Open Society Fund Prague
on behalf of a consortium of the **Active Citizens Fund** announces

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

with the focus on

Civil society strengthened

Call#4

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?

Do you need to improve your digital knowledge and skills or need money to buy digital tools?

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

Can you design a meaningful project until the interim annual call closure, i.e. until May 31 ?

If yes, apply for the grant support!

On March 16, 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 interim call for proposals **on action grants for non-profit organizations** to apply for a grant on improving **their digital knowledge and skills** and wider **using of digital technologies and digital tools** for their activities and the running of their organizations.

The purpose of the call is to help non-profit organisations digitize, i.e.:
a. **to use digital tools purposefully** in their work, activities, providing services, communication with target groups, e.t.c.
b. **to extend the use of technologies in order to address the real needs of their target groups (so-called civic tech)–** expanding the range of services through technologies, that allow wider participation especially to representatives of vulnerable groups, contribute to vulnerable groups empowerment and enable better availability of services / activities / offices for all target groups;
c. **to extend the use of technologies as tools for active citizenship (so-called civic tech)** – expanding the range of services through technologies, that will enable greater involvement of people in the functioning and decision-making processes at the municipal / city / state level, facilitate communication between citizens and representatives, easier control of public administration, improve offices availability, e.t.c.

Projects focused on **strengthening non-profit organizations** will be supported – i.e. activities leading to increasing their capacity, impact of their work and the sustainability of civil society sector and individual civil society organizations.

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**.

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 **€ 151,000,** the allocations for each year are set out below..

The deadline for submitting grant applications is continuous, in a given year there is only one deadline – i.e. all applications submitted by **May 31 of the given year** are evaluated (i.e. submitted by 23:59 on May 31, 2021, May 31, 2022 or May 31, 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.

1. Active Citizens Fund

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

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

The Programme Strategy

→   To increase capacity and cooperation within the civil society sector;

→   To increase the number of partnerships between the civil society sector and public/private sector entities and the ability of the civil society sector to approach inactive or marginalized groups;

→   To strengthen civil society advocacy and watchdog role and to increase the participation of citizens in civic activities such as public policy-making and its enforcement;

→   To address 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 or www.eeagrants.cz.

2. Focus of the Call

Action grants are intended to enable non-profit organizations **to acquire or strengthen their digital knowledge and skills** and at the same time **to obtain appropriate digital tools and technologies** for the organization.

The purpose of the call is to help non-profit organisations digitize, i.e.:

a. **to use digital tools purposefully** - getting better and more effective in using digital technologies for their work, internal communication or people management, for the organization of activities, providing of services, communication with target groups not only in the online environment, e.t.c..; and further work with databases, data analysis and their further use;

b. **to extend use of technologies in order to address the real needs of their target groups** (clients, recipients of services, participants in activities, e.t.c.) **(so-called civic tech1)** - expanding the range of services through technologies, that allow wider participation especially to representatives of vulnerable groups, contribute to vulnerable groups empowerment and enable better availability of services / activities / offices for all target groups;

c. **to extend use of technologies as tools for active citizenship (so-called civic tech)** - expanding the range of services through technologies, that will enable greater involvement of people in the functioning and decision-making processes at the municipal / city / state level, facilitate communication between citizens and representatives, easier control of public administration and local governments, reduce the bureaucratic burden on citizens, improve offices availability, e.t.c.

Supported organizations must demonstrate in which fields and aspects will they streamline their work, internal processes, services for target groups or citizens and / or increase their readiness to work in an online environment. In particular, the grant is intended for:

→ purchase or subscription / setup / installation of digital tools and software;

→ development or optimization of websites, applications, e-shops;

→ consultation with IT experts, incl. performing an analysis of the applicant's needs in the field of digital technologies and designing a solution;

→ educational activities and training for employees, co-workers and partners of the organization to strengthen skills / knowledge and using of digital technologies;

→ preparation and / or implementation of the plan / strategy of the applicant's organization for the use of technologies for public welfare (civic tech), communication of citizens with the government / local council.

Supported projects must fulfill **the programme outcome 5. Increased Capacity and Sustainability of the Civil Society Sector and Individual CSOs** – and thus lead to an increase of civil society and individual organizations capacity and sustainability.

Supporting questionnaire for applicants is available on the programme website (prepared in collaboration with Techsoup) to help you clarify in which areas you need to strengthen your digital competencies or the organization's digital equipment and tools. A continuously updated list of potential services and suppliers of IT technologies or education in the field of digital competencies (especially for non-profit organizations) was created for your inspiration.

