

Norway Grants 2014–2021

Guideline of the Programme Operator – Ministry of Finance
of the Czech Republic

Guideline for Applicants

Programme JUSTICE

Open call for proposals of small grant scheme projects:

**JU1A – Support of reintegration of persons
conditionally released and released from prison**

Open call for proposals:

**JU1B – Professional care for imprisoned drug users
and its continuity after release**

Valid from: 14 January 2021



Norway

grants

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List of Abbreviations

EEA	European Economic Area
Norway Grants	Norwegian Financial Mechanism
IS CEDR	Information system CEDR
FMO	Financial Mechanism Office (in Brussels)
PP	Project Promoter
NFP	National Focal Point
NGOs	Non-governmental non-profit organizations
NUTS	Nomenclature of territorial statistical units
ORP	Municipality with extended scope of authority, according to Act No. 314/2002 Coll., on the Establishment of Municipalities with Authorized Municipal Office and the Establishment of Municipalities with Extended Scope of Authority, as amended
PS	Prison Service of the Czech Republic
PO	Programme Operator (Ministry of Finance of the Czech Republic)

Introduction

The overall objective of the Norwegian Financial Mechanism (hereinafter referred to as “**Norway Grants**”) is to contribute to reducing economic and social disparities in the European Economic Area (hereinafter referred to as “EEA”) and to strengthening bilateral relations between Norway and beneficiary states through financial contributions in agreed programme areas.

This Guideline for Applicants (hereinafter referred to as the “**Guideline**”) is intended for grant applicants interested in financial support of projects in the support area No. 19 - **Correctional Services and Pre-trial detention** within the below stated calls of Programme **Justice**:

- JU1A – **Support of reintegration of persons conditionally released and released from prison**
- JU1B – **Professional care for imprisoned drug users and its continuity after release**

The Guideline together with the text of the Open Call for proposals of small grant scheme projects/Open Call for submitting grant applications (hereinafter referred to as “**Open Call**”) provides general information necessary for preparing a grant application (hereinafter referred to as „**Application**“) and where relevant, it is complemented by other documents, available upon the announcement of the Open Call relevant especially for the subsequent implementation of approved projects:

- Guideline of the National Focal Point for Eligible Expenditures under the EEA/Norwegian Financial Mechanisms 2014-2021 (available [here](#));
- Guideline of the Programme Operator for Public Procurement of Small Scale (available [here](#) - in Czech only);
- Guideline for Beneficiaries of Grants funded from programmes Health, Culture, Good Governance, Human Rights and Justice (available [here](#) – in Czech only).

The Guideline was prepared by the Ministry of Finance of the Czech Republic – the Programme Operator (hereinafter referred to as the “**PO**”) and is based on valid international treaties, documents approved by the Norwegian Ministry of Foreign Affairs and documents issued by the National Focal Point (hereinafter the referred to as the “**NFP**”) and PO, in particular:

- Regulation on the Implementation of the Norwegian Financial Mechanism 2014–2021, as amended (hereinafter referred to as the “**Regulation**”);
- documents issued by the Financial Mechanism Office (hereinafter referred to as the “**FMO**”), in particular:
 - Results Guideline;
 - Bilateral Guideline;
 - Results Reporting Guide;
 - Communication and Design Manual;
 - Programme Agreement of the Justice Programme;
- Guideline of the National Focal Point for Eligible Expenditures under the EEA/Norwegian Financial Mechanisms 2014–2021, as amended.

Documents are available at www.norwaygrants.cz/en a www.eeagrants.org.

1. Preparation and Submission of Application

Applications under announced Open Calls shall be submitted only electronically through the information system CEDR (hereinafter referred to as “**IS CEDR**”). IS CEDR supports administration of projects in their entire project cycle, i.e. preparation and submission of the application, its evaluation, issue of the implementation contract for approved applications, monitoring of the implementation and completion of the project.

The IS CEDR is accessible via CEDR button on the homepage www.norskfondy.cz or at www.norskfondy.cz/cedr.

[The homepage of the IS CEDR 2014-2021](#) contains:

- Information on the applicant's registration, including instructions for registration of the applicant and applicant's users (accessible from [here](#));
- Basic instructions for working in the system;
- Technical parameters necessary for working in the system;

- Contacts on technical support;
- The Applicant registration button;
- Login window for the registered user.

To access the IS CEDR, it is necessary to register the applicant via the **Applicant registration** button on the home page of the IS CEDR. By registering the applicant, the subject of the applicant will be created (i.e. registration of the organization that will submit the application) and at the same time the user account of the **applicant's administrator** will be created. The applicant's administrator manages the users of the given applicant (i.e. in particular adds other users of the applicant and sets the appropriate roles and permissions to work with the application for individual users). The applicant's administrator is entitled to establish an application. Authorization to create an application is also granted to the applicant's users, to whom the applicant's administrator has assigned the role of *Establishing a project*.

Username and password are needed for login of registered user to the system.



MINISTERSTVO FINANCÍ
EHP A NORSKÉ FONDY

Přihlašovací e-mail:
 Heslo:
[Registrace žadatele](#) [Zapomenuté heslo](#)

[Úvodní stránka](#)
[Kontakty](#)

INFORMAČNÍ SYSTÉM CEDR-MF, MODUL FONDY EHP A NORSKA 2014-2021

Vážení uživatelí, vítíte v aplikaci IS CEDR-MF - Modul Fondy EHP a Norska 2014-2021.

Tato internetová aplikace byla vytvořena pro potřeby žadatelů o grant a konečných příjemců schválených projektů v rámci Fondů EHP a Norska 2014-2021.

Cílem aplikace je zefektivnit nejen předkládání žádostí o grant, ale i veškeré další kroky při získání grantu, a následně usnadnit administrativu při realizaci i kontrole schválených projektů (např. zpracování monitorovacích zpráv o průběhu realizace projektu, zpracování žádostí o platbu, komunikace s poskytovatelem dotace atd.).

Registrace žadatele

- Osoba provádějící registraci žadatele, kterým je subjekt s přiděleným IČO, musí vlastnit kvalifikovaný (osobní) elektronický certifikát (pokud IČO není uvedeno v certifikátu, je nutné ho zadat při registraci).
- Osoba provádějící registraci žadatele, který nemá přidělené IČO, musí vlastnit kvalifikovaný (osobní) elektronický certifikát.
- Návod pro registraci žadatele je k dispozici ke stažení [zde](#).

After login of the applicant's user with the right to establish a project to the IS CEDR and pressing the **Create new project** button, a list of accessible open calls will be displayed. An application form will be displayed after selecting the appropriate open call under which the applications will be submitted.

DETAIL PROJEKTU

Číslo projektu:	<input type="text" value="(nepřiděleno)"/>	Stav projektu:	<input type="text" value="Příprava žádosti"/>
Název projektu:	<input type="text"/>		

Podání žádosti
 Uložit
 Ověřit
 Odstranit
 Generovat žádost

Základní informace	Žadatel	Partneři	Záměr	Relevance projektu	Aktivity projektu	DPH	Podrobný rozpočet	Rozpočet
Financování	Horizontální témata		Zpracovatel					

The applicant fills in the application via an **online form** directly in the Internet browser window. All required data must be entered. Mandatory data to be filled in are marked with an asterisk (*) and highlighted in yellow. The completeness of filling in the data in the application can be checked continuously using the **Verify** button in the control panel.

When **filling out** the application, follow the tabs from **left to right**, first fill in the top row of tabs. When filling out the application, we recommend saving the data continuously using the **Save** button in the control panel.

After filling in all the tabs of the application form, the applicant will generate a **Grant Application Document** and insert the mandatory annexes into the application annexes. The Grant Application Document and the relevant annexes (for the requirements of the annexes, see chapter 2.13 Annexes to the Guideline) shall be signed by the applicant or an authorized person **with a qualified electronic signature**. The completed application shall be submitted exclusively electronically via the IS CEDR (via the **Application Submission** button in the control panel).

The applicants can prepare their projects in a working forms of Grant Application Document (Annex 1 to this Guideline) and Detailed Project Budget (Annex 2 to this Guideline). These annexes contain fields that will then need to be filled in the online application form in IS CEDR. It is not possible to submit the above-mentioned completed work forms instead

of filling in the data in the tabs of the online application form, as the data filled in directly in the application is used for further project administration.

Prior the submission of the application it is recommended to check in particular the eligibility of the applicant / project partner and the purpose of the project are in compliance with condition of the Open Call. The eligibility of the applicant /project partner is always defined by the Open Call for proposals which stipulates the type of eligible applicant / project partner, or other specific requirements (e.g. practice). Eligible project activities lead to the fulfilment of the programme objectives and the specific objectives defined by the Open Call.

It will be also checked, among other things, whether the project aims to meet the programme outcomes and outputs. It is also recommended to check fulfilment of all formal and eligibility criteria described in the Checklist for verifying the fulfilment of the formal and eligibility criteria (Annex 3 to this Guideline).

Language of the application:

The applicant shall draw up the application and its annexes in **Czech language**. Only the following parts shall be written in **English**:

- **Project Summary in English;**
- **The project title in English;**
- **Name of the applicant;**
- **Name of the partner (name in English).**

Annexes of the application will be elaborated in the Czech language. In the case of project partnership with a partner from Norway, the annex **Partnership Commitment Statement** will be drafted in English.

2. Grant Application

An application shall be clear, brief and sentenciously describe the submitted project. It is highly recommended to submit the application and its annexes written in clear and concise manner so that their content is correctly understood during the evaluation. When processing the application, the applicant should pay particular attention to these general principles:

- compliance of the application with the conditions of the relevant Open Calls;
- clarity of information in individual parts of the application and its annexes, including its interdependence;
- the need to prepare the information clearly and concisely in order to avoid detailed technical terminology, unexplained abbreviations and lengthy general descriptions etc.;
- the feasibility of budgeting, including unit costs based on market prices, taking into account future economic developments.

This chapter also describes the individual tabs of the application form and provides instructions for filling in the fields.

Notes

The organization can be an applicant in the JU1A as well as in the JU1B Open Calls.

For Open Call: „**Support of reintegration of persons conditionally released and released from prison**“ (JU1A):

- Applicants may submit only one grant application within this Open Call.
- 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.

For Open Call: „**Professional care for imprisoned drug users and its continuity after release**“ (JU1B):

- Applicants may submit no more than two grant applications:
 - only one grant application in the role of an individual applicant for the project planned to be implemented without partnership with other organizations providing clients with intensive professional care through Case Management programme;

- only one grant application in the role of a project consortium¹ representative for the project planned to be implemented in partnership with other organizations using Case Management programme to provide clients with intensive professional care.
- If applicant submits more grant applications in above mentioned categories, only the first grant application submitted (based on date and time) in relevant category will be considered and other grant application(s) will be automatically excluded.

2.1 Basic Information

Open Call: „Support of reintegration of persons conditionally released and released from prison“ (JU1A):

Finanční mechanismus	Norské fondy 2014-2021		
Program	Program Spravedlnost		
Kod programové struktury	SP/REG/JU1A	Název výzvy	Podpora reintegrace odsouzených osob a osob propuštěných z výkonu trestu odnětí svobody
Poskytovatel finančních prostředků	Ministerstvo financí, Letenská 15, 118 10 Praha 1 IČO: 00006947, DIČ: CZ00006947		
Modalita programu	Otevřená výzva		
Detailní informace o výzvě	https://www.eeagrants.cz/cs/programy/spravedlnost/vyzvy		
Programová oblast *	19 - Nápravná zařízení a vazba		
Cíl programu *	Lepší nápravný systém		

Open Call: „Professional care for imprisoned drug users and its continuity after release“ (JU1B):

Finanční mechanismus	Norské fondy 2014-2021		
Program	Program Spravedlnost		
Kod programové struktury	SP/REG/JU1B	Název výzvy	Odborná péče pro vězněné uživatele drog a její následná kontinuita po propuštění
Poskytovatel finančních prostředků	Ministerstvo financí, Letenská 15, 118 10 Praha 1 IČO: 00006947, DIČ: CZ00006947		
Modalita programu	Otevřená výzva		
Detailní informace o výzvě	https://www.eeagrants.cz/cs/programy/spravedlnost/vyzvy		
Programová oblast *	19 - Nápravná zařízení a vazba		
Cíl programu *	Lepší nápravný systém		

Based on the selection of respective Open Call and setting up the application, the following fields will be automatically filled in in the tab *Basic information*:

- Financial mechanism the support is awarded from;
- Programme;
- Code of programme structure;
- The title of the Open Call;
- Name and address of the funds provider;
- Programme modality;
- Programme area;
- Programme objective.

¹ Grant application of a consortium consisting of several organizations is submitted by joint representative, taking the role of the grant applicant. Members of the project consortium will commit themselves to cooperate with the joint representative by signing the Partnership Commitment Statement, taking the role of project partners

2.1.1 Project Title

Název projektu *

Anglický název projektu *

The applicant shall fill in **the project title in Czech and English**. The project title must be identical in all sections and annexes of the application. The name of the project should best describe the content of the project and the essence of the activities.

2.1.2 Brief Project Summary

Celkové shrnutí projektu

Celkové shrnutí projektu
(počet znaků max.:
2000) *

Celkové shrnutí projektu
v anglickém jazyce
(Project summary)
(počet znaků max.:
2000) *

The Brief Project Summary in Czech and English serves as a project introduction. In case of successful and supported projects, the summary will be used for project's promotion at www.norskefondy.cz a www.eeagrants.org.

The applicant shall provide a summary description of the project of **max. 2000 characters, including spaces**. In this section, the applicant shall briefly and aptly describe the project and shall state:

- description of the initial situation to be addressed by the project / description of the nature of the problem to be addressed by the project,
- justification of the need for the project (including references to relevant legislation and/or strategic and conceptual documents, if applicable), i.e. why it is necessary to implement the project due to the needs and shortcomings identified in the area,
- how the project will solve the identified problem/situation, i.e. the applicant will indicate the key activities of the project and their expected outputs,
- overall project objective, i.e. what will be changed or improved by the project,
- who and how will benefit from the project implementation, i.e. what target groups the project focuses on,
- if the project is implemented in partnership (with Norwegian partners and/or with the partners from the Czech republic or other eligible partners), the applicant will explain the added value of the partners' participation and cooperation in the project.

The following rules should be followed when formulating the project summary:

- avoid using jargon, technical terminology and abbreviations;
- choose a simple, uncomplicated style;
- use the active rather than the passive:

Do not write:

4 discussions will be organized.

The analysis of the client's situation will be carried out and followingly an individual plan will be prepared and continuously evaluated and updated.

Do write:

We will organize 4 discussions.

On the basis of the analysis of the client's situation, we will prepare an individual plan for client. We will continuously evaluate and update the individual plan.

- use shorter sentences to make the text readable and comprehensible to the general public (the overall project summary will be used for project publicity purposes):

Do not write:

The project, inspired by the Norway Grants and the "Correctional Services and Pre-trial Detention" programme area, strives to successfully resocialise clients on their release from prison by means of innovative services provided by mentors and specialists at NGOs. This requires the coordination of both the state and the non-profit sector and

envisages comprehensive quality care starting when clients are serving their sentences and continuing after their release. Ultimately, this will maximise the reach of the services provided and achieve the synergetic effect of reducing recidivism.

Do write:

The project will help to create suitable conditions for re-socialization and re-integration of persons leaving imprisonment. The combination of the activities of state institutions and non-governmental organisations will ensure the continuity and comprehensiveness of services designed to prevent undesirable behaviour. The skilled approach of professionals and trained mentors will support clients in achieving positive change, solving their problems and new life situations actively, thus reducing the risk of recidivism.

2.1.3 Project Location

Umístění projektu

Celá Česká republika

Umístění projektu *

• Vyberte kraj, který odpovídá místu realizace projektu či oblasti, ve které se realizují výstupy projektu. V případě, že klíčové aktivity projektu budou realizovány ve více geografických oblastech, zatrhněte pole „Celá Česká republika“ a do pole „Popis umístění projektu“ stručně popište, v jakých oblastech budou klíčové aktivity projektu realizovány.

The specific definition of the location of project implementation / project impact is stated in the Open Call and is subject to control within the assessment of all formal and eligibility criteria.

A project location is required for statistical purposes. The NUTS 3 classification is used for the project location. The applicant **selects one relevant NUTS 3 geographic code** (region) from the list, which corresponds to the project implementation area or area where the project outputs are implemented.

Specific cases and rules for project location selection:

- in case of the provision of services to a particular target group, the code corresponds to the location of the key project activities (not the place of residence of an applicant);
- if the key activities of the project are implemented in more than one geographical area, the applicant will select the “**Entire Czech Republic**” field and briefly describes in which geographical areas the key activities of the project will be implemented into the „*Project location description*” (including an indication of whether the implementation of the project will take place outside of the Czech Republic).

Notes

Open Call: „**Support of reintegration of persons conditionally released and released from prison**“ (JU1A):

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) |

Open Call: „**Support of reintegration of persons conditionally released and released from prison**“ (JU1A):

- The project’s activities focus on the period before and after a client’s release from prison. Mentoring Programme clients are primarily persons from a selected prison or prisons described in the Open Call. The Mentoring Programme may also accept persons already released from imprisonment 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.

- Applicants must be able to work with the released clients having returned to any region within the Czech Republic.
- If the project is implemented in multiple prisons in different regions, the applicant selects the entire Czech Republic as the project location and, under *Project Location Description*, lists the regions in which the prisons where the Mentoring Programme is to be implemented are located.

Open Call: „Professional care for imprisoned drug users and its continuity after release“ (JU1B):

The applicant is obliged to perform its Case Management programme in prisons in one or more regional groups of prisons listed below:

- 1. ÚSTÍ REGION**
 - BĚLUŠICE, VŠEHRDY, NOVÉ SEDLO
- 2. KARLOVY VARY REGION**
 - HORNÍ SLAVKOV, KYNŠPERK NAD OHŘÍ, OSTROV
- 3. SOUTH MORAVIAN REGION**
 - KUŘIM, RAPOTICE, BRNO
- 4. PRAGUE AND CENTRAL BOHEMIAN REGION (GROUP 1)**
 - PRAHA – RUZYNĚ, ORÁČOV, VINAŘICE
- 5. PRAGUE AND CENTRAL BOHEMIAN REGION (GROUP 2)**
 - PRAHA – PANKRÁC, JIŘICE, PŘÍBRAM
- 6. MORAVIAN-SILESIA REGION**
 - OSTRAVA, HEŘMANICE, KARVINÁ

Open Call: „Professional care for imprisoned drug users and its continuity after release“ (JU1B):

- The project's activities focus on the period before and after a client's release from prison. Case Management programme clients are drawn from specified regional groups of prisons, determined in the Open Call.
- Applicants must ensure that professional care in the form of Case Management programme will be provided to the released clients returning to either of the six regions (Prague, Central Bohemian region, South Moravian region, Ústí region, Moravian-Silesian region, Karlovy Vary region) or to other regions in the Czech Republic. Applicants shall confirm this commitment by filling in the relevant mandatory annex of the grant application – Specification of the Case Management programme (see Annex 11b to this Guideline), describing how provisions of such services in these designated regions will be secured. Applicants will receive additional points during the evaluation for the ability to secure subsequent professional care in the form of Case Management programme also in other than above mentioned regions to which clients may return. Applicants shall describe this additional ability in the relevant annex to the grant application – Specification of the Case Management programme, in which they list and describe other regions.
- If the project is implemented in a single regional group of prisons, the applicant selects the corresponding region as the project location.
- If the project is implemented in multiple regional groups, the applicant selects the entire Czech Republic as the project location and, under *Project Location Description*, lists the regions corresponding to the selected regional groups.

Description of Project Location

Umístění projektu

Celá Česká republika

Popis umístění projektu
(počet znaků max.:
3600) *

An applicant who has classified a project into one specific NUTS 3 does not fill in the *Project Location Description* field.

2.1.4 Sector Code

Statistické údaje

Sektorový kód *

* Vyberte ze seznamu jeden sektorový kód, který je z hlediska zaměření projektu nejvíce relevantní a který nejlépe odráží účel vynaložených prostředků.

The sector code is a statistical figure to determine the sector to which the financial support will be directed, i.e. what area / sector the project is focusing on. The codes have seven digits and are based on the OECD classification. Although the project may cover more interconnected areas / sectors, **only one sector code** that is the most relevant to the project focus reflecting the purpose of the spending needs to be assigned to each project. The applicant selects the relevant sector code from the list below:

For the Open Call „Support of reintegration of persons conditionally released and released from prison“ (JU1A)

1513009 Crime prevention

A wide range of measures to counter criminal activities, school visits, awareness campaigns, dialogue, treatment, rehabilitation, substance abuse management, etc. Often initiated by police or probation service.

For the Open Call „Professional care for imprisoned drug users and its continuity after release“ (JU1B)

1513700 Prisons

Correctional service, traditional sanction following crime and conviction to incarceration in a prison. Alternatives to prison is part of modern strategies to prevent recidivism. Alternatives range from conditional release combined with training/treatment, half-way houses managed by the probation service, to open prisons where prison life is as near a normal life as possible.

2.1.5 Planned Project Implementation Period

Plánovaná doba realizace projektu

Předpokládaný termín zahájení *

Předpokládaný termín ukončení *

Délka realizace v měsících

The applicant shall indicate **the presumed start and end dates of the project. Duration of the project** (number of months) will be calculated automatically.

The minimum duration of the project is determined by Open Call, which also states the deadline for completion of the project.

Given the time needed to assess and evaluate all applications submitted under the Open Call, **the earliest start date of the project** shall be at least 5 months from the end date of the Open Call, if it is not otherwise stated in the text of the Open Call.

