



Procedural guidelines for grant scheme: Support of Sustainable Tourism in the Šumava Mts.

Developed within the project "Conservation and Sustainable Use of Biodiversity through Sound Tourism Development in Biosphere Reserves in Central and Eastern Europe"

**in the frame of the activity
"SU 5: To introduce a system of incentives to maintain existing and to start new sustainable activities"**

2008



REGIONÁLNÍ ROZVOJOVÁ AGENTURA ŠUMAVA



UNITED NATIONS ENVIRONMENT PROGRAM

GLOBAL ENVIRONMENT FACILITY

MEDIUM SIZED PROJECT

Sub-Program Title:	Biodiversity – 3: Forest / Mountain Ecosystems
Project Title:	Conservation and Sustainable Use of Biodiversity through Sound Tourism Development in Biosphere Reserves in Central and Eastern Europe
Project Number:	GFL / 2328 - 2714 – 4829 PMS: GF/4020-05-01
Geographical Scope:	Multi-country
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Duration of the Project:	26 months Commencing: September 2005 Completion: October 2007

Activity Title and Code:	A.3 Development of biodiversity-friendly tourism activities A.3.5 Actions to regulate and improve tourism-related infrastructure. SU 5: To introduce a system of incentives to maintain existing and to start new sustainable activities
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Duration of the activity:	March 2006 - December 2007 - 22 month

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**Procedural guidelines for grant scheme
Support of Sustainable Tourism in the Šumava Mts.**

The Šumava Mts. Region

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1 GRANT SCHEME PROGRAMME

Here the basic objectives and priorities of grant scheme are provided.

1.1 STARTING HISTORICAL CONDITIONS

Project title: “Eco-friendly tourism – a chance for the Šumava Biosphere Reserve”

Currently the support of reasonable economic activities in protected territories has become part of nature conservation. This trend is also supported by the concept of biosphere reserves as accepted in the MaB meeting in Sevilla in 1995. This concept involves, besides biological diversity protection and scientific research, also education and support of sustainable development as principal targets pursued in biosphere reserves.

The area of the Šumava Mountains became part of the UNESCO international network of biosphere reserves in 1990. Its entire extent is 1670 km² and it comprises the whole Šumava National Park (690 km²), a large part of Šumava Protected Landscape (980 km²) and some other connected landscape parts.

1.2 OBJECTIVES

The main value of the territory consists in the beautiful scenery attracting tourists. So it is necessary to preserve the quality of local environment undamaged – both for biodiversity protection and tourism development. In this context the project is focused on the support of sustainable forms of tourism, which utilize local natural and cultural potential without causing damage to it.

Programme objectives

The global objective is as follows:

The increase of the economic effectiveness of tourism by the use and further development of available potential, strengthening the competitiveness of the entire branch of tourism at interregional level at respecting nature protection interests and other components of the environment. Pilot studies are intended to show that the conditions of tourism development, interrelated with more intensive nature protection, need not act as limiting factors.

Specific objectives:

- Minimization of the negative impact of tourism on the environment and society.
- Maximization of positive and creative contributions of tourism to local economy, natural and cultural heritage and the life quality of locals and visitors.
- Maintenance of natural environment quality and the environmental components which are utilized by tourism and can be influenced by tourism development.

Twelve objectives of sustainable tourism programme:

1. Economic vitality

To ensure the vitality and competitiveness of tourist destinations and tourism-related enterprises so that they can prosper and gain profit over a long period of time.

2. Local prosperity

To maximize the share of tourism in the framework of economic prosperity of tourist destinations including profit from visitors spending.

3. Job quality

Strengthen the number and quality of jobs created and supported by tourism including appropriate average income, working conditions and availability to all, disregarding the race, sex, handicap or other factors.

4. Social fairness

Pursue general and fair principles of the division of economic and social profit from tourism among all recipients including the improvement of allowances and services available to the poor.

5. Meeting visitors needs

Provide visitors with safe and satisfying experiences available to everyone regardless of the race, sex, handicap or other factors.