The supported organizations will be provided with contacts to IT experts, with whom they could arrange consultations over project objectives.

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).

→ **Projects implemented by organisations which are not recipients of strategic or mid-sized grants**, will receive extra points (see more details in chapter 5).

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1 **Civic tech means the use of technologies that help to achieve the goals of civil society more effectively according to current technological possibilities**

Programme outcomes

Every project must fulfil the **programme outcome Increased Capacity and Sustainability of the Civil Society Sector and Individual CSOs 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](#).)

Outcome 5

Increased Capacity and Sustainability of the Civil Society Sector and Individual Csos

Insufficient and unsystematic funding of the civic sector prevents Czech non-governmental organizations from reaching a higher impact of their activities. In such conditions, it is becoming increasingly more difficult to focus on the organization's growth and sustainability. In this sector, we experience lack of systematic and effective cooperation with our supporters which would help us communicate the importance of our activities and develop a positive attitude towards our role among the general public. To face this issue, we must emphasize our professionalism and necessity of our work for maintaining healthy civil society. Our role is not only to proceed the activities that fulfil the original purpose of our organisation but also to confidently defend the civil sector as one of the stable pillars of democracy.

Currently, it is necessary to strengthen the competencies and readiness of civil society organizations to work in an online environment in order to streamline management, fundraising and communication within the organization, increase using and working with data, improve / streamline providing of services and communication with target group, volunteers, within the local community, with local government, cooperating subjects, e.t.c. At the same time, it is desirable to support the use of technologies for decision-making processes and communication of citizens with the government / local councils, but also to prevent or reduce the negative consequences of measures responding to the coronavirus crisis, e.t.c. This way will strengthen the adaptability of non-profit organisations to work in an online environment, challenges and needs of the 21st century, preparedness for future crises, competitiveness and sustainability of the organization and its activities.

We assume that **activities under this call will most often (not exclusively) lead to the fulfillment of the indicators of outputs 5.1 and 5.3**. 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 organisation, it's target groups and working or common practice. **All chosen activities must help the organization in digitization**, therefore must aim to acquire or strengthen knowledge and skills for the use of digital technologies or buy appropriate digital tools and technologies.

Results framework

Programme outcome	Indicators	Project must fulfill:
Programme objective: **Civil society and active citizenship strengthened and vulnerable groups empowered**	**Number of people engaged in civil society organisation activities*** *Under this indicator employees and other co-workers targeted by the project can be counted. 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), cannot be perceived and therefore not counted as people actively involved in the project activities.*	*programme indicator*
Outcome 5 Increased capacity and sustainability of the civil society sector and individual civil society organizations (CSOs)	V5.1 Number of CSOs with transparent and accountable governance *(particularly relevant for this call - includes e.g. more effective internal communication or presentation or own services)* V5.2 Number of CSOs using a M&E system for their work *(particularly relevant for this call – the organisation may choose relevant digital tools / competencies to strengthen it's capacities based on monitoring and evaluation)* V5.3 Number of initiatives implemented through partnerships between CSOs and public/private entities *(particularly relevant for this call - includes e.g. cooperation of the organisation with the public institution with the aim to design / implement an appropriate tool to address the needs of the target group)* V5.4 Number of innovative joint initiatives conducted by CSOs in collaboration with other CSOs *(relevant for this call – includes e.g. cooperation between CSOs with the aim to improve the availability of services / activities / offices for the target group)* V5.5 Number of national policies and laws related to the enabling environment for CSOs influenced *(usually not relevant for this call)*	*at least one indicator of this outcome*

Outputs	Examples of activities (eventually eligible expenditures) (the list is not exclusive)	Output indicators	
Output 5.1 Cooperation among CSOs and with public/private entities supported	→ consultations and methodological support of IT experts → performing an analysis of the applicant's needs in the field of digital technologies → educational activities and trainings for representatives of two or more NGOs in the field of digital technologies and tools, incl. e-learning → data analysis → preparation of the plan / strategy of the applicant organization for the use of digital technologies / work and communication in the online environment → development of applications and databases → networking and sharing experiences → cooperation, involvement in platforms → establishment of platforms / coalitions across disciplines / sectors	5.1.1 Number of partnerships between established and less-experienced CSOs *(relevant for this call – e.g. mentoring and sharing experience in the field of IT)* 5.1.2 Number of partnerships between CSOs and public/private sector entities *(particularly relevant for this call – e.g. sharing experience with public administration bodies or cooperation with expert organizations in the field of IT on a voluntary basis)* 5.1.3 Number of CSOs that become members of civil society networks/platforms/ coalitions* *(usually not relevant for this call)*	*at least one indicator of this outcome*

