

## Programme CZ02 Biodiversity and Ecosystem Services/ Environmental Monitoring and Integrated Planning Control / Adaptation to Climate Change

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 the Czech Republic and Norway, Iceland, and Liechtenstein.

The main aim of the Programme is to halt loss of biodiversity through activities aimed at increasing the capacity to manage and monitor Natura 2000 sites effectively, increasing public awareness and education on biodiversity and ecosystem services, improving the integration of biodiversity considerations into sectoral policies and legislation and preventing the fragmentation of ecosystems.

### 1<sup>st</sup> Call for Submission of Grant Applications for Individual Projects

from EEA Grants 2009-2014

**On 31 March 2014, Ministry of Finance, the Programme Operator, in cooperation with Ministry of the Environment, the Programme Partner,**

announce the **1<sup>st</sup> Call** for submission of applications for grants for individual projects from EEA Grants in Programme **CZ02 Biodiversity and Ecosystem Services / Environmental Monitoring and Integrated planning Control/ Adaptation to Climate Change**, and focus areas of activities of potential individual projects – grant applications – specified below.

#### I. Allocation of the 1<sup>st</sup> Call

The allocated amount under the 1<sup>st</sup> Call is **341 332 419 CZK**, that means **13 763 404 EUR**. The allocation for this Call is indicatively divided by individual focus areas within the programme area as follows:

	Programme areas	CZK	Programme Outputs	CZK
1.	Biodiversity and Ecosystem	204 090 807	Increased capacity to manage and monitor Natura	59 987 232

	Services		2000 sites effectively	
			Increased awareness of and education in biodiversity and ecosystem services, including awareness of and education in the linkage between biodiversity and climate change, and economic valuation of ecosystems	<b>40 570 171</b>
			Improved integration of biodiversity considerations in sectoral policies and legislation	<b>25 121 086</b>
			Avoid fragmentation of ecosystems	<b>78 412 318</b>
<b>2.</b>	Environmental Monitoring and Integrated Planning Control	<b>68 620 806</b>	Improved environmental information on impact, status and trends	<b>68 620 806</b>
<b>3.</b>	Adaptation to Climate Change	<b>68 620 806</b>	Developed systems for information exchange on climate change adaptation	<b>27 448 317</b>
			Developed strategies and measures for adapting to a changing climate	<b>41 172 489</b>

## II. Eligible Applicants

---

- local administrative units (regions and municipalities)
- unions of municipalities
- non-governmental organisations
- state-contributory organisations
- organisational units of the state
- scientific research institution
- state organisations and state enterprises
  
- must be legal persons;

### **III. Projects support in partnership with donor states**

---

Priority of the EEA Grants 2009 – 2014 is to strengthen bilateral relations between the entities from the Czech Republic and entities from Iceland, Liechtenstein and Norway. Applications may be submitted in partnerships with relevant partner institutions from Donor states. However, the partnership is not obligatory. Eligible expenditure to support and strengthen partnerships may be included in the grant application budget.

Eligible project partner is a public or private entity, commercial or non-commercial, as well as nongovernmental organisations, all of whose primary locations are either in Norway, Iceland or Liechtenstein, the Czech Republic, or any inter-governmental organisation, actively involved in, and effectively contributing to, the implementation of a project. It shares with the Project Promoter a common economic or social goal which is to be realised through the implementation of that project.

