

**INFORMATION CENTRE FOR NON-PROFIT ORGANISATIONS  
A PUBLIC BENEFIT ORGANISATION  
ANNUAL REPORT 2001**

## INTRODUCTION

This is the Annual Report of the Information Centre for Non-profit Organisations (Informační centrum neziskových organizací, ICN) for the year 2001. The year 2001 was an important turning point for ICN in the process of the professional development of services and the company's operation. The preceding two years of increased efforts of ICN's employees yielded the first fruits. The quality of services improved, their range was extended, their users significantly increased, technical equipment improved, important ICN projects were given support, and we were successful in establishing well-functioning co-operation with businesses and gaining their support for the implementation of our activities. ICN's successes in the year 2001 are to be found later in this report. To conclude, I would like to express my wish for the year 2002, during which ICN will celebrate the tenth anniversary of its existence, to be successful not only for ICN but also for other non-profit organisations.



Ing. Marek Šedivý  
ICN, o.p.s. Executive Director

## WHO WE ARE

The Information Centre for Non-profit Organisations, a public benefit corporation (hereinafter only ICN) was established in 1993 to serve and support the work of all those who have decided to contribute to the creation of a well-functioning civil society by the means available to them – whether it be money, knowledge, free time or their everyday work.

ICN's mission is to continuously support the development of the non-profit sector by providing services to non-profit organisations. The main aims of the organisation include the professional development of the non-governmental, non-profit organisations' activities and the support of their mutual co-operation.

ICN is an open organisation taking an active part in the development and improvement of interdisciplinary, regional and foreign co-operation.



## WORKING TEAM (AS OF 31 DEC. 2001)

### Employees

Kateřina Bláhová  
– *Assistant to the Director*  
Mgr. Eržika Frinková  
– *Robert Bosch Foundation Programme*  
Karel Kmoch  
– *Training Programme*  
Bc. Alena Némčíková  
– *Information Services Programme*  
Ing. Alexander Papánek  
– *Civil Service*  
Mgr. Petr Pirochta  
– *Information Services Programme*  
Ing. Marek Šedivý  
– *Executive Director*  
Dagmar Ševčíková  
– *Robert Bosch Foundation Programme*  
Ing. Marek Tatara  
– *Civil Service*  
Mgr. Jana Zahradníčková  
– *Information Services Programme*

### External Employees (as of 31 Dec. 2001)

Mgr. Martin Kvítek  
– *Editor of GRANTIS magazine*  
Milena Petřýlová  
– *Accountant*

### Board of Directors

Ing. Roman Branberger  
– *Member (UNICUS, s.r.o.)*  
Irena Brichta  
– *Member (Heidrick & Struggles, Brichta & Partners)*  
Charlotte Sommer  
– *Chair (Nicholson International CEE & NE)*

### Supervisory Board

Richard Medek  
– *(Česká televize – Czech Television)*  
JUDr. Tomáš Sokol  
– *(Brož & Sokol & Novák Lawyer's Offices)*  
RNDr. Karel Winkelbauer  
– *(Prague 2 Municipality)*



## LONG-TERM PROJECTS

### Information Services

ICN makes available to the public the most extensive range of information on the non-profit sector in the Czech Republic. Within the information services programme, ICN runs a library, Database of non-profit organisations in the CR, Database of financial resources for non-profit organisations, ICN Club, provides information and facilitates consulting services provided by experts in non-profit law, accounting, and tax and project-related consulting. ICN information services are used not only by non-profit organisations' employees but also by public administrators, journalists and entrepreneurs. The library is frequently visited by students, mainly from co-operating universities – The Faculty of Humanities of Charles University and the Faculty of Economics and Management of the Czech University of Agriculture in Prague, where subjects dealing with non-profit issues are taught.

In 2001, the information department was visited by 2,095 persons and its staff responded to 3,396 telephone inquiries. The number of queries sent by e-mail or by post was not registered, however, they amounted to thousands. As we started to administer our own web sites, a number of documents became available also for the users from the CR regions requiring no personal visits or other contacts.

### Library

The ICN library offers a unique collection of literature on the non-profit sector and includes directories of non-profit organisations, annual reports, theses, books on non-profit sector, as well as publications addressing special issues (fundraising, legislation, human rights, environmental issues, etc.), and other materials.

