



EEA GRANTS 2009 - 2014

The Partner for Programme CZ06 – “Cultural Heritage and Contemporary Arts” issues

**GUIDELINES FOR APPLICANTS FOR GRANTS FROM
EEA GRANTS 2009 - 2014**

CZ06 – PROGRAMME AREA 17

“Promoting diversity in culture and the arts within the
European cultural heritage”

Effective from: 27. 3. 2014

Ministry of Culture



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LIST OF ABBREVIATIONS

EEA	European Economic Area
FM 2	Financial mechanisms 2009-2014 (EEA and Norway Grants 2009-14)
IS CEDR	Information system CEDR MF-EEA and Norway Grants – information system of the Ministry of Finance as the Operator of selected EEA and Norway Grants programmes. The system is used for applications submitted (under open calls and pre-defined projects) for individual programmes and their subsequent administration (project selection, monitoring, payment) until after their implementation.
MF	Ministry of Finance of the CR
NFP	National Focal Point (Ministry of Finance of the CR)
NGO	Non-governmental, non-profit organisation
PP	Programme Partner (Ministry of Culture of the CR)
PO	Programme Operator (Ministry of Finance of the CR)
Donor states	Norway, Iceland, Liechtenstein
Applicant	An entity that submits a grant application under an open call

I. INTRODUCTION

The Guidelines for Applicants have been prepared by the Programme Partner and have been designed for all entities – potential applicants – which will process and submit applications for grants from the EEA grants 2009 - 2014 through the IS CEDR under open calls for Programme Area 17 – “Promoting diversity in culture and the arts under the European cultural heritage.”

When processing their applications, applicants shall be guided by the conditions of the **call** announced under Programme Area 17, **the Guidelines for Applicants** and also the **instructions in the IS CEDR**, which are provided in a basic information file which, should they require, also refers them to other documents that are available (e.g. NFP Guidelines on eligible costs for the EEA and Norway Grants 2009-14, NFP Guidelines on small-scale public contracts funded from the EEA and Norway Grants 2009 - 2014) with the announcement of the call.

II. GUIDELINES FOR APPLICANTS – ADDITIONAL INFORMATION CONCERNING THE CALL

ELIGIBLE APPLICANTS AND ELIGIBLE PARTNERS

- Eligible **applicants** are:

Legal entities – any entity (public or private, commercial or non-commercial and non-governmental organisations) established as a legal entity in the Czech Republic, as well as an international organisation operating in the Czech Republic, is considered to be an eligible applicant.

Natural persons – any natural person who is a legal resident of the Czech Republic is considered to be an eligible applicant.

The call is intended for legal and natural persons providing cultural services, activities and goods in the areas of professional theatre, the creative arts, music or film. Eligible applicants shall be:

- At the national level – contributory organisations funded by the Ministry of Culture of the CR (artistic, collection-managing and scientific organisations).
- At the level of the regions and towns/municipalities – cultural and artistic organisations funded by local administration authorities.
- Non-governmental cultural and artistic entities, non-profit cultural organisations and companies, including natural persons who have shown for at least three years outstanding results of their artistic effort, or activities that support high-quality artistic creation.

This means all natural persons and legal entities which have legal personality in the areas of the relevant artistic activities for a period of over three years.

Applications may/must be submitted in cooperation with similar entities (partners) from the donor states and the Czech Republic (for more details see Chapter III, “Tab – Partners”).

- Eligible **partners from the CR**: The same specifications apply as to eligible applicants.
- Eligible **partners from donor states** are legal and natural persons meeting the same eligibility criteria as Czech applicants. The donor state partner/partners are not eligible applicants. The following entities are donor state partners:
 - Contributory organisations funded by the Ministry of Culture (artistic, collection-managing and scientific).
 - Cultural and artistic organisations funded by a local or regional authority.
 - Non-governmental cultural and artistic entities, non-profit cultural organisations and companies, including natural persons who have shown long-term outstanding results of their artistic effort, or activities that support high-quality artistic creation.
- The person submitting the application (applicant) must meet all the conditions laid down in the applicant’s affidavit, which is a mandatory attachment to the application, i.e.:
 - that it is not bankrupt or being wound up, is not in receivership, has not entered into an arrangement with creditors, has not been required to suspend its activities or is not in any analogous situation arising from the relevant legislation of the Czech Republic;
 - that its assets are not subject to involuntary bankruptcy proceedings, are not the subject of negotiations leading towards liquidation, compulsory receivership, settlement with creditors or are not in an analogous situation arising from the relevant legislation of the Czech Republic;
 - that no criminal proceedings have been commenced against their statutory representative (or statutory representatives, provided the relevant law, organisation’s statutes etc., allow for more than one statutory representative) and the statutory representative(s) has (have) not been convicted for any offence the body of which related to the organisation’s activities or for an economic crime or a crime against property;
 - that it meets its obligations relating to the payment of social security and health insurance, tax obligations and other obligations arising from the relevant legislation of the Czech Republic;
 - that it has not committed acts that are substantially contrary to professional ethics, proved against it by another grant provider by any legitimate means;
 - that it has not seriously distorted the information submitted to the grant provider, which was a condition of its participation in the round of the call;
 - that it has not been in a situation during the previous five years where another grant/subsidy provider has withdrawn from an agreement with the applicant for

reason of serious failure to comply with the obligations arising from another agreement;

- that it has not attempted in the past to obtain confidential information or to influence the grant provider;
- that it has not withheld any information that might affect the award/refusal of the grant;
- that it has returned and therefore no longer has access to any aid that was declared to be illegal/unauthorised based on a decision by any provider (including the European Commission) or, subsequently, the Tax Office, where this aid was requested to be returned;
- that it has not violated Article III, paragraph 10 of Regulation no. 25/2010 of the Ministry of Culture of the CR, which stipulates that a grant will not be provided to an applicant who, according to the findings of the Ministry of Culture:
 - a) has submitted incorrect, incomplete or late billing for a grant provided to it by the Ministry of Culture in the previous year,
 - b) has not entered into a financial settlement with the Ministry of Culture for a grant provided to it by the Ministry of Culture during the previous year (Section 14, paragraph 9 of Act No. 218/2000 Coll., on budgetary rules and on amendments to certain related Acts (Budgetary Rules) as amended),
 - c) has not returned to the state budget a grant or its part provided to it by the Ministry of Culture during the previous year, which it has not used, or has used in breach of the conditions laid down for its use.”);
- that it will respect the public interest when implementing the project, i.e. will act in accordance with the applicable laws and regulations.
- that the project will be implemented on a non-commercial basis and, in a case where an audio or audio-visual recording of an artistic production or other outputs from the project’s authorised activities are issued, these recordings will not be used for commercial purposes.
- that the project could not be implemented at the high level of artistic quality required without financial assistance.

SPECIFICATION OF ELIGIBLE ACTIVITIES

Programme area 17 – Promotion of diversity in culture and arts within the European cultural heritage – is focused on the **strengthening** of European cultural identity, **cultural dialogue** and **bilateral relations** with Norway, Iceland and Liechtenstein through the understanding of cultural diversity. The application may involve the activities specified below, implemented in the Czech Republic and/or the donor states.

Eligible project activities shall be the following:

1. Professional theatre (physical and non-verbal theatre, including professional dance and performance art)

- 1.1 Festival, show (support to the organiser of a festival or a show of cross regional nationwide importance, particularly with the participation or collaboration of a donor state partner/partners, or a show or festival of international importance) – **compulsory coproduction project.**¹
- 1.2 New interdisciplinary (or alternative) project (support for its production and one year of staging). The project will comply with the objectives of Programme area 17 – **compulsory coproduction project.**¹
- 1.3 New performance project – support for the production of a performance project (or other type of theatre event) and one year of staging – **facultative coproduction project.**¹
- 1.4 Running (staging) of a performance project (support for the repeated staging of particularly inspiring and innovative performance projects fulfilling the objectives of Programme area 17) – **facultative coproduction project.**¹
- 1.5 Creative workshop, specialised course, conference, seminar (support to these activities aiming at fulfilling the objectives of Programme area 17 and particularly with the participation or collaboration of a donor state partner/partners) – **compulsory coproduction project.**¹

Activities 1.1 – 1.4 include the possibility of releasing a related audio-visual recording and a non-periodical publication, **Activity 1.5** only allows the option of releasing a non-periodical publication.

2. Professional visual arts

- 2.1 Exhibition project (support for an exhibition project fulfilling the objectives of Programme area 17) – **facultative coproduction project.**¹
- 2.2 Support for a year-round exhibition project (support to the production of a year-round exhibition programme focused on the objectives of Programme area 17) – **facultative coproduction project.**¹
- 2.3 Creative workshop, specialised course, conference, seminar (support to these activities aiming at fulfilling the objectives of Programme area 17 and particularly with the participation or collaboration of a donor state partner/partners) – **compulsory coproduction project.**¹

Activities 2.1 – 2.3 including the possibility of releasing a related non-periodical publication (in the case of **Activity 2.3** this shall not exceed 10% of the value of the grant).

