Iceland Liechtenstein Norway **Civil Society** Fund

Nadace **OSF** VDV VÝBOR DOBRÉ VŮLE Nadace Olgy Havlové

EEA Civil Society Fund

OPEN CALL FOR CIVIL SOCIETY ORGANISATIONS FROM CZECHIA, ICELAND, LIECHTENSTEIN AND NORWAY

BILATERAL INITIATIVES

AVAILABLE FUNDING: €150 000
AN ONGOING CALL



On 14 July 2026, the consortium of the **Open Society Fund Czechia** (hereinafter referred to as OSF Czechia) and the **Committee of Good Will – Olga Havel Foundation** (hereinafter referred to as OHF) announces a call for bilateral initiatives under the **Fund for bilateral relations** within the **EEA Civil Society Fund in the Czech Republic.**

Title of the call	Call for Bilateral Initiatives
Purpose of the call	To support initiatives that will strengthen cooperation between organisations from the Czech Republic and organisations from Donor States – Iceland, Liechtenstein and Norway
Outcome	Bilateral Outcome: Strengthened bilateral cooperation in the civil society sector
Supported activities	For recommended bilateral activities, see Chapter 3.1 of this call
Eligible Applicants	Organisations registered in the Czech Republic or in the aforementioned Donor States that have been active for at least one year and operate in one of the programme's main focus areas
Eligible Partners	Organisations established as a legal person either in the Donor States or in the Beneficiary States[1]
Partnerships	Applications must be submitted by a partnership consisting of at least one eligible Applicant and one eligible Project Partner, representing both the Czech Republic and the Donor States
Duration of bilateral initiative	2–12 months
Grant amount per initiative	€2,000–10,000
Co-financing	Not required
Total funding allocation for the entire programme period	€150,000
Annual Allocation*	€20,000 (2026) €30,000 (per year: 2027, 2028, 2029, 2030) €10,000 (2031)

**If the funds for a given year or the total allocation are exhausted, no further applications will be considered for that year. This information will be published on the programme's website.*

[1] Bulgaria, Czechia, Croatia, Cyprus, Estonia, Greece, Hungary, Lithuania, Latvia, Malta, Poland, Portugal, Romania, Slovakia, Slovenia.

Important recommendation: This document contains all the important information needed to submit an application to the Fund for bilateral relations. Comprehensive information about the EEA Civil Society Fund and the programme's procedures can be found in the **Guide for Applicants and Project Promoters**. It is a practical guide for all types of grants within the programme and contains detailed information on how to prepare an application and to implement a project. We recommend that Applicants review it before beginning work on their application.

1. BACKGROUND FOR THE EEA CIVIL SOCIETY FUND

The objective of the EEA Civil Society Fund is to contribute to a **vibrant and resilient civil society that protects and promotes democracy, the rule of law, and human rights**. The programme will strengthen civil society and increase its sustainability. **Support to civil society is a key priority for the EEA and Norway Grants**, funded by Iceland, Liechtenstein and Norway. The overall objectives of EEA and Norwegian Financial Mechanisms 2021-2028 is to contribute to the reduction of social and economic disparities in the European Economic Area (EEA) and to strengthen bilateral relations between the Donor States and the Beneficiary States.

10 % of the overall funding of the EEA and Norwegian Financial Mechanism 2021-2028 has been set aside for support to civil society through the EEA Civil Society Fund. The allocation for the EEA Civil Society Fund In Czechia is **€20.3 million** (i.e. **half a billion CZK**).

In the **Czech Republic**, the programme is managed by a consortium of **the OSF Czechia and the Committee of Good Will – Olga Havel Foundation**. **OSF Czechia** focuses on developing a **vibrant civil society and strengthening democratic values in the Czech Republic**. Through its programmes, it systematically supports transparency in public administration, quality education, and the active engagement of citizens in public affairs. **The Committee of Good Will – Olga Havel Foundation** (hereinafter "OHF") is primarily dedicated to helping people with disabilities, abandoned children, and seniors in difficult life situations. Its goal is the **consistent advocacy of human rights for disadvantaged groups and the creation of conditions for their full integration into society**.

