

Programme CZ 11 - „Public Health Initiatives“

Call for Submission of Grant Applications for Individual Projects

ACTIVITY I.

from Norway Grants 2009-2014

On 12 June 2014, the Ministry of Finance, the Programme Operator, in cooperation with the Ministry of Health, the Programme Partner,

announce the **Call** for submission of applications for grants for individual projects from Norway Grants in Programme **CZ11 Public Health Initiatives, Activity I.**, and focus areas of activities of potential individual projects – grant applications – specified below.

The overall objective of Norway Grants is to contribute to reduction of economic and social disparities and to the strengthening of bilateral relations between the Czech Republic and Norway.

The global target of the Programme is „Improving population health and reducing inequalities in access to the health care“.

The target of the Programme is to help the target groups of patients in access to quality health care, help patients reintegrate into society, and improve the prevention and avoiding subsequent complications in the area of health and health care.

The Programme is in accordance with the main objective of the area of support “Improved public health and reduced inequalities”. The Programme helps in improving healthcare in areas which have been long underfinanced and their development is below the level of developed countries of the EU and EEA.

Activity I Psychiatric care

OUTCOME: “Improved mental health services”

OUTPUT¹: “Implementation of the comprehensive rehabilitation system in the mental hospitals”

Particular projects have to be in line with the Programme outcomes and outputs. Compliance with Programme outputs and outcomes will be evaluated in the selection process.

¹ While „Outcome” indicates the likely short-term and medium-term effects of the Programme, “Output” refers to the actual deliverables (products, goods and services) resulting from the implementation of the Programme, i.e. its tangible results.

Basic information:

Programme area 27	Public Health Initiatives
Programme:	CZ11 - „Public Health Initiatives“
Activity I	Psychiatric care
Programme outcome	Improved mental health services

The psychiatric care in the Czech Republic has been underfinanced for a long time and not paid sufficient attention. There is the stigmatization of both patients and psychiatric care as the whole. The application of the modern treatment methods is limited by existing insufficient premises and equipment. Another problem is the absence of classification and evaluation of the health condition of the individual patients and the possibility for patient's gradual transition from the institutions to the community care facilities.

The objective is to create suitable conditions for both the development and the implementation of the comprehensive rehabilitation system, which will enable to monitor and evaluate the patient and decide about patient's location outside the institution into the community care facilities and gradually prepare the patient to the return to normal life. This will also reduce the relapse of the disease. The comprehensive rehabilitation system will be further implemented in the psychiatric care institutions. The development and the modernization of the infrastructure that is necessary for the implementation of this system will be supported in these institutions.

I. Allocation

The allocated amount under the Call for Activity I. is 200 368 116 CZK that means 7 561 061 EUR.

II. Eligible Applicants and eligible Partners

Eligible applicants are providers of follow-up and/or long term bed psychiatric care under Act No 372/2011 Coll., which may be entity, public or private, commercial or non-commercial and non-governmental organisations, established as a legal person in the Czech Republic.

Projects may be implemented 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 partners.

Eligible project partners under this call are all public or private entities, commercial or non-commercial, as well as non-governmental organisations, all of whose primary locations are either in Norway, the Czech Republic or a country outside the European Economic Area that has a common border with the Czech Republic, or any inter-governmental organisation, 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

Psychiatric care

Global focus of the activity:

- Increase the quality and efficiency of healing processes with the objective of reducing the length of hospitalization of psychiatrically ill
- Improvement of healing process, de-stigmatization and transformation of psychiatric care.

Specific objective: Creation of conditions for development and implementation of the Comprehensive rehabilitation system.

Target group: long term psychiatrically ill patients.

Projects that will contribute to ensuring the implementation of Comprehensive rehabilitation system of in the care for long-term psychiatrically ill patients will be supported.

A Comprehensive rehabilitation system is based on a mutual connection of interventions in the field of physical health, mental health and social needs.

