

Programme CZ 04 – Children and Youth at Risk

1st call for proposals of individual projects

funded from EEA Grants 2009-2014

The Ministry of Finance as the Programme Operator in cooperation with the **Ministry of Labour and Social Affairs – Programme Partner**

Announces on 17th June 2014 the **1st call for proposals of individual projects** (hereinafter the "project") to be funded from **the EEA Grants** under the Programme **CZ04 – Children and Youth at Risk**, involving activities of the potential individual projects – grant applications – specified **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 the Beneficiary States (amongst which the Czech Republic) and those from Norway, Iceland, and Liechtenstein. Global objective of the Programme is "Improving well-being of children and young people at risk."

For many years, the Czech Republic has been ranking at the top among European countries with an enormous number of children placed in the so-called „institutional care“. Large part of these children is infants: In 2012, there were 33 institutions for children up to 3 years, providing an overall capacity of 1.700 places. According to the statistics of the Health Ministry, more than 36% of placements were ordered based on the „social reasons“.

The poor quality of care for vulnerable children has repeatedly raised concerns of both the national and international organizations as well as the UN Committee on the Rights of the Child. The 2011 CRC Concluding observations reiterated the Committee's concern at the widespread attitude of accepting institutionalized care as a primary alternative to the family environment. Furthermore, the Committee expressed its concern at the lack of preventive services as well as the community-based family-type services which results in large numbers of children being placed in care outside their home, particularly in institutional care, and that in the majority of such cases, the material and financial situation of the family has been the main basis for such removal.

By approving the National Strategy to Protect Children's Rights in early 2012, the Government of the Czech Republic has committed itself to creating a functional system to protect consistently all rights of children and to meet their needs by 2018. As part of the National Strategy, strategies shall be prepared and implemented to ensure that placement of children in institutions is only used as a last resort and regularly monitored and reviewed in cases where it is

applied while supporting the development of community-based family-type services to avoid institutionalization of children.

In its endeavour to support the successful implementation of the National Strategy, this call for proposals aims to encourage the regions and municipalities to review their policies vis-a-vis the vulnerable children. Through the call, the municipalities and regions, which establish residential facilities for children, will be allowed to prepare complex and sustainable transformation plans that will primarily seek to decrease the number of children placed in institutional care while strengthening the network of accessible ambulatory services for vulnerable children and their families.

I. The allocated amount for the 1st call is 52 542 557CZK, i.e. 1 982 738 EUR.

The programme CZ04 – Children and Youth at Risk set in the programme area Children and Youth at Risk of the EEA Grants seeks to implement effective and efficient measures addressing vulnerable groups of children and youth facing particular risks. The expected outputs of the programme – results of the projects are elaboration of transformation plans focusing on needs of vulnerable children, youth and families. The allocated amount for the 1st call is 52 542 557 CZK, which equals 1 982 738 EUR and will be distributed to projects involving activities specified in section III.

| Programme area | Programme outcome | Programme output | CZK/ EUR |
|----------------------------|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------|
| Children and Youth at Risk | Effective and efficient measures addressing vulnerable groups of children and youth facing particular risks implemented | Elaboration of transformation plans focusing on needs of vulnerable groups of children, youth and families | 52 542 557 1 982 738 |

II. Eligible applicants, eligible partners

The eligible applicants are public administration bodies:

- Municipalities pursuant to Act No. 128/2000 Coll., on Municipalities
- Regions pursuant to Act No. 129/2000 Coll., on Regions

Applications may be submitted in partnership with one or more partners (“project partners”). If a project is implemented in such a partnership, the project promoter (i.e. the successful applicant) shall sign a partnership agreement with the project partner(s).

Eligible project partners under this call are all public or private entities, commercial or non-commercial, as well as non-governmental organizations, all of whose primary locations are either in the Donor States, the Czech Republic or any inter-governmental organization actively involved in, and effectively contributing to, the implementation of a project. Project partners share with the project promoter a common economic or social goal which is to be realised through the implementation of that project.

III. Eligible activities

The projects to be supported under the call are aimed at a long-term, sustainable strategy for deinstitutionalisation of care for vulnerable children, mainly up to 3 years of age.

The aim of each project must be the creation of a complex plan for transforming the residential child care into a system of effective and multi-disciplinary network of ambulatory and outreach preventive and supporting services.