6. Local control

Strengthen local communities and include them in planning and decisioning processes concerning the management and further development of tourism in their region in the form of consultations with the parties in question.

7. Social welfare

Maintain and strengthen life quality of local communities including social structure and the access to resources and convenience, avoid all forms of social degradation and misuse.

8. Cultural integrity

Respect and care for historical heritage, original culture, traditions and specific features of the host community.

9. Material integrity

Maintain and improve landscape quality both in urban and rural areas, avoid material and visual degradation of the environment.

10. Biological diversity

Support the protection of natural areas, sites, wildlife and plants, minimize negative impacts affecting them.

11. Effective use of resources

Minimize the use of rare and non renewable sources at introducing and operating tourism-related facilities and services.

12. Minimization of environment pollution

Minimize air, water and soil pollution

1.3 GRANT SCHEME PRIORITIES

Provision no. 1: Improving and broadening the offer of tourism services

- Creating tourism-related products and additional programs, including the premises and their equipment.
- Widening the offer of regional products.

Provision no. 2: Education and training of local people in the sphere of tourism-related activities – requalification courses, educational seminars, language courses, motivation programs

Provision no. 3: Support of the origin and activities of local (communal, microregional) groups and associations dealing with tourism problems and development in the given area (with involvement of local subjects – entrepreneurs, NGOs, local administration, local population), cooperating with organizations engaged in tourism development at regional level (DM) (rozepsat zkratku).

1.4 GRANT SCHEME (GS) TERRITORIAL DELIMITATION

Local delimitation of the applicant's domicile and of the project implementation is within the Šumava Biosphere Reserve or the Šumava Protected Landscape. The project is to be carried out entirely in the Šumava Biosphere Reserve or the Šumava Protected Landscape. Exceptionally the project implementation can take place outside of the region (participation in courses which are not available in the region,...), and financing of such activities is always approved by the MANAGING COMMITTEE.

1.5. FINANCING

GS total allocation

25,000 \$ i.e. ca 525, 000 CZK

Allowance support:

Minimum 5, 000CZK

Maximum 60, 000CZK

Minimum and maximum amount is determined according to the GS provision to which the application is submitted. .

Maximum amount : 50 % of the entire applicable cost of the project.

Allowance allocations for particular priorities:

	Minimum allowance CZK	Maximum allowance CZK
Priority no. 1	5, 000	60, 000
Priority no. 2	5, 000	35, 000
Priority no. 3	5, 000	25, 000

Note: The managing committee is entitled to recommend allowance decrease if the project cost is considered to be inappropriately high.

1.6. GRANT FINANCING

The program rules do not allow for paying deposits or continuous settlement of expenses during implementing the project on the basis of the Fund. **Applicant (end user) must guarantee full financing over the whole life of the submitted project already at the stage of submitting the application.** After finishing the project and submitting appropriate documents in the quality and extent stated in item 2.4., the applicant will be paid eligible expenses **backward**, the maximum amount being equal to approved allocation.

2 RULES FOR SUBMITTING PROJECT PROPOSALS

This article sets the rules for submitting, selection and implementation of projects for the given program.

2.1. Implementation period

The period of project implementation is 6 months from submitting the application, but the period finishes on **30.9.2007**.

2.1 ELIGIBILITY CRITERIA

There are three groups of the criteria of authorization/eligibility which concern:

- Subjects entitled to apply for the allowance,
- projects which the allowance can apply to,
- expense types which are suitable for determining the amount of allowance.

