

**EEA and Norway Grants  
Scholarship Programme  
& Bilateral Scholarship Programme**

**Call for Proposals for Preparatory visits  
with  
Bilateral Fund  
of  
EEA Grants and Norway Grants  
CZ 07**

**Dům zahraniční spolupráce/Centre for International Cooperation in Education  
announces open call for proposals  
for  
Preparatory visits  
within  
EEA Grants and Norway Grants**

**Publication date:** May 26, 2014 15:00  
**Deadline for application submission:** July 28, 2014 15:00

**Call for actions:**

**Preparatory visits (Norway Grants and EEA Grants):**

CZ07/PVING/PVING01 - Preparatory visits – Norway Grants – Call 1

CZ07/PVIEG/PVIEG01 - Preparatory visits - EEA Grants - Call 1

**Introduction**

The Scholarship Programme is a programme of the EEA and Norway Grants. The main aim of the programme is to reduce socio-economic disparities in Europe and to strengthen bilateral relations between the donor states (Iceland, Liechtenstein and Norway) and the Czech Republic.

The Scholarship Programme aims at enhancing human capital and knowledge base in the Czech Republic and supports cooperation between Czech educational institutions and educational institutions in the donor states.

Dům zahraniční spolupráce (DZS)<sup>1</sup> is the Programme Operator of the Scholarship Programme.

Bilateral Fund at programme level aims at initiation and support of project cooperation. Preparatory visits are to be supported from the budget of the Fund, being focused on the initiation of potential cooperation on the project level, i.e. preparation of grant applications prior to submission. The target group of recipients are eligible educational institutions in the Czech Republic, Iceland, Liechtenstein and Norway, which intend to initiate project partnership for a future project within the framework of the CZ07 Programme.

Please note that the detailed information and rules related for applicants and beneficiaries are enclosed in Guide for Applicants and Beneficiaries (see the link below).

**Eligible Activities**

Three types of actions are supported under the Scholarship Programme:

1. Mobility projects and placements
  - a. Mobility projects

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<sup>1</sup> To be translated as „The Centre for International Cooperation in Education“.

- b. Student placements
- c. Education sector staff placements
- 2. Institutional cooperation projects
- 3. Preparatory visits

### Difference between the Funds to be used within Bilateral Scholarship Programme

	Norway Grants	EEA Grants
Focus/ target group	tertiary level of education	all levels of education
Partner/ host country	Norway	Norway, Liechtenstein, Iceland

**This call for proposals is opened only for the following actions:**

- Preparatory visits

**For complete scheme of Calls in the period 2014-2016 see the Guide for applicants, chapter 6 Call for proposals.**

### Eligible Applicants<sup>2</sup>

Eligible applicants for grant funding within this Call are:

- **Preparatory visits**
  - institutions in the Czech Republic at primary, secondary or tertiary level of education with the interest to cooperate on the bilateral level, i.e. to conduct Czech-Norwegian, Czech-Icelandic project partnership or project partnership involving partners from the Czech Republic and Liechtenstein).

All applicants need to fulfil the eligibility criteria set out in the Guide for applicants and beneficiaries, chapter 9 Selection process.

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<sup>2</sup> Detailed information on eligible applicants is enclosed in Guide for Applicants and Beneficiaries, chapter 5.

## Eligible Partner Institutions - with focus on the Call for Preparatory visits

### A. In the Czech Republic

- primary and lower secondary education institutions (elementary schools, multi-year grammar schools, eight-year conservatories);
- upper secondary education institutions (grammar schools, secondary schools, vocational upper secondary schools and conservatories);
- higher (tertiary) education institutions (last two years of conservatory ISCED 5B), tertiary professional schools, higher education institutions, universities).