As of 31 December 2001, the library fund provided for 3,035 items in total (360 items as annual acquisition, representing 214 titles). The ICN library made also available a number of brochures, non-published and archival materials, as well as 128 periodicals issued mainly by Czech and foreign non-profit organisations. The library fund is catalogued by the Clavius automated library system enabling titles to be searched directly from the ICN web sites.

### Professional Consulting

ICN facilitates individual consultations with experts in law, accounting and tax issues for non-profit organisations. In 2001, ICN extended the range of services by providing consultations concerning the legal aspects of non-governmental, non-profit organisations' public activities (freedom of speech, publishing activity, copyright, assembly), contractual relations and gainful employment through the ARS AEQUI et BONI (Studio of Rights) civic association. Further, consultations concerning drafting

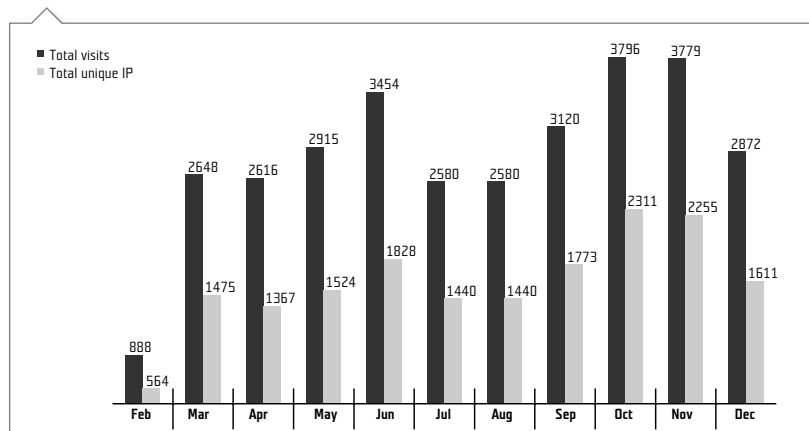
projects and grant applications, including applications to European Union programmes were re-introduced. In 2001, 134 consultations were provided.

### The Database of Non-profit Organisations in the CR

The Database of Non-profit Organisations in the CR (DBNO) was made available to the public on the ICN web sites as of April 2001. At the same time, the database administration philosophy changed – ICN neither distributes printed questionnaires nor makes manual updates to the database information but offers the possibility for all organisations to complete their own registration and data administration / up-dates easily via the Internet. This procedure has proved successful, and in addition to the significant cost-efficiency in database administration, it also provides improved update of records. The database of non-profit organisations enables all users search capabilities by full or partial name, full text, key word, target group, legal form of an organisation or location of registered office. ICN signed an agreement with the CR Ministry of Finance on data exchange between the DBNO administered by ICN and CEDR database (Central Register of the State Budget Subsidies). Under this agreement, ICN started to develop the technical interface needed to provide links between these two extensive databases. As of 31 December 2001, the Database of non-profit organisations in the CR included a total of 2,492 records.

### Database of Financial Resources for Non-profit Organisations

The spring of 2001 saw the start of the development of a public Database of financial resources for non-profit sector (DBFZ) aimed at providing users with searching possibilities similar to the above Database of non-profit organisations in the CR. The ICN staff developed a trial version of the public database that should replace the previously used internal ICN database and the printed "Compendium of Financial Resources". It should also become the basic information tool for searching financial





ICN library is also a place for exchanging experiences among NGOs staff

resources for non-profit organisations. At the end of the year, the DBFZ project was supported by the *Civil Society Development Foundation within the Civil Society Development Programme funded by EU Phare*. In the spring of 2002, the DBFZ will be ready to start operating via the Internet – non-profit organisations' employees could start using its information during the second quarter of 2002.

#### Grant Calendar

The grant calendar (GC) was the basic information product of ICN in 2001 providing information on financial resources for non-profit organisations. The grant calendar includes basic information on grant application deadlines listed according to the deadline dates. ICN employees make daily updates, free weekly e-mail distribution to those interested, as well as distribution through other ICN services. The number of e-mail addresses the grant calendar is regularly sent to increased from approximately 300 to 520 in the course of the year. Individual GC updates in 2001 included information on 80–160 programmes on average. The grant calendar in 2001 was produced by ICN in co-operation with Econect, civic association.