The start of the project is the date of commencement of the physical implementation of the project, i.e. the commencement of activities aimed at fulfilling the content and the objective of the project. The physical implementation of the project may begin no earlier than after the issue of the Grant Approval Letter (see chapter 3 Process after submission of the application), which sets the starting date for the eligibility of expenditure. Expenditure incurred prior to the official approval of the application will not be considered eligible. If the project activities are implemented based on a public procurement, the tender / selection procedure can be started before approving the application and granting support from Norway grants, i.e. before the initial date of eligibility of expenditure, but to sign the contract, implement the subject of the contract and pay invoices related to performance public procurement cannot be entered into earlier than the initial date of eligibility of expenditures.

The end of the project means the date of completion of physical implementation of project activities. The latest date for the completion of the project implementation is 30 April 2024. When setting the time schedule of the project, it is necessary to take into account a sufficient time reserve to eliminate the risk of non-compliance with the deadline (e.g. due to delays in performance public procurement).

The date of the end of the project implementation will be specified in the implementation contract as the **deadline for the completion of project implementation** and it is **binding** both for the project promoter and its partners. In case of a belated start of the project due to longer evaluation process, the start and end date of the project will be adequately adjusted to the expected length of the project (the maximum deadline of the projects is always 30 April 2024).

In exceptional and duly justified cases, it will be possible to extend the project implementation period on the basis of the prior approval by the PO, however, the project **must always be completed by 30 April 2024 at the latest**.

The project implementation period must always be set in such a way that it is consistent with the final date of eligibility of expenditure (i.e. by 30 April 2024) and the duration of the implementation of the project must be justified in terms of the size and nature of the project.

Notes

For Open Call: „**Support of reintegration of persons conditionally released and released from prison**“ (JU1A):

- The minimum project duration is 30 months.

For Open Call: „**Professional care for imprisoned drug users and its continuity after release**“ (JU1B):

- The minimum project duration is 24 months.

2.2 Applicant

2.2.1 Applicant Identification

Název a kontaktní údaje žadatele	
Název žadatele	<input type="text"/>
Právní forma	<input type="text"/>
Název žadatele v anglickém jazyce *	<input type="text"/>
Webové stránky žadatele	<input type="text"/>
IČO	<input type="text"/> DIČ <input type="text"/>
Typ organizace	<input type="text"/> <input type="button" value="v"/>
Identifikátor datové schránky	<input type="text"/>
Sociální sítě	<input type="text"/>

The basic identification data of the applicant in the tab *Applicant* are pre-filled on the basis of the applicant's registration (name of the applicant, legal form, etc.). The applicant shall further fill in its identification data including:

- **applicant's name in English;**
- **applicant's website address** (in format <http://www.xxx.yy> or <https://www.xxx.yy>);
- **tax ID No;**
- **organization type** (by selecting from the code list; see the list of types of organization in the Annex 4 to this Guideline);
- **applicant's social networks pages**, if relevant (optional field).

If the applicant uses the social networks and intends use them for the needs of the project, state the address of the profile on social networks in the application (optional field).

The eligibility of the applicant, i.e. who can be an applicant and what conditions must be met, is always determined by the Open Call and is subject to control within the assessment of all formal and eligibility criteria.

It is assumed that the applicant fulfils the obligations set out in Act No. 304/2013 Coll., The Act on Public Registers of Legal and Natural Persons, as amended. If the applicant is not entered in the public register (Fellowship Register, Register of Institutes, Foundation Register, Register of Public Benefit Companies etc.) or in the Register of Registered Legal Entities, the applicant's *Document on the Legal Entity of the Applicant* is a mandatory annex to the application (see Chapter 2.13 the Annexes to the Application).

2.2.2 Legal Representative

The applicant shall specify the person(s) who is the applicant's legal representative (name, surname, title, function within the applicant's organization, email). If there is more than one legal representative in the statutory body, the applicant will provide data for each representative separately.

Selected data of the representative(s) of the statutory body (name, surname) are pre-filled on the basis of the registration of the applicant. Clicking on the name of the representative of the statutory body will open a window with the details of the selected representative of the statutory body. The applicant shall state the missing data (title, position within the applicant's organization, email) to the registered representatives of the statutory body, or add another representative of the statutory body (using the green plus button).

Statutární orgán

Statutární zástupce	E-mail	Funkce
Jan Novák		

Statutární zástupce

Titul před Jméno * Příjmení * Titul za

E-mail * Funkce *

2.2.3 Registered Office and Correspondence Address

Adresa sídla žadatele

Stát

Obec PSČ

Část obce

Ulice

Číslo popisné Číslo orientační Číslo evidenční

Korespondenční adresa

Shodná se sídlem žadatele *

The address of the applicant's registered office is pre-filled on the basis of the applicant's registration. The applicant shall fill in the correspondence address (if it is different from the registered office address). Communication between the applicant and the PO including the sending of documents will generally only take place in an electronic form, unless otherwise specified in exceptional cases.

2.2.4 Contact Persons

The applicant shall indicate the project contact persons responsible for the data in the application. To add a contact person, click on the green plus button. The applicant shall provide the following contact details for each person:

- **Name, surname, title,**
- **Position in the project** (by selecting from the list, or by own words if the options are not relevant; writing the position in your own words in the *Position in project wording* field is possible after selecting *Others* in the *Position in project* list),
- **Email, phone.**

The list includes the following positions in the project: project manager, financial manager, authorized person, application processor, others.

The applicant shall also indicate (by ticking the field) whether the contact persons should be automatically **notified** by the IS CEDR about the status of the project.

Kontaktní osoby a osoby zodpovědné za projekt *

Jméno a příjmení	Pozice v projektu	E-mail	Mobil/Telefon	Posílat notifikace
... žádné záznamy ...				

Kontaktní osoba

Titul před	<input type="text"/>	Příjmení *	<input type="text"/>	Jméno *	<input type="text"/>	Titul za	<input type="text"/>
Pozice v projektu *	---			Pozice v projektu textem	<input type="text"/>		
E-mail *	<input type="text"/>			Mobil	<input type="text"/>		
Telefon	<input type="text"/>			Notifikace	<input checked="" type="checkbox"/>		
		<input type="button" value="OK"/>		<input type="button" value="Storno"/>			

The applicant shall designate from all contact persons the main contact person for communication with the PO regarding the application. For this person, select *Others* in the *Position in project* field and in the *Position in project wording* field, enter the name of the position in your own words, stating that it is the main contact person of the project (e.g. Project manager – main contact person).

Updating data/adding contact persons during the project implementation will be possible in the IS CEDR.

If the applicant has entrusted the registration of the applicant to another entity on the basis of a power of attorney (i.e. the registration of the applicant was ensured by, for example, an entity with a different ID number), the person from such entity will be listed among the project contact persons as authorized person. If the application is not signed by the representative(s) of the applicant's statutory body (i.e. another person is authorized to sign the application), such a person will also be listed among the contact persons as an authorized person. The power of attorney is a mandatory annex to the application (see chapter 2.13 Annexes to the Application).

2.2.5 Applicant Description

Charakteristika žadatele

Stručná charakteristika žadatele (počet znaků max.: 3600) *

The eligibility of the applicant is always determined by the Open Call and is subject to control within the assessment of formal and eligibility criteria.

The Applicant shall briefly describe in the section *Applicant Description* the applicant's main activities in relation to the Open Call under which he applies for a grant. Further information shall be stated, such as length of activities in the field, organizational structure and experience with the implementation of similar projects, which are relevant to the submitted application.

The eligibility criterion of the applicant in the case of the Open Call „**Support of reintegration of persons conditionally released and released from prison**“ (JU1A) is met in case the applicant can be identified as a subject of a legal form specified in the Open Call. The eligibility of applicants under this Open Call is further conditioned by at least 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 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** (see Annex 12a to this Guideline).

The eligibility criterion of the applicant in the case of the Open Call „**Professional care for imprisoned drug users and its continuity after release**“ (JU1B) is met in case the applicant can be identified as a subject of a legal form specified in the Open Call. The eligibility of applicants under this Open Call is further conditioned by submission of a certificate of professional competence for facilities and programmes providing addictological professional services awarded by the Government Council for Drug Policy Coordination (hereinafter as “GCDPC”)². The applicant must be a holder of a certificate of professional competence and at the same time must operate at least 1 service with a valid certificate of professional competence for facilities and programmes providing addictological professional services continuously for at least 3 last years.

The applicant shall prove this precondition by completion of the mandatory annex to the grant application, the **Declaration on Organization’s Activities** (see Annex 12b to this Guideline).

2.2.6 Applicant Email Address

This section of the application is displayed only to the applicant who does not have a data box / did not provide a data box identifier within the applicant’s registration. A **data box** is required for **electronic communication** with the PO during the evaluation and implementation of the project. However, the mandatory use of the data box only applies to entities that have a data box established by law. For entities for which the establishment of a data box is voluntary, the use of a data box for communication with the PO is only recommended. If the applicant does not have a data box, they can request delivery to the delivery e-mail (by checking the box *I request delivery to an e-mail address*).

Doručovací e-mail žadatele

Žádám o doručování na elektronickou adresu

Doručovací e-mail žadatele

- Nemáte-li zřízenou datovou schránku, můžete požádat o doručování emailem.
- Pokud má žadatel zřízenou a zpřístupněnou datovou schránku k okamžiku vypravení doručované písemnosti, Zprostředkovatel programu bude doručovat dokumenty do datové schránky.

If the applicant did not have a data box at the time of the applicant’s registration and subsequently set up the data box during the application processing or project implementation, they shall fill in the data box identifier in the *Applicant’s Detail* section. To open the *Applicant’s Detail*, click on the *List of own applicants* in the main menu of the application and then on the *name of the applicant*.

2.3 Partnership in Project

The project can be implemented in partnership with other entities listed in the Open Call. **The Prison Service of the Czech Republic (PS) provides the applicant, and later also the project promoter, with cooperation in the preparation and subsequent implementation of the project in the relevant prisons. However, it does not play the role of project partner. Consequently, the applicant does not list prisons in which it intends to implement the Mentoring programme/ Case Management programme as project partners under Partners tab.**

Partnership is a relationship between two or more entities – private, public or non-for profit, based on the cooperation of these parties in the preparation and subsequent implementation of a project funded by the Norway Grants 2014-2021. Such partnership is related to the partnership with Czech partners and also with partners from Norway or other Beneficiary States or international organizations. The partnership shall involve joint preparation, coordination and implementation of certain parts of the project, its organizational and administrative support, including an evaluation of whether the project objective is being met. The partnership must be of such a character that without the activities carried out in cooperation it would not be possible to ensure the proper functioning and fulfilment of the project objective, therefore the involvement of all partners in the project is irreplaceable.

Projects financed from Norway Grants are of non-profit nature and must not be implemented for profit-making purposes. The partnership must be based on a non-commercial principle and must not replace a supplier-customer relationship.

Applicants will receive additional points during the evaluation for projects implemented in the partnership with relevant organisations from Norway. Involvement of partner/partners from Norway should contribute to the strengthening of bilateral cooperation and thus be a significant contribution to the implementation of the project (cooperation, sharing examples of good practice, exchange of information and know-how, etc.).

The mandatory annex of the application is **Partnership Commitment Statement** (see Annex 5a and 5b to this Guideline) signed by each partner separately, or the Partnership Agreement, if it has already been concluded at the time

² <https://www.vlada.cz/cz/ppov/protidrogoва-politika/certifikace/klicove-dokumenty-certifikacniho-procesu-134107/>

of submitting the application. Entities whose involvement in the project will not be formalized by the Partnership Agreement are not stated in the grant application (to be documented before the implementation contract is issued at the latest).

Expenditure incurred under a valid Partnership Agreement is not considered a supplier-customer relationship. This expenditure may be claimed by a summary accounting document for a given period (e.g. in the form of an invoice or a payment claim) in accordance with the budget specified in the grant application and the partnership agreement. The partner(s) may not use project grants to finance the normal activities of their organization unrelated to project implementation.

Recommendations for finding partners and arranging cooperation

When contacting partners, we recommend:

- avoid sending general partnership requests;
- ask the potential partner for a personal or on-line meeting to explain the content of the partnership in person;
- have a clear idea of what you expect from the partnership (e.g. what the partner should bring to the project, what role he should play in the project, what activity you expect from the partner);
- be prepared for financial issues, in particular whether you will expect the partner to contribute financially to the project;
- prepare a good description of their activities and areas of operation.

To negotiate partnerships and cooperation in the project, the following are important:

- common goal and vision;
- common understanding of the intention and content of the project;
- agreement on the specific involvement of the partner in the project activities, including how the roles of all partners fit together in terms of project implementation;
- clarification of the partner's obligations and responsibilities, including responsibilities for planned outputs;
- agreement on the partner's budget, including financial flows;
- long-term perspective.

Before arranging a partnership, it is necessary to verify the eligibility of the partner in accordance with the conditions of the Open Call. The eligibility of project partners is always determined by the Open Call and is subject to control within the assessment of formal and eligibility criteria. The partner's eligibility criterion is met if the partner can be identified as an entity of a specified legal form.

For search of suitable project partners, the applicants can use contact form or a partner database available at web pages of the PO: <https://www.eeagrants.cz/en/bilateral-relations/partner-search-form>.

2.3.1 Identification of Partner Organization

If the project is implemented in partnership, the applicant will check the field **Project is implemented in partnership**.

Základní informace	Žadatel	Partneři	Záměr	Relevance projektu	Aktivity projektu	DPH	Podrobný rozpočet	Rozpočet
Financování	Horizontální témata	Zpracovatel						
Projekt je realizován v partnerství <input checked="" type="checkbox"/>								
Název partnerské organizace (místní název) ▲						Stát		
... žádné záznamy ...								

The applicant will list partners who will participate in the implementation of the project and fill in their data (using green plus button the partner is added). If the project is implemented in partnership with multiple organizations, the applicant will include data on each partner separately.

Detail Partnera

Název partnerské organizace (místní název) *

Název partnerské organizace (anglický název) *

Partner je z ČR

Partner je z donorského státu

Partner je z mezinárodní organizace

Město * Stát * ---

Typ organizace * ---

Webové stránky

Detail kontaktní osoby

Jméno * Příjmení *

E-mail *

[OK a generovat šablonu](#)

For each partner organization the applicant shall fill in:

- **the name of the partner organization** (in local language and in English);
- **type of the partner** (from Czech Republic / donor state (Norway) / international organization);
- **city** (registered office of the partner organization);
- **state**;
- **organization type** (by selecting from the code list; see Annex 4 to this Guideline for a list of organization types);
- **website of the partner organization** (optional, in format <http://www.xxx.yy> or <https://www.xxx.yy>);
- **contact person(s) of the partner organization** (name, surname, e-mail).

2.3.2 Description of Partner Organization

Popis partnerské organizace (počet znaků max.: 3600) *

The applicant shall provide a brief description of the partner organization with an emphasis on activities relevant to the submitted project, especially partner's experience in relation to the Open Call support area and possibly experience with projects realized supported by the Ministry of Justice. Projects implemented in the partnership with relevant organizations from Norway will be awarded extra points.

2.3.3 Description and Importance of Partnership

Popis a význam partnerství (počet znaků max.: 4000) *

In this section of the application, the applicant will focus on describing of the partnership, in particular on the following aspects:

- the role of partner/partners;
- description of partner/partners involvement in the project implementation;
- the need for the partnership for the project implementation and impact;
- duration of the partnership.

The applicant shall describe how the partner / partners participate in the implementation of the project, including an indication of the activities in which the partner cooperates, or which he himself implements. They will also indicate how the partner's activities will be coordinated and whether the partner participates in project management as a member of management, whose costs are included in the project budget. The applicant explains how the involvement of the partner in the project is beneficial.

The applicant shall indicate whether the co-operation with the partner is focused solely on the implementation of this project, or it is expected that the cooperation will continue in the future. If relevant, the applicant will describe how the cooperation will take place after the completion of the project or how it will be further developed in the future.

One of the main objectives of the Norway Grants 2014-2021 is to strengthen cooperation between the Czech entities and entities from Norway. The grant applications can therefore be submitted in partnership with relevant partner institutions from Norway. The partnership between Czech and Norwegian 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.

In case the project is implemented in partnership with the entity from Norway, the applicant will describe how the proposed activities will contribute to strengthening bilateral relations between the Czech Republic and Norway in area of penitentiary and postpenitentiary care, especially in terms of shared results, knowledge, exchange of know-how and mutual understanding between the Czech Republic and Norway.

2.3.4 Bilateral Indicators

Bilaterální indikátory						
Název	Jednotka	Relevance indikátoru k projektu	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Počet projektů realizovaných v partnerství s partnerem z donorského státu	počet	---				
Počet školení spoluorganizovaných konečným příjemcem a partnerem z donorského státu	počet	---				
Počet účastníků z donorské země zapojených do bilaterální aktivity	počet	---				
Počet účastníků z přijímající země zapojených do bilaterální aktivity	počet	---				

In case of a bilateral partnership project, i.e. a partnership with an entity/entities from Norway, the applicant will comment on the **pre-set bilateral indicators of the Programme**:

- Number of projects implemented in partnership with a donor project partner (it must be selected mandatorily for a project implemented in a bilateral partnership and its target value is a maximum of 1)
- Number of training courses co-organized by donor state and beneficiary state entities
- Number of participants from beneficiary states in exchanges
- Number of participants from donor states in exchanges

For each of the pre-set indicators, the applicant indicates whether it is relevant to the project (by selecting *Yes/No* from the list). If the project is implemented in partnership with more partners from Norway, the indicator **Number of projects implemented in partnership with a partner from the donor state** must be mandatorily indicated with relevance *Yes* only for one Norwegian partner, for other Norwegian partners the applicant sets the value *No* to this indicator.

The definitions of bilateral indicators are given in Annex 9 to this Guideline.

For indicators relevant to the project, the applicant shall provide the following information:

- target indicator value

The applicant shall state the target value of the indicator, which will be achieved thanks to the implementation of project activities (the baseline value is automatically pre-set as zero). The applicant also briefly describes in the field *Fulfilment of the indicator, method of determination and source of verification of the indicator*, from which information sources and data the stated value is based.

- expected month and year of fulfilment of the indicator target value

The applicant shall indicate the expected month and year of fulfilment of the indicator target value in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved. The specified date must fall within the project implementation period.

- description of the fulfilment of the indicator, method of determination and source of verification of the indicator

The applicant will briefly describe the progress towards the fulfilment of the indicator within the project with respect to the indicator definition and its general parameters (see Annex 9 of this Guideline), i.e. if relevant, the applicant specifies how the indicator is fulfilled with regard to the project specifics. In addition, the applicant shall indicate what information sources and data are used for the setting of the indicator target values and how these values were calculated (taking into account the general parameters in accordance with Annex 9 of this Guideline). The applicant will describe how it will be possible to verify the fulfilment of the indicator, i.e. what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

The target value of the bilateral indicator has been set up for the purposes of monitoring (therefore they are not binding); a failure to achieve the target value will be justified in the respective monitoring report.

2.3.5 Project Partnership Documentation

If the project is implemented in partnership, the mandatory annex to the application is the **Partnership Commitment Statement** (standardized form, see Annex 5a and 5b to this Guideline). If the applicant has more than one partner, he/she submits the Partnership Commitment Statement separately for each partner. The **Partnership Agreement** may be attached to the application (if it is already concluded at the time of the submission of the grant application) or the draft of the Partnership Agreement.

The language of the document depends on the partner's country of origin. In case a **project partner from Norway** or partner from another Beneficiary State is involved in the project, the document shall be in English or in a respective multilingual version. In case a Czech partner is involved in the project, the applicant submits the Partnership Commitment Statement or the Partnership Agreement in Czech.

In case of a grant approval, the applicant is obliged to conclude the Partnership Agreement(s) with the partner(s). The submission of a copy (or copies if more than one partner is involved in the project and each has a Partnership Agreement signed separately) is a prerequisite for issuing an implementation contract. The successful applicant is obliged to submit the relevant copies of the Partnership Agreement(s) to the PO before the implementation contract is issued (the applicant will be invited by the PO).

The Partnership Agreement defines the position of each partner, their role, responsibility and participation in the project activities, as well as the mutual rights and obligations of the parties in the implementation of the project. The Partnership Agreement determines - among other things - a detailed budget of the expected expenditure of the partner and specifies financial flows between the project promoter and the partner, i.e. the method of reimbursing the partner's expenditure, the procedure for checking the expenditure claimed by the partner, matters concerning the use of currencies and the related exchange rate differences, liability for damage, archiving of accounting documents and documents proving the payment of expenditure by the partner and other. No binding format stating the form and content of the Partnership Agreement is specified, however, no provision may be contrary to the Regulation. A draft partnership agreement template can be adjusted to the needs of the project itself and cooperation and belongs to the annexes to the Guideline (see Annex 6a, 6b).

The applicant is always responsible for the implementation of the project and the achievement of its objective.

Expenditure incurred by partners in connection with the implementation of the project will be covered by the grants received by the applicant. The method of reimbursement will be performed in accordance with the concluded Partnership Agreement, provided that all eligibility rules are respected.

The applicant shall state in the application the total estimated expenses of each partner in CZK. In the case of the involvement of a foreign partner, it is appropriate to take into account the development of the exchange rate and possible exchange rate losses when compiling the budget of such a partner.

Notes

- For Open Call: „**Professional care for imprisoned drug users and its continuity after release**“ (JU1B): If the grant application is submitted by a consortium of organisations through one of the entities involved that is registered as an applicant, the members of the project consortium undertake to cooperate with the entity playing the role of applicant under a Partnership Commitment Statement (see Annexes 5a and 5b to this Guideline) and are registered as project partners.

2.4 Intention and Project Description

2.4.1 Initial State and Project Intent

Výchozí stav a záměr projektu

Výchozí stav a záměr projektu (počet znaků max.: 3600) *

The applicant will describe what is the current situation in the area which the project is focused on and which leads to the submission of the project, or what problem or need the project will address (i.e. the initial status of the area before the start of the project and a clearly defined problem, deficiency or need).