Output 5.2 Campaigns for improving enabling environment for CSOs conducted	→ evaluation of the effectiveness and impact of the activities → research and data analysis → PR marketing → networking and sharing experiences → preparation and implementation of campaigns	5.2.1 Number of campaigns to improve environment for CSOs carried out *(usually not relevant for this call)*	at least one indicator of this outcome
		5.2.2 Number of people reached by awareness campaigns on the role of CSOs *(usually not relevant for this call)*	
Output 5.3 Capacity building provided to CSOs	→ consultations and methodological support of IT experts → performing an analysis of the applicant's needs in the field of digital technologies → educational activities and trainings for representatives of NGOs in the field of digital technologies and tools, incl. e-learning → data analysis → preparation of the plan / strategy of the applicant organization for the use of digital technologies / work and communication in the online environment → development of applications and databases → evaluation of the effectiveness and impact of the activities → teamwork – delegation → work with the board of trustees → work with volunteers → project and financial management → fundraising skills → PR marketing → networking, sharing experiences	5.3.1 Number of CSOs participating in capacity building initiatives funded by the programme* *(particularly relevant for this call - includes all activities of the organisation aimed at obtaining or strengthening knowledge and skills for the use of digital technologies or buying appropriate digital tools and technologies)*	
		5.3.2 Number of CSO leaders trained *(particularly relevant – e.g. workshops on using digital tools)*	
		5.3.3 Number of experts trained in advocacy work *(usually not relevant for this call)*	
Output 5.4 CSO strategies to engage citizens in civil society activities developed	→ preparation of the plan / strategy of the applicant organization for the use of digital technologies / work and communication in the online environment → evaluation of the effectiveness and impact of the activities → work with the volunteers → work with the constituents / clients / target group – mapping the needs of the community → data analysis → development of applications and databases → PR marketing → networking, sharing experiences	5.4.1 Number of CSOs with new or updated plans to engage their constituents* *(relevant for this call – e.g. organisation holds round table with constituents focused on designing new application / editing a web page in order to widen the constituents engagement)*	

Project example:

Association providing delivery services for a target group of seniors has some branches in several towns of the region. However, each branch uses a different system of the clients registration - one branch uses an Excel spreadsheet shared between employees, another branch keeps lists only manually (in paper form). The association plans to buy a system for administration and management of all contacts for better coordination of provided services - i.e. especially allocation of individual clients to volunteers who provide delivery and at the same time elimination of duplications of clients who are e.g. registered at more branches or at a branch that is geographically further. The system will help to monitor provided services more effectively, eliminate client duplications and better coordination of the volunteers. At the same time, the organization will significantly reduce the administrative burden of its employees (and invest the saved funds in providing services for a larger number of clients).

The project budget thus consists of buying a suitable tool / system for contact management (up to a maximum of CZK 60,000, as the programme does not allow investment costs), remuneration for an expert who will help the association transfer existing contacts to the system and put the system into operation, costs of lecturer / educational seminar for the association's employees on using the system and the costs for the association's employees, who will be in charge of coordinating this project.

Results framework completion:
→ **Projects must fulfil the outcome Increased capacity and sustainability of the civil society sector and individual civil society organizations (CSOs) and at least one of its predefined output and indicator/s.**
  → project fulfills the programme outcome 5. Increased capacity and sustainability of the civil society sector and individual civil society organizations (CSOs)
  → project fulfils the indicator V5.1 Number of CSOs with transparent and accountable governance – the value given by the applicant is "1", i.e. itself as an organization that meets the indicator
→ **Each outcome has predefined specific outputs and indicators, which has to be quantified in the project application.**
  → project fulfils output 5.3 Capacity building provided to CSOs
  → at the level of this output project fulfills following indicators:
  → 5.3.1 Number of CSOs participating in capacity building initiatives funded by the programme - the value given by the applicant is "1", i.e. itself as an organization that meets the indicator
  → 5.3.2 Number of CSO leaders trained – he value given by the applicant is number of managers / directors of individual branches who participated in educational seminar – i.e. 5 (from 5 branches)
→ **Project must fulfil the programme indicator Number of people engaged in civil society organisation activities.**
  → the value given by the applicant is the sum of people who participated in the educational seminar (5 managers / directors of individual branches), employees of the association who participated in the educational seminar on using the system (19 employees) – i.e. 24.

