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

Guideline for Applicants

Programme Human Rights

Open Calls for proposals:

HROVA2 – The creation of motivational leisure time programmes and extracurricular activities for Roma children

Valid from: 11 March 2021

Norway
grants

List of Abbreviations

EEA	European Economic Area
Donor states	Iceland, Liechtenstein and Norway
Norway Grants	Norwegian Financial Mechanism
IS CEDR	Information system CEDR
FMO	Financial Mechanism Office (in Brussels)
PP	Project Promoter
NFP	National Focal Point
NUTS	Nomenclature of territorial statistical units
ORP	Municipality with extended scope of authority, according to Act No. 314/2002 Coll., on the Establishment of Municipalities with Authorized Municipal Office and the Establishment of Municipalities with Extended Scope of Authority, as amended
PO	Programme Operator (Ministry of Finance of the Czech Republic)

Introduction

The overall objective of the Norwegian Financial Mechanism (hereinafter referred to as "**Norway Grants**") is to contribute to reducing economic and social disparities in the European Economic Area (hereinafter referred to as "EEA") and to strengthening bilateral relations between donor and beneficiary states through financial contributions in agreed programme areas.

This Guideline for Applicants (hereinafter referred to as the "**Guideline**") is intended for grant applicants interested in financial support of projects in the support area **No. 7 – Human Rights – National Implementation** within the Programme **Human Rights**:

- HROVA2 - **The creation of motivational leisure time programmes and extracurricular activities for Roma children**

The Guideline together with the text of the Open Call for submitting grant applications (hereinafter referred to as "**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 relevant especially for the subsequent implementation of approved projects:

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

The Guideline was prepared by the Ministry of Finance of the Czech Republic – the Programme Operator (hereinafter referred to as the "**PO**") and is based on valid international treaties, documents approved by the Norwegian Ministry of Foreign Affairs and documents issued by the National Focal Point (hereinafter the referred to as the "NFP") and PO, in particular:

- Regulation on the Implementation of the EEA/Norwegian Financial Mechanism 2014–2021, as amended (hereinafter referred to as the "Regulation");
- Results Guideline;
- Bilateral Guideline;
- Results Reporting Guide;
- Communication and Design Manual;
- Programme Agreement of the Human Rights Programme;

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

1.   Preparation and Submission of Application

Applications under announced Open calls shall be submitted only electronically through the information system CEDR (hereinafter referred to as "IS CEDR"). IS CEDR manages administration of projects in their entire project cycle, i.e. from submission of the application, its evaluation, issue of the implementation contract, monitoring of the implementation and completion of the project.

The IS CEDR accessible via CEDR banner on the homepage www.norskefondy.cz or via the website www.norskefondy.cz/cedr.

The homepage of the IS CEDR 2014-2021 contains:

— Information on the applicant's registration, including instructions for registration of the applicant and applicant's user (accessible from here);
— Basic instructions for working in the system;
— Technical parameters necessary for working in the system;
— Contacts on technical support;
— The Applicant registration button;
— Login window for the registered user.

To access the IS CEDR, the applicant needs to register via the **Applicant registration** button on the home page of the IS CEDR. By registering the applicant, the subject of the applicant will be created (i.e. registration of the organization that will submit the application) and at the same time the user account of the **applicant's administrator** will be created. The applicant's administrator manages the users of the given applicant (i.e. in particular adds other users of the applicant and sets the appropriate roles and permissions to work with the application for individual users). The applicant's administrator is entitled to establish an application. Authorization to create an application is also granted to the applicant's users, to whom the applicant's administrator has assigned the role of *Establishing a project.*

Username and password are needed for login of registered user to the system.

After login of the applicant's user with the right to establish a project to the IS CEDR and pressing the **Create new project** button, a list of accessible open calls will be displayed. An application form will be displayed after selecting the appropriate open call.

The applicant fills in the application via an **online form** directly in the Internet browser window. All required data must be entered. Mandatory data to be filled in are marked with an asterisk (*) and highlighted in yellow. The completeness of filling in the data in the application can be checked continuously using the **Verify** button in the control panel.

When **filling out** the application, follow the tabs from **left to right**, first fill in the top row of tabs. When filling out the application, we recommend saving the data continuously using the **Save** button in the control panel.

After filling in all the tabs of the application form, the applicant will generate a **Grant Application** and insert the mandatory annexes into the application annexes. The Grant Application and the relevant annexes (for the requirements of the annexes, see chapter Annexes to the Guideline) shall be signed by the applicant or an **authorized person with a qualified electronic signature**. The complete application shall be submitted exclusively electronically via the IS CEDR (via the **Application Submission** button in the control panel).

By the time IS CEDR open for preparation and submission of applications, the applicants can prepare their projects in a form Grant Application (Annex 1 to this Guideline) and in Detailed Project Budget (Annex 2 to this Guideline). These annexes contain fields that will then need to be filled in the online application form. It is not possible to submit the above-mentioned completed work forms instead of filling in the data in the tabs of the online application form, as the data filled in directly in the application is used for further project administration.

Prior the submission of the application it is recommended to check in particular the eligibility of the applicant / project partner and the purpose of the project are in compliance with condition of the Open Call. The eligibility of the applicant /project partner is always defined by the call for proposals which stipulates the eligible applicant / project partner, or other specific requirements (e.g. practice). Eligible project activities lead to the fulfilment of the programme objectives and the specific objectives defined by the Open Call.

It will be also checked, among other things, whether the project aims to meet the programme outcomes and outputs. It is also recommended to check fulfilment of all formal and eligibility criteria described in the Checklist for the Open Call (Annex 3 to this Guideline)

Language of the application:

The applicant shall draw up the application and its annexes in **Czech language.** Only the following parts shall be written in **English:**

- **Project Summary in English;**
- **The project title in English;**
- **Name of the applicant in English;**
- **Name of the partner in English.**

Annexes of the application will be elaborated in the Czech language. In the case of project partnership with a partner from Norway, the annex **Partnership Commitment Statement** will be drafted in English.

2.   Grant Application

It is highly recommended to submit the application and its annexes written in clear and concise manner so that their content is correctly understood during the evaluation. When processing the application, the applicant should pay particular attention to these general principles:

- compliance of the application with the conditions of the relevant Open Call;
- clarity of information in individual parts of the application and its annexes, including its interdependence, especially the link to the project budget and the logical framework[1];
- 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.

This chapter also describes the individual tabs of the application form and provides instructions for filling in the fields.

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[1] The term "Logical Framework" is sometimes also used as the term "Result Framework". In case the applicant is interested in Logical or Result Framework beyond the information mentioned in the Introduction of this Guideline, more detailed information is available at https://eeagrants.org/resources/eea-and-norway-grants-2014-2021-results-reporting-guide

2.1 Basic Information about the Project

Základní informace	Žadatel	Partneři	Záměr	Relevance projektu	Aktivity projektu	DPH	Podrobný rozpočet	Rozpočet
Financování	Horizontální témata	Zpracovatel						

Finanční mechanismus	Norské fondy 2014-2021
Program	Program Lidská práva
Kod programové struktury	LP/REG/HROVA2 Název výzvy Tvorba motivačních prázdninových programů a mimoškolních aktivit pro romské děti; Posilování spolupráce školy s rodinou
Poskytovatel finančních prostředků	Ministerstvo financí, Letenská 15, 118 10 Praha 1 IČO: 00006947, DIČ: CZ00006947
Modalita programu	Otevřená výzva
Programová oblast *	7 - Inkluze Romů a posilování jejich postavení
Cíl programu *	Posílení inkluze a postavení Romů

Based on the selection of respective Open Call and setting up the application, the following fields will be automatically filled in:

- Financial mechanism the support is awarded from;
- Programme;
- Code of programme structure;
- The title of the Open Call;
- Name and address of the Fund provider;
- Programme modality;
- Programme area;
- Programme objective.

2.1.1 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. The name of the project should best describe the content of the project and the essence of the activities.

2.1.2 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 in Czech and English serves as a project introduction. In case of successful and supported projects, the summary will be used for project´s promotion at www.norskefondy.cz a www.eeagrants.org.

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,
- justification of the need for the project (including references to relevant legislation and/or strategic and conceptual documents, if applicable), i.e. why it is necessary to implement the project due to the needs and shortcomings identified in the area,
- 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, i.e. what will be changed or improved by the project,
- 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 and/or with the partners from the Czech Republic 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;
- present the project proactively and in mutual relations and contexts,
- use the active rather than the passive voice:

Do not write:

Information campaigns for parents will be conducted,

A position of coordinator of day camp activities will be created.

Do write:

We will organize two information campaigns for parents of Roma pupils and students, which will focus on the strengthening of the parental competencies and importance of education.

We will create a position of a coordinator of day camp activiites, whose job will be to prepare and implement a day camp for Roma and non-Roma children during the summer holidays of 2021.

- 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 write:

According to the FRA survey (2016), early school leaving affects up to 57% of Roma pupils. Early school leaving is often caused by a lack of motivation for both Roma pupils and students and their parents. With the project, we are responding to this situation and striving to create an environment that will motivate Romani pupils and students to further their education, for example by removing barriers in schooling.

The project will be implemented in the Zlín Region. At the beginning of the project, we will perform a comprehensive analysis of existing barriers in education for Roma pupils aged 11-15. We will focus on Roma pupils in schools located close to socially excluded localities. We assume that the experience of at least 100 Roma pupils will be implemented in the analysis. In addition, the analysis will be complemented by suggestions from parents of Roma children and other actors working with Roma pupils, especially the pedagogical staff of the schools concerned.

We will also establish a position of school failure prevention coordinator, which will focus on both Roma pupils and students and their parents. The prevention coordinator will also cooperate with other actors who may influence the prevention of school failure, especially social workers, employees of the schools concerned, but also representatives of other non-profit organizations.

2.1.3 Project Location

The specific definition of the location of project implementation / project impact is stated in the Open Call and is subject to control within the assessment of all administrative and eligibility criteria. Project activities do not necessarily have to be implemented only in the given area, partial project activities may in exceptional and justified cases take place outside the area defined in the Open Call, but must always be in favor of the given area set by the Open Call.

A project location is required for statistical purposes. The NUTS 3 classification is used for the project location. The applicant **selects region** from the list, which corresponds to the project implementation area or area where the project outputs are implemented (not to the applicant's registered office). If the key project activities are implemented in more than one geographical area, the applicant will tick the field the *Entire Czech Republic* and describe in the *Project location description* text field in which areas the key project activities will be implemented (including whether the project will take place outside the Czech Republic).

Project location description

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

2.1.4 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. The codes have seven digits and are based on the OECD classification. Although the project may cover more interconnected areas / sectors, **only one sector code** that is the most relevant to the project focus reflecting the purpose of the spending (including supplies and infrastructure) needs to be assigned to each project. The applicant selects the following sector code:

1112000 - Education facilities and training

Educational buildings, equipment, materials; subsidiary services to education (boarding facilities, staff housing); language training; colloquia, seminars, lectures, etc.

1118100 - Education sector staff training

Formal and non-formal training for teachers, trainers and other staff of Educational institutions at all levels.

1122000 - Primary education

Formal and non-formal primary education for children; providing elementary and first cycle systematic instruction; provision of learning materials.

1123000 - Basic skills for youth and adults

Formal and non-formal education for basic skills for young people and adults (adults education); literacy and numeracy training; adults in lifelong training.

1124000 - Early childhood education

Formal and non-formal pre-school education.

