

**Open Society Fund Prague and Committee of Good Will – Olga Havel Foundation  
on behalf of a consortium of the Active Citizens Fund**

announces an open call for **proposals on systemic projects**  
with the focus on



# **Advocacy and watchdog activities Vulnerable groups empowered Civic education and media literacy**

Call#1

[www.activecitizensfund.cz](http://www.activecitizensfund.cz)

EEA and Norway Grants 2014-2021

Iceland   
Liechtenstein   
Norway  **Active  
citizens fund**

| Nadace OSF

  
VÝBOR DOBRÉ VŮLE  
Nadace Olga Havelové

  
SKAUTSKÝ  
INSTITUT

**Are you an active  
Czech NGO with at  
least 2 year-long  
experience?**



**In your activities,  
do you focus on  
advocacy, watchdog,  
civic education, media  
literacy or vulnerable  
groups empowerment?**

**Do you want to contribute  
to the systemic change  
in the Czech Republic?**



**Do you know how to  
efficiently use up to  
€ 250.000 for a good  
cause?**



**Do you want to strengthen  
your organization's  
capacities?**

**Can your organization increase  
its capacity towards better  
effectiveness and sustainability  
of your activities?**



**Can you design  
a meaningful project until  
November 4, 2019?**

**If yes, apply for the grant support!**

**On September 3, 2019**, the Open Society Fund Prague (hereafter referred to as OSF Prague) and Committee of Good Will – Olga Havel Foundation (hereafter referred to as VDV) on behalf of a consortium of the **Active Citizens Fund** announces a call for proposals on **strategic grants** in programme outcomes **Strengthened civil society advocacy and watchdog role, Vulnerable groups empowered** and **Increased support for civic education and media literacy**. Mandatory outcome for every project is Increased capacity and sustainability of the civil society sector and individual CSOs.

These strategic grants in amount of **€ 100,000–250,000** will be distributed across all five programme areas of the Active Citizens Fund. Supported projects in this call with duration of **3 to 4 years** are supposed to result in systemic changes. Project applicants shall be Czech non-governmental organisations registered at least two years prior the submission deadline of the application. The total available indicative budget for awarding grants for strategic projects under this call is **€ 3,250,000**.

The deadline for the application submission is **November 4, 2019 at noon (12:00 pm)**.

All grant applications must comply with the objectives and rules of the Active Citizens Fund and the EEA and Norway Grants. They must be submitted in a form specified in this call for proposals as well as the Guide for Applicants.

The Guide for Applicants (hereafter referred to as the Guide) contains detailed information regarding the application process. We encourage all applicants to review this document before starting the application itself! The Guide (available in Czech only) can be downloaded at

<https://www.activecitizensfund.cz/>.

# 1. Active Citizens Fund

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**The objective of the Active Citizens Fund is to strengthen civil society and active citizenship and to empower vulnerable groups.**

Civil society is an essential condition of thriving democracy. To fulfil this irreplaceable goal, it is necessary to increase citizens' active participation in the public life and decision making, to strengthen transparency in public administration, to improve civic awareness and media literacy. It is crucial to promote respecting human rights and to give more consideration to the needs of vulnerable groups. There is an ongoing challenge of mobilizing and stimulating participation of youth. The **Active Citizens Fund** thus focuses on financial support of citizens' initiatives, boosting efficient collaboration, education and further development of capacities of the civic sector.

## The Programme Strategy

- To increase capacity and cooperation within the civil society sector;
- To increase the number of partnerships between the civil society sector and public/private sector entities and the ability of the civil society sector to approach inactive or marginalized groups;
- To strengthen civil society advocacy and watchdog role and to increase the participation of citizens in civic activities such as public policy-making and its enforcement;
- To address public in the underserved regions and outside of the civic society activism centers;
- To address the vulnerable groups and minorities including Roma to strengthen their rights with the aim to increase their ability to advocate for their rights and to take into account their specific needs;
- To increase youth participation in civic life.

## Programme Areas

Active citizenship

Human rights

Social justice

Gender equality

Environment

## Programme Outcomes

**1. Increased citizen participation in civic activities**

**2. Strengthened civil society advocacy and watchdog role**

**3. Vulnerable groups empowered**

**4. Increased support for civic education and media literacy**

**5. Increased capacity and sustainability of civil society sector and individual civil society organisations**

The Active Citizens Fund is implemented within the **EEA and Norway Grants 2014–2021** and has a total budget of € 15 million, granted by the Donor States of the European Economic Area Financial Mechanism: Iceland, Liechtenstein and Norway. In the Czech Republic, a consortium of the **Open Society Fund Prague, Committee of Good Will – Olga Havel Foundation and Czech Scouting Institute** has been selected and appointed as Fund Operator in an open and competitive tender. The total amount designated for grant support is almost € 13 million (more than CZK 300 million).

## EEA and Norway Grants

The EEA Grants and Norway Grants represent the contribution of Iceland, Liechtenstein and Norway to reducing economic and social disparities and to strengthening bilateral relations with 15 EU countries in Central and Southern Europe and the Baltics. For the period 2014-2021, €2.8 billion has been set aside under the Grants.

For more information about the EEA Grants and the related programs in the Czech Republic, you can visit

<https://www.eeagrants.cz/en/> or [www.eeagrants.org](http://www.eeagrants.org).

## 2. Focus of the Call

The aim of systemic grants is to focus on acceptance and **enforcement of systemic changes especially** in topics like role of the civil society organizations, civic activities in watchdog, privatization/politicisation of public posts, political interference into independent public agenda, measures on social inclusion of vulnerable groups and application of their rights, mitigation of poverty and social exclusion on the central level, promotion of gender equality, higher civic participation and awareness of the active citizen role, strengthening of the tools for information verification and detecting misinformation, increased media literacy, and enforcement of law on the Paris Agreement, etc.

