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EEA GRANTS 2014-2021 PROGRAMME “EDUCATION”

**Guide for Preparatory visits
(Version November 1, 2019)**

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Introduction

This guide describes rules specific to preparatory visits under the Programme “Education” (hereinafter also referred to as the Programme). The document addresses those institutions that intend to participate in the Programme and get financial support for partner finding and preparation of the grant application.

The guide has four main parts:

Part 1 outlines the Programme and the preparatory visit action,

Part 2 describes the application and selection procedures as well as contractual requirements,

Part 3 includes detailed information about preparatory visits in a fact sheet (e.g. eligible applicants, minimum/maximum allocated grant per project, etc.).

Part 4 informs about applicable grant rates and financial provisions

1. About the Programme

The EEA Grants 2014-2021 represent the contribution of Iceland, Liechtenstein and Norway to the goal of reducing social and economic disparities within and between the European countries and of strengthening bilateral relations between the donor states and the beneficiary states, including the Czech Republic.

The main objective of the Programme “Education” in the Czech Republic is to support the fulfilment of the principal aim of the EEA Grants which it intends to do through achieving an enhanced capital and knowledge base in this country. In the field of education, special attention is given to the topics of democracy and citizenship education, as well as to inclusive education. Dům zahraniční spolupráce (DZS), as the Programme Operator, is responsible for the preparation and implementation of the Programme “Education”.

In order to support the bilateral aspect of the Programme, the Bilateral fund is used to finance preparatory visits and other activities that contribute to the overall objectives of the EEA Grants. A total of € 75 000 is assigned to the Programme “Education” for Bilateral ambitions.

Documents:

- [Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2014-2021](#)
- [Regulation on the implementation of the European Economic Area \(EEA\) Financial Mechanism 2014-2021](#)

1.1. What is a preparatory visit?

The main objective of a preparatory visit action is enhancement of cooperation between Czech and donor states' institutions.

Preparatory visit grants can be used for visiting any type of organisation that could be a potential partner in a future project¹ within the Programme "Education".

1.2. Who can apply?

In general, following Czech institutions are eligible applicants:

- pre-primary, primary, secondary and higher vocational schools listed in the register of the Ministry of Education, Youth and Sports²;
- Institutions which have been awarded a grant within the 1st Calls for proposals in the Programme "Education" are not eligible for funding

The applicant institution can submit only one application per Call.

Only legal entities are eligible applicants. Please note that the application form must be signed by the legal representative of the applicant institution using a qualified certificate for electronic signature.

1.3. Who can be a project partner?

All legal entities established in the Donor States are considered eligible project partners.

The applicant has to enter into contact with a future partner institution prior to the application submission. A *Letter of Invitation* signed by a host Donor State institution is required as an obligatory attachment of the application. If the Czech institution is hosting a preparatory visit, a *Confirmation of participation* signed by a Donor State institution should be attached to the application instead.

1.4. When and how to apply?

Applications for preparatory visits may be submitted from the Call's publication until the total allocation is spent (e.g. rolling deadline), but no later than October 31, 2020. Supported preparatory visits must be implemented by December 31, 2020 at the latest. The applicant has to apply at least 6 weeks before the starting date of the visit.

Rolling deadline means that DZS is not setting a fixed application deadline. Instead, applications will be accepted until the funds are still available or until the final deadline set in the Call.

Preparatory visit applications for a certain project³ cease to be eligible after the submission of the grant application for the respective project.

