

## CALL FOR SUBMISSION OF GRANT PROJECTS WITHIN OPHRE

**Ministry of Industry and Trade of the Czech Republic**  
Structural Funds Section (Mediating entity of OPHRE)  
announces the **CALL for submission of financial-aid  
applications** within the **OPERATIONAL PROGRAMME HUMAN  
RESOURCES AND  
EMPLOYMENT**

### 1. Call identification

Call no.: 60

Global grant no.: CZ.1.04/1.1.04

Global grant title: Further professional education of employees of business entities in the area of industry – EDUCA

Total allocation for this Call: CZK 750 million

### 2. Identification of the programme and area of support

Operational Programme: Human Resources and Employment

Priority axis: 1 Adaptability

Area of support: 1.1 Increase of employees' adaptability and companies' competitiveness

#### Objective of support:

The main objective of support is to contribute to increasing the competitiveness of business entities in selected CZ-NACE categories by increasing the qualification level, professional skills and knowledge of employees and employers.

### 3. Description of the Call

#### 3.1 Supported activities

- employees' further professional education supported by employers
    - o professional education of employees focused on enhancing, expanding, increasing, renewing or maintaining qualifications
    - o acquisition of key skills increasing the sustainability of employment within the applicant's enterprise
  - application of all forms of employees' education according to the specific needs of employers with emphasis on preparation for specific types of work/jobs
  - formulation of company education programmes for employees
  - preparation of company instructors
- <sup>1</sup> For orientation purposes, an overview of costs relating to activities involving implementation of education is set forth in an annex of this Call at [www.esfcr.cz](http://www.esfcr.cz), [www.mpo.cz](http://www.mpo.cz), [www.czechinvest.org](http://www.czechinvest.org).

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Supported projects will be particularly projects of a comprehensive nature focused primarily on activities involving the professional education of employees.<sup>1</sup> **Formulation and**

**adaptation of existing company programmes are not supported as a separate project, but only as part of a project of further professional education of employees.**

Supported educational activities within submitted projects must be particularly focused on the specific education of employees of entities in selected sectors of the national economy.

Activities fulfilling the definition of general education can be included in a project in the form of activities supplemental to specific education.

**Specific education** – This is defined as education that includes instruction with a direct and fundamental relationship to the current or future positions of employees in a company and providing qualifications that are not transferable, or which are transferable in a limited extent, to other enterprises and professions.<sup>2</sup>

The applicant is obligated to state in the project application what constitutes the specificity (non-transferability) of the stated education.

The total amount of aid for specific education shall relate also to costs for general education if such costs will be included in the project.

**General education** – This is defined as education including instruction that does not relate only or fundamentally to current or future positions of employees within the enterprise, but which provides qualifications that are to a greater extent transferable to other enterprises or professions.<sup>3</sup>

In the project application, it must be **defined** which activities pertain to specific education and which pertain to general education. The share of both items must be clearly financially expressed (this particularly concerns costs of training and direct aid), whereas the **share of general education within the submitted project must not exceed 20% of the project's budget** (i.e. of overall eligible project costs, which comprise direct and indirect costs).

Within this Call are supported projects focused on **specific education** of employees of entities operating in the following CZ-NACE categories (regardless of whether this concerns the applicant's main or secondary activities):

- Section C Manufacturing industry (except 12 Production of tobacco products)
- Section D Production and distribution of electricity, gas, heat and conditioned air
- Section E Water supply; activities relating to waste-water, waste and sanitation
- Section F Construction industry
- Section G Wholesale, retail; repairs and maintenance of motor vehicles in all categories:
  - o 45.2 Repairs and maintenance of motor vehicles, with the exception of motorcycles
  - o 45.4 Sale, repairs and maintenance of motorcycles, components and accessories thereof – with the exception of trade in motorcycles, components and accessories thereof
- Section H Transportation and warehousing, only in the following categories:
  - o 52.1 Warehousing
  - o 52.24 Freight handling
- Section J Information and communication activities, only in the following categories:

<sup>2</sup> Pursuant to Article 38(1) of Commission Regulation (EC) No. 800/2008

<sup>3</sup> Pursuant to Article 38(2) of Commission Regulation (EC) No. 800/2008

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o 62 Activities in the area of information technology

- Section M Professional, scientific and technical activities in the following categories:
  - o 71.1 Architectural and engineering activities and related technical consultancy
  - o 71.2 Technical trials and analysis

