

# Call for proposals

## „Stavanger“

**on the implementation of selected adaptation/mitigation measures  
close to nature and air quality protection measures**

### **Number of the Call-4B**

The Programme „Environment, Ecosystems and Climate Change“  
financed from Norway Grants 2014–2021

The State Environmental Fund of the Czech Republic

## TABLE OF CONTENTS

<b>1. Who is an eligible project promoter and who can be a project partner? .....</b>	<b>3</b>
<b>2. What projects and activities are supported by the Call? .....</b>	<b>4</b>
2.1. <i>Types of supported projects and activities.....</i>	4
2.2. <i>Where to find more information?.....</i>	5
2.3. <i>Eligible project expenditures .....</i>	6
2.3.1. <i>Direct costs .....</i>	7
2.3.2. <i>Indirect costs .....</i>	9
2.3.3. <i>Other information for eligible costs.....</i>	9
2.3.4. <i>Non-eligible expenditures .....</i>	11
2.4. <i>Reimbursement of project partner expenses.....</i>	11
<b>3. What outcomes and outputs shall the project contribute to and what indicators shall be reported? .....</b>	<b>12</b>
<b>4. What is the amount of project grants? .....</b>	<b>14</b>
<b>5. How is the application administred?.....</b>	<b>14</b>
5.1. <i>The submission of the application .....</i>	14
5.2. <i>Evaluation of the application .....</i>	15
5.3. <i>Project selection and approval process.....</i>	19
5.4. <i>Project contract .....</i>	19
5.5. <i>Project amendment request.....</i>	20
<b>6. What is the implementation period of approved projects?.....</b>	<b>20</b>
6.1. <i>Procurement within the project .....</i>	20
6.2. <i>Monitoring and implementation of the project.....</i>	21
6.3. <i>Project financing scheme.....</i>	22
6.4. <i>On-site control of the project implementation .....</i>	23
6.5. <i>Irregularities in project implementation .....</i>	24
<b>7. How to properly promote and inform about awarded project? .....</b>	<b>24</b>
<b>8. Other elements or facts related to supported projects .....</b>	<b>25</b>
8.1. <i>Public support within the project.....</i>	25
8.2. <i>Conflict of interest .....</i>	26
8.3. <i>Accounting for the financial support.....</i>	26
8.4. <i>Document archiving .....</i>	27
8.5. <i>Termination of the project contract.....</i>	27
8.6. <i>Settlement of dispute in the administration of applications or project implementation .....</i>	28

In the framework of the Environment, Ecosystems and Climate Change Programme (hereinafter referred to as the "Programme") four areas of support were selected on the basis of stakeholder consultations. In recent years, the Programme has supported the creation of long-term strategic documents in the field of air protection (Call-2A "Tromsø") and climate change adaptation (Call SGS-3 "Oslo") for municipalities and regions. Call-4B "Stavanger", named after the Norwegian port city, now opens the possibility not only for applicants of the calls „Oslo“ and „Tromsø“ to obtain funds to implement specific selected green and blue measures identified in the approved long-term strategic documents for air protection and climate change adaptation. The call is divided into two priority areas:

- A) **Area no. 2 – air protection – implementation of selected measures identified in action plans for air protection** – within the framework of the Call-2A "Tromsø", the Programme supported the implementation of air quality monitoring and the creation of action plans in municipalities and regions. The "Stavanger" call for the area no. 2 follows on from this call and offers support for the implementation of selected green measures aimed at reducing air pollution. Measures that are identified in adopted action plans or measures that can be documented by the applicant as being in accordance with the action plan being prepared, which will be adopted in the given territory in the future, can be supported. You can find more information about the supported area dealing with issues related to air quality in the informative document of the Programme, [here](#).
- B) **Area no. 4 – adaptation to the signs of climate change at the local and regional level** within the framework of the Call SGS-3 "Oslo", the Programme supported the creation of several dozens adaptation strategies for regions and municipalities. The "Stavanger" call for area no. 4 follows on this call and the goal is to support the implementation of partial specific green and blue adaptation and mitigation measures for municipalities and regions identified in these adaptation strategies. Measures based on other adaptation strategies of cities, municipalities or regions can also be supported, if the conditions of support are met, and only on the condition that the allocation of the call was not committed into the implementation of measures identified in the adaptation strategies supported within the Call SGS-3 "Oslo". You can find more information about the supported area dealing with issues related to the ongoing climate change in the informative document of the Programme, [here](#).

The allocation of the "Stavanger" call was set at **190,445,925 CZK (7,617,837 EUR)**<sup>1</sup>, where: **73,166,725 CZK (2,926,669 EUR)** shall be allocated to the Area no. 2; and **117,279,200 CZK (4,691,168 EUR)** shall be allocated to the Area no. 4.

### ***What are the essential legal documents and methodological guidelines?***

The main regulations and guidelines based on relevant Norwegian Financial Mechanism and national legislative rules and other documents related to this Call include in particular:

- Regulation on the implementation of the Norwegian Financial Mechanism (FM) 2014-2021 (hereinafter referred to as the "Regulation");
- The Programme agreement including Annexes;
- Methodology of financial flows, control and certification of programmes financed from the EEA and Norwegian Financial Mechanisms 2014-2021;
- Guideline of the National Focal Point for eligible expenditures under EEA/Norwegian FM 2014- 2021 (hereinafter the „Guideline for Eligible Expenditures“).

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<sup>1</sup> The EUR / CZK exchange rate applied for this call is 1 EUR = 25 CZK.

These documents, including their current versions and other related methodological instructions, can be found on the website of the State Environmental Fund of the Czech Republic (hereinafter referred to as the "SEF"), [here](#).

## 1. Who is an eligible project promoter and who can be a project partner?

Any entity, public or private, commercial or non-commercial and non-governmental organisations, established as a **legal person** on the territory of the Czech Republic are considered **eligible project promoters** under the Call "**Stavanger**" from the Programme. This project promoter shall not be in bankruptcy, liquidation, has no overdue liabilities to state and public budgets, tax arrears and it is not a business company in which a public official<sup>2</sup> or a person controlled by him owns a share representing at least 25 % of the shareholder's participation in the business company. This also applies to their project partners, which shall be entities established as a legal person either in Norway, the Czech Republic or another beneficiary state or any international organisation or body or agency thereof, *actively involved in and effectively contributing to the implementation of the project*. Partnership with foreign entities (mainly from Norway) **is not obligatory for the implementation of the project**, but with regard to the possibility of sharing experience and good practice, such partnerships are encouraged.

In the case of the existence of a partnership in the implementation of the project, the mandatory annex to the application is the **Partnership Agreement** (Partnership Agreement Template available [here](#)), its proposal or notification of the intention to cooperate (Letter of Intent). The final Partnership Agreement must be submitted to the SEF no later than in the phase before signing the contract with the SEF. The Partnership Agreement must specify at least the following particulars (acc. Article 7.7(2) of the Regulation):

- a) provisions on the roles and responsibilities of the parties;
- b) provisions on the financial arrangements between the parties, including, but not limited to, which expenditure the project partners can get reimbursed from the project budget;
- c) provisions on the method of calculating indirect costs and their maximum amount;
- d) currency exchange rules for such expenditure and its reimbursement;
- e) provisions on audits on the project partners;
- f) a detailed budget;
- g) provisions on dispute resolution;
- h) and other provisions relating to the implementation and administration of the project, including the condition of archiving accounting documents.

The partnership in the project must not be purposefully created with the aim of circumventing supplier-customer relations. As part of the evaluation of the application, the adequacy of the project partner will always be assessed by the project managers and the Selection Committee. Expenditures incurred under a valid partnership agreement can be claimed for a given period in accordance with the budget specified in the partnership agreement and only according to the procedure described in ch. 2.4 of this call. The **project promoter** has the **overall responsibility** for the correct and efficient use of the awarded grant and has legal and financial responsibility to the Programme Operator based on the legal act (project contract).

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<sup>2</sup> according to § 4 c), Act No. 159/2006 Coll., on Conflict of Interest

## 2. What projects and activities are supported by the Call?

This part of the Call describes in detail the types of projects supported by the Call. The chapter sets out what the eligible costs of the project are, and how they are determined, and the possible procedures for reimbursing the eligible costs to the project partner.

### 2.1. Types of supported projects and activities

Supported activities within the framework of the "**Stavanger**" call from the Programme **are:**

**A) the implementation of selected green measures that have a demonstrable positive effect on air quality and that have been identified in the action plans for air protection. The call is announced as a follow-up to the Call-2A Tromsø. For this reason, only applications that refer to action plans financed from the funds of the Call-2A Tromsø will be supported in the evaluation.** In the case that this action plan has not yet been approved, the applicant shall submit a declaration from the recipients of support in the Call-2A Tromsø call, confirming that the presented project is in accordance with the measurement results and the prepared action plan. The applicant shall also provide evidence of the agreement with the municipality that this action plan will be discussed and accepted on its territory after its completion.

