

**Partnership Fund**  
Swiss – Czech Cooperation Programme

**Guidelines for Applicants**

Effective from 26th January 2011  
(2<sup>nd</sup> version - working translation)

## **LIST OF ABBREVIATIONS**

<b>CFCU</b>	Central Finance and Contracts Unit (dept. 63 of the MF)
<b>CHF</b>	Swiss franc
<b>CZK</b>	Czech crown
<b>CFA</b>	Centre for Foreign Assistance (department 58 MF)
<b>CFA 1</b>	Unit of the CFA - Preparation and Coordination (unit 584)
<b>CFA 2</b>	Unit of the CFA – Implementation, monitoring and evaluation (unit 581)
<b>PF</b>	Partnership Fund
<b>MF</b>	Ministry of Finance
<b>NCU</b>	National Coordination Unit

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## 1. BASIC INFORMATION

The **Partnership Fund (PF)**, co-financed from the Swiss-Czech Cooperation Programme, is implemented as a specific form of grant assistance in accordance with the *Framework Agreement concluded between the Swiss Federal Council and the Government of the Czech Republic (hereinafter referred to as the „Framework Agreement“)*.

The overall PF objective is to reinforce mutual cooperation and partnership between Czech and Swiss bodies and hereby contribute to the reduction of economic and social disparities between the Czech Republic and more advanced countries of the enlarged EU.

Grants will be awarded for sub-projects aimed at reinforcing cooperation, exchange of information, transfer of know-how and best practice between Czech and Swiss bodies.

**The awarding of a grant is conditional on the implementation of a sub-project in partnership between bodies in the Czech Republic and in Switzerland.**

### 1.1. SUB-PROJECTS FOCUSING

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Sub-projects will be focused on the following areas and shall:

- 1. contribute to the solution of specific problems in the Czech Republic in accordance with the goals defined in the Framework Agreement; and/or**
- 2. strengthen the professional capabilities of authorised applicants by the exchange and transfer of experience and best practice between partner bodies; and/or**
- 3. contribute to the strengthening of the partnership with sub-project activities.**

The total funds allocated to the Partnership Fund for 2009 - 2013 is **CHF 3 million**. Of this amount, **85 %** comes from the Swiss-Czech Cooperation Programme (CHF 2.550 million) and **15 %** from the the MF chapter of the state budget of the Czech Republic (CHF 450,000).

**A call for the submission of grant applications** will be announced on an **ongoing** basis, meaning that it will be open for the duration of the PF (July 2009 – June 2013) **or** until the exhaustion of the funds allocated to the PF.

### 1.2. SUB-PROJECT ACTIVITIES

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From the *Partnership Fund* will be supported the following activities:

- **assistance of Swiss experts** during the transfer and exchange of experience between partners in the CR;
- **seminars in the CR** - prepared and implemented in co-operation with Swiss partner institutions;
- **seminars in Switzerland** - duly justified participation of Czech representatives at seminars and workshops in Switzerland organised by a Swiss partner institution (*the theme shall correspond to the applicant's field of activity and shall clearly indicate a benefit its activities*);
- **study visits** – duly justified stay by Czech representatives in Switzerland, which is organised by a Swiss partner institution (*the theme shall correspond to the applicant's field of activity and shall clearly indicate a benefit its activities*);
- **supplementary activities** – the activities necessary in order to achieve the prescribed results of the sub-project's activities and the overall objective (equipment, material, related minor construction work) shall be duly justified and substantiated.

## 2. ELIGIBILITY CONDITIONS

The Applicant of the grant shall meet the following eligible conditions:

### 2.1. ELIGIBLE APPLICANTS

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**The following bodies are eligible to apply for a grant under the PF:**

- institutions at all levels of public administration (state, regional and local government authorities);
- universities and schools;
- non-governmental non-profit organisations (NGOs, including church organisations);
- other bodies acting in the public interest;
- professional chambers and unions, branch associations (e.g. chambers of commerce, branch / sector associations, associations of entrepreneurs, associations of small and medium enterprises, unions of cooperatives, social partners – i.e. nationally recognised and representative trade unions and employers' unions).

