

## Open Society Fund Prague

on behalf of a consortium of the **Active Citizens Fund** announces

the open call for proposals on crowdfunding campaigns implementation

with the focus on



# Citizen participation

Call#3  
(matching grants)

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

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



**Do you want to address  
your audience and  
donors via online  
campaigns?**

**Do you have any  
idea how to involve  
more people in public  
events, community  
decision-making or civic  
activities?**



**Is it enough for your  
project implementation  
approximately  
€ 2,000–€ 8,000?**



**Do you want to get  
a grant that covers  
up to half of the budget  
for your project?**

**Can you design  
a meaningful project  
until April 6, 2021?**



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

On February 9, 2021 the Open Society Fund Prague (hereafter referred to as OSF Prague) on behalf of a consortium of the **Active Citizens Fund announces the open call for proposals on matching grants - the purpose of the call is to support the organizations in implementing campaigns aimed at donors and audience**, i.e. (online) fundraising or crowdfunding campaigns. Purpose of this call is **to teach non-profit organizations how to successfully prepare an online crowdfunding campaign**. The organizations will improve the skills to effectively reach their supporters and groups of friends through an online fundraising or crowdfunding campaign so that they financially support their activities.

This call for proposals is intended for **non-profit organisations** operating at local, regional or national level. Application submission is allowed under the condition that **the applicant is registered for at least one year as a non-profit organization in the Czech Republic**.

Program will support **projects lasting 6 - 12 months** in the form of a 1:1 matching, i.e. program doubles the amount collected from the donors in the campaign with the amount from **€ 1,000 to 4,000** per project / campaign.

The total available budget for awarding grants for matching projects under this call is **€ 40,000, i.e. 10–15 projects will be supported**.

The deadline for submitting grant applications is **April 6, 2021 at noon (12 p.m.)**.

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 <https://www.activecitizensfund.cz/stahnete-si/>.

# 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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This call is intended for non-profit organizations that want to address and involve their communities, groups of friends, supporters and donors and obtain funding from them for their activities or projects.

**Purpose of this call is to teach non-profit organizations how to successfully prepare a crowdfunding campaign.** The aim is to improve the skills of these organizations to effectively reach their supporters and groups of friends through an online fundraising or crowdfunding campaign so that they financially support their activities or even become their long term donors.

Thanks to the so-called matching grant will the final contribution of the supporters from the campaign be doubled. This should motivate the supporters in contributing and also easier for the organization to address them.

Selected organizations will receive along with the matching grant also free consultations for the preparation of the campaign.

### Projects will be supported under following conditions:

1. Projects plan to address the public audience via an online fundraising or crowdfunding campaign, i.e. the **submitted project must implement a crowdfunding campaign** with the aim to cover part of the costs of the submitted project. The applicant should have at least a basic idea about the strategy to address the project audience/community.
2. At the same time **the submitted projects** reach the local community's interest, involvement and support in **civic activities or involve the public at national and local levels policy decision-making** (and thus fulfills the program outcome 1. **Increased citizen participation in civic activities** - see more detailed information below), i.e. the aim of the submitted project is:
  - to strengthen citizens' interest in public affairs at the local and national level, to motivate them to become more involved in community or civic activities;
  - to increase the active participation of citizens in the decision-making of the municipality or city;
  - to increase people's awareness about the opportunities to get involved in the operation and administration of the municipality, solving local cases or problems;
  - to develop mutual cooperation between citizens, civic initiatives and public administration;
  - improve citizens' access to information;
  - support of volunteering and active interest in civic life.

Submitted projects can be just trying to start events in their community or at the regional level, or projects which are further and meaningfully developing the applicant's existing activities (from local to national level) in order to strengthen their sustainability (use of project outputs in the future), further sharing and dissemination.

### Call priorities:

**Projects (crowdfunding campaigns) 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).

### What is the Crowdfunding Campaign?

**Crowdfunding campaign is an opportunity** to involve the community, group of friends, supporters and donors into an applicant's activity in order to obtain funding for project implementation.

**Online fundraising and crowdfunding is a unique opportunity and method** for the organisation to obtain funding for a project or activity from a large number of people, primarily online through social media and crowdfunding platforms.

