EEA Grants 2014–2021

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

Guideline for Applicants for Projects

Programme Health

Open Calls:

Mental health of children and adolescents

Prevention of communicable and non-communicable diseases of people living in socially excluded localities, mainly Roma

Valid from: 24 July 2020

Contents

1. List of Abbreviations

EEA	European Economic Area
Donor states	Iceland, Liechtenstein and Norway
EEA Grants	Financial Mechanism of European Economic Area
IS CEDR	Information system CEDR
FMO	Financial Mechanism Office (in Brussels)
PP	Project Promoter
MoH	The Ministry of Health of the Czech Republic – the Programme Partner
NFP	National Focal Point
NUTS	Nomenclature of territorial statistical units
PO	Programme Operator (Ministry of Finance of the Czech Republic)
DMO	Directly Managed Organization of the Ministry of Health of the Czech Republic

2. Introduction

The overall objective of the Financial Mechanism of European Economic Area is to contribute to reducing economic and social disparities in the EEA and to strengthening bilateral relations between donor and beneficiary states through financial contributions in agreed programme areas. One of the areas of the **EEA Grants** is the programme area 6 “European Public Health Challenges.” This programme area aims to improve prevention and reduce inequalities in health. The Health programme in the Czech Republic is implemented under this programme area.

This **Guideline for applicants** (hereinafter referred to as “Guideline”) together with the text of the Open Call provides general information necessary for preparing a grant application (hereinafter referred to as „application“) and where relevant, it is complemented by other documents, available upon the announcement of the Open Call:

- Guideline of the National Focal Point for Eligible Expenditures under the EEA/Norwegian Financial Mechanisms 2014-2021;
- Guideline of the Programme Operator for Small-scale Public Procurement (in Czech only);
- Guideline for Project Promoters of Grants funded from programmes Health, Culture, Good Governance, Human Rights and Justice (in Czech only).

Documents are available at: https://www.eeagrants.cz/en/general-information/legal-documents/guidelines.

The Guideline was prepared by the Ministry of Finance of the Czech Republic – the Programme Operator in cooperation with the programme partner – Ministry of Health of the Czech Republic and is part of the legal framework of the Health Programme in the area of providing grant support from the EEA Grants 2014-2021. The Guideline is based on valid international treaties, documents approved by the Financial Mechanism Committee and documents issued by the National Focal Point and PO, in particular:

- Regulation on the Implementation of the EEA Financial Mechanism 2014–2021, as amended (hereinafter referred to as the “Regulation”);
- documents issued by the Financial Mechanism Office, in particular:
  - Results Guideline;
  - Bilateral Guideline;
  - Results Reporting Guide;
  - Communication and Design Manual;
  - Programme Agreement for Health Programme, as amended;
- Guideline of the National Focal Point for Eligible Expenditures under the EEA/Norwegian Financial Mechanisms 2014–2021, as amended.

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

Notice:

The Ministry of Health, in accordance with Act No. 218/2000 Coll. on Budgetary Rules, as amended, is the grant provider for the organizations established by it - the so-called directly managed organizations and Organizational Units of the State established by the MoH. Detailed information on the relations between the MoH and its DMOs and its Organizational Units of the State in the course of the implementation of projects from the Open Calls of the Health Programme are set out in Chapter 6 of this Guideline.

3. Preparation and Submission of Application

Applications under announced open calls shall be submitted only electronically through the information system CEDR. IS CEDR manages administration of projects in their entire project cycle, i.e. from submission of the application, its evaluation, legal act award, monitoring of the implementation and end of the project.

The IS CEDR is accessible via CEDR banner on the homepage **www.eeagrants.cz** or at **www.eeagrants.cz/cedr**.

IS CEDR 2014-2021 homepage includes following information:

- Information for the registration in the information system;
- Information about technical parameters and conditions necessary for working in the system;
- General information about working in the system;
- Contacts for support;
- Registration button;
- Window for login of a registered user.

Detailed instructions for the registration of an applicant and instructions for processing the application are available at **www.eeagrants.cz** at the announced Open Call and on the IS CEDR homepage.

The applicant shall fill in all required information **in the application form in the IS CEDR.** When all information is filled in and mandatory annexes are uploaded, the applicant creates a generated document of Grant Application in the IS CEDR. The complete application (i.e. generated document of Grant Application signed with qualified electronic signature by the applicant or by the authorized representative to act on behalf of the applicant) including all mandatory annexes shall be submitted only electronically via IS CEDR.

Language of the application:

The applicant shall draw up the application and its annexes in **Czech language** (only part "Project Summary", the field "Project Title in English", the field "Applicant Name in English" and the field "Partner Organization Name (English name)" in the application shall be written in English).

Eligibility self-check:

Before preparing the application, it is recommended to perform a self-check of the eligibility of the applicant, project partners and planned activities in line with the conditions of the Open Call. Prior the submission of the application it is recommended to check fulfilment of all formal and eligibility criteria described in the Checklist which is always attached as Annex to the respective Open Call.

To submit an application in IS CEDR, it is necessary to have a qualified electronic certificate.

It is possible to authorize another person to submit an application in IS CEDR. The authorization shall explicitly indicate that it relates to the signature of the application.

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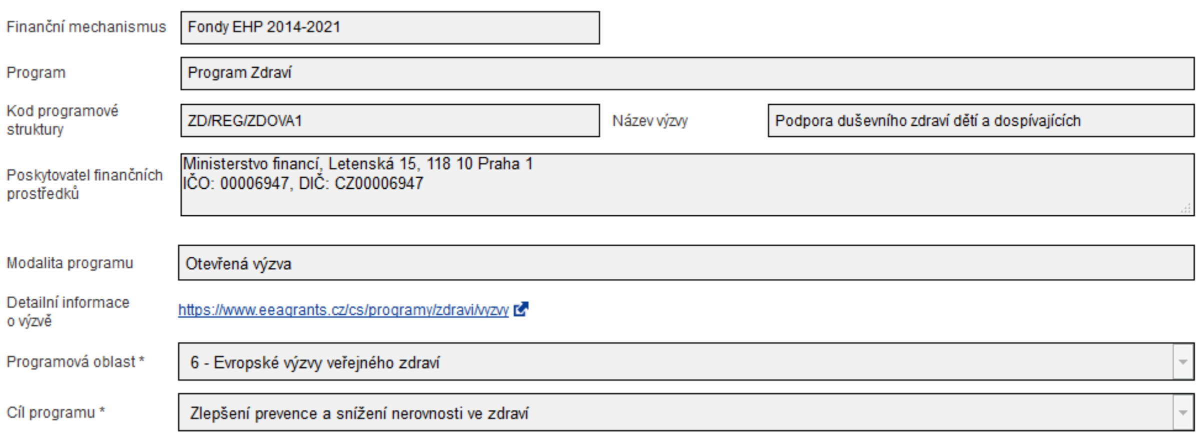
4. Grant Application

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

- clarity of information in individual parts of the application and its annexes, including its interdependence;
- 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;

Guidelines on what information shall be filled in individual sections of the application in the IS CEDR are described further in this chapter.

4.1. Basic Information about the Project



Finanční mechanismus	Fondy EHP 2014-2021
Program	Program Zdraví
Kod programové struktury	ZD/REG/ZDOVA1
Název výzvy	Podpora duševního zdraví dětí a dospívajících
Poskytovatel finančních prostředků	Ministerstvo financí, Letenská 15, 118 10 Praha 1 IČO: 00006947, DIČ: CZ00006947
Modalita programu	Otevřená výzva
Detailní informace o výzvě	https://www.eeagrants.cz/cs/programy/zdravi/vyzvy
Programová oblast *	6 - Evropské výzvy veřejného zdraví
Cíl programu *	Zlepšení prevence a snížení nerovnosti ve zdraví

Based on the setting up the application, the following fields will be automatically filled in:

- Financial mechanism
- Programme
- Code of programme structure
- Title of the Open Call
- Programme modality (Open Call)

4.1.1. Project Title

Název projektu *	
Anglický název projektu *	

The applicant shall fill in the **project title in Czech and English**. The project title must be identical in all sections and annexes of the application.

4.1.2. Brief Project Summary

Celkové shrnutí projektu

Celkové shrnutí projektu (počet znaků max.: 2000) *	
Celkové shrnutí projektu v anglickém jazyce (Project summary) (počet znaků max.: 2000) *	

The Brief Project Summary serves as a project introduction. In case of successful and supported projects, the summary will be used for project´s promotion at **www.eeagrants.cz** a **www.eeagrants.org** and potentially on the webpages **www.mzcr.cz**. For this reason, the applicant shall summarize the project both in Czech and English language.

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

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

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

- avoid using jargon, technical terminology and abbreviations;
- choose a simple, uncomplicated style;
- use shorter sentences to make the text readable and comprehensible to the general public (the overall project summary will be used for project publicity purposes):

Do not write:

The project focuses on raising awareness of children's mental health and implementing educational activities on children's mental health in schools.

Do write:

We will organize educational events for schoolchildren to raise awareness of children's mental health.

- use the active rather than the passive:

Do not write:

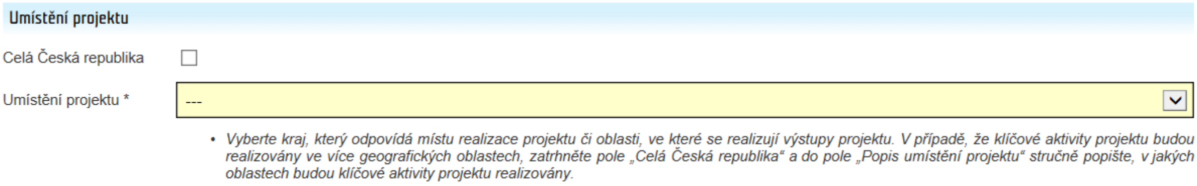
Two conferences and four workshops will be organized.

Do write:

We will organize two conferences and four workshops.

The applicant must complete the project summary also in English.

4.1.3. Project Location



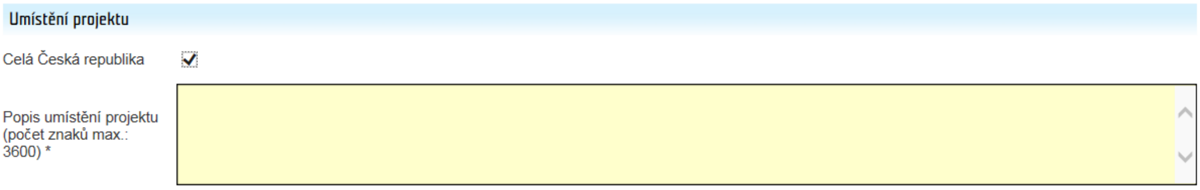
A project location is required for statistical purposes. The NUTS 3 classification is used for the project location. The applicant **selects one relevant NUTS 3 geographic code** (region) from the list, which corresponds to the project implementation area or area where the project outputs are implemented.

Specific cases and rules for project location selection:

— in case of the purchase of infrastructure, the code corresponds to the location of the infrastructure placement (not the location of the applicant’s registered office);

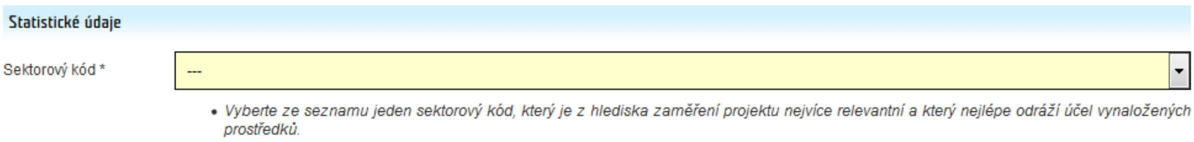
— in case of the provision of services to a particular target group, the code corresponds to the location of the key project activities;

— in case the key 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 describe in which geographical areas the key activities of the project will be implemented in “Description of the Project Location” field.



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

4.1.4. Sector Code



The sector code is a statistical figure to determine the sector to which the financial support will be directed, i.e. what area / sector the project is focusing on. Although the project may cover more interconnected areas / sectors, **only one sector code that is the most relevant** to the project focus reflecting the purpose of the spending (including supplies and infrastructure) needs to be assigned to each project. The applicant selects the relevant sector code from the list below based on the respective Open Call:

<u>Open Call in the area Support for mental health of children and adolescents</u>:

— **12 Health**

1218100 Medical education/training (relevant for doctors’ training/education)
1219101 Mental health services
1228100 Health personnel development

— **11 Education**

1118100 Education sector staff training
1123000 Basic skills for youth and/or adults

— **43 Other sector**

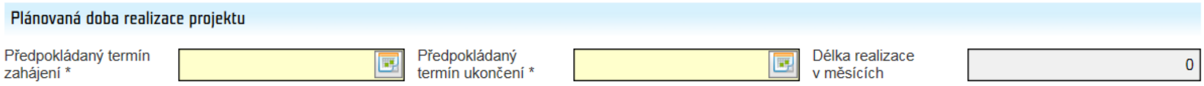
1118200 Educational research

<u>Open Call in the area of prevention of communicable and non-communicable diseases of people living in socially excluded localities:</u>

— **12 Health**

1218100 Medical education/training (relevant for doctors’ training/education)
1225000 Infectious disease control
1226100 Health education (relevant for other education)

4.1.5. Planned Project Implementation Period



The applicant shall indicate **estimated start** and **end dates of the project. The project implementation length** (number of months) is automatically calculated.

Estimated start of the project shall reflect the period necessary for evaluation of applications, at least 6 months from the closing date for submission of applications.

The start of the project is the date of commencement of the physical implementation of the project, i.e. the commencement of activities aimed at fulfilling the content and the objective of the project. The physical implementation of the project may begin no earlier than after the issue of the Grant Approval Letter (see Chap. 5). If the planned activities are carried out by means of a public procurement, it is possible to launch and execute the procurement procedure before the official approval of grant support from the EEA Grants and before the start date of eligibility of expenditures. However, the signature of the contract, the implementation of the contract and the payment of invoices related to the delivery of the contract must take place after the initial eligibility date. Expenditure incurred prior to the official approval of the application will not be considered eligible.

