

Iceland 
Liechtenstein
Norway grants



EEA GRANTS 2014-2021
PROGRAMME “EDUCATION”
Guide for Applicants 2021
(October 2021)

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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 apply for 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 the Programme Outcome in detail. The specificity of the Call is explained in the fiches (e.g. eligible applicants, minimum/maximum allocated grant per project, 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 receive 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 human 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 human 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 a 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

Legal framework

- [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](#)
- [Protocol 38C of the EEA Enlargement Agreement, on the EEA Financial Mechanism](#)
- [2014-2021: Guideline for educational programmes](#)
- [2014-2021: Financial guidance](#)
- [Results Guideline - Rules and Guidance on how to design, monitor and evaluate programmes, manage risks, and report on results](#)

1.1. Programme Outcomes

The Programme follows a results and risk management approach. The “results chain” shows the causal 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.

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| | The Programme “Education” consists of the following four Outcomes: | |
| Outcome 1 | Strengthened institutional cooperation at all levels of education with a special focus on democracy and citizenship , 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, including pre-school level. |
| Outcome 2 | Improved skills and competences of students, staff and other educational experts ¹ | 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 (in the field of school education) with a view of improving their personal and professional development. |
| Outcome 3 | Improved quality of work-based learning and youth entrepreneurship ¹ | 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 | Increased inclusion of disadvantaged groups including the Roma population ¹ | 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 outcome is open not only to schools at all levels of education, but also to educational NGOs or public institutions. |

¹ The current call is only for projects under the Outcome 1. Calls for the Outcomes 2, 3 and 4 are already closed.

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 Sports²;
- higher education institutions possessing an ECHE³.

Institutions that were awarded grants under the previous Calls can apply for another project without any limitations.

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 the 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,

Non-financed partners

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

i.e. all projects have to be prepared and implemented in cooperation with at least one legal entity from the Donor States. It 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.

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

² <https://rejstriky.msmt.cz/rejskol/>

³ Erasmus Charter for Higher Education

The applicant has to enter into contact with a future partner institution(s) prior to the application submission and the partner should be involved in the application process. 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.

