

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

the open interim call for proposals on **action grants**

with the focus on



# **Citizen participation**

## **Advocacy and watchdog activities**

### **Vulnerable groups empowered**

Call#4

[www.activecitizensfund.cz/en/](http://www.activecitizensfund.cz/en/)  
EEA and Norway Grants 2014–2021

Iceland   
Liechtenstein   
Norway  **Active**  
**citizens fund**

| Nadace OSF

  
VÝBOR DOBRÉ VŮLE  
Nadace Olgy Havlové

  
SKAUTSKÝ  
INSTITUT

**Are you an active  
Czech NGO with  
at least 1 year-long  
experience?**



**Are you active at the  
local level, do you focus  
on local problems?**

**In your activities, do you focus on  
citizen participation, strengthening  
civil society advocacy and  
watchdog role to clarify the  
decisions of the local council or  
vulnerable groups empowerment?**



**Do you need to react  
quickly to some issue  
in your surroundings  
and realize a one-off  
initiative?**



**Is it enough for your  
project implementation  
approximately  
€ 1,000–3,000?**

**Can you design  
a meaningful project  
until the interim  
quarterly call closure?**



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

On December 15, 2020 the Open Society Fund Prague (hereafter referred to as OSF Prague) and Committee of Good Will – Olga Havel Foundation (hereafter referred to as VDV) on behalf of a consortium of the **Active Citizens Fund announces the open interim call for proposals on action grants** for local initiatives or one-off local events that trying to start events in their community or that further develop existing civic activities and cooperation at the local level.

The call for proposals is intended for **locally operating organizations** that have the motivation to change the local environment. At the same time, it targets **less experienced organizations** that have the desire and energy to gain new experience in preparing grant applications and therefore strengthen their own capacity. Experience with grant application is not a condition, the deciding factor is a local scope of activity. A simple questionnaire is used for the evaluation whether the organization is a suitable applicant (see Annex 2 at the end of this call for proposal).

Application submission is allowed on condition that **the applicant is registered for at least one year as a non-profit organization in the Czech Republic.**

The aim of the action grants is to support projects which are to solve **current needs and challenges** at the local level and at the same time focus on:

- Active citizenship, i.e. citizen's engagement in planning and public policy decision making at the municipal level and civil society activities
- **Advocacy and watchdog activities**, i.e. executive branch monitoring, public interest defence through advocacy work and lobbying, corruption mitigation
- **Vulnerable groups empowerment**, i.e. increased engagement of vulnerable groups into public policy decision making and greater public knowledge of the needs of these groups

**These action grants** in the amount of **€ 1,000–3,000** will be divided into **projects lasting 1–12 months.**

The total available indicative budget for awarding grants for action projects under this call is **€ 202,000**, the allocations for each year are set out below.

**The deadline for submitting grant applications** is continuous, all applications submitted **by the end of the given quarter** (i.e. submitted until 23:59 on March 31 / June 30/ September 30 / December 31 of the given year) are always evaluated, resp. **until the allocation for the given year is used up.** The first deadline for accepting grant applications is **March 31, 2021**, the last one is **June 30, 2023.**

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

The Guide for Applicants (hereafter referred to as the Guide) contains detailed information regarding the application process. We encourage all applicants to review this document before starting the application itself! The Guide (available in Czech only) can be downloaded at [www.activecitizensfund.cz](http://www.activecitizensfund.cz). (For FMO only: A brief summary of the application preparation is available as a one-page template in Czech.)

# 1. Active Citizens Fund

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

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

## The Programme Strategy

- To increase capacity and cooperation within the civil society sector;
- To increase the number of partnerships between the civil society sector and public/private sector entities and the ability of the civil society sector to approach inactive or marginalized groups;
- To strengthen civil society advocacy and watchdog role and to increase the participation of citizens in civic activities such as public policy-making and its enforcement;
- To address the 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 (e.g. disadvantaged families with children, the LGBTI community, single parents and the elderly at risk of poverty, people with disabilities, migrants or other groups facing discrimination in education, housing, health care, at the labor market, etc.);
- To increase youth participation in civic life.

## Programme Outcomes

Citizen participation (outcome 1)

Advocacy and watchdog activities (outcome 2)

Vulnerable groups empowerment (outcome 3)

Civic education and media literacy (outcome 4)

Increased capacity and sustainability of civil society organisations (outcome 5)

The Active Citizens Fund is implemented within the EEA and Norway Grants 2014-2021 and has a total budget of € 15 million. 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.org](http://www.eeagrants.org) or [www.eeagrants.cz](http://www.eeagrants.cz).

## 2. Focus of the Call

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The aim of the action grants is to support projects which are **to solve current needs, challenges and events at the local level.**

The aim is to support one-off local/community initiatives and events, networking within regions and linking local organizations with active individuals or informal groups. Supported initiatives must have a knowledge of the local environment, have an impact on the local community and the potential for further development. Supported projects may just try to start events in their community, or further and meaningfully develop the existing activities of the applicant aimed at the active citizens engagement.

The initiative/event can be realized **in one of the following programme outcome** (see more detailed information below):

→ **Citizen participation (outcome 1):**

- We will support specific civic activities at a local level – public planning meetings, professional consultations, legal services and consultations for citizens, elaboration of expert opinions and analyzes to defend the public interest in the community, information campaigns on current cases, petitions, organization of local referendums, etc.
- We will support greater engagement of volunteers and volunteering activities at a local level.

→ **Advocacy and watchdog activities (outcome 2)**

- We will support organizations that monitor the decision-making of the council in their municipality or city and ensure it defends public interest of the local community, points out non-transparent and untrustworthy activities of politicians and public institutions, comments and submits data relevant on local policies / regulations / notices, etc.

→ **Vulnerable groups empowerment (outcome 3)**

- We will support projects that strengthen vulnerable groups participation in decision-making process at the local level, the competence of their members in advocacy work, focus on commenting on local policies/regulations/notices in terms of their needs, increase awareness of their needs among young people, representatives of the local municipality/city and local companies and employers, etc.

