

# **Open Call for Project Outlines on Grants from the *Swiss-Czech Cooperation Programme***

**The Ministry of Finance of the Czech Republic in cooperation with the Ministry of the Environment of the Czech Republic as the Intermediate Body**

## **Announce**

**on 16. 4. 2010 the Open Call for project outlines on grants from the *Swiss-Czech Cooperation Programme* within the **Funding Guideline n°2** –Environment and Infrastructure – **The Focus Area n°2.1** – **Rehabilitation and modernisation of basic infrastructure and improvement of the environment for:****

**Objective 2** – to increase energy efficiency and improve the air quality (reduction of greenhouse gases and other hazardous emissions).

**Types of eligible projects: measures of the public transport and public sector to reduce air pollution.**

**Objective 3** – to improve the management, the safety and the reliability of communal/regional public transportation systems.

**Types of eligible projects: preparation and implementation of traffic management concepts.**

## **I. Deadline and address for submission of project outlines**

The **deadline** for submitting the project outlines and their mandatory annexes to the State Environmental Fund is **on 16. 7. 2010, 2 p.m.** The project outlines can be delivered in person or sent by post to the following address: State Environmental Fund, Olbrachtova 2006/9, 140 00 Prague **by the given date at the latest.** (The date of submission of the project outline is considered as the date of receipt of the project outline.)

## **II. Allocation – the amount of grant**

The total allocated amount for the Open Call is **CHF 29,000,000, the minimum amount of an individual grant is CHF 1,000,000 for Objective 2 and Objective 3.**

At least **30%** of this amount will be allocated to the projects submitted in the Moravian-Silesian Region, the Olomouc Region and the Zlín Region.

**Maximum amount of grant can account for (with reference to state aid rules):**

- **60%** of the total eligible costs of the project;
- **85%** of the total eligible costs of the project – in case that the co-financing is provided from public budgets (state budget, regional budget or local budgets);
- **90%** of the total eligible costs of the project - provided that the projects are implemented by NGOs.

**Fixed exchange rate in this Open Call is CZK 17,426 = 1 CHF.**

The financial means of the grant will be **reimbursed**. The reimbursement will be possible on the basis of the submitted documents on incurred expenses.

### III. Supported project activities

**Objective 2 – To increase energy efficiency and to improve the air quality (reduction of greenhouse gases and other hazardous emissions)**

Types of eligible projects: **measures in the public transport and public sector to reduce air pollution.**

- a) Transition of public transport to public transport with low impact on the environment including the establishment of appropriate infrastructure
- b) Installation of exhaust gas filters into the conveyance in public sector decreasing the dust particle emissions

**Objective 3 – To improve the management, the safety and the reliability of communal/regional public transportation systems.**

Types of eligible projects: **preparation and implementation of traffic management concepts.**

- a) Management, organisation and integration projects of the public transportation (e.g. integrated transportation system, implementing new integrated timetables, resident traffic planning, tariff cooperation of transporters etc.)
- b) Projects on building intermodal infrastructure for public transport (e.g.. surface modification of areas in front of the stations, construction works for improving the interconnection between the urban and suburban public transport)
- c) Projects focused on increasing public transport reliability and safety

### IV. Eligible applicants

**The project outline may be submitted by:**

- Organizational unit of state (OUS);
- State contributory organisation;
- Region;
- Organisation established or founded by a region;
- Municipality;
- Association of municipalities;
- Organisation established or founded by a municipality;
- Non-governmental non-profit organisation;
- Educational/ research institution;
- Organisation providing services in public interest based on a public service contract;
- Voluntary or social organisation.

**Applicant shall comply with the following criteria:**

- shall have legal personality (not relevant to organizational units of state – OUS);
- shall have a residence in the Czech Republic;
- the project activities of the applicant must be carried out in the public interest within the area of the Czech Republic;
- **must not** use the financial means from the project to finance any operational and maintenance activities of its organisation.