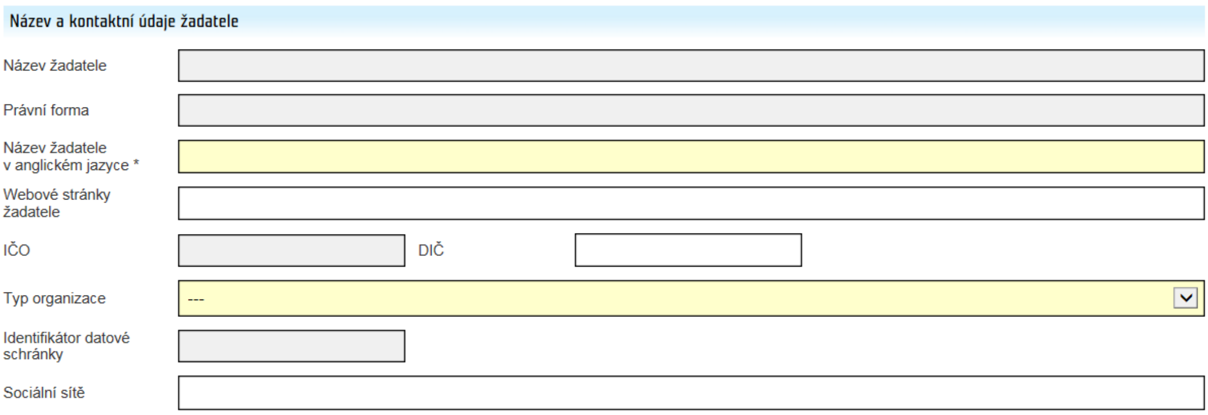
End of the project means the date of completion of physical implementation of project activities. The latest date for the completion of the project implementation is **31 December 2023**. When setting the time schedule of the project, it is necessary to take into account a sufficient time reserve to eliminate the risk of non-compliance with the deadline (e.g. due to delays in construction works). The end of the project implementation will be specified in the legal act on grant award and it is binding both on the project promoter and its partners. In case of a belated start of the project due to longer evaluation process, the start and end date of the project will be adequately adjusted to the expected length of the project.

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

The minimum and maximum project implementation period is not set. However, it must be justified in terms of the size and nature of the project.

4.2. Applicant

4.2.1. Applicant Identification



The applicant shall fill in its identification data including:[1]

— **applicant's name in English**

— **applicant's website address**

— **tax ID No** (if relevant)

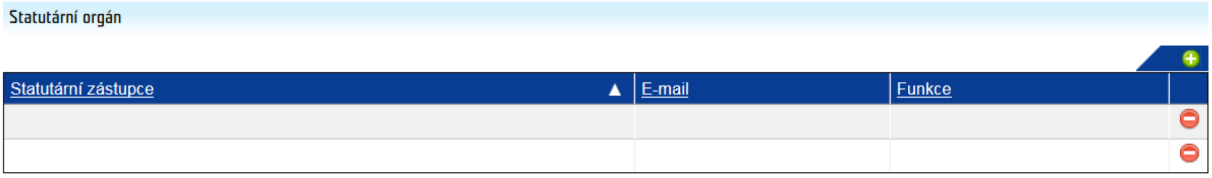
— **organization type** (by selecting from the code list; see Annex 1 to this Guideline for a list of organization types)

— **applicant's social networks pages,** if relevant (optional field)

If, at the time of application, the address of the project web page is known, the applicant shall also indicate this address in addition to the website address of the applicant's organization. If the applicant's organization uses social networks, which are also expected to be used for the purpose of the project publicity, the social network page address shall be indicated in the application (optional).

[1] Selected identification data of the applicant are filled in automatically on the basis of registration in IS CEDR.

4.2.2. Legal Representative



Statutární orgán

Statutární zástupce ▲	E-mail	Funkce	

The applicant shall specify the person(s) who is the applicant's legal representative (name, surname, title, function within the applicant's organization, email). If there is more than one legal representative in the organ of authority, the applicant will provide data for each representative in a separate table. Selected information about legal representatives is automatically loaded based on the applicant´s registration. The applicant shall complete missing information about registered legal representatives, resp. add other legal representatives.

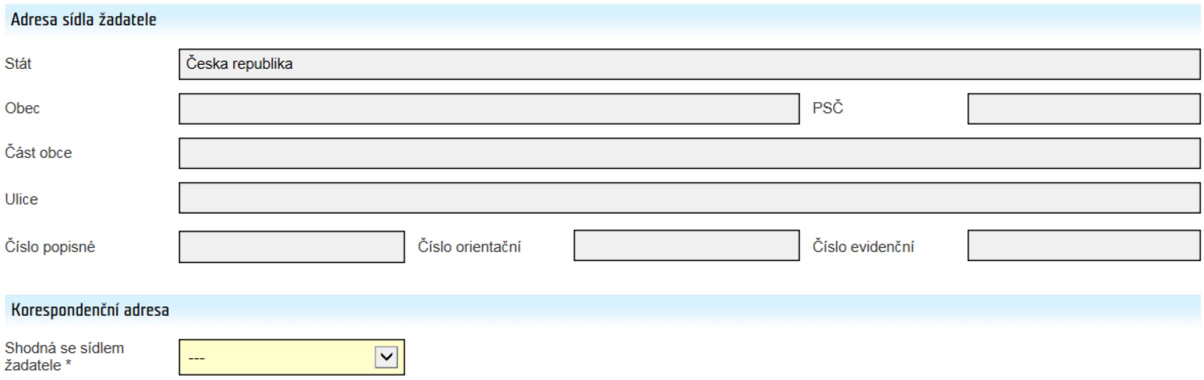
If the applicant is a legal entity, in accordance with Section 14,(3)(e) of Act 218/2000 on budgetary rules amending certain related acts, as amended, the application must include an annex with the identification of the legal entity (see Annex 2 to this Guideline) stating:

— the persons acting on behalf of the applicant, indicating whether they act as its governing body or acting on the basis of a power of attorney;

— the persons with an interest in that legal entity;

— the persons in which the applicant has an interest and the amount of that interest.

4.2.3. Registered Office and Correspondence Address



Adresa sídla žadatele

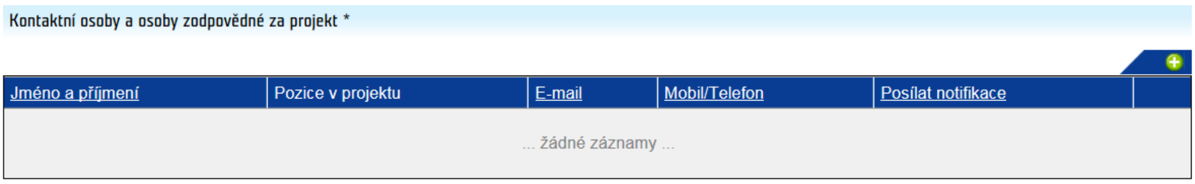
Stát	Česka republika				
Obec				PSČ	
Část obce					
Ulice					
Číslo popisné		Číslo orientační		Číslo evidenční	

Korespondenční adresa

Shodná se sídlem žadatele *	---

The registered office address is automatically loaded in IS CEDR based on applicant´s registration. The applicant shall 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.

4.2.4. Contact Persons and Persons Responsible for the project



Kontaktní osoby a osoby zodpovědné za projekt *

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

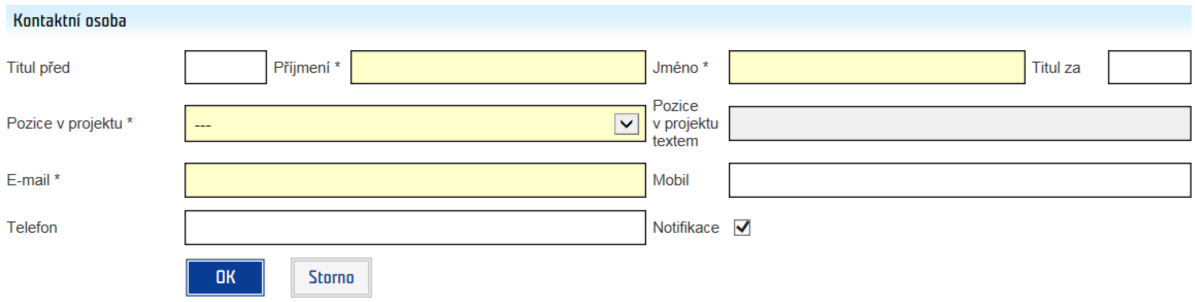
The applicant shall indicate the project contact persons responsible for the data in the application. The first person on the contact person list will be the main contact person, who will be responsible for communication with the PO and provide information on the application.

The applicant shall provide for each person the following contact details:

— **name, surname**, title

— **position in the project** (by selecting from the list, or by own words if the options are not relevant)

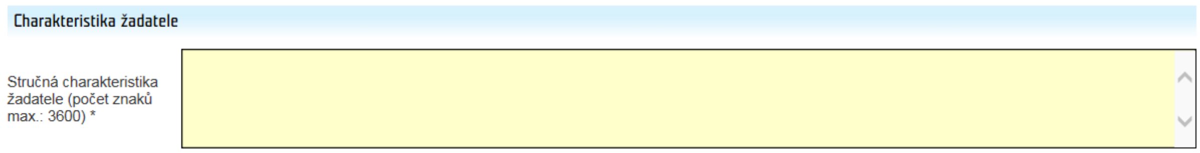
— **email, phone.**



The applicant shall also indicate (by ticking the box) for individual contact persons whether they should be automatically **notified** by the IS CEDR about the status of 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 legal representative of the applicant´s organ of authority who signs the application. In the case the applicant authorized another person to represent the applicant on the basis of a power of attorney/authorization the applicant shall provide contact details of that person. The power of attorney/authorization is a mandatory part of the annexes to the application (see subchapters 4.16 and 4.17 of the Guideline).

4.2.5. Applicant Description



The applicant shall briefly describe the main activities of the applicant in relation to the Programme area under which he/she is applying for a grant, indicate the period of his/her activity in the field and possibly the organizational structure. Applicant will also describe his/her experience with the implementation of at least one similarly focused project supported from EU or national grants. Applicant shall describe other information or data that are relevant to the submitted application.

In the support area **Support for mental health of children and adolescents**, the Open Call stipulates a condition of at least one year's legal subjectivity/ activity of the applicant in the given area. The compliance with the eligibility criteria is assessed during the evaluation and selection of projects. The criteria must be met by the applicant by the date of submission of application.

4.3. Partnership in Project

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

Projects in partnership are of non-profit nature and must not be implemented for profit-making purposes. The partnership must be based on a non-commercial principle and must not replace a supplier-customer relationship. **The partnership must always be supported by a partnership agreement** (i.e. entities whose involvement in the project is not formalized by the partnership agreement are not stated in the grant application). Expenditure incurred under a valid partnership agreement is not considered a supplier-customer relationship. This expenditure may be claimed by a summary accounting document for a given period (e.g. in the form of an invoice or a payment claim) in accordance with the budget specified in the grant application and the partnership agreement. The partner(s) may not use project funds to finance the normal activities of their organization unrelated to project implementation.

The partnership may be of two types:

- **non-financial** - partner participates in the project without entitlement to reimbursement of the costs associated with the implementation of the project;
- **financial** – partner is entitled to reimbursement of the costs associated with the implementation of the project.

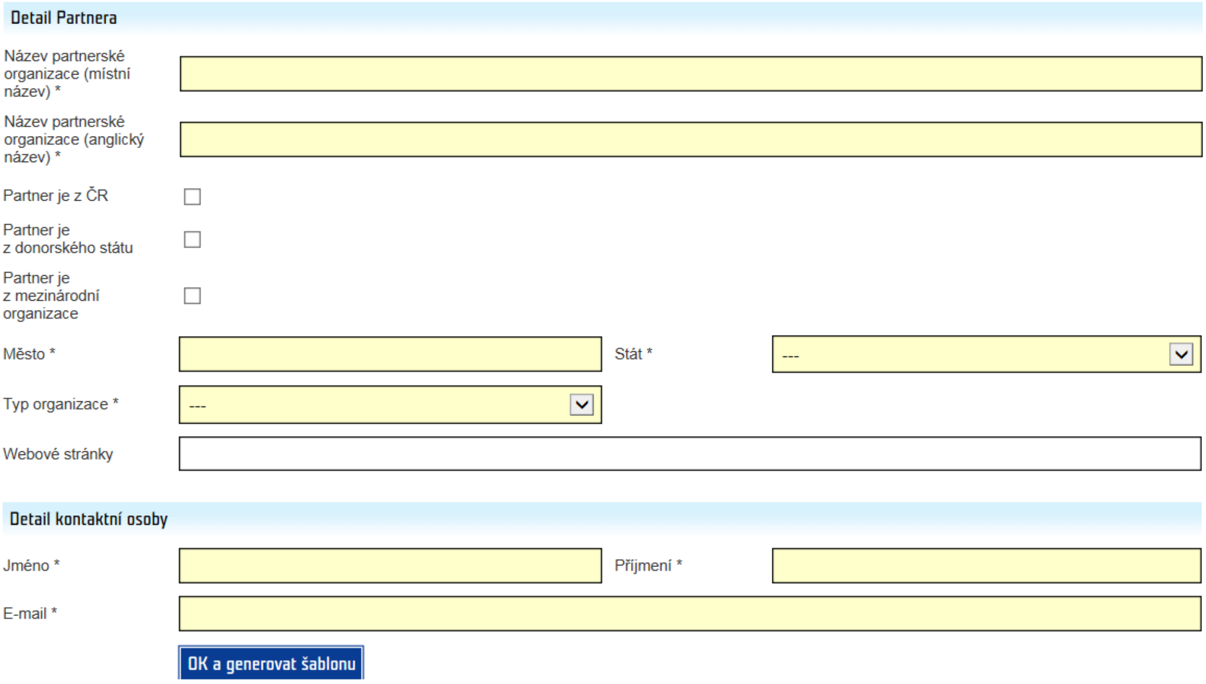
The partnership with an entity from donor states (Iceland, Liechtenstein and Norway**) shall contribute to strengthening of bilateral relations** between the Czech Republic and donor states in the programme area "Support for mental health of children and adolescents" and/or "Prevention of communicable and non-communicable diseases of people living in socially excluded localities, mainly Roma".

In all support areas such partnership is desired component of projects and is awarded special points in the evaluation process (see the Evaluation criteria in the Open Call text).

Information and recommendations for searching donor project partners and arranging cooperation are available at:

https://www.eeagrants.cz/en/programmes/health/support-for-bilateral-cooperation.