### Call priorities:

- **Projects implemented by organizations registered in under-served regions** (the Karlovy Vary, Ústecký or Moravskoslezský Region), will receive extra points (see more details in chapter 5).
- **Support for smaller or less experienced non-profit organizations** that operate at the local level and have the potential to develop the capacity of the civil society sector in the local area (see more in chapter 3 and 5 of the call for proposals)

### Programme Outcomes

Every project must fulfil the one **programme outcome and at least one of its predefined outputs and indicator/s.**

Each outcome has predefined specific outputs and indicator/s (see the results frameworks below), which has to be quantified in the project application.

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

(Complete Results framework of the programme can be found in the Guide or on the [programme website](#).)

## Citizen Participation

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### **(Supported projects fulfill the outcome 1: Increased citizen participation in civic activities)**

We are a part of what is happening around us. We influence the public life and participate in it – and it is our right to do so. We constitute civil society. We are a part of decision-making on how good our lives will be, what kind of conditions we will have, what needs to be changed and how to improve relations where we live as well as the public space. It is needed to engage people in public policy decision making intensively and to cooperate with public decision making bodies. It is necessary to educate politicians, public decision making bodies and civil society organisations in citizens participation methods and tools. Volunteering and active interest in civic life need to be strengthened. It is necessary to share experience, discuss and explain the importance and meaning of the civic engagement.

We assume that activities under action grants will most often (not exclusively) lead to the fulfillment of the indicators of outputs 1.1 and 1.2. The examples of activities in the Results framework below serve only as an inspiration, their list cannot be complete with regard to the specifics of the community and it's working or common practice, but also to the number and creativity of possible solutions for citizen engagement at the local level.

## Advocacy And Watchdog Activities

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### **(Supported projects fulfill the outcome 2: Strengthened civil society advocacy and watchdog role)**

Civil society is facing a crisis of political parties as well as attacks on democratic values. We often witness a minimal interest in citizens' needs in the political sphere as well as in the governance. It is necessary to defend public interest and show dissatisfaction with non-transparent and untrustworthy governance to the executive branch of the government. It is vital to support watchdog activities and give feedback to the executive power and their governance. To be able to pursue the watchdog role, it is essential to strengthen monitoring of politicians and public institutions decision-making processes on every level of the governance. Civil society organizations need to proceed together to defend public interest, share good practice and to support effective exercise of human rights.

At the same time, there is a need to persuade and create legitimate pressure on politicians, officials, but also companies and the public to make specific decisions, such as adopting legislation or adjustment of established practices and attitudes. In other words, to continuously strengthen advocacy work with the aim to offer and enforce specific solutions and reasons why adjustment should happen, whether at the local, regional, national and international level.

We assume that activities under action grants will most often (not exclusively) lead to the fulfillment of the indicators of outputs 2.1 and 2.3. The examples of activities in the Results framework below serve only as an inspiration, their list cannot be complete with regard to the specifics of the community and it's working or common practice, but also to the number and creativity of possible solutions for monitoring good governance.

## Vulnerable Groups Empowerment

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### **(Supported projects fulfill the outcome 3: Vulnerable groups empowerment)**

Members of vulnerable groups are often on the edge of mainstream society. Those people are more likely to become a target of hate speech and are often excluded from discussions about their own needs. Vulnerable groups include mainly minority ethnicities, refugees, migrants, LGBTI people, socially and culturally excluded groups, people with lower education or income, poor families or people with disabilities. To be able to improve their situation, it is crucial to empower them to communicate the needs of their communities and advocate for their rights. Vulnerable groups need to be engaged in the process of their own empowerment and their ability to exercise their rights needs to be strengthened. Focus should be put into increasing awareness of their needs, including them into mainstream society, sharing good practices and including vulnerable communities when designing long term solutions.

## Results framework (outcome 1)

| Programme outcome  | Indicators   | Project must fulfil:   |
|--|--|--|
| <b>Programme objective</b><br><b>Civil society and active citizenship strengthened and vulnerable groups empowered</b>                               | <b>Number of people engaged in civil society organisation activities*</b><br><i>(Engagement of people in project activities assumes to show at least a minimal interest (active input or action of a particular person / group of people), which can be somehow evidenced or recorded. E.g. it can be participation in a discussion, workshop, signature of a petition, statement on a draft decree etc. On the contrary, the recipients of the email or leaflet (as a passive recipient of information), nor the applicant's employees, cannot be perceived and therefore not counted as people actively involved in the project activities.)</i> | programme indicator  |
| <b>Outcome 1</b><br>Increased citizen participation in civic activities  | V1.1 Number of people participating in consultations with a public decision-making body<br>V1.2 Number of people with increased awareness on citizen participation, democratic principles and values   | at least one indicator of this outcome   |
| <b>Outputs</b>   | <b>Activity examples</b><br>(the list is non-exhaustive)   | <b>Indicators</b>  |
| Output 1.1<br>Citizens involved in public policy decision-making at national and local levels <i>(the local level is relevant for action grants)</i> | <ul style="list-style-type: none"> <li>→ public debates</li> <li>→ public planning meetings, or other ways of public engagement in decision-making processes</li> <li>→ elaboration of expert opinions and analyzes</li> <li>→ consultations and mentoring for citizens</li> <li>→ petitions, organization of local referendums</li> <li>→ engagement of volunteers and volunteering activities</li> <li>→ ...</li> </ul>  | 1.1.1 Number of CSOs consulting citizens in public policy decision making*<br><br>1.1.2 Number of CSOs systematically working in partnership with public institutions*                                       |
| Output 1.2<br>Citizens mobilised to be engaged in civil society activities   | <ul style="list-style-type: none"> <li>→ community mapping, participatory planning</li> <li>→ public debates</li> <li>→ information campaigns on current cases</li> <li>→ legal services and representation in litigation</li> <li>→ public planning meetings</li> <li>→ consultations and mentoring for citizens</li> <li>→ civic activities</li> <li>→ engagement of volunteers and volunteering activities</li> <li>→ ...</li> </ul>  | 1.2.1 Number of CSOs engaging citizens in community or civil society activities*<br><br>1.2.2 Number of new events and initiatives engaging citizens in community or civil society activities*               |
| Output 1.3<br>Citizens and decision makers trained in citizen participation  | <ul style="list-style-type: none"> <li>→ educational courses and trainings / webinars</li> <li>→ educational and teaching materials</li> <li>→ meetings and discussions for sharing good practice</li> <li>→ ...</li> </ul> (all for citizens or local representatives, in the area of civic participation)  | 1.3.1 Number of public decision makers trained in citizen participation, democratic principles and values<br><br>1.3.2 Number of citizens trained in citizen participation, democratic principles and values |

**Project example:**

The local association decides to initiate the adjustment of a public space, which has been unused in their municipality for a long time. The association will first conduct a short survey among citizens about the purpose for which they would like to use the space. Subsequently, it assigns the elaboration of an expert study for the 3 most common proposals for the use of space and at the same time consults them with representatives of other organizations with similar activities. The results of the study will be presented to the citizens of the municipality at a public meeting, to which representatives of the municipality are also invited. The discussion conclusions will serve the municipal council as a basis for decision-making, project preparation and inclusion of the implementation costs of the public space adjustment in the municipal budget.