3. Professional music (classic, contemporary and alternative music)

- 3.1 Music festival (support for the organiser of a music festival of cross-regional, nationwide importance, with the participation or collaboration of a donor state partner/partners, or a festival of international importance) – **compulsory coproduction project.**¹
- 3.2 Concert event (support for the organisation of a concert event fulfilling the objectives of Programme area 17) – **facultative coproduction project.**¹
- 3.3 Creative workshop, specialised course, conference, seminar (support to these activities aiming at the fulfilment of Programme area 17 objectives, particularly

with the participation or collaboration of a donor state partner/partners) – **compulsory coproduction project.**¹

Activities 3.1 – 3.3 include the possibility of releasing a related audio/audio-visual recording and a non-periodical publication (in the case of **Activity 3.2** this shall not exceed 20% of the value of the grant).

4. Film

4.1 Creative workshop for screenwriters, specialised course, conference, seminar (support for events expanding international partnership and the exchange of experience in the area of film screenwriting – with the active participation of a donor state partner/partners) – **compulsory coproduction project.**¹

4.2 Film festival or show (support for the organiser of an event aiming to fulfil the objectives of Programme area 17 and expanding international cooperation between partners) – **compulsory coproduction project.**¹

Activity 4.1 included the possibility of releasing a related audio-visual recording and a non-periodical publication.

AMOUNT OF GRANT

- The amount of the grant is a maximum of 90% of total eligible project expenditure. The minimum grant for a project is CZK 248,000 (EUR 10,000) and the maximum CZK 3,968,000 (EUR 160,000).

ADVANCE PAYMENTS

- The applicant may be provided with an advance payment of up to 20% of the total amount of the grant awarded from the EEA and Norway Grants 2009 – 2014.
- The advance payment will be provided to the final beneficiary of the approved project on the basis of a request for an advance payment, after which the Operator will provide it with the relevant legal act on the allocation of funds to implement the project. The request for an advance payment must always be stated and justified in the grant application.
- State organisational units and their contributory organisations may not request advance payments.

The total amount of the advance payment will be deducted at the latest when 80% of the total grant awarded has been drawn.

STATE AID

Programme CZ06 – Cultural Heritage and Contemporary Arts was found by Decision of the European Commission (SA. 36361) on 19 December 2013 to be compatible with the internal

¹ *At the level of the individual projects, participants will be encouraged to invite a partner/partners from donor states to become involved in the project. Eight of the expected thirteen activities will be subjected to compulsory coproduction with an international partner/partners from the donor states.*

market of the European Union in accordance with Article 107, paragraph 3 (d) of the Treaty on the Functioning of the European Union. For this reason, the applicant does not need to enter additional information on state aid in the application.

IMPORTANT NOTICE FOR APPLICANTS

Before the applicant begins to prepare the application and its annexes, **the entire text of the call and the Guidelines for Applicants should be carefully studied.** These documents, together with the instructions contained in the IS CEDR system (descriptions, help features) will provide the necessary information to complete and submit the application.

When processing the application, the applicant must pay particular attention to the following:

- To ensure that all the eligibility criteria for the given call are met by the applicant.
- To ensure that the project activities are eligible.
- To ensure that the project contributes to the objectives set (this is set out in the call as a programme outcome) and that the project outcomes are also consistent with the defined project outputs.
- The clarity of information entered in the individual parts of the application.
- Cohesion between the description of activities and the project budget, timetable and logical framework in the application.
- The need to provide succinct and concise information, in order to avoid complicated technical and professional terminology and lengthy, generalised descriptions.
- Realistic budget calculations, including individual costs based on market processes and taking into account future economic developments. All budget items in the IS CEDR information system must be rounded up or down to crowns.
- To ensure that all abbreviations used are listed and, where appropriate, explained.

III. GUIDELINES FOR APPLICANTS – INFORMATION FOR PROCESSING AND SUBMITTING APPLICATIONS TO THE CEDR INFORMATION SYSTEM

IS CEDR

- Grant applications under open calls shall only be submitted through the CEDR information system (IS CEDR).
- This is an extension of the CEDR-MF information system, with the addition of an **EEA and Norway Grants** internet module.
- The IS CEDR will support the administration of individual programmes throughout their life-cycle, i.e. from the announcement of a call and the submission of applications, through their evaluation, the issue of a legal act on the allocation of funds (e.g. a grant allocation decision), the monitoring of implementation, to the completion of individual projects and programmes.
- The internet module that has been created will enable applicants to submit applications with annexes and to add the required information by completing the appropriate forms directly from their workplace or from home, in electronic format. Here, users will find all the information they will need in relation to the project bid and its implementation.

The IS CEDR also allows them to continuously monitor the administration process and the current status of their application evaluation.

- Basic information for applicants on operating the IS CEDR system is provided on the homepage. When completing the application, the applicant is given instructions (descriptions, help features), which appear when the cursor is moved over a particular field, or a text explaining what information is required and how to complete the relevant fields, as well as a help feature. Additional information is contained in the call and in the Guidelines for Applicants.
- In case they encounter problems filling in the application, applicants also have access to a telephone “hot line” – with the contact provided on the application home page and on the “Contacts” page. A contact is also given on this page to the member of staff of the Ministry of Finance of the CR who provides methodological support to grant applicants. Applicants who have questions relating to the actual content of the call, its conditions, etc. can turn to the contract person listed in the text of the call announced for a given programme.

ESSENTIAL CONDITIONS TO USE THE IS CEDR APPLICATION:

- computer (PC, notebook or similar device)
 - ***technical parameters***
 - 1 GHz processor or higher, 1 GB RAM or more
 - 200 MB free disk space
 - recommended monitor resolution of 1280×800 SVGA
 - ***installed software***
 - MS Windows XP, MS Windows Vista, MS Windows 7 or MS Windows 8 operating system
 - MS Internet Explorer 8.0, 9.0 or 10.0, MozillaFirefox 21 or Google Chrome 27 internet browser
 - Java Runtime Environment 1.7 and higher (for electronic downloads)
 - Adobe Acrobat Reader (for electronic downloads)
 - Microsoft Word (2000, 2003, 2007, 2010)
- a qualified electronic certificate – electronic signature (must contain the organisation’s business registration number)

For communications with the public authorities (and therefore also with the Ministry of Finance) applicants must obtain a **qualified certificate – electronic signature** (hereinafter referred to as an electronic signature). (If the applicant already has an electronic signature from one of the entities set out below, it is not required to obtain a new one.)

Three entities are currently accredited in the Czech Republic (certified services providers), and authorised to issue these electronic signatures:

1. První certifikační
autorita, a. s.
Reg.no: 26 43 93 95
Podvinný mlýn 2178/6
190 00 Prague 9
<http://www.ica.cz/>

2. Česká pošta, s. p.
Reg.no: 47 11 49 83
Olšanská 38/9
225 99 Prague 3
<http://www.postsignum.cz/index.php>

3. eIdentity a. s.
Reg.no: 27 11 24 89
Vinohradská 184/2396
130 00 Prague 3
<https://www.eidentity.cz/app>

There are a number of types of electronic signatures.

If the applicant is an employee (or representative) of a legal entity, he is required to obtain an employee electronic signature (a certificate indicating ties to the organisation).

- **What should the electronic signature contain?**

In the case of an employee (or representative) of a legal entity – the name, position in the organisation, name and business registration number of the organisation for which the signatory is acting.

- **How long does it take to get an electronic signature?**

Upon receipt of an order (request) at the provider's contact point, the electronic signature is issued while you wait. Detailed information on the procedure for obtaining an electronic signature can be found on the websites of accredited providers.

- **How long is an electronic signature valid for?**

An electronic signature is issued for a period of twelve months, after which it must be renewed by the provider, or a new one is issued.

- **What are the technical requirements for the use of electronic signatures?**

The requirements of the IS CEDR application (see above) also cover the requirements for the creation of electronic signatures.

- **Further recommendations for the use of special hardware**

In order to ensure the secure storage of electronic signatures, it is recommended that special devices, designed for this purpose, be used (USB tokens or smart cards).

- **How much does it cost to secure an electronic signature?**

The cost of acquiring an electronic signature varies between CZK 400 to 500, depending on the provider, and the number of electronic signatures performed is not subsequently limited.

- **What are the legal restrictions on the use of electronic signatures?**

In most cases, an electronic signature has the same legal validity as a handwritten signature. However, sometimes the law requires certification of the signature to validate the legal act. In this case an electronic signature cannot replace a handwritten signature. Information on the use of a certified electronic signature, the wording of the Act and related regulations can be found on the website of the Ministry of Interior of the CR (<http://www.mvcr.cz/clanek/epodpis.aspx>).

We recommend that applicants secure their computers against viruses and external attacks!

Data box for communication with the Programme Operator (Ministry of Finance of the CR)

- Communication between the applicant and the Programme Operator requires **the creation of a data box** at the Ministry of Interior of the CR (during registration, the ID of the data box must be provided and the data box is subsequently used by the grant provider for the transmission of documents).

REGISTRATION OF THE APPLICANT IN IS CEDR AND SUBMITTING AN APPLICATION THROUGH IS CEDR

Registration of the applicant

- A. **The homepage** of IS CEDR and the Applicant Registration system can be accessed through: the websites of the EEA and Norway Grants – www.eeagrants.cz a www.norwaygrants.cz, through the CEDR button on the homepage.
- B. The applicant opens the homepage of IS CEDR – EEA and Norway Grants, where the registration can be completed – link in the upper right corner entitled “**applicant registration**”.
- C. The preparation of the registration takes place in six stages, in which the applicant, after reading the various conditions and approving them by selecting the “**Consent to the conditions for opening an account**” field, progressively follows all the steps necessary for the registration.
- D. **Entering an application:**
 - a. *Only a registered applicant may enter a new project (grant application).*
 - b. The grant application is entered in the Main menu – Projects, by pressing the button “**entering a new project**” and then selected the call announced for the relevant programme, indicated by the programme code.

