matter of which is the payment of services provided. A public service contract is a public contract which is not a public supply contract or a public contract for the execution of construction work. A public service contract is also a public contract the subject-matter of which is, in addition to the provision of services, the supply of products pursuant to Act No. 134/2016 Coll., on public procurement, if the estimated value of the services provided exceeds the estimated value of the products supplied.

A public contract, which the applicant is obliged to enter into under Act No. 134/2016 Coll., on public procurement, must be implemented on the basis of a written agreement, or on the basis of a written order, in accordance with the NFP Guideline for Eligible Expenditure financed from the EEA and Norway Grants 2014–2021 (e.g. external management of public procurement, external financial audits, legal advice, project author supervision).

The management costs provided by external staff (i.e. external company – selected supplier), are included in the budget chapter Services, not Management.

Supplies (Purchase and Delivery of Goods/Equipment and Consumables) and Copyright

This budget chapter covers eligible expenditures, incurred on the basis of public contracts executed pursuant to an agreement or an order between the contracting authority and one or more suppliers, the subject-matter of which is the payment of supplies provided. A public supply contract is also a public contract the subject-matter of which, in addition to procurement of goods, is the provision of services or construction work consisting of siting and installation operations or rendering such products operational, provided this does not relate to building construction, unless such activities constitute a basic purpose of the public contract, however, they are necessary the performance of the public supply contract.

The purchase of capital assets (fixed tangible assets over CZK 40,000 and fixed intangible assets over CZK 60,000) is not considered an eligible expenditure.

At least 90% of the total eligible expenditures shall be allocated to implement soft activities/soft measure developed by the applicant/project promoter and its partners including the copyright protection of original works of authorship⁵. Maximum 10% of the total eligible expenditures may be used to finance consumables and supplies, which are necessary for implementation of project and do not fall within the group of fixed depreciated assets.

Current assets (non-depreciated) – expenditures for the purchase of equipment and machinery that does not fall under the group of depreciated assets, and expenditures related to its acquisition, are fully used for consumption and are therefore eligible in full, but only if the expenditures do not exceed 10% of total eligible expenditures and if the assets relate to the approved project.

Purchase of equipment – it is eligible if it does not involve fixed tangible or intangible assets, i.e. where the acquisition price is less than CZK 40,000 for tangible assets and less than CZK 60,000 for intangible assets. The equipment acquired must be listed as non-investment expenditure.

Consumables and operating material – eligible expenditures on office supplies, operating materials, postage and other similar expenses for which the beneficiary of the funds can prove that they are necessary for the effective implementation and linked to the activity of the project and which can be clearly supported with relevant accounting documents.

Publicity

Expenditures on project publicity, where this is provided by the staff of the project promoter or an external company selected on the basis of a properly executed public contract.

⁵ The protection of authors' rights is defined by Act No. 121/2000 Coll., the [Copyright Act](#). The owner of the intellectual property (author) may grant another person rights to dispose of the intellectual property by means of a licence.

Travel Expenses and participation fees

Expenditures related to business trips of employees of the beneficiary of the funds (including employee working under alternative employment contracts) related to the implementation of the project are eligible. A business trip means the time from starting the journey to perform work outside the standard place of work, including the performance of work at that other place, until the return from that journey.

In the case of foreign trips within the project and the inclusion of related costs in the project budget, the applicant will always choose the method of calculating expenditure on accommodation, meal allowance, local transport and insurance:

- **itemised calculation:** the applicant enters the items in the budget individually. The applicant selects items from the list of items in the IS CEDR;
- **flat-rate calculation:** the applicant uses the per-diems item (including expenditure on accommodation, local transport, meal allowance and travel insurance). The per-diems rate is set according to the EU flat rates, as set out in Annex 1 to the Commission Decision of 18 November 2008 and subsequent updates – see https://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm en).

If the calculation of expenditure on accommodation, meal allowance, local transport and insurance based on a flat rate is chosen for foreign trips, the applicant will use the per-diems item for these expenditures and will not apply individual items for accommodation, meal allowance, local transport and insurance to foreign trips. Foreign trips include both trips of Czech participants abroad and trips of foreign project partners/foreign entities to the Czech Republic.