**Results framework completion****→ Projects must fulfil one programme outcome and at least one of its predefined output and indicator/s.**

- project fulfills the programme outcome 1. Increased citizen participation in civic activities
- project fulfills the indicator V1.1. Number of people participating in consultations with a public decision-making body at the level of programme outcome 1 – the value given by the applicant is the number of people who took part in the survey (23 responses) and citizens who participated in the public meeting (42 participants) – i.e. 65

**→ Each outcome has predefined specific outputs and indicators, which has to be quantified in the project application.**

- project fulfills output 1.1. Citizens involved in public policy decision-making at national and local levels
- project fulfills the indicator V1.1.1. Number of CSOs consulting citizens in public policy decision making at the level of the output 1.1 – the value given by the applicant is “1”, i.e. itself as an organization that meets the indicator; possibly fulfills indicator 1.1.2. Number of CSOs systematically working in partnership with public institutions, if it proves the long-term cooperation with the local council on the implementation of similar activities

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

- the value given by the applicant is the number of people who took part in the survey (23 answers), citizens who attended the public meeting (42 participants), representatives who attended the public meeting (3 representatives) and representatives (consultants) of other organizations with similar activities (2 people) – i.e. 70.

\*If the applicant chooses this indicator, it shall state the value “1” in the Results framework – i.e. it shall report itself as the organization fulfilling the indicator. (The program monitors the number of organizations engaged in this output.)



## Results framework (outcome 2)

| Programme outcome  | Indicators  | Project must fulfil:  |
|--|---|---|
| <b>Programme objective</b><br><b>Civil society and active citizenship strengthened and vulnerable groups empowered</b> | <b>Number of people engaged in civil society organisation activities</b><br><i>(Engagement of people in project activities assumes to show at least a minimal interest (active input or action of a particular person / group of people), which can be somehow evidenced or recorded. E.g. it can be participation in a discussion, workshop, signature of a petition, statement on a draft decree etc. On the contrary, the recipients of the email or leaflet (as a passive recipient of information), nor the applicant's employees, cannot be perceived and therefore not counted as people actively involved in the project activities.)</i> | programme indicator   |
| <b>Outcome 2</b><br>Strengthened civil society advocacy and watchdog role  | V2.1 Number of local policies and regulations influenced by CSO input<br><i>(particularly relevant for action grants)</i>   | at least one indicator of this outcome  |
|  | V2.2 Number of national policies and laws influenced by CSO input<br><i>(particularly relevant for action grants)</i>   |   |
|  | V2.3 Number of supported CSOs using evidence/research to support their advocacy and policy work   |   |
|  | V2.4 Number of public institutions newly engaged in dialogue with CSO<br><i>(particularly relevant for action grants)</i>   |   |
| <b>Outputs</b>   | <b>Activity examples</b><br>(the list is non-exhaustive)  | <b>Indicators</b>   |
| Output 2.1<br>CSOs monitor the transparency and accountability of public institutions                                  | <ul style="list-style-type: none"> <li>→ monitoring activities/decisions/resolutions of the local government</li> <li>→ commenting on local policies/regulations/notices</li> <li>→ advocacy activities at the local level</li> <li>→ legal services and representation in litigation</li> <li>→ investigative journalism</li> <li>→ ...</li> </ul>   | 2.1.1 Number of CSOs engaged in monitoring public institutions*<br><br>2.1.2 Number of legal actions on transparency and good governance filed/lodged by CSOs |
| Output 2.2<br>Support to CSOs to carry out research, expert analysis and secondary data analysis                       | <ul style="list-style-type: none"> <li>→ elaboration of assessments, analyzes or opinions of citizens</li> <li>→ elaboration of data research and secondary data analysis to support input for local government activities</li> <li>→ ...</li> </ul>  | 2.2.1 Number of CSOs supported to conduct research reinforcing their advocacy work*   |
| Output 2.3<br>Advocacy campaigns conducted   | <ul style="list-style-type: none"> <li>→ preparation of a strategy/plan for an advocacy campaign at the local level</li> <li>→ public events/happenings</li> <li>→ information exhibitions/leaflets/publications</li> <li>→ meeting with representatives</li> <li>→ ...</li> </ul>  | 2.3.1 Number of advocacy campaigns carried out<br><br>2.3.2 Number of CSOs engaged in advocacy*   |
| Output 2.4<br>Implementation of international human rights standards promoted  | <ul style="list-style-type: none"> <li>→ monitoring of human rights violations and discrimination filed/lodged at the local level</li> <li>→ legal services and representation in litigation</li> <li>→ investigative journalism</li> <li>→ ...</li> </ul>  | 2.4.1 Number of cases of human rights violations and discrimination filed/lodged<br><br>2.4.2 Number of strategic litigation cases supported                  |

An example of a project and how to proceed in filling in the results framework is given above in outcome 1

\*If the applicant chooses this indicator, it shall state the value "1" in the Results framework – i.e. it shall report itself as the organization fulfilling the indicator. (The program monitors the number of organizations engaged in this output.)

The examples of activities in the Results framework below serve only as an inspiration, their list cannot be complete with regard to the specifics of the community, working or common practice, but also to the number and creativity of possible solutions for involving members of vulnerable groups at the local level.