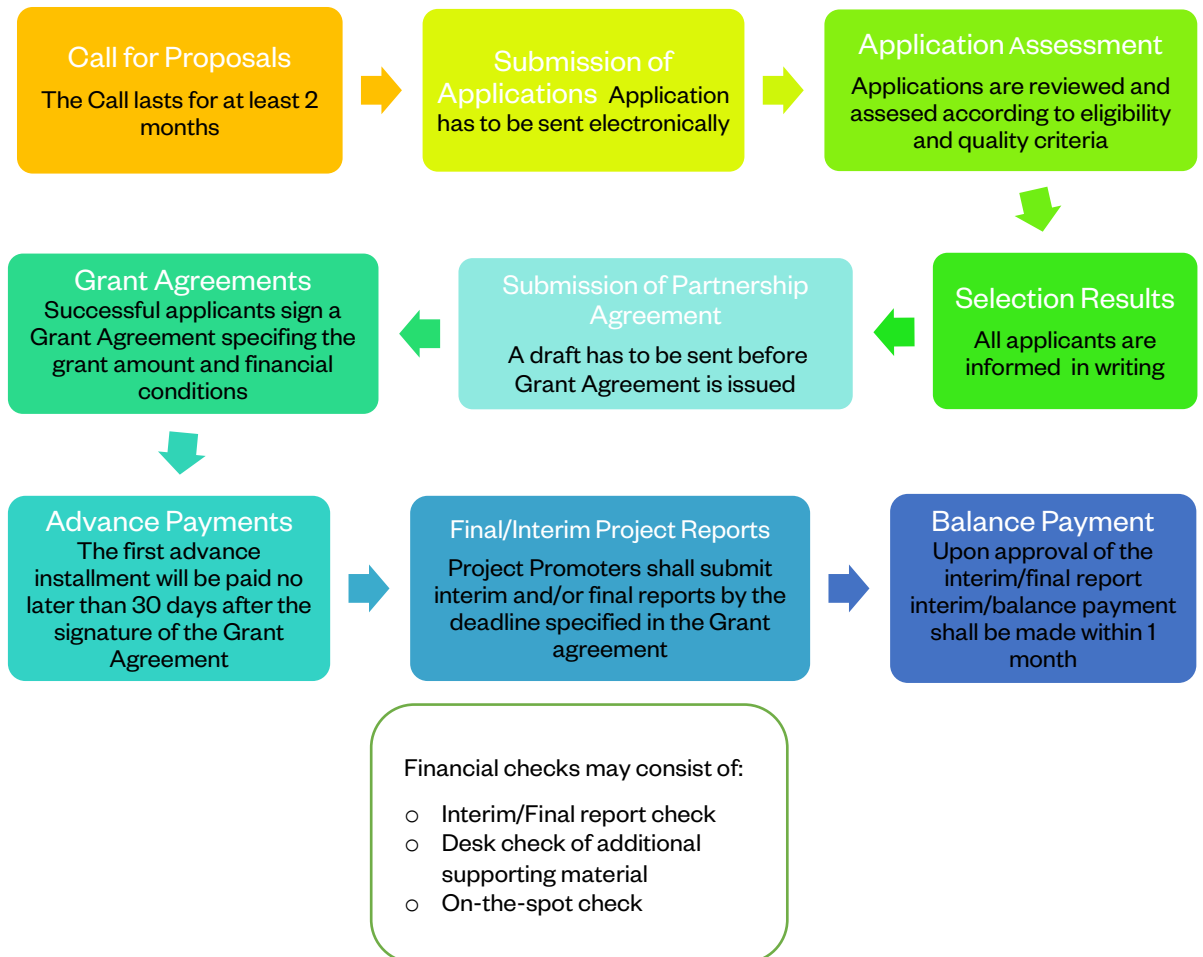
How the partnership works?

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) 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 were launched under each outcome on an annual basis (so far 12 Calls in total). The current Call for Institutional Cooperation Projects (Outcome 1) is the only Call open in this round.

▪ 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 and other purely financial costs, except costs related to accounts required by the FMC, the National Focal Point or the applicable law and costs of financial services imposed by the project contract;
- provisions for losses or potential future liabilities;
- exchange losses;
- recoverable VAT;
- costs that are covered by other sources;
- fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project;
- 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](#)“.

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 or 18). 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.

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.

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.

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

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)

Relevance of the project

Proposed project must be relevant to the Programme objectives and outcomes and must contribute to the indicators at both outcome and output levels.

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.

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 and no intermediaries are necessary.

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 small scale project.

- 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.

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 total requested amount should be expressed in CZK.

Grants from the Programme may be up to 100% of the total 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.

Programme indicators

Please consult the [Programme indicators: The Guidance document](#) to get acquainted with the methods of collection, calculation of the achievements, reporting and aggregation of data.

The supported projects must contribute to the achievement of at least one 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 targets for 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

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.

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 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.

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.

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 shall be annexed to each application as well as a Work Programme is obligatory for applications submitted under Outcomes 1. 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.

There are also annexes 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.

