GRANT Application

for bilateral initiative

EEA and NORWAY GRANTS 2014-2021

Fund for Bilateral Relations

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| Application identification number[[1]](#footnote-1): |  |

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| **1. Information ABOUT the Applicant** | | | | | | |
| **1.1 Identity and contact details** | | | | | | |
| **Official name in full** |  | | | | | |
| **Legal form** |  | | | | | |
| **Identification** | Registration number | |  | VAT number | |  |
| **Statutory representative** | Name, Surname | |  | | | |
| **Registered address** | Street & No. | |  | | | |
| Postal code | |  | | | |
| Town | |  | | | |
| Country | |  | | | |
| **Contact address**  (if different from Registered address) |  | | | | | |
| **Website / Facebook page** *(If available)* |  | | | | | |
| **Contact person(s) responsible for the initiative** | | | | | | |
| **Name, Surname** | | **Position/function** | **E-mail address** | | **Phone** | **Mobile** |
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| **1.2 Bilateral partnership** *(If more partners participate, click “+” to add separate table for each partner)* | | |
| **Official name of partner** |  | |
| **Legal form** |  | |
| **Contact person** | **Name and surname** |  |
| **E-mail address** |  |
| **Description of the partner and partner´s involvement in the initiative** | *Provide a short description of the partner institution and partner’s role in the implementation of the initiative.* | |

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| **2. Description and justification** | | | |
| **2.1 Initiative title** |  | | |
| **2.2 Description and justification of the initiative** | *1. Provide a short* ***description*** *of the initiative and its* ***justification****. Describe the* ***main*** *planned* ***activities*** *(i.e. study visits, seminars, workshops, studies, publications etc.) and indicate* ***where*** *the initiative will be implemented.* | | |
| *2. Refer to any other* ***entities*** *involved in the initiative, which were not mentioned in the point 1.2 including their role in the implementation of initiative and expected total number of participants in the initiative.* | | |
| *3. Describe briefly* ***time schedule*** *and* ***programme*** *of the initiative.*  *The applicant is requested to attach detailed agenda (programme) / time schedule of the initiative (****Annex B****).* | | |
| *4. Summarize what should be achieved by realization of the initiative/activities.* | | |
| *5. Describe the* ***publicity*** *of the initiative.* | | |
| *6. If an initiative generates income, describe the use of this income.* | | |
| *For events to be attended/organized (e.g. conferences, workshops, seminars, meetings, study visits, courses etc.), please attach an* ***invitation*** *from the organiser of the event incl.* ***programme****/agenda of the meeting, and/or e-mail* ***correspondence*** */ statement / letter of intent etc.* ***confirming*** *participation of entities‘ representatives in the event (****Annex A****).*  *For more detailed information and requirements please see the Guidelines for Applicants and Final Beneficiaries from the Bilateral Fund.* | | |
| **2.3 Contribution to strengthening bilateral cooperation** | *Describe the expected* ***results*** *of bilateral cooperation. How the proposed activities shall contribute to strengthening* ***bilateral relations*** *in terms of shared results, improved knowledge and mutual understanding?* | | |
| **2.4 Implementation period** | | | |
| **Planned Start Date** | *DD.MM.YYYY* | **Planned Completion Date** | *DD.MM.YYYY* |

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| **3. BILATERAL INDICATORS[[2]](#footnote-2)** | | |
| **Indicator**  *(By choosing relevant indicators and their description please specify deliverables to be achieved within the initiative)* | **Target value**  *(Give the numeric target value of the indicator/indicators achieved by implementation of the initiative)* | **Description and source of verification**  *(Please include description of the planned indicator, i.e. how (by what means) the target value will be achieved and verified)* |
| **Number of participants from the Czech Republic in bilateral events** |  |  |
| **Number of participants from the Donor States in bilateral events** |  |  |
| **Number of created joint results**  *(E.g. studies, analyses, strategies, reports, publications etc.)* |  |  |
| **Number of promotional / information activities raising awareness of EEA and Norway Grants** |  |  |
| **Number of bilateral events co-organized and attended by the Czech Republic entities and Donor State entities** |  |  |