The per-diems item is used only for foreign trips. In the event both foreign trips and domestic trips are made within the project, the applicant may proceed as follows:

- for foreign and domestic trips, the applicant calculates the items individually (by selecting the relevant items from the list of items in the IS CEDR);
- for foreign trips, the applicant chooses the per-diems method and, for domestic trips, it calculates the items individually.

This budget chapter also includes participation fees (e.g. seminars and conferences), which are necessary for the implementation of the project.

Indirect Costs (Overheads)

Indirect costs represent necessary costs which are associated with the project implementation but which cannot be linked directly to a specific project activity. These are expenses that cannot be directly attributed to the project but that were incurred in direct connection with the project, so they must be duly substantiated in the application and identifiable in the beneficiary's or partner's accounting system.

The method of calculating indirect costs is indicated in the chapter 3.10.3.4.

3.10.3.2. Expenditures of the project partner

Further in this section, the applicant will indicate the amount of expected expenditure of each project partner (i.e. the total amount attributable to the project partner, whether the costs are paid directly by the project partner or by the project promoter) that will be covered by the project budget.

3.10.3.3. Copyright

These are copyright associated with the production of educational materials, multimedia (author's creation of videos, texts, photographs etc. – intellectual property), which in the implementation of the SGS are considered non-investment expenditure and are included into the above mentioned limit of at least 90% of soft total eligible project expenditures.

3.10.3.4. Calculation of Overheads

Eligible indirect costs are all eligible expenditures for which the project promoter of the funds or project partner cannot determine that they are directly assignable to the project but which can be identified in its accounting system and justified as expenditures incurred in direct connection with the implementation of the project. In particular, these include office rent, purchase of water, fuel, energy, cleaning, maintenance, internet connection, telephone charges, fax, operation of a company car.

The applicant will indicate whether the overheads are part of the project budget. If the overheads are part of the project budget, the applicant will choose one of following methods for their calculation:

- actual indirect expenditures
- a flat rate of up to 25% of the total (net) direct eligible expenditures
- a flat rate of up to 15% of direct eligible staff expenditures
- a flat rate for direct eligible expenditures applied to a similar type of project in EU programmes

To simplify reporting and administration, PO recommends apply a flat rate of up to 15% of its direct eligible staff costs.

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

The method of calculating indirect costs and their maximum amount shall be set in the implementation contract. The method of calculating indirect costs of a project partner shall be set in the partnership agreement.

3.10.3.5. Co-Financing

Mandatory co-financing provided by the project promoter is required. The grant amount is a maximum amount which cannot be increased. The support provided from the programme for the implementation of the project is intended exclusively for the financing of implementation of the the project, not for the maintenance of its outputs/sustainability.

For the SGS under the HAP, the amount of co-financing must form at least 10% of total eligible project expenditures. The 10% of total eligible expenditures will be secured by the applicant, or in cooperation with project partners.

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

3.10.3.6. In-Kind Contribution

For projects where the PP is a non-governmental non-profit organisation (NGO) in-kind contribution in the form of voluntary work may constitute up to 50% of the co-financing required by the programme for the project. In case where the PP' partner is also NGO, the partner can report co-financing in the form of voluntary work as well ⁶.

For the purposes of reporting co-financing in the form of volunteering, the PO determined an hourly rate of **gross wage of 174 CZK/hour**⁷ to be applied within the HAP.

The applicant will state in this part of the application the sources from which the project will be co-financed, e.g. from public sources – state, regional, local budget and other sources – volunteering.

The in-kind contribution in the form of volunteering may thus form up to 50% of project co-financing costs (i.e. up to 50% of 10% of total eligible project expenditures secured by the applicant).

3.10.3.7. Revenues Generated by Project

Given the nature of the projects submitted under the call, the generation of any revenues by the project is not expected.

⁶ Preferably, the Project applicant and its partner(s) should abide by the co-financing rate according to the project financing ratio. However, as co-financing is measured at the level of the whole project, partners can agree on different share of voluntary work among themselves on the condition that the minimum level of co-financing limit and the maximum level of in-kind contribution in the form of voluntary work is complied with.