As part of the above, support may be provided to a wide range of related activities, e.g.:

- Drawing up an analysis of facilities, analysis of the region, analysis of the needs of the families and children from the given region with an emphasis on providing professional services to children in their natural family environment.
- Evaluating the existing capacities of the service providers from the viewpoint of the transformation process, a process audit, organisation development plan etc., the potential of the provider to provide outreach and ambulatory services, or residential services where applicable, for children in the presence of their parents or other close persons.
- Setting internal rules and working procedures, creating complex plans for the transformation of residential facilities into ambulatory/outreach services;
- Coordinating the process of the preparatory phase of transformation including the activity of multi-disciplinary transformation teams and the activity of working groups;

- Creating and implementing individual training plans for the facility staff as their job description changes due to the transformation of their facility (vocational training in the area of transformation by means of accredited courses pursuant to Act No 108/2006 on social services, as amended, non-accredited forms of training – seminars, workshops, consultations on the transformation process)
- Creating and implementing educational activities concerning the transformation for the professional public with the exception of the staff of the transformed facilities, for caretakers, family members, municipality officials etc.
- Creating and implementing communication strategy concerning the rationale as well as the overall vision of the transformation process. The communication strategy may focus on children under institutional care, their families, the staff of the institutions, which participate in the transformation process, the experts as well as general public.

Apart from the above, support may be provided to other activities (max. 10% of the eligible costs), e.g.:

- Study tours and trainee-ships at relevant institutions/service providers in the Czech Republic.
- Study tours and trainee-ships at relevant institutions/service providers from countries of applicant's partnership as well as from the donor states (Norway, Iceland and Liechtenstein) provided they contribute to the achievement of the set project outputs.

A condition for the project to receive grant is a significant reduction of the residential capacities for children in the institutions established by the applicant (by at least 50%) and the use of the remaining residential capacity primarily for services enabling the child to stay with its parents or other close persons.

Activities shall be considered eligible only provided that they have not been supported from other sources, such as financial support to projects supporting the transformation of social services funded through the Ministry of Labour and Social Affairs.

The transformation plans must include either all facilities established by the applicant in case of a municipality or at least three facilities established by the applicant in case of a region.

Aside from the formal partnership, the eligible activities may include the participation of both Czech and foreign experts (both institutions as well as individuals), for example ad-hoc expert consultations, participation in the working groups etc.), provided that they are proportionate and necessary for the implementation of the project and they are used for the sole purpose of achieving the objective(s) of the project and its outcomes. Such costs will be reimbursed in line with National Focal Point Guideline for Eligible Expenditure.

IV. Eligible expenditure

The eligible expenditure is such expenditure which is spent on the project implementation by the project beneficiary or partner, and meets the following conditions:

- **the expenditure was included and approved in the grant application budget:** expenditure not mentioned in the grant application budget is not eligible;
- **the expenditure must be indispensable for the project implementation,** it must be immediately related to the implementation of the project activities;
- **the expenditure was incurred and paid within a time period set** for the project implementation in the Grant Award Decision;
- **the expenditure must be realised,** recorded on bank accounts or must be supported by expense cash vouchers of the beneficiary of the funds, **be identifiable and verifiable**
- **the expenditure must be reasonable** (must correspond to prices typical at the time and place) and must be spent in line with the principles of economy, efficiency and effectiveness.
- **the expenditure must be spent** in line with national regulations.

Eligible expenditure may include:

- personnel expenses;
- travel expenses – the total expenses on study tours and trainee-ships at relevant institutions abroad must not exceed 10% of the total project budget.
- purchase of services;
- indirect – overhead costs – are determined by the applicant pursuant to the National Focal Point Guideline for Eligible Expenditure, page 14, item 2.2 a) or 2.2 b);
- value added tax – only where the payer cannot claim the tax deduction upon input.

To determine eligibility of expenditure, the applicant proceeds pursuant to the Guidelines of the National Focal Point on Eligible Expenditures – EEA and Norway Grants 2009-2014, available at <http://www.eeagrants.cz/en/general-information/rules-and-guidelines/guidelines>.

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

- **The minimum amount of grant assistance** applied for is 4 505 000/ 170 000 EUR, the maximum amount of grant assistance applied for is 6 625 000 CZK / 250 000 EUR;
- The project expenditure shall be set out in CZK;
- The length of the project shall not exceed the deadline for eligibility of expenditures;
- The deadline for eligibility of expenditures is **30th April 2016**

The grant assistance provided by the Programme to the Project Promoters represents 80 % of the total eligible costs of the project. The remaining costs of the project (“Co-financing”) shall be provided or obtained by the Project Promoter. For more information see the Guidelines for Applicants: <http://www.eeagrants.cz/en/programmes/eea-grants-2009-2014/cz04-children-and-youth-at-risk/cz04-calls> and <http://www.mpsv.cz/cs/17575>.

