

Programme CZ 06 – Cultural Heritage and Contemporary Art

1st Open Call for applications for individual projects funded from EEA Grants 2009-2014

The Ministry of Finance – Programme Operator of Programme CZ 06 in cooperation with The Ministry of Culture – Partner of Programme CZ 06

Announces on 21st March 2014 the **1st Open Call** for applications **to fund individual projects** (hereinafter the “project”) within Programme CZ 06 - Cultural Heritage and Contemporary Art in **Programme Area 16** – Conservation and Revitalisation of Cultural and Natural Heritage, involving the eligible activities specified f **below**.

The overall objective of EEA Grants is to contribute to the reduction of economic and social disparities and to the strengthening of bilateral relations between cultural players from the Beneficiary States (amongst which the Czech Republic) and those from Norway, Iceland, and Liechtenstein. This objective is achieved mainly through cooperation by means of an objective selection of high-quality individual projects and their implementation.

The objective of Programme Area 16 is to contribute to the protecting and preserving of cultural heritage in the Czech Republic for future generations and making it accessible for the public. All applications shall comply with above mentioned objectives. It should be noted that the Programme fosters the submission of project applications supporting conservation/restoration of Jewish cultural heritage.

I. The total amount allocated for the 1st Open Call for applications shall be 393 526 995 CZK, i.e.15 868 024 EUR.

The allocation for this Call for Programme Area 16 has been indicatively distributed based on the individual results and outputs of the programme in the areas of immovable cultural heritage, movable cultural heritage and Jewish cultural heritage as follows:

Programme area	CZK/EUR	Programme outcome	CZK/EUR
Programme area No. 16 Conservation and Revitalisation of Cultural and Natural Heritage	393 526 995/ 15 868 024	Cultural heritage restored, renovated, protected and made available to the public	393 526 995/ 15 868 024

Programme outcome	CZK/EUR	Programme output	CZK/EUR
Cultural heritage restored, renovated, protected and made available to the public	393 526 995/ 15 868 024	Immovable cultural heritage <i>Restored/repared cultural heritage, national cultural heritage and UNESCO heritage sites and this heritage made available.</i>	15 074 476/
		Movable cultural heritage <i>Museum collections including written cultural heritage restored, stored in optimal environment or displayed and this heritage made available.</i>	373 849 995

		<p>Restoration of Jewish cultural heritage <i>Restored/repared immovable Jewish cultural heritage, national cultural heritage and UNESCO heritage sites and judaica which served to Jewish religious worship or artistic expressions from the period of holocaust and this heritage made available.</i></p>	<p>19 680 000/</p> <p>793 548</p>
--	--	---	---

II. Eligible applicants

An eligible applicant is an applicant (entity) who has legal personality and who is the owner/manager of the respective cultural heritage registered in the Central Register of Cultural Heritage of the Czech Republic (National Heritage Institute) or in the Central Register of Collections or in Libraries registered at the Ministry of Culture of the Czech Republic:

- institutions founded by the state
- territorial units of self-administration
- non-governmental organizations
- religious organizations/church legal entities
- municipalities
- legal entities

Detailed categorization of eligible applicants in terms of legal statuses is available in the CEDR information system and in the PA16 Guidelines for Applicants.

Applications may be submitted in cooperation with similar entities from donor states (Norway, Iceland and Liechtenstein) which contribute to the achievement of the set project outputs.

III. Specification of eligible activities

Programme Area 16 – “Conservation and Revitalisation of Cultural and Natural Heritage” focuses on the protection, restoration, renovation, suitable presentation and use of **movable and immovable cultural heritage (including the heritage of minorities such as for example Jewish and Roma cultural heritage) and public access to this heritage**

Within the scope of **immovable cultural heritage**, the support applies to the following:

- **The Heritage Fund**, which includes **cultural monuments (KP), national cultural monuments (NKP) and UNESCO monuments**, which are registered in the Central Register of Cultural Heritage of the Czech Republic. This includes not only buildings and their accessories but also landscape and gardening compositions which are part of the entire cultural landscape.

