
EEA Grants 2014–2021

Programme CZ - Culture

Guidelines for Applicants and Beneficiaries of Grants on Bilateral Meetings

Programme Partner – Ministry of Culture of the Czech Republic

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List of Abbreviations

Applicant	Entity from the Czech Republic eligible to submit project application in a main open call in the Programme Culture
Application	Application for grant on bilateral meeting with a partner/ partners from donor states in the Programme Culture
ATI	Arts and Theatre Institute – Programme Partner in the Programme Culture
Bilateral Call	Open call for submission of applications for grant on bilateral meeting in the Programme Culture
CZK	Czech crown
Donor states	Iceland, Liechtenstein, Norway
DPP	Donor Programme Partners. The Donor programme partners in the Programme Culture are: the Arts Council Norway, the Norwegian Directorate for Cultural Heritage, the Icelandic Centre for Research.
EEA	European Economic Area
EUR	Euro / €
Fund Provider	Ministry of Culture of the Czech Republic – Programme Partner in the Programme Culture
Guidelines	Guidelines for Applicants and Beneficiaries of Grants on Bilateral Meetings in Programme Culture
Partner	Entity from donor states (Iceland, Liechtenstein, Norway) eligible for partnership in a project, intended for submission by an applicant within a main open call in the Programme Culture
Programme Operator	Ministry of Finance of the Czech Republic

Introduction

To facilitate bilateral partner projects, the Programme Culture launches calls for bilateral meetings prior to the open calls for projects. This document provides the relevant information for the calls for bilateral meetings.

Strategy of Programme Culture and Support for Bilateral Cooperation

The overall objective of the EEA and Norway Grants are reducing social and economic disparities in the EEA and strengthening of bilateral relations between the beneficiary and donor states through financial support in selected programme areas. One of the programme areas in the EEA Grants is the programme area no. 14 “Cultural Entrepreneurship, Cultural Heritage and Cultural Cooperation”. The Programme Culture in the Czech Republic is supported under this programme area.

In the period 2014-2021, the Programme Culture aims to support the revitalization of Czech cultural heritage and cultural and creative activities enhancing regional development and social inclusion by approximately EUR 33 million. At least 6 main open calls for submission of grant applications for projects in various cultural fields open for various types of applicants are expected in years 2019-2021:

- Open Call - Revitalization of Movable and Immovable Cultural Heritage – announced 1x;
- Open Call – Value Creation and Innovative Use of Cultural Heritage – announced 1x;
- Open Call – Contemporary Art – announced min. 2x;
- Open Call – Art and Cultural Criticism – announced min. 1x;
- Open Call – Capacity Building of Umbrella Associations, Networks and Platforms – announced min. 1x.

In order to strengthen bilateral cooperation between the donor states and the Czech Republic in the area of culture, the future eligible applicants for grants under the aforementioned main open calls, who are interested in a project implemented in bilateral cooperation with a partner/ partners from donor states (Iceland, Liechtenstein or Norway), are entitled to arrange a quality partnership cooperation through **bilateral meetings in donor states or in the Czech Republic**. Bilateral meetings ought to contribute to awareness raising/exchange of information and experience between the Czech Republic and donor states and to create new opportunities for establishing new partnerships or to strengthen already existing cooperation in order to implement a project planned under a respective main open call in the Programme Culture.

With this purpose, an open call for grants on bilateral meetings (hereinafter referred to as “**Bilateral Call**”) shall precede the main open call (in due advance) for each respective area of support. The eligibility of applicants and partners shall correspond in both open calls. .

The bilateral cooperation in projects is optional. However, it will be strongly favoured in the evaluation process in the main open calls.

Every Bilateral Call shall be pre-announced at www.eeagrants.cz at least 30 days before its announcement. The open call shall remain open until its entire allocation is disbursed, or until 2 months from its announcement.

