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|  | Ministry of Foreign Affairs  of the Czech Republic | Economic Diplomacy Department  Loretánské náměstí 5  118 00 Prague 1  [www.mzv.cz/ekonomika](http://www.mzv.cz/ekonomika) |

PROJECT IDENTIFICATION FORM

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| **Project guarantor** (diplomatic mission) |  |
| **Project implementer** |  |
| **Administrator** (diplomatic mission) |  |
| **Name of project** |  |
| **Date of project implementation** |  |
| **Place of project implementation**  (country or region/territory) |  |
| **Comments** (diplomatic mission) |  |

**1. Objectives and project contribution (max 1,500 characters)**

*Please describe specific goals and expected impact of your project on Czech business and political-economic interests in a target country. Specify benefits of your project for Czech firms and whether it contributes to improving the Czech Republic’s image as a business partner in the place of project implementation.*

**2. Description of project instruments (max 2,000 characters)**

*Please summarize scheduled project implementation. State the method for selecting a target group (Czech firms), at which individual activities of the project will be aimed, and estimate a number of participants (with respect to the requested project funding).*

**3. Estimated project budget (max 1,500 characters)**

*Please provide a detailed project budget and its planned spending that reflects all expenses including potential co-funding rates. Explain the adequacy of the project budget (how the 3E rules are followed, whether the prices can be regarded as standard prices and correspond to potential service providers, etc.). Describe budget items that fund individual activities and how partnership and firm co-funding will be carried out.*

**4. Comments (diplomatic mission)**

*Name:*

**5. References of implementer about providing services to firms**

**6. Rate of services performed within the PROPEA/Czech Business Support (CBS) project**

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| **Name of PROPEA project** |  |
| **Project implementer** |  |
| **Project guarantor** (diplomatic mission) |  |
| **Place of project implementation** |  |

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| **Service type** | **Hourly (or other) rate in CZK[[1]](#footnote-1)** | **Hourly (or other) rate in local currency[[2]](#footnote-2)** |
| 1. Preparation of business plan for market entry or investment |  |  |
| 1. Processing of legal, tax, financial and legislative analysis |  |  |
| 1. Marketing of products (assisting in negotiation with financial institutions, support in account creation process and securing of funding, in starting business, etc.) |  |  |
| 1. Securing licences, certifications, product registration and trademarks |  |  |
| 1. Ensuring and verification of import/export and logistics documentation |  |  |
| 1. Networking and coordination of suppliers and partners |  |  |
| 1. Advertising, marketing and PR services |  |  |
| 1. Support in starting production/ activities in case of service providers |  |  |
| 1. Provision of technical background |  |  |
| 1. Representation of the firm on-site[[3]](#footnote-3) |  |  |

Done by (implementer), date, signature, stamp:

1. Based on standard hourly (or other) rate in the territory [↑](#footnote-ref-1)
2. According to the current exchange rate [↑](#footnote-ref-2)
3. On a contractual basis between the Czech firm and the foreign representative, without a financial support from the PROPEA budget [↑](#footnote-ref-3)