

TEMPLATE OF THE GRANT APPLICATION DOCUMENT– this document does not serve as a form for filling in the grant application (data shall be filled in the IS CEDR), but as a template of a document that the applicant is obliged to generate after filling in all the data in the relevant fields in the application. This form can be used as a working tool and a guide for the subsequent completion of the individual fields in the online form in the IS CEDR. The way of working with the Grant Application Document is described in chapter 2.13 of the Guideline for Applicants.

GRANT APPLICATION

Financial Mechanism	EEA Grants 2014-2021
Programme	Good Governance
Programme Area and Objective	PA 16: Good Governance, Accountable Institutions, Transparency
Programme Modality	Small Grant Scheme
Programme Operator	Ministerstvo financí, Letenská 15, 118 10 Praha 1 IČ: 00006947, DIČ: CZ00006947
Registration Number	Based on the registration in IS CEDR

1. Project Basic Information

Project Title in Czech	Enter the project title
Project Title in English	Enter the project title in Czech
Sector Code	To be selected in the IS CEDR
Project Location	To be selected from the list in the IS CEDR

Planned Project Implementation Period

Expected Project Start Date	Enter the date	Expected Project Completion Date	Enter the date	Project Implementation Length (months)	Automatically calculated in IS CEDR
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Project Summary in Czech

Provide a summary of the project with the maximum length of 2000 characters (for more detailed requirements, please see the Guideline for Applicants).

Project Summary in English

Provide a summary of the project in Czech with the maximum length of 2000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

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Project Financing	CZK	EUR	% total eligible costs
Total Eligible Costs	Automatically calculated in the IS CEDR		100
Requested Grant Amount	Insert number in whole CZK		100
Project Co-financing	Insert number in whole CZK		

2. Applicant

Applicant Identification

Applicant Name in Czech	Automatically filled in the IS CEDR based on registration			
Applicant Name in English	Enter the name of the applicant in English			
Legal Form	Automatically filled in the IS CEDR based on registration			
Organization Classification	Enter the organization classification – please see the list in Annex Typ organizace			
Identification	ID number	Automatically based on registration	VAT ID	Enter the tax identification number – if relevant
Data Box Identifier	Automatically filled in the IS CEDR based on registration			
Web Pages	Enter web address of the applicant’s organization, or project web page address			
Social Networking Pages	Enter social media pages of the applicant’s organization			
Registered Address				
Street	Automatically based on registration			
Land Registry Number	Automatically based on registration	House Number	Automatically based on registration	
Municipality	Automatically based on registration			
Municipality District	Automatically based on registration			
Postal Code	Automatically based on registration			
Legal representative				
Name and Surname	Title	Degree	Function	Email

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Contact Persons and Persons Responsible for Project				
Name and Surname	Project Position	Email	Phone	Send notifications
	Select or enter			
Applicant Description				
Describe briefly the applicant with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).				

3. Project Partnership	
Identification of Partner Organization	
Partner Organization name (Local name)	
Partner Organization name (English name)	
Partner is from the Czech Republic	Select
Partner is from the Donor State	Select
City	
State	
Organization Classification	Enter the organization classification – please see the list in Annex Typ organizace
Web Pages	Enter web address of the partner’s organization, or project web page address
Contact person	
Name	
Surname	
Email	
Partner Organization Description	

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Describe briefly the project partner with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

Partnership Description and Importance

Describe briefly the project partnerships and its importance for the project implementation with the maximum length of 4 000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

Bilateral Indicators

Bilateral Indicator	Relevance to Project	Unit of measurement	Baseline	Target	Achievement date (month/year)	Fulfilment of Indicator, Setting and Verification of Expected Values
Number of projects involving cooperation with Donor project partner	Yes	Pre-defined in the IS CEDR	Enter the initial value of the indicator (for more detailed requirements, please see the Guideline for Applicants).	Enter the target value of the indicator (for more detailed requirements, please see the Guideline for Applicants).	Enter the expected month and year when the target value of the indicator shall be reached (in format MM/YYYY).	Describe briefly the expected fulfilment of the indicator, setting of its values and methods of verification with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

4. Project Intent

4.1. Initial State and Project Intent

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Describe the initial state of the project and its intent with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

4.2. Justification of Project Proposal

Provide the justification of the project proposal with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

