

Iceland   
Liechtenstein  
Norway grants



**EEA GRANTS 2014-2021**  
**PROGRAMME “EDUCATION”**  
**Guide for Applicants 2019**  
**(Version October 17, 2019)**

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## Introduction

This guide is a tool for everyone who would like to have a thorough knowledge of the Programme “Education” (hereinafter also referred to as the Programme). The document addresses primarily those organisations, institutions and other bodies that intend to participate in the Programme and get financial support for their educational activities.

The guide has three main parts:

**Part 1** offers a general overview of the Programme. It provides information on the involved countries, the objectives of the “Programme” and the types of possible activities to be undertaken in the “Programme”. The section addresses those who wish to obtain a general overview of the scope and the structure of the Programme.

**Part 2** offers detailed information on the procedures for grant application and the selection of projects to be supported, as well as the financial and administrative provisions linked to the award of the grant. This section aims at those who intend to submit a project proposal under the framework of the Programme “Education”.

**Part 3** describes project types under each Programme Outcome in detail. The specificity of each Call is explained in the fiches (e.g. eligible applicants, minimum/maximum allocated grant per projects, etc.).

With this in hand, we hope that everyone interested in the Programme “Education” has the tools needed to create a creative and beneficial project and to get the support from the EEA Grants to realize it.

Good luck! We are looking forward to seeing the results of your work!

# 1. About the Programme

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

## OVERALL OBJECTIVES:

- reduced social and economic disparities within the EEA
- strengthened relations between the beneficiary and the donor states

The main objective of the Programme “Education” is enhanced capital and knowledge base in the Czech Republic, through which it will also contribute to the main aim of the EEA Grants.

The financial support in the field of education is crucial for the strengthening of the Czech society based on good governance, respect for democracy, human rights and equality, therefore, a

special attention is given to the topics of democracy and citizenship education as well as to inclusive education.

## PROGRAMME OBJECTIVE:

Enhanced capital and knowledge base in the Czech Republic

The Programme “Education” builds upon the successful experience of the previous programme periods (2004-2009 and 2009-2014), which showed that a close cooperation between the partners from the Czech Republic and the Donor states and the sharing of know-how and good practices can create better Europe. To open cooperation to all levels of education and to enable more institutions to get involved, the contribution from the EEA Grants has been increased compared to the previous periods. The Programme grant amounts to €6.5 mil from the EEA source and the Czech co-financing adds another €1.1 mil., up to €7.6 mil. in total. Dům zahraniční spolupráce (DZS), as the Programme Operator, is responsible for the preparation and implementation of the Programme “Education”.

## PARTICIPATING COUNTRIES

**Donor states:** Norway, Iceland and Liechtenstein

**Beneficiary states:** Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia

### 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](#)
- [Programme Agreement - Education](#)



## 1.1. Programme Outcomes

The Programme follows a results and risk management approach. The “results chain” shows the casual relationship between **resources** and **results** over time:



### A. resources:

- **inputs** are the financial, human, material, technological and information resources used for interventions
- **activities** are the actions taken or work performed through which inputs are mobilized to produce specific outputs

### B. results:

- **outputs** are the immediate products, capital goods and services delivered by a project to the intermediaries
- **outcomes** are the short or medium-term effects of an intervention’s outputs on the intermediaries or end beneficiaries. Outcomes represent the most important result level of the Programme, see table below
- **impact / objective** is the long-term effect of changes of an intervention on the education and the society or the environment.

	The Programme “Education” consists of the following four Outcomes:	
Outcome 1	<b>Strengthened institutional cooperation at all levels of education with a special focus on democracy and citizenship</b> , see page 18	The outcome aims to innovate curricula, develop joint study programmes, transfer innovative practices or exchange good practice in the field of teaching methodologies. Special attention is given to issues related to inclusive education and education supporting democracy or civic activism. All activities are open to schools at all levels of education.
Outcome 2	<b>Improved skills and competences of students, staff and other educational experts</b> , see page 25	This outcome supports mobility of students in secondary and higher education to improve their key competences and skills reflecting the labour market needs, as well as the mobility of staff at all levels of education and other educational experts with a view of improving their personal and professional development.
Outcome 3	<b>Improved quality of work-based learning and youth entrepreneurship</b> , see page 41	This outcome aims at VET schools to support synergies between education and training, employment and labour market and the VET schools and companies. The activities are focused on study visits, redesigning curricula and training activities for VET teachers, tutors and students.
Outcome 4	<b>Increased inclusion of disadvantaged groups including the Roma population</b> , see page 52	The major emphasis will be placed on the education of teachers and multipliers working in education institutions to develop their competences and classroom-based skills. The projects focus on the inclusion of Roma pupils and students. The outcome is open not only to schools at all levels of education, but also to educational NGOs or public institutions.

## 1.2. Who can apply?

In general, eligible applicants are the Czech institutions:

- pre-primary, primary and secondary schools listed in the register of the Ministry of Education, Youth and Sports<sup>1</sup>;
- higher education institutions possessing an ECHE<sup>2</sup>;
- national (public) educational institutions active in the field of school education;
- regional authorities and municipalities acting in the area of education;
- educational Non-Governmental Organizations (NGOs)<sup>3</sup>

### What is a public institution?

In this context, a public body at the national or regional level that provides services or has an administrative area of competence that covers the whole national or regional territory and is active in the field of education.

The eligibility of each type of the applicants varies according to a particular project activity (see Part 3 of this Guide) and will be specified within a respective Call.

### NGOs

The NGO must be listed in the state register of the NGOs and its scope of activity has to be education.

The applicant institution can submit only one application per Call. In case of higher education institution (HEI), the submission of maximum one application per faculty is allowed. In addition, if HEI decides to apply on the faculty level, it cannot submit an

application on the institutional level at the same time.

In case of multiple submissions of the same application in the same selection round, DZS will always consider as valid the last version submitted before the deadline expiration. If the same or very similar applications are submitted by different applicants, they will be subject to a specific assessment and may all be rejected.

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.

### Initiating a project

Even though it is only Czech institutions that are allowed to apply (as Project Promoters), institutions from the Donor states (Project Partners) are encouraged to contact potential Czech partners and initiate potential project ideas.

## 1.3. Who can be a project partner?

Project partnerships have to be international in nature and all their activities must be bilateral/multilateral, i.e. all projects have to be prepared and implemented in cooperation with at least one legal entity from the Donor States. It

### Non-financed partners

Institutions from other Beneficiary states can participate in the project as non-financed partners.

<sup>1</sup> <https://profa.uiv.cz/rejskol/>

<sup>2</sup> Erasmus Charter for Higher Education

<sup>3</sup> <http://www.isnno.cz/evidencenov10001/DesignPages/oevidenci.aspx>

is possible to involve more institutions from the Donor States and/or the Czech Republic.

All legal entities established in the Donor States and in the Czech Republic are considered eligible project partners. In some projects, Swiss universities with respect to students and staff of the Liechtenstein nationality and VET-institutions in Switzerland, with a specific cooperation agreement with Liechtenstein, may also participate in the partnership.

Moreover, all approved partner organisations from the previous Calls can be involved in applications for other projects within the current Calls for proposals.

The applicant has to enter into contact with a future partner institution(s) prior to the application submission. A confirmed Letter of Intent signed by the applicant and the project partner involved in the proposed project is required as an obligatory attachment of the application.

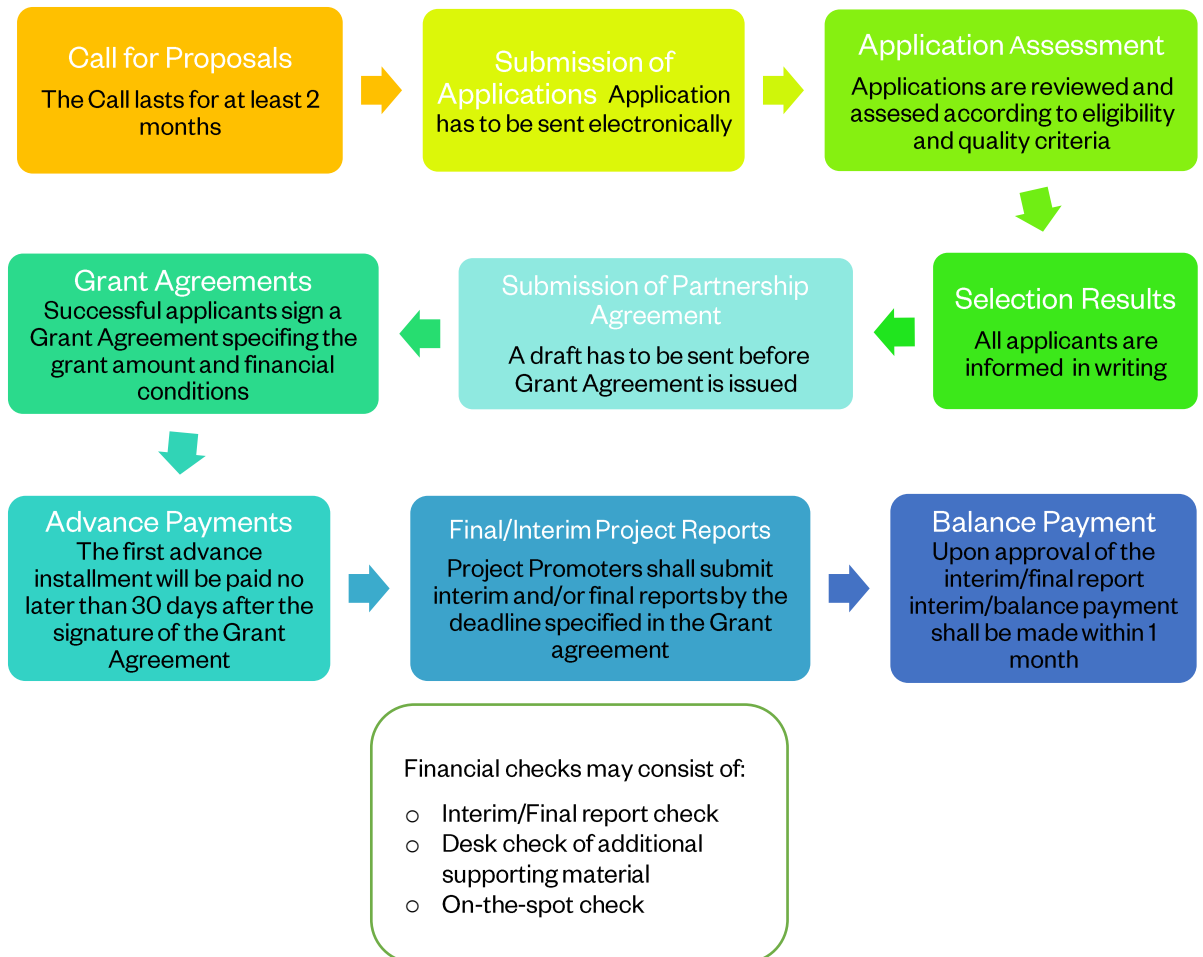
#### How the partnership works?

A Czech institution, as an applicant, has the responsibility for initiating, preparing and implementing a project.

As soon as the grant application is selected for funding, the partners have to sign **the Partnership Agreement**, which sets out the distribution of the financial contribution as well as the roles and responsibilities of the institutions involved. In addition, the distribution of the roles should also be described in the application.

## 2. Submission and selection process

### 2.1. Administrative Process



### 2.2. Calls for Proposals

The Calls are published by DZS at the website ([www.dzs.cz](http://www.dzs.cz)) and, as relevant, in printed media. The Calls specify the eligible applicants and project partners, include detailed selection criteria, eligible activities and expenditure. The Calls also state the total amount available through the Call, as well as the minimum and maximum amount of the project grant.

Calls shall be launched under each outcome on an annual basis (i.e. 12 Calls in total).

#### ▪ 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 a minimum and a maximum grant amount limit specified in a particular Call. The amount will be transferred to the applicant's account via an

advance payment and interim/final payments; the applicant is responsible for the transfer of a relevant amount to projects partners.

- **Eligible expenditures**

The expenditures need to meet the following criteria:

- they are incurred between the first and the final dates of eligibility of a project as specified in the project contract;
- they are connected with the subject of the project contract;
- they are indicated in the detailed budget of the project;
- they are proportionate and necessary for the implementation of the project;
- they are used solely for achieving the objective(s) of the project in an economic, efficient and effective manner;
- 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 outcomes/activities area specified in the Part 3 of this Guide.

- **Ineligible expenditures**

Ineligible costs are indirect costs, interest on debt, debt services charges, late payment charges, charges for financial transactions, provisions for losses or potential future liabilities, exchange losses, recoverable VAT, fines or penalties and excessive or reckless expenditure.

## **2.3. Submission of Grant Applications**

The grant application must be completed in English using an on-line form published via link provided by DZS in the Calls. Instruction and rules stated in the Call and the Guide for Applicants must be followed.

- **How to fill in the application:**

All applicants must be registered in the electronic information system. Start with “creating new project”, then select the relevant open Call. You should fill in the application sections in the given order. Attachments should be completed as the last. You can find the instructions for work with the on-line system (e.g. how to register, add users, create and submit applications, submit an appeal) in the [„Manuál pro práci s informačním systémem“](#).

### **Consultations for potential applicants**

DZS provides consultations on the preparation of the applications (either seminars for groups or individual consultations), but must not assist with the filling in of the applications in order to ensure equal treatment of all applicants.

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

## A. Grant application form

The applicant provides the general information about the project with respect to outcome, project title (both in English and Czech) and the planned duration of the project in months (12,13 or 24). In case of 24-months-long projects, activities shall be distributed evenly throughout the project period.

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

### 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?"

E.g. the applicant is a university and the project is focused on environmental education in kindergartens. The sector code may be "early childhood education".

### Legal representative and contact person

The legal representative (e.g. headmaster, rector) may also be a contact person. The contact person should be someone close to the project and its implementation. There may be several contact persons. Changes of contact persons as well as of the legal representative shall be communicated to DZS.

## B. Participating organisations

The applicant provides general information about itself and its partner (or partners), such as 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 project.

## C. Description of the project

This part shows applicant's motivation and readiness. As stated above, the description should be brief, apt and focused on the project's aims and its relation to the programme outcomes and objectives. Think the project carefully through and answer the questions as concretely as possible. Try to avoid general descriptions and vague characterizations.

### Relevance of the project

Proposed project must be relevant to the Programme objectives and outcomes.

If you are not sure whether your project idea fits to this Programme or not, please consult your project with DZS staff before the preparation of the application.

#### D. Project target groups

The applicant shall define its project's target group(s) and describe, how the target group(s) will benefit from the project.

