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Manual for Applicants and Beneficiaries of Call 1

Programmeme

Assisting Migrants to Integrate into the Czech Republic

Open Call No. 1

Social Integration of Foreign Nationals into the Czech Republic

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1 Introduction

Second Swiss contribution

The Swiss-Czech Cooperation Programmeme (hereinafter referred to as the "SCCP") is implemented on the basis of ***the Framework Agreement between the Swiss Federal Council and the Government of the Czech Republic on the implementation of the Second Swiss Contribution to Selected EU Member States to reduce economic and social disparities within the EU*** , signed on 29 June 2023. The conclusion of the Framework Agreement allows the Czech Republic to receive funds from the Second Swiss Contribution under the so-called cohesion allocation in the amount of CHF 76.9 million (approx. CZK 1.845 billion), of which CHF 14 million (approx. CZK 364 million) has been allocated for migration. The basic framework of the Programmeme "**Assistance Migrants to Integrate into the Czech Republic**" (hereinafter referred to as the "Programmeme"), including its thematic areas of support, financial allocation, duration, objectives and specific conditions of implementation, is defined by the **Country *Specific Set-Up for the implementation of Framework Agreement between the Swiss Federal Council and the Government of the Czech Republic on the Implementation of the Second Swiss Contribution to Selected EU Member States to Reduce Economic and Social Disparities within the EU*** issued by Switzerland on 1 June 2023.

The implementation of the Programmeme is carried out in accordance with the Regulations on the Implementation of the Second Swiss Contribution to Selected EU Member States to Reduce Economic and Social Disparities within the EU, the Support Measure Set-Up and in accordance with other methodological documents, manuals and implementation documents - https://www.swiss-contribution.cz/

The Manual for Applicants and Beneficiaries of Call No. 1 under ***the Second Swiss Contribution*** is a document issued by the Ministry of Labour and Social Affairs as the Programmeme Operator.

This **Manual** for Applicants and Beneficiaries of Call No. 1 (hereinafter referred to as the "Manual"), **including annexes**, is intended for all applicants and beneficiaries of this support and is available on the website of the Swiss-Czech Cooperation Programmeme II | Ministry of Labour and Social Affairs

2 List of changes from previous version

Chapter	A brief description of the change
18. 1	**Extension of Chapter 18.1 Promotion:** Addition of information on sharing content on social media and on the general publicity principles of the Programme. Addition of the beneficiary's obligations regarding the use of the Programme logo and the MoLSA logo.
18.1.1	Added chapter „Financial Corrections".
18.1.2	Added chapter „Financial corrections for non-compliance with obligations".

3 Basic parameters of the call

3.1 Aim and focus of the call

The aim of the call is to support activities of a non-economic nature that will aim to involve foreign nationals in the economic, social, work and community life of society.

The main emphasis is placed on coordination and providing support and assistance in dealing with the complex adverse social situation of foreign nationals and their families. Support will be given to activities focused on different areas that have been identified as insufficiently addressed or requiring stronger support. The idea of the Programmeme Operator is the implementation of complex projects based on partnerships, in which the beneficiary will cover the implementation of as many activities of the call as possible in cooperation with its partners, ideally continuing after the end of the project in the interest of further sustainability. The partners involved will receive trained experts for their organization who will help with the intention and goal of the call - the integration of foreign nationals in the Czech Republic. Within the assessement, projects implemented in partnership and projects with an impact in more regions will be given extra points.

Geographical focus: Czech Republic

3.2 Total allocation and amount of subsidy

The total allocation of the call is CZK 260,117,700, of which 85% is the Swiss contribution and 15% is co-financing from the state budget of the Czech Republic.

For organizations established by local government units, a 15% contribution is set.

- Eligible project costs: min. CZK 5,000,000, max. CZK 20,000,000
- The amount of the subsidy is determined by the Decision on the provision of Subsidy (“Decision“)
- Any higher costs are covered by the beneficiary from its own resources.
- The amount paid corresponds to the actual use of the budget.
- The subsidy is provided in the ex-ante mode.

Time setting

Date of announcement of the call	15/10/2025
Start date of receipt of subsidy applications	15/10/2025 from 9:00 a.m.
Deadline for receipt of grant applications	25/01/2026 until 12:00 p.m.
End date of physical implementation of the project	30. 11. 2028
Time-eligibility of expenditure	from the date of announcement of the call to the end of the project implementation

3.3 Target group

- Foreign national - a third-country national legally residing in the territory of the Czech Republic
- General public of the Czech Republic
- Future personnel capacities working with the target group

3.4 Eligible applicants

• Non-governmental non-profit organizations with publicly beneficial activities and at least two years of existence as of the date of announcement of the call:

  - associations and branch associations (Sections 214–302 of the Civil Code)
  - public benefit companies (Act No. 248/1995 Coll.)
  - institutions (Sections 402-418 of the Civil Code)
  - religious legal entities (Act No. 3/2002 Coll.)
  - foundations and endowment funds (Sections 306–401 of the Civil Code)

- providers of social services registered in the register of social service providers according to Act No. 108/2006 Coll., with the exception of territorial self-governing units and contributory organizations of the Ministry of Labour and Social Affairs
- international organizations operating in the Czech Republic

The call will support basic activities only for the following social services:

- early care,
- professional social counseling,
- field programmes,
- social activation services for families with children,
- low-threshold facilities for children and youth,
- telephone crisis assistance, and
- crisis assistance.

Conditions for support:

- registration of social services in accordance with Act No. 108/2006 Coll., on social services,
- inclusion of the service in the network of social services specified in the medium-term plan for the development of social services of the relevant region or the Ministry of Labor and Social Affairs (capacity compliance is required),
- Authorization to provide social services (for more details, see Annex No. 2 to this call – Support for social services in open calls Operational Programmeme Employment+).

Key positions in the implementation team for the implementation of social services support activities (see Annex No. 4A to the Call):

- Social worker
- Social services worker
- Field worker
- Service manager/coordinator
- Expert/case manager
- Psychologist/psychotheraPOst
- Lawyer
- Peer consultant/support worker from the target group

3.5 Partnerships and Definition of Eligible Partners

The call allows for partnerships with or without financial contribution.

Partnerships with a financial contribution:

This type of partner receives part of the programme subsidy through the beneficiary for the implementation of specific project activities. In general, only persons who do not belong to entities that are unable to participate in the call due to insolvency, fines, or debt may be eligible partners with a financial contribution. An eligible partner with a financial contribution may be an entity with a proven existence of at least one year prior to the date of the call for proposals, which also meets the following conditions.

These are:

- a legal entity that is a registered entity in the Czech Republic, i.e., an entity that has its own identification number (known as IČO, sometimes also referred to as IČ)
- a natural person acting as a self-employed person who has a registered place of business in the Czech Republic.

A natural person who is not self-employed cannot be involved in the project as a partner.

Restrictions on partnerships with local government units and organizations established by them:

- Local government units and organizations established by them may be partners with a financial contribution only in projects where the mutual relationship between the beneficiary and the partner allows for the provision of funds from the beneficiary's budget to the partner's budget in accordance with applicable legal regulations, in particular Act No. 250/2000 Coll., on the budgetary rules of local budgets.
- A contributory organization of a local government unit may not be a partner with a financial contribution unless this is the subject of its activities as defined in its founding charter.
- Contributory organizations of local government units may not have their founder as a partner with a financial contribution.

The beneficiary in a project implemented in partnership with a partner/partners providing financial contributions must ensure the implementation of at least 30% of the project activities/budget using its own resources[1].

Eligible partners with financial contributions for this call are: all entities that may be applicants in the call may also be partners with financial contributions.

Supported activities that may be implemented through partners with financial contributions:

All activities supported in the call may be implemented through partners with financial contributions.

[1] A breach of this condition does not occur if, based on the actual expenditure of the project in the final report on the implementation of the project and the final payment request submitted with it, a different distribution of project costs is identified than that specified in the approved Decision.

Partnership without a financial contribution:

This type of partner participates in the implementation of the project's activities, e.g., in the form of consultations, expert guarantees, etc., but does not receive any financial contribution from the programme for its expenses related to the implementation of the project.

The following are eligible partners without a financial contribution for this call:

- All entities that may be applicants in the call may be partners without a financial contribution. Furthermore, the following may also be partners without financial contribution:

- municipalities (municipalities pursuant to Act No. 128/2000 Coll., on municipalities (municipal establishment), including Act No. 131/2000 Coll., on the capital city of Prague, and Act No. 314/2002 Coll., on the establishment of municipalities with authorized municipal offices and the establishment of municipalities with extended powers),
- city districts of the capital city of Prague pursuant to Act No. 131/2000 Coll., on the Capital City of Prague, as amended,
- organizations established by municipalities and the capital city of Prague (contributory organizations) operating in the social field,
- organizations established by regions (contributory organizations) operating in the social field,
- organizations established by the municipal districts of the capital city of Prague pursuant to Act No. 131/2000 Coll., on the Capital City of Prague, and Act No. 250/2000 Coll., on the Budgetary Rules of Territorial Budgets (contributory organizations) operating in the social field,
- voluntary associations of municipalities / communities of municipalities (pursuant to Act No. 128/2000 Coll., on municipalities (municipal establishment),
- schools and educational institutions (pursuant to Act No. 561/2004 Coll. on preschool, primary, secondary, higher vocational, and other education (the Education Act)),
- organizational units of the state (pursuant to Act No. 219/2000 Coll. on the property of the Czech Republic and its representation in legal relations).

A partner may be a legal entity based in the Czech Republic or Switzerland that has legal personality, actively participates in the project, and brings added value. Partnerships are given preference in the evaluation process (Section 2.6).

- Swiss partners are not required to co-finance and do not bear exchange rate risks; any co-financing is provided by the applicant.
- The partner's expenses may be included in the budget.
- **Partnership agreements** must be concluded and submitted no later than with the first Implementation Report.
- A natural person who is not self-employed cannot be involved in the project as a partner.

Partnership does not mean and must not replace:

- the provision of routine project administration, such as the preparation of monitoring reports, bookkeeping, etc. These activities are a normal part of project management, but do not in themselves define partnership.
- the provision of routine commercial services that are available on the market and are needed during the project (e.g., IT services, marketing services, etc.). Suppliers who routinely provide commercial services are not considered partners unless there is deeper cooperation that brings added value beyond traditional services.

- Supply of goods and construction works.

Partnerships must not be used as a means of circumventing commercial law relationships. When selecting suppliers, it is necessary to proceed in accordance with the Public Procurement Act (Act No. 134/2016 Coll.).

3.5.1 Partnership Agreement

The involvement of a partner with a financial contribution requires that this partner commit to fulfilling obligations such as the obligation to cooperate in the control of its share in the implementation of the project. The exact list of these obligations is set out in the Decision, on the basis of which support is provided to the beneficiary for the project. The partner's commitment may be enshrined either in a partnership agreement concluded between the beneficiary and the partner, or it may take the form of a unilateral declaration by the partner or another binding form. Hereinafter, the term "partnership agreement" is used for all these forms.

Depending on the nature of the relationship between the beneficiary and the partner(s), the partnership agreement may regulate the status of individual partners, their roles and responsibilities, the manner of their involvement in project decision-making, and their mutual rights and obligations in the implementation of the project, including liability for breach of this agreement. The role of the partner, including their share in specific project activities or part of the support funds, must not differ significantly from the project description contained in the Decision.

If several partners are involved in the project, a multilateral agreement (between the beneficiary and all its partners) may be used, or bilateral agreements may be concluded between the beneficiary and its partner(s).

In the case of a partner without a financial contribution, the rules do not require the partner's obligations regarding the implementation of the project to be enshrined in a contract/declaration, unless the specific call for proposals stipulates otherwise.

Contracts that must be concluded in writing must be concluded by the beneficiary in such a way that copies of these contracts can be attached to the first project implementation report, which the beneficiary is required to submit under the Decision.

3.5.2 Agreement on international cooperation with foreign partners

If foreign partners are acting as partners without a financial contribution, it is not necessary to contractually stipulate the partner's obligations regarding the implementation of the project. If a partnership agreement is concluded, it is an international cooperation agreement between the beneficiary and the foreign partner(s). The agreement may be bilateral or multilateral.

3.5.3 Change of partner

A change of partner should only occur in exceptional, individually assessed and justified cases. The requirement for changes in project partners to be exceptional does not apply to situations where the relationship between the applicant and the partner or the relationship between one partner and another is based on the ownership (even partial) of one entity by another. This refers to a relationship between shareholders or partners. In situations where a certain entity is a partner in the project due to its ownership relationship with the applicant/other partner and a new entity enters the same

ownership structure, it is possible, in justified and individually assessed cases, for this new entity to also become a partner in the project.

The standard solution in a situation where a partner withdraws from the project (or ceases to exist, etc.) is for the beneficiary or other partners to take over their obligations. (If a partnership agreement has already been concluded, it is likely that the assumption of the former partner's obligations will require an amendment to the partnership agreement.) The removal of a partner from the project implementation normally requires the prior consent of the PO (in terms of procedure, this situation is treated as a substantial change to the project), with the only exception being when the partner has ceased to exist.

Only if it is not possible for the withdrawal of a partner to be resolved by the involvement of the beneficiary or other partners may, in exceptional cases, the withdrawing partner be replaced by a new partner or new partners. The involvement of a new partner always requires the prior consent of the MA. Procedurally, this situation is treated as a substantial change to the project.

3.6 Thematic focus of the call and eligible activities

The applicant must include in the application at least two activities marked with numbers 1, 2, 3, 4 and 6 and mandatory activity 5, which will be further elaborated as key activities of the project.

Programmeme Operator

- **Favors projects** that cover at least two regions of the Czech Republic **+ 3 extra points**
- **Favors projects** with partner **(s) + 3 extra points**

The project includes a final questionnaire survey of the satisfaction of the final beneficiaries (see the annex to the call: sample questionnaire).

