

Programme Health - Bilateral Ambitions

1st Open Call for proposals for bilateral initiatives within the framework of the EEA Grants 2014-2021

Updated 24/9/2019

The Ministry of Finance, the Programme Operator of the Health Programme (hereinafter referred to as the “PO”), announces on **24 April 2019 the first Open Call for proposals for bilateral initiatives** (hereinafter referred to as the “Call”) under the Bilateral Ambitions of the Health Programme funded from the Fund for Bilateral Relations (hereinafter referred to as “Fund”) within the framework of **EEA Grants 2014-2021**.

1. Call identification and timing

Call number	1
Call title	Facilitation of bilateral partnerships at project level
Call type	Open rolling call
Publication date	24/4/2019
Date of update	24/9/2019
Application submission deadline	16:00 31/12/2019
Programme Operator	Ministry of Finance of the Czech Republic

2. Introduction and Programme objectives

The Health Programme of the EEA Grants 2014-2021 (hereinafter referred to as the “Programme”) is a funding instrument to support the overall objective of improving public health and reducing inequalities in health, contributing to reducing socio-economic disparities in Europe and strengthening bilateral relations between Iceland, Liechtenstein and Norway (hereinafter referred to as “Donor States”) and the Czech Republic.

The Programme is focusing on following **areas of support**:

1. **Prevention of mental illness in children;**

2. **Prevention of non-communicable and communicable diseases** with a special focus on reduction of social inequalities in health and improved access to health for vulnerable groups from socially excluded localities as well as antimicrobial resistance;
3. **Patient empowerment and strengthening the role of patient organizations.**

The Programme will be implemented through projects and initiatives promoted by entities active in the above mentioned areas of support. Since the Czech Republic and the Donor States share common challenges in the health sector, project cooperation and bilateral partnerships between relevant entities in these countries are encouraged in order to exchange knowledge and expertise, share best practices and increase mutual understanding.

The Fund was established to strengthen bilateral relations between the Czech Republic and the Donor States. It serves as a flexible source of funding for a wide range of initiatives of mutual interest with the aim to create or strengthen cooperation between the Czech Republic and the Donor States. Funds shall strengthen the bilateral profile of the Programme and facilitate partnerships at project level.

3. Budget

The total budget earmarked for this Call is **1 805 020 CZK** (70 000 EUR).

4. Eligible applicants and partners

Any entity, public or private, commercial or non-commercial and non-governmental organisations, established as a legal person in the Czech Republic, are considered eligible applicants. Following the Programme objectives, eligible applicants have to be active in at least one of the following areas:

- Children mental health;
- Primary, secondary and/or tertiary education;
- Patient empowerment;
- Tackling patients with dementia;
- Communicable and non-communicable diseases.

In order to achieve the overall objective of strengthened bilateral relations under the Health Programme, all initiatives **must be implemented in bilateral cooperation between the Czech Republic and the Donor States.**

5. Eligible initiatives and activities

The objective of this Open Call is to support:

- **search for partners** for donor partnership projects prior to or during the preparation of a project application;
- **development of bilateral partnership** and joint preparation of an application for a donor partnership project.

Reimbursement of costs related to the preparatory activity within the bilateral initiative will not be conditional upon eventual submission or approval of a project application under the following Programme calls.

Examples of activities that can be carried out under the Fund:

- study tours and visits to the Donor States and/or to the Czech Republic with the aim of establishing or deepening cooperation, sharing information, experience and know-how;
- joint meetings and other bilateral events (e.g. workshops, seminars etc.) to discuss potential project collaboration opportunities, development of a project plan and/or preparation of a grant application prior to or during the period of announced Open Calls for submission of grant applications for projects;
- other relevant bilateral activities related to development of bilateral partnership and preparation of an application for a donor partnership project.

This list is non-exhaustive and is meant as an example of possible activities. In general, the activities need to have a clear bilateral profile and serve the purpose of establishment of bilateral partnerships and development of donor partnership projects. Both the final beneficiary and the partner(s) shall be actively involved in planning and organising the initiative.

An applicant may not submit more than one grant application under this Call. Submitting two grant applications per organization is allowed only for organizations serving different fields provided that each application is focused on a different area of support of the Programme. In the event of unforeseen circumstances due to which the applicant is forced to withdraw the grant application that has already been submitted or approved, the applicant is entitled to submit a new grant application. A maximum of one bilateral initiative can always be supported per organization under this call. Two bilateral initiatives can only be supported if each application is focused on a different area of support of the Programme.

