
Programme CZ - Culture

Support Area: Capacity Building of Umbrella Associations,
Networks and Platforms

4th Open Call for Bilateral Meetings
to be funded from EEA Grants 2014-2021

The Ministry of Culture as the Programme Partner in cooperation with the Ministry of Finance - Programme Operator announces on 28. 6. 2019 4th Open Call for bilateral meetings to be funded from the EEA Grants 2014-2021 under the Programme CZ - Culture focused on capacity building of umbrella associations, networks and platforms.

The open call is intended for future applicants for grants under the main open call focused on capacity building of umbrella associations, networks and platforms, who are interested in a project implemented in cooperation with a partner/ partners from donor states (Iceland, Liechtenstein or Norway). This open call supporting bilateral meetings shall facilitate establishment of bilateral cooperation in projects.

1. Identification and Timetable

Programme Operator	Ministry of Finance of the Czech Republic
Fund Provider	Ministry of Culture of the Czech Republic
Call number	BC 4
Call name	Bilateral Call in Area "Capacity Building of Umbrella Associations, Networks and Platforms"
Date of call announcement	28. 6. 2019
Opening date and time for the receipt of applications	12. 7. 2019 (12:00 p.m. CET)
Closing date and time for the receipt of applications	Until disbursement of the allocation, by 07. 11. 2019 (12:00 p.m. CET) at the latest

2. Allocation

Financial allocation of the Call decisive for the selection of applications for financing is 21 000 EUR.

3. Eligible Applicants

- Any public or private, commercial or non-commercial organization/ subject, as well as nongovernmental organizations established as a legal person in the Czech Republic, or an international organization/ body or agency thereof established or active in the Czech Republic, that is registered as umbrella association, network and platform in the area of professional contemporary arts.

The minimum length for legal registration is not set. Natural persons are not eligible applicants.

Eligibility of applicants will be assessed during the appraisal. Specific conditions related to the eligibility ought to be fulfilled by the date of submission of the Application for grant on bilateral meeting with donor state partners in Programme Culture.

4. Eligible Partners from Donor States (Iceland, Liechtenstein and Norway)

- Any public or private, commercial or non-commercial organization/ subject, as well as nongovernmental organizations established as a legal person in donor states, or an international organization/ body or agency thereof established or active in donor states;

Eligible partners are organisations/entities who will participate in and efficiently contribute to project implementation supported under the main open call focused on capacity building of umbrella associations, networks and platforms..

5. Eligible Activity and Implementation Period

An *Application for grant on bilateral meeting with a partner/ partners from donor states in Programme Culture* (hereinafter referred to as “application”) can be submitted only for one of the two types of the eligible activity mentioned below – **bilateral meeting between an applicant and a potential donor project partner/partners of a planned Culture Programme project held in a donor state or in the Czech Republic:**

1. Bilateral meeting between applicant and a potential donor project partner/partners of a planned Culture Programme project held in a **donor state**
2. Bilateral meeting between applicant and potential donor project partner/partners of a planned Culture Programme held in the **Czech Republic**

The deadline for completing the activity is **08. 12. 2019**.

Applicants are allowed to submit max. 2 applications related to different donor project partners.

Bilateral meetings shall focus on future cooperation in projects planned under the main open call focused on capacity building of umbrella associations, networks and platforms. The content of the cooperation shall be in line with the focus of the main open call. Information about the main open call is available [here](#).

6. Eligible Expenditure and Disbursement

- a) daily expenditures related to meal allowance, accommodation, local transportation and spending money
- b) expenditures related to international transportation including insurance

Applicable rules on categories of eligible expenditure are described in *Guidelines for Applicants and Beneficiaries of Grants on Bilateral Meetings in Programme Culture* (chapter II.) (hereinafter referred to as “**Guidelines for Applicants**”).

The grant for bilateral meeting will be provided as a one-time lump-sum calculated based on the principles described in the Guidelines for Applicants (chapter II.) and disbursed by the Fund provider ex-post based on submitted and approved Bilateral Meeting Report with request for payment including all annexes.

Approved lump-sum stipulated in the legal act shall not be increased. However, in case of actual lower number of participants or days of stay (compared to the application) the actual lump-sum for disbursement shall be deducted accordingly.

The requested grant amount in application and the grant amount stipulated in the legal act shall be in EUR. The actual disbursement from the Fund Provider will be in CZK.

The advance payment is not applicable in both types of the supported activity.

Disbursement of the lump-sum related to the bilateral meeting is not conditioned by submitting a project application within a main open call in the Programme Culture.

The start of the eligibility of expenditures and start of the activity is related to the date of approval of the application by the Fund Provider.