There are two types of target groups:

- **intermediaries** are a group of people the project seeks to influence in order to achieve the results which will be further utilised in favour of the end beneficiaries. They therefore act as intermediaries between the programme and the end beneficiaries.
- **end beneficiaries** are individuals or groups expected to reap tangible benefits of an intervention

#### How to define a target group?

In case of educational projects, the intermediaries and the end beneficiaries are mainly educational institution staff (teaching and non-teaching) and students or pupils. However, some outputs are delivered directly to end beneficiaries (e.g. student mobilities) and no intermediaries are necessary.

#### E. Communication plan

The main aim of communication is to ensure the widest possible dissemination of information about the EEA Grants and the project, to raise awareness and to strengthen the transparency of information about the funding opportunities, beneficiaries and achievements. Each applicant shall create a communication plan, which should be a backbone of its communication activities during the implementation of the project. The communication plan must include:

- description of (at least) two planned information activities (e.g. events such as workshops and seminars, presentations, exhibitions)
- description of the aims and target groups of the communication – try to answer following questions: What do you want to achieve through the communication? With whom do you want to communicate and why? Do not forget, that the more you can narrow down your target groups, the easier it will be to draft a good message.
- making information on the project available on the web – either through a dedicated website or through an organisation's existing webpage
- the timeframe and communication tools
- evaluation of communication measures – set a target: e.g. How many articles will you publish? How many people will visit the events you planned? Do not forget to define the methods of evaluation (how will you measure the indicators you had set) and the sources of verification of achieved indicator values.

#### Information activities

Information activities should be proportional to the size of the project – the long and challenging projects with many partners and intellectual outputs should plan a greater event than participants of mobilities.

#### How to use logo

Please consult [the Communication and design manual](#).

## F. Risk Management

This part shows that the applicant has considered the project thoroughly and that it is circumspect enough. Think about the risks and challenges, which may occur during the project's implementation phase (e.g. project will not be finished within the deadline, the target group will not be interested in participation, the project partner will interrupt the communication) and briefly describe, how you plan to handle them.

### Risk

An event or circumstance that may affect the achievement of expected results.

## G. Budget

The project grant takes the form of the standard scales of unit costs contained in Annex I. of this Guide. The unit costs are predefined contributions and are intended to cover any activity directly linked to the implementation of the project.

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

The requested amount should be expressed in CZK.

Grants from the Programme may be up to 100% of the total eligible expenditure of the project. In case of such projects where the Project Promoter is an NGO, the project grant rate may be up to 90% of the eligible expenditure of the project.

### 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.

## H. Indicators and Policy markers

Indicators are a means to measure achievement, or to help assess development. They must be specific, observable and come from reliable data. Indicators can be quantitative or qualitative, or both.

The supported projects must contribute to the achievement of output and outcome indicators set on the Programme level ([Programme Results Framework](#)). Projects are considered more relevant to the Programme outcomes, if they address more programme indicators. Nevertheless, keep in mind that the project should be consistent and the indicators should be attainable.

Applicants have a free choice to add one or more **project indicators** – they should be precise and unambiguous, appropriate for the concept they are measuring and they should provide sufficient information on performance. Project indicators set by the applicants themselves are optional and mean no extra points during the selection process. However, these project indicators will become obligatory if the project is approved.



**Project policy markers** are codes used to identify the projects that contribute to certain politically important issues, which cannot be adequately captured through other means. The policy markers are: anti-discrimination, gender equality, Roma inclusion and empowerment, social inclusion of vulnerable groups other than the Roma and transparency and anti-corruption. **The policy markers should only be applied to a project when they explicitly advance the issue** (e.g. the policy marker “transparency and anti-corruption” – the project should really solve the issues related to that the above mentioned issues through project activities, like conducting an analysis of transparency and anti-corruption behaviour at schools. It is not sufficient to tick this marker if you, for instance, transparently choose participants of your

activities.) There are no special priority points, if the project contributes to a policy marker.

### Project policy markers

How to use the policy markers' specifications:

**Not applicable:** if the project is not specifically designed to advance the issue that the policy marker describes. NB: This option shall probably be used by most projects.

**Relevant:** if the topic is among issues that are important to the project but is not the main focus or the principle justification for the project.

**Fundamental:** If the issue is the main focus or the principle justification for the project.

### I. Summary

In the summary, the applicant provides **a brief overview** of the project, both in English and Czech. The summary will be publicly available in case your project is awarded a grant.

### Project summary

You should write a project summary in a similar way you would write an article about your project for a newspaper. A few key rules to keep in mind:

- Avoid jargon, if you need to explain a technical term, don't use it;
- Keep it short – if you can cut a word out, always cut it out;
- Avoid passive sentences.

### J. 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 such a case, the authorization for signature of the application must be attached. The qualified certificate for electronic signature is required.

### K. Annexes

A letter of intent to conclude a partnership agreement, or alternatively, a bilateral agreement, shall be annexed to each application. On the other hand, there are also annexes which are relevant only for specific situations or types of projects.

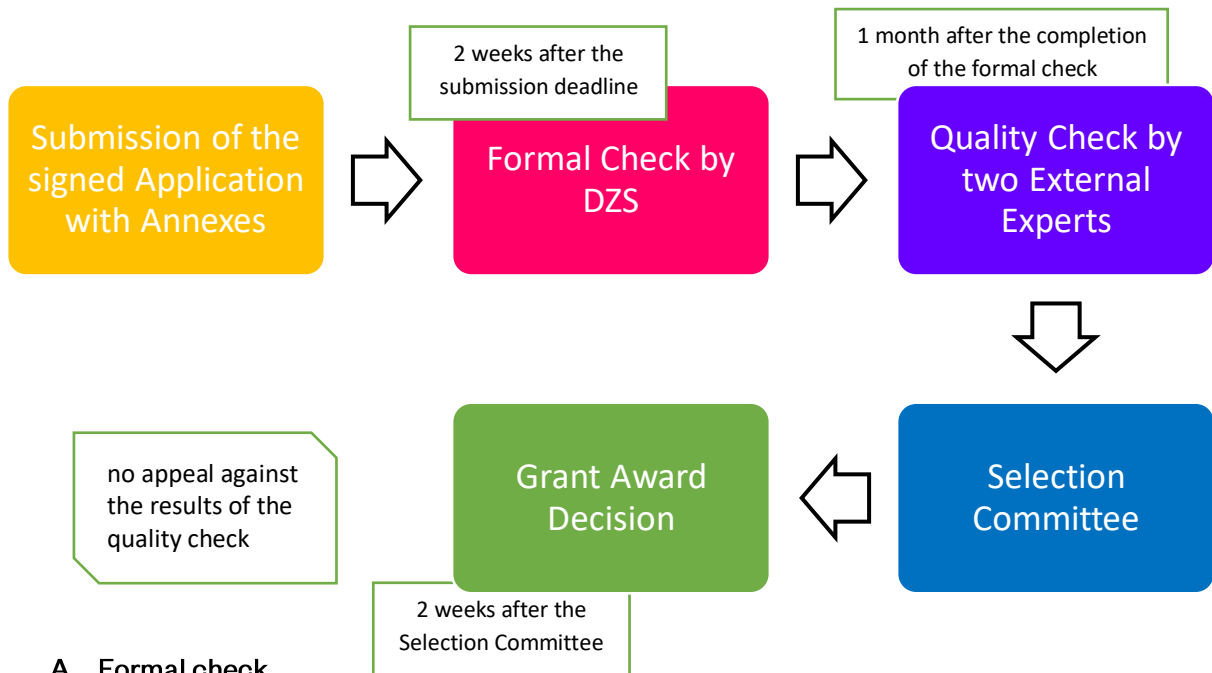
Any external consultant (natural or legal person outside the project promoter/project partner(s)) involved in the preparation of the project application must be disclosed. In such a case, the name of the person/company must be attached to the application form.

### Annexes to the applications

Do not forget to upload all the necessary annexes, which are specified for the relevant activity in Part 3 of this Guide.

A Work Programme is obligatory for applications submitted under Outcomes 1 and 4. The applicants present a list of all project activities, indicate an approximate timing and define responsible partner organisation for implementing the activity. If the activity is linked to the development of an intellectual output, an estimation of number of staff/days should be specified.

## 2.4. Selection process



DZS checks the applications for compliance with administrative and eligibility criteria. The formal check starts after the deadline for the submission and should be completed within two weeks. 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 of 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 project partners are eligible to participate in the project.
- At least one project partner is from a Donor state.
- The applicant institution has submitted only one application for the project (in case of a higher education institution (HEI), submission of max. one application per faculty is allowed).
- 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.

#### **Proof of financial capacity**

For grants exceeding 60 000 EUR, applicants (non-public institutions) need to upload the applicant's profit and loss account and the balance sheet for the last financial year for which the accounts were closed.

### 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. Evaluation by external experts (quality check)

Each application, that meets eligibility criteria, is assessed by two external experts according to the award criteria published in the Call for proposal. They provide comments on the scores. Extra points will be given to projects under certain criteria (e.g. projects focused on inclusive education or involving disadvantaged groups).

The final ranking will be done based on the average of the scores awarded by the two experts. If the

difference between the scores is more than 30 % of the higher score, a third expert will assess the project. In such cases, the average score of the two closest scores will be used.

### Award criteria

1. Relevance of the project (max. 40 points, threshold 75 % of the points)
2. Quality of the project design and implementation (max. 20 points)
3. Quality of the project team and of cooperation arrangements (max. 20 points)
4. Impact and dissemination (max. 20 points)

Threshold: 60 points in total

For detail description of award criteria please see Part 3.

The funding rules of the Programme are largely based on unit costs (i.e. amounts are calculated per day, per participant, per staff category etc.). Experts may assess that some of the units indicated in an application form are not to be considered, even for projects deserving a high qualitative scoring. They may therefore propose a reduction of these units, which consequently will determine a reduction of the grant awarded by DZS, if the project is selected for funding.

This evaluation will be finished within one month of the completion of the eligibility check.

## C. Selection Committee

The Selection Committee consists of at least three members (representatives of the Donor Programme Partners and independent experts external to DZS). The Selection Committee is provided with a ranking list based on the results of the eligibility and quality check and all the relevant documents. It will also consider the total allocation to the respective Call.

The Selection Committee will submit to DZS lists of applications:

- proposed for funding;
- proposed for rejecting;
- proposed for placing on the reserve list.

### Reserve list

Applications that scored above the threshold (at least 60% of the total points) but due to lack of funds cannot be directly supported, are placed on a reserve list.

Within indicated time period, the applicants can receive notification that their applications will be funded. This can only happen if some of the approved applicants do not accept the grant or do not sign the grant agreement.

#### **D. Grant award decision**

The grant award decision is based on the recommendation of the Selection Committee and is made by the DZS legal representative. All applicants will be informed about the final outcome of the selection process in writing not later than six months after the final date for the submission of the applications. In the case of unsuccessful applicants, it 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, the DZS will make available the results of the grant award decision to the public on its webpage.

#### **E. Appeals**

There is no legal claim to obtain a grant. The applicants can appeal only against the rejection on formal grounds, the appeals against the quality assessment will not be taken into account. All appeals must be delivered via the on-line system 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.

#### **F. Complaints**

Your complaint must be submitted in writing to the following address: Dům zahraniční spolupráce, Na Poříčí 1035/4, 110 00 Praha 1.

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When your application is selected for funding, please consult the Guide for Beneficiaries.

### 3. Types of projects (activity-specific fiches)

#### Overview

	The Programme “Education” consists of the following four Outcomes and Activities:	
Outcome 1	<b>Strengthened institutional cooperation at all levels of education with a special focus on democracy and citizenship</b> , see pages 18 - 24	<ul style="list-style-type: none"> <li>• Modernise or innovate the curricula and develop joint study programmes and courses</li> <li>• Support the development and transfer of innovative practices through peer learning and exchange of good practices</li> </ul>
Outcome 2	<b>Improved skills and competences of students, staff and other educational experts</b> , see pages 25 - 40	<ul style="list-style-type: none"> <li>• Mobility of students in higher education</li> <li>• Mobility of staff of higher education institutions</li> <li>• Mobility of students in secondary education</li> <li>• Mobility of staff other than higher education</li> </ul>
Outcome 3	<b>Improved quality of work-based learning and youth entrepreneurship</b> , see pages 40 - 51	<ul style="list-style-type: none"> <li>• Partnership – study visits</li> <li>• Partnership – redesigning curricula</li> <li>• Youth entrepreneurship</li> </ul>
Outcome 4	<b>Increased inclusion of disadvantaged groups including the Roma population</b> , see pages 52 – 55	<ul style="list-style-type: none"> <li>• Joint projects focused on the inclusion of Roma pupils and students and aim at developing competences and classroom-based skills of education professionals and multipliers</li> </ul>

## Outcome 1

<b>Programme</b>	<b>CZ-EDUCATION</b>
<b>Outcome</b>	<b>Strengthened institutional cooperation at all levels of education, with a special focus on democracy and citizenship education</b>
<b>Type of project</b>	<b>INSTITUTIONAL COOPERATION PROJECTS</b>
<b>Activity</b>	<b>Modernise or innovate the curricula and develop joint study programmes and courses</b>
<b>Objectives and description of the activity</b>	<p>The projects increase the capacities and international dimension of participating institutions, enhance their ability to offer new innovative programmes and courses that better respond to the need of individual learners and improve the overall quality of teaching and learning.</p> <p>Projects aim to modernise or innovate the curricula and develop joint study programmes and courses. In addition, the projects strengthen the bilateral cooperation between Donor States and the Czech Republic. Special attention as well as priority points are given to issues related to inclusive education, equal treatment and respect for human rights as well as to supporting civic activism and media literacy at schools at all levels of education.</p> <p>Projects can conduct research (e.g. to develop educational tools or to make the content of courses more relevant), but research as such cannot be the aim of the project.</p> <p>All project activities must take place in the countries of the project's promoter or partners.</p> <p><b>EXAMPLES OF PROJECT ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• engage in curriculum development projects or projects developing joint programmes and degrees;</li> <li>• promote the development, testing and/or implementation of innovative<sup>4</sup> practices in the fields of education;</li> <li>• integrate new technologies in education and training, and new modes of teaching and training;</li> <li>• support synergies between research, education and the world of work;</li> <li>• strengthen the cooperation between organisations with a view of establishing exchanges of knowledge and practices;</li> <li>• project meetings between institutions involved in the partnership;</li> <li>• dissemination of project experience and outcomes</li> <li>• organise events such as workshops and peer-learning events</li> </ul> <p><b>EXPECTED PROJECT OUTPUTS</b></p> <p>Projects produce intellectual outputs in the form of curricula, teaching materials, learning resources or studies.</p> <p>NB: only one quality intellectual output per project is expected</p> <ul style="list-style-type: none"> <li>• If you prepare a new course including the study materials, this shall be considered one intellectual output.</li> <li>• A multiplier event (e.g. seminars, conferences, workshops) disseminating the output realised by the project, shall not be considered an intellectual output.</li> </ul>
<b>Who can apply (project promoter)</b>	<ul style="list-style-type: none"> <li>• Czech pre-primary, primary and secondary schools listed in the register of the Ministry of Education, Youth and Sports;</li> <li>• Czech higher education institutions with ECHE</li> </ul>

<sup>4</sup> In this context, the innovation is proportional to the scale of the project and the experience of the participating organisations.