4.3.1. Identification of Partner Organization

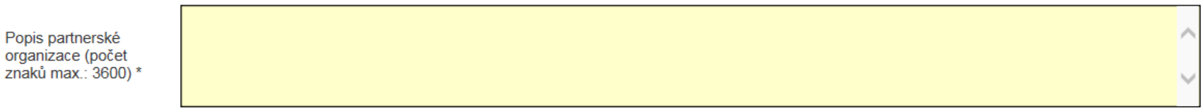


The applicant will list partners who will participate in the implementation of the project and fill in their data, both for entities from the Czech Republic and abroad[2]. If the project is implemented in partnership with multiple organizations, the applicant will include data on each partner in a separate table. As a partner is considered an entity that concluded or will conclude partnership agreement containing scope of its involvement in the project.

For every partner organization the applicant shall fill in:

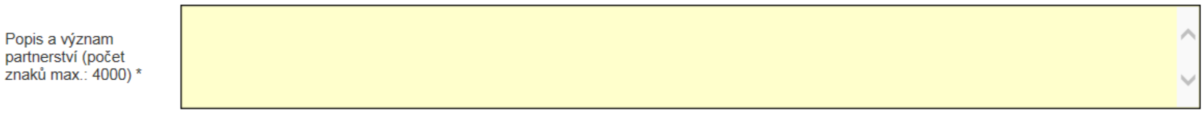
- **the name of the partner organization** (in local language and English)
- **type of the partner** (from Czech Republic / donor state / international organization)
- **organization type** (by selecting from the code list; see Annex 1 to this Guideline for a list of organization types)
- **city** (registered office of the partner organization)
- **state**
- **partner's organization website** (optional)
- **partner's contact person(s)** (name, surname, e-mail)

4.3.2. 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 multiple entities, a description of each partner must be provided.

4.3.3. Description and Importance of Partnership



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

[2] International/intergovernmental organizations can be partners.

— the role, degree and manner of partner involvement in the project implementation;

— the need for the partnership for the project implementation and impact (eventually a benefit from involvement of various partners);

— duration of the partnership.

The applicant will describe how the partner/partners participate(s) in the implementation of the project, including the activities the project partner participates in. He/she 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 briefly explains why involvement of the project partner is necessary.

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

In case of project implemented in partnership with a donor state, 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 the Donor States.

4.3.4. Bilateral Indicators

Bilaterální indikátory

Název	Jednotka	Relevance indikátoru k projektu	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Počet akcí spoluorganizovaných konečným příjemcem a partnerem z donorského státu	počet	---				
Počet projektů realizovaných v partnerství s partnerem z donorského státu	počet	---				

In case of a bilateral partnership project, i.e. a partnership with an entity/entities from the Donor States (Iceland, Liechtenstein, Norway), **the applicant will comment on the pre-set bilateral indicators of the Programme.**

— number of events co-organized by the Donor and Beneficiary State entities;

— number of projects involving cooperation with a Donor project partner (always mandatory to choose in case of bilateral partnership project).

For each of the pre-set indicators, the applicant indicates whether it is relevant to the project (by selecting from the Yes/No list). The definitions of bilateral indicators are given in Annex 3 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 shall indicate the target value of the indicator that will be achieved through the implementation of the project activities. Furthermore, the applicant briefly describes in the description field, what information sources and data the value is based on. When setting the target value and determining its method of calculation, the applicant relies on the definitions of the bilateral indicators and their general parameters (see Annex 3). If the indicator "number of projects involving cooperation with a donor project partner" is relevant, the applicant shall set the target value "1".

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

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

— **description of the fulfilment of the indicator**, setting and verification of expected values

The applicant will briefly describe the progress towards the fulfilment of the indicator within the project with respect to the defined indicator definition and its general parameters (see Annex 3), i.e. if relevant, the applicant specifies how the indicator is fulfilled with regard to the project specifics. In addition, the applicant shall indicate what information sources and data are used for the setting of the indicator values and how these values were calculated (taking into account the general parameters in accordance with Annex 3). The applicant will describe how it will be possible to verify the fulfilment of the indicator, i.e. what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

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

Note:

The selected Project Promoters and Donor Project Partners will have to take part in a survey measuring the trust and satisfaction in the partnership, which will be administered by the FMO.

4.3.5. Project Partnership Documentation

A mandatory annex to the application is the **Partnership Commitment Statement** (standardized form, see Annex 4a and 4b), or the Partnership Agreement (if already concluded at the time of the submission of the grant application). If the applicant has more than one partner, he/she submits the Partnership Commitment Statement separately for each partner. A **draft Partnership Agreement** may be attached to the application. A Partnership Agreement may be concluded as multilateral.

The **language of the document depends on the partner´s country of origin**. In case a **donor/Beneficiary States' project partner** is involved in the project, the document shall be in **English** (see Annex 4b and 5b to this Guideline) or in a respective multilingual version. In case a Czech partner is involved in the project, the document will be submitted in Czech (see Annex 4a or 5a to this Guideline).[3]

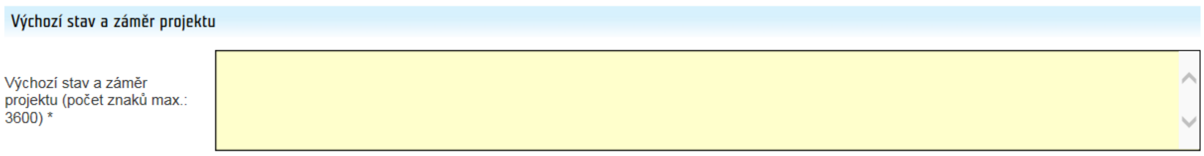
In case of a grant approval, the applicant is obliged to conclude the Partnership Agreement(s) with the partner(s). The Partnership Agreement with a Donor State partner will be concluded in English or in a respective multilingual version. The submission of a copy (or copies if more than one partner is involved in the project and each has a Partnership Agreement signed separately) is a prerequisite for issuing a legal act on grant award. The applicant is obliged to submit the relevant copies to the PO before the legal act on grant award is issued (the applicant will be invited by the PO).

The Partnership Agreement defines the position of each partner, their role, responsibility and participation in the project activities, as well as the mutual rights and obligations of the parties in the implementation of the project. The Partnership Agreement determines - among other things - a detailed budget of the expected expenditure of the partner and specifies financial flows between the project promoter and the partner, i.e. the method of reimbursing the partner's expenditure, the procedure for checking the expenditure claimed by the partner, matters concerning the use of currencies and the related exchange rate differences, liability for damage, archiving of accounting documents and documents proving the payment of expenditure by the partner and other. No binding format stating the form and content of the Partnership Agreement is specified, however, no provision may be contrary to the Regulation. A draft partnership agreement template can be adjusted to the needs of the own project and cooperation (see Annex 5 for the Partnership Agreement optional template).

The applicant is always responsible for the implementation of the project and the achievement of its objective, including the defined outputs. Expenditure incurred by partners in connection with the implementation of the project will be covered by the funds received by the applicant. The method of reimbursement will be performed in accordance with the concluded Partnership Agreement, provided that all eligibility rules are respected.

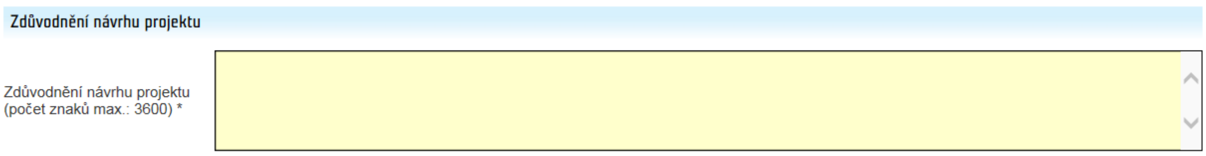
4.4. Intention and Project Description

4.4.1. Initial State and Project Intent



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

4.4.2. Justification of Project Proposal



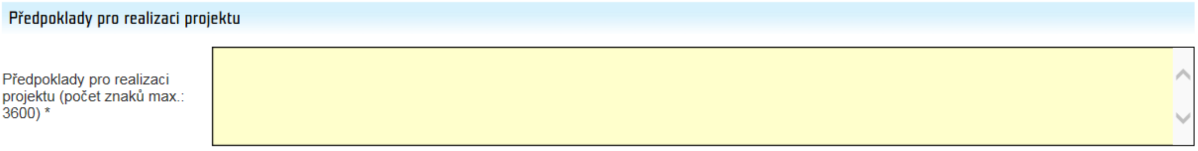
The applicant will briefly explain why he/she considers the above-described issue (initial situation, identified problem or need) to be a priority, i.e. **why the project is important and necessary**. The justification should best be based on an analysis or study identifying the deficiency, or may arise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

- references to strategic documents relevant to the given project proposal that mention the need to address the issue (specific reference to the relevant parts/chapters of relevant documents);

[3] It is possible to create a template of the Partnership Commitment Statement with Czech / foreign entity (with loaded information about the partner which had been filled in the application) in the IS CEDR. The template can be created in the profile of the project partner.

- main conclusions of the needs analysis / studies identifying the deficiency;
- relation of the project to associated projects in implementation or relation to outputs or recommendations from already implemented projects associated with the submitted project.

4.4.3. Prerequisites for Project Implementation

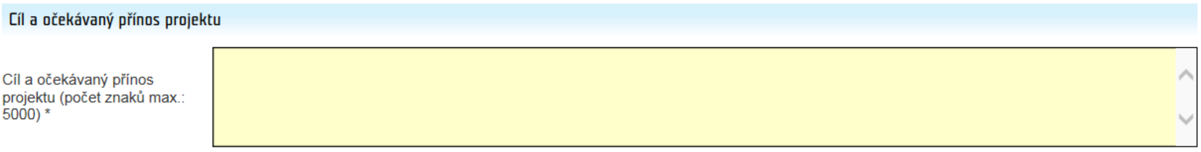


If relevant, the applicant shall describe the aspects the launch of the project's actual implementation is conditional upon. If, at the time of submission of the application, certain prerequisites for the start of project implementation (e.g. technical, organizational, financial, personnel, etc.) are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

Note:

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

4.4.4. 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.

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

With regards to the focus of the Open Call the applicant shall describe (according to the proposed project activities):

For support area **Support for mental health of children and adolescents**

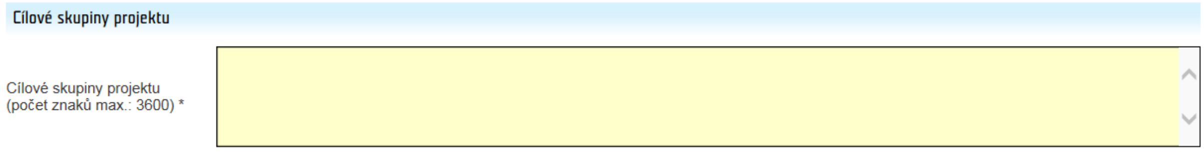
- How the implementation of the project will positively affect the mental health of children and adolescents.
- How the project will contribute to improving the quality of services provided to children and adolescents with mental illness and/or how the project will contribute to improving the prevention, detection or mitigation of mental illness impact in children and adolescents.
- How the project will contribute to raising awareness of the issue of mental illness of children and adolescents.

For support area **Prevention of communicable and non-communicable diseases of people living in socially excluded localities, mainly Roma**

- How the cooperation (required in the Open Call) with the National Institute of Public Health and/or the National Institute of Public Health's personnel in the field will be established and co-ordinated throughout the project.
- How the project contributes to the integration of Roma and other disadvantaged groups living in socially excluded localities.
- If the project focuses on the creation of secondary prevention materials:
    - How will the applicant identify and select the communicable and non-communicable diseases which will be covered by the materials.
- If the project focuses on creating guidelines for general practitioners and other healthcare professionals:
    - How the medical recommendations will be prepared for general practitioners and other medical professionals who come into contact with patients from socially excluded localities and how the recommendations will be introduced to these healthcare professionals.

In case of a partnership with a donor project partner(s), the applicant shall describe how the proposed activities will contribute to strengthening of bilateral relations, particularly in terms of shared results, knowledge and mutual understanding between the Czech Republic and donor state(s).

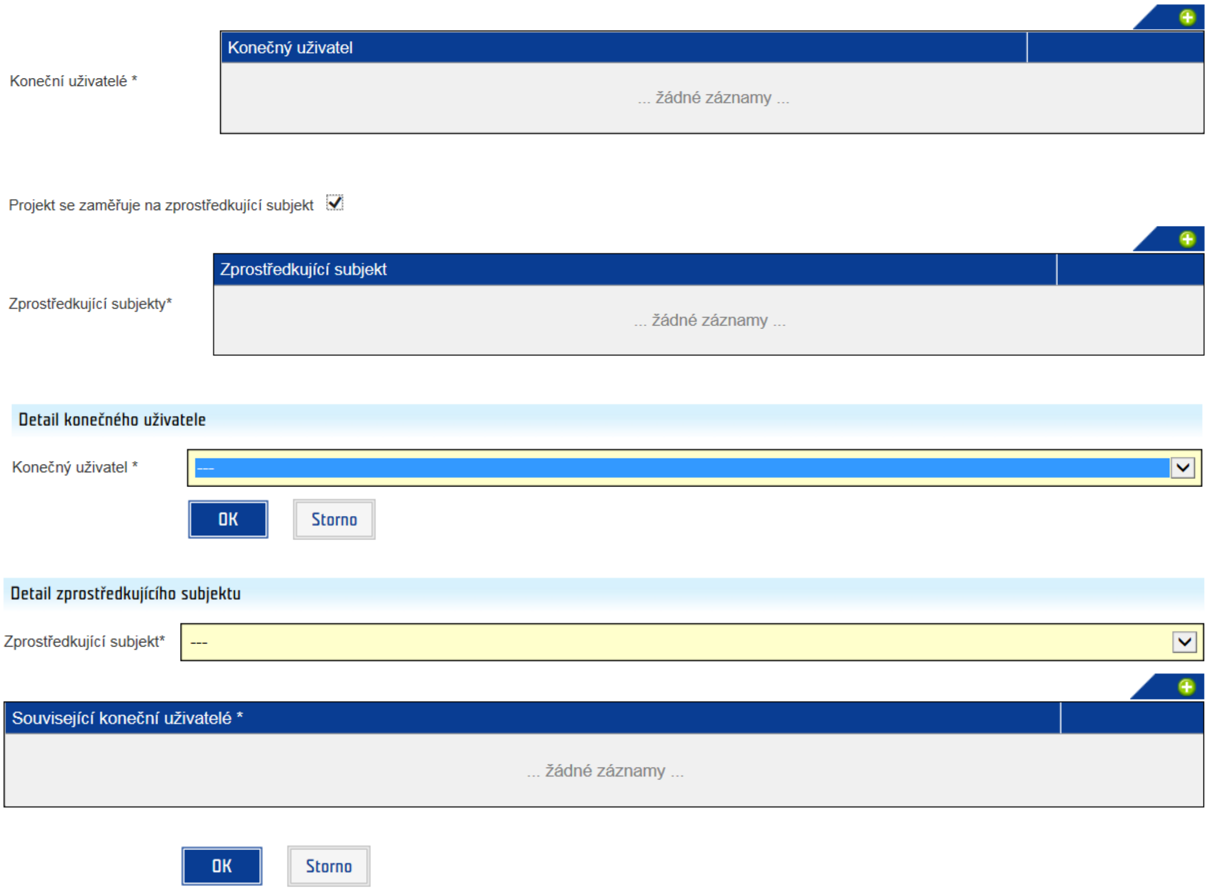
4.4.5. Target Groups of the Project



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

- what activities and outputs are expected for given target groups;
- how he/she will work with each target group;
- what means will be used to address and influence the target group(s) (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.