1132000 - Secondary education

Second cycle systematic instruction at both junior and senior levels.

1133000 - Vocational training

Elementary vocational training and secondary level technical education; on-the job training; traineeships, work placements and apprenticeships; informal vocational training.

1142000 - Higher education

Degree and diploma programmes at universities and colleges; scholarships.

1515000 - Democratic participation and civil society

Support to the exercise of democracy and diverse forms of participation of citizens beyond elections; direct democracy instruments such as referenda and citizens' initiatives; support to organisations to represent and advocate for their members, to monitor, engage and hold governments to account, and to help citizens learn to act in the public sphere; curricula and teaching for civic education at various levels.

1516000 – Human Rights

Measures to support specialised official human rights institutions and mechanisms at universal, regional, national and local levels in their statutory roles to promote and protect civil and political, economic, social and cultural rights as defined in international conventions and covenants; transposing international human rights commitments into national legislation; reporting and follow-up; human rights dialogue. Human rights defenders and human rights NGOs; human rights advocacy, activism, mobilization; awareness raising and public human rights education. Human rights programming targeting specific groups, such as children, persons with disabilities, migrants, ethnic, religious, linguistic and sexual minorities, indigenous people and thouse suffering from caste discrimination, victims of trafficking, victims of torture.

1516020 - Multicultural awareness

Measures to increase the understanding and appreciation of the values, experiences, interests and perspectives of diverse groups including those defined by language, culture, gender, sexual orientation, religion, age and disability. The protection and use of cultural heritage of minorities

2.1.5 Planned Project Implementation Period

Plánovaná doba realizace projektu					
Předpokládaný termín zahájení *			Předpokládaný termín ukončení *		Délka realizace v měsících
					0

The applicant shall indicate **the presumed start and end dates of the project.** Duration of the project (number of months) will be calculated automatically.

The minimum duration of the project is determined by Open Call, which also states the deadline for completion of the project.

Given the time needed to assess and evaluate all applications submitted under the Open Call**, the earliest start date of the project** shall be at least 6 months from the end date of the Open Call, if it is not otherwise stated in the text of the Open Call.

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 chapter 3 Process after submission of the application), which sets the starting date for the eligibility of expenditure. Expenditure incurred prior to the official approval of the application will not be considered eligible. If the project activities are implemented based on a public procurement, the tender / selection procedure can be started before approving the application and granting support from Norway grants, i.e. before the initial date of eligibility of expenditure, but to sign the contract, implement the subject of the contract and pay invoices related to performance public procurement cannot be entered into earlier than the initial date of eligibility of expenditures.

The 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 30 April 2024. 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 performance public procurement).

The date of the end of the project implementation will be specified in the implementation contract 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 (the maximum deadline of the projects is always 30 April 2024).

In exceptional and duly justified cases, 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 project implementation period must always be set in such a way that it is consistent with the final date of eligibility of expenditure (i.e. by 30 April 2024) and the duration of the implementation of the project must be justified in terms of the size and nature of the project.

2.2 Applicant

2.2.1 Applicant Identification

Název a kontaktní údaje žadatele	
Název žadatele	
Právní forma	
Název žadatele v anglickém jazyce *	
Webové stránky žadatele	
IČO	DIČ
Typ organizace	---
Identifikátor datové schránky	
Sociální sítě	

The basic identification data of the applicant in the tab *Applicant* are pre-filled on the basis of the applicant's registration (name of the applicant, legal form, etc.). The applicant shall further fill in its identification data including:

   − **applicant's name in English;**
   − **applicant's website address** (in format http://www.xxx.yy or https://www.xxx.yy);
   − **tax ID No;**
   − **organization type** (by selecting from the code list; see the list of types of organization in the Annex 4 to this Guideline);
   − **applicant's social networks pages**, if relevant (optional field).

If the applicant uses the social networks and intends used them for the needs of the project, state the address of the profile on social networks in the application (optional field).

The eligibility of the applicant, i.e. who can be an applicant and what conditions must be met, is always determined by the Open Call and is subject to control within the assessment of all administrative and eligibility criteria.

If the applicant is not entered in the public register (register of associations, register of institutes, foundation register, register of public benefit companies etc.) in the register of legal entities, register of research organizations, the school register or the register of universities, the *Document on Legal Entity of the Applicant* is a mandatory annex to the application (see Chapter 2.13 the Annexes to the Application).

2.2.2 Legal Representative

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 statutory body, the applicant will provide data for each representative separately.

Selected data of the representative (s) of the statutory body (name, surname) are pre-filled on the basis of the registration of the applicant. Clicking on the name of the representative of the statutory body will open a window with the details of

the selected representative of the statutory body. The applicant shall state the missing data (title, position within the applicant's organization, email) to the registered representatives of the statutory body, or add another representative of the statutory body (using the green plus button).

Statutární orgán				
				🟢
Statutární zástupce ▲		E-mail	Funkce	
Jan Novák				🔴

Statutární zástupce					
Titul před	[ ]	Jméno *	Jan	Příjmení *	Novák	Titul za	[ ]
E-mail *	[ ]		Funkce *	[ ]	

OK   Storno

2.2.3 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 address of the applicant's registered office is pre-filled on the basis of the applicant's registration. The applicant shall fill in the registered office address and correspondence address (if it is 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.

2.2.4 Contact Persons

The applicant shall indicate the project contact persons responsible for the data in the application. To add a contact person, click on the green plus button. The applicant shall provide the following contact details for each person:

- — **Name, surname, title,**
- — **Position in the project** (by selecting from the list, or by own words if the options are not relevant; writing the position in your own words in the *Position in project wording* field is possible after selecting *Others* in the *Position in project* list),
- — **Email, phone.**

The list includes the following positions in the project: project manager, financial manager, authorized person, application processor, others.

The applicant shall also indicate (by ticking the field) whether the contact persons should be **automatically notified** by the IS CEDR about the status of the project.

Kontaktní osoby a osoby zodpovědné za projekt *					
Jméno a příjmení	Pozice v projektu	E-mail	Mobil/Telefon	Posílat notifikace	
... žádné záznamy ...					

Kontaktní osoba

Titul před		Příjmení *		Jméno *		Titul za	
Pozice v projektu *	---		Pozice v projektu textem				
E-mail *			Mobil				
Telefon			Notifikace ☑				

[OK] [Storno]

The applicant shall designate the main contact person for communication with the PO regarding the application. For this person, select *Others* in the *Position in project* field and in the *Position in project wording* field, enter the name of the position in your own words, stating that it is the main contact person of the project (e.g. Project manager – main contact person).

Updating data/adding contact persons during the project implementation will be possible in the IS CEDR.

If the applicant has entrusted the registration of the applicant to another entity on the basis of a power of attorney (i.e. the registration of the applicant was ensured by, for example, an entity with a different ID number), the person from such entity will be listed among the project contact persons as authorized person. If the application is not signed by the representative (s) of the applicant's statutory body (i.e. another person is authorized to sign the application), such a person will also be listed among the contact persons as an authorized person. The power of attorney is a mandatory annex to the application (see chapter 2.13 Annexes to the Application).

2.2.5 Applicant Description

Charakteristika žadatele	
Stručná charakteristika žadatele (počet znaků max.: 3600) *	

The eligibility of the applicant is always determined by the Open Call and is subject to control within the assessment of administrative and eligibility criteria. The eligibility criterion of the applicant of the Open Call **The creation of motivational leisure time programmes and extracurricular activities for Roma children (HROVA2)** is met in case the applicant can be identified as a subject of a specified legal form. The eligibility of NGO applicants under this Open Call is further conditioned by at least one-year legal personality of the organization on the date of submission of the grant application. The applicant shall prove the fulfilment of this condition by means of an annex - **Declaration on Organization's activities**, which is a mandatory annex to the grant application for the NGO applicants.

In the section Characteristics of the applicant in the application, the applicant shall briefly describe the applicant's main activities in relation to the programme area (i. e. Roma inclusion and empowerment) and the Open Call. Further information shall be stated, such as length of activities in the field, organizational structure and experience with the implementation of similar projects at the national and international level, which are relevant to the submitted application.

As part of the evaluation of the Open Call HROVA2, projects that involve **Roma or pro-Roma NGOs** in the role of the applicant (and / or project partner) and are **involved in the implementation of projects and activites that benefit the Roma minority for at least 1 year** on the date of submission of the grant application, will be **awarded extra points in the evaluation process**. In order to obtain extra points, it is necessary to state specific experience with members of the Roma minority. Verification of whether the organization can be considered a Roma / pro-Roma will be performed on the basis of the completed annex - **Declaration on Organization's Activities**, the following criteria will be assessed:

1. Roma are the main target groups of the organization activities;

2. Roma are represented in the statutory body of the organization;

3. Roma are represented among the organization employees.

In order to meet the definition of a Roma / pro-Roma organization, it is necessary **to meet at least two of the three criteria** listed.

2.2.6 Applicant Email Address

This section of the application is displayed only to the applicant who does not have a data box / did not provide a data box identifier within the applicant's registration. **A data box** is required for **electronic communication** with the PO during the evaluation and implementation of the project. However, the mandatory use of the data box only applies to entities that have a data box established by law. For entities for which the establishment of a data box is voluntary, the use of a data box for communication with the PO is only recommended. If the applicant does not have a data box, they can request delivery to the delivery e-mail (by checking the box *I request delivery to an e-mail address*).

Doručovací e-mail žadatele			
Žádám o doručování na elektronickou adresu	☐	Doručovací e-mail žadatele	

- Nemáte-li zřízenu datovou schránku, můžete požádat o doručování emailem.
- Pokud má žadatel zřízenu a zpřístupněnu datovou schránku k okamžiku vypravení doručované písemnosti, Zprostředkovatel programu bude doručovat dokumenty do datové schránky.

If the applicant did not have a data box at the time of the applicant's registration and subsequently set up the data box during the application processing or project implementation, they shall fill in the data box identifier in the Applicant's Detail section. To open the *Applicant Detail*, click on the *List of own applicants* in the main menu of the application and then on the *name of the applicant*.

Informace o žadateli	
Právní forma	Spolek
Název žadatele	Myslivecký spolek "Vlčí doly" Zábřeh
IČO	65496221
Identifikátor datové schránky	

2.3 Partnership in Project

The requirements for partnerships in the project are set by the Open Call. The implementation of project in partnership is not mandatory. Projects implemented in partnerships will be awarded extra points within the quality evaluation (please see chapter 2.3.2).

Partnership is a relationship between two or more entities – private, public or non-for profit, based on the cooperation of these parties in the preparation and subsequent implementation of a project funded by the Norway Grants 2014–2021. Such partnership is related to the partnership with Czech partners and also with partners from Norway or other Beneficiary States or 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 financed from Norway Grants 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 mandatory annex of the application is **Partnership Commitment Statement** signed by each partner separately, or the Partnership Agreement, if it has already been concluded at the time of submitting the application. Entities whose involvement in the project is not formalized by the Partnership Agreement are not stated in the grant application (to be documented before the implementation contract is issued at the latest).

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 grants to finance the normal activities of their organization unrelated to project implementation.

Recommendations for finding partners and arranging cooperation

When contacting partners, we recommend:

- avoid sending general partnership requests;
- seek partners in a targeted way, given their role in the project and their ability to contribute to project implementation,
- ask the potential partner for a personal meeting to explain the content of the partnership in person;
- have a clear idea of what you expect from the partnership (e.g. what the partner should bring to the project, what role he should play in the project, what activity you expect from the partner);
- be prepared for financial issues, in particular whether you will expect the partner to contribute financially to the project;
- prepare a good description of their activities and areas of operation.