**B) implementation of selected adaptation and mitigation measures close to nature**, that were identified in the adopted strategic documents establishing a long-term approach to problems related to climate change<sup>3</sup>. For the purposes of the challenge, this type of document is referred to collectively as a so-called adaptation strategy<sup>4</sup>. **The call is announced as a follow-up to the Call SGS-3 Oslo. For this reason, priority will be given to applications that refer to adaptation strategies funded by the Call SGS-3 Oslo.** Projects that are not based on the outputs of the SGS-3 Oslo call can also apply for the remaining allocation, if their measures are clearly identified in other adopted climate strategies. **Only green and blue measures implemented in municipalities and in open countryside are supported.**

In the case of supported activities, the climate strategy/action plan must be adopted by the authority that decides on its application in the given locality, no later than on the day of signing the project contract between the beneficiary and the State Environmental Fund of the Czech Republic. In the case that the document is not accepted by this deadline, the SEF will not conclude the project contract. In the case of action plans for air protection, it is possible to proceed by documenting the above-mentioned declaration, again no later than the date of signing the contract between the applicant and SEF.

<sup>3</sup> The selected measure must be explicitly stated in the text of the adaptation strategy (or its action plan) for the location of implementation. E.g.: Revitalization of the Central Park in Dlouhá třída street. Measures that are only mentioned in general in the text cannot be supported from the call.

<sup>4</sup> as an adopted adaptation strategy (or a similar concept document, identifying a long-term strategic approach in the combating climate change and identifying suitable adaptation and mitigation measures for the applied territory of the municipality and/or region), for the purposes of the call, the adoption of such a document by the executive body that decides on its application in the area for which the strategy has been processed (e.g. regional/municipal council, supervisory board, etc. similar executive body, according to the nature of the adaptation strategy). Among such a strategy, for example, the Action Plan for Sustainable Energy and Climate, the so-called SECAP (Sustainable Energy and Climate Action Plan) within the framework of the Covenant of Mayors for Sustainable Energy and Climate is also being considered.

*Among the measures that can be implemented within the framework of the call, in particular, include:*

- Area No. 2
  - a. linear elements of green infrastructure that significantly contribute to the favorable dispersion and flow of pollutants, including green elements to reduce noise and dust (*including, for example, linear greenery at children's playgrounds, rows of trees, shrub floors*);
  - b. green elements of modern construction (a significant part of which is living vegetation), which significantly contribute to the favorable dispersion and flow of pollutants, including the reduction of noise and dust, excluding unrelated construction modifications (*e.g. green walls, green roofs...*);
  - c. other landscape elements of green infrastructure that have a demonstrable benefit in terms of reducing air pollutants.
- Area No. 4
  - a. replacement of paved areas by residential greenery and tree planting (excluding comprehensive traffic measures):
    - *the support also applies to individual planting of trees and greenery on part of the paved areas of the transport infrastructure, i.e. parking lots, islands and dividing strips, individual planting on paved areas of settlements or the replacement of paved playground surfaces with green playgrounds;*
  - b. acquisition, implementation or revitalization of green or blue elements with a positive effect on the microclimate of the residence:
    - *i. elements ensuring a cooling effect, retention of rainwater or reduction of noise and dust, such as linear greenery, including the support of elements of modern construction with the exclusion of unrelated construction modifications;*
  - c. purchase and installation of small green elements, a significant part of which is living vegetation (*including above-ground flower beds and boxes in cases where it is not possible to implement other measures, for example due to network routing*);
  - d. establishment and restoration of green areas (including flowery meadows), including the use of the principle of spontaneous succession;
  - e. acquisition and reconstruction of water elements of paved areas (without support of architecturally valuable elements and unrelated building objects);
  - f. the implementation of green and blue elements that ensure a cooling effect or moisture retention in the intra-villa or extra-villa of the residence and have a demonstrable effect on reducing the effects of climate change on the surrounding landscape and the residence itself, *for example, the restoration of field paths, planting tree rows, etc.*

## **2.2. Where to find more information?**

More information on the issue of **air quality** improvement can be obtained from the national strategic documents, in particular:

- [Website of the European Commission devoted to life quality in cities](#)
- [National programme on the reduction of emissions](#)
- [Programmes on the air quality improvement](#)

As inspiration and examples of good practice or innovative solutions of some elements in the area of **adaptation and mitigation measures** can be found, for example, under the following links:

- [Adaptation best practices from Visegrad Countries](#)
- [Adaptation on climate change in cities](#)
- [Climate Adapt](#)
- [Adaptterra Awards](#)

### 2.3. Eligible project expenditures

The Programme may support projects that comply with applicable legislation, the rules of the Norwegian Financial Mechanism 2014-2021, Guideline for Eligible Expenditures and the conditions of support set out in this Call.

**Expenditures** incurred within the project must be *proportionate* (corresponding to the usual prices in given time and place), *necessary* for the project implementation and in accordance with the *3E principles* (economy, efficiency and effectiveness), and in accordance with the procurement rules (for basic information see [The Guidelines of the State Environmental Fund of the Czech Republic for Public Procurement, here](#)). All costs must be clearly *identifiable, verifiable and documented* (i.e. by supplier invoices or other documents of equivalent probative value) and must be incurred and recorded in bank accounts or must be supported by cash receipts and properly kept in the accounts of the final beneficiary and its potential partners. It must be clear from the accounting documents (invoices, receipts, contracts, etc.) that they relate to the Norway Grants 2014-2021 (e.g. by providing information in the text of the accounting document or by stamping the text "Financed from Norway Grants 2014-2021" or by indicating the name of the accounting center or another clearly identifiable code of the EEA/Norway Grants on the accounting document, etc.). As part of the evaluation of applications, the State Environmental Fund and the Selection Committee will assess the adequacy and necessity of expenditures in relation to the planned outputs of the project.

For projects constituting state aid, it must be met that the eligible expenditures comply with the conditions of the relevant regulation, if such a condition is stipulated in the regulation.

In **general terms**, the eligible costs under this Call will be those that:

- comply with the legal framework and conditions of the Programme and this Call;
- are directly and exclusively linked to the implementation of the project and are included and approved within its budget;
- are proportionate (in accordance with 3E principles and/or procurement rules);
- incurred after the date of the Decision on the provision of financial support;
- were incurred no later than the project completion date, but no later than 30 April 2024;  
*(expenditure is eligible even if it has been paid no later than 30 days from the final date of eligibility of expenditure, if the invoice for the related cost was issued in the last month of eligibility of expenditure);*
- were spent in the form of volunteer work (for project or project partners such as NGOs or social partners only), they fulfill the conditions of ch. 5.4 of the Guideline for Eligible Expenditures<sup>5</sup>;
- were incurred for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- comply with the requirements of applicable tax and social legislation;
- have not been carried out by a company with a conflict of interest.<sup>6</sup>

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<sup>5</sup> Available at <https://www.sfzp.cz/en/norway-grants/documents/>

<sup>6</sup> within the meaning of Section 4b of Act No. 159/2006 Coll., on Conflicts of Interest, as amended, eligible expenses may not include expenses incurred for the performance of a public contract by a supplier, contractor or service provider which is a company in which the public official in § 2 par. 1 let. c) of this Act, or the person controlled by it owns a share representing at least 25% of the partner's participation in this business company and further expenses incurred in the performance of the public contract may not be included in eligible expenses within the meaning of Section 44 of Act No. 134/2016 in which an undisclosed or insufficiently limited conflict of interest has been identified and the tenderer concerned has succeeded in securing this public contract.



In addition, for expenditures meeting the general eligibility conditions defined above, **specific conditions** are set out within the different categories of expenditures described in more detail in the Guideline for Eligible Expenditures.

### 2.3.1. *Direct costs*

Direct costs are expenditures that directly and exclusively serve to achieve the objectives, purpose of the project and are in accordance with ch. 3.1. points a) to g) of the Guideline for Eligible Expenditures. Expenditures must be used to finance and implement supported activities (according to the ch. 2.1 of this Call).

These expenditures also include expenditures on the preparation of supporting analyses and studies (eg feasibility studies, especially for projects within the transfer of examples of good practice), if they are the basis for the subsequent physical implementation of the project. In addition to expenditures on the physical implementation of the above measures, direct implementation expenditures also include expenditures on the purchase of new or used equipment,<sup>7</sup> expenditures on consumer property and goods, and expenditures that are in accordance with chapter 3.1 points a) to g) of the Guidelines for Eligible Expenditures, provided that they are identifiable and assigned to the project.

#### A) Expenditures on supplies, services, fixed assets and consumer property

Direct costs refer to expenditure on services and supplies, fixed assets and consumables that **directly and exclusively serve to achieve the objectives and purpose of the project** (see above).