**The following are not considered as specific education:**

- language training



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- basic computer skills training
- training in the area of so-called soft skills, e.g. presentation skills, communication skills, negotiation techniques, project management, marketing, stress management, human-resources management
- website creation
- education in the area of software which is transferable and is considered as general, e.g. JAVA, SQL, ORACLE, Microsoft Office, Microsoft network applications, MS server, other Microsoft training if the applicant does not demonstrate that it is non-transferable, Linux, MS Dynamics, SharePoint, etc.
- AutoCAD – basic training
- commercially available and enterprise information systems, etc.
- process/quality/risk/systems management pursuant to international standards
- training necessary for gaining competency for the performance of activities (deriving from legal norms and regulations requiring workers' qualification to perform given tasks)

The above-mentioned education can be included **in the general-education part** providing that such general part will **always** be financially expressed and the **share** thereof within the submitted project **may not exceed 20% of the project's budget**. In the budget, general education must be financially expressed in all items where it is represented. In the case that the costs of general education exceed 20% of the project's budget or in the case of unclear differentiation of specific and general education, the project application will be excluded from further evaluation.

### 3.2 Target groups

The target group comprises employees, i.e. natural persons dependent on income based on an employment relationship or similar relationship (employment contract, agreement on work activities, agreement on performance of work).

The target group for projects supported within this Call must come from the territory of the **Convergence Target**, i.e. the territory of the entire Czech Republic with the exception of the capital city of Prague. From the perspective of territorial designation, the predominant workplace of employees enrolled in educational activities is considered as decisive.

**The following entities are not included in the target group of this Call:**

1. schools (i.e. public and private basic and secondary schools, universities, etc.) and academic facilities and employees thereof who comprise a target group of relevant priority axes of Operational Programme Education and Competitiveness. Institutions providing specialised education and employees thereof (educational institutions including legal entities whose subject of activity is in the area of education, including legal entities performing the activities of schools and school facilities registered in the Register of Schools) do not comprise a target group;
2. public administration and local government and employees thereof (target group of OPHRE, axis 4, support area 4.1);

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3. contracting authorities, providers and other entities operating in the area of social integration/social services (target group of OPHRE, priority axis 4, support areas 3.1 and 3.2);
4. institutions providing employment services, cooperating organisations and employees thereof (target group of OPHRE, priority axis 2, support area 2.2).

### 3.3 Types of projects

Regional and multiregional grant projects will be supported within this Call.

#### Regional projects:

Projects of applicants with their headquarters and employees only on the territory of one region or projects whose target group will be an organisational unit, branch or division with its headquarters only on the territory of one region.

#### Multiregional projects:

Projects of applicants that operate in more than one region (i.e. that have organisational units, branches or divisions in more than one region) and that include in the project employees from more than one region as the target group.

The same limitation of financial aid, including aid intensity, relates to both types of projects.

### 3.4 Definition of financial-aid applicants

This Call is intended for business entities defined by Act No. 513/1992 Coll., the Commercial Code, as amended (Section 2(2)(a)<sup>4</sup>, (b)<sup>5</sup>, (c)<sup>6</sup> – with the exception of associations, clusters, etc.) operating in selected CZ-NACE categories.

<sup>4</sup> Entities entered in the Commercial Register.

<sup>5</sup> Entities operating on the basis of a trade license.

<sup>6</sup> Entities that are not entered in the Commercial Register, if they conduct business on the basis of a trade license pursuant to a special regulation.

The applicant's headquarters can be located anywhere in the Czech Republic, including Prague. Aid can be drawn only under the condition that the target group of the project (supported activities) and its impact will be located in the Czech Republic outside of Prague (branches outside of Prague).

Impact territory – For determining the territorial relevance of the target group, the predominant place of work performance or place of business (in the case of natural persons, on the basis of the Trade Licensing Act) is decisive.

The aid recipient is obligated to conduct accounting procedures pursuant to Act No. 563/1991 Coll., on Accounting, as amended, or tax records pursuant to Act No. 586/1992 Coll., on Income Tax, as amended.

Applicants must be directly responsible for preparation and management of projects and may not operate as an intermediary. Within this Call, it **is not permissible** to have a **partner** during implementation of the project.

Applicants shall submit an affidavit on the size of the enterprise. An applicant fulfilling the definition of a "large enterprise" shall submit a declaration pertaining to the "incentive effect".

