
Programme CZ - Culture

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

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

The Ministry of Finance as the Programme Operator in cooperation with the Arts and Theatre Institute – Programme Partner and the Arts Council Norway and the Icelandic Centre for Research – Donor Programme Partners

announces on 26. 11. 2019 Open Call for proposals of projects to be funded from the EEA Grants 2014-2021 under the Programme CZ - Culture in the support area Capacity Building of Umbrella Associations, Networks and Platforms.

1. Identification and timetable of the Call

Programme Operator	Ministry of Finance of the Czech Republic
Call Code	CB1
Call name	Capacity Building of Umbrella Associations, Networks and Platforms
Date of call announcement	26. 11. 2019
Opening date and time for the receipt of applications	15. 01. 2020 12:00 p.m.
Closing date and time for the receipt of applications	16. 03. 2020 12:00 p.m.

2. Objective and Focus of the Call

The programme supports capacity building of present and newly arising umbrella associations, networks and platforms (hereinafter referred to as “associations”) and their members. For the development of contemporary arts it is important to support a cooperation of involved parties through associations, which should be able to represent and enforce common needs and interests of their members (e.g. public funding, the legal status of artists, sponsorship from private entities and business strategies) and is particularly crucial in the relation to the public and private sector. The programme will support activities improving and strengthening the skills and competences of umbrella organisations and their members, mapping their needs, defining justifications for cultural advocacy, and promoting cooperation on a national as well as European level (relevant counterparts from the Donor States), including the exchange of information and know-how.

The projects must not generate profit throughout the implementation period. The rules for use of any income generated in the implementation period are specified in the Guideline for Applicants.

3. Allocation of the Call

The financial allocation of the Call decisive for the selection of the projects to be funded is 12 850 000 CZK (EUR 500 000). The grants are awarded in CZK.

4. Eligible Applicants

- Any entity, public or private, commercial or non-commercial and non-governmental organizations established as a legal person in the Czech Republic or international organizations/ bodies or agencies thereof active in the Czech Republic, that are registered as umbrella association, network and/or platform in the area of professional contemporary arts.¹
- Period of registration of eligible legal entities is not restricted.
- Natural persons are not eligible applicants.

Potential applicants are not entitled to participate in the Call if:

- They are in liquidation, insolvency, impending bankruptcy or if insolvency proceedings are brought against them within the meaning of Act No 182/2006 Coll., on insolvency and the means of its resolution (the Insolvency Act);
- They have obligations towards the State and other public budgets (e.g. breach of Article III (10) of Regulation 25/2010 of the Ministry of Culture of the Czech Republic applicable to applicants who have received a grant from the Ministry of Culture in the previous year);
- They have tax arrears in the tax records or arrears of insurance premium or of penalty on public health insurance or social security and national employment policy contributions²;
- Recovery orders have been issued against them after a previous decision of the European Commission declaring that the provided aid is unlawful and incompatible with the common market;

The conditions of applicant eligibility are assessed during the project appraisal and selection and must be met as of the date of submitting the grant application. Applicants use a solemn declaration in the grant application to state they meet the requirements of the previous paragraph.

5. Eligible Partners and Support for Donor Partnership Projects

The priority of the EEA Grants 2014-2021 is to strengthen partnership between the Czech entities and entities from the donor states, i.e. Iceland, Liechtenstein and Norway. The grant applications can therefore be submitted also in partnership with relevant partner institutions from the donor states. The partnership is not mandatory. However, it will be favoured in the evaluation process. Eligible expenditure on supporting and strengthening the partnership can be included in the project budget.

Eligible partners from donor states:

- Any entity, public or private, commercial or non-commercial as well as non-governmental organizations established as a legal person in donor states, or international organizations/ bodies or agencies thereof active in donor states;

¹Registration as umbrella association, network and/or platform in the area of professional contemporary arts will be assessed based on the Statistical Classification of Economic Activities [Statistical Classification of Economic Activities](#) (CZ NACE) in the [Registers of Economic Subjects / Entities](#). Among eligible applicants are e.g. subjects with classification CZ-NACE 9499 (Activities of other membership organisations n.e.c.), 9002 (Support activities to performing arts).