The EEA Civil Society Fund in the Czech Republic includes open calls aimed at strengthening the following areas:

- Democratic values and rule of law,
- Human rights,
- Development of civil society organisations,
- Bilateral cooperation.

The programme encourages cooperation between civil society organisations in the Czech Republic and organisations from the three Donor States – Iceland, Liechtenstein, and Norway.

Regional initiatives are intended for activities that support regional exchange, knowledge sharing, and networking across civil society in the Beneficiary States, with these activities being planned jointly by the Fund Operators in all Beneficiary States, Donor representatives, or Donor contact points. The Fund for regional civil society initiatives is not intended for direct project applications from organisations, as is the case with regular grants.

The EEA Civil Society Fund provides support for CSOs throughout Czechia. Applications from CSOs based in all

regions, particularly in under-served geographic areas, are encouraged. The Fund Operator will provide support to such CSOs during the application and project implementation.

The country-specific focus areas of the programme in the Czech republic are the **inclusion and empowerment of Roma, addressing challenges arising from the invasion of Ukraine, and the countering of gender-based violence.**

The EEA and Norwegian Financial Mechanisms 2021–2028 are based on the common values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. All organisations and activities funded by the EEA and Norwegian Financial Mechanisms 2021–2028 shall be consistent with respect for these values and principles and abstain from supporting operations that may fail to do so. Their implementation shall comply with the fundamental rights and obligations enshrined in relevant instruments and standards.

An overview of all open calls and other activities supported by the programme can be found on the website.

2. FUND FOR BILATERAL RELATIONS

An important component of the EEA and Norway Grants is the promotion and development of **bilateral relations between the Czech Republic and Iceland, Liechtenstein and Norway**. Specifically, this involves strengthening partnerships and facilitating the exchange of experience between Czech civil society organisations and their counterparts in the Donor States during the preparation and implementation initiatives. To this end, the **Fund for bilateral relations (hereafter referred to as the "Bilateral Fund")** has been established within the EEA Civil Society Fund with a total budget of €230,000.

A portion of the Bilateral Fund's resources, amounting to €150,000, is earmarked for supporting **bilateral initiatives (hereinafter referred to as "initiatives[2]").** These grants enable organisations to develop and strengthen their expertise and cooperation, and to share knowledge, technology, experience and best practices. The grants are intended to fund bilateral activities and initiatives undertaken in collaboration with an organisation from one of the listed states. These activities may build upon or complement other grants awarded under the EEA Civil Society Fund.

The remaining allocation is earmarked for study trips, expert visits from the Donor States and networking meetings on programme topics. These bilateral activities are organised by the consortium of OSF Czechia and OHF. Further details are provided on the programme website.

[2] For the purposes of this call, any references to "project" shall be understood as referring to the bilateral initiative.

3. BILATERAL INITIATIVES

This call for proposals supports initiatives that address **key societal challenges** in areas prioritised by the EEA Civil Society Fund in the Czech Republic. The programme has a clearly defined framework of outcomes and outputs:

Outcome 1: **Democratic values and rule of law strengthened**

- Civil society organisations participation in democratic processes increased
- Civic engagement increased
- Information integrity and media literacy increased

Outcome 2: **Human rights strengthened**

- Human rights, including anti-discrimination, and social justice supported
- Gender equality, including SRHR, and LGBTIQ+ rights supported
- Climate action, environmental protection, and a just green transition supported

Outcome 3: **Civil society organisations that promote democracy, the rule of law, and human rights, strengthened**

- Organisational development supported
- An enabling environment for civil society supported

If the goal of your initiative is not to establish a new partnership – that is, if you have already established contact with a partner from the Donor State or have been collaborating with them for some time and plan to cooperate on a broader project – consider submitting an application under the **Call for Project Grants**.