2.1.1 Eligible applicants: who is entitled to submit application

1) The eligible applicants with their domicile in the territory of interest:

- Towns and communities (associations of communities) – Act no. 128/2000 of the Law Code on communities (communal decree);
- The organizations established by communities which are 100% communal property (it is necessary to document by an extract from the Trade Register);
- Non-profit NGOs – due to the Provisions of the Government for granting subsidies from the state budget to non-profit NGOs by the central authorities of state administration, they are defined as follows:
 - Communal associations active according to the Act no. 83/1990 of the Law Code on the associations of the citizens;
 - Generally beneficial societies established according to the Act no. 248/1995 of the Law Code on generally beneficial societies;
 - Ecclesiastic legal entities established according to the Act no. 3/2002 of the Law Code on churches and religious societies, if they provide health, cultural, educational and social services or social-legal protection of children;
 - Foundations and foundation funds established according to the Act no. 227/1997 of the Law Code on foundations and foundation funds in the sense of later legal provisions;
- microregions;
- entrepreneurial subjects – small and medium-size enterprises including natural persons;

- chambers of commerce and agrarian chambers established according to the Act no. 301/1992 of the Law Code on the Chamber of Commerce CR and Agrarian Chamber CR.

Each subject must:

- be directly responsible for the preparation and management of the project, must not act as an intermediary;
- have stable and sufficient financing sources to ensure continuity of their organization during the whole period of project implementation;
- have financial means for covering the total cost of the project in question;

The fund is open to all authorized subjects on the basis of equality, regardless of membership in different territorial structures.

2.1.2 Subjects not entitled to grant funding

- (2) Applicants are not eligible for submitting an application for allowance if:
- (a) their company is bankrupt or in liquidation, accepted composition for a debt, stopped its activities, participates in legal or other proceedings concerning the above mentioned matters or faces similar situation ensuing from the same procedure stated in the national legislation or provisions;
 - (b) the applicants were sentenced for trespassing the law in relation with their activities;
 - (c) they committed serious profession-related offences which can be proved by the provider of funding;
 - (d) they did not meet obligations related to payments of social insurance or taxes imposed by legal norms of the country where they operate, or of the country of funding provider, or of the country where the project will be realized.
 - (e) they were sentenced for fraud, corruption or other illegal activities;
 - (f) they seriously broke a contract or did not meet contract conditions within a different tender or fund allocation from common budget.

Applicants are also excluded from participation in proposal submitting or allowance allocation if, at the time of proposal submitting, they:

- (g) are not able to guarantee full financing of the project;
- (h) provided false information which is relevant for the acceptance of the application according to the provider of allowance, or they did not supply necessary information at all;
- (i) tried to get possession of secret information, or to influence the members of the Evaluation Commission or fund provider.

In cases sub (a), (c), (d), (f), (h) and (i) the exclusion extends over the period of two years from the offence. In cases sub (b) and (e) the exclusion is applied over the period of four years from the date of the sentence announcement.

By submitting their grant application to the grant scheme „Support of sustainable forms of tourism in the Šumava Mts“ , the applicants automatically confirm that they do not belong to any of the categories listed above sub (a) to (f).

2.1.3 Eligibility of projects: projects to be involved in the proceedings

General criteria of eligibility

Authorized activities must comply with the following general conditions:

- their financing must be realistic and transparent,
- they must be prepared for realization,
- they must fulfil global and specific aims of GS (see article 1.2.),
- they must comply with one of three GS provisions (see article 1.3.),
- their influence on the society and environment mustn't be negative.

Types of activities which will not be supported:

- individual attachments stipend,
- publications for a limited number of recipients (representative books).

2.1.4 Eligibility of expenses: which expenses are suitable for the project

The following list of eligible expenses is valid for all priorities and provisions supported by the grant. Eligibility of the expenses ensuing from project implementation will be judged individually; eligible expenses are seen as those paid in connection with project aim implementation, which is in compliance with provision aims. Eligibility of realized expenses will be under control of the Administrator.

In connection with the given support it is possible to consider only the eligible expenses listed below. The budget is understood in the sense of both the total of estimated expenses and the upper limit of eligible expenses, as determined in the contract on project financing. Eligible expenses must be calculated as real cost, not lump sums.

Recommendation to grant support always depends on the condition that the control procedure, which takes place before signing the contract, does not reveal problems connected with budget changes. However, the control may also result in the demand to define some items in a clearer way, or decrease particular items.