#### Calendar of Events

In August 2001, ICN re-introduced the Calendar of Events published on its web sites and in printed form distributed to the members of the ICN Club. This service aims to inform the general public on activities of non-profit organisations in order to contribute to their successful implementation. The calendar most frequently includes benefit events, open house days, conferences, forums, discussions, lectures and exhibitions. From August to December 2001, the calendar included 252 events organised by non-profit organisations throughout the entire Czech Republic.

#### Calendar of Training and Educational Activities

At the end of the summer of 2001, ICN started to develop the Calendar of Training and Educational Activities organised by non-profit organisations. In addition to its own workshops, the calendar includes

the workshops of other organisations. The Calendar of Training and Educational Activities aims to help the staff of non-profit organisations in their search for and selection of the wide range of workshops designed for them. The Calendar includes a total of 61 workshops for non-profit organisations.

#### ICN Club

The ICN Club services are intended for all those interested in the activities of the non-profit sector regardless of the region or area they work in (non-profit organisations, students, public administration, companies supporting the non-profit sector, etc.). Club members are connected to the ICN information network and have favorable terms for access to the complete range of information, consulting and educational services of ICN. On a monthly basis, Club members receive the "Information Services" packet which includes the job fair, grant calendar, one copy of the current issue of GRANTIS magazine and other information on current events held within the non-profit sector. ICN Club members are also entitled to discounts when using ICN services (workshops, consultations, publication acquisition, ICN library services, etc.). At the end of 2001 the ICN Club had 330 members from the entire Czech Republic.

#### Job Fair

The daily updated Job Fair includes advertisements offering job vacancies in non-profit organisations and advertisements of those interested in working in non-profit sector. Advertisements are accepted free of charge and are published on the ICN web sites, in GRANTIS magazine, as part of the ICN Club Information Service and posted in the ICN office. In 2001, the Job Fair published 240 advertisements.

#### Publications issued by ICN

In 2001, ICN issued three publications:

- **A Guide to the ICN Library Fund.** A selective bibliography of the ICN library fund includes the most important titles from various fields by subject classification. The brochure provides a basic orientation to the ICN library fund and

serves as a supplement to the more complete electronic catalogue. It was issued with support from *the Civil Society Development Foundation*.

- **Volunteers in non-profit organisations.** A methodology guide intended for employees of non-profit organisations working with volunteers, as well as others interested in voluntary work. Published with support from *the CR Ministry of Labour and Social Affairs*.

- **30 Days for the Civic Sector – 2001 Almanac.**

A collection of documents from the fourth year of the national PR campaign held in February 2001, including the response from media. In Czech and English.

*The ICN Information Service Programme was financially supported by the Charles Stewart Mott Foundation and the Civil Society Development Foundation. Microsoft and ComputerPress made contributions of their services and products. A considerable portion of the cost for the operation of the information department was funded by ICN.*

#### Regional Project

Since 1995, based on co-operation with regional partners, ICN has tried to make its information and services available in all CR regions, promoting and supporting mutual communication of non-profit organisations and the partnership between the civic sector and public administration at the local level.

#### Co-operation with Public Libraries

ICN has for a long time cooperated with selected public libraries to provide services to non-profit organisations in regions throughout the Czech Republic. This project currently includes 45 public libraries.

All co-operating libraries regularly receive updated information on non-profit sector from ICN in the form of the ICN Club Information Service and GRANTIS magazine – A Monthly for the Non-Profit Sector. Libraries have acquired a reference



ICN team – discussing new webpages

collection of basic information on the non-profit sector from ICN and regularly update it. Some libraries map non-profit organisations in their surrounding towns, actively participate in the organisation of activities (e.g. providing premises for meetings or exhibitions). Most libraries have already started to provide the targeted services, i.e. they make their own search of suitable recipients for the acquired information. All libraries are equipped with a computer for access to the Internet.

Regular annual working sessions are held to develop mutual contacts between library employees linked to the ICN network. The purpose is to share experiences in providing information on the non-profit sector as well as joint decisions for further network development and service improvements in the year to come. In April 2001, ICN organised two such meetings in Kroměříž (for libraries in Moravia) and in Prague (for libraries in Bohemia).

Under the auspices of the Centre for Democracy and Free Business Activity, a total of 13 libraries participated in the organisation of meetings of citizens and politicians within the “Coming Decade” project. In December 2001, ICN organised a three-day workshop for the employees of co-operating libraries as part of the project “When You Say Volunteer...” supported by the CR Ministry of Labour and Social Affairs (see the section on Short-term Projects).