PROCESSING APPLICATIONS – INFORMATION FOR COMPLETING AN APPLICATION IN THE CEDR SYSTEM

The following instructions are broken down by the requirements of the individual tabs in the main page of the application form contained in IS CEDR MF – EEA and Norway Grants 2009-2014. Much of the information for applicants is contained in the call, and also in the IS CEDR instructions (descriptions, help features). Information in the Guidelines for Applicants is limited to additional information that the Programme Operator (Ministry of Finance of the CR) and the Programme Partner (Ministry of Culture of the CR) consider necessary for applicants to obtain sufficient information to enable them to complete and to submit the application.

The information below is broken down by the individual tabs on the main page of the application form contained in IS CEDR MF – EEA and Norway Grants

General information on the different tabs in the application form:

- *Gray shaded fields* are automatically filled by the IS CEDR on the basis of information entered by the applicant, or information obtained from registers of business entities, etc.
 - *Yellow shaded fields marked with an asterisk* are mandatory and the applicant must fill them in the different application tabs.
 - When completing the application, the applicant will complete individual tabs from left to right, first completing the tabs in the lower row and then in the upper.
- This procedure must be followed, given that the information from certain IS CEDR tabs is automatically uploaded into others.**

- Data will be automatically uploaded from the following tabs:
 - Partners - VAT – Detailed budget – Budget – Funding
- In the header and footer of each page of the application, the following buttons can be found:
 - **Submit application**– Enables the submission of a fully completed application form for control and evaluation.
 - **Save** – Enables data entered or modified in the application to be saved. We recommend that you save your data before moving on to a new tab in the application form, to prevent any unwanted loss of the data. When you move to a new section in the application, the system will issue a warning if the current data has not been saved.
 - **Verify** – Enables the completeness of the completed application to be verified, including mandatory annexed and bank account information. The system will display any deficiencies found to the applicant for correction and completion.
 - **Remove** – The applicant can remove an incomplete application until such time as the first document for the application has been generated, which will assign a registration number to the application, under which it will be stored in the IS CEDR.
 - **Generate application** – Enables the creation (generation) of the final application document, into which the system will upload current data from the grant application. When the application is regenerated, the original data from the form are replaced by new (current) data. The Grant Application document can be generated at any stage of completion, which allows the applicant continuously to control the status of the application in the application form.

The application generated is attached as a PDF document in one of the annexes when the application is submitted.

TAB – GENERAL INFORMATION

Programme

The IS CEDR system automatic completes the programme and call numbers by uploading them from the project field to the grey fields

Name

The applicant enters a **brief** and **concise** project name in Czech and English (a translation of the Czech name). The project name must be identical in all sections and annexes of the application.

Programme Area, Programme Outcome, Programme Output

In Programme Area 17 – Promoting diversity in culture and the arts within the European cultural heritage, the programme outcome (overall project objective) is: “The presentation and mediation of contemporary arts and culture to the general public”.

From the yellow shaded field entitled “Programme area” the applicant therefore selects: “**PA 17 – Promoting diversity in culture and the arts within the European cultural heritage**”.

From the yellow shaded field entitled “Programme outcome” (overall project objective) the applicant selects the programme outcome shown above: **“The presentation and mediation of contemporary arts and culture to the general public”**.

The programme output (project outcome/outcomes) must contribute to the programme outcome.

In Programme area 17 – Promoting diversity in culture and the arts within the European cultural heritage, there are two possible programme outputs (project outcomes): a) Support for new artistic projects; b) Organisation of creative workshops in theatre, music, visual arts or film. The project may have one or more outcomes.

From the yellow shaded field entitled “Programme output (project outcome)” the applicant selects one or both programme outputs from the list, depending on the focus of the project: **“Support for new artistic projects”** and/or **“Organisation of creative workshops in theatre, music, visual arts or film.”**

The programme outcome and programme outputs are contained in the text of the call and the application must select **only one** programme outcome (overall project objective) and **one or more** programme outputs (project outcome/outcomes), depending on the focus of the grant application.

Note. The IS CEDR automatically uploads the programme outcome and outputs from the General Information tab to the Logical Framework tab!

Summary

In this section the applicant enters a clear and concise summary description of the project (max. 4,000 characters).

Project outputs (their location) – Statistical data

The applicant selects from the list in IS CEDR. This concerns the geographical area as determined by the NUTS statistical classification. The applicant selects the geographical area in which the project outputs will be implemented.

Project focus – Statistical data

The applicant selects from the list in IS CEDR.

Main focus – the applicant selects a maximum of one.

Secondary focus – the applicants selects a maximum of two.

Sector code – this is statistical information for monitoring costs linked to the sector in question. The response to the question “which specific area does the project develop” will determine the sector code.

Planned duration of project implementation

The applicant will enter the expected start and completion dates for the project. The expected duration of implementation will be calculated automatically in IS CEDR. The start date for the project entered by the applicant must reflect the time needed for evaluation of the application, a minimum of six months after the date the call ends, i.e. the earliest projects may start is November 2014.

The project implementation period may not be shorter than three months, but may also not exceed the final date for eligibility of expenditure, i.e. **30 April 2016**.

TAB - APPLICANT

IS CEDR communicates with the basic registers and uploads the relevant data from them. In exceptional cases, where there is no data on the applicant in the basic registers (e.g. company registration numbers for some natural persons engaged in business who registered before 2001), the applicant must fill in the relevant field.

Name and contact details of the applicant

The applicant proceeds according to the help feature in IS CEDR.

Statutory representative

The applicant proceeds according to the help feature in IS CEDR.

Applicant's address and registered office

The applicant proceeds according to the help feature in IS CEDR.

Contact persons

The applicant **enters** data on the contact person **responsible for contacts between the applicant and the Operator regarding the information** in the application. The contact person is not required to be the applicant's statutory representative/agent who signs the application submitted.

In the event the applicant's statutory representative designates another person **to sign and submit the application**, the applicant selects the "Agent" option in the project position and enters the information requested concerning this agent.

Description of the applicant

A brief description of the applicant. A description of the applicant's main scope of activity/possibly the organisational structure and other information relevant to the application submitted.

- *Note. Further information on the applicant will be included in the Annex "Document on the applicant's legal personality", see Chapter III, Contents of the Annexes.*

Applicant's experience of project management

All the applicant's relevant experience with the preparation and implementation of similar projects is entered here. Complete a short list of projects and basic information about them.

In the event that project management will be outsourced, indicate who will provide this service and any references from the management of similar projects.

TAB - PARTNERS

- In the case of facultative coproduction projects, the applicants may either submit a grant application independently or in partnership with a partner/partners from the donor countries and the CR. In the case of compulsory coproduction projects, applicants must always submit a grant application in partnership with a partner/partners from the donor states (Norway, Iceland or Liechtenstein) (a precise specification of mandatory and facultative coproduction projects is provided in the text of the call).

- In this tab, the applicant enters information on the project partner/partners, both foreign partners from the donor countries and Czech partners. In the case of Czech partners, the applicant selects the legal form from the list provided (mandatory field). In the case of foreign partners from donor countries, the applicant enters the legal form manually into the application.
- In the case of facultative coproduction projects, a partnership is an advantage but is not a deciding condition for approval of the grant application (the decision is mainly based on the **quality of the application submitted**). In the case of mandatory coproduction projects, partnership with a partner/partners from one of the donor states (Norway, Iceland or Liechtenstein) is a necessary condition to comply with eligibility criteria. If this condition is not met, the application will be excluded from further evaluation.

The applicant is always responsible for implementing the project and achieving its set objectives.

Project partnerships may not be based on supplier-customer relationships. Partnerships must be based on non-commercial principles and supported by a Partnership Agreement/Contract.

Content of the Partnership Agreement

No binding format has been set for the form and content of the partnership agreement.

Documents on project partnerships

In every case where a partner/partners will participate in the implementation of a project, the applicant must submit:

- **A Partnership Statement** – mandatory annex to the application.
- **A Partnership Agreement/Contract** – **this must be submitted at the latest before the legal act on the award of funds for project implementation is issued.**

Bilateral Partnership

Applicants **may** submit a grant application together with partners from the donor states (Norway, Iceland and Liechtenstein). In the case of mandatory coproduction projects, applicants **must always** submit a grant application together with partners from the donor states. Project Partners have the option of participating in co-financing the project or participating in the preparation of the application and project management, but **they may not use the project to fund the normal activities of their organisation.**

Partnerships concluded with institutions from the donor states will contribute to the strengthening of bilateral relations between the Czech Republic and these countries in the given programme areas.

Bilateral Indicators

Bilateral indicators are a measure of the achievement of specific bilateral activities under the project. In the case of bilateral partnerships, the applicant completes **at least one** of the preset bilateral indicators from the list in the IS CEDR and enters the initial and target value for the selected indicator and describes the bilateral indicator selected in relation to specific bilateral activities within the framework of the project.

TAB - DESCRIPTION

Initial status and a justification of the proposal, Overall objective and expected benefits from the project, Strategic and relevant documents, Project activities

The applicant completes the form following the instructions in the IS CEDR.