Therefore the applicant should submit a realistic, cost-effective budget.

Eligible expenses types

If the expenses are to be considered eligible, they must be:

- necessary for the project implementation and listed in the contract on the project financing,
- really incurred by the end users of the allowance within the period from application registration by the Grant Administrator to the end of the project duration,
- recorded in the accounting documents of the allowance end user or partners, or in tax documents, be fully capable of identification and verification and supplemented with primary documentation.

With a view to these conditions and at respecting the procedures of orders allocation (in applicable cases), eligible expenses comprise the following items which are necessary for project implementation, project aims fulfillment, and are really incurred due to the project:

- purchase of particular movable items (e.g. expenses for minor items of equipment),

- purchase of hardware and software (e.g. computers, programs and rights to their use, software installation when provided by the supplier's service etc.),
- purchase of material,
- cost of services (e.g. remuneration for professional tasks accomplished by external consultants),
- cost of promotion and publicity,
- cost of seminars, courses and workshops (items like the rent for premises, small refreshment, printing invitation cards, tutors' fee, course fees etc.); they are costs directly connected with holding seminars and courses related to the project
- travel expenses are eligible only if related to travelling necessary for implementing the project aims. The cost of travel expenses must comply with the Act no. 119/1992 of the Law Code on travel expenses, in the sense of later provisions. Maximum amount can be up to 50% of the total eligible project cost.
- VAT (VAT is considered to be an eligible cost only at the end user who is not entitled to its refund. VAT must be stated in the project budget. If the applicant does not state VAT in the budget, VAT is not considered an eligible cost to be financed from the fund SF (zkratku rozepsat), not even in the case when the applicant is not entitled to its refund. If the VAT payer claims deduction of input by a reducing coefficient, the eligible cost is expressed by the part of VAT in the input which could not be claimed.

Eligible expenses must be really paid and properly settled, be capable of identification and verification, recorded in the accounting of the end user, and appropriate accounting receipts must be provided (according to the Act no. 563/1991 of the Law Code on accounting, in the sense of later provisions). At the time of submitting the final report, eligible expenses must be settled by the end user, which must be evident in bank statements or from cash receipts (if the payment could not be paid by direct debit).

Within five years from concluding the contract on financing the applicant is obliged to treat the property which was acquired, though even partly, with this GS financial support, in the way that protects it from damage, loss or stealth. The applicant is not allowed to sell this property or transfer it to another person or otherwise alienate.

Temporal eligibility of expenses

Project costs are eligible from the day of the application registration by the Administrator till the end of the project duration.

2.1.5 Ineligible expenses – expenses unsuitable for the project

- Purchase of immobilities,
- cost of wages, social and tax cost of employees, payments for the members of statutory bodies (except the fees of tutors fulfilling their tasks within the contract on performing a concrete task),
- fees for sanctions,
- fees which constitute the income of the state budget, regional or communal budgets (e.g. Land Register excerpt fee),
- income tax, gift tax, inheritance tax, real estate transfer tax, road tax,
- VAT, if the applicant is entitled to its deduction or if VAT was not stated in the budgetv případech kdy má žadatel nárok na její odpočet nebo pokud nebyla DPH uvedena v rozpočtu,
- cost of legal proceedings,
- overhead cost irrelevant of the project,

- purchase of vehicles for personal transport,
- office equipment (unless its acquisition is directly connected with the project implementation),
- writing off claims,
- maintenance and repair cost,
- cost financed from other grants and contributions,
- interest from loans and other financial charges,
- cost of representation,
- donations,
- awards,
- investment in capital funds and bills of credit, shares, guaranty funds etc.,
- leasing,
- expenses in kind (e.g. providing voluntary unpaid work, providing free premises, machines or material for the project implementation etc.),
- supplies which do not produce any added value (the supplier only mediates purchase of goods or services which the buyer could have bought under the same conditions but for a lower price directly from the manufacturer or service provider.).

Note: the recipient of the allowance is not allowed to rent himself premises and provide himself with any services.