Programme areas (Which area matches the focus of your organisation?)	Active citizenship	Human rights	Social justice	Gender equality	Environment
(What is the main focus of your organisation?)	Are you involved in civil society activities?	Do you promote respect for human rights?	Do you support vulnerable groups?	Do you promote gender equality?	Are you involved in climate protection?
<b>Programme outcomes</b> (What do you want to focus on in the project?)	(Submit the application either to OSF Prague or VDV according to the chosen outcome)				
<b>Outcome 2: Strengthened civil society advocacy and watchdog role</b>					
Promotion of accountable and transparent governance, corruption mitigation, executive branch monitoring, public interest defence through advocacy work and lobbying, inclusion of democratic principles into public policy decision-making.	✓ OSF Prague	✓ OSF Prague	✓ OSF Prague	✓ OSF Prague	✓ OSF Prague
<b>Outcome 3: Vulnerable groups empowered</b>					
Strengthening the role of vulnerable groups in the society and their engagement in public policy decision-making.			✓ VDV		
<b>Outcome 4: Increased support for civic education and media literacy</b>					
Change support in formal as well as informal education.		✓ OSF Prague		✓ OSF Prague	
<b>Capacity development</b> (Which capacities and skills do you need to improve?)					
<b>Outcome 5: Increased capacity and sustainability of the civil society sector and individual civil society organizations (CSOs)</b>	Between 5–15% from each grant is dedicated to CSOs' capacity building and sustainability, thus every applicant is required to invest 5–15% of required grant support to organization's development, including both project promoter and project partner(s), as a part of the project budget.				
Building capacity and sustainability of civil society organizations as a compulsory part of each systemic grant awarded.					

Note: Strategic grants are not announced for the outcome 1 Increased citizen participation in civic activities.

**Cooperation and partnerships of organisations, coalitions or consortia to implement systemic changes is highly recommended.**

## Programme Outcomes

### Outcome 2: Strengthened Civil Society Advocacy and Watchdog Role

Civil society is facing a crisis of political parties as well as attacks on democratic values. We often witness a minimal interest in citizens' needs in political sphere as well as in the governance. It is necessary to defend public interest and show dissatisfaction with non-transparent and untrustworthy governance to the executive branch of the government. It is vital to support watchdog activities and give feedback to the executive power and their governance.

To be able to pursue the watchdog role, it is essential to strengthen monitoring of politicians and public institutions decision-making processes on every level of the governance. Civil society organizations need to proceed together to defend public interest, share good practice and to support effective exercise of human rights. All to be able to contribute to systemic change in Czech society.

### Supported Activities (the list is non-exhaustive):

- engaging in public policy making;
- advocacy and lobby activities;
- watchdog activities;
- PR activities and campaigns supporting systemic changes;
- research, expert analysis and secondary data analysis to support advocacy work;
- commenting on laws, local and national policies;
- investigative journalism;
- engaging target groups, including public sphere.

### Results framework

Outcome and Outputs	Indicators	Project must fulfil:
<b>Programme Objective</b> <b>Civil society and active citizenship strengthened and vulnerable groups empowered</b>	<b>Number of people engaged in civil society organisation activities</b>	<b>programme indicator</b>
<b>Outcome 2</b> <b>Strengthened civil society advocacy and watchdog role</b>	Number of local policies and regulations influenced by CSO input	<b>at least one indicator of this outcome</b>
	Number of national policies and laws influenced by CSO input	
	Number of supported CSOs using evidence/research to support their advocacy and policy work	
	Number of public institutions newly engaged in dialogue with CSO	
Output 2.1 CSOs monitor the transparency and accountability of public institutions	Number of CSOs engaged in monitoring public institutions	<b>at least one indicator per each selected output</b>
	Number of legal actions on transparency and good governance filed/lodged by CSOs	
Output 2.2 Support to CSOs to carry out research, expert analysis and secondary data analysis	Number of CSOs supported to conduct research reinforcing their advocacy work	
	Number of advocacy campaigns carried out	
Output 2.3 Advocacy campaigns conducted	Number of CSOs engaged in advocacy	
	Number of cases of human rights violations and discrimination filed/lodged	
Output 2.4 Implementation of international human rights standards promoted	Number of strategic litigation cases supported	

## Outcome 3: Vulnerable Groups Empowered

Members of vulnerable groups are often on the edge of mainstream society. Those people are more likely to become a target of hate speech and are often excluded from discussions about their own needs. Vulnerable groups include minority ethnicities, refugees, migrants, LGBTI people, socially and culturally excluded groups, people with lower education or income, poor families or people with disabilities.

To be able to improve their situation, it is crucial to empower them to communicate needs of their communities and advocate for their rights. Vulnerable groups need to be engaged in the process of their own empowerment and their ability to exercise their rights needs to be strengthened.

Focus should be put into increasing awareness of their needs, including them into mainstream society, sharing good practices and including vulnerable communities when designing long term solutions.

### Supported Activities (the list is non-exhaustive):

- tools and processes for the participation of vulnerable groups in decision-making;
- advocacy and lobbying activities;
- PR activities and campaigns to support systemic changes;
- research and data collection;
- commenting on laws, methodologies;
- interdepartmental and interdisciplinary cooperation;
- education and promotion of awareness-raising activities to raise awareness of vulnerable groups with an emphasis on youth, employers and professionals.

