

MUNI

COMMUNITY
FUND

ANNOUNCEMENT AND RULES
OF THE INTERNAL COMPETITION

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Masaryk University

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THE RECTOR OF MASARYK UNIVERSITY
ANNOUNCES THE INTERNAL COMPETITION

COMMUNITY FUND

FOR PROJECTS IN THE FOLLOWING THEMATIC AREAS:

- A) SOCIAL RESPONSIBILITY
- B) SUSTAINABLE INFRASTRUCTURE
- C) HEALTHY SOCIETY

1. KEY COMPETITION INFORMATION

The purpose of the internal competition is to fulfil the University's vision set out in its Strategic Plan 2021-2028, strategic goal 3.3: *Support altruistic initiatives initiated by students and staff aimed at the public through an open environment to help those in need, by developing association activities and by volunteering.*

- **An eligible applicant is an MU student** (or group of students) at any level and form of study (bachelor, master, doctoral student; full-time or combined; in Czech and English study programmes) with a selected **MU employee as a mandatory co-implementor.**
- **Financial support for one project** ranges from **50,000 CZK to 200,000 CZK**, project proposals are of a **non-investment nature**, form of **ex-ante financing** with clearing
- **Eligible implementation period: 1 March 2023 - 31 December 2024**
- **Project collection period: 14 November 2022 - 31 December 2022**
- Submission is done completely electronically via the Information System for Project Evidence – ISEP. A competition application must be submitted as a project proposal developed in ISEP.

2. THEMATIC AREA SPECIFICATION

The aim of the internal competition is to transparently support the implementation of sustainable and socially responsible projects that fulfil and promote the social role of Masaryk University, are internally and externally transferable and support cooperation between students and employees.

The competition is open to project proposals that meet the above aim in the following areas:

A) SOCIAL RESPONSIBILITY

- Projects of non-investment nature, primarily fulfilling the third role of the university with an emphasis on sustainability – e.g., volunteer projects of clubs, popular educational events, projects for sharing and reusing of equipment

B) SUSTAINABLE INFRASTRUCTURE

- Small furnishings or property improvements for better sustainability – e.g., smart elements at the dorms – typically acquisition of small infrastructure (in the sense of the acquisition proposal)

C) HEALTHY SOCIETY

- Projects primarily focused on health and healthy lifestyle – support for events and property improvements to improve health and promote healthy lifestyles - typically combined non-investment projects and the acquisition of small infrastructure

3. ESSENTIALS OF THE PROJECT PROPOSAL

A competition application must be submitted as a **project proposal developed in ISEP**. You can submit a project proposal at https://inet.muni.cz/app/proj/navrh_find?app.setlang=EN at template „CoMUNity Fund“.

Submission is done completely electronically, there is no need to print the application form.

The project proposal must have the following content (according to the structure given in ISEP):

- **Project title**
- **Proposer** - MU student at any level and form of study (bachelor, master, doctoral student; full-time or combined; in Czech and English study programmes)
- **Brief annotation** (max. 500 characters)
- **Area** (select the relevant support area - Social Responsibility, Sustainable Infrastructure, Healthy Society)
- **Guarantor** - an MU employee who will act as the obligatory co-implementor of the project. The guarantor is responsible for managing the project contract, communication within MU with the involved departments, and is co-responsible for ensuring that all involved departments agree to the implementation of the project.
- **Project description** (max. 5 000 characters):
 - Description of the usefulness, justification of the need for the project, highlighting the added value;
 - definition of the target group, benefits for the target group;
 - definition of objectives and outputs, how they will be achieved;
 - indicative timetable;
 - communication and transfer of outputs within the university;
 - short analysis of the main risks;
 - description of the work activities of the persons involved in the project (a list of their names will then be provided under the People tab);
 - an indication of the faculties and other departments involved.
- **Motivation of the researcher** - expression of the student's involvement in the issue, motives leading to the implementation of the project, or continuity with already implemented projects and initiatives within the study or at the relevant MU department
- **Durability** (max. 2,000 characters) - description of ensuring the durability of the project activities, including quantification of the costs of maintaining the activities in the following years - emphasis is placed on the long-term sustainability of the project outputs (infrastructure for at least 2 years).
- **Sustainable Development Goals** (UN SDGs) - selection of the relevant goal and option
- **Project budget** according to the established binding structure (see chapter 3.1) and specification of the use of the planned funds (max. 4 000 characters). The budget is planned for each calendar year separately.
- **Name list of project co-implementors**, if known at the time of submission of the project proposal (in ISEP, People tab, indicate as Implementation Team Member or Administrator). If the list of names is not known, the project promoter shall indicate in the project description the expected number of persons involved and persons paid by the project. The project guarantor is responsible for ensuring that all co-principal investigators are informed of and agree to the planned involvement of their person in the project.
- **Attachments** - Additional relevant attachments or information may be added on the Documents tab at the discretion of the investigator.

