

**Open Society Fund Prague
as a member of the consortium
of the Active Citizens Fund**

announces
an ongoing call for proposals on bilateral projects

Fund for Bilateral Relations

EEA and Norway Grants 2014 – 2021

www.activecitizensfund.cz

On August 5, 2019 **the Open Society Fund Prague** (hereafter referred to as OSF Prague) as a member of **the consortium of the Active Citizens Fund in the Czech Republic** announces a call for proposals on bilateral projects under **the Fund for Bilateral Relations** within the Active Citizens Fund.

Applications may be submitted **continuously** from the date of the announcement of the Call until **August 31, 2023** (or until its annual/total allocation is used).

Active Citizens Fund

The prerequisite for effective functioning of democracy includes active and engaged citizens, support of the civil sector as a major force for positive change and public mobilization in public-interest cases. In order to be able to influence and participate in public policy, advocacy activities, enhancing transparency and accountability of public institutions and improving civic education and media literacy are a core tool employed to achieve a systemic change. Human rights must be promoted and the needs of vulnerable groups taken into account. Young people activation and their involvement is a continuous challenge. That is the reason why Active Citizens Fund focuses on financial support of civic activities, awareness raising and aims to strengthen an effective cooperation and building capacities of the civic society.

The Active Citizens Funds shall contribute to the overall objectives of the financial mechanisms to reduce economic and social disparities, and to strengthen bilateral relations between the donor states and the beneficiary states.

The Active Citizens Fund covers following programme areas and aims at programme outcomes:

PROGRAMME AREAS

- Active citizenship
- Human rights
- Social justice
- Gender equality
- Environment

PROGRAMME OUTCOMES

- Increased citizen participation in civic activities
- Strengthened civil society advocacy and watchdog role
- Vulnerable groups are empowered
- Increased support for civic education and media literacy
- Increased capacity and sustainability of civil society sector and individual civil society organisations

Fund for Bilateral Relations

The overall objective of the EEA and Norway Grants is to contribute **to reducing economic and social disparities** in the European Economic Area and to **strengthening bilateral cooperation** between donor and beneficiary states through financial contributions in specified priority sectors. The Fund for Bilateral Relations (hereinafter referred to as the “Fund”) was established within the Active Citizens Fund to strengthen bilateral relations between the donor states (Norway, Iceland, and Liechtenstein) and the Czech Republic. The Fund serves as a flexible source of financial support for a wide range of initiatives of mutual interest both for Czech entities and for entities from the donor states.

The prerequisite for successful grant application is therefore the cooperation between civil society organisations in the Czech Republic and entities in the donor states.

The Norwegian Helsinki Committee and the Icelandic Human Rights Centre shall facilitate contacts and co-operation initiatives between Czech CSOs and Donor States entities.

The Norwegian Helsinki Committee

<http://www.ngonorway.org>

<http://www.nhc.no/en>

The Icelandic Human Rights Centre

<http://www.humanrights.is/en>

Eligible activities

The range of activities eligible for support under the Fund is broad (considering it fulfils one of the programme areas and outcomes mentioned above), including any bilateral projects leading to strengthening bilateral relations, enhancing cooperation and improving mutual knowledge and understanding between **civil society organisations and other entities** in the Czech Republic and the donor states, provided that both the applicant and the partner(s) are actively involved in planning of the bilateral project and its implementation.

Examples of eligible activities that could be carried out under the Fund for Bilateral Relations include (as defined in Civil Society Bilateral Manual):

- matchmaking events
- development of donor partnership project applications
- technical cooperation and exchange of experts
- secondments and internships
- capacity building and short term training
- workshops and seminars on topics of common interest
- joint side events at international meetings
- joint participation in international network organisations
- study tours and visits
- data collection, reports, studies and publications
- campaigns, exhibitions and promotional material

Please, note, that this list is non-exhaustive. For further info check **Guide for Fund for Bilateral Relations** (hereafter referred to as Guide) and Civil Society Bilateral Manual, both available at programme website www.activecitizensfund.cz.

Each bilateral project and its activities must contribute to the **programme outcome Enhanced collaboration between beneficiary and donor state entities involved in the programme** through the fulfilment of at least one output and its indicators. The fulfilment of indicators supports the achievement of bilateral projects' aims.