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

Eligible partners at national level:

- Any entity, public or private, commercial or non-commercial as well as nongovernmental organizations established as a legal person in the Czech Republic, or an international organizations/ bodies or agencies thereof active in the Czech Republic.

Natural persons are not eligible project partners at national level.

6. Eligible Activities, Period of Project Implementation and Sustainability

The subject of the application may be the activities described below focused on capacity building of professional umbrella associations, networks and platforms, including the support of the current operation. The project may concern any art discipline and should include the following activities or the combination thereof:

- Activities focused on professionalization of professional umbrella organizations, networks and platforms,
- Activities focused on the development and endorsement of skills and competences of professional umbrella organizations, networks and platforms, and their members in the disciplines, such as management, leadership, fundraising and new business models in the forms of workshops, coaching and other forms,
- Activities focused on mapping the needs of selected artistic participants and disciplines in the form of research, data collection, studies, analyses and other surveys with the aim to articulate arguments for cultural policy and cultural advocacy in arts,
- Activities focused on working with the audience, which will be verified and will lead to specific outputs aiming at the setting of strategic measures. These measures will be relevant for the field(s) of art (not for one organization only),
- Activities focused on endorsement and promotion of cooperation on the national and European level (with corresponding counterparts from Donor States), including the exchange of information and know-how through seminars, workshops, studies, research etc.

The project application must be clearly defined as opposed to the support area Art and Cultural Criticism. Support in this call is not designated to projects focused exclusively on support of art and cultural critics and these will not be supported. It is not possible to ask solely for the support of general operating costs without added activities.

The projects may involve minor investments, such as purchase of technical equipment necessary for project implementation up to 15% of all eligible expenditures.

The eligible territory of the project activities is the Czech Republic and/or the territory of the donor states.

The deadline for completing the project implementation and all its activities is **30. 04. 2024**.

The minimum project period is 6 months and maximum 24 months.

In the application, the applicants will describe how the proposed activities can lead to development of other activities and contribute to sustainability of the project applicant's organisation.

Projects that involve investment expenditures are subject to the obligation of maintenance and sustainability of investment property in accordance with the instructions provided in the Guideline for Applicants.

7. Programme Objectives and Project Relevance

The overall objective of the programme is to strengthen social and economic development through cultural cooperation, cultural entrepreneurship and cultural heritage management. In the area of contemporary art, it supports cultural and creative activities with entrepreneurial outlook stimulating social inclusion and local development. The programme seeks to contribute to a greater awareness about the culture of social, ethnic and cultural minorities and it aims at improving the access of minority groups to culture and at addressing their needs.

The programme has an ambition of 70% bilateral cooperation and co-production projects supported under this open call. This will be achieved by involving project partners from the donor states (Norway, Iceland and/or Liechtenstein).

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 under this and the following calls within the programme contribute to the fulfilment of these outcomes and outputs.

In relation to the focus of this open call, the applicant shall describe the relevance of the project to the overall objective of the programme and its contribution to the capacity development for cultural players (Programme Output no. 2.2) and to the improved access to contemporary arts (Programme Outcome no. 2) in the application.

In the application, the applicants will select the indicators that are relevant for their project, specifying the planned target value (i.e. the value that should be achieved through the implementation of the project). The applicants make the selection in the list of programme indicators applicable to this call that are listed in the table below:

Programme Objective		Social and economic development strengthened through cultural cooperation, cultural entrepreneurship and cultural heritage management	
Programme Outcome/ Output		Indicator	Further Specification
Outcome 2	Improved access to contemporary arts	Number of jobs created	Facultative indicator, achieved value will be disaggregated by gender and age, monitoring target value.
		Number of cultural entities with strengthened capacity	Mandatory indicator, monitoring target value.
Output 2.2	Capacity development for cultural players supported	Number of cultural players trained Out of:	Facultative indicator, achieved value will be disaggregated by gender, binding target value.
		– Number of cultural players trained in cultural entrepreneurship	
		– Number of cultural players trained in artistic and technical skills	
		Number of audience development strategies implemented	Facultative indicator, binding target value.
		Number of contemporary arts networks supported	Mandatory indicator, binding target value.

Every applicant shall set realistic target values for selected indicators in the application. The achievement of the target values will be monitored throughout project implementation by means of monitoring reports.

