

**Open Call for Submission of Grant Applications**  
from **the Partnership Fund**  
within the **Swiss-Czech Cooperation Programme**  
**UPDATE**

**Intermediary of the Partnership Fund - Ministry of Finance**  
**Centre for Foreign Assistance**  
National Coordination Unit of the Swiss-Czech Cooperation Programme

Announced on 26<sup>th</sup> October 2009 Open Call for submission of grant applications from the Partnership Fund within the Swiss-Czech Cooperation Programme. **The Call was announced as continuous – Applications could have been submitted continuously** from the first date of the announcement of the Call until the exhaustion of the funds allocated to the Partnership Fund. Due to the savings within the sub-projects already implemented and completed, the 13<sup>th</sup> round of the Call is announced on 3 December 2014. Deadline for submission of the applications to the 13<sup>th</sup> round of the Call is the 31<sup>st</sup> March 2015.

**Remaining allocation within the Partnership Fund is approx. 15 mil. CZK**

This amount for the 13<sup>th</sup> round of the Call will be further updated during the process of application evaluation (April and May 2015). Based on the actual state of the expenditures disbursed, the final amount may be further modified.

In case that these funds will not be fully allocated within the 13<sup>th</sup> round of the Call, next round will not be announced due to the end of implementation period of the Partnership Fund (30 June 2016).

## **I. Grant Application**

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The Partnership Fund (PF) objective is focused on strengthening and development of bilateral cooperation and exchange of experience between Czech and Swiss institutions.

Sub-projects shall **be submitted within a partnership and shall:**

- contribute to the solution of specific problems in the Czech Republic in accordance with the objectives defined in the Framework Agreement
- strengthen capabilities of eligible applicants by the exchange and transfer of experience and best practice between partners
- contribute with sub-project activities to the strengthening of the partnership

### **The following activities will be supported from the Partnership Fund:**

- **assistance of Swiss experts** during the transfer and exchange of experience between partner institutions;
- **seminars in the CR** - prepared and implemented in co-operation with Swiss partner institutions;
- **seminars in Switzerland** - duly justified participation of Czech representatives at seminars and workshops in Switzerland organized by a Swiss partner institution (*the theme shall correspond to the applicant's field of activity and shall clearly indicate a benefit of his activities*);
- **study visits** – duly justified stay of Czech representatives in Switzerland organized by a Swiss partner institution (*the theme shall correspond to the applicant's field of activity and shall clearly indicate a benefit of his activities*);
- **supplementary activities** – the activities necessary in order to achieve objectives and the prescribed results of the sub-project's activities and the overall objective (equipment, material, related minor construction work) will be duly justified and substantiated.

### **Grant amount**

Grants for sub-projects will be awarded from the Partnership Fund up to a **maximum of 90 % of the total eligible costs of the sub-project, depending on the source of the co-financing**. The total sub-projects costs will be from min. **CZK 170 000** to max. **CZK 4.3 million**. The amount of the grant will be assessed individually for each application.

**No legal claim arises from the grant application.**

### **Co-financing**

**The amount of a grant may reach a maximum of:**

- **60 % of the total eligible costs of the sub-project** – in case co-financing from **public sources is not provided**, the amount of co-financing is a **minimum of 40 %**;
- **85 % of the total eligible costs of the sub-project** – in case co-financing from **public sources** (state, regional or local government budgets) **is provided**, the amount of co-financing is a **minimum of 15 %**;
- **90 % of the total eligible costs of the sub-project** – in the case of sub-projects submitted by **non-governmental non-profit organizations** (including church organizations and the social partners – (nationally recognized trade unions and employers unions)), the amount of co-financing is a **minimum of 10 %**.