### Results framework

Outcome and Outputs	Indicators	Project must fulfil:
Programme Objective <b>Civil society and active citizenship strengthened and vulnerable groups empowered</b>	<b>Number of people engaged in civil society organisation activities</b>	<b>programme indicator</b>
<b>Outcome 3 Vulnerable groups empowered</b>	Number of public/private sector entities with improved strategies for vulnerable groups	<b>at least one indicator of this outcome</b>
	Number of vulnerable individuals reached by empowerment measures	
Output 3.1 Members of vulnerable groups mobilised to advocate for their needs/the needs of their communities	Number of vulnerable individuals trained in advocacy	<b>at least one indicator per each selected output</b>
Output 3.2 Innovative (new or improved) methods and approaches addressing the needs of vulnerable groups implemented	Number of innovative methods developed to address the needs of vulnerable groups	
Output 3.3 CSOs promote inclusion and awareness of vulnerable groups at local level	Number of partnerships between CSOs and public institutions and/or employers focused on improving empowerment measures toward vulnerable groups	
	Number of CSOs systematically gathering opinions and needs of vulnerable groups	
Output 3.4 Research on the current situation, needs, solutions, good practices in relation to vulnerable groups conducted	Number of CSOs conducting research, analysis and data collection with the aim to improve their support to vulnerable groups	

## Outcome 4: Increased Support for Civic Education and Media Literacy

The media world has been undergoing a technological boom; it is full of news that can influence public opinion. Lot of information are spread from wide array of sources and they're spread regardless of their relevance or truthfulness. Through numerous social networks and websites, information is spread regardless of their relevance or truth. Whether we know it or not, that information influences our opinions. Since means of disinformation campaigns are getting more inventive and more money is spent on spreading fake news, the ability to analyse media messages, evaluate whether they are based on facts and understand their intention is becoming one of the most important ability to develop.

Civic and media education support critical thinking that allows us to make well-informed and responsible choices and have an active participation in public affairs. Critically thinking citizens are crucial for active civil society and promoting democratic principles. They are also less likely to disseminate fake news. It is necessary to increase media literacy in both formal and non-formal education, to include media literacy into school curriculums and to develop a critically thinking attitude among people.

### Supported Activities (the list is non-exhaustive):

- education in civic rights and democratic culture;
- advocacy activities in enforcing systemic changes in formal as well as informal education;
- revision of current attitudes and methodologies in teachers' education and the public including possible solutions;
- sharing the best practices in media and civic education;
- anti-discrimination and hate-speech campaigns.

### Results framework

Outcome and Outputs	Indicators	Project must fulfil:
Programme Objective <b>Civil society and active citizenship strengthened and vulnerable groups empowered</b>	<b>Number of people engaged in civil society organisation activities</b>	<b>programme indicator</b>
<b>Outcome 4 Increased support for civic education and media literacy</b>	Number of institutions providing improved civic and media education Percentage of the target group with favourable attitude to democracy and human rights	<b>at least one indicator of this outcome</b>
Output 4.1. Civic education provided in schools by CSOs	Number of CSOs providing civic education in schools (formal education) Number of youth trained in civic rights	<b>at least one indicator per each selected output</b>
Output 4.2. Media literacy education in schools by CSOs supported	Number of CSOs providing media education in schools Number of youth trained in media literacy	
Output 4.3. Reinforced informal civic education and media literacy to strengthen democratic culture	Number of CSOs providing informal civic education or media literacy	
Output 4.4. Counter hate speech and strategic communication to curb hate speech and negative stereotypes supported	Number of counter hate speech and anti-discrimination campaigns conducted	
Output 4.5. CSO support provided to informal groups working on democratic culture and participation	Number of informal groups supported	

## Outcome 5: Increased Capacity and Sustainability of the Civil Society Sector and Individual CSOs

Insufficient and unsystematic funding of the civic sector prevents Czech non-governmental organization from reaching higher impact of their activities. In such conditions, it is becoming increasingly more difficult to focus on the organization's growth and sustainability. In this sector, we experience lack of systematic and effective cooperation with our supporters which would help us communicate the importance of our activities and develop a positive attitude towards our role among general public.

To face this issue, we must emphasize our professionalism and necessity of our work for maintaining healthy civil society. Our role is not only to proceed the activities that fulfil original purpose of our organisation but also to confidently defend civil sector as one of the stable pillars of democracy.

**Every applicant is required to invest 5 - 15% of required grant support to organization's development, including both project promoter and project partner(s), as a part of the project budget.**

### Supported Activities (the list is non-exhaustive):

- strategic planning;
- effectivity and impact evaluation of activities;
- leadership including substitutability and succession of the leader / founder;
- work with the board of trustees;
- work with supporters/clients/target groups - mapping their needs;
- project management;
- language skills;
- teamwork – delegation;
- advocacy skills;
- work with research data and analysis;
- financial management;
- work with volunteers;
- fundraising skills;
- PR and marketing;
- networking, sharing, cooperation and engagement in platforms.

## Results framework

Outcome and Outputs	Indicators	Project must fulfil:
<b>Outcome 5</b> <b>Increased capacity and sustainability of the civil society sector and individual civil society organizations (CSOs)</b>	Number of CSOs using an M&E system for their work	<b>at least one indicator of this mandatory outcome</b>
	Number of CSOs with transparent and accountable governance	
	Number of initiatives implemented through partnerships between CSOs and public/private entities	
	Number of innovative joint initiatives conducted by CSOs in collaboration with other CSOs	
	Number of national policies and laws related to the enabling environment for CSOs influenced	
Output 5.1 Cooperation among CSOs and with public/private entities supported	Number of CSOs that become members of civil society networks/ platforms/ coalitions	<b>at least one indicator per each selected output</b>
	Number of partnerships between CSOs and public/private sector entities	
	Number of partnerships between established and less-experienced CSOs	
Output 5.2 Campaigns for improving enabling environment for CSOs conducted	Number of campaigns to improve environment for CSOs carried out	
	Number of people reached by awareness campaigns on the role of CSOs	
Output 5.3 Capacity building provided to CSOs	Number of CSO leaders trained	
	Number of CSOs participating in capacity building initiatives funded by the programme	
	Number of experts trained in advocacy work	
Output 5.4 CSO strategies to engage citizens in civil society activities developed	Number of CSOs with new or updated plans to engage their constituents	

## Summary

Every project must fulfil the programme indicator **Number of people engaged in civil society organisation activities**.