4.3. Prerequisites for Project Implementation

Describe key prerequisites for the project implementation with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

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4.4. Project Objective and Desired Benefits	
Describe the objective and desired benefits of the project with the maximum length of 5 000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).	
4.5. Project Target Groups	
Describe the target groups of the project with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).	
4.6. Statistical Classification of Target Groups	
End Beneficiaries	
Select the target group – please see the list in Annex Target Groups	
Intermediaries are targeted	Select
Intermediaries	Select the target group – please see the list in Annex Target Groups
Related End Beneficiaries	
Select the target group – please see the list in Annex Target Groups	
5. Project Relevance towards the Programme	
5.1. Project Relevance	Describe the project relevance towards the priorities of the Programme with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).
5.2. Description of Project Purpose	Describe briefly the purpose for which the requested grant shall be used with maximum length of 500 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).
5.3. Project Classification into Supported Programme Outcomes	

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Outcome Number	1	Programme Outcome	Zlepšení schopnosti veřejné správy reagovat na potřeby svých obyvatel/ Improved responsiveness of public administration to citizens' needs				
Programme Outcome Indicator 1	Počet obcí zapojujících občany do rozhodování/ Number of municipalities involving citizens in public policy decision making						
Unit of measurement	Počet / number	Baseline	0	Target		Achievement date	
Fulfilment, Setting and Source of Verification of Indicator 1							
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).							
Outcome Number	1	Programme Outcome	Zlepšení schopnosti veřejné správy reagovat na potřeby svých obyvatel/ Improved responsiveness of public administration to citizens' needs				
Programme Outcome Indicator 2	Počet osob účastnících se konzultací v rozhodovacím procesu veřejného orgánu během programového období / Number of people participating in consultations with a public decision-making body during the programme period						
Unit of measurement	Počet / number	Baseline	0	Target		Achievement date	
Fulfilment, Setting and Source of Verification of Indicator 2							
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).							

5.4. Project Classification into Supported Programme Outputs

Output Number	1.2	Programme Output	Podpoření optimalizace veřejné správy/ Optimization of public administration supported				
Programme Output Indicator 1	Počet provedených konzultací s aktivním zapojením veřejnosti/ Number of high quality public consultations conducted						
Unit of measurement	Počet / number	Baseline	0	Target		Achievement date	
Fulfilment, Setting and Source of Verification of Indicator 1							

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Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

Output Number	1.2	Programme Output	Podpoření optimalizace veřejné správy/ Optimization of public administration supported				
Programme Output Indicator 1	Počet osob účastnících se konzultací v rozhodovacím procesu veřejného orgánu během programového období / Number of people participating in consultations with a public decision-making body during the programme period						
Unit of measurement	Počet / number	Baseline	0	Target		Achievement date	
Fulfilment, Setting and Source of Verification of Indicator 2							
Describe briefly how the indicator shall be implemented, the way of its setting and source of its verification including its target value with maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).							

6. Project Activities			
6.1. Key Project Activities and Outputs			
Activity Number		Activity Name	Enter the brief and concise title of the activity (for more detailed requirements, please see the Guideline for Applicants).
Start Date	Enter the expected start date of the activity.	Completion Date	Enter the expected completion date of the activity.
Activity Description	Provide a brief and clear detailed description of the key project activity with the maximum length of 4 000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).		

Outputs of activities						
Activity Number		Output Number		Output Name	Enter the name of the output (for more detailed requirements, please see the Guideline for Applicants).	
Output Description	Provide a brief and clear detailed description of the output of the key project activity with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).					
Related Programme Output	Provide related programme output (for more detailed requirements, please see the Guideline for Applicants).					
Output Indicator	Unit of measurement	Baseline	Target	Achievement date month/year	Setting of Values	Source of Verification
Define the indicator to monitor the output of the key activity (for more detailed requirements, please see the Guideline for Applicants).	Define the unit of the indicator (for more detailed requirements, please see the	Enter the initial value of the indicator (for more	Enter the target value of the indicator (for more	Enter the expected date (month/year) of the target value completion (format	Describe the way of setting the indicator values with maximum length of 3600 characters including spaces (for more	Describe the source of its verification including its target value with maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

	Guideline for Applicants).	detailed requirements, please see the Guideline for Applicants).	detailed requirements, please see the Guideline for Applicants).	MM/YYYY).	detailed requirements, please see the Guideline for Applicants).	
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6.2. Publicity of Project and its Outputs

Activity Number	Activity Name	Project Publicity	
Start Date	Enter the expected start date of the activity.	Completion Date	Enter the expected completion date of the activity.
Activity Description	Provide a brief and clear detailed description of the key project activity with the maximum length of 4 000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).		