The applicant of the grant shall be a Czech entity registered and performing its activities in the Czech Republic.

**A natural person may not apply for this grant.**

**The partner organisation shall be a Swiss entity; the relationship between the applicant and partner has to be of a non-commercial character. The partnership must not be based on supplier-customer relations. The partner may not be a natural person.**

**The nature of the partner's institution should be the same/similar to the applicant's institution. A trading company may be a partner only in justified cases and in cases where the personnel costs related to expert activities will not be refunded to the partner organisation.**

During the implementation of the sub-project, the applicant may present a grant application for a sub-project tying on to an already approved and implemented sub-project.

When assessing such application, account will always be taken of the activities and the attained results, including their quality, of already approved and implemented sub-projects. CZP1 shall submit to the CFCU and CZP2 a list of sub-projects/recipients applying for a grant in the current call for proposals. CZP2, in cooperation with the CFCU, shall at the same time present to CZP1 a list of recipients who, during the implementation phase, failed to adhere to the terms and conditions stipulated in the Decision to Award Grant.

Recipients who fail to duly submit interim/final monitoring reports or recipients who fail to duly end and administratively conclude a sub-project by the scheduled deadlines will not be allowed to commence a follow-up, complementary, or other sub-project.

The eligibility of costs and issuance of the Decision to Award Grant shall be postponed until the recipient has finished the previous sub-project or addresses the deficiencies.

### 2.2. ELIGIBLE COSTS

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**Eligible costs of the sub-project include:**

- Remuneration of a foreign expert (employee of partner organisation – personnel costs; costs of expert outside partner organisation are eligible only if duly substantiated)
- Costs of Czech expert hired for a specific and clearly defined task only for the duration of the execution phase of the sub-project (expert not part of applicant's organisation – personnel costs); the expert's qualifications shall be demonstrated (this means CV or references)

- Business trips for foreign experts in the Czech Republic (*accommodation, per diem allowances, travel allowances*)
- Business trips for the Czech expert in Switzerland (*accommodation, per diem allowances, travel allowances*)
- Seminars in the Czech Republic (*lease of premises including technical equipment, refreshments, interpretation*)
- Registration fees for seminars in Switzerland
- Translations of documents
- External services in the extent necessary to execute sub-project in the Czech Republic and clearly specified in the application (i.e., additional services; this does not entail expert activities)
- Purchase of equipment and material in the extent necessary to execute the sub-project in the Czech Republic and clearly specified in the application
- Small-scale construction work in the extent necessary to execute the sub-project and clearly specified in the application
- Publicity costs specified in the application (promotional and information materials)
- Administrative costs – overhead expenses (telephone calls, postage, stationery) – the budget and the application shall contain a detailed specification; applicant has to be able to prove that the costs requested for reimbursement pertain to the sub-project.
- Applicant’s own equity – only in warranted cases pertaining to NGOs is it possible to include costs of own employees who take part in execution of sub-project in administrative costs.
- VAT is an eligible cost only in case the applicant cannot request a VAT refund in the Czech Republic.

Eligible costs are specified in detail in “Eligible Costs of Partnership Fund”.

The grant beneficiary shall **finance all other expenses related to the implementation of the sub-project** from its own sources (*salaries of its own employees / experts, administrative expenses of the sub-project exceeding the indicated limits, etc.*).

Costs of the sub-project shall be **eligible from the date of** the Deputy Minister of Finance **decision** on grant award.

**The final deadline for the eligibility of the expenses of the sub-project is 2 months** after the end of the implementation, but no later than by **30<sup>th</sup> June 2013**.