## Results framework (outcome 3)

| Programme outcome   | Indicators  | Project must fulfil:  |   |
|---|---|---|---|
| <b>Programme objective</b><br><b>Civil society and active citizenship strengthened and vulnerable groups empowered</b>  | <b>Number of people engaged in civil society organisation activities</b><br><i>(Engagement of people in project activities assumes to show at least a minimal interest (active input or action of a particular person / group of people), which can be somehow evidenced or recorded. E.g. it can be participation in a discussion, workshop, signature of a petition, statement on a draft decree etc. On the contrary, the recipients of the email or leaflet (as a passive recipient of information), nor the applicant's employees, cannot be perceived and therefore not counted as people actively involved in the project activities.)</i>   | <i>programme indicator</i>  |   |
| <b>Outcome 3</b><br>Vulnerable groups empowered   | V3.1 Number of public/private sector entities with improved strategies for vulnerable groups  | <i>at least one indicator of this outcome</i>   |   |
|   | V3.2 Number of vulnerable individuals reached by empowerment measures   |   |   |
| <b>Outputs</b>  | <b>Activity examples</b><br>(the list is non-exhaustive)  | <b>Indicators</b>   |   |
| Output 3.1<br>Members of vulnerable groups mobilised to advocate for their needs/the needs of their communities         | <ul style="list-style-type: none"> <li>→ advocacy training of vulnerable group representatives advocacy activities at the local level led by members of vulnerable groups</li> <li>→ local advocacy campaigns promoting rights and engagement of vulnerable groups in public policy decision-making led by members of vulnerable groups</li> <li>→ ...</li> </ul>   | 3.1.1 Number of vulnerable individuals trained in advocacy  | <i>at least one indicator of this outcome</i> |
| Output 3.2<br>Innovative (new or improved) methods and approaches addressing the needs of vulnerable groups implemented | <ul style="list-style-type: none"> <li>→ new or updated methodologies and procedures based on the good practice sharing</li> <li>→ advocacy and watchdog activities at the local level (promoting innovative approaches to address the needs of vulnerable groups)</li> <li>→ pilot activities introducing innovative methods addressing to the needs of vulnerable groups</li> <li>→ feasibility test</li> <li>→ ...</li> </ul>  | 3.2.1 Number of innovative methods developed to address the needs of vulnerable groups  |   |
| Output 3.3<br>CSOs promote inclusion and awareness of vulnerable groups at local level                                  | <ul style="list-style-type: none"> <li>→ local education and promotion of awareness-raising activities to raise awareness of vulnerable groups</li> <li>→ meetings and round tables with public institutions and/or employers</li> <li>→ elaboration of expert opinions and analyzes or commenting on local policies/regulations/ ordinances in terms of their needs</li> <li>→ local advocacy campaigns promoting rights and engagement of vulnerable groups in public policy decision-making</li> <li>→ consultations and mentoring for citizens</li> <li>→ establishing cooperation at the local level in order to promote new tools improving empowerment measures toward vulnerable groups</li> <li>→ ...</li> </ul> | 3.3.1 Number of partnerships between CSOs and public institutions and/or employers focused on improving empowerment measures toward vulnerable groups<br><br>3.3.2 Number of CSOs systematically gathering opinions and needs of vulnerable groups* |   |

|  |   |   |  |
|--|---|---|--|
| <p>Output 3.4<br/>Research on the current situation, needs, solutions, good practices in relation to vulnerable groups conducted</p> | <ul style="list-style-type: none"> <li>→ elaboration of data research and analysis of available data to support measures for vulnerable groups</li> <li>→ local monitoring of vulnerable groups' rights violations and discrimination</li> <li>→ local mapping of the position and needs of a vulnerable group in order to find suitable solutions to improve this position</li> <li>→ ...</li> </ul> | <p>3.4.1 Number of CSOs conducting research, analysis and data collection with the aim to improve their support to vulnerable groups*</p> | <p><i>at least one indicator of this outcome</i></p> |
|--|---|---|--|

*An example of a project and how to proceed in filling in the results framework is given above in outcome 1.*

*\*If the applicant chooses this indicator, it shall state the value "1" in the Results framework – i.e. it shall report itself as the organization fulfilling the indicator. (The program monitors the number of organizations engaged in this output.*

# 3. Eligible Applicant

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Action grants are intended particularly for **smaller or less-experienced local non-profit (civic) organizations**. These organizations are usually characterized by a minimum number of employees, carrying out their activities with support from people from the local community, volunteers or informal groups of stakeholders. Experience in applying for a grant is not a condition. To verify the eligibility of the applicant on the basis of self-reflection in this regard, a simple questionnaire is used, see the section D of the grant application (for the content of the questionnaire, see Annex 2, at the end of this call).

Cooperation with other parties at the local level is highly welcomed, only non-financial partnerships can be concluded within the framework of action grants.

The applicant operates in at least one of the (thematic) programme areas:

- **Active citizenship**, i.e. actively participates in the public life and decision making
- **Human rights**, i.e. promotes respecting of human rights
- **Social justice**, i.e. supports and engages vulnerable groups in the process of their own empowerment and their ability to exercise their rights
- **Gender equality**, i.e. promotes equal opportunities for women and men
- **Environment**, i.e. is involved in climate protection

## Eligible Applicant:

1. It is a **non-governmental non-profit organization**, which is a registered legal entity in the Czech Republic defined by the Czech law as: **civic association** (i.e. legal name in Czech: spolek, ústav, obecně prospěšná společnost), **foundation and endowment fund** (i.e. legal name in Czech: nadace a nadační fond) or **organization department of church and religious society** (i.e. legal name in Czech: účelové zařízení registrované církve a náboženské společnosti) on the condition, that the proposed and funded project activities do not promote a religious doctrine, mission or proselytism related to the beliefs of a particular faith; possibly **interest association of legal persons** (i.e. legal name in Czech: zájmová sdružení právnických osob); if all members of the association are non-governmental non-profit organizations and individually fulfil the eligibility criteria;
2. It is a registered legal entity **at least one year prior to the submission deadline of the application**;
3. It is a local **less-experienced non-profit (civic) organization**, ie. which, on the basis of its own self-reflection, answers at least 4 questions of the questionnaire „yes“ (see the section D of the grant application).