- the expenditures of project management must not exceed 10 % of total eligible project expenditures;
- Payments towards projects will be in the form of advance payments, interim payments and a final payment;
- the applicant may apply for an advance payment to finance its project up to the maximum of 20% of the grant awarded. The applicant shall justify its request for advanced payment; the advance payment shall be set off when 80% of the grant is spent.
- 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 interim (financial) monitoring report; monitoring reports shall be submitted in 4-month- intervals). The project promoter shall provide a list of the amounts paid, bank account statements and copies of the respective invoices.
- The final payment will be made after the closure and settlement of the financial audit carried out by the Programme Operator.

The award of grant cannot be enforced through a statutory claim.

VI. Support for projects in partnership with donor states

One of the priorities of the EEA and Norway Grants 2009-2014 is to strengthen the partnership between Czech entities and entities from Iceland, Liechtenstein and Norway. Therefore, applications may be submitted in partnership with

relevant partner institutions from the donor states. 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 contact the Social and Family Policy Department MLSA (the contact details see in point XII.) for assistance.

VII. Duration of the call – deadline of the call – submission of applications

- **Applications may be filled in and submitted only in electronic form using the information system IS CEDR by 30th September 2014, 12:00 (noon) CET.**
- **The application and annexes shall bear a qualified electronic signature (the certificate must contain Company Identification Number) of the applicant's representative authorised to use the signature. Applicants who do not have an electronic signature shall obtain one.**
- **Applicants shall set up a data box for communication with the Programme Operator – the Ministry of Finance.**
- The system IS CEDR may be accessed through:
www.eeagrants.cz/www.norwaygrants.cz; button CEDR
- Guidelines for applicants are available at
<http://www.eeagrants.cz/en/programmes/eea-grants-2009-2014/cz04-children-and-youth-at-risk/cz04-calls> and
<http://www.mpsv.cz/cs/17575>
- **All the following required annexes must be attached to the application in electronic form and bear a qualified electronic signature (for more details see Guidelines for Applicants)**
 - Declaration on project financing
 - Declaration of the applicant
 - Declaration on no double financing
 - Needs analysis
 - Confirmation of applicant's legal form
 - Authorized person to sign the application, if applicable
 - Partnership statement
- Standardized annexes can be downloaded from
<http://www.eeagrants.cz/en/programmes/eea-grants-2009-2014/cz04-children-and-youth-at-risk/cz04-calls>

- In the case of technical problems with preparing and submitting 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 submitting the application in advance before the deadline. Postponing the application submission until the last minute may overload the system and cause difficulties.

VIII. Information for preparation of the application

- Applications and their annexes shall be prepared in the Czech language and in the standardised format (if such annex exists in the standardised format – see the Guidelines for Applicants);
- The project expenditure shall be set out in CZK.

Information necessary for preparation and submission the application is provided in this call, the Guidelines for Applicants and the descriptions and help in the IS CEDR.

IX. Publicly available documents (regulations, guidelines and methodologies) for implementation the EEA and Norway Grants 2009 – 2014

The documents are accessible at the following websites:

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General information on the Financial Mechanisms Office and the EEA and Norway Grants (in particular the Regulation on the Implementation of the EEA and Norway Grants 2009 – 14) | www.eeagrants.org http://eeagrants.org/Results-data/Results-overview/Documents |
| National Focal Point / Programme Operator | www.mfcr.cz , www.eeagrants.cz , |
| Programme Partner | http://www.mpsv.cz/cs/17575 |

X. Application appraisal 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 formal and eligibility criteria.

Applications which fail to meet the formal requirements and eligibility criteria will be excluded from further evaluation process. The applicant is entitled to file an appeal against exclusion of his application due to its failure to comply with formal requirements and eligibility. The appeal must be submitted through the IS CEDR system within 5 working days from the date the applicant was notified through IS CEDR system about rejection of the application.

The possibility of completing the missing compulsory parts (not leading to increase the Application´s quality) of Application is specified in guidelines for applicants. In case there is a need for completion, the applicant will be contacted by the Programme partner”.

2) Evaluation of the application quality by external experts

Each application is evaluated by two external experts according to the selection criteria listed in Section XI below. The final score resulting from the external evaluation is determined by the arithmetic average of the scores awarded by the experts.

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

3) Application review by the Selection Committee

The Selection Committee is provided with a list of all projects evaluated in terms of their quality. The projects on the list are ranked according to the final score obtained in the evaluation by external experts (the arithmetic average of the scores). The Selection Committee shall review the ranked project applications and provides a list of recommended projects including reserve projects 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 will verify that the process of assessment and evaluation of individual applications recommended for grant award has been conducted in accordance with the applicable rules.