- If it is a **scientific project**, the applicant ticks off this fact in IS CEDR.
- In the IS CEDR system, the description of activities is linked to the Logical Framework and individual names of activities are automatically uploaded into it by the system.
- After entering the activities, IS CEDR creates an automatic project timetable based on the data entered by the applicant.

Examples of activities are, for example: exhibition project, project publicity.

The description of the individual activities must be concise and must be linked to the budget to ensure that the individual budget items are clearly justified by the description of the relevant activities.

Please state in the description of the individual activities, which activities will be implemented by the Project Partner (including partners from donor states), or where the partner will participate in the implementation and how.

Project Management, if it is to be funded under the project, will be described as a separate project activity (based on the project management description in the Management tab).

In the case of minor building alterations, the applicant should provide a verbal description of the individual construction items, which will provide sufficient information to enable an evaluation of their necessity and the amount of the different items.

In the event the activity covers a number of operations and it is planned to cover a long period of time, more detailed information on the duration of the implementation of specific operations should be included in the description of the activity.

Given the limited number of characters in IS CEDR, it is important to remember the required scope of the description when describing activities.

- In the event that the number of characters available in IS CEDR is insufficient with regard to the nature and content of the project and its activities, the applicant may provide additional information in a separate document “Detailed description of the technical aspects of project activities”, which is created and uploaded as an annex to the application.

Project target groups – Statistical information

The applicant selects from the list in IS CEDR.

- A target group is a group that will benefit from the implementation of the project over the long term. The project may have 1-2 target groups for statistical purposes. If none of the target groups listed is relevant to the project, selected “other” and describe the target group in the Description field.
- Specify how these groups will benefit from project implementation and how this benefit can be verified. The applicant should state whether and how it will work with the target groups during project implementation. The applicant should also state the level of involvement of the target groups during project implementation – direct/indirect; active/passive.
- If the project has no secondary target group, select the option “No secondary target group”.

Prerequisites for project implementation

- In the event that a prerequisite for the implementation and successful completion of the application/project submitted for a grant from the EEA and Norway Grants is the implementation of another project/activity, financed from other sources (national sources, Structural Funds, etc.), the applicant should specify in the description the project or activity concerned, how the funding is being secured, and a timetable for its implementation (e.g. in the case of an investment project, this may be an essential investment, without which the project submitted to the EEA and Norway Grants cannot be implemented; in the case of so-called “soft projects” it may, for example, involve the adoption of a law which creates a legislative framework for the implementation of the activities of the project submitted).

Project risk

- Conditions for project implementation represent risks, which must be specified, including the method of their elimination, in the Risk Identification section

Risk identification

- The applicant shall identify the risks associated with project implementation, such as, for example, the project budget, project activities etc., and a description of the method of eliminating risks identified.

<p>Failure to obtain a grant and the inability to secure project co-financing cannot be considered to be risks.</p>
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Project sustainability

- The sustainability of project outcomes is monitored at the level of preserving project outcomes achieved and compliance with the overall project objective.
- The deadline for project sustainability is set out in the legal act on the allocation of funds and is generally five years after approval of the final project report by the PO, particularly in cases where investments and/or equipment have been acquired under the project.

Note. The final beneficiary is responsible for ensuring project sustainability.

TAB - MANAGEMENT

Management

The applicant shall complete this according to the instructions in IS CEDR.

TAB – DETAILED BUDGET

Before the applicant begins to fill out a detailed budget, information must be entered in the VAT tab. If the project is implemented as a partnership, the applicant must enter the information required in the Partners tab before starting to fill out the Detailed budget tab.

Detailed budget

- The applicant shall only enter **eligible expenditure**, which will be covered by the grant and co-financed by the applicant, in the Detailed budget tab. The applicant will enter ineligible expenditure in the Budget tab, in the “Total ineligible project costs” row, and will also describe and justify them in the “Justification for ineligible expenditure” text field.
- The detailed budget contains the following categories:
 - Chapter
 - Sub-chapter
 - Item
- The applicant shall use the green button “+” to fill in individual budget categories and associated expenditure, including the VAT rate, provided this is an eligible cost.

Definition of budgetary chapters

Supplies – this chapter of the budget covers:

- Eligible costs, incurred on the basis of public contracts executed pursuant to an agreement between the contracting authority and one or more suppliers, the subject-matter of which is the payment of supplies received. A public supply contract shall, in addition, be a public contract having as its subject-matter procurement of products (in accordance with Section 8, paragraph 1 of Act No. 137/2006 Coll. on public procurement), and which in addition covers, as an incidental matter, the provision of service consisting of siting and installation operations or rendering such products operational, provided this does not relate to building construction, unless such activities constitute a basic purpose of the public contract, however, they are necessary the performance of the public supply contract. A public contract, which the applicant is obliged to enter into under Act No. 137/2006 Coll., on public procurement, must be implemented on the basis of a written agreement, or on the basis of a written order, in accordance with the NFP Guidelines on Small-scale Public Contracts financed from the EEA and Norway Grants 2009 – 2014.

Construction work – this chapter of the budget covers:

- Eligible costs, incurred on the basis of public contracts executed pursuant to an agreement between the contracting authority and one or more suppliers, the subject-matter of which is the payment of construction work provided. A public works contract

shall, in addition, be a public contract having as its subject-matter the performance (in accordance with Section 9, paragraph 1 of Act No. 137/2006 Coll. on public procurement) the provision of supplies or services which are necessary for the execution of the subject-matter of the public contract by the supplier. A public contract, which the applicant is obliged to enter into under Act No. 137/2006 Coll., on public procurement, must be implemented on the basis of a written agreement, or on the basis of a written order, in accordance with the NFP Guidelines on Small-Scale Public Contracts financed from the EEA and Norway Grants 2009 – 2014.

- This chapter corresponds to the budget for construction work set out in the annex to the application entitled “Detailed budget chapter for construction work”.

Services – this chapter of the budget covers:

- Eligible costs, incurred on the basis of public contracts executed pursuant to an agreement between the contracting authority and one or more suppliers, the subject-matter of which is the payment of services provided. A public service contract shall, in addition, be a public contract having as its subject-matter the provision of services, and which also covers (in accordance with Section 10, paragraph 1 of Act No. 137/2006 Coll. on public procurement)
 - a) the supply of products pursuant to Section 8 of Act No. 137/2006 Coll. on public procurement, where the estimated value of the services provided exceeds the estimated value of the produces supplied, or
 - b) the execution of public works pursuant to Section 9 of Act No. 137/2006 Coll. on public procurement, where such works are only incidental to the principal subject-matter of the contract, however, the execution thereof is necessary for the performance of a public service contract.
- A public contract, which the applicant is obliged to enter into under Act No. 137/2006 Coll., on public procurement, must be implemented on the basis of a written agreement, or on the basis of a written order, in accordance with the NFP Guidelines on Small-Scale Public Contracts financed from the EEA and Norway Grants 2009 – 2014 (e.g. external management of public procurement, external financial audits, legal advice, project author supervision). This does not apply to services relating to project administration/management and project publicity.
- Eligible expenses that are not related to project management and are provided by the staff of the final beneficiary (e.g. technical supervision by the works investor, health and safety monitoring, etc.).

Depreciation of assets – this chapter of the budget covers:

- see Tab – Budget, Justification for depreciation of assets
- in the event depreciation is calculated, the applicant completes the Sworn statement of ownership of depreciated assets annex.

Management – this chapter of the budget covers:

- Expenditure on project management, where this is provided by the staff of the final beneficiary, or an entity selected on the basis of a properly executed public contract
- These expenses include:
 - Salaries and related expenses (mandatory charges, etc.)

- Travel expenses

- Expenditure falling under this chapter may not exceed 10% of total eligible project costs

Publicity – this chapter of the budget covers:

- Expenditure on project publicity, which is provided by the staff of the final beneficiary, or an entity selected on the basis of a properly executed public contract

Note. Information in the Publicity tab and eligible expenditure in the Publicity budgetary chapter must be consistent. Only items for which the applicant is requesting a grant will be entered in the budget. Publicity, which is not covered from the grant and which is paid for from the applicant’s own resources, or other sources, and for which the applicant is not requesting a grant, will be described in the Publicity tab. Estimated expenditure shall also be entered in the Budget tab, in the “Ineligible expenditure” field and described in the “Justification for ineligible expenditure” field.

Example of a completed budget:

Chapter	Construction work	Supplies	Services	Depreciation of assets	Management	Publicity
Sub-chapter	<i>See table of the individual sub-chapters below</i>	Conference room equipment	Project administration	Depreciation of equipment	Project management	Conference
Item 1	<i>Individual building structures or constructions (if there are fewer than 2 building structures in the construction budget)</i>	Data projector	External audit	Notebook used for the project – see calculation for the budget	Project administrator – assistant to the project manager (0.35 time) inc. charges for social security and health insurance	Project launch conference inc. press conference (refreshments, interpreters)
Item 2	<i>Individual building structure or construction (if there are fewer than 2 building structures in the construction budget)</i>	Conference table	Advisory services for the selection procedures	Printer used for the project – see calculation for the budget	Project manager (1.0 time) inc. charges for social security and health insurance	Project wrap-up conference inc. press conference (rental, projection equipment, refreshments, interpreters)

Sub-chapters for construction works	
MCW	Main construction works total (carcassing, utility systems, etc.)
ACW	Auxiliary (related) construction works total (crafts, installation, assembly, etc.)
Assembly	Assembly on building structures and sets total (according to M price lists)
HBR	Hourly billing rates for work outside the budget items, revisions, work that cannot be measured, etc.