Donor Contact Points can facilitate mutual contact and cooperation. Links to these organisations will be published on the programme website.

You can also use the partner database to search for partners from Norway.

Key dates and deadlines:

Estimated start date for initiative implementation	On a rolling basis from October 2026
Initiative completion	No later than 30 April 2031

Final date of eligibility of expenditure (depending on the start of implementation)	No later than 30 April 2031
Application deadline	31 August 2030

3.1 Supported activities

All funded bilateral initiatives must contribute to the **programme outcome of strengthened bilateral civil society cooperation.** Supported activities must involve cooperation between a **Czech organisation and an Icelandic, Liechtenstein, or Norwegian organisation** and to enhance mutual relations and understanding between these states. As a prerequisite, the activities must fulfil **the objectives of the EEA Civil Society Fund and** be related to the programme outcomes and outputs.

Eligible activities may include, but are not limited to:

- Matchmaking events,
- Development of donor partnership initiative applications,
- Technical cooperation and exchange of experts,
- Secondments and internships,
- Capacity building and short-term training,
- Workshops and seminars on topics of common interest,
- Joint side events at international meetings,
- Joint participation in international network organisations,
- Study tours and visits,
- Data collection, reports, studies and publications,
- Campaigns, exhibitions and promotional materials.

Each bilateral activity must include an appropriate communication strategy to disseminate results and demonstrate the benefits of bilateral cooperation both in the Czech Republic and in the Donor States. Project promoters and partners implementing the initiative are expected to proactively identify and communicate examples of good practice and noteworthy results through relevant channels and in coordination with Donor Contact Points.

4. ELIGIBLE APPLICANTS AND PARTNERS

All eligible Applicants and Partners must adhere to the common values of respect **for human dignity, freedom, democracy, equality, the rule of law, and respect for human rights, including the rights of persons belonging to minorities**, and must act in accordance with the fundamental rights and obligations enshrined in relevant international instruments and standards. Organisations applying for support are required to commit to the principles and requirements of the **Children's Rights Policy And In Particular Vulnerable Adults**[3] (hereinafter the "Policy"). The Applicant confirms this commitment by acknowledging the Policy upon submitting the Application. Project Promoters will be contractually bound to adhere to the Policy.

4.1 Eligible Applicants

The Applicant is the entity responsible for the overall initiation, preparation and implementation of the initiative.

Eligible Applicants are civil society organisations (CSOs) that are established in the Czech Republic or any of the Donor States, meet the one-year registration period requirement, and fall within the following definition:

A non-profit organisation with a non-commercial purpose, independent of local, regional, and central governments, public entities, political parties, and commercial organisations.

The Project Promoter is required to ensure that its information in the public register is valid and complies with all legal requirements. If these requirements are not met by the date of the contract signature, the grant will not be awarded.

Religious institutions and political parties, social partners, informal groups or profit-distributing cooperatives are not eligible Applicants.

4.1.1 Eligible Applicants from the Czech Republic

Eligible Applicants from the Czech Republic are civil society organisations that are legal entities pursuant to the Czech Civil Code No. 89/2012 Coll. The Applicant must be registered as:

- **Association** (*spolek;* Act No. 89/2012 Coll., Civil Code § 214 - 302),
- **Institute** (zapsaný *ústav*; Act No. 89/2012 Coll., Civil Code § 402 - 418),
- **Public Benefit Corporation** (*obecně prospěšná společnost*; Act No. 248/1995 Coll., as amended),
- **Foundation and Endowment Fund** (*nadace a nadační fondy*; originally established under Act No. 227/1997 Coll., as amended),

[3] The Policy is available on the OSF Czechia website.

- **Interest Association of Legal Entities** (*zájmové sdružení právnických osob;* Act No. 40/1964 Coll., Civil Code, as amended),
- **Legal entity established by a registered church or religious society (charities)** under the Act No. 3/2002 Coll. on Freedom of Religion and the Status of Churches and Religious Societies **(Účelové zařízení registrované církve a náboženské společnosti).** These entities are eligible provided that they comply with the above values and principles and if the activities funded do not directly or indirectly promote religious doctrine, mission, or proselytism related to a specific faith (beyond basic religious or cultural awareness raising).