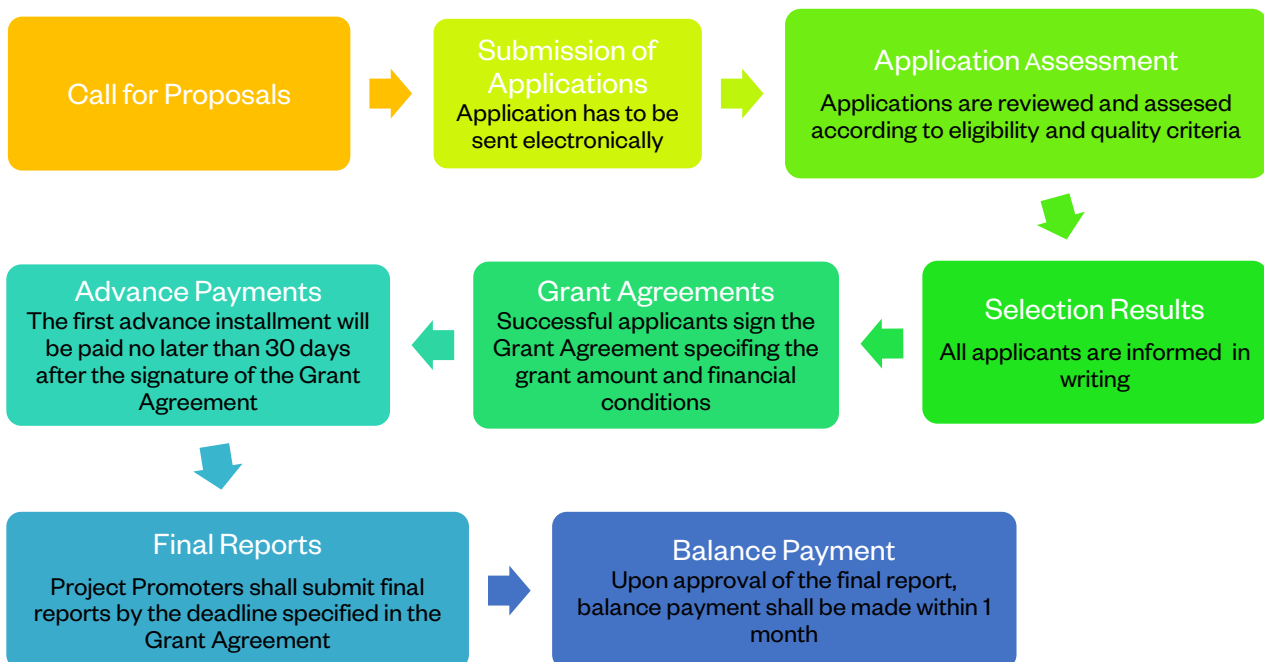
¹ Institutional cooperation project, Mobility project, VET project or Inclusive education project

² <https://profa.uiv.cz/rejskol/>

³ Institutional cooperation project, Mobility project, VET project or Inclusive education project

The application for a preparatory visit must be submitted electronically using an on-line information system provided by DZS (<https://eea-app.dzs.cz/eea/>). After the online submission of the application, the applicant will receive an automatic confirmation of the submission.

2. Administrative process



2.1. Call for Proposals

The Call is published by DZS on the website www.dzs.cz. The Call specifies eligible applicants and project partners and includes selection criteria, eligible activities and expenditure. It also states the total amount available through the Call, as well as the minimum and maximum amount of the project grant.

▪ What are the funding rules?

DZS will award a grant, up to the maximum requested amount, to applicants on the basis of information provided in the application. The requested grant must comply with the minimum and the maximum grant amount limit specified in the Call. The amount will be transferred to the applicant's account via an advance payment and final payment.

▪ Eligible expenditures

The expenditures shall meet the following criteria:

- they are incurred between the first and the final date of eligibility of the project as specified in the Grant Agreement;
- they are connected with the subject of the Grant Agreement;
- they are indicated in the detailed budget of the preparatory visit;
- they are proportionate and necessary for the implementation of the preparatory visit;
- they are used in an economic, efficient and effective manner and solely for achieving the objective(s) of the preparatory visit;

- they are identifiable and verifiable (e.g. accounting records, proofs of attendance);
- they comply with the requirements of applicable tax and social legislation.

Eligible costs assigned to preparatory visits are specified in Part 4 of this Guide.

2.2. Submission of Grant Applications

The application for a preparatory visit must be completed in English using an on-line form published via the link provided by DZS in the Call. Instructions and rules stated in the Call and in this Guide must be followed.