Preservation and restoration of immovable property (which are not separately registered in the Central Register of Cultural Heritage of the Czech Republic as UNESCO heritage, NKP or KP) **located in cultural preservation areas will not be supported.**

The following activities will be supported:

- construction and non-construction modifications and repairs including conservation restoration activities, restitution of older statuses, corrective recoveries, maintenance and stabilization repairs and restoration activities
- suitable presentation, availability, accessibility and use of hereby restored and preserved cultural heritage monuments to the general public

Within the scope of **movable cultural heritage**, the support applies to the following:

- **museum collections and museum collection items** registered in the Central Register of Collections. The support further applies to **movable heritage** registered in the Central Register of Cultural Heritage of the Czech Republic. Object of the support can be also movable items or sets of items which are in the process of being recorded in the list of cultural monuments (movable section of the heritage fund)
- **written cultural heritage**, or more precisely its most important parts which are threatened by paper degradation. Historical fund (registered at the Central Register of Collections and in the Central Register of Cultural Heritage of the Czech Republic) and also unique modern library funds registered at the Ministry of Culture of the Czech Republic may be restored, digitized and presented.

The following activities will be supported:

- creation of an optimal environment to ensure proper care for collections and archives (including necessary construction and technical measures)
- restoration and other artistic and technical measures to ensure long-term preservation and presentation of collections and archives
- any other activities that offer the most effective presentation of movable cultural values; in the case of museum collections, mainly novel and innovative forms of presentation, in the case of written heritage presentation via modern technical means and technologies - after previous restoration (in case of paper artefacts - after de-acidification) and digitization of written works

Within the scope of **Jewish cultural heritage**, the support applies to both to movable and immovable Jewish cultural heritage:

The support applies to the following **immovable Jewish cultural heritage**:

- **Heritage Fund**, which includes **cultural monuments (KP), National Historic Landmarks (NKP) and UNESCO monuments**, which are registered in the Central Register of Cultural Heritage of the Czech Republic.

Preservation and restoration of immovable property (which are not separately registered in the Central Register of Cultural Heritage of the Czech Republic as UNESCO heritage, NKP or KP) **located in cultural preservation areas will not be supported.**

The following activities will be supported:

- construction and non-construction modifications and repairs including conservation restoration activities, restitution of older statuses, corrective recoveries, maintenance and stabilization repairs and restoration activities and their presentation and suitable use.

The support applies to the following **movable Jewish cultural heritage**:

- Judaica which served to Jewish religious worship or artistic expressions from the period of holocaust

The following activities will be supported:

- creation of an optimal environment to ensure proper care for collections and archives (including necessary construction and technical measures)
- restoration and other artistic and technical measures to ensure long-term preservation and presentation of collections and archives
- any other activities that offer the most effective presentation of movable cultural values; in the case of museum collections, mainly novel and innovative forms of presentation, in

the case of written heritage presentation via modern technical means and technologies - after previous restoration (in case of paper artefacts - after de-acidification) and digitization of written works

Further requirements:

- the project shall be in line with the relevant regional and/or national sector strategies or concepts;
- the object of the application shall be implemented in the Czech Republic
- restoration of the cultural heritage was assessed by a competent cultural heritage preservation authority which issued a binding statement pursuant to provisions specified in Act No. 20/1987 Coll., the State Cultural Heritage Conservation Act
- a valid building permit was issued or a statement of the respective planning and zoning authority was provided saying that a building permit is not required
- no negative opinion was issued in terms of environmental protection (applicable to immovable cultural heritage)

Project implementation will contribute to the following:

- revitalisation and restoration of immovable and movable cultural heritage in the Czech Republic within the framework of the European cultural heritage programme
- preservation of historical documents for future generations
- support of sustainable development of local communities through restored cultural heritage
- availability and accessibility of cultural heritage to the general public