Project summary

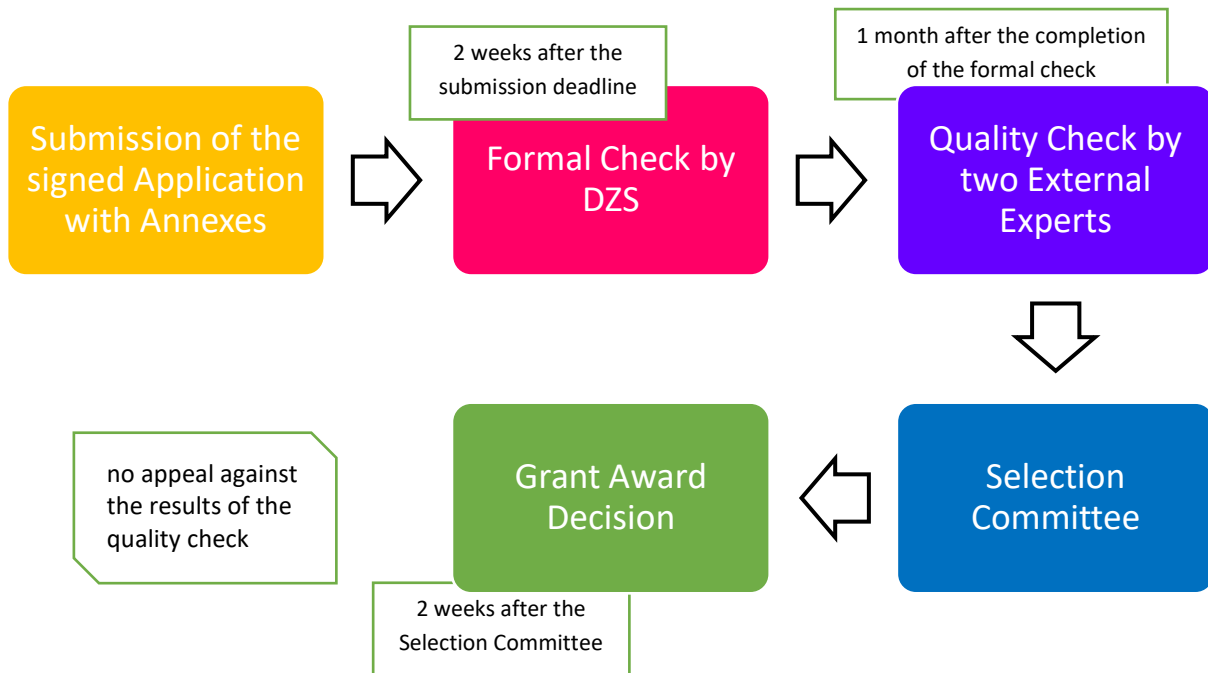
You should write a project summary in a similar way you would write an article about your project for a newspaper. A few key rules to keep in mind:

- 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.

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.

2.4. Selection process



A. Formal check

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.

If the application does not meet some of the administrative or eligibility criteria, the Programme Operator may ask for clarification or submission of the missing documents. The applicant submits the requested information through the on-line information system, if not stated differently in a DZS's request for additional information. A DZS's request also specifies the deadline for the submission, which is usually two working days.

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

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 administrative and eligibility criteria, is assessed by two external experts according to the evaluation 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).

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.

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.

Evaluation 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 evaluation criteria please see Part 3.

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.

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.

In order to make full use of the budget earmarked for the Call, the DZS may propose a budget cut in the projects if recommended to do so by the Selection Committee.

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 the indicated time period, the applicants can receive notification that their applications will be funded. This can only happen e.g. 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.

3. Types of projects (activity-specific fiches)

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| | The 4 th Call for Proposals of the Programme “Education” is launched for the following Outcome and its activities: | |
| Outcome 1 | Strengthened institutional cooperation at all levels of education with a special focus on democracy and citizenship | <ol style="list-style-type: none">1. Modernise or innovate the curricula and develop joint study programmes and courses2. Support the development and transfer of innovative practices through peer learning and exchange of good practices |

