

## PRINCIPLES

for provision of funds from budget chapter 314 – Ministry of the Interior for ensuring integration of persons granted international protection in 2016 and in subsequent years:

### List of abbreviations

- State integration programme for ensuring the integration of eligible people	SIP
- Government resolution of 20 November No. 954 “on the state integration programme for persons granted international protection in 2016 and in subsequent years”	Resolution
- Ministry of the Interior	Ministry
- persons granted international protection	eligible persons
- principles for provision of funds from budget chapter 314 – Ministry of the Interior for ensuring integration of persons granted international protection in 2016 and in subsequent years	Principles

A. Purposeful non-investment subsidies for the benefit of municipalities via the regions for provision of housing for eligible persons by means of defrayal of net rent or part thereof and for development of municipal infrastructure in the years 2016 to 2018

B. Purposeful non-investment subsidies for the benefit of municipalities via the regions for covering the stay of eligible persons in social services facilities and for development of municipal infrastructure in 2016 and in subsequent years

C. Finances for ensuring integration of eligible persons in 2016 and in subsequent years

A. Purposeful non-investment subsidies for the benefit of municipalities via the regions for provision of housing for eligible persons by means of defrayal of net rent or part thereof and for development of municipal infrastructure in the years 2016 to 2018

Defrayal of legal obligations arising from the Decision of the Minister of the Interior by the end of 2018 according to item III/2d of the Resolution.

### Art. 1

#### Definition of Purpose and Size of Subsidy

(1) The earmarked funds from the state budget, as non-investment subsidies from chapter 314 – Ministry of the Interior are intended for provision of housing for eligible persons and for development of the infrastructure of municipalities within the SIP. This condition is stipulated under Section 14(4)(d) of Act No. 218/2000 Coll., on Budget Rules and amendment of certain related acts (Budget Rules), as amended (hereinafter referred to as “Act No.218/2000 Coll.”), and failure to comply shall be prosecuted as breach of budget discipline according to Section 44a(4)(b) of this Act.

The subsidy may be used only for the purposes stipulated below:

- for defrayal of net rent<sup>1</sup> or part thereof for eligible persons – the owner of the flat may be either the municipality or a natural or legal person<sup>2</sup>

<sup>1</sup> See item 5164 – rent (net rent not including payments for related services) according to Order No. 323/2002 Coll. on Budget Structure, as amended.

<sup>2</sup> Proof of ownership of flat (extract from Properties Register) or authorisation to rent (written consent of flat owner) valid for a minimum of three months.

- for development of municipal infrastructure – intended for repairs or maintenance of municipal property particularly in the area of transport, power generation, utilities networks and municipal furnishings

(2) The amounts of government approved subsidies are specified in Art. 9(b) of the Principles and are set according to the number of persons who are to share a common household.

Art. 2  
Eligible Person

**An eligible person for admission to SIP and for subsequent disbursement of subsidy to the municipality is a person who has been granted asylum or subsidiary protection according to Act No. 325/1999 Coll. on Asylum, as amended, who applied for defrayal of net rent or part thereof by 31 December 2015.**

Art 3.  
Conditions for Provision of Subsidies to Municipalities

Subsidy for defrayal of net rent or part thereof and subsidy for development of municipal infrastructure

- (1) The owner of the flat must be the municipality, a natural or a physical person.
- (2) The municipality shall provide repeated payment of net rent or part thereof from state funds of a stipulated amount to the lessor of the flat (the flat owner or lessee with the written consent of the owner) for a period stipulated in the Decision of the Minister of the Interior or for a shorter time in the event of termination of the lease agreement or withdrawal of international protection<sup>3</sup>, but not after 31 December 2018. Eligible persons may move during the aforementioned period, on condition of due termination of their lease/sublease agreement and reimbursement of a proportionate share of both subsidies by the municipality via the region to budget chapter 314 – Ministry of the Interior, with the exception of moving to a location within the same municipality.
- (3) The eligible person shall find rental accommodation on their own.
- (4) The eligible person shall enter into a lease/sublease agreement with the flat's lessor.
- (5) The eligible person shall repeatedly submit a written application for subsidy to the municipality (a sample application appears in Annex No. 1). A copy of a valid lease/sublease agreement for the flat, together with proof of ownership of the flat is required as an appendix to the application.
- (6) The municipality shall apply to the Ministry for provision of the subsidy via data inbox (a sample application appears in Annex No. 2). The closing date for submitting applications is 15 October of each calendar year. A copy of a valid lease/sublease agreement for the flat, together with proof of ownership of the flat is required as an appendix to the application.
- (7) The municipality may apply for the subsidies on an ongoing basis throughout the calendar year. The subsidies for a calendar year are disbursed according to the anticipated number of "inhabited" months in the year. Subsidies cannot be disbursed to the municipality in advance for the next calendar year, but the municipality must apply for them again in January of the following year.
- (8) The Minister of the Interior shall issue a Decision on Provision of Subsidies to the municipality, stipulating in it the purpose and conditions for use of the funds provided according to Section 14(4)(d) of Act No. 218/2000 Coll. The municipality shall receive the Decision of the Minister of the Interior, and the region a copy thereof (a sample Decision appears in Annex No. 3).
- (9) On the strength of the Decision of the Minister of the Interior, the municipality shall enter into an agreement with the lessor of the flat and the eligible person concerning defrayal of net rent or part thereof. The agreement shall also contain the conditions for use of the provided subsidy, including the obligations for all parties to the agreement (sample agreement appears in Annex No. 4). The municipality shall send a copy of this agreement to the Ministry. In the event of essential changes in contractual terms in the subsequent years, an addendum to the agreement shall be written and signed.

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<sup>3</sup> Section 18 of Act No. 325/1999 Coll.

(10) The subsidy will be provided to the municipality by bank transfer from the Ministry to the municipality's bank account via the region in accordance with Section 19(2) of Act No. 218/2000 Coll. The regional authority shall send the Ministry a copy of a current account bank statement documenting disbursement of the subsidies within 20 working days of disbursement of both subsidies to the municipality.

(11) In order to ensure smooth payment of net rent or part thereof, eligible persons are required to apply to the municipality repeatedly, by the 10<sup>th</sup> day of the following month. Rent is paid in arrears for the preceding calendar month. The eligible person shall apply for a subsidy for defrayal of net rent or part thereof for the months of November and December simultaneously by 10<sup>th</sup> December of the calendar year. If the lease agreement continues to be valid also in the following calendar year, the eligible person is required to apply to the municipality for a subsidy for the month of January in the course of December.

(12) The state shall contribute to development of municipal infrastructure for the period stipulated in the Decision of the Minister of the Interior or for a shorter period, in the event of termination of the lease agreement or withdrawal of international protection<sup>4</sup>, but no longer than until 31 December 2018.

(13) The municipality shall classify such received funds under budget item 4116 – other non-investment subsidies received from the state budget, purpose symbol 14336 – non-investment subsidies for provision of housing, according to Section 69 of the Asylum Act.

(14) In the event that a lease/sublease agreement for the flat terminates in the course of the year, the municipality shall inform the Ministry of this fact in writing and without delay and shall return the remaining balance of both subsidies to the Ministry via the region.

(15) The municipality undertakes to inform the region and the Ministry of the method in which both subsidies were used by the end of the calendar year and to keep separate accounts concerning their use.

(16) In the event of failure to perform the obligations specified in paragraphs 14 and 15 and in the event of breach of budget discipline while administering the subsidies, sanctions shall be applied in accordance with Section 44a(4)(b) of Act No. 218/2000 Coll.

(17) The provided subsidies are subject to public administration control in the sense of Section 8(2) of Act No. 320/2001 Coll. on Financial Control in Public Administration and on amendment of certain Acts (Financial Control Act), as amended.