4.1.2 Eligible Applicants form the Donors States

Eligible Applicants from Donor States must be non-profit organisations that are neither created nor operated to generate personal profit. They must document their status as a **legal entity** in their respective countries and demonstrate compliance with the outlined eligibility criteria. These Applicants are required to submit:

- A current official extract from their local registry,
- A high-quality unofficial English translation of the extract,
- A declaration of honour confirming their non-profit, independent, and voluntary status.

4.2 Eligible partners

Eligible partner is a **legal person actively involved in and effectively contributing to the implementation of an initiative**. The partnership requirements depend on the Applicant's origin:

- If the Applicant is a **Czech organisation**, the initiative must involve at least one eligible partner from a Donor State,
- If the Applicant is an **organisation from a Donor State**, the initiative must involve at least one eligible Czech partner.

Eligible partners include:

- Any private or public entity, commercial or non-commercial, as well as civil society organisations established as a legal person either in the Donor States[4] or in the Beneficiary States[5],
- Any international organisation, including its bodies or agencies,
- Informal, ad hoc and self-help organisations, including local "grassroots" organisations that are not registered legal entities (hereinafter referred to as "informal groups"). An informal group acts exclusively for the public interest, is voluntary and non-discriminatory, independent of public administration, political parties, religious institutions, or commercial organisations, and not established for profit. An informal group cannot be a Financial Partner. Members of informal groups must be legal residents or are based in either the Donor or Beneficiary States and must be represented by a person with legal residence in the Czech Republic who signs the partnership agreement on behalf of the group.

The number of partnerships in supported initiatives is unlimited, provided that the maximum available grant

[4] Iceland, Liechtenstein and Norway.

[5] Bulgaria, Croatia, Czechia, Cyprus, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovakia, Slovenia.

amount under the programme is not exceeded. There is no minimum registration period requirement for Project Partner.

4.3 Partnership conditions

To qualify for a grant, a **bilateral initiative must involve a partner from a Donor State or from the Czech Republic**. The purpose of the partnership is to ensure close cooperation between organisations with different areas of expertise in addressing challenges within a specific topic during the implementation of an initiative, or part of it.

When submitting the application, the Applicant must demonstrate this involvement by providing a **Letter of Intent** in English from each partner organisation. This signed document must specify the grant amount that each partner will administer. The template is available for download from the programme website. Alternatively, cooperation with partners may also be documented through email correspondence or other materials demonstrating the initiative's bilateral nature (e.g. a conference programme).

For projects implemented with financial partners, it is expected that the Applicant will be the recipient of the majority of the grant allocation.

1. **Financial partnership** – This type of Project Partner receives part of the grant via the Project Promoter for the implementation of substantive project activities based on a Partnership Agreement.
2. **Non-financial partnership** – This Project Partner participates in activities (e.g., consultations, expert guidance) but receives no financial contribution for its participation.

If a grant is awarded, a **Partnership Agreement** must also be concluded and submitted to the consortium prior to signing the Grant Agreement. The Partnership Agreement must be drafted in English based on the template available on the programme website.

Conditions for partners participating in the initiative's implementation:

- The involvement of partners in the initiative must be both justified and indispensable.
- The legal relationship between the Project Promoter and its partners is not based on the provision of services, and the nature of the cooperation is not that of a buyer-supplier relationship. The partnership must strictly be of a non-commercial nature.
- All contractual relationships between the Project Promoter and its partners, including the status of individual partners, their financial responsibilities, their roles in the initiative, and the definition of their activities, responsibilities, and the arrangements for their mutual rights and obligations during the initiative implementation, are regulated in the Partnership Agreement.
- When implementing the initiative, the Project partner is bound by the Partnership Agreement to the same terms and conditions toward the OSF Czechia and OHF Consortium as the Project Promoter.
- The partner must not incur any losses as a result of implementing the initiative. Direct revenues are income generated from the initiative.
- The Project Promoter and its partners share a common economic or social goal, which they will achieve by

working together on the submitted initiative.