4.4.6. Statistical Classification of Target Groups



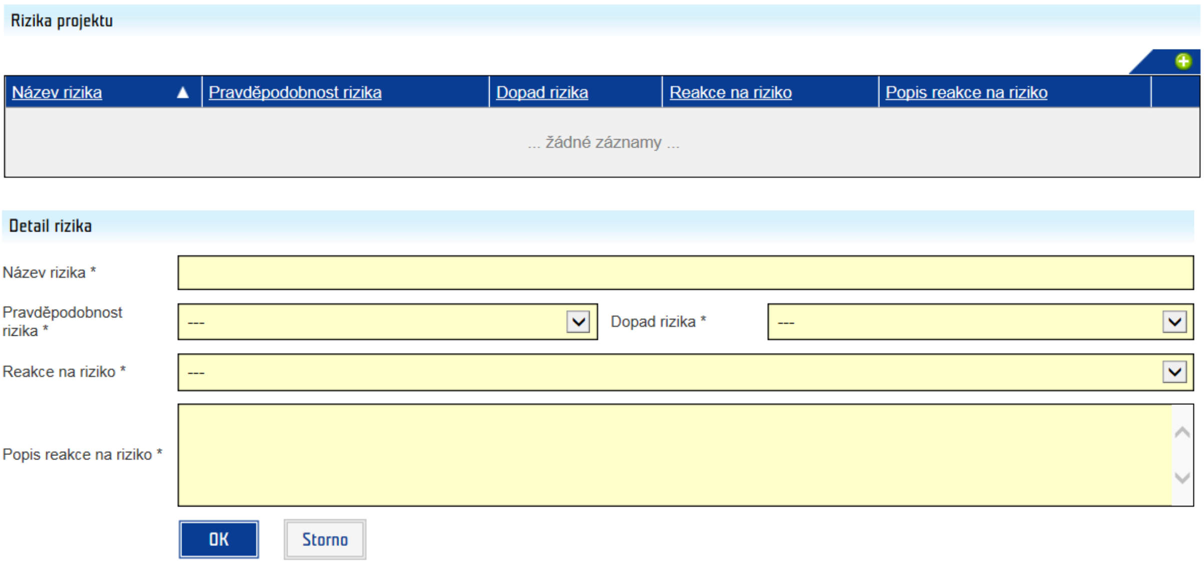
For statistical purposes of the EEA Grants 2014–2021, the applicant will **select from the list statistical groups that best correspond to the described target groups of the project**. For a list of target groups for statistical purposes please see Annex 6.

Each project must target at least one target group of end beneficiaries (maximum possible number is 3). If relevant for the project, the applicant further selects the respective target groups of intermediaries (max. 3) and describes their relation to the end beneficiaries.

End beneficiaries represent different types of persons or groups of persons/organizations directly affected by the implemented project and have tangible benefits from the project outputs (e.g. children suffering from mental illness, children at risk of developing mental illness, Roma patients from socially excluded localities, etc.).

Intermediaries represent different types of persons or groups of persons/organizations influenced by the project to ensure the desired effects for the end beneficiaries (e.g. teachers at schools, school psychologists, medical personnel providing care for children with mental illness, general practitioners providing care for patients from socially excluded localities, etc.). If project activities are addressed directly to the end beneficiaries, this target groups may not be relevant in this case.

4.5. Project Risks and Their Management



The applicant identifies the key risks that have or may have a **major impact** on the successful implementation of the project (in particular the risks associated with meeting the project objective, timetable and finances). It is recommended to list a **maximum of 5 major risks.** The decision of not awarding the grant cannot be considered a project risk.

For each risk the applicant shall indicate:

— **risk title**

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

Examples of risks:

— *delays in implementation due to lack of finance for pre-financing;*

— *delays in the implementation of tenders;*

— *insufficient public interest in the media campaign;*

— *insufficient team capacity to deal with the project due to organizational changes; etc.*

— **probability of risk occurrence**

The applicant shall assess the likelihood of the occurrence of the risk. For evaluation, the applicant uses a scale that includes the following options - probability of risk is: 1- low, 2- rather low, 3- rather high or 4- high.

— **risk impact**

The applicant will assess the risk in terms of the severity of its negative impact on the implementation and achievement of the project objective. For evaluation, the applicant uses a scale that includes the following options - the risk impact is: 1 - small, 2 - rather small, 3 - rather large or 4 - large.

— **risk response**

For each risk, the applicant shall indicate the way in which the risk is responded (by selection from the list): mitigation, acceptance or transfer.

Mitigation reduces the likelihood of the risk occurrence or severity of impact, the risk is kept within acceptable limits. Acceptance of risk means accepting the risk without further measures in the event that the implementation of the measures would not be effective or we cannot influence the risk from our position. Transfer of risk means transfer of risk to other entity/entities (e.g. insurance contract).

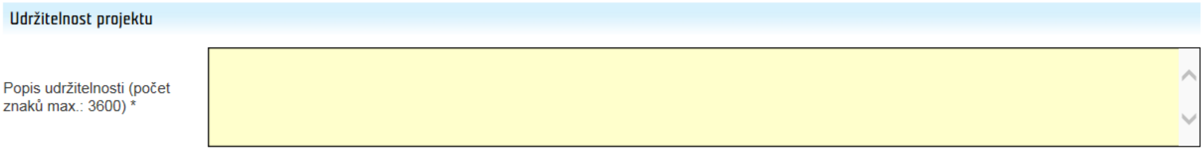
— **risk response description**

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

Examples of risks and reactions:

- *Risk of disinterest of one of the target groups (teachers) in one of the project outputs (educational seminars in the field of mental health of children) ® mitigating the risk by choosing the appropriate form of motivation for teachers to participate in seminars.*
- *Risk of non-performance of the workshop due to unavailability of the selected experts ® mitigating the risk by preliminary communication and ensuring a larger number of experts.*
- *Risk of insufficient communication between partners or between different art areas ® eliminate risk by setting up project management well before launching the project, organizing a kick-off meeting of partners, setting up personal responsibilities and communication channels.*

4.6. Project Sustainability


Udržitelnost projektu

Popis udržitelnosti (počet znaků max.: 3600) *

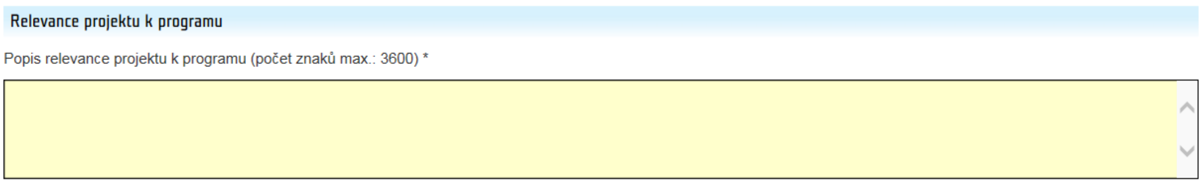
The applicant shall describe how the outputs of the project will be maintained and the sustainability of the project ensured after the end of its implementation, including how the necessary financial resources will be ensured. The applicant shall describe the financial sustainability of the project after completion of the implementation (i.e. the estimated costs associated with the project during the sustainability period and their financing), clearly define the risks of subsequent use of project outputs and design measures to eliminate the risks.

The sustainability period of the project is indicated for each project individually in the legal act on the allocation of funds and is set to be 2 to 5 years after the completion of the project, depending on whether the investment costs are planned in the project. A project that includes investment expenditure is subject to the five-year sustainability period and the obligation to preserve and sustain the investment property in accordance with the rules set out in sub-chapter 4.12.3.

<u>Information on the mandatory minimum project sustainability period is available in the text of the Open Call.</u>

4.7. Relevance of the Project to Programme

4.7.1. Project Relevance


Relevance projektu k programu

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

The overall objective of the programme is to improve prevention and reduce inequalities in health.

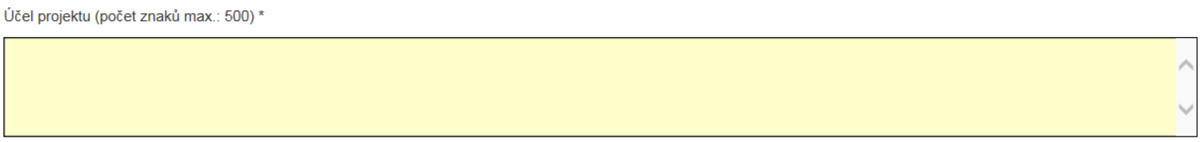
In the area of mental health, the programme focuses on promotion of mental health and prevention of mental illness in children and adolescents. In the area Prevention of communicable and non-communicable diseases the programme is focused on supporting the prevention of specific communicable and non-communicable diseases among the residents of socially excluded localities, mainly Roma. The programme also aims at raising awareness among the general public of the respective support areas.

In order to measure programme´s achievements and its impact, the expected programme outcomes and outputs were identified. Thanks to their indicators it will be possible to assess the programme´s development. The projects supported within the programme must contribute to the fulfilment of these outcomes and outputs.

The applicant shall describe the relevance of the project to the overall objective of the programme, to the expected programme outcome and particularly to the expected programme outputs.

Description of programme outcomes and outputs including their indicators relevant for each support area is provided in the Annex 7.

4.7.2. Purpose of the Project


Účel projektu (počet znaků max.: 500) *

The applicant shall fill in the **description of the purpose of the project** in the following way: “The purpose of the project is to enhance promotion of mental health of children and adolescents/strengthen measures for prevention of communicable and non-communicable diseases ….”. 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 (we recommend not to specify the exact number of activities). The purpose of the project shall be in direct relation to the implemented activities. The description shall also involve information about how the purpose will be achieved and how it will be conveyed/made available to the public.

The purpose of the project will be stated in the legal act on grant award and thus, it will be binding. Therefore, the applicant shall suitably define the purpose of the project allowing the effective implementation of the project.

Example:

The purpose of the project is to enhance promotion of mental health of children through an organization of educational events for children to improve their knowledge and skills related to mental health and prevention of mental problems through interactive workshops for 5th grade pupils organized in primary schools.

4.7.3. Classification of the Project into Supported Programme Outcomes

Podporovaný výsledek programu

Výsledek programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Zvýšení podpory duševního zdraví a pohody u dětí	Počet příjemců nově vytvořených nebo zkvalitněných služeb	počet	---				
	Podíl vyškolených odborníků, kteří uvádí zlepšení svých kompetencí v oblasti léčby duševního zdraví	procento	---				

- *Výsledek programu, který je pro projekt relevantní (k tomuto výsledku bude projekt v přímé návaznosti na realizované aktivity přispívat) a ke kterému se projekt bude povinně vyjadřovat v rámci monitorovacích zpráv, je přednastaven. Je-li přednastaven povinný indikátor výsledku programu, vyplňte související požadované údaje. Je-li přednastavena nabídka povinně volitelných indikátorů, uveďte, které indikátory jsou pro projekt relevantní, a u těchto indikátorů vyplňte související údaje.*

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 outcome** (Support for children's mental health and well-being enhanced or Measures for prevention of diseases strengthened) 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, the applicant shall select outcome indicator/indicators corresponding to the focus of the project and the set-up of the Open Call. The text of the Open Call defines what outcome indicators are mandatory or optional[4].

In case applicant wants to use indicator with Binary baseline and target value (basline value „NO", target value YES) he/she needs to indicate such baseline value in the CEDR as „0" and target values as „1". The reason fot his is that CEDR can accept only numbers as baseline or target values.

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

— **programme outcome indicator**

— **unit of measurement**

— **baseline value of the indicator**

The applicant shall indicate the initial value of the indicator before the start of project implementation/ The zero baseline value is pre-set automatically

— **target value** of the indicator

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

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

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

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

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

The applicant must fill in the description using the predefined data specified in Annex 7 in the columns Indicator Definition, Setting of indicator value and Source of verification. If relevant, the applicant further specifies the description and method of fulfilment of the

[4] The applicant confirms the relevance of the optional indicator based on submitted project and the situation prior its submission.

indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the initial value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 7). If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

4.7.4. Classification of the Project into Supported Programme Outputs

Relevance výstupů programu

Výstup programu	Relevance
Osvětové aktivity týkající se duševního zdraví uspořádány	---
Poskytnutí školení/tréninku na zvýšení dovedností v oblasti duševního zdraví	Ano/Yes
Realizované programy a/nebo intervence zaměřené na posílení rodičovských dovedností s cílem zlepšení duševního zdraví dětí a dospívajících	---
Uskutečnění intervencí v oblasti duševního zdraví u dětí a dospívajících a v jejich rodinách	---

Podporované výstupy programu

Výstup programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Poskytnutí školení/tréninku na zvýšení dovedností v oblasti duševního zdraví	Počet pracovníků získajících certifikát/osvědčení o odbornosti v oblasti duševního zdraví	počet	---				
	Počet vytvořených studijních materiálů /školení v oblasti duševního zdraví pro profesionály včetně studentů	počet	---				
	Počet pilotních škol s nově proškoleným/vzdělaným personálem v oblasti duševního zdraví	počet	---				
	Počet dětí a dospívajících, jež absolvovali edukativní programy	počet	---				

- *Výstupy programu, které jsou pro projekt relevantní (k těmto výstupům bude projekt v přímé návaznosti na realizované aktivity přispívat) a ke kterému se projekt bude povinně vyjadřovat v rámci monitorovacích zpráv, jsou přednastaveny. Je-li přednastaven povinný indikátor výsledku programu, vyplňte požadované údaje. Je-li přednastavena nabídka povinně volitelných indikátorů, uveďte, které indikátory jsou pro projekt relevantní, a u těchto indikátorů vyplňte související údaje.*

Programme outputs are the products, capital goods (e.g. building, equipment) 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** including related indicators.