#### 3.4.1 An application cannot be submitted by:

Entities that are not included among authorised applicants (see above) or, furthermore, an entity:

1. that has outstanding, i.e. past due, liabilities toward bodies of the state administration, local government or the health-insurance company (especially tax arrears and penalties, insurance arrears and penalties pertaining to public health insurance, insurance arrears and penalties pertaining to social-security insurance

<sup>7</sup> Pursuant to Article 8(3) of Commission Regulation (EC) No. 800/2008.

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and contribution to the state employment policy, contributions for breach of budgetary discipline, etc.) or other unresolved financial liabilities from other projects financed from structural funds or the Cohesion Fund toward bodies that provide resources from such funds;



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2. that is in liquidation in the meaning of Act No. 513/1991, the Commercial Code;
3. which is in insolvency or facing imminent insolvency and against which have been initiated insolvency proceedings in the meaning of Act No. 182/2006 Coll., on Insolvency and Its Settlement (the Insolvency Act);
4. against whose assets bankruptcy has been declared, enforced settlement has been confirmed, a proposal for declaration of bankruptcy has been rejected due to insufficient assets, pursuant to Act No. 328/1991 Coll., on Bankruptcy and Settlement;
5. which is the subject of enforcement of a ruling pursuant to Act No. 99/1963 Coll., the Civil Procedure Code, or which is the subject of execution proceedings pursuant to Act No. 120/2001 Coll., the Executory Procedure Code;
6. to which has been issued a payment order following a previous ruling of the Commission (EC) declaring that the provided aid is contrary to law and incompatible with the common market;
7. which is a recipient of aid for the rescue and restructuring of enterprises in difficulties pursuant to Community Guidelines for state aid for the rescue and restructuring of companies in difficulties, Commission Communication No. 2004/C 244/02.

### 3.5 Limitation of the amount of financial aid for one project

The below-mentioned limits pertain to **only eligible costs**. The aid amount is understood as the amount provided to the project from public sources (by no means the total costs of the project).

Minimum amount of aid for one project: CZK 0.5 million.

Maximum amount of aid for one project: CZK 8 million.

### 3.6 Aid intensity

The amount of aid for a project implemented within OPHRE can reach up to 100% of eligible project costs. Eighty-five percent of eligible project costs will be paid from OPHRE resources and the remaining 15% from the state budget.

State aid intensity is calculated from the relevant eligible project costs (i.e. costs that can be paid from public resources and for the payment of which the applicant must apply).

The remaining part of costs must be paid by the applicant from its own resources (the applicant shall state the amount of such costs in the "Private resources" item in the Sources of Financing and Project Costs section of the project application in BENEFIT7).

In the case of provision of state aid pursuant to the block exemption for education, de minimis aid or state aid pursuant to the temporary framework within this call or, as the case may be, within individual projects, specific conditions for drawing such aid are set forth in a legal act on provision of aid. All rules for state aid and for de minimis aid are governed by the manual "State Aid and De Minimis Aid within OPHRE".

Based on its own consideration, the applicant shall choose whether to draw aid in the form of:

- a) state aid pursuant to the block exemption<sup>8</sup>,

<sup>8</sup> Articles 38 and 39 of Commission Regulation (EC) No. 800/2008, which in accordance with Articles 87 and 88 of the EC Treaty declare certain categories of aid as compatible with the common market.

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- b) de minimis aid<sup>9</sup>,

- c) state aid pursuant to the temporary framework<sup>10</sup>.

The provider fundamentally takes into consideration this determination when issuing the legal act on provision of aid. **The above-mentioned forms of aid cannot be combined within one project.**

The applicant (recipient) shall participate in financing eligible costs in the case that:

- such participation is stipulated by the block exemption according to which the aid is provided (aid intensity is lower than 100%),
- for other reasons such participation is stipulated in the legal act on provision of aid.

Aid intensity within the **regime of the block exemption for specific education** is determined pursuant to Commission Regulation (EC) No. 800/2008 depending on the size of the business entity, thus:

- o small enterprises<sup>11</sup> 45% of total eligible costs
- o medium-size enterprises 35% of total eligible costs
- o other enterprises 25% of total eligible costs

State aid intensity can be increased by 10% if education is provided to disabled or disadvantaged workers.

The applicant (recipient) will participate in the payment of project costs with a certain percentage part of its own financial resources.

The same aid intensity as for specific education, i.e. lower aid intensity, will be applied to general education if it is included in the project.

Within the **de minimis aid regime** it is possible to provide to an enterprise, regardless of its size, up to 100% of eligible project costs under the condition that other received de minimis aid does not exceed the amount of EUR 200,000 for the current and last two concluded fiscal periods.<sup>12</sup>

Pursuant to the **temporary framework**<sup>13</sup>, it is possible to provide to an enterprise, regardless of its size, up to 100% percent of eligible project costs. The amount of aid provided to one project, together with de minimis aid provided in the period from 1 January 2008 to 31 December 2010, may not exceed the amount of EUR 500,000.