## V. Partnership and eligibility of the partners

The applicants may submit the project outline either individually or together with a partner. The applicants and the partners may participate in co-financing of the project, in the preparation of the project outline or the final project proposal and project management, but **must not finance** any operational and maintenance activities of their organisation from the project.

- Partner is defined as an institution (Czech or Swiss), which participates in preparation of the project, its implementation and long-term sustainability.
- The Partner must comply with the same eligibility criteria identical for the applicant with the only exception of Swiss institutions which need not comply with the residence criterion and whose project activities need not be carried out in the Czech Republic.
- **Partner must not be an organisation which is / will be the supplier of goods, services or works within the given project.**

If the project outline is recommended for approval/ approved, the final project proposal may be submitted within a contractually concluded public-private partnership.

The public-private partnership is regarded as such a contractual relation between public and private body whose objective is a joint **provision of activities in the public interest while any incentive of profit is excluded.**

Within this contractual cooperation the partner entity commits itself to carry out the activities in public interest and the related activities, which would otherwise be carried out or provided by the public body. Certain competencies of the public body towards the public may be delegated to the partner entity on the basis of an agreement.

## VI. Basic requirements for submitted project outlines

- The project will be in compliance with the recommended activities of the Objective 2 and/ or 3 of the Focus Area n° 2.1 of the *Swiss-Czech Cooperation Programme*
- The subject matter of the project will consist of actions and activities conducted in the public interest
- The project will be in compliance with the national developing plans and priorities of the appropriate sector and/ or regional strategies
- Project must be in compliance with the state aid rules
- Financial duplicity with the financial means from the Structural Funds will be avoided
- The project sustainability will be provided for a given time period
- The time schedule and activity plan will guarantee the implementation of the project
- The pre-financing and co-financing of the project from the public or other sources will be secured
- The public tender for the implementation of the activities co-financed from the grant will be provided in accordance with the Czech public procurement law, related regulations and the specific requirements of the *Swiss-Czech Cooperation Programme*.

The project outline submitted within the Open call will be elaborated in the **Czech** language. The applicants must elaborate the project outline **into the application form for project outline**. When filling in the form the applicant proceeds according to the explanatory notes provided directly in the form. All parts of the application form must be fully completed.

The following **mandatory annexes** must be submitted together with the project outline:

Annex 1 - Document proving the legal personality (not relevant for the institutions of state and public administration)

Annex 2 – Declaration of co-financing

Annex 3 – Indicative budget

Annex 4 - Statutory Declaration stating that no eligible cost is double financed from any other source of co-financing

Annex 5 – Statutory Declaration of ownership (if relevant)

Annex 6 - Declaration of partnership (if relevant)

Annex 7 – Geographic focus (map)

Annex 8 - Public service contract (in case of Organisation providing services in public interest based on a public service contract)

Annex 9 – Annual Report (if necessary, upon a request of the Intermediate Body/ National Coordination Unit)

The form for filling in the project outline together with the template forms of all mandatory annexes can be downloaded at: <http://www.sfzp.cz/sekce/420/svycarske-fondy/>.

The applicant may **request financial support for the preparation** of a final project proposal within the submitted project outline through the Project Preparation Facility (PPF).

In case of acceptance of the project outline by the Swiss party the grant from PPF will be allocated. More details will be provided in PPF Procedures.

Once the project outlines have been assessed by the State Environmental Fund and the Ministry of the Environment, the National Coordination Unit of the Ministry of Finance of the CR and discussed in the Monitoring Committee of the *Swiss-Czech Cooperation Programme*, the recommended **project outlines** in their unaltered original versions in Czech and English will be submitted to the Swiss party to be assessed and evaluated.

In case of acceptance of the submitted project outline by the Swiss party applicants will have to elaborate the **Final Project Proposal**, including the required documentation, which will be submitted to the Swiss party to the final decision on the approval of the grant.

