

Open Society Fund Prague

on behalf of a 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

Iceland 
Liechtenstein 
Norway  **Active
citizens fund**

| Nadace OSF


VÝBOR DOBRÉ VŮLE
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SKAUTSKÝ
INSTITUT

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.

These bilateral grants in amount of **€ 1,000–4,000** will be distributed across all five programme areas of the Active Citizens Fund. Supported projects in this call with duration of 1 to 12 months are supposed to strengthen bilateral relations between the Donor States (Norway, Iceland, and Liechtenstein) and the Czech Republic. Project applicants shall be Czech/Norwegian/Icelandic/Liechtenstein non-governmental organisations registered at least one year prior the submission of the application. The total available indicative budget for awarding grants for bilateral projects under this call is **€ 65,000**.

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).

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 Fund for Bilateral Relations* (hereafter referred to as the Guide), which 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

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 www.eeagrants.cz or www.eeagrants.org.

2. 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 Bilateral 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 Bilateral 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 total budget available for activities under the Bilateral Fund is € 150,000. One part in the amount of € 65,000 will be set for bilateral projects (see below). The remaining part will cover further bilateral initiatives as study trips, Donor States' experts or networking events supporting programme areas. These events will be organised directly by consortium of the programme and all information will be available on the programme website.

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 (<http://www.ngonorway.org>, <http://www.nhc.no/en/>) and **the Icelandic Human Rights Centre** (<http://www.humanrights.is/en>) shall facilitate contacts and cooperation initiatives between Czech CSOs and Donor States entities.

3. Eligible Activities

The range of activities eligible for support under the Bilateral 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.

Eligible activities aim to support bilateral relations between the Czech Republic and the Donor States within the programme areas of the Active Citizens Fund.

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 and Civil Society Bilateral Manual, both available at programme website www.activecitizensfund.cz.

The cooperation with partners from Donor States can be proved by e-mails and other documents that will confirm the bilateral character of the project (the programme of the conference, etc.). It is not necessary to submit the letter of intent or sign the partnership agreement.

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	Project must fulfil:
Bilateral outcome Enhanced collaboration between beneficiary and donor state entities involved in the programme.	Share of participants in bilateral initiatives funded by the ACF bilateral fund reporting improved knowledge/methods/approaches	indicator at bilateral outcome level
	Level of satisfaction with the partnership (disaggregated by State type)	<i>(the applicant does not submit the three indicators through application form, they will be gathered only during the monitoring process)</i>
	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)	
Bilateral output 1 Partnerships between beneficiary and donor state entities supported	Number of training courses co-organised by donor state and beneficiary state entities	only if relevant
Bilateral output 2 Cooperation between beneficiary and donor state entities facilitated through the ACF bilateral fund	Number of individuals participating in bilateral activities funded by the ACF bilateral fund (disaggregated by Donor State, Beneficiary State)	indicator at bilateral output level

4. Eligible Applicant and Partner

Eligible Applicant:

- It is a non-governmental organisation registered 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;
- It is a Donors' State entity in case of its non-commercial character;
- It is registered legal entity at least one year prior the submission of the application.

Neither a sole proprietorship 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.

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** or in the Donor States (**Norway, Liechtenstein, Iceland**).

5. Grant Amount and Financial Rules

Grant Amount

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

Year	Annual allocation (in €)
2019	15 000
2020	15 000
2021	15 000
2022	15 000
2023	5 000

The minimum grant amount for one project application is € 1,000, maximum grant amount is € 4,000. The Bilateral 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 maximum length of the project is 12 months.

Grant Conditions

The grant will be paid in €. The funding will be provided **ex-post**.

For application submission, it is recommended to use the average monthly exchange rate of the ČNB (Czech National Bank).

The expenses of the project will be reimbursed in €, including the costs made in other currencies than €. The average monthly exchange rate of the ČNB (Czech National Bank) has to be used for project expenditure.

Exchange losses debit to project promoter.

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 or start of the project implementation 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 the Guide.

6. Submission of Application and its Evaluation

Submission of Application

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:

- in case of the Czech organisation applicant via **Grantys database** at granty.nadaceosf.cz
- 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 the Active Citizens Fund and the EEA and Norway Grants.

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.

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

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).

Evaluation of the Application

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 of the selection committee.

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

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

7. Further Information and Contact

Detailed information, procedures and requirements are described in the **Guide for Fund for Bilateral Relations**. Valuable information on bilateral cooperation can be found also in Civil Society Bilateral Manual. For the documents, see www.activecitizensfund.cz. For further information, it is also possible to address:

Consultation

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.

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. See more at www.activecitizensfund.cz.

8. Checklist for Grant Application Submission on Bilateral Projects

Before the submission of the grant application please check that:	yes/no
All obligatory questions of the application are answered.	
All annexes are filled in and uploaded → Plan for bilateral indicators; → Project budget (only in case of applicants from donor's states).	
The project budget complies with the requirements of the call: → the required grant amount is in range of minimum € 1,000 and maximum € 4,000; → all the expenditures are eligible.	
The application complies with all administrative criteria (see a table below).	
The application/applicant/partner complies with all eligibility criteria (see a table below).	

Administrative criteria		yes/no
→ 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).		
1.	The application is submitted electronically in Czech language in Grantys system (applicants from the Czech Republic) or sent by e-mail in English language in word format (applicants from the donor's countries).	
2.	The application is submitted before the call is closed.	
3.	The project budget is filled in the application template in Grantys system (applicants from the Czech Republic) or sent by e-mail in English language as an annex in excel format (applicants from the donor's countries).	
4.	All obligatory questions of the application are answered.	
5.	The Plan for bilateral indicators is uploaded in Grantys system (applicants from the Czech Republic) or sent by e-mail in English language as an annex in excel format (applicants from the donor's countries).	
6.	The document of the applicant's registration (in *.pdf format) is uploaded in Grantys system as the scan of the original (applicants from the Czech Republic) or sent by e-mail as an annex (applicants from the donor's countries).	
7.	The document of the partner's registration (in *.pdf format) is uploaded in Grantys system as the scan of the original (applicants from the Czech Republic) or sent by e-mail as an annex (applicants from the donor's countries).	
8.	Documents proving the bilateral character of the project (the programme of the conference, e-mails, partnership declaration, etc.) are uploaded in Grantys system in word or PDF formats (applicants from the Czech Republic) or sent by e-mail as an annex (applicants from the donor's countries).	

Eligibility criteria		yes/no
→ 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).		
→ The applicant is not allowed to correct eligibility criteria, even one mistake leads to an automatic elimination from further evaluation.		
1.	The applicant is eligible (see the section Eligible Applicant and Partner above).	
2.	The financial partner(s) is (are) eligible (see the section Eligible Applicant and Partner above).	
3.	The required grant amount respects the limits set in the call for proposals (i.e. minimum € 1,000 and maximum € 4,000).	
4.	The project duration respects the duration set in the call for proposals (i.e. minimum 1 month and maximum 12 months).	
5.	The applicant fulfils the condition that one organization can be granted the support for maximum 2 projects under the Fund for Bilateral Relations within the Active Citizens Fund programme (i.e. the applicant has not been so far granted the support for 2 projects under the Bilateral Fund of the Active Citizens Fund programme).	

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