As a condition for submitting an application for grant on bilateral meeting with a partner/ partners from donor states in the Programme Culture (hereinafter referred to as „**application**“), the applicant must have a confirmed interest in bilateral meeting and partnership cooperation in a project (expected) to be submitted under the main open call in the Programme Culture by an entity from the donor state.

Every Bilateral has an individual allocation in line with the objectives of the area of support and with regards to the expected interest by applicants.

1. Types of Supported Activities and Grant Amount

The application can be submitted only for one of the two types of the eligible activity mentioned below – **bilateral meeting between an applicant and a potential donor project partner/partners of a planned Culture Programme project held in a donor state or in the Czech Republic**:

1) **Bilateral meeting between applicant and a potential donor project partner/partners of a planned Culture Programme project held in a donor state**

The applicant may apply for the travel and max. **2-3 day stay for max. 2 persons (applicant or its representatives)** in one of the donor states (Iceland, Liechtenstein, Norway) for the purpose of the bilateral meeting with one or more partners. The grant for bilateral meeting shall be provided as a one-time lump-sum calculated based on the following principles:

- a) **daily expenditures related to meal allowance, accommodation, local transportation and spending money for 1 person (applicant or his representative) are:**

275 EUR in case of a bilateral meeting in **Norway**,

349 EUR in **Iceland**,

348 EUR in **Liechtenstein**.

It can be applied for max. 2 persons (applicant or its representatives) for max. 2 days (in case of a bilateral meeting with one partner) or it can be applied for max. 2 persons (applicant or its representatives) for max. 3 days (in case of more bilateral meetings with more partners). The max. days mentioned do not include time for the international travel;

b) expenditures related to international transportation including insurance for 1 person (applicant or its representative) are:

500 EUR in case of a travel to **Norway**,

700 EUR in case of a travel to **Iceland**,

250 EUR in case of a travel to **Liechtenstein**.

These are total costs for travel from the Czech Republic to the donor state and back. It can be applied by max. 2 persons (applicant or its representative).

After approval of the Bilateral Meeting Report (details in Annex VIII.), the grant amounting to one-time lump-sum shall be transferred **ex-post** on to the account of the applicant as stipulated in the Decision on Grant Award (hereinafter referred to as "Decision") in CZK (current exchange rate of the Czech National Bank shall be used for the conversion EUR/CZK).

The applicant shall bear all other **expenditures exceeding the lump-sum**.

Potential expenditures of the partner/partners from donor state are not eligible within this type of the activity.

The application cannot include travel to more donor states at the same time. In case the applicant plans more individual travels to different donor states, the application shall be submitted separately for each travel.

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

The applicant may apply for travel and max. **2-day stay for max. 4 persons (partners or their representatives)** for a bilateral meeting with an applicant in the Czech Republic. The grant for bilateral meeting shall be provided as a one-time lump-sum calculated based on the following principles:

a) daily expenditures related to meal allowance, accommodation, local transportation and spending money for 1 person (partner or its representative) are:

230 EUR in case of a bilateral meeting in the **Czech Republic**,

It can be applied for max. 4 persons (partners or their representatives, but max. 2 persons per one partner) for max. 2 days. The max. days mentioned do not include time for the international travel;

b) expenditures related to international transportation including insurance for 1 person (partner or its representative) are:

500 EUR in case of a travel from **Norway**,

700 EUR in case of a travel from **Iceland**,

250 EUR in case of a travel from **Liechtenstein**.

These are total costs for travel from the donor state to the Czech Republic and back). It can be applied by max. 4 persons (partners or their representatives, but max. 2 persons per one partner);

After approval of the Bilateral Meeting Report (details in Annex VIII.), the grant amounting to one-time lump-sum shall be transferred **ex-post** on to the account of the applicant as stipulated in the Decision on Grant Award (hereinafter referred to as "Decision") in CZK (current exchange rate of the Czech National Bank shall be used for the conversion EUR/CZK). Without delay, the applicant shall transfer the amount/amounts to the partner/partners. The applicant shall bear potential loss related to the conversion CZK/EUR.