The deadline for eligibility of expenditures is 08. 12. 2019.

There is no legal claim for the grant.

7. Drawing up and Submitting the Application

The application will be drawn up in the English language in the standardised format and the planned expenditure will be set out in EUR.

As a condition for submitting the application, the applicant must have a confirmed interest in bilateral meeting and partnership cooperation in a project (expected) to be submitted under the main open call in the Programme Culture focused on capacity building of umbrella associations, networks and platforms.

The form of *Application for Grant on Bilateral Meeting* and the form for *Declaration Confirming Partner's Interest in Bilateral Meeting and Cooperation* are part of the Guidelines for Applicants available at www.eeagrants.cz.

The applicant shall fill in and sign:

- blue form *Application for Grant for Bilateral Meeting* in English language;

Partner/partners shall fill in and sign:

- red form *Declaration Confirming Partner's Interest in Bilateral Meeting and Cooperation* in English language;
- In case of participation of more partners in the bilateral meeting, every partner shall provide individual declaration.

At least 25 working days before the planned start of the activity, the applicant shall submit:

- Filled in and electronically signed *Application for Grant for Bilateral Meeting*;
- Filled in and confirmed form/forms of *Declaration Confirming Partner's Interest in Bilateral Meeting and Cooperation*;
- Power of attorney entitling the signing of the application (if relevant);

Exclusively by e-mail to fondyehp@mkcr.cz.

In case of later submission, the approval of the activity cannot be guaranteed in sufficient time before the start of the activity and related expenditures may not be eligible.

The *Application for Grant for Bilateral Meeting* must be signed with a verified electronic signature of the statutory or authorised representative of the applicant.

Declaration Confirming Partner's Interest in Bilateral Meeting and Cooperation shall be signed electronically by the partner (or signed by hand and scanned)

The grant application must be filled in while bearing in mind that the process of appraisal and selection will use exclusively the information contained in the application and its annexes. All parts of the application must be therefore filled in carefully, specifically and clearly.

8. The Process of Application Appraisal and Selection

The applications will be assessed on continuous basis, in order of their submission by email until the disbursement of the allocation, until 07. 11. 2019 12:00 p.m. CET at the latest.

The applications will be firstly assessed based on formal and eligibility criteria followed by evaluation of application´s relevance to strengthening of bilateral relations including the impact of the activity with regards to the objectives of the bilateral cooperation.

Appraisal and selection process is described in detail in *Guidelines for Applicants* (chapter VII.). Evaluation criteria are stipulated in Annex 3 of the *Guidelines for Applicants*.

Evaluation of formal requirements of submitted application including its mandatory annexes will be performed by the Fund Provider in cooperation with the donor programme partner. The eligibility of the applicant and its legal personality will be verified in the respective public register of legal persons.

In case the application does not fulfil some of the formal requirements or it is not possible to verify applicant´s legal personality in available public registers, the Fund Provider is entitled to request clarification, change or submission of information/documents necessary for further evaluation from the applicant by e-mail. This request shall be fulfilled by the applicant in **3 working days** from the date the query was sent by email by the Fund provider. During the 3-day time for completion of information, the application´s order is guaranteed. In case the applicant does not provide requested clarification, change or submits additional information/documents for further assessment, the application shall be rejected.

The unsuccessful applicants whose applications were rejected for non-fulfilment of formal and eligibility requirements are entitled to appeal the decision at the Fund Provider until 15 working days from the date of receiving the Rejection Letter.

After the approval of the application by *Approval Letter*, the Fund Provider issues a legal act *Decision on Grant Award for Bilateral Meeting*.

In case of a rejection of the application, the unsuccessful applicant shall receive a Rejection Legal Act including justification of the decision. An appeal against such decision is not possible.

In case of a complaint on the selection process, it is possible to send the complaint electronically by email on the address of the Fund Provider fondyehp@mkcr.cz.

Any request made by Fund Provider for clarification, change or submission of additional information/documents, may affect the time for assessment of the application (20 working days) and approval of the activity. The applicants are recommended to carefully read these Guidelines and maintain contact with the Fund Provider during the preparation of their application and during its assessment and approval.

9. Information on Providing Consultations on the Call

Queries concerning the Call (e.g. submitting the application, conditions of the Call, the method of appraisal and award of grant) can be:

- sent by e-mail to fondyehp@mkcr.cz.
 - asked
Ministry of Culture of the Czech Republic
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The queries may be raised no later than 5 working days before the final date for submitting the applications. The answer will be sent to the applicant within 5 working days, at the latest on the last day of the Call. Only answers made in writing are binding.

Frequently asked questions and answers will be published at www.eeagrants.cz.