**The expenses of the sub-project incurred before as well as after the final date are not eligible.**

### **3. CONDITIONS FOR SUBMITTED SUB-PROJECT PROPOSALS**

#### **3.1. CONDITIONS FOR SUB-PROJECT APPLICATION FORM**

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Sub-project proposals have to **fulfil the following conditions**:

1. **Proposal shall be submitted in Partnership** with the Swiss entity. The proposal shall clearly state the role of the partner in connection with the execution of the sub-project.
2. **A natural person may not be a partner.**
3. **The applicant’s history should be at least a year long.**
4. **The amount of the requested grant shall be at least CZK 170 000 and at most CZK 4.3 million.**
5. **The maximum length** of execution of the sub-project shall be 18 months.

6. **Co-financing of at least 10%** of total eligible costs of the sub-project shall be arranged by applicant in compliance with the **co-financing terms and conditions**.<sup>1</sup>
7. If the co-financing is arranged through a bank loan, a **loan commitment** shall be presented.
8. **In the case of NNOs, the ability of the applicant to co-finance the sub-project shall also be presented (e.g., annual report showing the state of management, bank account statement)**
9. Proposed activities are always **non-profit and in the public interest**.
10. The sub-project proposal may not **have the characteristics of public assistance** in compliance with the terms and conditions set out in Article 87(1) of the Treaty Establishing the European Community.
11. It is not possible to finance activities from the Structural Funds or other programmes.
12. CVs shall be presented in the case of Czech experts.
13. Sub-project proposals may include – as an additional activity:
  - Purchase of equipment and material that is necessary for the execution of the sub-project. It has to be substantiated and demonstrable in compliance with the sub-project objective, i.e., necessary to achieve the outputs of sub-project.
  - Small-scale construction work necessary to execute the sub-project.

These additional activities have to be duly substantiated in the application and be in compliance with the sub-project objective, i.e., they have to be necessary to achieve the outputs of the sub-project.
14. Costs expended on the purchase of equipment/material and small-scale construction work may not exceed 35% of total eligible costs.  
Of this **35%**, **no more than 50%** (*i.e., 17.5% of total costs of sub-project*) can be **used for small-scale construction work**.
15. In the event a grant is awarded, the Partnership Agreement, containing a description of the roles and responsibilities of the partners and a description of financial flows between grant recipient and the partner, shall be presented. **The Partnership Agreement shall be required concurrently with the Acceptance of Grant Award Conditions.**

### 3.2. GRANT AMOUNT AND CO-FINANCING

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Grants for sub-projects will be awarded from the *Partnership Fund* up to a **maximum of 90 %** of the total eligible costs of the sub-project, depending on the source of the co-financing.

The grants awarded will range from a **minimum of CZK 170,000** to a **maximum of CZK 4.3 mil.** The amount of the grant will be assessed individually for each application.

**No legal claim arises from the grant application.**

**The amount of a grant may reach a maximum of:**

- **60 %** of the total eligible costs of the sub-project – in case co-financing **from public sources in not provided**, the amount of co-financing is a **minimum of 40 %**;
- **85 %** of the total eligible costs of the sub-project – in case co-financing **from public sources** (state, regional or local government budgets) **is provided**, the amount of co-financing is a **minimum of 15 %**;
- **90%** of total eligible costs of the sub-project – if the matter concerns sub-projects submitted by **non-government non-profit organisations**; the co-financing amount is always **at least 10%**. For the purposes of the PF, this concerns the **following organisations**:
  - **Civil associations** registered under Act No. 83/1990 Coll., on citizen associations

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<sup>1</sup>See Amount of Grant and Co-financing

- **Public benefit societies** (public undertakings or utilities) established under Act No. 248/1995 Coll., on public benefit societies
- **Church legal persons** established under Act No. 3/2002 Coll., on freedom of religious confession and on the position of churches and religious societies
- **Foundations and endowment funds** established under Act No. 227/1997 Coll.
- **Interest groupings of legal persons**, established under Section 20f et seq. of Act No. 40/1964 Coll., the Civil Code, provided these persons are the above non-government non-profit organisations or provided the majority of the members of the decision-making body are appointed by these persons
- **Social partner organisations**, i.e., organisations of employers and trade unions, registered under Section 9(a) of Act No. 83/1990 Coll., on citizen associations

The grant beneficiary is obliged to ensure pre-financing, including co-financing of the sub-project, i.e. to pay the expenses of the sub-project prior to submission the payment request to the NCU.