### B. In Norway

- Institutions of compulsory education (Primary and lower secondary school - *Grunnskole*, Primary level - *Barnetrinnet*, Lower secondary level - *Ungdomstrinnet*)
- Institutions of post-compulsory education/upper secondary and post-secondary level (upper secondary level 1 - Vg1, upper secondary level 2 - Vg2), upper secondary level 3 - Vg3, (probably not eligible: vocational colleges – *Fagskole*)
- Institutions of tertiary education (universities - *universiteter*, specialized university institutions - *vitenskapelige høyskoler*, public university colleges – *høyskole* - including two public university colleges of the arts - *kunsthøyskoler*, private higher education institutions – *private høyskoler*, higher education institutions under the auspices of other ministries i.e. Ministry of Defence - 5 HEIs - and the Ministry of Justice and the Police - 1 HEI).

### C. In Iceland

- Institutions of compulsory education (grunnskóli, general and vocation lower education institutions)
- Institutions of upper secondary education (general upper education institutions and vocational upper education institutions)
- Institutions of higher education/tertiary education

### D. In Liechtenstein

- Institutions of primary education (Primarschule)
- Institutions of lower secondary education (general lower secondary education - Gymnasium – Unterstufe and vocational lower secondary education - Oberschule/Realschule)
- Institutions of upper secondary education (general upper secondary education – Gymnasium Oberstufe, vocational upper secondary education – Berufsbildung/Lehre)
- Tertiary education (Universität)

## Eligible costs

### Preparatory visits

Subsistence costs	See Annex 1 of the Guide for applicants and beneficiaries
Travel costs	Travel costs are allocated on the basis of real costs with a given maximum of 25 000 CZK per participant that may not be exceeded.

## Selection process<sup>3</sup>

### Evaluation Procedure of the EEA and Norway Grants Project Proposals

DZS reviews the applications for compliance with formal and eligibility criteria. Applicants whose applications are rejected at this stage will be informed by email. The applications that meet the formal and eligibility criteria will be reviewed by one impartial internal expert (an employee of DZS) in case of preparatory visits.

The experts will separately score the projects according to the selection criteria. The Selection Committee will recommend to DZS the projects to be funded within the programme based on the list of applications ranked by the experts. The final decision to award a grant is taken by DZS.

In case that several projects have achieved the same results during the quality assessment, the Selection Committee is to give its recommendation on which projects should be supported based on social sustainability issues, in particular initiatives that help combat discrimination and intolerance. If no significant difference in this regard is determined, then geographical, institutional and thematic balance among the project proposals is to be ensured.

#### Formal criteria

- eligibility of the institutions
- the grant application is made on the application form provided by DZS (i.e. via <https://cedr-fm.mfcr.cz/CEDR-DZS/> )
- annexes are enclosed
- the application form has been completed in English.
- the grant application (and its Annexes) bears the original signature of the authorised person designated in application form.
- the project proposal complies with the overall goals of the programme and conditions specific for the action.
- the requested percentage of co-financing at the project level is duly respected (for projects of institutional cooperation).

#### Quality criteria

- **Preparatory visits**
  - Motivation
  - Agenda and plan for the activities to be undertaken
  - Contribution of the activities planned to drafting the future project

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<sup>3</sup> There is no legal claim for approval of an application. Applicants whose applications were rejected during the selection process may appeal against the decision to DZS. The applicant must submit this appeal within 10 working days after receipt of the decision to DZS.

## Scoring chart

Type of application	Evaluated aspects	Maximum points for each section	Total points
Preparatory visits	Motivation	Max. 30	Max. 85
	Agenda and plan for the activities to be undertaken	Max. 20	
	Contribution of the activities planned to draft of the future project	Max. 30	
	Supplement	Max. 5	

## Financial provisions

Payments towards beneficiaries will be in the form of advance payment (80%), and a final balance payment (20%).<sup>4</sup>

## Planned allocations per current call

Total amount allocated for this Call is 24 257 EUR, i. e. 642 810 CZK for Preparatory visits within Norway Grants (Bilateral Fund at the Programme Level) and 3 705 EUR, i. e. 98 182 CZK within EEA Grants (Bilateral Fund at the Programme Level).

Type of Action	EEA Grants/Norway Grants	EUR	CZK*
Preparatory visits	Norway Grants (Bilateral Fund at programme level)	24 257	642 810
Preparatory visits	EEA Grants (Bilateral Fund at programme level)	3705	98 182

- The exchange rate applied in this calculation is 26,5 CZK/EUR.

