

TEMPLATE OF THE GRANT APPLICATION DOCUMENT CREATED IN IS CEDR – this document does not serve for filling in the grant application (information shall be filled in the IS CEDR). It is a template for document created in IS CEDR after filling all information in the application form and as a guidance for filling the information in IS CEDR.

GRANT APPLICATION

Financial Mechanism	EEA Grants 2014-2021
Programme	Culture
Programme Area and Objective	14 - Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation: Social and economic development strengthened through cultural cooperation, cultural entrepreneurship and cultural heritage management
Programme Modality	Open Call
Programme Operator	Ministerstvo financí, Letenská 15, 118 10 Praha 1 IČ: 00006947, DIČ: CZ00006947
Registration Number	Based on the registration in IS CEDR

1. Project Basic Information

Project Title in Czech	Enter the project title
Project Title in English	Enter the project title in Czech
Sector Code	To be selected
Project Location	To be selected from the list

Planned Project Implementation Period

Expected Project Start Date	Enter the date	Expected Project Completion Date	Enter the date	Project Implementation Length (months)	Automatically calculated in IS CEDR
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Project Focus

Please select from the list

Project Summary in Czech

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

Project Summary in English

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

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

2. Applicant

Applicant Identification

Applicant Name in Czech	Automatically based on registration		
Applicant Name in English	Enter the name of the applicant in English		
Legal Form	Automatically based on registration		
Organization Classification	Enter the organization classification – please see the list in Annex Typ organizace		
Identification	ID number	Automatically based on registration	VAT ID Enter the tax identification number – if relevant
Data Box Identifier	Automatically based on registration		
Web Pages	Enter web address of the applicant's organization, or project web page address		
Social Networking Pages	Enter social media pages of the applicant's organization		

Registered Address

Street	Automatically based on registration		
Land Registry Number	Automatically based on registration	House Number	Automatically based on registration
Municipality	Automatically based on registration		
Municipality District	Automatically based on registration		
Postal Code	Automatically based on registration		

Legal representative

Name and Surname	Title before	Degree	Function	Email

Contact Persons and Persons Responsible for Project

Name and Surname	Project Position	Email	Phone	Send notifications

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	Select or enter			
Applicant Description				
Describe briefly the applicant with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).				

3. Project Partnership	
Identification of Partner Organization	
Partner Organization name (Local name)	
Partner Organization name (English name)	
Partner is from the Czech Republic	Select
Partner is from the Donor State	Select
City	
State	
Organization Classification	Enter the organization classification – please see the list in Annex Typ organizace
Web Pages	Enter web address of the partner’s organization, or project web page address
Contact person	
Name	
Surname	
Email	
Partner Organization Description	
Describe briefly the project partner with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).	

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Partnership Description and Importance

Describe briefly the project partnerships and its importance for the project implementation with the maximum length of 4 000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

Bilateral Indicators

Bilateral Indicator	Relevance to Project	Unit of measurement	Baseline	Target	Achievement date (month/year)	Fulfilment of Indicator, Setting and Verification of Expected Values
Please select		Pre-defined	Enter the initial value of the indicator (for more detailed requirements, please see the Guideline for Applicants).	Enter the target value of the indicator (for more detailed requirements, please see the Guideline for Applicants).	Enter the expected month and year when the target value of the indicator shall be reached (in format MM/YYYY).	Describe briefly the expected fulfilment of the indicator, setting of its values and methods of verification with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

4. Project Intent

4.1. Initial State and Project Intent

Describe the initial state of the project and its intent with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

4.2. Justification of Project Proposal

Provide the justification of the project proposal with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

4.3. Prerequisites for Project Implementation

Describe key prerequisites for the project implementation with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

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4.4. Project Objective and Desired Benefits

Describe the objective and desired benefits of the project with the maximum length of 5 000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

4.5. Project Target Groups

Describe the target groups of the project with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