**(18) “The municipality shall, via the region, assign subsidies received from the state budget according to Ordinance No. 367/2015 Coll. on Principles and Deadlines for Financial Settlement of Relations with the State Budget, State Financial Activities and the National Fund (Financial Settlement Ordinance)”.**

(19) The municipality shall deliver all decisive data and documents to the Ministry, and to the relevant regional authorities for their information, using data inboxes.

B. Purposive non-investment subsidies for the benefit of municipalities via the regions for covering the stay of eligible persons in social services facilities and for development of municipal infrastructure in 2016 and in subsequent years

**Defrayal of legal obligations arising from Decisions of the Minister of the Interior in 2016 and in subsequent years, according to item III/2e of the Resolution.**

Art. 1

Definition of the Purpose and Size of Subsidy

(1) As purposive non-investment subsidies from chapter 314 – Ministry of the Interior, the earmarked funds from the state budget are intended for municipalities for covering the stay of eligible persons in social services facilities and for development of municipal infrastructure in 2016 and subsequent years within SIP. This condition is stipulated according to Section 14(4)(d) of Act No. 218/2000 Coll. and failure to comply will be penalised as breach of budget discipline according to Section 44a(4)(b) of the same Act.

The subsidies may be used for the purposes specified below:

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<sup>4</sup> Section 18 of Act No. 325/1999 Coll.

- for covering the stay of eligible persons in social services facilities – intended for providing accommodation for persons with health disabilities or persons of pensioner age at social services facilities
- for development of municipal infrastructure – this is intended for repairs or maintenance of municipal property, particularly in the area of transport, power generation, utilities networks and municipal furnishings

(2) The sizes of government approved subsidies are specified in Art. 9(c) of these Principles.

## Art. 2 Eligible Person

**An eligible person for admission to SIP and for subsequent disbursement of a subsidy is a person who has been granted asylum or subsidiary protection according to Act No. 325/1999 Coll. on Asylum, as amended, who has applied for defrayal of their stay in social services facilities.**

## Art. 3 Conditions for Provision of the Subsidy to Municipalities

Subsidies for covering the stay of eligible persons in social services facilities and development of municipal infrastructure

- (1) The subsidy may be provided to a municipality to cover the stay of an eligible person in social services facilities operated by the Ministry of Labour and Social Affairs, the region, municipality or other legal person.
- (2) The municipality shall provide repeated payment of the stipulated amount for the stay of an eligible person to the social services provider without any time restriction, or for a shorter time if the eligible person's stay terminates or if international protection is withdrawn. Costs for accommodation and meals shall be paid up to a maximum amount as stipulated by Ordinance No. 505/2006 Coll. under which certain provisions of the Social Services Act are implemented. Total other costs for satisfaction of basic personal needs<sup>5</sup> will be set according to the average total other costs in the social services facility in question.
- (3) The eligible person shall be placed in a social services facility on the basis of the consent of the eligible person in cooperation with the Ministry of the Interior, the Ministry of Labour and Social Affairs and non-governmental, non-profit organisations.
- (4) The social services provider shall submit a written application for a subsidy to the municipality (a sample of the application appears in Annex No. 5). A copy of a valid social services provision agreement is required as an appendix to the application.
- (5) The municipality shall apply to the Ministry for provision of the subsidies via data inbox (a sample of the application appears in Annex No. 6). The final date for submission of applications is 15 October of the calendar year. A copy of a valid social services provision agreement is required as an appendix to the application.
- (6) The Minister of the Interior shall issue a Decision on Provision of Subsidies to the municipality, stipulating in it the purpose and conditions for use of the funds provided according to Section 14(4)(d) of Act No. 218/2000 Coll. The municipality shall receive the Decision of the Minister of the Interior, and the region a copy thereof (a sample decision appears in Annex No. 7).
- (7) On the strength of the Decision of the Minister of the Interior, the municipality shall enter into an agreement with a social services provider concerning defrayal of the stay of the eligible person in social services facilities. The agreement shall also contain conditions for use of the provided subsidy, including obligations for both parties to the agreement (a sample agreement appears in Annex No. 8). A copy of this agreement shall be passed on to the Ministry by the municipality.
- (8) The subsidy will be provided by bank transfer from the Ministry of the Interior's account to the municipality's bank account via the region in accordance with Section 19(2) of Act No. 218/2000 Coll. The regional

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<sup>5</sup> See Section 73 of Act No. 108/2006 Coll. on Social Services, as amended: "After payment for accommodation and meals, at least 15 % of the person's income must still remain at their disposal (income is assessed according to Act No. 110/2006 Coll., on the Living and Subsistence Minimum, as amended).

authority shall send the Ministry a copy of a current account bank statement documenting disbursement of the subsidies within 20 working days of disbursement of both subsidies to the municipality.

(9) In order to ensure smooth payment of the eligible person's stay in a social services facility, the social services provider is required to apply to the municipality repeatedly, by the 10<sup>th</sup> day of the following month. The stay is paid in arrears for the preceding calendar month. The social services provider shall apply for the aforesaid payment for the months of November and December simultaneously by 10<sup>th</sup> December of the calendar year. If the social services provision agreement continues also into the following calendar year, the social services provider is required to apply to the municipality for a subsidy for the month of January in the course of December.

(10) The municipality may apply for the subsidies on an ongoing basis throughout the calendar year. The subsidies are disbursed for a calendar year according to the anticipated number of "inhabited" months in the year. The subsidies cannot be disbursed to a municipality in advance for the next calendar year, but the municipality must apply again in January of the following year.

(11) The state shall contribute to development of municipal infrastructure for the period stipulated in the Decision of the Minister of the Interior or for a shorter period, in the event of termination of the eligible person's stay or withdrawal of international protection.

(12) The municipality shall classify such received funds under budget item 4116 – other non-investment subsidies received from the state budget, purpose symbol 14336 – non-investment subsidies for provision of housing, according to Section 69 of the Asylum Act.

(13) If the eligible person's stay agreement is terminated in the course of the year, the municipality shall inform the Ministry of this fact in writing and without delay and return the remaining balance of both subsidies to the Ministry via the region.

(14) The municipality undertakes to inform the region and the Ministry by the end of the calendar year on the method in which both subsidies have been used and to record their use in its accounting records separately.

(15) In the event of failure to satisfy the obligations specified in paragraphs 13 and 14 and in the event of breach of budget discipline when administering the subsidies, sanctions shall be applied in accordance with Section 44a(4)(b) of Act No. 218/2000 Coll.

(16) The provided subsidies are subject to public administration scrutiny in the sense of Section 8(2) of Act No. 320/2001 Coll. on Financial Control in Public Administration and on amendment of certain Acts (Financial Control Act), as amended.

**(17) A municipality shall, via the region, assign subsidies received from the state budget according to Ordinance No. 367/2015 Coll. on Principles and Deadlines for Financial Settlement of Relations with the State Budget, State Financial Activities and the National Fund (Financial Settlement Ordinance).**

(18) The municipality shall deliver all decisive data and documents to the Ministry and relevant regional authorities for their information via data inbox.

#### Art. 4

##### Responsibility and Control of Handling Budget Funds according to Items A and B of the Principles

(1) The beneficiary of the subsidy is responsible for:

- a) economical, effective and purposive use of the funds of the provided subsidies,
- b) compliance with the conditions according to the Decision on Provision of Subsidies,
- c) due assignation of subsidies.

(2) The provided funds are subject to public administration scrutiny in the sense of Section 8(2) of Act No. 320/2001 Coll. on Financial Control in Public Administration and on amendment of certain Acts (Financial Control Act), as amended. In the event of breach of budget discipline when administering the subsidies, sanctions shall be applied in accordance with Section 44a(4)(b) of Act No. 218/2000 Coll.