#### B) Personnel costs

Wages and salaries of personnel related to staffing of activities related to the implementation of the supported project, which are not provided through supplies or services by suppliers. These are eligible under the following conditions:

1. the activities are carried out in the **form of agreements on work** performed outside the employment relationship (contract for work activity/agreement to complete a job), where such agreements cannot be concluded with existing employees of the applicant or project partner who are simultaneously employed or have a similar contractual relationship. Such agreements shall also include the type and description of the action taken to implement the project, including its title. The amount of remuneration (income) must be the usual amount at the place and time, i.e. it should be derived
  - **For Czech applicants/project partners:** in the case of Czech applicants and their Czech partners, wage (personnel) expenses amount to max. 1.5 times the average gross wage for 2021.<sup>8</sup>
  - **In the case of foreign project partners,** from the average national annual wage increased by max. 25 %, issued by Eurostat<sup>9</sup>, converted at the relevant exchange rate to

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<sup>7</sup> If new or used equipment is purchased, only an amount of tax depreciation corresponding to the duration of the project and the degree of actual use of the equipment for the purposes of the project can be considered as eligible expenditure.

<sup>8</sup> For 2021, according to The Czech Statistical Office, the average gross wage was CZK 37,839 (see <https://www.czso.cz/csu/czso/cri/prumerne-mzdy-4-ctvrtleti-2021>).

<sup>9</sup> The average annual net wages published by Eurostat are available on the website: [http://appsso.eurostat.ec.europa.eu/nui/show.do?dataset=earn\\_nt\\_net](http://appsso.eurostat.ec.europa.eu/nui/show.do?dataset=earn_nt_net)



CZK or NOK, according to the average annual exchange rate presented by the European Central Bank.<sup>10</sup>

2. the activities are **carried out by the existing staff of the applicant or project partner**, who are **simultaneously employed** or have a similar contractual relationship. For the calculation, the amount of nominal wages specified in the Guideline for Eligible Expenditures is considered, in proportion to the working time in which the employee participates in the implementation of the project according to the concluded employment contract or amendment to the existing contract with the employer<sup>11</sup>. The individual workloads cannot overlap, they can only be complemented and can total up to 1.5 workloads and the basis for calculating the salary up to the permitted length of 1.5 is the amount of the employee's current nominal salary.

The applicant will be invited to submit an employment contract, concluded amendment or agreement on work performed outside the employment relationship. The reporting of overtime work by the beneficiary's staff as a project implementation work is not allowed and is therefore not considered as eligible expenditure. The wage expenditure of the final beneficiary during the project implementation is documented and verified by means of wage sheets on which the reported activities, their scope and a brief description are recorded. The wage expenditure of part-time or fixed-share employees specified in the contract or in the job description shall be verified in the course of the project in accordance with the Guideline for Eligible Expenditures. Final beneficiaries are recommended to use standardized **forms** available on the SEF website for reporting wage expenditures.<sup>12</sup>

Wage costs are eligible in the amount of nominal wages/salaries under the above conditions, including supplements and remunerations, statutory health insurance and social security contributions paid by the employer according to the Guideline for Eligible Expenditures.

#### C) Travel expenses

Travel expenses, under this call, are considered as objective, substantively correct expenditure of the Final Beneficiary or his partner(s) incurred in direct connection with the fulfillment of the subject and project and to fulfill its requirements. Expenditure may be in accordance with the applicable legislation of your country (foreign and foreign participants) and in accounting documents or for those that can only be used for foreign entities on foreign trips. This expenditure is eligible to the extent specified in ch. 3.1.2. Travel expenses, in the Guideline for Eligible Expenditures.

#### D) Promotion of the project and informing the public

Eligible expenditure for the project promotion and public information that has to be included in the project application and its budget are **eligible up to a maximum of 5 % of its own eligible expenditure**.

The conditions and specifications for the creation and funding of publicity tools are set out in the separate **Publicity Manual for Applicants and Final Beneficiaries in the Environment, Ecosystems**

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<sup>10</sup> The average annual exchange rates can be obtained on the website of the European Central Bank <https://sdw.ecb.europa.eu/browse.do?node=1495>

<sup>11</sup> In the event that the employee participates in the implementation of the project only part of his / her working hours, only expenses that correspond to the relevant share of the employee's working time in the implementation of the project in the employee's total time are eligible personal expenses.

If the hourly rate is not specified in the employment contract, but only the share of working time on the given project, the wage calculation can be based on the ratio of working hours on the project for a given month to total employee hours worked in a given month.

<sup>12</sup> <https://www.sfzp.cz/dotace-a-pujcky/norske-fondy/dokumenty>

and *Climate Change Programme*, which can be found [here](#). All promotional activities shall be stated in the **Project Communication Plan**.

### 2.3.2. Indirect costs

Indirect costs<sup>13</sup> are all eligible costs that cannot be identified by the project promoter and/or the project partner as being directly attributed to the project, but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. **They may not include any eligible direct costs** and shall represent a fair apportionment of the overall overheads of the project promoter or the project partner. Such costs may relate to running the beneficiary organization according to the Guidelines for Eligible Expenditure – ch. 3.2 letters b.), c.) or e.) such as renting an office, purchasing water, fuel, energy, cleaning, maintenance, insurance, office supplies, internet and telephone services provider's payment, postage, operating a company car and spending on cross-cutting activities such as human resources management, bookkeeping and administration, trainings, legal advice, etc.

Project promoters and project partners may identify their indirect costs according to one of the following methods:

- **a flat rate of up to 25 % of total direct eligible (net) costs** excluding direct eligible costs on subcontracting (on the basis of a contract/order) including costs on resources provided by third parties not used by the beneficiary on his premises. Third parties are those organizations or persons that are involved in the project but are not a party to the legal act on the allocation of funds. The use of this method is conditional on the calculation of a rate based on a reasonable and verifiable method of calculation or one of the methods that are applied to similar types of projects and beneficiaries under grant schemes fully funded by the Beneficiary State. The calculation method must be maintained throughout the project / (incl. Final accounts and any follow-up audit). The calculation methodology serves as a supporting accounting document and the beneficiary must be able to document it during and after the end of the project;
- **a flat rate of up to 15% of direct eligible staff costs** (determined according to chapter 2.3.1. letter B of the call), without there being a requirement for the Programme Operator to perform a calculation to determine the applicable rate;
- in the case of **project partners that are international organisations or bodies or agencies thereof**, indirect costs may, in line with specific provisions in the programme agreement, be identified in accordance with the relevant rules established by such organisations.

### 2.3.3. Other information for eligible costs

#### Value Added Tax (VAT)

*It is advisable to assess or consult with experts on a case-by-case basis with regard to the individual operating conditions of the project promoter.*

In general terms, the financial support for the implementation of a project does not in itself affect the amount of VAT applied by the project promoter of the taxable supplies subsequently received. The grant plays a role as a "source of funding" and only the purpose of its use (specific performance) is decisive for the amount of the VAT claim. As regards the support of activities falling within the provisions of Article 72 (2a) of Act No. 235/2004 Coll., on VAT, as amended, taxpayers arises full right to deduct VAT on the input, and in this case the deduction claim must be reduced according to Article 76 of the Act, i.e. not included in the required amount of the grant. In the case of grants for action, not being taxable transactions (e.g. non-commercial research and development) the taxpayer is not entitled to deduct VAT, thus VAT is included in the required amount of the grant.

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<sup>13</sup> [Guidelines on indirect costs for project promoters \(in Czech only\)](#)

### Voluntary work

In case of projects where the project promoter is an NGO or a social partner (employers' associations and trade unions), in-kind contribution in the form of **voluntary work** may constitute up to 50 % of the co-financing required for the project. In that case, both the project promoter and its partner (if the partner is also an NGO or a social partner) can report this volunteer work also as a non-governmental non-profit organization or a social partner (see ch. 5.4. in the Guideline for Eligible Expenditures).

*Voluntary activity means a publicly beneficial activity organised pursuant to Act No. 198/2002 Coll., on voluntary service and amending some other acts (the Voluntary Service Act), as amended, and a publicly beneficial activity that is carried out by a volunteer who has reached at least 15 years of age, based on their free will, in their free time and without receiving any remuneration, reciprocal service or other advantage<sup>14</sup>.*

For determining the unit price for volunteer work, the level of the tariffs shall be based on the amounts at the usual time and place where:

- *in the case of Czech applicants and their Czech partners*, when determining the unit price for volunteer work, we recommend based on the median gross monthly wage<sup>15</sup> in the wage sphere for the previous calendar year. To calculate the hourly price of a volunteer's work, this median is divided by the average number of hours worked in a calendar month and then rounded up to whole crowns.
- for foreign project partners, average national gross annual wage increased by max. 25 %, issued by Eurostat<sup>16</sup>, related to the year preceding the year of implementation, converted at the relevant exchange rate to CZK or NOK (or other currencies), according to the average annual exchange rate given by the European Central Bank.<sup>17</sup>

The records of voluntary work are not part of the accounting records under the project because they represent neither costs nor expenditures. However, project promoters must keep conclusive records of the performance of volunteering, proving the time and scope of voluntary work.

### Extra work up to the maximum of project grant

All eligible costs can only be increased assuming that all other conditions of this chapter 2.3 are fulfilled. The costs incurred must be objective, factually correct, serving to fulfill the objectives and purpose of the project, incurred by the beneficiary, and are not included in the original price of the contract (order, etc.) for the work concluded between the project promoter and the supplier. These additional costs are further eligible provided that, when included in the total eligible costs of the project, the maximum **amount of financial support determined by the Decision on the provision of financial support**, respectively by the Grant Agreement, will be respected. They must be approved by the Fund and their implementation must comply with other rules and regulations for their application (in particular in accordance with the *The Guidelines of the State Environmental Fund of the Czech Republic for Public Procurement*).