To negotiate partnerships and cooperation in the project, the following are important**:**

- common goal and vision and partner´s ability to contribute to them;
- common understanding of the intention and content of the project;
- agreement on the specific involvement of the partner in the project activities, including how the roles of all partners fit together in terms of project implementation;
- clarification of the partner's obligations and responsibilities, including responsibilities for planned outputs;
- agreement on the partner's budget, including financial flows;
- long-term perspective.

In the case of searching for a NGO partner, we also recommend looking at the **2019 Report on the Status of the Roma Minority**, which lists the NGOs actively involved in the integration of the Roma minority.[2]

Before arranging a partnership, it is necessary to verify the eligibility of the partner in accordance with the conditions of the Open Call. The eligibility of project partners is always determined by the Open Call and is subject to control within the assessment of administrative and eligibility criteria.

In case of a project partnership with Roma / pro-Roma NGO engaged in activities that benefit the Roma minority for at least 1 year, it is necessary to submit an annex **Declaration on the Organization's activities** in order to obtain extra points within the quality assessment.

For search of suitable project partners, the applicants can use contact form or a partner database available at https://www.eeagrants.cz/en/bilateral-relations/partner-search-form.

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[2] The Report on the Status of the Roma Minority 2019, available online:: http://www.vlada.cz/assets/ppov/zalezitosti-romske-komunity/aktuality/Zprava-o-stavu-romske-mensiny-2019.pdf

2.3.1 Identification of Partner Organization

If the project is implemented only by the applicant without the involvement of the project partners, the applicant does not fill in the Partners tab. If the project is implemented in partnership, the applicant will check the field **Project is implemented in partnership** *in the Partners tab.* The applicant will also provide a list of partners who will be involved in the implementation of the project (the project partner can be added by using the green plus button). If the project is implemented in partnership with several entities, the applicant will provide details of each partner separately.

For each partner organization the applicant shall fill in:

- **the name of the partner organization** (in local language and in English);
- **type of the partner** (from Czech Republic / donor state / international organization);
- **city** (registered office of the partner organization);
- **state;**
- **organization type** (by selecting from the code list; see Annex 4 to this Guideline for a list of organization types);
- **website of the partner organization** (optional, in format http://www.xxx.yy or https://www.xxx.yy);
- **contact person(s) of the partner organization** (name, surname, e-mail).

2.3.2 Description of Partner Organization

The applicant shall provide a brief description of partner organization with an emphasis on activities relevant to the submitted project. The applicant shall in particular provide information on partner personnel capacity and implemented activities which prove suitability and experience of the project partner that contribute to the fulfillment of the project

objectives. **Projects implemented in partnership with Roma / pro-Roma NGO(s)** engaged in activities that benefit the Roma minority for at least 1 year as of the date of the submission of the grant application, which are established as legal entity in the Czech Republic and are of one of the NGO legal forms listed in the Chapter IV of the Open Call **will be awarded extra points within the quality of assessment Furthermore, projects implemented in the partnership of NGO with a school or school facility** under Act No. 561/2004 Coll., on pre-school, basic, secondary, tertiary professional and other education, as amended, will be awarded extra points.

Verification of whether the applicant organization can be considered a Roma / pro-Roma organization will be performed on the basis of the completed annex - **Declaration on Organization's Activities**, the following criteria will be assessed:

1. Roma are the main target groups of the organization activities;

2. Roma are represented in the statutory body of the organization;

3. Roma are represented among the organization employees.

In order to meet the definition of a Roma / pro-Roma organization, it is necessary **to meet at least two of the three criteria** listed.

Furthermore, it is appropriate to state the size of the organization, if it is an NGO, i.e. state the number of NGO members (if it is an NGO based on the membership principle).

2.3.3 Description and Importance of Partnership

Popis a význam partnerství (počet znaků max.: 4000) *

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

- the role of partner/partners, their competencies and responsibility for the project outputs;
- method and scope of partner/partners and their representatives involvement in the project implementation;
- the need for the partnership for the project implementation and impact leading to the achievement of the project goals;
- duration of the partnership.

The applicant shall describe how the partner / partners participate in the implementation of the project, including an indication of the activities in which the partner cooperates, or which he himself implements. They will also indicate how the partner's activities will be coordinated and whether the partner participates in project management as a member of management, whose costs are included in the project budget. The applicant explains how the involvement of the partner in the project is beneficial.

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 completion of the project or how it will be further developed in the future.

In case the project is implemented in partnership with the entity from Norway, the applicant will describe how the proposed activities will contribute to strengthening bilateral relations, especially in terms of shared results, knowledge and mutual understanding between the Czech Republic and Norway.

Within the quality assessment of the application, projects implemented in the partnership with the entities from Norway will be awarded extra points.

2.3.4 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 projektů realizovaných v partnerství s partnerem z donorského státu	počet	--- ▼				
Počet školení spoluorganizovaných konečným příjemcem a partnerem z donorského státu	počet	--- ▼				

OK a generovat šablonu

Stisknutím tlačítka „OK a generovat šablonu" dojde k vygenerování dokumentu „Prohlášení o partnerství se zahraničním subjektem v anglickém jazyce (Partnership Commitment Statement)" a jeho uložení do seznamu příloh projektu. Šablonu si v seznamu příloh otevřete, uložte do svého PC, doplňte požadované údaje a následně soubor uložte do seznamu příloh.

In case of a bilateral partnership project, i.e. a partnership with entity/entities from Norway, the applicant will comment on the **pre-set bilateral indicators of the Programme:**

- – Number of training courses co-organized by donor state and beneficiary state entities
- – Number of projects implemented in partnership with a donor project partner (it must be selected mandatorily for a project implemented in a bilateral partnership and its target value is a maximum of 1)

For each of the pre-set indicators, the applicant indicates whether it is relevant to the project (by selecting Yes/No from the list). If the project is implemented in partnership with more partners from Norway, the indicator **Number of projects implemented in partnership with a partner from the donor state** must be indicated with relevance *Yes* only for one Norwegian partner, for other Norwegian partners the applicant sets the value *No* to this indicator.

The definitions of bilateral indicators are given in Annex 5 to this Guideline.

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

- – target indicator value

The applicant shall state the target value of the indicator, which will be achieved thanks to the implementation of project activities. The applicant also briefly describes in the field *Fulfilment of the indicator, method of determination and verification of values*, from which information sources and data the stated value is based.

- – 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. The specified date must fall within the project implementation period.

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

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 5 of this Guideline), 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 5 of this Guideline). 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.

2.3.5 Project Partnership Documentation

If the project is implemented in partnership, the mandatory annex to the application is the **Partnership Commitment Statement** (standardized form, see Annex 6a and 6b). If the applicant has more than one partner, he/she submits the Partnership Commitment Statement separately for each partner. The **Partnership Agreement** may be attached to the application (if it is already concluded at the time of the submission of the grant application) or the draft of the Partnership Agreement.

The language of the document depends on the partner´s country of origin. In case a **donor project partner from Norway** or partner from another Beneficiary State is involved in the project, the document shall be in English or in a respective multilingual version. In case a Czech partner is involved in the project, the applicant submits the Partnership Commitment Statement or the Partnership Agreement in Czech.

In case of a grant approval, the applicant is obliged to conclude the Partnership Agreement(s) with the partner(s). 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 an implementation contract. The applicant is obliged to submit the relevant copies to the PO before the implementation contract 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 partner expected expenditure 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 project itself and cooperation and belongs to the annexes to the Guideline (see Annex 7a, 7b).

The applicant is always responsible for the implementation of the project and the achievement of its objective.

Expenditure incurred by partners in connection with the implementation of the project will be covered by the grants 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.

The applicant shall state in the application the total estimated expenses of each partner in CZK. In the case of the involvement of a foreign partner, it is appropriate to take into account the development of the exchange rate and possible exchange rate losses when compiling the budget of such a partner.

2.4 Intention and Project Description

2.4.1 Initial State and Project Intent

Výchozí stav a záměr projektu
Výchozí stav a záměr projektu (počet znaků max.: 3600) *	

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). The applicant shall substantiate the description with relevant statistical data, expert studies and, where appropriate, experience and knowledge from his practice.

2.4.2 Justification of Project Proposal

Zdůvodnění návrhu projektu
Zdůvodnění návrhu projektu (počet znaků max.: 3600) *	

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 elaboration of the application should best be based on a needs analysis or study in relation to the planned project activities. 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 (or their respective parts/chapters) relevant to the given project proposal that mention the need to address the issue, especially the Roma Integration Strategy 2021 – 2030, or the Strategy for Education Policy 2030+, or strategic and conceptual documents of regions and municipalities;
— main conclusions of the analysis/studies identifying the deficiency; or results of specific enquiries, surveys, etc.;

— relation of the project to associated projects in implementation or relation to outputs or recommendations from already implemented projects associated with the submitted project.

2.4.3 Prerequisites for Project Implementation

Předpoklady pro realizaci projektu
Předpoklady pro realizaci projektu (počet znaků max.: 3600) *	

If relevant, the applicant shall describe the aspects that determine the start of the project and the possibility of its implementation. 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 these prerequisites are, including the expected end date when they will be met, so that the project could be launched.

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

2.4.4 Objective and Desired Benefits

Cíl a očekávaný přínos projektu
Cíl a očekávaný přínos projektu (počet znaků max.: 5000) *	

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 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 to the broader society.

With regard to the focus of the call and the submitted project, the applicant will describe in particular:

- whether and how motivational holiday programs and extracurricular activities for Roma children, pupils and students will be implemented;
- whether and how school failure is prevented and early school leaving of Roma pupils and students is prevented;
- how will the cooperation of the teachers of Roma pupils and students involved in the project and other actors take place;
- whether and how innovative solutions to address early school leaving of Roma pupils and students will be developed or implemented;
- whether and how foreign examples of good practice or innovative solutions will be transferred and applied and what benefits these solutions will have in practice;
- what impact will the project have on the parents of Roma pupils and students;
- what impact will the project have on increasing the motivation of Roma pupils and students to continue their education;
- whether and how barriers to education of Roma pupils and students will be removed;
- whether and how ethnoemancipation of Roma children, pupils and students will take place.

2.4.5 Target Groups of the Project

Cílové skupiny projektu
Cílové skupiny projektu (počet znaků max.: 3600) *	

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:

— how he/she will work with each target group (proposed activities, direct involvement of the target groups in the project etc.);

- what instruments will be used to address and influence the target group(s) (e.g. direct involvement in the project, social media campaign, etc.);
- what positive effect the target groups will experience thanks to the implementation of the project and how the benefits can be verified;

The target group are mainly Roma children, pupils and students and their parents. The target group also includes schools and school facilities including pedagogical and non-teaching staff and other entities involved in the prevention of early school leaving.

2.4.6 Statistical Classification of Target Groups

For statistical purposes of the Norway Grants 2014–2021, the applicant will **select from the list statistical groups those that best correspond to the described target groups of the project**. For a list of target groups for statistical purposes please see Annex 8 to the Guideline.

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. To add end beneficiaries and intermediaries, click the green plus button and then select the relevant item from the list.

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. Roma, children and youth (0-17 years old), people at risk of poverty/in poverty, etc.). For a list of end beneficiaries, see Annex 8 to the Guideline (Target Groups).