Crowdfunding is a method of raising funds for your project or activity from a large number of people primarily online via social media and crowdfunding platforms. The method demands actively approaching a large pool of individuals, using their networks for greater reach and exposure, presenting a good story why the funds are needed and convincing them to donate.

**Crowdfunding platforms** act as intermediaries between the organization and potential donors. The organization can choose the platform and method of financing for the presentation of its project/idea according to its preferences (e.g. campaign on its own website, online peer-to-peer fundraising). Crowdfunding is also sometimes connected with rewards for the donors in various price categories according to the amount of the contribution.

A crowdfunding campaign requires coming up with an idea that is attractive to potential donors, setting up a campaign team, setting a financial goal and a specific timeframe (the deadline by which the target amount needs to be met). The organization will have to prepare an effective campaign plan, methods to approach supporters and a communication campaign and a donor potential of the addressed groups. To calculate the donor potential, organizations can use the following tables:

Target groups/potential donors	Number of group members you plan to approach	Estimate number of donors in this group	Estimated average donation	Total potential (CZK)
Example: Facebook fans	1500	50	300	15 000
Example: Email recipients	700	40	400	16 000
Example: Website visitors	500	25	200	5 000
Total	2700	115	-	36 000

**The aim of a crowdfunding campaign is usually:**

- a) To obtain financial support for:
  - project or program;
  - something specific (car, scholarship...);
  - running your organization ....
- b) To attract and activate the interest of your audience and donors, e.g.:
  - helping cultivate a relationship with your donors (moving donors from one-off to repeated, increasing donations, re-establishing contacts,...);
  - getting new volunteers;
  - reaching new target groups;
  - using the campaign to promote the project / organization / topics.

Selected projects will receive the following support from the programme:

- a) **experts workshop on fundraising and communication** of a successful crowdfunding campaign implementation of the project, incl. practical tips (= non-financial support to strengthen the organization's know-how);
- b) Individual experts consultations on fundraising / communication in the range of approx. 6–10 hours and / . up to CZK 8,000 (= no / financial support to prepare a communication strategy and / or visual of the campaign);
- c) **grant** (= financial contribution) **for the crowdfunding campaign implementation in the form of “matching” 1:1 up to a maximum of € 4,000** for the campaign – the final amount of the matching grant depends on the result of the crowdfunding campaign – the selected amount will be doubled if it reaches minimum of **€ 1,000**. (The matching grant will be paid out after the closure of the crowdfunding campaign.).

**Indicative implementation schedule:**

April 6, 2021	call closure
until April 30, 2021	evaluation and approval of the supported projects
until May 17, 2021	signing the grant agreements
2nd half of May, 2021	experts workshop on fundraising / communication for supported organisations
June–August, 2021	individual consultations for supported organizations and campaign preparation
July 2021 – September 2022	implementation of the projects / campaigns

(Projects are expected to start no earlier than June 1, 2021 or at any time later; all projects lasting 6–12 months must be completed by September 30, 2022 at the latest.)

# Programme Outcomes

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

The 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

**(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 matching 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 its working or common practice, but also to the number and creativity of possible solutions for citizen engagement at the local level.

## Results Framework

Programme outcome	Indicators	Project must fulfil:
<b>Programme objective</b> <b>Civil society and active citizenship strengthened and vulnerable groups empowered</b>	<b>Number of people engaged in civil society organisation activities*</b> <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>pro-gramme indicator</i>
<b>Outcome 1</b> Increased citizen participation in civic activities	V1.1 Number of people participating in consultations with a public decision-making body V1.2 Number of people with increased awareness on citizen participation, democratic principles and values	<i>at least one indicator of this outcome</i>
Outputs	Activity examples (the list is non-exhaustive)	Indicators
Output 1.1 Citizens involved in public policy decision-making at national and local levels (the local level is relevant for action grants)	<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*  1.1.2 Number of CSOs systematically working in partnership with public institutions*
		<i>at least one indicator of this outcome</i>

