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# Programme CZ- JUSTICE

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## Programme area: Correctional Services and Pre-trial Detention

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Open Call for proposals of small grant scheme projects to be funded from Norway Grants 2014-2021

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Support of reintegration of persons conditionally released and released from prison

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## The Ministry of Finance as the Programme Operator in cooperation with the Ministry of Justice – Programme Partner

announces on 14 January 2021, the **Open Call for proposals** of small grant scheme projects to be funded from the Norway Grants 2014-2021 under the Programme CZ-Justice (hereinafter referred to as the 'Call'), focusing on the penitentiary and post-penitentiary care measures within the Programme Area 'Correctional Services and Pre-trial Detention'.

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### I. Identification and timetable of the Call

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Programme Operator	Ministry of Finance of the Czech Republic
Call number	JU1A
Call name	Support of reintegration of persons conditionally released and released from prison
Call Announcement Date	14. 01. 2021
Opening date and time for the receipt of grant applications in the IS CEDR	14. 01. 2021; 12:00
Closing date and time for the receipt of grant applications in the IS CEDR	24. 03. 2021, 12:00

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### II. Objective and focus of the Call

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The Call objective is to create suitable conditions for re-socialization and re-integration of persons leaving imprisonment, both for persons leaving imprisonment after serving their entire sentence and for those released on parole.

This objective shall be achieved by integrating activities, further described in chapter VI, undertaken by state authorities and non-governmental non-profit organizations (hereinafter "NGOs") in order to establish the desired continuity and complexity of services in the area of preventing undesirable actions of persons at increased risk, due to their lifestyles and high-risk behaviour, of re-committing criminal activities and anti-social behaviour.

The Mentoring Programme shall support its clients, using intensive and qualified approach of professionals and trained mentors, in achieving positive change, solving their problems and new life situations actively, and thus reducing the risk of back-sliding to crime.

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### III. Allocation of the Call

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The financial allocation of the Call decisive for the selection of the projects to be funded is 20 979 175 CZK (EUR 791 667). Grants are awarded in CZK.

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### IV. Eligible Applicants

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Eligible applicants are NGOs established as legal entities in the Czech Republic, having one of the following legal forms:

- Association according to Act No. 89/2012 Coll., the Civil Code, as amended, as well as a branch association of the main association,
- Special-purpose entity of a registered church and religious society established by the church and religious society for the provision of charitable services according to Act No. 3/2002 Coll., on freedom of religion and status of churches and religious societies and amending certain laws, as amended,
- Institute according to Act No. 89/2012 Coll., the Civil Code, as amended,
- Public benefit organization according to Act No. 89/2012 Coll., the Civil Code, as amended,
- Foundation or Endowment fund according to Act No. 89/2012 Coll., the Civil Code, as amended.

The list of relevant legal forms of eligible applicants is provided in Annex 8 to the Guideline for Applicants.

The precondition for submission of the grant application is at least a three-year experience either of the applicant or the project partner (if project partnership is applied and the project partner will be the entity providing professional care for the clients within the project implementation) with the work with offenders, at least in one of the following areas:

- realization of probation, resocialization or reintegration programmes;
- providing counselling and other similar services to persons, sentenced for the offence, in their integration into everyday life (e.g. social counselling, dealing with public authorities, psychological counselling, crisis intervention, debt counselling, reintegration programmes for employment, professional services in dealing with addictive behaviour, legal counselling etc.).

The applicant shall prove this precondition by completion of the mandatory annex to the grant application, the **Declaration on Organization's Activities**.

Natural persons are not eligible applicants.

**Potential applicants (project promoters and project partners) are not entitled to participate in the Call if:**

- they are in liquidation, insolvency, impending bankruptcy or are being subject to insolvency proceedings within the meaning of Act No.182/2006 Coll., on insolvency and the means of its resolution (the Insolvency Act);
- they have tax arrears in the tax records or arrears of insurance premium or of penalty on public health insurance or social security or national employment policy contributions<sup>1</sup>;
- recovery orders have been issued against them after a previous decision of the European Commission declaring that the provided aid is unlawful and incompatible with the common market.