The applicant must assign its project to just **one programme outcome (out of 2, 3 or 4)**, under which the grant will be awarded.

Concurrently, the project must assign to **the mandatory outcome 5 on capacity building**.

Each of the outcomes has predefined specific objectives (hereinafter referred to as outputs and indicators). Projects must comply with the relevant programme outcome, correspond to the chosen output and contribute to the achievement of the predefined indicators (see the results frameworks above).

Do not forget to **quantify** all selected indicators in the Application annex 1, sheet *Results framework plan*. Complete Results framework of the programme can be found in the Guide or on the programme website.

## 3. Eligible Applicant / Project Partner

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### Eligible Applicant

- It is a registered legal entity in the Czech Republic defined by the Czech law as: **civic association** (i.e. legal name in Czech: spolek, ústav, obecně prospěšná společnost), **foundation and endowment fund** (i.e. legal name in Czech: nadace a nadační fond) or **organization department of church and religious society** (i.e. legal name in Czech: účelové zařízení registrované církve a náboženské společnosti) on the condition, that the proposed and funded project activities do not promote a religious doctrine, mission or proselytism related to the beliefs of a particular faith, possibly **interest association of legal persons** (i.e. legal name in Czech: zájmová sdružení právnických osob) if all members of the association are non-governmental non-profit organizations and individually fulfil the eligibility criteria (see the checklist in the annex of this call for proposals);
- It is registered legal entities **at least two years prior the submission deadline** of the application;

Religious institutions (except the charities), political parties, social partners or profit-distributing cooperatives (including trade- and professional associations, where the aims and purposes of the association is to further the specific interests of its members only) are not considered NGOs.

Neither a sole proprietorship (in Czech "OSVČ") nor a natural person is an eligible project applicant or partner.

Applicants must be directly responsible for the implementation of the project for which they are seeking a grant, and must not act merely as an intermediary of project activities.

The focus of organisation shall match programme areas (Active citizenship, Human rights, Social justice, Gender equality, Environment).

### Eligible Project Partner

- It is either a **public or private entity, commercial, non-commercial or civil society organization** established as legal person **in the Czech Republic, Norway, Liechtenstein, Iceland or other beneficiary states of the EEA grants** (namely Bulgaria, Croatia, Cyprus, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia)
- any **international organisation or body or agency**;
- Or it is **an informal group** of at least 3 individuals intended for public interest only. At the same time, it is a voluntary, non-discriminatory group independent of local, regional and central government, public entities, political parties, religious institutions or commercial organisations. An informal group shall be represented by one single person, who signs the project Partnership Agreement on behalf of the group. An informal group cannot be the applicant for the project grant and cannot be direct recipient of the project grant (expenditure related to the involvement of the informal group shall be borne by the project promoter).

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**Number of partnerships in supported projects is not limited as long as the total financial support from the programme does not exceed the maximum possible support per each organisation.**

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### Types of Partnerships

- **Partner with a financial contribution** – this type of partner receives part of the grant for the implementation of project activities through the project promoter based on conducted Partnership Agreement;
- **Partner without a financial contribution** – this type of partner participates in the implementation of the project activities, e.g. through consultations, professional guarantees, etc., but is not granted with a financial contribution for participation in project implementation.

## Partnership Principles

**The goal** of project partnerships is a narrow cooperation of various types of organizations each offering different experience and solutions to address the issues in the particular area (defined both regionally and thematically) within the project. **Partnership** is a contractual relationship between two or more entities (public or private), which is based on shared responsibility for project implementation. Partner's role in the project must be justified. Cooperation can't be based on providing services or have the supply-receive character.

Applicant as well as partner **must respect** the principles of human dignity, liberty, human rights, rights of minorities, equality, democratic values and the rule of law.

## 4. Grant Amount and Financial Rules

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### The Amount of the Financial Support and Length of the Project

The financial support of each **strategic project** is the amount of **€ 100,000–250,000**.

The possible length of each strategic project is as follows:

- **36 months** – beginning of the project on **March 1, 2020**, the end of the project on **February 28, 2023** or;
- **42 months** – beginning of the project on **March 1, 2020**, the end of the project on **August 31, 2023** or;
- **48 months** – beginning of the project on **March 1, 2020**, the end of the project on **February 29, 2024**.

**The amount of financial support to be distributed:**

- outcome 2: Strengthened civil society advocacy and watchdog role – **€ 2 000,000**;
- outcome 3: Vulnerable groups empowered – **€ 500,000**;
- outcome 4: Increased support for civic education and media literacy – **€ 750,000**.

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The Active Citizens Fund provides each organization (be it applicant or project partner) with **the financial support up to the maximum of € 125,000 in total for all calls for proposals (excluding the projects supported under the Fund for bilateral relations)**.

The only exception is the applicant/ project promoter of strategic grant, where the financial support up to € 250,000 might be provided.

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## Grant Conditions

### Capacity building of CSOs

Every applicant is required to devote from 5 to 15% of required grant support to organization's development and capacities, including both project promoter and project partner(s), as a part of the project budget.

### Co-financing

Project grant is provided up to 90% of project eligible expenditures. Project promoter has to co-finance the project by at least **10% of all eligible expenditures**. The in-kind (nonfinancial) contribution in the form of voluntary work may constitute up to 50% of the co-financing.

The project cannot be co-financed by other programmes of the EEA and Norway Grants, European funds or European Union budget, or other in-kind contributions.

### Indirect costs

Project promoters and project partners may apply a flat rate up to 15% of direct eligible **staff costs of the project** to cover necessary costs related to the realization of the project which are not directly linked to any activity of the project.