(3) The Ministry – Department of Asylum and Migration Policy (hereinafter referred to as "OAMP") – is responsible for performing preliminary, ongoing and subsequent public administration control by administrative means as follows:

- a) performance of preliminary public administration control<sup>6</sup> focusing mainly on verification of applications by municipalities for subsidies joint-funded from the state budget,
- b) performance of ongoing public administration control<sup>7</sup> focusing mainly on verification of compliance with the conditions according to the Decision on Provision of Subsidy from budget chapter 314 – Ministry of the Interior and on respect for the principles of economy, efficacy and purpose when using the funds provided as a subsidy,
- c) performance of ongoing public administration control<sup>8</sup> focusing mainly on verification of the method of use of budget funds in the provided subsidies, including elimination of any deficiencies detected.

#### Art. 5

Financial Settlement of Subsidies with the State Budget according to Items A and B of the Principles

The municipality shall settle the received subsidies from budget chapter 314 – Ministry of the Interior according to the Ordinance<sup>9</sup>.

### **C. Finances for ensuring integration of eligible persons in 2016 and in subsequent years according to item III/2f of the Resolution**

#### Art. 1

Definition of the Purpose and Size of Subsidy

- (1) The earmarked funds from the state budget from chapter 314 – Ministry of the Interior are intended for ensuring integration for eligible persons within the SIP in 2016 and subsequent years.
- (2) The volume of the funds approved by the government appears in No. 9(a) of the Principles.

#### Art. 2

Eligible Person

**An eligible person for admission to SIP and for subsequent defrayal of integration services is a person who has been granted asylum or subsidiary protection according to Act No. 325/1999 Coll. on Asylum, as amended, at least 1 year before provision of integration services in connection with fulfilling the tasks arising from the Resolution begins.**

#### Art. 3

The Legal Basis of SIP

SIP has legal support in Sections 68 to 70 of Act No. 325/1999 Coll. on Asylum. It is a programme aimed at helping eligible persons with their integration in society, mainly in the area of housing, elimination of language barriers and assistance in entering the labour market. The SIP rules and the amount of finances laid out for their implementation shall be stipulated by the government.

#### Art. 4

SIP Integration Phases

- 1. Integration in an integration asylum centre (hereinafter referred to as "IAC")

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<sup>6</sup> Section 11(1) and (2) of Act No. 320/2001 Coll., on Financial Control in Public Administration and on amendment of certain Acts (Financial Control Act), as amended.

<sup>7</sup> Section 11(3) of Act No. 320/2001 Coll.

<sup>8</sup> Section 11(3) of Act No. 320/2001 Coll.

<sup>9</sup> **Ordinance No. 367/2015 Coll. on Principles and Deadlines for Financial Settlement of Relations with the State Budget, State Financial Activities and the National Fund (Financial Settlement Ordinance).**

The eligible person may apply for admission to SIP and express their consent as eligible persons to their personal and other data being divulged to the general provider of integration services, the Ministry of Education, Youth and Sport and the Ministry of Labour and Social Affairs for the purpose of provision of integration services (sample application – Annex No. 9). **Applications from eligible persons sharing a common household will be assessed collectively.** After their admission to SIP, the eligible person may apply for a stay in an IAC operated by the Ministry's Refugee Facility Administration (hereinafter referred to as "RFA"). The maximum length of stay in an IAC is 12 months; in exceptional and justifiable cases the length of stay may be extended to a maximum period of 18 months. The deadline specified in Art. 2 of these Principles also applies to the option of accommodation in an IAC. The eligible person shall pay for their stay themselves.

The stay in the IAS, i.e. in an accommodation facility, involves integration activities provided by RFA employees, specifically initial adaptation to life in the Czech Republic and a free intensive Czech language course organised by the Ministry of Education, Youth and Sport funded from finances earmarked for integration from the Ministry comprising 400 lessons, where an unfinished course may be taken up again in the locality of individual integration. RFA employees provide assistance and information to facilitate integration in social matters, integration in the area of the labour market and in the area of education and further individual assistance as necessary (e.g. assistance in registration with health insurance companies, registration with or even visits to doctors). The aforementioned essential activities are conducted at the IAC for eligible persons who do not have the option of immediate departure to independent housing. The eligible person may also participate in integration activities organised by foreign national integration support centres.

**The internal regulations of the IAC shall be laid down by the RFA, including any sanctions, rights and obligations of eligible persons and of the RFA. For the duration of both integration phases, the general provider of integration services shall fulfil its tasks in cooperation with and under the methodological guidance of the Ministry. They shall cooperate in sharing necessary information, assess the progress of the integration activities of eligible persons and, on the basis of ongoing consultation, prescribe necessary integration procedures.**

## 2. Integration at a permanent address in the municipality

**The general provider of integration services in cooperation with an integration services subcontractor and with the eligible person shall prepare an integration plan (hereinafter referred to as "IP", a sample appears in Annex No. 10). The IP will be compiled in the course of the eligible person's stay in the IAC. For eligible persons not staying in an IAC, an IP will be compiled as soon as possible once international protection has been granted. The general provider of integration services shall approve the IP and apply to the Ministry for its consent to execution of the IP. The IP will be updated as necessary on an ongoing basis. Should provision of integration services not be complete by the end of the calendar year, the general provider of integration services shall arrange for their provision in the subsequent year. The eligible person shall pay for their housing in the municipality themselves. Czech language tuition will continue even after departure from an IAC until such time as the stipulated number of 400 lessons has been reached. The eligible person may also participate in integration activities organised by foreign national integration support centres.**

### Art. 5

#### **"Individual Integration Plan (hereinafter referred to as the "IP")**

**The IP is a fundamental document describing the integration goals for a concrete eligible persons and the course of integration in the in the key areas specified below.**

**The IP will be updated as necessary on an ongoing basis during provision of integration services, i.e. for a maximum period of 12 months.**

**The IP shall be compiled by an integration services subcontractor and approved by the general provider of integration services and by the Ministry.**

#### **Housing – provision namely:**

- **housing on a lease or sublease agreement, or potentially on an accommodation agreement if accommodation is linked to employment for a minimum period of 1 year,**

- if necessary, defrayal of initial costs shall be arranged for: estate agent's fee of a maximum of one month's rent of the leased flat, a one-off and non-repayable financial contribution towards securing housing, payment of the first, and potentially the second month's rent,
- the general provider of integration services in collaboration with its integration services subcontractor shall decide and approve the purchase of one-off flat furnishings with essential basic furniture and appliances (e.g. washing machine, refrigerator etc.) by the eligible person. These furnishings and appliances shall become the property of the eligible person, including all items to satisfy basic needs in all areas of integration of eligible persons stipulated by the Resolution on the basis of individual assessment of separate cases from the point of view of necessity and economy.
- moving the eligible person into the flat, including defrayal of moving expenses.

**Employment – assistance namely:**

- in making an application for intermediation of employment – the desired result is registration with the Labour Office (hereinafter referred to as "LO") and assistance during further visits to the LO,
- in job seeking using the range job vacancies available – the desired result is a job offer,
- in arranging for requalification – the desired result is a place on a requalification course,
- in compiling an individual action plan (hereinafter referred to as "IAP") – the desired result is an IAP developed by the LO,
- in arranging other courses – the desired result is improvement of qualifications and of employment options in the labour market.

**Education – assistance namely:**

- in placement of children in primary school as part of compulsory school attendance – the desired result is acceptance of children into the locally appropriate primary school,
- assistance in applications for study at secondary school or university (provision or organisation of attendance of language preparation for entrance examinations) – the desired result is enrolment on a language course,
- assistance in submitting a request for recognition of foreign secondary school and university education and certificates proving such education (hereinafter referred to as "nostrification") – the desired result is launch of nostrification procedure,
- assistance in integrating children in extra-curricular activity clubs as part of primary school attendance – the desired result is registration with such club and defrayal of expenses,
- in case of interest, organising attendance of a special language course (e.g. focused on securing employment) – the desired result is registration on a special language course,
- in placement of children into pre-school education – the desired result is acceptance to nursery school, or play group, and defrayal of expenses.

**Social – assistance namely:**

- in making applications for social benefits according to Act No. 117/1995 Coll. on Social Support, as amended, and during further visits – the desired result is an LO decision,
- in making applications for social benefits according to Act No. 111/2006 Coll., on Assistance in Material Need, as amended, and during further visits – the desired result is an LO decision.