The applicant selects the programme output(s) which is/are relevant for the project (the project will contribute to this outcome in direct relation to the implemented activities). Mandatory outputs and indicators will be pre-set in the IS CEDR as relevant "yes."

In relation to the focus of the project, the applicant will select at least one of programme outputs related to the project.

For every programme output, the applicant shall select programme output indicator/indicators based on the focus of the project and the set-up of the respective open call.

For selected indicators (i.e. with relevance "yes"), the applicant shall fill in:

— **baseline value** of the indicator (if the value is not already pre-set)

The applicant shall indicate the initial value of the indicator before the start of project implementation./ The zero baseline value is pre-set automatically.

— **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 (if it is not already pre-set).

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

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

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

— **Description of the fulfilment, setting and source of verification** of the indicator

The applicant must fill in the description using the predefined data specified in Annex 7 in the columns Indicator Definition, Setting of indicator value and Source of verification. If relevant, the applicant further specifies the description and method of fulfilment of the indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the initial value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 7). If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

Note:

The text of the Open Call defines what output indicators are mandatory or compulsory-optional[5]. This set-up is based on the focus of the Open Call and eligible activities.

4.8. Project Activities

The project activities must lead to the fulfilment of the project objective and also contribute to the fulfilment of the programme objective. The project activities shall be structured logically and linked to the expected programme outputs and outcome defined in accordance with subchapters 4.7.3. and 4.7.4. as well as to the detailed project budget (chapter 4.11). The project always includes key activities, project management and project publicity; the recommended maximum total number of activities including project management and project publicity is 5-7 depending on the nature and size of the project (maximum total number is 10).

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. The described activities must have a logical link to the project budget.

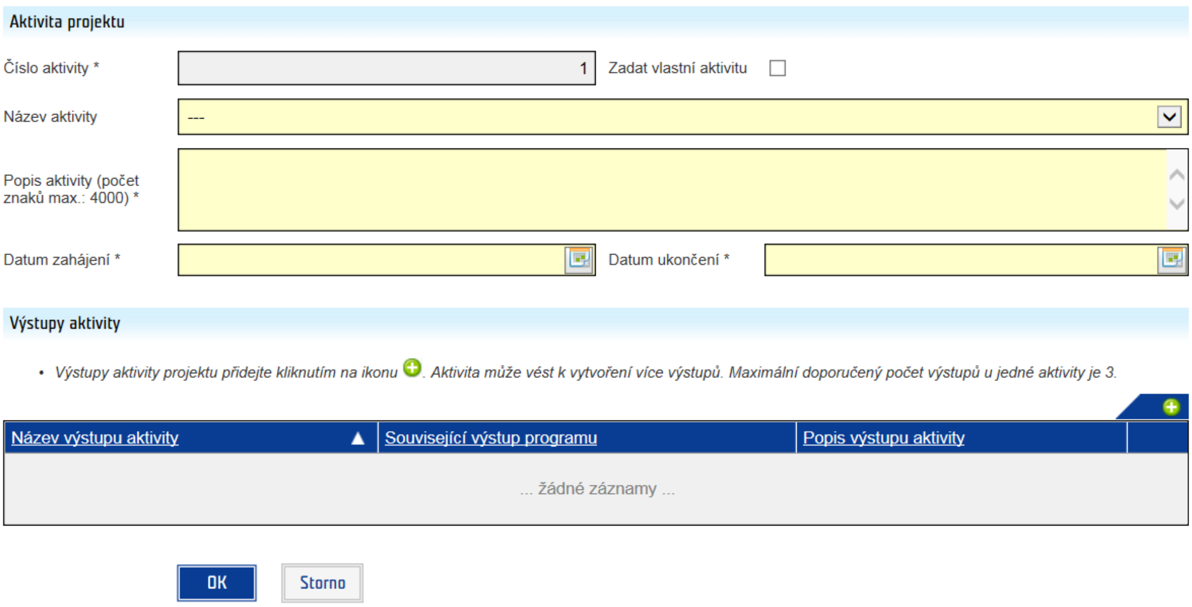
The planned activities must be based on the thematic areas targeted by the specific Open Call. The supported areas are described in detail in the relevant Open Call text.

Key activities may include: Series of professional courses or workshops, Implementation of an innovative method in the field of diagnostics of mental illness, Preparation and realization of a conference, Organization of awareness campaign, etc.

Note 1:

Lists of compulsory areas of activities are set out in the relevant Open Calls.

4.8.1. Key Project Activities and Outputs



The project is divided into key activities. The applicant shall indicate:

— **name of the key activity**

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

[5] The applicant confirms the relevance of the indicator based on the nature of the submitted project. With regards to the focus of the Open Call, it is mandatory for mandatory elective indicator to select at least one indicator for each selected programme output.

— **description of the key activity**

The individual key activities that need to be undertaken to support achieving the project objective must be described in detail. The applicant shall indicate what will be the content of the key activity. The description of each key activity must be concise and linked to the budget, so that individual budget items are clearly justified by the description of the respective activities. The key activities must contribute to the achievement of the relevant programme output and outcome.

The project is structured into individual key activities according to the **logical content units** (e.g. creation of training modules, establishment and pilot operation of a team, preparation and organization of a conference, conducting a questionnaire survey and elaboration of an analysis, evaluation of the project etc.). The breakdown by time and project time schedule is not supported (e.g. breakdown by phases of elaboration of training modules).

It must be clear from the description of the activities **what will be performed, by whom, when and how**. At the same time, the description must indicate whether the partner is involved and how, if relevant.

The description of the activity shall logically follow the detailed project budget. This means for example, if a specialist is mentioned in the budget, the activity description must contain what the tasks of the specialist will be. If a supply or service contract is included in the budget, the activity description must indicate what will be delivered.

The applicant shall describe in detail the planned implementation of the key activity. Key activity description should include answers to questions:

— What partial activities will be implemented within the framework of the key activity with regard to the needs of the target group and to the achievement of the required outputs?

— What are the expected necessary personnel and material resources and what is the manner of involvement of the project partner(s) in the implementation of the key activity?

Examples of key activities:

Support area Support for the mental health of children and adolescents:

— *Creation and implementation of training modules for parents and/or carers;*

— *Creation and pilot operation of a multidisciplinary team providing care for children with mental illness;*

— *Training of healthcare facility staff to implement a new therapeutic/diagnostic program;*

— *Training of teachers and/or other pedagogical staff in the area of prevention of mental illness in children and adolescents;*

— *Organization of information events.*

Support area Prevention of communicable and non-communicable diseases of people living in socially excluded localities, mainly Roma:

— *Elaboration of professional medical recommendations;*

— *Creation and distribution of secondary prevention materials;*

— *Training of general practitioners and/or medical staff;*

— *Organization of information events.*

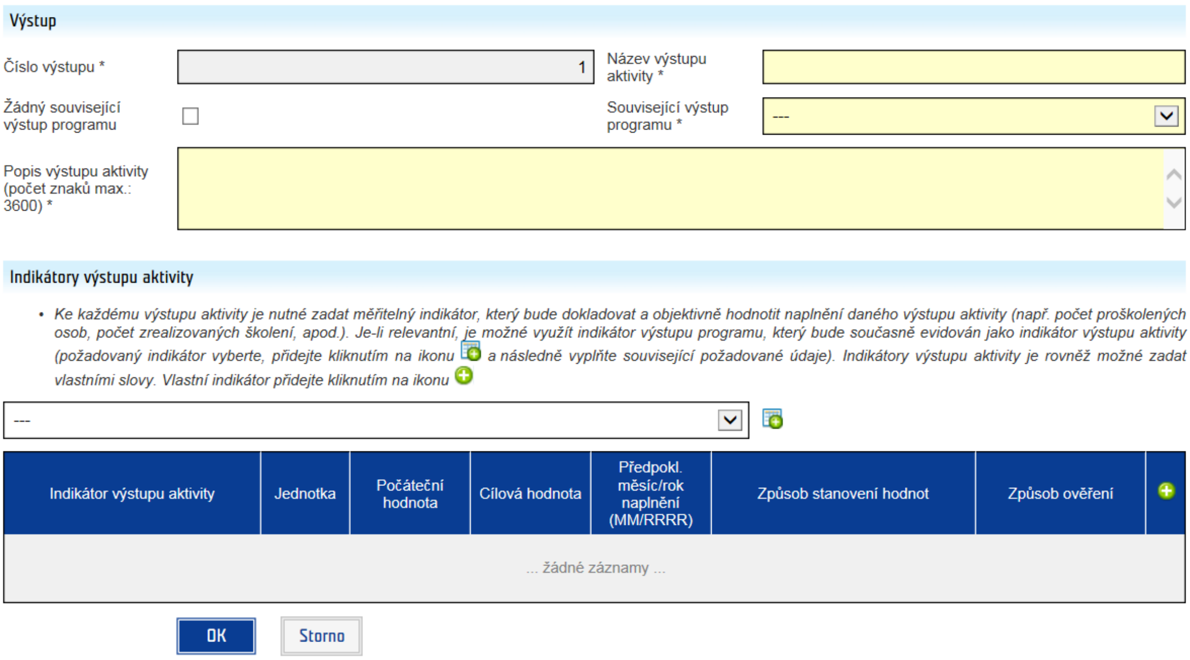
— The expected **start date** of key activity

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

— The expected **end date** of key activity

Outputs of the key activities

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



Výstup

Číslo výstupu * 1

Název výstupu aktivity *

Žádný související výstup programu

Související výstup programu * ---

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

Indikátory výstupu aktivity

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

---

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

OK Storno

The applicant shall provide the data for each output separately:

— **title of the activity output**

The applicant defines the output of the key 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 key activity, i.e. what will be created within the key activity, for which target groups the given output is intended, how it will be used, etc. (example: Seminars for pupils of the lower secondary school in the field of mental illness prevention; Educational videos on prevention of selected communicable and non-communicable diseases characteristic for socially excluded localities).

— **activity output indicator**

The applicant shall provide the name of a measurable indicator that will document and objectively evaluate the fulfilment of the given activity output (e.g. the number of trained persons, the number of implemented training sessions, etc.). The applicant can define indicators in own words or use a programme output indicator listed in IS CEDR and used in the Health Programme.

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

— **unit of measurement**

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

Example: piece, person, document, event, atc.

— **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 key activity.

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

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

— **setting of values**

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

– **source of verification**

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

Examples of outputs of key activities:

Support area Support for the mental health of children and adolescents:

- *Workshops for …;*
- *Seminars for …;*
- *Trained medical/non-medical staff;*
- *Conference on the topic …;*
- *Implemented diagnostic/therapeutic/rehabilitation programme.*

Support area Prevention of communicable and non-communicable diseases of people living in socially excluded localities, mainly Roma:

- *Information materials;*
- *Trained general practitioners/medical staff;*
- *Elaborated professional medical recommendations;*
- *Workshops for …;*
- *Conference on the topic of prevention of diseases in socially excluded localities.*

4.8.2. Project Publicity and its Outputs

Project promoters are obliged to undertake communication and promotional activities enhancing the visibility of the project and its results to relevant target groups, including the general public. The activities that contribute to the effective publicity of the project are to be 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.

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

In connection with receiving of support from the EEA Grants 2014-2021, the project promoter is obliged to inform the public about the implementation of the project and the received financial support through the so-called mandatory project publicity. In addition to the set minimum mandatory publicity measures, it is appropriate if project promoter carries out other communication and promotion activities to enhance the visibility of the project and its outputs to relevant target groups, including the general public. The applicant chooses communication tools with regard to the target groups of the project and the nature of the outputs of individual key activities.

The activities contributing to effective publicity of the project shall be described within a mandatory project activity – Project publicity.

The communication plan determines who communicates what information, and how, when and to whom. The purpose of the communication plan is to set up a project promotion strategy to inform target groups and public about the EEA Grants´ support, and thus to raise general awareness not only of the existence and objectives of the project, but also of the Health Programme as well as the EEA Grants, also highlighting bilateral cooperation (if the project is implemented in a bilateral partnership).

Mandatory requirements of the communication plan:

- Objectives and target groups.
- Strategy and content of information and communication measures, including communication tools and time schedule.
- Project promoter is obliged to implement at least **three information activities** on the procedures, achievements and results of project implementation (e.g. the opening and/or final project conference, press release, seminar, workshop, public event, press conference, etc.). For projects with a grant of less than EUR 500 000, 2 information activities are sufficient and may be of a smaller scale. Events must be promoted by appropriate promotional and information materials which must include mandatory publicity

elements (this concerns information on the website, in the press or on social networks, attendance lists, invitations to events, roll-ups, leaflets, etc.). The event may be part of another larger event (festival, fair, etc.). During the implementation of the activity, the support from EEA Grants 2014-2021 must always be emphasized by the project promoter so that the target groups and the public are informed of the support received.

— In case of performing construction work or infrastructure investments (over EUR 50,000), the project promoter is obliged to place the billboard at the project implementation site. After the completion of the respective activity, the billboard must be replaced with a permanent plaque.

— The project promoter is obliged to provide information on the project on thematically oriented websites, or on the existing website of the project promoter's organization, in the project section in Czech language. For projects with a grant of more than EUR 150,000, the project promoter is obliged to create a dedicated project website (as a separate section dedicated to the project on an existing organization website or as a separate project page), both in Czech and English. The website shall include information about the project, its progress, eventual cooperation with donor project partners, relevant photos, contact details and a reference to the Health Programme and EEA Grants.