Outcome 1

| | |
|---|---|
| Programme | CZ-EDUCATION |
| Outcome | Strengthened institutional cooperation at all levels of education, with a special focus on democracy and citizenship education |
| Type of project | INSTITUTIONAL COOPERATION PROJECTS |
| Activity 1 | Modernise or innovate the curricula and develop joint study programmes and courses |
| Objectives and description of the activity | <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, including the pre-school level.</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>EXAMPLES OF PROJECT ACTIVITIES</p> <ul style="list-style-type: none"> • engage in curriculum development projects or projects developing joint programmes and degrees; • promote the development, testing and/or implementation of innovative⁴ practices in the fields of education; • integrate new technologies in education and training, and new modes of teaching and training; • support synergies between research, education and the world of work; • strengthen the cooperation between organisations with a view of establishing exchanges of knowledge and practices; • project meetings between institutions involved in the partnership; • dissemination of project experience and outcomes • organise events such as workshops, seminars, round tables etc. <p>EXPECTED PROJECT OUTPUTS</p> <p>Projects produce intellectual outputs in the form of curricula, teaching materials, learning resources or studies. The application of the new teaching methods shall be recorded in the respective school's documentation.</p> <p>NB: only one quality intellectual output per project is expected</p> <ul style="list-style-type: none"> • If you prepare a new course including the study materials, this shall be considered one intellectual output. • A multiplier event (e.g. seminars, conferences, workshops) disseminating the output realised by the project, shall not be considered an intellectual output. |

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

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| Who can apply (project promoter) | <ul style="list-style-type: none"> • Czech pre-primary, primary and secondary schools listed in the register of the Ministry of Education, Youth and Sports; • Czech higher education institutions with ECHE |
| Who can be a project partner | <ul style="list-style-type: none"> • Legal entities established in the Donor States and the Czech Republic • Legal entities from other Beneficiary States participating as non-financed partner |
| Project partnership composition | A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states. |
| End beneficiaries | <ul style="list-style-type: none"> • Pupils and students of involved institutions; • Teaching and non-teaching staff of involved institutions |
| Indicators | <ul style="list-style-type: none"> • Level of satisfaction with institutional cooperation • Number of intellectual outputs generated by institutional cooperation projects (joint curricula, learning resource etc.); • Number of institutions which apply new methods for democracy and citizenship education; • Number of institutions which apply new methods for inclusive education (including Roma inclusion) • Number of peer-learning activities carried out (workshops, seminars, round tables, etc.) • Number of people attending peer-learning activities |
| Duration of the project | 12 or 18 months, from 1.8.2022 to 31.7.2023/31.1.2024. |
| Eligible costs | <ul style="list-style-type: none"> • Project management and implementation support • Transnational project meetings support (contribution to travel and subsistence cost) • Exceptional costs (contribution to real cost related to subcontracting or purchase of goods and services) • Multiplier events (contribution to the cost linked to seminars and trainings, dissemination of the intellectual outputs of the project) • Cost of staff assigned to the project |
| Financial provisions, applicable grant tables | Please see Annex I., Tables: 8, 9, 10, 11, and 12 |
| Minimum grant per project | € 20 000 |
| Maximum grant per project | € 150 000 |
| Project grant rate | 100% of the total eligible expenditure of the project |
| Payments | <p>For 12 months' project duration:</p> <ul style="list-style-type: none"> • 80% of the total awarded grant amount after the signature of the Grant Agreement • Up to 20% after the project final report <p>For 18 months' project duration:</p> <ul style="list-style-type: none"> • 40% of the total awarded grant amount after the signature of the Grant Agreement • 40% after the project interim report providing that at least 70% of the 1st instalment has been incurred • Up to 20% after the project final report |
| Evaluation criteria | |
| | <ol style="list-style-type: none"> 1. Relevance of the project (maximum 40 points, threshold 75% of points) The relevance of the proposal to: <ul style="list-style-type: none"> • the Programme objective, outcome and targets |