<p>Output 1.2 Citizens mobilised to be engaged in civil society activities</p>	<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>	<p>1.2.1 Number of CSOs engaging citizens in community or civil society activities*</p>	<p><i>at least one indicator of this outcome</i></p>
<p>Output 1.3 Citizens and decision makers trained in citizen participation</p>	<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> <li>→ (all for citizens or local representatives, in the area of civic participation)</li> </ul>	<p>1.2.2 Number of new events and initiatives engaging citizens in community or civil society activities*</p>	
		<p>1.3.1 Number of public decision makers trained in citizen participation, democratic principles and values</p>	
		<p>1.3.2 Number of citizens trained in citizen participation, democratic principles and values</p>	

**Project example:**

*The local association wants (based on suggestions from citizens) to revive unused library spaces, in order to use them as a municipality center for local citizens' meetings, e.g. for planning and discussion with local representatives on matters of public interest. At the same time, the association plans to set up and manage a webpage, which would increase local awareness of what is happening in the municipality and enable more flexible communication between citizens and representatives.*

*The aim of the project is to stimulate local citizens and increase involvement in decision making of the municipality administration (e.g. to decide in which ways the library space would be used). As part of the project, the association will organize a public planning meeting with citizens, representatives of other organizations and the municipality as regards further use and activities of the library. Based on the meeting, library strategy proposal will be prepared, incl. design of an informational webpage, which will be presented to the general public and representatives of the municipality. Subsequently, crowdfunding campaign for the equipment purchase for the library will be prepared (e.g. data projector or other technical equipment for community planning, public discussions or educational activities for the community) and to cover the costs of creating an informational webpage.*

*The total costs of the project are calculated at CZK 160,000 – planning meetings coordination and preparation, library strategy elaboration, information portal creation, purchase of technical equipment, overhead costs of the association (e.g. accounting), or implementation of meetings or discussions for citizens.*

*The costs of the project will be covered by the association from 50 % of the crowdfunding campaign (in which it plans to collect CZK 80,000 from supporters), the remaining 50 % will be received in form of a grant from the OSF Prague (i.e. the amount collected in the crowdfunding campaign will be doubled).*

**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 participated the public planning meeting (20 participants) and those who participated the public presentation of the library's strategy (35 participants) – i.e. 55

→ **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 participated the public planning meeting (20 participants) and who participated the public presentation (35 participants), the representatives who participated the public presentation of the library strategy (2 representatives), the project donors who supported the project in the crowdfunding campaign (96 people) – i.e. 153

*\*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 / Project Partner

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Matching grants are intended for **non-profit (civic) organizations** that operate at the local, regional or national level. Cooperation with other stakeholders at the local level is highly welcomed, only non-financial partnerships can be concluded within the matching 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**.

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 stakeholders (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

## The Amount of the Financial Support and Length of the Project

**The amount of financial support to be distributed** (outcome 1: Increased citizen participation in civic activities): **€ 40,000** (a maximum of 15 projects will be supported).

**The financial support of each matching project is the amount of € 1,000–4,000.**

The final amount of the grant depends on the result of the crowdfunding campaign – the amount collected will be doubled by the grant, under the following conditions:

- the amount collected is at least € 1,000;
- the maximum amount of the grant is € 4,000, even if the amount collected is higher than € 4,000.

**The length of each matching project shall be as follows:**

Project length	Project beginning	Project end
<b>6–12 months*</b>	In the period from June 1, 2021 to October 1, 2021	By September 30, 2022 at the latest

*\* The applicants should foresee sufficient time (the recommended project length is 12 months) for the preparation and implementation of the crowdfunding campaign and the subsequent implementation of the project / activity for which he received money from the campaign and the grant.*

**The Active Citizens Fund provides each organization** (either applicant or project partner) **with 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 a matching grant is already supported by one or more grants and exceeds the limit of maximum financial support of € 125,000 per organization (as an project promoter and/or project partner in total), the application for matching grant will be excluded from further evaluation within the formal control.

If the applicant for a matching grant is supported by another grant/s and has not yet reached the financial limit of € 125,000 per organization (as project promoter and/or project partner in total), the applicant may apply for matching 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 matching grant of up to € 1,500)

## Grant Conditions

Program will support **projects lasting 6–12 months** in the form of a 1:1 match, i.e. program doubles the amount collected from the crowdfunding campaign with the amount of **€ 1,000 to € 4,000** per project / campaign.