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 programme monitors the number of organizations engaged in this output.)

3. Eligible Applicant

Action grants in the programme outcome 5 are intended for **non-profit (civic) organizations** that operate at the local, regional or national level. Cooperation with other stakeholders is highly welcomed, only non-financial partnerships can be concluded within the 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**;

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. The organization can be involved in any number of projects as a non-financial partner.

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

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).

In the case of applications submitted within the last deadline of the call (i.e. as of 31 May 2023), only projects with a maximum duration of 9 months may be accepted with regard to the condition of the programme to terminate the implementation of projects by 30 April 2024 at the latest.

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 (in EUR)	Annual allocations for 2021, 2022 and 2023 (in EUR)
outcome 5: Increased capacity and sustainability of civil society sector and individual civil society organisations	**€ 151,000**	**€ 60,400** (precisely **€ 30,200 for 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.

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. Eligible expenditures are the purchase of digital tools or technologies and software (primarily not the purchase of IT equipment - see chapter 2 Focus of the Call) or the development of applications and databases, unless it is the acquisition of tangible or intangible fixed assets (investment costs are not eligible expenditures in the Active Citizens Fund). **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

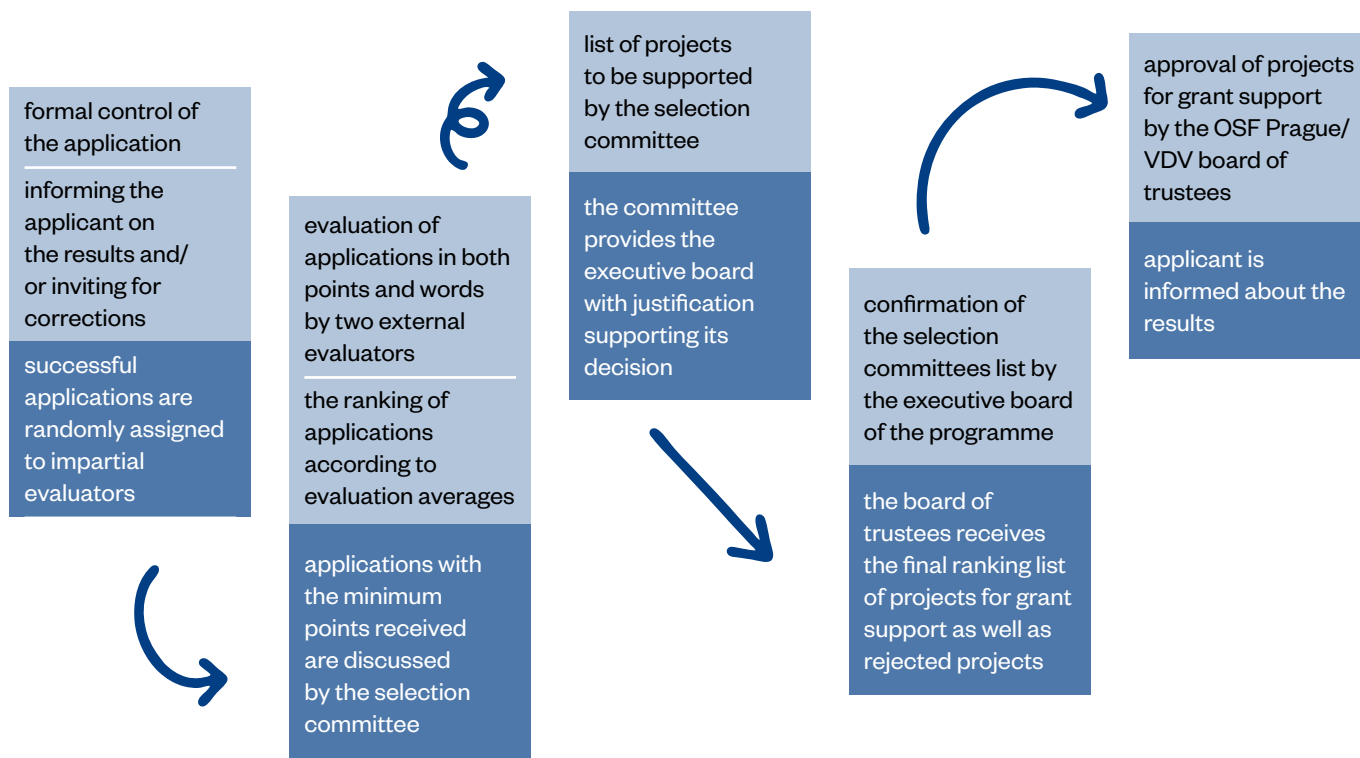Payment of the project grant will be realized as a one-off advance payment to the promoter's bank account up to 100% of the approved grant, within 10 days from signing the project agreement, or rather a project start.