2.4.2 Justification of Project Proposal

Zdůvodnění návrhu projektu

Zdůvodnění návrhu projektu (počet znaků max.: 3600) *

The applicant will briefly explain why he/she considers the above-described issue (initial situation, identified problem or need) to be a priority, i.e. why the project is important and necessary. The elaboration of the application should best be based on a needs analysis or study in relation to the planned project activities. Therefore, the applicant shall indicate the sources (documents or practical needs identified) on the basis of which he/she proves the need for the project. If relevant, the applicant shall further specify:

- references to strategic documents relevant to the given project proposal that mention the need to address the issue (specific reference to the relevant parts/chapters of relevant documents);
- main conclusions of the needs analysis / studies identifying the deficiency; or results of specific enquiries, surveys, etc.
- relation of the project to associated projects in implementation or relation to outputs or recommendations from already implemented projects associated with the submitted project.

2.4.3 Prerequisites for Project Implementation

Předpoklady pro realizaci projektu

Předpoklady pro realizaci projektu (počet znaků max.: 3600) *

If relevant, the applicant shall describe the aspects that determine the start of the project and the possibility of its implementation. If, at the time of submission of the application, certain prerequisites for the start of project implementation (e.g. technical, organizational, financial, personnel, etc.) are not met, the applicant shall state what these prerequisites are, including the expected date when they will be met, so that the project could be launched.

Notes

For Open Call: „**Support of reintegration of persons conditionally released and released from prison**“ (JU1A):

- An NGO representative(s) must consult plans to implement the Mentoring programme at a selected prison (or prisons) with the prison management before submitting the grant application. As a precondition for a grant application to be submitted, the prison director must give consent for the Mentoring programme to be implemented in the prison (see the Chapter 2.8 Project Activities). If the Mentoring programme will be implemented in multiple prisons, the applicant concludes a Cooperation Commitment Statement with Prison (see Annex 5c to this Guideline) with each prison separately.
- The successful applicant then concludes a cooperation agreement with each prison.

For Open Call: „**Professional care for imprisoned drug users and its continuity after release**“ (JU1B):

- At all prisons that are from the applicant's selected regional group(s) of prisons and are listed in the Open Call, an NGO representative(s) must consult plans to implement the Case Management programme with the prison management before submitting the grant application. As a precondition for a grant application to be submitted, the prison director must give consent for the Case Management programme to be implemented in the prison (see the Chapter 2.8 Project Activities).
- The applicant concludes a Cooperation Commitment Statement with Prison (see the Annex 5c to this Guideline) with each prison separately.
- The successful applicant then concludes a cooperation agreement with each prison.
- Only one Case Management programme can be implemented in each regional group of prisons.
- Applicants implementing the Case Management programme in multiple regions with selected prisons (i.e. applicants who list more than one regional group in the Specification of the Case Management programme, a mandatory annex to the grant application – see Annex 11b to this Guideline) will get extra points in the evaluation.

Arrangements for cooperation with relevant prisons and other entities

- The Prison Service of the Czech Republic does not play the role of project partner. However, it does provide the applicant, and later also the project promoter, with cooperation in the preparation and subsequent implementation of the project in the relevant prisons.
- The conditions of cooperation between an NGO and the prison must be consulted in advance with the prison management. The representative(s) of the applicant / project partner must inform the director of the selected prison of the project plans well before submitting the grant application so that the director has enough time (approximately 10 working days) to study the documents submitted and to issue an opinion.
- The applicant and the prison conclude a Cooperation Commitment Statement with Prison (see Annex 5c to this Guideline), which is a mandatory annex to the grant application. The successful grant applicant then concludes a cooperation agreement with the prison.
- In the implementation of the Mentoring programme (JU1A) or the Case Management programme (JU1B), the project promoter ensures that the entities with which he/she will cooperate during the implementation of the programme and the provision of services to clients are kept appropriately informed. All programme instruments must suitably link up with the services and activities of other organisations with which the client cooperates or will cooperate. In particular, there must be continuity with the professional activities of the PS in the run-up to the client's release, cooperation with a social worker – welfare officer and other organisations or entities (e.g. a guardian or an organisation dealing with the client's addiction), and cooperation with the Probation and Mediation Service after the client's release (if released on parole).
- The applicant / project promoter acknowledges that data³ and information concerning project implementation and clients will be used by the Programme Operator or Programme Partner and its internal research organisation to run checks on project implementation, to evaluate the project, and to engage in further research into penitentiary and post-penitentiary care. The data and information transmitted will be used in this respect in accordance with personal data protection legislation and ethical principles of scientific research work, and the Programme Operator/Programme Partner and/or its internal research organisation will anonymise all outputs.

Notes

Procedure recommended for negotiations with prison director:

- A representative of the applicant / project partner makes an appointment to meet the prison director.
- During the meeting, the representative of the applicant / project partner presents the prison director (and any others present) with the planned format of the Mentoring programme/ Case Management programme and explains the activities and sub-activities that will directly affect the client's imprisonment, as well as their time requirements, intensity, scheduling, staffing and the provision of materials on the part of the applicant / project partner, including contact persons. Any other participation by the prison (e.g. the involvement of staff who provide professional treatment in the prison system) is also clarified. It is also necessary for the applicant / project partner to consult the prison director on the conditions of client selection, the conditions under which the NGO will be granted entry to the prison in the implementation of the Mentoring programme / Case Management programme activities (such as prison entry dates and the number of people who will be entering the prison, including the requirement to submit a list naming the mentors and professionals / case managers of the applicant / project partner who will enter the prison), security conditions (certain items must not be brought into the prison or require the consent of the prison director - e.g. recording and presentation equipment), and any other questions and requirements raised by the prison. All conditions and circumstances that will affect the prison director's binding opinion must be discussed by the two parties.

³ Data in the form of submitted monitoring reports and data or information obtained during monitoring visits, etc.

- The conclusions from the meeting will be drawn up in writing by the applicant / project partner and sent to the prison director as a basis for his/her opinion (i.e. written confirmation for or refusal of project cooperation). If confirmation is granted, the applicant sends the prison director, for signature, a Cooperation Commitment Statement with Prison and a Grant Application Document (the activities and sub-activities that are listed in the grant application and will be carried out in the prison must comply with the agreed conditions, as set out in the minutes of the meeting).
- Under the Open Call „**Professional care for imprisoned drug users and its continuity after release**“ (JU1B): the applicant informs all relevant prison directors of the project intent. A prison director may make signing the Cooperation Commitment Statement with Prison conditional on the conclusion of a pre-contract with the applicant laying down the conditions of future cooperation.

2.4.4 Project Objective and Desired Benefits

Cíl a očekávaný přínos projektu

Cíl a očekávaný přínos projektu (počet znaků max.: 5000) *

The applicant will describe what overall objective the project aims to achieve, i.e. the state at the end of the project to be achieved through the implementation of the project. The Project objective must be clearly formulated and must be directly related to the formulated problem/need.

The applicant shall describe how the project is in line with the focus of the Open Call and shall also describe the expected benefits of the project in a wider societal context, i.e. what change or effect it will make to the broader society.

With regards to the focus of the Open Call the applicant shall describe:

For Open Call: „**Support of reintegration of persons conditionally released and released from prison**“ (JU1A):

- how the project focuses on working with offenders;
- whether the project includes activities aimed at stimulating the client to be active and addressing his/her problems and new circumstances;
- whether and how the cohesion of activities carried out by state institutions and NGOs will be ensured;
- whether the project opens up opportunities for the furtherance of the activities of mentors and professionals;
- how the project and its impacts are innovative and creative.

For Open Call: „**Professional care for imprisoned drug users and its continuity after release**“ (JU1B):

- how the project focuses on work with clients, i.e. problem drug users, substance abusers or drug addicts;
- whether the project includes activities aimed at stimulating clients to be active and stabilising them (the provision of care at designated addiction services);
- whether and how various types of care – medical, therapeutic, social, or rehabilitation – will be coordinated;
- whether and how the project creates new relationships and roles as a result of the involvement and activities of case managers⁴;
- whether the project opens up opportunities for the furtherance of the activities of case managers;
- how the project and its impacts are innovative and creative.

2.4.5 Target Groups of the Project

Cílové skupiny projektu

Cílové skupiny projektu (počet znaků max.: 3600) *

⁴ Meaning new relationships and roles in ensuring the functional cooperation between individual actors so clients with accumulated problems, especially with comorbidities (dual psychiatric diagnoses, infectious diseases) or clients with cumulative risk factors will be provided with the comprehensive and coordinated services. In particular, new relationships and roles associated with the creation of a common network of providers of addictology professional services, either NGO networks or consortia of NGOs.

Target groups are people who will benefit from the outputs of the project activities. The applicant will indicate the target groups of the project and briefly characterize the individual groups. The applicant will further describe:

- what instruments will be used to address and influence the target group(s) (e.g. information meeting, discussions, etc.);
- what positive effect the target groups will experience thanks to the implementation of the project and how the benefits can be verified.

The target group of the Open Call „**Support of reintegration of persons conditionally released and released from prison**“ (JU1A) includes:

- 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 programme⁵.

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

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** that forms Annex 11a to this Guideline. Assessment whether the project realization team has the required expertised and sufficient experience working with the target group in the field of crime prevention and social exclusion is part of the assessment of the quality of the grant application.

Notes

Involvement of mentors and professionals in the Mentoring programme

- The mentor's role is to stimulate clients to be active and to accompany them (this includes, for example, assistance in dealing with the authorities, assistance in resolving their financial situation – the mediation of debt advice, the arrangement of other advice such as professional consultancy, etc.).
- The professional's role is to arrange for a shortlist of clients suitable for inclusion in the Mentoring programme, to set up cooperation between the client, the mentor and himself/herself, and to provide ongoing professional support to the mentor.
- The mentor's activity in no way acts as a substitute for the professional performance of social work activities described in Section 109 of Act No 108/2006. The mentors have access to a professional qualified as a social worker under Section 110 of Act No 108/2006 on social services, as amended.
- The applicant supervises and supports the mentor and the professional in their activities.
- The applicant provides the mentor and the professional with the supportive environment needed for the performance of their activities, including transportation to/from the prison and the return region.

The target group of the Open Call „**Professional care for imprisoned drug users and its continuity after release**“ (JU1B) includes:

- the Case Management programme clients⁶
 - problematic drug users, persons using or addicted to addictive substances during their imprisonment and after release, i.e. having cumulated serious risks (issues) and needs (i.e. an associated mental disorder or persisting state with regard to other dynamic criminal factors).
- case managers, who will be supervised and trained

⁵ Persons with primary problems in the area of addiction are the target group in the Open Call “Professional care for imprisoned drug users and its continuity after release” (JU1B).

⁶ The prison will pre-select from sentenced persons fulfilling the indication criteria, from which the applicant will choose suitable prisoners for the programme.

Expert activities within the framework of the project must be carried out by qualified personnel. The Case Management programme realization team shall consist of at least the following professionals: addictologist, social worker, psychologist and psychiatrist. One person may hold several professional qualifications / roles at the same time. The case manager must have the professional competence of a social worker according to § 110 Act No.108/2006 Coll., on Social Services, as amended. Assessment whether the project realization team has the required expertised and sufficient experience working with the target group in the field of crime prevention and social exclusion is part of the assessment of the quality of the grant application.

Notes

Involvement of case managers and other realization team members in the Case Management programme

- Some activities included in the Case Management programme can only be provided by a qualified social worker who meets the requirements of professional competence under Section 110 of Act No 108/2006 on social services, as amended.
- The applicant professionally supervises and supports the case manager and other realization team members in their activities.
- The applicant provides the case manager and other realization team members with the supportive environment needed for the performance of their activities, including transportation to/from the prison and the return region.

2.4.6 Statistical Classification of Target Groups

Koneční uživatelé *

Konečný uživatel

... žádné záznamy ...

Projekt se zaměřuje na zprostředkující subjekt

Zprostředkující subjekty*

Zprostředkující subjekt

... žádné záznamy ...

Detail konečného uživatele

Konečný uživatel *

OK Storno

For statistical purposes of the Norway Grants 2014–2021, the applicant will **select from the list statistical groups those that best correspond to the described target groups of the project**. For a list of target groups for statistical purposes please see Annex 7 to the Guideline.

Each project must target at least one target group of end beneficiaries (maximum possible number is 3). If relevant for the project, the applicant further selects the respective target groups of intermediaries (max. 3) and describes their relation to the end beneficiaries. To add end beneficiaries and intermediaries, click the green plus button and then select the relevant item from the list.

End beneficiaries: represent different types of persons or groups of persons/organizations directly affected by the implemented project and its interventions and have benefits from the project outputs (e.g. offenders, offenders serving alternative sentences, juvenile offenders, people with addictions – alcohol, drugs, etc.).

Intermediaries represent different types of persons or groups of persons/organizations (e.g. NGOs) influenced by the project (project activities are intended for these subjects) to ensure the desired effects for the end beneficiaries. If project activities are addressed directly to the end beneficiaries, this target groups may not be relevant in this case.

2.5 Project Risks and Their Management

Rizika projektu				
Název rizika	Pravděpodobnost rizika	Dopad rizika	Reakce na riziko	Popis reakce na riziko
... Žádné záznamy ...				

Detail rizika

Název rizika *

Pravděpodobnost rizika * --- Dopad rizika * ---

Reakce na riziko * ---

Popis reakce na riziko *

OK Storno

The applicant identifies the key risks that have or may have a **major impact** on the successful implementation of the project (in particular the risks associated with meeting the project objective, timetable and finances). It is recommended to list a **maximum of 5 major risks**. The decision of not awarding the grant cannot be considered a project risk. You can make the addition of the risk by using the green plus button and then you fill in the *Detail of the risk*.

For each risk the applicant shall indicate:

— **risk title**

The applicant shall provide a brief and fitting name for the risk associated with the implementation of the project. Generally defined risks (e.g. personnel risk, financial risk, etc.) are not appropriate as they do not adequately explain the situation.

— **probability of risk occurrence**

The applicant shall assess the likelihood of the occurrence of the risk. For evaluation, the applicant uses a scale that includes the following options - probability of risk is: 1- low, 2- rather low, 3- rather high or 4- high.

— **risk impact**

The applicant will assess the risk in terms of the severity of its negative impact on the implementation and achievement of the project objective. For evaluation, the applicant uses a scale that includes the following options - the risk impact is: 1 - small, 2 - rather small, 3 - rather large or 4 - large.

— **risk response**

For each risk, the applicant shall indicate the way in which the risk is responded (by selection from the list): mitigation, acceptance or transfer.

Mitigation reduces the likelihood of the risk occurrence or severity of impact, the risk is kept within acceptable limits. Acceptance of risk means accepting the risk without further measures in the event that the implementation of the measures would not be effective or the applicant cannot influence the risk from his/her position. Transfer of risk means transfer of risk to other entity/entities (e.g. insurance contract).

— **risk response description**

The applicant shall describe in what way he/she will respond to the identified risk and propose measures to eliminate, mitigate or transfer the risk.

Examples of risks and reactions:

- *Risk of non-compliance with the minimum number of clients per prison due to a lack of interest among potential clients*
 - *probability of risk occurrence: 1 – low*
 - *risk impact: 4 – large*
 - *risk response: mitigation*

- *risk response description: The risk can be minimised if the Mentoring programme is presented well to potential clients and the quality of service is high. Linked to this, clients need to be properly motivated and persuaded of the project's benefits.*

- *Risk of a lack of quality mentors*
 - *probability of risk occurrence: 1 – low*
 - *risk impact: 3 – rather large*
 - *risk response: mitigation*
 - *risk response description: This risk will be mitigated by the quality training of mentors, their ongoing professional support, and decent levels of pay for them.*

- *Risk of insufficient communication between project partners*
 - *probability of risk occurrence: 2 – rather small*
 - *risk impact: 3 – rather large*
 - *risk response: mitigation*
 - *risk response description: This risk can be eliminated by appropriately defining, before the project is launched, how it is to be managed, organising regular meetings of partners, precisely establishing personal responsibilities and communication channels, and appointing a single person as the manager in charge of communication between the partners.*

2.6 Project Sustainability

Udržitelnost projektu

Popis udržitelnosti (počet znaků max.: 3600) *

The applicant will describe whether and how the relevant outputs will be sustained and how the sustainability will be ensured after the completion of the project. The applicant will indicate whether and how the project will contribute to the sustainability of the activities and activities established by them and to the development and sustainability of their organization. If relevant, the applicant will describe the financial sustainability of the project after completion of the project (i.e. the estimated costs related with maintaining the relevant project outputs for its sustainability period and way of their financing) and the applicant will also clearly define risks associated with subsequent use of the outputs, including a proposal of measures for their elimination.

Project outputs sustainability in the case of the Open Call „**Support of reintegration of persons conditionally released and released from prison**“ (JU1A) nor in the case of the Open Call „**Professional care for imprisoned drug users and its continuity after release**“ (JU1B) is not requested. However, ensuring sustainability is desirable. The applicant will describe how the proposed project activities and their outputs could lead to a lasting benefit for the target groups of the project and to the further development of the applicant's activities.

2.7 Relevance of the Project

2.7.1 Relevance of the Project to Programme

Relevance projektu k programu

Popis relevance projektu k programu (počet znaků max.: 3600) *

The objective of the Justice programme is to improve correctional system in the Czech Republic.

In order to measure programme's achievements and its impact, the expected programme outcomes and outputs were identified. Thanks to their indicators it will be possible to assess the programme's implementation. **The projects supported within the programme must contribute to the fulfilment of these outcomes and outputs.** The applicant shall describe the relevance of the project to the objective of the programme (i.e. improved correctional system), expected outcome of the Programme (i.e. services for prisoners improved) and especially to the output of the Programme (i.e. introduction of services for prisoners in release procedure for Call JU1A; treatment programmes for vulnerable groups (drug addicts) developed for Call JU1B).

Description of programme outcomes and outputs including their indicators relevant for each Open Call is provided in the Annex 9 to this Guideline.

2.7.2 Purpose of the Project

Účel projektu (počet znaků max.: 500) *

The applicant shall fill in the description of the purpose of the project in the following way: „*The purpose of the project is to improve services for prisoners through...*“. The description must indicate the purpose for which the applicant plans to use the requested grants specifically. The applicant briefly describes the purpose and use of the expected grant support, which must be in accordance with the set outcome of the programme and must support its fulfilment (we do not recommend specifying specific numbers of activities). At the same time, it must be directly related to the planned activities of the project. The applicant shall describe how the purpose of the project will be achieved, including an indication of how the fulfilled purpose of the project will be made available or communicated to the public.

The purpose of the project will be stated in the implementation contract and thus, it will be binding. For this reason, in the interest of effective project implementation, the applicant defines the purpose of the project in an appropriate way.

Example relevant for the Open Call „Support of reintegration of persons conditionally released and released from prison“ (JU1A):

The purpose of the project is to improve services for prisoners through the Mentoring programme, e.g. to create suitable conditions to the resocialisation and reintegration of clients, to support participating clients in achieving positive change, and to stimulate them to be active in addressing their problems.

Example relevant for the Open Call „Professional care for imprisoned drug users and its continuity after release“ (JU1B)

The purpose of the project is to improve services for prisoners through the Case Management programme, implemented by creating a joint network of professional service providers in the area of addictology, with an aim to ensure comprehensive and coordinated services that will result in the stabilisation of clients.

2.7.3 Supported Programme Outcomes

Podporovaný výsledek programu

Výsledek programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Zlepšení služeb pro vězně	Úroveň spokojenosti vězňů a propuštěných vězňů s novými službami (na stupnici od 1 do 5)	škála (0-5)	Ano/Yes <input type="checkbox"/>	---	---	0-5	

Programme outcomes are the short and medium-term effects of an intervention on target groups. In its relation to the programme, the project by concluding the project's activities contributes to fulfilment of the **programme outcome** (i.e. services for prisoners improved) including related indicators. The programme outcome, which is relevant for the project and on which the project will be obliged to comment in the monitoring reports, is **pre-set** by the PO together with mandatory indicators.

For the selected programme outcome indicators, the applicant shall fill in the following:

- **baseline value** of the indicator

The applicant shall indicate the initial value of the indicator before the start of project implementation (if this value has not been pre-set).

- **target value** of the indicator

The applicant shall indicate the planned target value of the indicator that will be achieved through the implementation of the project.

The implementation of the project contributes to achieving of the programme outcome; however, the achievement of the programme outcome may depend on factors that are outside the control of the project promoter. The target value of the programme outcome indicator has been set up for the purposes of monitoring; a possible failure to achieve the target value must be justified in the respective monitoring report.

- **expected month / year of fulfilment** of the target value of the indicator

The applicant shall indicate the expected month and year of fulfilment of the indicator in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved. The specified date must fall within the project implementation period.

- description of the **fulfilment of the indicator, method of determination and source of verification** of the indicator

The applicant must fill in the description using the predefined data specified in Annex 9 to the Guideline (*Indicator Definition, Setting of indicator value and Source of verification*). If relevant, the applicant further specifies the description and method of fulfilment of the indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the initial value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 9 to the Guideline). If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

During the implementation of the project a successful applicant will also be obliged to report qualitative and quantitative monitoring indicators (through monitoring reports) set by the Programme Partner and 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 Annex 9 to this Guideline.

Data related to the monitoring of the programme outcome indicator “Level of satisfaction of prisoners and ex-prisoners with the new services (on a scale from 1 to 5)” will also be collected using a standardised questionnaire (Annex 9 to this Guideline). The arithmetic average of the results of question 5, calculated from questionnaires collected for the relevant monitoring period, will be notified to the Programme Operator in interim reports.

2.7.4 Classification of the Project into Supported Programme Outputs

Programme outputs are the products, capital goods (e.g. building, equipment) and services created in the projects within the programme, that are delivered to the set target groups. In its relation to the programme, the projects by conducting the projects’ activities contribute to the **programme outputs** including related indicators.

