
Programme Health

Area of Support: Support of patient organizations

Open Call for applications to fund projects from the Small Grant Scheme of EEA Grants 2014-2021

The Ministry of Health as Small Grant Scheme Operator in cooperation with the Ministry of Finance – Programme Operator

announces on 12th April 2021 the **Open Call** for applications for funding of **projects from the Small Grant Scheme of EEA Grants 2014-2021** in Programme **Health** (hereinafter referred to as "the Call") with focus of potential projects – grant applications – on areas specified **below**.

I. Identification and time schedule of the Call

Small Grant Scheme Operator	Ministry of Health of the Czech Republic
Call code	MGS3
Call title	Support of NGOs activities in the field of patient organizations
Date of the Call announcement	12. 4. 2021
Start date and time of submission of applications via IS CEDR	12. 4. 2021 12:00
End date and time of submission of applications via IS CEDR	14. 6. 2021 12:00

II. Objective and thematic focus of the Call

Patients are one of the groups that are under-represented in the decision-making process, despite the fact that treating their illness or at least improving their health is one of the main reasons why the whole health care system exists. In order to put the patient at the centre of the healthcare segment, there needs to be an actor to represent patients. Patient representatives from patient organizations can be such an actor, but only if they are systematically and long-term supported through two main instruments - education and funding.

Currently, the segment of patient organizations in the Czech Republic is relatively weak and fragmented. To strengthen the independent position of patient organizations, they need to be given access to independent education focused on the areas they need for their professionalization and development. The fact that most patient organizations operate on a voluntary basis is an obstacle to their participation and involvement in activities that affect their members and others with a chronic or other serious illness or disability. It also places a heavy burden on their representatives, their health and their families, as they carry out the activities of the patient organization in their spare time. Given that other actors work on a professional basis (they have paid staff), it would be fair and necessary for patient organizations to have the same conditions.

The aim of this Call is to strengthen the position of patient organizations so that they can become a stronger player in the field of healthcare. The objectives of the Call will be achieved by building and developing the capacity of patient organizations, by strengthening the human resources of patient organizations, by supporting the training of their representatives, as well as by increasing support for the services that patient organizations offer to their representatives and members. Last, but not least, the Call aims to support the establishment and functioning of umbrella organizations that will represent the interests and at the same time develop the segment of patient organizations. The existence of umbrella organizations will consolidate the situation in the field of patient organizations and will be a clear negotiating partner for other health actors. The Call also includes activities to raise awareness of the activities of patient organizations and the importance of the entire segment, including the role of the patient in the healthcare system. The implementation of projects should help the professionalization, long-term sustainability and stabilization of organizations that defend the interests of people with chronic diseases or disabilities in society.

III. Allocation

The allocated amount of the Call decisive for the selection of projects for funding is **CZK 51,078,750 (EUR 1,927,500)**. Grants are awarded in CZK.

In accordance with the focus of the Call, the total allocation of the Call is divided into two parts (areas of support), where a separate allocation of funds is set aside for each area (see Chapter VI of this Call).

- The financial allocation decisive for the selection of projects within the support area A "Professionalization and support of patient organizations" amounts to CZK 42,598,750 (EUR 1,607,500).
- The financial allocation decisive for the selection of projects within the support area B "Establishment and development of umbrella organizations representing the segment of patient organizations or selected parts thereof" amounts to CZK 8,480,000 (EUR 320,000).

In case of non-exhaustion of the allocation in the area of support B "Establishment and development of umbrella organizations representing the segment of patient organizations or selected parts thereof", this unexhausted allocation will be fully transferred to area of support A " Professionalization and support of patient organizations".

IV. Eligible applicants

Eligible applicants under this Call are non-governmental non-profit organizations (hereinafter referred to as "NGOs"), which have a defined legal form, are non-commercial in nature, independent of local, regional and central government, public entities, political parties and companies. These are legal entities under private law, which belong to the formalized structures of civil society and fulfil the features set out in the document State Policy towards Non-Profit Organizations, for the years 2015–2020.

According to the legal form, these are:

1. associations, or institutes pursuant to provisions of Art. 214 or 402 of Act No. 89/2012 Coll., Civil Code, as amended; or
2. public benefit corporations pursuant to Act No. 248/1995, on public benefit corporations and on amendments and supplements of related laws, as amended.