Initiatives may not generate a profit.

Supported initiatives must finish their implementation by 29 February 2020 at the latest.

6. Grant amount

The maximum grant amount is **128 930 CZK** (5 000 EUR); no minimum grant amount is set. The Fund covers 100% of the eligible costs. Final beneficiaries are not required to provide co-financing for the initiatives.

The applicant shall fill in the budget in CZK. The monthly exchange rate of the European Central Bank (ECB)¹ valid in the month of announcement of this open call - **25.786 CZK/EUR** - shall be used for calculation of planned expenditures (e.g. subsistence allowance). For conversions from other currencies (i.e. NOK, ISK, CHF) to CZK, it is recommended to use the monthly exchange rate of the ECB valid in the month of preparation of the application.

In case an advance payment is provided, funding will be provided to final beneficiaries **ex-ante** (up to 60 %) and the remaining amount **ex-post** in CZK following the approval of the monitoring report. In case an advance payment is not provided, funding will be provided to final beneficiaries **ex-post** in CZK following the approval of the monitoring report including payment request.

Advance payment is not available for Organizational Unit of the State/State Contributory Organization, in line with the Act no. 218/2000 coll., on budgetary rules.

¹ http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/index_en.cfm

7. Eligible expenditure

Eligible expenditures are those actually incurred within the initiative between the first and final date of eligibility. No expenditures incurred before the approval of the grant application shall be eligible. Time eligibility of expenditures is determined by the date specified in the Approval Letter and subsequently in the Implementation Contract.

The expenditures are eligible up to 3 months after the final date for achievement of the purpose of the initiative (initiative completion). In duly justified cases, prolongation of the eligibility after the implementation of the initiative may be requested.

The seed money can be used for travel and meeting costs for potential partner entities. From the content point of view, following types of expenditure are eligible:

- travel² and accommodation costs and fees associated with organizing/co-organizing and attending joint bilateral events (e.g. working meetings, seminars, workshops etc.) listed in the grant application for bilateral initiative;
- per-diem expenses³;
- travel health insurance, cancellation insurance for flight/railway/bus ticket/s;
- expert fees;
- interpretation and translation of documents;
- other necessary expenses directly related to bilateral initiative (must be described in the application).

Above mentioned types of eligible expenditures, including their limits/restrictions, are described in detail in **Annex 1 of the Bilateral Ambitions Guidelines for Applicants and Final Beneficiaries** (hereinafter referred to as „Guidelines”).

8. Preparation and submission of grant applications

The grant application must be filled in on the **prescribed form** in Czech, saved as a **PDF document** and signed by the statutory representative of the applicant or an authorized person with a qualified certificate. Mandatory annexes must be filled in on the prescribed forms (where relevant) and each saved as a separate document. Detailed budget must be filled in on the prescribed form, saved as a PDF document and signed by the statutory representative of the applicant or an authorized person with a qualified certificate. Requirements for the annexes including standardized templates for mandatory annexes as well as the grant application form are provided in the Guidelines (see Annex 3 to this Call).

A complete application including mandatory annexes must be submitted **only electronically** to the e-mail address of the PO: EHPzdravi@mfcz.cz. The subject of the email must contain **‘Health Programme Bilateral Ambitions – grant application’**.

Applications may be submitted continuously from the date of the announcement of the Open Call until **31 December 2019** or until the total allocation is used.

Grant applications, including all mandatory annexes, shall be filled in, signed and submitted **at least 25 working days before the planned start date of the initiative**. In case an advance payment is requested, the applicant is advised to submit their grant application at least **6 weeks** prior to the first expenditures are expected to be paid.

² Expenditures referring to international travels are set as a lump sum.

³ Expenditures referring to international travels are set as a lump sum.

9. Selection process and decision making

The selection process is provided on the First Come First Served basis.

The submitted applications are first assessed in order of receipt against the formal and eligibility criteria.