- Costs directly related to the coordination, communication, and collaboration between project partners are eligible costs.
- The eligibility of the Applicant and all Project Partners is verified during the administrative and eligibility review.

5. FINANCIAL CONDITIONS

The initiative is **fully funded** by a grant; no co-financing is required.

Funds obtained for initiatives under the Bilateral Fund do not count towards the total financial support limit (€150,000) that an organisation can receive under the Czech EEA Civil Society Fund. A single organisation may receive grant support from the Fund for Bilateral Relations for a **maximum of two bilateral initiatives** throughout the duration of the entire programme.

5.1 Eligible expenditures

The Applicant must submit a budget proposal in the application under the following **budget categories**:

- Personnel costs,
- Travel, accommodation and per diem,
- Costs for goods, works and services.

When preparing the budget in the application, it is recommended to use the **latest available monthly exchange rate from the Czech National Bank** (ČNB), or in the case of organizations from donor countries, the rate of their respective national bank.

Eligible costs must be incurred during the implementation period of the bilateral initiative. Costs incurred prior to the approval of the grant application and the official start of the initiative's implementation are not eligible.

Examples of eligible expenditures:

- Travel and accommodation costs associated with study trips and the (co-)organisation of workshops, conferences, meetings, visits, and seminars,
- Per diem expenses,
- Expert fees,
- Sustainability studies costs,
- Analysis and documentation costs,
- Translation and interpretation services,
- Costs associated with promotional and informational activities aimed at strengthening bilateral cooperation,
- External consultations costs,
- Travel health insurance and trip cancellation insurance (including flights, train tickets, and bus tickets)
- Costs of an audit report verifying the eligibility of expenditures reported in the monitoring report (the audit report is an eligible cost that may be claimed only by the organisations from the Donor States),
- Other necessary costs directly related to the bilateral initiative (must be listed in the approved application).

The bilateral grant is intended primarily to **cover travel expenses and expert fees**. It may be used for personnel

costs (e.g. for the initiative coordinator) in exceptional cases only, and these must be clearly justified.

The Applicant shall submit a project budget based on the template available on the programme website. Please note that the inclusion of an expenditure item in a project budget approved by the Fund Operator shall not be considered confirmation that the expenditure item is eligible.

5.2 Non-eligible expenditures

Non-eligible expenditures are those that:

- Were not listed and approved in the grant application,
- Were not incurred in accordance with the initiative's purpose,
- Were not incurred during the initiative's implementation period,
- Were not paid during the expenditure eligibility and are not documented in relevant accounting records, unless otherwise specified,
- Were not recorded in the Project Promoter's or partner organisation's bank accounts, or are not supported by cash receipts,
- Otherwise conflict with the programme rules or the rules set forth in this call.

Capital expenditure, depreciation, and indirect expenditures are not eligible expenses.

Furthermore, the following types of expenditures are not considered eligible:

- Interest on debts, debt-related fees and late payment fees,
- Financial transaction fees (except those related to initiative expenses) and other purely financial expenditures,
- Expenditures related to the purchase or rental of real estate,
- Provisions for losses or potential future liabilities,
- Losses related to exchange rate changes,
- Recoverable VAT,
- Expenditures covered by other sources,
- Fines, penalties and expenditures related to litigation, except where litigation is an integral and necessary component for achieving the project's objectives,
- Uneconomical (disproportionately high) expenditures or expenditures incurred in violation of ethical standards.

5.3 Payment of the grant

The grant will be **pre-financed with an advance payment of 50 %** of the approved budget. The **remaining balance of the grant will be paid after the initiative has been completed**, based on the **actual and eligible costs** incurred during the initiative, up to the total amount of the approved grant.