### Offsetting of receivables

In case of offsetting of receivables between the beneficiary and the contractor (payment of the invoice is not fully documented by a bank statement), it is always necessary to submit a written contract / agreement to set off mutual performance of the same type (receivables and payables) the relationship between the beneficiary of the invoice and the invoicing contractor, signed by both the beneficiary and the contractor. This mutual agreement must be concluded in accordance with the

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<sup>14</sup> Does not apply to food and accommodation provided.

<sup>15</sup> According to the information system on the average monthly gross wage of the Ministry of Labor and Social Affairs of the Czech Republic (<https://www.ispv.cz>).

<sup>16</sup> The average annual gross wages published by Eurostat are given on the website [http://appsso.eurostat.ec.europa.eu/nui/show.do?dataset=earn\\_nt\\_net](http://appsso.eurostat.ec.europa.eu/nui/show.do?dataset=earn_nt_net)

<sup>17</sup> Average annual exchange rates can be obtained on the website of the European Central Bank <https://sdw.ecb.europa.eu/browse.do?node=1495>

law. The agreement must state the contracting parties, project and invoice identification (s) (in the case of a different variable symbol compared to the invoice number, it is advisable to state the variable symbol), mutually offset amounts and currencies, the signature date of the contracting parties and the signatures of both parties.

#### **2.3.4. Non-eligible expenditures**

The following costs, in accordance with the Guideline for Eligible Expenditures, shall not be considered eligible (acc. to Article 8.7 (2) of the Regulation):

- a) interest on debt, debt service charges and late payment charges;
- b) charges for financial transactions and other purely financial costs, except costs related to accounts required by the Norwegian Ministry of Foreign Affairs, the National Focal Point or the applicable law and costs of financial services imposed by the project contract;
- c) provisions for losses or potential future liabilities;
- d) exchange losses;
- e) recoverable VAT (ie VAT with the right to deduct input tax);
- f) costs that are covered by other sources;
- g) fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project; and
- h) excessive or reckless expenditure.

The detailed description of the non-eligible expenditures may be found in the [Guideline for Eligible Expenditures](#).

In order to avoid double funding, the applicant may only use funds under this Call for implementation of eligible project expenditures. The applicant is not allowed to draw any other subsidy funds for specific items of eligible project costs stated in payment request (except of the use of resources for securing the Applicants' own resources). In this case, the applicant is obliged to ensure that these funds are consistently separated both in the relevant accounting documents and in the projects accounting and it can be demonstrated at any time that there is no concurrence of aid for a specific expenditure item.

#### **2.4. Reimbursement of project partner expenses**

Only incurred, reported and documented expenditures of the project partner can be claimed as eligible expenditures of the project. Based on the partnership agreement a project promoter may provide an advance payment to the project partner but such payment is not eligible expenditure.

In the partnership agreement, it is possible to agree on one of the following **methods of reimbursing the expenditures of a project partner**:

- a. The project promoter, after checking and verifying the eligibility of the partner's expenditure, **will include this expenditure among the eligible expenditure in the list of documents / payment requests**. Partner's expenditure is reported by submitting a copy of the accounting document, a document proving its non-cash payment or by submitting an audit report. After checking and verifying the eligibility of the partner's expenditure the project promoter includes it among **eligible expenditures** in the relevant list of documents/payment requests. As the payment request is completed in CZK, the conversion of foreign currency to CZK is carried out using the monthly rate of ECB valid for the month in which the expenditure was paid<sup>18</sup>. After the reimbursement by the SEF to the project promoter's bank account, the project promoter is obliged to transfer the amount for the relevant eligible expenditure to the partner (according to the conditions and methods laid down in the partnership agreement);

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<sup>18</sup> [https://www.ecb.europa.eu/stats/policy\\_and\\_exchange\\_rates/euro\\_reference\\_exchange\\_rates/html/eurofxref-graph-czk.en.html](https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/eurofxref-graph-czk.en.html)

- b. The project promoter **directly reimburses the expenditure to the project partner** after checking and verifying the eligibility of expenditure. The partner reports the incurred expenses by submitting a copy of the accounting document and the document proving the reimbursement of the expenses. The project promoter shall subsequently include this expenditure in the relevant list of documents/payment requests (as expenditure of project promoter, evidenced with a copy of the document proving the reimbursement of the expenditure to the partner);
- c. The costs of project partner **can be directly paid by the project promoter** (e.g. payment of invoices issued to the partner);
- d. If the Czech project partner is a contributory organisation financed only by the project promoter's organization who is its founder, **the founder shall increase** the contribution for the project partner that will be used for financing of the project's eligible expenditures and subsequently the founder will include such expenditures in the list of documents/payment requests.

### 3. What outcomes and outputs shall the project contribute to and what indicators shall be reported?

*The contribution of the projects specified in more detail in the chapter 2.1 of this Call is primarily increasing the resistance of regions and municipalities to the signs of climate change with the use of appropriate green and blue infrastructure identified in strategic documents (adaptation strategies), which establish the long-term strategic approach of the region or municipality to mitigation and adaptation to climate change and take into account the specific effects acting in the given location and further improvement of air quality in municipalities and regions based on the implementation of measures identified in action plans for air quality.*

**Mandatory indicators** help to identify and measure the achievement of the set outputs and of the project itself, and they are **always part of the Application**.

**Mandatory elective indicators** are part of the Application if they are relevant to the project.

**Optional indicators** are also listed in the Application if they are relevant for the given project, but their fulfillment is not binding.

**Binding indicators** will be the subject of a contractual obligation, their fulfillment is documented by the final beneficiary within the Final Monitoring Report.

Indicators are obligatory set by the applicant within the preparation of applications directly in the electronic environment [Agenda Information System of the State Environmental Fund of the Czech Republic](#) (hereinafter referred to as „AIS SEF) in **the list of project indicators**, applicant must include the initial status (baseline value) and the intended status (target value) of the selected indicators. Their reporting is also an obligatory part of every interim or final monitoring report.

In the framework of this **Call „Stavanger“ the relevant indicators are:**

- **For the area no. 2**

The list of indicators	Description of the indicator
<b>Number of people benefiting from the implemented measures to improve air quality (mandatory, binding)</b>	<p><i>The indicator indicates the number of people who live permanently in the territory within which measures to improve air quality have been implemented, and are therefore positively directly or indirectly affected by the implementation of these measures.</i></p> <p><i>The initial value of the indicator is always 0.</i></p>

**Number of municipalities/regions which have implemented measures to improve air quality (mandatory, binding)**

*The indicator indicates how many municipalities or regions have implemented mitigation or adaptation measures close to nature.*

*The initial value of the indicator is always 0.*

- For the area no. 4

### The list of indicators

### Description of the indicator

**Number of people positively affected by the implementation of mitigation/adaptation measures**

**(mandatory, binding)**

*The indicator indicates the number of people who live permanently in the territory where mitigation and adaptation measures close to nature have been implemented, and are therefore positively directly or indirectly affected by the implementation of these measures.*

*The initial value of the indicator is always 0.*

**Number of selected municipalities/regions with mitigation/adaptation measures implemented (mandatory, binding)**

*The indicator describes how many municipalities or regions have implemented mitigation or adaptation measures close to nature.*

*The initial value of the indicator is always 0.*

**The number of mitigation/adaptation measures implemented (mandatory, binding)**

*The indicator determines the number of realistic, close-to-nature mitigation and adaptation measures implemented within one project in the territory of a given municipality, region or region.*

*The initial value of the indicator is always 0.*

In case of involvement of Norwegian entities in the project, the following bilateral indicators are also mandatory:

### The list of bilateral indicators

### Description of the indicator

**Number of projects involving cooperation with a donor project partner (mandatory elective, binding)**

*The indicator determines how many projects have been implemented in cooperation with a partner from Norway.*

*The initial value of the indicator is always 0.*

*The target value at the project level is usually 1.*

**Number of international networks where partners from Beneficiary States and Donor States participate together (optional, binding)**

*The indicator determines the number of international networks focused on environmental issues, in which partners from the Czech Republic and Norway jointly participate in the activities carried out within these networks.*

*The initial value of the indicator is always 0.*



## 4. What is the amount of project grants?

Financial support for the projects specified in ch. 2.1 of this Call will be provided in the form of a grant. Maximum project grant rate may be **up to 90 % of eligible expenditure of the project**, whereas the amount of grant assistance applied for one project is:

Area no. 2 – **shall not be less 5,000,000 CZK** (200,000 EUR) and **not more than 18,750,000 CZK** (750,000 EUR) according to the exchange rate settled for this call<sup>19</sup>. The project promoter will provide co-financing of at least 10 % of the total eligible project expenditure.

Area no. 4 – **shall not be less 5,000,000 CZK** (200,000 EUR) and **not more than 25,000,000 CZK** (1,000,000 EUR) according to the exchange rate settled for this call<sup>20</sup>. The project promoter will provide co-financing of at least 10 % of the total eligible project expenditure.