▪ How to fill in the application:

All applicants must be registered in the electronic information system (<https://eea-app.dzs.cz/eea/>). Start with “creating new project”, then select the Call for preparatory visits. You should fill in the application sections in the given order. Attachments should be completed as the last.

The grant application form consists of the following parts (A-G):

A. Grant application form

The applicant provides general information about the Preparatory visit project, project title (both in English and Czech) and the planned duration of the preparation visit in days.

Each project needs a sector code that describes for which purpose the fund is going to be used. Please, select one option that is most relevant to your preparatory visit.

B. Participating organisations

The applicant provides general information about itself and its partner, such as the legal name, registration number (IČ) and address. This part also includes a brief presentation of the participating organisations and their experience with project activities. It is not necessary to describe every detail about the institutions, the provided information should be relevant to the proposed preparatory visit.

The applicant provides the contact details for:

- *Legal representative* (e.g. headmaster, rector)
- *Contact person* – the contact person should be someone close to the project preparation and its implementation. The contact person may also be a participant of the preparatory visit (you do not need to enter the same person twice with a different role, rather simply tick the respective box in the form).
- *Participant* – the person undertaking a preparatory visit

Sector codes

The choice of a sector code always depends on the personal judgement. Try to answer the question: “Which area is influenced most by the project?”

Example: the applicant is a secondary vocational school and the preparatory visit is for intended project which aims to focus on health education in kindergartens. The sector code may be “early childhood education”.

C. Description of the project

This part shows applicant's motivation and readiness. The description should be brief and focused on the preparatory visit's aim and its relation to the Programme. Think the content of the preparatory visit carefully through and answer the questions as concretely as possible. Try to avoid general descriptions and vague characterizations.

D. Activities (Budget)

The preparatory visit grant takes the form of standard scales of unit costs to be found in Part 4 of this Guide. The unit costs are predefined contributions and are intended to cover the travel and subsistence costs directly linked to the mobility abroad.

These types of costs help applicants to easily calculate the requested grant amount, facilitate a realistic financial planning of the preparatory visit and report incurred expenditures during implementation.

Grants from the Bilateral fund may be up to 100% of the total eligible expenditure of the preparatory visit. The requested amount shall be expressed in CZK.

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.

E. Project financing

The application form automatically calculates the requested grant amount. Please check that you have applied for a grant for the whole stay and for all the participants. The grant increase is not possible at a later selection stage.

F. Bank account

The applicant provides the bank information which will later be used in the Grant Agreement for the purpose of advance and balance payments.