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. civil society organizations, Roma mediators, etc.). If project activities are intended directly at the end beneficiaries, the intermediaries may not be relevant in this case. For a list of intermediaries, see Annex 8 to the Guideline (Target Groups).

2.5 Project Risks and Their Management

Rizika projektu					
Název rizika ▲	Pravděpodobnost rizika	Dopad rizika	Reakce na riziko	Popis reakce na riziko	
... žádné záznamy ...					

Detail rizika

Název rizika *	
Pravděpodobnost rizika *	--- ∨ Dopad rizika * --- ∨
Reakce na riziko *	--- ∨
Popis reakce na riziko *	

[OK] [Storno]

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. You can make the addition of the risk by using the green plus button and then you fill in the Detail of the 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.

— **probability of risk occurence**

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 the applicant cannot influence the risk from his/her 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 lack of interest of Roma pupils and students in participating in the project □ elimination of risk through motivation and encouragement about the benefits of the project, including a thorough presentation of the options of participation and vision of the project.

- Risk of lack of interest of the school or school facility as a project partner ☐ elimination of risk by a thorough explanation of the benefits of the project and the possibility of improving the situation of Roma children, pupils and students through project activities.
- Risk of non-implementation of certain project activities (conferences, training or public events) due to preventive measures related to the covid-19 pandemic ☐ elimination of the risk by ensuring the event is held online or by another appropriate form.
- Risk of insufficient interest of pedagogical and non-teaching staff in the field of inclusion of Roma children, pupils and students ☐ elimination of risk by choosing innovative forms of presentation and appropriate motivation.
- Risk of insufficient communication between project partners ☐ elimination of risk by the good setup of project management before its start, organization of the initial meeting of partners, an explicit setting of personal responsibilities and communication channels.

2.6 Project Sustainability

Udržitelnost projektu	
Popis udržitelnosti (počet znaků max.: 3600) *	

Describe the sustainability of the project.

The applicant will describe whether and how the relevant outputs will be sustained and how the sustainability will be ensured after the completion of the project. The applicant will indicate whether and how the project will contribute to the sustainability of the activities and long-term usability for the target groups of the project. The applicant shall describe whether multiplier effects can be expected within the sustainability of the project. If relevant, the applicant will describe the financial sustainability of the project after completion of the project (i.e. the estimated costs related with maintaining the relevant project outputs for its sustainability period and way of their financing) and the applicant will also clearly define risks associated with subsequent use, including a proposal of measures for their elimination.

Sustainability of the project is not a mandatory condition for receiving a grant. However, ensuring sustainability is desirable. The project quality assessment will evaluate whether the proposed project activities and their outputs have the potential to lead to a lasting benefit for the target groups of the project, the sustainability of the applicant and the development of its activities. This lasting benefit needs to be explicitly mentioned and argued by the applicant in the grant application.

2.7 Relevance of the Project

2.7.1 Relevance of the Project to Programme

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

The objective of the Human Rights Programme is to improve the situation in the area of human rights and to combat discrimination and extremism in the Czech Republic.

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 implementation. **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 objective of the programme (i. e. improvement the situation in the area

of human rights and combating discrimination and extremism at national level), expected outcome of the Programme (i. e. enhanced inclusion and empowerment of Roma) and especially to the output of the Programme (i. e. measures for preventing early school leaving of Roma students delivered).

Description of programme outcomes and outputs including their indicators relevant for each Open Call is provided in the Annex 9 to the Guideline.

2.7.2 Purpose of the Project

Účel projektu (počet znaků max.: 500) *

[text input field]

The applicant fills in the description of the purpose of the project as follows: "*The purpose of the project is to enhance Roma inclusion and empowerment through…*". The description must clearly indicate the purpose for which the applicant plans to use the requested grants specifically. The applicant briefly describes the purpose and use of the expected grant support, which must be in accordance with the set outcome of the programme and must support its fulfilment (we do not recommend specifying specific numbers of activities). At the same time, it must be directly related to the planned activities of the project. The applicant shall describe how the purpose of the project will be achieved, including an indication of how the fulfilled purpose of the project will be made available or communicated to the public.

The purpose of the project will be stated in the implementation contract and thus, it will be binding. For this reason, in the interest of effective project implementation, the applicant defines the purpose of the project in an appropriate way.

Examples:

The purpose of the project is to strengthen the inclusion and position of Roma by motivating Roma children, pupils and students to education and prevent their early school leaving, including ensuring the development of professional competencies of pedagogical and non-teaching staff in the field of inclusion and development of Roma children, pupils and students.

2.7.3 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
Posílení inkluze a postavení Romů	Počet vytvořených pracovních míst	počet	--- ▼				
	Počet příjemců poskytovaných služeb	počet	Ano/Yes ▼	0,00			

Programme outcomes are the short and medium-term effects of an intervention on the intermediaries or end beneficiaries (target groups). In its relation to the programme, the project contributes to fulfilment of the **programme outcome** (i.e. Increased support for and competence on human rights) including related indicators. The text of the Open Call specifies in more detail whether the completion of the programme result indicators is mandatory or optional[3].

The programme outcome, which is relevant for the project and on which the project will be obliged to comment in the monitoring reports, is **pre-set** by the PO together with mandatory indicators.

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[3] The applicant states the relevance of the optional indicator (by selecting Yes/No in the Relevance field) with regard to the content of the submitted project.

The applicant can select optional programme outcome indicator, if this indicator is relevant and corresponds to the focus of the project.

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

– **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 possible 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 9 to the Guideline (*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 9 to the Guideline). 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.

2.7.4 Classification of the Project into Supported Programme Outputs

Output and its indicators for the Open Call The creation of motivational leisure time programmes and extracurricular activities for Roma children (HROVA2):

Relevance výstupů programu

Výstup programu	Relevance
Opatření pro předcházení předčasnému ukončování školní docházky romských žáků	Ano/Yes ∨

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
Opatření pro předcházení předčasnému ukončování školní docházky romských žáků	Počet rodin zapojených do iniciativ pro prevenci předčasného ukončení školní docházky	počet	Ano/Yes ∨	0,00			
	Počet obcí, ve kterých byly realizovány programy pro prevenci předčasného ukončení školní docházky	počet	Ano/Yes ∨	0,00			

Programme outputs are the products and services created in the projects within the programme, that are delivered to the set target groups. In its relation to the programme, the projects contribute to the **programme outputs** including related indicators, by conducting the projects' activities. Mandatory output set in the Open Call is pre-set with Relevance"*Yes*". Related mandatory programme output indicators are pre-set. During the project implementation, the project promoter must continuously monitor the fulfilment of these indicators and report them in the project monitoring reports. The reported values must be demonstrable and verifiable by a possible inspection of the PO.

For selected indicators of the programme output, the applicant shall fill in:

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

– **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. The specified date must fall within the project implementation period.

– **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 9 to the Guideline (*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 9). 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

If the indicator is specified in the open call in its detailed classification, the project promoter will monitor the given indicator and report it in this more detailed classification (e.g. by gender, age, etc.). However, the detailed classification of the indicator is only indicative and the project promoter will report the values on the basis of data obtained in its records (e.g. attendance sheets, etc.) or on its own qualified estimate in case the record is not possible, purposeful or where it would mean disproportionately high costs.

The Selection Committee is entitled (e.g. at the proposal of the evaluators) to set the condition for increasing the target value of the indicator for project approval in case the target value is disproportionately low due to the budget and duration of the project implementation period.

2.8 Project Activities

Project activities, i.e. activities related with the project implementation and management, must lead to the fulfilment of the project objective and also contribute to the fulfilment of the programme objective. The project must always include key activities, and mandatory activities **Project Management** and **Project Publicity**. The detail of the breakdown of key activities depends on the nature of the project. The recommended maximum total number of activities including Project Management and Project Publicity is 5 - 7 (maximum total number of project activities is 10).

The types of eligible project activities, i. e. which activities can be implemented within the project, are defined by the Open Call.

The applicant must describe the individual activities of the project specifically. It must be clear from the description of the activities that they are feasible, have a logical connection with each other and at the same time their connection to the defined needs and the objective of the project is evident.

Each activity must represent a compact logical unit in terms of its content, i.e. it must be clearly structured and linked to the planned outputs and objective of the programme defined in accordance with sub-chapters 2.7.3 and 2.7.4 and with the detailed project budget.

The applicant must select at least 3 types of activities from the list of eligible types project activities defined by the Open Call and to develop them into key project activities in the the grant application. Other types of activities beyond those listed in the Open Call are not allowed. The examples of key project activities listed in the Open Call for each eligible type of activity are illustrative and are not exhaustive. The key project activities must always be directly linked to the eligibnle types of activities set out in the Call.

2.8.1 Key Project Activities and Outputs

Číslo aktivity	▲	Název aktivity	Datum zahájení	Datum ukončení	Popis aktivity	
			... žádné záznamy ...			

Aktivita projektu

Číslo aktivity *	1	Zadat vlastní aktivitu ☐

Název aktivity   [--- ▼]

Popis aktivity (počet znaků max.: 4000) *   [   ]

Datum zahájení *   [   ]   Datum ukončení *   [   ]

Výstupy aktivity

- Výstupy aktivity projektu přidejte kliknutím na ikonu ⊕. Aktivita může vést k vytvoření více výstupů. Maximální doporučený počet výstupů u jedné aktivity je 3.

Název výstupu aktivity	▲	Související výstup programu	Popis výstupu aktivity	
		... žádné záznamy ...		

[OK]   **[Storno]**

The project is divided into key activities. The applicant adds the Activities by using the green plus button in the tab Activities. The applicant shall indicate at each activity:

— **name of the key activity**

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

— **description of the key activity**

The applicant shall indicate to which type of eligible activity defined by the Open Call the given key activity of the project is related and what its content will be. It must be clear from the description of the activity **which activity, when, by whom and in what way it will be implemented**. At the same time, it must be clear from the description of the activity whether and how **the project partner** will be involved in the activity (if the project is implemented in partnership). **The description of the activity must be linked to the detailed project budget**. Examples:

— the detailed budget indicates the item specialist: within the relevant key activity, the work of the specialist must be briefly described.
— the detailed budget indicates the supply or service contract: the description of the activity must indicate what will be delivered.

Note

The project implementation team consists of staff who have the skills needed to implement the key project activities, in particular expertise in the topics addressed by the project and experience of working with target groups of the project. The implementation team, composed of professional and possibly also specifically focused administrative workers (e.g. personnel, ICT technician, publicity manager, etc.), is responsible mainly for the material implementation of key project activities, creation of project outputs and active work with the target group. These may be employees of the applicant's organization and external experts, as well as employees of partner organizations. Examples of typical positions of a professional team: researcher, social worker, pedagogical worker, methodologist, lecturer, etc.

Project management, which is entrusted to a group of employees providing managerial activities, is a separate mandatory project Management activity.

— the expected **start date** of the 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, please also see in the Chapter 2.1.5).

— the expected **completion date** of the key activity

The expected date of the completion of individual key activities is necessary to be set in accordance with the conditions of the Open Call, which sets the minimum time for project implementation and the latest date for completion of project implementation.

Outputs of the key activities

Each key activity must be further defined and quantified by output(s). 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 each 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. developed methodology, trained persons etc.). **The maximum recommended number of outputs per key activity is 3**. Please add the outputs of activities by using the green plus button.