Programme outputs and target values of the related output indicators are binding due to their direct link to project activities and its budget.

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.

In addition to the relevance of the project to the programme, the applicants are also required to define the purpose of the project in relation to the identified programme outcome no. 2 (Improved access to contemporary arts) in the application. The applicant also defines outputs of individual project activities including the respective indicators. **These outputs and the related target indicator values are binding** as they are directly connected with project activities and budget.

With regards to the bilateral cooperation, the programme emphasizes application of the knowledge from the bilateral partnership. Achievements and impact of the bilateral cooperation in projects will be assessed thanks to the bilateral indicators allowing for staff exchanges.

Detailed information regarding the setup of programme/activity outputs and programme outcome, their binding effect and the descriptions and definitions thereof are provided in the Guideline for Applicants.

8. Eligible Expenditure

The share of investment expenditures in the total amount of all eligible expenditures must not exceed 15%. Smaller investments, such as purchase of technical equipment, are eligible, provided that they are indispensable for project implementation.

The rules on which categories and types of expenditure are eligible and can be claimed as eligible are described in the Guideline for Applicants and in the [Guideline of the National Focal Point for Eligible Expenditures under EEA/Norwegian Financial Mechanisms 2014-2021](#).

9. Grant Amount – Co-financing – Advance Payments – System of Payments

The minimum grant amount is 257 000 CZK (EUR 10 000), the maximum grant amount is 1 285 000 CZK (EUR 50 000) in case of a project without bilateral cooperation with a donor state partner / 1 542 000 CZK (EUR 60 000) in case of a project in bilateral cooperation with a donor state partner.

The grant rate is:

Grant (EEA Grants 2014-2021 + state budget)	Co-financing by the project promoter
90%	10%

The final date for eligibility of expenditure is 30. 04. 2024.

The applicant may ask for an advance payment to finance the project at maximum 60% of the awarded grant. For non-governmental non-profit organisation the amount of the advance payment may be up to 70% of the

total value of the grant (depending of the type of applicant, see the Guideline for Applicants). The applicant will justify its request for advance financing in the grant application. In accordance with Act No 218/2000 Coll. on budgetary rules, the advance payment is not provided to public entities associated with the state budget (organisational units of the state and to state contributory organisations).

For interim payments, 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 documents.

Each Payment Request (including the Advance Payment Request) shall be divided into investment and non-investment planned expenditure/expenditure and the share of non-investment expenditure in each Payment Request shall be at least 15% of the amount to be reimbursed.

The final payment (10% of the grant) will be paid after approval of the final report.

There is no legal claim for the grant.

10. Drawing up and Submitting the Grant Application

Grant applications can be filled in and submitted only electronically through the information system CEDR (IS CEDR) by 16. 03. 2020 12:00 p.m.

The grant application and its annexes will be drawn up in the Czech language (only the Brief Summary of the Project and relevant fields in the application will be written in English) and in the standardised format (if the standardised format is established for the given annex - see the Guideline for Applicants). Selected parts of the grant application will be written also in English in a form of an annex.

Where a donor state partner is involved in the project, the grant application and its annexes are to be submitted in English (only the Brief Summary of the Project and the relevant fields in the application will be written also in Czech) **and in a standardized format** (provided that a standardized format has been established for the annex in question – see the Guideline for Applicants).³

The planned expenditure of the project will be set out in CZK.

The information needed for drawing up and submitting the application is provided in this Call, the Guideline for Applicants and in the captions and help comments in the IS CEDR.

- The Guideline for Applicants is available at www.eeagrants.cz.
- The application must contain all required annexes - see the Guideline for Applicants. Standardised annexes can be downloaded from www.eeagrants.cz.
- During the appraisal of the grant application, the applicant may be invited to submit the paper forms of some annexes (large format annexes, drawings etc.).
- The mandatory data to be filled in the grant application include information on all consultants involved in the preparation of the grant application.

Technical requirements and recommendation

- The application and relevant annexes must be signed with a qualified electronic signature of the statutory or authorised representative of the applicant.
- The IS CEDR can be entered through: www.eeagrants.cz/cedr.
- In case of technical difficulties with the preparation and submission of the application it is possible to contact the person mentioned on the home page of IS CEDR 2014-2021; Contacts.