In case the support is provided in the de minimis regime (see chapter 8.1. of the call) and the applicant (together with partners, if relevant) has already drawn support in this regime in the last three consecutive accounting periods, it is not possible to provide the applicant with the support due to the non-compliance with the condition of a minimum grant amount of 5,000,000 CZK (or the equivalent of EUR 200,000 in the de minimis regime).

## 5. How is the application administered?

### 5.1. The submission of the application

The applications may be **submitted from 4 November 2022 at 12:00 p.m., until 4 January 2023 at 12:00 p.m. at the latest**, electronically via the AIS SEF which is available from the website:

<https://zadosti.sfzp.cz/>

The procedure for application submission in the AIS SEF is described in detail [here](#).

The application must be processed in the Czech language accompanied by a brief description in English. The estimated budget must be stated in Czech crowns (CZK), while the total budget of the project will also contain an aliquot amount in Euro (according to the EUR/CZK exchange rate set out in this Call).

Mandatory attachments of the application:

- **for the area no. 2:** air protection action plan which the application refers to and in which the measure, for which the application is submitted, is indicated (where applicable, the action plan will be replaced by the declaration on the compliance of the measures with the outputs of the Call-2A Tromso)
- **for the area no. 4:** adaptation strategy (action plan of the adaptation strategy) to which the application refers and in which the measure, for which support is requested, is indicated;
- proof of bank account identification;
- the project's Communication Plan;
- if relevant, the Partnership Agreement, its proposal or Letter of Intent in accordance with the ch. 1 of the Call;
- if relevant, the applicant shall also submit project or similar documentation which proves the technical solutions of the proposed measure;

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<sup>19</sup> The Exchange rate given for this call is 1 EUR = 25 CZK.

<sup>20</sup> The Exchange rate given for this call is 1 EUR = 25 CZK.



- if relevant, the applicant shall submit documents according to the Guidelines of SEF on the evaluation of a company in difficulties (download [here](#));
- In the case of applicants with the legal form of a company, the applicant shall also submit documents to verify the ownership structure in order to avoid potential conflicts of interest pursuant to Act No. 159/2006 Coll., On conflicts of interest and in accordance with Act No. 37/2021 Coll., On the records of beneficial owners. The applicant proves them by completing a solemn declaration on the real owners of the legal entity (download the form [here](#)).

## 5.2. Evaluation of the application

The submitted application is first assessed in terms of formal requirements (administrative criteria) and justification (eligibility criteria) of the application. Within the **control of formal requirements** the application will be assessed according to the following list of criteria

- the application has been processed via AIS SEF;
- the application is processed in Czech and accompanied by a brief description in English;
- the application is complete.

Within the control of **overall eligibility** the application will be assessed according to the following list of criteria:

- the application is submitted by an eligible applicant according to this call (*eliminating criterion*);
- there is only one application per project (*eliminating criterion*);
- potential project partner is eligible;
- the application contains a list of any consultant involved in preparation of the application;
- the budget of the project is given in CZK;
- the application is in accordance with the Programme and chapter 2.1 of the call (*eliminating criterion*).

No modification of the application is allowed after the deadline for submission of applications. However, if there is a need to clarify certain aspects or for the correction of clerical mistakes, the PO may contact the applicant to ensure their correction or complete a request for additional information or documents within a specified period, usually 5 working days (unless for objective reasons otherwise agreed). The application is then made available to the applicant for editing directly in the AIS SEF. If the application does not meet the overall eligibility and formal requirements, it will be decided to terminate its administration. The applicant is given 5 working days to appeal that decision to SEF.

Once the formal requirements and overall eligibility are met, the application is accepted and forwarded to the evaluation process. During this process the applicant may be required to provide additional technical, financial or factual clarification of the explanation of the accepted application including, where appropriate, reconciling the budget changes without affecting the essentials of the project regarding the eligibility of expenditure under the project in accordance with the eligibility principles of the Programme, without affecting the essentials of the project. *The additional specifications required during the evaluation of the application must not change the substance and purpose of the project!* Technical, financial and factual evaluation of the application takes place in the form of a cross-evaluation by two independent evaluators (the so-called four-eye check)<sup>21</sup> according to the list of evaluation criteria below<sup>22</sup>. For each criterion fulfilled, the application

<sup>21</sup> If the difference between the scores given by the two evaluators is more than 30% the project application shall be scored by a third evaluator (the average score of the two closest scores shall be used for the ranking of the project application).

<sup>22</sup> The fulfillment of the evaluation criteria of the application will also be subject to the final evaluation of the project.

gains the appropriate number of points according to the score in the table below. If the application does not meet a given criterion, the scoring is zero in that criterion.

### Method of evaluating applications (Evaluation criteria)

The evaluation of the project will be **based on the calculation of the cost-effectiveness of the project, according to the formula below**, and by assigning further evaluation criteria according to the nature and focus of the project:

$$\frac{C_{real}}{C_{mod}} * 20 = \text{number of points (rounded to an integer)}$$

where:

$C_{real}$  total eligible costs for direct project implementation in CZK, when

$$C_{real} = C_{total} - OC - C_{pub} - IC$$

$C_{total}$  total eligible costs of the project in CZK

$OC$  other project implementation costs in CZK

$C_{pub}$  total costs for project promotion and other information activities in CZK

$IC$  total amount of indirect eligible expenses in CZK

$C_{mod}$  adjusted effective costs for setting points

$$C_{mod} = C_{real} + 3*(OC + C_{pub} + IC)$$

NAME OF THE EVALUATION CRITERION	THE DESCRIPTION OF THE EVALUATION CRITERION <i>The projects will be evaluated:</i>	SCORING CHART
<b>STRATEGIC APPROACH (max. 10 points)</b>		
<b>Character of the territory where measures are implemented</b>	<p><i>Character of the territory for which the implementation of measures will take place, while the following types of areas will be assessed separately:</i></p> <ul style="list-style-type: none"> <li>City areas</li> </ul>	1 pt.
	<ul style="list-style-type: none"> <li>Heavily urbanized with a high concentration of built up areas and impervious areas (industrial estates, urban centers, housing estates)<sup>23</sup></li> </ul>	+ 2 pt.

<sup>23</sup> it is therefore possible to get up to 3 points for this criterion

	<ul style="list-style-type: none"> <li>• <i>Special protection areas (from the perspective of nature and landscape protection)</i> <sup>24</sup> <ul style="list-style-type: none"> <li>○ <i>European areas of conservation, Bird areas</i></li> </ul> </li> </ul>	1 pt.
	<ul style="list-style-type: none"> <li>○ <i>Special protection areas</i></li> </ul>	1 pt.
	<ul style="list-style-type: none"> <li>○ <i>Protected areas of natural water accumulation</i></li> </ul>	1 pt.
<b>Number of persons positively affected by the implementation of measures</b> <sup>25</sup>	<i>The number of residents in the territory for which measures have been implemented and are therefore positively directly or indirectly affected by the implementation of these measures (rounded up in thousands). If the measure is implemented for the territory of a municipality, its implementation affects all its residents. This does not include temporary accommodation or seasonal visitors. If the measure shall affect only a part of the settlement, the indicator reflects only the number of people who live there permanently or for a long time and therefore they can be affected by implementation of the measure.</i> <sup>26</sup>	<i>population (in thousands)</i> up to 10 = 1 pt. 10 - 50 = 2 pt. 50 - 90 = 3 pt. over 90 = 4 pt.

#### **PREPAREDNESS OF THE PROJECT (max 6 points)**

<b>Stage of the readiness of the project for implementation</b>	<i>Stage of the readiness of the project for its implementation will be scored additionally, when the following was issued:</i> <ul style="list-style-type: none"> <li>• <i>Zoning decision or land use approval (or it is a project implementation in the territory with the issued regulatory plan) or it was concluded as a public contract with the Building Authority</i></li> </ul>	2 pt.
	<ul style="list-style-type: none"> <li>• <i>Building permit or notification</i></li> </ul>	2 pt.
	<ul style="list-style-type: none"> <li>• <i>The applicant submitted complete project documentation, the project is ready for immediate start of implementation</i></li> </ul>	6 pt.

<sup>24</sup> in accordance with the provisions of Act No. 114/1992 Coll., on the protection of nature and landscape, as amended

• according to part four of the Act

• in accordance with §14, paragraph 2, letter a) to d) of the Act

<sup>25</sup> Do not artificially increase the value of this indicator, fulfillment of the given values must always be documented.

<sup>26</sup> Example: As part of the project, the paved areas of the selected housing estate will be replaced with greenery.

In the indicator, the applicant shall enter the number of residents who have a permanent residence in this housing estate.