Main medical targets of the Comprehensive rehabilitation system:

- minimization of disease symptoms or its stabilization
- reduction of re-hospitalization
- support for ability of independent functioning
- support for ability of work and study

Supported projects have to contribute to:

- improvement of equipment for providing the Comprehensive rehabilitation system
- improvement of conditions (infrastructure, adjustment of premises and outdoor areas, etc.) for providing the Comprehensive rehabilitation system
- education of experts related to providing the Comprehensive rehabilitation system
- improvement of other components of the Comprehensive rehabilitation system

The Comprehensive rehabilitation system fully supports the care for long-term psychiatrically ill in following areas:

1. Physical health, prevention of somatic diseases, support of healthy lifestyle (e.g. physiotherapy, kinesiotherapy, somatic rehabilitation, nutritional consultancy, etc.).
2. Psychotherapy in the different modalities, psycho-education, cognitive rehabilitation and remediation (e.g. supportive therapy, CBT, family therapy, IPT, management of symptoms, crisis plan, prevention of relapse, work with medication, etc.).
3. Social and communicative skills, education in independence, friendly relations, partnership and sexuality, work with intimacy, involvement of discharged patients into following treatment process (e.g. work with family and social environment in all phases of treatment, establishing relationships, dealing with public institutions and employers,

prevention of abuse, adjustment of premises for a training flat (training of regular activities at home), prevention of STD, assertiveness, dealing with doctors, etc.).

4. Preparation for leaving the psychiatric care institution, training for adaptation at work, training in legal framework of employing people with special needs, contact with fiduciary such as legal trustee, increasing of legal awareness and financial literacy (e.g. rooms for visits, intimacy at closed departments, cooperation with community services, ambulatory doctors, social services, organization of time, job-clubs, training of specific skills – workshops, training kitchens, laundry,...).
5. Participation of patients in treatment process, setting and reassessment of medical plan, co-education of a department, community system, decreasing of stigma connected to psychiatric illness.

Indicators

Two compulsory indicators were defined for all projects under the Open call for Activity I. in the Programme CZ11. These indicators were defined in the Programme Agreement for Programme CZ11. Every project has to contribute to these indicators. The indicators have to be described in project application.

- **“Number of implemented systems securing the transition of activities from the institutions of psychiatric care to the new approach to the rehabilitation”**

Indicator expresses number of newly created programmes that fulfil the system of coherent rehabilitation by mutual interconnection.

- **“Number of patients benefiting from the improved mental health services per year”**

Indicator determines annual engagement of the target group of patients involved in the program created by the project.

Applicants can also add other indicators in the project application – optional indicators.

Territorial focus of the Call:

Support will be provided within all regions of Czech Republic.

IV. Eligible Expenditures

Eligible expenditures shall be governed by the Guidelines of the National Focal Point for eligible expenditures for the EEA and Norway Grants 2009-2014. The Guidelines are published on the website:

<http://www.eeagrants.cz/cs/zakladni-informace/metodicke-dokumenty/pokyny>

(<http://www.eeagrants.cz/en/general-information/rules-and-guidelines/guidelines> for the English version).

Expenditures are eligible for reimbursement under the programme/project if they meet the following conditions:

- Expenditures included in the budget.
Expenditure is eligible if it was listed and approved in the programme/grant application budget. Expenditures which are not included in the programme/grant application budget – are not eligible, even if they meet all the other conditions of eligible expenditures in these Guidelines.
- Purpose of the expenditures.
The expenditure must be necessary for the implementation of the programme/project and must be directly related to the implementation of the activities of the programme/project and aim to meet programme/project objectives
- Date of the expenditures.
Expenditures are eligible in terms of time if they were incurred and paid within the timeframe set for the implementation of the programme/project as stated in the legal act on the allocation of funds. Eligibility always starts with the approval of the programme/grant application and terminates on the final date of the eligibility of programme/project expenditures.

Direct costs for a project are costs identified by the Applicant and/or its partner(s), in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project and which can therefore be booked to it directly. The following direct expenditures are eligible, provided they satisfy the conditions set out above and in the Guidelines referred to in this call text.

Costs related to purchase of new or second hand 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 Norwegian Financial Mechanism 2009 – 2014 (see below for further details). In such cases, 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.

Specific rules apply to the purchase of real estate/land (see the Guidelines of the National Focal Point for eligible expenditures for the EEA and Norway Grants 2009-2014 and the Regulation on the implementation of the Norwegian Financial Mechanism 2009 – 2014).

The entire purchase cost of new or second hand equipment may be eligible provided that the purchased equipment is an integral and necessary 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. In such cases, Project Promoters shall:

- a) Keep the 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 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 equipment for at least 5 years following the completion of the project.

The specific means for implementation of this obligation will be specified in the project contract.

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, and provided that the awarding complies with the applicable rules on public procurement and the Regulation on the implementation of the Norwegian Financial Mechanism 2009-2014. 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 Applicant and its partners made in connection with project implementation are eligible.