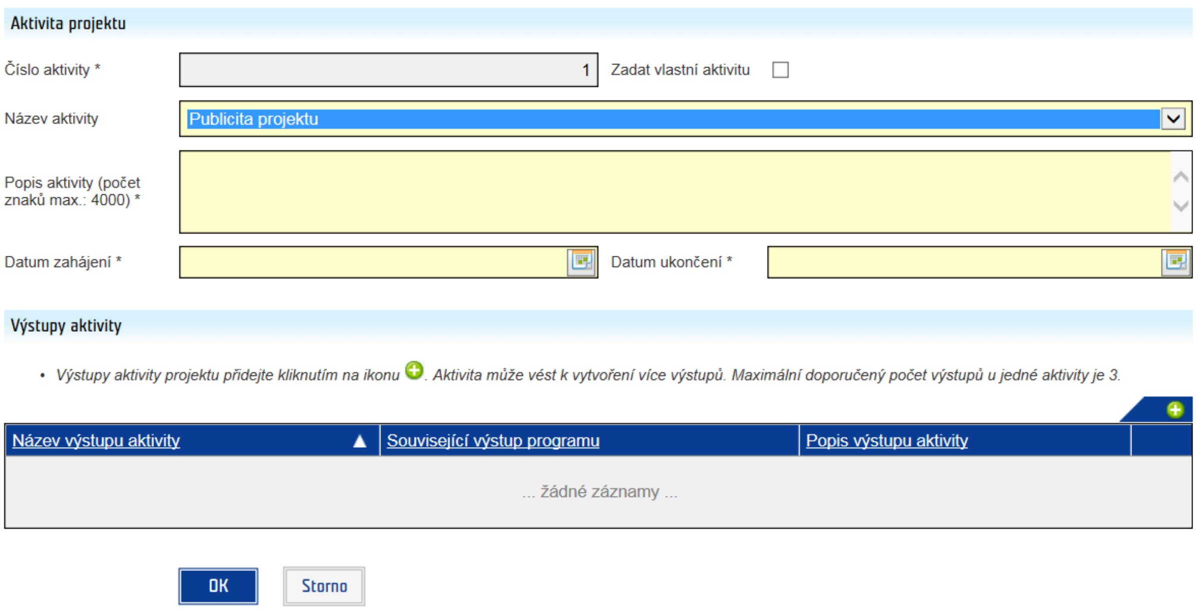
— Information about administrative units or subjects responsible for implementation of information and communication measures.

— Suggestion of the evaluation of information and communication measures with regards to the visibility of the project and the EEA Grants (general awareness about its existence, goals and effects).

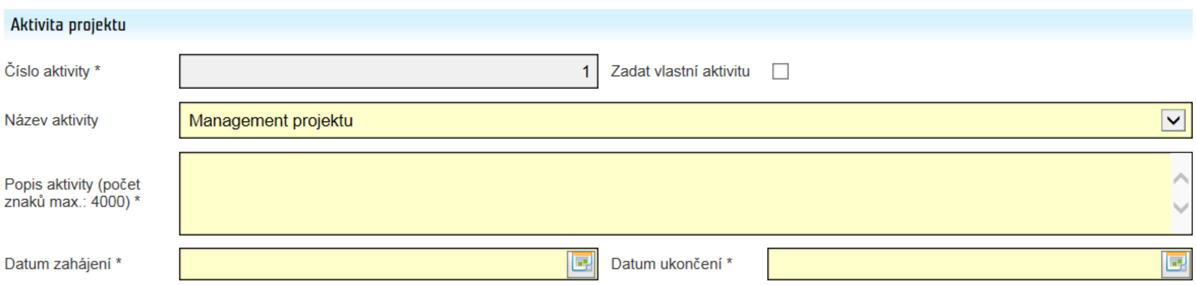
The communication plan includes the setting of a target group, publicity outputs (e.g. project opening conference, project final conference, press conference, etc.), and publicity output indicators. The outputs of other activities including events of various types do not relate to the publicity outputs (e.g. professional seminar, workshop, media campaign promoting the particular topic dealt with in the project, etc.).

As part of the Project publicity activity, the applicant fills in the same fields as in the case of key project activities (with the exception of the "Related Programme Output" field, which is not to be filled in; for the requirements for the description of each field, see the chapter 4.8.1.; in terms of content, the applicant follows the above mentioned requirements for the project communication plan).

In the Project publicity the applicant is obliged to implement the mandatory elements of the publicity in line with the Regulation. 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.



4.8.3. Project Management



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

— Project management **activity description**

The applicant shall describe the organizational and management structure for the project implementation, including administrative and financial management. The applicant will also describe the roles and responsibilities of the individual management members and their expected workloads. Within the project application, it is not required to specify specific names of persons, but it is necessary to describe the main job content of management staff. If a project partner (including a Donor State 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 the Project management activity

The activity Project management runs throughout the project implementation period. The expected start date must be derived from the possible start date of the project – see subchapter 4.1.5 of the Guideline. The indicative date for the possible start of the project with respect to the project appraisal process is set by the PO in the Open Call.

Počet osob, které zajišťují management projektu a jsou hrazeni z rozpočtu projektu *

Počet osob, které zajišťují management projektu a nejsou hrazeni z rozpočtu projektu *

z toho externistů *

z toho externistů *

OK Storno

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. Personal expenses of management members that can be included in the project budget and requested as eligible expenses are limited to the following positions:

— project manager;

— financial manager;

— accountant;

— administrator;

— management assistant.

In the budget chapter Management, it is also possible to claim management overheads.

For projects with the implementation **longer than 24 months a maximum allocation of the chapter Management is set at 15%** of the total eligible project costs. Projects with implementation of **less than 24 months (incl.) can set the allocation of the chapter Management to max. 10% of the total eligible project costs.**

If one person in the project simultaneously manages the project management and other services (e.g. project expert) then the applicant shall specify the relevant part of the workload in the Management and Services chapter.

4.9. Schedule and Time Schedule of the Project

Číslo a název aktivity/období	2019			2020				2021				2022				2023				2024	
	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1.																					
2.																					
3.																					
4.																					
5.																					
6.																					
7.																					

The list of activities defined in the project, including the planned start and end dates, will be transferred to the corresponding quarters in the project schedule overview as a part of the generated document Grant application.

4.10. VAT and its reimbursement

DPH a její proplacení

Vztah DPH k projektu * ---

Koeficient DPH přidělený FÚ

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

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

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

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

If the applicant **claims their entitlement to VAT deduction using the coefficient**, he/she **shall specify the coefficient** set by the competent tax 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 costs.

4.11. Detailed Project Budget

The applicant shall complete following information in the detailed project budget in the IS CEDR:

— **budget chapter**

The applicant will include each item under the relevant budget chapter (Services, Construction works and Supplies, Publicity, Management, Travel costs). The budget title cannot be modified.

— **fixed item**

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

— **item**

The items of the Construction Works and Supplies, Services and Publicity chapters are entered by the applicants individually according to the project needs. The indicative list of items which fall under the chapters Services and Publicity are specified in the IS CEDR menu. If construction works are part of the project, the cumulative item Construction works will be listed in the Construction Works and Supplies budget chapter of the project and the total amount according to the construction budget will be inscribed also as the unit price of this item. The detailed construction budget will be a mandatory annex to the application as part of the Project Documentation for Building Permit (Annex 10 to the application). Each item used within a particular chapter of the project budget must have a unique title. It is not possible for multiple items within the same chapter to have the same title. It is advised that public procurement relates to one item only.

— **unit**

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

— **number of units**

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

— **item unit price**

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

— **expenditure type**

The applicant shall indicate the type of all expenditures (investment/non-investment) in the detailed project budget. Automatically, the IS CEDR calculates the share of investment expenditure subjected to the condition of max. 20% of total eligible costs.

— **related activity**

The applicant shall indicate the activity number to which the budget item is linked. Ideally, one item should not be linked to more activities unless given by the nature of the item (e.g., the function of project expert who will be involved in more activities). If the item is related to the implementation of more activities, the applicant shall state the numbers of relevant activities, or state in the note that the item relates to the project as a whole.

— **additional information**

Where requested or, where relevant, the applicant provides a more detailed description and justification of the item. Item specification is required when using a cumulative item so that its individual components can be decoded. If construction works are part of the project, the cumulative item Construction works will be used in the project budget. A detailed construction budget will be a mandatory annex to the application; more detailed specifications are not required in the column Additional information.

Note:

The inclusion of an expenditure item in a project budget template approved by the PO, cannot be considered as confirmation of eligibility of that expenditure item.

4.12. Budget[6]

4.12.1. Project Budget Breakdown

Členění rozpočtu projektu

Kapitola rozpočtu projektu	Způsobilé výdaje (Kč)	Částka v EUR
Služby/Services	0,00	0,0000
Cestovné/Travel Costs	0,00	0,0000
Stavební práce a dodávky/Construction Works and Supplies	0,00	0,0000
Management	0,00	0,0000
Publicita/Publicity	0,00	0,0000
Celkové způsobilé výdaje projektu	0,00	0,0000

Z toho způsobilé výdaje partnerů

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

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

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

4.12.2. Travel costs

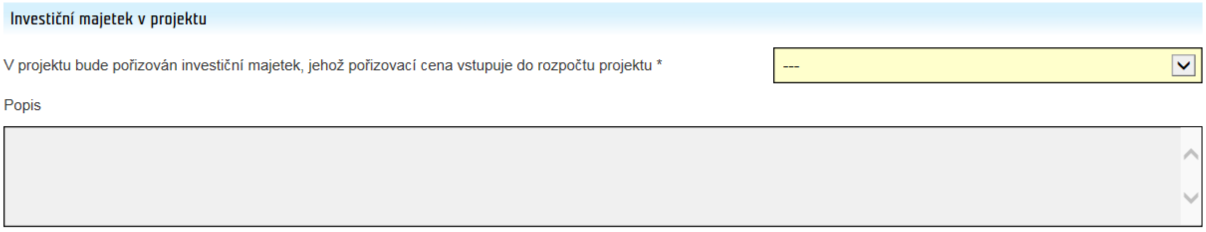
In case of international travels within the project and inclusion of the related costs into the project budget, the applicant will **calculate the costs of accommodation, meals, local transport and insurance through lump sum calculation:** the applicant will use the item per-diems (including accommodation, local transport, meals and travel insurance). The per-diems rate is set according to EU flat rates as set out in Annex 1 to the Commission Decision of 18 November 2008 and subsequent updates see https://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm_en) and it is calculated per number of nights[7].

The per-diem is used only for international travels, both for trips of Czech participants abroad as well as trips of foreign project partners / foreign entities to the Czech Republic. In case both foreign trips and domestic trips are part of the project, the applicant calculates the items for domestic trips individually (from the list of fixed items). In case the standard lump sum is not considered economic and effective (e.g. travels abroad for higher number of participants, long-term stays), the applicant is allowed to set a lower lump sum in the application. However, such lump sum shall be used for the entire period of project implementation and cannot be increased in case of higher expenditures by savings from other budget items.

[6] The budget cannot contain excluded costs as defined in Article 8.7 of the Regulation on the implementation of the EEA Grants 2014-2021 and chapter 4 of the Guideline of the National Focal Point for Eligible Expenditures under EEA/Norwegian Financial mechanisms 2014-2021.

[7] In case accommodation or meals are not paid by the applicant, the per diems amount is reduced by 40% for accommodation (the corresponding amount for accommodation with and without breakfast), 40% for board (20% lunch, 20% dinner). If the applicant does not stay overnight, the per-diems will be automatically reduced by 40%.

4.12.3. Investment Assets in Project


Investiční majetek v projektu

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

Popis

The PO stipulates that any acquired assets within a project form an integral and necessary component of the project necessary for the purpose of the project to be achieved. **The entire purchase price** of the assets that will be purchased during the implementation of the project and used in the project may be included in the eligible project costs (i.e. 'depreciation' does not apply). Depreciation costs of tangible and intangible fixed assets are not considered eligible expenditure and cannot be claimed for reimbursement.

If the project will have investment expenditures[8] the cost of which is included in the project budget and/or the property is built/reconstructed/renovated, the applicant specifies why the investment costs are necessary for the project and what their contribution to the project is. The applicant will also indicate whether the project budget includes the total costs of such investments or their proportion.

The applicant further confirms in the justification that he/she is aware of the conditions associated with the acquisition of the investment assets, namely:

— The project promoter will ensure that ownership of the acquired assets and property built/reconstructed/renovated within the project is maintained for at least 5 years after the end of the project (fulfilment of the purpose of the project).

— For the acquired assets and property built/reconstructed/renovated within the project, the project promoter will ensure property insurance against damage caused by fire, theft and other common types of insurance risk[9] for at least 5 years after the end of the project.

— The project promoter will ensure the proper maintenance of the acquired assets and property built/reconstructed/renovated within the project for which it pays annually the appropriate amount for at least 5 years after the end of the project (fulfilment of the purpose of the project).

The PO may reduce the aforementioned period or completely waive the requirement to fulfil the above mentioned conditions if it is obvious that the continued use of the acquired equipment / facilities for the general objectives of the project would not be economically useful given all relevant circumstances. The conditions for grant approval will be specified by the PO before the legal act on grant award is issued.

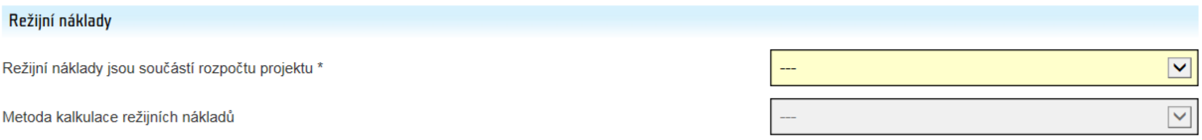
Note:

The share of expenditures falling under the Construction Works and Supplies chapters (e.g. consumables, equipment supply) **may not exceed 40% of the total eligible project expenditures**.

The share of investment expenditures **may not exceed 20% of the total eligible expenditures of the project**.

In case the proportion of investment and non-investment expenditures is not adhered, the application cannot be submitted.

4.12.4. Indirect Costs (Overheads)


Režijní náklady

Režijní náklady jsou součástí rozpočtu projektu * ---

Metoda kalkulace režijních nákladů ---

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

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[8] The following are considered investment assets:

Fixed tangible assets – investment - tangible movable things and their groups with a separate technical and economic purpose, the entry price of which is lower than CZK **40,000** (per item or set) and the operational and technical function is longer than 1 year, buildings, apartments, commercial premises and structures, other assets (e.g. technical upgrade as part of a renovation/upgrade).

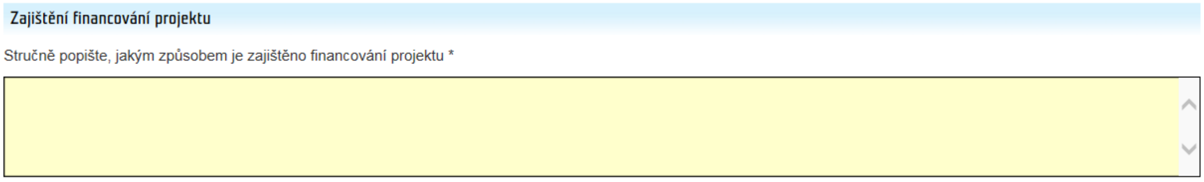
Fixed intangible assets – investment - intangible results of research and development, software, valuable rights or other assets pursuant to the Accounting Act, which have been acquired through purchase, transformation, donation, inheritance or were created by own activity, and at the same time their entry value is higher than CZK **60,000** (per item or set) and their useful life is longer than 1 year.