2.2 PREPARATION OF THE APPLICATIONS AND SUBSEQUENT PROCEDURES

2.2.1 *Application form and additional materials*

The applicant prepares the following file, which represents a complete project proposal:

1. Completely filled-in project application form which is printed from the electronic application form in **one issue** having all properties of the original. This issue will include all obligatory supplements.
2. Completely filled-in electronic application form will be submitted on **two pieces** of electronic media (diskette, DVD or CD-ROM). The requirement for two electronic media pieces is based on the presumption of reducing the risk of data inaccessibility. Each piece must be labelled with applicant's name and GS title.

The form is available on the Internet pages of the Fund Administrator www.rras.cz

It is necessary to carefully respect application format and the sequence of particular parts.

The application must be written in the Czech language.

The form must be filled in clearly and concisely so that the evaluation can be easier. It is good to state facts in detail, especially if they are related to project aims, the profit from the project and the importance of the project proposal for the programme targets.

Handwritten forms will not be accepted.

The application form must be supplemented with **the following forms originals** in the stated order:

Supplement number:

1. applicant's affirmation,

2. detailed budget of the project ,
3. project cost reasoning,

and **copies of the following supplementary documents** ¹:

Supplement number:

4. copy of the Tax Identification Number certificate,
5. regulations or another document proving the status of legal entity of the organization submitting the application².

Notification: If the applicant is unable to submit any of the supplements, the missing document must be replaced by a clear, unambiguous explanation of the reason.

2.2.2 Where and how to submit applications

Applications must be delivered in an envelope **in person, by registered post, by courier service or by a similar service**, during the period starting with the programme announcement to **30.3. 2007**, 12 :00, to the address stated below:

Regionální rozvojová agentura Šumava, o.p.s.

Stachy 422

384 73 Stachy

Applications sent in a different way (e.g. by fax or e-mail) or delivered to other addresses will be cancelled.

Applications (the printed form and supplements) must be submitted in **one issue** considered to be the original³ **and in electronic form** on two pieces of electronic media (diskettes, CD-ROM, DVD).

Two complete project applications including **2 pieces** of electronic media are submitted in an envelope with the stamp of the applicant. On the envelope must be stated :

- **the programme title,**
- **the applicant´s complete name,**
- **the project title.**

The applicant must make sure that the application is complete.

Further information:

¹ The Administrator verifies the copies of these documents by comparison with originals at signing the contract.

² Concerning the regions (NUTS III), municipalities or natural persons, they are not necessary.

³ Applications must be signed by an authorized representative of the applicant.

Queries can be discussed personally during the consultation hours (after previous confirmation of time and date) when the application is being prepared, or they can be sent by e-mail or fax to the following address:

Contact person: Kateřina Vlášková

[E-mail](mailto:vlaskova@rras.cz) : vlaskova@rras.cz

Tel.: +420 380 120 263

Fax: +420 380 120 272

2.2.3 Confirmation of the application delivery

Confirmation of the delivery will be accomplished by the Administrator in one of the following ways:

- Confirmation of the delivery (at manual delivery, if required),
- delivery receipt (registered delivery and personal delivery by post),
- written confirmation of the delivery issued by the Administrator.

2.3 EVALUATION AND SELECTION OF THE APPLICATIONS

The procedure of selection starts when the application is delivered to the Administrator and ends by the decision of the commission to grant allowance to chosen applicants.

2.3.1 Role of Administrator

Administrative check of the application

The Administrator will check the applications as to their completeness and administrative compliance. If they are incomplete or there are other inconsistencies, the Administrator asks the applicant to set the problems right. This must be accomplished within 48 hours from delivering the Administrator's notification.

After being delivered a complete (from the point of view of the applicant) application, the Administrator records the application in the Application Register.

Subsequently the Administrator thoroughly checks the application focusing on the following facts:

- a) Eligibility of applicants, project objectives (mainly the implementation of global and specific objective and priorities);
- b) Financial and objective quality of the project.