The conditions of applicant's eligibility are assessed during the project appraisal and selection and must be met as of the date of submitting the grant application. Applicants declare whether they meet the requirements of the previous paragraph as part of the mandatory annex to the grant application, the Declaration on Organization's Activities.

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## V. Eligible Partners and Support for Donor Partnership Projects

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The grant applications can be submitted in partnership with eligible partners, i. e. public or private, commercial or non-commercial entities as well as NGOs established as legal persons in Norway, the Czech Republic or in other Beneficiary States and international organizations or their agencies actively involved in and effectively contributing to the implementation of the project. Natural persons are not eligible partners.

Eligibility of project partners is assessed during the project appraisal.

One of the main objectives of the Norway Grants 2014-2021 is to strengthen cooperation between the Czech entities and entities from Norway. The partnership between Czech and Norway entities is not mandatory; however projects implemented in the partnership will be awarded extra points. Eligible expenditure on supporting and strengthening the partnership shall be included in the project budget.

There is no limit to the maximum number of partners.

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## VI. Eligible Activities, Period of Project Implementation and Sustainability

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The Call supports the **creation and implementation of the Mentoring programme** aimed at re-integration of persons leaving imprisonment for criminal offences. Applicants shall include below mentioned instruments to the Mentoring programme, supporting and leading to:

- active involvement of clients in solving their main problem areas (securing accommodation and employment, obtaining needed identification documents, dealing with authorities, resolving financial issues, supporting contact with their families and other close persons etc.);
- stabilization of client's life after release;
- reduced risk of relapse to criminal activities.

The Mentoring programme will focus on the period prior and post-release from prison. **4 fundamental areas of client support** and a minimum of **additional 2 client support areas** that shall contribute to the successful re-integration of clients must be covered.

**The mandatory fundamental client support areas include:**

- assistance in securing accommodation and other material needs,
- assistance in securing employment, gaining / strengthening good working habits including acquiring new skills / qualifications or re-qualification,
- development of functional family relations and other supportive social contacts,
- assistance in resolving financial situation – income management, debt resolution etc.

**Additional client support areas may include, for example:**

- development of social skills,
- re-socialization programmes focusing on specific areas,
- education programmes.

The above-mentioned list of additional client support areas is not comprehensive. Other than above-mentioned areas included within the Mentoring programme may be considered eligible if they are in line with the Programme objectives and its expected outcome.

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<sup>1</sup> The no-arrears conditions are met if the tax payer has been permitted to delay the payment of tax or to pay tax in instalments pursuant to Section 156 of Act No. 280/2009 Coll., the Tax Code, or to pay insurance premium and penalty in instalments pursuant to Section 20a of Act No. 589/1992 Coll. on contributions to social security and to the national employment policy.

Applicants shall confirm the commitment to include the 4 mandatory client support areas into the proposed Mentoring programme by filling in the mandatory annex of the grant application - **Specification of the Mentoring programme** in which they shall also list the additional client support areas including their descriptions.

**Creation of the Mentoring programme and implementation of the Mentoring programme** represent two mandatory **key activities of a project**. Within the framework of the key project activities, following partial eligible activities set as mandatory shall be implemented:

#### 1. Creation of the Mentoring programme

- drawing up methodology for the Mentoring programme;
- preparation of training manuals for mentors;
- evaluation of the programme methodology and training manuals for mentors including their updates on the basis of experiences obtained during the implementation of Mentoring programme.

#### 2. Implementation of the Mentoring programme

- training of mentors and securing their continuous professional support (intervention, supervision etc.);
- implementation of the Mentoring programme on the basis of the designed methodology, including analysis of the needs of clients, creation and implementation of individual client plans and preventive activities to avoid early withdrawals from the programme (both clients of the Mentoring programme and mentors).