[9] Damage to property is, pursuant to Annex to Act No 363/1999, caused by fire, explosion, storm, natural phenomena other than storm (e.g. lightning, flood, hailstorm, frost), nuclear energy, land slide or soil subsidence, other causes (e.g. robbery, theft or damage caused by wild animals).

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

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

4.12.5. Assuring of Project Financing



The grant is awarded in CZK. The exchange rate for conversion of the requested grant amount in EUR is set in the Open Call (25,70 CZK/EUR) and the conversation to EUR will be automatically performed by the IS CEDR. The information in EUR will be used for statistical purposes.

Mandatory co-financing provided by the project promoter is required in some projects depending on the type of the applicant. The grant amount constitutes maximum amount that cannot be increased. Support for the project implementation provided by the programme is destined to finance the project implementation, not to sustain its outputs.

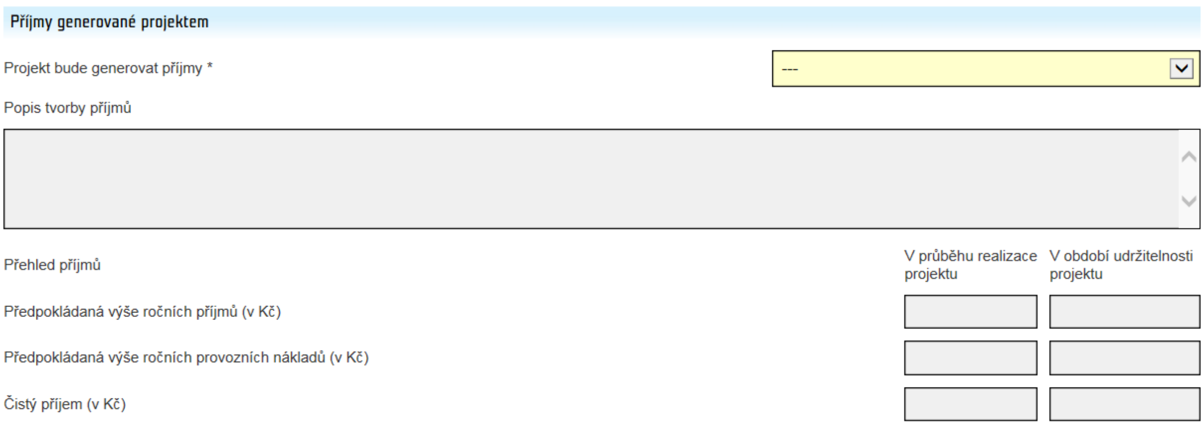
The applicant shall describe own financial situation with regards to his/her ability to ensure sufficient financial sources for project pre-financing. The applicant also describes expected **sources for project financing**.

- The applicant is responsible for ensuring the set measure of project co-financing (min. % of total eligible costs stemming from the legal act on grant award) in entire amount, i.e. for the entire project implementation.
- The applicant is obliged to ensure continuous financing of the project in the start and during the project implementation, i.e. to ensure continuously available financial sources to cover the running project costs before individual payments from the EEA Grants are received (in order to avoid financial shortage).

The applicant is also obliged to bear the costs on non-eligible expenditures (if incurred) and additional costs beyond the project budget.

If the applicant is a state organizational unit (SOU) or a state contributory organization (SCO), only the EEA Grants part of the awarded grant (85 %) will be reimbursed by the programme operator. The remaining part of the grant, financed by the state budget (15% of the awarded grant), will not be reimbursed by the programme operator. The Grant part financed by State budget (15%) will be reimbursed in line with budgetary rules directly by the SOU / SCO. In the case of Directly Managed Organization of the Ministry of Health of the Czech Republic, 15% Grant part will be reimbursed by the Ministry of Health.

4.12.6. Revenue Generated by Project



The applicant will indicate whether the project will generate so-called net revenue during the implementation period. In case the project generates revenues during the project implementation, the applicant shall describe the revenue generating activities and the amount of the revenues (annual) and further details including the expected use of the revenues in line with the purpose of the project. The applicant shall also indicate an estimate of annual operating costs connected to the project outputs.

Revenues (arising from the project outputs) are inflows of funds paid by users for infrastructure, goods, services or rights that have been supported by the project. These include, for example, admission from events, conference fees, revenues from the sale of publications, revenues for services provided within the project, etc.[10]

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

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

a) as an additional resource to finance other project-related activities contributing to the achievement of the purpose of the project approved under the project modification;

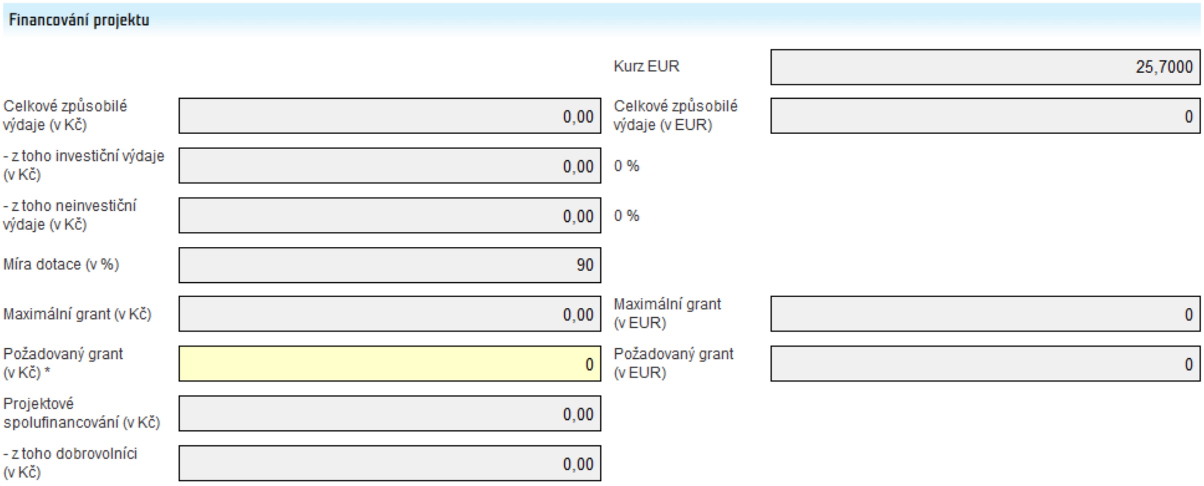
b) as a source of co-financing of the project promoter (in line with the guidance in the respective Open Call the co-financing rate is set to 40% or 0% of the total eligible costs based on the type of an applicant);

C) returned to the Programme Operator.

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

4.13. Financing

4.13.1. Project Financing



Financování projektu

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

Based on the Detailed Project Budget filled in the application (see sub-chapter 4.11), the IS CEDR automatically transfers aggregated costs in the part „Project Financing“:

— **Total eligible costs (CZK)**: the amount including decimal places (max. 2 decimal places)

— **Total eligible costs (EUR)**: the amount rounded down to whole EUR

The applicant shall complete in the application only the following:

— **Requested grant amount (CZK)**: the amount in whole CZK according to the conditions of the Open Call

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

— **Requested grant amount (EUR)**: the amount rounded down to whole EUR

— **Requested grant rate (%)**: the grant may be provided up to 100% or 60% of the total eligible project costs

— **Project co-financing amount (CZK)**: the difference between the total eligible costs and the requested grant amount (max. 2 decimal places)

Important warning:

[10] Payments received by the project promoter from contractual penalties as a result of a breach of contracts between the project promoter and a third party or persons or payments which arise as a result of a withdrawal of a tender by a third party selected in accordance with public procurement are not considered as revenue.

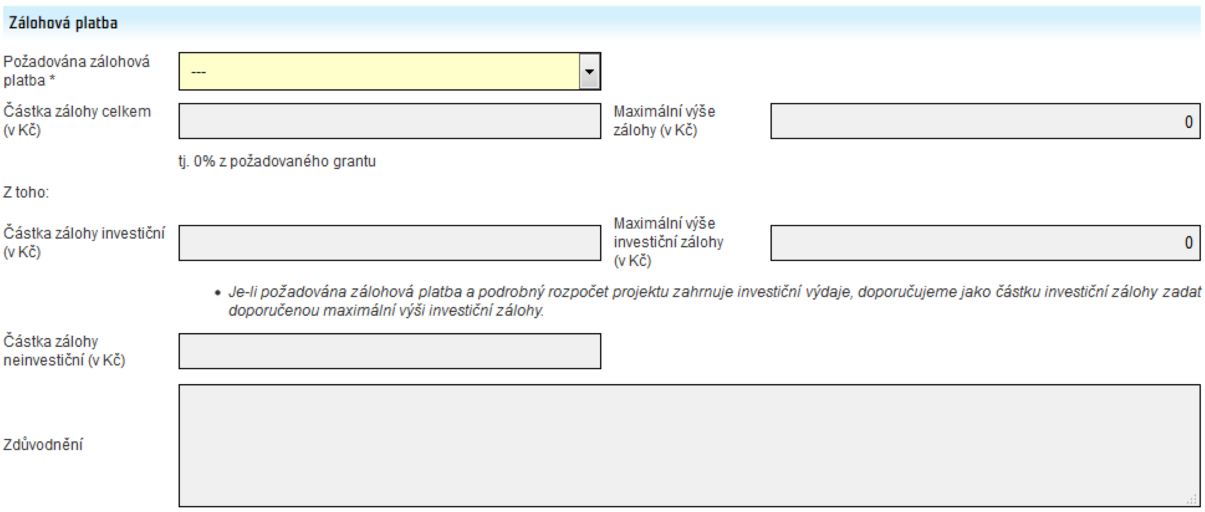
__The maximum grant amount and the minimum amount of co-financing **for individual types of applicants are specified in the respective Open Call and its annex**.__

The applicant shall fill in the amount of the requested grant in such a way that the maximum grant rate according to the relevant Open Call is respected.

For the selection of the grant amount the applicant shall proceed as follows:

- If the applicant is a joint-stock company, the majority stockholder of which **is** a local public authority and/or the Czech Republic, the applicant may apply for a grant of up to 100% of the total eligible project expenditures.
- If the applicant is a joint-stock company whose majority stockholder **is not** a local public authority and/or the Czech Republic, the applicant may apply for a **grant of up to 60% of the total eligible project expenditures**. If such applicant requests an incorrect grant amount he will be notified, and the grant amount will be corrected in the IS CEDR by the Programme Operator.
- If the applicant is a limited liability company, the majority owner of which **is** a local public authority and/or the Czech Republic, the applicant may apply for a grant of up to 100% of the total eligible project expenditures.
- If the applicant is a limited liability company, the majority owner of which **is not** a local public authority and/or the Czech Republic, the applicant may apply for a **grant of up to 60% of the total eligible project expenditures**. If such an applicant requests an incorrect grant amount he will be notified, and the grant amount will be corrected in the IS CEDR by the Programme Operator.
- If the applicant is a public-private company the requested maximum grant amount can't exceed 60 % of the total eligible project expenditures.
- If it is any other public sector applicant that meets the eligibility criteria set out in the Open Call, the applicant may apply for a grant of up to 100% of the total eligible project expenditures.

4.13.2. Advance Payment


Zálohová platba

Požadována zálohová platba * ---

Částka zálohy celkem (v Kč) | Maximální výše zálohy (v Kč) 0

tj. 0% z požadovaného grantu

Z toho:

Částka zálohy investiční (v Kč) | Maximální výše investiční zálohy (v Kč) 0

- *Je-li požadována zálohová platba a podrobný rozpočet projektu zahrnuje investiční výdaje, doporučujeme jako částku investiční zálohy zadat doporučenou maximální výši investiční zálohy.*

Částka zálohy neinvestiční (v Kč)

Zdůvodnění

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

Public entities not associated with the state budget may ask for an advance payment to finance the project at **maximum 60%** of the awarded grant. The applicant shall justify its request for advance financing in the application. Private entities are not entitled to receive advance payment and, in accordance with Act No 218/2000 Coll. on budgetary rules**, advance payment is not provided to organizational units of the state and to state contributory organizations**.

Each Payment Request (including the Advance Payment Request) shall be divided into investment and non-investment expenditure and the **share of non-investment expenditure** shall always **be at least 15%**[11]. In case the settlement of the advance payment is part of the payment request, the share of **non-investment expenditure** shall be **at least 15%** of the amount to be reimbursed (after advance payment deduction). The share of investment expenditures **may not exceed 20% of the total eligible expenditures of the project**.

[11] The condition of dividing the Payment Request so it would include at least 15% of non-investment expenditures is not valid for the the Open call „Prevention of communicable and non-communicable diseases of people living in socially excluded localities, mainly Roma".

It is necessary to note, that all investment expenditures exceeding 85% of costs to be reimbursed in the Payment Request, will be taken out and can be submitted in the following Payment Request.

Example:

An applicant purchases larger investment and pays salaries and promotional materials in one monitoring period. In total, the expenditures in the respective monitoring period are 1 000 000 CZK.

Investment expenditures (purchase of equipment)	*900 000*
Non-investment expenditures (publicity, management)	*100 000*
Total	***1 000 000***

A) Project with 60% grant rate

The project receives 60 % grant and 40% is co-financed by the applicant.

Grant (i.e. 60% of expenditures)	**600 000**	**Share**
— OUT OF WHICH INVESTMENTS	540 000	90%
— OUT OF WHICH NON-INVESTMENTS	60 000	10%
Co-financing	**400 000**	

The grant in this Payment Request does not adhere the condition of the share of ***non-investment expenditures*** in every Payment Request is ***min. 15%*** of the amount to be reimbursed. The investments form 90% of the grant and therefore, it is not possible to reimburse the entire amount of the grant within this Payment Request. It is only possible to reimburse 85% of the investment costs, which makes 510 000 CZK in case of 600 000 CZK grant. The applicant needs to transfer part of the investment expenditures in the next Payment Request.

To be Reimbursed - Grant	**400 000**	**Share**
— **out of which investments**	340 000	85 %
— **out of which non-investments**	60 000	15 %
Transferred to the next Payment Request	**200 000**	

In total, the applicant receives grant 400 000 CZK (60% of the total eligible costs 666 000 CZK) and 200 000 CZK (i.e. 60% of the remaining eligible costs 334 000 CZK) will be transferred into the next monitoring period.