3.1. PROJECT BUDGET

The project budget is set at a minimum of CZK 50 000 and a maximum of CZK 200 000 in total, for the entire project implementation period.

The budget is planned separately for each calendar year 2023 (1st year) a 2024 (2nd year) in the following binding structure.

Table 1: Binding project budget breakdown

No.	Budget item
	The total personal costs
1	Labour costs (salaries including bonuses)
2	Work Performance Agreements (WPA)
3	Employment contracts (FTE)
4	Statutory contributions (social security, health insurance and social fund contributions)
	Other costs
5	Scholarships ¹
6	Travel costs (domestic only, including conference fees)
7	Material consumption (consumables including small tangible assets)
8	Services
	TOTAL

Funds can be transferred between years during project implementation. Transfers between budget lines are also possible.

Any changes to the budget must be consistent with the achievement of the project's outputs.

¹ If a scholarship is planned in the project, it is necessary to follow the parameters based on the Higher Education Act (§ 91) and the Masaryk University Scholarship Regulations. **The scholarship is a reward for the creative or extraordinary activity of students**, i.e. it does not cover situations for which an employment relationship is otherwise agreed (e.g. FTE, WPA). The scholarship must not be awarded as a compensation for an activity that can be qualified as dependent work.

4 . PROJECT PROPOSALS

Project implementation is governed by applicable laws, the Masaryk University Guidelines for Project Management (No. 6/2016) as amended and related valid internal standards of Masaryk University or the Faculty/HS.

All actions related to the use of allocated funds are subject to the financial control rules applicable at Masaryk University. Responsible persons are determined according to the financial control rules.

The project implementor and the guarantor are responsible for the implementation of the project according to the established rules and the registration of the project in ISEP.

One student can be the proposer/implementor of only one project in a given call. This provision does not apply to the project guarantor.

The MU employee who acts as the project guarantor is always the financial disposer.

If the project is implemented at several faculties or other HS, the project implementor is responsible for the project as a whole and is responsible for ensuring that all HS and departments involved are informed about the project and agree to its implementation (interaction and communication within MU is ensured by the project guarantor).

The implementor is obliged to properly implement the project within the approved budget, in accordance with the defined objectives and deliverables, to comply with the set conditions, and to use the provided funds economically, efficiently, and effectively.

Changes in the course of the project shall be consulted individually with the project guarantor. In the event of a change that may significantly affect the implementation of the project, the project implementor shall immediately inform the contact person at the RMU Development Department (Chapter 7).

At the end of the project implementation, the implementor is obliged to prepare a final report on the project results. The final report will contain a description of the results of the project with comments on the changes in the project and the implementation of the individual budget items, including an accounting of the funds provided. The final report form and collection will be done in ISEP (separate Final Report tab).

Masaryk University is entitled to check the use of the allocated funds at any time during the project implementation and to invite the researchers to present the results achieved.

All outputs funded by a Community Fund project must include **the Masaryk University logo** or information on the funding source; all outputs must be presented in accordance with the university's visual style (<https://sablony.muni.cz/>).

5 . THE EVALUATION PROCESS

The process of screening and evaluation of project proposals is carried out in the following stages:

Phase 1: Check for formalities and compliance with the call rules

Phase 2: Assessment by the expert evaluation committee

Phase 3: Final selection of projects

The selection of projects for implementation is decided by **an evaluation committee appointed by the Rector.**

The expert evaluation committee is composed of representatives of the MU management, managers, and employees of the RMU departments concerned.

The final selection of projects for implementation is ensured by designated representatives of MU management and the AS Student Chamber.

The list of supported projects will be published on the website <https://sustain.muni.cz/> **no later than 20 February 2023.**

5.1. EVALUATION CRITERIA

The criteria for evaluation are, in particular:

- a) Compliance of the project content with the Call for proposals rules - a project that does not meet these basic criteria will not proceed to further evaluation;
- b) the social contribution of the project;
- c) the extent of the impact on the life of the University;
- d) the feasibility of meeting the project's stated objectives;
- e) the effectiveness and adequacy of the requested funds; the efficiency of the planned expenditure in relation to the content of the project and the scope of activities;
- f) ensuring the durability of the project activities and costing;
- g) the overall quality and readiness of the project.

6. TIMETABLE

— Competition announcement	8. 11. 2022
— Project proposal collection	14. 11. - 31. 12. 2022
— Project proposal inspection and evaluation	1. 1. - 15. 2. 2023
— Competition results announcement	no later than 20. 2. 2023
— Start of project implementation	1. 3. 2023

7. CONTACT PERSONS

Content focus and competition parameters:

Bursar's Office

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Coordination and administrative support:

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Further information and the results of the competition will be announced on the website <https://sustain.muni.cz/>.