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.

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 interest declaring the objectivity of the selection process and exclusion of any conflict of interest.

Project Selection Procedure

formal control of the application
informing the applicant on the results and/ or inviting for corrections
successful applications are randomly assigned to impartial evaluators

evaluation of applications in both points and words by two external evaluators
the ranking of applications according to evaluation averages
applications with the minimum points received are discussed by the selection committee

list of projects to be supported by the selection committee
the committee provides the executive board with justification supporting its decision

confirmation of the selection committees list by the executive board of the programme
the board of trustees receives the final ranking list of projects for grant support as well as rejected projects

approval of projects for grant support by the OSF Prague/ VDV board of trustees
applicant is informed about the results

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.

→ Applicants who have not been supported by a strategic or mid-sized grant under the programme by the continuous deadline of the call - will receive 10 extra points. The aim of this point advantage is to make the grant support from the program available to a wider range of organizations, which will strengthen their own capacities and competencies in the digital field. (Recipients of strategic and mid-sized grants can strengthen their knowledge and skills for the use of digital technologies from already allocated grants consisting of financial amount intended for strengthening their capacities.)

The project that does not receive any point in one or more criteria (ie. 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
1. Knowledge of the needs of the organization / target group and the benefit of the project for the organization / target group	**40**
In this criterion, you should answer the following questions: WHY? – FOR WHO? – WHY US? Particularly, the evaluators will assess: → Does your project belong to the programme outcome of the call, i.e. Increased Capacity and Sustainability of the Civil Society Sector and Individual CSOs? (see the call on page 3) → Can you identify and correctly describe a problem you would like to solve? Are you aware what is the cause of the problem? → Are you familiar with the needs of your organization. Eventually, do you know the target group (participants) of your project well and have you considered how it would be engaged into the project? → Do you plan to use the results of this project in the future, i.e. whether and how do you plan to follow up on the project? Simply, convince the evaluator that you are familiar with the needs of your organization / your target group well and that you can identify and implement them the best.	
2. Project objectives and project logic	**40**
In this criterion, you should answer the following questions: WHAT? – HOW? Particularly, the evaluators will assess: → Would your project really solve described problems (describe what change will take place in the organization / target group and how will you / the target group of the project know that the problem is solved)? → 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 your organization / target group of the project) → 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.) Simply, convince the evaluator that you have the best idea how and what (possibly with whom) to do so that the situation of your organization / target group changes for the better.	

3. Project budget	20
In this criterion, you should justify the required amount of the grant. Particularly, the evaluators will assess: → Does your budget include everything you need for the project implementation? → Isn't the project too expensive? → On the contrary, is the project too cheap – did you choose too low or even bad quality of purchased services? Simply, convince the evaluator that you will be the "right manager" in managing the received grant.	
Points in total	**100**
Point advantage for applicants registered in the Karlovy Vary, Ústecký or Moravskoslezský Region	**10**
Point advantage for applicants who are not the recipients of strategic and mid-sized grants in Active Citizens Fund programme.	**10**

