

CHECKLIST FOR SUBMITTING AN SSP PROPOSAL

Vietnam 2027

Before submitting your proposal, please make sure that all applicable requirements below have been met.

Eligibility

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| ☐ | The applicant is a local entity with legal personality in Vietnam and is authorised to receive Czech development cooperation funds. |
| ☐ | The applicant is not a central government authority, political party or movement, and the Czech funding will not generate profit for the applicant. |
| ☐ | The project addresses a local development priority, has a clear development dimension and qualifies as ODA under OECD/DAC rules. |
| ☐ | Project outputs are clearly described and verifiable; all project activities and related costs can be completed by October 31, 2027. |

Identification Form

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| ☐ | The prescribed Identification Form has been completed in all sections, electronically, in English or Czech. |
| ☐ | At the proposal stage, the Identification Form may be digitally signed or submitted unsigned. |

Supporting Documents - non-governmental applicants only

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| ☐ | A document proving the applicant's legal personality in Vietnam is attached. |
| ☐ | A document confirming the representative's authority to act on behalf of the applicant is attached. |
| ☐ | Supporting documents are in English or accompanied by an English translation. |

Submission Method - choose one option

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| ☐ | Electronic submission: the editable Identification Form (.xlsx) and all required supporting documents have been emailed to hanoi.commerce@mzv.gov.cz and linh.mai@mzv.gov.cz . |
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| ☐ | OR hard-copy submission: the proposal and required supporting documents have been delivered to Economic Section, Embassy of the Czech Republic, 13 Chu Van An, Ba Dinh, Hanoi, Vietnam. |
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Budget and Currency

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| ☐ | The requested Czech funding is between CZK 250,000 and CZK 500,000, inclusive of the 3 % exchange-rate reserve set by the Embassy. |
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| ☐ | The project budget in the Identification Form is prepared in VND. |
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| ☐ | The exchange rate communicated by the Embassy, and the date on which the conversion into CZK was made, are stated in the Identification Form. |
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| ☐ | Support costs do not exceed 8% of the Czech-funded project budget. Support costs include project management/administration, related travel and accommodation, insurance/vaccination, translations, bank fees and publicity. |
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| ☐ | General organisational overheads such as office rent, utilities, organisational accounting or internet services are not included as eligible costs. |
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| ☐ | Direct project costs are linked to specific project activities and outputs. |
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Submission Deadline

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| ☐ | The complete proposal is submitted no later than October 31, 2026. The deadline is final and cannot be extended. |
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IMPORTANT: Only proposals prepared using the prescribed form and in accordance with the Call for Proposals will be considered. Submission or Embassy selection does not create an entitlement to funding; final approval is subject to the Ministry of Foreign Affairs of the Czech Republic's assessment and budget availability.