The list of partial activities within the framework of key project activities is not exhaustive. Applicants will be entitled to include additional key activities into the project as long as their implementation and contribution to the needs of the target group will be justified in the grant application. Requirements as to the project structure including a more detailed specification of key project activities and their partial activities are defined in the Guideline for Applicants (Annex 1 to this Call). Requirements applicable to the implementation of mandatory key project activities are also further specified in the text of the Call.

Expert activities in the Mentoring programme shall be provided by a person qualified as a social worker according to § 110 Act No. 108/2006 Coll., on Social Services, as amended. This commitment must be confirmed by applicant in the relevant mandatory annex of the grant application - **Specification of the Mentoring programme**.

Work with clients prior and after their release will take place exclusively during the project implementation period. Applicant will focus, during the Mentoring programme implementation, on creating individual plans for each client (on the basis of an analysis of their particular situation). The plan shall be continuously evaluated and updated to ensure that relevant services contributing to the client's successful re-integration are provided.

It is crucial that all Mentoring programme measures follow up appropriately on services or activities of other organizations that clients may or are expected to cooperate with. This especially concerns the professional activities of the Prison Service of the Czech Republic (hereinafter the PS) during the penitentiary period, cooperation with social worker - social curator, liaison with the Probation and Mediation Service officers, or potentially with other organizations or entities. The objective is to have the Mentoring programme in a manner linking all activities and services among various organizations together, and thus utilising their mutual synergies while preventing unnecessary repetition / doubling.

Applicants shall describe their Mentoring programme realization plan, i.e. the areas of client support, which they will be able to provide to clients in the mandatory annex of the grant application – Specification of the Mentoring programme. In this annex, Applicants shall define frequency and form of contact with the client, where at least 2 contacts a month with the client is recommended during the pre-release period and 1 contact a week during the first two months after release and further according to specific need.

Grant applications will be evaluated on the basis of the quality of proposed activities and their outputs. Comprehensive projects suggesting the Mentoring programme implementation in the effective and efficient manner in the selected prison(s) will be preferred.

#### Target groups of the project

Target groups include:

##### — the Mentoring programme clients

- persons serving custodial sentences, who are preparing themselves for release;
- persons released from imprisonment, including prisoners released on parole.

Persons addicted to alcohol or other narcotic drugs and psychotropic substances will be excluded from joining the Mentoring programme.<sup>2</sup>

##### — mentors

- persons at least with completed secondary education with graduation, aged at least 20 years without an entry in the criminal record;
- trained mentors who will ensure the implementation of the Mentoring programme.

Selection of prisoners to become potential clients will be carried out in cooperation with PS staff that will do the primary selection (pre-selection). PS professional staff uses the SARPO diagnostic instrument for the pre-selections. Selection of clients to become the target group for the implementation of the Mentoring programme will be carried by the project promoter on the basis of interviews with prisoners pre-selected by the professional staff of the PS. Interviews with prisoners shall take place approx. 6 months prior to their anticipated release.

The Mentoring Programme may also accept persons already released from imprisonment (from whatever prison in the Czech Republic) as the clients, but no later than within 2 months of their release assuming that they fully comply with the criteria for the inclusion into the Mentoring Programme.

The PS will provide cooperation to the applicants (subsequently the project promoters) both during the preparation and implementation of their projects in selected prisons. The description and specification of activities, for which the PS will be responsible, is further described in the Guideline for Applicants.

#### Territory of the project implementation

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<sup>2</sup>Persons with primary problems in the area of addiction are the target group in the Call "Professional care for imprisoned drug users and its continuity after release".

Project activities must be conducted in the territory of the Czech Republic. In case a project partner from the donor state is involved, relevant activities may be held also in Norway.