On the basis of applications analysis the Administrator prepares a brief characteristic of each project proposal as one of the materials for the proceedings of the Managing Committee.

The Administrator prepares for the Managing Committee the list of projects which are eligible as to the criteria of funding allocation, and the list of ineligible projects which are not recommended for further selection procedure.

The reasons why some of the projects were found ineligible by the Administrator must be stated in a written form.

Evaluation of final reports, monitoring of the project during the time of its realisation:

The administrator is commissioned to monitor realisation of selected projects. At least 35% of projects applying for support will be monitored with the aim to check level of achievements of project goals and identified monitoring criteria.

Administrator is also commissioned to check and evaluate final technical and financial reports as well as the process of preparation of payment claims.

2.3.2 Role of Evaluation Commission

The Managing Committee consists of five members, representatives of the following organizations:

Institute of Systems Biology and Ecology

Šumava Protected Landscape Administration

Regional Development Agency Šumava, o.p.s.

Mayor of a municipality from the territory in question

Entrepreneur from the territory in question

The meeting of the Committee is always attended by the representatives of the Secretariat (without the title to voting).

The Managing Committee for projects evaluation meets within 15 days from the announcement of application submitting.

The Managing Committee, on the basis of the materials prepared by the Administrator, accomplishes the following tasks:

- examines and approves projects,
- proposes project corrections or revision,
- cancels ineligible projects,
- approves project changes in the course of project implementation.

The assessment of project quality including proposed budget will be accomplished due to the following system:

- The Administrator makes a check of administrative compliance and completeness of the delivered applications.
- The Managing Committee members select eligible projects by voting; eligible projects must be voted for by absolute majority of the members present at the meeting.
- Applications will be discussed in the order how they were delivered to the Administrator.

Information on grant allocation decision

Applicants will be notified by the Administrator in written form about the decision of the Managing Committee concerning their applications.

The Managing Committee decision is ultimate.

There is no legal title to grant funding.

Evaluation of the level to which objectives of the Grant scheme are achieved:

Evaluation commission is due to select project which will be monitored during the time of their implementation. At least 35% of project will be selected

Evaluation commission can do ex-post control.

Evaluation commission approves payment claims.

2.4 CONDITIONS OF PROJECT IMPLEMENTATION AFTER GRANT ALLOCATION

After the decision on grant allocation made by the Managing Committee, the Administrator proposes a contract on project financing to the applicant. This contract settles the rights and obligations defined below.

Final amount of financial support

The maximum amount will be settled in the contract. As stated in article 1.5, this amount is based on the estimated budget. Therefore the amount will not be final before the project implementation and submitting the final cost of the project. The maximum amount of approved allowance cannot be exceeded.

Failing to fulfil project objectives

If there is an objective or financial change which happens in the course of the project implementation on the part of the end user, and if this change considerably alters the character, structure or extent of the approved project (important change of the project), the end user is obliged to submit an application for project change to be approved by the Managing Committee.

If the recipient does not implement the project in the way previously settled in the contract, the Administrator retains the right to withdraw from the contract.

Supplements to contract

Any major changes of the contract must be stated in written supplement to the original contract on project financing. Minor changes which do not influence the project itself (change of address, bank account etc.) can be conveyed to the Administrator in written form.

Changes of the budget

The changes of budget items are not allowed.

Submitting the final report

The final user is obliged to submit the final report on the project implementation in a printed as well as electronic version. It must be submitted to the Administrator within 15 days from the project implementation. It includes a table of accounts. The brief report contains a description of the project course and results. The report should include the following aspects:

- Evaluation of the project implementation.
- Evaluation of the objectives and accomplished results.
- Evaluation of the project financing.

The report also contains a table of accounts related to the project implementation and the application for payment. The applicant is obliged to submit, together with the report, the copies of tax documents and payment documents (statement of bank account), and a summary of accounting (expenses and income).