**Health – assistance namely:**

- in registration with health insurance companies – the desired result is registration with a health insurance company,
- in registration with a doctor and on separate visits – the desired result is registration with a general practitioner, potentially with specialists,
- in purchasing healthcare aids for handicapped persons – the desired result is purchase and payment for healthcare aids approved by the general provider of integrations services.

**Assistance in the form of an interpreter's services during interviews with authorities and other entities – the desired result is ensuring constructive negotiations with authorities and other entities.**



Art. 6  
General Provider of Integration Services

**The Minister of the Interior shall secure a general provider of integration services in 2017 and in following years.**

The task of the general provider of integration services for the entire country will be to coordinate and arrange provision of integration services to eligible persons, in collaboration with other entities such as the relevant ministries, municipalities, non-governmental, non-profit organisations, churches, volunteers, employers etc.

**The general provider of integration services undertakes to arrange provision of separate integration services to all eligible persons. The provided services may be provided by outsourcing integration services on the basis of a contract with selected integration services subcontractors.**

The priority goal is to match together supply and demand in the area of housing, employment, language and other education, supplemented by social assistance.

Art. 7  
Basic Czech Language Course

In the area of gaining Czech language skills, SIP is implemented by the Ministry of Education, Youth and Sport in the form of a basic charge-free language course of a length of 400 lessons of tuition in 2016 and subsequent years, both at RFA facilities and outside such facilities, covered by the funds specified in Art. 9(d) of the Principles.

Tuition shall be conducted by a selected entity on the basis of a multiannual framework contract with the Ministry of Education, Youth and Sport.

Tuition shall end with a final examination. A certificate will be issued, confirming completion of tuition and the result of the final examination.

Art. 8  
Legal Entities Collaborating in Implementation of SIP

The Ministries of the Interior, Finance, Education, Youth and Sport, Labour and Social Affairs and Health according to item III/1-5 of the Resolution,

The regions and Capital City Prague according to item IV of the Resolution,

**Employers**

- active cooperation with the Ministry, the Ministry of Education, Youth and Sport and the general provider of integration services on integration of eligible persons into employment,
- job offers to eligible persons,

**Municipalities**

- active cooperation with the Ministry, the Ministry of Education, Youth and Sport and the general provider of integration services on integration of eligible persons into the municipality, namely in the areas of housing, employment and social matters,
- offers to eligible persons to participate in activities conducted within the municipality,

**Non-governmental, non-profit organisations and Churches**

- active cooperation with the Ministry and the general provider of integration services in integration of eligible persons.

Art. 9  
Disbursement of Funds during Implementation of SIP

The disbursement of funds from chapter 314 – Ministry of the Interior for ensuring the integration of eligible persons in 2016 and in subsequent years from a total amount of CZK 200,000,000 per year of the following amounts:

- a) funds of up to CZK 173,500,000 for the general provider of integration services for ensuring the integration of eligible persons:
  - aa) **for ensuring integration of individuals or families up to CZK 172 500 as follows:**
    - CZK 120 000 for 1 person
    - CZK 200 000 for 2 to 4 persons in a common household
    - CZK 250 000 for 5 and more persons in a common household
  - ab) **for administration and coordination of integration of eligible persons up to CZK 1,000,000 per year**
- b) provision of purposive non-investment subsidies for the benefit of municipalities for ensuring the integration of eligible persons who applied for defrayal of net rent or part thereof by 31 December 2015 at the latest, for support of rental housing in the years 2016 to 2018 up to CZK 10,000,000 per year, specifically:
  - ba) for defrayal of net rent or part thereof for provision of housing for 1 - 3 eligible persons up to a total of CZK 4,000 per month for a period not exceeding 3 years,
  - bb) for defrayal of net rent or part thereof for provision of housing for 4 or more eligible persons up to a total of CZK 5,000 per month for a period not exceeding 3 years,
  - bc) for development of infrastructure in a municipality of a total of CZK 2,000 per month for a period not exceeding 3 years,
- c) provision of purposive non-investment subsidies for the benefit of municipalities for covering the stay of eligible persons in social services facilities in 2016 and in subsequent years up to a total of CZK 1,500,000 per year, specifically:
  - ca) up to the amounts stipulated by Ordinance No. 505/2006 Coll., which implements certain provisions of the Social Services Act,
  - cb) for development of municipal infrastructure up to a total of CZK 2,000 per month
- d) funds for the benefit of the Ministry of Education, Youth and Sport for provision of charge-free tuition of the Czech language and a separate course in the basics in the area of culture and democracy for eligible persons in 2016 and in subsequent years up to a total of CZK 15,000,000 per year.

Art. 10

Principles – Annex No. 11 repealed

Art. 11

Final Provisions

These Principles enter into effect as of 1.1.2016

*SAMPLE APPLICATION BY A PERSON GRANTED  
INTERNATIONAL PROTECTION*

APPLICATION

Mr./Ms. ...

date of birth:...

residence permit number ...

I was granted international protection on ... in the form of asylum/subsidiary protection\* (with subsidiary protection specify expiry date): ...

tel. no., address, e-mail:

In the sense of the “Principles for provision of funds from budget chapter 314 – Ministry of the Interior (hereinafter referred to as the “Ministry”) for ensuring integration of persons granted international protection in 2016 and in subsequent years” which are an appendix to the Resolution of the Government of the Czech Republic dated 20 November 2015 No. 954 “on the state integration programme for persons granted international protection in 2016 and in subsequent years” I have found housing in the municipality of ..., address ... . The lessor of the flat (flat owner or person authorised to lease it) is Mr./Ms. ... . I enclose a copy of the Flat Lease/Sublease\* Agreement which I entered into on (date) ..., including a copy of proof of ownership of the flat.

On the basis of the above facts, I apply for provision of defrayal of net rent or part thereof of CZK ..., for ... eligible person (specify here: name, date of birth, state citizenship, residence permit no./nos. of person or persons who will share a common household, in the case of subsidiary protection specify expiry date) for the month of ... year ...

Date:

eligible person’s signature

Mr. / Ms.

Mayor of Municipality

Municipality address:

\* delete as applicable

*SAMPLE APPLICATION BY A MUNICIPALITY*

APPLICATION

Municipality ...

for the provision of purposive non-investment subsidy for defrayal of net rent or part thereof (hereinafter referred to as “subsidy for defrayal of net rent”) and of purposive non-investment subsidy towards development of municipal infrastructure (hereinafter referred to as “subsidy for municipal development”) for providing housing to persons granted international protection (hereinafter referred to as “eligible persons”) in the territory of the Czech Republic in the sense of the “Principles for provision of funds from budget chapter 314 – Ministry of the Interior for ensuring the integration of persons granted international protection in 2016 and in subsequent years” which are an appendix to the Resolution of the Government of the Czech Republic dated 20 November 2015 No. 954 “on the state integration programme for persons granted international protection in 2016 and in subsequent years”.

ID No./Tax ID No.

Address (name of municipality or city, name and city district number if applicable, street, house no., postcode):

municipality bank details (account no., bank’s name and address including postcode):

mayor:

tel. no., e-mail:

Date:

Ref. no.

Appendix:

On (date) ... the municipality received an application from Mr./Ms. .... , who was granted international protection in the form of asylum/subsidiary protection on (date) ... , for provision of defrayal of net rent or part thereof for securing housing for eligible persons. The municipality agrees with the conditions specified in the Decision of the Minister of the Interior and in the aforementioned Principles. We enclose a copy of the Flat Lease/Sublease Agreement between the lessor of the flat ... and the eligible person (specify here: name, date of birth, state citizenship, residence permit no./nos. of person or persons who will share a common household, in the case of subsidiary protection specify expiry date) and a copy of proof of ownership of the flat.

The municipality shall deliver all decisive data and documents to the Ministry of the Interior and relevant regional authorities for their information via data inbox.