The final report will be approved within one month after submission. **Costs are usually paid within 10 working**

days. As the grant will be **paid in Euro**, Applicants are advised to provide a Euro bank account (including the IBAN) in their application, if possible.

For costs paid in a currency other than the Euro, the Project Promoter must use the average monthly exchange rate from the ČNB valid for the month in which the costs were incurred. Exchange rate differences are borne by the grant recipient.

A bilateral initiative can generate direct revenue; however, it **cannot generate a profit**.

Funds allocated under the EEA Civil Society Fund **may not be redistributed.**

The Project Promoter must **comply with the eligibility principles for expenditure set out in the PIA**. All expenditure incurred by the Project Promoter (or its contributing partners) for the bilateral initiative must be in accordance with the approved budget, necessary for its implementation, reasonable and incurred within the specified timeframe. **Expenditure must be identifiable, transparent and verifiable**.

6. HOW TO APPLY

Applications for grants from the Bilateral Fund will be accepted **on a rolling basis from the publication of the call by 31 August 2030**, or until the Fund's financial resources for the given year, or its total **allocation for these initiatives, are exhausted**. If these resources are exhausted earlier than expected, this information will be posted on the programme website.

Applicants must submit their grant applications **electronically through the eGrant online database** at the following address: https://egrant.nadaceosf.cz/. Only applications submitted with all the necessary electronic attachments through the eGrant by the deadline for this grant call will be evaluated.

It is recommended to submit the applications at least **2 months before the planned start** of the initiative. If the application is submitted later (i.e. if the planned start of the initiative is less than two months from the date of submission), this must be properly justified. OSF Czechia will then consider whether the application is relevant and whether it will be processed under an expedited procedure.

Initiatives must be formulated **concisely, clearly, and precisely**.

The application and its attachments must be prepared **in English**. The application and attachments can be saved during its preparation in the eGrant progressively .

Detailed instructions for completing the application in the eGrant database are provided in the **Guide in Chapter 6**.

7. ADMINISTRATIVE, ELIGIBILITY AND SELECTION CRITERIA

The evaluation of project applications reflects the principles of the programme: it is **transparent** and **does not tolerate any manifestations of corruption.**

The review of administrative and eligibility criteria serves as the first and most critical screening step in the evaluation process of a grant application. These are **objectively verifiable requirements** that an application must meet in order to proceed to the substantive evaluation. Verification of these criteria is based on clearly identifiable facts and does not involve an assessment of the substantive content or quality of the project itself. A list of these requirements can be found in Chapter 9 of this call.

The consortium will inform the Applicant of the result of the review of administrative and eligibility criteria (i.e., whether the application has advanced to the expert evaluation phase or has been excluded from further evaluation, stating the reasons for the rejection) no later than **10 working days following the submission.**

If the Consortium excludes an application from further evaluation due to failure to meet administrative, elimination and eligibility criteria, the Applicant has the option to file a written **appeal** and request a reconsideration of the decision within **5 working days** of being notified of the review result. The appeal is then reviewed by an independent **Complaints Committee.** The Applicant is notified by email within **5 working days** of the date the appeal is received.

Every application that meets the administrative and eligibility criteria is further evaluated by the **Selection Committee**. All members of the Selection Committee are bound by a **Code of Ethics** and a **Declaration of no conflict of interest**, in which they declare the objectivity of their evaluation and exclude any conflict of interest. The Committee assesses the **Applicant independence**, its adherence to the objective of the programme and common values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, and the benefits of the Applicant's actions and activities for both the Czech and Donor States civil society sector. If any non-compliance is found, the committee may reject the project. **The Committee recommends projects for funding, projects for funding with modifications, or projects for rejection**.