<b>Who can be a project partner</b>	<ul style="list-style-type: none"> <li>• Legal entities established in the Donor States and the Czech Republic</li> <li>• Legal entities from other Beneficiary States participating as non-financed partner</li> </ul>
<b>Project partnership composition</b>	A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states.
<b>End beneficiaries</b>	<ul style="list-style-type: none"> <li>• Students of involved institutions;</li> <li>• Teaching and non-teaching staff of involved institutions</li> </ul>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Level of satisfaction with institutional cooperation</li> <li>• Number of intellectual outputs generated by institutional cooperation projects (joint curricula, learning resource etc.);</li> <li>• Number of institutions which apply new methods for democracy and citizenship education;</li> <li>• Number of institutions which apply new methods for inclusive education (including Roma inclusion)</li> </ul>
<b>Duration of the project</b>	12 or 24 months, from 1.8.N to 31.7.N+1/31.7.N+2.
<b>Eligible costs</b>	<ul style="list-style-type: none"> <li>• Project management and implementation support</li> <li>• Transnational project meetings support (contribution to travel and subsistence cost)</li> <li>• Exceptional costs (contribution to real cost related to subcontracting or purchase of goods and services)</li> <li>• Multiplier events (contribution to the cost linked to seminars and trainings, dissemination of the intellectual outputs of the project)</li> <li>• Cost of staff assigned to the project</li> </ul>
<b>Financial provisions, applicable grant tables</b>	Please see Annex I., Tables: 8, 9, 10, 11, and 12
<b>Minimum grant per project</b>	€ 20 000
<b>Maximum grant per project</b>	€ 150 000
<b>Project grant rate</b>	100% of the total eligible expenditure of the project
<b>Payments</b>	<p>For 12 months' project duration:</p> <ul style="list-style-type: none"> <li>• 80% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• Up to 20% after the project final report</li> </ul> <p>For 24 months' project duration:</p> <ul style="list-style-type: none"> <li>• 40% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• 40% after the project interim report providing that at least 70% of the 1<sup>st</sup> instalment has been incurred</li> <li>• Up to 20% after the project final report</li> </ul>
<b>Award criteria</b>	
	<p>1. <b>Relevance of the project</b> (maximum 40 points, threshold 75% of points) The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>• the Programme objective and outcomes</li> <li>• the needs and objectives of participating organizations and the individual participants</li> <li>• the added value of the bilateral cooperation between CZ and DS</li> </ul> <p>The extent to which</p> <ul style="list-style-type: none"> <li>• the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations;</li> </ul>



	<p>2. <b>Quality of the project design and implementation</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of project activities)</li> <li>• Consistency between project objectives and proposed activities</li> <li>• Quality and feasibility of the activities and proposed methodology</li> <li>• Reasonable and justifiable budget</li> </ul>
	<p>3. <b>Quality of the project team and the cooperation arrangements</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Existence of effective mechanisms for coordination and communication between the participating organisations The extent to which:</li> <li>• the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all the aspects of the project</li> <li>• Distribution of responsibilities and tasks demonstrates the commitment and active contribution of all the participating organisations</li> </ul>
	<p>4. <b>Impact and dissemination</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Quality of measures for evaluating the outcomes of the project</li> <li>• Potential impact of the project on individual participants and on the participating organisations during and after the project lifetime</li> <li>• Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> <li>• Potential of institutional cooperation with the partners from the Donor States</li> </ul>
<b>Priorities/ priority points (maximum 10 points)</b>	<ul style="list-style-type: none"> <li>• Projects supporting democracy and citizenship education</li> <li>• Projects supporting inclusive education (including Roma inclusion)</li> </ul>
<b>Annexes of the application</b>	<ul style="list-style-type: none"> <li>• Letter(s) of intent to conclude a partnership agreement(s) (a letter of intent may be replaced by a valid bilateral agreement covering a similar type of activities);</li> <li>• Work Programme;</li> <li>• 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;</li> <li>• For grants exceeding 60 000 EUR, applicants (non-public institutions) need to upload the applicant's profit and loss account and the balance sheet for the last financial year for which the accounts were closed to give proof of their financial capacity;</li> <li>• In case any external consultant (natural or legal person outside the project promoter/project partner(s)) was involved in the preparation of the project application, the name of this person/company must be attached to the application form.</li> </ul>
<b>Application deadline</b>	19/02/2020 15:00

<b>Programme</b>	<b>CZ-EDUCATION</b>
<b>Outcome</b>	<b>Strengthened institutional cooperation at all levels of education, with a special focus on democracy and citizenship education</b>
<b>Type of project</b>	<b>INSTITUTIONAL COOPERATION PROJECTS</b>
<b>Activity</b>	<b>Support the development and transfer of innovative practices through peer learning and exchange of good practices</b>
<b>Objectives and description of the activity</b>	<p>The projects increase the capacities and international dimension of participating institutions, enhance their ability to offer new innovative programmes and courses that better respond to the need of individual learners and improve the overall quality of teaching and learning.</p> <p>Projects aim to support the development and transfer of innovative practices<sup>5</sup> through peer learning and exchange of good practice in the field of teaching methodologies including those with a special focus on integrating principles of open society into practice and preventing discrimination at schools. In addition, the projects strengthen bilateral cooperation between the Donor States and the Czech Republic. Special attention as well as priority points are given to issues related to inclusive education, equal treatment and respect for human rights as well as supporting civic activism and media literacy at schools at all levels of education.</p> <p>All project activities must take place in the countries of the project' promoter or partners.</p> <p><b>EXAMPLES OF PROJECT ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• strengthen cooperation between organisations with a view of establishing exchanges of knowledge and practices;</li> <li>• preparation and realisation of joint peer-learning events such as workshops, seminar and round tables etc. (in situ and/or on-line);</li> <li>• project meetings between institutions involved in the partnership;</li> <li>• short-term transnational mobility of staff (maximum 14 days including travel);</li> <li>• dissemination of project experience and outcomes</li> </ul> <p><b>EXPECTED PROJECT OUTPUTS</b></p> <p>Projects organise peer-learning activities such as workshops, seminars and round tables. Participating organisation will integrate the competences and experience acquired by their staff into their school development plan and/or their internationalisation strategy.</p>
<b>Who can apply (project promoter)</b>	<ul style="list-style-type: none"> <li>• Czech pre-primary, primary and secondary schools listed in the register of the Ministry of Education, Youth and Sports;</li> <li>• Czech higher education institutions with ECHE</li> </ul>
<b>Who can be a project partner</b>	<ul style="list-style-type: none"> <li>• Legal entities established in the Donor States and the Czech Republic</li> <li>• Legal entities from other Beneficiary States participating as non-financed partner</li> </ul>
<b>Project partnership composition</b>	A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states.
<b>End beneficiaries</b>	<ul style="list-style-type: none"> <li>• Students of involved institutions;</li> <li>• Teaching and non-teaching staff of involved institutions</li> </ul>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Level of satisfaction with institutional cooperation</li> <li>• Number of institutions which apply new methods for democracy and citizenship education;</li> </ul>

<sup>5</sup> In this context, the innovation is proportional to the scale of the project and the experience of the participating organisations.

	<ul style="list-style-type: none"> <li>• Number of institutions which apply new methods for inclusive education (including Roma inclusion)</li> <li>• Number of peer-learning activities carried out (workshops, seminars, round tables, etc.)</li> <li>• Number of people attending peer-learning activities</li> </ul>
<b>Duration of the project</b>	12 or 24 months, from 1.8.N to 31.7.N+1/31.7.N+2
<b>Eligible costs</b>	<ul style="list-style-type: none"> <li>• Project management and implementation support</li> <li>• Transnational project meetings support (contribution to travel and subsistence cost)</li> <li>• Travel</li> <li>• Individual support for staff and professionals (subsistence)</li> <li>• Special needs support (additional costs related to participants with special needs)</li> <li>• Exceptional costs (contribution to real cost related to subcontracting or purchase of goods and services)</li> </ul>
<b>Financial provisions, applicable grant tables</b>	Please see Annex I., Tables: 2, 3, 7, 8, 9, and 10
<b>Minimum grant per project</b>	€ 20 000
<b>Maximum grant per project</b>	€ 150 000
<b>Project grant rate</b>	100% of the total eligible expenditure of the project
<b>Payments</b>	<p>For 12 months' project duration:</p> <ul style="list-style-type: none"> <li>• 80% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• Up to 20% after the project final report</li> </ul> <p>For 24 months' project duration:</p> <ul style="list-style-type: none"> <li>• 40% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• 40% after the project interim report providing that at least 70% of the 1<sup>st</sup> instalment has been incurred</li> <li>• Up to 20% after the project final report</li> </ul>
<b>Award criteria</b>	
	<p>1. <b>Relevance of the project</b> (maximum 40 points, threshold 75% of points)</p> <p>The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>• the Programme objective and outcomes</li> <li>• the needs and objectives of participating organizations and the individual participants</li> <li>• the added value of the bilateral cooperation between CZ and DS</li> </ul> <p>The extent to which</p> <ul style="list-style-type: none"> <li>• the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations;</li> </ul>
	<p>2. <b>Quality of the project design and implementation</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of project activities)</li> <li>• Consistency between project objectives and proposed activities</li> <li>• Quality and feasibility of the activities and proposed methodology</li> <li>• Reasonable and justifiable budget</li> </ul>

	<p>3. <b>Quality of the project team and the cooperation arrangements</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Existence of effective mechanisms for coordination and communication between the participating organisations The extent to which:</li> <li>• the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all the aspects of the project</li> <li>• Distribution of responsibilities and tasks demonstrates the commitment and active contribution of all the participating organisations</li> </ul>
	<p>4. <b>Impact and dissemination</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Quality of measures for evaluating the outcomes of the project</li> <li>• Potential impact of the project on individual participants and on the participating organisations during and after the project lifetime</li> <li>• Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> <li>• Potential of institutional cooperation with the partners from the Donor States</li> </ul>
<b>Priorities/ priority points (maximum 10 points)</b>	<ul style="list-style-type: none"> <li>• Projects supporting democracy and citizenship education</li> <li>• Projects supporting inclusive education (including Roma inclusion)</li> </ul>
<b>Annexes of the application</b>	<ul style="list-style-type: none"> <li>• Letter(s) of intent to conclude a partnership agreement(s) (a letter of intent may be replaced by a valid bilateral agreement covering a similar type of mobilities);</li> <li>• Work programme;</li> <li>• 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;</li> <li>• For grants exceeding 60 000 EUR, applicants (non-public institutions) need to upload the applicant's profit and loss account and the balance sheet for the last financial year for which the accounts were closed to give proof of their financial capacity;</li> <li>• In case any external consultant (natural or legal person outside the project promoter/project partner(s)) was involved in the preparation of the project application, the name of this person/company must be attached to the application form.</li> </ul>
<b>Application deadline</b>	19/02/2020 15:00

## Outcome 2

Programme	CZ-EDUCATION
Outcome	Improved skills and competences of students, staff and other educational experts at all levels of education
Type of project	MOBILITY PROJECTS
Activity	Mobility of students in higher education
Objectives and description of the outcome	<p>Mobility of higher education students will improve the level of their key competences and skills reflecting the labour market needs. In particular, the initial teacher training mobility will be encouraged to develop student teaching skills necessary for classroom work and to strengthen their motivation to pursue a teaching career after graduation. In addition, the projects strengthen the bilateral cooperation between the Donor States and the Czech Republic. Mobility projects involve mobility to or from one or more Donor State(s). Duration of individual mobility is up to six months.</p> <p>The applicant institutions conceive their project in line with the needs of participants and according to their internal plans for internationalisation, capacity building and modernisation.</p> <p>All project activities must take place in the countries of the project promoter or in those of the partners.</p> <p><b>ELIGIBLE ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• <b>Study period abroad at a partner higher education institution:</b> this activity allows students from HEIs to undertake a study period from 2 weeks to 6 months abroad (including travel days). Student mobility for study is undertaken in the framework of the “inter-institutional agreement” previously concluded between the sending and host institutions. Students may also participate in an <b>intensive study programme</b> - a short programme of study – which must not consist of research activities, but should provide something significantly new in terms of learning opportunities, skills development, access to information, etc. A study period abroad may include a traineeship period as well. Such a combination creates synergies between the academic and the professional experience abroad (either one activity after the other or both at the same time).</li> <li>• <b>Traineeship (work placement) abroad in an enterprise or any other relevant workplace:</b> this activity allows students from HEIs to undertake a period from 1 month to 6 months abroad (including travel days). Host institutions for student traineeships are companies, training centres, research institutes, schools from pre-primary to upper secondary and HEIs or other relevant organisations. In case of <b>assistantship</b>, the eligible students are HE students-future teachers of any school subject. Wherever possible, the traineeships should be an integrated part of the student's study programme.</li> </ul> <p><b>ELIGIBLE PARTICIPANTS</b></p> <p>Students registered in a HEI and enrolled in studies leading to a recognised degree or another recognised tertiary level qualification (up to and including the level of doctorate).</p> <p><b>SELECTION OF PARTICIPANTS</b></p> <p>The sending HEIs are responsible for the selection of their students.<sup>6</sup> Students apply to their HEI which carries out the selection of participants in the mobility action. The selection of students – as well as the procedure for</p>

<sup>6</sup> The selection process can be done before the submission of the application, but regardless of this, the applicant should describe the process in the application.