³ Note: Implementation of supported projects will be monitored in the language of the grant application. This means, in case of donor state partnership projects, the monitoring reports and requests for payments will be submitted in English.

-
- The grant application and its annexes can be prepared in IS CEDR gradually, the system enables saving the already completed parts.
 - The grant application must be filled in while bearing in mind that the process of project appraisal and selection will use exclusively the information contained in the grant application and its annexes. All parts of the grant application must be therefore filled in carefully, specifically and clearly.
 - We recommend submitting the application sufficiently in advance before the deadline of the Call. Leaving the submission of the application to the last minute could cause problems due to the system overload.
-

11. Publicly Accessible Documents for the Implementation of the EEA Grants 2014-2021

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

Financial Mechanism Office (mainly Regulation on the Implementation of the EEA Financial Mechanism 2014-2021)	www.eeagrants.org
National Focal Point (mainly the Guideline of the NFP for Eligible Expenditures)	www.mfcr.cz , www.eeagrants.cz
Programme Operator	www.eeagrants.cz/culture
Programme Partner	www.idu.cz

12. Process of Application Appraisal and Project Selection

The phases of the project appraisal which will be applied in the selection of applications submitted under this call include:

1) Assessment of the formal requirements and eligibility

The formal requirements and eligibility will be assessed by the Programme Partner according to the defined criteria.

Applications that do not meet the criteria of formal requirements and eligibility will be excluded from further appraisal. The applicant may appeal against the exclusion of the application due to a failure to meet the formal requirements and eligibility through IS CEDR within 15 days after receiving the decision on the rejection of the application.

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. The applicant may make additions and amendments that do not increase the quality of the application. The application itself cannot be amended after its submission.

2) Assessment of the quality of the application by external evaluators

Each application is assessed by two external evaluators. The resulting score of the grant application is the arithmetic average of the scores of both evaluators.

If the difference between the total scores of the evaluators is higher than 30% of the value of the higher score, the application will be assessed by a third evaluator. The resulting score will be the arithmetic average of the scores that are the closest to each other.

3) Assessment of the applications by the selection committee

The selection committee consisting of Czech experts receives a list of all projects that were assessed in terms of quality. The projects are ordered on the list by the resulting score received in the appraisal by external evaluators (arithmetic average of scores). The selection committee discusses the submitted projects and submits a list of recommended projects including reserve projects to the Programme Operator - the Ministry of Finance for verification.

In the evaluation, the selection committee will take into consideration a balanced representation of art disciplines and their financial situation.

4) Verification by the Programme Operator

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

5) Approving/ disapproving the grant

Based on the result of the verification, the Programme Operator decides on approving/ disapproving the grant and informs the applicant about the next steps. A grant approval letter and subsequently a legal act on grant award are issued for the successful applicants. Unsuccessful applicants receive a legal act on not awarding the grant. It is not possible to appeal the decision.

Beginning of approved projects is expected 5 months after the closing date for receipt of applications (i.e. September 2020).

Information on the conditions of state aid

It is not possible to finance projects that constitute state aid and require a notification to the European Commission.

It is also possible that a project will not be supported from public sources at the maximum extent as defined in Section VIII of this Call. This concerns the groups and categories of state aid where the GBER⁴ must be applied - General Block Exemption Regulation (which assumes, if certain conditions are met, compatibility of the aid with the EU internal market and therefore the aid can be provided without the necessity of a detailed examination by the European Commission). Another case is the provision of support in the form of de minimis (which is not considered state aid due to its low amount because it does not meet all aspects of the definition of state aid pursuant to Art. 107 of the TFEU).

13. Criteria for Formal Requirements, Eligibility and Quality

1) Formal requirements criteria

- The application was submitted within the due period set in the call.
- The application document is drawn up in the required language in line with the call.
- All mandatory data are filled in the application.
- The application is electronically signed by a statutory representative of the applicant or an authorised person.
- All mandatory annexes are complete and are provided in the required form in line with the call and the Guideline for Applicants.

⁴ Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, so-called General Block Exemption Regulation.