## Maximum grant amounts for each type of action:

Type of action	EEA Grants/Norway grants (Bilateral Fund)	Minimum grant amount in CZK/possible duration of supported activities	Maximum grant amount in CZK <sup>5</sup>
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<sup>4</sup> Please note that information on exceptions from this model are described in Guide for Beneficiaries, chapter 2, Payment arrangements.

<sup>5</sup> For more detailed information on the grant amounts see Annex I. Actions within the Programme of the Guidelines for applicants and beneficiaries, p. 75.

Preparatory visits	Bilateral Fund	1-5 days*	between 16 250 CZK 31 250 CZK per application (depending on the length, number of persons involved and host country) + travel
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\*Excluded days for travelling.

### Possible start and end of the activities

Start of the project activities (at the earliest) <sup>6</sup>	End of the project activities (at the latest)
September/October 2014	January 30, 2015 <sup>7</sup>

### Application submission

The call for proposals takes place from **May 26, 2014** until **July 28, 2014**. Deadline for application submission for all supported actions within Call for Preparatory visits is:

**July 28 2014** at 15:00.

All grant applications received before the deadline will be registered and the Confirmation of Receipt where a project registration number is stated will be sent to the applicant. Applications received after the deadline are not registered and are excluded from the evaluation process.

An application has to be submitted **electronically** via <https://cedr-fm.mfcr.cz/CEDR-DZS/>. There is a qualified electronic certificate is required In order to register to the CEDR database and submit the application.<sup>8</sup> The obligatory attachment "Letter of Acceptance" is to be delivered in paper form afterwards in case the grant has been approved.

With regard to applications submitted by applicants within deadline of the relevant call, DZS accepts any changes or additional information, which are announced and provided before the deadline of the respective call. If the DZS receives several different complete versions of an application until the deadline for submission of applications, the applicants are given 24 hours (after the notice is sent by DZS) to indicate which of these versions shall be considered as binding.

<sup>6</sup> Please note that a prerequisite for start of project activities supported within programme is conclusion of grant agreement between project promoter and DZS.

<sup>7</sup> The possible end of the eligibility of the expenditures is derived from the deadline of the last Call launched within the Programme CZ07.

<sup>8</sup> For information how to get a qualified electronic certificate, please see: <http://www.dzs.cz/en/eea-and-norway-grants/faq/faq3-0/>

## **Obligatory annexes to the grant application<sup>9</sup>:**

- 1) Preparatory visits: Letter of Acceptance

For requirements regarding annexes see Guide for applicants Chapter 7.1., standardized annex forms are to be downloaded here: <http://www.dzs.cz/en/eea-and-norway-grants/call-1/>

## **Further information**

Further information can be found on following websites:

- Dům zahraniční spolupráce/Centre for Cooperation in Education: <http://www.dzs.cz/en/eea-and-norway-grants/>
- EEA and Norway Grants website: <http://www.eeagrants.org/>
- Ministry of finance website for EEA and Norway Grants: [www.eeagrants.cz](http://www.eeagrants.cz)

## **Detailed Guidelines:**

- Guide for applicants and beneficiaries: <http://www.dzs.cz/en/eea-and-norway-grants/call-1/>

## **Documents:**

- Memoranda of Understanding:
- <http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Memoranda-of-Understanding/Czech-Republic>
- Regulations with Annexes related to EEA and Norway Grants: <http://eeagrants.org/Results-data/Results-overview/Documents/Legal-documents/Regulations-with-annexes>

## **Contact information**

### **Address:**

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<sup>9</sup> As for the Annexes, scanned versions are to be delivered until the deadline together with the application. The successful applicants are asked to deliver the original paper forms afterwards by the programme operator (DZS) together with the other relevant information and annexes – being a precondition for the grant agreement to be signed and the grant to be awarded.



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In case of queries please contact above mentioned DZS employees (in the case of e-mail correspondence preferably in copy to [eeagrants@dzs.cz](mailto:eeagrants@dzs.cz) ).

Please note that your inquiry related to the call is to be answered within 5 working days at the latest.