On the basis of the abovementioned facts and pursuant to the cited Government Resolution, the municipality applies for provision of a subsidy for the defrayal of net rent of CZK ... per month and a subsidy for municipal development of CZK ... , from the month of ... of the year ... of a total amount of ... .

signature of the mayor of municipality

official municipality stamp

Ministry of the Interior of the Czech Republic

PRAGUE

\*delete as applicable

## SAMPLE DECISION

### DECISION of the Ministry of the Interior

for the provision of purposive non-investment subsidy for defrayal of net rent or part thereof (hereinafter referred to as “subsidy for defrayal of net rent”) and of purposive non-investment subsidy towards development of municipal infrastructure (hereinafter referred to as “subsidy for municipal development”) to municipality ... for providing housing to persons granted international protection (hereinafter referred to as “eligible persons”) in the territory of the Czech Republic in the sense of the “Principles for provision of funds from budget chapter 314 – Ministry of the Interior for ensuring the integration of persons granted international protection in 2016 and in subsequent years” which are an appendix to the Resolution of the Government of the Czech Republic dated 20 November 2015 No. 954 “on the state integration programme for persons granted international protection in 2016 and in subsequent years” (hereinafter referred to as the “Resolution”).

Date:

Ref. no.

On the basis of application no. ... by municipality ... (ID No., Tax ID No.), address ... in the sense of the provisions of Sections 14 and 19 of Act No. 218/2000 Coll., on Budget Rules and on amendment of certain related Acts (Budget Rules), as amended (hereinafter referred to as “Act No. 218/2000 Coll.”), I issue a Decision on Provision of a Subsidy for defrayal of net rent at a monthly amount of CZK ... and a subsidy for municipal development at a monthly amount of CZK ..., both from chapter 314 – Ministry of the Interior totalling CZK ... . Both subsidies are provided for the period from ... to ... .

- 1) The earmarked funds from the state budget, as non-investment subsidies intended for provision of housing for eligible persons and for development of the infrastructure of the municipality (for eligible persons specify here: name, date of birth, state citizenship, residence permit no./nos. of person or persons who will share a common household, in the case of subsidiary protection specify expiry date). This condition is stipulated under Section 14(4)(d) of Act No. 218/2000 Coll., on Budget Rules and amendment of certain related acts (Budget Rules), as binding and failure to comply shall be prosecuted as breach of budget discipline according to Section 44a(4)(b) of this Act.
- 2) The size of the government approved subsidies is stipulated in Art. 9(b) of the appendix to the Resolution, depending on the number of persons who are to share a common household.
- 3) The subsidies are intended:
  - a) for defrayal of net rent<sup>1</sup> – the owner of the flat may be the municipality or a natural or legal person<sup>2</sup>
  - b) for municipal development – for repair or maintenance of municipal property, especially in the areas of transport, energy production, utilities networks and municipal furnishings in the year ... .
- 4) The subsidies will be provided by bank transfer to the bank account of municipality ..., account no. ..., kept at ... (bank) via the ... Region – bank account no. ... kept at ... (bank) once the Ministry receives a copy of the Agreement for the Defrayal of Net Rent or Part thereof between the municipality, the lessor of the flat and the eligible person and dependent on compliance with the conditions specified below.
- 5) The regional authority shall send the Ministry a copy of a current account bank statement documenting disbursement of the subsidies within 20 working days of disbursement of both subsidies to the municipality. The

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<sup>1</sup> See item 5164 – net rent (without payments for related services), according to Ordinance No. 323/2002 Coll., on Budget Structure

<sup>2</sup> Proof of flat ownership (summary from the Properties Registry) or authorisation to sublease (written consent of the owner of the flat) valid for at least three months.

municipality shall classify such received funds under budget item 4116 – other non-investment subsidies received from the state budget, purpose symbol 14336 – non-investment subsidies for provision of housing, according to Section 69 of Act No. 325/1999 Coll. on Asylum, as amended.

- 6) The municipality shall provide repeated payment from state funds of net rent or part thereof of a stipulated amount to the lessor of the flat for a period stipulated in the Decision of the Minister of the Interior or for a shorter time in the event of termination of the lease agreement or withdrawal of international protection.
  - 7) The subsidy that is intended only for the defrayal of net rent will be transferred from the municipality's bank account to the lessor's bank account:
    - a) in the case of the first transfer of funds, i.e. after the conclusion of an Agreement for Defrayal of Net Rent or Part Thereof until the funds are credited to the municipality's bank account (this involves administrative processing of the transfer of these funds from the state to the municipality), net rent will be paid in arrears with a delay.
    - b) in the case of further transfers of funds, always by the due date agreed upon between the municipality and the lessor.
- In order to ensure smooth payment of net rent or part thereof, eligible persons are required to apply to the municipality repeatedly, by the 10<sup>th</sup> day of the following month. Rent is paid in arrears for the preceding calendar month. If the lease agreement continues to be valid also in the following calendar year, the eligible person is required to apply to the municipality for a subsidy for the month of January in the course of December.
- 8) The municipality may apply for the subsidies on an ongoing basis throughout the calendar year. The subsidies for a calendar year are disbursed according to the anticipated number of "inhabited" months in the year. The subsidies cannot be disbursed to the municipality in advance for the next calendar year, but the municipality must apply for them again in January of the following year.
  - 9) The state shall contribute to development of municipal infrastructure for the period stipulated in the Decision of the Minister of the Interior or for a shorter period, in the event of termination of the lease agreement or withdrawal of international protection.
  - 10) In the event that a lease/sublease agreement for the flat terminates in the course of the year, the municipality shall inform the Ministry of this fact in writing and without delay and shall return the remaining balance of the subsidies to the Ministry via the region.
  - 11) The municipality undertakes to inform the region and the Ministry of the method in which both subsidies were used by the end of the calendar year and to keep separate accounts concerning their use.
  - 12) In the event of failure to perform the obligations specified in paragraphs 10 and 11 and in the event of breach of budget discipline while administering the subsidies, sanctions shall be applied in accordance with Section 44a(4)(b) of Act No. 218/2000 Coll.
  - 13) The provided subsidies are subject to public administration control in the sense of Section 8(2) of Act No. 320/2001 Coll. on Financial Control in Public Administration and on amendment of certain Acts (Financial Control Act), as amended.
  - 14) **The municipality shall, via the region, assign subsidies received from the state budget according to Ordinance No. 367/2015 Coll. on Principles and Deadlines for Financial Settlement of Relations with the State Budget, State Financial Activities and the National Fund (Financial Settlement Ordinance).**

The municipality shall receive the Decision of the Minister of the Interior, and the region a copy thereof.

signature of the Minister of the Interior

official stamp of the Ministry of the Interior

*SAMPLE AGREEMENT*

Agreement

concerning the defrayal of net rent or part thereof (hereinafter referred to as the “Agreement”) in the sense of the “Principles for provision of funds from budget chapter 314 – Ministry of the Interior for ensuring integration of persons granted international protection in 2016 and in subsequent years” which are an appendix to the Resolution of the Government of the Czech Republic dated 20 November 2015 No. 954 “on the state integration programme for persons granted international protection in 2016 and in subsequent years” (hereinafter referred to as the “Resolution”).

Municipality .....

Address .....

ID No./Tax ID No. ....

represented by ....., mayor of the municipality  
(hereinafter referred to as the “Municipality”)  
as the party of the first part

and

Name .....

address .....

date of birth .....

(hereinafter referred to as the “Lessor”)

as the party of the second part

and

NAME .....

address .....

residence permit number

of a person granted international protection

(hereinafter referred to as the “Eligible Person”)

as the party of the third part

together enter into the following Agreement:

Art. I

SUBJECT MATTER OF CONTRACT

The subject matter of this Agreement is defrayal of net rent or part thereof for provision of housing for the Eligible Person.