3.6.1 Supported activities

1. **Activities aimed at improving access to information and basic services, including crisis intervention.** Support can also focus on psychological assistance, legal and financial counselling focused on the life situation.
    - **Psychosocial support and mental health**: Providing access to psychosocial support, including crisis intervention, for foreign nationals[2] and their family members. Providing mental health counselling and support through trained professionals to the target group, including children who have experienced trauma during the migration experience. Support can be provided for psychosocial support services, self-help groups, mental health consultations for parents, children, adolescents, seniors, providing information on available services and lines, safety counselling, integration into society, informing and motivating the target group about the possibility and necessity of using services.
    - **Legal advice and social protection:** Providing legal advice and information on the rights and obligations of foreign nationals. Legal assistance and assistance to foreign nationals in resolving labour disputes, assistance in finding housing, mediation of professional assistance, cases of discrimination, exploitation or bias. Interpreting when accompanying to authorities. Support for victims of violence and exploitation, provision of legal aid, psychological support and, if necessary, safe accommodation and healthcare.
    - **Access to health care:** Assistance to foreign nationals in registering with medical facilities and accompanying them to medical examinations.
2. **Activities focused on family and children** – involvement of children in leisure activities/animation programmes, support for vulnerable families, support for vulnerable children without families, support for untrained teenagers and young adults, support for mentoring and the use of peers or volunteers, finding and reaching out to foreign nationals through field social work (streetwork).
    - **Support for children and youth:** Ensuring children's access to formal and non-formal education, including language (Czech only) courses and tutoring, and leisure activities.

[2] Foreign national - a third-country national legally residing in the territory of the Czech Republic

Creating safe and friendly environments where children can learn, develop and engage with peer groups. Psychosocial support for children who have experienced trauma or are at risk of isolation or exclusion. Supporting the community integration of children and adolescents through events aimed at their active involvement in the life of local communities. Support for low-threshold facilities for children and youth, peer programmes and programmes to promote safety in communities.

- **Young adults and support for the transition to adulthood:** Mentoring programmes for young foreign nationals that connect target groups with mentors from the majority or experienced peers. Support for peer programmes in which young people help other foreign nationals find their way in a new environment. Organization of courses and workshops focused on language (Czech only) and social skills of young foreign nationals. Supporting the active civic involvement of young foreign nationals in community, public and participatory processes.
- **Field social work (streetwork)** focused on finding and contacting vulnerable foreign nationals, especially children and adolescents, who are out of reach of services.

3. **Activities aimed at various forms of violence in the families of foreign nationals, focused on working with both victims and perpetrators of violence.**
    - **Prevention of domestic and gender-based violence:** Implementation of programmes aimed at preventing domestic violence in migrant communities, taking into account cultural, linguistic and social specificities. Organizing workshops and trainings to promote gender equality and prevent gender-based violence in a migration context.
    - **Supporting both victims and perpetrators of violence**: Working with communities to identify cases of violence, create a supportive environment, and reduce stigmatization of victims. Providing psychological, medical and legal assistance to persons who have been victims of violence, including bias-motivated violence, forced labour and other forms of exploitation, and children as victims and witnesses of violence. Support may also include the provision of safe accommodation, crisis intervention and long-term support. Ensuring access to counselling and interventions also for violent offenders to address the root causes of violent behaviour and prevent recidivism.

4. **Activities focused on adaptation, integration, socio-cultural orientation** – community activities (support for community work, including support for activities based on foreign nationals' own initiative in these communities), familiarization with the rights and obligations of citizens of the Czech Republic and the possibility of active participation in public life, especially at the local level (support of civic literacy and full orientation of foreign nationals in society), active search for and addressing people from the target group, support for neighbourly coexistence. Support for the services of intercultural workers in order to facilitate and improve communication with institutions and the public, support for the economic self-sufficiency of foreign nationals by strengthening tools facilitating access to the labour market for foreign nationals.
    - **Social and community integration:** Implementation of community activities, neighbourhood events and community dialogues aimed at building mutual knowledge, intergroup trust and equality. Support for cooperation between the majority and foreign nationals on common goals and the creation of an environment of mutual respect with the active support of local authorities. Involvement of foreign nationals in community initiatives and the creation of community materials, support for activities arising from foreign nationals' own initiatives. Working with local communities to prevent discrimination, exclusion or criminalization of foreign nationals.

- **Support for cultural mediation:** Training and involvement of intercultural mediators in everyday practice to overcome language and cultural barriers. Preparation of intercultural mediators in the field of ethics, confidentiality and the role in communication with foreign nationals, public institutions and the private sector.
- **Civic literacy and participation**: Community programmes aimed at raising awareness of foreign nationals about their rights and obligations and the possibilities of civic participation. Support of civic engagement and participation of foreign nationals in public life, involvement in the creation and implementation of policies aimed at the integration of foreign nationals at local, regional and national levels.

5. **Activities focused on building professional capacities – training**[3] of workers, e.g. intercultural workers and training of psychotheraPOsts to work with the target group and its specific problems.
   - **Accredited training for social, community and intercultural workers, mentors and volunteers**: Organization of training for workers providing services to foreign nationals, focused on the specific needs of this group in the field of social support, orientation in society and basic crisis intervention. Training and involvement of cultural mediators and intercultural workers as a bridge between foreign nationals and institutions.
   - **Accredited training of psychologists, theraPOsts**: Specialized training of psychotheraPOsts and psychologists to work with foreign nationals, asylum seekers and refugees, focused on a culturally sensitive approach, trauma and crisis situations.
   - **Accredited education in the field of violence prevention and equality**: Training programmes for professionals focused on the prevention of gender-based violence and the promotion of gender equality in the migration environment. DeveloPOng skills in working with victims of domestic violence, exploitation and abuse.
   - **Accredited training of medical and crisis staff:** Training of health professionals, social services and police in the field of identification and support of victims of violence, discrimination or abuse in migrant communities. Training of medical staff on a culturally sensitive approach, the specific needs of foreign nationals and ethical aspects of care.

6. **Activities aimed at helping foreign nationals with the recognition of foreign qualifications**
   - Provision of advisory services in the field of recognition of qualifications
   - Accompaniment to the authorities, assistance in securing missing documents
   - Possibility of reimbursement of administrative fees associated with the recognition of professional qualifications for the purposes of employment, business and study

7. **Complementary activity to the above supported activities**
   - Disseminate information, working with community leaders to disseminate relevant information (especially in the field of health care, labor law, and other public services).
   - Assistance to local governments and institutions in creating communication strategies for foreign nationals with regard to language availability, cultural specifics and comprehensibility.

[3] This involves improving the professional training of existing employees (e,.g.members of the implementation team) as well as training new, future personnel, i.e. those who are interested in working with the target group in the future, primarily with a view to expanding professional capacities for assisting foreign nationals. The method and number of trained employees is not limited, but should be directly proportional to the size of the project. These training activities can be provided by the beneficiary, a partner, or externally (courses must be accredited). It does not include language training.

- Implementation of awareness-raising campaigns on the risks of violence and protection options, with a particular focus on women and girls.
- Implementation of campaigns to promote equal treatment, fight xenophobia, understand migration as a global phenomenon and strengthen an open social climate.
- Involvement of foreign nationals in the preparation and implementation of education, creation of communication materials, sharing experiences and stories.

Conditions for providing psychosocial support:

If the applicant or partner provides psychosocial support (e.g., psychological assistance, crisis intervention, counseling, including legal counseling, and mental health support), they must meet the following legislative requirements:

- Until June 30, 2026: conditions according to Act No. 455/1991 Coll., Trade Licensing Act, as amended by Act No. 218/2025 Coll.
- From July 1, 2026: conditions under Act No. 360/2025 Coll. (see transitional provisions and Annex No. 2 to Act No. 455/1991 Coll.)

The originals of the documents will be checked during on-site inspections. A detailed description of the qualification requirements is provided in Annex 4A of the Call– Tool for Determining Personnel Costs.

3.7 Indicators

It is necessary to adhere to a uniform definition of indicators, which are used to verify whether the project meets the set objectives. The performance of the indicators is monitored through monitoring reports submitted every 4 or 6 months.

- The reported values must be supported by conclusive evidence maintained by the beneficiary or partner (e.g. attendance lists, certificates, internal records).
- The outputs of the Programme and the targets of the related programme output indicators are binding as they are directly linked to the project activities and the budget.
- The values of the indicators cannot be reduced during the implementation of the project.
- Mandatory indicators:
  - 100,000 indicator (including the breakdowns of 100,100, 100,200, 100,300) includes activities 1-4 and 6:
  - 200,000 indicator for activity 5
- The applicant chooses compulsory-elective indicators according to the selected activities 1-4 and 6.
- Optional indicators: 170,000, 300,000, 400,000, 400,300, 410,000

Indicators for setting target values in a grant application

Code	Indicator	Indicator Description	Indicator type
	Total number of supported persons – foreign nationals	Total number of foreign nationals supported by activities 1–4 and 6	obligatory
100 000	on the whole		
100 100	males		
100 200	females		
100 300	children under 18 years of age		
200 000	**Number of social workers and theraPOsts trained to work with foreign nationals and their children**	Number of social workers who have been trained or received special education under activity 5	obligatory
	Number of foreign nationals who received psychosocial support and counselling	Total number of foreign nationals in distinction between men and women who were supported under activity 1	compulsory-elective
110 000	on the whole		
110 100	males		
110 200	females		
110 300	children under 18 years of age		
120 000	**Number of supported children, youth and young people outside education, employment and training (NEETs) - total**	Total number of children, youth and young people supported under activity 2	compulsory-elective
120 015	Number of supported children under the age of 15	Total number of children under 15 years of age who were supported under activity 2	Subordinate to 120,000
120 018	Number of supported youth aged 15 to 18	The total number of youth from 15 to 18 who were supported under activity 2	
120 026	Number of supported young people over 18, outside education, employment and training (NEETs)	Total number of young people aged 18 and over outside education,	

		employment and training supported under activity 2	
	Number of foreign nationals involved in the domestic and gender-based violence prevention programme	Total number of foreign nationals in distinction between men and women who were supported under activity 3	compulsory-elective
130 000	on the whole		
130 100	males		
130 200	females		
	Number of foreign nationals involved in the community integration programme	Total number of foreign nationals in distinction between men and women who were supported under activity 4	compulsory-elective
140 000	on the whole		
140 100	males		
140 200	females		
140 300	children under 18 years of age		
	Number of foreign nationals who have benefited from assistance in the recognition of qualifications	Total number of foreign nationals in distinction between men and women who were supported under activity 6	compulsory-elective
160 000	on the whole		
160 100	males		
160 200	females		
170 000	**Number of campaigns and PR events**	Total number of actions implemented under Supplementary Activity 7	optional
300 000	**Number of educational informational, motivational or other outputs**	Applies to all supported activities	optional
400 000	**Number of supported community activities - total**	Applies to all supported activities	optional
400 300	Number of supported community activities for youth under 18 years of age	Applies to all supported activities	optional
410 000	Number of newly introduced community activities	Applies to all newly introduced activities	optional

In the absence of a suitable indicator (beyond the mandatory and mandatory-elective), the applicant may propose the use of their own indicator, which appropriately characterizes the outputs related to the implementation of key project activities and the method of its measurement.

Link between budget utilization and compliance with indicators:

If there is an appropriate ratio between the rate of drawing expenditures from the project budget and the rate of achievement of the set target values of the indicators, then the beneficiary is not penalized for not achieving the target values. However, if the project budget is used to an extent higher than the rate of fulfilment of the target values of the indicators, then there is a risk of financial corrections (i.e. the funds drawn, for which the target values of the indicators have not been achieved to an adequate extent, represent – for the sources of financing provided by the PO – unjustifiably used funds:

Total Rate of Fulfilment of Output Indicators Relative to DoPS Commitments	Financial corrections (or levy)
less than 85% to 70%	15 %
less than 70% to 55%	20 %
less than 55% to 40%	30 %
less than 40%	50 %

4 Processing and submission of a grant application

The call is one-round.

- The complete application with all annexes is submitted electronically via the Single Grant Portal. At the same time, the applicant will send the printed and application form signed by the authorized person via the data mailmailbox by the deadline specified in the call; the subject of the data message must state: "CALL NO. 1 OF THE SWISS-CZECH COOPERATION PROGRAMME – DO NOT OPEN BEFORE ASSESSEMENT". In the case of different versions of subsidy applications, it will be excluded before the assessement.
- The grant application and its annexes will be processed in the Czech language (only the relevant text fields in the application will be processed in English). In the case of the Swiss partner, the partnership agreement will be in Czech and English.
- The application must be accompanied by all required annexes.
- The applicant may be asked to provide other documents or data necessary for the Decision, including the submission of a paper form of some annexes to the subsidy application. As part of the verification process, the PO may ask the applicant to modify the project application based on the recommendation of the Selection Committee.
- Applications can only be submitted between the announcement of the call and the end of the receipt of applications. Applications that are not received by the deadline are not eligible to be included in the assessement and selection process.
- The application must be signed by the applicant's statutory representative or by an authorised person.
- The applicant shall provide information on all persons involved in the preparation of the subsidy application.

4.1 Annexes to the grant application

An application submitted to the Single Grant Portal will contain electronic attachments:

- Annex 1: Project budget: (two forms: MS Excel and PDF)
- Annex 2: Beneficial Owner Information – Complete Extract (PDF form)
- Annex 3: Description of the implementation team
- Annex 4: Project description
- Annex 5: Description of Key Activities
- Annex 6: Partnership – Applicant and partners with a financial contribution in the project – if a partner is involved in the project
- Annex 8: Selection of the Public Support Scheme
- Annex 9. Certified power of attorney (if applicable)
- Annex 10: Founder's consent to the grant application (if applicable)
- Annex 11: Extract from the Criminal Register of Natural Persons of the Statutory Body

An applicant who is not **authorized to perform services of general economic interest (SGEI)** on the date of submitting the application for support shall attach a document stating that the Authorization Act will be **submitted no later than the date of issuance of the Decision**, on the basis of which the subsidy will be provided. If the Authorization Act for the performance of SGEI for the relevant activities of the call is not submitted, the subsidy cannot be provided.

The power of attorney (if relevant) with the officially certified signature of the principal (may be replaced by a personal qualified electronic signature) must be marked with the project number or project name and must contain: who is authorized by whom, the period of validity, and the subject of the authorization.

In the case of an applicant/recipient that is a contributory organization established by a region or municipality, **the founder's consent to the grant application** is a mandatory attachment.

4.2 Seminars and consultations on the project

The Ministry of Labour and Social Affairs, as the PO, organizes seminars on the announced call for potential subsidy applicants. Information about seminars and access to these events are always published on the portal Programme of Switzerland - Czech Cooperation II | The Ministry of Labour and Social Affairs. Answers to frequently asked questions (FAQs) will also be published on the call website.