The condition of eligibility is at least one year's history of the applicant's activities in the field of help and support for patients - people with chronic diseases or disabilities. The eligible applicant is a patient organization. The activities of such organizations must include the provision of services to a specific segment of patients. For the purposes of this Call, a patient organization means a non-profit organization that demonstrably:

- **is managed and controlled by patients or patients have a majority share in its management and control:** it is therefore an association whose statutory and other governing bodies are elected by its members, which are usually persons with a certain disease or disability, their relatives or their representatives according to the Civil Code. These persons must have a majority share in the management of the organization.
- **assists patients and protects their rights and interests. This must be the main activity** of the respective legal entity, it must be expressed in its founding documents (e.g. founding charter, statute) and the performance of such activity must be evident from the annual reports of the organization.

If the applicant is an institute or public benefit corporation, patients or their close relatives must represent a majority of the members of the statutory and other governing bodies, the views and opinions of the organization must demonstrably reflect the views and opinions of the patients it represents and must have adequate methods of consultation with them. The organization must ensure and guarantee an appropriate flow of information enabling a two-way dialogue between the management and representatives of the organization and its members or persons represented by it.

For the provisions of this Call, the patient organization is also an organization associating organizations that fulfils the conditions stated above.

As part of proving the eligibility of the organization according to the above, the applicant shall submit:

- declaration of honor indicating the number of members of the association and the proportion of patients, relatives or other persons.
- In the case of legal entities not based on the membership principle, the applicant submits:
 - ❖ declaration of honor that persons with a certain disease, their relatives or their representatives according to the Civil Code have a majority share in the leadership and management of the organization, explaining how this is achieved.
- The statutes and / or the founding charter, if these documents are not available in the basic register or the agenda information system (ARES) and if they are not accessible to a public authority for the performance of its agenda.
- The annual report for the previous calendar year with the financial statements (if the organization has existed long enough to be able to produce the annual report).

Each applicant can submit only 1 grant application to each of the two areas of support (area of support A "Professionalization and support of patient organizations" or area of support B "Establishment and development of umbrella organizations representing the segment of patient organizations or selected parts thereof"). If an applicant submits more than 1 application to each area of support, the Small Grant Scheme (hereinafter referred to as "SGS") Operator will only accept the first application submitted in each area of support, based on the date of submission in IS CEDR.

Potential applicants are not eligible to participate in the Call if:

- they are in liquidation, bankruptcy, impending bankruptcy or are being subject to insolvency proceedings within the meaning of Act No. 182/2006 Coll. on bankruptcy and settlement (Insolvency Law), as amended;

- they are in breach of their obligations relating to the payment of taxes, have arrears of insurance premiums or penalties for public health insurance, social insurance or contributions to the State employment policy¹;
- they have liabilities towards state and other public budgets;
- they are subject to a recovery order issued following a previous decision of the European Commission, declaring the aid to be unlawful and incompatible with the common market.

The exclusion criteria are assessed during the administrative and eligibility assessment of the grant applications and must be met by the date of submission of grant application. Applicants declare whether they meet the exclusion criteria stated in previous paragraph as part of the grant application annex Declaration of honor (see annex No. 8 of the Guideline for Applicants).

V. Eligible partners and support of projects implemented in partnership with donor states

One of the two main objectives of EEA Grants 2014-2021 is strengthening of partnerships between Czech entities and entities from donor states, i.e. Iceland, Liechtenstein and Norway. Grant applications can therefore be submitted in partnership with relevant partner institutions from Donor States (Iceland, Liechtenstein and Norway). Eligible expenditures for supporting and strengthening of bilateral partnerships may be included in the project budget.

Eligible project partners are public or private, commercial or non-commercial legal entities as well as non-governmental organizations established as legal persons in the territory of Iceland, Liechtenstein and Norway, as well as similar entities from the Czech Republic, other Beneficiary States of the EEA/Norway Grants, or any international organization or body or agency thereof actively participating in the project and effectively contributing to its implementation.

VI. Eligible activities, areas of support, project implementation period and sustainability

The deadline for the completion of projects and all the project activities is 31 December 2023².

The Call is divided into two areas of support (see below). Applicants may submit grant applications for each support area separately, but it is not possible to submit one application which would include activities in both areas of support. In case an applicant is interested in implementing both areas, it is necessary to submit grant application for each support area separately, with each applicant being allowed to submit only one grant application for each support area.