Results framework

	Programme outcome/output	Bilateral indicator
Bilateral outcome	Enhanced collaboration between beneficiary and donor state entities involved in the programme.	Level of satisfaction with the partnership (disaggregated by State type)
		Level of trust between cooperating entities in Beneficiary States and Donor States (disaggregated by State type)
		Share of cooperating organisations that apply knowledge acquired from bilateral partnership (disaggregated by State type)
		Share of participants in bilateral initiatives funded by the ACF bilateral fund reporting improved knowledge/methods/approaches
Bilateral output	Partnerships between beneficiary and donor state entities supported	Number of projects involving cooperation with a donor project partner (disaggregated by Donor State)
		Number of training courses co-organised by donor state and beneficiary state entities
Bilateral output	Cooperation between beneficiary and donor state entities facilitated through the ACF bilateral fund	Number of bilateral cooperation initiatives funded by the ACF bilateral fund
		Number of individuals participating in bilateral activities funded by the ACF bilateral fund (disaggregated by Donor State, Beneficiary State)

Eligible applicant and partner

Eligible applicant is non-governmental organisation registered in the Czech Republic as: civic association, i.e. legal name in Czech: *obecně prospěšná společnost, spolek, ústav*, foundation and endowment fund, i.e. legal name in Czech: *nadace a nadační fondy*, 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, churches and religious society and organisation, i.e. legal name in Czech: *úcelové zařízení registrované církve a náboženské společnosti*.

They are eligible applicants 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.

Applicant is eligible when it is **an active** non-governmental non-profit organization registered **for at least 1 year** on the day of application submission.

Also, eligible applicant can be a **Donors' State entity in case of its non-commercial character**.

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.

Any entity, public or private, commercial or non-commercial and non-governmental organisations, established as a legal person in the Czech Republic or in the Donor States is considered **eligible partner**.

Neither a sole proprietorship nor a natural person is an eligible project applicant or partner.

Grant amount

The total sum of € 65,000 is available for the **bilateral projects** in the period from July 2019 to August 2023. The annual allocation is divided as follows:

2019	€ 15,000	2020	€ 15,000	2021	€ 15,000
2022	€ 15,000	2023	€ 5,000		

The minimum grant amount is € 1,000, maximum grant amount for one project application is € 4,000. The Fund covers 100 % of the eligible costs. Project promoters are not required to provide any co-financing for the projects.

The recommended **duration** of the bilateral project is 1 - 9 months.

The funding will be provided **ex-post**. The expenses of the project will be reimbursed in Euro, including the costs made in other currencies than Euro (the European Commission official rate (inforeuro) for the month when the invoices were incurred shall be used, which can be found at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

Projects **may not generate a profit**.

Eligible expenditures

Eligible expenditures are those actually incurred between the start and final date of bilateral project duration. No expenditures incurred before the approval of the grant application shall be eligible.

Types of eligible expenditure:

- travel and accommodation costs associated with study tours and organization and/or coorganization of workshops, conferences, meetings, visits, seminars, secondments and internships
- per-diem expenses/subsistence allowance
- expert fees
- costs of feasibility studies
- costs of preparation of analyses and documents
- interpretation and translation of working materials
- costs associated with promotional and informational activities for strengthening bilateral relations
- travel health insurance, cancellation insurance for flight/railway/bus ticket/s;
- cost of the audit report proving the eligibility of expenditures within the monitoring report. The audit report is an eligible tool supporting payment request of partner from the Donor states only
- other necessary expenses directly related to bilateral initiative (must be described in the application and approved)

For further details, please see Guide.

Submission of Grant applications and their assessment

Applications for bilateral projects may be submitted continuously from the date of the announcement of this Call until August 31, 2023 (or until its annual/total allocation is used).

Only those applications submitted in the prescribed format with all annexes and **in an electronic version will be evaluated:**

- a) in case of the Czech organisation applicant via **Grantys database**
<http://granty.nadaceosf.cz>
- b) in case of the Donor States applicant in word format **by e-mail** (see more below).

All grant applications must comply with the objectives and rules of Active Citizens Fund and the EEA and Norway Grants.

The number of bilateral projects granted to one applicant during the programme period **is capped at 2.**

Grant applications, including all mandatory annexes, shall be submitted at least **2 months before** the planned start date of the bilateral project. It is possible to submit an application for an earlier start; however, a written justification is needed for consideration of the request.