<b>APPROACH TO COOPERATION (max. 10 points) – optional criterion</b>		
<b>Project partner from Norway</b>	<i>Direct cooperation of the applicant with a project partner from Norway</i>	3 pt.
<b>International project partner</b>	<i>Direct cooperation of the applicant with another international project partner (especially in the case of transfer of good practice examples or innovative projects).</i>	1 pt.
<b>National project partner</b>	<i>Direct cooperation of the applicant with another national project partner.</i>	1 pt.
<b>Link between the application and other projects and bilateral initiatives supported by the EEA and Norway Grants</b>	<i>The projects follows its focus on other already supported/implemented projects or bilateral initiatives within the EEA or Norway Grants. The project follows on:</i> <ul style="list-style-type: none"> <li>supported / implemented bilateral initiative between the applicant and another foreign entity (entities) from EEA countries (outside the EU).</li> </ul>	1 pt.
	<ul style="list-style-type: none"> <li>the partner entity (entities) from the supported / implemented bilateral initiative is (are) also the partners of the submitted application</li> </ul>	1 pt.
	<ul style="list-style-type: none"> <li>supported project financed from EEA and Norway Grants (same and different applicant) in the current (2014-2021) and previous programming periods</li> </ul>	1 pt.
<b>Sharing examples of good practice and innovative measures</b>	<i>An approach that implies the implementation of the results of scientific research projects or the transfer and adaptation of national or international pilot projects and the transfer of examples of good practice (national and international practice), verified or piloted in other locations</i>	2 pt.
<b>SUSTAINABLE APPROACH (max. 2 points)</b>		
<b>A long-term approach in ensuring the sustainability of the implemented measures</b>	<p><i>A description ensuring the sustainability of implemented measures, for example: budgeting, securing financing and the way long-term maintenance is carried out through other system measures in asset management, etc.</i></p> <p><b><i>This description will be subject to further evaluation of project sustainability after its implementation!</i></b></p>	2 pt.

The evaluated application proceeds further into the process of its assessment and final approval or rejection (see Chapter 5.3).

Since Call-4B Stavanger is being announced as a follow-up call to Call 2A Tromsø and SGS-3 Oslo, qualifying projects within outcome 4 that relate to a project of the “Oslo” call will be (if they meet the minimum points requirement) given priority ahead of other qualifying projects within the outcome.

### **5.3. Project selection and approval process**

The application is after the evaluation process subject to assessment by the **Selection Committee**. The Selection Committee shall review the list of projects recommended for the grant award from the Programme, based on ranking of these projects, and may request verification of the ranking in justified cases. The list of ranked project is submitted to the SEF Advisory Board and subsequently to the Minister of the Environment.

*The Selection Committee, based on information provided from previous evaluation of each application, statement of each member of the committee, respectively observer's recommendations, votes on the ranking of submitted applications, with:*

- a) *The applications that **meet the minimum required score of 15 points** (set out in point 5.2. of this call) and at the same time don't exceed the total allocation of the Call, are recommended by the Selection Committee for support. (In case of substantial justification, the Selection Committee has the possibility to adjust the order of applications), with the exception of projects in point d).*
- b) *The applications, that **meet the minimum required score of 15 points**, (set out in point 5.2. of this call) but their rank exceeds the available allocation, may be added to the reserve list, with the exception of projects in point d). The Selection Committee decides on the creation of a reserve list (project pool), which also defines the conditions under which the applications can be submitted to the approval process. In case of submitting the application from the pool, the formal requisites of the submitted application (deadlines, contact persons) will be updated, but at the same time the changes that would affect the substance of approved projects/applications are prohibited.*
- c) *The applications that do not reach the minimum required score, will be proposed for rejection and will be issued a Decision of the Minister not to provide support from the Programme funds.*
- d) *The applications from applicants who meet the characteristics of public support and at the same time do not meet all the conditions of any of the relevant regulations for VP or de minimis support cannot be applied for will be proposed for rejection and issued a Minister's decision not to provide support from the Programme.*
- e) *The applications from the applicants who meet the definition of a firm in difficulty will be proposed for rejection and will be issued a Decision of the Minister not to provide support from the Programme funds.*

After consideration of the recommended applications by the **SEF Advisory Board** and after verification of the evaluation process, the applications are submitted to the **Minister** for approval. The Minister shall issue a **Decision on the provision of financial support**, which is subsequently entered into the AIS SEF, always for the respective project, and the applicant will receive the original Decision. The list of supported projects shall be publicised on the webpage of the **Fund**.

In the case the application is proposed **to be rejected** by the Selection Committee, which is also confirmed by the Council of the SEF, the applicant is announced in writing - by sending the issued Decision not to provide support from the Programme.

### **5.4. Project contract**

The project contract for the grant from the Programme is concluded after verification of the evaluation process and after the issuance of Ministry's Decision between the SEF and the project promoter, usually within 2 months of issuing the Decision. The project contract contains the maximum amount of provided financial support, specifies the purpose and objective of the supported project, the rights and obligations of both contracting parties, including possible financial corrections.

The successful applicant is obliged, upon request of the relevant project manager of the Fund, to update the Documents for the agreements on the provision of subsidies from the Programme funds in the AIS SEF. The applicant will update the expected start and completion date of the project

on profile, if relevant the applicant the submitted budget and sources of funding of the contract and documents other relevant annexes set out in the call. The financial payment calendar will be generated on the basis of the data specified in the sources of financing after the submission of the documents to the SEF via AIS SEF.

Before signing the contract the project promoter is obliged to provide *necessary documents and information*, in particular:

- proof of authorization to negotiate with the SEF (if the authorized person acts as the project promoter);
- if needed, necessary documents updating the situation compared to the documents submitted in the application;
- employment contracts, wage assessments, possible amendments to the original employment contract, agreements on work performed outside the employment relationship (Contract for work activity/Agreement to complete a job), concluded prior to the occurrence of the relevant personal expenses;
- signed partnership agreement on both sides (if it is relevant for the project).

### **5.5. Project amendment request**

The project amendment request may be submitted at the earliest after the Decision has been issued and no later than the date of submission of the Final monitoring report. The Project promoter is obliged to immediately notify the SEF of any changes (e.g. identification and contact data, project parameters, project implementation conditions, facts and conditions contained in the contract, etc.) to the relevant project manager through the AIS SEF.

The project manager assesses the project amendment request in particular in terms of its eligibility, other conditions of the call and the Decision or the project contract. The SEF shall issue a standpoint on the submitted request. If the standpoint contains the conditions for the change of a Decision or conclusion of an amendment to the project contract, the final beneficiary shall provide the relevant project manager with the required documentation and all cooperation for the implementation of the required change. If the SEF's standpoint is negative, no change to the project is possible and all the expenditures related to the project amendment are considered ineligible.

Any changes, in particular the budget and the scope of the planned activities, which may affect the evaluation and ranking of applications or compliance with the conditions of public support are not allowed.

## **6. What is the implementation period of approved projects?**

There is no minimum duration of project implementation under this call, but projects **must be completed by April 30, 2024**, which is the deadline for eligibility of project expenditures in this call.

### **6.1. Procurement within the project**

The procurement rules within the projects implemented within the supported project are in a separate document called *The Guidelines of the State Environmental Fund of the Czech Republic for Public Procurement*, which is part of the Programme's basic information documents and which you can find [here](#).

*The contract for the execution of some supplies or services included in the application may be initiated before its approval, but the subject matter of the contract and the related payment must be made after the initial date of eligibility of expenditures. The contract with the winning contractor may be signed earlier on condition that the subject-matter of the contract will be executed only if the support was approved.*

*The applicant submits all documents for public procurement in accordance with „The Guidelines of the State Environmental Fund of the Czech Republic for Public Procurement“ on an ongoing basis as part of the project implementation, but no later than the final monitoring report is submitted.*

## **6.2. Monitoring and implementation of the project**

Project implementation/realization and its progress is monitored by **interim monitoring reports**. The final status and all financial, factual and others issues related to project implementation, the project promoter shall show in **the final monitoring report**, submitted at the stage of project finalization/completion and overall the finance settlement.

The report may also include *the payment request*, which is the basis for payment of actually incurred expenditures on project implementation (see ch. 6.3). The project promoter submits the reports each six months from the time the contract becomes effective and a **final report** after the end of implementation of the project;

- for projects with an implementation **up to 6 months**, the project promoter **submits 1 final report** after the end of implementation of the project;
- for projects with an implementation period **longer than 6 months**, the project promoter submits **an interim report each six months and a final report** after completion of the project<sup>27</sup>.

The interim monitoring reports, respectively the final monitoring report, are submitted electronically (via AIS SEF) no later than 1 month after the end of the reference period.<sup>28</sup>

The submitted reports are checked for *factual, financial and formal correctness*, including eligible expenditures and overall compliance with the project contract and its annexes.

The checked documents are:

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<sup>27</sup> If the project is planned for a period longer than 6 months, the final beneficiary may submit a request to merge the monitoring periods, but the monitoring period of the final report may not exceed 8 months. In exceptional cases, if the final beneficiary does not carry out any activities or expenditures in the standard six-month monitoring period, the monitoring period may be extended to 12 months upon request of the final beneficiary and subsequent approval of the SEF. The minimum monitoring period is 3 months. The monitoring period begins on the date of signing the contract with the SEF. The minimum length of the monitoring period is 3 months.