	<p>awarding them a grant - must be fair, transparent, coherent and documented and shall be made available to all the parties involved in the selection process.</p> <p><b>LEARNING AGREEMENT</b></p> <p>The sending and the receiving institutions, together with the students, must have agreed on the activities to be undertaken by the students in a 'Learning Agreement' prior to the start of the mobility period. These agreements define objectives of the mobility, agenda and the content description of the learning/training programme and the expected outcomes and impact. Both the sending institution and the receiving institution shall be responsible for the quality of the mobility period abroad.</p> <p><b>CERTIFICATE OF ATTENDANCE</b></p> <p>At the end of the period abroad, the host institution must provide the student and the sending institution with a Certificate of Attendance signed by the host institution. This document shall contain the name of the student and the confirmation of the start and the end date of the mobility abroad.</p> <p><b>PARTICIPANT AGREEMENT</b></p> <p>It is recommended to conclude an agreement between the sending institution and a participant. The agreement shall specify financial arrangements and the rights and responsibilities of both parties.</p> <p><b>REPORTING</b></p> <p>At the end of the period abroad, all the students who have undertaken a mobility activity are required to complete and submit a final report.</p> <p><b>ADDITIONAL CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• A mobility period cannot combine the stays in two different countries.</li> <li>• For the participating students, the HEI of origin shall ensure full recognition of the mobility period and its outcomes, using the ECTS system. Recognition shall be made on the basis of the Learning Agreement, approved by all the parties before the start of the mobility. The EEA mobility period shall also be included in the Diploma Supplement.</li> <li>• EEA students are exempt from tuition fees or fees for enrolment, exams and access to laboratories and libraries in the hosting institution. During the EEA study/traineeship period abroad, the students will continue to receive all the scholarships or loans that they were benefiting from already in their country of origin.</li> </ul> <p><b>NB:</b> Through a single application, one institution may apply for one or several staff members or students. Individuals can apply for grants only via an eligible institution.</p>
<b>Who can apply (project promoter)</b>	<ul style="list-style-type: none"> <li>• Czech higher education institutions with ECHE</li> </ul> <p>In the case of hosting HE student-future teacher:</p> <ul style="list-style-type: none"> <li>• Czech pre-primary, primary and secondary schools listed in the register of the Ministry of Education, Youth and Sports</li> </ul>
<b>Who can be a project partner</b>	<ul style="list-style-type: none"> <li>• Legal entities established in the Donor States</li> <li>• Swiss universities with respect to students and staff of the Liechtenstein nationality (only for incoming mobility)</li> </ul>
<b>Project partnership composition</b>	A partnership project must consist of at least one entity from the Czech Republic and one entity from the Donor States.
<b>End beneficiaries</b>	Students of higher education institutions
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Level of overall satisfaction with mobility period</li> <li>• Number of ECTS credits received by the higher education students in mobility projects</li> <li>• Share of students who declare improved skills and competences through mobility</li> </ul>



	<ul style="list-style-type: none"> <li>• Number of students from the Czech Republic participating in exchanges</li> <li>• Number of students from the Donor States participating in exchanges</li> </ul>
<b>Duration of the project</b>	13 months, from 1.8.N to 31.8.N+1
<b>Eligible costs</b>	<ul style="list-style-type: none"> <li>• Travel</li> <li>• Individual support for learners (subsistence)</li> <li>• Organisational support for mobility</li> <li>• Special needs support (additional costs related to participants with special needs)</li> <li>• Linguistic support (costs linked to participants' support prior or during mobility, in order to improve the knowledge of the language they will use to study or receive training) – in case of mobility duration 2-6 months</li> <li>• Exceptional costs (costs to support participants with fewer opportunities)</li> </ul>
<b>Financial provisions applicable grant tables</b>	Please see Annex I., Tables: 1, 2, 3, 4, 5 and 6
<b>Minimum grant per project</b>	€1 500
<b>Maximum grant per project</b>	€100 000
<b>Project grant rate</b>	100% of the total eligible expenditure of the project
<b>Payments</b>	<ul style="list-style-type: none"> <li>• 80% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• Up to 20% after the project interim report providing that at least 70% of the 1<sup>st</sup> instalment has been incurred</li> </ul>
<b>Award criteria</b>	
	<p>1. <b>Relevance of the project</b> (maximum 40 points, threshold 75% of the points) The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>• the Programme objective and outcomes</li> <li>• the needs and objectives of participating organizations and individual participants</li> <li>• the added value of the bilateral cooperation between CZ and DS</li> </ul> <p>The extent to which</p> <ul style="list-style-type: none"> <li>• the proposal is suitable for producing high-quality learning outcomes for participants</li> </ul>
	<p>2. <b>Quality of the project design and implementation</b> (maximum 40 points)</p> <ul style="list-style-type: none"> <li>• Clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of project activities and follow-up)</li> <li>• Consistency between project objectives and proposed activities</li> <li>• Appropriateness of measures for selecting and/or involving participants in mobility activities</li> <li>• Quality of practical arrangements, management and support modalities</li> <li>• Quality of preparation provided to participants</li> <li>• Quality of arrangements for the recognition and validation of participant's learning outcomes (e.g. European Credit Transfer and Accumulation System (ECTS) or the European Credit System for Vocational Education and Training (ECVET))</li> </ul>

	<p>3. <b>Impact and dissemination</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Quality of measures for evaluating the outcomes of the project</li> <li>• Potential impact of the project on individual participants and on participating organisations during and after the project lifetime</li> <li>• Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> <li>• Potential of institutional cooperation with the partners from the Donor States</li> </ul>
<b>Priorities/ priority points (maximum 10 points)</b>	<ul style="list-style-type: none"> <li>• Projects supporting mobility of students from disadvantaged groups</li> <li>• Projects supporting mobility of students-future teachers</li> </ul>
<b>Annexes of the application</b>	<ul style="list-style-type: none"> <li>• Letter(s) of intent to conclude a partnership agreement(s) (a letter of intent may be replaced by a valid bilateral agreement covering a similar type of mobilities);</li> <li>• 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;</li> <li>• For grants exceeding 60 000 EUR, applicants (non-public institutions) need to upload the applicant's profit and loss account and the balance sheet for the last financial year for which the accounts were closed to give proof of their financial capacity;</li> <li>• In case any external consultant (natural or legal person outside the project promoter/project partner(s)) was involved in the preparation of the project application, the name of this person/company must be attached to the application form.</li> </ul>
<b>Application deadline</b>	12/02/2020 15:00



<b>Programme</b>	<b>CZ-EDUCATION</b>
<b>Outcome</b>	<b>Improved skills and competences of students, staff and other educational experts at all levels of education</b>
<b>Type of project</b>	<b>MOBILITY PROJECTS</b>
<b>Activity</b>	<b>Mobility of staff of higher education institutions</b>
<b>Objectives and description of the outcome</b>	<p>The mobility projects will improve the competences of HE staff linked to their professional profiles, lead to better quality of their work in favour of learners and to their increased capacity to initiate changes within their institutions. In addition, the projects strengthen the bilateral cooperation between the Donor States and the Czech Republic.</p> <p>Mobility projects involve mobility to or from one or more Donor State(s).</p> <p>The sending HEIs are responsible for the selection of their staff. The applicant institutions conceive their project in line with the needs of participants and according to their internal plans for internationalisation, capacity building and modernisation.</p> <p>All project activities must take place in the countries of the project' promoter or partners.</p> <p><b>ELIGIBLE ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• <b>Staff mobility for teaching:</b> this activity allows teaching staff to teach at a partner educational institution abroad between 1 week<sup>7</sup> and 4 weeks (including travel). A teaching activity has to comprise a minimum of 8 hours of teaching per week. If the teaching activity is combined with a training activity during a single period abroad, the minimum number of hours of teaching per week is reduced to 4 hours.</li> <li>• <b>Staff mobility for training:</b> this activity supports the professional development of teaching and non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner institution, or at another relevant organisation abroad. The mobility duration is between 1 week and 4 weeks (including travel).</li> </ul> <p>A period abroad can combine teaching and training activities.</p> <p><b>ELIGIBLE PARTICIPANTS</b></p> <p>Higher education staff (teaching and non-teaching) working in the applicant or partner institution.</p> <p><b>SELECTION OF PARTICIPANTS<sup>8</sup></b></p> <p>Staff apply to their HEI who carries out the selection of participants in the mobility action. The selection of staff – as well as the procedure for awarding them a grant - must be fair, transparent, coherent and documented and shall be made available to all parties involved in the selection process.</p> <p><b>MOBILITY AGREEMENT</b></p> <p>The sending and receiving institutions, together with the staff, must have agreed on the activities to be undertaken by staff members in a 'Mobility Agreement' prior to the start of the mobility period. These agreements define objectives of the mobility, added value of the mobility, agenda and the</p>

<sup>7</sup> 1 week = 5 working days including the travel. The minimum 3 days of working activity must be consecutive. Excursions not related to the topic of mobility or sightseeing are not considered a working activity.

<sup>8</sup> The selection process can be done before the submission of the application, but regardless of this, the applicant should describe the process in the application.

	<p>content description of the teaching/training programme and the expected outcomes and impact. Both the sending institution and the receiving institution shall be responsible for the quality of the mobility period abroad.</p> <p><b>CERTIFICATE OF ATTENDANCE</b></p> <p>At the end of the period abroad, the host institution must provide the staff and sending institution with a Certificate of Attendance signed by the host institution. This document shall contain the name of the staff and the confirmation of the start and end date of the mobility abroad.</p> <p><b>PARTICIPANT AGREEMENT</b></p> <p>It is recommended to conclude an agreement between the sending institution and a participant. The agreement shall specify financial arrangements and the rights and responsibilities of both parties.</p> <p><b>REPORTING</b></p> <p>At the end of the period abroad, all staff who have undertaken a mobility activity are required to complete and submit a final report.</p> <p><b>ADDITIONAL CONDITIONS</b></p> <p>A mobility period cannot combine the stay in two different countries.</p> <p><b>NB:</b> Through a single application, one institution may apply for one or several staff members or students.</p>
<b>Who can apply (project promoter)</b>	Czech higher education institutions with ECHE (Individuals can apply for grants only via an eligible institution.)
<b>Who can be a project partner</b>	<ul style="list-style-type: none"> <li>• Legal entities established in the Donor States</li> <li>• Swiss universities with respect to students and staff of the Liechtenstein nationality (only for incoming mobility)</li> </ul>
<b>Project partnership composition</b>	A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states.
<b>End beneficiaries</b>	<ul style="list-style-type: none"> <li>• Staff (teaching and non-teaching) of the project promoter and partners</li> <li>• Students of higher education institutions</li> </ul>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Level of overall satisfaction with the mobility period</li> <li>• Share of mobile staff and educational experts who declare they have acquired new knowledge through mobility</li> <li>• Number of staff and educational experts from the Czech Republic participating in exchanges</li> <li>• Number of staff and educational experts from the Donor States participating in exchanges</li> </ul>
<b>Duration of project</b>	13 months, from 1.8.N to 31.8.N+1
<b>Eligible costs</b>	<ul style="list-style-type: none"> <li>• Travel</li> <li>• Individual support for HE staff (subsistence)</li> <li>• Special needs support (additional costs related to participants with special needs)</li> <li>• Organisational support for mobility</li> </ul>
<b>Financial provisions applicable grant tables</b>	Please see Annex I., Tables: 1, 2, 3 and 6
<b>Minimum grant per project</b>	€1500
<b>Maximum grant per project</b>	€100 000
<b>Project grant rate</b>	100% of the total eligible expenditure of the project
<b>Payments</b>	<ul style="list-style-type: none"> <li>• 80% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• Up to 20% after the project interim report providing that at least 70% of the 1<sup>st</sup> instalment has been incurred</li> </ul>

<b>Award criteria</b>	
	<p>1. <b>Relevance of the project</b> (maximum 40 points, threshold 75% of points) The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>• the Programme objective and outcomes</li> <li>• the needs and objectives of participating organizations and individual participants</li> <li>• the added value of the bilateral cooperation between CZ and DS</li> </ul> <p>The extent to which</p> <ul style="list-style-type: none"> <li>• the proposal is suitable for producing high-quality learning outcomes for participants</li> </ul>
	<p>2. <b>Quality of the project design and implementation</b> (maximum 40 points)</p> <ul style="list-style-type: none"> <li>• Clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of project activities and follow-up)</li> <li>• Consistency between project objectives and proposed activities</li> <li>• Appropriateness of measures for selecting and/or involving participants in mobility activities</li> <li>• Quality of practical arrangements, management and support modalities</li> <li>• Quality of preparation provided to participants</li> <li>• Quality of arrangements for the recognition and validation of participants' learning outcomes (e.g. the European Credit System for Vocational Education and Training (ECVET))</li> </ul>
	<p>3. <b>Impact and dissemination</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Quality of measures for evaluating the outcomes of the project</li> <li>• Potential impact of the project on individual participants and on participating organisations during and after the project lifetime</li> <li>• Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> <li>• Potential of institutional cooperation with the partners from the Donor States</li> </ul>
<b>Priorities/ priority points</b>	none
<b>Annexes of the application</b>	<ul style="list-style-type: none"> <li>• Letter(s) of intent to conclude a partnership agreement(s) (a letter of intent may be replaced by a valid bilateral agreement covering a similar type of mobilities);</li> <li>• 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;</li> <li>• For grants exceeding 60 000 EUR, applicants (non-public institutions) need to upload the applicant's profit and loss account and the balance sheet for the last financial year for which the accounts were closed to give proof of their financial capacity;</li> <li>• In case any external consultant (natural or legal person outside the project promoter/project partner(s)) was involved in the preparation of the project application, the name of this person/company must be attached to the application form.</li> </ul>
<b>Application deadline</b>	12/02/2020 15:00

<b>Programme</b>	<b>CZ-EDUCATION</b>
<b>Outcome</b>	<b>Improved skills and competences of students, staff and other educational experts at all levels of education</b>
<b>Type of project</b>	<b>MOBILITY PROJECTS</b>
<b>Activity</b>	<b>Mobility of students in secondary education</b>
<b>Objectives and description of the outcome</b>	<p>Mobility of students in secondary education will improve the level of their key competences and skills needed at the labour market. In addition, the projects strengthen the bilateral cooperation between the Donor States and the Czech Republic.</p> <p>Mobility projects involve mobility to or from one or more Donor State(s). Duration of individual mobility is up to six months.</p> <p>Applicant institutions conceive their project in line with the needs of participants and according to their internal plans for internationalisation, capacity building and modernisation.</p> <p>All project activities must take place in the countries of the project' promoter or partners.</p> <p><b>ELIGIBLE ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• <b>Exchanges of groups of pupils to a partner school abroad:</b> this mobility action allows secondary school students to spend between 5 days and 4 weeks (excluding travel) at a host school and (preferably) in a host family. The exchange must involve a group of maximum 20 students. The aim is to offer learning experiences to students, to develop their understanding of the diversity of donor states cultures and languages, and to help them acquire competences necessary for their personal development.</li> <li>• <b>Study period abroad at a partner school:</b> this activity allows students in secondary education to undertake a study period from 1 months to 6 months (including travel) at a host school abroad. The sending and the hosting schools are expected to ensure high quality learning outcomes, to provide appropriate recognition for the involved students, and to constantly support them during their mobility period.</li> <li>• <b>Traineeship (work placement) abroad in an enterprise or at a partner school:</b> this activity allows students in secondary education to undertake a period between 5 days and 4 weeks (excluding travel) abroad. Host institutions for student traineeships are companies, training centres, secondary schools or other relevant organisations. Wherever possible, the traineeships should be an integrated part of the student's study.</li> </ul> <p><b>ELIGIBLE PARTICIPANTS</b> Students aged 14 or older, enrolled in a participating secondary school and accompanied by school staff.</p> <p><b>SELECTION OF PARTICIPANTS<sup>9</sup></b> The sending schools are responsible for the selection of their students. The selection – as well as the procedure for awarding them a grant - must be fair, transparent, coherent and documented and shall be made available to all the parties involved in the selection process.</p> <p><b>LEARNING AGREEMENT</b> The sending and the receiving institutions, together with the students, must have agreed on the activities to be undertaken by the students in a 'Learning Agreement' prior to the start of the mobility period. These agreements define objectives of the mobility, agenda and the content description of the learning/training programme and the expected outcomes and impact. Both</p>

<sup>9</sup> The selection process can be done before the submission of the application, but regardless of this, the applicant should describe the process in the application.