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| | <ul style="list-style-type: none"> the needs and objectives of participating organizations and the individual participants the added value of the bilateral cooperation between CZ and DS The extent to which the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations; |
| | <p>2. Quality of the project design and implementation (maximum 20 points)</p> <ul style="list-style-type: none"> Clarity, completeness and quality of all the phases of the project proposal (preparation, implementation of project activities) Consistency between project objectives and proposed activities Quality and feasibility of the activities and proposed methodology Reasonable and justifiable budget |
| | <p>3. Quality of the project team and the cooperation arrangements (maximum 20 points)</p> <ul style="list-style-type: none"> Existence of effective mechanisms for coordination and communication between the participating organisations The extent to which: 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 Distribution of responsibilities and tasks demonstrates the commitment and active contribution of all the participating organisations |
| | <p>4. Impact and dissemination (maximum 20 points)</p> <ul style="list-style-type: none"> Quality of measures for evaluating the outcomes of the project Potential impact of the project on individual participants and on the participating organisations during and after the project lifetime Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations Potential of institutional cooperation with the partners from the Donor States |
| Priorities/ priority points (maximum 10 points) | <ul style="list-style-type: none"> Projects supporting democracy and citizenship education Projects supporting inclusive education (including Roma inclusion) |
| Annexes of the application | <ul style="list-style-type: none"> Letter(s) of intent to conclude a partnership agreement(s); Work Programme; 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; 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; 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. |
| Application deadline | 16/02/2022 15:00 CET |

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| Programme | CZ-EDUCATION |
| Outcome | Strengthened institutional cooperation at all levels of education, with a special focus on democracy and citizenship education |
| Type of project | INSTITUTIONAL COOPERATION PROJECTS |
| Activity 2 | Support the development and transfer of innovative practices through peer learning and exchange of good practices |
| Objectives and description of the activity | <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 practices⁵ 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, including the pre-school level.</p> <p>All project activities must take place in the countries of the project' promoter or partners.</p> <p>EXAMPLES OF PROJECT ACTIVITIES</p> <ul style="list-style-type: none"> • strengthen cooperation between organisations with a view of establishing exchanges of knowledge and practices; • preparation and realisation of joint peer-learning events for staff, such as workshops, seminar and round tables etc. (in situ and/or on-line); • project meetings between institutions involved in the partnership; • short-term transnational mobility of staff (maximum 14 days including travel); • dissemination of project experience and outcomes <p>EXPECTED PROJECT OUTPUTS</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. The application of the new teaching methods shall be recorded in the respective school's documentation.</p> |
| Who can apply (project promoter) | <ul style="list-style-type: none"> • Czech pre-primary, primary and secondary schools listed in the register of the Ministry of Education, Youth and Sports; • Czech higher education institutions with ECHE |
| Who can be a project partner | <ul style="list-style-type: none"> • Legal entities established in the Donor States and the Czech Republic • Legal entities from other Beneficiary States participating as non-financed partner |
| Project partnership composition | A partnership project must consist of at least one entity from the Czech Republic and one entity from the donor states. |
| End beneficiaries | <ul style="list-style-type: none"> • Pupils and students of involved institutions; • Teaching and non-teaching staff of involved institutions |

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

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| Indicators | <ul style="list-style-type: none"> • Level of satisfaction with institutional cooperation; • Number of intellectual outputs generated by institutional cooperation projects (joint curricula, learning resource etc.); • Number of institutions which apply new methods for democracy and citizenship education; • Number of institutions which apply new methods for inclusive education (including Roma inclusion) • Number of peer-learning activities carried out (workshops, seminars, round tables, etc.) • Number of people attending peer-learning activities |
| Duration of the project | 12 or 18 months, from 1.8.2022 to 31.7.2023/31.1.2024 |
| Eligible costs | <ul style="list-style-type: none"> • Project management and implementation support • Transnational project meetings support (contribution to travel and subsistence cost) • Travel of staff and professionals • Individual support for staff and professionals (subsistence) • Special needs support (additional costs related to participants with special needs) • Exceptional costs (contribution to real cost related to subcontracting or purchase of goods and services) |
| Financial provisions, applicable grant tables | Please see Annex I., Tables: 2, 3, 7, 8, 9, and 10 |
| Minimum grant per project | € 20 000 |
| Maximum grant per project | € 150 000 |
| Project grant rate | 100% of the total eligible expenditure of the project |
| Payments | <p>For 12 months' project duration:</p> <ul style="list-style-type: none"> • 80% of the total awarded grant amount after the signature of the Grant Agreement • Up to 20% after the project final report <p>For 18 months' project duration:</p> <ul style="list-style-type: none"> • 40% of the total awarded grant amount after the signature of the Grant Agreement • 40% after the project interim report providing that at least 70% of the 1st instalment has been incurred • Up to 20% after the project final report |
| Evaluation criteria | <ol style="list-style-type: none"> 1. Relevance of the project (maximum 40 points, threshold 75% of points) The relevance of the proposal to: <ul style="list-style-type: none"> • the Programme objective, outcome and targets • the needs and objectives of participating organizations and the individual participants • the added value of the bilateral cooperation between CZ and DS The extent to which <ul style="list-style-type: none"> • the proposal is innovative and/or complementary to other initiatives already carried out by the participating organisations; 2. Quality of the project design and implementation (maximum 20 points) <ul style="list-style-type: none"> • Clarity, completeness and quality of all the phases of the project |