The partner/partners all shall bear other expenditures exceeding the lump-sum, unless otherwise agreed with the applicant.

Other potential expenditures of the applicant are not eligible within this type of the activity.

Additional conditions related to both types of supported activity

— Applicants are allowed to submit max. 2 applications in the Bilateral Call for each area of support related to different donor project partners.

- In case of the pre-defined project „Building of a memorial to the victims of Roma Holocaust in Lety“ the applicant (Museum of Roma Culture) is allowed to submit max. 2 applications, regardless the announcement of the respective Bilateral Call, until the submission of the grant application for the pre-defined project to the PO for verification.
- Actual amount of the grant (one-time lump-sum) disbursed after the approval of the Bilateral Meeting Report shall be calculated based on the actual number of participants and actual number of days of the bilateral meeting as described in the Bilateral Meeting Report (more details in Annex VIII).
- The requested grant amount in application and the grant amount stipulated in the Decision shall be in EUR. The actual disbursement from the Fund Provider will be in CZK.
- Approved grant (one-time lump-sum) stipulated in the Decision shall not be increased. However, in case of actual lower number of participants or days of stay (compared to the application), the actual grant amount (one-time lump-sum) for disbursement shall be deducted accordingly.
- The advance payment is not applicable in both types of the supported activity.
- Disbursement of the grant (lump-sum) on bilateral meeting is not conditioned by submitting a project application within a main open call in the Programme Culture.
- In case of a longer bilateral meeting, the international transportation is not bound to the number of days disbursed by the grant.

2. Eligible Applicants and Eligible Partners

Eligible applicants for both types of the activity are only entities from the Czech Republic. Eligible partners for both types of the activity are only entities from donor states. Eligible applicants and their eligible partners are specified for each area of support in the respective Bilateral Call.