	<p>the sending institution and the receiving institution shall be responsible for the quality of the mobility period abroad.</p> <p><b>CERTIFICATE OF ATTENDANCE</b></p> <p>At the end of the period abroad, the host institution must provide the student and the sending institution with a Certificate of Attendance signed by the host institution. This document shall contain the name of the student and the confirmation of the start and the end date of the mobility abroad.</p> <p><b>PARTICIPANT AGREEMENT</b></p> <p>It is recommended to conclude an agreement between the sending institution and a participant. The agreement shall specify financial arrangements and the rights and responsibilities of both parties.</p> <p><b>REPORTING</b></p> <p>At the end of the period abroad, all the students who have undertaken a mobility activity are required to complete and submit a final report.</p> <p><b>ADDITIONAL CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• A mobility period cannot combine the stays in two different countries.</li> <li>• For the participating students, the sending school shall ensure full recognition of the mobility period and its outcomes, using e.g. Europass Mobility certificate or ECVET. Recognition shall be made on the basis of the Learning Agreement, approved by all the parties before the start of the mobility.</li> </ul> <p><b>NB:</b> Through a single application, one institution may apply for one or several staff members' or students mobility. Individuals can apply for grants only via an eligible institution.</p>
<b>Who can apply (project promoter)</b>	Czech secondary schools listed in the register of the Ministry of Education, Youth and Sports
<b>Who can be a project partner</b>	<ul style="list-style-type: none"> <li>• Legal entities established in the Donor States</li> <li>• VET-institutions in Switzerland, with a specific cooperation agreement with Liechtenstein</li> </ul>
<b>Project partnership composition</b>	A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states.
<b>End beneficiaries</b>	Students of secondary education
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Level of overall satisfaction with the mobility period</li> <li>• Share of students who declare improved skills and competences through mobility</li> <li>• Number of students from the Czech Republic participating in exchanges</li> <li>• Number of students from the Donor States participating in exchanges</li> </ul>
<b>Duration of the project</b>	13 months, from 1.8.N to 31.8.N+1
<b>Eligible costs</b>	<ul style="list-style-type: none"> <li>• Travel</li> <li>• Individual support for learners (subsistence)</li> <li>• Individual support for staff and professionals (subsistence) – accompanying persons<sup>10</sup></li> <li>• Organisational support for mobility</li> <li>• Special needs support (additional costs related to participants with special needs)</li> <li>• Linguistic support (costs linked to participants support prior or during a mobility, in order to improve the knowledge of the language they will use to study or receive training)</li> </ul>

<sup>10</sup> For the purpose of the mobility of students in secondary education, an accompanying person means of the sending institution who accompany the students during their mobility or a person accompanying participants with special needs.

	<ul style="list-style-type: none"> <li>Exceptional costs (costs to support participants with fewer opportunities)</li> </ul>
Financial provisions applicable grant tables	Please see Annex I., Tables: 1, 2, 3, 4, 5 and 7
Minimum grant per project	€1 500
Maximum grant per project	€100 000
Project grant rate	100% of the total eligible expenditure of the project
Payments	<ul style="list-style-type: none"> <li>80% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>Up to 20% after the project interim report providing that at least 70% of the 1<sup>st</sup> instalment has been incurred</li> </ul>
<b>Award criteria</b>	
	<p>1. <b>Relevance of the project</b> (maximum 40 points, threshold 75% of the points) The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>the Programme objective and outcomes</li> <li>the needs and objectives of participating organizations and individual participants</li> <li>the added value of the bilateral cooperation between CZ and DS</li> </ul> <p>The extent to which</p> <ul style="list-style-type: none"> <li>the proposal is suitable for producing high-quality learning outcomes for participants</li> </ul>
	<p>2. <b>Quality of the project design and implementation</b> (maximum 40 points)</p> <ul style="list-style-type: none"> <li>Clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of project activities and follow-up)</li> <li>Consistency between project objectives and proposed activities</li> <li>Appropriateness of measures for selecting and/or involving participants in mobility activities</li> <li>Quality of practical arrangements, management and support modalities</li> <li>Quality of preparation provided to participants</li> <li>Quality of arrangements for the recognition and validation of the participant's learning outcomes (e.g. Europass Mobility certificate or the European Credit System for Vocational Education and Training (ECVET))</li> </ul>
	<p>3. <b>Impact and dissemination</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>Quality of measures for evaluating the outcomes of the project</li> <li>Potential impact of the project on individual participants and on participating organisations during and after the project lifetime</li> <li>Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> <li>Potential institutional cooperation with the partners from the Donor States</li> </ul>
Priorities/ priority points (maximum 10 points)	Projects supporting mobility of students from disadvantaged groups
Annexes of the application	<ul style="list-style-type: none"> <li>Letter of intent to conclude a partnership agreement;</li> </ul>

	<ul style="list-style-type: none"> <li>• 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;</li> <li>• In the case of a VET partner from Switzerland, the copy of the cooperation agreement with Liechtenstein;</li> <li>• For grants exceeding 60 000 EUR, applicants (non-public institutions) need to upload the applicant's profit and loss account and the balance sheet for the last financial year for which the accounts were closed to give proof of their financial capacity;</li> <li>• In case any external consultant (natural or legal person outside the project promoter/project partner(s)) was involved in the preparation of the project application, the name of this person/company must be attached to the application form.</li> </ul>
<b>Application deadline</b>	12/02/2020 15:00



<b>Programme</b>	<b>CZ-EDUCATION</b>
<b>Outcome</b>	<b>Improved skills and competences of students, staff and other educational experts at all levels of education</b>
<b>Type of project</b>	<b>MOBILITY PROJECTS</b>
<b>Activity</b>	<b>Mobility of staff other than higher education</b>
<b>Objectives and description of the outcome</b>	<p>The mobility projects will improve the competences of school staff (other than HE staff) and educational experts linked to their professional profiles, they will ensure better quality of their work in favour of learners and increased capacity to initiate changes within their institutions. In addition, the projects strengthen the bilateral cooperation between the Donor States and the Czech Republic. Mobility projects involve mobility to or from one or more Donor State(s). Duration of individual mobility is between 1 week<sup>11</sup> and 2 months (including travel).</p> <p>The sending institutions are responsible for the selection of their staff. The applicant institutions conceive their project in line with the needs of participants and according to their internal plans for internationalisation, capacity building and modernisation.</p> <p>All project activities must take place in the countries of the project's promoter or partners.</p> <p><b>ELIGIBLE ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• <b>Teaching assignments:</b> this activity allows teachers or other school education staff to teach at a partner school abroad (the sending and the receiving organisations must be schools);</li> <li>• <b>Job shadowing or study visits:</b> provides an opportunity for teachers, other school staff or other educational experts to spend a period abroad at a partner school or other relevant organisation active in the field of school education.</li> </ul> <p><b>ELIGIBLE PARTICIPANTS</b></p> <p>Staff in charge of school education (teaching and non-teaching, including school managers, heads, etc.), in a working relation with the sending school(s) as well as other educational experts (school inspectors, school counsellors, pedagogical advisors, psychologists etc.) involved in the strategic development of the school(s).</p> <p><b>SELECTION OF PARTICIPANTS<sup>12</sup></b></p> <p>Staff apply to their institution which carries out the selection of participants in the mobility action. The selection of staff – as well as the procedure for awarding them a grant - must be fair, transparent, coherent and documented and shall be made available to all the parties involved in the selection process.</p> <p><b>MOBILITY AGREEMENT</b></p> <p>The sending and the receiving institutions, together with the staff, must have agreed on the activities to be undertaken by staff members in a 'Mobility Agreement' prior to the start of the mobility period. These agreements define objectives of the mobility, added value of the mobility, agenda and the content description of the teaching/training programme and the expected outcomes and impact. Both the sending institution and the receiving institution shall be responsible for the quality of the mobility period abroad.</p> <p><b>CERTIFICATE OF ATTENDANCE</b></p> <p>At the end of the period abroad, the host institution must provide the staff with a Certificate of Attendance signed by the host institution. This document</p>

<sup>11</sup> 1 week = 5 working days including travel. The minimum 3 days of working activity must be consecutive. Excursions not related to the topic of mobility or sightseeing are not considered a working activity.

<sup>12</sup> The selection process can be done before the submission of the application, but regardless of this, the applicant should describe the process in the application.



	<p>shall contain the name of the staff and the confirmation of the start and the end date of the mobility abroad.</p> <p><b>PARTICIPANT AGREEMENT</b> It is recommended to conclude an agreement between the sending institution and a participant. The agreement shall specify financial arrangements and the rights and responsibilities of both parties.</p> <p><b>REPORTING</b> At the end of the period abroad, all the staff who have undertaken a mobility activity are required to complete and submit a final report.</p> <p><b>ADDITIONAL CONDITIONS</b> A mobility period cannot combine the stays in two different countries.</p> <p><b>NB:</b> Through a single application, one institution may apply for one or several staff members' or students mobility.</p>
<b>Who can apply (project promoter)</b>	<ul style="list-style-type: none"> <li>• Czech pre-primary, primary and secondary schools listed in the register of the Ministry of Education, Youth and Sports;</li> <li>• Czech national educational institutions;</li> <li>• Czech regional authorities and municipalities acting in the area of education</li> </ul>
<b>Who can be a project partner</b>	<ul style="list-style-type: none"> <li>• Legal entities established in the Donor States</li> <li>• VET-institutions in Switzerland, with a specific cooperation agreement with Liechtenstein</li> </ul>
<b>Project partnership composition</b>	A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states.
<b>End beneficiaries</b>	<ul style="list-style-type: none"> <li>• Staff (teaching and non-teaching) of the project promoter and partners</li> <li>• Students of education institutions</li> </ul>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Level of overall satisfaction with the mobility period</li> <li>• Share of mobile staff and educational experts who declare that they have acquired new knowledge through mobility</li> <li>• Number of staff and educational experts from the Czech Republic participating in exchanges</li> <li>• Number of staff and educational experts from the Donor States participating in exchanges</li> </ul>
<b>Duration of project</b>	13 months, from 1.8.N to 31.8.N+1
<b>Eligible costs</b>	<ul style="list-style-type: none"> <li>• Travel</li> <li>• Individual support for staff and professionals (subsistence)</li> <li>• Special needs support (additional costs related to participants with special needs)</li> <li>• Organisational support for mobility</li> <li>• Linguistic support (costs linked to participants support prior or during the mobility, in order to improve the knowledge of the language they will use to teach or receive training)</li> </ul>
<b>Financial provisions grant tables</b>	Please see Annex I., Tables: 1, 2, 3, 4 and 7
<b>Minimum grant per project</b>	€1 500
<b>Maximum grant per project</b>	€100 000
<b>Project grant rate</b>	100% of the total eligible expenditure of the project
<b>Payments</b>	<ul style="list-style-type: none"> <li>• 80% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• Up to 20% after the project interim report providing that at least 70% of the 1<sup>st</sup> instalment has been incurred</li> </ul>

<b>Award criteria</b>	
	<p>1. <b>Relevance of the project</b> (maximum 40 points, threshold 75% of the points) The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>• the Programme objective and outcomes</li> <li>• the needs and objectives of participating organizations and individual participants</li> <li>• the added value of the bilateral cooperation between CZ and DS</li> </ul> <p>The extent to which</p> <ul style="list-style-type: none"> <li>• the proposal is suitable for producing high-quality learning outcomes for participants</li> </ul>
	<p>2. <b>Quality of the project design and implementation</b> (maximum 40 points)</p> <ul style="list-style-type: none"> <li>• Clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of project activities and follow-up)</li> <li>• Consistency between project objectives and proposed activities</li> <li>• Appropriateness of measures for selecting and/or involving participants in mobility activities</li> <li>• Quality of practical arrangements, management and support modalities</li> <li>• Quality of preparation provided to participants</li> <li>• Quality of arrangements for the recognition and validation of the participant's learning outcomes (e.g. the European Credit System for Vocational Education and Training (ECVET))</li> </ul>
	<p>3. <b>Impact and dissemination</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Quality of measures for evaluating the outcomes of the project</li> <li>• Potential impact of the project on individual participants and on the participating organisations during and after the project lifetime</li> <li>• Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> <li>• Potential of institutional cooperation with the partners from the Donor States</li> </ul>
<b>Priorities/ priority points</b>	none
<b>Annexes of the application</b>	<ul style="list-style-type: none"> <li>• Letter of intent to conclude a partnership agreement;</li> <li>• 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;</li> <li>• For grants exceeding 60 000 EUR, applicants (non-public institution) need to upload the applicant's profit and loss account and the balance sheet for the last financial year for which the accounts were closed to give proof of their financial capacity;</li> <li>• In case any external consultant (natural or legal person outside the project promoter/project partner(s)) was involved in the preparation of the project application, the name of this person/company must be attached to the application form;</li> <li>• In the case of a VET partner from Switzerland, the copy of the cooperation agreement with Liechtenstein.</li> </ul>
<b>Application deadline</b>	12/02/2020 15:00

### Outcome 3

<b>Programme</b>	<b>CZ-EDUCATION</b>
<b>Outcome</b>	<b>Improved quality of work-based learning and youth entrepreneurship</b>
<b>Type of project</b>	<b>VET PROJECTS</b>
<b>Activity</b>	<b>Partnership – study visits</b>
<b>Objectives and description of the activity</b>	<p>The partnerships between Czech and donor states VET schools and companies aim at increasing the capacity of VET staff and company tutors through study visits to formulate the labour market needs and integrate work based learning (WBL) into the school curricula.</p> <p>Partnerships support synergies between education and training, employment and the labour market, in order to increase the sense of initiative and entrepreneurship among young people. In addition, the partnerships strengthen the bilateral cooperation between the Donor States and the Czech Republic.</p> <p>The choice of corresponding partner companies – from either the Czech Republic or the donor states – will be the sole responsibility of the schools. The established partnerships should follow the ECVET<sup>13</sup> requirements and a Memorandum of understanding (MoU) shall be signed.</p> <p>All activities must take place in the countries of the project' promoter or partners.</p> <p><b>EXAMPLES OF LOCAL ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Testing and/or implementation of innovative practices<sup>14</sup> in the field of work based learning;</li> <li>• Designing, testing and using new documents and tools for the improvement of work based learning of students (memorandum of understanding, learning agreements, assessment tools and guidelines for tutors, updated curriculum, etc.);</li> <li>• Activities that facilitate the recognition and validation of knowledge, skills and attitudes of students acquired through work based learning;</li> <li>• Activities support the professional development of VET staff and company tutors;</li> <li>• Activities to support learners with disabilities/special needs to complete the education cycles and facilitate their transition into the labour market;</li> <li>• Enhancement of inclusive education;</li> <li>• Dissemination and transfer of results activities</li> </ul> <p>Participants of the local activities:</p> <ul style="list-style-type: none"> <li>• staff of a VET school and a partner company</li> <li>• students of a VET school</li> </ul> <p><b>MEMORANDUM OF UNDERSTANDING</b></p> <p>The Memorandum of Understanding (MoU) forms the framework for cooperation between competent institutions. In MoU, partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credits.</p> <p><b>STUDY VISITS (mandatory activity)</b></p> <ul style="list-style-type: none"> <li>• Participants of the study visit:</li> </ul>

<sup>13</sup> <http://www.ecvet-secretariat.eu/en>; <http://www.nuv.cz/projekty/ecvet>

<sup>14</sup> In this context, the innovation is proportional to the scale of the project and the experience of the participating organisations.