### **Implementation period**

The maximum duration of sub-project implementation is **12 months**. The final deadline for the completion of sub-projects is 30 June 2016. **The final deadline for the eligibility of the expenses of the sub-project is 2 months** after the end of the implementation, but no later than by **31<sup>st</sup> August 2016**. **The implementation of sub-projects is supposed to start in July 2015.**

## **II. Eligible applicants**

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**The following bodies are eligible to apply for a grant under the PF:**

- institutions at all levels of public administration (state, regional and local government authorities)
- universities and schools
- non-governmental non-profit organizations (NNOs, including church organizations)

- other bodies acting in the public interest
- professional chambers and unions, branch associations (e.g. chambers of commerce, branch / sector associations, associations of entrepreneurs, associations of small and medium enterprises, unions of cooperatives, social partners – i.e. nationally recognized and representative trade unions and employers' unions).

**The applicant shall be a Czech entity registered and performing its activities in the Czech Republic.**

### **III. Eligible Costs**

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**Eligible costs of the sub-project are as follows:**

- expert fees of foreign experts
- expert fee of Czech experts hired for a specific and clearly defined task only for the duration of the implementation of the sub-project
- business trips of foreign experts in the CR (*accommodation, per diem allowance, travel costs*)
- business trips of Czech expert in Switzerland (*accommodation, per diem allowance, travel costs*)
- seminars in the CR (conference room rental, including technical equipment / refreshments / interpreting)
- registration fees for seminars held in Switzerland
- translation of documents
- external services to the extent necessary to implement the sub-project in the CR and clearly specified in the application
- **purchase of equipment and material** to the extent necessary to implement the sub-project in the CR and clearly specified in the application which shall **not exceed 35 %** of sub-project eligible costs
- **small-scale construction work** to the extent necessary to implement the sub-project in the CR and clearly specified in the application which shall **not exceed 17,5 %** of sub-project eligible costs
- publicity costs specified in the application
- administrative costs.

### **IV. Submission of Application**

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Applications may be submitted **continuously** - beginning the first **day** of the **announcement of the 13<sup>th</sup> round of the Open call**. Applications shall be elaborated in Czech and in CZK in the prescribed application form.

The applicant shall submit **2 printed Applications** (1 original and 1 copy) fully completed and at the same time, **an electronic version** shall be sent to the e-mail address: **czp-swiss@mfcf.cz**

The electronic version and a hard copy of the application shall be identical. In case of inconsistencies the printed version is decisive. Both printed and electronic versions have to be submitted. If the application is not submitted both in printed and electronic version, it will be **excluded** from further assessment.

The Application shall be submitted in a sealed envelope marked: **Swiss-Czech Cooperation Programme – Partnership Fund. Do not open.**

## V. Application Form

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Further relevant information for the elaboration of the application is stated in the **Guidelines for Applicants** and in the **Application form**. These documents may be downloaded from the web site [www.swiss-contributon.cz](http://www.swiss-contributon.cz) section – **Partnership Fund**.

## VI. Deadline and address for submission of applications

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The completed applications within the 13<sup>th</sup> round **may be submitted continuously** from **3 December 2014 to the 31<sup>st</sup> March 2015** to the following address of the National Coordination Unit - **Ministry of Finance – Centre for Foreign Assistance**:

<b>Ministry of Finance</b> <b>Centre for Foreign Assistance (Unit 5804) – Programming and Coordination Unit</b> <b>Letenská 15, 118 10 Praha 1</b>
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E-mail address for submission of an electronic version: [czp-swiss@mfcf.cz](mailto:czp-swiss@mfcf.cz)

## VII. Further information

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Any queries may be sent to the Centre for Foreign Assistance **by e-mail: [czp-swiss@mfcf.cz](mailto:czp-swiss@mfcf.cz)**  
**Replies to the queries will be sent within 10 days.**

Based on an assessment of the performance of the Partnership Fund and the mutual agreement with Swiss authorities, the Call and Partnership Fund conditions may be revised.

Information on each revision shall be published at the web address: [www.swiss-contribution.cz](http://www.swiss-contribution.cz) before the effective date.