### Exchange rate

The grant will be paid **in Euro**. For application submission there is a fixed exchange rate (specified in the Application annex 2) which has to be used for the budget planning.

## Eligible Expenditures

All the budget items must be linked to project activities and comply with eligibility criteria, they have to be necessary and paid within the project period specified in the project contract. All expenditures have to be controllable and proportionate.

The eligible expenditures include staff costs, travel costs, costs of services or equipment necessary for project implementation.

**Detailed list of eligible expenditures and conditions for their eligibility is specified in the Guide.**

Projects cannot generate any profit.

Non-eligible costs are specified in the Guide.

## Payment of the Grant

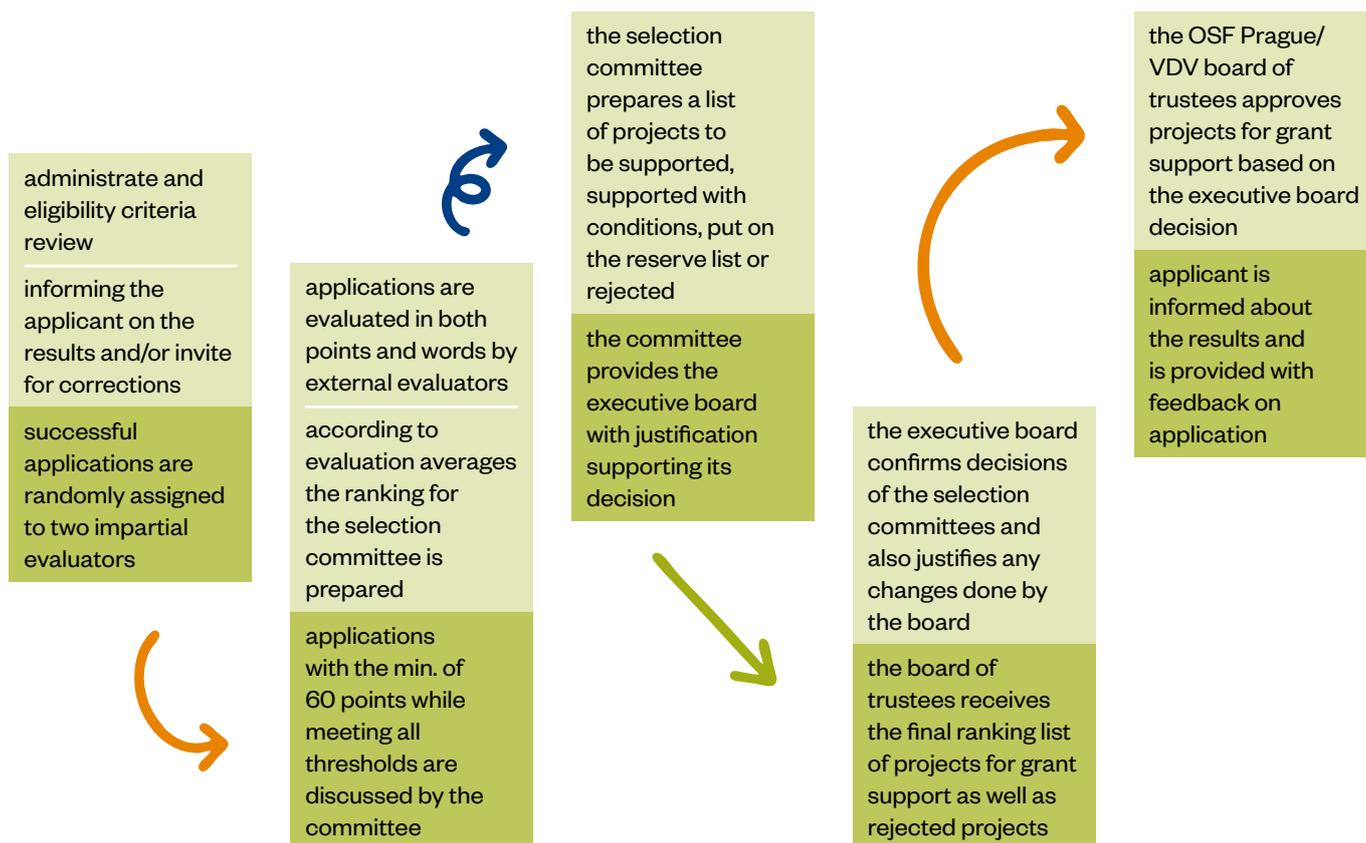
Payment of the project grant will be realized via instalments (defined in the project contract):

- **First payment** in form of advance payment up to 40% of the grant support will be transferred cashless to the promoter's bank account within 10 days from signing the project contract;
- **Interim payments** (their number is based on the length of the project) depend on submitting and approving interim monitoring report(s), but together make up to 50% of the grant support;
- **Final payment of** remaining 10% of the grant support will be paid after approval of the final monitoring report.

# 5. Selection Process and Evaluation of Projects

The selection process of the project applications reflects principles of the programme: it is transparent and does not tolerate any elements of corruption. The selection procedures (formal control and expert evaluation) are carried out without any risk of conflict of interest between the applicant and the evaluator. All evaluators and members of selection committees are bound by Ethical Guidelines for Project Evaluators and Selection Committee Members and the Declaration of no conflict of interest declaring the objectivity of the selection process and exclusion of any conflict of interest.

## Project Selection Procedure



### a) Formal Control

The formal control (review of administrative and eligibility criteria) follows the next working day after the call for proposals deadline and is finalised within 10 working days. All criteria are reviewed in all submitted applications (detailed list of these criteria is available in the checklist at the end of this call for proposals and in the Guide).