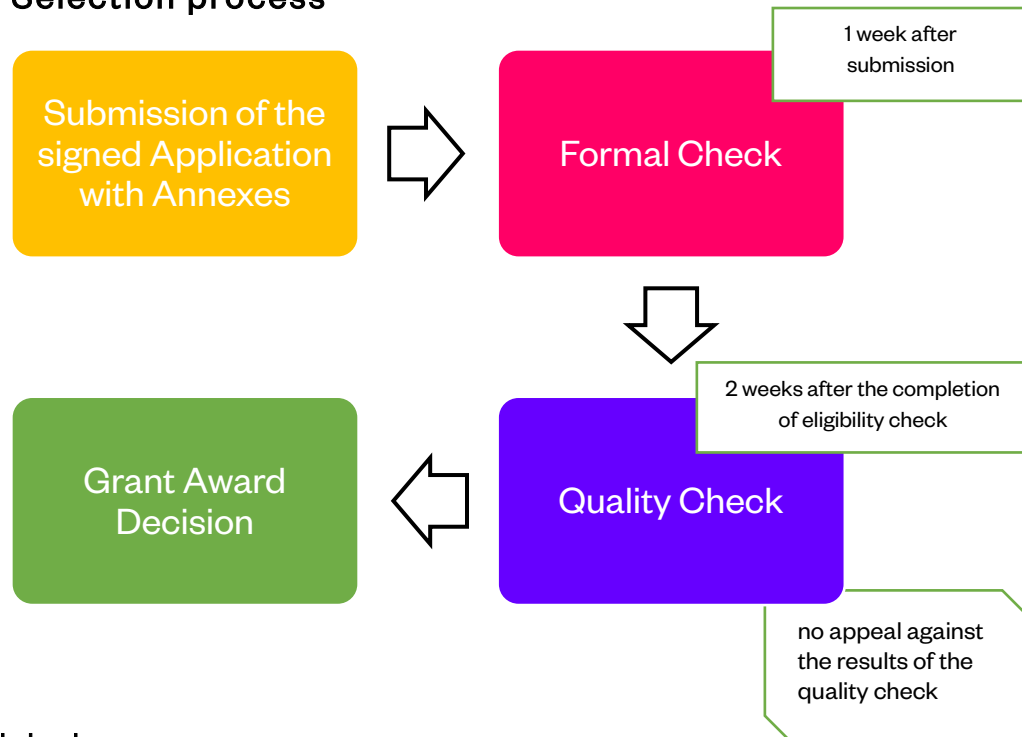
G. Declaration of Honour

The application form must be signed electronically by the legal representative of the applicant institution or a person duly authorised by the legal representative. In the latter case, the authorization for the signature of the application must be attached. A qualified certificate for electronic signature is required.

H. Annexes

The applicant should upload all the necessary annexes as specified in Part 3 of this Guide (fact sheet).

2.3. Selection process



A. Formal check

DZS checks the applications for compliance with administrative and eligibility criteria. The formal check starts after the submission of the application and should be completed within a week. This assessment will result into a list of grant applications that comply with eligibility criteria and will further be subject to quality assessment and a list of grant applications rejected on formal grounds. All applicants will be informed about the results within a week after the end of the formal check.

i. Administrative and eligibility criteria

- 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.
- All the relevant fields in the application form have been completed.
- The grant application has been drawn up in English.
- The applicant institution is eligible to receive funding.
- All the project partners are eligible to participate in the preparatory visit.
- At least one project partner is from a Donor State.
- The applicant institution has submitted only one application for the preparatory visit within the Call.
- The requested grant amount complies with the limits provided in the Call.
- The application form has been signed, using a qualified certificate for electronic signature, by the legal representative of the applicant institution or a person duly authorised by the legal representative.
- All relevant documents have been annexed.

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

In case where clerical errors are detected, the applicants will be asked to make the corrections within 2 working days from the receipt of the notification via the on-line system.

ii. Exclusion criteria

An applicant will be excluded from participating in the Programme “Education” if it is in one of the following situations: the applicant is bankrupt, subject to insolvency, in arrangement with creditors, in breach of its payment of taxes or social security contributions, has violated applicable laws and regulations or is in any analogous situation.

B. Quality check

Each application that meets eligibility criteria is assessed by an expert according to the award criteria published in the Call for proposal. Expert provides comments on the scores.

The funding rules of the Programme are largely based on unit costs (i.e. amounts are calculated per day, per participant, etc.). Experts may assess that some of the units indicated in the application form are not to be approved, even for projects reaching a high qualitative score. Consequently, DZS may reduce the awarded grant, if the project is selected for funding.

This evaluation will be finished within two weeks of the completion of the eligibility check.

C. Grant award decision

The grant award decision is made by the DZS legal representative. All the applicants will be informed about the final outcome of the selection process in writing no later than a month after the date of the application submission. In case of unsuccessful applicants, this letter will contain a brief description of the reasons for the proposal’s rejection. Within 60 days of the notification of the grant award results to the applicants, DZS

will make available the results of the grant award decision to the public on its webpage.

Award criteria

1. Relevance of the project
(max. 20 points)

2. Content and duration
(max. 20 points)

Threshold: 25 points in total

D. Appeals

There is no legal claim to obtain a grant. The applicants can appeal only against the rejection on formal grounds, appeals against the quality assessment will not be taken into account. All appeals must be delivered to the legal representative of DZS no later than 10 working days after the

delivery of the decision which is being appealed against. The appeal must be signed by an authorised person.