**By submitting the project outline or the final project proposal the applicant has no legal claim for the grant from the Swiss-Czech Cooperation Programme.**

## VII. Evaluation of project outlines

The project outlines shall be evaluated based on the **following evaluation criteria**:

	<b>Evaluation criteria</b>	maximum evaluation points
<b>1</b>	<b>Competence and preparedness of the applicant to implement the project</b>	<b>22</b>
<b>2</b>	<b>Relevance and sustainability of the project</b>	<b>26</b>
<b>3</b>	<b>Project structure, risks and outputs</b>	<b>27</b>
<b>4</b>	<b>Project economy</b>	<b>17</b>
<b>5</b>	<b>Horizontal (cross- cutting) policies</b>	<b>8</b>

		<b>Total 100</b>
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The project outline **will be recommended** in case it receives at least 70 points in total.

**The project outline will be excluded from the evaluation process** in case that the applicant:

- **is not an eligible applicant** – see point **IV of the call**
- **does not meet the required number of points** - see point **VII** of the call
- **does not meet the deadline** for submitting the project outlines (**16 7. 2010, 2 p.m.**)
- submits the project proposal for **activities that are not in accordance** with the call – see point **III**
- **does not fill in** all cells of the form of the project proposal
- **receives 0 points in one of the evaluation criterion**

### **VIII. Eligibility period**

**The final deadline for submission of Final Project Proposals is the 14<sup>th</sup> April 2012. The deadline for submission of the FPP will be set individually for each project.**

**The final disbursement date of the Swiss Contribution Programme** is the 14<sup>th</sup> June 2017. It will not be possible to reimburse any expenses incurred in the projects after this date.

The eligibility period of a specific project will be stated in the Project Agreement. The eligible costs are eligible since the date of the signature of the Project Agreement and maximally 12 months after the planned date of project end.

### **IX. The way of submitting project outlines**

The project outlines will be elaborated in the **Czech language, in a prescribed form**.

**The project outline** must be submitted both, in a printed and electronic version.

The **printed version** of the project proposal including **all its annexes** must be submitted in **3** copies, specifically as **one signed original** or its officially authenticated copy and **2** simple numbered **copies** (names as *copy 1* and *copy 2*).

Two copies of the **electronic version** must be submitted on separate CDs, each CD has to be legibly labelled so that it is clear what project it represents.

Each printed copy and each CD must consist of a project outline and the mandatory annexes.

The printed version must be identical to the electronic one (CD). In case there are differences between the printed version and the electronic version, the **printed original version** will be always regarded as the **valid version**.

The project outline including all the required annexes in printed and electronic version must be submitted in **one sealed envelope/ package**. The envelope/ package must be sealed properly with a tape over the envelope joint and it must be signed and stamped.

The following formal information will be given on the envelope:

- **DO NOT OPEN** prior to the start of evaluation process
- The address of the State Environmental Fund, Olbrachtova 2006/9, 140 00 Praha 4
- The name of the programme: **Swiss-Czech Cooperation Programme**
- The name of the call
- The full name of the applicant

- The address of the applicant
- The name of the project proposal
- The Funding Guideline, Focus Area and Objective of the Swiss-Czech Cooperation Programme of the submitted project outline
- The following description: „1 Original and 2 Copies“

## **X. Other information**

The State Environmental Fund will be accepting the project proposals at the following address: Olbrachtova 2006/9, 140 00 Praha 4.. The mail room office hours:

- Monday, Wednesday, Thursday: 8:00 – 16:00
- Tuesday: 8:00 – 16:30
- Friday: 8:00 – 14:00

The State Environmental Fund will provide **information** during the whole submission period, i.e. from the date of the announcement of the call for proposals to **7 calendar days** before the final deadline for submitting the project outlines.

Applicants may **raise their queries** via a telephone-call on **267 994 449** or via an email on [libor.pacovsky@sfzp.cz](mailto:libor.pacovsky@sfzp.cz). The replies to all queries will be made public on the websites of the **Ministry of Finance**: [www.swiss-contribution.cz](http://www.swiss-contribution.cz) and on the websites of the **State Environmental Fund**: <http://www.sfpz.cz/sekce/501/nejcastejsi-otazky-a-odpovedi/> under the link **answers to the frequently asked questions (FAQs)** within **7 calendar days** from receiving the query.