The applicant is obliged to implement the Mentoring programme in one or more of the selected prisons listed below:

- |  |                                  |
|--|----------------------------------|
| — České Budějovice                                   | — Opava (women prison)           |
| — Heřmanice  | — Oráčov                         |
| — Hradec Králové                                     | — Ostrov                         |
| — Jiřice   | — Plzeň                          |
| — Karviná  | — Příbram                        |
| — Kynšperk nad Ohří                                  | — Rapotice                       |
| — Liberec  | — Světlá nad Sázavou             |
| — Mírov  | — Teplice                        |
| — Nové Sedlo – including Drahonice (sentenced women) | — Valdice                        |
| — Odolov   | — Vinařice                       |
| — Olomouc  | — Všehrdy (also youth prisoners) |

Cooperation commitment statement of the prison director with the Mentoring programme implementation must be submitted as the mandatory annex to the grant application. In the event of applicant's interest to implement the Mentoring programme in more than one prison, the applicant shall conclude a **Cooperation Commitment Statement** with each prison separately. Successful grant applicants will subsequently conclude a Contract on Cooperation with each prison. Detailed information on the recommended way of approaching prisons and familiarising the prison director with the project purpose is provided in the Guideline for Applicants.

Applicants may submit only one grant application within this Call<sup>3</sup>

The minimum number of clients to receive services in individual areas of support during the implementation of the project is 30 persons per one prison.

Work with incarcerated clients shall commence approximately 6 months prior to their anticipated release and will continue for approx. 6 months after their release (the actual length of time dedicated to work with a client after his/her release from prison depends on the individual needs of the client taking into account the aim of meeting the objectives of the Mentoring programme). Personal contact with client will always be preferred more than other forms of contact. In order to maintain continuity of provided services, a written form or contact by telephone may also be considered in specific situations.

Applicants must be able to work with the released clients having returned to any region within the Czech Republic.

#### **Duration of the project implementation:**

The minimum project duration is 30 months.

The deadline for completion the project implementation and all its activities is 30 April 2024.

#### **Sustainability:**

Sustainability of project outputs after the completion of the project is not required.

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## **VII. Programme Objectives and Project Relevance**

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The overall objective of the CZ-Justice programme is to improve correctional system in the Czech Republic. The programme supports systemic measures in the areas of penitentiary and post-penitentiary care. New treatment programmes aim in the long-term period to increase motivation for change, support reintegration and increase competences of sentenced persons during imprisonment.

In order to measure the influence of the Programme and its impact, expected Programme outcome and outputs have been defined, the indicators of which will enable the Programme Operator to evaluate the Programme's progress. Projects to be supported under this Call shall be in line with the Programme objective and contribute to the fulfilment of the Outcome 2 and the Output 2.4 (listed in the table below).

An applicant shall describe the relevance of the intended project to the overall objective of the Programme, its outcome and output and set the purpose of the project in line with the focus of the Call.

In addition, an applicant will determine planned target values for mandatory indicators (i.e. set realistic value to be achieved by the project implementation). Progress towards the fulfilment of the set target values will be monitored during the project implementation through monitoring reports that will be submitted by the Applicant/project promoter three times a year for every four months of project implementation.

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<b>Programme Objective</b>	<b>Improved correctional system</b>
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<sup>3</sup> If applicant submits more than 1 grant application, only the first grant application submitted (based on date and time) will be considered and other grant application(s) will be automatically excluded.

<b>Programme Outcome 2</b>	<b>Services for prisoners improved</b>	<b>Further information on the indicator</b>
Outcome 2 indicator	<b>Level of satisfaction of prisoners and ex-prisoners with the new services (on a scale from 1 to 5)</b>	Mandatory indicator, monitoring Indicator
<b>Programme Output 2.4</b>	<b>Introduction of services for prisoners in release procedure</b>	
Output 2.4 indicators	<b>Number of mentors for post penitentiary care trained</b>	Mandatory indicator, disaggregated by gender; binding target value
	<b>Number of prisoners supported by the mentoring services</b>	Mandatory indicator, disaggregated by gender; binding target value
	<b>Mentoring service provided by NGOs</b>	Mandatory indicator, binding target value

**The Programme output and target values of its indicators are binding** as linked directly to the project activities and the project budget.

**The project implementation shall contribute to reaching the Programme outcome**, the achievement of which may depend on factors out of the project promoter's control. The target value of the Programme outcome indicator will be collected for monitoring purposes; eventual failing to achieve the target value will have to be justified in a monitoring report.