Amount and source of co-financing will be specified in the Co-financing Statement signed by the source of co-financing. In case of more sources of co-financing will be more Co-financing Statements submitted.

Every each eligible expense will be pre-financed by the grant beneficiary and consequently will be paid back in amount of .% (according to the % of grant awarded) following submission of Payment Request.

### 3.3. ADVANCE PAYMENT

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If a proposal is submitted for a sub-project with a budget of a **minimum of CZK 850,000 and an implementation period longer than 6 months**, the applicant can ask for advance payment.

**Advance payment amount can be in max 20 % of grant, in case of NGO advance payment can be max 30 % of grant.**

**This requirement for advance payment shall be stated, including justification, in the sub-project proposal.**

If the total expenses of the sub-project **exceed the indicated sub-project budget over the awarded grant**, the Beneficiary is **obliged to ensure the funds** from its own sources to ensure successful completion of the sub-project so as to achieve indicated results and purpose.

## 4. CALL – EVALUATION OF APPLICATIONS – AWARDING OF GRANT

### 4.1. CALL – TIME SCHEDULE

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**A Call for the submission of grant application shall be announced as continuous Call.**

**It will be possible to submit the applications for a sub-project grant on an ongoing basis**, i.e. as of the date of the announcement of the Call for the submission of grant applications under the Partnership Fund.

This means that it will be valid till the end of the duration of the *Partnership Fund* (as of the Call announcement date until June 2013) **or** until the exhaustion of funds allocated to the Partnership Fund.

Grant applications will be submitted and grants awarded to beneficiaries in **CZK**.

**The grant awarded in CZK is binding; conversion to CHF is only for information purposes. The grant in CZK may not be increased due to exchange rate differences in connection with payments made to the Swiss partner organisation.**

## Time schedule for accepting and assessing applications

Applications can be submitted <b>continually</b> ; those applications that are delivered to the Ministry of Finance <b>by the stipulated deadline</b> shall be assessed <b>in the respective cycle</b> (see <i>Deadlines for Submitting and Assessing Applications</i> )	
<b>Day of delivery of application to CZP1</b>	Receipt and registration of application
<b>Within 5 business days</b> of the final deadline for receiving applications in the respective cycle	Assessment of formal criteria and eligibility
<b>Within 25 business days</b> of the final deadline for receiving applications in the respective cycle	Quality assessment by two independent appraisers
<b>Within 32 business days</b> of the final deadline for receiving applications in the respective cycle	Meeting of evaluation committee – selection of recommended applications
<b>Within 34 business days</b> of the final deadline for receiving applications in the respective cycle	Submission to DM (section 07) for final decision to award/not award grant
<b>Within 39 business days</b> of the final deadline for receiving applications in the respective cycle	Decision to award/not award grant
<b>Within 44 business days</b> of the final deadline for receiving applications in the respective cycle	Notification of applicant that grant was approved or not approved or request for additional information that is a condition for awarding grant
<b>Within 5 business days</b> of receiving the Confirmation of Acceptance of Grant Award Conditions, Partnership Agreement, and <u>all</u> required information from applicant/grant recipient	CZP1 shall submit all material to the CFCU where preparations will commence for the issuance of the Decision to Award Grant

### 4.2. SUBMISSION AND RECEIPT OF GRANT APPLICATIONS

- grant applications will be submitted **on an ongoing basis** to the NCU (CFA1) commencing the 1st day of the announcement of the Call;
- the application will be submitted to the CFA1 on the prescribed form (see Annex A1) in a signed printed original and one copy and also electronically (by e-mail) to [czp-swiss@mfc.cz](mailto:czp-swiss@mfc.cz);
- if the signed original / copy and electronic version are not identical, the original of the signed printed version shall **be decisive**;
- the application will be in Czech, electronic version of budget will be in MS Excel;
- each application submitted will be registered by the CFA1 under a separate registration number;
- the process of assessing and evaluating an application will be recorded in a form titled *Registration and Evaluation of Grant Application under the PF* (see Annex A2).