❖ Area of support A Professionalization and support of patient organizations

Only projects that implement **at least two of the following four activities** can be supported:

- 1) Strengthening the personnel capacity of patient organizations.
- 2) Education and training of staff of patient organizations in order to expand their knowledge and skills in management, public relations, financial management, negotiation, advocacy, etc.
- 3) Support for the development of activities and services which patient organizations provide to patients or other patient organizations that they associate (e. g. creation of a helpline, broadening of counselling activities, etc.).
- 4) Activities aimed at raising public awareness of prevention, of a particular disease or of the activities of patient organizations, including the implementation of campaigns and awareness-raising events.

❖ Area of support B Establishment and development of umbrella organizations representing the segment of patient organizations or selected parts thereof

Only projects that will be submitted by at least 5 entities fulfilling the characteristics of a patient organization can be supported (Chapter IV. Eligible applicants). The grant application will be submitted by the organization in the role of the applicant, at least 4 other entities will be registered in the role of project partners (with or without financial allocation). The interest in participating in the project will be confirmed by a mandatory annex Partnership Commitment Statement, which will be concluded between the applicant and each project partner separately.

¹The conditions of debtlessness are deemed to be fulfilled if the taxpayer was allowed to delay the tax payment or pay the tax in instalments pursuant to Section 156 of Act No. 280/2009 Coll. Tax Code (as amended), or to pay the insurance and/or penalty in instalments pursuant to Section 20a of Act no. 589/1992 Coll. Social Security Insurance and State Employment Policy Contributions (as amended).

² In exceptional and justified cases, it is possible during the implementation of the project to request the SGS Operator to change the project termination date to 30 April 2024 at the latest.

A detailed description of individual areas is given in Annex 1 to this Call.

In the grant application, the applicant shall state how the project outputs will be used after the completion of the project, i.e. how is the sustainability of the project ensured. There is no minimum mandatory sustainability period. However, it is appropriate that the project activities are as sustainable as possible after the end of the project. Sustainability of project activities will be assessed during the selection process as one of the quality evaluation criteria.

Project activities must take place in the Czech Republic. In case of involvement of partner from donor state, the relevant activities may also take place in the donor states.

VII. Programme objectives and relevance of the project

The overall objective of the programme is **to improve the prevention and reduce inequalities in health**. The main goal of this Call is to strengthen the role of patients and the position of patient organizations in healthcare.

To measure the influence and impact of the programme, concrete expected outcomes and outputs with specific indicators were defined. Projects that will receive a grant from this and other calls within the programme shall contribute to reaching the specified programme outcomes and outputs.

Based on the focus of the Call, applicants shall describe the relevance of the project towards the general objective of the programme and its impact towards:

- Programme outcome No. 3 (Civil society empowered in the health sector) and
- Programme output of program No. 3.1 (Capacity building measures for patient organizations carried out), and / or
- Programme output of program No. 3.3 (Awareness raising activities carried out).

The applicant will then select the outputs and indicators that are relevant for the project and set the planned target value that shall be reached by the implementation of the project. The applicant will select indicators from the list of relevant programme indicators in the table below.

Indicators

General objective of the programme	Improved prevention and reduced inequalities in health	
Outcome/output of the programme	Indicator	Indicator specification – link to the areas of support
Programme outcome 3 Civil society empowered in the health sector (mandatory)	Number of jobs created	Area A, B, mandatory indicator, monitoring indicator, the achieved value will be disaggregated by gender and ethnicity
	Number of counselling helplines created/expanded/extended	Area A, activity 3, mandatory-elective indicator, binding target value
Programme output 3.1 Capacity building measures for patient organizations carried out (mandatory - elective)	Number of individuals trained/educated	Area A, activity 2, area B, mandatory-elective indicator, binding target value, the achieved value will be disaggregated by gender and ethnicity
	Number of patient organizations involved in capacity building measures	Area A, activity 1, area B, mandatory-elective indicator, binding target value
	Umbrella patient organisations established	Area B, mandatory indicator, binding target value*

Programme output 3.3

Awareness raising activities carried out
(mandatory - elective)

Number of awareness raising campaigns on patient empowerment carried out/developed

Area A, activity 4, area B, mandatory indicator, binding target value

Note:

"Mandatory" means that respective outcome/output/output indicator must always be selected.

"Mandatory-elective" means that at least one respective outcome/output/output indicator must be selected in line with planned key activities listed in chapter VI.