IV. Eligible expenditures

Rules and procedures on eligible expenditures and public procurement are defined in Guidelines of the National Focal Point on Eligible Expenditures - EEA and Norway Grants 2009-2014 and in Guidelines of the National Focal Point on Public Procurement of Small Scale - EEA and Norway Grants 2009-2014 in effect. Both Guidelines are available at <http://www.eeagrants.cz/en/general-information/rules-and-guidelines/guidelines>

V. Amount of grant - co-financing - advance payments - payment

- The minimum amount of grant for an project is 4 216 000 CZK/170 000 EUR, the maximum amount is 29 760 000CZK/1 200 000 EUR
- the period of implementation of projects shall not exceed the deadline for eligibility of costs;
- the deadline for eligibility of costs shall be **30 of April 2016**;
- **the maximum amount of grant is based on the legal status of the application. Detail information are available in PA16 Guidelines for applicants;**
- the expenditures of project management must not exceed 10 % of total eligible project expenditures;

- the applicant may apply for an advance payment for the funding of a project up to the amount of 20 % of the allocated grant, in maximum 2 000 000 CZK, justifying the request for advanced payment. Detailed information on advanced funding is provided in the PA 16 Guidelines for Applicants. The advance payment shall be deducted no later than at the moment when the documented eligible costs reach 80% of the allocated grant;
- the expenditures incurred by the project promoter shall be reimbursed ex-post on the basis of the actual expenditures (the request for payment shall be submitted together with the monitoring report; monitoring reports shall be submitted in 4-month- intervals); the project promoter shall provide a list of the amounts paid, the account statement and copies of the respective invoices;

The grant cannot be enforced through a statutory claim.

VI. Support for projects in partnership with donor states

The priority of EEA Grants 2009-2014 is to strengthen bilateral cooperation between entities from the Czech Republic and entities from Iceland, Liechtenstein and Norway. Therefore, the applicants are encouraged to invite a relevant donor state (Norway, Iceland and Liechtenstein) partner/partners to cooperate in the project implementation.

Eligible expenditures associated with partner cooperation incurred during the project implementation may be included in the project application budget.

In order to search for donor state partners and to prepare grant applications in partnership with these entities Czech applicants may use an electronic Cooperation form available at www.norskefondy.cz and a **contact seminar** for applicants and potential partners from the donor states. Date and other details are posted on the site <http://www.norskefondy.cz>.

VII. Duration of call – deadline for applications – place and method of application submission

Applications shall be filled out and submitted **only in electronic form using the IS CEDR information system** until 20th June 2014, 19:00.

The application and annexes shall be fitted with a qualified electronic signature (the certificate must contain a Company ID number) of an authorized representative of the applicant. Applicants who do not have an electronic signature available shall obtain one.

Further, applicants shall also have a data box necessary for communication with the Programme Operator - the Ministry of Finance.

You may access the IS CEDR system at www.eeagrants.cz; **CEDR press button**.

Guidelines for Applicants are available at <http://www.eeagrants.cz/en/programmes/eea-grants-2009-2014/cz06-culture/cz06-calls> and www.norskefondy.cz

All required annexes must be attached to the application – please see Guidelines for Applicants!

Standardized annexes for download are available at <http://www.eeagrants.cz/en/programmes/eea-grants-2009-2014/cz06-culture/cz06-calls> and www.norskefondy.cz

Should you experience technical difficulties with the preparation and submission of the application, please contact help assistance specified on the IS CEDR cover page; Contacts.

The application and annexes may be prepared in the system gradually. We recommend to submit the application in advance, before the deadline expires. Postponing submission of your application may cause unexpected difficulties due to a system overload.

Notice:

If **project documentation** is a relevant attachment of the application, it must be delivered in a time specified above as the application submission deadline, in a paper form and in two copies to the following address: **Ministry of Culture, Milady Horákové 139, 160 41, Prague 6**. Project documentation must be appropriately marked to pair the documentation with the relevant electronic application. Project documentation in the paper form will be returned (mailed) to the applicant after the evaluation process is completed.