An applicant also defines outputs of project activities and their indicators. **The outputs of project activities and set indicator target values are binding** as linked directly to the project activities and the project budget.

In case the project will be implemented in cooperation with a donor partner, the project shall fulfil at least one of pre-defined bilateral indicators by which the cooperation between subjects from donors and beneficiary countries will be measured.

Detailed information on the Programme outputs and outcomes including their definitions and further information on setting of their values are provided in the Guideline for Applicants. An applicant will also be obliged to report qualitative monitoring indicators (through monitoring reports) which will be used for statistical purposes. Standardized forms will be used for data reporting and will be attached compulsorily to the monitoring reports. Detailed information on the qualitative monitoring indicators and their reporting requirements are provided in the Guideline for Applicants.

## **VIII. Eligible Expenditure**

Rules on what categories and types of expenditure are eligible and can be claimed for reimbursement are laid down in Chapter 8 of the Regulation on the Implementation of the Norwegian Financial Mechanism 2014-2021. They are further described in the **Guideline for Applicants** and the **Guideline of the National Focal Point for Eligible Expenditures under EEA/Norway Financial Mechanisms 2014-2021**.

**Investment costs are not considered eligible for support under this Call.**

Investment expenditures means the acquisition of tangible and intangible fixed assets and the acquisition of real estate and / or land as specified in Chapters 3.1.3 and 3.1.5 of the Guideline of the National Focal Point for Eligible Expenditures under EEA/Norway Financial Mechanisms 2014-2021.

The project must not generate a profit.

The project management costs cannot exceed 15 % of the total eligible expenditures of the project.

## **IX. Grant Amount – Co-financing – Advance Payment – System of Payments**

The minimum grant amount is 1 325 000 CZK (EUR 50 000), the maximum grant amount is 5 300 000 (EUR 200 000).

The exchange rate set by the Programme Operator for the Call is 26.50 CZK/EUR.

The maximum project grant rate for all eligible applicants is 100 % of the total eligible expenditures of the project.

**The final date of eligibility of expenditure is April 30, 2024.**

An applicant may apply for an advance payment for up to 60 % of the awarded grant. The applicant will justify the advance payment request in the grant application.

Project promoter's expenditures will be reimbursed based on the expenses actually incurred (payment requests will be submitted together with the monitoring reports; monitoring reports shall be submitted every four months). The project promoter will provide lists of expenditures incurred including required annexes. The final payment (maximum 10% of the grant) will be reimbursed after the approval of the final monitoring report.

**There is no legal claim for the grant.**

**The Programme Operator reserves the right not to distribute all the funds available.**

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## X. Drawing up and Submitting the Grant Application

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**Grant applications must be filled in and submitted only electronically through the information system CEDR (IS CEDR) by 24. 03. 2021, 12:00.**

The grant application and its annexes will be drawn up in the Czech language (only given fields such as the Brief Project Summary and other relevant parts will be filled in English) and provided in the standardised format (if the standardised format is requested for the given annex - see the Guideline for Applicants).

The planned project expenditures will be calculated in CZK.

Information on drawing up and submitting the grant application is provided in this Call and detailed in the Guideline for Applicants and captions and help comments in the IS CEDR.

- The Guideline for Applicants is available at [www.norskefondy.cz](http://www.norskefondy.cz).
- The grant application must be accompanied by all mandatory annexes - see the Guideline for Applicants. Standardised annexes can be downloaded from the IS CEDR and [www.norskefondy.cz](http://www.norskefondy.cz).
- In the course of the appraisal of the grant application, the applicant may be asked to provide additional supporting documents or data necessary for the decision on the grant award, including the request to submit paper form of some annexes. As part of the verification, the Program Operator may recommend the applicant to modify the grant application.
- The mandatory data to be filled in the grant application include information on all consultants involved in the preparation of the grant application.