#### 1. Review of Administrative Criteria

In case the application fails to comply with **maximum of 3 administrative criteria** (except those 3 elimination criteria, which means an automatic elimination of the application, see the checklist at the end of this call), the applicant will be invited to make corrections (by supplementing missing documents or removing formal mistakes in the application). The applicant has 3 working days (3x24 hours) since the receipt of this invitation for these corrections. The application will **be rejected automatically** if it **fails to comply with 3 defined elimination criteria, or more than 3 administrative criteria** or does not submit the corrections on time. The applicant may appeal against this decision (see below).

#### 2. Review of Eligibility Criteria

The application is automatically excluded from further evaluation if one or more eligibility criteria were not met. The applicant may not appeal against this decision.

The applicants **will be informed about the results** of formal control (if the application will be further evaluated, respectively about the application exclusion) within 20 working days of the date of the call closure. If an application was rejected due to non-compliance with administrative criteria, **the applicant may appeal in the written form** and request a reassessment of the decision within 5 working days of the information on the results of the review. The programme executive board decides and the applicant is informed about the results by email within 5 working days of the date of appeal.

## b) Evaluation of Applications by Expert Evaluators

Each project application complying with the administrative and eligibility criteria is scored **by two impartial and independent evaluators** who assess the quality of the applications. Applications are assigned to the evaluators by lot. The evaluation process is based on evaluation criteria with score. The maximum is 100 points, while the minimum of 60 points is set as a threshold score to be recommended for further evaluation. Also, each evaluation criterion has a threshold which the application has to reach. The final score is an arithmetic average of points given by both evaluators.

Evaluation criteria	Maximum score	Minimum threshold score
<b>1. The programme objective and project outcomes</b>	<b>22</b>	<b>15</b>
Project content corresponds to the call / programme objectives.	9	
The project matches with the strategy of applicant's organisation.	5	
Project aims are clearly formulated and achievable.	5	
The target group is defined in accordance with programme outcomes.	3	
<b>2. Methodology</b>	<b>42</b>	<b>20</b>
Activities are sufficiently described and in accordance with outcome(s) of the project.	8	
The proposed solutions are efficient and in accordance with the outcome(s).	8	
The project is implemented in a meaningful partnership.	8	
The schedule is realistic and corresponds to milestones and activities.	8	
The risks of the project implementation are identified; the proposed measures are appropriate.	3	
The chosen indicators are realistic and correspond to the outcome(s) and activities of the project.	5	
The communication plan is set up in accordance with the programme rules.	2	
<b>3. Project budget</b>	<b>16</b>	<b>8</b>
The budget is clear and comprehensible; individual expense items can be easily matched with relevant activities.	8	
The budget is economic and effective as a whole, costs are eligible.	8	
<b>4. Applicant's and partner's experience and expert guarantee of the project</b>	<b>10</b>	<b>5</b>
The applicant's and partner's experience with project management is adequate for the size of the proposed project.	5	
Expert guarantee of the applicant's and partner's team is appropriate for the project.	5	
<b>5. Project sustainability</b>	<b>10</b>	<b>5</b>
The long-term impact of the project is justified and identified correctly. The proposed activities are directed towards sustainability of the project outcomes.	5	
Proposed way of financing of organisation's capacity building is efficient and leads to the applicant's sustainability.	5	
<b>Points in total</b>	<b>100</b>	

If the difference between the scores of the two expert evaluators is **more than 30% from the higher score, the project is evaluated by the third expert evaluator**. In such cases the arithmetic average score of the two closest scores is used for the final ranking of project applications. The third evaluation does not take place if the third scoring could not result in the support of the project, i.e. the overall (average) score would not reach the minimum of 60 points.

### c) The Selection Committee

The selection committee evaluates the list of **project applications ranked by the arithmetic average**. The selection committee is an external body of independent experts and representatives of the FO who represent equally outcomes and programme areas of each call for proposal. The result of the selection committee meeting is **a ranked list of projects** recommended for support, projects recommended for support with conditions, projects on the reserve list and rejected projects.

### d) The Programme Executive Board

The programme executive board confirms selection of the projects for funding, including the reserve list and can propose changes to the list if justified.

### e) The OSF Prague Board of Trustees / The VDV Board of Trustees

The OSF Prague board of trustees/The VDV board of trustees approves finally the list of projects recommended for funding by the programme executive board.

## Information on the Results of the Evaluation

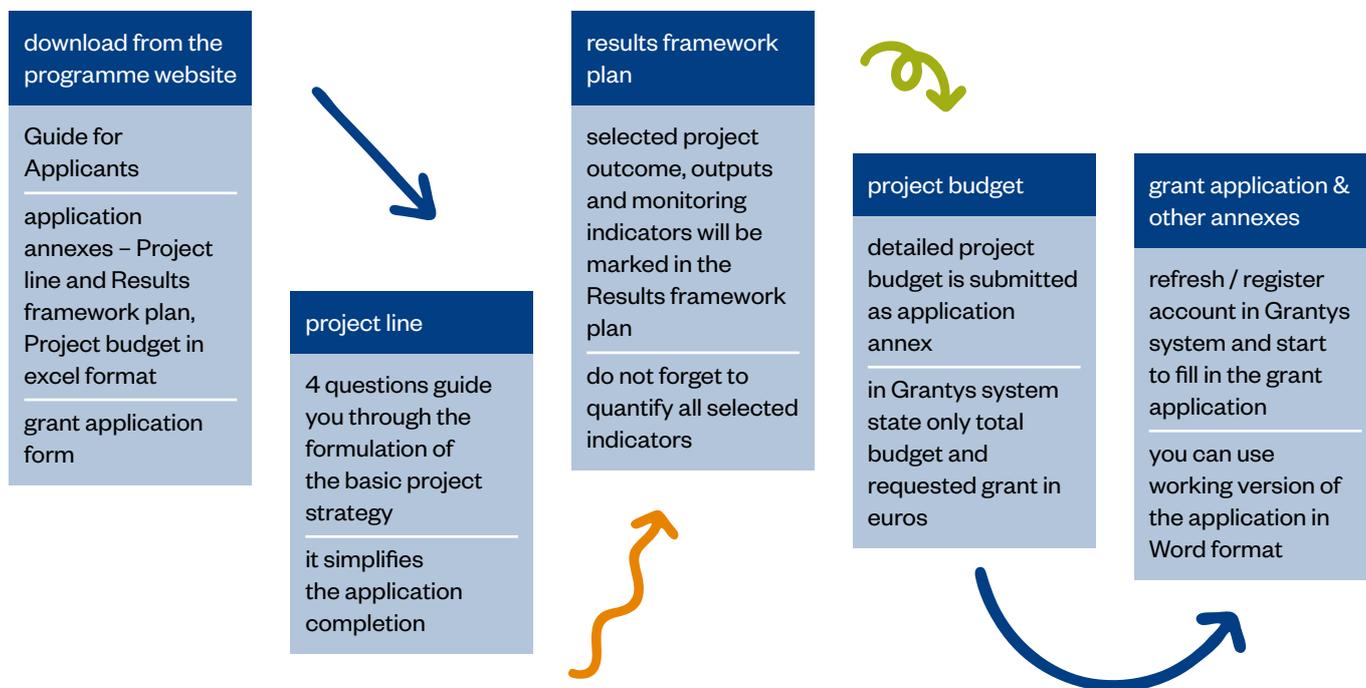
**A list of supported projects is published on the programme website** as well as on websites of each consortium member. All applicants will be notified about the results of the evaluation process within 10 working days from the final decision. On the top of that it will take place within 20 weeks of the date of the call closure the latest.

