



# Health Programme



## Match-making seminar for potential project promoters and potential donor project partners

The **Ministry of Finance of the Czech Republic** and the **Ministry of Health of the Czech Republic** in cooperation with the **Norwegian Institute of Public Health**, designated as the responsible authorities for the CZ-Health Programme, organized a **match-making seminar** for potential project promoters and potential donor project partners. The seminar was held on 16<sup>th</sup> of January, 2019 in Kaiserštejnský palác, Prague.

The goal of the seminar was to gather potential partner entities from the Czech Republic and the Donor States (Iceland, Liechtenstein and Norway) with the aim to **support bilateral project-level cooperation** and **encourage establishment of donor partnership projects**. It was designed to provide a platform to meet, network with potential counterparts and exchange ideas for joint projects of mutual interest.

### Seminar brochure

This seminar brochure sums up the debates and core messages of the match-making seminar (please see Annex) and suggests next steps that the potential project promoters and their partners can take with regard to the EEA funding opportunities.

*It was our great pleasure to welcome you to the match-making seminar for potential project promoters and potential donor project partners. The seminar was organized with the aim to inform about the Health Programme and to prepare the ground for future cooperation in projects. Its goal was to bring potential project promoters and partners together to discuss partnership opportunities and to facilitate bilateral relations. I do hope that many synergies will arise from the meeting and that these will lead to collaborations in partnership projects, sharing expertise, new knowledge and innovative ideas.*

*Very best wishes,*

**Šárka Sovová**

Head of the Preparation and  
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Ministry of Finance of the Czech  
Republic



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## Why participate in bilateral cooperation

Through the EEA Grants, the public health sector has a unique opportunity to **gain new expertise and know-how through bilateral cooperation**.

Bilateral projects bring an opportunity to view one's own organization from the outside and see how things are done in other countries.

The EEA Grants' programmes are centred around people and possibilities. The task of the Programme Operator (PO) in cooperation with the Programme Partner (PP) and the Donor Programme Partner (DPP) is to promote such possibilities, e.g. through organizing a match-making seminar with the aim to support meeting suitable partners face to face.

*„Cooperation, joint results and increased mutual knowledge and understanding between donor and beneficiary countries as a function of the EEA Grants.“*

### Match-making seminar participants and topics

It is important to find a partner that shares similar interests and goals.

Many of the delegates of the match-making seminar have already had very promising proposals lined up.

For further information on the participating institutions, their contact details and areas of desired cooperation please see the **Overview of organizations** including information about other potential partners from Iceland and Norway and **Annex** to the seminar brochure.

**All presentations from the seminar are available online** and can be downloaded from [www.eeagrants.cz/en/programmes/health](http://www.eeagrants.cz/en/programmes/health).

## Bilateral ambitions of the Health Programme

**Bilateral initiatives** in the initial phase of the Health Programme shall bring **impulses for the further development of the bilateral cooperation and creation of joint projects** – donor partnership projects.

Think carefully about your proposition to a potential partner and be specific. Proposals that are too generalized risk being overlooked. If your project proposal is too general, it may be difficult for prospective partners to see what they can contribute to the project.

**Contact potential partners well in advance**, the earlier, the better. This gives you time to discuss your organization's visions and needs, and allows both partners to be involved in all stages of the project, including the application stage. Allow enough time to discuss all the components of the project application/project, and clarify the details as early on as possible.

### Meet face to face

This makes it easier to understand each other's organizations goals and needs. Please remember that the project proposal, activities and the budget must be drawn up jointly and none of the partner entities shall be only a passive observer.

You may apply for seed money to get finance for realizing a joint meeting. Information about the **call for proposals** will be published **online at [www.eeagrants.cz](http://www.eeagrants.cz)**.

If a face-to-face meeting cannot be arranged, use Skype or social media to chat about the application, budget and project ideas. Long e-mail messages can cause misunderstandings and take more time and effort.



### Get ready for the upcoming Open Calls

## Planning a project

### 1) Does your project focus on one of the supported areas of the Programme?

We will support projects which focus on:

1. **Prevention of mental illness in children;**
2. **Prevention of non-communicable and communicable diseases** with a special focus on reduction of social inequalities in health and improved access to health for vulnerable groups and socially excluded localities as well as **antimicrobial resistance;**
3. **Patient empowerment and strengthening the role of patient organizations.**

Projects that we will fund will fall clearly into one our supported areas. If your project does not, then it may not be right for the project grant.