2) Eligibility criteria

- The applicant is eligible.
- The partner/partners is/are eligible (if partnership is applied).
- The project complies with the focus of the call (programme area, outcome, outputs).
- The project activities are eligible.
- The place of the project implementation complies with the conditions of the call.
- The duration of the expected project implementation is in line with the minimum and the maximum period of implementation set in the call.
- The requested amount of grant complies with the conditions set in the call.

3) Quality criteria

Detailed criteria for assessing the application quality

	Evaluation criterion	Max. score for the criterion (out of 100 possible)
1	Significance of the project	55
	Complexity, innovation and originality of the project facilitates broadening of their impacts and will significantly contribute to strengthening capacities and further development of umbrella associations, networks and platforms, to raising awareness of arts and cultural advocacy in the arts, and cultivation and development of the professional environment (overall quality of project).	15
	Project activities are suitably designed as regards the selected target group/target groups.	5
	Suitability and importance of proposed activities for the development of the field and impact on the general public.	10
	Level of cooperation within one field as well as across various art disciplines.	5
	The project allows efficient partnership and the exchange of know-how among suitable partners on the national level in order to provide a higher impact of the project outputs. ⁵	5
	Engagement of partner/partners from donor states contributes significantly to the overall value and impact of the project (cooperation, information and know-how exchange etc.). The cooperation has the potential to continue even after the implementation of the project.	10
	The project contributes to integration of disadvantaged groups (mainly the Roma, but also other social, ethnical and cultural minorities).	5
2	Project structure, risks, activities and outputs	30
	The structure of the project, its activities and outputs is clearly defined. The activities are interrelated and directed towards suitably defined outputs.	10
	Publicity of the project is well-defined and clearly formulated.	5
	Project management is suitably set up and clearly described. The persons responsible for delivery of the activities and outputs at national and / or international level have adequate experience.	5
	The proposed implementation schedule is consistent, reasonable and is adequate to the project – it clearly defines the process and steps to be taken in order to deliver the main activities of the project.	5

⁵ E.g. cooperation with municipalities.

	The risks of the project are clearly defined and relevant, including a proposal for their elimination in order to secure smooth project implementation.	5
3	Cost-effectiveness and sustainability	15
	A detailed budget is indicated for the entire project period. The expenditures are eligible and the indicated budget items are necessary for the implementation of the project activities and the indicated amounts are reasonable. Total project costs are adequate to the expected results.	10
	The proposed activities have the potential to generate long-term benefits and enhance development of further activities and sustainability of the applicant.	5
	Total	100

Point evaluation

In order to ensure the highest level of objectivity every external evaluator evaluates the fulfilment of each criterion on a below described scale from 0 to 5. The value obtained for each criterion is then converted by the percentage rate according to the maximum amount of points that can be obtained for the given criterion. For example, a grant application, fulfilling a certain criterion with maximum score 10 points, is evaluated by the external evaluator as 4 – Good. The number of points awarded for this criterion will be after the conversion by the percentage rate 8 points, i.e. 80% of the maximum points that can be obtained for this criterion.

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

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

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

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

4 – Good. The project fulfils the given criterion, with some space for improvement (the grant application is awarded 80% of the maximum score for the criterion).

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

The total score sums all scores awarded for individual criteria. The maximum total score is 100 points.

14. Information on Providing Consultations on the Call

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

— sent by e-mail to:

Magdalena Müllerová – magdalena.mullerova@kreativnievropa.cz

Pavla Petrová – pavla.petrova@idu.cz

Eva Žáková – eva.zakova@idu.cz

Potential donor project partners can use this contact information:

Iceland:

Icelandic Centre for Research (Rannis)

Email: eegrants@rannis.is

Website: www.rannis.is

Liechtenstein

EEA Grants Coordinator for Culture

Arno Oehri

Email: arnooehri@eeagrants.li

Phone: +423 373 67 12

Website: www.eeagrants.li

Norway:

Arts Council Norway

Email: eeagrants@kulturradet.no

Phone: +47 2104 5800

Website: www.kulturradet.no/eos-midlene

The queries may be raised no later than 5 working days before the final date for submitting the grant applications. The reply will be sent to the applicant within 5 working days, at the latest on the last day of the Call. Only replies given in writing are binding.

Frequently asked questions and answers will be published in the section Questions and Answers www.eeagrants.cz.