SBC	Secondary budget costs – costs relating to construction work that cannot be applied to individual structures and work, or which arise from the location of the building structure
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Expenditure in the detailed indicative budget for the applicant/partner

- When entering new expenditure, the applicant shall first choose whether the expenditure to be entered in the budget is the applicant’s expenditure or the partner’s. In the event the project has more than one partner, the applicant shall indicate the partner to whom the expenditure will be reimbursed.
- As a second stage, the applicant shall select from the pre-defined budgetary items in the Chapter category.
- In the Chapter category, the applicant shall follow on in the second stage by completing the budgetary sub-items previously defined in the Sub-Chapter category.
- In the Sub-Chapter category, the applicant shall follow on in the third stage by completing the specific items already defined in the Item category.
- In subsequent stages, the applicant shall enter units, the number of units and unit costs in CZK net of VAT.
- The applicant shall enter the VAT rate, provided VAT is an eligible expense, and, when the “Calculate” button is pressed, IS CEDR will then calculate the total price including VAT and the eligible expenditure.

The individual categories of the detailed budget are automatically uploaded by IS CEDR, and the expenditure is entered into the Financing and Budget tabs.
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TAB - BUDGET

Indicative budget broken down by chapter

Eligible expenditure in the budget is automatically aggregated and transferred from the detailed budget tab. Because of this the applicant **first completes the Detailed Budget tab**. Only total ineligible project expenditure is entered in the budget tab, because these are relevant.

Justification for the purchase of equipment

In the case of programme CZ06 – Cultural Heritage and Contemporary Arts, an exemption has been granted for expenditure eligibility (the inclusion of the purchase price of equipment acquired in the project eligible expenditure) only where this concerns equipment that is essential for the implementation of the project and is critical to realising the project objectives.

The granting of an exemption also relates to the subsequent compliance with conditions that will be set out (and further specified) in the legal act, by which the Programme Operator provides funds to the final beneficiary for the implementation of the approved project. This concerns the following conditions:

In the event an exemption is granted, the project final beneficiary is required to comply with the following conditions:

- 1) The project final beneficiary shall ensure that any assets acquired remain under its ownership for a period of at least five years after project completion. For a period of at least five years after project completion, these assets shall be used in accordance with the purpose of the project.
- 2) The project final beneficiary shall ensure that the assets are insured against damage caused by fire, theft and other common types of insurance risk for a period of at least five years after project completion.
- 3) The project final beneficiary shall ensure proper maintenance of any assets purchased, and shall release an appropriate sum for this each year.

The applicant shall also proceed according to the help features in IS CEDR.

Calculating overhead expenses

The applicant shall proceed according to the help features in IS CEDR and in accordance with the NFP Guidelines for eligible expenditure under the EEA and Norway Grants 2009 - 2014.

Justification for the depreciation of assets

The applicant shall proceed according to the help features in IS CEDR and in accordance with the NFP Guidelines for eligible expenditure under the EEA and Norway Grants 2009 - 2014.

Justification for ineligible expenditure

Ineligible expenditure – breakdown of ineligible expenditure, see the NFP Guidelines for eligible expenditure under the EEA and Norway Grants 2009 - 2014.

TAB - FINANCING

Financing

- The applicant is responsible for ensuring the set level of project co-financing (a minimum % of total project expenditure based on the financial act on the allocation of funds) in its entirety, i.e. for the whole period of project implementation.
- In the attached Declaration of financing, the applicant undertakes to provide resources for co-financing in the minimum amount required.
- At the same time it agrees that it is **able to ensure project financing at the beginning and during its implementation**, i.e. so that resources will be continuously available to cover gradually accruing project costs before individual payments are received from the EEA/Norway FM, and so that there is no deficit in financial resources.
- The applicant also undertakes to finance all ineligible costs (if these are incurred) and additional costs beyond the approved project budget.

Project financing

The applicant shall proceed according to the help features in IS CEDR.

Advance payments

- advance payments may be requested **to a maximum of 20%** of the project grant and, at the same time, **to a maximum of CZK 2 million**.
- The applicant shall state whether it will request an advance payment, justify its amount and explain why this is being requested.

Government departments and their contributory organisations may not request an advance payment.

Income generated by the project

- The EEA and Norway Grants support projects in the public interest, **which do not generate profit**.
- In the event that a project generates income, the applicant shall check the appropriate field and enter further detailed information on the source, the amount of income and its use in the related “Description” field in IS CEDR.
- **In the event the project generates income during its execution or during the period of its sustainability, this income shall be used in accordance with the purpose of the project!**

TAB - PUBLICITY

- Publicity at the project level, within the framework of the programmes, is provided by the final beneficiary of the grant. Compliance with the rules regulating publicity is monitored by the relevant staff of the Programme Operator
- Final beneficiaries are required to demonstrate compliance with the rules regulating publicity in the interim and final reports on project implementation. All information and publication measure shall be in accordance with the applicable document of the Financial Mechanism Office for the EEA and Norway Grants 2009-2014 “Manual for communication and design”. The manual sets out binding technical requirements for the use of logos, billboards, plaques, posters, publications, websites and other audio-visual materials. The document is available on the www.eeagrants.cz website, or on the Programme CZ06 website, www.norskefondy.cz, administered by the Programme Partner.

The applicant shall create a Publicity Plan in IS CEDR, stating and describing in particular:

- the objectives of project publicity;
- the target groups;
- the tools and strategies used to provide information and for the presentation of information materials, including a timetable.

Mandatory publicity tools include:

- **two information activities** on the practices, successes and outcomes of project implementation;
- **websites** on the completed project, containing information on its contents, practices, bilateral cooperation, outcomes and contacts
 - in the event the grant does not exceed EUR 50,000, the applicant can provide project information on the **existing website in Czech and in English**.
 - in the event the grant is in the range from EUR 50,000 – 150,000, the applicant can provide project information **in Czech** in a separate project website.
 - in the event the grant exceeds EUR 150,000 and/or is implemented with a partner from the donor states, the applicant shall provide project information **in Czech and in English** in a separate project website.
- in the case of construction work financed from the EEA Grants with a grant exceeding EUR 50,000: a **billboard** shall be erected on the location of the project financed from the EEA Grants and after completion of these activities, the billboard shall be replaced by a **memorial plaque**;
- in the case of supplies of equipment: a memorial plaque or sticker shall be attached to the purchased equipment after completion of the supply.

The final beneficiary shall, within the framework of project implementation, provide information on the activities implemented to the widest possible range of people concerned at a national, regional or local level and, when any presentation of the project outcomes is made, reference shall always be made to the support provided from the EEA Grants.

TAB – PROCUREMENT PROCEEDINGS

In this tab, the applicant shall enter a plan of all procurement proceedings for the project.

- In the event the applicant already uses a valid framework agreement, or other existing agreement in its organisation, and where it proposes to use this agreement for the relevant performance under the project submitted, it shall check the “Framework agreement/other existing agreement” field and enter a justification for the use of this agreement in the project.
- The framework agreement or other already concluded agreement for performance, which will be used for the relevant performance under the project, shall comply with the conditions for the award of a public contract and the conclusion of an agreement pursuant to Act No. 137/2006 Coll., on public procurement, or in accordance with the NFP Guidelines for Small-Scale Public Contracts financed from the EEA and Norway Grants 2009 - 2014.

TAB – HORIZONTAL THEMES

- Horizontal themes relate to the various values/aspects of projects within the framework of all the priority areas. In the application, the applicant shall enter information that is relevant to the given project.

Good governance

The applicant shall provide a short description of the specific measures that will ensure that the principles of good governance will be included in the planning and implementation of the project.

Please indicate whether and how the applicant applies the principles of good governance within its organisation (transparent activities of the organisation, transparent and effective management including the avoidance of excessive indebtedness and zero tolerance for corrupt practices).

Principles of sustainable development

The applicant shall describe the principles of sustainable development in relation to environmental sustainability and economic and social sustainability, having special regard to minority groups, primarily Roma.

Gender equality – Statistical information

The applicant shall provide a brief description of this area, in relation to its relevance for its project.

- The applicant shall select one of the options in IS CEDR.

Anti-corruption measures – Statistical information

In the event the project focuses on/impacts the area of the fight against corruption, please describe what and how the project has a positive impact.

- The applicant shall select one of the options in IS CEDR.

Other horizontal themes – Statistical information

If IS CEDR requests the addition of additional information on the project's relation to other horizontal themes, the applicant shall proceed as in the other cases and shall select one of the options in IS CEDR.

TAB – LOGICAL FRAMEWORK OF THE PROJECT

An example of how to fill in the Logical framework of the project can be found in Annex no. 1.
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TAB – AUTHOR

The applicant shall provide information on the author of the application.

When entering information, the applicant shall proceed in accordance with the directions contained in the IS CEDR.

Additional comments and information from the applicant

Additional information can be entered here, if the applicant so wishes.