**Co-financing:** The amount collected from the crowdfunding campaign will be doubled by the grant (in the range of € 1,000–€ 4,000), i.e. the grant will be up to a maximum of 50 % of the total budget of the project / activity. Only the amount collected from the crowdfunding campaign can be used as co-financing.

**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 matching grants.

## 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. In English detailed information regarding eligibility expenditures can be found in the Programme Implementation Agreement section 6.2.1 i) to be downloaded [here](#).

Projects cannot generate any profit.

## Payment of the Grant

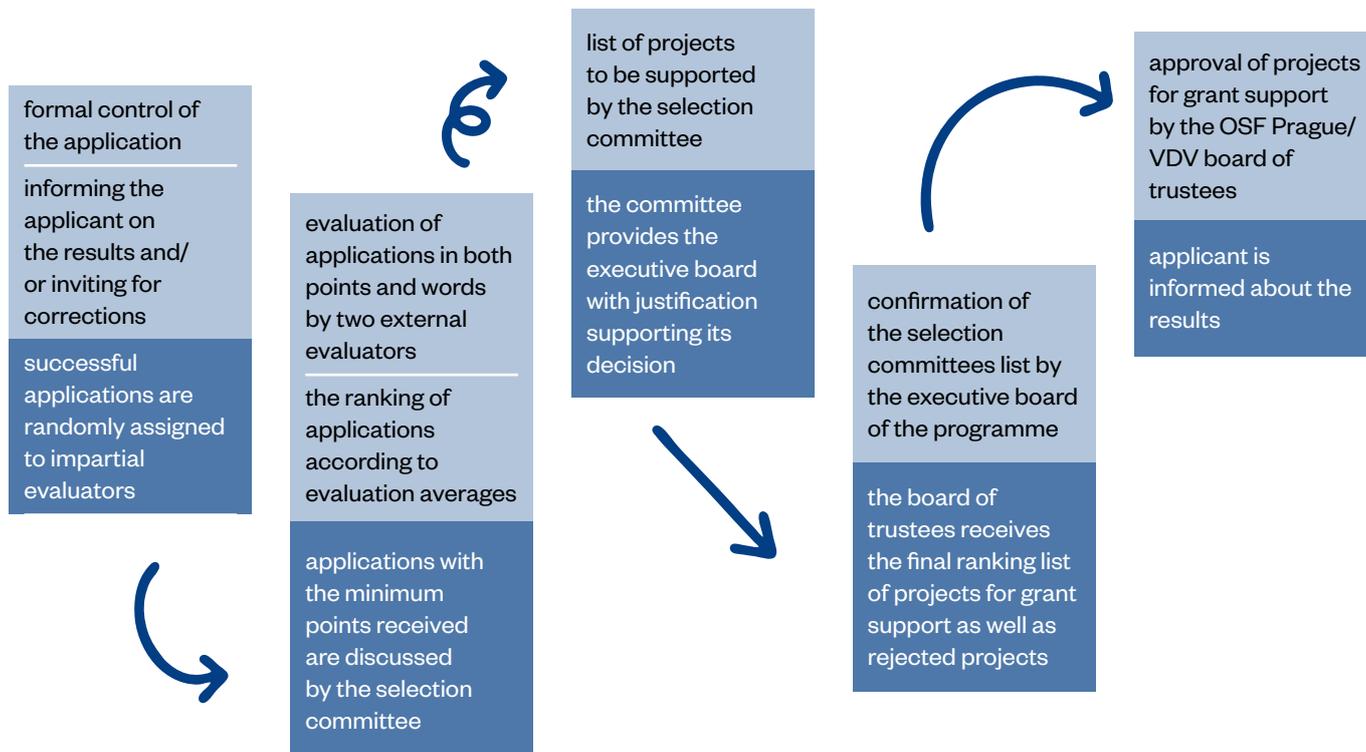
Payment of the project grant will be realized as **a one-off payment in Euro** to the promoter's bank account in CZK after the closure of the crowdfunding campaign and the subsequent submission of a payment request by the promoter. The payment will be realized within 10 days after receiving the payment request.