Outputs of Publicity of Project

Activity Number	Output Number	Output Name	Enter the name of the output (for more detailed requirements, please see the Guideline for Applicants).			
Output Description	Provide a brief and clear detailed description of the output of the key project activity with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).					
Related Programme Output	N/A					
Output Indicator	Unit of measurement	Baseline	Target	Achievement date month/year	Setting of Values	Source of Verification

Define the indicator to monitor the output of the key activity (for more detailed requirements, please see the Guideline for Applicants).	Define the unit of the indicator (for more detailed requirements, please see the Guideline for Applicants).	Enter the initial value of the indicator (for more detailed requirements, please see the Guideline for Applicants).	Enter the target value of the indicator (for more detailed requirements, please see the Guideline for Applicants).	Enter the expected date (month/year) of the target value completion (format MM/YYYY).	Describe the way of setting the indicator values with maximum length of 3600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).	Describe the source of its verification including its target value with maximum length of 3600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

6.3. Project Management

Activity Number		Activity Name	Project Management			
Start Date	Enter the expected start date of the activity.	Completion Date	Enter the expected completion date of the activity.			
Activity Description	Provide a brief and clear detailed description of the key project activity with the maximum length of 4 000 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).					
Number of persons responsible for project management funded from project budget			Enter the number	of which external staff	Enter the number	
Number of persons responsible for project management not funded from project budget			Enter the number	of which external staff	Enter the number	

7. Project Timeline										
Activity Number and Name/Period	2022				2023				2024	
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2

8. Budget and Financing								
8.1. VAT and its Reimbursement								
VAT in Project Budget	Please select					VAT Coefficient		
8.2. Project Budget Breakdown								
Chapter	Item	Unit	Number of Units	Unit price (CZK)	Total (CZK)	Expenditure Type	Related Activity	Additional information

8.3. Project Budget Breakdown		
Budget Heading	Expected costs per budget heading (CZK)	Expected costs per budget heading (EUR)
Services		
Travel costs		
Construction Works and Supplies		
Management		

Publicity		
Total Project Eligible Costs		

- of which partner Czech partner		
- of which partner Donor state partner		

8.4. Investment Assets

The project will acquire investment assets, purchase price of which is included in the project budget	no
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8.5. Indirect Costs

Indirect Costs are included in Project Budget	Please select	Method of Indirect Costs Calculation	Please select
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8.6. Project Financing

Describe how the project financing will be ensured with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

8.7. Advance payment

Advance payment is requested	Please select				
Requested amount of advance payment	CZK	% of requested grant	Advance payment breakdown	Investment advance (CZK)	Non-investment advance (CZK)
	Enter the amount			Enter the amount	

Justification	Briefly justify the advance payment request with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).
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8.8. Revenue Generated by Project

Project shall generate revenue	Please select	
Description of revenue generating activities	Describe briefly expected generating of income in the project with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).	
Revenue Overview	During Project Implementation (CZK)	During Project Sustainability Period (CZK)
Estimated Annual Revenues		
Estimated Annual Operating Costs		
Net Revenues		

9. Project Risk and their Management

Risk Title	Enter the risk title (for more detailed requirements, please see the Guideline for Applicants).				
Risk Probability	Please select	Risk Impact	Please select	Risk Response	Please select
Risk Response Description	Describe briefly the reaction towards the risk with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).				

10. Project Sustainability

Describe the project sustainability with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

11. Policy Markers

Gender Equality	
Description of Policy Marker Implementation	If the topic is relevant or fundamental, please describe its implementation in the project with the maximum length of 3 600 characters including spaces (for more detailed requirements, please see the Guideline for Applicants).

12. Author of the Application

Provide information about the entity that has processed the application (for more detailed requirements, please see the Guideline for Applicants).

13. Additional Information

14. Annexes

Mandatory Annexes:

15. Signature

Name and Surname	Date	Signature
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Iceland 
Liechtenstein
Norway grants


Norway
grants

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