#### IV. Eligible Activities

1	Increase capacity to manage and monitor Natura 2000 sites effectively	Acquire data from monitoring of species and/or habitats of Natura 2000 sites
		Intensify implementation of management plans measures of Natura 2000 sites
2	Increase awareness of and education in biodiversity and ecosystem services, including awareness of and education in the linkage between biodiversity and climate change, and economic valuation of ecosystems	Create and/or implement new environmental education programs and campaigns
		Create new interpretative infrastructure
3	Improve integration of biodiversity considerations in sectoral policies and legislation	Enhance implementation of action and management plans for endangered species
		Implement national biodiversity policy documents with a special emphasis on collaboration with regional and local communities and NGOs
4	Avoid fragmentation of ecosystems	Analyse and monitor ecosystems status
		Establish, restore or improve habitats/ecosystems
5	Improve environmental information on impact, status and trends	Enhance implementation of environmental monitoring programmes
		Intensify environmental monitoring in geoparks
6	Develop systems for information exchange on climate change adaptation	Develop new systems for information exchange on climate change impacts and adaptation
		Implement new systems for information exchange on climate change impacts and adaptation
7	Develop strategies and measures for adapting to a changing climate	Develop new adaptation measures and strategies on climate change impacts
		Implement new adaptation measures and strategies on climate change impacts

An applicant may submit one application under one of the seven outcomes only, even in case where the selected activities in a project fall under more than one outcome category.

For more information see Guidelines for Applicants.

## **V. Eligible Expenditure**

---

To be considered eligible, costs must be included and approved in the budget of a grant application. Costs which are not provided for in the budget of a grant application are not eligible for financing, even if they comply with all other signs of cost eligibility.

Costs must be necessary for project implementation, must be directly linked to implementation of project activities and lead to achieving project aims (i.e. must be incurred on items listed in the approved grant application).

To be considered time eligible, costs must be incurred during the lifetime of the project, as defined in the Project contract. Costs are eligible from the date of grant application approval until the final date for costs eligibility.

Costs related to purchase of new equipment or facility of tangible nature and expenditure on intangible property are considered eligible on condition of their compliance with Guidelines of Applicants and Regulation on the implementation of the EEA Financial Mechanism 2009 – 2014.

Purchase costs of new or used equipment are eligible provided that the purchased equipment is an integral and necessary component for the implementation or development of a technology that is essential for achieving the outcome of the project. This property must be recorded in accounting and property inventory of durable goods of the beneficiary in line with accounting rules.

Project Promoters shall:

- a) Keep the excepted equipment in their ownership for a period of at least five years following the completion of the project and continue to use that equipment for the benefit of the overall objectives of the project for the same period;
- b) Keep the excepted equipment properly insured against losses such as fire, theft and other normally insurable incidents both during project

implementation and for at least 5 years following the completion of the project; and

- c) Set aside appropriate resources for the maintenance of the excepted equipment for at least 5 years following the completion of the project.

The specific means for implementation of this obligation shall be specified in the project contract; provided however that the Programme Operator may release any Project Promoter from the above obligations with respect to any specifically identified excepted equipment where the Programme Operator is satisfied that, having regard to all relevant circumstances, continued use of that equipment for the overall objectives of the project would serve no useful economic purpose.

In case of durable tangible or intangible goods, the eligible costs are equal to the tax depreciation of the goods. The depreciation of the applicant's existing property, which is necessary for the project implementation, is also applicable.

Indirect costs – overheads are costs necessary for implementation of the project. Applicants may identify overheads either based on actual costs from analytical accounting system or opt for a flat rate up to 20 % of its total direct eligible costs, excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on premises of the Applicant. The methodology of Indirect costs' calculation is described in the NFP Guideline for eligible expenditures and the Guidelines for Applicants.

Costs related to sub-contracting works are eligible on condition that the sub-contracted work will contribute to project implementation and prove to be an added value to the project. Guidelines for Applicants will provide more information on specification and division of these costs into specific budget items.

Personnel costs are costs related to employment of workers, who serve specific professional action, which is needed for accomplishment of projects goals, i.e. employment directly connected to content of project realization and costs related to workers of the Applicant who relate to project management or financial management.

Costs incurred in relation to business travels of the personnel of the final beneficiary and its partners made in connection with project implementation are eligible.

For VAT charges to be considered eligible, the payer must not be in position to recover the VAT paid for assets and services required for the project. The information on whether the applicant is/ is not payer of VAT must be included in the submitted application.