**Exchange rate:** A fixed exchange rate of the Czech National Bank (according to the first day in the month of the call launch) (i.e. **25,97 CZK/EUR**) is set for processing the budget in the grant application. The grant will then be paid in EUR to the promoter's CZK account according to the current exchange rate list of the promoter's bank and this exchange rate will be used for statements.

# 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 may 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 selection committee.

Evaluation Criteria	Total Score
<b>1. Project objectives and benefits</b>	<b>40</b>
<p><b>In this criterion, you should answer these questions: WHAT? – WHERE? – WHY? – HOW?</b></p> <p>Particularly, the evaluators will assess:</p> <ul style="list-style-type: none"> <li>→ Does your project belong to programme outcomes: Increased citizen participation in civic activities?, (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? Have you already implemented similar projects or activities in the mentioned community / locality?</li> <li>→ Can you identify and correctly describe a problem you would like to solve (at the local or societal level)? Are you aware what is the cause of the problem?</li> <li>→ Will your project really help to solve the described problem (describe what change will occur in the community / locality or at the societal level and how will you or the project participants know that the problem is solved)?</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>→ 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 given 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 or within the target group?</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 for the better.</p>	
<b>2. Objectives of the crowdfunding campaign and strategies for addressing its target group</b>	<b>40</b>
<p><b>In this criterion, you should answer these questions: FOR WHAT? – FROM WHOM? – HOW?</b></p> <p>Particularly, the evaluators will assess:</p> <ul style="list-style-type: none"> <li>→ Public involvement in a form of money donation has its advantages and disadvantages – why did you decide to use this opportunity for your project / activity? What is the purpose of the crowdfunding campaign? What do you want to raise money for?</li> <li>→ Have you already an idea of whom, i.e. what target group will you address with your donation campaign?</li> <li>→ Do you know the target group of your campaign (your audience and donors) well and have you thought about how to address it? How will they know about the campaign, what strategy and method of addressing will you choose?</li> <li>→ When are you going to address your audience and donors?</li> </ul> <p>Simply, convince the evaluator that you have the best idea of why, whom and how to contact in order to ensure your crowdfunding campaign will have the greatest impact.</p>	

<b>3. Project budget</b>	<b>20</b>
<p><b>In this criterion, you should justify the required amount of the grant, i.e. the target amount of the crowdfunding campaign.</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? On the contrary, isn't the project too cheap? Did you choose too low or even bad quality of purchased services?</li> <li>→ Is the target amount of the planned crowdfunding campaign set well and is it realistic? Which amount do you expect to be collected and how many people will contribute to it?</li> </ul> <p>Simply, convince the evaluator that you have set the target amount of the crowdfunding campaign well and 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 shall review 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 OSF Prague board of trustees approves the final list of projects recommended for funding by the programme executive board.