GENERATING THE APPLICATION AND ITS SUBMISSION THROUGH IS CEDR

- **Generating the grant application** – after entering the information in the individual tabs of the application, bank information and attaching the annexes to the grant application, the applicant shall generate the grant application document and affix to it an electronic signature. The generated grant application document is saved to the list of annexes – project menu “Annexes”. The grant application document is generated in the detail of the application by clicking on the function key “Generate application” in the toolbar, which can be found in both the upper and lower parts of the screen. The document generated is in PDF format. If the applicant makes subsequent changes to the application, the application will have to be generated again and signed electronically before being submitted. In the event changes are made to the Annexes or the bank details, the same procedure should be followed.

- **Submitting the grant application** – if the grant applicant has entered all the information, attached the required application Annexes and generated a grant application document with an electronic signature, the applicant can then submit the application. The submission of the grant application is done in the detail of the application by clicking on the function key “Submit application” in the toolbar, which can be found in both the upper and lower parts of the screen. IS CEDR-MF – EEA and Norway Grants check that the information saved and the Annexes are complete. In the event any errors are found, information on findings of errors will appear in the header of the detail of the application and the applicant can rectify these errors.

ANNEXES TO THE APPLICATION

List of annexes to the application

- Annexes that are completed in the list of annexes, which can be displayed by selecting “Annexes” in the project menu, are considered to be an integral part of the application. The applicant shall complete:
 - all the mandatory annexes,
 - the conditional mandatory annexes, based on whether or not they are relevant to the project,
 - optional annexes.

- Some of the annexes are standardised for all applicants and the forms can be downloaded from links to the website referred to in the relevant call and in the IS CEDR, specifically in the list of calls when establishing a new project in the “Detailed information” column, and also in the “Basic information” tab in the detail of the application with a link to the website (where the full text of the call is given) in the “Detailed information on the call” section.

- The need to submit some of these annexes depends on the nature of the application (e.g. “Technical documentation” or “Detailed budget chapter on construction work”) or on the specific situation existing when the application is submitted (e.g. “Person authorised to sign the application”) and it is up to the applicant to submit all the annexes required on

the basis of the conditions of the call and in accordance with the nature of the project submitted.

If any of the annexes requested is not relevant for the project submitted by the applicant, the applicant shall enter a signed blank annex into the IS CEDR, with the description “not relevant for this project” and a short explanation of why this annex is not relevant.

Annexes that are mandatory for all applications

- **Application generated by the IS CEDR together with an electronic signature;**
 - Declaration of project financing – *standardised annex*;
 - Applicant’s affidavit – *standardised annex*;
 - Document attesting to the legal personality of the applicant (legal existence of the applicant in the area of the relevant artistic activities (for a minimum of 3 years).
 - Presentation of the candidate profile
- CVs of the key participants and a copy of artistic materials/documentation of their existing artistic creation (if relevant) and a summary of previous relevant artistic activities over the period of the past three years in Czech and English;
- Grant application in English – *standardised annex*;

Given the bilateral nature of the programme, the applicant is required to submit an annex entitled “Grant Application in English”. This standardised annex must contain the same information as is listed in the annex entitled “Application generated in the IS CEDR”² and, if applicable, in the annex entitled “Detailed description of the technical aspects of the project activities” in English.

The applicant shall create/collect, complete, sign and upload/insert mandatory annexes into the IS CEDR as an annex. *Standardised annexes can be downloaded by the applicant from the appropriate website, completed and uploaded/inserted back into the IS CEDR as an annex and signed.

Conditional mandatory annexes

These are annexes whose relevance depends on the nature of the project submitted and the situation existing when the application is submitted.

The relevance of each specific annex depends on the nature of the project. The application shall create/collect, complete, upload/insert into the IS CEDR and sign the following annexes:

² Recommendation for applicants: When preparing the annex entitled “Grant application in English” (particularly the section relating to the budget and the timetable), the “Application generated in IS CEDR” annex can be used, where the *.pdf format generated can be converted to *.doc format. In the event the applicant does not own the relevant software, it may request that the format be converted by sending an email to the contact (hotline) contained on the homepage of the IS CEDR application and on the “Contacts” page. The applicant may then copy data from this converted document to the standardised “Grant application in English” form and translate it.

- Partnership Statement – *standardised annex*

A separate statement shall be attached for each individual partner. In the case of foreign partners, the statement is also attached in English.

(Note. A detailed description of the role of the project partners, the manner of their involvement in its implementation, financial settlements, etc. will be set out in the Agreement on Partnership, which will be submitted by the Programme Operator at the latest before the issue of the legal act on the allocation of funds for project implementation);

- Documents attesting to the applicant's financial health;
- Person authorised to sign the application, if applicable.

The final document for the grant application in the IS CEDR must carry an electronic signature from the applicant's statutory representative, or the applicant's **authorised representative** empowered to sign the application. If applicable, the applicant shall submit a document authorising the person to sign the application, i.e. a declaration confirming powers entitling the applicant's representative to sign, or a certified power of attorney for the person replacing the statutory representative. If the signature authorisation is conditional on a decision by a steering committee, supervisory/management board or some similar body, these decisions, signed by the members of the committee or board (or a letter authorising the person to sign the application) should be attached;

- Sworn statement of ownership of depreciated assets – *standardised annex*
- Detailed description of the technical aspects of the project activities.

In the event that the number of characters available in IS CEDR is insufficient with regard to the nature and content of the project and its activities, the applicant may provide additional information in this document.

Optional annexes

- The applicant may provide brief additional information on the application in the Author tab, under "Additional information and comments by the applicant" tab and also attach an annex of up to 10 pages of A4, at its discretion.

Not on electronic signatures for the annexes:

1. *Annexes created in electronic form can be signed electronically in the CEDR system.*
2. *Annexes that only contain the necessary signatures in paper form shall be uploaded into the IS CEDR after their conversion to electronic form (in the PDF, PNG or JPG format) and, if the validity of this electronic document has to be confirmed (as required by the programme), the authorised person shall confirm the signature with a qualified certificate.*

CONTENT OF THE ANNEXES

Standardised annexes

- Declaration of project financing (see Annex no. 2)
- Applicant's affidavit (see Annex no. 3)
- Partnership Statement (see Annex no. 4)
- Grant application in English (Annex no. 5)
- Sworn statement of ownership of depreciated assets (see Annex no. 6)

Other non-standardised annexes

- Document attesting to the applicant's financial health
- Document on the applicant's legal personality
- Document authorising a person to sign the application
- Presentation of Applicant's profile
- Detailed description of the technical aspects of the project activities

The recommended contents of some of the non-standardised annexes can be found in Annex no. 7.

LIST OF ANNEXES

- Annex no. 1 – Additional information on the logical framework
- Annex no. 2 – Declaration on project financing
- Annex no. 3 – Applicant’s affidavit
- Annex no. 4 – Partnership Statement
- Annex no. 5 – Grant application in English
- Annex no. 6 – Sworn statement of ownership of depreciated assets
- Annex no. 7 – Recommended contents of non-standardised annexes

LOGICAL FRAMEWORK OF THE PROJECT *				
Project name	Exhibition of paintings by contemporary artists			Program CZ 06
Total eligible project costs (in CZK)	1,000,000			Call no. 1
Amount of the grant (in CZK)	900,000			Programme area: 17
Overall project objective (programme outcome) – as per the text of the application (point 1.3.)	Indicators			Method of verification
		Initial value	Target value	
Presentation and mediation of contemporary arts and culture to the general public	Number of projects focusing on the main programme objective, i.e. projects deepening understanding of and the integration of minorities and disadvantaged groups (social inclusion), cultural activities for children in projects promoting understanding and acceptance of cultural diversity / number of co-production projects focusing on the main programme objective.	0	1	Project reports, on-the-spot checks
Project outcomes (programme outputs) – as per the text of the application (point 1.4.)	Indicators			Method of verification
1 Support for new artistic projects	Number of new performances, interdisciplinary and exhibition projects and concert events in theatre, music, the visual arts and film	0	1	Project reports, on-the-spot checks
Project outputs	Indicators			Method of verification
<i>Please indicate in brief the individual outputs that will be executed and will lead to the project outcomes</i>	The indicator is used to verify/measure whether the project achieved its expected outputs			<i>What available sources of information will be used to verify the indicators?</i>
	<i>Indicator and description of the</i>	<i>Initial</i>	<i>Target</i>	<i>Sources that already exist or that will be created by the project can be listed (e.g. own data)</i>

	<i>indicator</i>	<i>value</i>	<i>value</i>	<i>collection)</i>
1 An.: Organisation of an exhibition of paintings by contemporary artists	1 An.: Number of visitors	0	5,000	An.: Statement of visitors/month
Activities – as per the text of the application (point 3.3) = operations (please list specific activities that must be performed in order to achieve project outputs and outcomes) Will be generated by IS CEDR – activity names uploaded from the “Description” tab	Means/Inputs and resources = resources (list the means/form by which these activities will be organised – staff, equipment, training, supplies of equipment, supplies of services, construction work)			Link to budget items – as per the text of the application (point 5.1) Please tick the budget chapter in which resources for achieving the individual activities appear (construction work, supplies, services, management, publicity, depreciation of assets)
1 An.: Management	1 An.: Own staff (number)			1 An.: Management
2 An.: Installation of the exhibition	2 An.: Supplier			2 An.: Services
3 An.: Publicity	3 An. Supplier, own staff			3 An.: Publicity

DECLARATION ON PROJECT FINANCING

PROJECT NAME	<.....PROJECT NAME>
---------------------	---------------------------

The applicant <.....applicant's name> affirms in good faith that it will ensure:

- **co-financing for the project**, to a minimum of < %>< %> of eligible expenditure, to be provided for the duration of the project implementation, i.e. a total of approximately < million CZK>;
- **financing for ineligible project expenditure**, provided such expenditure is incurred;
- **continuous financing of project** implementation to ensure that the implementation proceeds in accordance with the schedule for time and materials and, with regard to the planned schedule for retroactive payments (refunds of expenditure) from the EEA/Norway Grants, **to avoid any possible deficit of funds**, that might jeopardise the implementation of the project.