2.4. Grant Agreements

DZS issues the Grant Agreement to the Project promoter (the Beneficiary) and sends an accompanying message stating the final date by which the Beneficiary shall sign the Grant Agreement after which the Grant Agreement is considered rejected.

The Beneficiary is not allowed to introduce any changes to the Grant Agreement. Only clerical errors or typing mistakes can be corrected by DZS before the signature of the Agreement.

The Grant Agreement has to be signed by a legal representative of the Beneficiary institution using a qualified certificate for the electronic signature. In case the agreement is not signed by the legal representative, the Beneficiary shall send an official confirmation to DZS that the person is duly authorised by the legal representative to sign the agreement (in line with the instructions provided by DZS).

Contracts register (Registr smluv)

For grants amounted to CZK 50 000 and above, DZS publishes the Grant Agreements in the contracts register ([registr smluv](#)) without delay, usually on the day the DZS legal representative signs the Grant Agreement.

If you need a confirmation of the publication, please contact DZS.

The agreement enters into force after the signature of DZS (last of the signing parties) whose legal representative signs the Agreement without delay and before the project starts. The Beneficiary will receive an electronic version of the Grant Agreement.

2.5. Grant Agreement modifications

All changes of the Grant Agreement shall be made in writing via the on-line system. Any request for modification shall be duly justified and accompanied by supporting documents. The request shall be submitted before it is due to take effect.

Administrative changes (e.g. a change of the name or address of the Beneficiary or of its legal representative, a bank account or date of the preparatory visit in a given limit) are confirmed by DZS through a formal letter.

Substantial changes (e.g. change of the project partner) needs to be approved by DZS and the amendment to the Grant Agreement needs to be signed.

2.6. Payments and final reports

An advance payment of up to 80 % of the awarded grant will be provided to the beneficiary bank account within 30 days from the signature of the Grant Agreement.

The Beneficiary shall submit a final report within 4 weeks after the end of the visit using the form provided by DZS. The final report will be accompanied by a copy of the certificate of attendance signed by the host institution and, if applicable, by other supporting documents. The final report serves as a monitoring tool and as the Beneficiary's request for payment of the balance of the grant.

In case of unit contributions, the final grant calculation shall be based on a number of units realized (number of days and participants). In case of actual incurred expenditures, the Beneficiary shall detail the amount and include a description of goods or services.

DZS will approve the final report within 60 days from its submission by the Beneficiary. The balance payment will be done within 30 days from the approval of the final report.

2.7. Forms of grant

Unit costs (travel, subsistence) must be supported by:

- proof of attendance for each participant (Certificate of Attendance) signed by the receiving institution specifying the name of the participant and the starting and end dates;
- meeting minutes and/or programme of the preparatory visit;
- photo documentation.

A. Travel

Calculation: the grant amount is calculated by multiplying the number of participants (including the accompanying persons) per distance band by the unit cost applicable to the distance band concerned. The unit cost per distance band represents the grant amount for a return travel between the place of departure and the place of arrival.

*Example: project with 1 participant, sending institution in Prague, receiving institution in Bergen:
 $1 \times 275 = 275 \text{ EUR}$*

B. Individual support for participants (subsistence)

Calculation: the grant amount is calculated by multiplying the number of days per participant by the unit costs applicable per day for the concerned receiving country

Example: 1 member of staff of a Czech primary school travelling to Norway for 3 days: $3 \times 200 = 600 \text{ EUR}$

Actual incurred expenditures (special needs support) must be supported by:

- invoices of the incurred related costs, specifying the name and address of the body issuing the invoice, the amount and currency, and the date of the invoice, or
- receipts.

C. Special needs support

Calculation: the grant is the reimbursement of up to 100 % of the eligible costs actually incurred

Eligible costs: additional costs directly related to participants with special needs. The individual situation should be described and any particular needs and extra costs should be clearly detailed in the application form and approved by DZS (e.g. dietary requirements (gluten-free, food allergies), barrier-free accommodation or a personal assistant).