Programme Output and its indicators for the Open Call „Support of reintegration of persons conditionally released and released from prison“ (JU1A):

Relevance výstupů programu	
Výstup programu	Relevance
Zavedení služeb pro vězně v procesu propuštění	Ano/Yes <input type="button" value="v"/>

Podporované výstupy programu							
Výstup programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Zavedení služeb pro vězně v procesu propuštění	Služby mentoringu poskytované nevládními organizacemi	binární	Ano/Yes <input type="button" value="v"/>	Ne <input type="button" value="v"/>	Ano <input type="button" value="v"/>		
	Počet vyškolených mentorů v oblasti postpenitenciární péče	počet	Ano/Yes <input type="button" value="v"/>	0,00			
	Počet odsouzených zapojených do služeb mentoringu	počet	Ano/Yes <input type="button" value="v"/>	0,00			

Programme Output and its indicators for the Open Call „Professional care for imprisoned drug users and its continuity after release“ (JU1B):

Relevance výstupů programu	
Výstup programu	Relevance
Zavedení nových zdravotních programů pro zranitelné skupiny (drogově závislí)	Ano/Yes <input type="button" value="v"/>

Podporované výstupy programu							
Výstup programu	Indikátor	Jednotka	Relevance	Počáteční hodnota	Cílová hodnota	Předpokládaný měsíc/rok naplnění (MM/RRRR)	Plnění indikátoru, způsob stanovení a ověření hodnot
Zavedení nových zdravotních programů pro zranitelné skupiny (drogově závislí)	Počet vězňů zapojených v rámci nových služeb (psycho sociální léčba, case management) poskytnutými nevládními organizacemi	počet	Ano/Yes <input type="button" value="v"/>	0,00			
	Léčebné služby pro drogově závislé poskytnuté nevládními organizacemi	binární	Ano/Yes <input type="button" value="v"/>	Ne <input type="button" value="v"/>	Ano <input type="button" value="v"/>		

Indicators of the mandatory outputs defined in the Open Call are pre-set with relevance “Yes”. During the project implementation, the project promoter must continuously monitor the fulfilment of these indicators and report them in the project monitoring reports. The reported values must be demonstrable and verifiable by a possible inspection of the PO.

For mandatory indicators of the programme outcome, the applicant shall fill in:

— **baseline value** of the indicator

The applicant shall indicate the initial value of the indicator before the start of project implementation (if this is not pre-set).

— **target value** of the indicator

The applicant shall indicate the planned target value of the indicator that will be achieved through the implementation of the project. Target values of the related output indicators are binding due to their direct link to project activities and its budget. A possible failure to achieve the target value must be justified in the monitoring report and this discrepancy is subjected to the assessment of the PO with regards to its effect on the project purpose.

— **expected month / year of fulfilment** of the target value of the indicator

The applicant shall indicate the expected month and year of fulfilment of the indicator in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved. The specified date must fall within the project implementation period.

— **description of the fulfilment, method of determination and source of verification** of the indicator

The applicant must fill in the description using the predefined data specified in Annex 9 to the Guideline (*Indicator Definition, Setting of indicator value and Source of verification*). If relevant, the applicant further specifies the description and method of fulfilment of the indicator with respect to the project specifics. In addition, the applicant shall indicate what information sources and data are used for setting the initial value (if applicable) and target value and how these values are calculated (taking into account the definitions in accordance with Annex 9 to this Guideline). If relevant, the applicant specifies/supplements the sources of verification of the achieved indicator values, i.e. on what sources (conclusive records kept by the project promoter or partner) proving the progress towards the fulfilment of the indicator will be used. The applicant shall describe the method of data collection and the method of aggregation (addition), if applicable.

Notes

- The Selection Committee is entitled (e.g. at the proposal of the evaluators) to set the condition for increasing the target value of the indicator for project approval in case the target value is disproportionately low due to the budget and duration of the project implementation period.
- The text of the Open Call provides detailed information on the output indicators of the programme. If the indicator is specified in the Open Call in its detailed classification, the project promoter will monitor the given indicator and report it in this more detailed classification (e.g. by gender, age, etc.). However, the detailed classification of the indicator is only indicative and the project promoter will report the values on the basis of data obtained in its records (e.g. attendance sheets, etc.) or on its own qualified estimate in case the record is not possible, purposeful or where it would mean disproportionately high costs.
- A successful applicant will also be obliged to report qualitative and quantitative monitoring indicators (through monitoring reports) set by the Programme Partner and 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 Annex 9 to this Guideline.

2.8 Project Activities

Project activities, i.e. activities related with the project implementation and management, must lead to the fulfilment of the project objective and also contribute to the fulfilment of the programme objective, its outcome and output. The project structure must always include **key activities**, and mandatory activities **Project Management** and **Project Publicity**. The detail of the breakdown of key activities depends on the nature of the project. The recommended maximum total number of activities including Project Management and Project Publicity is 5 - 7 (maximum total number is 10).

The applicant must specifically describe the key activities of the project as well as sub-activities according to the instructions set out in the following chapter 2.8.1. It must be clear from the description of the activities that the activities are feasible, have a logical connection with each other and at the same time their connection to the defined needs and objective of the project is evident. Each activity must represent a compact logical unit in terms of its content. Each activity must be clearly structured and linked with planned outputs and outcome of the programme that are defined in chap. 2.7.3 and 2.7.4 and in accordance with the detailed budget.

The types of eligible project activities, i.e. which activities can be implemented within the project, are defined by the Open Call.

Open Call „Support of reintegration of persons conditionally released and released from prison“ (JU1A):

Under the Open Call, „**Support of reintegration of persons conditionally released and released from prison“ (JU1A):** mandatory key project activities comprise the creation and implementation of the Mentoring programme. Within the framework of the mandatory key activities, the applicant must carry out partial activities, taking into account the requirements and procedures below.

The mandatory key activity **Creation of the Mentoring programme** includes the following mandatory partial activities:

- **a) drawing up methodology of the Mentoring programme**

The Mentoring Programme methodology must be in line with the objectives of the Open Call and must include such instruments that support clients' active involvement in basic areas of support (housing, employment, financial situation solution, and support for their social relations) and the stabilisation of their life. Consequently, these instruments may reduce the risk of recidivism.

The methodology must include a description of specific areas of support and the activities on which the professional and mentor will focus in their work with clients.

The methodology must include:

- the specific focus of the Mentoring Programme, including a definition of its work methods and objectives;
- a specification of criteria for a client's inclusion in the Mentoring programme (including client contraindications for inclusion in the programme);
- a description of the specific areas of support;
- a description of the activities on which the professional and mentor will focus in their work with the client, including a more detailed specification (the recommended or minimum frequency, recommended or binding work methods, etc.);
- a description of the "client-mentor-professional" cooperation, a description of their roles;
- a description of the method for the professional guidance and support of the mentor, a description of the control mechanisms covering the quality of the mentor's work;
- a description of how the above-mentioned persons work with staff who provide professional treatment in the prison system, with a social worker – welfare officer, and other persons and organisations (e.g. with a probation officer or a specialised physician);
- a description of client selection for the programme:
 - the applicant describes how clients serving a custodial sentence will be able to enter the programme (the process of contacting, selection, etc.);
 - the applicant describes how clients who have already been released from prison will be able to enter the programme (the process of contacting, selection, etc.; the time from their release from prison until their admission to the programme must not be more than two months);
- a description of motivational elements and mechanisms to prevent people from early withdrawal of the Mentoring programme (whether programme clients or mentors);
- a description of conditions for successful completion of the Mentoring programme;
- a list and description of the documentation that is kept and other details relating to the administration of that documentation:
 - the methodology will also include a specimen of the client's informed consent to admission to the Mentoring programme;
 - note: all file documentation on Mentoring programme clients must be kept under unique identity replacement codes to ensure that individual clients' records are anonymised);
- **b) preparation of training manuals for mentors**

The manual must be in line with the Mentoring Programme's established methodology and must contain at least:

- the training objective;
- appropriately selected lesson scope and content;
- a description of the work methods, work techniques and tools that are to be used;
- a description of mentor selection requirements (including possible contraindications);
- a description of the method to be used in examining mentors' knowledge and practical skills.

The training must have a practical focus, aimed at practising how to deal with various situations in which mentors may find themselves in their work.

The training manual will include a specification of what a successful trainee must deal with, know, and be able to do. Trainees' skills and knowledge must be suitably tested before they are awarded a certificate showing that they have successfully completed the training. The manual will also include a description of what the final examination looks like.

- **c) 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**

Before the Mentoring programme comes to an end, the use and content of the methodology and training manual for mentors are assessed on the basis of experience gained in practice. The methodology and training manual will be updated and a final version will be prepared.

The mandatory key activity **Implementation of the Mentoring programme** includes the following mandatory partial activities:

- **(a) training of mentors and securing their continuous professional support (intervention, supervision etc.)**

Before the Mentoring programme starts to be implemented, suitable conditions need to be in place – trained mentors must be available and cooperation must be agreed with collaborating entities. Under the project, training must be provided for the required number of mentors, as set out in the produced training manual. Trainees who pass the training are certified to work in the project as Mentoring Programme mentors.

- **(b) 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 Mentoring programme will be implemented in line with the developed methodology so that methodological procedures can be tested in practice and updated where necessary, and the changes are subsequently taken into account in the relevant document.

Clients will be selected according to criteria established by the methodology and the proposed procedures. For all clients, an initial analysis of their situation is conducted and then kept up-to-date. In response to the results of the analysis, a cooperation plan is drawn up and continuously evaluated. Clients are supported in all necessary areas in accordance with the programme.

This partial activity includes:

- **1) the selection of clients and their entering to the Mentoring programme**

Only clients who meet the criteria for inclusion in the target group can join the programme. They may be persons serving a custodial sentence or they may have been released from prison within the previous two months.

Notes

The procedure for selecting clients for the Mentoring programme is as follows, unless otherwise agreed with the prison management:

- Pre-selection

Specialized staff who provide professional treatment in the prison system (e.g. a remedial teacher, social worker, psychologist or educator) prepare the “pre-selection list” of clients, i.e. the clients in a prison who are eligible for inclusion in the Mentoring programme. For pre-selection of suitable clients, staff providing professional treatment in the prison system use outputs from SARPO (a predictive tool for assessing risks and criminogenic needs), records and interviews.

- Information meeting

An information meeting with pre-selected clients will be organised in the prison. The aim of the meeting is to present the Mentoring programme. As a result of this meeting, a narrower group of potential clients for inclusion in the programme will be profiled.

- Shortlisting

A professional of the project promoter will then individually assess each client from the group of prisoners who have been addressed and have expressed an interest in being included in the Mentoring programme. This results in the selection of potential project clients ahead of their consent.

- Ensuring of client consent

Clients’ consent to participate in the programme is obtained in writing. The consent must also include consent to the processing of their personal data.

The minimum number of clients to whom services are to be provided in the individual areas of support during project implementation is 30 per prison.

-
- **2) Analysis of the client’s situation**

After written consent will be ensured, an initial analysis of the client’s situation will be conducted (usually six months before he or she will be released from prison). On the basis of the analysis results, clients will be provided with all necessary services that can contribute to their successful reintegration. The results of the initial analysis will be continuously updated before clients will be released from prison. A professional analyses how clients have progressed in the relevant areas and revises their areas of need. Further updates and evaluations of clients’ circumstances take place after their release from prison. When cooperation under the Mentoring programme ends, a final analysis and evaluation of overall cooperation with the client will be conducted.

- **3) Creation and implementation of individual plans**

Work with clients prior and after their release will take place exclusively during the project implementation period, i.e. approximately six months prior and six months after their release. Under the project, individual plans will be drawn up in cooperation with clients (based on an analysis of their situation), and these are then continuously evaluated and updated. At the same time, particular clients are provided with such services (and, where appropriate, material assistance) that are intended to stabilise their situation and can contribute to their successful reintegration. However, cash from the project budget must not be provided to clients.

The following are examples of what are considered to be appropriate and relevant services under the Mentoring programme:

- assistance in securing documents;
- assistance in obtaining personal belongings;
- accompanying and assisting clients in their dealings with authorities;
- the organisation of suitable courses and retraining;
- the mediation of social and legal advice;
- the mediation of psychological care;
- leisure and social activities, etc.

In the absence of family relationships or a safe and supportive environment for clients, the mentor arranges for them to be personally accompanied from the place of release to their place of return (if they do not have enough money, the mentor can also secure the funds needed to transport them to their place of return).

The form of client contact is always chosen on a case-by-case basis, depending on the specific circumstances. However, personal contact is preferred. "Distant" contact may be used for the penitentiary part of the Mentoring programme, especially in a situation where the PS restricts the access of the staff of external entities to prisons (e.g. taking into account the epidemiological situation in the region). If the participation of any clients in the Mentoring programme is interrupted, efforts are made to maintain at least "distant" (written and/or telephone) contact with them and to support them in the resocialisation process, even if, after being released, they fail to remain in contact with the mentor as agreed. The aim of this measure is to eliminate the post-release risks of client failure (and in particular to support clients in their efforts to find/keep a place to live, a job, etc.) and, consequently, to reduce the risk of recidivism.

Notes

In the Mentoring programme, the applicant includes instruments and activities that support and are aimed at:

- clients' active involvement in addressing the main problem areas so that **the four fundamental client support areas are included**:
 - 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.
- the stabilisation of the client's situation in life via at least **two additional client support areas**, e.g.
 - development of social skills,
 - re-socialization programmes focusing on specific areas,
 - education programmes.
- the reduction of recidivism.

Work with clients prior and after their release will take place exclusively during the project implementation period. The applicant confirms its commitment to include the four fundamental client support areas and at least two additional client support areas in its draft Mentoring programme by filling in the mandatory annex Specification of the Mentoring programme (see Annex 11a to this Guideline).

— 4) Prevention of programme withdrawals

The applicant describes specific activities to prevent clients and mentors from withdrawing from the Mentoring programme in the programme methodology and subsequently undertakes to carry out those activities.

Open Call „Professional care for imprisoned drug users and its continuity after release“ (JU1B):

Under the Open Call "**Professional care for imprisoned drug users and its continuity after release**" (JU1B), the **creation and realization of the Case Management programme** is identified as a mandatory key project activity that includes the following mandatory partial activities, including related requirements and procedures:

- **(a) training of case managers and securing their continuous professional support (intervention, supervision, etc.)**

This activity comprises the training of case managers to provide, under the Case Management programme, professional care in the form of case management to people who are in prison or have been released (the transfer of the applicant's know-how to case managers), including arrangements for ongoing intervention, supervision, etc. External supervision

at least for case managers, but ideally for the entire realization team, entails 12 hours per year for each FTE case manager.

The maximum number of clients in the care of one case manager (measured as FTE) at any one time is 10 (this is the sum of clients in both the penitentiary and post-penitentiary phases).

To implement the activities required to ensure the continuity of client care, the project promoter ensures suitable case managers in the six designated return regions (and, where appropriate, in other regions to which it commits itself in the grant application) from its own capacities, in partnership with regional NGOs, or under individual contractual (employee/supplier) relationships for the implementation of the required activities so that the continuity of the clients' care is ensured.

The requirements applicable to the objectives, content, form, areas of focus for supervision, and supervisor expertise are analogous to the requirements for the external supervision of professional addiction services.

— b) training of realization team members

This activity contains the basic training of realization team members to provide, under the Case Management programme, professional care in the form of case management to people who are in prison or have been released (the transfer of the applicant's know-how to all realization team members).

In the grant application, the applicant describes the scope and method for the training of individual key NGO workers (members of the realization team).

— c) client selection, analyses of their risks and needs

This activity mainly involves meeting potential clients and presenting them with the possibility of participating in the programme, securing clients' written consent, and assessing indications for inclusion in the Case Management programme (i.e. assessing whether clients are suited for intervention in the form of case management – in other words, whether they have a problem that can be addressed under the Case Management programme and whether they are able to benefit from this intervention). This includes an assessment of the clients' circumstances (the mapping of the clients' risks, protective factors and competencies on the client's side).

Clients suitable for inclusion in the Case Management programme are pre-selected in cooperation with an NGO representative and a specialist member of prison staff. The specialist member of prison staff draws on the SARPO predictive tool, the VIS (Prison Information System), and, where appropriate, a supplementary interview focusing on the client's current situation.

The project promoter works with the prison to arrange an information meeting/session for those interested, where they are presented with the Case Management programme. The aim of the meeting is to profile a narrower group of potential clients for inclusion in the Case Management programme.

Clients are subsequently selected and included in the Case Management programme (they confirm their participation in the programme by submitting written consent). The project promoter conducts a personal analysis of each client's situation upon entering the programme (approximately six months prior his or her release from prison), upon release from prison, and upon completing the Case Management programme (approximately six months after release). On the basis of the analysis, the project promoter provides clients with all necessary services that can contribute to their successful stabilisation. These services will be always arranged by person professionally qualified to provide them, i.e. depending on the client's needs, this will be a case manager, addictologist, social worker, psychologist or psychiatrist (in the post-penitentiary part of the Case Management programme). The services provided by the applicant in prison are not part of the health service system. The dates on which NGO representatives will enter a prison, and the number of such persons, must be discussed in advance with the prison management, along with other conditions of cooperation.

After clients leave prison, the project promoter establishes working cooperation with other entities, in particular the Probation and Mediation Service, welfare officers and/or other organisations with which the client has established contact in or after leaving prison. The project promoter is responsible for providing follow-up professional care in the form of a Case Management programme for clients who, upon release, return to the six return regions specified in the Open Call, or to other regions where the applicant will provide services.

The project promoter always chooses the form of client contact in the post-penitentiary part of the Case Management programme on a case-by-case basis, depending on the specific circumstances. However, a personal contact is preferred. The project promoter also tries to maintain "distant" (written or telephone) contact with clients who have interrupted their participation in the programme. The aim is to provide resocialisation support even to those clients who, despite their best efforts, fail during their first months after release (e.g. they fail to hold down a job or maintain somewhere safe to

live, they establish risky social relationships, or they relapse into drug use). “Distant” contact may be used for the penitentiary part of the Case Management programme, especially in a situation where the PS restricts the access of the staff of external entities to prisons (e.g. taking into account the epidemiological situation in the region).

The minimum number of clients to whom services are to be provided in the individual areas of support during project implementation is 25 per prison. Services may be provided to a larger number of clients if the applicant / project promoter reaches agreement on this with the prison director.

The qualifications required of staff carrying out this activity are not specified. In order for this activity to be performed, the relevant conditions for the provision of social/health services, as set out in regulations of general application, must be met.

- **d) creation and realization of individual clients plans (for example, accompanying/transport, assistance in dealing with public authorities, provision of personal belongings), individual consulting, working with motivation**

This activity mainly comprises the establishment of individual client plans based on a risk-and-needs analysis, the implementation and continuous updating of those plans, individual counselling to help clients be more effective in their actions and work towards their goals (this is structured based on their individual plan, which is modified on an ongoing basis), relapse prevention, social work (beyond the scope of social work provided by the prison, if so required), and work on motivation to quit drugs by means of motivational interviews. The project promoters defines the conditions for successful undertaking of the Case Management programme.

The person implementing individual plans and providing social work must be a qualified social worker⁷. In order for this activity to be performed, the relevant conditions for the provision of social/health services, as set out in regulations of general application, must be met.

Notes

The Case Management programme will focus on the period prior and post-release from prison and all 5 fundamental client support areas must be covered by the Case Management programme. The applicant confirms its commitment to include the five fundamental client support areas to stabilise the client in its draft Case Management programme by filling in the mandatory annex Specification of the Case Management programme (see Annex 11b to this Guideline).

The mandatory fundamental client support areas for client stabilization are:

- **Housing:** assistance to find housing and cover other basic material needs (clothing, food aid, toiletries); the mapping of safe housing options after the client’s release; the client’s immediate post-release accommodation (for a maximum of 2 months – paid from by project budget); support for a long-term solution to the client’s housing needs (accommodation beyond two months is not covered by the project).
These activities are carried out by a social worker within the framework of both the penitentiary (mapping) and post-penitentiary (organisation of housing, support) parts of the Case Management programme. In order for such activity to be performed in the post-penitentiary part of the Case Management programme, the conditions for the provision of social/health services, as set out in regulations of general application, must be met.
- **Employment:** the mapping of work habits, qualifications, skills; continuous mapping of the labour market at the place of return (including sheltered jobs); assistance with job searches; the acquisition/reinforcement of work habits of the client; the establishment of personal contact between the client and a potential employer (agency).
These activities are carried out by a social worker within the framework of both the penitentiary and post-penitentiary parts of the Case Management programme. In order for such activity to be performed in the post-penitentiary part of the Case Management programme, the conditions for the provision of social/health services, as set out in regulations of general application, must be met.
- **Working with the family:** the mapping of the social environment (including the family); contacting and working with the family; engaging in contact with the broader social environment; individual counselling for parents and persons close to the clients; the support of family contact and healthy (safe) social ties; the development of functional family relationships and other forms of supportive social contact.
These activities are carried out by a social worker within the framework of both the penitentiary and post-penitentiary parts of the Case Management programme. In order for such activity to be performed in the post-

⁷ This person must be professionally qualified in accordance with the Social Services Act.

penitentiary part of the Case Management programme, the conditions for the provision of social/health services, as set out in regulations of general application, must be met.

- **Subsequent professional care:** the organisation of the indicated type of addiction service after release (including the provision of subsequent substitution treatment after release and the provision of outpatient protective treatment after release); the accompaniment and transfer of clients to their indicated type of addiction service; the organisation of the indicated psychological care (psychological examination; one-to-one psychotherapy) after release, and post-release crisis intervention.

These activities are carried out within the framework of both the penitentiary and post-penitentiary parts of the Case Management programme. Qualification requirements: qualified addictologist or social worker, psychologist (psychological care), psychotherapeutic training (psychotherapy), training in crisis intervention (crisis intervention). In order for such activities to be performed in the post-penitentiary part of the Case Management programme, the conditions for the provision of social/health services, as set out in regulations of general application, must be met.