The next stage of the selection process involves a meeting of the programme's **Steering Committee**, composed of the directors of both Consortium organisations - the OSF Czechia and OHF. **The Steering Committee reviews the proposals for support.**

Based on the recommendations of both committees, **the Board of Trustees** of the OSF Czechia decides on the support for specific projects and the amount of the grant awarded. The Applicant **cannot appeal the Board of Trustees' final decision** regarding the approval or rejection of an initiative.

7.1 Evaluation criteria

Evaluation criteria with a point system have been established for the professional evaluation of the initiative. The maximum number of points is 100. For an application to be approved, it must meet both of the following conditions: achieve a total score of at least **60** points out of **100**, and achieve a score of at least **30** points under **Criterion 1: Focus of the Initiative** (out of the maximum **50** points available for this criterion).

Criteria	Total points
1. Focus of the initiative	**50**
The initiative's content aligns with the call for proposal, the programme's objectives and areas, and the objectives of the Fund for bilateral relations.	10
The initiative benefits the organisation, the Czech-Icelandic-Liechtenstein-Norwegian civil society sector and the selected programme area.	30
Where applicable, the subsequent use of the acquired know-how or examples of good practice from the Czech Republic / Donor State is well thought out and ensured.	10
2. Methodology	**40**
The activities are described in detail, their selection corresponds to the initiative’s objectives and the timeline is realistic.	30
Sufficient presentation and publicity of the acquired know-how or examples of good practice from the Czech Republic / Donor State are ensured.	10
3. Budget	**10**
The budget is clear, understandable, and aligned with the activities.	5
The budget is economical and efficient. The costs are eligible.	5
Total points:	**100**

7.2 Notification of results

The OSF Czechia and OHF Consortium will notify Applicants of the evaluation results within **10 working days** of the final decision, but **no later than two months** after the submission of the grant application. The list of evaluation results for accepted applications is public and will be posted on the programme's website.

The notification is sent electronically (by email) and includes the final score for the application and, in the event of rejection, a brief explanation. For approved projects, this notification is accompanied by a draft Grant Agreement, a draft Partnership Agreement, or, if applicable, a request to finalize a detailed timeline.

In the event of a large number of applications submitted, the timeline will be adjusted so that the final decision is as close as possible to the set deadlines, while ensuring the highest possible quality of evaluation for the submitted applications.

8. INFORMATION FOR PROJECT PROMOTERS

Detailed information about Contractual Framework is provided in the **Guide in Chapter 8.**

8.1 Partnership Agreement

The Project Partners are bound to fulfil the obligations of the Grant Agreement through a Partnership Agreement concluded with the Project Promoter. A template of the Partnership Agreement in English can be found on the programme website.

The Partnership Agreement governs all contractual relations between the Project Promoter and all Project Partners, i.e., it defines responsibilities and the arrangement of mutual rights and obligations during project implementation, including the status of individual partners, their financial responsibility, and the definition of responsibility for the implementation of activities.

The Project Promoter is obliged to submit an electronic scan of the original Partnership Agreement and all its subsequent amendments to the consortium, in each case within one month of the date of their conclusion.

8.2 Grant Agreement

Successful Applicants will receive a notification of approval along with a draft Grant Agreement. If the Applicant decides to accept the grant conditions, it must, within 10 working days of notification and prior to signing the Grant Agreement:

- Incorporate any project modifications upon which the support is conditional (if relevant),
- Ensure the signature of the Partnership Agreement.

The draft Grant Agreement is in accordance with Act No. 89/2012 Coll., the Czech Civil Code. The agreement reflects the obligations of the Project Promoter arising from the conditions of the EEA and Norway Grants and the EEA Civil Society Fund.

8.3 Final report

Within the framework of bilateral initiatives, **only a final report is required**, which consists of a narrative and a financial part.

The narrative part of the report contains information on the overall implementation of the initiative, the fulfillment of the initiative's objectives, and, where applicable, any changes or discrepancies.

The Project Promoter will also describe:

- Whether it plans to continue the bilateral partnership after the initiative ends,
- How the knowledge gained from bilateral cooperation was utilised.