The applicant shall provide the following data for each output separately:

— **name of the activity output**

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

Examples of the outputs of activities:

— 5 pedagogical staff trained in the field of inclusion of Roma pupils and specifics of work with Roma families;
— analysis of barriers of Roma pupils in continuing in secondary education;
— suburban camp for Roma children, pupils and students and others;
— conference on the transfer of foreign good practice.

— **related programme output**

The applicant shall indicate the programme output to which the project activity output is linked. If none of the programme outputs is relevant, the applicant shall indicate "No related programme output". Mandatory output must be recorded as a related output of one activity at the minimum.

— **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, what is the benefit for target groups, etc.

Examples of activity outputs, their description and related activity output indicators:

Example

Activity output: A suburban camp for Roma children, pupils and students and others.

Description of the output of the activity: The project will organize a suburban camp in the scope of 10 working days. The suburban camp will take place partly in the headquarters of the XXX organization, partly in the public space of the town of Vsetín. The suburban camp will focus on increasing the motivation of Roma pupils aged 6-15 to participate in education, the development of ethnoemancipation and the acquaintance of non-Roma pupils with the history of the Roma, culture and language. The XXX surban camp organizational team will cooperate with representatives of the city of Vsetín and primary school Zlínská in Vsetín.

Output indicator: Number of beneficiaries of services provided or improved

— **activity output indicator**

The indicator represents the way in which the achievement of the outputs of the project activities can be measured. The applicant shall provide with the name of a measurable indicator that will document and objectively evaluate the fulfilment of the given activity output (e.g. the number of jobs created, the number of materiál created, the number of implemented training sessions, etc.). The applicant can define indicators in own words and/or use a programme output indicator, that will be registered as activity output indicator.

Activity outputs and target values of the related output indicators are binding due to their direct link to project activities and its budget. A possible 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 set the relevant measuring unit of the indicator through which it will be possible to objectively assess the fulfilment of the indicator (e.g. number, percentage, scale).

— **baseline value of the indicator**

The applicant shall indicate the baseline value of the indicator before the start of activity implementation. The system allows the insertion of only numerical values, both in the case of quantitative and qualitative indicators. For qualitative indicators (e.g. evaluation of the quality of training, etc.) it is necessary to determine such units of measurement (e.g. scale) that will allow the reporting of numerical values.

— **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. The system allows the insertion of only numerical values.

— **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.

Example for the indicator *Number of beneficiaries of services provided or improved*

This project aims to organize a suburban camp for Roma and other pupils aged 6-15. At the moment, this type of activity is not available in the city of Vsetín. The initial value of the indicator is therefore set to 0. In the project, a 10-days suburban camp will be organized. We assume that approximately 50 children aged 6-15 will take part in the suburban camp. The suburban camp take place in July 2021.

— **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, certificate of occupancy, 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.

Example for the indicator *Number of beneficiaries of services provided or improved*

Achieving the value of the indicator will be possible to verify on the basis of attendance lists, photo documentation, records from individual days of the suburban camp.

2.8.2 Project Publicity

Project Publicity is a mandatory activity of the project. The applicant adds the Project Publicity activity by using the green plus button on the Activities tab, selects **Project Publicity** in the Activity title field and fills in the related text fields as in the case of key project activities. In terms of the content of the project Publicity activity, the applicant follows the requirements below for the Project Communication plan.

The core of the Project Publicity activity is a Communication plan with an overview of the main steps that the applicant plans to implement within the project communication. The activity also briefly describes the communication strategy of the project, including a set of communication tools including mandatory elements of publicity with the aim to:

— ensure the effective exchange of information and understanding of the communication, both between the project stakeholders and the public;
— raise general public awareness not only about the existence and objectives of the project, but also of the Norway Grants (with emphasis on bilateral cooperation if the project is implemented in a bilateral partnership).

Aktivita projektu		
Číslo aktivity *	1	Zadat vlastní aktivitu ☐
Název aktivity	Publicita projektu	▾
Popis aktivity (počet znaků max.: 4000) *		
Datum zahájení *		Datum ukončení *

Výstupy aktivity

• *Výstupy aktivity projektu přidejte kliknutím na ikonu ⊕. Aktivita může vést k vytvoření více výstupů. Maximální doporučený počet výstupů u jedné aktivity je 3.*

Název výstupu aktivity ▲	Související výstup programu	Popis výstupu aktivity
... žádné záznamy ...		

[OK] [Storno]

In connection with receiving the financial support from the Norway Grants 2014-2021, the applicant is obliged to inform the public about the implementation of the project and the receiving the financial support through the so-called mandatory publicity of the project. In addition to the set of minimum mandatory publicity, it is appropriate for the project promoter to implement other communication and promotion activities that will effectively present the project and its outputs to both the target groups and the general public. The applicant chooses communication tools with regard to the target groups of the project, the nature of the outputs and takes into account the overall budget of the project. We recommend focusing mainly on promotion through online technologies such as social networks (Facebook, Instagram, YouTube) and the web services or other innovative promotion tools.

The communication plan determines who communicates (administrative departments or entities responsible for the implementation of information and communication measures) what information, and how, when (expected timeline) and to whom (target groups). Part of the communication plan is the setting of publicity outputs (e.g. awareness-raising campaign, project launch conference, project final conference, press conference, etc.) and their indicators.

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 and the applicant selects „No Related Programme Output"; for the requirements for the description of each field please see the previous chapter). It is not necessary to present individual elements of publicity as separate outputs of the Project Publicity activity, it is also possible to use a summary output – e.g. "Set of mandatory project publicity elements". In the field Description of the output of the activity in this case, the applicant briefly describes the individual elements.

Note

The outputs of other key project activities in the form of events of various types are not included in the outputs of publicity (e.g. expert seminar, workshop, etc.). In the case of all activities implemented within the project, the final beneficiary is always obliged to inform the participants about the support obtained from the Norway Grants 2014-2021 (information on websites, in the press or on social networks, roll-ups, leaflets, etc.).

A specific form of publicity can be, for example, media campaigns (in the press, radio, television, on the Internet) in order to raise awareness of the project and the Norway Grants 2014-2021. The campaign is not a one-time event, but a comprehensive promotion of the project through various communication channels - websites, social networks, events, advertisements in the press, etc.

Mandatory requirements of the activity Project Publicity:

— During the project implementation, the Project promoter is obliged to implement at least **two information activities** on the existence of the project, which is implemented with the support of the Norway Grants 2014-2021, on its objectives, achievements and results of project implementation. Events must be promoted by appropriate promotional and information materials which must include mandatory publicity elements.

— The project promoter is obliged to provide information about the project on a newly created project **website**, or on the specialized webpage on the existing website of the project promoter's organization in the section dedicated to the project in the **Czech language**. Alternatively, it is possible to publish specifications of the given project via social media profiles.

— For projects with an awarded grant of more than EUR 150,000 (CZK 3,900,000), the project promoter is obliged to create a dedicated project website (as a separate section dedicated to the project on an existing website of the organization or as a secluded project website), both in **Czech and English**. Alternatively, it is possible to publish specifications of the given project via social media profiles.

— The information on the websites / social media profiles shall include specifications about the project, its progress, potentially cooperation with donor project partners (if the project is implemented in bilateral partnership), furthermore, it must include project photos, contact details and a reference to the Human rights Programme and Norway Grants 2014 – 2021. Project-related information must be regularly updated.

All information and publicity measures must be implemented in accordance with 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 document is available for download at www.eeagrants.cz/en/general-information/promotion/downloads.

2.8.3 Project Management

Aktivita projektu		
Číslo aktivity *	1	Zadat vlastní aktivitu ☐
Název aktivity	Management projektu	▾
Popis aktivity (počet znaků max.: 4000) *		
Datum zahájení *		Datum ukončení *

Part of the project is its management, which is included as a **mandatory Project Management activity**. The project management should be entrusted to a group of employees who will be able to cover all levels of project management with their activities and thus ensure all managerial activities, or professional activities[4]. These may be employees of the applicant organization and/or external entities, or employees of partner organizations may be invited to this group. Project management should be composed ideally of staff who have sufficient experience with project implementation and management. When creating a project management team, it is necessary to proceed mainly from the expected complexity of project management and implementation in terms of content and finances.

Project management is mainly responsible for coordinating project activities, organizational side of the project, achieving the planned project ojectives, fulfilling planned outputs including achieving target values of indicators and ensuring effective communication at all levels of project implementation (towards the PO, management of the project promoter, project partners and individual employees involved in the project).

The applicant adds the activity by using the green plus button in the *Activity* tab, in the field *Activity title* and selects the **Project Management** and fills in the following fields:

— 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 partner(s) from Norway) 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 the Chapter 2.1.5 Planned Project Implementation Period). 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 covered by own or external emyployees 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 (with an indicative definition of the main job description of individual roles; roles can be cumulated, i.e. for example the project manager also performs the role of project administrator):

— **project manager** (sometimes also a project leader; manages the project and is responsible for achieving the set project objective and fulfilling its outputs; responsible for the proper operation of the project according to the schedule, project risk management, project progress evaluation, preparation of monitoring reports and their

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[4] If a member of the project implementation team also ensures the role of a member of the project management and also performs other professional tasks (e.g. professional guarantor) and the employee's expenses will be requested for reimbursement within the project, the applicant will enter the relevant part of the person's workload in the Management chapter and the remaining part to another relevant chapter of the project budget (e.g. Services).

accuracy, correctness of changes in the project; participates in project controls; usually is the main contact person of the project who communicates with the PO)
- **financial manager** (he/she ensures the financial management of the project, in particular the supervision of the project financing and the state of implementation of the budget; monitors and updates the financial plan of the project; is responsible for payments made under the project; prepares and checks requests for payment and documents for the financial parts of monitoring reports; participates in project controls; works closely with the project manager and other members of the implementation team; may also perform activities related to project accounting, document records, etc.)
- **accountant** (works closely with the financial manager, supervises the fulfilment of the conditions of the grant provider in terms of financial management, including the requirements of documentation; participates in the preparation and completion of documents for payment requests, etc.)
- **administrator** (ensures the administrative agenda of the project associated with project monitoring; is responsible for the factual accuracy of the project administration; ensures the administration of any project modifications, archiving of project documentation, etc.; works closely with the project manager and other members of the implementation team)
- **management assistant** (cooperates with the project manager and other members of the implementation team to organize and ensure the implementation of the project so that the set outputs and objectives of the project are achieved, within the set deadline and within the set project budget).

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

Other alternatives of use and calculation of indirect costs are described in more detail in chapter 2.10.6 of this Guideline.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 period of **less than 24 months (incl.) can set the allocation of the Management chapter to max. 10% of the total eligible project costs.**

Note

Depending on the focus of the project and its complexity, number of key activities, size of the target group, etc., it is possible to include the necessary administrative positions in the project implementation team such as publicity manager, human resources manager, ICT technician etc. However, within the detailed budget, such positions are not kept in the *Management* chapter; the applicant classifies them in the *Services* or *Publicity* chapter.

2.9 Time Schedule of the Project

7. Věcný a časový harmonogram projektu																				
Číslo a název aktivity/ období	2019	2020				2021				2022				2023				2024	
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2

The list of activities defined in the project, including the planned start and completion dates, will be transferred to the corresponding quarters in the project schedule overview as a part of the generated document of the Grant application (i.e. the applicant does not fill in the time schedule as such, he/she only checks it in the Annex *Grant Application Form*).

2.10 Budget and Project Financing

The applicant fills in the financial data of the project on the tab **VAT, Detailed budget and Budget**. To fill in the application correctly, it is necessary to proceed in the above-mentioned order of tabs.