If you have any questions, please contact the announcer at the e-mail address svycarsko@mpsv.cz or at the telephone numbers listed in Chapter 13.3.

5 Assessement and selection of projects

The process begins with the acceptance of the application and ends with the issuance of the Decision. It includes the following phases:

- assessment of acceptability and formalities
- substantive assessement
- selection committee
- verification
- steering committee

The assessement is provided by the PO and takes place in one round – the application contains all the information necessary for the entire process. Before the issuance of the Decision, additional data may be requested from successful applicants, which are no longer evaluated, but are a condition for the issuance of a DoPS.

5.1 Assessement of acceptability and formalities

The aim is to verify the factual and administrative requirements according to the call. Both blocks of assessement take place simultaneously as the first phase.

- It is not possible to remedy the deficiencies in acceptability criteria.
- If the application meets the acceptability but not the formal requirements, the applicant is invited to correct it within 5 working days.
- Corrections or additions to the application that the applicant has been invited to do are submitted via the data mailmailbox.
- After the correction/completion of the application, the PO verifies whether the formal requirements are met.
- In the event of insufficient remedy, the applicant is invited a second time.
- If the applicant fails to remedy the deficiencies in terms of time and quality, the application is excluded from further assessement.

5.1.1 Deadline and final statuses of the subsidy application

The assessement of acceptability and formalities must be completed within 40 working days of the deadline for submission of applications.

The final application statuses after this stage are:

- The application met the acceptability and formalities criteria.
- The application did not meet the acceptability and formalities criteria.

Unsuccessful applicants are informed after completion after this phase of the assessement. The applicant may submit **a request for review** if he does not agree with the negative result, see Chapter II. 4.7.

5.1.2 Criteria for assessing acceptability and formalities

All criteria belong to the category of exclusion criteria. It is evaluated according to the control questions given for each criterion, the questions are answered with one of the YES / NO variants

Table no. 1: Criteria for assessing acceptability and formalities

Criterion name	Control question (i.e. description of the assessement) and main sources of information in the grant application	The need for verbal commentary
Acceptance criteria		
1) Submission date	Is the subsidy application submitted by the due deadline set out in the call?	No
2) Form of submission	Is the subsidy application submitted in the prescribed form, i.e. via the JDP and the data mailbox (only the application form without attachments)?	No
3) Eligibility of the applicant	Does the applicant meet the definition of an eligible applicant defined in the call for submission of grant applications?	No
4) Partnership	Does the partnership in the project comply with the rules of SCCP and is it in accordance with the text of the call for submission of grant applications?	No
5) Target groups	Are the target groups in line with the text of the call for submission of grant applications?	No
6) Total eligible expenditure	Are the total eligible costs of the project within the range set out in the call for submission of grant applications?	No
7) Activities	Are the planned project activities basically in accordance with the text of the call for submission of grant applications? Explanation of the expression in principle: If the condition of compliance of the application and the call for a part of the activities is not met and this situation can be treated by the condition of providing a subsidy for the project (i.e. the condition of modifying the application before the issuance of the Decision) so that there is no fundamental change in the project, this criterion can be evaluated as met.	Yes
8) Clean criminal record, conflict of interest, money laundering, terrorist financing	Is the applicant's statutory representative without criminal record? According to Section 79 para. 2 and par. 3 sentences 1 to 3 of Act No. 108/2006 Coll. on Social Services. Does the statutory representative meet the condition of Act No. 159/2006 Coll., on Conflict of Interest, as amended? It meets the statutory condition of Directive (EU) 2015/849 of the European Parliament and of the Council on the prevention of the use of the financial system for the purposes of money laundering or terrorist financing. If the applicant has more than one statutory representative, are the conditions met for all of them?	No

Criterion name	Control question (i.e. description of the assessement) and main sources of information in the grant application	The need for verbal commentary
Criteria for formalities		
1) Completeness and form of the request	Does the grant application contain all the mandatory data and annexes according to the text of the call for submission of grant applications and the Manual, and the application and mandatory annexes were submitted in the form according to the text of the call (including the numbering of annexes)?	No
2) Signing the application	Is the subsidy application signed by the applicant's statutory representative (or an authorized person)?	No
3) Completion of project implementation	Does the subsidy application state that the project will be completed by 30.11.2028 at the latest?	No

5.2 Substantive assessement

The aim is to assess the quality of the projects in relation to the objectives of the programme and to enable them to be compared. Only applications that have been successful in the previous phase are assessed.

- The assessement is carried out by **two independent expert evaluators.**
- The application **must not receive the elimination descriptor** "insufficient" (Descriptor means descriptive statement, defined in Chapter 4.4.2) in any of the criteria.
- In addition, it is necessary to obtain **a minimum of 50 points for a project.**

5.2.1 Deadline and final statuses of the subsidy application

The substantive assessement must be completed within 65 working days from the deadline for receipt of applications within the round call.

Completion means a change in the status of applications to one of the statuses of subsidy applications, and unsuccessful applicants are notified after its completion by sending them a notification to the data mailbox. The applicant may submit **a request for review** if they do not agree with the negative result, see Chapter II. 4.7. For the substantive assessement phase, final statuses mean:

- The subsidy application met the conditions of substantive assessement,
- The subsidy application met the conditions of the substantive assessement with a reservation,
- The subsidy application did not meet the conditions of the substantive assessement.

5.3 Use of external evaluators

Method of assessement and scoring:

The substantive assessement of each application is carried out by **2 external evaluators**. The result is **a point assessement of the application.**

- If the assessement of two evaluators **differs by at least 20 points,** a third – arbitration assessement **– is performed.**
- **Final points:**

1. With two assessements: the arithmetic **mean of both**
2. With three assessments: the arithmetic **mean of all three**

- The points from individual assessements are rounded to **2 decimal places**, the resulting average **to 3 decimal places.**

5.4 Criteria for the substantive assessement of grant applications

Overview of individual criteria and their classification into criteria groups:

Criteria group (max. points)	Criterion name (max. points)
Need (35)	**1 Problem and target group definition (35)**
Efficiency (30)	**2. Objectives and consistency (intervention logic) of the project (25)**
	3 Method of verifying the achievement of the project objective (5)
Effectiveness & Economy (20)	**4 Project effictiveness, budget (15)**
	5 Indicator adequacy (5)
Feasibility (15)	**6 Method of engaging the target group (5)**
	7 Implementation of activities and their continuity (10)

Assessement according to criteria:

Each criterion contains **a main question (in bold)** that is decisive **and sub-questions** that serve as a manual for the evaluators. Not all sub-questions need to be relevant and their answers are not an automatic basis for assigning a specific descriptor.

- The evaluator assesses the **relevance of** the information to the project, not its formal level.
- **Negative answers** to sub-questions do not have to mean a low rating, just as **positive answers** do not guarantee a high one.
- **The severity and extent of missing or insufficient information** affects the allocation of a lower descriptor.
- The evaluator must assess the entire content of the criterion, note **both positives and negatives**, and accordingly assign a descriptor with appropriate justification.

5.4.1 Definition of individual criteria

5.4.1.1 Definition of the problem and target group

Criteria group (max. points)	Need (35)
Criterion name (max. points)	**Problem definition and target group (35)**
Description of the assessement, main sources of information in the grant application	

Main question: Does the project focus on a problem that really needs to be addressed and does the target group correspond to this?

The credibility, specificity and relevance of the problem, its causes and impacts (social, economic, etc.), including an analysis of the location and context, are assessed. It is also assessed whether the current method of solving the problem and its effectiveness, or the novelty of the problem, is described. That information should be supported by verifiable sources.

At the same time, the selection of the target group is assessed – its size, structure and mapped needs must correspond to the problem being solved.

Auxiliary sub-questions:

'1.1 Is the problem credible and is it sufficiently specific?

'1.2 Is it clear who is affected by the problem (not only the target group, but also other entities) and how?

´1.3. Are the causes of the problem clearly analyzed?

1.4 Are the consequences (impacts – economic, social, etc.) of the problem on the target group and society in general clearly analysed?

'1.5 Are the ways in which the problem has been solved so far, what their effectiveness has been – in what respect and why they have not been effective? (If the problem appeared as new, is it described what the problem is new)?

1.6 Is the description of the problem based on verifiable, real and relevant sources?

´1.7 Does the analysis of the problem include an analysis of the location (so-called situational analysis) and context (cooperating entities, other factors)?

'1.8 Is the target group whose support solves the identified problem selected?

'1.9 Is the size and structure of the target group described?

´1.10 Are the needs of the target group mapped?

Identification of the main source of information in the grant application: the "Project Description" section and the "Target Group" section.

Criteria functions, descriptor values, and recommendations for assigning them

Combined criterion – descriptor 4 is elimination.

Descriptors: 1) Very good, 2) Good, 3) Sufficient, 4) Poor

The following shall contribute to the allocation of a descriptor expressing lower quality:

- If the necessity of the project, i.e. its benefit, is not stated and documented on the basis of reliable and substantiated information;
- If there is no analytical substantiation of the problem that the project wants to solve, including reliable sources;
- If the project is focused on a problem that has already been solved in a different way or solved for a specific target group;
- The target group is not appropriately chosen;
- If stakeholders are not analysed;
- The participation of a specific target group is not justified.

5.4.1.2 Objectives and consistency (intervention logic) of the project

Criteria group (max. points)	Fitness (30)
Criterion name (max. points)	**Project objectives and consistency (intervention logic) (25)**
Description of the assessement, main sources of information in the grant application	

Main question: Is the project objective set correctly and will the selected key activities and their outputs lead to its fulfilment?

It is assessed whether the project goal is realistic, measurable and in line with strategies in the field. The project must have a logical structure – from the intention through the activities and their outputs to the results. The aim is to solve a defined problem and bring a specific change for the target group.

For multiple goals, their interconnection and relevance of activities to the needs of the target group are assessed.

Auxiliary sub-questions:

´2.1 Is it clear from the goal setting what change is to be achieved through the implementation of the project?

'2.2 Is the change planned by the implementation of the project "sufficiently significant", i.e. to what extent does the achievement of the project objective have the potential to solve/eliminate the problem of the target group identified in the project?

'2.3 In the case of several sub-objectives, are these objectives interrelated?

'2.4 Are the objectives clearly measurable and quantifiable (in percentage, number, etc.)?

´2.5 Is the content of the key activities appropriately chosen with regard to the described needs of the target group?

´2.6 Is the set of key activities appropriately chosen with regard to the fulfilment of the project objective?

´2.7 Can a set of key activities/project outputs be real tools for solving the target group's identified problem?

When assessing the objectives, it is recommended to follow the SMART methodology, i.e. whether the objectives S – specific, M – measurable, A – achievable, R – relevant, T – time-bound.

Identification of the main source of information in the grant application: the "Project Description", "Target Group" and "Key Activities" sections.

Criteria functions, descriptor values, and recommendations for assigning them

Combined criterion – descriptor 4 is elimination.

Descriptors: 1) Very good, 2) Good, 3) Sufficient, 4) Poor

The following shall contribute to the allocation of a descriptor expressing lower quality:

- The objectives and planned changes do not correspond to the problem that the project is intended to solve;
- The targets do not correspond to current practices in the area;
- Activities are given instead of objectives;
- Goals are not SMART;
- The project logic does not work, e.g. according to the logical framework.

5.4.1.3 Method of verifying the achievement of the project objective

Criteria group (max. points)	Fitness (30)
Criterion name (max. points)	**Method of verifying the achievement of the project objective (5)**

Description of the assessement, main sources of information in the grant application

Main question: Is the method of verifying the achievement of the project goal set up appropriately?

It is assessed whether the applicant has established **relevant criteria and methods** to demonstrate the achievement of the target. It is assessed how the difference between the baseline and target states will be documented, and whether **verifiable data**, ideally independent of the project, will be available.

Auxiliary sub-questions:

'3.1 Are there criteria in place to identify that the planned objectives have been achieved?

´3.2 Is it clear how the difference between the achieved state and the situation before the start of the project implementation will be documented, what method of verification of the achieved results was chosen by the applicant? Is this a relevant method given the project setup?

´3.3 Can it be reasonably assumed that information/data (optimally also project-independent) will be available to verify the results of the project?

Determination of the main source of information in the grant application: section "Project description".

Criteria functions, descriptor values, and recommendations for assigning them

Combined criterion – descriptor 4 is elimination.

Descriptors: 1) Very good, 2) Good, 3) Sufficient, 4) Poor

The following shall contribute to the allocation of a descriptor expressing lower quality:

- It is not clear how it will be possible to assess the difference between the situation before the start of the project implementation and the situation achieved thanks to the project;
- The proposed method of assessing the difference between the state before the start of the project implementation and the state achieved thanks to the project is not sufficiently objective;
- Relevant and objective sources of information are not listed.

5.4.1.4 Project efficiency, budget

Criteria group (max. points)	Efficiency & Economy (20)
Criterion name (max. points)	**Project Effectiveness, Budget (15)**

Description of the assessement, main sources of information in the grant application

Main question: Is the efficient and economical use of resources designed in relation to the planned outputs?

It is assessed whether the budget corresponds to the outputs and duration of the project implementation, is clearly linked to activities and outputs, and whether all items are necessary. The adequacy of prices (including justification for any deviations) and the comprehensibility of the budget are also assessed.

Auxiliary sub-questions:

'4.1 Is the quantity for individual items in the budget necessary/necessary?

'4.2 Does the total amount of the budget correspond to the project outputs and the duration of implementation?

´4.3 Is the budget sufficiently comprehensible (i.e. what the item contains, what is the cost)?

'4.4 Is it possible to assign budget items to activities?

´4.5 Do the prices in the budget correspond to the usual (or recommended) prices, is any exceeding of these usual/recommended prices justified?

'4.6 Is the budget adequate to the scale of the key activities?

Identification of the main source of information in the grant application: sections "Project description", "Target group", "Key activities", "Indicators" and "Project budget".

Criteria functions, descriptor values, and recommendations for assigning them

Combined criterion – descriptor 4 is elimination.