B) Project with 100% grant rate

Grant (i.e. 100% of expenditures)	**1 000 000**	**Share**
— **out of which investments**	900 000	90 %
— **out of which non-investments**	100 000	10 %

The grant in this Payment Request does not adhere the condition of the share of non-investment expenditures in every Payment Request is min. ***15%*** of the amount to be reimbursed. The investments form 90% of the grant and therefore, it is not possible to reimburse the entire amount of the grant within this Payment Request. It is necessary to adjust the Payment Request so that the non-investment costs make up for at least 15% of the total requested amount and the exceeding investment costs are transferred to the next Payment Request.

To be Reimbursed - Grant	**666 666**	**Share**
— **out of which investments**	566 666	85 %
— **out of which non-investments**	100 000	15 %

Transferred to the next Payment Request	**333 334**

In total, the applicant receives grant 666 666 CZK and 333 334 CZK will be transferred into the next monitoring period.

For the above mentioned reasons, the applicants asking for the advance payment are recommended to divide the advance payment in the proportion of investment and non-investment expenditures allowing the reimbursement of most of the investment expenditures in the Advance Payment. Subsequently, the investment expenditures will be reported on (and the investment expenditures will be deducted from interim payment requests).

In case of a well-designed Advance Payment, the example is following:

To be Reimbursed - Grant		**Advance Deduction**	**To be reimbursed**	**Share**
Grant (i.e. 90% expenditures)	600 000	500 000	100 000	
— **-out of which investments**	540 000	500 000	40 000	40 %
— **-out of which non-investments**	60 000	0	60 000	60 %
Co-financing	**400 000**			

The situation differs thanks to the involvement of the investment expenditures already in the Advance Payment. Part of the investment expenditures is reported in the Payment Request and the advance payment is deducted. The share of expenditures to be reimbursed has changed under this situation.

4.14. Policy Markers

Název	Relevance	Popis
Sociální začleňování jiných zranitelných skupin než Romů	0-ne/no	
Začleňování a posílení postavení Romů	0-ne/no	

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

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

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

4.15. Author of the Application

Informace o zpracovateli (počet znaků max.: 3600) *

The applicant shall provide information on the author of the application and his/her relationship with the applicant. If the application is prepared by an external entity, the applicant shall indicate the company name /author name.

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

4.16. Annexes to the Application

After filling all information in the application tabs, the applicant shall create a generated document Grant Application. By this, a registration number is assigned to the application and it will be used as a project number. Further, the applicant shall generate other mandatory annexes of the application. The Grant Application must be signed by the applicant or authorized person with a qualified electronic signature.

List of mandatory annexes:

1) Declaration (standardized form)

The applicant must fulfil all conditions defined in the Declaration (see Annex 8). The Declaration is a mandatory annex of the application. The annex of the Declaration generated in IS CEDR shall be signed by the applicant or an authorized person with a qualified electronic signature.

2) Identification of the ownership structure of the applicant and the persons acting on its behalf (standardized form)

As the applicant can only be a legal entity, in accordance with Section 14, (3) (e) of Act 218/2000 on budgetary rules amending certain related acts, as amended, the application must include an annex with the identification of the legal entity (see Annex 2 to this Guideline). The form generated in the IS CEDR with filled information shall be signed by the applicant or authorized person with a qualified electronic signature.

3) Applicant's declaration on state aid (standardized form)

Each applicant is required to complete a declaration regarding the fulfilment of the four characteristics of state aid (see Annex 9 to this Guideline):

(a) State aid is granted from State resources, or it takes a form of a service, a subsidised loan, a loan, a tax advantage, etc.

This feature is fulfilled in all projects.

(b) State aid is granted to an undertaking and by granting the aid, a particular business or industry gains advantage on 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).

Grant support for the project is based on the assumption that the supported activity will not generally meet the definition of so-called economic (market) activity and therefore the applicant will not be considered an undertaking within the meaning of Article 107 (1) of the Treaty on the Functioning of the European Union ("TFEU") in relation to the project activities. Generally, the supported activities are usually not of an economic nature, i.e. they are not subject to offering services on the relevant market. Such understanding of the project is based on the interpretative practice of the European Commission, the decision-making practice of the Court of Justice of the European Union, as well as the Opinions of the Office for the Protection of Competition, according to which the entity is not considered to be an undertaking in relation to preventive educational and information activities in the field of social and health policies and state care towards its citizens similar to public education, which are not commercial in nature.

The applicant shall assess whether, in his case, the activities to be supported are of a non-economic nature, or there exist some circumstances which might indicate the economic nature of the supported activity.

Some risk could arise if an applicant was entrusted with the operation of a service of general economic interest within the meaning of the Commission Decision of 20 December 2011 on the application of Article 106 (2) of the TFEU to State aid in the form of public services awarded to certain undertakings entrusted with the operation of services of general economic interest (2012/21 / EU, OJ L 7, 11.1.2012) ('Commission Decision'). The project grant support could represent a direct or indirect advantage to the applicant in the market for services of general economic interest and would have to be counted against the compensation granted to the applicant.

(c) The granting of State aid distorts or there is a risk of distortion of competition

The assessment of the applicant's position in terms of the definition of an undertaking and definition of an economic activity (see above (b)) is also closely linked to the assessment of the potential distortion of competition caused by the granting of aid.

Grant support for the project is based on the assumption that the supported activity will not usually fulfil the characteristic of distortion or risk of distortion of competition, as there is no liberalized relevant market for supported activities where undertakings would act as competitors able to offer similar activities without support from public resources.

Consequently, following the conclusion of the applicant's assessment under point (b), the applicant will further assess whether there are other entities operating in the relevant market performing similar activities.

Where an applicant is entrusted with a service of general economic interest pursuant to a Commission Decision, the risk of distortion of competition will normally be fulfilled.

(d) 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 supported activity transcends the geographical boundaries of the Czech Republic; or
- entities of another Member State are or may be operating in the respective market, or

— clients come not only from the Czech Republic but also from other EU Member States.

Grant support for the project is based on the assumption that the supported activity will not usually fulfil the characteristic of affecting the trade between EU Member States. In view of the foreseeable impact on EU trade, preventive educational activities in the social and health fields are activities conducted in the Czech language aimed at the local population living in the relevant geographic area of the applicant, so it is not assumed that the activities shall be consumed by foreign consumers. Furthermore, the impact of grant support on the markets and consumers in neighbouring Member States cannot be expected to be greater than negligible. In the Czech Republic, there is also no significant cross-border investment by entities from other Member States in facilities offering services in the field of supported activities; the aid therefore does not result in attracting demand or investment in the region concerned and does not create obstacles to the establishment of undertakings from other Member States.

The applicant shall assess whether, in his/her case, the supported activities will indeed be of the aforementioned nature and will not have a cross-border impact.

In the declaration contained in the Annex, the applicant confirms that he/she is acquainted in detail with the characteristics of State aid described above and has assessed the fulfilment of the individual cumulative characteristics of State aid under Article 107 (1) TFEU. **If he/she is aware that at least one of the elements b) - d) of the state aid will be fulfilled in case of awarding grant support for activities according to his/her application, he/she is obliged to explicitly state this fact and describe it in detail in the relevant part of the declaration.**

If a project constitutes State aid, it is nevertheless possible in individual cases to make exemptions from the illicit State aid in the form of de-minimis aid or in the form of services of general economic interest (SGEI). In case of exemption from the State aid rules, the project promoter will be asked before issuing the legal act on grant award to complete a statement whether he/she has already received public aid under the de-minimis or SGEI regime in the relevant period and in what amount.

4) Project Logical Framework

Information about the project relevance to the programme, key activities and bilateral indicators filled in the application shall be loaded in a summarizing document Project Logical Framework. This document, generated in the IS CEDR in section Annexes is a mandatory annex of the application.

List of other mandatory annexes (only if applicable):

5) **Partnership Commitment Statement** (standardized form) / **Partnership Agreement** - see Annexes 4a, 4b / 5a, 5b to this Guideline

6) **Proof of legal personality** (e.g. registration issued by respective authorities responsible for the decision of foundation, creation of subjects or their registration) and officially authenticated copy of the complete last wording of the founding legal act (e.g. articles of association, formation deed, etc.)

State organizational, state contributory organization, municipalities, regions and organizations established by them, persons registered in a public register (Federal Register, Foundation Register, Register of Institutions, Register of Unit Owners, Business Register and Register of Public Benefit Companies), Register of Schools, Register of Registered Churches and Religious Societies, Register of Registered Legal Entities, or Register of Unions of Churches and religious societies led by the Ministry of Culture are not obliged to submit the proof of legal personality.

The most recent version of the founding legal act shall be submitted by the applicant only if the document is not included in the set of documents available in the public register.

7) Proof of authorization of legal representative to act on behalf of the applicant (e.g. minutes from the member´s meeting on the election of the governing body)

Proof of the governing body's entitlement to act on behalf of the applicant does not need to be submitted if the identification data of the governing body (its members) and the manner of acting of the governing body on behalf of the legal person are specified in one of the registers defined above.

8) Power of attorney/ Authorization to act on behalf of the applicant to submit the application (in case an authorized person other than the statutory body acts on behalf of the applicant)

The scope of this other person's authorization must be specified in detail the Power of attorney.

9) **Simplified feasibility study (standardized form)** – see Annex 10 to this Guideline

Annex Simplified Feasibility Study is completed and submitted only if the project includes investment expenditure. It has a form of e.g. a technical-technological description of the investments included in the budget, from which it will be clear what are the parameters and specifics of the investments and what is the justification of the investments planned in the project.

The applicant shall describe in the study:

(a) Justification of the need for investment

The applicant shall clearly describe why the acquisition of the investment is necessary for the implementation of the project. If relevant, the description should also include the reason for choosing the particular technical solution and technical-technological parameters of the investments to be purchased, their advantages and disadvantages.

(b) Description of the investments

The applicant shall describe in detail the planned investments, such as medical and therapeutic devices, equipment, software, and other relevant items. For all the planned investments, the physical viability (expected service life) of those investments must be indicated, as well as information on when the reinvestment will be required and how renewed investments will be handled. If medical devices are purchased, the medical purpose must be stated. The description can be supplemented by graphs or drawings.

(c) Detailed financial calculation

The applicant must make a detailed financial calculation of the investment expenditures; i.e. indicate the individual investment items and sub-items contained in the budget, making sure that it is clear how the resulting amount for the item in the budget of the Application is calculated. For investment items in the budget, it is necessary to state the units, the number of units, the price per unit, the separate quantification of VAT and the indication of the VAT rate, as well as the total cost.

(d) Determining the cost of expenditure

The applicant shall justify the planned cost of the investment expenditure/items to be purchased, using one of the following methods:

- Market research - addressing minimum three possible suppliers. Market research must not be older than 6 months from the date of submission of the application.
- Similar purchase - if the applicant has already made a similar investment purchase within the 9 months prior to the submission of the application, the cost of the planned investment expenditure can be documented by the purchase price of the previous investment expenditure (the purchase could also be performed by another entity than the applicant).
- Expert opinion, on the basis of which the cost of the investment expenditure is determined. This option can only be used in exceptional relevant cases (the professional CV of the expert must be provided).
- For construction works, which will be claimed as investment expenditure, the cost of the expenditure will be determined according to the price list of the standardized catalogue of construction works (max. 12 months old).

10) Project documentation for building permit / building notification

For projects involving construction works, the applicant shall submit, as an annex, documents from the technical documentation required for submitting an application for a building permit/building notification within the framework of the relevant construction procedure under the Construction Act.

In such a case, it is sufficient to submit such a documentation that will allow for the assessment of the project and its budget: a summary report, the overall situation of the construction - building plan, construction drawings of building and utilities, design of the planned modifications of the surroundings of the construction incl. protection of greenery, budget.

The applicant shall also attach to the technical documentation **a detailed budget of the construction works**.

11) Declaration of the founder

This Annex is relevant only to organizations established by the public administration (organizational units of the state, or regions or municipalities). The designated bodies which are authorized to issue the declaration are stated in the internal regulations of the applicant/founder. The Annex is not standardized.

4.17. Signature

Jméno a příjmení	Datum	Podpis

The application and selected annexes shall be signed by the applicant or authorized person to act on behalf of the applicant with the qualified electronic signature. That means it should be signed by its statutory body or in case of a collective statutory body by an authorized member/members of the statutory body of the applicant. Also, the application can be signed by an authorized person acting on behalf of the applicant.

In case of an authorized person acting on behalf of the applicant, such power of attorney/authorization shall be attached to the application.

The following documents shall be signed in IS CEDR with **the qualified electronic signature** of the applicant or the authorized person acting on behalf of the applicant:

- Grant Application,
- Annex Declaration,
- Annex Identification of the ownership structure of the applicant and the persons acting on its behalf
- Annex Applicant's declaration on state aid

Only exception is the annex Partnership Commitment Statement/Partnership agreement which can be signed by the applicant and the partner or by authorized persons with **electronic signature (eventually signed by hand and scanned).**

5. Process after Submission of the Application

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

The applicant will be informed of any shortcomings identified (e.g. completeness and legibility) and invited through the IS CEDR to make corrections of the annexes to the application in the initial phase of the evaluation (formal and eligibility checks). The application itself cannot be edited after its submission. In case the deadline for corrections is not met the application will be removed from further evaluation.

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

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

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

Unsuccessful applicants will receive a legal act on not awarding the grant. It is not possible to appeal the decision. Restoration of the procedure is not permitted. The review procedure is not permitted, with an exception according to § 153 article 1 letter a) Rules of Administrative Procedure.

6. Administration and financing of projects of DMOs and Organizational units of the State of the MoH

Applicants from a DMOs or organizational unit of the state established by the MoH are obliged to submit to the Department of European Funds and Investment Development of MoH a request for the approval of submission of grant application at least 10 working days before the closing date for receipt of applications in IS CEDR.

The request for the approval of submission of grant application must contain at least a brief description of the project, including the planned activities and the draft budget.

More detailed information on the obligations and rules applicable to the DMOs or organizational unit of the state established by the MoH in relation to the implementation of projects from Health Programme of EEA Grants will be published on the MoH website after the verification and before the implementation of the approved projects.

7. Annexes to the Guideline

Annex 1	Organization types – in Czech
Annex 2	Identification of the ownership structure of the applicant and the persons acting on its behalf – in Czech
Annex 4a	Partnership Commitment Statement – in Czech
Annex 4b	Partnership Commitment Statement – in English
Annex 5a	Template Partnership Agreement – in Czech
Annex 5b	Template Partnership Agreement – in English
Annex 6	Target groups – in Czech
Annex 7	Description of the programme outcome and outputs including indicators – in Czech
Annex 8	Declaration of honour – in Czech
Annex 9	Applicant's declaration on state aid – in Czech
Annex 10	Simplified feasibility study – in Czech