The rules on which categories and types of expenditure are eligible and can be claimed as eligible are laid down in Chapter 8 of the Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021 and further described in the Guideline of the National Focal Point for Eligible Expenditures under EEA/Norwegian Financial Mechanisms 2014-2021 . However, the inclusion of expenditure in the detailed budget of the project application to be

awarded by the grant is not considered as recognition of the eligibility of this expenditure. The control of eligible project expenditures will be performed by the PO during the project implementation within the control of the payment request.

The PO stipulates that within the Norway Grants 2014-2021, the acquisition price of the equipment approved in the application or in the request for modification is recognized as an eligible expenditure. Approved assets must be an integral and necessary component of the project important for the purpose of the project to be achieved. Depreciation of equipment is not an eligible expenditure and it will not be possible to claim it as eligible.

Open Call is announced as non-investment. **Investment expenditures are not permitted as part of eligible expenditures for the entire duration of the project.**

2.10.1 VAT and its reimbursement

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 expenditures in full;
— VAT is not included in eligible expenditures;
— VAT is partly included in eligible expenditures.

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 office 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.

2.10.2 Detailed Project Budget

When compiling a detailed project budget, it is necessary to follow the following general principles:

— the budget includes only such expenditure that can be financed from the Norway Grants, i.e. so-called eligible expenditure[5];
— the budget is composed on the basis of real prices usual both at the place and time and at the same time calculated with regard to possible price changes which will affect individual expenditure;
— the total amount of the budget and individual budget items must be proportionate and justified, in particular with regard to the objective of the project, the content of the key activities, the target values of the indicators, the duration of - the project and the size of the target group;
— the budget contains the number of items needed to achieve the objective and outputs of the project;
— the individual budget items must be interlinked with the planned activities of the project;
— the planned expenditures must be economical, efficient, effective and in accordance with the valid regulations of the Czech Republic and the EU and the conditions of the Open Call.

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[5] Costs that are not considered eligible (excluded costs) are laid down in Article 8.7 of the Regulation on the implementation of the Norwegian Financial Mechanism 2014-2021.

Výdaje rozpočtu

Kapitola ▲	Položka ▲	Jednotka	Počet jednotek	Jednotková cena	Celkem (Kč)	Typ výdaje	

... žádné záznamy ...

The applicant fills in the individual items of the project budget on the **Detailed budget** tab. To add a budget item, use the green plus button. To create a detailed budget item, you must first enter the activity (on the *Project Activities* tab), within which the item will be drawn.

In the detail of the detailed budget item, the applicant fills in the following data:

— **budget chapter**

The applicant will include each item under the relevant budget chapter (Services, Construction works and Supplies, Publicity, Management, Travel costs). The structure of the budget is set by the PO and the titles of the particular chapters of the budget cannot be modified.

— **fixed item**

The items of the chapters **Management** and **Travel costs** are fixed items list. 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 or calculate the item as a whole and describe the individual components in the *Note* field.

Detail položky podrobného rozpočtu

Kapitola *   Management

Položka *

  Projektový manažer/Project manager
  Účetní/Accountant
  Administrátor/Administrator
Jednotka *   Asistent managementu/Management assistant
  Režijní výdaje managementu/Management overheads
Typ výdaje *   Finanční manažer/Financial manager

Celkem (Kč) *   0,00   Přepočítat

- *Vyberte kapitolu a zadejte položku, která svým obsahem spadá do vybrané kapitoly. Položky kapitol Služby, Publicita a Stavební práce a dodávky je možné vybrat ze seznamu doporučených položek nebo zadat vlastními slovy (přidání vlastní položky provedete kliknutím na ikonu ➕). Položky kapitol Management a Cestovné je možné pouze vybrat ze seznamu fixních položek. U každé položky vyplňte požadované údaje včetně související aktivity (jedna položka se může vztahovat k více aktivitám projektu).*

- *Pro výpočet způsobilých výdajů použijte tlačítko "Přepočítat".*

Název aktivity ▲	

Související aktivity   ... žádné záznamy ...

Poznámka

— **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 list of options. Each item used within a particular chapter of the project budget must have a unique title. In case of the planned public procurement it is advised that public procurement relates to one item only.

Detail položky podrobného rozpočtu

Kapitola *   Služby/Services

Položka *   ---

výběr položky ze seznamu indikativních položek dané kapitoly podrobného rozpočtu

tlačítko pro přidání vlastní položky do podrobného rozpočtu

— **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 indicates the unit price in the 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, he/she 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**

In case of the Open Call The creation of motivational leisure time programmes and extracurricular activities for Roma children (HROVA2), **the investment expenditures are not allowed**, each buget item is automatically listed as non-investment.

— **related activity**

The applicant shall indicate the activity 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 relevant activities (through the green plus button). To be able to assign a related activity, it is necessary that the project activities are entered on the *Project Activities* tab.

Note

If it is required or relevant for the budget item (to increase clarity and transparency), the applicant shall provide a more detailed description of the item in the Note field. The description shall include an explanation of the contents of the item, or also the justification for including the item in the budget. The specification of an item is required in the case of using a cumulative item so that its individual components can be resolved.

Detail položky podrobného rozpočtu

Kapitola *	--- ▼
Jednotka *	[ ] Počet jednotek * 0,00 Jednotková cena (Kč) * 0
Typ výdaje *	Neinvestiční/Non-investi ▼
Celkem (Kč) *	0,00 **Přepočítat**

- *Vyberte kapitolu a zadejte položku, která svým obsahem spadá do vybrané kapitoly. Položky kapitol Služby, Publicita a Stavební práce a dodávky je možné vybrat ze seznamu doporučených položek nebo zadat vlastními slovy (přidání vlastní položky provedete kliknutím na ikonu ➕). Položky kapitol Management a Cestovné je možné pouze vybrat ze seznamu fixních položek. U každé položky vyplňte požadované údaje včetně související aktivity (jedna položka se může vztahovat k více aktivitám projektu).*
- *Pro výpočet způsobilých výdajů použijte tlačítko "Přepočítat".*

Související aktivity

Název aktivity ▲	➕
... žádné záznamy ...	

Poznámka [   ]

OK   **Storno**

2.10.3   Travel costs

In case of international travels within the project and inclusion of the related costs into the project budget, the applicant will always select the method of calculating 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:

- viz https://www.eeagrants.cz/assets/cs/media/EHP-Norske-fondy_Per-diems.pdf, and it is **calculated per number of nights**[6].

The applicant is allowed to set a lower lump sum in the application if, due to the planned scope and objective of the project, it is not economical and efficient to use the standard lump sum (e.g. travels abroad with higher number of participants, long-term stays etc.). Such a rate then applies throughout the entire implementation period of the project and may not be increased in the case of higher actual expenses from savings in other items.

The per-diem item 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 the chapter *Travel costs*).

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[6] In the case of free accommodation (including without breakfast) the amount per diems will be reduced by 40%. In the case of free meals, the amount per diems will be reduced by 40% (20% lunch, 20% dinner). If the applicant takes part in a foreign trip during which he / she does not spend the night, per diems will be automatically reduced by 40%.

2.10.4   Project Budget Breakdown

Základní informace	Žadatel	Partneři	Záměr	Relevance projektu	Aktivity projektu	DPH	Podrobný rozpočet	Rozpočet
Financování	Horizontální témata	Zpracovatel						

Členění rozpočtu projektu

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

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 *Budget tab*. 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** (i.e. 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 (with an accuracy of max. 2 decimal places).

2.10.5   Investment Assets in Project

Investiční majetek v projektu

V projektu bude pořizován investiční majetek, jehož pořizovací cena vstupuje do rozpočtu projektu * | Ne/No |

Popis

The Open Call The creation of motivational leisure time programmes and extracurricular activities for Roma children (HROVA2) is announced as a non-investment. Investment expenditures in the project are not allowed, so the applicant is not entitled to include capital assets, construction / reconstruction / renovation of assets among the eligible project expenditures (the value „No" must be filled in).

2.10.6   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 *Services*), the applicant shall identify one of the following calculation methods:

—   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 under this link).

2.10.7 Assuring of Project Financing

Zajištění financování projektu

Stručně popište, jakým způsobem je zajištěno financování projektu *

In the section *Assuring of Project Financing*, the applicant is obliged to describe how the financial coverage of the submitted project will be ensured. The applicant shall briefly describe the financial situation of the organization and indicate the sources of funding envisaged for the project with regard to securing the necessary funding to pre-finance the project and to cover compulsory co-financing (if relevant, co-financing of the project by the applicant is required for the types of applicants specified in the Open Call).

At the same time, the applicant undertakes to be able to provide financing for the project at the beginning and throughout its implementation so that there is no shortage of financial resources to cover the project expenses with regard to ex-post funding from Norway Grants[7]. The applicant further undertakes to finance all non-eligible expenses (if any) and additional costs in excess of the approved project budget.

2.10.8   Revenue Generated by Project

Příjmy generované projektem

Projekt bude generovat příjmy *

Popis tvorby příjmů

Přehled příjmů	V průběhu realizace projektu	V období udržitelnosti projektu
Předpokládaná výše ročních příjmů (v Kč)		
Předpokládaná výše ročních provozních nákladů (v Kč)		
Čistý příjem (v Kč)		

The applicant will indicate whether the project will generate so-called net revenue during the implementation period (by selection yes/no).

In case the project generates revenues, the applicant shall indicate in the field ***Description of the revenues generated by the project***, 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 PO shall take into account the planned revenues when setting the project grant rate. The applicant shall also indicate the estimated average amount of annual revenue and an estimate of the average amount of annual operating costs related to the creation, application and use of project outputs. The applicant indicates if the project will generate the so called net revenue within the project implementation period.

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[7] The final beneficiary pays the expenses related to the implementation of the project from its own resources (including external resources, e.g. bank loans) and during the implementation of the project he/she submits to the PO in regular intervals a request for payment in which he/she requests their reimbursement. The possibility of ex-ante financing using an advance payment is allowed for the types of applicants specified in the Open Call. The percentage of the advance payment is set by the Open Call (see also Annexe 10to this Guideline).

Revenues (arising from the project outputs) are inflows of grants 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.[8]

Net revenue (arising from the project outputs) 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.

Note

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

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

b. as an additional source to finance other activities related to the project in the period after the completion of the project (if the sustainability of the project is set);

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 also after the completion of the project.

Example

Within the project, one expert conference will be organized, within which participation fees will be collected. Participation fees will represent the only planned revenue of the project. The applicant describes this revenue in the field *Description of revenue generation*, for example as follows: "At the time of project implementation, we assume a single revenue in the project in the form of participation fees from the expert conference to be held in the second year of project implementation. We estimate 50 conference participants and a participation fee of CZK 1,000. The total expected revenue will be CZK 50,000. Expected expenses for the conference - one-day rental of a conference room (CZK 20,000), interpretation (CZK 15,000), expert fees for 5 speakers (CZK 10,000), a set of promotional items (CZK 10,000). All these estimated expenses are included in the project budget. The expected net revenue will therefore amount to CZK 50,000. We would like to use this net revenue as a source of coverage of any undervalued budget items during the implementation of the project. We do not expect any revenue in the sustainability period."

The applicant will enter 50,000 in the field *Estimated amount of annual revenue* (in CZK), the applicant will enter CZK 55,000 in the field *Estimated amount of annual operating costs* (in CZK) and CZK 50,000 in the field Net revenue (in CZK).