## **VI. The Grant amount – co-financing – advance payment – payment system**

---

- The minimum amount of grant is 6 200 000 CZK, and the maximum amount of grant is 74 400 000 CZK or the maximum allocation of programme outcome stated in part I of this Call;
- The period of project implementation must not be longer than 18 months;
- The final date for costs eligibility is 30 April 2016.

**The maximum grant rate shall be determined with respect to legal form of an applicant. For more information see Guidelines for Applicants.**

### **Grant rates**

The maximum rate of financial support for projects shall be 60% of the total eligible project expenditures.

The maximum rate of financial support for projects shall be 80% of the total eligible project expenditures if the applicant is a public entity (state, regional or local)

The maximum rate of financial support for projects shall be 90% of the total eligible project expenditures in the case of projects implemented by non-governmental organisations.

### **Co-financing requirements**

The remaining costs of the project shall be provided or obtained by the Project Promoter.

- The applicant may request an advance payment to finance the project that may not exceed 20% of the awarded grant or 2 mil. CZK, whichever is lower. The applicant must justify the advanced financing request;

- Beneficiary's expenditure will be paid ex-post according to total expenses incurred (the payment request will be submitted together with a monitoring report; monitoring reports are submitted for the period of 4 months). The beneficiary will submit a list of paid documents, bank account statements and copies of relevant invoices.

**There is no legal entitlement to a grant award.**

## **VII. Time period of the call – deadline of the call – place for submission of an application**

---

- Applications can be filled up and submitted only in an electronic form via IS CEDR information system no later than on **2 June 2014, 15:00**;
- An application and its annexes must include a qualified electronic signature (the certificate must include an identification registration number) of an authorized representative of the applicant. An applicant not disposing of electronic signature shall have it set up;
- To communicate with the Programme Operator - Ministry of Finance, applicants must provide for Data Box;
- To enter the IS CEDR system, go to: **www.eeagrants.cz**; CEDR button;
- Open Call text, Guidelines for applicants (in Czech) and other information are available at **http://www.eeagrants.cz/en/programmes/eea-grants-2009-2014/cz02-environment/cz02-calls** or at **http://www.mzp.cz/en/eu\_funds\_and\_schemes**;
- An application must include all required annexes – see Guidelines for Applicants;
- Standardized annexes are to be downloaded at **http://www.eeagrants.cz/cs/programy/ehp-fondy-2009-2014/cz02-zivotni-prostredi/cz02-vyzvy** or at **http://www.mzp.cz/cz/financni\_mechanismy\_ehp\_norska**;
- In case of technical problems with preparation and submission of applications, please contact the person listed at the introductory page of IS CEDR; Contacts;
- The system enables a gradual work on preparation of an application and its annexes. We recommend that an application is submitted prior to the submission deadline. Postponing submission of an application to the last moment can cause difficulties as a result of a possible system overload;

- An applicant may be asked to submit several attachments in a paper version during the evaluation phase (large-format annexes, drawings, etc.).

### VIII. Information for preparation of applications

- Applications and their annexes shall be prepared in the Czech language and in the prescribed format (where relevant – see Guidelines for applicants);
- project expenditure will be provided in CZK;

Information necessary for preparation and submission of applications are provided in this Call, Guidelines for Applicants and instructions and help section in IS CEDR.

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

Documents are available at the following websites:

<b>Financial Mechanism Office</b> especially Regulation for Implementation of EEA Grants 2009 – 14)	<a href="http://www.eeagrants.org">www.eeagrants.org</a> <a href="http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014">http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes/EEA-Grants-2009-2014</a>
<b>National Focal Point/ Programme Operator</b>	<a href="http://www.mfcr.cz">www.mfcr.cz</a> , <a href="http://www.eeagrants.cz">www.eeagrants.cz</a> , <a href="http://www.eeagrants.cz/cs/zakladni-informace/metodicke-dokumenty">http://www.eeagrants.cz/cs/zakladni-informace/metodicke-dokumenty</a>
<b>Programme Partner</b>	<a href="http://www.mzp.cz/en/eu_funds_and_schemes">http://www.mzp.cz/en/eu_funds_and_schemes</a>

### X. Assessment procedures of applications

#### 1) Assessment of formal requirements and eligibility of an application

Assessment of formal requirements and eligibility of applications will be carried out by the Programme Partner in line with assessment criteria. Applications that will not meet the criteria of formal requirements and eligibility will be excluded from further evaluation. Applicants have the right of appeal against exclusion of their application on the grounds of failing formal requirements and eligibility criteria which they can use via IS CEDR.