- **Healthcare after release:** the provision of the indicated psychiatric care after release; the provision of other indicated health care after release that is directly related to the client's stabilisation.

These activities are carried out within the framework of the post-penitentiary part of the Case Management programme. The qualification requirements are laid down by general health regulations. The conditions for the provision of health/social services, as set out in regulations of general application, must be met.

The areas above, and more specifically the services and activities related to the mandatory fundamental client support areas, must be offered to clients and implemented with them if there is an indication for the client to be provided with them and the client agrees to their implementation.

In the implementation of an individual client plan, the following activities, for example, may be organised:

- accompaniment/transportation: arrangements for clients to be transported from the place of release to the place of their accommodation, to the authorities, to the doctor, etc. (by public transport or by car, accompanied by a case manager);
- assistance in dealings with authorities: clients are accompanied to the relevant authorities, banks, other bodies of state administration, etc., and assisted in their dealings with them; assistance in securing the required documents (including the provision of the necessary funds);
- assuring of personal belongings: the provision of clothing for clients when they leave prison (repeatedly in emergency cases); the provision of food aid to clients (repeatedly if necessary); the provision of a hygiene package (service) to clients (repeatedly if necessary); provision of medical treatment and essential medicines to clients (repeatedly if necessary).
- Cash from the project budget must not be provided to clients.

Other recommended eligible partial activities under the Case Management programme are aimed at:

- reducing recidivism and drug use (including relapse into risky drug use);
- stabilization of clients during the most risky period after their release (crisis intervention);
- organising care for clients at indicated addictology centres (including accompanying them there):
 - substitution treatment;
 - outpatient treatment, daytime in-patient care;
 - short-term and medium-term inpatient care;
 - residential care in therapeutic communities;
 - convalescent programmes;
- providing health care, psychological care (including crisis intervention and psychotherapy), psychiatric care, and retaining clients in this form of care;
- reducing health complications (including mortality) after a custodial sentence;
- reducing the risk of spreading infectious diseases (HIV, HBV, HCV);
- the client's active involvement in addressing the main problem areas;
- solving the client's financial situation (financial management, how to deal with debts, etc.).

— e) evaluation of the Case Management programme on the basis of the experience acquired during its implementation

This activity entails the production of a final output document (project evaluation) describing the procedures used under the Case Management programme, evaluating the programme's content and assessing its systemic side. The final output document includes the case studies of individual clients, accompanied by anonymised documentation maintained by the project promoter for each client under the Case Management programme. Each client's documentation will be labelled with a code that, while unique, will not make it possible to uncover the client's identity.

Notes

- Case management means cooperation in a particular case. This cooperation is managed by a key employee (case manager) and its main principles are to find a coordinated and joint solution to client problems, and to navigate service networks and other sources of support, with an emphasis on the comprehensive assessment, planning and coordination of services to address various aspects of the client's life.⁸
- The penitentiary part of the Case Management programme includes activities that are provided to clients while they are serving a custodial sentence and, as such, are carried out with the client directly in the prison.

2.8.1 Key Project Activities and their Outputs

Číslo aktivity	Název aktivity	Datum zahájení	Datum ukončení	Popis aktivity	
... žádné záznamy ...					

Aktivita projektu

Číslo aktivity * Zadat vlastní aktivitu

Název aktivity

Popis aktivity (počet znaků max.: 4000) *

Datum zahájení * Datum ukončení *

Výstupy aktivity

• Výstupy aktivity projektu přidejte kliknutím na ikonu +. Aktivita může vést k vytvoření více výstupů. Maximální doporučený počet výstupů u jedné aktivity je 3.

Název výstupu aktivity	Související výstup programu	Popis výstupu aktivity	
... žádné záznamy ...			

The project is divided into key activities that are defined in accordance with eligible activities set by the Open Call and other requirements stated in the previous chapter. The applicant adds the Activities by using the green plus button in the tab Activities. The applicant shall indicate for each activity:

— **Name of the key activity**

Name of the key activity is defined by the applicant after ticking the field **Add own activity**. The name of the key activity should be brief and unambiguously reflect the sub-activities that make up the key activity.

— **Description of the key activity**

The applicant shall indicate to which type of eligible activity defined by the Open Call the given key activity of the project is related and what its content will be.

⁸ see Nepustil, P. (2013) Case management se zotavujícími se uživateli návykových látek

It must be clear from the description of the activity which activity, when, by whom and in what way it will be implemented.

At the same time, it must be clear from the description of the activity whether and how the **project partner** will be involved in the activity (if the project is implemented in partnership). **The description of the activity must be linked to the detailed project budget.**

Examples:

- *the detailed budget indicates the item specialist: within the relevant key activity, the work of the specialist must be briefly described.*
- *the detailed budget indicates the supply or service contract: the description of the activity must indicate what will be delivered.*

Notes

The project realization team consists of staff who have the skills needed to implement the key project activities, in particular expertise in the topics addressed by the project and experience of working with target groups of the project. The realization team, composed of professional and possibly also specifically focused administrative workers (e.g. personnel, ICT technician, publicity manager, etc.), is responsible mainly for the material implementation of key project activities, creation of project outputs and active work with the target group. These may be employees of the applicant's organization and external experts, as well as employees of partner organizations.

Examples of typical positions of a professional team: professionals, mentors, case managers, lecturer, etc.

In the case of the Open Call „**Professional care for imprisoned drug users and its continuity after release**“ (JU1B) the Case Management realization team shall consist of at least the following professionals: addictologist, social worker, psychologist and psychiatrist. One person may hold several professional qualifications/roles.

Project management, which is entrusted to a group of employees providing managerial activities, is a separate mandatory project activity Project Management.

-
- The expected **start date** of the key activity

The expected start date of each key activity must be derived from the possible start date of the project (the indicative date for the possible start of the project with respect to the project appraisal process is set by the PO in the Open Call, please also see in the Chapter 2.1.5).

- The expected **completion date** of the key activity

The expected date of the completion of individual key activities is necessary to be set in accordance with the conditions of the Open Call, which sets the minimum time for project implementation and the latest date for completion of project implementation.

Outputs of the key activities

Each key activity must be further defined and quantified by output(s). The applicant shall indicate the specific output(s) of the key activity, i.e. what products, services, processes etc. will be created based on the implementation of each of the key project activities. The outputs of the activity are necessary for achieving the project objective. One key activity can lead to several outputs. The applicant only lists the outputs that are essential and which result from the implementation of the key activity (e.g. developed methodology, trained persons etc.). **The maximum recommended number of outputs per key activity is 3.** Please add the outputs of activities by using the green plus button.



Výstup


Číslo výstupu * Název výstupu aktivity *


Žádný související výstup programu Související výstup programu *

Popis výstupu aktivity (počet znaků max.: 3600) *

Indikátory výstupu aktivity

• Ke každému výstupu aktivity je nutné zadat měřitelný indikátor, který bude dokladovat a objektivně hodnotit naplnění daného výstupu aktivity (např. počet proškolených osob, počet zrealizovaných školení, apod.). Je-li relevantní, je možné využít indikátor výstupu programu, který bude současně evidován jako indikátor výstupu aktivity (požadovaný indikátor vyberte, přidejte kliknutím na ikonu  a následně vyplňte související požadované údaje). Indikátory výstupu aktivity je rovněž možné zadat vlastními slovy. Vlastní indikátor přidejte kliknutím na ikonu .

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Indikátor výstupu aktivity	Jednotka	Počáteční hodnota	Cílová hodnota	Předpok. měsíc/rok naplnění (MM/RRRR)	Způsob stanovení hodnot	Způsob ověření	
... žádné záznamy ...							

The applicant shall provide the following data for each output separately:

— **Name of the activity output**

The applicant enters the output name of the key activity. The output name should be brief and fitting.

Examples of the outputs of activities:

The Open Call „Support of reintegration of persons conditionally released and released from prison“ (JU1A)

- *Mentoring programme methodology created;*
- *training manual for mentors created;*
- *mentor training provided;*
- *information meeting organised for those interested in participating in the Mentoring programme;*
- *individual plans drawn up for Mentoring programme clients;*
- *offer of services created for Mentoring programme clients;*
- *report produced on the stabilisation of the client’s circumstances at the end of the Mentoring programme.*

The Open Call „Professional care for imprisoned drug users and its continuity after release“ (JU1B)

- *joint network of providers of professional addiction services created;*
- *offer of professional care services created for Case Management programme clients;*
- *case manager training provided;*
- *information meeting organised for those interested in participating in the Case Management programme;*
- *individual plans drawn up for Case Management programme clients;*
- *report drawn up that evaluates the Case Management programme based on experience gained in the implementation thereof.*

— **Related programme output**

The applicant shall indicate the programme output to which the project activity output is linked. If none of the programme outputs is relevant, the applicant shall indicate “*No related programme output*”. The program output with the relevance „Yes“ listed on the *Project Relevance* tab must be indicated as a related programme output for at least one project activity output (the link of the project activity output to the programme output must be ensured).



— **Description of the activity output**



The applicant shall provide description of the output of the given key activity, i.e. what will be created within the key activity, for which target groups the given output is intended, how the output will be used, what is the benefit for target groups, etc.


— Activity output indicator

The indicator represents the way in which the achievement of the outputs of the project activities can be measured. The applicant shall state the name of a measurable indicator that will document and objectively evaluate the fulfilment of the given activity output (e.g. number of trained persons, the number of implemented training sessions, number stabilized clients, etc.). The applicant can define indicators in own words and/or use a programme output indicator, that will be registered as activity output indicator.

Indikátory výstupu aktivity

- Ke každému výstupu aktivity je nutné zadat měřitelný indikátor, který bude dokladovat a objektivně hodnotit naplnění daného výstupu aktivity (např. počet proškolených osob, počet zrealizovaných školení, apod.). Je-li relevantní, je možné využít indikátor výstupu programu, který bude současně evidován jako indikátor výstupu aktivity (požadovaný indikátor vyberte, přidejte kliknutím na ikonu  a následně vyplňte související požadované údaje). Indikátory výstupu aktivity je rovněž možné zadat vlastními slovy. Vlastní indikátor přidejte kliknutím na ikonu .

---   tlačítko pro přidání indikátoru výstupu programu (výběrem ze seznamu) k využití jako indikátoru výstupu aktivity

Indikátor výstupu aktivity	Jednotka	Počáteční hodnota	Cílová hodnota	Předpokl. měsíc/rok naplnění (MM/RRRR)	Způsob stanovení hodnot	Způsob ověření	
... žádné záznamy ...							

OK Storno

tlačítko pro přidání vlastního indikátoru výstupu aktivity (zadání vlastními slovy)

Activity outputs and target values of the related output indicators are binding due to their direct link to project activities and its budget. A possible failure to achieve the target value must be justified in the monitoring report and this discrepancy is subjected to the assessment of the PO with regards to its effect on the project purpose fulfillment.

— Unit of measurement

The applicant shall set the relevant measuring unit of the indicator through which it will be possible to objectively assess the fulfilment of the indicator (e.g. number, percentage, scale).

— Baseline value of the indicator

The applicant shall indicate the baseline value of the indicator before the start of activity implementation. The system allows the insertion of only numerical values, both in the case of quantitative and qualitative indicators. For qualitative indicators (e.g. evaluation of the quality of training, etc.) it is necessary to determine such units of measurement (e.g. scale) that will allow the reporting of numerical values.

— Target value of the indicator

The applicant shall indicate the planned target value of the indicator that will be achieved through the implementation of the project key activity. The system allows the insertion of only numerical values.

— Expected month / year of fulfilment of the indicator target value

The applicant shall indicate the expected month and year of fulfilment of the indicator in the format MM/YYYY. This is the decisive moment when the indicator is considered to be achieved.

— Setting of values

The applicant shall briefly describe the way of setting the target value and the baseline value of the indicator, including an indication of information sources and data the values are based on. For qualitative indicators, the fulfilment of which will be monitored by means of a scale (e.g. 1–5), the applicant shall provide the definitions including description of the individual levels of the scale used.

— Source of verification

The applicant will describe how it will be possible to verify the progress towards the fulfilment of the indicator, i.e. what sources (conclusive records kept by the project promoter or the partner) will provide the information on the progress towards the fulfilment of the indicator (e.g. attendance lists, certificates, certificate of occupancy, document published on the project website, photodocumentation etc.). The applicant shall also describe the method of data collection and the method of aggregation (addition), if applicable.

Examples of activity outputs, their description and related activity output indicators:

The Open Call „Support of reintegration of persons conditionally released and released from prison“ (JU1A)

Activity: Creation of the Mentoring programme

Activity output 1: Training manual for mentors

Description of the activity output indicator: Training manual for mentors was created in accordance with the methodology of the Mentoring programme and contains the aim of trainings, appropriately selected content of lessons, description of work methods, working techniques and tools, description of requirements for mentor selection (including possible contraindications) and description of how to verify the mentor's knowledge and practical skills. At the same time, it clearly states the requirements for a successful training graduate as well as the conditions for the final examination.

Activity output indicator: Training manual for mentors created

Unit of measurement: Binary

Baseline value of the indicator: No

Month / year of baseline value: 12/2020

Target value of the indicator: Yes

Expected month / year of fulfilment: 12/2021

Setting of values: The setting value indicates the absence of training manual for mentors. The target value is set to YES and indicates the creation of the training manual of appropriate quality that meets the predetermined criteria and contains at least all the specified chapters.

Source of verification: Document of the training manual for mentors

Activity: Realization of the Mentoring programme

Activity output 1: Training of mentors

Activity output indicator: Number of realized trainings for mentors in the field of the post-penitentiary care

Description of the activity output indicator: This is a set of trainings that will be focused on the practical practise of the training manual for mentors and the methodology of the Mentoring programme itself. The trainings will take place in groups of up to 5 mentors to ensure interactivity and practical training. One training will last at least 2,5 days. Successful graduates will receive a certificate.

Unit of measurement: Number

Baseline value of the indicator: 0

Month / year of baseline value: 12/2020

Target value of the indicator: 5

Expected month / year of fulfilment: 12/2021

Setting of values: The setting value is set to 0 and indicates that no training has been realized yet. The target value is set to 5 and includes each provable realized training that was organized according to the training manual for mentors and focused on the methodology of the Mentoring programme in the specified time range and for a given number of participants.

Source of verification: attendance lists, certificates, photodocumentation

The Open Call „Professional care for imprisoned drug users and its continuity after release“ (JU1B)

Activity: Realization of the Case Management programme

Activity output 1: Information meeting for clients interested in participating in the Case Management programme

Activity output indicator: Number of information meetings for clients interested in participating in the Case Management programme

Description of the activity output indicator: It is an informational meeting in one prison. The content of the meeting will be mainly the presentation of the programme, motivational aspects and added value of the programme.

Unit of measurement: Number

Baseline value of the indicator: 0

Month / year of baseline value: 12/2020

Target value of the indicator: 9

Expected month / year of fulfilment: 12/2021

Setting of values: The setting value is set to 0 and indicates that no information meeting has been realized yet. The target value is set to 9 and includes each provable realized information meeting, which was organized with the aim of promoting the programme and increasing the motivation of clients to participate in the Case Management programme in the selected prisons in the specified time range.

Source of verification: documents for presentation, records of the project promoter, photodocumentation

2.8.2 Project Publicity

Project Publicity is a mandatory activity of the project. The applicant adds the Project Publicity activity by using the green plus button on the Activities tab, selects *Project Publicity* in the Activity title field and fills in the related text fields as in the case of key project activities. In terms of the content of the project Publicity activity, the applicant follows the requirements below for the Project Communication plan.

The core of the Project Publicity activity is a Communication plan with an overview of the main steps that the applicant plans to implement within the project communication. The activity also briefly describes the communication strategy of the project, including a set of communication tools including mandatory elements of publicity with the aim to:

- ensure the effective exchange of information and understanding of the communication, both between the project stakeholders and the public;
- raise general public awareness not only about the existence and objectives of the project, but also of the Norway Grants (with emphasis on bilateral cooperation if the project is implemented in a bilateral partnership).

Aktivita projektu

Číslo aktivity * Zadat vlastní aktivitu

Název aktivity

Popis aktivity (počet znaků max.: 4000) *

Datum zahájení * Datum ukončení *

Výstupy aktivity

• Výstupy aktivity projektu přidejte kliknutím na ikonu . Aktivita může vést k vytvoření více výstupů. Maximální doporučený počet výstupů u jedné aktivity je 3.

Název výstupu aktivity	Související výstup programu	Popis výstupu aktivity
... Žádné záznamy ...		

In connection with receiving the financial support from the Norway Grants 2014-2021, the applicant is obliged to inform the public about the implementation of the project and the receiving the financial support through the so-called mandatory publicity of the project. In addition to the set of minimum mandatory publicity, it is appropriate for the project promoter to implement other communication and promotion activities that will effectively present the project and its outputs to both the target groups and the general public. The applicant chooses communication tools with regard to the target groups of the project, the nature of the outputs and takes into account the overall budget of the project. We recommend focusing mainly on promotion through online technologies such as social networks (Facebook, Instagram, YouTube) and the web services or other innovative promotion tools.

The communication plan determines who communicates (administrative departments or entities responsible for the implementation of information and communication measures) what information, and how, when (expected timeline) and to whom (target groups). Part of the communication plan is the setting of publicity outputs (e.g. awareness rising campaign, project launch conference, project final conference, press conference, etc.) and their indicators.

As part of the Project publicity activity, the applicant fills in the same fields as in the case of key project activities (with the exception of the “*Related Programme Output*” field, which is not to be filled in and the applicant selects „*No Related Programme Output*“; for the requirements for the description of each field please see the previous chapter). It is not necessary to present individual elements of publicity as separate outputs of the Project Publicity activity, it is also possible to use a summary output – e.g. “Set of mandatory project publicity elements”. In the field Description of the output of the activity in this case, the applicant briefly describes the individual elements.

Notes

The outputs of other key project activities in the form of events of various types are not included in the outputs of publicity (e.g. expert seminar, workshop, etc.). In the case of all activities implemented within the project, the project promoter is always obliged to inform the participants about the support obtained from the Norway Grants 2014-2021 (information on websites, in the press or on social networks, roll-ups, leaflets, etc.).

A specific form of publicity can be, for example, media campaigns (in the press, radio, television, on the Internet) in order to raise awareness of the project and the Norway Grants 2014-2021. The campaign is not a one-time event, but a comprehensive promotion of the project through various communication channels - websites, social networks, events, advertisements in the press, etc.

Mandatory requirements of the activity Project Publicity:

- During the project implementation, the project promoter is obliged to implement at least **two information activities** on the objectives, achievements and results of project implementation. Events must be promoted by appropriate promotional and information materials which must include mandatory publicity elements.
- The project promoter is obliged to provide information on the project on the newly established **websites of the project**, or possibly through the existing dedicated website of the project promoter’s organization, in the project section in **Czech language**. Alternatively, project information could be published through profiles on social networks.
- For projects with an awarded grant of more than EUR 150,000 (3 900 000 CZK), the project promoter is obliged to create a dedicated project website (as a separate section dedicated to the project on an existing organization website or as a separate project website), both in **Czech and English**. Alternatively, project information could be published through profiles on social networks.
- The website / profiles on social networks shall include details about the project, description of its progress, its achievements, and eventual cooperation with project partners from Norway (if the bilateral cooperation is relevant within the project). It shall also contain project photos, contact details and a reference to the Justice Programme and Norway Grants 2014-2021. Project information shall be regularly updated.

All information and publicity measures must be implemented in accordance with the document “**Communication and Design Manual**” issued by the FMO. 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 for download at www.eeagrants.cz/en/general-information/promotion/downloads.

2.8.3 Project Management

Aktivita projektu	
Číslo aktivity *	<input type="text" value="1"/> <input type="checkbox"/> Zadat vlastní aktivitu
Název aktivity	<input type="text" value="Management projektu"/>
Popis aktivity (počet znaků max.: 4000) *	<input type="text"/>
Datum zahájení *	<input type="text"/> Datum ukončení * <input type="text"/>

Part of the project is its management, which is included as a **mandatory Project Management activity**. The project management should be entrusted to a group of employees who will be able to cover all levels of project management with their activities and thus ensure all managerial activities, or professional activities⁹. These may be employees of the

⁹ If a member of the project realization team also ensures the role of a member of the project management and also performs other professional tasks (e.g. professional guarantor) and the employee’s expenses will be requested for reimbursement within the project, the applicant will enter the relevant part of the person’s workload in the Management chapter and the remaining part to another relevant chapter of the project budget (e.g. Services).

applicant organization and/or external entities, or employees of partner organizations may be invited to this group. Project management should be composed ideally of staff who have sufficient experience with project implementation and management. When creating a project management team, it is necessary to take into account mainly the expected complexity of project management and implementation in terms of content and finances.

Project management is mainly responsible for coordinating project activities, organizational side of the project, achieving the planned project objectives, fulfilling planned outputs including achieving target values of indicators and ensuring effective communication at all levels of project implementation (towards the PO, management of the project promoter, project partners and individual employees involved in the project).

The applicant adds the activity by using the green plus button in the *Activity* tab, in the field *Activity title* selects the **Project Management** and fills in the following fields:

— Project Management **activity description**

The applicant shall describe the organizational and management structure for the project implementation, including administrative and financial management. The applicant will also describe the roles and responsibilities of the individual management members and their expected workloads. Within the project application, it is not required to specify specific names of persons, but it is necessary to describe the main job content and responsibilities of management staff. If a project partner (including partner(s) from Norway) is involved in the project management, the applicant will describe the activities of these persons, including their expected workloads and links to the project budget.

- expected **start date** of the Project Management activity
- the expected **completion date** of the Project Management activity

The activity Project Management runs throughout the whole project implementation period. The expected start date must be derived from the possible start date of the project (see the chapter 2.1.5 Planned Project Implementation Period). The indicative date for the possible start of the project with respect to the project appraisal process is set by the PO in the Open Call.