### Technical requirements and recommendation

- The IS CEDR can be accessed at [www.norskefondy.cz](http://www.norskefondy.cz); clicking the CEDR button.
- In case of technical difficulties with the preparation and submission of the grant application, it is possible to contact the hotline; contacts to be found at IS CEDR homepage, menu Contacts.
- The grant application and its annexes can be filled in gradually in the IS CEDR, the system supports continuous saving of already completed parts.
- The grant application and relevant requested annexes (according to the Guideline for Applicants) must be signed with a qualified electronic signature of the statutory or authorised representative of the applicant.
- Only information available in the grant application and its annexes will be considered for the process of project appraisal and selection. All parts of the grant application must be therefore filled in carefully, specifically and clearly.
- We recommend submitting the grant application sufficiently in advance before the deadline of the Call. Leaving the submission of the grant application to the last minute could cause problems due to the system overload.

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## XI. Publicly Accessible Documents for the Implementation of the Norway Grants 2014-2021

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Documents (Regulations, guidelines and methodologies) are accessible on the following websites:

### Financial Mechanism Office

(mainly Regulation on the Implementation of the Norway Grants 2014-2021)

[www.eeagrants.org](http://www.eeagrants.org)

### National Focal Point

(mainly the Guideline of the NFP for Eligible Expenditures)

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

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

### Programme Operator

[www.eeagrants.cz/spravedlnost](http://www.eeagrants.cz/spravedlnost)

### Programme Partner

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

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## XII. Process of Grant Application Appraisal and Project Selection

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The phases of the project appraisal to be applied in the selection process of grant applications submitted under this Call include:

### **1) Assessment of the administrative and eligibility criteria**

The administrative and eligibility criteria will be assessed according to the criteria (see points 1 and 2 in chapter XIII) of this Call.

The applicant will be informed of any identified shortcomings that are related to correctable criteria (e.g. completeness of relevant annexes and their legibility) through the IS CEDR and invited to make corrections of the annexes to the grant application within a reasonable time period. The grant application itself as well as the annex Specification of the Mentoring programme cannot be amended after their submission. Administrative and eligibility criteria set out in the Call are further detailed, including the information on whether they are correctable, in the Annex 3 of the Guideline for Applicants (Checklist for the applicant to self-assess the compliance with administrative and eligibility criteria).

Grant applications that do not meet the administrative or eligibility criteria will be excluded from the further appraisal. The applicant will be notified via IS CEDR on the exclusion of the grant application due to the non-compliance with administrative and /or eligibility criteria. The applicant may appeal against the exclusion of the grant application due to a failure to meet the administrative and/or eligibility criteria through the IS CEDR within 15 days after receiving the decision on the rejection of the grant application.

### **2) Assessment of the quality of the grant application by external evaluators**

Each grant application is assessed by two external evaluators according to evaluation criteria (see point 3 in chapter XIII) of this Call. The resulting score of the grant application is the arithmetic average of the scores of both evaluators.

If the difference between the total scores of the evaluators is higher than 30 % of the value of the higher score, the grant application will be assessed by a third evaluator. The resulting score will be calculated as an arithmetic average of total scores from two evaluations, for which the total scores are closest to each other. If the score of the third evaluation is exactly between the score of the first and second evaluation, the resulting score is calculated from the higher two scores.

### **3) Assessment of the grant applications by the selection committee**

The selection committee receives a list of all projects that have been assessed in terms of quality. The projects are listed in order of the resulting score given by external evaluators (arithmetic average of scores). The selection committee discusses the submitted projects and submits a list of recommended projects including reserve projects to the Programme Operator - the Ministry of Finance - for the verification. The selection committee shall consist of a Chairman and a secretary (without voting rights) and at least five voting expert members, including experts independent and external to the Programme Operator and the Programme Partner. Representatives from the Norwegian Ministry of Foreign Affairs, the Programme Operator, the Czech National Focal Point, Donor Programme Partner (The Directorate of Norwegian Correctional Services) and International partner organisation (the Council of Europe) shall be invited to participate as observers in the selection committee.