4.6. Statistical Classification of Target Groups

End Beneficiaries

Select the target group – please see the list in Annex Target Groups

Intermediaries are targeted

Select

Intermediaries

Select the target group – please see the list in Annex Target Groups

Related End Beneficiaries

Select the target group – please see the list in Annex Target Groups

5. Project Relevance towards the Programme

5.1. Project Relevance

Describe the project relevance towards the priorities of the Programme with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

5.2. Description of Project Purpose

Describe briefly the purpose for which the requested grant shall be used with maximum length of 500 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

5.3. Project Classification into Supported Programme Outcomes

Outcome Number

Pre-defined

Programme Outcome

Pre-defined

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Programme Outcome Indicator							
Unit of measurement		Baseline		Target		Achievement date	
Fulfilment, Setting and Source of Verification of Indicator 1							
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 chaharacters including spaces (for more detailed requirements, please see the Guideline for Applicants).							

Fulfilment, Setting and Source of Verification of Indicator 2							
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 chaharacters including spaces (for more detailed requirements, please see the Guideline for Applicants).							

Fulfilment, Setting and Source of Verification of Indicator 3							
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 chaharacters including spaces (for more detailed requirements, please see the Guideline for Applicants).							

5.4. Project Classification into Supported Programme Outputs							
Output Number	Pre-defined	Programme Output					
Programme Output Indicator							
Unit of measurement		Baseline		Target		Achievement date	
Fulfilment, Setting and Source of Verification of Indicator 1							
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 chaharacters including spaces (for more detailed requirements, please see the Guideline for Applicants).							
Fulfilment, Setting and Source of Verification of Indicator 2							
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 chaharacters including spaces (for more detailed requirements, please see the Guideline for Applicants).							

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Fulfilment, Setting and Source of Verification of Indicator 3

Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 chaharacters including spaces (for more detailed requirements, please see the Guideline for Applicants).

Output Number	Pre-defined	Programme Output					
Programme Output Indicator							
Unit of measurement		Baseline		Target		Achievement date	

Fulfilment, Setting and Source of Verification of Indicator 1

Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 chaharacters including spaces (for more detailed requirements, please see the Guideline for Applicants).

Fulfilment, Setting and Source of Verification of Indicator 2

Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 chaharacters including spaces (for more detailed requirements, please see the Guideline for Applicants).

Fulfilment, Setting and Source of Verification of Indicator 3

Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 chaharacters including spaces (for more detailed requirements, please see the Guideline for Applicants).

6. Project Activities

6.1. Key Project Activities and Outputs

Activity Number	Pre-defined	Activity Name	Enter the brief and concise title of the activity (for more detailed requirements, please see the Guideline for Applicants).		
Start Date	Enter the expected start date of the activity.		Completion Date	Enter the expected completion date of the activity.	
Activity Description	Provide a brief and clear detailed description of the key project activity with the maximum length of 4 000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).				

Outputs of activities

Activity Number	Pre-defined	Output Number	Pre-defined	Output Name	Enter the name of the output (for more detailed requirements, please see the Guideline for Applicants).	
Output Description		Provide a brief and clear detailed description of the output of the key project activity with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).				
Related Programme Output		Provide related programme output (for more detailed requirements, please see the Guideline for Applicants).				
Output Indicator	Unit of measurement	Baseline	Target	Achievement date month/year	Setting of Values	Source of Verification
Define the indicator to monitor the output of the key activity (for more detailed requirements, please see the Guideline for Applicants).	Define the unit of the indicator (for more detailed requirements,	Enter the initial value of the indicator	Enter the target value of the indicator	Enter the expected date (month/year) of the target value completion	Describe the way of setting the indicator values with maximum length of 3600 characters including	Describe the source of its verification including its target value with maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

	please see the Guideline for Applicants).	(for more detailed requirements, please see the Guideline for Applicants).	(for more detailed requirements, please see the Guideline for Applicants).	(format MM/YYYY).	spaces (for more detailed requirements, please see the Guideline for Applicants).	
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6.2. Publicity of Project and its Outputs

Activity Number	Pre-defined	Activity Name	Publicity of Project
Start Date	Enter the expected start date of the activity.	Completion Date	Enter the expected completion date of the activity.
Activity Description	Provide a brief and clear detailed description of the key project activity with the maximum length of 4 000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).		