It is recommended to make a double check whether:

- an application is written in Czech in the Grantys database (in case of Czech organisation applicant) or is written in English in word document (in case of Donor States applicant);
- all mandatory items are filled in and a project budget is included;
- all requested annexes are attached via on-line Grantys system (in case of Czech organisation applicant) or sent by email (in case of Donor States applicants).

The assessment of the project has two steps. First, all the project must comply with administrative and eligibility criteria (see tables below). Second, each project application that meets the administrative and eligibility criteria is scored on the basis of evaluation criteria (also see the table below) by one impartial **evaluator** who shall score each application and prepare recommendations for the selection committee as to whether the particular bilateral project should be supported, supported on certain conditions or rejected.

The internal **selection committee** is summoned by the OSF Prague on as-needed basis so that the applicant can be notified of the result **within two months** of submitting the application.

The coordinator is responsible to notify the applicants of the selection committee's decision within 5 working days of the voting, but no later than 2 months from the submission of the application the latest.

Once the funds available under this Call are allocated, no more applications shall be assessed within this Call.

Further information and contact

Detailed information, procedures and requirements are described in the **Guide**. Also, the complaint mechanism is included in the section 8.4. of the Guide All applicants have the possibility to address the complaint committee with their inquiries within 15 working days from the moment the case occurs.

We encourage all applicants to review the updated version of this document before starting the application itself! Valuable information on bilateral cooperation can be found also in Civil Society Bilateral Manual. For the documents, see www.activecitizensfund.cz.

Based on the assessment of the implementation of the Fund and after mutual agreement with the donors, conditions of the Call may be revised. Information on each revision will be always published at www.activecitizensfund.cz.

For further information, it is also possible to address:

Jitka Štefková

Bilateral and Regional Fund coordinator

jitka.stefkova@osf.cz

+420 226 227 706

Replies will be sent by e-mail within 10 days.

Checklist for Grant application submission

Before the submission of the grant application please check that:	yes/no
All obligatory questions of the application are answered	
Project budget is filled in	
All annexes are uploaded <ul style="list-style-type: none"> - Document of the applicant's registration (in .pdf format); - Document of all financial partners' registration (in .pdf format); - Partnership documents (such as e-mail correspondence, a partnership statement or other means to prove partner's intent to participate at the project in .doc/.pdf format. Not necessarily partnership agreement); - Plan for bilateral indicators. 	
The application complies with all administrative criteria	
The application complies with all eligibility criteria	

Administrative criteria

In case of not more than three administrative failures applicants will be asked to correct their mistakes (correct fields in the application, fill in missing data in the application or add obligatory attachments).

Administrative criteria	yes/no
Application is submitted electronically in Czech / English language	
Application (project budget included) was submitted before the deadline	
All annexes are submitted (for the applicant as well as all financial partners):	
a. Document of the applicants registration (in *.pdf format)	
b. Document of all financial partners registration (in *.pdf format)	
c. Partnership documents (such as e-mail correspondence, a partnership statement, call or invitation for bilateral event or other means to prove partner's intent to participate at the project in .doc/.pdf format. Not necessarily a partnership agreement.)	
d. Plan for bilateral indicators	

Eligibility criteria

The applicant is not allowed to correct eligibility criteria, even one mistake leads to an automatic elimination from further evaluation.

Eligibility criteria	yes/no
Applicant is eligible (see section Eligible Applicant above)	
Financial partner(s) are eligible	
The amount of required grant respects the limits set in the call for proposals	
Project duration respects the duration set in the call for proposals	
Proposed activities are eligible (in accordance with the call for proposals)	
Applicant has not been so far granted support for 2 projects under the Fund for Bilateral Relations within the Active Citizens Fund programme	

Evaluation criteria

Evaluation criteria	
1. The project outcomes: project content corresponds to the call / Fund objectives, project aims are clearly formulated and achievable	30
2. The methodology: activities are sufficiently described and in accordance with outcome(s) of the project, the chosen indicators are realistic and correspond to the outcome(s) and activities of the project, the communication plan is set up in accordance with the programme rules	25
3. Project budget: the budget is clear and comprehensible; the budget is economic and effective as a whole, costs are eligible	10
4. Bilateral project sustainability and applicant's and partner's experience and expert guarantee of the project: the follow-up of bilateral activities is planned and activities fulfils bilateral aspect, proposed activities are with accordance of the Fund and applicant/partner organization's focus	35
Total	100

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