For the fourth year, the regional ICN centre at the Kroměříž Region Library had provided non-targeted and targeted services for non-profit and other organisations from the entire Zlín Region. In 2001, the centre provided information during personal contact with 415 individuals and responded to several hundred additional telephone and e-mail inquiries. In addition to providing standard information service (searching the DBNO and its update with the information on the Zlín Region non-profit organisations, regional press monitoring, bibliography of literature on non-profit sector, project consultations, etc.), the library helps to promote

activities of non-profit organisations in the Kroměříž Region, e.g. in the form of presentations, exhibitions or discussions on the non-profit sector, donors and voluntary work for secondary schools.

#### Association of Non-profit Organisations Providing Support for Non-profit Sector in the Regions

In the middle of 2001, ICN initiated and became one of the founding members of the Association of Non-profit Organisations Providing Support for the Non-profit Sector in the Regions. The aim of its activity is to create an effective network of co-operating non-profit organisations that use their services (mainly information, education and consulting) for the development of the non-profit sector in individual regions. The Association's network currently covers six CR regions, including the following members (in addition to ICN): EkoCentrum Brno, INKANO from Písek, Občanské poradenské středisko, o.p.s. (Civic Consulting Centre, o.p.s.) from Hradec Králové, “Piafa” Association from Vyškov, Společnost pro Jizerské hory (The Jizerské Mountains Society) from Liberec and the Vita Civic Association from Ostrava. In September 2001, the Charles Stewart Mott Foundation provided a two-year grant in support of this project.

*The regional project in 2001 was supported by the Charles Stewart Mott Foundation and the Civil Society Development Foundation. Additional costs were covered by ICN.*

#### Training Programmes

ICN's training programmes are aimed at contributing to the professional growth of the non-profit organisations' staff and to increase their flexibility in order to contribute to the professional development of the non-profit organisations' work.

##### Basic Training Programme

ICN's basic training programme in 2001 built on the traditional concept from previous years. The organised workshops related mainly to such issues as the management of non-profit organisations, their financing, accounting, legal issues, public presen-

tations and use of human resources. The basic course included a new, interactive four-day module focused on fundraising. In the course of the year, ICN responded to non-profit organisations' need for training in raising funds from the grant making entities of the European Union and organised a workshop with a follow-up addressing this topic. The basic training programme in 2001 included 19 workshops attended by 299 participants.

*The costs of the basic training programme were totally covered by ICN's own resources.*

##### Long-term Fundraising Course for Trainers and Consultants

In the autumn of 2001, *the Civil Society Development Foundation* provided support for the project “Promoting Education of Non-profit Organisations' Employees in the CR Regions through a Network of Professional Trainers and Consultants”. At the conclusion of this project in December 2002, there will be 15 trainers from the Czech Republic regions able to conduct workshops for staff of non-profit organisations. They will also be able to provide professional consultations in fundraising skills, required for funding of their activities for the public benefit.

*The long-term course in fundraising for trainers and consultants was supported by the Civil Society Development Foundation using funds from Phare of the European Union (The Civil Society Development Programme). Costs were partly covered by ICN.*



ICN office

## SHORT-TERM PROJECTS

### “Discussing the European Union with Citizens of the Czech Republic”

The project “Discussing the EU with Citizens of the CR” was carried out after ICN was awarded the tender organised by the CR Ministry of Foreign Affairs in co-operation with the European Movement in the CR and was initiated already in 2000. ICN assumed the role of the main co-ordinator of this extensive project, assisted by other non-profit organisations (the Spiralis Civic Association and the Information Centre for the Český Krumlov Civic Sector). The project aimed mainly at generating interest and initiating public discussion on the accession of the Czech Republic to the European Union by means of the activities of non-profit organisations. A media campaign started at the beginning of the year and culminated in February 2001 together with the campaign “30 Days for the Civic Sector”. The project included the following parts:

Exploring the information needs of non-profit organisations regarding the EU. A questionnaire was produced and distributed to 3,138 non-profit organisations' locations. We received the total of 815 completed questionnaires. The results of the questionnaire analysis were publicly available on the ICN web sites in the course of 2001 and are currently available at ICN headquarters. The data collected was used to produce an electronic catalogue of 786 organisations whose activities deal with the issues of the CR accession to the EU.