Počet osob, které zajišťují management projektu a jsou hrazeni z rozpočtu projektu *	<input type="text"/>	Počet osob, které zajišťují management projektu a nejsou hrazeni z rozpočtu projektu *	<input type="text"/>
z toho externistů *	<input type="text"/>	z toho externistů *	<input type="text"/>
<input type="button" value="OK"/>		<input type="button" value="Storno"/>	

In addition, the applicant will indicate whether individual project management positions will be covered by own or external employees and whether management staff costs will be spent within the project budget. Personal expenses of management members that can be included in the project budget and requested as eligible expenses are limited to the following positions (with an indicative definition of the main job description of individual roles; roles can be cumulated, i.e. for example the project manager also performs the role of project administrator):

- **project manager** (sometimes also a project leader; manages the project and is responsible for achieving the set project objective and fulfilling its outputs; responsible for the proper operation of the project according to the schedule, project risk management, project progress evaluation, preparation of monitoring reports and their accuracy, correctness of changes in the project; participates in project controls; usually is the main contact person of the project who communicates with the PO)
- **financial manager** (he/she ensures the financial management of the project, in particular the supervision of the project financing and the state of implementation of the budget; monitors and updates the financial plan of the project; is responsible for payments made under the project; prepares and checks requests for payment and documents for the financial parts of monitoring reports; participates in project controls; works closely with the project manager and other members of the realization team; may also perform activities related to project accounting, document records, etc.)
- **accountant** (works closely with the financial manager, supervises the fulfilment of the conditions of the grant provider in terms of financial management, including the requirements of documentation; participates in the preparation and completion of documents for payment requests, etc.)
- **administrator** (ensures the administrative agenda of the project associated with project monitoring; is responsible for the factual accuracy of the project administration; ensures the administration of any project modifications, archiving of project documentation, etc.; works closely with the project manager and other members of the realization team)

- **management assistant** (cooperates with the project manager and other members of the realization team to organize and ensure the implementation of the project so that the set outputs and objectives of the project are achieved, within the set deadline and within the set project budget).

In the budget chapter Management, it is also possible to claim **management overheads**.

For projects with the implementation longer than 24 months a **maximum allocation of the chapter Management is set at 15%** of the total eligible project costs.

Notes

- Depending on the focus of the project and its complexity, number of key activities, size of the target group, etc., it is possible to include the necessary administrative positions in the project realization team such as publicity manager, human resources manager, ICT technician etc. However, within the detailed budget, such positions are not kept in the *Management* chapter; the applicant classifies them in the *Services* or *Publicity* chapter.
- Appraisal of the organizational and management structure of the project is part of the assessment of the quality of the grant application. The management structure of the project, including the division of responsibilities and competencies to ensure specific tasks in the projects, must be clearly described .

2.9 Time Schedule of the Project

7. Věcný a časový harmonogram projektu																						
Číslo a název aktivity/ období	2019				2020				2021				2022				2023				2024	
	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2			

The list of activities defined in the project, including the planned start and completion dates, will be automatically transferred to the corresponding quarters in the project schedule overview as a part of the generated document of the grant application (i.e. the applicant does not fill in the time schedule as such, he/she only checks it in the Annex *Grant Application Document*).

2.10 Project Financial Data

The applicant fills in the financial data of the project on the tab **VAT, Detailed budget** and **Budget**. To fill in the application correctly, it is necessary to proceed in the above-mentioned order of tabs.

The rules on which categories and types of expenditure are eligible and can be claimed as eligible are laid down in Chapter 8 of the Regulation and further described in the [Guideline of the National Focal Point for Eligible Expenditures under EEA/Norwegian Financial Mechanisms 2014-2021](#). However, the inclusion of expenditure in the detailed budget of the project application that will be approved for grant award is not considered as recognition of the eligibility of this expenditure. The control of eligible project expenditures will be performed by the PO during the project implementation within the control of the payment request.

The PO stipulates that within the Norway Grants 2014-2021, the acquisition price of the equipment approved in the application or in the request for modification is recognized as an eligible expenditure in the whole amount. Approved assets form an integral and necessary component of the project important for the purpose of the project to be achieved. Depreciation of equipment is not an eligible expenditure and it will not be possible to claim it as eligible.

Investment expenditures are not allowed as part of eligible expenditures for the entire duration of the project implementation.

2.10.1 VAT and its reimbursement

Základní informace	Žadatel	Partneři	Záměr	Relevance projektu	Aktivity projektu	DPH	Podrobný rozpočet	Rozpočet
Financování	Horizontální témata	Zpracovatel						

DPH a její proplacení

Vztah DPH k projektu * --- Koefficient DPH přidělený FÚ

The applicant shall indicate whether he/she is a VAT payer and is entitled to VAT deduction in relation to the project activities. VAT or its part is not the eligible expenditure if there is a legal right to its deduction. In the field *VAT in project budget*, please select the appropriate option:

- VAT is included in eligible expenditures in full;
- VAT is not included in eligible expenditures;
- VAT is partly included in eligible expenditures.

If the applicant is not a VAT payer and does **not claim the VAT deduction** with the competent tax office, he/she shall indicate the costs of the individual items in the budget including the VAT. The **VAT is eligible** project expenditure in full.

If the applicant is a VAT payer and may **claim the VAT deduction** with the competent tax office, he/she shall indicate the costs of the individual items in the budget excluding the VAT. The **VAT is not eligible** project expenditure.

If the applicant is a VAT payer in general, but not for the activities implemented in the project, he/she shall indicate the costs of the individual items in the budget including the VAT and describe the situation in a tab “*Budget*”, section “*Project financing*”. In the field “VAT related to project” the applicant shall select – VAT is eligible project expenditure in full.

If the applicant **claims their entitlement to VAT deduction using the coefficient**, he/she shall **specify the coefficient** set by the competent tax office and **calculate the cost of each budget item including the part of the VAT not claimed for deduction with the Tax Office**. The amount of the VAT that is not entitled for deduction is part of the eligible project costs.

2.10.2 Detailed Project Budget

When preparing a detailed project budget it is necessary to take into account the following general rules:

- the budget includes only such expenditure that can be financed from the Norway Grants, i.e. so-called eligible expenditure;
- the budget is composed on the basis of real prices usual both at the place and time and at the same time calculated with regard to possible price changes which will affect individual expenditure;
- the total amount of the budget and individual budget items must be proportionate and justified, in particular with regard to the objective of the project, the content of the key activities, the target values of the indicators, the duration of the project and the size of the target group;
- the budget contains only such expenditures needed to achieve the objective and outputs of the project;
- the individual budget items must be interlinked with the planned activities of the project;
- the planned expenditures must be economical, efficient, effective and in accordance with the valid legislation of the Czech Republic and the EU and the conditions of the Open Call.

Základní informace	Žadatel	Partneři	Záměr	Relevance projektu	Aktivity projektu	DPH	Podrobný rozpočet	Rozpočet
Financování	Horizontální témata	Zpracovatel						

Výdaje rozpočtu

Kapitola ▲	Položka ▲	Jednotka	Počet jednotek	Jednotková cena	Celkem (Kč)	Typ výdaje	
... žádné záznamy ...							

The applicant fills in the individual items of the project budget on the **Detailed budget** tab. To add a budget item, use the green plus button. To create a detailed budget item, you must first enter the activity (on the **Project Activities** tab), within which the item will be drawn.

In the detail of the detailed budget item, the applicant fills in the following data:

— budget chapter

The applicant will include each item under the relevant budget chapter (Services, Construction works and Supplies, Publicity, Management, Travel costs). The structure of the budget is set by the PO and the titles of the particular chapters of the budget cannot be modified.

— fixed item

The items of the chapters **Management** and **Travel costs** are fixed items list. If the above mentioned chapters are relevant to the project, the applicant selects the appropriate fixed items from the list. It is not possible to include other own items in these chapters or to modify the title of fixed items. It is also not possible to apply the same fixed items more times within a chapter. In the case of expenditures, planned under a fixed item, the components of which have different unit prices, the applicant shall indicate the average unit price or calculate the item as a whole and describe the individual components in the **Note** field.

Detail položky podrobného rozpočtu

Kapitola * Management

Položka *
 Projektový manažer/Project manager
 Účetní/Accountant
 Administrátor/Administrator
 Asistent managementu/Management assistant
 Režijní výdaje managementu/Management overheads
 Finanční manažer/Financial manager

Jednotka *

Typ výdaje *

Celkem (Kč) * 0,00 **Přečítat**

- Vyberte kapitolu a zadejte položku, která svým obsahem spadá do vybrané kapitoly. Položky kapitol Služby, Publicita a Stavební práce a dodávky je možné vybrat ze seznamu doporučených položek nebo zadat vlastními slovy (přidání vlastní položky provedete kliknutím na ikonu +). Položky kapitol Management a Cestovné je možné pouze vybrat ze seznamu fixních položek. U každé položky vyplňte požadované údaje včetně související aktivity (jedna položka se může vztahovat k více aktivitám projektu).
- Pro výpočet způsobilých výdajů použijte tlačítko "Přečítat".

Název aktivity

Související aktivity ... žádné záznamy ...

Poznámka

— item

The items of the **Construction Works and Supplies, Services** and **Publicity** chapters are entered by the applicants individually according to the project needs. The indicative list of items which fall under the chapters Services and Publicity are specified in the list of options. Each item used within a particular chapter of the project budget must have a unique title. In case of the planned public procurement it is advised that public procurement relates to one item only.

Detail položky podrobného rozpočtu

Kapitola * Služby/Services

Položka * ---

výběr položky ze seznamu indikativních položek dané kapitoly podrobného rozpočtu

tlačítko pro přidání vlastní položky do podrobného rozpočtu

— unit

The applicant assigns a unit for each budget item individually. In the case of personal expenses, we recommend using the person/day, person/hour, person/month units. If none of these units is suitable for personal expenses in the project, there is a possibility to enter the unit individually.

— number of units

The number of units is entered with a maximum of 2 decimal places. Entering more decimal places is not allowed.

— item unit price

The applicant indicates the unit price in the whole CZK. Non-VAT payer or a VAT payer that cannot claim the VAT deduction submits unit prices including VAT. A VAT payer submits unit prices excluding VAT. If the applicant claims VAT on a coefficient basis, he/she calculates unit prices, including the part of VAT that will not be claimed for deduction from the Tax Office. The amount of VAT that is not eligible for deduction is part of the eligible project costs.

— expenditure type

The applicant shall indicate all expenditures as non-investment.

— related activity

The applicant shall indicate the name of the activity to which the budget item is linked. Ideally, one item should not be linked to more activities unless given by the nature of the item (e.g., the function of mentor who will be involved in more activities). If the item is related to the implementation of more activities, the applicant shall state the relevant activities (using the green plus button). To be able to assign a related activity, it is necessary that the project activities are entered on the *Project Activities* tab.

Notes

If it is required or relevant for the budget item (to increase clarity and transparency), the applicant shall provide a more detailed description of the item in the *Note* field. The description shall include an explanation of the contents of the item, or also the justification for including the item in the budget. The specification of an item is required in the case of using a cumulative item so that its individual components can be resolved.

Detail položky podrobného rozpočtu

Kapitola *	---				
Jednotka *		Počet jednotek *	0,00	Jednotková cena (Kč) *	0
Typ výdaje *	---				
Celkem (Kč) *	0,00	Přepočítat			

- Vyberte kapitolu a zadejte položku, která svým obsahem spadá do vybrané kapitoly. Položky kapitol Služby, Publicita a Stavební práce a dodávky je možné vybrat ze seznamu doporučených položek nebo zadat vlastními slovy (přidání vlastní položky provedete kliknutím na ikonu +). Položky kapitol Management a Cestovné je možné pouze vybrat ze seznamu fixních položek. U každé položky vyplňte požadované údaje včetně související aktivity (jedna položka se může vztahovat k více aktivitám projektu).
- Pro výpočet způsobilých výdajů použijte tlačítko "Přepočítat".

Název aktivity

Související aktivity

... žádné záznamy ...

Poznámka

2.10.3 Travel costs

In case of international travels within the project and inclusion of the related costs into the project budget, the applicant will always select the method of **calculating the costs of accommodation, meals, local transport and insurance through lump sum calculation**. The applicant will use the item **per-diems** (including accommodation, local transport, meals and travel insurance). The **per-diems rate** is set according to EU flat rates as set out in Annex 1 to the Commission Decision of 18 November 2008 and subsequent updates:

- see https://www.eeagrants.cz/assets/cs/media/EHP-Norske-fondy_Per-diems.pdf and it is calculated per number of nights¹⁰.

¹⁰ In the case of free accommodation (including or without breakfast) the amount per diems will be reduced by 40%. In the case of free meals, the amount per diems will be reduced by 40% (20% lunch, 20% dinner). If the applicant takes part in a foreign trip during which he / she does not spend the night, per diems will be automatically reduced by 40%.

The applicant is allowed to set a lower lump sum in the application if, due to the planned scope and objective of the project, it is not economical and efficient to use the standard lump sum (e.g. travels abroad with higher number of participants, long-term stays etc.). Such a rate then applies throughout the entire implementation period of the project and may not be increased in the case of higher actual expenses from savings in other items.

The per-diem item is used only for international travels, both for trips of Czech participants abroad as well as visits of foreign entities involved in the project to the Czech Republic. In case both foreign trips and domestic trips are part of the project, the applicant calculates the items for domestic trips individually (from the list of fixed items in the chapter *Travel costs*).

2.10.4 Project Budget Breakdown

Základní informace	Žadatel	Partneři	Záměr	Relevance projektu	Aktivity projektu	DPH	Podrobný rozpočet	Rozpočet
Financování	Horizontální témata	Zpracovatel						
Členění rozpočtu projektu								
Kapitola rozpočtu projektu						Způsobilé výdaje (Kč)	Částka v EUR	
Služby/Services						0,00	0	
Cestovné/Travel Costs						0,00	0	
Stavební práce a dodávky/Construction Works and Supplies						0,00	0	
Management						0,00	0	
Publicita/Publicity						0,00	0	
Celkové způsobilé výdaje projektu						0,00	0	
Z toho způsobilé výdaje partnerů								
Partner					Předpokládané způsobilé výdaje (Kč)	Předpokládané způsobilé výdaje (EUR)		
... žádné záznamy ...								

Based on the Detailed Project Budget filled in the application, the IS CEDR transfers the expected **allocations of the project budget chapters in CZK** and the **amount of the total eligible project costs in CZK** (rounded to two decimal places) to the *Budget* tab. Conversion of the allocations of individual chapters into EUR will be performed automatically by the IS CEDR using the rate set in the Open Call (rounded down to amount in whole EUR).

The applicant shall state the amount of **expected expenditure of each project partner** (i.e. the total amount per project partner, irrespective whether the expenditure is directly borne by the project partner or is borne by the project promoter) to be covered from the project budget. The applicant shall enter partner's expenditure in CZK (with an accuracy of max. 2 decimal places).

2.10.5 Investment Assets in Project

Investiční majetek v projektu	
V projektu bude pořízován investiční majetek, jehož pořizovací cena vstupuje do rozpočtu projektu *	---
Popis	

The Open Calls „Support of reintegration of persons conditionally released and released from prison“ (JU1A) and „Professional care for imprisoned drug users and its continuity after release“ (JU1B) are announced as **non-investment**. Investment expenditures in the project are not allowed, therefore the applicant is not entitled to include capital assets, construction / reconstruction / renovation of assets among the eligible project expenditures (the value *No* must be filled in).

2.10.6 Indirect Costs (Overheads)

Režijní náklady

Režijní náklady jsou součástí rozpočtu projektu *

Metoda kalkulace režijních nákladů

The applicant shall indicate whether the indirect costs (overheads) are part of the project budget. If the overheads are part of the project budget (chapters *Management* and *Services*), the applicant shall identify one of the following calculation methods:

- actual indirect costs;
- a flat rate of up to 25% of total (net) direct eligible costs;
- a flat rate of up to 15% of direct eligible staff costs;
- a flat rate applied to direct eligible costs in similar types of project in EU programmes;
- according to the rules of an international organization or its agency.

Methods for calculating indirect costs that can be allocated to the project are described in more detail in the NFP Guidelines for Eligible Expenditures under the EEA and Norwegian Financial Mechanisms 2014–2021 (available under this [link](#)).

2.10.7 Assuring of Project Financing

Zajištění financování projektu

Stručně popište, jakým způsobem je zajištěno financování projektu *

In the section *Assuring of Project Financing*, the applicant is obliged to describe how the financial coverage of the submitted project will be ensured. The applicant shall briefly describe the financial situation of the organization and indicate the sources of funding envisaged for the project with regard to securing the necessary funding to pre-finance the project.

At the same time, the applicant undertakes to be able to provide financing for the project at the beginning and throughout its implementation so that there is no shortage of financial resources to cover the project expenses with regard to ex-post funding from Norway Grants¹¹. The applicant further undertakes to finance all non-eligible expenses (if any) and additional costs in excess of the approved project budget.

2.10.8 Revenue Generated by Project

Příjmy generované projektem

Projekt bude generovat příjmy *

Popis tvorby příjmů

Přehled příjmů

V průběhu realizace projektu V období udržitelnosti projektu

Předpokládaná výše ročních příjmů (v Kč)

Předpokládaná výše ročních provozních nákladů (v Kč)

Čistý příjem (v Kč)

¹¹ The project promoter pays the expenses related to the implementation of the project from its own resources (including external resources, e.g. bank loans) and during the implementation of the project he/she submits to the PO in regular intervals a request for payment in which he/she requests their reimbursement. The possibility of ex-ante financing using an advance payment is allowed for the types of applicants specified in the Open Call. The percentage of the advance payment is set by the Open Call (see also Annex 8 to this Guideline).

The applicant shall state whether during the project implementation period and/or in the period after the project implementation the project will generate revenues (by selecting *Yes/No*).

In case the project generates revenues, the applicant shall indicate in the field ***Description of the revenues generated by the project***, the revenue generating activities and the amount of the revenues (annual) and further details including the expected use of the revenues in line with the purpose of the project. The PO shall take into account the planned revenues when setting the project grant rate. The applicant shall also indicate the estimated average amount of annual revenue and an estimate of the average amount of annual operating costs related to the creation, application and use of project outputs. The applicant indicates if the project will generate the so called net revenue within the project implementation period.

Revenues (arising from the project outputs) are inflows of financial means paid by users for infrastructure, goods, services or rights that have been supported by the project. These include, for example, admission from events, conference fees, revenues from the sale of publications, revenues for services provided within the project, etc.¹²

Net revenue (arising from the project outputs) is calculated as the difference between the revenues arising from the project outputs and the operational costs related to the creation or operation of outputs (e.g. salaries of employees, energy costs, purchase of goods) not included in the project budget and not reimbursed by the Programme Operator. If the costs of producing or operating the output are fully covered by the grant, the revenue is equal to the net revenue.

Notes

The net revenues during the implementation of the project shall be handled as follows:

- a. as an additional resource to finance other activities related to the project contributing to the achievement of the purpose of the project approved under the project modification request;
- b. as a source of project co-financing;
- c. returned to the Programme Operator.

The project promoter shall keep complete documentation connected to the revenues/net revenues in order to perform monitoring and data check of submitted information also after the completion of the project.

Example

Within the project, one expert conference will be organized, within which participation fees will be collected. Participation fees will represent the only planned revenue of the project. The applicant describes this revenue in the field *Description of revenue generation*, for example as follows: "At the time of project implementation, we assume a single revenue in the project in the form of participation fees from the expert conference to be held in the second year of project implementation. We estimate 50 conference participants and a participation fee of CZK 1,000. The total expected revenue will be CZK 50,000. Expected expenses for the conference - one-day rental of a conference room (CZK 20,000), interpretation (CZK 15,000), expert fees for 5 speakers (CZK 10,000), a set of promotional items (CZK 10,000). All these estimated expenses are included in the project budget. The expected net revenue will therefore amount to CZK 50,000. We would like to use this net revenue as a source of co-financing for the project. We do not expect any revenue in the sustainability period."

The applicant will enter 50,000 in the field *Estimated amount of annual revenue (in CZK)*, the applicant will enter 55,000 in the field *Estimated amount of annual operating costs (in CZK)* and 50,000 in the field *Net revenue (in CZK)*.

If the above-mentioned estimated expenses for the conference were not covered from the project budget, no net revenue would be generated in the project. The applicant would therefore fill in 50,000 in the field *Estimated amount of annual revenue (in CZK)*, 55,000 in the field *Estimated amount of annual operating costs (in CZK)* and 0 in the field *Net revenue (in CZK)*.

¹² Payments received by the project promoter from contractual penalties as a result of a breach of contract between the project promoter and the third party or persons or which arise as a result of a third party selected under public procurement rules withdrawing their tender (financial security) are not considered as revenue.

2.10.9 Project Financing

Financování projektu		Kurz EUR	
			25,7000
Celkové způsobilé výdaje (v Kč)	0,00	Celkové způsobilé výdaje (v EUR)	0
- z toho investiční výdaje (v Kč)	0,00	0 %	
- z toho neinvestiční výdaje (v Kč)	0,00	0 %	
Míra dotace (v %)	90		
Maximální grant (v Kč)	0,00	Maximální grant (v EUR)	0
Požadovaný grant (v Kč) *	0	Požadovaný grant (v EUR)	0
Projektové spolufinancování (v Kč)	0,00		
- z toho dobrovolníci (v Kč)	0,00		

Based on the data filled in the *Detailed Project Budget*, the following fields are automatically filled in the tab *Project Financing*:

- **Total eligible costs (CZK):** the amount must be stated in whole CZK; this amount is further broken down into the amount of investment and non-investment expenditure, indicating their percentage in relation to the amount of total eligible expenditure¹³;
- **Total eligible costs (EUR):** the amount rounded down to whole EUR (rate in EUR corresponds to the rate set by the Open Call); the amount in EUR is indicative and will be used for statistical purposes only;
- **Maximum grant amount (CZK):** the maximum grant amount is calculated on the basis of the grant rate set by the Open Call.