* The method of filling in this indicator is given in Chapter 4.7.4 of the Guideline for Applicants.

Each applicant **realistically sets out the planned target values** of the selected indicators in the application. The fulfilment of the target values will be monitored during the project implementation by monitoring reports.

Programme outputs and related target values of programme output indicators are binding as they have a direct link to the project activities and its budget.

The implementation of the project contributes to the achievement of the programme outcome however, the fulfilment of the programme outcome may depend on factors beyond the control of the project promoter. **As the target value of the programme outcome indicator will be monitored**, therefore, in case the target value won't be reached this will have to be justified in the respective monitoring report.

Apart from the relevance of the project to the programme the applicant will also define the **purpose of the project** related to the Programme outcome no. 3 (Civil society empowered in the health sector) and outputs of particular activities including relevant indicators. **These outputs and target values of chosen indicators are binding** because they have direct link to project activities and budget of the project.

When filling in the indicators of outputs of individual project activities, the applicants may, at their discretion, apply the above-mentioned indicators or create their own indicators. Detailed information related to the programme outcome and output indicators including their definitions, relevance and method of setting their values, as well as information on how to set additional indicators, is available in the Guideline for Applicants (Annex 2 to this Call).

VIII. Eligible expenditures

Detailed rules defining which categories and types of expenditures are eligible and can be claimed for reimbursement are laid down in the Chapter 8 of the Regulation on the implementation of the EEA Grants 2014-2021 and further described in the Guideline for Applicants and the Guideline of the National Focal Point for Eligible Expenditures under EEA/Norwegian Financial mechanisms 2014-2021.

Investment/infrastructure expenditures are not eligible in this Call.

Expenditures on construction works are not eligible under this Call. The proportion of costs falling under Construction Works and Supplies budget chapters (e.g. consumables, equipment supplies) **shall not exceed 40 % of the total eligible project expenditures.**

Expenditure on project management will be included in the chapter Management. For **projects with a duration above 24 months, the maximum allocation of the Management chapter is set at 15 % of the total eligible project expenditure.** Projects with a duration of less than and including 24 months can set the allocation of the Management chapter to a maximum of 10 % of the total eligible project expenditure.

IX. Grant amount – co-financing – advance payment – payment system

Minimum grant amount is 265,000 CZK (EUR 10 000), maximum grant amount is 4,240,000 CZK (EUR 160 000).

The exchange rate set by the Programme Operator for the Call is CZK 26.50/EUR.

The maximum project grant rate for all eligible applicants is 100 % of the total eligible expenditure of the project.

The final date of eligibility of expenditure is 31/12/2023³.

The successful applicant may apply for advance payment up to maximum of 90% of the awarded grant amount, which will be delivered in two payments. The applicant shall request the first advance payment up to 30% of the requested grant in the grant application. The request for the second advance payment up to 60% of the grant may be submitted together with first monitoring report and after meeting certain conditions. More information is provided in Guideline for applicants.

The expenditures will be paid by the project promoter from the received advance payments, the expenditures incurred by the project promoter on top of the received advance payments will be reimbursed by the SGS Operator ex-post. The project promoter reports the actually incurred expenditures periodically (the request for payment will be submitted together with the monitoring report; monitoring reports will be submitted every 4 months). The project promoter will provide a statement of actual expenditures incurred, including the required annexes.

The applicant has no legal entitlement to the grant.

The SGS Operator reserves the right not to distribute all the funds available.

X. Processing and submission of grant applications

Grant applications can be only completed and submitted electronically via the IS CEDR information system by 14th June 2021 12:00. Grant application and its annexes will be prepared in Czech language (only part of the Project summary and relevant parts in application form will be in English) and in standardized format (if it is specified for the respective annex – see Guideline for Applicants). Presumed expenditures of the project will be given in CZK.

The information needed to process and submit the application is contained in this Call, the Guideline for Applicants and the descriptions and help in IS CEDR.

- Guideline for Applicants is available at www.eeagrants.cz and www.mzcr.cz/fondyehp
- The application must be accompanied by all required annexes – see Guideline for Applicants. Standardized annexes are available for download at www.eeagrants.cz and www.mzcr.cz/fondyehp.
- During the evaluation of the grant application, the applicant may be asked to submit a paper form of some annexes (large-format attachments, drawings, etc.).
- In the grant application the applicant shall provide information on all consultants involved in the preparation of the grant application.