3. Start and End of Supported Activity and Eligible Expenditures

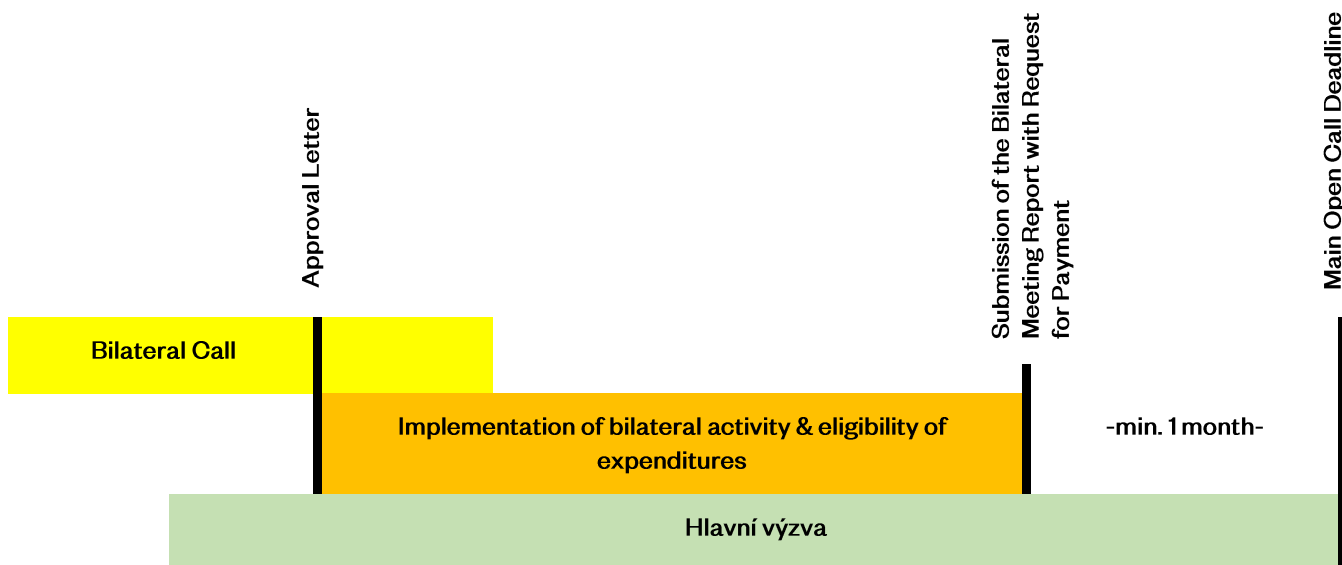
Start and End of Supported Activity

The activity shall start after the date of the *Approval Letter* (details in Chapter VII) at the earliest. The activity shall be finished at the latest 1 month before the deadline of the respective main open call connected to the Bilateral Call. The activity shall be finished before submission of the *Bilateral Meeting Report* (details in Annex VIII) with request for payment.

The applicant is entitled to implement the activity anytime between the afore-mentioned dates.

Eligibility of Expenditures

The start and end of the eligibility of expenditures is identical to the limitations set for the start and end of the activity mentioned above.



4. Examples of Lump-Sum Calculation

Example 1:

Within the 1st type of the activity, an applicant from the Czech Republic arranged a bilateral meeting in Norway with two different partners from Norway for its two representatives. The length of the stay was agreed to 2 days (with regards to more donor partners involved, theoretically the length of the meeting could have been 3 days).

The expenditures related to meal allowance, accommodation, local transportation and spending money for two representatives from the Czech Republic for 2 days are $2 \times (275 + 275) = 1.100$ EUR.

The expenditures related to international transportation including insurance for 2 representatives of the applicant from the Czech Republic are $2 \times 500 = 1.000$ EUR.

The total amount of grant in the Decision shall be 2.100 EUR. However, the Bilateral Meeting Report with the request for payment mentions only one representative of the applicant from the Czech Republic participating in the bilateral meeting. Therefore, the grant amount stipulated in the Decision will be proportionately deducted to 1.050 EUR and this amount will be disbursed ex-post in CZK after the approval of the Bilateral Meeting Report with request for payment regardless the actual expenditures are lower or higher.

Example 2

Within the 2nd type of the activity, an applicant from the Czech Republic arranged a bilateral meeting in the Czech Republic with two representatives of a partner from Norway, one representative of a partner from Iceland and two representatives of a partner from Liechtenstein, in total with 5 persons from donor states. However, the number of persons for this activity is limited to max. 4 persons. Therefore, the stay and travel of one person is not eligible expenditure and the applicant or a partner shall bear these costs. The calculation of the grant is therefore only for 4 persons. The length of the bilateral meeting is agreed to 2 days.

The expenditures related to meal allowance, accommodation, local transportation and spending money for 4 persons for 2 days are $4 \times (230 + 230) = 1.840$ EUR

The expenditures related to international transportation including insurance for 4 persons are:

- for 2 representatives of the partner from Norway $2 \times 500 = 1.000$ EUR
- for 1 representative of a partner from Iceland $1 \times 700 = 700$ EUR
- for 1 representative of the partner from Liechtenstein $1 \times 250 = 250$ EUR

The total amount of grant in the Decision shall be 3.790 EUR and this amount shall be disbursed to the applicant ex-post in CZK after the approval of the Bilateral Meeting Report with request for payment, unless there is a difference of the actual number of participants or the length of the bilateral meeting compared to the number of participants and the length of stay described in the application. The applicant receives this amount regardless the actual expenditures were lower or higher. The applicant shall immediately transfer corresponding amounts on the bank accounts of individual partners.

5. Procedure for Submission of Application

An application can be submitted after the announcement of the **respective Bilateral Call** (on www.eeagrants.cz) **corresponding with the focus of the project (support area)**, planned for submission in the main open call.

The applicant shall make sure he complies with the eligibility criteria for applicants and he is capable (in case of his travel to one of the donor states – 1. Type of the activity) or the partners (in case of their travel to the Czech Republic – 2. Type of the activity) to pre-finance total expenditures until the grant (lump-sum) is disbursed by the Fund Provider.