	<p>Outgoing - teams made of Czech VET school staff and a Czech company tutor</p> <p>Incoming - donor states VET school staff and/or a donor states' company tutor</p> <p>The number of participants of the study visit corresponds to the objectives of the visit as well as to the needs and capacity of the participating organizations.</p> <ul style="list-style-type: none"> <li>• The study visit can consist of the following activities: visiting the host institution, visiting companies that organize traineeships for students, discussions with peers, presentations and exchange of experience or job shadowing.</li> <li>• Duration of the study visit: 3-5 working days<sup>15</sup> (excluding the travel time).</li> <li>• Mobility Agreement</li> </ul> <p>The sending and the receiving institutions, together with the staff, must have agreed on the activities to be undertaken by staff members in a 'Mobility Agreement' prior to the start of the mobility period. These agreements define objectives of the mobility, added value of the mobility, agenda and the content description of the programme and the expected outcomes and impact.</p> <ul style="list-style-type: none"> <li>• Certificate of Attendance</li> </ul> <p>At the end of the period abroad, the host institution must provide the participants with a Certificate of Attendance signed by the host institution. This document shall contain the name of the staff and the confirmation of the start and the end date of the activity abroad.</p> <p><b>EXPECTED PROJECT OUTPUT</b></p> <p>The activities result in closer links between VET schools and companies and ensure better connections to the needs and opportunities offered by the labour market. Results of the study visit will be used to integrate work based learning into student trainings and/or the school curricula. At least one unit of learning outcome shall be created.</p>
<b>Who can apply (project promoter)</b>	<ul style="list-style-type: none"> <li>• Czech secondary vocational schools listed in the register of the Ministry of Education, Youth and Sports;</li> <li>• Czech higher vocational schools listed in the register of the Ministry of Education, Youth and Sports</li> </ul>
<b>Who can be a project partner</b>	<ul style="list-style-type: none"> <li>• Enterprises registered in the Czech Republic including private and public legal entities</li> <li>• Legal entities established in the Donor States</li> <li>• VET-institutions in Switzerland, with a specific cooperation agreement with Liechtenstein</li> </ul>
<b>Project partnership composition</b>	<p>A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states (or eligible VET-institutions from Switzerland). At least one partner must be an enterprise.</p> <p>Example of partnerships: Czech VET school and CZ company + DS VET school of a similar profile and/or a DS company</p>
<b>End beneficiaries</b>	<ul style="list-style-type: none"> <li>• VET staff</li> <li>• VET students</li> <li>• Company tutors</li> </ul>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Number of partnerships established, following the ECVET requirements</li> </ul>

<sup>15</sup> Excursions not related to the topic of study visit or sightseeing are not considered a working activity.

	<ul style="list-style-type: none"> <li>• Number of staff (VET teachers and tutors) from the Czech Republic participating in study visits in VET</li> <li>• Number of staff (VET teachers and tutors) from Donor States participating in study visits in VET</li> <li>• Level of satisfaction with the partnerships and cooperation developed between VET institution and companies</li> <li>• Share of staff in participating VET institutions who declare improved skills and competences</li> <li>• Share of company tutors who declare improved skills and competences</li> </ul>
<b>Duration of the project</b>	13 months, from 1.8.N to 31.8.N+1
<b>Eligible costs</b>	<ul style="list-style-type: none"> <li>• Project management and implementation support</li> <li>• Travel</li> <li>• Individual support for staff and professionals (subsistence)</li> <li>• Special needs support (additional costs related to participants with special needs)</li> <li>• Linguistic support (costs linked to participants support prior to mobility, in order to improve the knowledge of the language they will use during the mobility)</li> </ul>
<b>Financial provisions, applicable grant tables</b>	Please see Annex I., Tables: 2, 3, 4, 7 and 8
<b>Minimum grant per project</b>	€ 10 000
<b>Maximum grant per project</b>	€ 50 000
<b>Project grant rate</b>	100% of the total eligible expenditure of the project
<b>Payments</b>	<ul style="list-style-type: none"> <li>• 80% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• Up to 20% after the project final report</li> </ul>
<b>Award criteria</b>	
	<p>1. <b>Relevance of the project</b> (maximum 40 points, threshold 75% of the points) The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>• the Programme objective and outcomes;</li> <li>• the needs and objectives of participating organizations and the individual participants;</li> <li>• the added value of the bilateral cooperation between CZ and DS</li> </ul>
	<p>2. <b>Quality of the project design and implementation</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of project activities and follow-up)</li> <li>• Feasibility of the suggested activities and measures</li> <li>• Reasonable and justifiable budget</li> </ul>
	<p>3. <b>Quality of the project team and the cooperation arrangements</b> (maximum 20 points) The extent to which:</p> <ul style="list-style-type: none"> <li>• the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all the aspects of the project;</li> </ul>

	<ul style="list-style-type: none"> <li>the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all the participating organisations</li> </ul>
	<p>4. <b>Impact and dissemination</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>Quality of measures for evaluating the outcomes of the project</li> <li>Potential impact of the project on individual participants and on the participating organisations during and after the project lifetime</li> <li>Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> <li>Impact on a long-term collaboration among the partners</li> </ul>
<b>Priorities/ priority points (maximum 10 points)</b>	<ul style="list-style-type: none"> <li>Projects supporting social inclusion (including Roma)</li> <li>VET schools in disadvantaged areas<sup>16</sup></li> <li>VET schools enrolling students from disadvantaged groups (including Roma)</li> </ul>
<b>Annexes of the application</b>	<ul style="list-style-type: none"> <li>Letter of intent to conclude a partnership agreement;</li> <li>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;</li> <li>In the case of a VET partner from Switzerland, the copy of the cooperation agreement with Liechtenstein;</li> <li>In case any external consultant (natural or legal person outside the project promoter/project partner(s)) was involved in the preparation of the project application, the name of this person/company must be attached to the application form.</li> </ul>
<b>Application deadline</b>	04/03/2020 15:00

<sup>16</sup> Disadvantaged areas are the following NUTS regions: (CZ041) Region Karlovy Vary; (CZ042) Region Ústí nad Labem, (CZ080) Moravian – Silesian region

<b>Programme</b>	<b>CZ-EDUCATION</b>
<b>Outcome</b>	<b>Improved quality of work-based learning and youth entrepreneurship</b>
<b>Type of project</b>	<b>VET PROJECTS</b>
<b>Activity</b>	<b>Partnership – redesigning curricula</b>
<b>Objectives and description of the activity</b>	<p>The partnerships between Czech and donor states' VET schools and companies aim at re-designing curricula to match the needs of the local labour market, with an option of integrating short-term pilot international mobility for VET students.</p> <p>Partnerships support synergies between education and training, employment and the labour market, in order to increase the sense of initiative and entrepreneurship among young people. In addition, the partnerships strengthen the bilateral cooperation between the Donor States and the Czech Republic.</p> <p>The choice of corresponding partner companies – from either the Czech Republic or the donor states – will be the sole responsibility of the schools. The established partnerships should follow the ECVET<sup>17</sup> requirements and a Memorandum of understanding (MoU) shall be signed.</p> <p>All project activities must take place in the countries of the project' promoter or partners.</p> <p><b>EXAMPLES OF LOCAL ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Testing and/or implementation of innovative practices<sup>18</sup> in the field of work based learning;</li> <li>• Designing, testing and using new documents and tools for the improvement of work based learning of students (memorandum of understanding, learning agreements, assessment tools and guidelines for tutors, updated curriculum, etc.);</li> <li>• Activities that facilitate the recognition and validation of knowledge, skills and attitudes of students acquired through work based learning;</li> <li>• Activities that support the professional development of VET staff and company tutors;</li> <li>• Activities that support learners with disabilities/special needs to complete education cycles and facilitate their transition into the labour market;</li> <li>• Activities that support disadvantaged groups of students in access to retention and completion of education e.g. through second chance programmes;</li> <li>• Enhancement of inclusive education;</li> <li>• Dissemination and transfer of results activities</li> </ul> <p>Participants of local activities:</p> <ul style="list-style-type: none"> <li>• staff of a VET school and a partner company</li> <li>• students of a VET school</li> </ul> <p><b>MEMORANDUM OF UNDERSTANDING</b></p> <p>The Memorandum of Understanding (MoU) forms the framework for cooperation between competent institutions. In MoU, partner organisations mutually accept their respective criteria and procedures for quality assurance, assessment, validation and recognition of knowledge, skills and competence for the purpose of transferring credits.</p>

<sup>17</sup> <http://www.ecvet-secretariat.eu/en>; <http://www.nuv.cz/projekty/ecvet>

<sup>18</sup> In this context, the innovation is proportional to the scale of the project and the experience of the participating organisations.



	<p><b>OPTIONAL - SHORT-TERM PILOT INTERNATIONAL MOBILITY FOR VET STUDENTS</b></p> <ul style="list-style-type: none"> <li>• Participants: <ul style="list-style-type: none"> <li>- Czech VET students;</li> <li>- Persons accompanying VET students</li> </ul> </li> <li>• Eligible activities during mobility: traineeship for student(s) with the aim to test and implement results of the cooperation between the project promotor and the project partner(s). Activity can take the form of a full work placement or a combination of school based learning and a work placement in a partner VET school or a company in a donor state.</li> <li>• Duration of mobility: 1-2 weeks (including the travel time)</li> <li>• Learning Agreement</li> </ul> <p>The sending and the receiving institutions, together with the student, must have agreed on the activities to be undertaken by the student in a 'Learning Agreement' prior to the start of the mobility period. These agreements define objectives of the mobility, added value of the mobility, agenda and the content description of the learning programme and the expected outcomes and impact.</p> <ul style="list-style-type: none"> <li>• Certificate of Attendance</li> </ul> <p>At the end of the period abroad, the host institution must provide the participant with a Certificate of Attendance signed by the host institution. This document shall contain the name of the student and the confirmation of the start and the end date of the activity abroad.</p> <ul style="list-style-type: none"> <li>• Participant Agreement</li> </ul> <p>It is recommended to conclude an agreement between the sending institution and a participant. The agreement shall specify financial arrangements and the rights and responsibilities of both parties.</p> <p><b>EXPECTED PROJECT OUTPUTS</b></p> <p>The activities result in closer links between VET schools and companies and ensure better connections to the needs and opportunities offered by the labour market. Partnerships re-design school curricula to match the needs of the local labour market and create at least one unit of learning outcome.</p>
<b>Who can apply (project promoter)</b>	<ul style="list-style-type: none"> <li>• Czech secondary vocational schools listed in the register of the Ministry of Education, Youth and Sports</li> <li>• Czech higher vocational schools listed in the register of the Ministry of Education, Youth and Sports</li> </ul>
<b>Who can be a project partner</b>	<ul style="list-style-type: none"> <li>• Enterprises registered in the Czech Republic including private and public legal entities</li> <li>• Legal entities established in the Donor States</li> <li>• VET-institutions in Switzerland, with a specific cooperation agreement with Liechtenstein</li> </ul>
<b>Project partnership composition</b>	<p>A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states (or eligible VET-institutions from Switzerland). At least one partner must be an enterprise.</p> <p>Example of partnerships: Czech VET school and CZ company + DS VET school of a similar profile and/or a DS company</p>
<b>End beneficiaries</b>	<ul style="list-style-type: none"> <li>• VET staff</li> <li>• VET students</li> <li>• Company tutors</li> </ul>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Number of partnerships established, following the ECVET requirements</li> </ul>



	<ul style="list-style-type: none"> <li>• Number of curricula re-designed by VET schools and companies to match the needs of the local labour market</li> <li>• Level of satisfaction with the partnerships and cooperation developed between VET institution and companies</li> <li>• Share of staff in participating VET institutions who declare improved skills and competences</li> <li>• Share of company tutors who declare improved skills and competences</li> </ul>
<b>Duration of the project</b>	13 months, from 1.8.N to 31.8.N+1
<b>Eligible costs</b>	<ul style="list-style-type: none"> <li>• Project management and implementation support</li> <li>• Cost of staff assigned to the project</li> <li>• Transnational project meetings</li> </ul> <p>In case of mobility activities (pilot VET student mobility):</p> <ul style="list-style-type: none"> <li>• Travel</li> <li>• Individual support for staff and professionals (subsistence) - accompanying person</li> <li>• Individual support for learners (subsistence)</li> <li>• Special needs support (additional costs related to participants with special needs)</li> <li>• Exceptional costs (costs to support participants with fewer opportunities)</li> <li>• Linguistic support (costs linked to participants' support prior to mobility, in order to improve the knowledge of the language they will use during the mobility)</li> </ul>
<b>Financial provisions, applicable grant tables</b>	Please see Annex I., Tables: 2, 3, 4, 5, 7, 8, 9 and 12
<b>Minimum grant per project</b>	€ 10 000
<b>Maximum grant per project</b>	€ 50 000
<b>Project grant rate</b>	100% of the total eligible expenditure of the project
<b>Payments</b>	<ul style="list-style-type: none"> <li>• 80% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• Up to 20% after the project final report</li> </ul>
<b>Award criteria</b>	
	<p>1. <b>Relevance of the project</b> (maximum 40 points, threshold 75% of all the points)</p> <p>The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>• the Programme objective and outcomes</li> <li>• the needs and objectives of participating organizations and individual participants</li> <li>• the added value of the bilateral cooperation between CZ and DS</li> </ul>
	<p>2. <b>Quality of the project design and implementation</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of project activities and follow-up)</li> <li>• Feasibility of the suggested activities and measures</li> <li>• Reasonable and justifiable budget</li> </ul>
	<p>3. <b>Quality of the project team and the cooperation arrangements</b> (maximum 20 points)</p>