Place	
Date	
On behalf of the applicant	<.....applicant's name>
Statutory representative Name, Surname	
Signature	

APPLICANT'S AFFIDAVIT

PROJECT NAME	<.....PROJECT NAME>
---------------------	---------------------------

The applicant <.....applicant's name>

declares that:

- it is not bankrupt or being wound up, is not in receivership, has not entered into an arrangement with creditors, has not been required to suspend its activities or is not in any analogous situation arising from the relevant legislation of the Czech Republic;
- its assets are not subject to involuntary bankruptcy proceedings, are not the subject of negotiations leading towards liquidation, compulsory receivership, settlement with creditors or are not in an analogous situation arising from the relevant legislation of the Czech Republic;
- no criminal proceedings have been commenced against its statutory representative (or statutory representatives, provided the relevant law, organisation's statutes etc., allow for more than one statutory representative) and the statutory representative(s) has (have) not been convicted for any offence the body of which related to the organisation's activities or for an economic crime or a crime against property;
- meets its obligations relating to the payment of social security and health insurance, tax obligations and other obligations arising from the relevant legislation of the Czech Republic;
- has not committed acts that are substantially contrary to professional ethics, proved against it by another grant provider by any legitimate means;
- has not seriously distorted the information submitted to the grant provider, which was a condition of its participation in the round of the call;
- has not been in a situation during the previous 5 years where another grant/subsidy provider has withdrawn from an agreement with the applicant for reason of serious failure to comply with the obligations arising from another agreement;
- has not attempted in the past to obtain confidential information or to influence the grant provider;
- has not withheld any information that might affect the award/refusal of the grant;
- has returned and therefore no longer has access to any aid that was declared to be illegal/unauthorised based on a decision by any provider (including the European Commission) or, subsequently, the Tax Office, where this aid was requested to be returned;
- has not violated Article III, paragraph 10 of Regulation no. 25/2010 of the Ministry of Culture of the CR;
- will respect the public interest when implementing the project, i.e. will act in accordance with the applicable laws and regulations;
- the project will be implemented on a non-commercial basis and, in a case where an audio or audio-visual recording of an artistic production or other outputs from the project's authorised activities are issued, these recordings will not be used for commercial purposes;
- the project could not be implemented at the high level of artistic quality required without financial aid.

Place	
Date	
On behalf of the applicant	<.....applicant's name>

Statutory representative Name, Surname	
Signature	

PARTNERSHIP STATEMENT

PROJECT NAME	<.....PROJECT NAME.....>
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We declare that we, as partners to the project, **have familiarised ourselves with the complete contents of the proposal for the grant application** and that we agree with this proposal and our involvement in the implementation as described in the grant application.

We commit ourselves to respect the principles of good partnership and we will immediately inform all partners of any unexpected problems that may arise.

We are fully aware of the fact that any withdrawal from a partnership with the applicant may significantly affect the successful implementation of the project/affect a grant awarding decision.³

DETAILED BREAKDOWN OF RESPONSIBILITIES IN ENSURING THE IMPLEMENTATION, FINANCING AND SUSTAINABILITY OF THE PROJECT SHALL BE SPECIFIED IN THE PARTNERSHIP AGREEMENT.

Applicant's Partner	
Approved for the Applicant's Partner - Statutory representative	
Name and Surname	
Signature	
Date	
Place	

³ The project partner shall modify the statement based on the nature of the project. In the case of a facultative coproduction project any withdrawal from a partnership with the applicant may significantly affect the successful implementation of the project, In the case of a compulsory coproduction project, the withdrawal of a donor state partner from the partnership with the applicant shall influence the grant award decision.

INFORMATION ON THE PARTNER'S ORGANISATION	
Basic Information	Project Partner
Full Name of the Partner (trade name)	
Legal Status	
Business Registration Number (BN)	
Tax Registration Number (TIN)	
Address	
Contact Person	
Phone number	
Fax	
E-mail	
Number of Employees	

If the applicant has more than one partner he shall provide a separate Partnership Statement for each Partner.

The Partnership Statement must be signed by the statutory representative of the partner organisation. Partners in the wider sense of the word, who participate in the preparation of the project, but do not participate in its funding and/or implementation may not be listed.

GRANT APPLICATION IN ENGLISH

Programme CZ 06	Sector code		Registration no.	
1. General information				
1.1. Czech title of the project				
English title of the project				
1.2. Programme Programme area	Cultural Heritage and Contemporary Arts PA17 - Promotion of Diversity in Culture and Arts within European Cultural Heritage			
1.3. Programme outcome	Contemporary art and culture presented and reaching a broader audience			
1.4. Programme output = project result	<i>To be selected by the applicant:</i> New performance projects supported Creative workshops in the area of theatre, music, visual and film art held			
1.5. Executive summary of the project				
1.6. Location of the project (NUTS III)				
1.7. Planned time-schedule for implementation of the project				
Anticipated term of a start of the project/20..	Anticipated term of an end of the project/20..	Indicative period of implementation of the project (in months)
1.9. Indicative budget	CZK		% of total eligible expenditures	
Total expenditures				
Total eligible expenditures			100 %	
Requested grant		 %	
Co-financing		 %	
Non eligible expenditures connected to the project implementation (e.g. VAT)				
2. Applicant				
2.1. Name and contact details				
Name of the applicant				
Legal status				

Statutory representative					
Registered address		Street			
		Number			
		City			
		Postal code			
		Region			
Web pages					
Contact person					
Name and surname	Position	Email	Telephone	Fax	Telephone 2
2.2. Description of the applicant					
2.3. Experience in project implementation					
2.4 Bilateral partnership					
Name of the partnership institution		Legal status		Description	
				YES/NO	
Bilateral indicator				Target	
Source of verification					
If relevant choose from indicators defined below:					
Number of project partnership agreement in civil society					
Number of project partnership agreement in the private sector					
Number of project partnership agreement in the public sector					
Number of projects with expected shared results /both partners are involved professionally in planning and implementation and can claim credit for achieved results)					
3. Description of the project					
3.1. General description					
3.1.1. Justification of the project and initial state of the project					
3.1.2 Overall goal and expected contribution of the project					

3.2. Strategic and other relevant documents				
3.3. Activities				
Name	Description	Result	Beginning	End
3.4. Target groups				
Primary target group				
Target group	Contribution of the project to the target group including source of verification			
Secondary target group				
Target group	Contribution of the project to the target group including source of verification			
3.5. Risk analysis				
Expectations for implementation of the project				
Identification	Measure (1-3)	Probability (1-3)	Proposal for elimination of such risk	
3.6. Sustainability of the project				
4. Management				
4.1. Organization structure				
5. Budget and financing of the project				
5.1. Indicative budget of the project based on main budget chapters (CZK)				
Budget chapters			Indicated expenditures	
Construction works				

Supplies			
Depreciation and write-off			
Services			
Management			
Publicity			
Total eligible expenditures			
Total non eligible expenditures			
Total expenditures			
Justification			
Supplies			
Calculation of indirect costs			
Depreciation and write-off			
Non eligible expenditures			
5.2 Advance payment			
Request for advance payment?	YES/NO		
Requested amount in CZK	% from applied grant		
Justification			
5.3. VAT and its payment			
Relation to the VAT in the project			
VAT ratio			
Description			
5.4. Income generated by the project			
Income generated by the project	YES/NO		
Description			
6. Publicity			
7. Public procurement			
Name	Chapter	Type	Estimated price (CZK) (exc. VAT)
8. Cross-cutting issues			

8.1 Good governance
8.2 Sustainable development
8.3 Gender equality
8.4 Anti-corruption measures
8.5 Inclusion of Roma minority
8.6 Inclusion of minority groups
8.7 Countering hate speech and hate crime through new technology and social media
8.8 Countering extremism, racism, homophobia and anti-Semitism
9. Information about the processor of the grant application
10. Additional remarks and comments

11. Logical framework				
Title of the project				Programme CZ06
Eligible expenditures (CZK)				Call no. 1
Grant (CZK)				Programme area: <i>Promotion of diversity in culture and Arts within European Cultural Heritage</i>
Overall outcome of the project (Programme outcome – as stated in application (chapter 1.3.))		Indicators		Source of verification
<i>Contemporary art and culture presented and reaching a broader audience</i>		<i>Number of projects focused on the main objectives of the programme i.e. projects intended to increase understanding and integration of minorities and disadvantaged groups (social inclusion), cultural activities for children in terms of projects that promote understanding and acceptance of cultural diversity/number of coproduction projects focused on the main objectives of the program.</i>		<i>Baseline/Target</i>
Project results – as stated in application (chapter 1.4.)		Indicators		Source of verification
<i>To be selected by the applicant: New performance projects supported</i>		<i>To be selected by the applicant: Number of new cultural performances, interdisciplinary and exhibition projects, concert events in the area of theatre, visual and music and film art</i>		
<i>Creative workshops in the area of theatre, music, visual and film art held</i>		<i>Number of creative workshops (specialized courses, conferences, seminars)</i>		<i>Baseline/Target</i>
1		1		
2		2		
Project outputs		Indicators		Source of verification

<i>To be defined by the applicant</i>		<i>To be defined by the applicant</i>		<i>Baseline/ Tar get</i>	
1		1			
2		2			
3		3			
Activities – as stated in application (chapter 3.3)		Inputs and resources		Reference to a budget chapter – as stated in application (chapter 5.1)	
1		1		1	
2		2		2	
3		3		3	

12. Detailed budget (CZK)

Chapter	Sub-chapter	Item	Unit	Number of units	Unit cost	Total excl. VAT	VAT (%)	Total incl. VAT	Eligible expenditures	Expenditure of the Applicant/ Project partner

13. Time schedule

Year	2013				2014				2015				2016			
Activity	1.Q	2.Q	3.Q	4.Q	1.Q	2.Q	3.Q	4.Q	1.Q	2.Q	3.Q	4.Q	1.Q	2.Q	3.Q	4.Q

14. Signature

On behalf of the applicant

I hereby confirm that information provided in this annex is true and in line with the electronically signed application document submitted in IS CEDR in the Czech language.