The applicant shall arrange with partner/partners their declaration confirming interest in bilateral meeting and cooperation on a project (Attachment 2) before the submission of an application. The applicant needs a **qualified electronic signature** for the submission of the application.

Submission of Application and Declaration Confirming Partner´s Interest in Bilateral Meeting and Cooperation

After the announcement of the respective Bilateral Call in the given area of support, the **applicant shall fill in and sign:**

- blue form *Application for Grant on Bilateral Meeting with Donor State partners in Programme Culture* (Attachment 1) in English language;

Partner/partners shall fill in and sign:

- red form *Declaration Confirming Partner's Interest in Bilateral Meeting and Cooperation* (Attachment 2) in English language.

Note: In case of participation of more partners in the bilateral meeting, every partner shall provide individual *Declaration Confirming Partner's Interest in Bilateral Meeting and Cooperation*.

Attesting of Legal Personality and Eligibility of Applicant

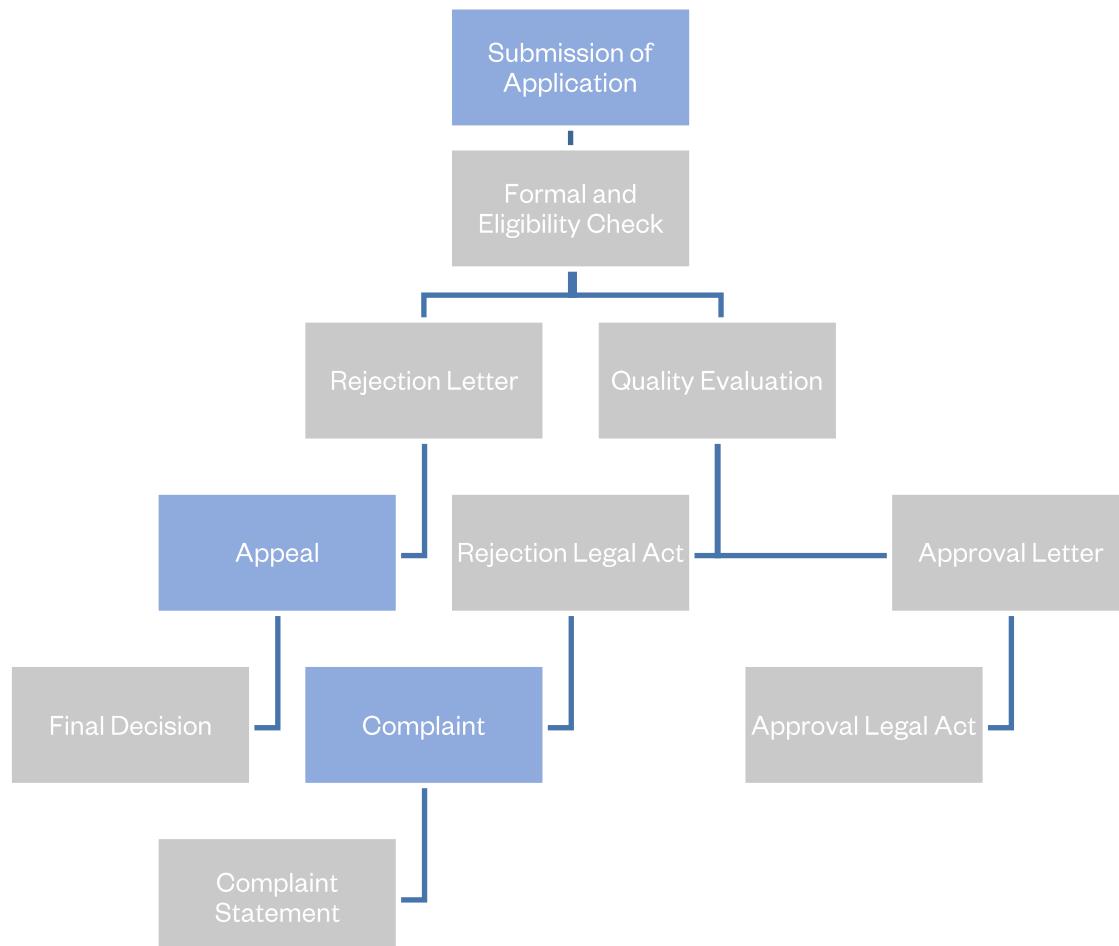
The applicant states and confirms the legal personality in the *application* with qualified electronic signature.