Art. II  
Eligible Person

**An eligible person for admission to SIP and for subsequent disbursement of the subsidy is a person who has been granted asylum or subsidiary protection according to Act No. 325/1999 Coll. on Asylum, as amended, who applied for defrayal of net rent or part thereof by 31 December 2015.**

An eligible person for admission to the state integration programme and for subsequent disbursement of the subsidy to the municipality is an asylee in the sense of Section 2(6) or a person enjoying subsidiary protection in the sense of Section 2(7) and Section 94(2) of Act No. 325/1999 Coll. on Asylum, as amended, who applied for the defrayal of net rent or part thereof by 31 December 2015.

Art. III  
Conditions for Defrayal of Net Rent or Part Thereof

1. The municipality shall provide repeated payment of net rent or part thereof of an amount stipulated in the Decision of the Minister of the Interior starting from the month of ... to the Lessor of flat number ... of a size of ... at the address ... for the period stipulated in the Decision of the Minister of the Interior or for a shorter time in the event of termination of the lease agreement or withdrawal of international protection. The Municipality shall provide separate payments of net rent or part thereof to the Lessor only after the transfer of the relevant funds from budget chapter 314 – Ministry of the Interior to the Municipality.
2. The flat will be used by the following eligible persons: ... (for all persons, please specify here: name, surname, date of birth, state citizenship and residence permit number, for persons with subsidiary protection specify expiry date).
3. The subsidy, which is intended only for defrayal of net rent or part thereof, shall be transferred to the Municipality's bank account no. ... kept at ... (bank) to the Lessor's bank account no. ... kept at ... (bank).
  - a) in the case of the first transfer of funds, i.e. after the conclusion of an Agreement for Defrayal of Net Rent or Part Thereof until the funds are credited to the Municipality's bank account (this involves administrative processing of the transfer of these funds from the state to the Municipality), net rent will be paid in arrears with a delay.
  - b) in the case of further transfers of funds, always by the due date agreed upon between the Municipality and the Lessor.
4. The Lessor undertakes to provide the Municipality an identical copy of the Flat Lease/Sublease Agreement with the Eligible Person.
5. The Lessor undertakes to inform the Municipality immediately about all changes arising from the Lease/Sublease Agreement with the Eligible Person which would in consequence make performance of the Municipality's obligation in item 1 Art. III impossible.
6. In the event of termination of the Lease/Sublease Agreement in the course of the year, the Lessor shall inform the Municipality of this in writing within 5 working days at latest.
7. The right to defrayal of net rent or part thereof originates on ... (state the date stipulated in the Decision of the Minister of the Interior).
8. The Eligible Person agrees that, in order to ensure smooth payment of net rent or part thereof, they are **required to apply to the municipality repeatedly**, by the 10<sup>th</sup> day of the following month. Rent is paid in arrears for the preceding calendar month. The eligible person shall apply for a subsidy for defrayal of net rent or part thereof for the months of November and December simultaneously by 10<sup>th</sup> December of the calendar

year. If the lease agreement continues to be valid also in the following calendar year, the eligible person is required to apply to the municipality for a subsidy for the month of January in the course of December.

9. Should the Lessor breach the obligations stipulated in paragraphs 5 and 6, it shall be obliged to pay the Municipality a contractual penalty of CZK 10,000. The Municipality is entitled to claim compensation for damage exceeding the contractual penalty and incurred by the Municipality due to breach of obligations by the Lessor.

ART. IV

FINAL PROVISIONS

1. This Agreement has been drawn up in three counterparts, and the Lessor, Municipality and the Eligible Person shall obtain one copy each.
2. Amendments and additions to this Agreement may be made only in writing. In the event of essential amendments to contractual terms, an addendum to the Agreement shall be executed.
3. This Agreement enters into effect on the date of signature by the contracting parties.

.....  
Municipality

.....  
Lessor

.....  
Eligible Person

**Signed in ..... date: ..... 20...**

SAMPLE SOCIAL SERVICES FACILITY APPLICATION

APPLICATION

by social services facility .....

address:

operator:

tel. no./e-mail:

In the sense of Government Resolution dated 20 November 2015 No. 954 “on the state integration programme for persons granted international protection in 2016 and in subsequent years, we apply for a subsidy for defrayal of the stay of a person granted international protection in the form of asylum or subsidiary protection\* ... (specify here: name, date of birth, state citizenship, residence permit no. of the eligible person, in the case of subsidiary protection specify expiry date) in social services facility ..., address ... , operated by ... . We enclose a copy of the Social Services Provision Agreement concerning the eligible person on ... (date).

On the basis of the above facts, we apply for provision of defrayal of the stay in the social services facility for the period from ... to ... (total of ... days) of a total amount:

charge for accommodation (amount per day, total): ...

charge for meals (amount per day, total): ...

charge for other expenses for satisfaction of personal needs (amount per month, total): ...

Date:

Name, surname of director .....

signature: .....

Mr. / Ms.

Mayor of Municipality

Municipality address:

\*delete as appropriate

SAMPLE MUNICIPALITY APPLICATION

APPLICATION  
by municipality ...

for the provision of purposive non-investment subsidy for payment for the stay (hereinafter referred to as “subsidy for payment of stay”) persons granted international protection (hereinafter referred to as “eligible persons”) in a social services facility, address: ... (hereinafter referred to as the “Provider”) and a purposive non-investment subsidy towards development of municipal infrastructure (hereinafter referred to as “subsidy for municipal development”) to municipality ... for providing housing to persons granted international protection (hereinafter referred to as “eligible persons”) in the territory of the Czech Republic in 2016 in the sense of the “Principles for provision of funds from budget chapter 314 – Ministry of the Interior for ensuring the integration of persons granted international protection in 2016 and in subsequent years” which are an appendix to the Resolution of the Government of the Czech Republic dated 20 November 2015 No. 954 “on the state integration programme for persons granted international protection in 2016 and in subsequent years”.

ID No./Tax ID No.:

Address (name of municipality or city, name and number of city district if applicable, street, house no., postcode):

municipality bank details (account no., name and address of bank, including postcode):

mayor:

tel. no., e-mail:

Date:

Ref. no.

Appendix:

On ... the municipality received a social services facility application for ..... who was granted international protection in the form of asylum/subsidiary protection\* on ..... , for payment of expenses connected with the stay in the social services facility. The municipality agrees with the conditions specified in the Decision of the Minister of the Interior and in the aforementioned Principles. We enclose a copy of the Social Services Provision Agreement between the social services facility and the eligible person (specify here: name, date of birth, state citizenship, residence permit no. of the eligible person, in the case of subsidiary protection specify expiry date).

The municipality shall deliver all relevant data and documents to the Ministry of the Interior, and via data inbox to the relevant regional authority for their information.

On the basis of the above facts, we apply for provision of payment of the stay of the eligible person in social services facilities for a period from ... to ... (total of ...days) at an amount of:

charge for accommodation (amount per day, total): ...

charge for meals (amount per day, total): ...

charge for other expenses for satisfaction of personal needs (amount per month, total): ...

At the same time, we apply for a subsidy for municipal development of CZK ... per month, i.e. from the month of ..., year ... at a total of ... .

signature of mayor of municipality

official municipality stamp

Ministry of the Interior of the Czech Republic

PRAGUE

\*delete as appropriate

SAMPLE DECISION

of the Minister of the Interior

for the provision of purposive non-investment subsidy for payment for the stay (hereinafter referred to as “subsidy for payment of stay”) persons granted international protection (hereinafter referred to as “eligible persons”) in a social services facility, address: ... (hereinafter referred to as the “Provider”) and a purposive non-investment subsidy towards development of municipal infrastructure (hereinafter referred to as “subsidy for municipal development”) to municipality ... for providing housing to persons granted international protection (hereinafter referred to as “eligible persons”) in the territory of the Czech Republic **in 2016** in the sense of the “Principles for provision of funds from budget chapter 314 – Ministry of the Interior for ensuring the integration of persons granted international protection in 2016 and in subsequent years” which are an appendix to the Resolution of the Government of the Czech Republic dated 20 November 2015 No. 954 “on the state integration programme for persons granted international protection in 2016 and in subsequent years”.