Technical requirements and recommendations

- Access to the IS CEDR system is possible via: www.eeagrants.cz; CEDR button.
- For communication with the Small Grant Scheme Operator – the Ministry of Health, the use of a data box is recommended. Communication via data box is obligatory for entities that have an obligation by law to have established data box.
- The application and annexes must be accompanied by a visible qualified electronic signature of the authorized representative, i.e. signature of the statutory representative or member of the statutory body or another authorized person.
- In case of technical difficulties with preparation and submission of the application it is possible to contact the IS CEDR technical support (for hotline please see the Contacts at IS CEDR homepage).
- Grant application and its annexes can be prepared gradually in IS CEDR, the system enables interim saving of already completed parts.
- The grant application process must be completed while knowing that the evaluation and selection process will be based solely on information contained in the grant application and its annexes. All parts of grant application and the annexes therefore need to be filled carefully and clearly.
- It is recommended to submit the application well in advance of the Call deadline. Postponing the submission to the last minute could cause difficulties due to possible system overload.

³ In exceptional and justified cases, it is possible during the implementation of the project to request the SGS Operator to change the expenditures eligibility termination date to 30 April 2024 at the latest.

XI. Documents for the implementation of the EEA Grants 2014-2021

Documents (Regulations, guidelines and methodology) are available at following websites:

Financial Mechanisms Office (especially Regulation on the implementation of EEA Grants 2014-2021)	www.eeagrants.org
National Focal Point (especially NFP Guideline for eligible expenditures)	www.mfcr.cz , www.eeagrants.cz
Programme Operator	www.eeagrants.cz/health
SGS Operator, Programme Partner	www.mzcr.cz

XII. Evaluation and selection procedure of grant applications

Phases of the selection of projects that will be used for the evaluation of applications submitted under this Call include:

1) Assessment of administrative and eligibility criteria

The SGS Operator will assess the administrative, and the eligibility criteria according to the criteria set in points 1) and 2) of Part XIII of this Call.

If shortcomings (e.g. completeness and legibility) are found, the applicant will be informed and asked to make modifications of the annexes of the application via the IS CEDR in reasonable time period set by the SGS Operator. The applicant only makes such additions to the annexes that do not lead to the quality improvement of the application. The grant application itself can no longer be modified after its submission.

Applications that do not meet the administrative and eligibility criteria will be excluded from further evaluation. The applicant will be notified via the IS CEDR of the rejection of application due to failure to comply with administrative and/or eligibility criteria. The applicant can appeal the rejection of the application through the IS CEDR within 15 days from the receipt of the rejection of the application due to failure to comply with administrative and eligibility criteria.

2) Evaluation of the quality of the application by external evaluators

Each application is evaluated by two external evaluators according to evaluation criteria indicated in point 3) of Part XIII of this Call. The final score of the grant application is calculated as arithmetic average of the scores awarded by the evaluators.

If the difference between the overall score of the two evaluators is higher than 30% of the higher score, the application will be evaluated by the third evaluator. The resulting score will be the average of the two scores that are closer to each other. If the score of the third evaluation is exactly between the score of the first and second evaluation, the resulting score is calculated from the higher two scores.

3) Assessment of applications by the Selection Committee

The Selection Committee is provided with a list of all projects that have been evaluated for quality. Projects shall reach the minimum score of 60 points to proceed to subsequent stage of selection. Another prerequisite for proceeding to the next stage of selection is to obtain at least 22 points in the evaluation criterion "Relevance and importance of the project". Projects are ranked on the list according to the score obtained by external evaluators (arithmetic mean of the scores). The Selection Committee shall discuss the submitted project applications and produce a list of recommended projects, together with a reserve list and the list of rejected project applications and the reason for their rejection, to the SGS Operator - Ministry of Health.

4) Verification

The Programme Operator – Ministry of Finance verifies the evaluation and selection procedure of grant applications. The Small Grant Scheme Operator verifies individual recommended and reserve applications.

5) Grant approval / non-approval

Based on the outcome of the verification, the Small Grant Scheme Operator decides whether to award / reject the grant and informs the applicant about further procedure. Successful grant applicants receive a Grant Approval Letter followed by a legal act on the allocation of funds. Unsuccessful applicants are sent a legal act informing of rejection of the grant application. No appeal is admissible against the rejection.