#### Workshops for Staff of Non-profit Organisations

Workshops on the European Union held on the premises of the CR Senate in May and June 2001 provided employees of non-profit organisations with basic information on the EU and showed the possibilities arising from the expected accession of the CR to the EU. Five 2-day workshops on themes of the non-profit sector were held (health and social issues, culture and protection of cultural heritage, human rights, environmental issues, transport and agriculture, young people's leisure time and crime prevention). The workshops were attended by 167 participants.

#### Conference

A two-day conference “Non-profit Organisations and the European Union in 2001” organised under the auspices of Ramiro Cibrian, the EU Ambassador and the Head of the European Commission Delegation in the CR, was held on at the CR Ministry of Foreign Affairs on 19 and 20 June 2001. The first part of the first conference day was dedicated to general issues concerning the importance of the non-profit sector in the integration process. The second part of the first day focussed on the discussion concerning the foundation of an organisation that would represent the CR non-profit sector at discussions with EU institutions. The second day of the conference was in the form of six working sessions divided into individual non-profit areas. The conference was attended by more than 300 non-profit organisations' representatives, journalists, civil servants, local government employees and foreign guests.

#### “Discussing the European Union with Citizens of the Czech Republic” Fund

The project “Discussing the EU with Citizens of the Czech Republic” included also the administration of the fund created by the CR Ministry of Foreign Affairs. It was intended for the promotion of non-profit organisations' projects to generate interest and discussion by the general public on issues of the CR accession to the EU. ICN as the fund administrator received a total of 34 requests for financial support. The grant commission composed of prominent Czech non-profit sector personalities recommended support for 10 projects of the following organisations: Ars Aequi et Boni (Studio of Rights), Asociace na podporu rozvoje informačních center pro mládež v ČR (Association for the Promotion of the Development of Information Centres for Youth in the CR), Fórum dárců (Donors Forum), Institut EuroSchola (EuroSchola Institute), Pražské ekologické centrum (The Prague Environmental Centre), Respekt, o.p.s., Společnost pro Jizerské hory, o.p.s. (The Jizerské Mountains Society), Spolek občanské soudrživosti Zvony (The League of the Civil Solidarity Zvony), občanské sdružení Šumava

bez hranic (The Šumava Without Borders Civic Association) and občanské sdružení VO 106 (VO 106 Civic Association). A total of CZK 900,000 was allocated.

*“Discussing the EU with Citizens of the CR” project was part of the Communication Strategy prior to the CR Accession to the EU funded by the CR Ministry of Foreign Affairs and supported by the Royal Netherlands Embassy. Czech Airlines and the Pyramida Praha Hotel provided their services to support the project.*

#### Joint Web Sites of the Non-profit Sector in the Four Visegrad Countries

In the second half of 2001, ICN began co-operating with three other non-profit organisations (information centres) of the Visegrad countries (FIP from Poland, SAIA-SCTS from Slovakia and NIOK from Hungary) on the creation and monthly update of a joint web site on the non-profit sector in the member states.

The following information is to be found on the Internet address [www.visegrad.ngo.pl](http://www.visegrad.ngo.pl):

- Brief history and current situation of the non-profit sector in individual countries.
- Statistical data on the number of non-profit organisations.
- Applicable legal provisions concerning non-profit organisations in individual countries.
- Other important information on the most essential events impacting the non-profit sector in individual countries.
- Calendar of events organised by non-profit organisations including regular updates.
- Database of selected non-profit organisations of the Four Visegrad countries divided into nine basic categories (social issues, developmental and humani



tarian aid, human rights, consumer rights, education, culture, environment, European integration and organisations operating on an international level).

*The project was supported by the International Visegrad Fund.*

### "When You Say Volunteer ..." Project

This joint project of ICN and Bohemia Corps civic association was to provide non-profit organisations and public administration authorities with complex know-how about working with and the management of volunteers. The publication "Volunteer Workers in Non-profit Organisations" was issued by and is available in printed form from ICN, or in electronic form on the ICN web sites. The publication contains suitable material for workshops addressing the topic of working with volunteers.

During the course of the project, a three-day training course on "Voluntary Work, Donors and the Non-profit Sector" for female librarians of the public library network co-operating with ICN was held. A total of 12 participants were trained to be able to lead discussions on volunteers for older children and secondary school students. A working manual that was distributed to public libraries at the district level was produced at the workshop.