The assessment and evaluation of the applications submitted **will proceed on an ongoing basis** as of the date of their registration by submission to the CFA1 in 4-month cycles.

### 4.3. CRITERIA AND QUALITY EVALUATION OF GRANT APPLICATION

Quality Evaluation of grant application will be undertaken according to **following criteria:**

Evaluation criteria*		Max. points
<b>1.</b>	<b>Description of sub-project</b> * (see 1.6./3.)	<b>40</b>
1.1.	Justification of the sub-project proposal is relevant to the PF objectives (see 1.6.)	15
1.2.	The sub-project proposal is clearly structured, activities are interconnected and they guarantee the achievement of the expected results (see 3.1./3.2./3.4.)	15
1.3.	Time schedule of proposed activities is clear and realistic (see 3.4.)	5
1.4.	Sub-project risks are clearly defined and minimized by proposed measures (see 3.7.)	5
<b>2.</b>	<b>Sub-project organisation and management*</b> (see 3.3./4. and Annex 1)	<b>14</b>
2.1.	Applicant and the partner have sufficient management capacity and project management experience (see 3.3./4. and Annex 1)	7
2.2.	Management structure and responsibilities among partners are clearly set up (including the role of the Swiss partner in the sub-project) (see 3.3. and Annex 1)	7
<b>3.</b>	<b>Partnership of the sub-project*</b> (see 3.3. and Annex 1)	<b>16</b>
3.1.	The partnership will contribute to an exchange of knowledge between partners and to the strengthening of the bilateral relations	8
3.2.	The partner will contribute to the achievement of the sub-project results	8
<b>4.</b>	<b>Budget and financing*</b> (see 5. and Annex 2)	<b>20</b>
4.1.	Indicative budget proposal is clearly related to the proposed activities	10
4.2.	Indicative budget proposal is realistic and reasonable	10
<b>5.</b>	<b>Project sustainability*</b> (see 3.8. and if relevant Annex 1)	<b>10</b>
5.1.	Description of ensuring of sustainability of the sub-project results is sufficient	5
5.2.	Information on who and how will ensure the sustainability of the sub-project results is convincing	5
<b>Total</b>		<b>100</b>

\* see in the Grant Application (form)

Applications receiving a **minimum of 70 points** during the quality assessment (average of the point assessment of two assessors) shall be forwarded to the Evaluation committee for evaluation. If the difference of the points is higher than 30 points, the application will be submitted to the 3<sup>rd</sup> evaluator for assessment.

Applications which receive **less than 70 points shall not be** recommended to the award of a grant. The position of CZP1 will be discussed at the Evaluation committee meeting.

**List of recommended applications** by the Evaluation committee will be submitted to the Deputy Minister of Finance to the **final decision** on grant award.

#### 4.4. INFORMATION ABOUT GRANT AWARD DECISION

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- By the **Deputy Minister decision** will be **awarded grant** to the submitted application.
- The decisive **date for the eligibility expenses** within sub-project is the **date of the Deputy Minister decision** on the grant award.
- Applicants will be **informed in writing** of the final decision within **5 working days** of the date of the decision of the Deputy Minister of Finance.
- Applicants, whose applications were approved, will be asked to submit an Acceptance Letter on the Grant Award conditions and other relevant documents (*Partnership Agreements and the confirmed Financial Identification of the account etc.*)
- Unsuccessful applicants may appeal to the CFA1 within **15 working days** of the date of receiving the notification of the rejection of an application. Such an applicant will be informed of the final decision **within 30 working days** of the appeal being received.
- List of the grants awarded will be published on the website of the NCU at [www.swiss-contribution.cz](http://www.swiss-contribution.cz).