The financial part contains information on expenditures for the entire implementation period. The Project Promoter must document all expenditures related to the initiative, which are covered by the grant.

The final report must be **submitted via the eGrant** database by the deadline specified in the grant agreement. The deadline for submitting the final report is within one month of the initiative's completion. The final report will be approved within one month after its submission.

9. CHECKLIST

The complete application must be submitted exclusively through the eGRANT online database by filling in the relevant form. The application must include a Letter of Intent (in English) and any other documents proving the bilateral nature of the initiative. Before submitting the application, use this checklist to verify that it meets the key criteria.

The following table contains **eligibility and elimination criteria**, which are exclusionary and assessed on a YES/NO basis. If you answer 'NO' to any of the statements below, your application will not meet the programme's basic conditions and will be excluded from further evaluation regardless of its quality. **The following criteria must be fully met.**

Eligibility criteria:	The Applicant has been registered in the Czech Republic, Iceland, Liechtenstein or Norway for more than one year.
	The Applicant has a valid legal form.
	The initiative involves cooperation between a Czech organisation and an Icelandic, Liechtenstein, or Norwegian organisation.
	Both the Applicant and the Project Partner, as well as their activities, are consistent with the shared values of respect for human dignity, freedom, democracy, equality, the rule of law, and respect for human rights, including the rights of minorities.
Elimination criteria:	The application is completed in English.
	The application is submitted via the eGrant online database during the call period.
	One organisation may receive grant support from the Fund for bilateral relations for a maximum of two bilateral initiatives throughout the entire programme (i.e. at the time of application submission, the Applicant has not already received grant support for two bilateral initiatives).

Following **administrative criteria** will be assessed as part of a formal review, and the programme team may ask Applicants to provide additional information. If these deficiencies are not addressed within the specified timeframe, the application will be excluded from the evaluation process.

Administrative criteria:	The application is accompanied by a Letter of Intent of each Partner, or a document demonstrating the bilateral nature of the initiative.
	The application contains no more than two fields without meaningful/logical text; otherwise, it will be rejected.
	The requested grant amount is between €2,000 and €10,000.
	The initiative duration complies with the conditions set out in the call for proposals (i.e. between 2 and 12 months).

We recommend **paying attention** to the following points:

All the required fields in the eGrant application form have been completed with meaningful text.
The costs meet the eligibility criteria.
All mandatory information for the Applicant is up to date in the public registry.
The organisations involved in the project comply with the Policy on the Protection of Children and Particularly Vulnerable Adults.
The contact details have been filled in correctly.
The correct CZK/EUR exchange rate was used for budgeting.
The Applicant meets the definition of independence.

10. QUESTIONS AND CONTACT INFORMATION

Applicants can find detailed information on the terms and conditions, as well as on how to prepare and submit a grant application, in the **Guide for Applicants and Project Promoters.** Applicants are recommended to read the **Frequently Asked Questions** (FAQs) on the programme website before completing the application, where all up-to-date information about it is regularly published.

Consultations regarding the preparation of applications are provided by the Programme Coordinator via email or phone throughout the duration of the call. Please include '**Consultation on the Bilateral call**' in the subject line of any email inquiry. Telephone consultations are available from Monday to Thursday. Informational webinars will be organised for Applicants to provide further details about the calls, with dates posted on the programme's website.

The contact persons at OSF Czechia and the OHF provide information regarding the conditions of the call and the eGrant database, however they are **not permitted to process the application or assist with filling it out, thereby ensuring equal access for all Applicants.**

10.1 Applicant support

Fund Operator:

OSF Czechia

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10.2 Overview of important links

Civil Society Fund Programme: https://eeagrants.org/cs/eea-civil-society-fund-czechia
EEA and Norway Grants: https://eeagrants.org/
OSF Czechia: https://osf.cz/
Committee of Good Will – Olga Havel Foundation: https://www.vdv.cz/
eGrant Online Database: https://egrant.nadaceosf.cz