## **2) Evaluation of quality of applicants by external evaluators**

The quality evaluation of each application is performed by 2 external evaluators. The final score of an application is calculated as an arithmetic mean of the scores granted by each evaluator. If the difference between the final score calculated from scores awarded by the two experts is more than 30 % of the higher score, the application will be evaluated by a third expert. The final score will be calculated as an arithmetic mean of the scores with the closest values.

## **3) Evaluation of applicants by the Selection Committee**

The Selection Committee shall be presented with a list of all projects for which evaluation of quality was performed. The projects are listed in order according to their final scores awarded by external evaluators (arithmetic mean of individual evaluations). The Selection Committee shall discuss the submitted projects and shall submit a list of recommended applications, including a list of reserve projects, to be awarded by a grant to the Programme Operator – the Ministry of Finance. The Selection Committee may modify the ranking of the external evaluators in justified cases.

**4) The Programme Operator shall verify the process of assessment and evaluation of individual applications recommended for grant award, including the verification of an applicant and on-site visits.**

**5) Based on the outcome of the verification, the Programme Operator shall make a decision on grant award / grant refusal and inform applicants on next procedures.**

## **XI. Criteria for assessment of formal requirements and eligibility and criteria for quality evaluation**

---

### **Assessment of formal requirements and eligibility of the application**

#### **a) Formal requirements criteria:**

- The application contains electronically signed application form and all required annexes in accordance with Guidelines for Applicants.

#### **b) Eligibility criteria:**

- The applicant is eligible.
- Partner/partners are eligible (in case of partnership projects).

- The project is in line with the focus of the Call (Programme area, results, and outcomes stated in the section I. of this Call text and the Guidelines for Applicants).
- The place of implementation is in line with the Call requirements. The project may only take place on the territory of the Czech Republic. In case of projects implemented in partnerships with institutions from donor countries, clearly pre-defined activities may be implemented on the territory of Norway, Iceland and Liechtenstein.

### Detailed criteria for quality evaluation of applications

Evaluation criteria	Max. score of a particular criterion (sub-criteria (out of 100))
---------------------	---

<b>1.</b>	<b>The ability and readiness of the applicant to implement the project</b>	<b>17</b>
	<p><b>1.1.</b> The applicant (or the partner/partners) has an adequate administrative capacity for project implementation and meeting requirements of the Programme Operator on project monitoring.</p> <p>The organizational structure of the project management, technical preparation and project implementation are clearly described with clear distinctions between individual implementation phases, specifying also the roles of external assistance of the applicant (shall the applicant foresee technical assistance). Taking into account the roles of external technical assistance (shall the applicant foresee technical assistance), the applicant has sufficient technical capacity for project implementation and it can be assumed that they will be able to implement the project successfully.</p> <p>Roles of individual project partners in implementation are described clearly and in full detail - (where relevant)</p>	<b>13</b>
	<b>1.2.</b> The applicant has experience in managing and completing of at least one similarly focused project.	<b>2</b>
	<b>1.3</b> The project publicity is clearly described, including individual activities ensuring publicity.	<b>2</b>
<b>2.</b>	<b>The importance (relevance) of the project</b>	<b>21</b>
	<b>2.1.</b> The project significantly contributes to the achievement of Programme outcomes which the applicant states in the application. (A project may contribute to several Programme outputs).	<b>6</b>

