

**Ministry of Culture of the Czech Republic –
Separate Division for EU**

In accordance with Act No. 218/2000 Coll., on budgetary rules and amendment to some related laws

a n n o u n c e s

**Grants for the support of participants in international projects supported from
the EU Culture 2000 or 2007 programme in 2007**

The grants are intended for the organisers and co-organisers of cultural activities within international cooperation that have obtained aid from the European Union's Culture 2000 or 2007 programme.

A N A P P L I C A T I O N F O R S U B S I D Y

must contain the following

I. The **form** with all the prescribed items completed, with a project budget attached to it.

II. Annexes

1. Copy of a document on the registration of the legal entity (e.g. foundation deed, extract from the Commercial Register on the establishment of a company, trade certificate, registration of an association with the Ministry of the Interior). Civic associations shall also submit a copy of their by-laws.
2. For legal entities – a certificate of authorisation of the person acting on behalf of the applicant.
3. Copy of a document on opening an account.
4. Copy of the project submitted to the European Commission and a copy of the agreement on the provision of the EC grant (main organiser of the project) or a copy of the agreement on co-organisation of the project and a document on obtaining financial aid for the project from the EU Culture 2000 programme (project participant).

CONDITIONS FOR PROJECT REGISTRATION

An application drawn up pursuant to the conditions specified below must be sent exclusively by registered mail to the address of the Ministry of Culture – Separate Division for EU, Maltéžské nám. 1, Prague 1

The applications may be delivered before the deadline

- The provision of a subsidy shall be approved by the Minister of Culture on the basis of a recommendation drawn up at the meeting of the senior officers of the Ministry of Culture
- The applicants will be advised of the result of the procedure within one month after delivery of the application.
- Projects sent to the grant proceedings of the Ministry of Culture will not be returned.

PROJECT ASSESSMENT CRITERIA

- Projects will be evaluated based on three independent criteria
 - degree of involvement of the applicant in the project (main organiser, co-organiser)
 - legal form of the applicant (non-governmental organisation, governmental organisation, entrepreneurial entity – legal entity, business entity – natural person, municipality, etc.)
 - expected contribution of the project to the development of Czech culture

GENERAL PROVISIONS

1. The subsidies are provided in accordance with Act No. 218/2000 Coll., on budgetary rules and amendment to some related laws (budgetary rules), and according to the *de minimis* rule, pursuant to Commission Regulation (EC) No 69/2001. De minimis rule means that aid paid to a single business entity over a period of 3 years must not exceed the amount of EUR 100,000.
2. Application for a subsidy may be lodged by legal entities and natural persons holding a trade certificate for a business activity in culture corresponding to the submitted project.
3. The subsidies are provided only for non-investment expenditures associated with the implementation of the submitted projects.
4. The subsidies are provided ad hoc and the terms of their use, including the form of accounts, are part of the “Decision on the Provision of Subsidy” issued to the recipient of the subsidy by the Ministry of Culture.
5. The party receiving the subsidy must not transfer it to other legal entities or natural persons unless direct payment of expenditures is involved (e.g. the lease of spaces, printing of promotion materials, royalties, etc.) associated with the project implementation.
6. The subsidy may not be used to cover the salaries of employees, entertainment, refreshments and gifts, expenditures associated with employees’ travelling abroad unless they are part of the project, or normal operation expenditures of the applicant not associated with the project or investment costs.
7. The subsidy is provided up to a maximum of 50% of the expenditures in the entire project for the main organiser or 50% of the expenditures of the part of the project implemented by a co-organiser. The amount of the subsidy is determined on the basis of the calculated (planned) costs. The subsidy may be used only for expenditures in the calendar year of 2007. If the applicant presents an application for a multi-annual project, the project budget must be divided and the application for a subsidy filed separately for each year.
8. An entity may submit a maximum of 3 projects, each in the form of a separate application.
9. There is no legal entitlement to the subsidy and the Ministry of Culture is not obliged to state reasons for its decision.

PROVISION OF SUBSIDIES

The subsidies will be provided pursuant to Section 16 (1) and Section 19 (2) of Act No. 218/2000, on budgetary rules. The payment of the subsidies will take place in accordance with the potential regulatory measures.

MONITORING AND REVIEWING UTILIZATION AND ACCOUNTING FOR THE SUBSIDIES

The recipient of the subsidy is responsible for economical use of the funds in accordance with the purposes for which they were provided and for their proper and separate monitoring in its single-entry or double-entry accounts.

Appropriate use of the provided funds shall be reviewed by the Separate Division for EU of the Ministry of Culture, the tax authorities and the Supreme Audit Office.

The Separate Division for EU of the Ministry of Culture is entitled to suspend the release of further approved funds if it ascertains incorrect use of the funds.

The recipient shall be punished by penalties following from Section 44 of Act No. 218/00 Coll. for unauthorised use of the funds or retaining them.

The recipient of the subsidy is obliged to account for the subsidy within 30 days after the end of the project. The account shall contain complete specification of all the costs of the project with breakdown into individual cost items, identifying those paid using the subsidy. Photocopies of accounting documents certifying the use of the subsidy shall be attached to the account.

If the account is not submitted or unused funds/funds used in an unauthorised manner are not returned by the prescribed deadline, **no further subsidy will be provided to the recipient.**

All the recipients of subsidies shall produce basic documents after the end of the calendar year for settlement with the State budget pursuant to Decree No. 551/2004 Coll. and send them to the Ministry of Culture by 15 February 2008 at the latest.

RECOMMENDATION FOR NON-GOVERNMENTAL ORGANISATIONS

We recommend that the applicants for subsidies register in the newly built information system at the Portal of the Public Administration (<http://portal.gov.cz>) in the section "Non-governmental Organisations".