⁷ The hourly rate of volunteering was determined based on the data of the Czech Statistical Office (CSO). The median gross monthly wage is CZK 30,158 for 2019, and the median average paid time in the wage sphere is 173.2 hours/month.

3.10.4. Project Financing

Based on the Detailed Project Budget field in the application, the IS CEDR automatically transfers aggregated total eligible costs. In the IS CEDR the project budget is linked to the activity tab. For this reason, the project budget is not editable without filling in the activities. Non-eligible expenditures are not monitored within the project.

The applicant shall complete in the application only requested grant amount (CZK).

3.10.5. Advance Payment

The applicant will state whether it will request an advance payment, justify its amount and explain why this is being requested.

The applicant may ask for an advance payment to finance the project at maximum 50% of the awarded grant in the Grant Application. The advance payment will be paid within one month from the signing of the Grant Award Decision. The applicant will justify its request for advance financing in the Grant Application. In accordance with Act No. 218/2000 Coll., on budgetary rules, the advance payment **is not provided to state organisational units (SOU) and to state contributory organisations (SCO), as well as to public institutions and contributory organizations established by local self-government units.**

3.11. Procurement Proceedings for Supplies, Services and Assets

In the Annex of the application “Plan of procurement proceeding for the project”, the applicant will enter a plan of all procurement proceedings for the project, which will include the name, type, kind, price estimate (CZK) without VAT and the planned month and year of announcing the proceedings.

In the event the applicant already uses a valid framework agreement, or another existing agreement in its organisation, and where it proposes to use this agreement for the relevant performance under the project submitted, the applicant will check the “Framework agreement/other existing agreement” field and enter a justification for the use of this agreement in the project.

The framework agreement or another already concluded agreement for performance, which will be used for the relevant performance under the project, must comply with the conditions for the award of a public contract and the conclusion of an agreement pursuant to Act No. 134/2016 Coll., on public procurement, and with the NFP Guideline Recommending Procedures for the Award of Public Contracts and Small-Scale Public Contracts under the EEA/Norwegian FM 2014–2021 (which the Ministry of the Interior accepted as binding on the HAP). If the applicant follows the applicant’s own internal regulation when awarding public contracts, the applicant will submit the internal regulation together with the implemented public contract for review. **The awarding of public contracts is subject to the act which regulates the awarding in a stricter manner.**

The project partner from Norway implements public procurement and small-scale public contracts in accordance with Norwegian national law as if it were a contracting authority pursuant to Article 2(1) of Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC.

3.12. State Aid

Pursuant to Article 107(1) of the Treaty on the Functioning of the European Union and according to the statement of the Office for the Protection of Competition, all the following four defining characteristics must be met for state aid to occur:

- the aid is provided by a state or from public funds,
- the aid favours certain undertakings or certain business sector on a selective basis,
- trade between Member States is affected, and
- the aid distorts or threatens to distort competition.

As part of the grant application, each applicant is required to complete a declaration regarding the fulfilment of the four characteristics of state aid:

1. **State aid is granted from state funds**, but may also take the form of a service, a subsidised loan, a loan, a tax advantage, etc. – **this feature is fulfilled in all projects.**
2. **State aid is granted to an undertaking, and by granting the aid, a particular business or industry gains advantage in the market** – what matters is that it is an entity that has competitors in the market with which it is competing.

Therefore, an undertaking may be a contributory organization, a region, a municipality or a non-governmental non-profit organization.

It is therefore essential to consider in the assessment:

- whether the applicant performs or will perform economic activities within the project (i.e. any activities offered on a particular market). It does not matter whether the beneficiary offers performance to customers for a price including the expected profit or free of charge. What matters is whether the offered performance is subject competition, i.e. whether there is a market for it defined in terms of the type and territory.
- whether the project implementation will affect the beneficiary's performance of economic activities (expansion of the existing ones or creating of a new one).
- whether the project implementation will affect the performance of economic activities by third parties.