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| **4. Budget[[3]](#footnote-3)** | | |
| **4.1 Indicative budget** | | |
| **Total costs**  ***(All*** *applicants shall indicate the budget in* ***CZK.)*** |  | |
| **Advance payment required** | NO | |
| YES  *(If yes, specify the amount and justify the reasons)* | Advance payment amount: |
| Justification:  *(Fill in the reasons, why the advance payment is requested, with regard to the financial situation of the applicant and availability of own financial sources which may be used for pre-financing of the initiative expenses)* |
| **4.2 VAT** | | |
| **VAT within the initiative:** | *(VAT included/not included/included partially[[4]](#footnote-4) in the total eligible costs)* | |
| **Justification:**  *(VAT is accepted as eligible cost if it is not recoverable, i.e. the applicant is not a subject to VAT. Recoverable VAT is not eligible.)* |  | |

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| **4.3 DETAILED BUDGET in CZK[[5]](#footnote-5)** | | | | | | |
| **Budget Item\*** | **Unit** | **Number of Units** | **Unit Costs** | **Total eligible costs** | **Descripton / Justification** | |
| (e.g. return flight ticket) | piece |  |  |  | *(e.g. from (place) to (place) for XY people)* | |
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| (add lines if needed) |  |  |  |  |  | |
| **TOTAL COSTS (CZK)** | | | |  |  |

\* Please fill in in line with the list of eligible expenditures in the Guidelines for Applicants and Final Beneficiaries from the Bilateral Fund

\*\* Where it is relevant (the applicant is not subject to VAT or is subject to VAT but it is not possible to ask for a VAT refund)

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| **5. Annexes** |
| **List of Annexes (Annexes A, B and C are mandatory for all applicants!)** |
| 1. Partnership statement / expression of interest for cooperation |
| 1. Detailed agenda (programme) including time schedule of the initiative |
| 1. Bank Identification |
| 1. Authorization for signature of the grant application and the initiative implementation (if relevant) |
| 1. Confirmation of consent of the founder institution (if relevant) |
| 1. *(other relevant annexes)* |

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| **6. ELECTRONIC[[6]](#footnote-6) Signature** |
| **Applicant´s affirmation**  I hereby affirm that the realization of this initiative does not draw on the same required expenditure from any other funds (from the budget chapter of the Programme operator, from other budget chapters of the state budget, local or regional budgets, from the EU structural funds or other funds of the EU, the EEA and Norway Grants 2014-2021, Swiss-Czech cooperation programme etc.).  I confirm that information provided in this application and its annexes is correct and this initiative shall be implemented in line with this application. The requested grant amount is corresponding, proportionate and set as a minimum for the applicant to be able to implement the initiative.  I agree that any information stated in the application may be used for the purpose of publicity of the EEA and Norway Grants, and further provided in line with the Czech legislation. |

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| **Name and Surname**  **(Statutory or Authorized[[7]](#footnote-7) Representative)** | **Date** | **Signature** |
|  | *DD.MM.YYYY* |  |

1. Generated by IS CEDR. [↑](#footnote-ref-1)
2. Please see the Guidelines for Applicants and Final Beneficiaries for the explanation of indicators. [↑](#footnote-ref-2)
3. Possibility of advance payment is not relevant for Organizational Units of the State / State Contributory Organizations, in line with the Act no. 218/2000 Coll., on Budgetary rules. [↑](#footnote-ref-3)
4. If the applicant can claim only partial VAT, this must be explained in detail here. VAT paid to the applicant by the tax office (returned) is not eligible. [↑](#footnote-ref-4)
5. **The monthly exchange rate of the European Central Bank** **(ECB)** **valid in the month of announcement of this open call – 25.843 CZK/EUR – shall be used for calculation of planned expenditures.** For conversions from other currencies (i.e. NOK, ISK, CHF) to EUR/CZK, we also recommend to use the **monthly exchange rate of the ECB** (http://ec.europa.eu/budget/contracts\_grants/info\_contracts/inforeuro/index\_en.cfm) valid in the month of preparation of the Application. [↑](#footnote-ref-5)
6. In case of applicants from the donor states, a handwritten signature shall be also accepted. [↑](#footnote-ref-6)
7. If signed by the authorized representative, the authorization is required as **Annex D** of the application. [↑](#footnote-ref-7)