Please see the **Overview of Programme special concerns** for some useful information that may be able to help you **focus your project**.

Eligible activities will be further detailed in the relevant Open Call including contact details for you to discuss the eligibility of your project if you are unsure.

### 2) Do you have a clear idea of what your project shall be about and what you want it to achieve?

Think about what it is you want to do and why you want to do it. What do you want to get out of your project and how will you deliver it? What project ideas do you have lined up? Can you describe it in one sentence? If you can answer these questions, it will be easier to find good cooperation partners in time.

Following questions that relate to different parts of the project grant application are designed to help you think about your project proposal and to get you ready to apply when the relevant Open Call is launched.

Do not worry if you have not thought about some of these yet. Each question focuses on a different aspect of your project and offers brief guidance on what you shall focus on to make a strong application.





If you want to apply for a project grant, you should be clear about exactly **what you want to do, when, where and who with**. It is also important to be able to talk about the ideas and inspirations behind your work, as well as what you expect the outputs of your project to be. With regard to the theme of the project, be as specific as possible. Remember to check that your project proposal ties in with the call for proposals. Information about calls for proposals will be published at [www.eeagrants.cz](http://www.eeagrants.cz).

### 3) Do you know who your project is for, how they will perceive it and have you thought about how you will reach them?

Think about **who your target groups are** and what you want them to take away from your project. How will they know about your project and why will they want to be a part of it? What is the value of your project for you as an organization and for other target groups? You should be clear about who you expect your target group(s) to be, how they will experience your work and what methods you will use to reach them.

### 4) Are you working with partners or other organizations to deliver your project?

Working with other people or organizations can be an important part of implementing your project. If you need to do this to deliver your project, have you thought about who they are and how they will be involved? **What type of organization are you looking for?** Are there any common links/networks?

Not every project includes working with other people or organizations, and this is fine, however **strong partnerships can help to show support for your project**, as well as giving us evidence that you have the right people managing the right parts of your project. Successful partnerships are often achieved through cooperation between organizations that share interests or are members of the same networks.

Ensure that you have thought about the different aspects of your project and who you might need to help you carry them out. What competences does your organization have and what competences are you seeking? Focus on areas where there is potential for sharing competences.

### 5) Have you planned your project budget and thought about how much you will need from us?

Managing the finances is an important part of making sure your project happens and is successful. We typically make **grant awards of between 10,000 EUR and 200,000 EUR for Small Grant Scheme projects** (small projects, also so-called sub-projects) and **grant awards of between 200,000 EUR and 1,000,000 EUR for “big” projects**.

We may fund up to a maximum of 90 % of the cost of a project, meaning that at least 10 % of the cost must come from other sources. Grant amounts and information on eligible expenditures will be detailed in the relevant Open Call.

#### Plan your bilateral initiative

To enhance bilateral cooperation of the Czech and Donor State entities, the Health Programme will provide a platform for strengthening bilateral relations through **Open Call for proposals for bilateral initiatives**: search for partners for donor partnership projects, development of bilateral partnerships and joint preparation of an application for a donor partnership project.

#### Assistance in search for partners

Please transfer your questions about partnering inquiries within Norway to the Donor Programme Partner. Should you need assistance in getting contacts in Iceland and Liechtenstein, please contact the Programme Operator and/or the Programme Partner who will try to help with investigating cooperation options.

## 6) Have you planned the timeline for your project?

Think about the different stages involved in delivering your project, from planning to delivery and evaluation, as well as how your project start date might be affected by the duration of the selection process (approx. 6 months from the submission of the grant application to possible project start).

Be as specific as you can about **your envisaged timeframe**. This will help suitable partners assess whether and how they can contribute.

A clear timeline can help you to plan your project, as well as creating a clear picture of what will happen. It will take approx. 6 months from the submission of your grant application to provide a decision on awarding/not awarding the grant. Please plan your capacities ahead.



## 7) Before you apply, you will need to set yourself up as an "applicant" in our IT system.

The system CEDR will open when the 1<sup>st</sup> Open Call is launched. Details will be provided in the relevant Open Call. You will need a qualified electronic signature for registration to validate your applicant profile. Once this has been done, you will be able to start filling in the application form.





## Bilateral initiatives: Seed money facility through Open Call for proposals

The aim of the upcoming **Open Call for proposals for bilateral initiatives** is to help establish or intensify cooperation, which shall result in the **preparation of donor partnership projects** - these to be submitted when the Open Calls for so-called “big projects” and Small Grant Scheme projects launched. The seed money will be used for travel and meeting costs for potential partners.

