

How to submit applications – eAccount

Applications for OPEI aid programmes are submitted in two steps:

1. registration application,
2. full application.

CzechInvest receives registration and full applications via the eAccount internet application (<http://www.czechinvest.org/eaccount>).

Via eAccount, applicants can:

- submit required documents
- monitor the status of project evaluation
- communicate with project managers via bulletin boards

When submitting an application, it is first necessary to create a Master Account, in which all of the applicant's projects are administered. It is possible to set up only one Master Account for each company. However, the applicant can set up access for several users to whom projects and authorisation are subsequently assigned. Signing some documents with the applicant's digital signature is a necessary condition for communication via eAccount.

More information is available

- on the websites at www.czechinvest.org/poradenstvi and www.mpo.cz
- at CzechInvest's regional offices
- on the toll-free telephone line at 800 800 777 (weekdays from 9:00 a.m. to 1:00 p.m.)
- by e-mail at programy@czechinvest.org

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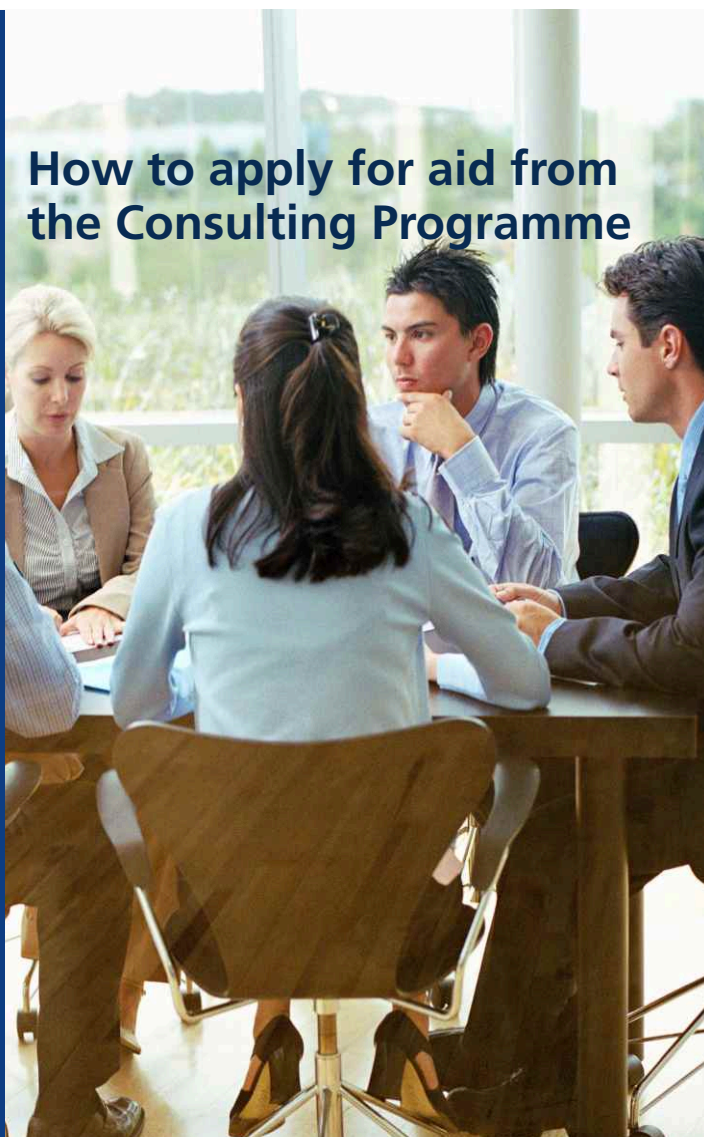
www.czechinvest.org

All CzechInvest's services are free of charge.

European Regional Development Fund and the Ministry of Industry and Trade of the Czech Republic support investment in your future.



CzechInvest, the Investment and Business Development Agency, is a state contributory organization of the Ministry of Industry and Trade of the Czech Republic.



How to apply for aid from the Consulting Programme



EUROPEAN UNION
EUROPEAN REGIONAL DEVELOPMENT FUND
INVESTMENT IN YOUR FUTURE



What is OPEI?

The Operational Programme Enterprise and Innovation is the basic document of the Ministry of Industry and Trade for drawing financial resources from European Union structural funds in the 2007-2013 period. Fifteen programmes financed from the EU (85%) and the state budget (15%) have been prepared for enterprises that have decided to invest in business activities within the manufacturing industry and related services. Funding is disbursed in the form of non-returnable subsidies, favourable loans and guarantees. All projects implemented in the Czech Republic outside of Prague are eligible to receive aid¹.

CzechInvest's role

CzechInvest, the Investment and Business Development Agency, is the implementation organisation for OPEI. Via the eAccount electronic application, CzechInvest receives aid applications and provides consulting services to applicants.

About the Consulting Programme

The Consulting Programme enables small and medium-sized enterprises to improve their internal processes and to achieve higher-quality results through the innovation of products and production processes, organisational innovation within the given company and marketing innovation. Small and medium-sized enterprises have the opportunity to obtain aid for the purpose of acquiring the services of consultants, which the companies can select according to their business activities or intended area of innovation. Consulting services in the form of

analyses and studies must lead to the proposed innovation within the given company and thus to the improvement of its competitiveness.

Who can apply

(aid recipients)

- small and medium-sized enterprises that have closed two consecutive tax periods
- business entities operating in the specified CZ-NACE sectors (see the current call)

How much can be obtained for one project

(form and amount of aid)

- aid is provided in the form of a subsidy for eligible costs in the minimum amount of CZK 100,000 and the maximum amount of CZK 500,000 for one project

For what aid can be obtained

It is possible to receive aid only for consulting activities focused on the following areas:

- **product innovation:**
 - innovation of products
 - innovation of services
 - innovation of products and services
- **process innovation**
 - innovation of methods for manufacturing or processing products or services
 - innovation of methods related to logistics or distribution of products or services
 - innovation of supporting activities
- **organisational innovation**
 - introduction of an innovative management system within the enterprise
 - modification of work organisation
 - significant changes in relation to other firms

-- marketing innovation

- significant changes in the design of products or services
- substantial changes in the methods of selling or distributing products or services

Costs which can be supported

(eligible costs)

- **costs for the services of external consultants and experts, studies**, i.e. external expenditures paid by the applicant for expert analyses or studies focusing on the supported area of the applicant's business activity. This includes consulting services related to the processing of marketing information for seeking out potential partners, including initial contact by the mediating firm and analysis of the given market segment

Possible results

- evaluation of the current status of the applicant's business activity for which aid is being requested
- description of potential innovations (product, service, organisation and marketing innovation)
- means of applying such innovations and realistic impacts on the monitored indicators within the applicant's enterprise (saleability of products/services, increased manufacturing/labour productivity, establishment of links to other enterprises, etc.)

System of application collection

- continual (application are continually evaluated)

The information provided herein is derived from the texts of individual programmes for the entire 2007-2013 period. The specifications of calls can thus differ during the course of this period.

¹ Prague's GDP is higher than 75% of the average for European Union countries