3. **The granting of state aid distorts or threatens to distort competition** – to fulfil this characteristic, it is important to establish whether the supported economic activity involves a market and competitors. This condition does not apply only to the time of submitting the application, it is sufficient if there is only a potential possibility of creating unequal business conditions.
4. **As a result of state aid, the trade between EU Member States is or will be affected** (the so-called cross-border effect of state aid) – this characteristic is fulfilled in case when:
 - the activity transcends the geographical boundaries of the Czech Republic; or
 - entities of another Member State are or may be operating in the respective market;
 - customers also come from other EU Member States.

The same rules apply to a potential project partner.

The applicant generated document - The applicant's statement on Aids Granted in the annex section of the IS CEDR. If the applicant answers all four questions in the affirmative, it is state aid and the de-minimis aid must be used. If the applicant evaluates that it is not state aid, the extent of the grant awarded will not be affected.

De minimis aid – (Commission Regulation (EU) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid

De minimis aid is an aid which, together with other “de minimis” aids granted to one beneficiary, may not exceed the amount corresponding to EUR 200,000 over a period of the last three years. This financial limit applies regardless of the form or purpose of the de minimis aid granted in the last three years. The three-year period is considered to consist of fiscal years used for tax purposes.

If de minimis aid will be used, the applicant shall provide a statement indicating the amount and date of the de minimis aid provided during the previous three-year period, including the entity that provided the de minimis aid.

State aid is prohibited in the HAP. The application is checked in this regard by the Programme Operator before the project is approved.

3.13. Policy Markers

The applicant shall indicate the relevance 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.

3.14. Information about the Author of the Application

The applicant will provide information about the author of the application and the author's relationship to the applicant. If the application is processed by an external entity, the applicant will state the company name/name of the author.

The applicant will also briefly describe what documents have been processed in connection with the preparation of the application (supporting and related documentation).

If relevant, the applicant will provide information on consultants who participated in the preparation of the application in this chapter.

3.15. Additional Notes and Information from the Applicant

Additional information will be provided here at the discretion of the applicant (e.g. additional comments on the budget, on the applicant, etc.).

3.16. Logical Framework of the Project

Information on the relevance of the project to the programme, key activities and indicators filled in the application will be transferred to a clear document entitled Logical Framework of the Project. That document, generated in the annex section of the IS CEDR, is a mandatory annex to the application.

3.17. Annexes to the Application

After filling in the data in the individual tabs of the grant application, the applicant will generate a Grant Application Document. By generating that document, the registration number of the application, which is also used as the project number, will be assigned. Subsequently, the applicant generates further mandatory annexes to the application. The grant application document must be signed by the applicant or an authorised person by a qualified signature.

List of Annexes to the Grant Application

1. Co-Financing Declaration (mandatory annex)

The applicant declares that funds for the project implementation are secured. The applicant will provide a statement that the applicant is able to finance the project under pre-financing and co-financing. The submitted document must be signed by the applicant and the partner or a person authorised by them, with an electronic signature (or it must be manually signed and scanned). The Co-Financing Declaration will be prepared in a free form.

2. Persons Authorised to Sign the Application (where applicable)

If the applicant is represented by an employee on the basis of an authorisation, the application must be accompanied by that authorisation signed by the applicant or a scan of an officially certified copy thereof. The authorisation must meet all the relevant requirements, including the identification of the authorising body, the authorised content and, where applicable, the period of authorisation, the date and place of signature and the signature of the authorising officer.

If the authorisation to sign the application is subject to a decision of the Steering Committee, the Supervisory/Management Board or a similar body, the applicant shall enclose that decision, signed by the members of the Committee or the Board, to the application.

3. Logical Framework of the Project (mandatory annex, generated automatically in the IS CEDR, see chapter 3.16)

4. Bank Account Identification (template - see Annex 4 to this Guideline)

Before issuing the Legal Act, the applicant will be asked to prove the identification of the bank account (see Annex 4 to this Guideline). The submitted document must be signed by the applicant and the partner or a person authorised by them, with an electronic signature (or it must be manually signed and scanned).

5. Proof of Legal Personality (mandatory annex/annexes)

This includes documents proving the foundation, establishment or forming of an entity, registration documents if the entities are subject to registration under the law, and other documents necessary for the establishment of an organisation according to the applicable legal regulations.

The applicant shall provide an officially certified copy not older than 90 days before the submission of the application.