The selection committee reserves the right, on the basis of the proper justification, to adjust the order of grant applications based on the external evaluation.

### **4) Verification by the Programme Operator**

The Programme Operator verifies the process of appraising the grant applications including the verification of each of the recommended grant applications.

### **5) Approving/ disapproving the grant**

Based on the result of the verification, the Programme Operator decides on awarding / non-awarding the grant and informs the applicant about the next steps. A grant approval letter and subsequently a legal act on grant award are issued to the successful applicants. The PO will publicise the results. Unsuccessful applicants receive a legal act on not awarding the grant. The applicant is not entitled to appeal the legal act on not awarding the grant.

Start of the approved projects implementation is expected 5 months after the Call closing date for receipt of grant applications (i.e. approximately in October 2021).

### **Information on the conditions of state aid**

Projects, the financing of which would constitute state aid within the meaning of Article 107 (1) of the TFEU cannot be supported under this call.

### **Information about the complaint mechanism**

The implementation of the Norway Grants is based on the principles of transparency, openness, and accountability with no tolerance for corruption or misuse of grants. In accordance with these principles, the applicant has the right to lodge a complaint regarding suspected abuse or irregularities related to the Norway Grants. A complaint may be submitted in the following ways:

— **electronically** by email: [stiznosti-czp@mfcz.cz](mailto:stiznosti-czp@mfcz.cz)

— in writing - by post to:

Ministry of Finance  
Department 58 - International Relations  
Unit 5804 - Centre for Foreign Assistance - Preparation and Coordination  
Letenská 15  
118 10 Prague 1



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### XIII. Administrative, Eligibility and Evaluation Criteria

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#### 1. Administrative criteria

- The grant application was submitted before the deadline set in the Call.
- The grant application is drawn up in the required language in line with the Call.
- All mandatory data/information are filled in the grant application.
- The grant application is electronically signed by a statutory representative of the applicant or an authorised person.
- All mandatory annexes are complete and are provided in the required form in line with the Call and the Guideline for Applicants.
- The applicant submitted 1 grant application<sup>4</sup>.

#### 2. Eligibility criteria

- The applicant is eligible.
- The partner/partners is/are eligible (if the partnership is relevant).
- The project complies with the focus of the Call (Programme area, outcome, output).
- The place of the project implementation complies with the conditions of the Call.
- The expected duration of the project implementation is in line with the minimum period of implementation set in the Call.
- The end date of project implementation does not exceed the deadline for completion of the project set in the Call.
- The requested amount of grant complies with the conditions set in the Call.

#### 3. Evaluation criteria

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##### Detailed criteria for assessing the grant application quality

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	Evaluation criterion	Max. score for the criterion (out of 100 possible)
<b>1</b>	<b>Capacity and readiness of the applicant to implement the project</b>	<b>20</b>
	1.1 The organizational and management structure of the project is effective and clearly described, including the division of responsibilities and competencies to ensure particular steps in implementation. The role of each partner is clearly described.	10
	1.2 The project implementation team has the required expertise and sufficient experience in working with the target group in the area of crime prevention and social exclusion.	10
<b>2</b>	<b>Relevance and significance of the project</b>	<b>14</b>
	2.1 The project clearly contributes to the fulfilment of the Programme objective and outcome stated in the Call.	10
	2.2 The project is implemented in a partnership with an entity from Norway.	4
<b>3</b>	<b>Activities, outputs and risks of the project</b>	<b>28</b>
	3.1 Mandatory key project activities as well as mandatory partial activities are included in the project. The project activities and their outputs are clearly defined and their implementation is feasible at the same time. The project activities are eligible, interrelated, and directed towards suitably designed outputs. Proposed activities are necessary for the fulfilment of the project purpose.	10

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<sup>4</sup> If the applicant submits more than 1 grant application, only the first grant application submitted (based on date and time) will be considered and other grant application(s) will be automatically excluded.