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

Neither a sole proprietorship (in Czech “OSVČ”) nor a natural person is an eligible project applicant or a 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 for project activities.

## Project Cooperation

If it is useful and beneficial for the project, applicants may invite other cooperating entities (or partners) to the project implementation or its part. They can participate in the project implementation in the form of consultations, professional guarantees, sharing experience in problem solving in the related area etc. In projects supported by action grants only partnership **without a financial contribution** can be concluded, where the partner receives **no financial contribution** for participation in the project.

Projects under Active Citizens Fund Programme are encouraged to seek partners from the Donor States – **Norway, Liechtenstein, Iceland**. Contact organizations in the donor states are instrumental in facilitating mutual contact and cooperation. For Norwegian partner searching, also the partner database may be used. Links to such organizations are present on the website of the programme in the [Fund for Bilateral Relations](#) sections.

Applicants as well as cooperating entities (or partners) **must respect** the principles of human dignity, liberty, human rights, rights of minorities, equality, democratic values and the rule of law.

## 4. Grant Terms And Conditions

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### Length of the Project

Supported projects in this call last from **1 month to 1 year** (1 month is the minimum duration and 12 months is the maximum).  
The implementation of the supported project must be completed no later than **April 30, 2024**.

### The Amount of the Financial Support

The financial support of each **action project** is the amount of **€ 1,000–3,000**.

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

| Programme outcomes   | Total allocation<br>(in EUR) | Annual allocations for 2021, 2022 and 2023<br>(in EUR)       |
|--|------------------------------|--|
| outcome 1: Increased citizen participation in civic activities   | <b>€ 69,000</b>              | <b>€ 27,600</b><br>(precisely <b>€ 13,800</b> for year 2023) |
| outcome 2: Strengthened civil society advocacy and watchdog role | <b>€ 63,000</b>              | <b>€ 25,200</b><br>(precisely <b>€ 12,600</b> for year 2023) |
| outcome 3: Vulnerable groups empowered                           | <b>€ 70,000</b>              | <b>€ 28,000</b><br>(precisely <b>€ 14,000</b> for year 2023) |

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

If the applicant for an action grant is already supported by a strategic or mid-sized grant exceeding the limit of with an amount higher than € 125,000 per organization (total support as an applicant and/or project partner), the application for action grant will be excluded from further evaluation within the formal control.

If the applicant for an action grant is supported by a strategic or mid-sized grant and has not yet reached the limit of € 125,000 per organization (total support as an applicant and/or project partner), it may apply for an action grant only up to the remaining limit. (For example, an organization has already received a grant of € 123,500 – then it can only apply for an action grant of up to € 1,500)

## Grant Conditions

The project grant is up to 100% of the eligible expenditure. The project promoter is not obliged to provide co-financing for the project.

**Indirect costs:** Project promoter may apply a flat rate of up to 15 % of direct eligible **staff costs of the project in budget chapter 1 Personal costs of the approved budget**. to cover necessary costs related to the realization of the project which are not directly linked to any activity of the project. This % is calculated by the beneficiary on the basis of the final budget in CZK and entered in the budget in the Grantys system. Budget Chapter 2 Volunteering is not relevant for action grants.

**Exchange rate:** The grant will be paid **in Euro**. Most recent monthly average exchange rate of the Czech National Bank (see [here](#)) is recommended to be used for grant amount conversion in application submission.

## Eligible Expenditures

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

The eligible expenditures include staff costs, travel costs, costs of services or equipment necessary for project implementation. **Detailed list of eligible expenditures and conditions for their eligibility is specified in the Guide for applicants.** Non-eligible costs are also specified in the Guide.

Projects cannot generate any profit.