The applicant shall fill in:

- **Requested grant amount (CZK):** the amount in whole CZK. The requested grant amount may not exceed the maximum grant amount.

Based on the requested grant amount filled in, the IS CEDR automatically calculates:

- **Requested grant amount (EUR):** the amount rounded down to whole EUR, the amount in EUR is indicative and will be used for statistical purposes only;
- **Project co-financing amount (CZK):** the difference between the total eligible costs and the requested grant amount (max. 2 decimal places);

Notes

- The amount of the requested grant represents the maximum amount of financial support that cannot be increased. The support provided from the program for the implementation of the project is intended to finance the project at the time of its implementation, not to sustain its outputs.
- The grant is provided in CZK. The exchange rate for the conversion of the required grant amount into EUR is set out in the Open Call (26,50 CZK / EUR) and the conversion into EUR will be provided automatically. The amount in EUR will be used for statistical purposes.
- The maximum project grant rate for one project is 100% of all eligible expenditures of the project for all eligible applicants. For an overview of the support provided for individual legal forms, see Annexes 8 to the Guideline.
- In case the total project eligible expenditures are not in the whole CZK, the decimals are considered as project cofinancing. We recommend to calculate the budget items so that total project eligible expenditures are stated without decimal digits.

¹³ Investment expenditures are not allowed as part of the project eligible expenditures. Investment expenditures of the project are therefore stated as null.

2.10.10 Advance Payment

Zálohová platba

Požadovaná zálohová platba *

Částka zálohy celkem (v Kč) Maximální výše zálohy (v Kč)
 tj. 0% z požadovaného grantu

Z toho:

Částka zálohy investiční (v Kč) Maximální výše investiční zálohy (v Kč)

• *Je-li požadována zálohová platba a podrobný rozpočet projektu zahrnuje investiční výdaje, doporučujeme jako částku investiční zálohy zadat doporučenou maximální výši investiční zálohy.*

Částka zálohy neinvestiční (v Kč)

Zdůvodnění

The expenditures of the project promoter 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 shall submit lists of expenditures including the required relevant annexes.

The applicant may ask for an advance payment to finance the project at **maximum 60%** of the awarded grant (types of applicants eligible for the advance payment are stated in the Open Call; an overview of the maximum rate of advance payment provided for individual legal forms, see Annexe 8 to this Guideline).

The applicant shall indicate the total amount of the advance payment requested and justify the request for the advance payment. Taking into account **the non-investment nature of the Open Calls** „Support of reintegration of persons conditionally released and released from prison“ (JU1A) and „Professional care for imprisoned drug users and its continuity after release“ (JU1B) the **amount of the investment advance payment** must be filled in as **zero**.

2.11 Policy Markers

Název	Relevance	Popis
Boj proti diskriminaci	<input type="text" value="---"/>	<input type="text"/>
Rovnost žen a mužů	<input type="text" value="---"/>	<input type="text"/>
Sociální začleňování jiných zranitelných skupin než Romů	<input type="text" value="---"/>	<input type="text"/>
Začleňování a posílení postavení Romů	<input type="text" value="---"/>	<input type="text"/>

The applicant indicates if the following policy markers are relevant for the project:

- **Anti-discrimination**
- **Gender equality**
- **Social inclusion of vulnerable groups other than Roma**
- **Roma inclusion and empowerment**

and the applicant shall indicate the relevance to each of the pre-set policy marker:

- 0 - the topic is not relevant to the project
- 1 - the topic is relevant to the project, but it is not the main focus of the project
- 2 - the topic is fundamental for the project

If a given theme is relevant or fundamental to the project, the project is directly focused on addressing this topic. In such cases, the applicant will briefly describe what measures related to this subject will be taken within the project.

Examples

The Open Call „Support of reintegration of persons conditionally released and released from prison“ (JU1A)

This project for the post-release resocialisation and reintegration focuses on reducing the risk of discrimination against released persons as they try to integrate into society. The “Anti-discrimination” topic is relevant to – but is not the main focus of – the project.

The Open Call „Professional care for imprisoned drug users and its continuity after release“ (JU1B)

This project, which aims to reduce the likelihood of a relapse into problem drug use and crime among imprisoned and subsequently released drug users, with all the risks and needs they have accumulated, focuses on providing professional care under the Case Management programme and on stabilising the client. The social integration of this vulnerable group into society is linked to this. The “Social inclusion of vulnerable groups other than Roma” topic is relevant to – but is not the main focus of – the project.

2.12 Author of the Application

Uvedte informace o zpracovateli žádosti.

In accordance with the condition of the Open Call, the applicant will provide information on the consultants, i.e. entities and persons involved in the preparation of the application. The applicant shall provide information on the author of the application and his/her relationship with the applicant. If the application is prepared by an external entity, the applicant shall indicate the company name /author name.

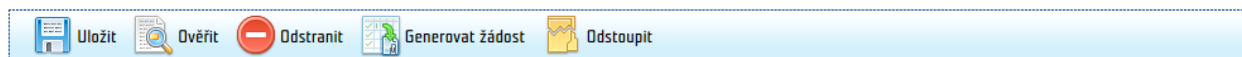
In addition, the applicant will briefly describe, what documents have been prepared in connection with the preparation of this application (supporting and related documentation), if relevant.

2.13 Annexes to the Application

List of mandatory annexes, the requisites of individual documents and the procedure for their insertion are given below:

1) Grant Application Document (standardized form)

After filling in the data in the individual tabs of the application, the applicant will generate a *Grant Application Document* (through the *Generate Application* button in the control panel).



By generating this form, the registration number of the application will be assigned to the application annexes, which is used as the project number at the same time. Subsequently, the applicant generates and inserts further application annexes in the *Annexes* menu.

The *Grant Application Document* can be generated at any time during the preparation of the application form and used to verify that the individual tabs of the online form are filled in correctly. The PDF document summarizes the already filled in and saved data in individual application fields. If the *Grant Application Document* is generated

repeatedly for working purposes, please delete draft(s) of this form from the *List of Annexes* (using the button to *delete the annex* in the table with an overview of inserted annexes) before submitting the application form.

The final version of the *Grant Application Document* must be signed by the representative of the statutory body of the applicant or by an authorized person with a **qualified electronic signature** (you can sign the document using the *Sign button* in the control panel). Always check the content of the generated document carefully before signing (open the document via the *Show annex content* button in the control panel). If you find the need to edit the data, go to the relevant application tab, make the modifications and then regenerate the *Grant Application Document* in the application's annexes.

Seznam příloh Uložit Odeslat do spisové služby Podepsat Zobrazit obsah přílohy

Typ * Dokument žádosti o grant

Druh * Šablona

Formát * PDF

Vloženo * 20.02.2020 09:33

Název * Dokument žádosti o grant

Dokument podepsaný v listinné podobě

SEZNAM ELEKTRONICKÝCH PODPISŮ

Autor, Vydavatel	Platnost od	Platnost do	Datum podpisu
... žádné záznamy ...			

2) Project Logical Framework (standardized form)

After filling in the data in the individual tabs and generating the annex of type *Grant Application Document*, the applicant will generate the annex *Project Logical Framework*. The key data of the project are summarized in an overview within this annex, which provides information with the relevance of the project to the programme, key activities, their outputs and indicators.

Procedure for inserting the annex Project Logical Framework

- open the menu *Annexes*
- click on the button *New* in the control panel
- select type *Logical framework*
- keep the default type *Template*
- click on the *Generate* button

Seznam příloh Generovat

Typ * Logický rámec projektu

Druh * Šablona

Název * Logický rámec projektu

Dokument podepsaný v listinné podobě

- open the document by clicking *Show the content of the document* button and check the content of the annex. When you need to edit the data, go to the appropriate tab of the application, make the adjustments, and then regenerate the *Logical Framework of the project* into the annexes of the application.

The signature of the *Project Logical Framework* is not required.

3) Identification of the ownership structure of the applicant and the persons acting on his/her behalf (standardized form)

In accordance with §14 par. 3 let. e) Act. 218/2000 Sb. on budgetary rules and on the amendment of some related acts, as amended, is for legal persons a mandatory annex to the application *Identification of the ownership structure of the applicant* (for the template form see Annex 10 to the Guideline) stating:

- persons acting on behalf of the applicant, indicating whether they are acting as his/her statutory body or acting on the basis of authorization,
- persons with a shareholding in that legal person,
- persons where the applicant holds a holding and the amount of that holding.

When completing the section 1 (*Persons acting on behalf of the applicant, indicating whether they are acting as his/her statutory body or acting on the basis of a power of attorney*), the applicant shall provide a person/persons acting on behalf of the applicant. If the applicant is represented by a statutory body, the applicant shall provide a list of its members (if necessary to insert another person / persons, copy the table and provide the relevant data for each person). If the legal entity has a collective statutory body and the founding legal action stipulates that several members of the statutory body must act together, describe this fact in the field *Statutory body of the applicant*. Evidence of the statutory body's authority to act on behalf of the applicant (e.g. minutes of the member meeting on the election of the statutory body) can be named in the annexes (sections of the annex below the signature table in the form *Identification of the ownership structure of the applicant and persons acting on its behalf*) and then insert the relevant document as a separate annex to the application in the *List of Annexes* (type *Evidence of the statutory body's authority to act on behalf of the applicant*; the qualified electronic signature of this annex is not required), if the document is not included in the collection of documents of the register in which the applicant is registered.

The form *Identification of the ownership structure of the applicant* generated in the IS CEDR with the completed data must be **signed by the representative acting on behalf of the applicant by using a qualified electronic signature**.

Procedure for inserting the annex Identification of the ownership structure of the applicant:

- open *Annexes* menu
- click on the button *New* in the control panel
- select the type *Identification of the ownership structure of the applicant*
- keep the default type *Template*
- click on the *Generate* button

Seznam příloh Generovat

Typ * Identifikace vlastnické struktury žadatele

Druh * Šablona

Název * Identifikace vlastnické struktury žadatele

Dokument podepsaný v listinné podobě

- click the *Show annex content* button
- open the generated file, check the pre-filled data, or edit these, fill in the missing data and save the completed file to your computer

Seznam příloh Uložit Odeslat do spisové služby Podepsat Zobrazit obsah přílohy

Typ * Identifikace vlastnické struktury žadatele

Druh * Šablona

Formát * DOC

Vloženo * 12.02.2020 14:01

Název * Identifikace vlastnické struktury žadatele

Dokument podepsaný v listinné podobě

SEZNAM ELEKTRONICKÝCH PODPISŮ

Autor, Vydavatel	Platnost od	Platnost do	Datum podpisu
... žádné záznamy ...			

Chcete soubor **Identifikace_vlastnické_struktury_žadatele.doc** (259 kB) z umístění **cedr-fm.mfcr.cz** otevřít nebo uložit? Otevřít Uložit Storno

- click on the *New* button in the *Annexes* menu
- select the type *Identification of the ownership structure of the applicant* and as the type select the *File*
- click the *Browse* button and select the file from your computer
- tick the field *Convert to Pdf*
- click on the *Save* button and then the *Sign* button

Seznam příloh Uložit

Typ * Identifikace vlastnické struktury žadatele

Druh * Soubor

Název * Identifikace vlastnické struktury žadatele

Soubor C:\Users\14861\Desktop\ Procházet... Maximální velikost vkládané přílohy je 300 MB.

Převést do Pdf

Seznam příloh Uložit Odeslat do spisové služby Podepsat Zobrazit obsah přílohy

Typ * Identifikace vlastnické struktury žadatele

Druh * Soubor

Formát * PDF

Vloženo * 06.05.2020 07:53

Název * Identifikace vlastnické struktury žadatele

Dokument podepsaný v listinné podobě

4) Cooperation Commitment Statement with Prison (standardized form)

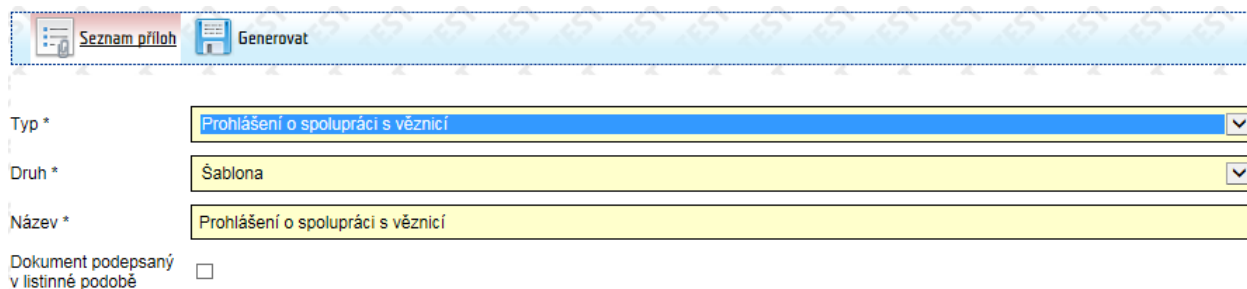
Cooperation Commitment Statement with Prison (for the template form see Annex 5c of this Guideline) must be provided with each prison separately. The form to be filled in is available for download at the PO's website www.norskefondy.cz (Programmes/Justice/Open Calls under the link relevant to Calls JU1A and JU1B in the Documents to download section - in Czech only). The template form can also be generated in IS CEDR.

Completed form the *Cooperation Commitment Statement with Prison* must be signed by the representative of the statutory body of the applicant or an authorized person with a qualified electronic signature, or manually (document

is signed in paper form and manually scanned and inserted). *The Cooperation Commitment Statement with Prison* must be also signed by the prison director or an authorized person with a qualified electronic signature or manually.

Procedure for inserting the annex Cooperation Commitment Statement with Prison

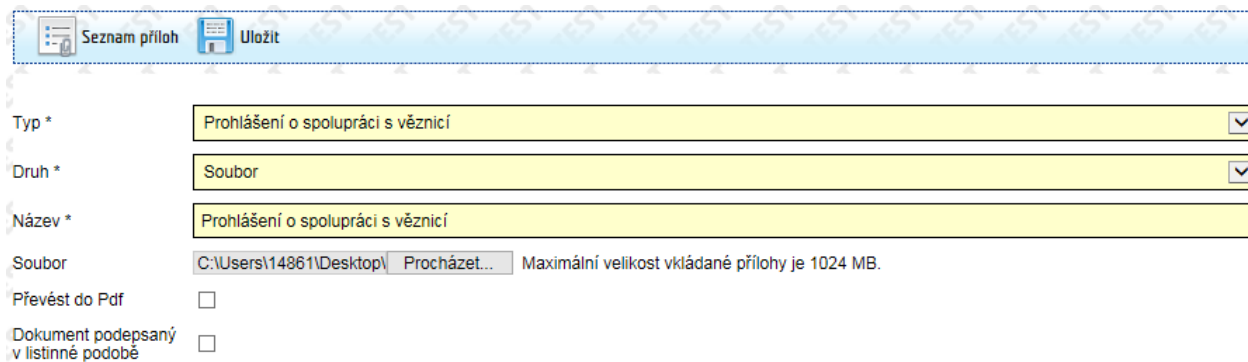
- open *Annexes* menu
- click on the button *New* in the control panel
- select the *Cooperation Commitment Statement with Prison*
- keep the default type *Template* (if you use the template form downloaded from the PO's website, select *File* as the type and proceed as described below from the step „select the type *Cooperation Commitment Statement with Prison* and select *File* as the type“)
- click on the *Generate* button



The screenshot shows a web application interface. At the top, there is a navigation bar with a 'Seznam příloh' (List of attachments) button and a 'Generovat' (Generate) button. Below this, there is a form with the following fields:

- Typ ***: A dropdown menu with 'Prohlášení o spolupráci s věznicí' selected.
- Druh ***: A dropdown menu with 'Šablona' (Template) selected.
- Název ***: A text input field containing 'Prohlášení o spolupráci s věznicí'.
- Dokument podepsaný v listinné podobě**: A checkbox that is currently unchecked.

- click the *Show annex content* button
- open the generated file, check the pre-filled data, or edit these, fill in the missing data and save the completed document to your computer
- ensure the signature of the document by both partner parties (the document can be signed electronically or manually in paper form)
- in the menu *Annexes*, click on the *New* button
- select the type *Cooperation Commitment Statement with Prison* and select *File* as the type
- click on the *Browse* button and select a file from your computer
- tick the *Convert to Pdf* field (if the inserted file is not in this format)
- tick the *Document signed in paper form* field (if you are inserting a scan of a manually signed document)
- click on the *Save* button.



The screenshot shows the same web application interface as above, but with the 'Uložit' (Save) button instead of 'Generovat'. The form fields are:

- Typ ***: A dropdown menu with 'Prohlášení o spolupráci s věznicí' selected.
- Druh ***: A dropdown menu with 'Soubor' (File) selected.
- Název ***: A text input field containing 'Prohlášení o spolupráci s věznicí'.
- Soubor**: A text input field containing 'C:\Users\14861\Desktop\ Procházet...' with a 'Procházet...' (Browse...) button next to it. To the right, it says 'Maximální velikost vkládané přílohy je 1024 MB.' (Maximum size of attached file is 1024 MB.)
- Převést do Pdf**: A checkbox that is currently unchecked.
- Dokument podepsaný v listinné podobě**: A checkbox that is currently unchecked.

List of other mandatory annexes of the application (only if relevant)


5) Declaration on the Organization's Activities (JU1A) (standardized form, mandatory annex for the Open Call „Support of reintegration of persons conditionally released and released from prison“ (JU1A))

The Declaration on the Organization's activities (JU1A) (see template form Annex 12a to the Guideline) must be documented within the Open Call JU1A by **NGOs in the role of applicant** and / or **NGOs in the role of project partner that will provide professional care for clients within the project**. In the case of more NGOs involved in the project implementation, it is necessary to fill in this annex for each entity separately.

The Declaration on the Organization's activities (JU1A) filled in for the **applicant** must be **signed by a competent representative of the statutory body of the applicant or an authorized person by qualified electronic signature**. In case of a project partner, the document can be signed by a competent representative of the statutory body or a person authorized by him/her electronically or manually in the paper form (the scanned document is then inserted into the annexes of the application).

Procedure for inserting the annex Declaration on the Organization's Activities (JU1A) (the annex completed for the applicant)

- open the *Annexes* menu
- click the on *New* button in the control panel
- select the type of *Declaration on the Organization's Activities (JU1A)*
- keep the default type *Template (JU1A)* (if you use the template form downloaded from the PO's website, select *File* as the type and proceed as described below from the step „select the type *Declaration on the Organization's Activities (JU1A)* and select *File* as the type“)
- click on the *Generate* button



Seznam příloh Generovat


Typ * Prohlášení o činnosti organizace (JU1A) ▼

Druh * Šablona ▼

Název * Prohlášení o činnosti organizace (JU1A)

Dokument podepsaný v listinné podobě

- open the generated file, fill in the required data¹⁴ and save the filled document to your computer
- in the *Annexes* menu, click on the *New* button
- select the type *Declaration on the Organization's Activities (JU1A)* and as the type select *File*
- name the document as the *Declaration of the Organization's Activities – the applicant*
- click on the *Browse* button and select the file from your computer
- tick the *Convert to Pdf* field (if you use the converted template form downloaded from the PO's website, do not tick this field)



Seznam příloh Uložit

Typ * Prohlášení o činnosti organizace (JU1A) ▼

Druh * Soubor ▼

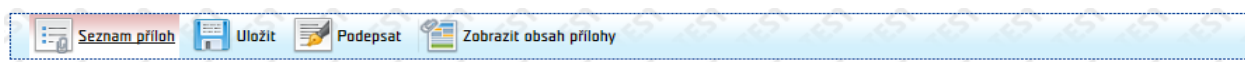
Název * Prohlášení o činnosti organizace (JU1A) - žadatel

Soubor C:\Users\14861\Desktop\ Procházet... Maximální velikost vkládané přílohy je 1024 MB.

Převést do Pdf

Dokument podepsaný v listinné podobě

- click on the *Save* button and then the *Sign* button (if the inserted document is already signed electronically with a qualified certificate, click only on the *Save* button).



Seznam příloh Uložit Podepsat Zobrazit obsah přílohy

Typ * Prohlášení o činnosti organizace (JU1A)

Druh * Soubor

Formát * PDF

Vloženo * 18.11.2020 14:52

Název * Prohlášení o činnosti organizace (JU1A) - žadatel x

Dokument podepsaný v listinné podobě

Procedure for inserting the annex Declaration of the Organisation's Activities (JU1A) (the annex completed on behalf of the project partner)

- open the *Annexes* menu

¹⁴ Applicants do not fill in section 3 in the Annex 12a.

- click on the *New* button in the control panel
- select the type of *Declaration of the Organization's Activities (JU1A)*
- leave the default type *Template* (if you use the template form downloaded from the PO's website, select *File* as the type and proceed as described below from the step „select the type *Declaration on the Organization's Activities (JU1A)* and select *File* as the type“)
- click on the *Generate* button

The screenshot shows a software interface with a blue header bar containing 'Seznam příloh' and 'Generovat' buttons. Below the header, there are three dropdown menus: 'Typ *' with 'Prohlášení o činnosti organizace (JU1A)', 'Druh *' with 'Šablona', and 'Název *' with 'Prohlášení o činnosti organizace (JU1A)'. At the bottom, there is a checkbox labeled 'Dokument podepsaný v listinné podobě' which is currently unchecked.