Formal and eligibility criteria include the following aspects:

- the grant application has been submitted by the deadline for the submission set by the Call;
- the grant application has been submitted using the correct application form in accordance with the permissible method of delivery;
- all relevant fields in the application form have been completed;
- all relevant annexed documents have been annexed using the correct forms where relevant;
- the grant application has been drawn up in Czech;
- the summary of the initiative has been drawn up in English;
- the application form has been signed by the statutory representative of the applicant or a person duly authorised by the statutory representative;
- the applicant is eligible to receive funding;
- at least one project partner is from a Donor State;
- all partners are eligible to participate in the initiative;
- the requested grant amount complies with the limits provided in the Call;
- planned expenditures are eligible and follow the rules and limits set out in the Annex 1 of the Guidelines;
- planned activities are eligible for funding according to the Open Call text;
- excluding the possibility of duplicate use of funds.

A grant application is considered complete when it fulfils all formal and eligibility requirements. If a grant application fails to meet any formal and/or eligibility requirement, the applicant may be asked by the PO via email to clarify, amend or add information/annexes necessary for further evaluation of the Cooperation Committee (hereinafter referred to as „CC”). Additional information/documents requested by the PO must be submitted by the applicant to the PO via email within the deadline stated by the PO in the email. The checklist for initiative assessment detailing formal and eligibility criteria is attached as Annex 2 to this Call.

Non-compliance with the formal and eligibility criteria could lead to a rejection of the grant application. An application may also be rejected if it is incomplete, i.e. lacks the information required in the application form and/or its mandatory annexes and additional information is not provided within the deadline stated by the PO. If the application is rejected, the unsuccessful applicant will be notified of the rejection of the application by the Letter of Grant Rejection (hereinafter referred to as “Rejection Letter”) via data box, including the reasons why the initiative was not approved for funding. Unsuccessful applicant may appeal to the PO within 15 days of the Rejection Letter delivery. The applicant will be informed of the PO’s final decision within 20 days of the appeal delivery.

Following the completion of the review for compliance with the formal and eligibility criteria, the application is assessed in terms of relevance towards the aim of strengthening bilateral cooperation. The initiative shall create opportunities for establishing a new partnership and/or enhancing the existing cooperation aiming to develop joint project proposal. The CC

discusses each application, agrees on a joint final assessment and makes a decision whether and application is awarded a grant or not.

The successful applicant will be notified of the approval of the application and the eligibility period in the Approval Letter (delivered to the Final Beneficiary via data box) in 20 working days of the submission of the completed application. Following the issue of the Approval Letter, an Implementation Contract will be issued by the PO and delivered to the Final Beneficiary via data box.

If the application is rejected, the unsuccessful applicant will be notified by the Decision of Rejection (delivered to the Final Beneficiary via data box), including the reasons why the initiative was not approved for funding.

There is no legal claim to a grant. Complaints concerning the selection process may be submitted electronically to the PO's email EHPzdravi@mfcz.cz. The PO shall assess such complaints and send the final opinion to the complainant within max. 30 days of the complaint delivery.

If the funding allocation is fully committed prior to the closing date for applications, the application period will close early and no further applications will be considered. If this happens, notification of closure will be published on the PO's website www.eeagrants.cz and those that have already submitted an application will be advised electronically.

10. Contact and additional information

Detailed information, procedures and requirements are described in the Bilateral Ambitions Guideline for Applicants and Final Beneficiaries and its Annexes available online at www.eeagrants.cz.

The grant application form is attached as **Annex 1 to this Call** and available online as Annex 2 to the Guidelines.

Questions may be sent by e-mail: EHPzdravi@mfcz.cz. The subject of the email shall contain 'Health Programme Bilateral Ambitions'. Replies will be sent by e-mail within 10 days.

Contact person

Health Programme manager: **Petr Sulženko**, Petr.Sulzenko@mfcz.cz, +420 257 042 556

In case recommendation for a potential project partner from Donor States, following contact points may be asked for assistance:

Contact points for the Donor States		
Norway	Norwegian Institute of Public Health (Donor Programme Partner) Ms Solfrid Johansen	Solfrid.Johansen@fhi.no
	Royal Norwegian Embassy in Prague Ms Helena Ganická	Helena.Ganicka@mfa.no
Iceland	Rannís, International Division Ms Aðalheidur Jónsdóttir	adalheidur.jonsdottir@rannis.is

Annexes

- Annex 1** **Grant application form**
- Annex 2** **Checklist for initiative assessment detailing formal and eligibility criteria**
- Annex 3** **Bilateral Ambitions Guidelines for Applicants and Final Beneficiaries**