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| | <p>proposal (preparation, implementation of project activities)</p> <ul style="list-style-type: none"> • Consistency between project objectives and proposed activities • Quality and feasibility of the activities and proposed methodology • Reasonable and justifiable budget |
| | <p>3. Quality of the project team and the cooperation arrangements (maximum 20 points)</p> <ul style="list-style-type: none"> • Existence of effective mechanisms for coordination and communication between the participating organisations The extent to which: • 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 • Distribution of responsibilities and tasks demonstrates the commitment and active contribution of all the participating organisations |
| | <p>4. Impact and dissemination (maximum 20 points)</p> <ul style="list-style-type: none"> • Quality of measures for evaluating the outcomes of the project • Potential impact of the project on individual participants and on the participating organisations during and after the project lifetime • Appropriateness and quality of measures aimed at disseminating the outcomes of the project within and outside the participating organisations • Potential of institutional cooperation with the partners from the Donor States |
| Priorities/ priority points (maximum 10 points) | <ul style="list-style-type: none"> • Projects supporting democracy and citizenship education • Projects supporting inclusive education (including Roma inclusion) |
| Annexes of the application | <ul style="list-style-type: none"> • Letter(s) of intent to conclude a partnership agreement(s); • Work programme; • 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; • 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; • 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. |
| Application deadline | 16/02/2022 15:00 CET |

Glossary

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| 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. |
| 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 variable 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. |
| Mobility | opportunities for learners and staff of education institutions to undertake a learning and/or professional experience in another country; |
| 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. |
| 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 an 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). |

Annex I - Financial provisions, applicable grant tables

Table 1. Organisational support for mobility – not applicable for Outcome 1

Table 2. Travel

| Eligible costs | | Financing mechanism | Amount | Rule of allocation |
|----------------|---|---------------------|---|---|
| Travel | <p>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.</p> <p>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</p> | Scale of unit costs | <p>Distances between 10 – 99 KM: 20 EUR per participant</p> <p>Distances between 100 – 499 KM: 180 EUR per participant</p> <p>Distances between 500 – 1999 KM: 275 EUR per participant</p> <p>Distances between 2000 – 2999 KM: 360 EUR per participant</p> <p>Distances between 3000 – 3999 KM: 530 EUR per participant</p> <p>Distances between 4000 – 7999 KM: 820 EUR per participant</p> | 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 – not applicable

Table 5. Exceptional costs to support participants with fewer opportunities – not applicable

Table 6. Individual support for Higher Education mobility activities (subsistence) – not applicable

Table 7. Individual support for (subsistence)

| Eligible costs | | Financial mechanism | Amount | Rule of allocation |
|--|--|---------------------|--|--|
| Individual support for staff and professionals | Costs directly linked to subsistence of participants | Scale of unit costs | up to the 14th day of activity: A2.2 per day per participant | Subsistence for 2 travel days (one before and one after the activity period) could be allocated (if needed). |

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

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. ⁶ |
| | | | For travel distances of 2000 KM or more: 760 EUR per participant per meeting | |

⁶ 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. 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.