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 OSF Prague board of trustees approves finally the list of projects recommended for funding by the programme executive board.
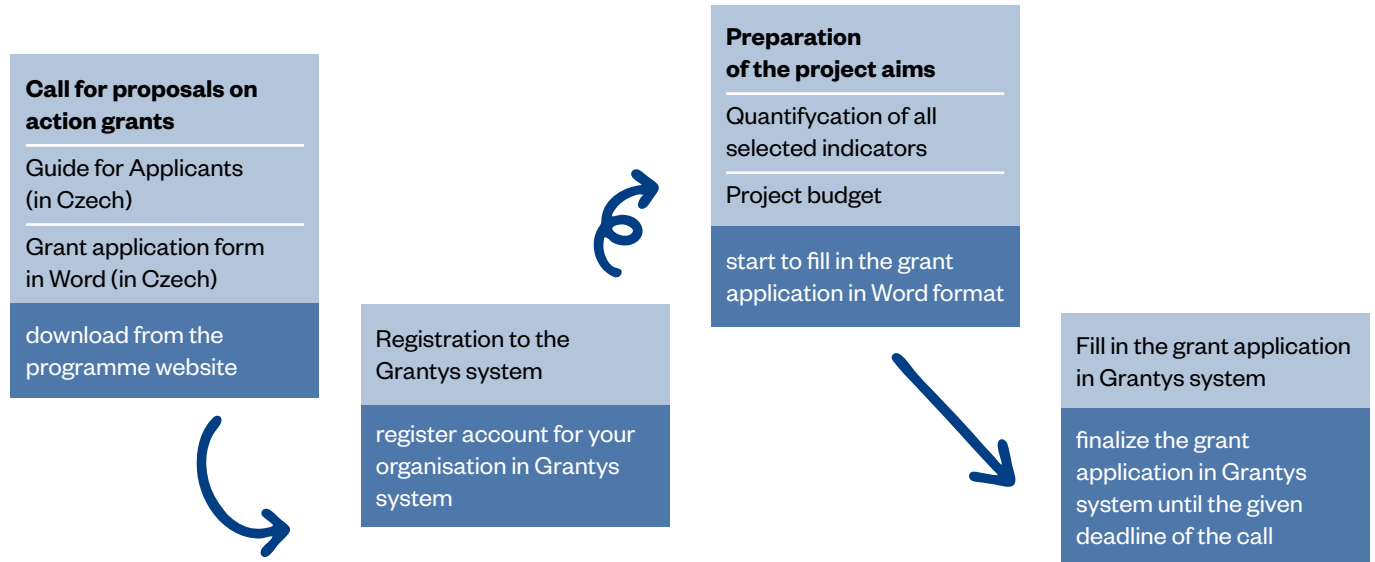
Information on the Results of the Evaluation

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

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/** (grant applications for **project outcome 5** are processed by the OSF Prague)

Call for proposals on action grants

Guide for Applicants (in Czech)

Grant application form in Word (in Czech)

download from the programme website

Registration to the Grantys system

register account for your organisation in Grantys system

Preparation of the project aims

Quantifycation of all selected indicators

Project budget

start to fill in the grant application in Word format

Fill in the grant application in Grantys system

finalize the grant application in Grantys system until the given deadline of the call

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.

Call for proposals continuous deadline: annualy until 23:59 May 31, 2021, May 31, 2022 or May 31, 2023. (In a given year there is only one deadline – i.e. all applications submitted by May 31 of the given year are evaluated.)

Each applicant may submit a maximum of **3 applications[2] in all calls of Active Citizens Fund** but only 1 application under 1 call. **For this continuous call there is an exception – organisation may apply more than once** (the condition of a maximum 3 applications still applies) 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 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.

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2   excluding the projects supported by the **Fund for Bilateral Relations**.

7. Consultations and Contact Information

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.

Supporting questionnaire for applicants is available on the programme website (prepared in collaboration with Techsoup) to help you clarify in which areas you need to strengthen your digital competencies or the organization's digital equipment and tools. A continuously updated list of potential services and suppliers of IT technologies or education in the field of digital competencies (especially for non-profit organizations) was created for your inspiration

Technical difficulties can be consulted until the interim 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 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. The webinar will take place online on March 30, 2021 from 2 p.m. You are welcomed to attend, please register via a simple online form here.

More information on 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.

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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

8. Checklist for Grant Application Submission

	Administrative criteria **The first 2 criteria are elimination criteria**, meaning an automatic elimination of the application from further evaluation if it does not comply with even one of these criteria. 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 2 mistakes it is automatically eliminated from further evaluation.	**yes/no**
1.	**Application is submitted electronically in Czech.**	
2.	**Application was submitted before the interim closure of the call for proposals via Grantys system** (i.e. until 23:59 on May 31, 2021, May 31, 2022 or May 31, 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)	

	Eligibility criteria Eligibility criteria must be fulfilled by the applicant, as by the application itself. The applicant is not allowed to correct eligibility criteria, even one mistake leads to an automatic elimination from further evaluation.	**yes/no**
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[3])*	
2.	The amount of required grant respects the limits set in the call for proposals *(i.e. between € 1,000–3,000, question B8 of the application)*	
3.	Project duration respects the duration set in the call for proposals *(i.e. 1–12 months[4])*	
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.	

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3 It is being assessed by the deadline for submitting grant applications.

4 In the case of applications submitted within the last deadline of the call (i.e. as of 31 May 2023), only projects with a maximum duration of 9 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.

Call for proposals of the
Active Citizens Fund programme
2020

www.activecitizensfund.cz