

# **1. Call for proposals – for submission of grant applications**

## **Fund for Bilateral Relations at National Level**

**within the framework of the EEA and Norway Grants 2009-2014**

**Operator of the Fund for Bilateral Relations at National Level  
– Ministry of Finance of the Czech Republic –  
National Focal Point EEA/Norway Grants 2009-2014**

Announces on **21 January 2013 first Call** for submission of applications for a grant from the **Fund for Bilateral Relations at National Level (hereinafter referred to as „Fund“)** within the framework of EEA/Norway Grants 2009-2014.

**Applications may be submitted continuously from** the date of the announcement of the call for proposals until 31 December 2014 or until the total allocation is used.

**The total amount available for the first Call for proposals is 3 720 000 CZK (150 000 EUR).**

### **I. Scope of Fund**

The Fund was established to strengthen bilateral relations between Donor states (Norway, Iceland, and Liechtenstein) and the Czech Republic within the programme areas mentioned in Annex I of this Call for proposals. The Fund serves as a flexible source of financial support for initiatives both for Czech entities and for entities from Donor states.

Initiatives supported by this Fund should provide a platform to increase mutual cultural, professional and academic relations in compliance with the national strategy of bilateral relations and the aims of Donor states.

### **II. Eligible Initiatives**

Eligible initiatives which will be covered from the Fund are one-time activities, more precisely short range activities in the scale of supported areas (Annex 1 of the Call).

The Fund is not intended for financing of projects. It provides financial support for **broad initiatives, informative activities, complementary, preparatory and supportive initiatives, and documents with the aim to create or strengthen the base for present or future cooperation.**

**Initiatives shall be of the following nature:**

- study and business trips, visits and meetings with the aim of sharing experience, know-how and transfer of best practice
- bilateral meetings, workshops, seminars
- conferences with the goal of bi-/multilateral meetings, presentations and strengthening cooperation
- elaboration of studies, analyses and surveys to strengthen the cooperation between final beneficiaries and Donor states
- promotional initiatives to strengthen bilateral partnerships.

**The maximum contribution of the EEA and Norway Grants is 372 000 CZK (15 000 EUR).**

Eligible expenses are always paid from the Fund ex-post in the amount of 100% of the incurred eligible costs. Therefore, the grant does not require any mandatory co-financing from applicant and grant beneficiary.

### **III. Eligible applicants**

The following entities from the Czech Republic and Donor states (including the Council of Europe) can apply for funding from the Fund, namely:

- a. Programme Operators (including their partners from the line ministries on the basis of a concluded Partnership Agreement).
- b. Applicants and partners of pre-defined projects from Donor states (in the project preparation period, which means until project proposals are approved by the donors).
- c. National Focal Point for the EEA and Norway Grants 2009-2014.
- d. Other entities competent in supported programme areas (i.e. entities active in relevant programme areas for a minimal period of 1 year), that establish or strengthen cooperation with entities in Donor states within the programme areas.

(If the applicant is an institution from a Donor state, it must cooperate with an entity from the Czech Republic.)

### **IV. Eligible expenditures and their reimbursement**

From the content point of view there are the following types of eligible expenses:

- charges and travel expenses associated with participation in conferences, seminars, training courses, business negotiations and workshops
- travel expenses for study trips abroad
- travel expenses, per-diem expenses and rewards for visiting experts
- costs of feasibility studies and costs of preparation of financial and economic analyses
- costs associated with the organization of conferences, seminars, business negotiations and workshops, interpretation and translation of working materials
- costs associated with promotional and informational initiatives for strengthening bilateral relations
- external consultancy fees.

Eligible expenditures, including their limits, are described in detail in Annex 1 of the **Guidelines for Applicants and Final Beneficiaries from the Fund for Bilateral Relations at National Level** (Annex 2 of the Call).

The mechanism of expenditure reimbursement is based on ex-post reimbursement of incurred costs. The Grant application within the Fund must be submitted and approved **before the implementation of a proposed initiative**. Costs associated with the initiative are paid by the final beneficiary from its own resources, which are later reimbursed through the Request for payment. (The detailed process of administration is described in the **Guidelines for Applicants and Final Beneficiaries from the Fund for Bilateral Relations at National Level**).

## V. Procedure for submitting applications

Applications will be submitted **continuously from the first day of the Call for proposals**. Applications will be first assessed in terms of **formal accuracy and eligibility and then will be assessed the quality and complementarity** (proposed initiatives, which can be funded from the Fund for bilateral relations at programme level within approved Programme, can not be funded from the Fund at national level). Next, the **quality** of applications will be assessed in order of the date of submission of a complete grant application. As a complete grant application is considered the application which fulfils formal requirements (see Annex 3 of the Call).

Application will be processed in the **prescribed format in Czech and the grant rate will be in CZK**. **In case of foreign entity**, the application will be processed in **prescribed format in English and grant rate will be in EUR**.

Application form for funding from the Fund for Bilateral Relations at National Level is part of the Guidelines for Applicants and Final Beneficiaries from the Fund for Bilateral Relations at National Level.

Applications must be submitted in one **printed and signed original** and in one **electronic copy** (CD-rom). The application must be submitted at least 30 working days before the planned start of the initiative.

Printed and electronic version of the application shall be identical. In case of any inconsistency, the printed version is considered as decisive. If the application is not submitted both in printed and electronic version, it will be excluded from further assessment.

Submission of grant application does not originate any legal claim for grant.

Further information regarding the procedures for submitting the application for funding from the Fund, the ex-post system of reimbursement and Request payments are in the **Guidelines for Applicants and Final Beneficiaries from the Fund for Bilateral Relations at National Level** (Annex 2 of the Call). This document is published on the web sites [www.eegrants.cz](http://www.eegrants.cz) and [www.norwaygrants.cz](http://www.norwaygrants.cz).

**Address for submission of applications:**

<b>Ministry of Finance Centre for Foreign Assistance – Programming and Coordination Unit (Unit 5804) Letenská 15 118 10 Praha 1</b>
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## VIII. Further information

Questions may be sent by e-mail: [czp@mfcz.cz](mailto:czp@mfcz.cz). Replies will be sent by e-mail within 10 days.

Based on the assessment of the implementation of the Fund and after mutual agreement with the donors, conditions of the Call for Proposals may be revised. Information on each revision will be always published at [www.eeagrants.cz](http://www.eeagrants.cz) and [www.norwaygrants.cz](http://www.norwaygrants.cz), before the revision enters into force.