	2.2.	The project probably contributes to the fulfilment of the related conceptual and strategic documents (at local / regional / sector level), or it follows up the outcomes of an already implemented project.	3
	2.3.	The justification of a project is based on qualified corroborative documents (e.g. needs analysis). The targeted outcome of the project is realistic and in line with indicated project outcomes. (Note, there may be more than one project outcomes).	6
	2.4.	The overall project aim is in line with requested programme outcome in a given programme area. The project outcomes correspond with the needs of main target groups of the project. The applicant cooperates with target groups during project implementation. The level of participation of target groups during project implementation – direct/indirect; active/passive.	6
<b>3.</b>	<b>The structure of the project, risks and outcomes</b>		<b>32</b>
	3.1	The structure of the project is clearly defined. Individual project activities and their outputs are clearly identified, including their continuity. Activities are complementary to one another.	10
	3.2.	The proposed project activities are essential for reaching project outcomes stated in the application. (There may be more than one project outcomes.)	8
	3.3	The proposed time schedule of the project implementation is clear, realistic and corresponds with the needs for activities implementation from their contents, as well as continuity point of view. The time schedule takes well into account other factors, as for instance the barriers to carry out works in relation to climate conditions.	4
	3.4	The log frame of the project gives clear information on project relevance to the programme, including its indicators and their verification sources (outcomes, results, aim). Initial and final values are realistic; indicators are quantified and objectively measurable in quantity as well as time. Verification sources of indicators are included. Sources of indicators will be available and suitable to verify initial as well as final indicator values.	4

	3.5	The project risks are clearly defined and relevant, including the proposed measures for their elimination to ensure continuous implementation of the project.	6
<b>4.</b>	<b>Economy and Sustainability of Project</b>		<b>15</b>
	4.1	<p>Items in the indicated budget are necessary for the implementation of individual activities.</p> <p>Purchase of new equipment is included in the budget</p> <p>A clear quantification of units of each entry in the budget is demonstrated in measurable units.</p> <p>Proposed item budget is in line with the project and its activities. Their price is reasonable and adequate to costs of similar projects (e.g. when compared to similar projects).</p> <p>Unit prices are adequate and in compliance with market prices.</p> <p>Total project costs are adequate to achieving expected project outputs = programme outputs.</p>	12
	4.2	Sustainability of project outcomes is well described, it covers at least the time period stated in the call and the way of how it will be achieved is clearly described.	3
<b>5.</b>	<b>Horizontal (cross-sectional) policies</b>		<b>15</b>
	5.1.	Implementing principles of good management by an applicant (transparency of an applicant – websites, financial reports, annual reports, timely payments and effective management without excessive indebtedness)	2
	5.2.	Project complies with principles of sustainability – environmental impact with minimum negative effects.	5
	5.4.	The project contributes to strengthen bilateral relations with Donor states.*	8

\*No partnership is foreseen – 0 points; The project will be run in a partnership established entirely for the purpose and duration of the project implementation – 3 points; The project will be run in a partnership with the effect of strengthening mutual relations. The nature and description of the project give right to assume that the mutual co-operation will continue beyond the duration of the project – 6 points; There is a long-term relationship established between project partners. The project promotes co-operation between the partners – 8 points.

**Shall the application fail to respect principles of sustainability and gender equal treatment, it will be rejected.**

## XII. Further Information

---

Questions can be:

- raised verbally at the telephone no. +420 267 122 887;
- sent by an e-mail to [eeagrants@mzp.cz](mailto:eeagrants@mzp.cz);
- questions can be sent electronically by an email no sooner than on the first day of the open call and no later than 5 working days prior to the deadline of the call;
- replies will be sent to an applicant within 5 working days, no later than on the last day of the call.

**Only written answers are binding.**

Frequently asked questions and answers related to the 1st call for proposals will be publicised under the Questions and Answers Section at [http://www.mzp.cz/cz/financni\\_mechanismy\\_ehp\\_norska](http://www.mzp.cz/cz/financni_mechanismy_ehp_norska).