6. Proof of Sound Financial Situation (mandatory annex)

Tax returns with annexes or other accounting documents proving the functioning of the body for the three completed accounting periods, eventual a shorter period since the establishment of the body.

7. Partnership Commitment Statement and Draft Partnership Agreement (where applicable)

In the case of partnership project, the applicant will generate annex "Partnership Commitment Statement" (Partnership Commitment Statement with Czech Partner and Partnership Commitment Statement with donor state) in the IS CEDR. A template of the Partnership Commitment Statement is provided in Annex 6a/6b to this Guideline.

The Partnership Agreement will be drafted in accordance with Annex 7a/7b - Model Partnership Agreement to this Guideline. The submitted document must be signed by the applicant and the partner or a person authorised by them, with an electronic signature (or it must be manually signed and scanned).

8. Communication Plan (mandatory annex)

The form of elaboration of the communication plan depends on the applicant. However, the applicant must state in the communication plan all the requisites listed in chapter 3.8 of this Guideline. The submitted document must be signed by the applicant and the partner or a person authorised by them, with an electronic signature (or it must be manually signed and scanned).

9. Declaration of the Applicant (binding template - see Annex 5 to this Guideline, mandatory annex)

The applicant must meet all the conditions set out in the Declaration. The Annex named Declaration generated in the IS CEDR must be signed by the applicant or an authorised person with a qualified electronic signature.

10. The applicant's statement on Aids Granted (mandatory annex, generated in IS CEDR)

11. Declaration of Aids Granted (in the case the grant is to be provided as de minimis aids, the form depends on the applicant)

12. Plan of procurement proceeding for the project (the form depends on the applicant, mandatory annex)

13. Detailed Description of Expert Parts of Project Activities (where applicable, the form depends on the applicant)

14. Detailed Description of Individual Items of detailed budget (where applicable, the form depends on the applicant)

3.18. Signature

The application and selected annexes must be signed by the applicant's statutory representative or authorised person by a qualified electronic signature of the applicant. If a person acts on behalf of the applicant based on a power of attorney, the power of attorney must be attached to the grant application with an officially certified signature of the applicant.

4. Process of Application Evaluation and Project Selection

4.1. Assessment of Administrative and Eligibility Criteria

Administrative criteria are assessed by the PO based on the criteria set. The assessment of administrative and eligibility criteria must be completed within 15 business days from the final date for the submission of applications specified in the call.

If the PO finds deficiencies in the assessment of the application, the applicant will be immediately asked via the IS CEDR to eliminate or supplement them. The PO may also request the applicant to provide further information and documents necessary to assess the eligibility. The applicant is obliged to provide the required information within five business days from being requested to do so. When eliminating or supplementing deficiencies, it is inadmissible to modify already submitted annexes or the text of the application. For that reason, the applicant will upload modified annexes in the IS CEDR.

After the documents are complete, the PO will again review administrative and eligibility criteria. The applicant will be requested to remove deficiencies or supplement information no more than twice.

Administrative criteria:

- The application was submitted within the deadline set in the call.
- The application is processed in the required language in accordance with the call.
- The application provides all the required data.
- The application contains a qualified electronic signature of the applicant's statutory representative or authorised person.
- All mandatory annexes are complete and submitted in the required form in accordance with the call and Guideline for Applicants.

Eligibility criteria:

- The applicant is eligible.
- The applicant meets the condition of at least one year of its existence.
- The partner(s) are eligible (if a partnership is applied).
- The applicant submitted only one grant application in this call.
- The project includes both the creation of training materials, including training methodology, and the training of the entire selected target group.
- The project activities are eligible.
- The location of the project is in accordance with the conditions of the call.
- The project implementation period does not exceed the maximum implementation period specified in the call.
- The required grant amount is in accordance with the conditions set out in the call.

The application has met all the aforementioned criteria in terms of administrative and eligibility criteria and will proceed to the next stage of the evaluation process. The beneficiary will be informed of this step in the IS CEDR within five business days of the completion of the assessment of administrative and eligibility criteria. Applications that fail to meet the criteria will be excluded from further evaluation.