### 3.7 Costs expended on the purchase of services

Costs expended on the purchase of services are subject to OPHRE rules, which are governed by the Methodological Guidelines for Procurement within OPHRE and the OPHRE Eligible Costs Methodology. The manuals define, among other things, the maximum amount of costs expended on the purchase of services ensuing from concluded contracts with suppliers and fulfilment of issued orders. The amount of such costs may not exceed **70%** of direct eligible costs of the project.

<sup>9</sup> Commission Regulation (EC) No. 1998/2006 on the application of Articles 87 and 88 of the EC Treaty to de minimis aid.

<sup>10</sup> Item 4.2.2. "Temporary Framework of the Community for state aid measures improving access to financing in the current financial and economic crisis" (Official Journal C 16, 22 January 2009, pg. 1).

<sup>11</sup> Pursuant to Annex I of Commission Regulation (EC) No. 800/2008, a small enterprise is defined, within the category of small and medium-size enterprises, as an enterprise that employs fewer than 50 persons and whose annual turnover/income does not exceed EUR 10 million.

<sup>12</sup> The fiscal period is understood as either a calendar or fiscal year.

<sup>13</sup> Aid within the temporary framework regime can be drawn under the condition that it is provided by 31 December 2010, whereas the actual drawing of aid can continue in subsequent years; i.e. the recipient's legal entitlement to such aid must arise by 31 December 2010.

The procedure for selecting suppliers and concluding contracts with them will be governed by the Act on Public Procurement<sup>14</sup> – if this act pertains to them – and the procedure set forth in the Methodological Guidelines for Procurement within OPHRE.

### 3.8 Criteria for objective evaluation

Submitted applications will be evaluated on the basis of the following OPHRE criteria for objective evaluation:

A1 Rationale for the necessity of the project

A2 Connection to the objectives of the Call (OPHRE area of support)

#### A Purpose and goals of the project

A3 Assessment of the project's goals

B1 Clear definition of the target group

B2 Suitability of the target group

B3 The project's benefit for the target group

#### B Target group

B4 Method of involving the target group

C1 Competence of the applicant

C2 Experience of the applicant and team members

#### C Applicant

C3 Partners (irrelevant)

D1 Selection and description of key activities, project schedule

D2 Prerequisites for sustainability of the project following termination of financing from OPHRE

D3 Quality of risk management

#### D Project management, sustainability and project risk

D4 Project risk

E1 Suitability of the project's budget, its content and scope

#### E Project budget

E2 Transparency, comprehensibility and objective correctness of the budget

F1 Breadth and adequacy of the selection of monitored indicators

F2 Veracity of the quantitative values of the monitored indicators

#### F Results and outputs

F3 Suitability of results with respect to the required resources

#### G Conflict with horizontal themes

#### H Final evaluation

##### Specific criteria

"SYNERGY" (IUDP) criteria<sup>15</sup>

## 4. Place of project implementation

The place of implementation of the project (educational activities/training) is the territory of the Czech Republic. In exceptional cases, the place of implementation can be abroad, on the basis of the applicant's affidavit stating that the training cannot be realised in the Czech Republic.

<sup>14</sup> Act No. 137/2006 Coll., on Public Procurement.

<sup>15</sup> **Specific bonuses for projects included in the Integrated Urban Development Plan (IUDP):**

In the case that the submitted project is concurrently included in the IUD, it will be awarded a points bonus in the amount of 10% of the obtained points evaluation. This bonus will be applied in the form of a specific "synergy" criterion, which will be applied only for projects included in the IUDP. It is possible to apply the 10% bonus **only to projects** that have received **65 or more points** in the evaluation of general criteria.

The applicant shall substantiate the IUDP with a declaration by the relevant body that prepared the IUDP (municipality or city), which the applicant shall submit as an annex to the application.

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## 5. Form of aid

Within OPHRE co-financed from the European Social Fund, financial aid will be provided in the form of non-returnable financial aid, i.e. a subsidy. **The recipient is obligated to undertake initial financing of the project.** Aid will be disbursed to the recipient in the **so-called standard manner** of payment of costs on the basis of accounting of eligible project costs paid by the recipient, i.e. **ex-post financing** (this relates to all forms of aid set forth herein). Deposits will not be provided for the project. There is no legal entitlement to the provision of financial assistance.