## 6. Submission of Application

Only applications submitted before the deadline in the prescribed format with all annexes and **in an electronic version** via **Grantys database** will be evaluated. Grantys database to be found:

**For project outcomes 2 and 4 (application is further proceeded by the OSF Prague):** <https://granty.nadaceosf.cz>

**For project outcome 3 (application is further proceeded by VDV):** <https://www.vdv.grantys.cz>



The project must be formulated clearly and concisely. The applicant should think carefully about the project line (a logical sequence of needs, outcomes, outputs and activities). The baseline situation and the conclusions of analysis carried out as a part of project preparation should be clearly justified in the application. The target groups of the project should be defined and quantified. The detailed way of project implementation including the schedule, detailed budget, communication plan, capacities of the organisation and the project sustainability should be described.

The application and all annexes are compiled in **Czech language** (the only exceptions is the project name and brief project annotation in the application, as well as Partnership declaration in case of a foreign partner).

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**Call for proposals deadline: November 4, 2019 at noon (12:00 pm)**

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**The detailed procedure** for application submission in the Grantys database is described in the Guide available to download at [www.activecitizensfund.cz](http://www.activecitizensfund.cz). An application template and all annexes are also available at the programme website.

The Grantys database enables the applicants **to prepare the application and annexes continuously**. We strongly recommend to submit the application earlier than on the date of the call closure. Postponing the application submission for the last day may cause problems due to system overloading that would not enable to submit the application on time. Later submission of the application for any reason will not be possible.

Each applicant may **submit only one application** in this call for proposals. If there is more than one application submitted, only the first submitted application will be accepted and other application will be automatically rejected from further evaluation.

There is no limit to the number of participations of an applicant organization as a partner in the call.

**The application for strategic grant support is complete only when it contains all following documents:**

Document / Application Annex	Submission through the GRANTYS database
Application form	to be filled in GRANTYS database
Project line (Annex 1, sheet Project line)	to be uploaded as annex in .xls format (each part in separate sheet of one excel document)
Results framework plan (Annex 1, sheet Results framework plan)	
Project budget (Annex 2)	to be uploaded as annex in .xls format
Document of registration of the applicant (Annex 3)	to be uploaded as annex in .pdf format (scan of the original document)
Document of registration of the partner <i>(if relevant)</i> (Annex 4a)	to be uploaded as annex in .pdf format (scan of the original document)
Partnership declaration <i>(if relevant)</i> (Annex 4b)	to be uploaded as annex in .pdf format (scan of the signed declaration)

## 7. Questions and Contact Information

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Detailed information on the conditions, completion and submission of the application is given in the *Guide for Applicants* available on the programme website ([www.activecitizensfund.cz](http://www.activecitizensfund.cz)). We also recommend to read the section *Frequently asked questions* on the website before the application submission. Follow the website to be aware of all the updated information on the programme.

### Consultations

Consultations on application submission are provided via e-mail or phone throughout the call for proposals. Questions may be sent via e-mail 5 working days before the day of the call closure the latest (until October 25 2019 inclusive). In these cases, the response will be sent within 3 working days of receiving the question, i.e. 2 working days before the date of the call closure the latest (i.e. October 31, 2019 inclusive). Phone consultations are provided during the working days until October 31, 2019 inclusive. Technical difficulties can be consulted until the call closure, however it is necessary to report these technical difficulties ahead before the call closure. We are not able to help you later.

### Information Seminars

The consortium organizes **information seminars** for the applicants, where you can learn detailed information on the call for proposals.

#### Seminars take place:

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**In Prague on September 17, 2019** at 9 am at Kasárny, Prague- Karlín, Prvního pluku 20/2  
– to be able to attend, please, register [here](#).

**In Brno on September 19, 2019** at 9 am at VUT Brno, Antonínská 1, Brno  
– to be able to attend, please, register [here](#).

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More information on the informative seminars is available on the website of the programme [www.activecitizensfund.cz](http://www.activecitizensfund.cz).