## Information On The Results Of The Evaluation

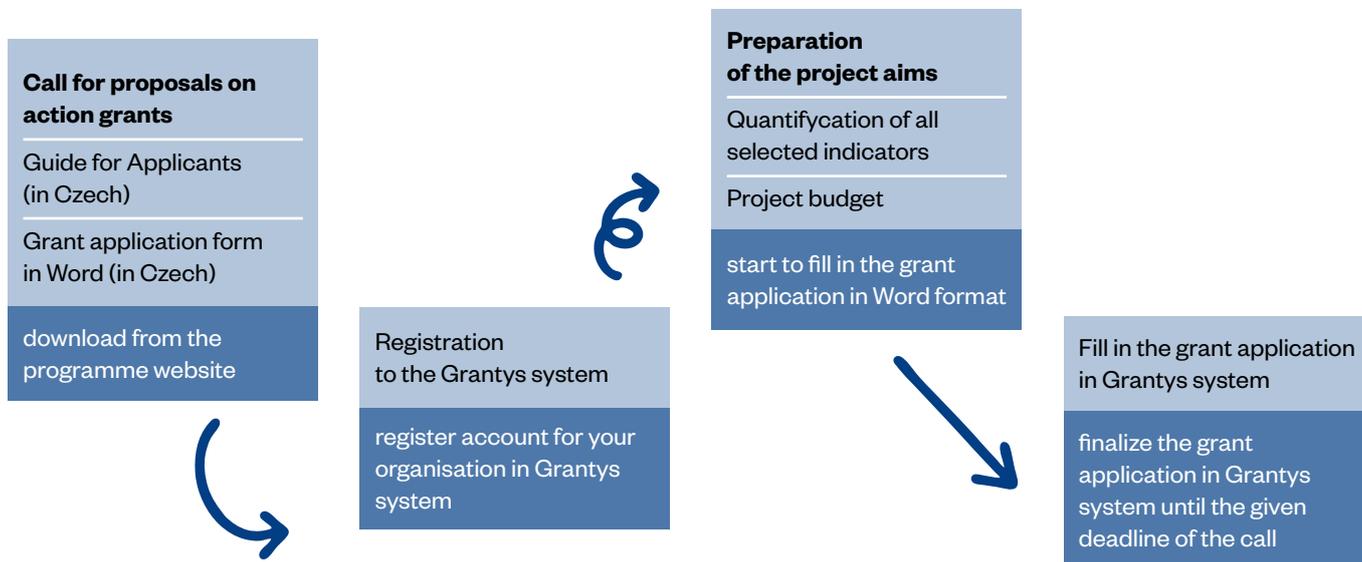
**A list of supported projects is published on the programme website** as well as on websites of each consortium member. All applicants will be notified about the results of the evaluation process within 10 working days from the final decision. On the top of that it will take place within 10 weeks of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

# 6. Submission of Application

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

→ <https://granty.nadaceosf.cz> (application is further processed by the OSF Prague)



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 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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## The deadline for the application submission is April 6, 2021 at noon (12 p.m.)

Each applicant may **submit only one application** in this call for proposals. If there is more than one application submitted via Grantys system, only the first submitted application will be accepted and other application/s will be automatically excluded from further evaluation.

Each applicant may submit a **maximum of 3 applications** in all calls of **Active Citizens Fund<sup>1</sup>**.

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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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<sup>1</sup> excluding the projects supported by the [Fund for Bilateral Relations](#)

# 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 a matching 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 **“Matching grants consultation”** in the email subject.

Questions may be sent via e-mail 3 working days before the day of the call closure the latest. In these cases, the response will be sent within 2 working days of receiving the question. That questions and responses relative to all applicants will feed into the Frequently asked questions on the website section. Phone consultations are provided **from Tuesday to Thursday**, 3 working days before the day of the call closure the latest.

Technical difficulties can be consulted until the call closure. 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 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 webinar/seminar for the applicants with more detailed information on the grant call. The webinar will take place online **on February 25, 2021** from 12:30 p.m. You are welcomed to attend, please register via a simple online form [here](#).

More information on individual consultations and dates of webinar/information seminar can be found on the programme website <https://www.activecitizensfund.cz/en/>. You can also subscribe to the programme newsletter [here](#).

## Programme Coordinator

### OSF Prague

Khrystyna Verbytska

Phone: +420 778 711 271

+420 226 227 710

[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 Matching Grant Application Submission

	<b>Administrative criteria</b>	<b>yes/no</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>	
1.	<b>Application is submitted electronically in Czech.</b>	
2.	<b>Application was submitted before the closure of the call for proposals via Grantys system (i.e. until April 6, 2021 12 p.m.).</b>	
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 at outcome and output level have quantified targets).	
5.	Project budget is completely filled (see Budget in the application).	

	<b>Eligibility criteria</b>	<b>yes/no</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>	
1.	Applicant is eligible (i.e. it is a registered non-governmental non-profit organization at least one year prior to the submission deadline of the application <sup>2</sup> ).	
2.	The amount of the required grant respects the limits set in the call for proposals (i.e. between € 1,000–4,000, field B11 of the application).	
3.	Project duration respects the duration set in the call for proposals (i.e. 6–12 months).	
4.	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).	
5.	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.

# Annex 1: Content of the Application

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## (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.

Call for proposals of the  
Active Citizens Fund programme  
2021

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