VIII. Information for preparation of applications

- The application and its annexes shall be in the Czech language and in the standardized format (provided the Annex is available in a standardized format - see *PA 16 Guidelines for Applicants*).
- The project expenditures shall be specified in CZK;

Information necessary for preparation and submission of the application is included in this Call, in *PA 16 Guidelines for Applicants* and in IS CEDR descriptions and help features.

IX. Publicly available documents (regulations, guidelines and methodologies) for implementation of EEA Grants and 2009 - 2014

Documents are available at following websites:

Financial Mechanism Office (in particular Regulation on the implementation of the EEA Financial Mechanism 2009 - 2014)	www.eeagrants.org
National Focal point/Programme Operator	www.mfcr.cz , www.eeagrants.cz , www.norwaygrants.cz
Programme Partner	www.norskefondy.cz

X. Application evaluation process

1) Evaluation of formal requirements and eligibility

Evaluation of formal requirements and eligibility will be performed by the Programme partner in line with the established criteria.

Applications which fail to meet the formal requirements and eligibility criteria shall be rejected from further evaluation process. The applicant is entitled to use the IS CEDR

system to file an appeal against rejection of his application due to its failure to comply with formal requirements and eligibility.

2) Evaluation of the application quality by external experts

Each application is evaluated by two external experts. The final score of points assigned through the external evaluation process depends on the arithmetic average of the scores awarded by experts.

If the difference between the scores given by the two experts exceeds 30% of the higher score, a third expert shall evaluate the application. The final score shall be calculated as the arithmetic average of the two closest scores.

3) Review in the Selection committee

The Selection committee is provided with a list of projects based on quality criteria evaluation. Projects are ranked on the list based on the final scores assigned by external experts (arithmetic average of the evaluation). The Selection committees shall review ranked project applications and submit a list of recommended projects, including backup projects the Programme Operator - the Ministry of Finance.

4) The Programme Operator shall verify the selection process as well as recommendations from the Selection committee including verification of the applicant and the place of the project implementation.

5) Following the verification results, the Programme Operator shall make a decision on which projects shall be supported and shall inform the applicant about the next steps.

XI. Formal and eligibility criteria and evaluation criteria for submitted applications

1) Evaluation of formal requirements and eligibility

▪ Formal requirements criteria:

- The application contains an **electronically signed application document and all required annexes in accordance with the PA16 Guidelines for Applicants.**
- **Among the required annexes of the application are:**
 - a valid building permit was issued or a statement of applicable planning and zoning authority was provided saying that a building permit is not required
 - positive statement EIA or a statement issued by the nature protection agency saying the statement EIA is not required (applicable to immovable cultural heritage)
 - obligatory statement pursuant to provisions specified in Act No. 20/1987 Coll., the State Cultural Heritage Conservation Act

b) Eligibility criteria:

- The applicant is eligible.
- The partner/partners is/are eligible (*in the case of coproduction projects*).
- The project is in line and complies with the focus of the Call (programme area, outcomes, outputs), project activities are eligible.
- The project implementation place is in line with the requirements and conditions specified in the Call.
- The length of the project implementation process does not exceed the maximum period for implementation of projects specified in the Call.

- The required amount of the grant is in line with the established conditions and requirements specified in the Call.
- Project documentation (project documentation for issue of the building permit etc.) submitted in the paper form in 2 copies (if relevant)