Indirect costs – overheads are costs necessary for implementation of the project that cannot be identified by the Applicant and/or its partner(s) as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs. They shall represent a fair apportionment of the overall overheads of the Applicant and/or its partner(s). 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.

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.

The final date for costs eligibility is (the latest date of the project completion) 30 April 2016. Expenditures incurred after this date will not be eligible. Projects must be completed by 30 April 2016 at the latest.

Further specification of eligible expenditures for this call is defined in the Guidelines for Applicants.

Project expenditure will be provided in CZK.

V. The grant amount – co-financing – payment system

The minimum and maximum grant assistance applied for shall be as follows:

- **the minimum amount of grant is CZK 4 505 000 (170 000 EUR),**
- **the maximum amount of grant is CZK 21 372 250 (806 500 EUR).**

Share of financing

The project grant rate shall be as follows:

Type of organization	Grant (Norwegian funds)	Co-financing
Public institutions	80%	20%
NGOs	90%	10%
Other legal entities	60%	40%

The remaining costs of the project (“Co-financing”) shall be provided or obtained by the Applicant.

In case of projects implemented by NGOs, in-kind contribution in the form of voluntary work may constitute up to 50% of the co-financing required for the project. The appropriate unit prices for voluntary work, which shall be in accordance with salary normally paid for such work in the Czech Republic, including the required social security contributions, will be specified in the Project Contract between the Programme Operator and the Project Promoter.

Payment system

Payments towards projects will be in the form of advance payments, interim payments and a final payment. Beneficiaries may request an advance payment that shall be set individually based on the cash flow of the project. The advance payment shall not exceed 20% of the grant or 2 000 000 CZK, whichever is lower. The advance payment shall be set off when 80% of the grant is spent. Interim payments to projects are made on the basis of approved interim reports. The final payment will be made after the closure and settlement of the financial audit carried out by the Programme Operator.

There is no legal entitlement to a grant award.

VI. Projects support in partnership with donor states

Priority of the Norway Grants 2009 – 2014 is **to strengthen bilateral relations between the entities from the Czech Republic and entities from Norway**. Applications may be submitted in partnerships with relevant partner institutions from the Donor country. Eligible expenditure to support and strengthen partnerships may be included in the grant application budget.

The Czech potential grant Applicants can use the Fund for bilateral co-operation at Programme level (hereinafter „the Fund“) for searching the partners and preparation of grant applications in partnership with entities from the donor country. The Call for Action A of the Fund was announced on the 3rd April 2014. Detailed information about the Fund can be found here.

http://www.mzcr.cz/Unie/dokumenty/vyzva-k-predkladani-zadosti-o-poskytnuti-grantu-projektu-do-fondu-pro-bilateraln_8904_2457_8.html

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 12 September 2014, 16:00.
- Applications are not submitted in paper form.

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**;
- Guidelines for applicants are available at http://www.mzcr.cz/Unie/obsah/vyzvy_2459_8.html or at www.eeagrants.cz/cs/programy/...
- An application must include all requested annexes – see Guidelines for Applicants;
- Standardized annexes are to be downloaded at http://www.mzcr.cz/Unie/obsah/dokumenty_2458_8.html or at www.eeagrants.cz/cs/programy/...
- 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).

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:

<p>General information on the Financial Mechanism Office and the EEA and Norway Grants 2009-2014</p> <p>(especially Regulation for Implementation of EEA Grants and Norway Grants 2009 – 2014)</p>	<p>www.eeagrants.org</p> <p>http://eeagrants.org/Results-data/Results-overview/Documents</p>
<p>National Focal Point/ Programme Operator</p>	<p>www.mfcr.cz, www.eeagrants.cz, www.norwaygrants.cz</p>
<p>Programme Partner</p>	<p>www.mzcr.cz</p> <p>http://www.mzcr.cz/Unie/obsah/norske-fondy-2009-2014_2457_8.html</p>

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 the established formal and eligibility 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 via IS CEDR within 5 working days after receipt of the notification of exclusion. As a part of the eligibility assessment the emphasis will especially be aimed at the focus of the project within the system of comprehensive rehabilitation.

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 quality of applicants by external evaluators

The quality evaluation of each application is performed by 2 external evaluators according to the selection criteria listed in Section XI below. The final score of an application is calculated as an arithmetic average of the scores awarded by each evaluator. In case the difference between total scores of the two evaluators exceeds 30% of the value of the higher score, the application will be evaluated by a third evaluator. The final score will be calculated as an arithmetic average of the scores with the closest values.