3.2	The proposed project implementation time schedule is clear, consistent and realistic, reflecting the content of the project activities and their continuity.	5
3.3	The results framework of the project provides clear and transparent information on the relevance of the project to the Programme, including a clearly defined purpose of the project and relevant indicators. The target values of the indicators are realistic; the indicators are quantified and objectively measurable in both quantity and time. The sources of verification of indicators are listed and will be both available and suitable for verifying the target values of the indicators. The purpose of the project is in line with the desired outcome and output of the Programme.	10
3.4	The risks of the project are clearly defined, including mitigation measures proposed to secure smooth project implementation.	3
<b>4</b>	<b>Cost-effectiveness and efficiency of the project</b>	<b>10</b>
4.1	The detailed project budget is provided for the entire project period. Expenditures are eligible; the budget items are necessary for the implementation of the project activities and correspond to the project content. A clear quantification in measurable units is provided for each budget item.	5
4.2	The proposed project budget is cost-effective and efficient. The total project costs are adequate for achieving the expected project outputs. The cost of each budget item is reasonable and proportionate.	5
<b>5</b>	<b>Specific conditions of the Mentoring programme</b>	<b>28</b>
5.1	The Mentoring programme offers services that appropriately and flexibly react to the specific needs of the clients and support the active involvement of the clients in solving their situation.	10
5.2	Mentors, professionals and other relevant entities are involved in the implementation of the Mentoring programme. The establishment of functional cooperation between the applicant, the Prison Service, and other entities (e.g. Probation and Mediation service, social workers - social curators, service providers, etc.) is clearly described and it leads towards the long-term benefit for the project target group of the project.	10
5.3	The Mentoring programme is implemented in given prison/prisons. - only in one prison stated in the Call (0 points) - in 2 prisons stated in the Call (2 points) - in 3 prisons stated in the Call (4 points) - in 4 prisons stated in the Call (6 points) - in more than 5 prisons stated in the Call (8 points)	8
<b>Total</b>		<b>100</b>

### Weighted point evaluation

The minimum score of the application to advance to the next stage of evaluation is **60 points**.

Each external evaluator shall assess the fulfilment of each criterion using the 0-5 scale (except for the criterion 5.3 for which only specific scoring options are given to be selected). The final score for each criterion is calculated by applying the percentage rate derived from the maximum amount of points that can be obtained for the given criterion. The total score is calculated as the sum of the awarded points for each criterion. The maximum score is 100 points in total.

#### 0 - The project does not meet the evaluated criterion

The project does not meet the evaluated criterion or the criterion cannot be evaluated due to missing or incomplete information (the criterion is awarded 0% of the maximum score for the criterion).

#### 1 - Very poor

The criterion has only been fulfilled in a superficial and unsatisfactory manner (the criterion is awarded 20% of the maximum score for the criterion).

#### 2 - Poor

There are serious and substantial shortcomings concerning the given criterion (the criterion is awarded 40% of the maximum score for the criterion).

### **3 - Satisfactory**

Although the project addresses the given criterion from a broad perspective, there are shortcomings that would require corrections (the criterion is awarded 60% of the maximum score for the criterion).

### **4 - Good**

The project fulfils the given criterion, however space for improvement is left (the criterion is awarded 80% of the maximum score for the criterion).

### **5 - Excellent**

The proposal successfully addresses all aspects of the given criterion (the criterion is awarded 100% of the maximum score for the criterion).

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## **XIV. Information on Providing Consultations on the Call**

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Any queries concerning the Call (e.g. submission of the grant application, conditions of the Call, the method of appraisal and award of grant) can be sent by e-mail to: [iva.moravcova@mfcz.cz](mailto:iva.moravcova@mfcz.cz)

The queries may be raised not earlier than on the date of the Call is announced and no later than 5 working days before the deadline for submitting the grant applications. The reply will be sent to the applicant within 5 working days, at the latest on the last day of the Call. Only replies given in writing are binding.

Frequently asked questions and answers will be published in the section Questions and Answers [www.norskefondy.cz](http://www.norskefondy.cz)

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## **XV. List of annexes**

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1. Guideline for Applicants including annexes