5) Based on the verification results, the Programme Operator will, based on the decision of the Selection Committee, make a decision on which projects shall be awarded/ not awarded a grant and shall inform the applicants of the results and on next steps of the procedures. If the Programme Operator modifies the decision of the Selection Committee, it shall inform the applicants affected and provide them with a justification.

XI. Formal and eligibility criteria and criteria for evaluation of the quality of applications

1) Evaluation of formal requirements and eligibility

a) Formal requirements criteria:

- The application contains an **electronically signed application document and all the required annexes in accordance with the Guidelines for Applicants.**

a) Eligibility criteria:

- The applicant is eligible.
- The partner/ partners are eligible (where partnership is applicable).
- The project is in line with the objective of the Programme (programme area, outcome, output).
- The project outcome aims to significantly reduce the residential capacities for children in the institutions established by the applicant (by at least 50%) and to use the remaining residential capacity primarily for services enabling the child to stay with its parents or other close persons.
- The transformation plans must include either all facilities established by the applicant in case of a municipality or at least three facilities established by the applicant in case of a region.

2) Application quality evaluation

| Detailed selection criteria for the quality of the application | | |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| | Selection criterion | Max. score for the criterion/ sub-criterion (out of 100 available) |
| 1 | The applicant's capacity and preparedness to implement the project | 9 |
| | The organisational and managerial structure of the project is clearly described, including the division of responsibilities and competencies to fulfil the particular steps in the implementation. Where applicable, the roles of each partner and technical assistance are clearly described. | 5 |
| | The applicant has experience with project management. | 2 |
| | The publicity of the project is clearly described, including the individual publicity activities to be carried out. | 2 |
| 2 | Significance (relevance) of the project | 38 |
| | Project substantially contributes to fulfil the Program outcomes contained in the application. | 5 |
| | The project is in line with the relevant strategic documents of the Czech Government, primarily the National Strategy of Child's Protection of 2012 | 10 |
| | The project aims primarily at the deinstitutionalisation of | 5 |

| | | |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| | facilities for children aged 0-3 | |
| | The project aims to reduce the number of residential capacities for children for: | 10 |
| | • 51 – 60 % | 5 |
| | • 61-70% | 7 |
| | • 71-100% | 10 |
| | The project impact reflects upon the needs of the main target group, which the project aims at. During the project implementation, the applicant co-operates with the target groups. As part of the deinstitutionalisation process, the project aims to involve a wide range of relevant stakeholders into the transformation plan. | 8 |
| 3 | Project structure, risks, activities and outputs | 21 |
| | The project structure is clearly defined and individual activities are clearly described. Activities are interconnected (activities, including quantification and budget. | 4 |
| | The proposed project activities are necessary to reach the project outcomes described in the application. | 5 |
| | The proposed time schedule of the project implementation is coherent and realistic and corresponds with implementation activity requirements in terms of contents and mutual interconnections. | 5 |
| | The logical framework of the project provides clear and legible information about the project and its relevance to the programme. 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 |
| | The project risks are clearly defined, including proposed measures for their elimination with a view to ensure smooth project implementation. | 3 |
| 4 | Efficiency and sustainability of the project and Horizontal (Cross-cutting) issues | 32 |
| | Listed budget items are indispensable for implementation of the activities. Clear quantification of individual budget items is provided in measurable units. | 5 |
| | The overall costs of the project are adequate for achieving expected results. The amount of individual budget items is proportionate to the common costs in the locality and the time. | 6 |
| | Sustainability of the project results after the project completion is clearly described; the applicant proves its commitment to implement the transformation plan. | 9 |
| | The project contributes to strengthen the bilateral relations with the donor states* | 7 |
| | The impact of the project on the horizontal policy of anti-discrimination is clearly described and is not negative | 5 |
| | Total | 100 |

* 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 – 5 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 – 7 points.

XII. Additional information

In the case of any queries, they:

- Asked at:
The Social and Family Policy Department of the Ministry of Labour and Social Affairs (MLSA)
Contact person: Mgr. Marta Miklušáková, tel.: 221 922 363 (queries concerning the focus and content of applications)
The EU and International Cooperation Department, MLSA
Contact person: Ing. Jitka Zukalová, tel.: 221 922 118 (queries on how to submit applications).
- sent by e-mail to:
marta.miklusakova@mpsv.cz
jitka.zukalova@mpsv.cz
- Queries may be sent by e-mail no later than 5 working days before the deadline for submission of applications;
- The reply will be sent to the applicant within 5 working days, at the latest on the day the call is closed.

Only written replies are binding.

Frequently asked questions and answers for the 1st call will be published in the section Questions and Answers at <http://www.mpsv.cz/cs/17575> and www.eeagrants.cz.