Exclusion of the application due to non-compliance with the administrative and eligibility criteria

Applications which fail to comply with any of the criteria (even after the request to provide additional information) will be excluded from further evaluation. Via the IS CEDR, the applicant will receive a decision about exclusion from further evaluation due to non-compliance with the administrative and eligibility criteria.

The decision will provide specific reasons for the exclusion and will also mention the possibility to appeal against the exclusion. The unsuccessful applicant may file the appeal within 15 business days from the date of receipt of the decision to exclude the application.

If an appeal is filed, the PO will review undertaken processes and submitted and prepared documents. The PO will decide to either approve or reject the appeal within 30 business days of the date of receipt of the appeal.

If the PO approves the applicant's appeal, the application will be again subject to the process of evaluation of administrative and eligibility criteria.

4.2. Qualitative Assessment of Application by External Evaluators

The purpose of the external quality evaluation is to assess the quality of projects based on the evaluation criteria set in the call, such as the relevance, effectiveness and economy of the project and requirements for ensuring project implementation. The external quality evaluation is performed by independent experts on the issue.

Each application is evaluated by two external evaluators. The external evaluators will be selected by the PO based on their expertise and experience in project evaluation.

The external evaluator will assign a score to each criterion with a written justification. One evaluator may assign up to 100 points.

Only a project that has received the minimum number of points specified in the call may be recommended for support.

The final evaluation will represent the arithmetic mean of the scores assigned by both evaluators.

If the difference between the total scoring of the two selected evaluators exceeds 30% of the higher score, the application will be evaluated by a third evaluator independent of the PO and the selection committee. The final score will be then calculated as an arithmetic mean of the scores that are closest to each other in terms of their value. If the score assigned by the third evaluator will be exactly in the middle between the scores of the first and second evaluator, the final arithmetic mean will be calculated from the two higher values.

4.3. Application Assessment by Selection Committee

After the external quality evaluation is completed, the PO will convene a selection committee. The meeting of the committee must take place no later than 20 business days after the end of the external project quality evaluation. This time limit may be extended if there is an ongoing appeal against the exclusion of an application due to non-compliance with the criteria of formal requirements and eligibility so that all project applications are discussed at the same time, including those for which the appeal was found justified and which were thus re-included in the evaluation process.

The list of all projects evaluated in terms of their quality will be submitted to the selection committee. The projects are listed by their final score received in the evaluation by the external evaluators (arithmetic mean of scores).

The selection committee will review the list of project applications and may adjust their order in justified cases. The selection committee may also recommend adjustments/exclusions of activities and reductions of eligible project expenditures especially based on the result of the external project evaluation. The Selection Committee, if relevant, will consider eventual overlap in regional focus of projects and suggest to the PO how to solve it.

The meeting of the committee will result in one of these conclusions:

- The project is recommended for support (with additional conditions or without specific conditions)
- The project is recommended for rejection
- The project is recommended for reserve list

A reserve project is a project which has undergone the entire evaluation process and reached at least the minimum value of the final score assigned by external evaluators specified in the call (average of both scores), but which could not be included in the list of recommended projects due to the amount of available funds within the call allocation. If the allocation is released (e.g. because the applicant of the recommended project fails to accept the Conditions of the Legal Act), the reserve project which is listed first on the list of replacement projects will be supported. This fact will be notified to the applicant via the IS CEDR without undue delay.

After discussing the list of projects, the selection committee will submit a list of recommended projects, including reserve projects, to the PO for verification.

4.4. Evaluation Process Verification

Prior to the final decision on the allocation of funds, the PO will verify the entire evaluation process within ten business days of the end of the meeting of the selection committee. Verification means verifying whether the evaluation process has been carried out in accordance with the Regulation and whether the rules and objectives of the HAP have been observed when deciding on the award of grants.

4.5. Grant Approval/Non-Approval Decision

Based on the recommendations of the selection committee and after the verification of the evaluation process, the PO will decide as follows:

- the PO will approve the grant without conditions;
- the PO will approve the grant with conditions;
- the PO will reject the application;
- the PO will put the approved application on the list of reserve projects (see Chapter 4.3);

Applicants whose applications have been recommended by the evaluation committee for a grant will be informed of the next steps, including requirements for supporting additional documents (e.g. Partnership Agreement), via the IS CEDR and a letter from the PO sent to the applicant's data box.