2.8. Archiving and accounting records

The Beneficiary shall keep respective originals or certified copies of documents for 10 years, commencing from January 1 following the approval of the project final report by DZS until at least December 31, 2030.

The Beneficiary shall use an accounting system that enables identification of project financial sources and project expenditures. Expenditures shall be documented with conclusive accounting documents. All

accounting transactions (facts) connected with the Project shall be duly identified and carried to account in compliance with effective legal regulations.

All invoices and cash receipts shall include information about the source of financing (EEA Grants 2014-2021) and the project number. If it is not possible to state the project number and the information about financing from the EEA Grants directly in the text on the accounting document, it shall be subsequently added in a non-erasable form - e.g. by a stamp or a (marker) pen.

2.9. Information and communication requirements

The Beneficiary shall provide DZS with visual documentation of the preparatory visits (e.g. photographs). The beneficiary shall use the logo of the EEA Grants and inform about the preparatory visit and the EEA Grants when relevant or suitable. The Beneficiary shall inform DZS (in the final report) about all the articles, websites and other communication activities related to their preparatory visit.

3. Preparatory visit fact sheet

Programme	CZ-EDUCATION
Type of project	PREPARATORY VISITS
Bilateral ambitions	Preparatory visits for institutional cooperation
Objectives and description	<p>The objective of the preparatory visit is to help schools from pre-primary to secondary levels, eligible to apply in the Programme “Education,” wishing to establish an Institutional cooperation project, Mobility project, VET project or Inclusive education project, to get to know suitable partner institutions and develop a work plan in order to prepare the application.</p> <p>Schools may apply for a grant that will enable staff members to undertake a preparatory visit. The visit may take either of the following forms:</p> <ul style="list-style-type: none"> - a visit to an eligible partner institution in the Donor States; - a visit of a potential Donor State partner to a Czech school. <p>Preparatory visits must take place in either the country of the project promoter or in the countries of Donor State partners.</p> <p>EXAMPLES OF PROJECT ACTIVITIES</p> <p>Preparatory visits allow potential partners to meet in order to:</p> <ul style="list-style-type: none"> - define the aims, objectives and methodology of a future partnership; - define partner roles, responsibilities and tasks within a future partnership; - develop a work plan for a future partnership, including the methods for monitoring, evaluation and dissemination; - draft or complete the joint project application form. <p>ELIGIBLE PARTICIPANTS</p> <ul style="list-style-type: none"> • teaching and non-teaching staff of Czech pre-primary, primary, secondary schools and higher vocational schools; • staff of the potential partner from the Donor States <p>Usually a grant is awarded to just one person per visit, but in exceptional cases, more staff members from the same institution can be awarded a grant in order to undertake a visit together. One or more potential partners from the hosting country can be visited⁴ during the preparatory visit. Applications for preparatory visits are not eligible once the corresponding project application has been submitted.</p> <p>EXPECTED PROJECT OUTPUTS</p> <p>Established contacts and/or initiation of further cooperation between Czech schools and Donor States entities</p>
Who can apply (project promoter)	<ul style="list-style-type: none"> • Czech pre-primary, primary, secondary schools and higher vocational schools listed in the register of the Ministry of Education, Youth and Sports

⁴ For the calculation of the travel distance, the location of a more distant potential partner shall be used.