## 6. Period of project duration

The maximum duration of project submitted within this Call is two years.

## 7. Project monitoring

On the basis of the stipulated goals of the project, the applicant shall determine the values of monitoring indicators that the applicant plans to achieve. These values shall be stated in the financial-aid application. In the course of project implementation, the applicant is obligated to monitor and document fulfilment of the indicators in the monitoring reports of the project (report on the start of project implementation, regular monitoring reports, final monitoring report). More detailed information is provided in the OPHRE Monitoring Indicators Methodology.

## 8. Eligible project costs

Aid provided to projects implemented within OPHRE relates only to eligible costs. More detailed information on the rules and on individual areas of eligible costs is provided in the OPHRE Eligible Costs Methodology.

Training realised abroad can comprise an eligible cost. Such training must be necessary for achieving the stipulated goals of the project and must be duly justified. In this case the applicant is obligated to provide, within the annexes of the submitted application, an affidavit stating that the given training could not be realised in the Czech Republic. The applicant is further obligated to submit all financial and material documentation for the Payment Application in the Czech language (official translation).

## 9. Indirect costs

Indirect project costs are costs that are not or cannot be unequivocally connected with a specific activity of the given project. These cost include, in particular, costs associated with administration of the project, and also included costs associated with the target group's work which nevertheless is performed within the ordinary activities of the aid recipient's organisation and therefore cannot be unequivocally classified as project activities. Within the project's budget, indirect costs shall be expressed in unit percentages with respect to the total direct eligible costs. The applicant is **obligated to** state this in the project application. **These costs must be declared within each project.** There is no other method of determining indirect costs. For this Call, the shares of indirect costs in the total direct eligible costs without cross-financing are as follows:

Total direct project costs ≤ CZK 4 mil. share of indirect costs 18%

Total direct project costs > 4 mil. and ≤ CZK 6 mil. share of indirect costs 16%  
Total direct project costs > 6 mil. and ≤ CZK 10 mil. share of indirect costs 14%  
Total direct project costs > CZK 10 mil. and ≤ CZK 15 mil. share of indirect costs 12%  
Total direct project costs > CZK 15 mil. share of indirect costs 10%

If the share of the Purchase of Services chapter in the total direct eligible project costs is greater than 60%, the amount of the above-mentioned percentages of indirect costs shall be reduced by one-half (i.e. to 9%, 8%, 7%, 6%, 5%).

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Details of the determination of indirect project costs are provided in the OPHRE Eligible Costs Methodology.

## 10. Cross-financing

Within this Call, cross-financing is not permissible due to the existence of the complementary "Training Centres" programme implemented within the Operational Programme Enterprise and Innovation co-financed from the European Regional Development Fund, which includes costs falling within cross-financing in the full extent.

## 11. Call deadlines

o **Announcement of the Call: 14 April 2010**

o **It is possible to submit applications until 3 May 2010**

o **Termination of receipt of applications:**

a) Project applications in the regime of **state aid pursuant to the temporary framework:**

**31 August 2010, 12:00 p.m. (noon)**

b) Project applications in the regime of **de minimis aid and state aid pursuant to the block exemption: 31 October 2011, 12:00 p.m. (noon)**

Applications delivered after the deadlines for termination of receipt relating to the given aid regimes will be automatically rejected (for applications delivered by post, the postmark on the application **is not** decisive; the date and time of the application's delivery is decisive).

## 12. Method of project selection

Applicants' submitted projects are evaluated **continuously** according to the date of the registration application in IS Monit7+. Applications that fulfil the formal terms and conditions of acceptability will be handed over to external evaluators for objective evaluation. Upon completion of the objective evaluation of the projects, a selection committee of the Call's issuer will recommend or not recommend the projects for financing. The number of supported projects is limited by the allocation of funding for this Call.

## 13. Participation in other projects and applications for aid from public sources

Aid from another programme of the European Union or of the Czech Republic **cannot** be drawn for a project to which financial aid from OPHRE has been provided.

If the applicant's project is selected for financing from OPHRE, the applicant must substantiate, in the form of an affidavit, that the applicant is not drawing aid from another programme of the European Union or of the Czech Republic. Such affidavit will be one of the documents that the applicant must submit in the event that the applicant's project is selected for financing and a legal act on provision of aid is concluded with the applicant.