Implementation of the approved projects is expected to start at the earliest 6 months after the end date of submission of applications via IS CEDR (i.e. in November 2021).

Information on the state aid conditions

It is not possible to finance projects, which constitute unlawful State aid under Article 107 (1) of the Treaty on the Functioning of the European Union (TFEU). For this reason, only those grants will be awarded that

- do not constitute State aid at all (i.e. the characteristics of state aid are not cumulatively fulfilled within the meaning of Article 107 (1) TFEU), including awarding limited grant pursuant to Commission Regulation on de minimis aid⁴ or Commission Regulation on de minimis aid granted to undertakings providing services of general economic interest⁵ respectively; or
- constitute State aid compatible with the EU internal market without the need for prior notification to the European Commission pursuant to the Commission Decision on Services of general economic interest⁶.

Further details are set out in the Guidelines for Applicants.

XIII. Administrative, eligibility and quality criteria

1) Administrative criteria

- The application was submitted before the deadline set in the Call.
- The application is processed in the required language according to the Call.
- All mandatory information is filled in the application.
- The application is signed by the applicant's statutory representative or authorized person's qualified electronic signature.
- All mandatory annexes are complete and are submitted in the required form in accordance with the Call and the Guideline for Applicants.
- The applicant submitted a maximum of one grant application to support area A and maximum of one grant application to support area B⁷.

2) Eligibility criteria

- The applicant is eligible.
- Partner(s) are eligible (if applicable).
- The project is in line with the focus of the Call (programme area, programme outcome, programme outputs).
- Activities are eligible.
- The project is focused on just one area of support according to Part VI of the Call.
- The project in support area A is focused on at least 2 activities according to Part VI of the Call.
- The place of the project implementation is in accordance with the terms of the Call.
- The end date of project implementation does not exceed the maximum completion date specified in the Call.
- The requested grant amount complies with the conditions set out in the Call.

Detailed information on individual administrative and eligibility criteria are provided in Annex 3 - Checklist.

⁴ Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid.

⁵ Commission Regulation (EU) No 360/2012 of 25 April 2012 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid granted to undertakings providing services of general economic interest.

⁶ Commission Decision (EU) 21/2012 of 20 December 2011 on the application of Article 106(2) of the Treaty on the Functioning of the European Union to State aid in the form of public service compensation granted to certain undertakings entrusted with the operation of services of general economic interest (notified under document C(2011) 9380).

⁷ If the applicant submits more than 1 grant application to each support area, only the first submitted application to each area of support will be assessed. Any other application will be automatically excluded.

3) Quality evaluation criteria

Detailed quality evaluation criteria

Evaluation criteria	Max. number of points of the given criterion (out of 100 possible) (y)
1 The applicant's ability and readiness to implement the project	8
1.1. The applicant (or partner (s)) has administrative capacity for the implementation of the project.	8
The organizational structure of the management is clearly described, including the effective division of tasks among the individual members of the project team on the side of applicant as well as external assistance supplier (if proposed by the applicant). Description of cooperation between management and professional team is sufficient and understandable. The size and organizational structure of the project management corresponds to the size of the project, taking into account the voluntary nature of patient organizations.	
In case of partnership in the project, the roles of each partner in project implementation are described clearly and in detail.	
2 Relevance and importance of the project	37
2.1 The project contributes significantly to fulfilling the outcome and outputs of the Programme. (Project may contribute to several Programme outputs). The purpose of the project is in line with the outcome of the programme. Outputs of the project activities are in line with the indicated outputs of the programme.	18
2.2 The project clearly contributes to fulfilling the objectives of the related conceptual and strategic documents (local / regional / sectoral), or it is linked to the outputs of the already realized project.	5
2.3 The justification of the need for project implementation is based on supporting documents (e.g. needs analysis - questionnaire, collected feedback, etc.).	8
2.4 The impact of the project corresponds to the needs of the main target group focused on in the project. The applicant cooperates with the target groups during the implementation of the project.	6
3 Project structure, risks, activities and outputs	32
3.1 The structure of the project is clearly defined. Individual activities and their outputs are clearly described including their interconnection, outputs of the project activities are realistic. The project activities are complementary to each other.	17
The proposed project activities are necessary to fulfil the purpose of the project and they contribute to the programme outcome/output(s).	
3.2 The publicity of the project is clearly described, including the individual activities to ensure the overall publicity.	3
3.3 The proposed timeline of the project is clear, realistic and corresponds to the needs for the implementation of activities in terms of their content and their interconnection.	4
3.4 The results framework of the project provides clear and transparent information on the relevance of the project to the programme, including the indicators and sources for their verification (outputs, outcome). Mandatory and mandatory-elective indicators are included as per the instructions in the Call text. Further optional indicators introduced by the applicant are objectively measurable. All indicators have to the greatest extent possible realistic baselines and target	4