Descriptors: 1) Very good, 2) Good, 3) Sufficient, 4) Poor

The following shall contribute to the allocation of a descriptor expressing lower quality:

- The budget is overestimated;
- Usual/recommended prices are not complied with without the request providing a justification for the non-compliance;
- Budget items are not necessary and effective;
- Budget entries are not linked to activities;
- The budget does not correspond to the scope of activities.

5.4.1.5 Adequacy of indicators

Criteria group (max. points)	Efficiency & Economy (20)
Criterion name (max. points)	**Adequacy of indicators (5)**

Description of the assessement, main sources of information in the grant application

Main question: Are the target values of the indicators set appropriately?

It is assessed whether the target values are **realistic, adequate** to the target group, budget and key activities. Their **link to outputs**, the method of determination and **the compliance of data** in indicators with project activities are assessed.

Auxiliary sub-questions:

´5.1 Is it clear from the description of the indicators how the target value was set?

´5.2 Do the data provided in the description of the indicators correspond to the data in the key activities?

'5.3 Is it realistic to achieve the planned target value?

'5.4 Is the planned target value set in proportion to the key activities?

Identification of the main source of information in the grant application: sections "Project description", "Target group", "Key activities", "Indicators" and "Project budget".

Criteria functions, descriptor values, and recommendations for assigning them

Combined criterion – descriptor 4 is elimination.

Descriptors: 1) Very good, 2) Good, 3) Sufficient, 4) Poor

The following shall contribute to the allocation of a descriptor expressing lower quality:

- The planned target values of the indicators are not adequate to the key activities or the target group and the probability of their fulfilment is low;
- The planned target values are set ambiguously, inadequately, inappropriately and/or unrealistically, or the value cannot be determined from the project description;
- The planned target values of the indicators are not set in accordance with the valid methodology for the given indicators;
- It is not clear (understandable) how the applicant arrived at the planned target values.

5.4.1.6 Method of involvement of the target group

Criteria group (max. points)	Feasibility (15)
Criterion name (max. points)	**Method of engaging the target group (5)**

Description of the assessement, main sources of information in the grant application

Main question: Is the target group adequately involved in the project?

It is assessed whether the project involves the target group in all relevant phases, what is the way of working with them, their selection, motivation and intensity of involvement. It is also assessed whether the involvement is beneficial and corresponds to the nature of the activities, and whether the interest of the target group in participation is documented.

Auxiliary sub-questions:

´6.1 Does the project envisage the involvement of the target group in all relevant phases of the project?

´6.2 Does the application demonstrate the interest of the target group in participating in the project?

´6.3 Do the tools of motivation, selection and method of working with the target group correspond to the characteristics of the selected target group?

Depending on the nature of the project and the target group, one (or more) of the following approaches may be optimal for engaging the target group:

- Sharing information with users of the Services – the user has no influence;
- Consultation – providers ask users what they think of a given service or manuallines – users have limited influence;
- Participation – empowering users to participate in the development of services, manuallines or perception of services. Users can form recommendations and influence outcomes;
- Sharing of powers – shared decision-making and responsibility, also at the state level. Users can influence and predetermine the outputs;
- Full control – service users have control over the decision-making process.

Determination of the main source of information in the grant application: sections "Project description", "Target group", "Key activities".

Criteria functions, descriptor values, and recommendations for assigning them

Combined criterion – descriptor 4 is elimination.

Descriptors: 1) Very good, 2) Good, 3) Sufficient, 4) Poor

The following shall contribute to the allocation of a descriptor expressing lower quality:

- Inadequate intensity of involvement of the target group;
- The way of working with the target group does not correspond to its character;
- There is doubt whether the planned involvement would be motivating enough for the target group.

5.4.1.7 Method of implementation of activities and their continuity

Criteria group (max. points)	Feasibility (15)
Criterion name (max. points)	**Method of implementation of activities and their continuity (10)**

Description of the assessement, main sources of information in the grant application
The main question: Is the method of implementation of activities and their continuity set up appropriately? It is assessed whether the activities are **clearly described**, have clear outputs and the chosen method of implementation leads to their achievement. The **effectiveness, time allocation and interconnection of activities**, their benefits for the target group and **the appropriately set duration of the project** are assessed. **Auxiliary sub-questions:**'7.1 Are the key activities sufficiently and comprehensibly described? ´7.2 Does each key activity have a clearly defined output? '7.3 Will the way in which the key activity (method of implementation) is carried out lead to the achievement of the specified outputs of the activity? '7.4 Is the chosen method of carrying out the key activity effective? '7.5 Are alternative solutions identified in case the key activity is not partially or fully implemented or is delayed in time? ´7.6 Do the individual key activities have an optimal time allocation with regard to the needs of the target group and with regard to achieving the required outputs in sufficient quality? ´7.7 Are the activities suitably time-linked, complementary, and continuous? ´7.8 Is the total length of the project set appropriately? Identification of the main source of information in the grant application: sections "Project description", "Target group", "Key activities", "Indicators" and "Project budget".
Criteria functions, descriptor values, and recommendations for assigning them
Combined criterion – descriptor 4 is elimination. Descriptors: 1) Very good, 2) Good, 3) Sufficient, 4) Poor The following shall contribute to the allocation of a descriptor expressing lower quality: • The key activities are not logically linked; • The time allocation of activities is not adequate; • The proposed continuity of key activities shows shortcomings (in particular, it will not allow for the smooth implementation of the project); • The description of the activities is general, unspecific.

5.4.2 Converting an assigned descriptor into a point value

For scored criteria, the value of the descriptor is converted into a point gain according to the following mechanism:

1) The descriptor "Very good" means the award of 100% of the maximum achievable score in the criterion.
2) The descriptor "Good" means the award of 75% of the maximum achievable number of points in the criterion.
3) The descriptor 'Sufficient' means the award of 50% of the maximum achievable points in the criterion.
4) The descriptor 'Insufficient' means the award of 25% of the maximum achievable score in the criterion.

When converting to points, rounding occurs mathematically to 2 decimal places.

5.4.3 Determining whether a verbal statement of reasons is necessary for the assessment of an application in a given criterion

Comments on the rating:

Each criterion must be accompanied by **a verbal comment** to answer the control questions.

The assessement also includes **a final commentary**, which summarizes the justification for the assigned descriptors. It must be consistent with the sub-comments and must not contain aspects other than those assessed.

The commentary should also include **recommendations on the conditions for the provision of the subsidy**, e.g. a proposal to reduce the budget in specific items.

5.5 Selection Committee

The selection committee builds on the previous stages of the assessement and decides which projects will be recommended for funding. The aim is a transparent selection of projects that will best contribute to the fulfilment of the objectives of the Programme.

- Only applications that have succeeded in the substantive assessement are discussed.
- The committee may recommend, not recommend, or recommend the application with a reservation (the Decision is issued only after the specified conditions have been met).
- The Committee's decision is based on the point assessement and allocation of the call.
- All decisions must be duly reasoned.

Basis for decision-making:

- List of applications sorted by score
- Summary of substantive assessement
- Electronic versions of applications to be discussed

5.5.1 Deadline and final statuses of the subsidy application

The committee must meet within 20 working days of the completion of the substantive assessement of all applications for subsidies of the relevant call and must conclude its negotiations no later than 30 working days after its first meeting within the relevant call.

Based on the outcome of the selection committee's meeting, the PO will arrange for a change in the status of the application to one of the subsidy application statuses. The final statuses for the project selection phase are:

- Application for a subsidy recommended for funding,
- Application for a subsidy not recommended for funding,
- Application for subsidy recommended for funding with reservation,
- The grant application was included among the substitute projects.

5.5.2 Composition and functioning of the selection committee

The selection committee must have at least 5 voting members. The selection committee examines all applications that have qualified for the group of applications to be considered (see above). For these applications, the committee decides after discussion:

- recommendation or non-recommendation of the project for financing or inclusion of the project in the reservoir (the selection committee's decision must be duly justified);
- the maximum amount of the total eligible costs of the project (for recommended for funding and included in the pool);
- any conditions for the implementation of the project (e.g. reduction or modification of key activities proposed in the application, adjustment of the project budget), for those recommended for funding and included in the pool.

Ranking of projects and decisions of the selection committee:

The order of projects is given **by the point assessement** from the substantive assessement and cannot be changed in any other way than **by not recommending the project** for support.

The reason for not recommending may be **that the absorption capacity is exceeded** (e.g. multiple projects for the same target group). In this case, the committee can only recommend the best-rated project.

The Commission may recommend the application **subject to implementation**, e.g. adjustment of the budget, activities, indicators, partnership or implementation team – always with due justification.

- If the requested support **does not exceed the allocation**, all suitable applications are recommended.
- If the requested support **exceeds the allocation**, the number of points is decisive – applications are recommended **in descending order of points** until the funds are exhausted.
- The remaining applications are included **in the project pool**, the order of which is again determined by the point assessement.

5.5.3 Conclusions of the selection committee

A written record of the meeting of the selection committee is always made, which must include, among other things:

- an overview of projects recommended for funding, the budget of which does not exceed CHF 300,000 (i.e. CZK 7,800,000),
- an overview of projects subject to approval by the Steering Committee – the budget of which exceeds CHF 300,000 (i.e. CZK 7,800,000), inclusive,
- an overview of projects included in the pool including the maximum total eligible costs of the project,
- overview of projects not recommended for funding.

The selection committee will draw up a list of projects:

- recommended for support,
- recommended with a condition or with a reduction of the subsidy,
- recommended as a reserve,
- not recommended.

It submits this list to the Steering Committee.

5.6 Steering Committee

The Steering Committee (SC) supervises the implementation of the Programme. The voting members are representatives of the Swiss Funds Office, the National Coordination Unit (Ministry of Finance of the Czech Republic), the Ministry of the Interior of the Czech Republic and the Programme Operator (MoLSA).

The SC approves projects with a budget of more than CHF 300,000 and amendments to projects with a budget of more than CHF 500,000. It may set conditions for granting support or refuse funding if it has proper reasons for doing so.

Applicants are informed of the results by letter via data mailbox. The results of the call will be published on the website of the Ministry of Labour and Social Affairs. The applicant may submit a request for review if they do not agree with the result, see Chap. 4.7.

5.7 Request for review of a negative result from the assessement and selection stages

The applicant may submit **a request for review** if it does not agree with a negative result at any stage of the assessement and selection (e.g. in the case of exclusion in the acceptability and formalities or substantive assessement, in the pool or in the absence of the conditions for the issuance of a Decision).

- A request for review may be submitted **no later than 15 calendar days after receipt of the** notification.
- Each applicant may submit **only one request for review** on a given outcome.
- The request is submitted **via data mailbox** and must be **signed by an authorized person.**
- In the request, it is necessary to specify what exactly is the subject of the request for review, it is necessary to state the applicant's proposal (what result the applicant expects from filing the request for review), it is necessary to state the justification.
- **In the request for review of the assessement results, it is necessary to state only an objective discrepancy between the justification of the negative result of the application and the content of the application as such, and always specifically.** Additional information that was not provided in the subsidy application will not be taken into account.
- The PO establishes **a review committee** to deal with requests for review.

Processing time:

- usually within **30 working days**,
- In more complex cases, it can be extended to **60 working** days (the applicant is informed of this in advance via the data mailbox).
- in the event that the review committee requests the opinion of the evaluator or the arbitral substantive assessement, the PO informs the applicant about the suspension of the deadline via the data mailbox.
- The information on the outcome of the request for review shall include whether the application was found to be justified, partially justified or unfounded, as well as an unambiguous justification for this conclusion. If the request for review is found to be justified or partially justified, the PO will immediately take the necessary measures to remedy the situation (including putting the project back into the approval process).

5.8 Decision on the provision of a subsidy

Based on the results of the assessement, a Decision will be issued to successful applicants**.**

- If the project does not have the specified conditions or has already met them, the Decision is issued without any further requirements.
- **The Decision** determines the amount of the subsidy and regulates the relationship between the beneficiary and the PO.
- **Before the Decision is issued**, the applicant may be asked to complete the documentation.
- Decision contains, among other things, instructions on billing, communication and the payment schedule.
- **There is no legal entitlement to the subsidy.**
- In the case of international organizations of which the Czech Republic is a member and whose functioning is governed by a host agreement concluded between the Czech Republic and the international organization concerned, the Decison may be replaced by a written agreement on the provision of a financial contribution, which will be the result of a bilateral agreement between the PO and the recipient.

Expected timeline for the assessment process until the publication of the Decision

	Maximum number of working days since the end of previous activity	Number of working days from the start of the approval process	Notice to applicants
Acceptance of grant applications from October 22, 2025, 12:00 p.m. to January 25, 2026, 12:00 p.m.			
Assessment of eligibility and formal requirements	• within **40** working days of the deadline for submitting applications in the call for proposals	**40**	The status of the application will change in the JDP. The applicant will be informed via the data mail box (DS) that the eligibility criteria and formal requirements have not been met.
Substantive assessment	• within **25** working days of completion of the eligibility and formal requirements assessment	**65**	The status of the application will change in the JDP. The applicant will be informed via the data mail box (DS) that the criteria for substantive evaluation have not been met.
Project selection	This is carried out by the selection committee, which: • must convene within **20** working days of the completion of the substantive assessment of all grant applications (from the expiry of the deadline for submitting requests for review) and must conclude its deliberations no later than **30** working days after its first meeting within the call. The selection committee's decision is confirmed by the Steering Committee, which: • must meet within **15** working days of the end of the selection committee's last meeting.	**130**	The status of the application will change in the JDP. The applicant will be informed via the data mail box (DS).
Preparation and publication of the Decision	The Decision is usually issued within one month of the selection of the relevant grant application or the fulfillment of any conditions for support specified in the call for applications or imposed by the selection committee.	**160**	The Decision will be delivered via a data mail box (DS).

6 Eligibility of expenditure

Support from SCCP is intended only for eligible expenses.

Eligible expenditure is one that:

1. is in accordance with the legal regulations of the Czech Republic relevant to the project,
2. is in accordance with the rules and objectives of the Programme and with the conditions for the provision of the subsidy,
3. is reasonable (see below),
4. was created at the time of project implementation, when the start date and end date of the implementation are specified by the Decision (but no later than 31.12.2028), and was paid (if applicable) no later than the moment of completion of the administration of the final project implementation report, or the final request for payment,
5. it is properly identifiable, demonstrable and verifiable,
6. is essential for achieving the project objectives.

