

PROGRAMME "EDUCATION" - CZECH REPUBLIC
FINANCED THROUGH EEA GRANTS - FINANCIAL MECHANISM 2014-2021
FUND FOR BILATERAL RELATIONS
1st CALL FOR PROPOSALS for PREPARATORY VISITS

Dům zahraniční spolupráce (DZS) - Czech National Agency for International Education announces the 1st Call for proposals for the funding of Preparatory visit projects (hereinafter "preparatory visits") under the Bilateral Ambitions of the Programme "Education." These projects are funded from the Fund for Bilateral Relations.

Publication date:	<i>08/11/2019</i>
Application Submission Deadline:	<i>applications may be submitted continuously from the date of the publication of the Call until the total allocation is spent, but no later than 31/10/2020 15:00 (rolling deadline);</i> <i>applications have to be submitted at least 6 weeks before the date when the visit is due to start;</i> <i>supported preparatory visits must be implemented by 31/12/2020 at the latest.</i>

1. INTRODUCTION AND OBJECTIVES

The Fund for Bilateral Relations allocated to the Programme "Education" should strengthen its bilateral profile and facilitate partnerships at a project level. The fund is relevant for:

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

2. GENERAL INFORMATION

Donor states (DS):	<i>Iceland, Liechtenstein and Norway</i>
Beneficiary state:	<i>Czech Republic</i>
Area(s) of support:	<i>Institutional cooperation at all levels of education between donor and beneficiary countries</i>
Programme Operator:	<i>Czech National Agency for International Education – Dům zahraniční spolupráce (DZS)</i>
Donor Programme Partner(s):	<i>The Norwegian Agency for International Cooperation and Quality Enhancement in Higher Education (Diku)</i> <i>The National Agency for International Education Affairs (AIBA)</i>

3. BUDGET

The total budget earmarked for this Call for proposals is € 20 000 (500 000 CZK) which comes from the EEA Grants source.

The minimum allocated grant per project is € 330 (8 250 CZK) and the maximum allocated grant per project is € 3 000 (75 000 CZK).

4. PROJECT CO-FINANCING

The grant will cover 100% of the eligible project costs.

5. ACTIVITIES

Preparatory visits will aim to help institutions from the Czech Republic and the Donor States to establish and strengthen contacts for the purpose of initiating a project¹ within the Programme “Education”.

Applicants are expected to organise preparatory visits: either a visit to an eligible partner institution in the Donor State or a visit of a donor state potential partner to a Czech institution.

The project duration is between 1-5 days including the travel time.

Eligible participants are staff member of the project promoter and partner.

6. ELIGIBLE APPLICANTS AND PARTNERS

Applicants (Project Promoters):	<ul style="list-style-type: none">• Czech pre-primary, primary and secondary schools and higher vocational schools listed in the register of the Ministry of Education, Youth and Sports of the Czech Republic;• Institutions, which have been awarded a grant within the 1st Calls for proposals in the Programme “Education”, are not eligible for funding
Project Partners:	<ul style="list-style-type: none">• Legal entities established in the Donors States

7. ELIGIBLE EXPENDITURES

- 1) Travel
- 2) Individual support for staff and professionals (subsistence)
- 3) Special needs support (additional costs related to participants with special needs)

For more information, please see the Guide for Preparatory Visits.

8. SELECTION CRITERIA

ADMINISTRATIVE AND ELIGIBILITY CRITERIA

1. The grant application has been submitted by the deadline for the submission set by the Call.
2. The grant application has been submitted using the correct application form.
3. All the relevant fields in the application form have been completed.
4. The grant application has been drawn up in English.
5. The applicant institution is eligible to receive funding.
6. All project partners are eligible to participate in the preparatory visit.
7. At least one project partner is from a Donor state.
8. The applicant institution has submitted only one application for the preparatory visit.
9. The requested grant amount complies with the limits provided in the Call.

¹ Institutional cooperation project, Mobility project, VET project or Inclusive education project

10. The application form has been signed by the legal representative of the applicant institution or a person duly authorised by the legal representative by a qualified certificate for electronic signature.
11. All relevant documents have been annexed.

Applications for preparatory visits are not eligible once the corresponding project² application has been submitted.

Non-compliance with the above criteria could lead to a rejection of the project application.

AWARD CRITERIA

1. Relevance of the project (maximum 20 points)
2. Content and duration (maximum 20 points)

To be considered for funding, proposals must score at least 25 points.

9. SELECTION PROCESS AND DECISION-MAKING

Applications shall be evaluated on a first-come, first-served basis. The assessment of an application consists of eligibility and quality checks. The aim of the formal eligibility check is to verify whether all the applications comply with the published eligibility criteria. The result of this evaluation step will be a list of applications that will further be subject to quality assessment and a list of applications rejected on formal grounds.

An expert will carry out the quality assessment according to the award criteria specified in the Call. The grant award decision will be taken by the legal representative of DZS. All applicants will be informed about the selection results in writing no later than 4 weeks after the submission of the applications.

10. HOW TO APPLY

Applicants are required to submit their applications online (via <https://eea-app.dzs.cz/eea/>), using the correct electronic form and attaching all the requested annexes:

- Letter of invitation from the host institution (in case of the staff from a Czech institution travelling to a donor state);
- Confirmation of participation (in case of a donor state staff visit to a Czech institution);
- In case the application is not signed by the legal representative, an official confirmation that the person is duly authorised by the legal representative to sign the application has to be attached.

Applicants must fill in the form in English. An electronic signature of the legal representative or a person duly authorised by the legal representative is needed to complete the application.

11. PROVISION ON PAYMENT

Payments towards preparatory visits will be in the form of advance instalments, of up to 80% of the total awarded grant amount after the signature of the Grant Agreement, and balance payments to be paid after the approval of the final project report.

12. PREVENTING DOUBLE FUNDING

Under no circumstances may the same costs be financed twice by the EEA Grants and other sources. In effect, this means that the costs for the same activity must not be covered by two different funding sources, with the exception of such cases where complementarity can clearly be proven. These special cases shall be described in the Grant Agreement.

² Institutional cooperation project, Mobility project, VET project or Inclusive education project

13. CONTACT INFORMATION

Dům zahraniční spolupráce
EEA Grants
Na Poříčí 1035/4
110 00 Prague 1
Czech Republic
www.dzs.cz

Zuzana Čilová, eeagrants@dzs.cz, +420 221 850 512

In case of queries, please contact the responsible DZS consultants. A reply will be sent within 5 working days.

14. DOCUMENTS AND GUIDELINES

- [Regulation on the implementation](#) of the EEA Financial Mechanism 2014-2021;
- [Memorandum of Understanding](#) on the implementation of the EEA Financial mechanism 2014-2021 between Iceland, the Principality of Liechtenstein, the Kingdom of Norway and the Czech Republic;
- [Guideline for Educational Programmes](#) - Rules for the establishment and implementation of programmes falling under programme area 3 “Education, Scholarships, Apprenticeships and Youth Entrepreneurship”;
- [Guide for Preparatory Visits](#) – constitutes an integral part of this Call for proposals and the conditions for participation and funding expressed therein apply in full to this Call;