4.6. Grant Approval Without Conditions and Grant Approval With Conditions

In the case of approval of the grant without conditions, a letter (Annex 10) is sent to the applicant with information on the approval of the grant application, including the Conditions (Annex 11 or Annex 13), with an invitation to accept them via the IS CEDR.

If the grant is approved with conditions, the letter will specify the conditions and the deadline for their fulfilment. The conditions set are based mainly on the expert evaluation of the application. After fulfilment of conditions by the applicant, the project administration will continue, i.e. the applicant will be invited to sign the Conditions (Annex 11 or Annex 13) and when relevant to submit the relevant annexes (e.g. the final version of the signed Partnership Agreement(s)); then the relevant legal act will be issued (see chapter 4.8 of this Guideline).

4.7. Rejection of Application

If the application is rejected, the applicant will receive a Decision on Grant Application Rejection.

Pursuant to Section 14q (2) of Act No. 218/2000 Coll., on budgetary rules, no appeal may be filed against the decision. The proceedings cannot be reopened.

Pursuant to Section 14(1) of Act No. 218/2000 Coll., on budgetary rules, the applicant is not entitled to the grant or non-repayable financial assistance unless a special regulation stipulates otherwise.

4.8. Grant Approval and Legal Act on Allocation of Funds

Before the legal act is issued, the applicant must sign the Conditions of the Legal Act. If the applicant refuses to sign the Conditions of the Legal Act, the grant will not be awarded and the legal act will not be issued.

Depending on the conditions of the call and the type of the beneficiary, the legal act will have one of the following forms:

- [Grant Award Decision \(Annex 9\)](#)

It is issued for non-governmental non-profit organisations and public non-commercial entities (e.g. school facilities). The PO will send the applicant a letter with information on the approval of the grant application (Annex 10), including two counterparts of Conditions of the Grant Award Decision (Annex 11) and a request to sign these Conditions and send (both signed counterparts) back to the PO. The signed Conditions of the Grant Award Decision will form an integral part of the Grant Award Decision. The decision will be issued in two counterparts (one counterpart for the beneficiary and one for the PO).

- [Grant Award Letter \(Annex 12\)](#)

It is issued for state contributory organisations or state organisational units. The PO will prepare a letter on the grant award including conditions (Conditions of Project Implementation (Annex 13)) and send it to the beneficiary. Based on that letter, the applicant will issue the Determination of Expenditures to Finance SOU Events. One counterpart of the Determination will be sent to the PO for archiving.

- [Determination of Expenditures to Finance SOU Events](#)

It is issued for beneficiaries of the Ministry of the Interior of the Czech Republic. The PO will prepare a letter with information on the grant award (Annex 10) including conditions (Conditions of the Determination of Expenditures to Finance SOU Events – three counterparts) and send it to the applicant. The applicant will sign all the three counterparts and send them back to the PO. The applicant will ensure the issue of the Determination of Expenditures to Finance SOU Events and send one counterpart to the PO immediately after receiving the Determination of Expenditures.

5. Annexes to the Guideline

Annex 1 – Grant Application Form (the form is intended merely to inform the applicant – the application is filled in by the applicant in the CEDR Information System)

Annex 2 – Detailed Project Budget (the form is intended merely to inform the applicant and to assist the applicant in the budget preparation – the detailed budget is filled in by the applicant in the CEDR Information System)

Annex 3 – Target Groups

Annex 4 – Bank Account Identification

Annex 5 – Declaration of the Applicant

Annex 6 a) – Partnership Commitment Statement

Annex 6 b) – Partnership Commitment Statement in English

Annex 7 a) – Model Partnership Agreement

Annex 7 b) – Model Partnership Agreement in English

Annex 8 – HAP Outcomes, Outputs and Indicators

Annex 9 – Grant Award Decision

Annex 10 – Information Letter on Grant Application Approval

Annex 11 – Conditions of the Grant Award Decision

Annex 12 – Grant Award Letter

Annex 13 – Conditions of Project Implementation

Annex 14 – Overview of relevant legal forms of eligible applicants and partners from the Czech Republic

Annex 15 – Information on personal data processing