All of these conditions must be met at the same time.

The PO is entitled to request from the beneficiary any document that is necessary to verify the eligibility of expenditure within the project (and it can also be a document that was created before the start of the project implementation).

Support from SCCP is provided under this call only for non-investment expenditures.

Reasonableness of expenditure
Adequacy of expenditure means achieving an optimal relationship between its effectiveness, efficiency, and economy. This means that the amount of the expenditure corresponds to the prices usual at the place and time and the expenditure is incurred in accordance with the 3E principles. The adequacy of expenditures is assessed in relation to the state of implementation of key project activities

Temporal capacity

Costs reimbursed at the 40% flat rate are expected to be incurred and eligible at 40% of the amount of direct personnel costs determined in the Decision. The date of incurrence of costs financed from the 40% flat rate is linked to the date of occurrence of direct personnel costs.

Reimbursement of expenses
The condition for eligibility is that the expenditure must be actually paid and documented by the beneficiary or its partners with a financial contribution.

6.1 Rules for eligibility of expenditure using the 40% flat rate

- For direct personnel costs, the general rules of eligibility of expenditure defined in Chapter II. 5.1.1. Direct personnel costs **do not include** the costs of remuneration of persons defined in Chap. 5.1.1.1.
- All other project expenses belong to the expenses proven simply - 40% flat rate.

6.1.1 Direct Personnel Costs

Eligible personnel costs include:

a.wages/salaries of employees in employment/service relationship, employed by the beneficiary or partner with a financial contribution exclusively for the project;

b. proportional part of wages/salaries of employees in employment/service relationship who participate in the project partially, according to the amount of employment.

c.Personnel costs for employees working on the basis of an agreement to perform work or an agreement to perform a job, if they are employed exclusively for the project.

d.A proportional part of the personnel costs of employees on the basis of an agreement to perform work / agreement to perform a job who participate in the project partially, according to the amount of workload.

It is not possible to claim personnel costs if the employment contract/ an agreement to perform work / agreement to perform a job is signed by the same person as the employer and the employee.

Expenses must not exceed the usual amount in a given place, time and field. For comparison, ISPV https://www.ispv.cz/ or an overview of usual wages and salaries published on the Swiss-Czech Cooperation Programme II | The Ministry of Labour and Social Affairs can be used.

Employment contracts and agreements must be concluded in accordance with the PO. An employee may not perform the same type of work for the same employer in more than one employment relationship. For state employers, this applies only within one organizational unit. Cvil service statuses must comply with the relevant legislation.

For the purposes of the project, contracts and agreements must include:

- job description (must correspond to the activities in the project),
- identification of the project (name, registration number) and scope of activities (workload, number of hours, or average or for the whole period),
- the amount of the remuneration.

Eligible personnel costs include gross wages/salaries/remuneration, social security and health insurance contributions and other statutory or contractual costs (e.g. liability insurance). Only costs that are paid by the employer without the possibility of reimbursement are eligible.

This does not include meal allowances or reimbursements for teleworking – these fall under indirect costs or up to 40% of the flat rate.

The hourly rate for work on a project must match the rate for same/similar work outside the project. A higher rate is only possible in exceptional cases and must be justified. It is always necessary to comply with the rule of adequacy and customary wages.

The workloads must not overlap and it is not possible to receive remuneration for the same work more than once.

The workload of a person paid from the SCCP project (even partially) must not exceed a total of 1.0 for all involved entities (beneficiaries, partners, incl. without a financial contribution). The limit includes all employment relationships (incl. an agreement to perform work / agreement to perform a job) valid during the implementation of the project, as well as those concluded before its commencement. Full-time work during maternity/parental leave is not counted. The actual number of hours worked (including holidays, holidays, etc.) is not taken into account.

Remuneration is eligible if it is for an extrAArdinary or particularly important task, duly justified and in accordance with legal regulations (e.g. Section 134 of the PO). Each remuneration must be individually justified.

Target bonuses under Section 134a of the PO can be provided for a predetermined exceptionally demanding task that is particularly important for the employer and in the fulfillment of which the employee significantly participates. The amount of the remuneration and the evaluable indicators must be determined in advance. The remuneration is due only if the task is completed and the employment relationship continues.

Eligible remuneration (regardless of its legal nature) must not exceed in a calendar year:

- for employees with a salary: 25% of the annual sum of the highest salary tariff, personal allowance and, if applicable, management allowance according to Annex No. 2 of Act No. 234/2014 Coll.,
- for employees with a salary or remuneration under an agreement: 25% of the annual wage/remuneration according to the last valid contract/agreement.

For employees paid from the project, the remuneration limit is adjusted according to the amount of time and the length of engagement in the given year. A higher remuneration may be provided outside of eligible expenses if it is in accordance with legal regulations.

Remuneration must be for activities performed for the project and correspond to the employment contract/agreement. Recurring rewards or rewards for activities not related to the project are not eligible. The reward cannot be provided to persons responsible for deficiencies if they are not properly justified and accepted by the PO (e.g. delays, failure to fulfil activities, failure to meet indicators, repeated failure to deliver reports, concealment of facts).

Severance pay is only eligible up to the statutory minimum amount.

The overlap of employment relationships of two employees in the event of replacement is eligible for a maximum of 2 months.

Holiday allowances are eligible to the extent corresponding to the workload in the month of use. In the case of unused leave, the month for which the wage/salary/remuneration is due is decisive.

Eligible expenses are the compensation of wages, salaries or remuneration under an agreement for leave to the extent stipulated by law, collective agreement or internal regulation of the employer.

If the employee also works outside the project, only a proportional part of the holiday compensation corresponding to his/her workload on the project is eligible.

Compensation (or a proportional part thereof) for the following are also eligible:

- temporary incapacity for work or quarantine,
- other obstacles to work (e.g. wedding, birth of a child, study leave, sick leave, obstacles on the part of the employer), if stipulated by law, collective agreement or internal regulation.

Personal expenses for some of the employees performing work for the project covered by the 40% flat rate according to the following chapter cannot be claimed as direct eligible expenses at the same time.

6.1.1.1 Remuneration excluded from direct personnel costs

Direct personnel costs cannot include remuneration of persons providing:

- administration related to project/organization management (e.g. document preparation, scanning, archiving),
- Organisation of activities (e.g. booking premises, communication with lecturers, registration of participants, attendance lists),
- Supplier selection and related administration (including purchase orders and contracts)
- financial management (accounting, payroll, budgets, cash register, bank transfers), if they are not directly related to the supported activities according to the call,
- Human resources management (including selection procedures), except for activities related to the target group,
- initial medical examinations and OSH training for people outside the target group,
- repairs, maintenance, cleaning and security, unless they are directly related to the supported activities under the call (e.g. social housing, crime prevention).

In the call, the PO may set further restrictions on direct personnel costs according to the nature of the supported activities. This can include, for example:

- list of supported jobs (remuneration for other activities is not eligible),
- extension of the list of excluded activities from direct personnel costs.

6.1.2 Expenditure financed by a 40% flat rate

Expenses that do not fall under direct personnel costs or wage contributions are reported in a simplified way using **a flat rate of 40%** of direct personnel costs. These expenses are considered to be incurred and eligible without the need for their separate documentation.

The beneficiary reports them **in the project** implementation report or in the payment request. The lump sum is paid **together with direct personnel costs** (in the ratio of 1:0.4). For advance payments, the distribution is only indicative.

The amount of the flat rate is fixed. If direct personnel costs are reduced (e.g. due to ineligible expenses), the amount of the lump sum will be reduced accordingly.

6.2 Documenting expenses

Eligible direct expenditure that does not fall under flat rates must be documented. The original documents are archived by the entity where the expense was incurred; copies (including electronic copies) must be available to the PO – some are attached to the payment request, others during an on-the-spot inspection.

Electronically signed documents are submitted as a file with a qualified or recognized electronic signature pursuant to Act No. 297/2016 Coll. Other forms of signature are not accepted by the PO.

Each original accounting document must be marked with the project registration number (text, stamp, etc.). Suppliers must include the project name and number on invoices; in exceptional cases, they may be marked by the recipient (see Annex 2 to the Manual).

Advance invoices can be paid if they correspond to the contract and common practice. They are included in the payment request only after the billing.

The payment request shall include expenditure from the period under review, as well as expenditure from previous periods that have not yet been approved.

Table no. 2: Rules for documenting expenses

Type of expenditure	Documents submitted as an attachment to a payment request	Documents submitted during the on-the-spot project check
Personnel costs include all employer's costs for employment contracts, service relationships, an agreement to perform work / agreement to perform a job, including statutory contributions (e.g. social, health, socio-cultural needs fund, liability insurance). **Rewards** for quality work are only eligible if properly justified.	Personnel costs are reported through the statement of expenses. The beneficiary shall substantiate: • a scan of the account statement (or cash receipt) from which wages/bonuses and levies (social, health, taxes, socio-cultural needs fund, etc.) were paid, • affidavit of a self-employed person on the payment of tax (including for a cooperating person), • scans of timesheets. For volunteers: a document with identification of the person and the project, period, description of activities, number of hours, signatures and proof of the rate used.	**The beneficiary shall substantiate:** **employment contracts**, service decisions, agreements to perform work / agreemenst to perform a job**,** including **a description of activities**, workload and remuneration (unless specified directly in the contract), internal regulations/collective agreements governing wage/salary compensation, reduction of working hours, criteria for extra/target remuneration and their justification, **payroll** sheets, payslips, wage payment receipts (incl. account statements/cash receipts with information on levies), **timesheets**, if required; for volunteers: a report with the identification of the person and the project, period, activities, number of hours, signatures and proof of the rate used, **for volunteer service** according to Act No. 198/2002 Coll.: contract with a broadcasting organization (for service longer than 3 months).

The PO may request additional information (e.g. documents on personnel costs such as employment contracts) as part of the administration of the payment request (and at any time outside of it).

6.2.1 Timesheets

Timesheets are completed only by employees of the beneficiary or partner with a financial contribution whose personnel costs are reported as **direct**. They are not required for persons fully covered by **the 40% flat rate**.

A statement is mandatory if:

a) it is an employee who, within the given employment relationship, **performs activities for the project and outside the project**;

b) it is an employee who, within the given employment relationship, **performs activities only for the project, but these activities fall within the definition of several job positions;**

c) it is a project in which **a 40% flat rate is used**, and the job description for the job position includes activities falling into both direct and the list of activities excluded from direct personnel costs (i.e. there is a risk of double financing).

In case of doubt, the PO shall be contacted.
Contents of the timesheet:

The report is processed **monthly** and contains **the signature of the employee and the supervisor** with the date.

The employee lists **the groups** of activities performed in the given month and **the time spent** on each of them (without a daily schedule). Activities outside the project or indirect activities are listed **only in aggregate hours**, without specification of content.

The report must include:

- **identification of the project and the worker** (name, position, type of employment relationship, workload),
- **working time fund**, number of hours of vacation, sick leave and hours worked – always differentiated for the project (in the direct cost regime),
- **groups of activities performed** for the project and time spent on each;
- **a statement of truthfulness of data,**
- **signatures and dates of** the employee and the person confirming the accuracy.

A sample timesheet is available at the Swiss-Czech Cooperation Programme II | The Ministry of Labour and Social Affairs. A different format is acceptable if it contains all the required data.

6.2.2 Prohibition of double funding

The project must not be financed from other EU sources, national programmes or local government budgets.

The beneficiary and the contributing partner must mark the original accounting documents with the project registration number **for expenditure reported as actually incurred**.

The PO warns of **the risk of double financing** even in the case of expenses covered by the **40% flat rate**.

5.3 Ineligible expenditure

- expenditure not included and approved in the final project proposal;
- expenses that were not incurred in accordance with the objectives and activities of the project;
- expenses that were not incurred within the time period for the implementation of the project,
- expenses incurred outside the territory of the Czech Republic and the Swiss Confederation,
- expenses that are not supported by relevant accounting documents,
- fines, financial penalties and legal costs related to legal proceedings;
- other expenditure on taxes and administrative fees;
- exchange rate losses.

The subsidy is provided only for non-investment expenditures.

7 Financial management of the project

Beneficiaries are obliged to keep accounts or tax records in accordance with the regulations of the Czech Republic.

In the case of focusing the project activities on the support of social services according to Act No. 108/2006 Coll., on Social Services, as amended, the beneficiary is obliged to keep its income and expenses (revenues and costs) transparently with a clear link to the specific social service within the project – the identifier of the service (especially the accounting centre, contracts). Where aid is paid under the SGEI compensation scheme, the beneficiary is required to keep the income and expenditure (revenues and costs) associated with the provision of the relevant service separately from the income and expenditure (revenues and costs) associated with other services or activities of the organisation in its accounts. The obligation to account separately applies to all items related to a social service under the SGEI scheme (not only expenditure financed by means of compensation for the relevant social service).

In the event of overcompensation, the procedure shall be in accordance with Article 6(1). 2 Commission Decision 2012/21/EU. The PO always checks the overcompensation at the end of the project implementation. The beneficiary is obliged to return the overpaid amount to the account and within the deadline set by the PO in the call for refund of the overpayment. For more information, see Chapter 7, "Public Support."

7.1 Project budget

The beneficiary processes the project budget into the grant application form, which is available as a mandatory annex to the grant application for the Switzerland - Czech Cooperation Programme II | Ministry of Labour and Social Affairs

The budget is primarily based on the quantification of the project's anticipated expenses according to the individual categories set aside in the form. The budget must be broken down into individual items or sub-items of the relevant budget chapters in such detail that it is clear from the budget what expenditures are planned in the project.

7.1.1 Budget changes

During the implementation of the project**, necessary and effective changes can be made to** the budget that do not disrupt its character and main intention. Any change must be **justified** and may include the **creation or deletion of a budget line**.

The total approved budget cannot be increased or exceeded.

7.1.2 Staying on budget

The implementation of appropriations may not **exceed the amount of individual budget lines**. In the event that there is a risk that the budgeted amount for an item is exceeded, a budgetary change must be made so that the drawing of the item does not exceed its planned amount. **An overall budget overrun is not possible.**

7.2 Bank account

The PO provides a subsidy to the bank account reported by the beneficiary (before the Decision is issued or when it changes). These can be:

- Beneficiary account
- the account of the region (or the City of Prague),
- municipality/city account – if the funds pass through their budget.