If the above-mentioned estimated expenses for the conference were not covered from the project budget, no net revenue would be generated in the project. The applicant would therefore fill in 50,000 in the field *Estimated amount of annual revenue* (in CZK), CZK 55,000 in the field *Estimated amount of annual operating costs* (in CZK) and 0 in the field *Net revenue* (in CZK).

2.10.9   Project Financing

Financování projektu			
		Kurz EUR	26,5000
Celkové způsobilé výdaje (v Kč)	0,00	Celkové způsobilé výdaje (v EUR)	0
- z toho neinvestiční výdaje (v Kč)	0,00	0 %	
Míra dotace (v %)	100		
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		

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[8] Payments received by the project promoter from contractual penalties as a result of a breach of contract between the project promoter and the third party or persons or which arise as a result of a third party selected under public procurement rules withdrawing their tender (financial security) are not considered as revenue.

Based on the data filled in the *Detailed Project Budget*, the following fields are automatically filled in the tab *Project Financing*:

- **Total eligible costs (CZK):** the amount including decimal places (max. 2 decimal places); this amount is further broken down into the amount of investment and non-investment expenditure, indicating their percentage in relation to the amount of total eligible expenditure[9]; in the Call HROVA2, investment expenditures will be recorded as zero;
- **Total eligible costs (EUR):** the amount rounded down to whole EUR (rate in EUR corresponds to the rate set by the Open Call); the amount in EUR is indicative and will be used for statistical purposes only;
- **Maximum grant amount (CZK):** the maximum grant amount is calculated on the basis of the grant rate set by the Open Call.

The applicant shall fill in:

- **Requested grant amount (CZK)**: the amount in whole CZK. The requested grant amount may not exceed the maximum grant amount.

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

- **Requested grant amount (EUR):** the amount rounded down to whole EUR, the amount in EUR is indicative and will be used for statistical purposes only;
- **Project co-financing amount (CZK)**: the difference between the total eligible costs and the requested grant amount (max. 2 decimal places);

Note

- The amount of the requested grant represents the maximum amount of financial support that cannot be increased. The support provided from the programme for the implementation of the project is intended to finance the project at the time of its implementation, not to sustain its outputs.
- The grant is provided in CZK. The exchange rate for the conversion of the required grant amount into EUR is set out in the call (26,50 CZK / EUR) and the conversion into EUR will be provided automatically. The amount in EUR will be used for statistical purposes.
- The maximum project grant rate (in %) is set by the Open Call. For an overview of the support provided for individual legal forms, see Annexes 10 to the Guideline.

2.10.10 Advance Payment

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[9] It is not possible to submit an application if the maximum share of investment expenditures / minimum share of non-investment expenditures set by the Open Call is not complied with.

The applicant may ask for an advance payment to finance the project at **maximum 60%** of the awarded grant (types of applicants eligible for the advance payment are stated in the Open Call; an overview of the maximum rate of advance payment provided for individual legal forms, see Annexes 10 to this Guideline).

The applicant shall indicate the total amount of the advance payment requested and justify the request for the advance payment.

The expenditures of the project promoter will be reimbursed 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 annexes.

Given the non-investment nature of the Open Call The creation of motivational leisure time programmes and extracurricular activities for Roma children (HROVA2), the amount of the investment advance must be filled in as zero.

2.11 Policy Markers

Název	Relevance	Popis
Boj proti diskriminaci/Anti-discrimination	---	
Rovnost žen a mužů/Gender equality	---	
Začleňování a posílení postavení Romů	---	

The applicant indicates if the below listed policy markers are relevant for the project:

- **Combating discrimination**
- **Gender equality**
- **Roma inclusion and empowerment**

and the applicant shall indicate the relevance to 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.

Examples

Inclusion and empowerment of Roma:

The project is focused on the creation of motivational holiday programmes, which will support the inclusion and strengthen the position of Roma in society. At the same time, the development of professional capacities of pedagogical and non-teaching staff will also lead to the inclusion of Roma, especially Roma children, pupils and students.

2.12 Author of the Application

Uveďte infomace o zpracovateli žádosti.

In accordance with the condition of the call, the applicant will provide information on the consultants, i.e. entities and persons involved in the preparation of the application. 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, what documents have been prepared in connection with the preparation of this application (supporting and related documentation, e.g. feasibility study, detailed budget), if relevant.

2.13 Annexes to the application

List of mandatory annexes, the requisites of individual documents and the procedure for their insertion are given below:

1) **Grant Application Form** (standardized form)

   After filling in the data in the individual tabs of the application, the applicant will generate a Grant Application Form (through the *Generate Application* button in the control panel).
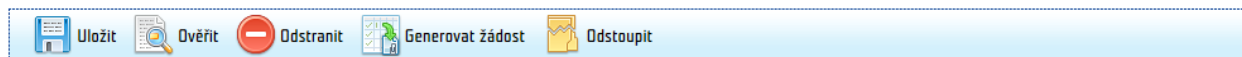
   By generating this form, the registration number of the application will be assigned to the application annexes, which is used as the project number at the same time. Subsequently, the applicant generates and inserts further application annexes in the Annexes menu.

   The *Grant Application Form* can be generated at any time during the completion of the application form and used to verify that the individual tabs of the online form are filled in correctly. The PDF document summarizes the already filled in and saved data in individual application fields. If the *Grant Application Form* is generated repeatedly for working purposes, please delete draft(s) of this form from the *List of Annexes* (using the button to *delete the annex* in the table with an overview of inserted annexes) before submitting the application form.

   The final version of the *Grant Application Form* must be signed by the representative of the statutory body of the applicant or by an authorized person with a **qualified electronic signature** (you can sign the document using the *Sign button* in the control panel). Always check the content of the generated document carefully before signing (open the document via the *Show annex content* button in the control panel). If you find the need to edit the data, go to the relevant application tab, make the modifications and then regenerate the *Grant Application Form* in the application´s annexes.
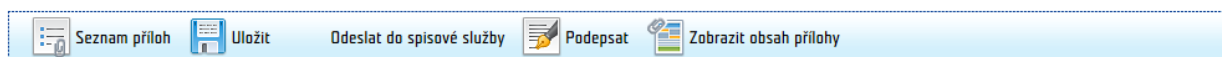
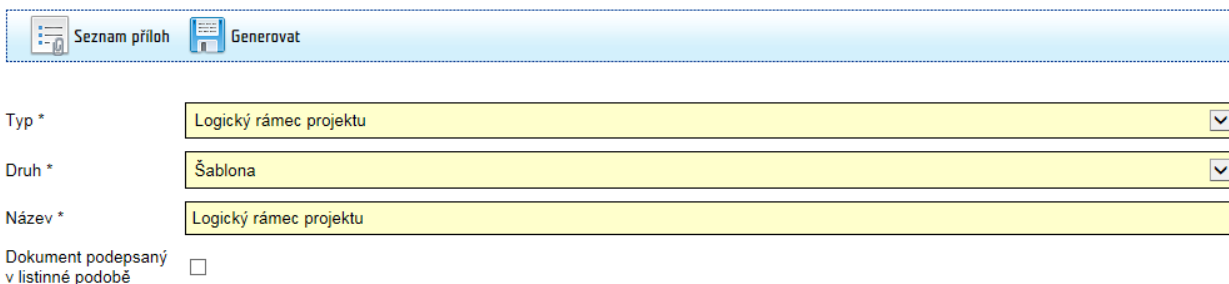| Typ * | Dokument žádosti o grant |
Druh *	Šablona
Formát *	PDF
Vloženo *	20.02.2020 09:33
Název *	Dokument žádosti o grant
Dokument podepsaný v listinné podobě	☐

SEZNAM ELEKTRONICKÝCH PODPISŮ

Autor, Vydavatel	Platnost od	Platnost do	Datum podpisu
		... žádné záznamy ...	

2) Project Logical Framework (standardized form)

After filling in the data in the individual tabs and generating the annex of type *Grant Application Form*, the applicant will generate the annex *Project Logical Framework*. The key data of the project are summarized in an overview within this annex, which provides information with the relevance of the project to the programme, key activities, their outputs and indicators.

Procedure for inserting the annex Project Logical Framework

— open the menu *Annexes*
— click on the button *New* in the control panel
— select type *Logical framework*
— keep the default type *Template*
— click on the *Generate* button

— open the document by clicking *Show the content of the document* button and check the content of the annex. When you need to edit the data, go to the appropriate tab of the application, make the adjustments, and then regenerate the *Logical Framework of the project* into the annexes of the application.

The signature of the *Project Logical Framework* is not required.

3) Identification of the ownership structure of the applicant and the persons acting on his/her behalf (standardized form)

In accordance with §14 par. 3 let. e) Act. 218/2000 Sb. on budgetary rules and on the amendment of some related acts, as amended, is a mandatory annex to the application *Identification of the ownership structure of a legal entity* (for the form see Annex 11 to the Guideline) stating:

— persons acting on behalf of the applicant, indicating whether they are acting as his/her statutory body or acting on the basis of authorization,
— persons with a shareholding in that legal person,
— persons where the applicant holds a holding and the amount of that holding.

When completing the section 1 (*Persons acting on behalf of the applicant, indicating whether they are acting as his/her statutory body or acting on the basis of a power of attorney*), the applicant shall provide a person/persons acting on behalf of the applicant. If the applicant is represented by a statutory body, the applicant shall provide a list of its members (if necessary to insert another person / persons, copy the table and provide the relevant data for each person). If the legal entity has a collective statutory body and the founding legal action stipulates that several members of the statutory body must act together, describe this fact in the field *Statutory body of the applicant*. Evidence of the statutory body's authority to act on behalf of the applicant (e.g. minutes of the member meeting on the election of the statutory body) can be named in the annexes (sections of the annex below the signature table in the form *Identification of the ownership structure of the applicant and persons acting on its behalf*) and then insert the relevant document as a separate annex to the application in the *List of Annexes* (type *Evidence of the statutory body's authority to act on behalf of the applicant*; the qualified electronic signature of this annex is not required), if the document is not included in the collection of documents of the register in which the applicant is registered.

The form *Identification of the ownership structure of the applicant* generated in the IS CEDR with the completed data must be **signed by the representative acting on behalf of the applicant by using a qualified electronic signature**.

Procedure for inserting the annex Identification of the ownership structure:

— *open Annexes* menu
— click on the button *New* in the control panel
— select the type *Identification of the ownership structure*
— keep the default type *Template*
— click on the *Generate* button

— *click the Show annex content button*
— *open the generated file, check the pre-filled data, or edit these, fill in the missing data and save the completed file to your computer*

— click on the *New* button in the *Annexes* menu
— select the type *Identification of the ownership structure* and as the type select the *File*
— click the *Browse* button and select the file from your computer
— tick the field *Convert to Pdf*
— click on the *Save* button and then the *Sign* button

Typ *	Identifikace vlastnické struktury žadatele
Druh *	Soubor
Formát *	PDF
Vloženo *	06.05.2020 07:53
Název *	Identifikace vlastnické struktury žadatele
Dokument podepsaný v listinné podobě	☐

4) Declaration (standardized form)

The applicant must meet all the conditions set out in the *Declaration* (the form please see in Annex 12 to the Guideline). The annex *Declaration* attached to the CEDR IS must be **signed by the representative of the statutory body of the applicant or an authorized person with a qualified electronic signature**.