<sup>28</sup> The project expenditures are eligible until 30 April 2024, and expenditure incurred up to this deadline must be reimbursed no later than 31 May 2024.



in the **text part** of the report:

- correctness of submitted monitoring report from the project schedule
- correctness and completeness of project implementation description in the reference period
- initiation of any changes or differences from the approved version of the application
- the outputs and outcomes quantification (the indicator fulfillment) and the description of the results achieved in the reference period
- indication of the existing financial performances in the settled terms (according to the AIS SEF), i.e. for total amount for the relevant reference period
- indication of the assumption of financial performance for next period, i.e. May-October and November-April for relevant years of the project implementation

if the **payment request** is also part of the monitoring report, there are further checked:

- the list of actually incurred expenditures, including annexes (copies of invoices, bills, etc.) and their consistency with the approved budget
- a statement from the accounting system proving realization of payments of the project promoter or his/her partner (submission of the proofs of payment to the submitted accounting document)
- a statement from the accounting system proving that all requested expenditures are recorded under the specific accounting cost centre for the EEA and Norway Grants in the project promoter's accounting system.

In case of detected deficiencies, the project promoter is obliged to ensure their correction within 5 working days of being called.

### **6.3. Project financing scheme**

Funds are paid to final beneficiaries in accordance with Act No. 388/1991 Coll., On the State Environmental Fund of the Czech Republic, and the Statute of the SEF<sup>29</sup> on the basis of a concluded contract on the provision of support (subsidies).

Projects are financed in the form of a one-off advance (ex-ante payment) after the entry into force of the Contract in the amount of a fixed percentage of the total grant (30 % to 50 %) with subsequent billing in the form of payment requests (ex-post payments, supported by paid documents), but up to 90 % of the total grant amount. The remaining amount of the grant will be determined and financed after the final monitoring report control.

With regard to the financial flows of the state budget, support can be provided to SPO beneficiaries only in the form of a request for payment (ex-post payment) without an advance.

The support (subsidy) can be drawn exclusively non-cash in CZK to the account of the final beneficiary<sup>30</sup> specified in the contract (and registered in the AIS SEF). Finances provided by the SEF within the Programme are according to their character registered under special purpose features (CA):

- 90003 Norway Grants – non-investment
- 90500 Norway Grants – investment

<sup>29</sup> To the beneficiaries of the SPO, the funds are financed by SEF, in accordance with Section 53, Paragraph 1 of Act No. 218/2000 Coll. On budgetary rules.

<sup>30</sup> In accordance with Act No. 218/2000 Coll, On budgetary rules, Territorial self-governing units, voluntary associations of municipalities, state funds, public research institutions, public universities, the Railway Infrastructure Administration and the General Health Insurance Company are obligated to keep the bank accounts for receiving subsidies with Czech National Bank (CNB).

- 90006 Norway Grants – co-financing – non-investment
- 90503 Norway Grants – co-financing - investment

The final beneficiary may reimburse the project expenditures at the earliest after the Decision has been issued (see ch. 5.5), after the effective date of Contract (see ch. 5.6) the fixed **advanced payment**<sup>31</sup> is always provided to the final beneficiary's account, due to conditions stated in the Contract and in the amount specified in the Contract (usually not more than 10 days after signing the Contract) and the following parameters:

<i>Project implementation duration</i>	<i>Maximum Advance Payment<sup>32</sup> (% of total subsidy)</i>	<i>Interim payments</i>	<i>Final Payment</i>
≤ 12 Months	50%	≤ 40%	≥ 10%
12-18 Months	30%	≤ 60%	≥ 10%

*Payment requests annexed to interim/final monitoring reports must be composed of reporting on eligible expenditure incurred (settlement of the advance payment) in addition to reporting on the consumption of previous pre-financings received and the estimated entitlement to expenditure for the next period.*

Each advanced payment must be included into the interim/final monitoring report and deducted from every interim/final payment request until the whole amount of the advanced payment has been exhausted.<sup>33</sup> If the advanced payment has not been fully booked in the first interim monitoring report, the same principle shall be applied for the next monitoring report. If the total amount of the advanced payment is fully posted and the payment request contains higher amount, the SEF shall pay the requested amount of the finance to the final beneficiary based on approved incurred expenditures, respectively payment request.

*The final beneficiary confirms by including copies of the accounting documents in the submitted request for payment their conformity with the original kept in the accounts of final beneficiary and/or project partner.*

The reimbursement of approved eligible expenditures takes place on an ongoing basis (and in accordance with conditions set above), according to progress reported and described in interim reports, up to a **maximum of 90 % of the grant provided. The remaining final balance of the grant, at least 10 %, must be part of the final report as a final payment request.** Through the final report, the final realization of the project takes place in terms of factual, financial and formal finishing of the project.

The funds are reimbursed to the final beneficiary usually no later than 1 month after the approval of the respective monitoring report, even in the case of the final report.

*State Contributory Organizations (SPO) proceed the project financing in accordance with Act No. 218/2000 Coll., On budgetary rules, as amended. Particular details of financial flows are defined in the Methodology of financial flows, control and certification of programmes financed from the EEA and Norwegian FM 2014-2021.*

#### **6.4. On-site control of the project implementation**

<sup>31</sup> The advanced payment is not relevant for the State Organizational Units and State Contributory Organizations in accordance with Act No. 218/2000 Coll., On budgetary rules.

<sup>32</sup> Any change in the duration of the project implementation (see Chapter 5.5) does not affect the original amount of the advance payment.

<sup>33</sup> In case that the total incurred eligible costs are lower than the amount of the advance payment, the final beneficiary is obliged to return unused funds within 30 days of ringing the bank accounts of SEF of the title of the Contract.

For selected projects, progress is monitored by **on-site visits**. This monitoring can be provided by SEF representatives (programme manager) before the release of funds reported in the respective monitoring report, respectively payment request, and is focused on factual and financial on-site controls by comparing reality/facts with data and information from the report.

However, the on-site visits can also be provided by another representative of SEF, the Ministry of Finance, the Royal Norwegian Embassy in Prague and the Norwegian Environment Agency (Norwegian Programme partner), also the control may be provided by the Supreme Audit Office, the Financial Mechanism Office in Brussels, the Office of the Auditor General of Norway and the Norwegian Ministry of Foreign Affairs, or commissioners authorized by the SEF, other bodies authorized by the abovementioned institutions, in particular in accordance with the relevant provisions of Act No. 320/2001 Coll., on Financial Control in Public Administration and on Amendments to Certain Acts, as amended, and Implementing Decree No. 416/2004 Coll., which implements the Act on Financial Control and in accordance with the relevant rules for the provision of funding from the EEA and Norway Grants.

*In case of detected significant deficiencies or high level risk identified (e.g. through monitoring reports, during the review of supporting documents for payment request or on other suggestions raising doubts about the project's factual, legal or financial nature), the on-site monitoring visit will always be carried out.*

At the request of the control authorities, the project promoter shall cooperate with all of the subjects participating in the control, and provide all the relevant documents and information, demonstrating compliance with the obligations of the supported project.

#### **6.5. Irregularities in project implementation**

**Irregularity shall mean any infringement of the rules** governing the Norwegian Financial Mechanism 2014-2021, European Union law or national legislation, if such a breach could affect or endanger any stage of the implementation of the supported initiatives financed by Norway Grants 2014-2021.

Entities involved in the implementation of the EEA and Norway Grants 2014-2021 are required to **promptly notify** the SEF in any case of suspected irregularity. In cases of suspected serious irregularity, the SEF may suspend payments for a given initiative for the necessary time.

*If the project promoter breached legal obligations, failed to comply with the purpose of the grant or breached conditions under which the grant was awarded, it it would be understood as breaching of budgetary discipline. The SEF shall inform the Certification Unit and NFP and shall send the request for verification and possible identification of breaching of budgetary discipline to the Financial Administration bodies.*

## **7. How to properly promote and inform about awarded project?**

When submitting the application, the applicant is obliged to submit at the same time the **Project Communication Plan**, which must be in accordance with the [Publicity Manual for Applicants and Final Beneficiaries in the Environment, Ecosystems and Climate Change Programme](#) (hereinafter the Publicity Manual<sup>34</sup>). The supported project must meet the minimum publicity requirements during its implementation<sup>35</sup>.