	values. Sources of verification of indicators are listed and will be available and suitable for verifying both baseline and target values of indicators.	
	3.5 Relevant risks related to project implementation are identified and clearly defined. Relevant mitigation measures are clearly identified and defined, to minimize risks to the greatest extent possible and to ensure the smooth implementation of the project.	4
4	Project economy and sustainability	15
	4.1 The items indicated in the budget are eligible and necessary for the implementation of particular activities. A clear quantification of the units of individual budget items is provided in measurable units. The proposal of individual budget items is in line with the project and its activities and their amount is reasonable and corresponds to the standard costs in place and time, or the costs of similar projects. Unit costs correspond to standard market prices. The applicant explained how the cost of individual budget items was calculated.	12
	4.2 The applicant clearly described how the project outputs will be maintained and the sustainability of the project will be ensured after its completion, including information on how the necessary financial resources will be secured. The sustainability plan is appropriate given the size and nature of the project activities.	3
5	Specific programme conditions and horizontal (cross-cutting) themes	8
	5.1 The project contributes to strengthening the bilateral relations with donor states.	8
	Total	100

The minimum average score needed to advance to the next stage of evaluation is 60 points.

The minimum average score for the evaluation criterion 2 (Relevance and importance of the project) to advance to the next stage of evaluation is 22 points.

Weighting - the external evaluator evaluates the fulfilment of each criterion by 0 – 5. The value obtained for each criterion is then converted into a weighted value based on the maximum score that can be earned for that criterion. For each criterion the evaluator shall justify the number of points awarded.

0 - The project does not meet the assessed criterion, or it cannot be assessed due to missing or incomplete information.

1- Very bad. The criterion is met superficially and unsatisfactorily.

2 - Bad. There are serious and substantial shortcomings in relation to this criterion.

3 - Satisfactory. Although the project broadly addresses this criterion, there are shortcomings that would require correction.

4 - Good. The project fits well with the criterion, although some improvements are possible.

5 - Excellent. The proposal successfully addresses all aspects of the criterion.

For each criterion, the points given by the evaluator (x) are then recalculated by using the Weighting Coefficient (Max. number of points of the given criterion in the table above) (y) according to the formula $(x / 5 * y)$.

XIV. Information on how to provide consultations for a Call

Questions related to the Call (e.g. submitting of grant application, terms of the Call, evaluation procedure and the awarding of funds) may be made in writing addressed to:

— Matouš Duraj, Financial Mechanism Department (email: Matous.Duraj@mzcr.cz)

— Lucia Hrivňáková, Financial Mechanism Department (email: Lucia.Hrivnakova@mzcr.cz)

— Tomáš Hruža, Financial Mechanism Department (email: Tomas.Hruza@mzcr.cz)

Questions may be addressed no earlier than on the date the Call is announced and no later than 5 working days before the deadline for submission of the grant applications. The reply will be sent to the applicant within 5 working days, at the latest on the day of the deadline for submission of the grant applications. Only written answers are binding.

Frequently asked questions and answers will be available at the Questions and Answers section www.mzcr.cz/fondyehp and www.fondyehp.cz/zdravi/FAQ.

XV. Information how to submit a complaint

Implementation of EEA Grants is based on the principles of transparency, openness and responsibility with zero tolerance towards corruption and misuse of funds. In line with these principles the applicant is entitled to submit a complaint related to the suspicion of misuse or irregularity related to the EEA Grants. The complaint can be submitted by the following means:

— electronically to the e-mail: stiznosti-czp@mfcz.cz

— in writing – by regular mail to the address:

Ministry of Finance
Department No. 58 – International Relations
Unit No. 5804 – Centre for Foreign Assistance – Preparation and Coordination
Letenská 15
118 10 Prague 1

XVI. List of attachments

1. Detailed description of thematic focus of individual activities
2. Guideline for Applicants
3. Checklist: Call MGS3 – Support of NGO activities in the field of patient organizations – in Czech only