2) Application quality evaluation

DETAILED APPLICATION EVALUATION CRITERIA:	Maximum weight score
1. Applicant's ability and preparedness for implementation of the project	15
1.1. The Applicant (eventually partner/partners) including possible external technical assistance of the applicant, have adequate administrative capacity to ensure successful project implementation including requirements of the Programme Operator / Programme Partner on continuous monitoring of the project implementation process.	4
1.1.1. The organizational management structure, technical preparation and implementation of the project is clearly described, including separation and arrangement of individual implementation steps, including the role of applicant's technical assistance (if the applicant proposes such assistance). The applicant, including external technical assistance (if the applicant proposes it), has sufficient technical capacity to implement the project and, therefore, it may be assumed that the project will be successfully implemented). Roles of individual partners during the project implementation are described in detail (if partnership applies).	4
1.2. The Applicant already has experience with management and successful completion of at least one similar project or the project plans and includes a contractually bound third-party which already possesses the necessary expertise and which already successfully implemented similar projects (qualification requirements).	4
1.3. The project publicity has been clearly described, including individual activities necessary to provide the desired publicity.	3
2. Significance (relevance) of the project	28
2.1. The project contributes significantly to the achievement of programme outputs listed in the application (the project focus may contribute to several programme outputs), including a comprehensive approach to cultural heritage restoration (that is, for example, combining restoration of movable and immovable monuments/values, exteriors and interiors, restoration of movable assets and safe storage and protection of such assets).	2
2.1.1. Implementation of the project introduces added value in a form of innovative procedures, rising of expertise/qualification, interdisciplinary and international cooperation.	2
2.2. The project clearly contributes to the fulfillment of related conceptual and strategic documents (local / regional / sectoral) *, or may be linked to outputs of a previously realized project. The established strategy including recognized practical and traditional skills focusing on protection, restoration and accessibility of cultural heritage, will be successfully fulfilled thanks to the project implementation.	2
2.2.1. A value of the relevant subject/archive /collection/fund /property from a cultural and historical point of view - the applicant shall prove that the subject/archive/collection/fund/ property is: (select one of the following two options: if there are two objectives, choose the one that is crucial for the project - the key objective) In case of collective items, museum collections and written cultural heritage: - declared national cultural heritage or registered in global UNESCO World Memory Register, (4 points) - declared cultural heritage or registered in the Central Register of Collections or registered in the Registry of libraries of the Ministry of Culture, (3 points) - the subject is involved in the process of being registered in the List of cultural monuments, (2 points) If it concerns immovable heritage fund, including equipment and inventory: - declared national heritage or cultural heritage and it is also a part of UNESCO heritage (part of the city historic centre, etc.) (4 points) - declared national cultural heritage, (3 points) - declared cultural heritage, (2 points)	2-4
2.2.2. Current status, level of damage or danger to the subject/archive/collection/fund/property and therefore requiring maintenance/repair/renovation/restoration/other repairs are requested funds (urgency of an action): - desolate status or deserted object (4 points) - large-scale damage, (2 points)	0-4
2.2.3. The project utilizes, as much as possible, procedures and means by which the relevant heritage was created (historical/traditional practices and technologies, traditional materials).	3
2.3. The project implementation is justified and supported by qualified documents (such as need analysis). The established project outcome is achievable and complies with identified project output requirements.	3
2.3.1. The subject of the project is unique or extremely authentic.	3
2.4. The overall objective of the project is consistent with the desired Programme outcome applicable to the relevant	2