- open the generated file, fill in the required data¹⁵, or ensure that the document is filled in by a partner NGO
- ensure the signature of the document by the partner NGO
 - o the signature of the document by the partner NGO can be done manually (i.e. the document must be printed and signed manually; then the document must be scanned and inserted into the application annexes) or electronically if the partner NGO has an electronic signature
- in the *Annexes* menu, click on the *New* button
- select the type *Declaration on the Organization's Activities* and select *File* as the type
- name the document as *Declaration on the Organization's Activities – project partner (name of partner organization)*
- click on the *Browse* button and select a file from your computer
- tick the *Convert to Pdf* field (if you use the converted template form downloaded from the PO's website, do not tick this field)
- tick the *Document signed in paper form* field (if you insert a scan of a manually signed document)
- click on the *Save* button.

The screenshot shows the same software interface but with the 'Uložit' (Save) button instead of 'Generovat'. The 'Typ *' dropdown remains 'Prohlášení o činnosti organizace (JU1A)'. The 'Druh *' dropdown is now 'Soubor'. The 'Název *' dropdown is 'Prohlášení o činnosti organizace (JU1A) - partner projektu XY'. The 'Soubor' field shows a file path 'C:\Users\14861\Desktop\ Procházet...' and a note 'Maximální velikost vkládané přílohy je 1024 MB.'. The 'Převést do Pdf' checkbox is now checked, while 'Dokument podepsaný v listinné podobě' remains unchecked.

6) Detailed Specification of the Mentoring Programme (standardized form; mandatory annex for the Open Call „Support of reintegration of persons conditionally released and released from prison“ (JU1A))

The applicant confirms the commitment to include the mandatory four fundamental client support areas in its drafted Mentoring programme by filling out the mandatory annex *Detailed Specification of the Mentoring Programme* (see template form Annex 11a to this Guideline). This includes a list and description of additional client support areas, i.e. the applicant describes client support areas in terms of the services it will be able to provide to clients. The applicant lists the prisons where it intends to implement the Mentoring programme. In this annex, the applicant also states the frequency and form of contact with clients. At least twice contact monthly with clients is recommended during their imprisonment, followed by one contact weekly in the first two months after their release, and thereafter as needed. The applicant also confirms that expert activities under the Mentoring programme will be provided by a person who is qualified as a social worker and complies with the requirements under Section 110 of Act No 108/2006 on social services, as amended.

¹⁵ Project partners do not fill in sections 2 and 4 in the Annex 12a.

Annex *Detailed Specification of the Mentoring Programme* must be **signed by the competent representative acting on behalf of the applicant by using a qualified electronic signature.**

Procedure for inserting the annex Detailed Specification of the Mentoring Programme

- open the *Annexes* menu
- click on the *New* button in control panel
- select the type *Detailed Specification of the Mentoring Programme*
- keep the default type *Template*
- click the *Generate* button

The screenshot shows the 'Generovat' (Generate) form. At the top, there are two buttons: 'Seznam příloh' (List attachments) and 'Generovat'. Below the buttons, there are three dropdown menus: 'Typ *' (Type) with 'Specifikace programu Mentoring', 'Druh *' (Category) with 'Šablona' (Template), and 'Název *' (Name) with 'Specifikace programu Mentoring'. At the bottom, there is a checkbox labeled 'Dokument podepsaný v listinné podobě' (Document signed in paper form) which is currently unchecked.

- click the *Show annex content* button
- open the generated file, fill in the missing data and save the filled document to your computer
- in the *Annexes* menu, click on the *New* button
- select the type of *Detailed Specification of the Mentoring Programme* and as the type select *File*
- click on the *Browse* button and select the file from your computer
- tick the *Convert to Pdf* field

The screenshot shows the 'Uložit' (Save) form. At the top, there are two buttons: 'Seznam příloh' (List attachments) and 'Uložit'. Below the buttons, there are three dropdown menus: 'Typ *' (Type) with 'Specifikace programu Mentoring', 'Druh *' (Category) with 'Soubor' (File), and 'Název *' (Name) with 'Specifikace programu Mentoring'. Below these, there is a text field for 'Soubor' (File) containing 'C:\Users\14861\Desktop\ Procházet...' and a note 'Maximální velikost vkládané přílohy je 1024 MB.'. There is a checked checkbox for 'Převést do Pdf' (Convert to Pdf) and an unchecked checkbox for 'Dokument podepsaný v listinné podobě' (Document signed in paper form).

- click on the *Save* button and then the *Sign* button

The screenshot shows the 'Podpsat' (Sign) form. At the top, there are four buttons: 'Seznam příloh' (List attachments), 'Uložit' (Save), 'Podpsat' (Sign), and 'Zobrazit obsah přílohy' (Show attachment content). Below the buttons, there are five dropdown menus: 'Typ *' (Type) with 'Specifikace programu Mentoring', 'Druh *' (Category) with 'Soubor', 'Formát *' (Format) with 'PDF', 'Vloženo *' (Uploaded) with '19.11.2020 07:13', and 'Název *' (Name) with 'Specifikace programu Mentoring'. At the bottom, there is an unchecked checkbox labeled 'Dokument podepsaný v listinné podobě' (Document signed in paper form).

7) Declaration on the Organization's Activities (JU1B) (standardized form, mandatory annex for the Open Call „Professional care for imprisoned drug users and its continuity after release“ (JU1B))

The Declaration on the Organization's activities (JU1B) (see template form Annex 12b to the Guideline) must be documented by **NGOs in the role of applicant** within the Open Call JU1B. The Declaration on the Organization's activities (JU1B) filled in for the **applicant** must be **signed by a competent representative of the statutory body of the applicant or an authorized person by qualified electronic signature**.

Procedure for inserting the annex Declaration on the Organization's Activities (JU1B)

- open the Annexes menu
- click the on New button in the control panel
- select the type of Declaration on the Organization's Activities (JU1B)
- keep the default type Template
- click on the Generate button

Seznam příloh Generovat

Typ * Prohlášení o činnosti organizace (JU1B)

Druh * Šablona

Název * Prohlášení o činnosti organizace (JU1B)

Dokument podepsaný v listinné podobě

- open the generated file, fill in the required data and save the filled document to your computer
- in the Annexes menu, click on the New button
- select the type Declaration on the Organization's Activities and as the type select File
- click on the Browse button and select the file from your computer
- tick the Convert to Pdf field

Seznam příloh Uložit

Typ * Prohlášení o činnosti organizace (JU1B)

Druh * Soubor

Název * Prohlášení o činnosti organizace (JU1B)

Soubor C:\Users\14861\Desktop\ Procházet... Maximální velikost vkládané přílohy je 1024 MB.

Převést do Pdf

Dokument podepsaný v listinné podobě

- click on the Save button and then the Sign button

Seznam příloh Uložit Podpsat Zobrazit obsah přílohy

Typ * Prohlášení o činnosti organizace (JU1B)

Druh * Soubor

Formát * PDF

Vloženo * 18.11.2020 15:28

Název * Prohlášení o činnosti organizace (JU1B)

Dokument podepsaný v listinné podobě

8) Detailed Specification of the Case Management programme (standardized form; mandatory annex for the Open Call „Professional care for imprisoned drug users and its continuity after release“ (JU1B))

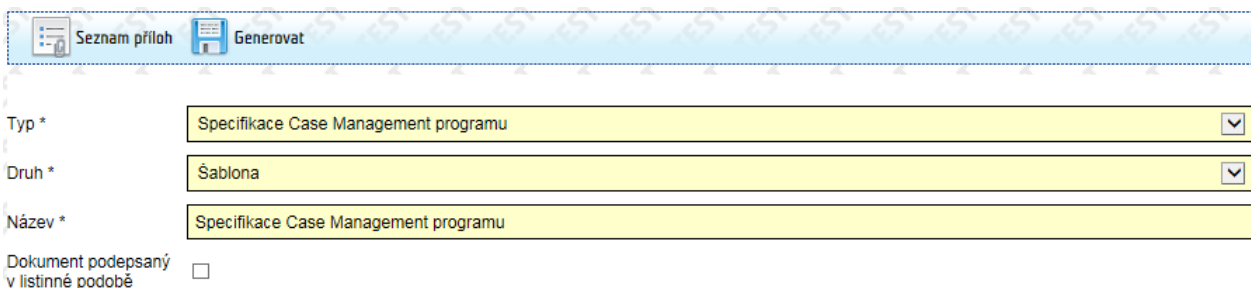
The applicant confirms the commitment to include the mandatory five fundamental client support areas for client stabilization in its drafted Case Management programme by filling out the mandatory annex *Detailed Specification of the Case Management programme* (see template form Annex 11b to this Guideline). This includes a list and description of

any additional areas of support, i.e. the applicant describes areas of support for client stabilisation in terms of the services it will be able to provide to clients. The applicant states the regional groups of prisons in which it intends to implement the Case Management programme and the return regions in which it is able to provide services to clients after their release. In this annex, the applicant also states the frequency and form of contact with clients. At least one contact weekly with clients is recommended both during their prison sentence and after their release. Personal contact with clients is always preferred to other forms of contact. In order to maintain the continuity of the services provided, written or telephone contact may be chosen in certain situations. The applicant also confirms that he/she will ensure the professional/specialised competence of the staff of the Case Management programme realization team.

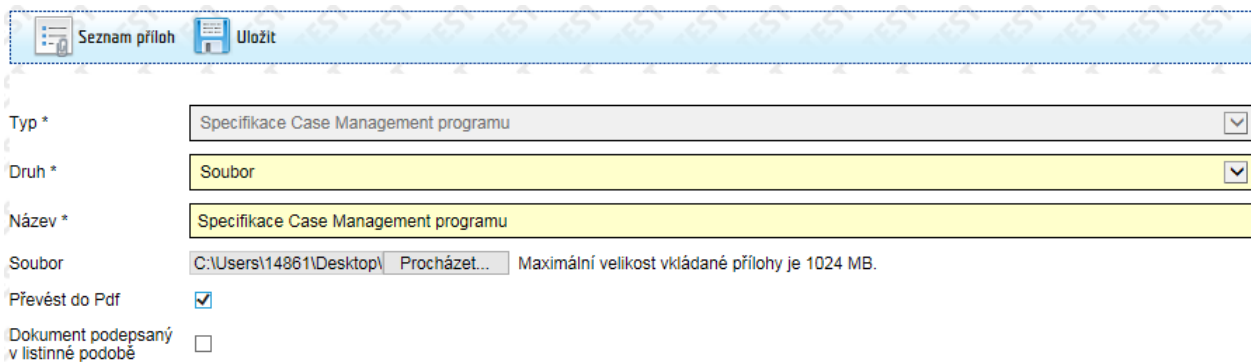
Detailed Specification of the Case Management programme must be **signed by the competent representative acting on behalf of the applicant by using a qualified electronic signature.**

Procedure for inserting the annex Detailed Specification of the Case Management programme

- open the *Annexes* menu
- click on the *New* button in control panel
- select the type *Detailed Specification of the Case Management programme*
- keep the default type *Template*
- click the *Generate* button



- click the *Show annex content* button
- open the generated file, fill in the missing data and save the filled file to your computer
- in the *Annexes* menu, click on the *New* button
- select the type of *Detailed Specification of the Case Management programme* and as the type select *File*
- click on the *Browse* button and select the file from your computer
- tick the *Convert to Pdf* field



- click on the *Save* button and then the *Sign* button

Seznam příloh Uložit Podpsat Zobrazit obsah přílohy	
Typ *	Specifikace Case Management programu
Druh *	Soubor
Formát *	PDF
Vloženo *	19.11.2020 07:49
Název *	Specifikace Case Management programu
Dokument podepsaný v listinné podobě	<input type="checkbox"/>

9) Partnership Commitment Statement (standardized form)

In the case of a partnership with a partner from the Czech Republic, the applicant shall provide a **Partnership Commitment Statement with a Czech entity** in the Czech language (see Annex 5a to the Guideline). In case of involvement of a **partner from Norway** in the project, the applicant shall provide a **Partnership Commitment Statement with a foreign partner in English** (see annex 5b to the Guideline). The Partnership Commitment Statement must be documented separately for each partner.

The Partnership Commitment Statement must be signed by competent persons of the applicant and the partner or a persons authorized by them, by electronic signature, or manually.

Procedure for inserting the annex Partnership Commitment Statement:

- fill in the data in the *Partner detail form*
- click on *OK* button and *generate the template*
- open the left menu *Annexes* and in the list of annexes click on the name of the generated *Declaration* form

Nový Stáhnout vybrané Stáhnout vše Aktualizace dokumentu							
Typ	Název dokumentu - zobrazení detailu dokumentu	Formát	Druh	Vloženo	Autor	Podpisů	
Prohlášení o partnerství s český...	Prohlášení o partnerství s český...	doc	Šablona	13.02.2020 07:05	Strnadová Alena	0	<input type="checkbox"/>

- in the tab *Annex Detail*, click on the *Show annex content* button
- open the file, check the pre-filled data, or edit these, fill in the missing data and save the completed file to your computer,
- ensure the signature of the document by both partner parties (the document can be signed electronically or manually in paper form, i.e. the document can be printed, signed in paper form and then insert the file with the scan of the document into the annexes of the application)
- in the menu *Annexes*, click on the *New* button
- select the type *Partnership Commitment Statement* and select *File* as the type
- click on the *Browse* button and select a file from your computer
- tick the field of *Convert to Pdf* (if it is not inserted already in this format) and *Document signed in paper form* (if you insert a scan of a manually signed document)
- click on the *Save* button.

10) Document on the legal entity of the applicant

These are the documents certifying the establishment, foundation or creation of the applicant, or his/her registration, if the person of the applicant is subject to registration according to the law and other documents that are necessary by law for the establishment of the applicant's person (e.g. memorandum of association, charter, articles of association, etc.). Furthermore, these are the documents authorizing the statutory body to act on behalf of the applicant. The submission of a simple copy of the document is sufficient, an officially certified copy is not required.

The document on the legal entity of the applicant is submitted by the applicant only if the applicant is not registered in the public register (fellowship register, register of institutes, foundation register, register of public benefit companies, etc.) or in the register of registered legal persons and if the document is not included in the collection of documents of the register in which the applicant is registered. A document authorizing a statutory body to act on behalf of an applicant shall be submitted by the applicant only if it is not entered in one of the above-mentioned registers or if it is registered, but the statutory body and the manner of its conduct are not listed in the register.

Procedure for inserting the annex the Document on the legal entity of the applicant

- open the *Annexes* menu
- click on the *New* button in the control panel
- select the type of *the Document on the legal entity of the applicant*
- keep the default type *File*
- click on the *Browse* button and select the file from your computer
- tick the *Convert to Pdf* field (if it is not inserted already in this format)
- click on the field *the Document signed in the paper form* (if the document is not signed electronically)
- click on the *Save* button

11) Power of attorney to act on behalf of the applicant to submit the grant application (in case an authorized person acts on behalf of the applicant)

If the applicant is represented by a person on the basis of the authorization, the application must be accompanied by a power of attorney (submission of a simple copy of the power of attorney is sufficient). The power of attorney must contain all the requisites of the power of attorney:

- the authorizer granting the power of attorney is clearly identified;
- the authorized person by the attorney is clearly identified;
- the indication of the legal act or acts to which the authorizer authorizes the authorized person;
- the period for which the authorization is valid;
- date and place of signature of the power of attorney;
- signature of the authorizer.

Procedure for inserting the annex Power of attorney

- open the *Annexes* menu
- click on the *New* button in the control panel
- select the type *Power of attorney*
- keep the default type *File*
- click the *Browse* button and select the file from your computer
- tick the *Convert to Pdf* field (if it is not inserted already in this format)
- click on the field *the Document signed in the paper form* (if the document is not signed electronically)
- click on the *Save* button

If the authorization to sign the application is subject to a decision of the Steering Committee, the Supervisory Board / Board or a similar body, the applicant shall attach this decision, signed by the members of the Committee or the Board, to the application.

12) Certificate of professional competence for facilities and programmes providing addictological professional services

In the case of the Open Call „**Professional care for imprisoned drug users and its continuity after release**“ (**JU1B**) the applicant shall provide a simple copy of a valid certificate of professional competence for facilities and programmes providing addictological professional services awarded by the GCDPC.

Procedure for inserting the Certificate of professional competence for facilities and programmes providing addictological professional services

- open the *Annexes* menu
- click on the *New* button in the control panel
- select the type *Other types*
- keep the default type *File*
- click the *Browse* button and select the file from your computer
- name the document as *the Certificate of professional competence*
- tick the *Convert to Pdf* field (if it is not inserted already in this format)
- click on the *Save* button

Optional annexes to the application

If necessary, the applicant may attach to the application other optional annexes which are, in his/her view, necessary for the submission of the application. The applicant inserts such documents as the *Other types*, or selects the appropriate

type from the list of pre-set types of annexes. The name of the inserted annex must always be stated so that it is clear from the title what the content of the given document is.

Notes

The applicant may insert the draft Partnership Agreement or a signed Partnership Agreement (s) in the *List of annexes* (if the Partnership Agreement has been concluded at the time of application). For templates of Partnership Agreement see the Annexes 6a and 6b to the Guideline.

Procedure for inserting the Partnership Agreement

- open the *Annexes* menu
- click on the *New* button in the control panel
- select the type of *Partnership Agreement*
- leave the default type *File*
- click on the *Browse* button and select a file from your computer
- tick the *Convert to Pdf field* (if the inserted file is not in this format)
- tick the field *Document signed in paper form* (if the document is not electronically signed)
- click on the *Save* button.

2.14 Signature of documents

The application and selected annexes shall be **signed by the qualified electronic signature of the representative of the statutory body of the applicant** (in case of a collective statutory body by an authorized member/members of the statutory body of the applicant) **or person authorized to act on behalf of the applicant** based on the power of attorney of the applicant.

The representative of the statutory body of the applicant or the authorized person acting on behalf of the applicant must sign following mandatory annexes with the **qualified electronic signature**:

- Grant Application Document,
- Declaration on the Organization's Activities (JU1A)/(JU1B) (filled in by the applicant),
- Detailed Specification of the Mentoring programme (JU1A),
- Detailed Specification of the Case Management programme (JU1B),
- Identification of the ownership structure of the applicant and the persons acting on his/her behalf.

For other annexes of the application, a signature with a qualified electronic signature is not required.

3. Process after Submission of the Application

After the closing date for receipt of applications in the IS CEDR, the process of application appraisal and project selection will be launched. Individual phases of the evaluation process are described in the respective Open Call.

The applicant will be informed of any shortcomings identified (e.g. completeness and legibility) in the correctable formal and eligibility criteria and invited through the IS CEDR to make corrections of the annexes to the application.. In case the deadline for corrections is not met the application may be excluded from further evaluation. If any of non-correctable formal and eligibility criteria will not be fulfilled during formal and eligibility checks the project will be excluded from further evaluation.

An application that meets formal and eligibility criteria is moved to the next phase of the evaluation process, i.e. quality evaluation. The applicant will be informed about this progress (change of the state of the application from formal and eligibility checks to quality evaluation) via IS CEDR. The quality evaluation consists of two rounds – quality evaluation by external experts followed by the assessment in the Selection Committee.

In line with the Regulation the quality evaluation is followed by the verification of the evaluation process. Applicants, whose applications were recommended by the Selection Committee to receive a grant, will be informed about the next steps including submission of required additional documents (e.g. list of planned tenders, confirmed identification of

bank account, partnership agreement, etc.) via IS CEDR and in a letter issued by the PO (in the databox or other means if the applicant does not have a data box). The PO prepares and submits conditions for grant acceptance via IS CEDR to the applicant. The conditions for each project involve general conditions for implementation of projects under the Norway Grants 2014-2021, general conditions of the Justice Programme and recommendations and results of the Selection Committee related to the respective application. During the verification, the PO may ask for justified adjustments in the application. The applicant accepts the conditions for approving the grant in the IS CEDR. The PO subsequently decides on the approval of the application.

A grant approval letter will be issued for the successful applicants based on the acceptance of the conditions. The grant approval letter will specify next steps including request for submission of remaining required documents (e.g. partnership agreement, if relevant). After submission of required documents, an implementation contract will be issued. The list of approved projects will be published at www.norwaygrants.cz/en. Information about the progress of the evaluation and evaluation of individual applications will not be published.

Unsuccessful applicants will be sent the legal decision on not awarding the grant. It is not possible to lodge an appeal against the decision on not awarding the grant.

4. Annexes to the Guideline

Annex 1 - Grant Application Document (the form is possible to use only for preparation of the texts, which must then be inserted in the appropriate fields of the online application form in the IS CEDR) – in Czech

Annex 2 – Detailed Project Budget (the form is possible to use only for preparation of the documentation for the detailed budget outside the IS CEDR; detailed budget items must then be inserted in the online application form in the IS CEDR) – in Czech

Annex 3 – Checklist for verifying the fulfilment of the formal and eligibility criteria – in Czech

Annex 4 – Organization types – in Czech

Annex 5a – Partnership Commitment Statement with Czech entity – in Czech

Annex 5b – Partnership Commitment Statement with foreign partner in English – in English

Annex 5c – Cooperation Commitment Statement with Prison – in Czech

Annex 6a – Template Partnership Agreement – in Czech

Annex 6b – Template Partnership Agreement - in English

Annex 7 – Target Groups – in Czech

Annex 8 – Legal forms (JU1A, JU1B) – in Czech

Annex 9 – Programme outputs and outcome of the Justice programme including indicators; Bilateral indicators; Monitoring indicators, questionnaire – in Czech

Annex 10 – Identification of the ownership structure of the applicant and the persons acting on his/her behalf – in Czech

Annex 11a – Detailed Specification of the Mentoring programme (JU1A) – in Czech

Annex 11b – Detailed Specification of the Case Management programme (JU1B) – in Czech

Annex 12a – Declaration on Organization's Activities (JU1A) – in Czech

Annex 12b – Declaration on Organization's Activities (JU1B) – in Czech

The above listed underlined annexes to the Guideline for Applicants represent the annexes of the grant application (for more information, see Chapter 2.13 Annexes to the application).