Non-cash expenses can be paid from any beneficiary's or partner's account with a financial contribution, as long as it is clear from the statement that the account belongs to the entity.

7.3 Cash flows

The project will be financed **in an ex ante mode**.

The project is financed in advance up to **95% of the approved support**, the remaining **5%** is paid as a **final payment** after documenting the expenses.

Schedule of payments:

1. **Advance** payment – 30% of eligible costs, usually provided within 20 working days of delivery of the Decision, or on the date of the start of the project.
2. **Other payments** – according to approved implementation reports and documented expenses within the payment request, up to a maximum of 95% of the total support.
3. **Final payment** – up to the difference between the support provided and the total eligible expenditure, after approval of the final report and proof of the expenses. If the support paid from health insurance resources exceeds the amount stated in the final request for payment, the beneficiary must return the overpayment. The date and method of return will be determined by the PO by a request sent by data mailbox**.**

Payments are generally transferred within **15 working days** of the relevant application being approved.

8 Common provisions for procurement

The contracting authority is obliged to comply with the basic principles of procurement pursuant to Section 6 of Act No. 134/2016 Coll., even for expenditures covered by simplified reporting schemes (e.g. indirect costs, 40% flat rate, unit costs, lump sums).

The relevant contracting authority is responsible for compliance with Act No. 134/2016 Coll., on Public Procurement, as amended, and the course of the procurement procedure. Similarly, the contracting authority is responsible for compliance with Act No. 340/2015 Coll., the Act on the Register of Contracts, as amended. Furthermore, when selecting a supplier, the contracting authority is obliged to proceed in accordance with Section 4b of Act No. 159/2006 Coll., on Conflict of Interest, as amended.

Principles of transparency and proportionality, equal treatment and non-discrimination, competition and economical use of funds of the Swiss-Czech Cooperation Programme shall be applied in the award of public procurements and small-scale public procurements.

Except in cases where there are good reasons for using a different approach, a multi-criteria approach will be used in the evaluation, taking into account a well-balanced set of quality criteria and the bid price, i.e. the contracting authority primarily uses qualitative evaluation criteria. It is recommended that the quality criteria include aspects of environmentally and socially responsible public procurement in accordance with the recommendations of the European Commission and the National Public Procurement Strategy in the Czech Republic. If the only evaluation criterion is the bid price, the choice of this criterion must be justified. According to Section 6 para. 4 of Act No. 134/2016 Coll., on Public Procurement, as amended, the contracting authority is obliged to comply with the principles of socially responsible procurement, environmentally responsible procurement and innovation within the meaning of this Act when proceeding under this Act, namely when creating public procurement conditions, evaluating bids and selecting a supplier, provided that it is appropriate with regard to the nature and meaning of the contract. The contracting authority is obliged to duly justify its procedure.

Each contracting authority is obliged to adhere to the highest ethical standards and to prevent any conflict of interest during the procurement process and performance of contracts. The contracting authority is obliged to implement proportionate and effective measures against illegal and corrupt practices (e.g. the four-eyes principle, a declaration of conflict of interest of all persons involved in public procurement, proper justification for the use of non-competitive procedures, the inclusion of anti-corruption clauses). The criteria for the selection of suppliers must ensure the selection of reliable suppliers with a high degree of integrity. None of the persons involved in the procurement process may accept an offer, gift, payment or other benefit that could be construed as a bribe or reward related to the procurement/tender procedure or the performance of the contract.

It is necessary to ensure compliance with these principles especially in the case of small-scale contracts and in the case of sectoral contracting authorities, which, according to Czech legislation, may award below-threshold contracts outside the procedure and principles set out in Act No. 134/2016 Coll., on Public Procurement. Without this approach, there could be room for irregularities consisting in the violation of the Legal act conditions.

The final recipient is also required to follow its own internal procurement procedures, where such procedures exist.

Public contracts related to expenditure included in indirect costs, applied to the call SC_25_001 by means of a flat rate, are not subject to standard public procurement control by the PO.

However, this is without prejudice to the final recipient's obligation to proceed in the award of public contracts in accordance with the relevant legal regulations and rules of the Programme and the instructions set out in this Manual.

The beneficiary is responsible for ensuring that the procurement procedure complies with the applicable legislation and rules of the Programme and is obliged to have the appropriate documentation in case of subsequent verification.

The control of these contracts may be carried out on the basis of a request from the Swiss party or on the basis of a decision of the PO, for example through the performance of a public administrative inspection.

8.1.1 Public Procurement Plan

The Beneficiary submits **the Public Procurement Plan** in Czech, which contains the public procurements co-financed by the Swiss-Czech Cooperation Programme, for which the contracting authority is both the final beneficiary and the individual project partners. The Public Procurement Plan contains contracts with a value of more than CZK 3 million. inclusive, (excluding VAT). The Public Procurement form is attached as Annex No. 5 to the Manual. Furthermore, the Beneficiary is required to submit a **List of Anticipated Procurement Procedures** in the value of CZK 200,000 to CZK 3 million excluding VAT (Annex No. 6 of the Manual).

The Public Procurement Plan and the List of Anticipated Procurement Procedures must correspond to the approved project budget and planned project activities. Public contracts implemented contrary to the valid public procurement plan may be assessed as ineligible to the extent determined in accordance with the legal framework of the Programme.

Public Procurement Plan

The final beneficiary shall submit the initial Procurement Plan in Czech to the PO via a data box, but no later than by the submission of the first request for payment/implemetation report or 25 working days before the commencement of the first public procurement procedure specified in the Public Procurement Plan. The final recipient shall continuously update the Public Procurement Plan. The updated Public Procurement Plan shall be submitted as an annex to the Implementation Report (Implementation Report).

The Beneficiary is also obliged to update the Public Procurement Plan even outside the standard deadlines, whenever the preparation of a public procurement procedure is initiated that has not yet been specified in the Public Procurement Plan. The Beneficiary shall always send such an updated Public Procurement Plan to the Programme Operator no later than 25 working days before the planned commencement of the public procurement procedure.

In the Public Procurement Plan, the final recipient provides the following information for individual procurements:

- the name and number of the project to which the public contract relates,
- type of contracting authority, name of the contracting authority (project beneficiary),
- contract title,
- type of contract, type of procurement procedure envisaged,
- division into parts (Section 101 of the Public Procurement Act),
- planned announcement of a public contract (quarter-year),
- the date of the actual announcement of the public contract (day-month-year),

- link to the publication of the procurement in the electronic tool (on the contracting authority's profile),
- planned date of signing the contract (quarter-year)
  - the actual date of signing the contract (day-month-year),
- planned termination of the contract (quarter-year),
- actual termination of the contract (day-month-year),
- the estimated value of the contract (CZK and CHF) and the method of its determination,
- actual value based on the concluded contract (CZK and CHF),
- supplier name
- expenses paid on the basis of a signed contract (CZK and CHF),
- comments (contract status, objections, cancellations, repeated contract incl. justification, number of bidders, number of rejected bids, contract amendments, risks, contract irregularities, contractor problems, suspension of work, etc.)
- the difference between the actual and estimated price.

8.1.2 List of Anticipated Procurement Procedures

The final beneficiary submits **the List of Anticipated Procurement Procedures** in Czech, which contains the public procurements co-financed by the Swiss-Czech Cooperation Programme, for which the contracting authority is both the beneficiary and the individual project partners. The List of Procurement Procedures contains contracts with a value from CZK 200 thousand. to CZK 3 million. (excluding VAT). The List of Procurement Procedures form is attached as Annex No. 6 to the Manual.

The final beneficiary submits an introductory List Procurment Procedures to the PO through the Data box on the basis of the PO Invitation, but no later than by the submission of the first request for payment/implemetation report before the issuance of the Decision. The updated List of Anticipated Procurement Procedures always submitted as an annex to the Implementation Report.

The beneficiary in the List of Anticipated Procurement Procedures provides the following information for individual procurements:

- the name and number of the project to which the public contract relates,
- type of beneficiary –beneficiary/project partner,
- recipient name
- name of the contract,
- estimated contract value and method of determining it,
- brief description of the planned contract,
- method of announcement,
- expected date of announcement.

8.1.3 Requirements of the Swiss side on selected public contracts of final beneficiaries

In the event that the Swiss party asks the final recipient to submit copies of selected parts of the tender documentation for the public contract (including draft contracts) through the PO, the PO

will invite the final recipient to send the relevant documents. Communication will take place via a data box.

Any recommendations of the Swiss side on the submitted documentation will be sent to the contact person of the project via the data box. The beneficiary is obliged to inform the PO within 5 working days of receipt whether it has been incorporated into the piblic procurement documentation. If the recommendations have not been incorporated, the beneficiary must provide a justification. The whole process can be repeated until the acceptance opinion is received from the Swiss side.

If the Swiss side requests the submission of a notice stating basic information about the public contract for its publication in Switzerland, the beneficiary will prepare a notice on the basis of the invitation of the PO according to the template provided by the Swiss Party in English (Annex No. 7 to the Manual) and send it to the PO via the data box no later than 10 working days before the planned announcement of the contract, unless otherwise agreed with the PO. The Swiss side may publish the notice in Switzerland shortly after the announcement of the contract in the Czech Republic.

The beneficiary may be invited through the data box to provide an English version of the public procurement documentation in the event of a Swiss request for the publication of an English translation of the tender documentation to facilitate the participation of foreign bidders. The recipient shall publish the English version of the documentation together with the binding Czech version and inform the PO of its publication by e-mail.

The beneficiary shall inform the PO of all meetings of the evaluation committees specified in the Public Procurement Plan no later than 10 working days prior to their holding through the data box, unless otherwise agreed with the PO. The information shall include the place and time of the evaluation committee, a link to the videoconference (if relevant) and the designation of the public procurement to which the meeting relates.

The Swiss side, a representative of the PO, or a representative of the NCU may participate in the meetings of the public procurement evaluation committee as an observer.

If the Swiss side requests a copy of the Bid Assessment and Evaluation Report and/or a copy of the concluded contract, the Contracting Authority shall invite the Recipient to send the required documents via the data box no later than 7 working days from the receipt of the request, unless otherwise agreed with the PO. Upon request of the Swiss Party, the Final Recipient is also obliged to provide further information regarding the public contract.

9 Public support

Public support means any aid granted in any form by the State or through public resources which distorts or threatens to distort competition by favouring certain undertakings or the production of certain goods and affecting trade between Member States.

Public support is applied if the subsidy is intended for the **economic activity of the company**.

In order for the aid provided to have the character of public support within the meaning of Article 107 para. 1 TFEU, the 4 elements of public support must be met cumulatively. If one of these features is missing, it is not public support.

1. The support is provided by the state or from public funds.

2. The support is selective, i.e. it puts an undertaking or a sector at a disadvantage.

3. Competition in the EU internal market is distorted or threatens to be distorted.

4. The support will affect trade between EU countries.

Support that meets these criteria is incompatible with the EU common market and is therefore prohibited.

Projects of **a non-economic nature do not constitute public support** if there is no market offering of goods/services and no effect on trade between EU Member States. The legal form of the entity is not decisive – the nature of the activity performed is crucial.

Exceptions to the general prohibition on granting public support may be permitted in the form of regulations (de minimis regime). Public support under the call must comply with **Commission Regulation (EU) No. 2023/2831.**

9.1 General de minimis aid (aid under Regulation No. 2023/2831)

The total amount of de minimis aid granted to a single entity under Commission Regulation (EU) No. 2023/2831 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid must not exceed **EUR 300,000** over the last three years.

The financial ceiling applies regardless of the form or purpose of the de minimis aid granted to the undertaking in the previous three years.

A single entity within the meaning of Regulation No. 2023/2831 is understood to mean all entities that have at least one of the following relationships with each other:

a) one entity owns the majority of the voting rights belonging to shareholders or partners in another entity;

b) one entity has the right to appoint or dismiss the majority of the members of the administrative, management, or supervisory body of another entity;

c) one entity has the right to exercise decisive influence in another entity pursuant to an agreement concluded with that entity or pursuant to provisions in the founding agreement or articles of association of that entity;

d) one entity, which is a shareholder or partner in another entity, controls, in accordance with an agreement concluded with other shareholders or partners of that entity, the majority of the voting rights belonging to shareholders or partners in that entity.

Entities which have any of the relationships referred to in points (a) to (d) through one or more entitiess shall also be considered to be a single entity. A group of connected entities shall therefore be considered to be a single entity for the purposes of granting de minimis aid.

An exception to this rule is a situation where two entities have a direct link to the same public authority (e.g., a municipality) and have no other relationship with each other; in such a case, they are not considered to be interconnected entities or a single entity.

The guide to the concept of a single enterprise, prepared by the Office for the Protection of Competition and available on its website[4], quantifies the term "majority" referred to in points (a) and (d) above as "more than 50%" [5]in all instances.

9.1.1 Affidavit submitted prior to the provision of de minimis aid

Annex No. 8 to the grant application is the form "Affidavit on De Minimis Aid Pursuant to Regulation No. 2023/2831".

In the Annex No. 8 to the grant application (in the case of de minimis aid pursuant to Regulation No. 2023/2831), the applicant shall, among other things, specify which of the planned project activities constitute public support and in what amount from the budget. At the same time, the applicant shall provide justification for those activities which, in the applicant's opinion, do not constitute public aid. The final decision on whether the activity in question constitutes public support or not is up to the grant provider.

If several recipients of de minimis aid are involved in the project, each recipient of de minimis aid shall complete and sign a separate declaration of honor.

9.1.2 Monitoring compliance with the de minimis aid limit and central register of small-scale aid

Before granting de minimis aid, the ZP shall verify in the Central Register of De Minimis Aid whether the total amount of de minimis aid under Regulation No. 2023/2831 to be granted to "a single undertaking" together with other de minimis aid granted to that single undertaking in the previous three years, does not exceed EUR 300,000.

[4] See https://www.uohs.cz/cs/verejna-podpora/podpora-de-minimis-a-registr-de-minimis.html
[5] This is a document entitled "Methodological Guide to the Application of the Concept of 'Single Entity' Under the De Minimis Rules."