Payments

Advance payments are not provided for the implementation of approved projects. The end users cover the full project cost from their own financial means. The final accounts will be

settled on the basis of the final report submitted by the end user (including the accounts) to the Administrator. The Administrator will check the final report and the accounts within 15 days from being delivered the final report. If there are any inadequacies, the applicant will be asked to set them right within 5 days from the notification. The payment will be provided within 30 days from submitting a faultless final report and correct accounts.

Records and accounts related to the project

The end user has to keep detailed and continuous records as well as separate and transparent accounting related to the project implementation. These records must be kept over a period of five years from the project implementation.

Publicity

The end user is obliged to provide sufficient publicity relating to the project. On the entire printed materials and project outputs, in the training facilities and premises of the project implementation it is necessary to place the logo (GEF, MAB, MŽP, EU, INTERREG, MMR) and publish information on the fact that the project was supported in the framework of this programme.

Realization contracts

If the project implementation requires to conclude a contract on a public tender between a subject and the fund recipient, the order must go to the subject which offers the most cost-effective output, i.e. the best ratio of the price and quality, in compliance with the principle of transparency and equal opportunities for all potential candidates. It is also necessary to pay attention to a possible conflict of interests.

The recipient of the allowance is responsible for the entire selection procedure. The selection of a supplier for a part of the project or for the whole project must be accomplished according to the Act no. 137/2006 of the Law Code on placing public tender including appropriate provisions.

The expenses of the project which will not comply with the conditions stated by the Act no. 137/2006 of the Law Code will not be considered eligible for the project.

The contract with the approved applicant (end user) is concluded by the Administrator.

3 LIST OF ATTACHMENTS

Application form including the budget

Electronic application form

Form of the standard contract on project financing

Outline of the Report on Project Implementation to be submitted by the end user

Table of compliance with administrative requirements and eligibility

SUPPLEMENT NO.

TABLE FOR EVALUATION OF ADMINISTRATIVE COMPLIANCE AND ELIGIBILITY

Table elaborated by:

date:

I. IDENTIFICATION DATA

Ordinal registration number	GS/
Applicant (community, district)	
Project title	

II. COMPLIANCE WITH ADMINISTRATIVE REQUIREMENTS ⁴	Fulfilled	Not fulfilled
1. Application delivered in undamaged envelope with required data on it		
2. Application submitted in two printed originals		
3. Application form filled in on computer, in Czech		
4. Electronic version supplied twice		
5. Application signed by the applicant		
6. Applicant's affirmation (supplement no.1) supplied and signed		
7. Budget supplied on due form (supplement no.2), complete		
8. Project cost reasoning supplied (supplement no. 3)		
9. Applicant's identification number (IČO) registration or extract from Trade Register or another document of legal identity supplied (supplement no. 6)		
10. Articles or partnership agreement of applicant submitted(supplement no.6) ⁵		
11. Latest financial accounts of applicant supplied – tax statement, profit and loss statement and balance-sheet, eventually last annual report (suppl.no. 8) ⁶		

⁴ Application will be cancelled in case of failing items 1, 2, 3, 4, 5. Other supplements can be supplied within 48 hours. If the missing documents are not supplied within this period, the application will be cancelled.

⁵ Does not apply to communities and municipalities, entrepreneurial subjects

⁶ Does not apply to communities and municipalities, other applicants are supposed to supply at least one document of this kind

III. ELIGIBILITY	Fulfilled	Not fulfilled
1. Applicant is eligible		
2. Project implementation will take place in delimited territory		
3. Type of proposed project is eligible		
4. Project implementation period does not exceed the stated period of 12 months from submitting application, at latest till 31.3.2008		
5. Required allowance is not lower than the stated minimum according to appropriate directive - 10, 000 CZK/15,000 CZK		
6. Required allowance is not higher than the stated maximum according to appropriate directive - 60, 000 CZK/35, 000 CZK/25, 000 CZK		
7. Required allowance represents at the most 50% of total acceptable project cost		

IV. NOTES

Specify all missing information or documents, names of ineligible partners who do not comply with eligibility criteria, incomplete parts of application etc.