## 14. Submission of the financial-aid application

The applicant shall elaborate the Application for Financial Aid from OPHRE (electronic application) online in the Benefit7 application directly on the website at [www.eu-zadost.cz](http://www.eu-zadost.cz) or [www.eu-zadost.eu](http://www.eu-zadost.eu). These websites contain the “**Guidelines of the Governing Body**”, which for the applicants serve as the process for registration in the Benefit7 application and also as a tool for filling out the financial-aid application within the specific call. Applicants can send queries of a technical nature to a “hotline” e-mail address – [benefit7@mpsv.cz](mailto:benefit7@mpsv.cz) – which has been set up for this purpose.

The application shall be **simultaneously** submitted to the issuer of the Call or, as the case may be, to the implementation agency in physical, i.e. printed, form.

The physical form of the application, including annexes, must be delivered to the contact point via registered post in a sealed envelope or by courier or personally (the deliverer will receive a dated and signed confirmation of receipt).

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Applications delivered by any means other than those mentioned above or **delivered to a different entity** will not be accepted.

The printed version of the final application must be submitted in one printed copy (one original) and signed in the appropriate place on the application by a statutory representative or by a person authorised to act on such statutory representative's behalf. The printed version of the application and the application finally entered into the Benefit7 application must have the same identification code, i.e. the so-called Hash. It is necessary to securely bind the pages of the printed application; i.e. the signed application must be stapled and taped in the upper left corner (on the front and back pages) or secured by other, similar means restricting unauthorised manipulation of the document. The tape must be marked with the signature/signature and stamp of the applicant's statutory representative or by the person authorised to act on the statutory representative's behalf. The required annexes are not part of the bound application. Ring binding and spine binding are not considered as secure binding.

All mandatory annexes must be submitted in one printed copy (one original). Each annex must be marked with a sequential number according to its designated place in the list of annexes and scanned into Benefit7. A multi-page annex must be bound and signed by the applicant's statutory representative or by a person authorised to act on the statutory representative's behalf.

#### **Mandatory annexes of the application**

- o Document on the applicant's legal subjectivity (original or officially notarised copy of the extract from the Commercial Register/trade licence – not older than three months)
- o Affidavit on the size of the enterprise – the form for this annex is part of the application for financial aid from OPHRE (Benefit7)
- o Affidavit pertaining to training outside the Czech Republic – the form for this annex is part of the application for financial aid from OPHRE (Benefit7)
- o Affidavit on the “incentive effect” – the form for this annex is part of the application for financial aid from OPHRE – only large enterprises applying within the regime of the block exemption for education (Benefit7)

In the event that the applicant is successful and its project is selected for aid from OPHRE, the applicant will be obligated to submit other annexes before signing the legal act on financing from OPHRE, for example:

- The applicant's affidavit asserting that the applicant has no outstanding liabilities, i.e. holds no debt, toward the public administration or pertaining to health insurance; and an affidavit that no bankruptcy proposal or, as the case may be, proposal of initiation of insolvency proceedings has been filed

- Affidavit pertaining to the provision or, as the case may be, non-provision of aid for the same project from other programmes of the European Union or of the Czech Republic

### Marking of the envelope:

The application must be delivered in a sealed envelope on which the following information **must be visible**:

- o address of the issuer's implementation agency – contact point<sup>16</sup>,
- o name of the Operational Programme
- o number of the priority axis and area of support

<sup>16</sup> The issuer of this call is the Ministry of Industry and Trade of the Czech Republic (MIT). The applicant is hereby notified that the application must be delivered to the address of the CONTACT POINT and by no means to the address of the MIT as the issuer. Applications delivered to an address other than the address of the contact point will not be accepted and will be returned to the applicant.

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- o global grant title
- o number of the global grant call
- o name of the project
- o full name and address of the applicant
- o notice "DO NOT OPEN" in the upper left corner together with the identification of the aid regime ("de minimis", "block exemption" or "temporary framework")

**In the case of non-fulfilment of any of the above-mentioned requirements, the application will not be accepted and will be returned to the applicant.**

**Contact point (personal delivery of the application in physical form or delivery by courier):**

Investment and Business Development Agency CzechInvest  
Štěpánská 15  
120 00 Prague 2  
[www.czechinvest.org](http://www.czechinvest.org)  
e-mail: [educa@czechinvest.org](mailto:educa@czechinvest.org)

In the case of personal delivery, the applicant should first complete the Confirmation of Application Receipt, which shall be submitted together with the application.

Queries pertaining to this Call can be sent to the above-mentioned e-mail address or via the Forum of the European Social Fund in the Czech Republic (<https://forum.esfcr.cz>).