Date:

Ref. no.

On the basis of application no. ... by municipality ... ID No. ..., (Tax ID No....), address ... in the sense of the provisions of Sections 14 and 19 of Act No. 218/2000 Coll., on Budget Rules and on amendment of certain related Acts (Budget Rules), as amended, I issue a Decision on Provision of a Subsidy for defrayal of a stay at a monthly amount of CZK ... and a subsidy for municipal development at a monthly amount of CZK ..., both totalling CZK ... . Both subsidies shall be provided from chapter 314 – Ministry of the Interior chapter, from ... to ... .

- 1) The earmarked funds from the state budget, as non-investment subsidies intended for provision of the stay of eligible persons and for development of the infrastructure of municipality (specify here: name, date of birth, state citizenship, residence permit no. of all eligible persons). This condition is stipulated under Section 14(4)(d) of Act No. 218/2000 Coll., on Budget Rules and amendment of certain related acts (Budget Rules), as amended (hereinafter referred to as “Act No. 218/2000 Coll.”), as binding and failure to comply shall be prosecuted as breach of budget discipline according to Section 44a(4)(b) of this Act.
- 2) The size of government approved subsidy for defrayal of the stay is stipulated at the same amount as for citizens of the Czech Republic.
- 3) The subsidy from the state budget is intended:
  - a) for defrayal of the stay of eligible persons in a social services facility
  - b) for municipal development – for the repair or maintenance of municipal property in the areas of transport, power generation, utilities networks and municipal furnishings in the year ... .
- 4) The subsidies will be provided by bank transfer to the bank account of municipality ..., account no. ..., kept at ... (bank) via the ... Region – bank account no. ... kept at ... (bank) once the Ministry receives a copy of the Agreement for the Defrayal of Net Rent or Part thereof between the municipality, the lessor of the flat and the eligible person and dependent on compliance with the conditions specified below.
- 5) The regional authority shall send the Ministry a copy of a current account bank statement documenting disbursement of the subsidies within 20 working days of disbursement of both subsidies to the municipality. The municipality shall classify such received funds under budget item 4116 – other non-investment subsidies received from the state budget, purpose symbol 14336 – non-investment subsidies for provision of housing, according to Section 69 of Act No. 325/1999 Coll. on Asylum, as amended.

- 6) The municipality shall provide repeated payment of the stipulated amount for the stay of an eligible person in a social services facility without any time restriction, or for a shorter time if the eligible person's stay terminates or if international protection is withdrawn.
- 7) The subsidy which is intended only for defrayal of the stay of the eligible person in a social services facility shall be transferred from the municipality's bank account to the social services facility bank account (hereinafter referred to as the "Provider") by a specified date in each month.
- 8) In order to ensure smooth payment of the eligible person's stay in a social services facility, the social services provider is required to apply to the municipality repeatedly, by the 10<sup>th</sup> day of the following month. The stay in the facility is paid in arrears for the preceding calendar month. If the Social Services Provision agreement continues also into the following calendar year, the social services provider is required to apply to the municipality for a subsidy for the month of January in the course of December.
- 9) The subsidies are disbursed for a calendar year according to the anticipated number of "inhabited" months in the year. The subsidies cannot be disbursed to a municipality in advance for the next calendar year, but the municipality must apply again in January of the following year.
- 10) The state shall contribute to development of municipality infrastructure at the stipulated rate without time restriction or for a short period if the eligible person's stay is terminated or their international protection withdrawn.
- 11) If the Eligible Person's Stay Agreement for the social services facilities is terminated in the course of the year, the municipality shall inform the Ministry of this fact in writing and return the remaining balance of both subsidies to the Ministry via the region without delay.
- 12) The municipality undertakes to inform the region and the Ministry by the end of the calendar year on the method in which both subsidies have been used and to record their use in its accounting records separately.
- 13) In the event of failure to perform the obligations specified in paragraphs 11 and 12 and in the event of breach of budget discipline while administering the subsidies, sanctions shall be applied in accordance with Section 44a(4)(b) of Act No. 218/2000 Coll.
- 14) The provided subsidies are subject to public administration control in the sense of Section 8(2) of Act No. 320/2001 Coll. on Financial Control in Public Administration and on amendment of certain Acts (Financial Control Act), as amended.
- 15) **"The municipality shall, via the region, assign subsidies received from the state budget according to Ordinance No. 367/2015 Coll. on Principles and Deadlines for Financial Settlement of Relations with the State Budget, State Financial Activities and the National Fund (Financial Settlement Ordinance)".**

The municipality shall receive the Decision of the Minister of the Interior, and the region a copy thereof.

signature of the Minister of the Interior

official stamp of the Ministry of the Interior

SAMPLE AGREEMENT

Agreement

concerning defrayal of the stay of the persons granted international protection in the form of asylum or subsidiary protection in social services facilities (hereinafter referred to as the “Agreement”) in the sense of the “Principles for provision of funds from budget chapter 314 – Ministry of the Interior (hereinafter referred to as the “Ministry”) for ensuring integration of persons granted international protection in 2016 and in subsequent years” which are an appendix to the Resolution of the Government of the Czech Republic dated 20 November 2015 No. 954 “on the state integration programme for persons granted international protection in 2016 and in subsequent years”

Municipality .....  
Address .....  
ID No. ....

Represented by ..... , mayor of the municipality,  
(hereinafter referred to as the “Municipality”)  
as the party of the first part

and

Name of facility .....  
address .....  
represented by ... (name) .....  
(hereinafter referred to as the “Social Services Facility”)  
as the party of the second part

together enter into the following Agreement:

Art. I

SUBJECT MATTER OF AGREEMENT

The subject matter of this Agreement is the defrayal of the stay of an eligible person in a social services facility.

Art. II

Eligible Person

**An eligible person for admission to SIP and for subsequent disbursement of subsidy to the municipality is a person who has been granted asylum or subsidiary protection according to Act No. 325/1999 Coll. on Asylum, as amended, who applied for defrayal of their stay in a Social Services Facility.**

Art. III

Conditions for the Defrayal of a Stay in a Social Services Facility

1. The municipality shall provide repeated payment for the stay of an eligible person in a social services facility for the period specified in the Decision of the Minister of the Interior, or for a shorter time if the eligible person's stay terminates or if international protection is withdrawn, of the following amount:  
**Accommodation: CZK ...**  
**Meals: CZK ...**  
**Other expenses for satisfaction of personal needs: CZK ...**  
**Total amount: CZK ...**  
The Municipality shall provide separate payments for the eligible person's stay to the Social Services Facility only after the transfer of the relevant funds from budget chapter 314 – Ministry of the Interior to the Municipality's account.
2. The stay in the Social Services Facility will be enjoyed by (specify here: name, surname, date of birth, state citizenship, residence permit no. of the eligible person, in the case of subsidiary protection specify expiry date).
3. The subsidy, which is intended only for defrayal of the eligible person's stay in a Social Services Facility, shall be transferred from the Municipality's bank account no. ... kept at ..., Social Services Facility bank account no. ... kept at ... .
  - a) in the case of the first transfer of funds, i.e. after the conclusion of this Agreement until the funds are credited to the municipality's bank account (this involves administrative processing of the transfer of these funds from the state to the municipality), net rent will be paid in arrears with a delay.
  - b) in the case of further transfers of funds, always on the basis of an application by the Social Services Facility for the calendar month in question, by the due date agreed upon between the Municipality and the Social Services Facility.
4. The Social Services Facility undertakes to supply the Municipality with an exact copy of the Social Services Provision Agreement concerning the eligible person.
5. The Social Services Facility undertakes to inform the Municipality immediately of any changes arising from the Social Services Provision Agreement which would in consequence make performance of their obligation in item 1 Art. III impossible.
10. In the event of termination of the Social Services Provision Agreement, the Social Services Facility shall inform the Municipality of this fact in writing at latest within 5 working days.
11. The right to defrayal of the eligible person's stay in the Social Services Facility arises on ... (specify here the date stipulated in the Decision of the Minister of the Interior).
12. The Social Services Facility agrees that, in order to ensure smooth payment of the eligible person's stay, it is required to apply to the municipality repeatedly by the 10<sup>th</sup> day of the following month. The stay is paid in arrears for the preceding calendar month. If the Social Services Provision Agreement continues also into the following calendar year, the social services provider is required to apply to the municipality for a subsidy for the month of January in the course of December.
13. Should the Social Services Facility breach the obligations stipulated in paragraphs 5 and 6, it shall be obliged to pay the Municipality a contractual penalty of CZK 10,000. The Municipality shall be entitled to claim potential compensation for damage exceeding the contractual penalty, incurred by the Municipality due to breach of its obligations by the Social Services Facility.