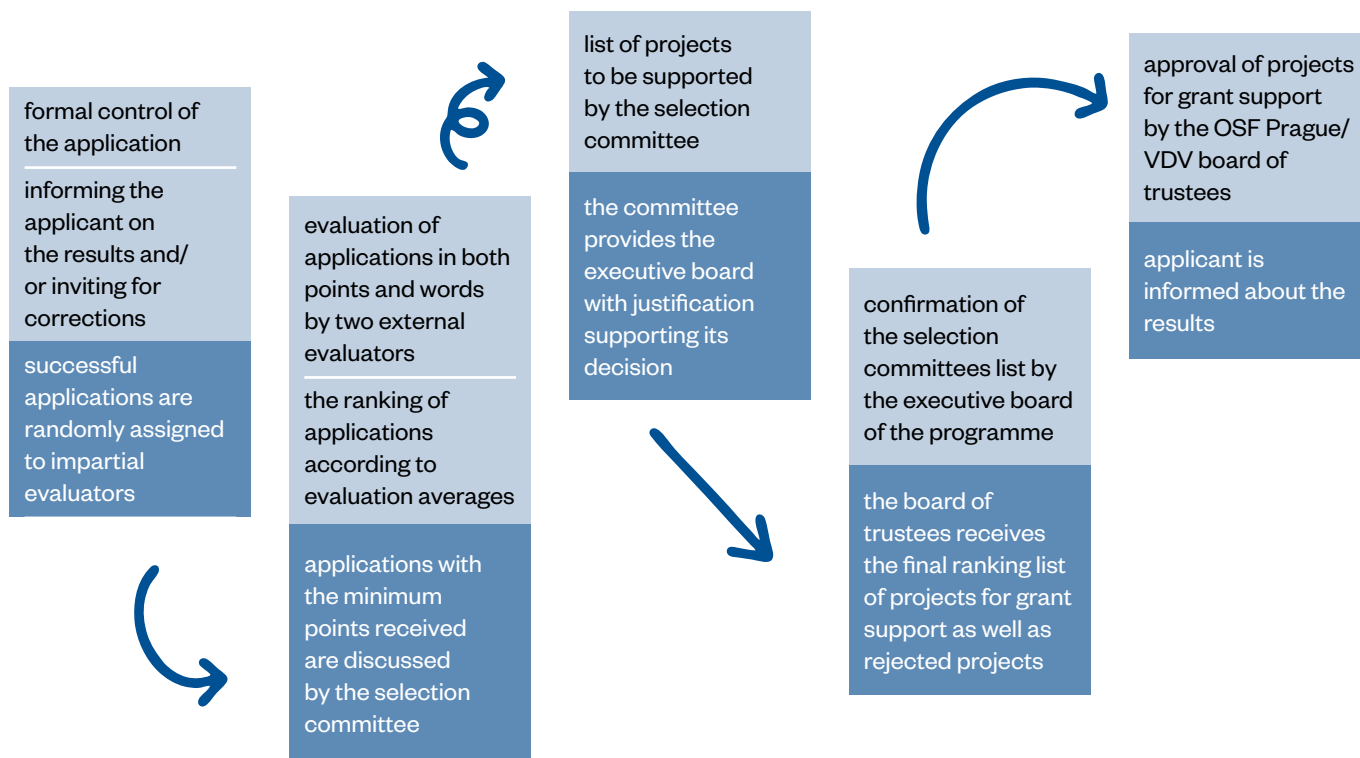
## Payment Of The Grant

Payment of the project grant will be realized as a one-off advance payment to the promoter's bank account up to 100% of the approved grant, within 10 days from signing the project agreement, or rather a project start.

# 5. Selection Process and Evaluation of Projects

The selection process of the project applications reflects principles of the programme: it is transparent and does not tolerate corruption. All evaluators and members of selection committees are bound by Ethical Guidelines for Project Evaluators and Selection Committee Members and should sign a Declaration of no conflict of interest declaring the objectivity of the selection process and exclusion of any conflict of interest.

## Project Selection Procedure



### a) Formal Control

The formal control (review of administrative and eligibility criteria of the applicant/application) follows the next working day after the call for proposals deadline and is finalised within 10 working days. Detailed list of administrative and eligibility criteria is available in the Checklist at the end of this call for proposals.

#### 1. Review Of Administrative Criteria

In case the application fails to comply with a **maximum of 2** administrative criteria (except those 2 elimination criteria, which means an automatic elimination of the application, see the checklist at the end of this call), the applicant will be invited to make corrections (i.e. by supplementing missing documents or removing formal mistakes in the application). The applicant has 3 working days (3x24 hours) since the receipt of this invitation for these corrections. The application will be automatically excluded from further evaluation if the applicant does not submit the correction on time. The application **will be rejected automatically** from further evaluation if it **fails to comply with 2 defined elimination criteria, or more than 2** administrative criteria.

#### 2. Review Of Eligibility Criteria

The application is automatically excluded from further evaluation if one or more eligibility criteria were not met.

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

## b) Evaluation of Applications by Expert Evaluators

Each project application complying with the administrative and eligibility criteria is scored by **two impartial and independent evaluators** who assess the quality of the applications from an expert point of view. Applications are assigned to the evaluators by lot. The evaluation process is based on evaluation criteria with score. The final score is an arithmetic average of points given by both evaluators.

The maximum is 100 points. Exceptions are applications from under-served regions, which can receive up to 110 points (i.e. 10 points will be awarded to applicants registered in the Karlovy Vary, Ústecký or Moravskoslezský Region). The aim of this point advantage, which results from the country specifics of the programme in the Czech Republic, is to increase the motivation of organizations from these regions to become involved in the programme and to make the programme grant support available to a wider range of organizations, even those less-experienced ones.

The project that does not receive any point in one or more criteria (i.e. the evaluation in the given criteria will be 0 points) will not be recommended for further evaluation, i.e. it will not be discussed by the evaluation committee.

| Evaluation Criteria   | Total score |
|---|-------------|
| <b>1. Knowledge of the local situation and the benefit of the project for the community/ locality</b>   | <b>40</b>   |
| <p><b>In this criterion, you should answer these questions: WHERE? – WHY? – WHY US?</b></p> <p>Particularly, the evaluators will assess:</p> <ul style="list-style-type: none"> <li>→ Does your project belong to programme outcomes of the call, i.e. particularly to one of these programme outcomes: Increased citizen participation in civic activities, Strengthened civil society advocacy and watchdog role, Vulnerable groups empowered? (see the call on page 3)</li> <li>→ Have you already established any specific ties with a community/locality, where do you want to implement the project?</li> <li>→ Can you identify and correctly describe a problem you would like to solve? Are you aware what is the cause of the problem?</li> <li>→ Are you familiar with a target group (participants) of your project and have you considered how you would approach it and how it would be engaged into the project?</li> <li>→ Have you already implemented similar projects or activities in the mentioned community/locality?</li> <li>→ Do you plan to use the results of this project in the future, i.e. whether and how do you plan to build on the project in the community?</li> </ul> <p>Simply, convince the evaluator that you are familiar with the community/locality and its problems and that you can help it best and meaningfully.</p> |             |
| <b>2. Project objectives and project logic</b>  | <b>40</b>   |
| <p><b>In this criterion, you should answer these questions: WHAT? – HOW?</b></p> <p>Particularly, the evaluators will assess:</p> <ul style="list-style-type: none"> <li>→ Would your project really solve described problems (describe what will change in the community/locality and how you or the project participants will know that the problem is solved)?</li> <li>→ Do you have any activities planned that will enable you to achieve the selected “outcomes and outputs” – i.e. those that you have chosen in the results framework as indicators that you have fulfilled the project aims? (Carefully consider the choice, whether they will really lead to the expected change and improvement of the situation in the stated community/locality)</li> <li>→ Does it make sense to invite other entities to implement the project, e.g. other non-profit organizations, schools, authorities, experts? (Note: if this is not necessary, the evaluator will not reduce your points.)</li> </ul> <p>Simply, convince the evaluator that you have the best idea how and what (possibly with whom) to do to change the situation in the community/locality better</p>  |             |
| <b>3. Project budget</b>  | <b>20</b>   |
| <p><b>In this criterion, you should justify the required amount of the grant.</b></p> <p>Particularly, the evaluators will assess:</p> <ul style="list-style-type: none"> <li>→ Does your budget include everything you need for the project implementation?</li> <li>→ Isn't the project too expensive?</li> <li>→ On the contrary, is the project too cheap – did you choose too low or even bad quality of purchased services?</li> </ul> <p>Simply, convince the evaluator that you will be the “right manager” in managing the received grant.</p>   |             |
| <b>Points in total</b>  | <b>100</b>  |
| <b>Point advantage for applicants registered in the Karlovy Vary, Ústecký or Moravskoslezský Region</b>   | <b>10</b>   |



If the difference between the scores of the two expert evaluators is **more than 30% from the higher score, the project is evaluated by the third expert evaluator**. In such cases the arithmetic average score of the two closest scores is used for the final ranking of project applications.