One of the main results of this project was the international conference International Volunteer-Sending Organizations (ISVO), i.e. organisations sending their volunteers to developing countries of the world, held from 20 to 23 October 2001, in Prague. The main conference co-ordinator was Bohemia Corps civic association. The conference was attended by 50 directors of important Czech and foreign volunteer organisations. The conference adopted the ISVO Charter, which is part of the conference almanac published in Czech and English.

*The project was funded by the CR Ministry of Labour and Social Affairs.*

### Co-operation with the CR Ministry of Education, Youth and Sports

Specialised Workshop – Project Evaluation Methods

ICN, in co-operation with the CR Ministry of Education, Youth and Sports, organised the workshop "Project Evaluation Methods" held in Kozov, near Olomouc, on 23–25 April 2001, as part of the training of Euro-coordinators employed by pedagogical centres. During the workshop, the participants acquired basic theoretical knowledge on how projects are selected during the grant procedure, and had the possibility to rehearse the roles of evaluators while performing a mock meeting of the grant commission. The workshop was conducted by Radek Kolář.

Supervising the Selection of Projects of the Ministry of Education, Youth and Sports

In the first half of July 2001, ICN's employees carried out a workshop on the supervision of the selection of development programme projects of the CR Ministry of Education, Youth and Sports "Further Training for Pedagogical Staff – Regional FTSP". Their task was to assist commission members who have no experience with tenders in evaluating the relevancy of applications submitted by school institutions in relevant regions. ICN's employees took part in the meetings of tender commissions in Pedagogical Centres in Prague (PC Central Bohemia), Hradec Králové, Olomouc, Jihlava, Liberec, Ostrava, České Budějovice, Karlovy Vary, Pilsen and Pardubice.

## SPECIAL PROJECTS

### The "30 Days for the Civic Sector" Campaign

The fourth year of the educational and information campaign "30 Days for the Civic Sector" was held in February. The event was organised under the auspices of Ramiro Cibrian, the European Union Ambassador and Head of the European Commission Delegation in the CR.

After three years of campaigns focussing mainly on co-operation with public administrations, ICN in co-operation with the European Movement in the CR selected the following topic: "The European Union, Get to Know Each Other, Please". The up-to-date topic motivated non-profit organisations to show interest in the possibilities and conditions existing in EU countries.

The campaign was organised with the help of fourteen regional co-ordinators. There was a mutual exchange of information and materials between the organiser and co-ordinators intended for distribution to national and regional institutions, media and non-profit organisations.

The media campaign was for the first time assisted by the advertising agency McCann-Erickson Prague, which prepared the standard publicity: posters for public places (placed on city light posts, on benches, in the underground, etc.), press advertising and radio jingles. Provocative and imaginative graphic designs that met the goal and attracted public attention were chosen.

The media partners of the "30 Days" campaign (Český rozhlas (Czech Radio) and Mladá fronta Dnes) closely monitored the course of the campaign and its events on all its channels together with other national and regional media. Czech Radio in particular was a particularly strong partner. Several times a day all its channels broadcast news coverage, interviews and discussions and the campaign was introduced with its own jingle. Monitoring identified 6,473 media presentations that mentioned

**The list of supported programmes:**

Czech Partner	German Partner	Project Name	Amount Allocated
Old People's Home Šluknov, Šluknov	Seniorengruppe Panschwitz, Miltitz	Czech-German celebration of Senior Citizen Day 2002	959 EUR
Fokus MyKlub, Liberec	Sozialpsychiatrischer Dienst, Amt für öffentliches Gesundheitswesen, Görlitz	Extending the Base of Volunteers Caring for the Mentally Handicapped	1 340 EUR
Memento Lidice, o. p. s., Lidice	Lidice – Initiative in der BRD, Bremen	International Meeting Commemorating the 60th Anniversary of the Lidice Extermination	4 270 EUR
Naděje – středisko Zlín, Zlín	Lebenshilfe, Esslingen	Meeting of Handicapped, Non-handicapped and Volunteers	1 890 EUR
Association Assisting the Mentally Handicapped, Praha 2	Gesellschaft für Erwachsenenbildung und Behinderung, Berlin	International Conference on: Education to Lead an Independent Life	4 540 EUR
Vita – o. s., Ostrava	Drei Eichen, Buckow	The Way to Co-operation - Voluntary Work Viewed by Generations, Disciplines and Nations	8 120 EUR
YWCA, Praha 10	Ökumenisches Forum Christlicher Frauen in Europa, Paderborn	General Meeting of EFECW in Čelákovice	7 300 EUR

the activities of non-profit organisations, and presented a considerable amount of information targeted for the public. Non-profit organisations supported the campaign with 551 events.