Communication of all projects implemented within the Programme must be in accordance with the Publicity Manual, which specifies the basic requirements and recommendations for communication

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<sup>34</sup> Logos and Manual are available at: <https://www.sfzp.cz/dotace-a-puicky/norske-fondy/dokumenty/>

<sup>35</sup> These requirements follow from the Regulation, its ch. No. 3: Information and Communication, and Annex No. 3 to the Regulation.

within the Programme, including the graphic documentation. All the final beneficiaries under the Programme shall:

- follow the Programme Publicity Manual;
- develop and implement the Project Communication Plan, which is part of the application and is in line with the Publicity Manual;
- provide project information to the general public at appropriate national, regional and local level;
- raise awareness of Norway's assistance through the Norway Grants;
- ensure project transparency;
- regularly inform the SEF on the fulfillment of the communication and information obligations of the project and provide statistical data on its activities;
- inform the SEF about all the events related to project propagation (opening ceremonies, seminars, open days, etc.) at the latest 3 weeks before the event;
- be obliged to use logos of the EEA and Norway Grants in all materials and documents developed within the approved initiative, in the appropriate extent and in an appropriate format, see the Publicity Manual;
- provide to the SEF continuously a photographic documentation related to the project implementation (preferably in print quality), especially in the case of realization of physical objects, workshops, seminars etc. This material will be used to promote the Programme and may be provided to a third party;
- enable the SEF to visit the project implementation and take a photographic and video documentation, provide it to a third party and use this material to promote the Programme;
- inform about their project on websites, social networks (if available), or create their own project website;
- mark all orders and invoices in accordance with chapter 2.3 of this call, i.e. by stating the information in the text of the accounting document or by stamping the printed document or the text „*Funded by Norway Grants 2014-2021*“ or by stating the name of the accounting center or other identifiable EEA/Norway Grants code on the accounting document; without the designation, the expenditure will not be accepted as eligible;
- inform every project partner of its communication duties;
- to comply with other publicity obligations of the supported projects, as stipulated in the concluded project contract.

Publicity expenditures are eligible expenditures (see ch. 2.3.1. D). However, such expenditures must be in proportion to the total eligible expenditures of the project. Further details and communication requirements are also provided in the *Programme Publicity Manual*.

## 8. Other elements or facts related to supported projects

During the preparation of the application for support, project implementation, and when the implementation is finished, there may be other facts that need to be taken into the whole administration process. Already in the preparation of the project plan, before compilation of the application for support, it is necessary to consider the answers to questions that are part of this chapter.

### 8.1. Public support within the project

Any aid provided by the State or by the State resources, which would distort or threaten to distort competition by favouring certain companies or production sector while affecting trade between Member States under article 107, (1) of the Treaty functioning of the European Union is prohibited. The form of such support is further defined by 4 basics definitions, where:

1. the support is provided by State or from public funds
2. the support favours certain companies/undertakings or certain sectors of business production and is selective
3. the trade between Member States is affected and
4. competition is or may be distorted.

If the project meets the above-mentioned defining features of public support, support may be granted only on the basis of secondary regulations, which take the form of regulations, decisions, guidelines or frameworks.

Individual applications for support will be assessed individually in terms of the possible fulfillment of the features of public support, and more information on this issue is available on the website of the Office for the Protection of Competition of the Czech Republic <https://www.uohs.cz/cs/verejna-podpora.html>.

### *De minimis support*

Due to the wide scope of most projects envisaged for the Programme support, most of them could meet the definition of public support and whose support amount will not reach the limit of EUR 200,000 can be supported in accordance with 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. The limit of EUR 200 000 is set on the assumption that it will not distort trade or competition between Member States. However, this scheme can only be applied to one enterprise and for a period of three years (ie the current and two previous accounting periods).

The granting aid will be registered in the Central de minimis register<sup>36</sup>, whereby the register records all the support provided in the same way from the different providers. Limit over reporting over the three-years period is prohibited/forbidden.

The de minimis state aid scheme is also applied if it is an economic activity carried out by a project partner.

### *Aid under the public service compensation scheme*

Aid may be granted to undertakings entrusted with this obligation in accordance with the Commission Decision 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 provision of services of general economic interest.

## **8.2. Conflict of interest**

The applicant for the support from the Programme must comply with general conditions of transparency and avoidance of potential conflicts of interest. For this reason all the legal entities, including potential project partners, **are obliged to identify their ownership structure** in the application, state their real owners in order to avoid potential conflict of interest pursuant to Act No. 159/2006 Coll., on Conflicts of Interest and in the sense of Act No. 37/2021 Coll., on The registration of beneficial owners, or during the administration of the application to provide with an up-to-date list of shareholders and document changes in the ownership structure. The applicant provides with the information on the ownership structure in the application and, in the case of a company, encloses the declaration (a model solemn declaration is published in the documents of the Programme, [here](#)).

## **8.3. Accounting for the financial support**

All the expenditures incurred in implementation of projects supported by Programme must be supported by an **output** (report or reports) **from the accounting system** which will show the accounting of all project-related transactions and be clearly identifiable from which accounting

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<sup>36</sup> Information on the Central Register of De Minimis can be found at <https://www.uohs.cz/cs/verejna-podpora/registr-de-minimis.html>

system and when it was generated. The list from the accounting system should provide at least the following information:

- date of accounting
- the document number attributable to the documented primary document
- the amounts equal to or higher than stated in primary documents
- text definitions of individual items

*The project promoters' subjects whom are obliged to classify actual and budgeted revenues and expenditures shall proceed according to the budget structure laid down by Act No. 218/2000 Coll., on Budgetary Rules and by Decree No. 323/2002 Coll., on Budgetary Structure, as amended, and to compile financial statements according to Decree No. 449/2009 Coll., on The manner, dates and scope of data submitted for the evaluation of the state budget, state fund budgets, budgets of territorial self-governing units, voluntary unions of municipalities and regional councils of cohesion regions, amended and registered items related to the subsidy separately.*

*Beneficiaries who keep accounting in accordance with Decree No. 563/1991 Coll., On accounting in full or in simple scope, shall record double-entry records on the state and movement of assets, liabilities, costs and revenues and profit/loss relating to the subsidy.*

**Eligible project expenditures** must be managed by:

- I. In the accounting system of the beneficiary of the support in accordance with Decree No. 563/1991 Coll., On accounting, as amended.

*The beneficiary is obliged to keep separate accounting reports for monitoring and reporting of received and used subsidies in relation to the claimed eligible expenses.*

or

- II. The beneficiaries who do not keep accounting system in accordance with Act No. 563/1991 Coll., On accounting, are obliged to manage tax or operative evidence extended by the following requirements:
  - *The documents must be in accordance with predefined requisites of an accounting document with the meaning § 11 Act No. 563/1991 Coll., On accounting as amended, except point f);*
  - *The documents in question must be correct, conclusive and comprehensible and kept in chronological order in a manner guaranteeing their performance;*
  - *Realized incomes and expenditures are kept with a clear link to the relevant project to which they relate, ie the project number must be clearly stated on the documents, especially invoices. The final beneficiary confirms by including copies of the accounting documents in the submitted request for payment their conformity with the original kept in the accounts. Bank statements proving payment do not have to be marked with the project number, but it is necessary to follow the rule of separate records;*
  - *The applicant is fully responsible for fulfilling the obligation to state the project number on the accounting document.*

#### **8.4. Document archiving**

The project promoter is obliged to archive all the documents related to the project preparation and implementation **for a 10 years period** from next year after the year when the Final monitoring report was approved.

#### **8.5. Termination of the project contract**

Through the whole process, from the receipt of the application for support until the project implementation process, there may be situations in which the project for support from the Programme is terminated. This happens especially in situations described below:



### *Expiry of the Decision*

If the applicant does not submit required documents for the conclusion of the project contract within the deadline, or if he/she does not request extension of the set deadline in due time, or the deadline has not been extended, or other condition specified in the Decision is not met, the Decision shall expire on the date stated in the Decision. In this case it is not possible to conclude the project contract and the preparation of the project contract is terminated.

### *Withdrawal of the application by the applicant or termination of the project contract before the start of financing*

The applicant is entitled to notify the SEF of the withdrawal of the application until the Minister's Decision is issued. If the Decision has already been taken or the project contract has been concluded, the applicant shall submit a **written proposal for**, on the basis on which, and after settlement of all obligations incurred so far, the project implementation will be terminated through AIS SEF.

### *Cancellation of contractual relationship*

In the case when the contractual conditions are not fulfilled, the SEF may initiate the modification of The Contract on subject to a reduction or non-granting of entitlement to the remaining part of the support. If the termination of the contractual relationship is required by the project promoter, it shall submit a written application containing a termination request, and a justification for that request. The project contract may be cancelled **by agreement of both parties in written form**, if the law allows it.

In the case where the reimbursement has been started, the project promoter is obliged to return the support to the SEF. If the support is not repaid, within the 30 day period, the SEF will refer the case to the competent Financial Authority body.

## **8.6. Settlement of dispute in the administration of applications or project implementation**

During the **project implementation**, each project promoter is obliged to comply with the binding deadlines that must be respected and which also are settled in the legal act. If the project promoter is unable to meet the deadline due to objective reasons, it can send a request for extension, however, no later than within the deadline. If the project promoter does not fulfill the set obligations during the project implementation, SEF will proceed in accordance with the relevant provisions of Act No. 218/2000 Coll., On Budgetary Rules and Amendment to Certain Related Acts (Budgetary Rules), as amended. Breach of obligations not exceeding a period of 30 calendar days will not be penalized and will not be considered a breach of the conditions for the provision of support.

**You can send any questions to the Call during the whole time from the launch of the call to the end of the receipt applications to [norwaygrants@sfzp.cz](mailto:norwaygrants@sfzp.cz). We will reply you by email within 10 days.**

**Frequently asked questions will also be posted [here](#).**

**Suspicion of non-compliance with the principles of good governance in connection with the implementation of the Norway Grants may be submitted through the website of the National Focal Point of the Czech Republic, <https://www.eeagrants.cz/en/complaints>.**