In case of lacking space continue at the other side of this page.

.....

Signature of member of Secretariat1

.....

Signature of member of Secretariat 2

HODNOTÍCÍ TABULKA TECHNICKÉ A FINANČNÍ KVALITY

Table for evaluation of technical and financial quality

Tabulku vypracoval

Dne:

I. IDENTIFIKAČNÍ ÚDAJE

Pořadové registrační číslo	GSUT/07/
Žadatel (obec, okres):	
Název projektu:	
Požadovaná částka (a % z celku): Kč (.....%)
Doba trvání:	___ měsíců

Bodování**Scoring**

Tato hodnotící tabulka je rozdělena na **položky**. Každé položce hodnotitel přiřadí hodnocení **ano, ne** podle toho, zda odpovídá prioritám a požadovaným náležitostem Dispozičního fondu.

Hodnocení se následně sečtou a výsledkem je doporučení hodnotitele Regionálnímu řídicímu výboru.

The following table is divided into **items**. Any item will be assigned the value of „yes“ or „no“. The sum of individual scores will be used as a basis for decision to be done by Evaluation commission

II. HODNOTÍCÍ TABULKA

Hodnocená položka Item	Ano Yes	Ne No
II.1 Jsou cíle projektu v souladu s cíli Grantového schématu Podpora udržitelného turismu na Šumavě? Are goals of the project in compliance with objectives of the Grant scheme .?....		
II.2 Je projekt v souladu s jedním z opatření Grantového schématu Podpora udržitelného turismu na Šumavě? Is the project in compliance with one of the provisions of the Grant scheme ?		
II.3 Jsou aktivity projektu v souladu se zaměřením Grantového schématu Podpora udržitelného turismu na Šumavě? Are activities of the project in compliance with the aim of the Grant scheme ?		
II.4 Je navržený rozpočet projektu dostatečně průkazný, jsou dostatečně zdůvodněné navrhované položky rozpočtu projektu (viz příloha 2 a 3)?		

Is the proposed budget conclusive enough, including its individual items ?		
<p>II.5 Splňuje projekt další finanční požadavky GS - náklady na cestovné nejsou vyšší než 25% celkových uznatelných nákladů projektu?</p> <p>Does the project meet further financial criteria of the Grant scheme – the share of travel costs not exceeding 25% of the total budget ?</p>		
<p>II.6 Odpovídají rozpočtové náklady projektu cenám v regionu obvyklým (stravování, ubytování, služby apod.)? Případná doporučení ke snížení rozpočtových nákladů uveďte hodnotitel do poznámek!</p> <p>Do the costs meet the level obvious in the region ?</p>		
<p>II.7 Je žadatel dostatečně zkušený? Má předpoklady projekt úspěšně dokončit, udržet jeho výsledky?</p> <p>Is the applicant experienced enough to accomplish successfully the projec ?</p>		
<p>II.8 Jsou výstupy a výsledky /zvolené monitorovací ukazatele/ projektu adekvátní k vynaloženým finančním prostředkům?</p> <p>Are the outputs/chosen monitoring criteria of the projects adequate to financial sources ?</p>		
<p>II.9 Je navrhovaná metoda způsobu realizace aktivit efektivní?</p> <p>Is the way of implementation effective ?</p>		
<p>II.10 Je projekt v souladu se statutem Chráněného území?</p> <p>Is the project in compliance with the status of the Šumava Protected Landscape Area ?</p>		
<p>Hodnocená položka</p> <p>Item</p>	<p>Ano</p> <p>Yes</p>	<p>Ne</p> <p>No</p>
<p>Celkem (max. 10 položek)</p> <p>In total (max 10 items)</p>		
<p>Poznámky (položky rozpočtu navrhované ke snížení - zdůvodnění):</p>		

<p>Celkové doporučení hodnotitele: Doporučuji projekt k podpoře z GS Podpora udržitelného turismu na Šumavě?</p>	<p>ano</p>	<p>ne</p>
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Podpis hodnotitele