Who can be a project partner	<ul style="list-style-type: none"> • Legal entities established in the Donor States (Iceland, Norway, Liechtenstein)
Partnership composition	A partnership must consist of at least one entity from the Czech Republic and one entity from the Donor States.
Duration of the preparatory visit	1-5 days including travel
Eligible costs	<ul style="list-style-type: none"> • Travel • Individual support for staff and professionals (subsistence) • Special needs support (additional costs related to participants with special needs)
Financial provisions, applicable grant tables	Please see Part 4 of this Guide
Minimum grant per project	€ 330
Maximum grant per project	€ 3 000
Project grant rate	100% of eligible costs
Payments	<ul style="list-style-type: none"> • 80% of the total awarded grant amount after the signature of the Grant Agreement; • Up to 20% after the project final report.
Award criteria	
	<ol style="list-style-type: none"> 1. Relevance of the project (maximum 20 points) <ul style="list-style-type: none"> • There is a clear link between the activities and strategy of the applicant's home institution, the proposed partnership and the purpose and content of the preparatory visit.
	<ol style="list-style-type: none"> 2. Content and duration (maximum 20 points) <ul style="list-style-type: none"> • The programme for the mobility action is clear and reasonable; its duration is realistic and appropriate.
Priorities / priority points	<ul style="list-style-type: none"> • Not applicable
Annexes of the application	<ul style="list-style-type: none"> • Letter of invitation from the host institution (in case of the staff travelling from a Czech institution to the Donor States); • 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.

4. Financial provisions, applicable grant rates

The preparatory visit grant will take the form of standard scales of unit costs contained in the Guideline for Educational programme.

Eligible costs		Financing mechanism	Amount
Travel	Contribution to travel costs of participants, from their place of location (where the sending organisation is located) to activity venue (where the receiving organisation is located) and return. For the establishment of the applicable distance band, the Project Promoter shall indicate the distance of one-way travel using the on-line distance calculator available at: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en	Scale of unit costs	Distances between 10 – 99 KM: 20 EUR per participant Distances between 100 – 499 KM: 180 EUR per participant Distances between 500 – 1999 KM: 275 EUR per participant Distances between 2000 – 2999 KM: 360 EUR per participant Distances between 3000 – 3999 KM: 530 EUR per participant Distances between 4000 – 7999 KM: 820 EUR per participant

Eligible costs		Financing mechanism	Amount
Individual support for staff and professionals	Costs directly linked to subsistence of participants during mobility	Scale of unit costs	up to the 5 th day of activity: A2.2 per day per participant
Receiving country		Staff mobility	
		Min-Max (per day)	
		A2.2	
Czech Republic		150	
Iceland		200	
Liechtenstein		200	
Norway		200	

Eligible costs		Financing mechanism	Amount	Rule of allocation
Special needs support	Additional costs related to participants with special needs	Reimbursement of portion of eligible costs	Up to 100% of eligible costs as approved by DZS	Conditional: financial support for special needs must be motivated in the application

Glossary

Applicant (Project Promoter)	participating institution/organisation that submits a grant application. The applicant is also defined as the Project Promoter
Beneficiary	if the project is selected for a grant award, the applicant becomes a beneficiary of an EEA grant. The beneficiary signs a Grant Agreement with DZS that has selected the project
Bilateral ambition	a part of the Programme "Education" to strengthen bilateral relations between the Czech Republic and Donor States through certain activities like preparatory visits, study visits, matchmaking events or promotional activities
Call for Proposals	invitation published by DZS to submit, within a given deadline, a proposal for a project that corresponds to the Programme's objectives and fulfils the required conditions. Calls for proposals are published on the DZS website
Donor States	Iceland, Liechtenstein and Norway
Grant application (proposal)	an application completed in a prescribed form and in accordance with the rules specified in the respective Call. By submitting the application to DZS, the applicant requests financing for the proposed project from the EEA Grants. Please note that the terms "proposal" and "application" are used interchangeably in this Guide
Grant Agreement	an agreement concluded between the Project Promoter and DZS that defines the amount of the contribution from the EEA Grants and subsequent contractual obligations
Partnership	an agreement between a group of participating organisations to carry out joint activities in the fields of education and training
Preparatory visit	a transnational mobility aim at visiting any type of organisation that could be a potential partner in a future project within the Programme "Education"
Project Promoter	Czech legal person, the beneficiary of a grant, having the responsibility for initiating, preparing and implementing a project. See also „Applicant“
Project partner	a legal person actively involved in and effectively contributing to the implementation of a project
Programme	a structure setting out a development strategy with a coherent set of measures to be carried out through projects with the support of the EEA Financial Mechanisms 2014-2021 and aimed at achieving agreed objectives and outcomes.