Outputs of Publicity of Project

Activity Number	Pre-defined	Output Number	Pre-defined	Output Name	Enter the name of the output (for more detailed requirements, please see the Guideline for Applicants).
Output Description		Provide a brief and clear detailed description of the output of the key project activity with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).			
Related Programme Output		N/A			

Output Indicator	Unit of measurement	Baseline	Target	Achievement date month/year	Setting of Values	Source of Verification
Define the indicator to monitor the output of the key activity (for more detailed requirements, please see the Guideline for Applicants).	Define the unit of the indicator (for more detailed requirements, please see the Guideline for Applicants).	Enter the initial value of the indicator (for more detailed requirements, please see the Guideline for Applicants).	Enter the target value of the indicator (for more detailed requirements, please see the Guideline for Applicants).	Enter the expected date (month/year) of the target value completion (format MM/YYYY).	Describe the way of setting the indicator values with maximum length of 3600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).	Describe the source of its verification including its target value with maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

6.3. Project Management			
Activity Number	Pre-defined	Activity Name	Project Management
Start Date	Enter the expected start date of the activity.	Completion Date	Enter the expected completion date of the activity.
Activity Description	Provide a brief and clear detailed description of the key project activity with the maximum length of 4 000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).		

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

7. Project Timeline

Activity Number and Name/Period	2022				2023				2024	
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2

8. Budget and Financing

8.1. VAT and its Reimbursement

VAT in Project Budget	Please select	VAT Coefficient	
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8.2. Project Budget Breakdown

Chapter	Item	Unit	Number of Units	Unit price (CZK)	Total (CZK)	Expenditure Type	Related Activity	Additional information

8.3. Project Budget Breakdown

Budget Heading	Expected costs per budget heading (CZK)	Expected costs per budget heading (EUR)
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Services		
Travel costs		
Construction Works and Supplies		
Management		
Publicity		
Total Project Eligible Costs		

- of which partner Czech partner		
- of which partner Donor state partner		

8.4. Investment Assets

The project will acquire investment assets, purchase price of which is included in the project budget

Please select

Justification

Justify the necessity of investments in the project with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

8.5. Indirect Costs

Indirect Costs are included in Project Budget

Please select

Method of Indirect Costs Calculation

Please select

8.6. Project Financing

Describe how the project financing will be ensured with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

8.7. Advance payment

Advance payment is requested

Please select

Requested amount of	CZK	% of requested grant	Advance payment	Investment advance (CZK)	Non-investment advance (CZK)
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advance payment	Enter the amount	breakdown	Enter the amount
Justification	Briefly justify the advance payment request with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).		

8.8. Revenue Generated by Project

Project shall generate revenue	Please select	
Description of revenue generating activities	Describe briefly expected generating of income in the project with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).	
Revenue Overview	During Project Implementation (CZK)	During Project Sustainability Period (CZK)
Estimated Annual Revenues		
Estimated Annual Operating Costs		
Net Revenues		

9. Project Risk and their Management

Risk Title	Enter the risk title (for more detailed requirements, please see the Guideline for Applicants).				
Risk Probability	Please select	Risk Impact	Please select	Risk Response	Please select
Risk Response Description	Describe briefly the reaction towards the risk with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).				

10. Project Sustainability

Describe the project sustainability with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

11. Policy Markers

Please select	
Description of Policy Marker Implementation	If the topic is relevant or fundamental, please describe its implementation in the project with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

12. Author of the Application

Provide information about the entity that has processed the application (for more detailed requirements, please see the Guideline for Applicants).

13. Additional Information

14. Annexes

Mandatory Annexes:

15. Signature

Name and Surname	Date	Signature
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Iceland 
Liechtenstein
Norway grants


Norway
grants

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