9.2 De minimis aid to entities providing SGEI (Regulation No. 2023/2832)

Podpora de minimis poskytovaná na základě nařízení č. 2023/2832 je určena výhradně podnikům poskytujícím služby obecného hospodářského zájmu, **tj. musí existovat písemné pověření tohoto podniku.** Příjemce podpory de minimis (podnik) **musí být písemně pověřen službou obecného hospodářského zájmu.** Pověření by mělo obsahovat alespoň: povahu závazku, rozsah, trvání závazku a totožnost podniku. Žadatel písemné Pověření doloží na základě výzvy poskytovatele dotace před vydáním RoPD.

De minimis aid granted under Regulation No. 2023/2832 is intended exclusively for entities providing services of general economic interest, **i.e., there must be a written authorization for this entity**. The recipient of de minimis aid (entity) **must be authorized in writing to provide a service of general economic interest**. The authorization should include at least: the nature of the obligation, the scope, the duration of the obligation, and the identity of the entity. The applicant shall provide written proof of the authorization at the request of the grant provider before the Decision is issued.

The procedures for granting general de minimis aid (No. 2023/2831) shall apply to the granting of aid under Regulation No. 2023/2832, with the following differences.

The definition of a single entity is the same as in the case of de minimis aid under Regulation No. 2023/2831 (see Chapter 8.1), with the following exception. If entities providing services of general economic interest have a direct link to the same public authority (e.g., municipality) or to the same non-profit entity or entities and have no other relationship with each other, then they are not interconnected entities or a single entity.

9.2.1 Affidavit submitted prior to the provision of de minimis aid

Before issuing the DEcision, the PO will request an affidavit the applicant for de minimis aid in accordance with Regulation No. 2023/2832. The applicant shall send the affidavit form to the grant provider via a data mail box. If there is suspicion that the information provided is unreliable, the PO shall contact the recipient (project implementer) with a request for clarification of the situation. If the applicant for de minimis aid is unable to refute this suspicion or otherwise provide a sufficient explanation, the aid will not be granted.

If several recipients of de minimis aid are involved in the project, each recipient of de minimis aid shall complete and sign a separate declaration of honor.

SGEI de minimis aid may only be used for activities for which the applicant has written confirmation for the entire duration of the project.

9.2.2 Monitoring compliance with the de minimis aid limit and central register of small-scale aid

Before granting de minimis aid, the PO shall verify in the Central Register of De Minimis Aid whether the total amount of de minimis aid under Regulation No. 2023/2832 to be granted to "a single entity" together with other de minimis aid granted to that single entity in the previous three years, does not exceed EUR 750,000.

9.3 Cumulation of aid

De minimis aid granted under Regulation No. 2023/2832 may be cumulated with de minimis aid under Regulation No. 2023/2831 (general de minimis Regulation) up to a maximum limit of EUR 1,050,000 (Article 5(1) of Regulation No. 2023/2832).

9.4 Consequences of violating public support rules

The EC plays a key role in assessing violations of public support rules. Recipients of public support may be required to repay the support provided, including interest. It is irrelevant whether the recipient of the public support was at fault or not.

This is also in line with the provisions of Section 7(1) of Act No. 215/2004 Coll.: "If the Commission decides on the recovery or provisional recovery of public aid, the recipient of public aid is obliged to repay the public aid provided, including interest set by the Commission."

The limitation period for initiating proceedings in the matter of unlawful support is 10 years and begins on the date on which the support was granted.

Exceeding the de minimis aid limit results in an obligation to repay the support granted. Not only the support exceeding the limit is repaid, but the entire support.

10 Changes in the project

Before the Decision is issued, the applicant may submit an application for change (AFC) via the data mailbox (see Annex 3). Changes cannot be approved during the project assessement – they are assessed only after the project has been completed.

After the issuance of the Decision, the changes are usually initiated by the beneficiary and approved by the PO. AFCs without impact on the Decision are submitted before the implementation report is filed for the period when the change occurred. The PO always assesses the impact of the change on the assessement of the project.

Changes in projects with a budget of more than CHF 500,000 (i.e. CZK 13,000,000), **including extension of implementation, are approved by the Steering Committee (see Chapter 4.6 of the Manual). In case of reservations, it may impose additional conditions or reject the amendment on the basis of proper justification.**

The most common changes without impact on Decision (require information/approval of the PO):

- Change of statutory body, name of project/beneficiary, contact details
- Change of beneficial owner, ownership structure, place of implementation.

Changes with an impact on Decision (require AFC and PO approval):

- change in the legal personality of the beneficiary, if it is made by law, if there is a change in the type of budget items,
- changes in deadlines (to a later date – i.e. extension) of the completion of the project implementation,
- change of bank account
- changes in the deadlines for the fulfilment of indicators,
- changes that affect the outputs, results or impacts of the project;
- changes that affect the project's objectives, content, or focus
- changes to key project activities that affect the fulfilment of the project purpose or indicator,
- reduction of total eligible costs (it is not necessary to report if the PO does not call on the beneficiary),
- replacement of the project partner by another entity/other entities, entry of a new partner into the project, where previously involved partners remain in the project, removal of the partner from the project implementation,
- change in the amount of public support to the beneficiary or partner

In the event of a change in the person of the subsidy recipient , it is necessary for the beneficiary to always ensure that all conditions for the provision of the subsidy are met, in particular the requirements for the implementation and sustainability of the project outputs. The successor entity must enter into all rights and obligations of the original entity related to the subsidy provided. The change can only be approved after it has been proven that the successor entity meets all the conditions and enters into all rights and obligations of the original entity.

After the approval of the AFC, which establishes an amended Decision, the recipient will receive the amended Decision via the data mailbox.

11 Completion of project implementation

By the date of completion of the project implementation, which is specified in the Decision, **the implementation of all project activities must be completed**. After this date, payments may still be made for supplies related to the time of project implementation (e.g. the salaries of the implementation team for the last month of project implementation will be paid), but project activities can no longer be implemented.
Eligible costs can be paid even between the end of the project and the date of completion of the administration of the final report on the implementation of the project and the payment request submitted with it, but they must be directly related to the project activities.

After the completion of the project implementation, the beneficiary must comply with **the monitoring obligations**, i.e. it must always prepare and submit a final report on the implementation of the project, including a final request for payment.

In cases stipulated in Section 15 of Act No. 218/2000 Coll., Budgetary Rules, proceedings may be initiated to withdraw the subsidy. The provider initiates **proceedings to withdraw the subsidy** ex officio or at the request of the beneficiary. The subsidy may be withdrawn only if budgetary discipline has not yet been breached due to failure to fulfil the purpose of the subsidy.

12 Financial settlement according to Decree No. 433/2024 Coll.

From 1 January 2025, Decree No. 433/2024 Coll., on the principles and deadlines for the financial settlement of relations with the state budget, state financial assets and the National Fund (Decree on Financial Settlement) is in force. The beneficiary shall prepare and submit this form in the form of an Excel spreadsheet (relevant annex to Decree No. 433/2024 Coll.) for financial settlement in the PO, by the deadlines specified in the Decree.

If, based on the approval of the final payment request, the beneficiary is obliged to remit to the provider the funds received as an advance payment and which have not been used for the needs of the project (and it is not a refund in the amount of less than CZK 1), the deadline for sending these unused funds is according to Decree No. 433/2024 Coll.

13 Inspections

Monitoring visit

The monitoring visit is carried out in accordance with Act No. 320/2001 Coll., on Financial Control in Public Administration, as amended (Act No. 231/2025 Coll., on the Management and Control of Public Finances, effective from 1 January 2027). The monitoring visit is considered to be an act preceding the inspection pursuant to Section 3 of Act No. 255/2012 Coll., on Auditing (Audit Code).

Public Administration Control

Public administrative control (hereinafter referred to as "inspection") can be carried out in the following two ways – in the form of an on-site inspection or remotely via the data box. Inspections are carried out by authorised entities (e.g. PO, NCU, PA, AA, SCO/SDC). Both the beneficiary and the contributing partner must provide access to documentation and verification of the data provided in the application, activity plan, implementation reports and payment requests.

Inspections are carried out in accordance with Act No. 320/2001 Coll., on Financial Control in Public Administration, as amended (Act No. 231/2025 Coll., on Public Finance Management and Control, effective from 1 January 2027).

Pre-Decision Inspections

The PO reserves the right to verify the facts stated in the subsidy application directly with the applicant's or partner's organization. The declaration at the end of the subsidy application contains the consent to this inspection. Therefore, if an organization submits a signed application for a subsidy, it undertakes to allow the inspection.
If the applicant does not allow the inspection, the application will be excluded from the process of assessement and selection of projects. The application will also not be further assessed in a situation where it is proven that the data stated in the application do not correspond to reality.

Post-Decision inspections/audits

An on-site inspection is a tool to verify that:

- the co-financed products and services were delivered and the expenditure declared by the beneficiaries was actually paid;
- in the case of using simplified reporting methods (lump sum), the conditions for reimbursement of expenditure to the beneficiary have been met; (this applies to checks of documentation related to project activities, which the beneficiary has previously described and declared to the PO);
- compliance with the legal regulations relevant to the project and the conditions of the Decision is maintained (this applies to all inspections in general);
- The project activities are carried out in accordance with the project activity plan provided by the project beneficiary (this relates to the checks of the currently ongoing project activities).

If the PO has not proceeded to carry out the so-called unannounced inspection, the beneficiary (or partner) is informed in advance about the planned inspection and is also provided with a list of necessary documentation and a time schedule of the inspection in advance. Unannounced inspections are carried out by the PO mainly when verifying the project activities that are to take place within the project implementation, but it can also carry out a standard inspection of the project implementation as part of the inspection. The purpose of these checks is to reduce the risk of fraud.
The beneficiary shall allow access to the inspectors, including access to all project-related documentation, not only during the implementation of the project, but also for as long as it is required to retain the project documentation. The partner is also obliged to provide the same scope of cooperation to the inspecting authority.

In addition to the PO, the Ministry of Finance of the Czech Republic, financial administration bodies, the NCU, PO, AA or SCO/SDC/SECO and the Supreme Audit Office are also authorized to carry out on-site inspections/audits, or they may be accompanied by other invited persons.

14 Consequences of non-compliance

If it is identified that a project **has not complied with the rules** that are binding on the project under the Decision, such a breach usually has **a financial impact**. This is manifested either by the fact that an expenditure is not approved as eligible (or is subsequently excluded from eligible expenditure if it has already been approved in the payment application), or a financial correction is applied for deficiencies that are not directly related to a specific expenditure (e.g. for late submission of a report on project implementation).
For some violations, the Decision states that the provider **does not consider them** to be a breach of budgetary discipline. These shortcomings do not have a financial impact.
Depending on the moment at which the deficiency is identified, the processes in which the financial impact is reflected in the project are different.

14.1 Ex-ante funded project expenditure not yet approved as eligible

If the PO identifies in an ex ante financed project that an expenditure (or misconduct with a financial impact without a link to a specific expenditure) for which an advance subsidy was used (or state budget funds were used without being a subsidy) is not eligible, it must proceed in accordance with Act No. 218/2000 Coll., on Budgetary Rules and on Amendments to Certain Related Acts (Budgetary Rules). This regulation stipulates that the funds of the state budget and the budget of the SCCP affected by the error must be recovered. In practice, this means that the following can occur:

a) to withhold/not pay the corresponding amount from one of the following instalments of the subsidy provided to the beneficiary (see Section 14e of the Act);
b) to call on the recipient to voluntarily transfer the amount in question to the provider's account (see Section 14f of the Act);
c) to recover funds by means of a decision on a breach of budgetary discipline pursuant to Section 44 of the Act), for which the financial administration authority is entitled; In this case, the beneficiary is imposed a levy and, in addition, is obliged to pay a penalty for each day of delay in the payment of the levy, which is calculated from the day on which the breach of budgetary discipline was committed.

The procedure pursuant to Section 14f does not constitute a breach of budgetary discipline in the event of the return of a part of the subsidy, i.e. the tax administration authority does not decide on a breach of budgetary discipline in these cases.

Funds returned or paid by the beneficiary to the tax authority are considered to have already been used and must therefore be considered as incurred costs in the project budget, i.e. they cannot be reused in the project. The fact that no approved eligible expenditure has been attached to them so far cannot be understood as meaning that these funds are unused and can be used for some future project expenditure.

In the case of financing a project using flat rates, an amount corresponding to the proportion of indirect costs applicable to the project or an amount corresponding to the relevant flat rate is added to the ineligible expenditure. In the case of errors that are not linked to a specific expense, but are financial corrections, e.g. for the late delivery of a project implementation report, the financial correction is not increased by an amount corresponding to the share of indirect costs, or by an amount corresponding to the relevant flat rate.

14.2 Expenditure already approved as eligible

Once it has been identified that an expenditure accepted as eligible in one of the previously submitted payment claims does not actually comply with the eligibility rules, it must:

a) the state budget funds affected by the mistake (including the state budget resources that pre-finance the SCCP resources) **will be returned to the state budget**. For this purpose, the procedures referred to in the previous chapter under points (a) to (c) shall be used;
b) The misconduct is recorded as an **irregularity**. For amounts declared through simplified expense reporting regime, i.e. financed for expenditure reimbursed at a 40% flat rate, irregularities occur in the case of errors relating to the incorrect design or use of the calculation method used to determine costs and errors involving the failure to deliver outputs or results.

   At the same time, in the event of non-compliance with the rules, in particular for:
   a) the eligibility of the projects, beneficiaries or participants;
   b) double funding;
   c) public support,
   d) conflict of interest
   e) publicity
   f) and also if the expenditure is fraudulent,

   Irregularities may occur regardless of the form of expenditure declaration, including when declared through simplified expense reporting regime.

14.3 Specific cases

Criminal offence: most often it is fraud; in the case of suspicion of committing a criminal offence, the procedure is in accordance with Section 22 (6) of Act No. 320/2001 Coll., on Financial Control, and in accordance with Section 8 of Act No. 141/1961 Coll., Code of Criminal Procedure (reporting obligation). The PO is entitled to suspend the payment of the subsidy if the applicant/statutory representative of the applicant is criminally prosecuted or if the statutory representative of the applicant was informed in abbreviated pre-trial proceedings pursuant to Section 179a-f of the Code of Criminal Procedure that they are a suspect.

