

**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

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

### 1. Project Basic Information

<b>Project Title in Czech</b>	Enter the project title				
<b>Project Title in English</b>	Enter the project title in Czech				
<b>Sector Code</b>	To be selected in the IS CEDR				
<b>Project Location</b>	To be selected from the list in the IS CEDR				
<b>Planned Project Implementation Period</b>					
<b>Expected Project Start Date</b>	Enter the date	<b>Expected Project Completion Date</b>	Enter the date	<b>Project Implementation Length (months)</b>	Automatically calculated in IS CEDR

### 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
<b>Total Eligible Costs</b>	Automatically calculated in the IS CEDR		100
<b>Requested Grant Amount</b>	Insert number in whole CZK		100
<b>Project Co-financing</b>	Insert number in whole CZK		

## 2. Applicant

### Applicant Identification

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

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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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<b>4.4. Project Objective and Desired Benefits</b>	
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).	
<b>4.5. Project Target Groups</b>	
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).	
<b>4.6. Statistical Classification of Target Groups</b>	
<b>End Beneficiaries</b>	
Select the target group – please see the list in Annex Target Groups	
<b>Intermediaries are targeted</b>	Select
<b>Intermediaries</b>	Select the target group – please see the list in Annex Target Groups
<b>Related End Beneficiaries</b>	
Select the target group – please see the list in Annex Target Groups	

<b>5. Project Relevance towards the Programme</b>	
<b>5.1. Project Relevance</b>	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).
<b>5.2. Description of Project Purpose</b>	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).
<b>5.3. Project Classification into Supported Programme Outcomes</b>	

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<b>Outcome Number</b>	1	<b>Programme Outcome</b>	Zlepšení schopnosti veřejné správy reagovat na potřeby svých obyvatel/ Improved responsiveness of public administration to citizens' needs				
<b>Programme Outcome Indicator 1</b>	Počet obcí zapojujících občany do rozhodování/ Number of municipalities involving citizens in public policy decision making						
<b>Unit of measurement</b>	Počet / number	<b>Baseline</b>	0	<b>Target</b>		<b>Achievement date</b>	
<b>Fulfilment, Setting and Source of Verification of Indicator 1</b>							
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).							
<b>Outcome Number</b>	1	<b>Programme Outcome</b>	Zlepšení schopnosti veřejné správy reagovat na potřeby svých obyvatel/ Improved responsiveness of public administration to citizens' needs				
<b>Programme Outcome Indicator 2</b>	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						
<b>Unit of measurement</b>	Počet / number	<b>Baseline</b>	0	<b>Target</b>		<b>Achievement date</b>	
<b>Fulfilment, Setting and Source of Verification of Indicator 2</b>							
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

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

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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).

<b>Output Number</b>	1.2	<b>Programme Output</b>	Podpoření optimalizace veřejné správy/ Optimization of public administration supported				
<b>Programme Output Indicator 1</b>	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						
<b>Unit of measurement</b>	Počet / number	<b>Baseline</b>	0	<b>Target</b>		<b>Achievement date</b>	
<b>Fulfilment, Setting and Source of Verification of Indicator 2</b>							
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

<b>Activity Number</b>		<b>Activity Name</b>	Enter the brief and concise title of the activity (for more detailed requirements, please see the Guideline for Applicants).		
<b>Start Date</b>	Enter the expected start date of the activity.	<b>Completion Date</b>	Enter the expected completion date of the activity.		
<b>Activity Description</b>	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

<b>Activity Number</b>		<b>Output Number</b>		<b>Output Name</b>	Enter the name of the output (for more detailed requirements, please see the Guideline for Applicants).	
<b>Output Description</b>	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).					
<b>Related Programme Output</b>	Provide related programme output (for more detailed requirements, please see the Guideline for Applicants).					
<b>Output Indicator</b>	<b>Unit of measurement</b>	<b>Baseline</b>	<b>Target</b>	<b>Achievement date month/year</b>	<b>Setting of Values</b>	<b>Source of Verification</b>
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	
<b>Start Date</b>	Enter the expected start date of the activity.	<b>Completion Date</b>	Enter the expected completion date of the activity.
<b>Activity Description</b>	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).			
<b>Output Description</b>	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).					
<b>Related Programme Output</b>	N/A					
<b>Output Indicator</b>	<b>Unit of measurement</b>	<b>Baseline</b>	<b>Target</b>	<b>Achievement date month/year</b>	<b>Setting of Values</b>	<b>Source of Verification</b>

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

<b>Activity Number</b>		<b>Activity Name</b>	Project Management			
<b>Start Date</b>	Enter the expected start date of the activity.	<b>Completion Date</b>	Enter the expected completion date of the activity.			
<b>Activity Description</b>	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).					
<b>Number of persons responsible for project management funded from project budget</b>	Enter the number	<b>of which external staff</b>	Enter the number			
<b>Number of persons responsible for project management not funded from project budget</b>	Enter the number	<b>of which external staff</b>	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

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

<b>Indirect Costs are included in Project Budget</b>	Please select	<b>Method of Indirect Costs Calculation</b>	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

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

<b>Justification</b>	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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<b>8.8. Revenue Generated by Project</b>		
<b>Project shall generate revenue</b>	Please select	
<b>Description of revenue generating activities</b>	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).	
<b>Revenue Overview</b>	<b>During Project Implementation (CZK)</b>	<b>During Project Sustainability Period (CZK)</b>
<b>Estimated Annual Revenues</b>		
<b>Estimated Annual Operating Costs</b>		
<b>Net Revenues</b>		

### 9. Project Risk and their Management

<b>Risk Title</b>	Enter the risk title (for more detailed requirements, please see the Guideline for Applicants).				
<b>Risk Probability</b>	Please select	<b>Risk Impact</b>	Please select	<b>Risk Response</b>	Please select
<b>Risk Response Description</b>	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

<b>Gender Equality</b>	
<b>Description of Policy Marker Implementation</b>	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

<b>Name and Surname</b>	<b>Date</b>	<b>Signature</b>
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Iceland   
Liechtenstein  
Norway grants

  
Norway  
grants

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