## c) The Selection Committee

The selection committee evaluates the list of **project applications ranked by the arithmetic average**. The selection committee is an external body of independent experts and representatives of the FO who represent equally outcomes and programme areas of each call for proposal. It is within the competence of the selection committee to assess whether the priorities of this call have been taken into account in the overall evaluation of the project. **The result of the selection committee meeting is a ranked list of projects** recommended for support, projects recommended for support with conditions, projects on the reserve list and rejected projects.

## d) The Programme Executive Board

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

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

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

## Information on the Results of the Evaluation

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

## 6. Submission Of Application

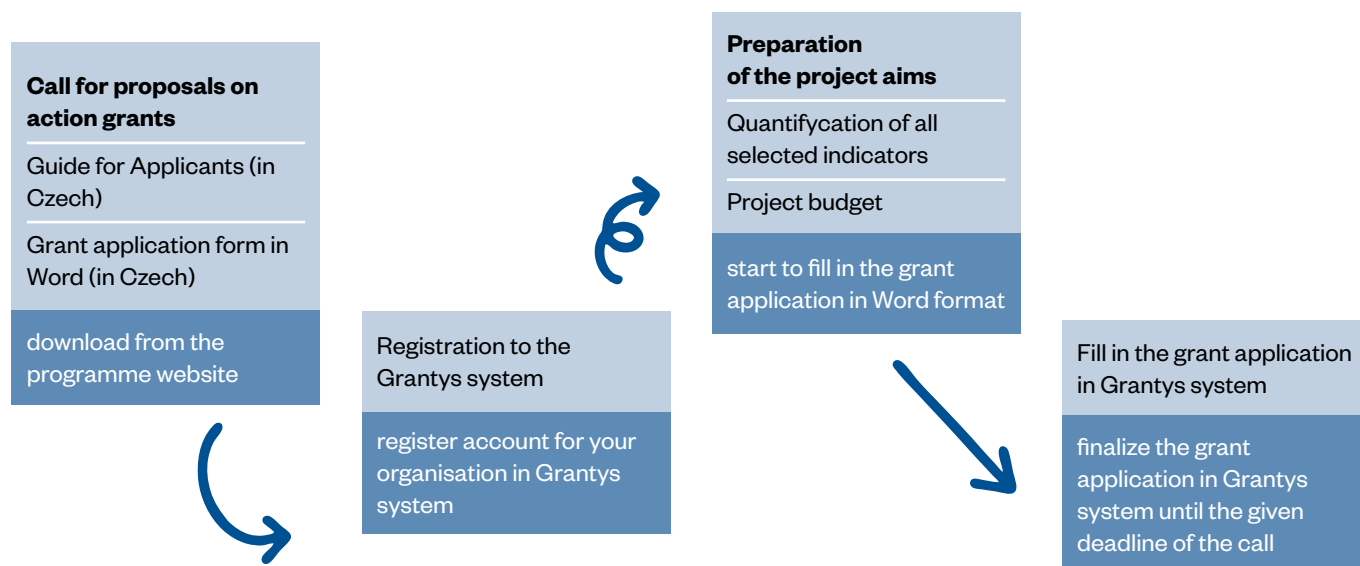
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Only applications submitted before the continuous deadline in the prescribed format in an electronic version via Grantys database will be evaluated. Grantys database to be found:

→ <https://granty.nadaceosf.cz> – for project outcomes 1, 2 (application is further processed by the OSF Prague)

nebo

→ <https://www.vdv.grantys.cz> – for project outcome 3 (application is further processed by VDV)



The application is compiled in **Czech language** (the only exceptions are the project name and a brief project annotation in the application in English).

The Grantys database enables the applicants **to prepare the application continuously**. We strongly recommend to submit the application earlier than on the date of the call continuous deadline. The detailed procedure for application submission in the Grantys database is described in the Guide available to download at <https://www.activecitizensfund.cz/en/download/>. An application template in Word format is also available at the programme website, in which it is possible to prepare a working version of the application.

The project must be formulated clearly and concisely. The applicant should think carefully about the project objectives and expected outcomes of the project as well as defining the target groups of the project.

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**Call for proposals continuous deadline: quarterly until 23:59 on March 31 / June 30 / September 30 / December 31 of the given year.**

The first deadline for accepting grant applications is **March 31, 2021**, the last one is **June 30, 2023**.

Applicants could apply for action grants until all funds for a given year have been used up or until the total allocation for these projects is depleted (this information will be published on the program website).

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Each applicant may submit a maximum of 3 applications in all calls of Active Citizens Fund<sup>1</sup>. In case that an applicant fulfills this condition, the organization may re-apply for this grant call for action grants, but may submit only one grant application within the chosen deadline (therefore it is not possible to apply for support for two different grants at the same time). If this condition is broken, the application will be automatically rejected from further evaluation

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There is no limit to the number of participations of an applicant organization as a partner in the call, in the case of supported projects the limit per organization must be fulfilled (see above).

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**1** Only applications in the Fund for Bilateral Relations are not counted into this limit.

# 7. Consultations and Contact Information

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**We will gladly help you during the application process, therefore do not hesitate to contact us and accept this challenge with courage and apply for an action grant!**

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

## Consultations

**Consultations on application submission** are provided via e-mail or phone (see below) throughout the call for proposals. Please, include **“Action grants consultation”** in the email subject.

Questions may be sent via e-mail 3 working days before the interim day of the call closure the latest. In these cases, the response will be sent within 2 working days of receiving the question. Phone consultations are provided from Tuesday to Thursday, 3 working days before the interim day of the call closure the latest.

The applicants interested in individual consultations on the planned content and preparation of the application can register via a simple online form (we have prepared Google form in Czech), 2 weeks before the quarterly deadline of the call closure the latest. Individual consultations are intended particularly for less-experienced or first-time applicants – whether you belong to the group of less-experienced organizations, you can check in section D of the grant application.