A new communication method of the campaign was a free information telephone line used for direct responses to inquiries from the public concerning the EU and the promotion of existing information resources and centres (Information Centre of the European Union, European Documentation Centres, EuroInfoCentres, relevant departments of the public central administration bodies, etc.).

New official web sites were created for the campaign at www.30dni.cz operating since 25 January 2001. These sites are continuously updated and are still in operation as an information source on the campaign and materials published as part of it. Up to 6 March 2001, the site was visited by 2,326 users (an average of 70 users a day).

*The "30 Days for the Civic Sector" campaign was supported by ING Nationale-Nederlanden and SkyNet companies.*

**GRANTIS – The Monthly for the Non-profit Sector**

2001 was already the ninth year of the existence of the magazine GRANTIS – The Monthly for the Non-profit Sector in the CR, issued by ICN. The magazine changed its name in 2001. The original name "The Monthly Magazine for the Non-profit Sector" was replaced by GRANTIS – The Monthly for the Non-profit Sector. (GRANTIS is an acronym of Czech words: grants, recommendations, current topics, thematic supplements, information service and non-profit sector).

GRANTIS so far is the only national specialised periodical focussing on the needs of employees of all types of non-profit organisa-

tions, regardless of the area of the organisation's activity. It has become an indispensable guide for its readers, in particular for those who do not have regular access to the Internet and are thus deprived of a valuable information source. The magazine readers included not only the staff of non-profit organisations but also university students, civil servants, local government employees and many others interested in non-profit sector.

In 2001, GRANTIS magazine was 24 pages (including the cover and thematic supplements) and the circulation was 900. There were a total of 11 issues published, including one double issue.

GRANTIS published important information, for example: deadlines for forwarding grant applications, offers of training programmes for employees of non-profit organisations, educational possibilities abroad for students and research workers, sources of financial and legal services, profiles of non-profit organisations, sponsors' profiles, annotations of technical publications, annotations of articles from Czech periodicals on the activities and events organised by non-profit organisations, interviews with experts on topical issues of non-profit sector, information from governmental meetings on the non-profit sector, job supply and demand, announcements of important events held within the non-profit sector and reporting on these events, thematic supplements and many others.

GRANTIS magazine informs its readers about activities in the non-profit sector through regular columns and articles, providing them with deeper insight into an extensive range of issues concerning the non-profit sector. At the end of 2001, the Civil Society Development Foundation provided a grant for the project "Financial Stability of GRANTIS Magazine

– The Monthly for the Non-profit Sector" within the Civil Society Development Programme funded by European Union Phare.

*The publication of the magazine GRANTIS in 2001 was supported by the ICN Foundation, Mariastar Humanity Foundation, Nadace pro transplantace kostní dřeně (Bone Marrow Transplant Foundation), Nadace pro záchranu a obnovu Jizerských hor (The Jizerské Mountains Preservation and Revitalisation Foundation), Nadace rozvoje občanské společnosti (The Civil Society Development Foundation), VIA Foundation, The Committee of Good Will – Olga Havel Foundation, and Vzdělávací nadace Jana Husa (Educational Foundation of John Huss). However, the major portion of the cost was covered by ICN.*

**Social Programme of Robert Bosch Foundation**

The "Social Civic Initiative in Europe" funded by the German Robert Bosch Foundation was administered by ICN from 1998 to 31 December 2001. The programme administration included mainly the communication with the translators of projects that contributed to the strengthened partnership between civic groups in Germany and in the Czech Republic. Grants were intended for associations and fellowships active in publicly beneficial and social areas, they supported voluntary work and increased awareness of the civic sector. The programme received the total of 64 grant applications in the course of its three-year existence. 32 projects were granted approximately CZK 5,000,000.