### Programme Coordinators

#### Project aimed at programme outcomes 2 and 4 (application is further proceeded by the OSF Prague):

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#### Project aimed at programme outcome 3 (application is further proceeded by VDV):

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[konzultace@activecitizensfund.cz](mailto:konzultace@activecitizensfund.cz)

#### Contact person in case of technical difficulties with application preparation and submission via Grantys database

Petr Svatoš – IT Manager  
phone: +420 226 227 733  
[podpora.grantys@osf.cz](mailto:podpora.grantys@osf.cz)

# 8. Checklist for Grant Application Submission

Before the submission of the grant application please check that:		yes/no
All questions of the applications are answered or ticked off.		
Annex 1 (both sheets Project line and Results framework plan) is filled in.		
Annex 2 (Project budget) is filled in.		
The budget contains:	→ the amount of required grant support is between € 100,000 - 250,000	
	→ at least 10% of co-finance	
	→ 5-15% of the required grant support budgeted on applicant's capacity building	
	→ only costs which comply with the eligibility criteria (detailed list of such costs can be found in the <i>Guide for Applicants</i> )	
	→ indirect costs which do not exceed 15% of the personal costs total	
The application complies with all administrative criteria (see table below).		
The application complies with all eligibility criteria (see table below).		

Administrative criteria		yes/no
→ The first 3 criteria are elimination criteria, meaning an automatic elimination of the application from further evaluation if it does not comply with even one of these criteria		
→ Further up to 3 mistakes are allowed and possible to correct when the applicant is asked to do so		
→ When the application (together with annexes) contains more than 3 mistakes it is automatically eliminated from further evaluation		
1.	<b>Application is submitted electronically in Czech.</b>	
2.	<b>Application was submitted before the closure of the call for proposals via Grantys system (until November 4, 2019, 12 pm).</b>	
3.	<b>Project budget is filled in and submitted on a predefined form.</b>	
4.	All mandatory fields in the application are filled in with a logical text (1 empty field or 1 field with illogical text = 1 mistake).	
5.	Project line is completely filled in with a logical text.	
6.	Results framework plan is completely filled in with numbers (indicators are quantified).	
7.	Project line and Results framework plan (Linie projektu a Plán dopadů) in .xls format are submitted as annex via Grantys system (Annex 1).	
8.	Project budget (Rozpočet projektu) in .xls format is submitted as annex via Grantys system (Annex 2).	
9.	Document of the applicant's registration (in .pdf format) is submitted as annex via Grantys system (Annex 3).	
10.	Document of all financial partners' registration (in .pdf format) is submitted as annex via Grantys system (Annex/es 4a).	
11.	Partnership declaration signed by both parties (in .pdf format) is submitted as annex via Grantys system (Annex/es 4b).	

Eligibility criteria		yes/no
→ The applicant is not allowed to correct eligibility criteria, even one mistake leads to an automatic elimination from further evaluation		
→ Eligibility criteria must be fulfilled by the applicant, all project partners as well as by the application itself (see the checklist in the annex of this call for proposals).		
1.	Applicant is eligible	
2.	Financial partner(s) are eligible	
3.	The amount of required grant respects the limits set in the call for proposals (i.e. between € 100,000 - 250,000)	
4.	Required grant does not cross the allowed % of the total eligible costs of the project (i.e. 90% the maximum)	
5.	Project duration respects the duration set in the call for proposals (i.e. 36/42/48 months)	

## Call Annex:

# What is a Systemic Change?

Particularly important in promoting a systemic change is the cooperation of multiple partners / entities. Existing partnerships within the supported projects will be one of the important evaluation criteria. Another priority of the programme is to increase capacity and sustainability of the civil society sector and individual civil sector organizations (hereafter referred to CSOs).

- It is a logical process where one thinks of steps leading to the intended change. The proposals on a systemic change are based on well-founded arguments and facts.
- One strives to transform the identified part of a system. The transformation of the system may occur at the national or local level.
- The systemic change aims at causes of the problem, i.e. its „basic structures and support mechanisms“.
- Solving one or more causes of the problem leads to positive dynamics. If successful, the problem is solved.
- The causes can be found in poorly defined laws, lack of staff / finances or in a practice that resists to the existing laws.

### What is and What is not a Systemic Change in Examples

What IS NOT a systemic change	What IS a systemic change
A town is piloting a new project by placing bio-waste bins in one district.	A town passes a new bio-waste bill granting all its citizens an access to bio-waste bins.
<p><b>Note:</b> In this case the system is represented by the town. Piloting therefore may be predecessor phase of the systemic change (the change is the aim) but it is not a systemic change itself.</p>	

What IS NOT a systemic change	What IS a systemic change
Active people and ecological organizations successfully fight against incinerator construction nearby their town.	Active people and ecological organizations convince the government to stop financing incinerators constructions from the public budget.
<p><b>Note:</b> Success in one town does not mean that the incinerator will not be constructed elsewhere in the region still polluting the air. Permanent and long-term solution comes with the change in financial rules regarding incinerators constructions in the Czech Republic or other similar systemic change. Even though an activation of citizens is adequate project activity, reaching systemic change must include a dialogue with the relevant stakeholders for the system (on the local or national level).</p>	

What IS NOT a systemic change	What IS a systemic change
A civil society organization introduces a new service for the cooperation with a school so even pupils with disabilities, who the school itself is not able to support, can study.	Coalition of parents, schools and experts convinces the parliament of the Czech Republic to pass a law thanks to which pupils with disabilities have a sufficient support guaranteed by schools.
<p><b>Note:</b> Introducing a new service which is financed from already existing sources (such as private foundations, regions, towns) does not solve inclusion - a long-term problem of underfinanced education of pupils with disabilities. A systemic change is only law defined change in financing a pupil ´ claim. However, this change will have to face the attitude of parents of non-disabled pupils as well as the teachers and the public in order to guarantee the possibility of disabled pupils attending regular schools.</p>	

**Call for Proposal**  
**Active Citizens Fund**

**[www.activecitizensfund.cz](http://www.activecitizensfund.cz)**