In case of the following support areas: Contemporary Art and Art and Cultural Criticism, the applicant shall be legally registered for minimum 2 years in the respective area of support. Eligibility of applicants will be assessed during the appraisal. Specific conditions related to the eligibility ought to be fulfilled by the date of submission of the Application for grant on bilateral meeting with donor state partners in Programme Culture. The legal personality and the eligibility of the applicant will be verified in the respective public register of legal and natural persons.

If relevant, the applicant shall submit a power of attorney entitling the signing the application.

Filled in and electronically signed *application form* and filled in and confirmed (electronically signed or signed by hand and scanned) form of *Declaration Confirming Partner's Interest in Bilateral Meeting and Cooperation* by a partner and the power of attorney shall be signed with electronic signature of the statutory or authorised representative of the applicant and sent exclusively by e-mail to fondyehp@mkcr.cz at least 25 working days before the planned start of the activity. In case of later submission, the approval of the activity in an *Approval Letter* cannot be guaranteed in sufficient time before the start of the activity and related expenditures may not be eligible.

6. Evaluation and Selection of Applications



Evaluation of Formal Requirements, Eligibility and Quality of Application

The application will be assessed on a continuous basis, in order of their submission by email until the disbursement of the allocation, until 2 months after the announcement of the respective Bilateral Call at the latest. Evaluation of formal requirements of an application including its mandatory annexes will be performed by the Fund Provider in line with the *Evaluation Form* (Attachment 3). The eligibility of the applicant and its legal personality will be verified in the respective public register of legal and natural persons.

Donor Programme Partners assess submitted *Declaration Confirming Partner's Interest in Bilateral Meeting and Cooperation* and the application in terms of the eligibility of the partner from donor state (whether the partner exists and fulfils expected expert qualification). The Donor programme Partner informs the Fund Provider in **5 working dates** from query sent by the Fund Provider. In case of no reply, it is considered as verified.

In case the application does not fulfil some of the formal requirements or it is not possible to verify the applicants' eligibility, the Fund Provider is entitled to request clarification, change or submission of information/documents necessary for further evaluation from the applicant by e-mail. This request shall be fulfilled by the applicant in **3 working days** from the date the query was sent by the Fund provider.

After the evaluation of formal and eligibility requirements, the unsuccessful applicants whose applications were rejected for non-fulfilment of these requirements will be informed in a **Rejection Letter** sent by an email including justification of the decision. The unsuccessful applicants are entitled to appeal the decision at the Fund Provider until **15 working days** from the date of receiving the Rejection Letter. In **20 working days** from the date of receiving the Appeal, the applicant will be informed about the *Final Decision* of the Fund Provider.

Selection of Applications

In case of fulfilling the formal and eligibility requirements, the Fund Provider evaluates the application based on its relevance to the strengthening of bilateral relations including the impact of the activity with regards to the objectives of the bilateral cooperation (Attachment 3).

In case of the support areas Art and Cultural Criticism and Capacity Building of Umbrella Associations, Networks and Platforms, the Fund provider assesses the content of the application in cooperation with the Arts and Theatre Institute – Programme Partner in charge of the corresponding main open calls.

Successful applicant shall be informed about the approval of the application by the Fund Provider by **Approval Letter** (sent by e-mail) in **20 working days** from the date of submission of the application. The Approval Letter sets the period for eligibility of expenditures.