Technical difficulties can be consulted until the interim call closure (until the last working day at the end of the working hours before the interim call closure, if the deadline falls on a weekend or a public holiday). It is necessary to report these technical difficulties in time, later we are unable to guarantee the timely settlement of your inquiry. We strongly recommend to register in Grantys a week before the interim call closure at least, to become familiar with the system and solve the relevant technical problems in time!

## Information Webinars/Seminars

The consortium organizes information webinars/seminars for the applicants with more detailed information on the grant call. More information on individual consultations and dates of webinars/information seminars can be found on the programme website <https://www.activecitizensfund.cz/en/>. You can also subscribe to the programme newsletter [here](#).

## Programme Coordinators

**Project aimed at programme outcomes 1 and 2 (application is further proceeded by the OSF Prague):**

|  |                         |
|--|-------------------------|
| Khrystyna Verbytska  | Veronika Řehořková      |
| Phone: +420 226 227 710  | Phone: +420 226 227 736 |
| <a href="mailto:konzultace@activecitizensfund.cz">konzultace@activecitizensfund.cz</a> |                         |

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

Hana Slunská  
Phone: +420 605 754 826  
[konzultace@activecitizensfund.cz](mailto:konzultace@activecitizensfund.cz)

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

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

# 8. Checklist for Grant Application Submission

| <b>Administrative criteria</b>   |   |               |
|--|---|---------------|
| <p><b>The first 2 criteria are elimination criteria</b>, meaning an automatic elimination of the application from further evaluation if it does not comply with even one of these criteria.</p> <p>Further up to 2 mistakes (regarding criteria 3 to 5) are allowed and possible to correct when the applicant is asked to do so. When the application contains more than 3 mistakes it is automatically eliminated from further evaluation.</p> |   | <b>yes/no</b> |
| 1.   | <b>Application is submitted electronically in Czech.</b>  |               |
| 2.   | <b>Application was submitted before the interim closure of the call for proposals via Grantys system</b> (i.e. until 23:59 on the last day of the call for proposals continuous deadline and no later than June 30, 2023) |               |
| 3.   | All mandatory fields in the application are filled in with a logical text (see sections A and B of the application) (1 empty field or 1 field with illogical text = 1 mistake).   |               |
| 4.   | Results framework plan (see application section C, Plán dopadů) is completely filled in with numbers (indicators are quantified).   |               |
| 5.   | Project budget (Rozpočet projektu) is completely filled (see Budget in the application)   |               |

| <b>Eligibility criteria</b>  |  |               |
|--|--|---------------|
| <p>Eligibility criteria must be fulfilled by the applicant, as by the application itself.</p> <p>The applicant is not allowed to correct eligibility criteria, even one mistake leads to an automatic elimination from further evaluation.</p> |  | <b>yes/no</b> |
| 1.   | Applicant is eligible ( <i>i.e. it is a registered non-governmental non-profit organization at least one year prior to the submission deadline of the application</i> <sup>1</sup> )   |               |
| 2.   | Applicant is less-experienced non-profit (civic) organization ( <i>i.e. in the section D of the grant application's questionnaire, it answers at least 4 questions as „yes“</i> )  |               |
| 3.   | The amount of required grant respects the limits set in the call for proposals ( <i>i.e. between € 1,000–3,000, question B8 of the application</i> )   |               |
| 4.   | Project duration respects the duration set in the call for proposals ( <i>i.e. 1–12 months</i> <sup>2</sup> )  |               |
| 5.   | The grant support of the applicant organization from the Active Citizens Fund program is the maximum of € 125,000 in total for all calls for proposals (incl. the amount requested within the currently submitted grant application and excluding the project supported by the Bilateral Cooperation Fund) |               |
| 6.   | The applicant submits only one grant application within the chosen deadline ( <i>i.e. therefore it is not possible to apply for support for two different grants at the same time</i> ).   |               |
| 7.   | The applicant submitted a maximum of 3 applications in all calls of the Active Citizens Fund programme.  |               |

<sup>2</sup> It is being assessed by the deadline for submitting grant applications.

<sup>3</sup> In the case of applications submitted within the last deadline of the call (i.e. as of 30 June 2023), only projects with a maximum duration of 8 months may be accepted with regard to the condition of the program to terminate the implementation of projects by 30 April 2024 at the latest.

# Annex 1: Content of the Application

## (section A, B and C of the grant application)

This annex contains the grant application in Czech. The draft version of the full application in Word format can be downloaded [here](#) (available in Czech only), which the applicant can work with before submitting the application in the Grantys system.

# Annex 2: Questionnaire for the Applicant's Eligibility Evaluation

## (section D of the grant application)

The content of annex 2 will help you determine if your organization belongs to less experienced organizations and is an eligible applicant in terms of call priority. We ask you for a reasonable and self-aware assessment of your organization. Action grants are suitable for your organization if you answer "yes" to at least four questions. If you answer only once or twice "yes", we recommend you focusing on other calls of the programme (2nd call for mid-sized grants, action grants for project outcome 5).

We ask you for a reasonable assessment of your organization. The answers you provide in this section of the application will have no influence on the evaluation of your project application in the Active Citizens Fund programme.

|   |                          |
|---|--------------------------|
| Our organization has been implementing projects for a maximum of 5 years  | <input type="checkbox"/> |
| Our organization operates only locally (in the municipality area)   | <input type="checkbox"/> |
| Our organization operates in the municipality of less than 10,000 inhabitants.                                      | <input type="checkbox"/> |
| Our average annual budget does not exceed CZK 500,000 (for the last two consecutive periods).                       | <input type="checkbox"/> |
| Our organization does not have more than 2 employees (full-time equivalent).  | <input type="checkbox"/> |
| The implementation of our activities depends mainly on the people who perform them in their free time. (volunteers) | <input type="checkbox"/> |
| We didn't apply for public funding in the past.   | <input type="checkbox"/> |
| We have not received any public funding yet.  | <input type="checkbox"/> |
| Our organization keeps a single-entry accounting  | <input type="checkbox"/> |
| Our organization does not have audited financial statements.  | <input type="checkbox"/> |

Call for proposals of the  
Active Citizens Fund programme  
2020

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