Procedure for inserting the annex Declaration

— open *Annexes* menu
— click on button *New* in the control panel
— select the type *Declaration*
— keep the default type *Template*
— click on the *Generate* button

Typ *	Čestné prohlášení	▼
Druh *	Šablona	▼
Název *	Čestné prohlášení	
Dokument podepsaný v listinné podobě	☐	

— click on Show annex content button and familiarize yourself with the content of the document
— sign the document via the button Sign

Typ *	Čestné prohlášení
Druh *	Šablona
Formát *	PDF
Vloženo *	16.02.2021 14:36
Název *	Čestné prohlášení

5) Partnership Commitment Statement (standardized form)

In the case of a partnership with a partner from the Czech Republic, the applicant shall provide a **Partnership Commitment Statement** with a Czech entity in the Czech language (see Annex 6a to the Guideline). In case of involvement of a **partner from the donor state** in the project, the applicant shall provide a **Partnership Commitment Statement** with a foreign entity in English (see annex 6b to the Guideline). The declaration of partnership must be documented separately for each partner.

The declaration of partnership must be signed by the statutory authority of the applicant and by the statutory authority/eligible person of the partner or persons authorized by them, by electronic signature, or manually.

Procedure for inserting the annex Partnership Commitment Statement

— fill in the data in the Partner detail form

— click on OK button and generate the template
— open the left menu Annexes and in the list of annexes click on the name of the generated Declaration form

	Typ	Název dokumentu - zobrazení detailu dokumentu	Formát	Druh	Vloženo ▼	Autor	Podpisů		☐
📄	Prohlášení o partnerství s český…	Prohlášení o partnerství s český…	doc	Šablona	13.02.2020 07:05	Strnadová Alena	0	⛔	☐
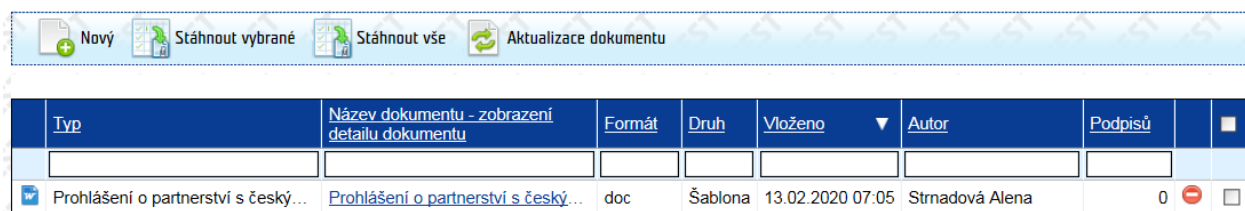
— in the tab Annex Detail, click on the Show annex content button
— open the file, check the pre-filled data, or edit these, fill in the missing data and save the completed file to your computer,
— ensure the signature of the document by both partner parties (the document can be signed electronically or manually in paper form, i.e. the document can be printed, signed in paper form and then insert the file with the scan of the document into the annexes of the application)
— in the menu Annexes, click on the New button
— select the type Partnership Commitment Statement and select File as the type
— click on the Browse button and select a file from your computer
— tick the field of Convert to Pdf (if it is not inserted already in this format) and Document signed in paper form (if you insert a scan of a manually signed document)
— click on the Save button.

List of other mandatory annexes of the application (only if relevant)

6) Declaration on the Organization´s Activities (standardized form)

The Declaration on the Organization's activities (see template Annex 13 to the Guideline) must be documented by **NGOs in the role of applicant** and / or **NGOs in the role of project partner**. In the case of more NGOs involved in the project implementation, it is necessary to fill in this annex for each entity separately.

The Declaration on the Organization's activities filled in for the **applicant** must be **signed by a representative of the statutory body of the applicant or an authorized person by qualified electronic signature**. In case of a project partner, the document can be signed by a representative of the statutory body or a person authorized by him/her electronically or manually in the paper form (the scanned document is then inserted into the annexes of the application).

Within the quality assessment of the application, projects implemented with **Roma or pro-Roma NGO** in the role of the applicant (and / or project partner) that is **engaged in activities in favour of the Roma minority for at least 1 year will be awarded extra points**. Verification of whether the applicant organization can be considered as a Roma / pro-Roma organization will be performed on the basis of the completed annex to the **Declaration on the organization's activities.**

Procedure for inserting the annex Declaration on the Organization´s Activities (the annex completed for the applicant)

— open the Annexes menu
— click the on New button in the control panel
— select the type of Declaration on the Organization´s Activities
— keep the default type Template
— click on the Generate button
— open the generated file, fill in the required data (do not fill in section b) and save the filled file to your computer
— in the Annexes menu, click on the New button
— select the type Declaration on the Organization´s Activities and as the type select File
— click on the Browse button and select the file from your computer
— tick the Convert to Pdf field
— click on the Save button and then the Sign button.

Procedure for inserting the annex Declaration of the organisation's activities (the annex completed on behalf of the project partner)

— open the Annexes menu
— click on the New button in the control panel
— select the type of Declaration of Activity of the Organization

- leave the default type Template
- click on the Generate button
- open the generated file, fill in the required data (do not fill in section a), or ensure that the document is filled in by a partner NGO)
- ensure the signature of the document by the partner NGO

    o The signature of the document by the partner NGO can be done manually (i.e. the document must be printed and signed manually; then the document must be scanned and inserted into the application annexes) or electronically if the partner NGO has an electronic signature.

- in the Annexes menu, click on the New button
- select the type Declaration on the Organization´s Activities and select File as the type
- click on the Browse button and select a file from your computer
- tick the Convert to Pdf field (if the inserted file is not in this format)
- tick the Document signed in paper form field (if you are inserting a scan of a manually signed document)
- click on the Save button.

7) Document on the legal entity of the applicant

These are the documents certifying the establishment, foundation or creation of the applicant, or his/her registration, if the person of the applicant is subject to registration according to the law and other documents that are necessary by law for the establishment of the applicant's person (e.g. memorandum of association, charter, articles of association, etc.). Furthermore, these are the documents authorizing the statutory body to act on behalf of the applicant. The submission of a simple copy of the document is sufficient, an officially certified copy is not required.

The document on the legal entity of the applicant is submitted by the applicant (if it is not a municipality or a region) only if the applicant is not registered in the public register (register of associations, register of institutes, foundation register, register of public benefit companies, etc.) or in the register of legal persons, in the list of research organizations or the registrer of public research institutions, in the school register or the register of universities, etc.and if the document is not included in the collection of documents of the register in which the applicant is registered. A document authorizing a statutory body to act on behalf of an applicant shall be submitted by the applicant only if it is not entered in one of the above-mentioned registers or if it is registered, but the statutory body and the manner of its conduct are not listed in the register. Procedure for inserting the annex the *Document on the legal entity of the applicant*

Municipalities and regions submit **proof of approval of the submission of the application by the local council/local authority.**

Procedure for inserting an annex Document of legal entity of the applicant

- open the Annexes menu
- click on the New button in the control panel
- select the type of Certified Copy of the Founding document
- keep the default type File
- click on the Browse button and select the file from your computer
- tick the Convert to Pdf field (if it is not inserted already in this format)
- click on the field the Document signed in the paper form
- click on the Save button

8) Power of attorney to act on behalf of the applicant to submit the application (in case an authorized person acts on behalf of the applicant)

If the applicant is represented by a person on the basis of the authorization, the application must be accompanied by a power of attorney (submission of a simple copy of the power of attorney is sufficient). The power of attorney must contain all the requisites of the power of attorney:

- the authorizer granting the power of attorney is clearly identified;
- the authorized person by the attorney is clearly identified;
- the indication of the legal act or acts to which the authorizer authorizes the authorized person;
- the period for which the authorization is valid;
- date and place of signature of the power of attorney;
- signature of the authorizer.

Procedure for inserting the annex Power of attorney

- open the Annexes menu

— click on the New button in the control panel
— select the type Power of attorney
— keep the default type File
— click the Browse button and select the file from your computer
— tick the Convert to Pdf field (if it is not inserted already in this format)
— click on the field the Document signed in the paper form (if the document is not signed electronically)
— click on the *Save* button

If the authorization to sign the application is subject to a decision of the Steering Committee, the Supervisory Board / Board or a similar body, the applicant shall attach this decision, signed by the members of the Committee or the Board, to the application.

Optional annexes to the application

If necessary, the applicant may attach to the application other optional annexes which are, in his/her view, necessary for the submission of the application. The applicant inserts such documents as the *Other types*, or selects the appropriate type from the list of pre-set types of annexes. The name of the inserted annex must always be stated so that it is clear from the title what the content of the given document is.

Note

The applicant may insert the draft Partnership Agreement or a signed Partnership Agreement (s) in the List of annexes (if the Partnership Agreement has been concluded at the time of application). See the Annexes 7a and 7b to the Guideline.

Procedure for inserting the Partnership Agreement

— open the Annexes menu
— click on the New button in the control panel
— select the type of Partnership Agreement
— leave the default type File
— click on the Browse button and select a file from your computer
— tick the Convert to Pdf field (if the inserted file is not in this format)
— tick the field Document signed in paper form (if the document is not electronically signed)
— click on the Save button.

2.14 Signature

The application and selected annexes shall be **signed by the qualified electronic signature of the representative of the statutory body of the applicant** (in case of a collective statutory body by an authorized member/members of the statutory body of the applicant) **or person authorized** to act on behalf of the applicant with the qualified electronic signature.

The representative of the statutory body of the applicant or the authorized person acting on behalf of the applicant must sign following mandatory annexes with the **qualified electronic signature**:

— Grant Application form,
— Declaration,
— Identification of the ownership structure of the applicant and the persons acting on his/her behalf,
— Declaration on the Organization´s Activities (if the apllicant is an NGO).

For other annexes of the application, a signature with a qualified electronic signature is not required.

3.   Process after Submission of the Application

After the closing date for receipt of applications in the 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.

In line with the Regulation the quality 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 the Norway Grants 2014-2021, general conditions of the Human Rights 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, an implementation contract will be issued. The list of approved projects will be published at www.norskefondy.cz. Information about the progress of the evaluation and evaluation of individual applications will not be published.

Unsuccessful applicants will be sent the legal decision on not awarding the grant. It is not possible to lodge an appeal against the decision on not awarding the grant.

4. Annexes to the Guideline

Annex 1 - Grant Application Form (the form is possible to use only for preparation of the texts, which must then be inserted in the appropriate fields of the online application form in the IS CEDR)

Annex 2 – Detailed Project Budget (the form is possible to use only for preparation of the documentation for the detailed budget outside the IS CEDR; detailed budget items must then be inserted in the online application form in the IS CEDR)

Annex 3 – Checklist for verifying the fulfilment of the formal and eligibility criteria

Annex 4 – Organization types

Annex 5 – Bilateral Indicators

Annex 6a – Partnership Commitment Statement with Czech entity

Annex 6b – Partnership Commitment Statement with foreign partner in English

Annex 7a – Template Partnership Agreement

Annex 7b – Template Partnership Agreement - in English

Annex 8 – Target Groups

Annex 9 – Programme outputs and outcome of the Programme Human Rights including indicators

Annex 10 – Legal forms (HROVA2)

Annex 11 – Identification of the ownership structure of the applicant and the persons acting on his/her behalf

Annex 12 – Declaration

Annex 13 – Declaration on the Organization´s Activities

The above listed underlined annexes to the Guideline for Applicants represent the annexes of the grant application (for more information, see Chapter 2.13 Annexes to the application).