Issuing of the Legal Act

After the approval of the application by *Approval Letter*, the Fund Provider issues a legal act *Decision on Grant Award for Bilateral Meeting*. In case of a rejection of the *Application*, the unsuccessful applicant shall receive a Rejection Legal Act including justification of the decision. An appeal against such decision is not possible. In case of a complaint on the selection process, it is possible to send the complaint electronically by email on the address specified in the respective Bilateral Call. The Fund Provider reviews the complaint in cooperation with the Programme Operator and provides its statement until **30 days** from receiving the complaint.

Note: Any request made by Fund Provider for clarification, change or submission of additional information/documents, may affect the time for assessment of the *application* (20 working days) and approval of the activity. The applicants are recommended to carefully read these Guidelines and maintain contact with the Fund Provider during the preparation of their application and during its assessment and approval. During the 3-day time for completion of information, the application's order is guaranteed. In case the applicant does not provide requested clarification, change or submits additional information/documents for further assessment, the *application* shall be rejected.

7. Procedure for Submission of Bilateral Meeting Report with Request for Payment and Disbursement of Expenditures

After implementation of approved activity, i.e. one of the two types, stipulated in the application, the applicant shall submit **Bilateral Meeting Report with Request for Payment including all mandatory documents** in Czech language with description of results and course of the bilateral meeting, actual participation and actual number of participants from the Czech Republic and donor state partner/partners, actual date of the bilateral meeting.

The report shall be complemented with the following documents: **Attendance sheet with dates and signatures of bilateral meeting participants, Short description of activity** in English signed by the applicant and the partner/partners. The Fund Provider based on the *Bilateral Meeting Report*, i.e. the actual number of participants and the actual length of the meeting, calculates the lump-sum and transfers it to the applicant in CZK (current exchange rate of the Czech National Bank shall be used for the conversion EUR/CZK) on the account stipulated in the *Decision*. In case of the second type of the supported activity, the applicant shall without delay transfer the amount/amounts to the partner/partners on their accounts stipulated in the *Declaration Confirming the Partner's Interest in Bilateral Meeting and Cooperation within Programme Culture*.

The applicant submits the Bilateral Meeting Report with the request for payment including all mandatory documents electronically to the Fund Provider (by e-mail to fondyehp@mkcr.cz, signed by the applicant with qualified electronic signature, until 1 month prior the end of the respective main Open Call at the latest.

Note: Disbursement of expenditures requested in the last month of year can be delayed, and disbursed in February following year.

8. Publicity

Activities supported within the bilateral meetings of the Programme Culture need to fulfil general publicity requirements:

As minimum, the applicant shall use the **EEA Grants logo** in all materials and documents created during the approved activity (in appropriate size – e.g. publication materials using the logo in appropriate size). The logo package is in Attachment 6.

The **photo documentation** related to the implementation of the activity can be asked for further promotion of the Programme Culture and its results and therefore it shall include short title and name of the author.

9. Changes in Application

The applicant can apply for a change aiming to update the content of the approved activity. The applicant shall provide description and justification for the change, after the activity has taken place, in the *Bilateral Meeting Report* with request for payment, and this change will be approved by the Fund Provider with the report.

It is allowed to apply for the following types of changes:

- Change of legal representative of the applicant;
- Change of bank account of the applicant;
- Necessary changes in composition of bilateral meeting participants due to unexpected reasons (e.g. illness). Only possible for substitution as described in the application or decrease of the number of participants, supported by the grant;
- Shortening of the length of stay of the participants supported by the grant.

Note: These changes are not subjected to approval prior to the activity.

The applicant cannot claim an increase of the lump-sum stipulated in the *Decision*.

10. Annexes

1. Application for Grant on Bilateral Meeting with Donor State partners in Programme Culture (form)
 2. Declaration Confirming Partner's Interest in Bilateral Meeting and Cooperation (form)
 3. Evaluation Form (form)
 4. Decision on Grant Award for Bilateral Meeting (form)
 5. Bilateral Meeting Report with Request for Payment (form)
 6. EEA Grants logo package
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