I confirm the project will be implemented in line with information stated in the application document and all its annexes.

				Optional second signature		
Name and surname						
Position						
Organization						
Signature						
	Day	Month	Year	Day	Month	Year
Date						

SWORN STATEMENT OF OWNERSHIP OF DEPRECIATED ASSETS

PROJECT NAME	<.....PROJECT NAME>
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I, the undersigned statutory representative of <.....applicant's name>, having a registered office at <.....>, entered in the <name of records/register> held at the Municipal/Regional Court in <.....> in Section <.....>, File <.....>.

- hereby **d e c l a r e**, that <.....applicant's name> is, on the basis of a purchase agreement <or other title of acquisition > concluded on <.....> **the exclusive owner of the movable property** <description of the assets > located in building no./ on the land of plot no. <.....> in the following cadastral area and municipality <.....>.
- In the event that I am the owner of the movable property, I declare that this property will not be sold, pledged or encumbered by any other proprietary right for the duration of the implementation of the project.
- I also declare that I am not aware of any significant fact relating to the said movable property that would constrain <.....applicant's name> as the owner / user in the disposition of this property.
- I also declare that no litigation or administrative proceedings (including proceedings for expropriation) directly related to the present movable property or in relation to it are currently underway.

Place	
Date	
On behalf of the applicant	<.....applicant's name.....>
Statutory representative Name, Surname	
Signature	

Other non-standardised annexes:**DOCUMENTS ATTESTING TO THE APPLICANT'S FINANCIAL HEALTH:**

- municipality, region – proof of debt service;
- association of municipalities, government departments, organisations established by public authorities – the applicant does not submit this annex;
- business entity, organisation established by a municipality or region, non-government non-profit organisation and an applicant who keeps (double-entry) bookkeeping – tax returns, including all attachments (i.e. financial statements – balance sheets and council meeting minutes, including annexes to the financial statements) for the previous three-year period
- an applicant who keeps tax records (single-entry bookkeeping) – tax returns for the previous three-year period
- if the applicant has been in business for less than three years, the documents listed above should be submitted covering the entire period of its activity.

***PARTNERSHIP AGREEMENT/CONTRACT**

**a partnership agreement is not an annex to the application, but must still be submitted by the applicant at the latest before the issue of the legal act on the allocation of funds for project implementation. In the event the partnership is with a foreign partner, the agreement must be in English.*

DOCUMENT ON THE APPLICANT'S LEGAL PERSONALITY

A document on legal personality must always be submitted according to the following characteristics:

- municipality, region, government department – document on the allocation of an identity number: BN (copy of the document from the Czech Statistical Office - CSO),
- association of municipalities – agreement on the creation of an association of municipalities and registration document (copy of the registration document issued by the appropriate body) on the allocation of a BN (copy of the document from the CSO),
- contributory organisation (established by a municipality, region or the state) – the foundation deed and document on the allocation of a BN (copy of the document from the CSO),
- association of legal entities – Memorandum of Association /minutes of the founding meeting, the statutes, an extract from the register held by the appropriate regional authority,
- NGO – Memorandum of Association or articles of incorporation, contract or foundation deed depending on the type of organisation (this document is not required

by civil associations), an extract from the relevant register (this only affects not-for-profit organisations, foundations and endowment funds and ecclesiastical legal entities), the statutes with their date of registration with the Ministry of Interior (this only affects civil associations) and a document on the allocation of a BN for all NGOs (copy of the document from the CSO),

- businesses – an extract from the Commercial Register not more than 90 days old, or a trade licence (or both, in the case of a natural person entered in the Commercial Register). A person who does business on the basis of a licence other than a trade licence, in accordance with special regulations (Section 2 paragraph 2 (c) of Act No.513/1991 Coll., the Commercial Code) shall submit the certified certificate (not more than 90 days old) stipulated in this special regulation,
- The Czech Chamber of Commerce and its units (district or regional chambers) – an extract from the Commercial Register, and, in the case of other units established on the basis of a special Act (societies) a document confirming the establishment of such a unit in accordance with a special Act.

Evidence of the applicant's legal existence in the area of the relevant artistic activities for at least three years. If the documents referred to above show that the legal existence of the applicant in the area of the relevant artistic activities is shorter than the required minimum of three years, the applicant may submit even earlier relevant documents to allow the total period to meet the 3 year minimum required.

If the applicant is a legal entity, it must, in accordance with Act No.218/2000 within the meaning of Section 14, paragraph 3 (e) **submit information on the identity of:**

- 1 persons acting in its name, stating whether they act as its statutory body or on the basis of a power of attorney,
- 2 persons with a share in this legal entity
- 3 persons in which it has a share, and the amount of this share,
- 4 persons who are in a business relationship with the grant application and who benefit from its business or other gainful activities, which differs from the benefit that would be obtained between independent persons in normal business relations under the same or similar conditions.

Information on the identity of the applicant can be provided in the following manner:

Points 1 and 2 can be substantiated by an extract from the Commercial Register, submitted in electronic form, with the exception of joint-stock companies, where information on persons with a share in the company is evidenced by the register of shareholders pursuant to Section 156 of Act No. 513/1991 Coll., the Commercial Code.

Compliance with point 3 can be evidenced by an extract from the Commercial Register for the company in which the applicant has a share, with the exception of joint-stock companies, where evidence is provided as in the previous sentence or by similar means.

In the case of points 2 and 3, this concerns a proprietorial interest. In the case of point 4, it concerns a person associated with the applicant in a business relationship, from which it derives a certain benefit from the applicant's activities, but does not have a share in the applicant's assets. This type of person will generally be a silent partner, in other words a person who has concluded an agreement on silent partnership with the applicant, pursuant to

Section 773 et seq. of Act No. 551/1991 Coll., the Commercial Code, as well as another person who meets the definition set out above⁴.

Statement of the applicant concerning point 1.

This person, <.....>, acting in the name of the applicant, is acting as a statutory body as evidenced by the attached extract from the Commercial Register

or

This person, <.....>, acting in the name of the applicant, is acting on the basis of a power of attorney as evidenced by the Power of Attorney attached.

Statement of the applicant concerning point 2.

The applicant identifies the proprietorial interest in the person of the applicant as follows:

List of persons identified as below with the amount of their interest/shares⁵:

Natural person (NP) – name and surname, date of birth, birth number, address, or BN

Legal entity (LE) – name, address of the registered office and BN

or

The applicant identifies the proprietorial interest by submitting an extract from the Commercial Register, or the register of shareholders pursuant to Section 156 of Act No. 513/1991 Coll., the Commercial Code.

Statement of the applicant concerning point 3.

The applicant identifies the proprietorial interest in other persons (other than the person of the applicant) as follows:

List of persons identified as below with the amount of the interest/shares:

LE – name, address of the registered office and BN

or

The applicant identifies the proprietorial interest in other persons (other than the person of the applicant) by submitting an extract from the Commercial Register for these persons, or a

⁴ Typically this is not a controlling entity pursuant to Section 66a of the Commercial Code, which generally has a business share in the applicant's company, nor a person acting in concert pursuant to Section 66b of the Commercial Code, because acting in concert does not automatically bring economic benefit.

⁵ Reference may be made to the register of shareholders pursuant to Section 156 of Act No. 513/1991 Coll., the Commercial Code. In the case of shares, the applicant shall state the nominal value and quantity.

register of shareholders of these persons pursuant to Section 156 of Act No. 513/1991 Coll., the Commercial Code, or by some similar means.

Statement of the applicant concerning point 4.

The applicant identifies the persons that have a business with the grant applicant and derives a benefit from its business or other gainful activities, which differs from the benefit that would be obtained between independent persons in normal business relations under the same or similar conditions as follows:

List of persons identified as below:

NP – name and surname, date of birth, birth number, address, BN if appropriate

LE – name, address of the registered office and BN

PRESENTATION OF THE CANDIDATE’S PROFILE

The applicant shall submit CVs for key participants and a copy of the artistic materials/documentation on existing artistic creation (if relevant) and a summary of past relevant artistic activities for the period of the last three years in Czech and English.