3) Evaluation of applicants by the Selection Committee

The Selection Committee will be provided with a list of all projects for which evaluation of quality was performed. The projects will be ranked according to their final scores awarded by external evaluators (arithmetic average of individual evaluations). The Selection Committee shall review the ranked list of projects and shall submit a list of recommended applications, including a list of reserve projects, to the Programme Operator – the Ministry of Finance. In justified cases the Selection Committee may modify the ranking of the projects.

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 outcome of the verification, the Programme Operator will, based on the decision of the Selection Committee, shall make a decision on grant award / grant refusal and inform applicants about the results and on the next steps of the procedure. The Programme Operator may modify the recommendation of the Selection Committee, in which case it will inform the affected applicants and provide them with a justification.

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

1) 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 objective(s) of the Programme (Programme area, results, and outcomes).
- The place of implementation is in line with the Call requirements.
- The length of project implementation does not exceed the maximum execution time stated in the Call.
- The requested grant amount is in accordance with the conditions specified in the Call.

2) Detailed criteria for quality evaluation of applications (“Selection Criteria”)

Detailed criteria for quality evaluation of applications

	Evaluation criteria	Max. score of a particular criterion (sub-criteria (out of 100))
1	<p>The ability and readiness of the applicant to implement the project</p> <p>1.1 The applicant (and the partner/partners) has an adequate <u>administrative capacity</u> 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> <p>1.2 The applicant has experience in managing and completing of at least one similarly focused project.</p> <p>1.3 The project publicity is clearly described, including individual activities ensuring publicity.</p>	<p>17</p> <p>10</p> <p>4</p> <p>3</p>
2	<p>The importance (relevance) of the project</p> <p>2.1 The project <u>significantly contributes to the achievement</u> of Programme outcomes which the applicant states in the application. (A project may contribute to several Programme outputs).</p> <p>2.2 The project demonstrably 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.</p> <p>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 outcome).</p>	<p>21</p> <p>10</p> <p>3</p> <p>3</p>

	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.	5
3	The structure of the project, risks and outcomes	32
	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 <u>are essential for reaching project outcomes</u> stated in the application. (There may be more than one project outcomes.)	10
	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.	4
4	Economy and Sustainability of Project	15
	4.1 Items in the indicated budget are <u>necessary</u> for the implementation of individual activities. Buying new equipment is included at purchase cost. Write-offs are applied at equipment owned by the applicant, and in the correct amount. A clear quantification of units of each entry in the budget is demonstrated in measurable units.	12

	<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>	
	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
5	Horizontal (cross-sectional) policies	15
	5.1 Implementing principles of good governance by an applicant (transparency of an applicant – websites, financial reports, annual reports, timely payments and effective management without excessive indebtedness)	2
	<p>5.2 Project complies with principles of sustainability – environmental impact with minimum negative effects, economic and social sustainability ***</p> <p>** The project is aimed at solving the problems of minority groups, particularly Roma (no - 0, substantially covers this area - 1, significantly contributes - 2, a major contributor - 3)</p>	3
	<p>5.3 The project respects the principle of equality between men and women ***</p> <p>** The project focuses on equality between men and women (no - 0, substantially covers this area - 1, significant / major contributor - 2)</p>	2
	5.4* The project contributes to strengthen bilateral relations with Donor states.	8
	In total	100

5.4* 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.

** If this criterion is not relevant to the given call, its point allocation can be used to increase the maximum point allocation of other sub-criteria in the horizontal (cross-sectional) policy, or other relevant sub-criterion/sub-criteria for the given call in the field of Horizontal area (cross-sectional) policies can be suggested and used as the "free" point allocation for evaluation.

*** The applicant must describe reality in the given criteria and if the application does not comply with the principles of sustainable development and the principle of equality between men and women, a project should be, if it is relevant, suggested by an external evaluator for exclusion.

XII. Further Information

Questions:

- questions can be sent electronically by an email or fax 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.

Contacts:

Programme CZ11 Operator - Ministry of Finance of the Czech Republic

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Contacts place:

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Contact persons:

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Only written answers are binding.

Frequently asked questions and answers related to the call for proposals will be publicised under the Questions and Answers Section at:

http://www.mzcr.cz/Unie/obsah/norske-fondy-2009-2014_2457_8.html