programme area. The impact of the project meets the needs of the main target group for which the project was designed.	
<p>2.4.1. The project keeps the cultural heritage function alive and the subject of the project is publicly accessible. Level of accessibility:</p> <ul style="list-style-type: none"> - constantly accessible by general public (including online access to digitalized written cultural heritage), (3 points) - temporarily accessible by the general public (exhibition), (1 points) - publicly inaccessible (0 points) 	0-3
3. Project structure, risks and outputs	30
3.1. The project structure is clearly defined and individual activities are clearly described in the project, including follow-up activities. Activities are interconnected (activities, including quantification and budget). If the project involves restoration of immovable cultural heritage, a completed level of project preparation shall be presented.	7
3.2. Proposed project activities are necessary to fulfil the project outcomes as specified in the application. Outputs of the activities contribute to successful fulfilment of the project and are consistent with the relevant programme area. The proposed project implementation process is efficient in comparison with alternative procedures/technical solutions - the most efficient solution is selected.	10
3.3. The proposed time schedule of the project implementation process is clear and realistic and corresponds with implementation activity requirements in terms of contents and mutual interconnections. The time schedule also takes into account other necessary factors such as climatic conditions (the project is feasible in terms of a time scope).	5
3.4. The logical framework of the project provides clear and legible information about the project and its relevance to the programme, including specified indicators and resources necessary for their verification (outputs, outcomes, objectives). Initial and target indicator values are realistic, indicators are quantified and measurable in terms of volumes and time. Sources for verification of indicators are listed and will be available and suitable for verification of initial and target indicator values.	4
3.5. Project risks are clearly defined and relevant, including proposed measures to eliminate them, in order to ensure smooth implementation of the project.	4
4. Efficiency and sustainability of the project	15
4.1. Listed budget items unnecessary for the implementation of the relevant activities, clear quantification of individual budget items is provided in measurable units, proposed individual budget items correspond with the project proposal and their costs are adequate to costs in similar projects (for example based on similar project comparison), unit costs correspond with regular market prices.	4
<p>4.1.1. The overall project costs are adequate and correspond with the expected outcomes.</p> <ul style="list-style-type: none"> - in case of written cultural heritage, numbers, volumes of digitized, processed and protected, de-acidified library units and archive collections and funds (pc, kg, etc.) are specified in relation to the applicable financial costs - adequate cost, quantitative viewpoint, - in case of immovable heritage fund, including equipment and inventory - price per m2 (m3) of renewed or accessible cultural heritage is comparable with prices for activities that yielded similar results, - in case of collection items, museum collections, costs are adequate and relevant to the item or collection types. 	8
4.2. Sustainability of the project results is described, it reaches the minimum time period specified in the PA16 Guidelines for Applicants and the method explaining how it will be achieved is also clearly described. The project addresses the relevant problems comprehensively while taking into account the efficiency and purpose of spent funds from a long-term point of view.	3
5. Cross cutting issues	12
5.1. Principles of good governance are respected, properly described and explained.	1
5.2. Sustainable development principles (sustainable environment, economic and social sustainability) are respected and described.	1
5.2.1. The project focuses on multicultural heritage, including Roma cultural heritage.	3
5.3. Principles of equality for men and women are described and respected.	1
5.4.* The project strengthens bilateral relations with donor countries.	0-6
Total points score	100

5.4* - The project does not have any donor state partner – 0 points; The project has a donor state partner and the cooperation of the partners is assumed during the project period only – 3 points; The project is implemented in cooperation with a donor state partner, based on description in the application and the project characteristics, active cooperation and continuation of partner cooperation may be reasonably expected after the project is implemented – 4 points; The project has long-term ties with the donor state partner and the project significantly contributes to the continuation and intensification of the partnership cooperation – 6 points.

****** - strategic documents (itemized list): More efficient care concept focusing on movable cultural heritage in the Czech Republic for the period between 2010-2014; Library development concept for 2011-2015; Concept of support and development of Czech cinematography and film industry for 2011-2016; Cultural heritage care concept in the Czech Republic for 2011-2016, etc.

XII. Additional information

In the case of any queries, they:

- May be submitted verbally by phone +420 257 085 517 (Ing. Vladimír Študent), +420 257 085 529 (Ing. Radek Bouška)
- sent via email: fondyehp@mkcr.cz;: vladimir.student@mkcr, radek.bouska@mkcr.cz, fondyehp@mkcr.cz
- questions may be sent electronically, by email no later than within five business days before the application submission deadline is over;
- a reply will be sent to the applicant within 5 business days but no later than on the day when the Call deadline expires.

Only written replies are binding.

Frequently asked questions and answers relevant to the 1st Open Call within Programme Area 16 – Conservation and Revitalisation of Cultural and Natural Heritage will be published in the frequently asked questions section at www.norskefondy.cz