As regards **errors relating to procurement rules**, a distinction must be made between procedures that do not fall within the scope of Act No. 134/2016 Coll., on Public Procurement, and proceedings within the scope of this Act. In the event of a suspected violation of Act No. 134/2016 Coll., on Public Procurement, which consists of a susPOcion of committing an offence under Section 268 of the Public Procurement Act, the PO will forward the complaint to the Office for the Protection of Competition for review of the acts of the contracting authority. The Office for the Protection of Competition will impose a fine for committing an offence. However, this does not affect the eligibility of the expenditures, the fine for an offence does not address the ineligible expenses incurred, nor does it reduce the eligible expenditure of the project and is not included in the amount of the levy for breach of budgetary discipline.

If the circumstances specified in Section 15 of Act No. 218/2000 Coll., on Budgetary Rules and on Amendments to Some Related Acts (Budgetary Rules) occur**, the PO has the option to withdraw the subsidy.**

14.4 Identification of misconduct and the role of PO

Deficiencies can be identified by the PO, but also by all other authorities authorized to control the project. These authorized entities are AO, Supreme Audit Office (SAO), NCU, financial administration authority, SDC, SCO, SECO, or their designated representatives and other audit bodies authorized to perform audits. The audit findings are shared between these entities and, in addition, there is an obligation for the PO to ensure the recovery of funds affected by the audit findings identified by the said authorities. In the case of audit findings identified by the SAO, the PO is entitled to come to a different conclusion, but only if it performs its own audit that confirms the different conclusions.

15 Objections and complaints, remedies

In general, the **applicant/beneficiary is** informed **about the possibility of filing objections or otherwise responding** to a decision/result of the project **in writing, whenever such a possibility is relevant on the basis of applicable regulations** , in a document informing them of the results achieved by the PO (or another authority, e.g. one of the authorities authorised to carry out on-site inspections). Therefore, this chapter does not contain a complete list of all situations in which the applicant/beneficiary can theoretically oppose

15.1 Objections to non-payment of a subsidy or its part pursuant to Section 14e of the Budgetary Rules

Pursuant to Section 14e of Act No. 218/2000 Coll., on Budgetary Rules and on Amendments to Some Related Acts (Budgetary Rules), the PO is entitled not to pay (shorten) a subsidy or its part if it believes that the beneficiary has breached the conditions for the provision of the subsidy. However, it is not carried out if the project is currently undergoing a tax audit by the tax administration authority in the same matter.
When applying Section 14e, the amount of ineligible expenses / financial corrections for misconduct is deducted from the billed expenses and at the same time the beneficiary receives less by this amount in the next instalment of the subsidy (compared to the amount he would have received if the reduction had not occurred in the payment application).
The beneficiary has the option to file an objection against the non-payment of the subsidy under Section 14e within 15 calendar days from the date on which it received the information about it (i.e. from delivery). The employee is informed of the possibility of filing an objection by means of a notification of approval of the implementation report and a request for payment submitted with it.
The beneficiary is informed of the outcome of the objections in writing. If the objection is upheld in the decision and the beneficiary is entitled to the payment of the subsidy or part thereof on the basis of the decision, it will take the necessary steps of the PO, the beneficiary shall not process any additional request for payment.

15.2 Objections to the inspection finding in the inspection report

In the case of on-site inspections, the possibility of filing objections is governed in particular by Section 13 of Act No. 255/2012 Coll., the Inspection Code. The inspected person may submit objections against the inspection finding stated in the inspection report to the inspection body within 15 days from the date of delivery of the inspection report, unless a longer period is stipulated in the inspection report. (Each inspection report contains information on the possibility of filing an objection, including the exact deadline for this step.)

Objections must be submitted in writing, it must be clear which inspection finding they are directed against, and **they must contain a justification for disagreement** with this inspection finding.

If the objections are not complied with by the head of the inspection group or the inspector within 7 days from the date of their delivery, they will be dealt with by the supervisor of the inspector within 30 days from the date of their delivery.

Objections from which it is not clear which inspection finding they are directed against, or objections for which there is no justification, will be rejected by the supervisor of the inspector as unfounded. The supervisor of the inspector will also reject objections filed late or by an unauthorized person.

15.3 Suggestions or complaints regarding non-compliance of operations supported by SCCP

The Swiss-Czech Cooperation Programme applies zero tolerance to any manifestation of corruption or misuse of funds in order to ensure the maximum level of integrity and transparency. In accordance with these principles, complaints and notifications may be submitted by the public or stakeholders regarding suspected abuse or irregularities related to the Swiss-Czech Cooperation Programme. Complaints and alerts may be sent directly to the NCU and/or SCO.

16 Monitoring

16.1 Project Implementation Report, Final Project Implementation Report

The beneficiary informs the PO about the progress of the project through **Implementation Reports** (Implementation Reports), which serve to identify potential risks in a timely manner and prevent errors and irregularities in project financing

The beneficiary is obliged to submit a report on the implementation of the project (Annex 1 to the Manual) for each monitored period, i.e. for every 4 or 6 months of project implementation, the exact definition is always determined **in the Decision** on the basis of the information provided in the grant application. The deadline for submission is the end of the first month following the end of the period to which the project implementation report relates.

The **Final Project Implementation Report** (ZZoR) must be submitted by the end of the second month following the end of the period to which it relates. If the project implementation has not been commenced (according to the Decision) on the first day of the calendar month, then the deadline for processing the report is 30 days, or 60 days, after completion.

The beneficiary submits reports on the implementation of the project via **a data mailbox**.
For projects with partners, a scan of the partnership agreement or international cooperation agreement with foreign partners is a mandatory annex to the first project implementation report, which must be submitted according to the Decision.
In justified cases, the beneficiary is entitled to request an **extension of the deadline** for submitting the project implementation report via the data mailbox.
The project implementation report always includes a statement of the project expenses in the form of a payment request.

16.2 Questionnaire on project results in the final project implementation report

A completed questionnaire focused on the results of the project (beyond the indicators) is **an obligatory annex to the final report** . The questionnaire is prepared by PO and completed online via **MS Forms**.

The questionnaire is **anonymous**, the answers are linked to indicators and are used to evaluate the benefits of projects. The recipient is obliged to provide **true and consistent information**.

Link to the questionnaire



16.3 Dissemination of project outputs

The beneficiary is obliged to enable the PO **to freely distribute project outputs** that may be useful to other organizations (e.g. handbooks, examples of good practice). It does not apply to presentations from events.

These outputs must be submitted to the PO **in electronic form**, no later than with the final report. If this is not technically possible, an electronic version of the available parts will suffice.

Copyrighted products must be licensed under **a Creative Commons 4.0 BY or BY-SA license**. If the rights holder is a third party, the recipieent must ensure that third party also attaches the license.

16.4 Assessement of projects

Providing cooperation in the assessement of the programme and projects

Beneficiaries are obliged to cooperate in the assessement of the programme and projects provided by the PO. This obligation applies to all levels of implementation, phases and types of surveys (e.g. questionnaires, interviews). Depending on the situation, the beneficiaries also provide cooperation in the preparation and implementation of the survey of project participants, in particular by mediating contact. The survey itself is carried out by the PO, unless it is part of the project activities.

16.5 Sustainability of the project

Sustainability of the project is not required under this call.

17 Document retention and GDPR

17.1 Information on the processing of personal data

The protection of personal data is governed by the GDPR (EU Regulation 2016/679) and Act No. 110/2019 Coll. The Ministry of Labour and Social Affairs processes personal data only within the framework of calls and the provision of subsidies, in accordance with applicable legislation. During the assessement and monitoring of the project, data (e.g. name of the investigator) may be shared with Swiss institutions involved in Call 1.
Further information on the processing of personal data of PO can be found on the web portal of the Ministry of Labour and Social Affairs.

17.2 Document retention

The provided subsidy to the project represents an obligation to keep all documents related to the implementation of the project for a period of **10 years from the completion of the project, and this period begins on 1 January of the following calendar year after the final payment was paid to the beneficiary, or when the beneficiary remitted the overpayment of the subsidy determined on the basis of the approved statement of expenditure in the final application for payment back to the PO.**

Regardless of the content of these rules, recipients and partners are obliged to store and archive documents in accordance with binding legal regulations of the Czech Republic.

18 Communication methods

18.1 Promotion

During the implementation of the project, it is mandatory to inform the public about the support received from the SCCP:

- Website/social networks: The beneficiary informs about the project through the project website (or the beneficiary's website, as applicable) and/or social media profile. The project's website/social media profile should contain the following information:
    - information about the project, including progress made during implementation, results
    - and project outputs;
    - contact details;
    - A visible link to the programme under which the project is supported and the indication of SCCP as a source of funding, including the SCCP logo and website: www.svycarskyprogram.cz
    - information on cooperation with Swiss entities and other partners (if applicable);
    - Photo gallery of the project / video (from the course of the project).
- Information action: The beneficiary will organise an information event for the public during the implementation of the project.
- Information materials: The Beneficiary shall comply with the minimum mandatory elements for the graphic design of information materials (brochures, banners, leaflets, billcommittees, commemorative plaques, etc.) arising from the Communication and Information Manual, while ensuring the correct use of the logo.
- Examples of „good practice“: During the implementation, each recipieent will process the text as an example of good practice. It can be a description of one of the project activities, a summary of the project progress and benefits, experience with partnerships, etc. This example of good practice can be prepared in the form of an article / press release / interview and published on the website, in the press or through selected social networks. This output should also be accompanied by image documentation (photo, presentation, printscreen, etc.) submitted by the beneficiaries as part of the implementation report or the final implementation report.
- Social media: When publishing content on social media, beneficiaries are encouraged to tag the accounts of the Swiss-Czech Cooperation Programme (@svycarskyprogram) and Integration & Employment CZ (FACEBOOK: @Integration&EmploymentCZ); (INSTAGRAM: @integrationemployment_cz) in posts, reels and stories. On Instagram, use the hashtags #svycarskyprogram and #SwissContribution, eventually #integrationemployment_cz.
- Templates and fact sheets: Various templates created by the SCO are available for posts and stories and may be used if desired. They are available here: https://www.swiss-contribution.cz/en/general-information/promotion
- Publicity Guide: A brief guide and overview of how to work with the Programme's publicity requirements is available here: https://www.swiss-contribution.cz/en/general-information/promotion
- Mandatory use of the official Programme logo: Beneficiaries are required to use the official logo of the Swiss-Czech Cooperation Programme on promotional materials, published documents, websites, etc., in accordance with the Communication Manual. The Manual and the logo in various formats are available for download here: https://www.swiss-contribution.cz/en/general-information/promotion

- Mandatory use of the MoLSA logo: Beneficiaries are also required to use the MoLSA logo (available for download here: https://mpsv.gov.cz/loga-ke-stazeni). When multiple logos are used, the Swiss-Czech Cooperation Programme logo must always be placed first (on the left and/or at the top), as shown below:

  a) horizontal placement



  b) vertical placement



18.1.1 Financial corrections

Financial corrections are imposed for non-compliance with information and communication obligations. The following rules apply to all cases of non-compliance with information and communication obligations:

- any deficiency subject to financial correction must be visible/recognisable to the naked eye (i.e. any deficiencies that are not recognisable to the naked eye are not subject to a financial correction
- a reasonable period of time is always set for rectification;
- financial corrections for projects supported on the basis of the legal act are calculated on the basis of the total amount of aid;
- all documentation (requests for rectification, notification of non-compliance, etc.) is provided electronically via the DB.

18.1.2 Financial corrections for non-compliance with obligations

If it is found that the beneficiary has not providedthe requiered presentation on the website/on the social network, has not prepared a "good practice text“, has not organized an information event, or has not ensured the required publicity on information materials, they will be asked to remedy the deficiency within the compensatory period set by the control body.

The following procedure will then be applied:

a) if the recipient remedies the deficiency within the compensatory period – no financial correction will be imposed;

b) If the recipient fails to remedy the deficiency within the compensatory period or remedies it incorrectly – a financial correction for the deficiency will be made according to the table set out in this chapter.
c) **a financial correction may be imposed repeatedly until the beneficiary has remedied the deficiency.**

Financial corrections for the mandatory information materials, website/social media, „good practice" text and the organisation of information events

Deficiency	Amount of financial correction
The information material is completely missing	1,0 %
The information material is missing or is incorrect: • Logo • Name, main objective of the project and information on financial support from Swiss-Czech Cooperation Programme	0,5 %

18.2 Deadlines and service

The PO sets deadlines for the applicant/recipient to perform the acts, usually in **calendar** or **working** days. The deadline begins on the day following the record date (e.g. delivery of a document). If the deadline falls on a weekend or holiday (for calendar days), it is postponed to the next working day.

18.3 Contacts and communication

These rules have been developed and issued by the Programme Operator.

Ministry of Labour and Social Affairs
Swiss-Czech Cooperation Programme
Na Poříčním právu 1/376
128 01 Prague 2
Website: https://www.mpsv.cz/programme-svycarsko-ceske-spoluprace-ii
Data mailbox: sc9aavg
Subject of the report: Swiss-Czech Cooperation Programme
Questions and consultations :

- phone numbers: 950 195 774, 950 193 976, 950 194 055
- Sent by email to: svycarsko@mpsv.cz

19 Annexes to the Manual

The annexes to the Manual are:

- Annex 1 – Implementation Report
- Annex 2 – Request for payment
- Annex 2A – Human Resources List (part of the Payment Request)
- Annex 3 – Request for amendment

The Manual may be updated during the implementation of the Programme. Applicants and beneficiaries will be informed about the update of the Manual on the Health Insurance Association's website.

20 List of abbreviations

AA	Audit authority
CR	Czech Republic
EU	European Union
SGP	Single Grant Portal
MF	Ministry of Finance of the Czech Republic
MoLSA	Ministry of Labour and Social Affairs
MPFT	Methodological manual of financial flows for the Swiss-Czech Programme Cooperation
NCU	National Coordination Unit
OUS	Organizational unit of the state
PDP	Predefined project
PA	Paying authority
Programme	Programme "Assistance Migrants to Integrate into the Czech Republic"
Decision	Decision on the provision of a subsidy
SCS	Steering and control system
SC	Steering Committee
SCO	Swiss Contribution Office
SDC	Swiss Agency for Development and Cooperation
SECO	State Secretariat for Economic Affairs
SR	National budget
PO	Programme Operator
IR/FIR	Implementation report/ Final implementation report
RFC	Request for payment