	<p>The extent to which:</p> <ul style="list-style-type: none"> <li>• the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all aspects of the project</li> <li>• the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all the participating organisations</li> </ul>
	<p>4. <b>Impact and dissemination</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Quality of measures for evaluating the outcomes of the project</li> <li>• Potential impact of the project on individual participants and on the participating organisations during and after the project lifetime</li> <li>• Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> <li>• Impact on a long-term collaboration among the partners</li> </ul>
<b>Priorities/ priority points (maximum 10 points)</b>	<ul style="list-style-type: none"> <li>• Projects supporting social inclusion (including Roma)</li> <li>• VET schools in disadvantaged areas<sup>19</sup></li> <li>• VET schools enrolling students from disadvantaged groups (including Roma)</li> </ul>
<b>Annexes of the application</b>	<ul style="list-style-type: none"> <li>• Letter of intent to conclude a partnership agreement;</li> <li>• 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;</li> <li>• In the case of a VET partner from Switzerland, the copy of the cooperation agreement with Liechtenstein;</li> <li>• In case any external consultant (natural or legal person outside the project promoter/project partner(s)) was involved in the preparation of the project application, the name of this person/company must be attached to the application form.</li> </ul>
<b>Application deadline</b>	04/03/2020 15:00

<sup>19</sup> Disadvantaged areas are the following NUTS regions: (CZ041) Region Karlovy Vary; (CZ042) Region Ústí nad Labem, (CZ080) Moravian – Silesian region

<b>Programme</b>	<b>CZ-EDUCATION</b>
<b>Outcome</b>	<b>Improved quality of work-based learning and youth entrepreneurship</b>
<b>Type of project</b>	<b>VET PROJECTS</b>
<b>Activity</b>	<b>Youth entrepreneurship</b>
<b>Objectives and description of the activity</b>	<p>Joint projects support synergies between education and training, employment and the labour market, in order to increase the sense of initiative and entrepreneurship among young people. In addition, the partnerships strengthen the bilateral cooperation between the Donor States and the Czech Republic.</p> <p>The projects between Czech and donor states VET schools aim at preparation and implementation of</p> <ul style="list-style-type: none"> <li>• training activities for VET students to support the sense of entrepreneurship among young people;</li> <li>• special training modules and courses to increase the knowledge and ability of teachers and tutors to understand and address the topic of youth entrepreneurship.</li> </ul> <p>The activities result into closer links between VET schools and companies and ensure better connections to the needs and opportunities offered by the labour market.</p> <p>All project activities must take place in the countries of the project's promoter or partners.</p> <p><b>EXAMPLES OF LOCAL ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• Testing and/or implementation of innovative practices<sup>20</sup> in the field of entrepreneurship;</li> <li>• Establishing partnerships with the world of work;</li> <li>• Student firms;</li> <li>• Development of students' skills and competences with respect to the needs of the labour market by encouraging initiative, innovation and creativity;</li> <li>• Promotion of youth entrepreneurship opportunities;</li> <li>• Activities to support the professional development of VET staff and company tutors;</li> <li>• Activities to support learners with disabilities/special needs to complete education cycles and facilitate their transition into the labour market;</li> <li>• Enhancement of inclusive education;</li> <li>• Project meetings between institutions involved in the partnership;</li> <li>• Transnational teaching or training activities for project staff members up to 14 days (including travel);</li> <li>• Dissemination and transfer of results activities</li> </ul> <p><b>EXPECTED PROJECT OUTPUTS</b></p> <p>The project organizes at least one training activity for students or staff.</p>
<b>Who can apply (project promoter)</b>	<ul style="list-style-type: none"> <li>• Czech secondary vocational schools listed in the register of the Ministry of Education, Youth and Sports</li> <li>• Czech higher vocational schools listed in the register of the Ministry of Education, Youth and Sports</li> </ul>
<b>Who can be a project partner</b>	<ul style="list-style-type: none"> <li>• Legal entities established in the Donor States</li> <li>• VET-institutions in Switzerland, with a specific cooperation agreement with Liechtenstein</li> <li>• Companies registered in the Czech Republic including private and public legal entities</li> </ul>

<sup>20</sup> In this context, the innovation is proportional to the scale of the project and the experience of the participating organisations.

<b>Project partnership composition</b>	<p>A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states (or eligible VET-institutions from Switzerland).</p> <p>Example of partnerships: Czech VET school + DS VET school of a similar profile (+ company either CZ or DS)</p>
<b>End beneficiaries</b>	<ul style="list-style-type: none"> <li>• VET staff</li> <li>• VET students</li> <li>• Company tutors</li> </ul>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Level of satisfaction with the partnerships and cooperation developed between VET institutions and companies</li> <li>• Share of staff in participating VET institutions who declare improved skills and competences</li> <li>• Share of company tutors who declare improved skills and competences</li> <li>• Share of participating VET students who declare to be better aware of youth entrepreneurship opportunities</li> <li>• Number of VET students receiving training to support the sense of entrepreneurship</li> <li>• Number of training modules/courses for teachers and tutors realised</li> </ul>
<b>Duration of the project</b>	13 months, from 1.8.N to 31.8.N+1
<b>Eligible costs</b>	<ul style="list-style-type: none"> <li>• Project management and implementation support</li> <li>• Cost of staff assigned to the project</li> <li>• Transnational project meetings support (contribution to travel and subsistence cost)</li> </ul> <p>Transnational teaching or training activities (project staff)</p> <ul style="list-style-type: none"> <li>• Travel</li> <li>• Individual support for staff and professionals (subsistence)</li> <li>• Special needs support (additional costs related to participants with special needs)</li> </ul>
<b>Financial provisions, applicable grant tables</b>	Please see Annex I., Tables: 2, 3, 7, 8, 9 and 12.
<b>Minimum grant per project</b>	€ 10 000
<b>Maximum grant per project</b>	€ 50 000
<b>Project grant rate</b>	100% of the total eligible expenditure of the project
<b>Payments</b>	<ul style="list-style-type: none"> <li>• 80% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• Up to 20% after the project final report</li> </ul>
<b>Award criteria</b>	
	<p>1. <b>Relevance of the project</b> (maximum 40 points, threshold 75% of the points) The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>• the Programme objective and outcomes</li> <li>• the needs and objectives of participating organizations and the individual participants</li> <li>• the added value of the bilateral cooperation between CZ and DS</li> </ul>
	<p>2. <b>Quality of the project design and implementation</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Clarity, completeness and quality of all the phases of the project</li> </ul>

	<p>proposal (preparation, implementation of project activities and follow-up)</p> <ul style="list-style-type: none"> <li>• Feasibility of suggested activities and measures</li> <li>• Reasonable and justifiable budget</li> </ul>
	<p><b>3. Quality of the project team and the cooperation arrangements</b> (maximum 20 points)</p> <p>The extent to which:</p> <ul style="list-style-type: none"> <li>• the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all the aspects of the project;</li> <li>• the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all the participating organisations</li> </ul>
	<p><b>4. Impact and dissemination</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>• Quality of measures for evaluating the outcomes of the project</li> <li>• Potential impact of the project on individual participants and on the participating organisations during and after the project lifetime</li> <li>• Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> <li>• Impact on a long-term collaboration among the partners</li> </ul>
<b>Priorities/ priority points (maximum 10 points)</b>	<ul style="list-style-type: none"> <li>• Projects supporting social inclusion (including Roma)</li> <li>• VET schools in disadvantaged areas<sup>21</sup></li> <li>• VET schools enrolling students from disadvantaged groups (including Roma)</li> </ul>
<b>Annexes of the application</b>	<ul style="list-style-type: none"> <li>• Letter of intent to conclude a partnership agreement;</li> <li>• 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;</li> <li>• In the case of a VET partner from Switzerland, the copy of the cooperation agreement with Liechtenstein;</li> <li>• In case any external consultant (natural or legal person outside the project promoter/project partner(s)) was involved in the preparation of the project application, the name of this person/company must be attached to the application form.</li> </ul>
<b>Application deadline</b>	04/03/2020 15:00

<sup>21</sup> Disadvantaged areas are the following NUTS regions: (CZ041) Region Karlovy Vary; (CZ042) Region Ústí nad Labem, (CZ080) Moravian – Silesian region

## Outcome 4

<b>Programme</b>	<b>CZ-EDUCATION</b>
<b>Outcome</b>	<b>Increased inclusion of disadvantaged groups including the Roma population</b>
<b>Type of project</b>	<b>INCLUSIVE EDUCATION PROJECTS</b>
<b>Activity</b>	<b>Joint projects aim at developing competences and classroom-based skills of education professionals and multipliers</b>
<b>Objectives and description of the outcome</b>	<p>The projects enhance the organisational capacity of educational institutions to ensure the improvement of the situation of Roma students/pupils. Major emphasis is placed on raising awareness about this issue in the education of teachers of pre-primary, primary and secondary schools.</p> <p>Projects seek to develop the competences and classroom-based skills of education professionals and multipliers working in education institutions, in particular those tasked with supporting inclusive approaches and working with Roma pupils. In addition, the projects strengthen the bilateral cooperation between the Donor States and the Czech Republic.</p> <p>Projects activities focus on the training of teachers and multipliers, on follow-up and mentoring, ongoing monitoring and the evaluation and update of training curricula.</p> <p>Teachers undergoing the training shall receive long-term support from the project, at least during the project duration.</p> <p>All project activities must take place in the countries of the project' promoter or partners from the donor states.</p> <p><b>EXAMPLES OF PROJECT ACTIVITIES</b></p> <ul style="list-style-type: none"> <li>• promote the development, testing and/or implementation of innovative practices in the fields of education;</li> <li>• develop teachers' skills with respect to inclusive education of Roma pupils;</li> <li>• strengthen the cooperation between organisations with a view of establishing the exchanges of knowledge and practices;</li> <li>• project meetings between the institutions involved in the partnership;</li> <li>• transnational teaching or training activities for staff members of the applicant or project partners up to 14 days (including travel);</li> <li>• dissemination of project experience and outcomes.</li> </ul> <p><b>EXPECTED PROJECT OUTPUTS</b></p> <p>Projects provide the training of teachers and multipliers on topics related to inclusive education of Roma pupils. Trained teachers shall use and/or integrate acquired methods into their classroom practice.</p> <p><b>ELIGIBLE PARTICIPANTS FOR TRAININGS SUPPORTED THROUGH THE BUDGET CATEGORY "MULTIPLIER EVENTS"</b></p> <ul style="list-style-type: none"> <li>• teaching staff of pre-primary, primary and secondary schools;</li> <li>• teacher trainers or educational leaders/managers (multipliers) in respect to the above mentioned teaching staff;</li> </ul> <p><b>NB:</b> staff of the project promotor and project partner(s) are not eligible participants</p>
<b>Who can apply (project promoter)</b>	<ul style="list-style-type: none"> <li>• Czech educational NGOs;</li> <li>• Czech public institutions<sup>22</sup>;</li> <li>• Czech pre-primary, primary and secondary schools listed in the register of the Ministry of Education, Youth and Sports;</li> </ul>

<sup>22</sup> Public institution = in this context, we mean a public body at the national or regional level that provides services or has an administrative area of competence that covers the whole national or regional territory and is active in the field of education.

	<ul style="list-style-type: none"> <li>• Czech higher education institutions with ECHE</li> </ul>
<b>Who can be a project partner</b>	<ul style="list-style-type: none"> <li>• Legal entities established in the Donor States and the Czech Republic</li> <li>• Legal entities from other Beneficiary States participating as non-financed partner</li> </ul>
<b>Project partnership composition</b>	A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states.
<b>End beneficiaries</b>	<ul style="list-style-type: none"> <li>• Students from disadvantaged or other groups</li> <li>• School staff</li> </ul>
<b>Indicators</b>	<ul style="list-style-type: none"> <li>• Share of teachers/multipliers who declare better skills/competencies related to inclusive education</li> <li>• Number of students benefitting from improved skills of the teachers (disaggregated by Roma)</li> <li>• Number of teachers/multipliers trained in the methodology of inclusive education</li> <li>• Number of teachers/multipliers trained in the methodology contributing to Roma inclusion</li> </ul>
<b>Duration of the project</b>	12 or 24 months, from 1.8.N to 31.7.N+1 / 31.7.N+2
<b>Eligible costs</b>	<ul style="list-style-type: none"> <li>• Project management and implementation support</li> <li>• Transnational project meetings support (contribution to travel and subsistence cost)</li> <li>• Exceptional costs (contribution to real cost related to subcontracting or purchase of goods and services)</li> <li>• Cost of staff assigned to the project</li> <li>• Multiplier events (contribution to the cost linked to seminars and trainings, disseminating the intellectual outputs of the project)<sup>23</sup></li> </ul> <p>Transnational teaching or training activities (project staff)</p> <ul style="list-style-type: none"> <li>• Travel</li> <li>• Individual support for staff and professionals (subsistence)</li> <li>• Special needs support (additional costs related to participants with special needs)</li> </ul>
<b>Financial provisions, applicable grant tables</b>	Please see Annex I., Tables: 2, 3, 7, 8, 9, 10, 11 and 12
<b>Minimum grant per project</b>	€ 50 000
<b>Maximum grant per project</b>	€ 200 000
<b>Project grant rate</b>	100% of the total eligible expenditure of the project; in the case of projects where the project promoter is an NGO, the project grant rate is up to 90% of eligible expenditure
<b>Payments</b>	<p>For 12 months project duration:</p> <ul style="list-style-type: none"> <li>• 80% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• Up to 20% after the project final report</li> </ul> <p>For 24 months project duration:</p> <ul style="list-style-type: none"> <li>• 40% of the total awarded grant amount after the signature of the Grant Agreement</li> <li>• 40% after the project interim report providing that at least 70% of the 1<sup>st</sup> instalment has been incurred</li> </ul>

<sup>23</sup> In case of inclusive education projects, this category can be used for training of teachers and multipliers as well. Maximum 10 000 EUR per project is not applicable.