#### ART. IV

#### FINAL PROVISIONS



- 4. This Agreement has been drawn up in two counterparts of which the Social Services Facility and the Municipality each obtain one copy.
- 5. Amendments and additions to this Agreement may be made only in writing. In the event of essential amendments of contractual terms, an addendum to the Agreement shall be executed.
- 6. This Agreement enters into effect on the date of signature by the contracting parties.

.....  
Municipality

.....  
Social Services Facility

SAMPLE application

Application by a person granted international protection in the form of asylum or subsidiary protection for admission to the state integration programme

I hereby apply for admission to the state integration programme (hereinafter referred to as “SIP”) for persons granted international protection in the territory of the Czech Republic and I confirm that I acknowledge the SIP rules which I have received in written form and I am fully accordant with them. **I further acknowledge that the applications of eligible persons sharing a common household will be assessed jointly.**

To facilitate further progress in my integration I provide below true data about myself and my family members and my current residential address and, in the event of any change, I shall inform the department of asylum and migration policy of the Ministry of the Interior immediately.

I consent to the disclosure of my personal and other data (name, surname, date of birth, state citizenship, language of proceedings, form of international protection, address and telephone number) to the general provider of integration services, the Ministry of Education, Youth and Sport and to the provider of the charge-free Czech language course for organisational purposes and also to the Ministry of Labour and Social Affairs for purposes of assistance in entry to the labour market. **The general provider of integration services may disclose the aforementioned personal and other data to subcontractors for the purpose of provision of integration services.**

Applicant:

name: ..... surname: .....

date of birth: ..... state citizenship: .....

reference number: ..... language of proceedings: .....

NPM Decision: .....

Form of international protection: granted asylum / subsidiary protection\* until .....

residence permit

number: .....

I further specify all members of the family:

I apply for admission to SIP also on behalf of minor children :

name: ..... surname: .....

date of birth: ..... state citizenship: .....

reference number: ..... language of proceedings: .....

NPM Decision: .....

Form of international protection: granted asylum / subsidiary protection\* until .....

residence permit number: .....

relationship to person granted international protection: .....

Contact details:

Street name and house no.: ..... postcode and name of municipality: .....

Tel. no.: ..... E-mail: .....

Signed in ..... date .....

Signature of beneficiary of international protection : .....

Please deliver the completed application in person or by postal despatch within 15 days of being granted international protection to the address below:

Ministry of the Interior  
Department of Asylum and Migration Policy  
Refugee Relocation and Integration Unit  
P.O. Box 21/OAM  
Nad Štolou 3  
170 34 PRAHA 7

\*delete as appropriate

**Sample individual integration plan**

Individual Integration Plan (hereinafter referred to as “IP”)

**1. Information concerning subcontractors of integration services**

Provider of Integration Services (municipality, non-government non-profit organisations, church, other legal entity)

Address, ID No./Tax ID No.

Compiled by (employee responsible for IP)

Date of compilation of IP

Number of legal entities

Total amount for provision of integration services for the duration of implementation of the IP

**2. Information from the Ministry of the Interior concerning all members of the family**

name, surname

date of birth

state citizenship

language of proceedings

form of international protection (asylum or subsidiary protection)

entering into effect (duration of subsidiary protection)

address

tel. no.

e-mail

**3. Description of client’s situation**

**4. Provision of integration services in the specified areas (method of provision + copy of decisive documents, e.g. lease agreement, employment agreement etc.)**

**Housing – provision of namely:**

- of housing on a lease or sublease agreement, or else on an accommodation agreement if accommodation is linked to employment for a minimum period of 1 year,
- if necessary, defrayal of initial costs shall be arranged for: estate agent’s fee of a maximum of one month’s rent of the leased flat, a one-off and non-repayable financial contribution towards securing housing, payment of the first and, potentially, the second month’s rent,
- the general provider of integration services in collaboration with its integration services subcontractor shall decide upon and approve the purchase of one-off flat furnishings with essential basic furniture and appliances (e.g. washing machine, refrigerator etc.) by the eligible person. These furnishings and appliances shall become the property of the eligible person, including all items to satisfy basic needs in all areas of integration of eligible persons stipulated by the Resolution on the basis of individual assessment of separate cases from the point of view of necessity and economy.
- of moving the eligible person into the flat, including defrayal of moving expenses.

**Employment – assistance namely:**

- in making an application for intermediation of employment – the desired result is registration with the Labour Office (hereinafter referred to as “LO”) and assistance during further visits to the LO,
- in job seeking using the range job vacancies available – the desired result is a job offer,
- in arranging for requalification – the desired result is a place on a requalification course,

- in compiling an individual action plan (hereinafter referred to as “IAP”) – the desired result is an IAP developed by the LO,
- in arranging other courses – the desired result is improvement of qualifications and of employment options in the labour market.

**Education – assistance namely:**

- in placement of children in primary school as part of compulsory school attendance – the desired result is acceptance of children into the locally appropriate primary school,
- assistance in applications for study at secondary school or university (provision or organisation of attendance of language preparation for entrance examinations) – the desired result is enrolment on a language course,
- assistance in submitting a request for recognition of foreign secondary school and university education and certificates proving such education (hereinafter referred to as “nostrification”) – the desired result is launch of nostrification procedure,
- assistance in integrating children in extra-curricular activity clubs as part of primary school attendance – the desired result is registration with such a club and defrayal of expenses,
- in the event of interest, organising attendance of a special language course (e.g. focused on securing employment) – the desired result is registration on a special language course,
- in placement of children into pre-school education – the desired result is acceptance to nursery school, or play group, and defrayal of expenses.

**Social – assistance namely:**

- in making applications for social benefits according to Act No. 117/1995 Coll. on Social Support, as amended, and during further visits – the desired result is an LO decision,
- in making applications for social benefits according to Act No. 111/2006 Coll., on Assistance in Material Need, as amended, and during further visits – the desired result is an LO decision.

**Health – assistance namely:**

- in registration with health insurance companies – the desired result is registration with a health insurance company,
- in registration with a doctor and on separate visits – the desired result is registration with a general practitioner, potentially with specialists,
- in purchasing healthcare aids for handicapped persons – the desired result is purchase and payment for healthcare aids approved by the general provider of integrations services.

Assistance in the form of an interpreter’s services during interviews with authorities and other entities – the desired result is ensuring constructive negotiations with authorities and other entities.

**Eligible person’ declaration:**

I have been informed and acknowledge that I am required to cooperate actively with the integrations services subcontractor and potentially with the general provider of integration services on compilation of an IP and its implementation. I agreed with the IP and consider it to be a solemn document. I am aware that if I do not actively cooperate in implementation of the IP, upon approval by the Ministry the general provider of integration services shall be entitled to terminate cooperation.

Signature of eligible person (for a family, the signature of one adult is enough): ...

Signature of integration services subcontractor: ...

Signature of interpreter: ...

5. Updating IP (periodic information from Ministry of the Interior/RFA)

6. Short-term plan (periodic report after 6 months)

7. Long-term plan (final report after 12 months)