### Financial aspects of a bilateral initiative

The eligible expenditures and their limits will be detailed in the Call text. We suggest to **discuss financing** of the bilateral initiative in detail with your partner to agree on who will cover which item of the meeting costs. The costs of the bilateral initiative need to be pre-financed by the project promoter and/or the partner. Details on advance payments options will be specified in the Call.

Subsequently, after the initiative is completed and the monitoring report including the request for payment approved, these **costs will be reimbursed to the project promoter**. The project promoter from the Czech Republic is the grant recipient and the only one to enter into contractual relation with the Programme Operator. Costs will be reimbursed to the project promoter **ex-post**, however please check the Call text for the advance payment possibilities.

The expenditures of a donor project partner will be reimbursed from the bilateral initiative budget by the project promoter (if some of the budget items costs are covered by the partner). The bilateral initiatives may be financed for example on a reciprocal basis - the sending party may cover their travel expenses and the receiving party may cover the other costs of the stay of foreign partners.

### Relation of a bilateral initiative to a donor partnership project

Reimbursement of costs of a bilateral initiative, related to the preparatory activity, will **NOT** be conditional upon eventual submission or approval of a project application for a donor partnership project.

### Call for proposals: expected timeline

Call for proposals for bilateral initiatives is estimated to be launched by the Programme Operator (PO) in March 2019.

Subsequently, **Call for proposals for “big projects”** (grant amount between 200,000 and 1,000,000 EUR) are estimated to be launched by the PO in **autumn 2019**.

**Call for proposals for Small Grant Scheme projects** (grant amount lower than 200,000 EUR) shall be launched by the Programme Partner - the Ministry of Health - **at the end of 2019/early 2020**.

Call type	Planned launch	Grant amount
Bilateral initiatives - seed money	March 2019	up to 5 000 EUR
Call for „big projects“	Autumn 2019	200 000 - 1 000 000 EUR
Call for „smaller projects“	End of 2019/early 2020	10 000 - 200 000 EUR



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## Project partnership

Productive partnerships are essential for successful bilateral projects. Project partnership means that you are partnered up with someone to release a project. You are not necessarily working together full-time, but you have joined forces for a common goal in a set timeframe.

Although organizations may have different structures and approaches, they can combine their efforts and work together towards common

purposes and achieve shared results.

However, establishing successful partnerships takes time and the benefits of effective partnerships do not occur overnight. To achieve the potential benefits of partnerships, organizations must be prepared to build them in a thoughtful way. Make sure you are on the same page with what you want out of your joint project.

*Strengthened bilateral relations: enhanced cooperation and improved mutual knowledge and understanding between the Czech Republic and the donor states.*

### Use your website and social media

Websites that only provide information in your language make it difficult for potential project partners to determine your suitability for a project. We therefore strongly recommend that you publish information on your website in English to explain who you are.

Use social media for posting partner-search notices and advertising your project proposal.



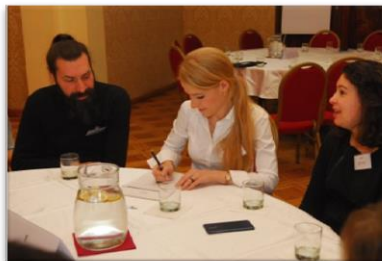
## Partnership Agreement

All donor partnership projects awarded an EEA Grant must have a partnership agreement **signed by the project partners in both countries** latest following the signature of the project contract.

The partnership agreement is a key contractual document governing the partnership. It describes who the partners are and who will do what. The partnership agreement must also contain an itemized budget.

When drafting the partnership agreement consider what you need to include in the agreement and make sure you understand the implications of all the clauses in it. Ideally, all requirements from the partners must be detailed in the agreement.

A template for the partnership agreement is expected to be provided by the Programme Operator following the signature of the Programme Agreement. A Letter of intent proving interest of both partner entities in bilateral cooperation will be required as a compulsory annex of an application for a donor partnership project (if the Partnership Agreement is not yet signed). A template will be provided by the PO.



## Contact details

Although there is a demanding process ahead of us to meet some of the current public health challenges, we would like to encourage you to get engaged to make our Health Programme happen. Our common goal is to work together to deliver the desired results and improvements.

We will try to support you in your efforts as much as we can with the tools we have - the EEA Grants. Please check our websites regularly on the Programme updates.

Please feel free to **contact us if you have any questions, concerns, comments or need assistance**. We are always happy to hear from you.

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