	<ul style="list-style-type: none"> <li>Up to 20% after the project final report</li> </ul>
<b>Award criteria</b>	
	<p>1. <b>Relevance of the project</b> (maximum 40 points, threshold 75% of the points) The relevance of the proposal to:</p> <ul style="list-style-type: none"> <li>the Programme objective and outcomes</li> <li>the needs and objectives of participating organizations and the individual participants</li> <li>the added value of the bilateral cooperation between CZ and DS</li> </ul> <p>The extent to which</p> <ul style="list-style-type: none"> <li>the proposal is suitable to equip teachers and multipliers with competences and classroom based skills in the area of inclusive education of Roma pupils.</li> </ul>
	<p>2. <b>Quality of the project design and implementation</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>Clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of project activities)</li> <li>Consistency between project objectives and activities proposed</li> <li>Quality and feasibility of the activities and proposed methodology</li> <li>Reasonable and justifiable budget</li> </ul>
	<p>3. <b>Quality of the project team and the cooperation arrangements</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>The existence of effective mechanisms for coordination and communication between the participating organisations</li> </ul> <p>The extent to which:</p> <ul style="list-style-type: none"> <li>the project involves an appropriate mix of complementary participating organisations with the necessary profile, experience and expertise to successfully deliver all the aspects of the project</li> <li>the distribution of responsibilities and tasks demonstrates the commitment and active contribution of all the participating organisations</li> </ul>
	<p>4. <b>Impact and dissemination</b> (maximum 20 points)</p> <ul style="list-style-type: none"> <li>Quality of measures for evaluating the outcomes of the project</li> <li>Potential impact of the project on individual participants and on the participating organisations during and after the project lifetime</li> <li>Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations</li> <li>Potential of institutional cooperation with the partners from the Donor States</li> </ul>
<b>Priorities/ priority points (maximum 15 points)</b>	<ul style="list-style-type: none"> <li>The extent to which the project supports Roma inclusion</li> </ul>
<b>Annexes of the application</b>	<ul style="list-style-type: none"> <li>Letter(s) of intent to conclude a partnership agreement(s);</li> <li>Work Programme;</li> <li>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;</li> <li>For grants exceeding 60 000 EUR, applicants (non-public institution) need to upload the applicant's profit and loss account and the balance sheet for the last financial year for which the accounts were closed to give proof of their financial capacity;</li> <li>In case any external consultant (natural or legal person outside the project promoter/project partner(s)) was involved in the preparation</li> </ul>



	of the project application, the name of this person/company must be attached to the application form.
<b>Application deadline</b>	11/03/2020 15:00

## Glossary

Activity	action taken or work performed through which inputs, such as funds, technical assistance and other types of resources, are mobilised to produce specific outputs.
Applicant (Project Promoter)	participating institution/organisation that submits grant application. The applicant is also defined as Project Promoter.
Beneficiary	if the project is selected for grant award, the applicant becomes a beneficiary of an EEA grant. The beneficiary signs a grant agreement with DZS that has selected the project
Call for Proposals	invitation published by DZS to submit, within a given deadline, a proposal for a project that corresponds to the Programme objectives and fulfils the required conditions. Calls for proposals are published at the DZS website.
Company/Enterprise	any undertaking engaged in an economic activity regardless of its size, legal form or the economic sector in which it operates.
Disadvantaged groups	Learners or students with special needs i.e. with disabilities and physical or social disadvantages (including, but not limited to Roma)
ECHE (Erasmus Charter for Higher Education)	an accreditation granted by the European Commission. The Charter outlines the fundamental principles an institution should adhere to in organising and implementing high quality mobility and cooperation and states the requisites. It agrees to comply with in order to ensure high quality services and procedures as well as the provision of reliable and transparent information.
ECTS (European Credit Transfer and Accumulation System)	learner-centred system for credit accumulation and transfer, based on the transparency of learning, teaching and assessment processes. Its objective is to facilitate planning, delivery and evaluation of study programmes and learner mobility through the recognition of qualifications and periods of learning.
ECVET (European Credit System for Vocational Education and Training)	a system that aims to facilitate the validation, recognition and accumulation of work-related skills and knowledge acquired during a stay in another country or in different situations. It should create a technical framework to describe qualifications in terms of units of learning outcomes, and it includes assessment, transfer, accumulation and recognition procedures.
Grant application (proposal)	an application completed in a prescribed form and in accordance with 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 treats the amount of the contribution from the EEA Grants and the subsequent contractual obligations
Indicator	a quantitative or qualitative unit of measurement that specifies what is to be measured along a scale or a dimension. It should always be expressed in neutral terms: it should neither indicate the direction or change nor embed a target.
Inter-institutional agreement	student mobility for studies and staff mobility for teaching between HEIs shall take place as part of an inter-institutional agreement between HEIs. The templates are available at <a href="https://ec.europa.eu/programmes/erasmus-">https://ec.europa.eu/programmes/erasmus-</a>

	plus/resources/documents/applicants/inter-institutional-agreement_en. Inter-institutional agreements can be signed by two or more HEIs.
Mobility	opportunities for learners and staff of education institutions to undertake a learning and/or professional experience in another country;
Mobility projects	promote transnational mobility activities targeting learners (pupils, students, apprentices, trainees) and staff (teaching and/or non-teaching). Mobility projects shall involve mobility to or from one or more Donor State(s). Through a single grant application, one institution may apply for one or several individuals (learners and /or staff) to participate in mobility activities.
Outcome	the (short and medium-term) effects of an intervention's outputs on the direct target groups or end beneficiaries. Outcomes are rarely under the direct control of a programme/project.
Output	Products, capital goods and services delivered by a programme/project to the direct target group. Outputs are easy to attribute directly to the resources used and the activities performed. They are within control of the implementing organisation.
Participant with fewer opportunities	Pupils and students facing some obstacles that prevent them from having effective access to education and training – disadvantage due to socioeconomic reasons.
Partnership	an agreement between a group of participating organisations to carry out joint activities in the fields of education and training
Project	series of activities with clearly identifiable aims related to the Programme
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.
Results-based management	a management strategy by which all actors, contributing directly or indirectly to achieving a set of results, ensure that their processes, products and services contribute to the achievement of the desired results. The approach focuses on achieving specified outputs and outcomes, measuring performance, learning and adapting, as well as reporting on achievements.
Target	a particular value for a performance indicator to be accomplished by a specific date in the future. It is what the intervention would like to achieve within a certain period of time in relation to one of its expected results (outputs, outcome and/or impact).
Vocational education and training (VET)	education and training which aims to equip people with knowledge, know-how, skills and/or competences required in particular occupations or more broadly on the labour market (for the purpose of the EEA grants focusing on initial vocational education and training).



## Annex I - Financial provisions, applicable grant tables

Table 1. Organisational support for mobility

Eligible costs		Financing mechanism	Amount	Rule of allocation
Organisational Support	Costs directly linked to the implementation of mobility activities (excluding subsistence for participants), including preparation (pedagogical, intercultural, linguistic), monitoring and support of participants during mobility, validation of learning outcomes, dissemination activities.	Scale of unit costs	up to the 100th participant: 350 EUR per participant	Based on the number of participants

Table 2. Travel

Eligible costs		Financing mechanism	Amount	Rule of allocation
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 distance band applicable, the Project Promoter shall indicate the distance of one-way travel using the on-line distance calculator available at: <a href="http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en">http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en</a>	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	Automatic (mobilities)  Conditional (ICP): applicants to justify financial need related to project objectives and results

Table 3. Special needs support

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

**Table 4. Linguistic support**

Eligible costs		Financing mechanisms	Amount	Rule of allocation
Linguistic support	Costs linked to participant support prior to departure or during mobility, in order to improve the language they will use to study or receive training	Scale of unit costs	150 EUR per participant needing linguistic support	Conditional: applicants must request support in instruction language of activity, on the basis of participants' needs

**Table 5. Exceptional costs to support participants with fewer opportunities**

Eligible costs		Financing mechanism	Amount	Rule of allocation
Exceptional costs	Costs to support participants with fewer opportunities	Reimbursement of portion of eligible costs	Up to 100% of eligible costs as approved by DZS	Conditional: request for financial support must be motivated in the application

**Table 6. Individual support for Higher Education mobility activities (subsistence)**

Eligible costs		Financing mechanism	Amount	Rule of allocation
Individual support for learners	Costs directly linked to subsistence of participants, including accompanying persons <sup>24</sup> , during mobility	Lump sum	1200 EUR/month for BS students engaged in study/placement mobility in DS	Automatic
Individual support for staff and professionals			Or 1000 EUR/month for DS students engaged in study/placement in BS	
			<p>Grant for BS staff undertaking a mobility to a DS :</p> <ul style="list-style-type: none"> <li>- 1250 € /week</li> <li>- 2200 € for 2 weeks</li> <li>- 3000 € for 3 weeks</li> <li>- 4000 € for 4 weeks</li> </ul> <p>Grant for DS staff undertaking a mobility to BS</p> <ul style="list-style-type: none"> <li>- 750 € /week</li> <li>- 1250 € for 2 weeks</li> <li>- 2000 € for 3 weeks</li> <li>- 3000 € for 4 weeks</li> </ul> <p>Subsistence for another 2 travel days (one before and one after the activity period) could be allocated (if needed).</p>	

<sup>24</sup> As a general definition applying to all fields of education and training, an accompanying person is the one who accompanies participants – whether learners or staff – with special needs (i.e. with disabilities) in a mobility activity, in order to ensure protection, provide support and extra assistance.

**Table 7. Individual support for activities other than Higher Education mobility (subsistence)**

Eligible costs		Financial mechanism	Amount	Rule of allocation
Individual support for learners	Costs directly linked to subsistence of participants, including accompanying persons <sup>25</sup> , during mobility	Scale of unit costs	up to the 14th day of activity: A2.1 per day per participant + between the 15th and 60th day of activity: 70% of A2.1 per day per participant + between the 61th day of activity and up to 6 months: the 50% of A2.1 per day per participant	Automatic (mobilities)
Individual support for staff and professionals			up to the 14th day of activity: A2.2 per day per participant + between the 15th and 60th day of activity: 70% of A2.2 per day per participant	Conditional (ICP): applicants to justify financial need related to project objectives and results

Receiving country	Learners mobility	Staff mobility
	Min-Max (per day)	Min-Max (per day)
	A2.1	A2.2
Czech Republic	120	150
Iceland	150	200
Liechtenstein	150	200
Norway	150	200

<sup>25</sup> As a general definition applying to all fields of education and training, an accompanying person is the one who accompanies participants – whether learners or staff – with special needs (i.e. with disabilities) in a mobility activity, in order to ensure protection, provide support and extra assistance.



**Table 8. Project management and implementation support**

Eligible costs		Financing mechanism	Amount		Rule of allocation
Project management and implementation	Project management (e.g. planning, finances, coordination and communication between partners, etc.); small scale learning/teaching/training materials, tools, approaches etc. Virtual cooperation and local project activities (e.g. class-room project work with learners, organisation and mentoring of embedded learning/training activities, etc.); information, promotion and dissemination (e.g. brochures, leaflets, web information, etc.).	Scale of unit costs	Contribution to the activities of the coordinating organisation: 500 EUR per month	Maximum 2750 EUR per month	Based on the duration of the partnership and on the number of participating organisations involved
			Contribution to the activities of the other participating organisations: 250 EUR per organisation per month		

**Table 9. Transnational project meetings support**

Eligible costs		Financing mechanism	Amount	Rule of allocation
Transnational project meetings	Participation in meetings between project partners for implementation and coordination purposes. Contribution to travel and subsistence costs.	Scale of unit costs	For travel distances between 100 and 1999KM: 575 EUR per participant per meeting	Conditional: applicants must justify the need for the meetings in terms of number of meetings and participants involved. <sup>26</sup>
			For travel distances of 2000 KM or more: 760 EUR per participant per meeting	

<sup>26</sup> For the establishment of the distance band applicable, 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](http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en). By default, the place of location is understood as the place where the sending organisation is located and the place of venue as the place where the receiving organisation is located.

**Table 10. Exceptional costs related to subcontracting or purchase of goods and services**

Eligible costs		Financing mechanism	Amount	Rule of allocation
Exceptional costs	Contribution to real costs related to subcontracting or purchase of goods and services, that are proved necessary for the implementation of the project and cannot be covered through the unit costs.	Real costs	Up to 100% of eligible costs as approved by DZS  Maximum of 19 500 EUR per project	Conditional: request for financial support must be motivated in application

**Table 11. Multiplier events**

Eligible costs		Financing mechanism	Amount		Rule of allocation
Multiplier events	Contribution to the costs linked to national and transnational conferences, seminars, events sharing and disseminating the intellectual outputs realised by the project (excluding costs for travel and subsistence of representatives of participating organisations involved in the project).	Scale of unit costs	100 EUR per local participant (i.e. participants from the country where the event is taking place)	Maximum 10 000 EUR per project	Conditional: support for multiplier events is provided only if in direct relation to the intellectual outputs of the project. A project without grant support for intellectual outputs cannot receive support for organising multiplier events.
			200 EUR per international participant (i.e. participants from other countries)		

**Table 12. Cost of staff assigned to the project**

Eligible costs		Financing mechanism	Amount	Rule of allocation
Intellectual outputs	Intellectual outputs/tangible deliverables of the project (such as curricula, pedagogical materials, open educational resources (OER), IT tools, analyses, studies, peer-learning methods, etc.)	Scale of unit costs	B1.1 per manager per day of work on the project	Conditional: staff costs for managers and administrative staff are expected to be covered already under "Project management and implementation". To prevent potential overlap with such item, applicants will have to justify the type and volume of staff costs applied for in relation to each output proposed. The outputs should be substantial in quality and quantity to qualify for this type of grant support. The outputs should prove their potential for wider use and exploitation, as well as for impact.
			B1.2 per researcher/ teacher /trainer per day of work on the project	
			B1.3 per technician per day of work on the project	
			B1.4 per administrative staff per day of work on the project	

	Manager	Teacher/ Trainer/Researcher	Technician	Administrative staff
	B1.1	B1.2	B1.3	B1.4
Liechtenstein, Norway	294	241	190	157
Iceland	280	214	162	131
Czech Republic	164	137	102	78

This funding can only be used for staff costs of organisations participating in the project for the production of Intellectual outputs. The amounts depend on: a) profile of staff involved in the project and b) the country of the participating organisation whose staff is involved. If external professionals are needed, the costs related to their work falls under the Exceptional costs related to subcontracting or purchase of goods and services.