**THE YEAR 2001:**

The number of grant application deadlines: . . . . . 3  
 Number of grant applications: . . . . . 20  
 Supported: . . . . . 7  
 Rejected: . . . . . 12  
 Transferred into different programmes of the Robert Bosch Foundation: . . . . . 1



ICN team by the city light poster "30 days for the Civic Sector"

## OTHER JOINT PROJECTS

### The Faculty of Humanities of Charles University

In 2001, ICN extended its co-operation with the Faculty of Humanities of Charles University, whose students are provided consultations on the non-profit sector by ICN. ICN has also been creating an archive of seminar papers and theses for the "Civic Sector" MA programme both in electronic and printed form. It also updates the ICN and the Faculty of Humanities library collections and in particular it is involved in the professional preparation of students, e.g., by being active in the Sectoral Council for Civic Sector.

### The Faculty of Economics and Management of the Czech University of Agriculture in Prague (PEF CZU)

ICN co-operates with PEF CZU in Prague for the workshops organised as a part of the basic ICN training programme. The participants of workshops organised by ICN on the school premises were provided with rooms equipped with the state-of-the-art technology. ICN provided professional consultations for the PEF students who were writing theses on non-profit organisations.

### Orpheus Project

ICN is a member of the Orpheus Civil Society Network – a network of information and supporting centres for non-profit organisations in the countries of Central and Eastern Europe. The Orpheus Network currently has 33 members, with ICN as the only representative of the Czech Republic since its creation in 1994.

Information centres associated with the Orpheus Network support non-profit organisations in their work by providing information and training services. They represent their interests by assisting with their legal and financial questions and they act as facilitators between individual non-profit organisations and entities of other sectors.

Through its membership in the Orpheus Network, ICN has access to important information disseminated primarily by

electronic mail (e.g. current deadlines for grant programmes applications, offers of scholarships and new publications), as well as that published in printed form (sectoral directories of grant agencies in Europe, SEAL magazine dedicated to legal issues of non-profit organisations, etc.).

The Orpheus Civil Society Project is an independent project of the European Foundation Centre and its activities are supported by, among others, the Charities Aid Foundation, Charity Know How, Charles Stewart Mott Foundation, Ford Foundation and The Open Society Network of Foundations.

### Conferences, Workshops and Meetings

In 2001, ICN's employees took part in the following conferences, workshops and meetings:

- Building partnership between NGOs from Poland and the EU (Poland, Warsaw, 5–6 April 2001)
- Sectoral conference on local, regional and community activities (Pilsen, 19 May 2001)
- Voluntary work and donors – restoring civil virtues (Kroměříž, 7–9 June 2001)
- Conference on information systems for people with special needs (Prague, 15 September 2001)
- The fourth regional conference of non-governmental non-profit organisations from the Hradec Králové Region (Hradec Králové, 20 September 2001)
- Workshop on moderating and leading discussion forums in Kutná Hora – CDFE workshop (Kutná Hora, 19–20 October 2001)
- Round table discussion on social policy of the company ABB (Prague, October 2001)

- Regional conference of non-profit organisations from the Ústí nad Labem Region (Ústí nad Labem, 3 November 2001)

- Accessibility of volunteer work and volunteers in rural and social communities (Litomyšl, 7–11 November 2001)

- Conference of Prague non-governmental non-profit organisations (Prague, 20 November 2001)

- Working conference for representatives of sectors and regions from non-governmental non-profit sector (Prague, 30 Nov.–1 Dec. 2001)

- The public debate "Europe under Pressure" (Litomyšl, December 2001)

### Specialised Scholarships

In 2001, two students were granted specialised scholarships: Lenka Hanzlíková from the Institute of Information Studies and Library Science of the Faculty of Arts of Charles University and Ladislava Tábárová from the Faculty of Humanities of Charles University.



Information services – answering questions via e-mail

## ACKNOWLEDGMENT OF SUPPORT

### Donors and Sponsors

Charles Stewart Mott Foundation  
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 Ford and Catherine Nicholson  
 Grisoft Brno  
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 Ministry of Foreign Affairs of the Czech Republic  
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 Foundation for Bone Marrow Transplants  
 The Jizerské Mountains Preservation and Revitalisation Foundation  
 Robert Bosch Foundation  
 The Civil Society Development Foundation  
 VIA Foundation  
 SkyNet  
 The Royal Netherlands Embassy  
 The Committee of Good Will – Olga Havel Foundation  
 The Jan Hus Educational Foundation

### Trainers and Consultants

Ars Aequi et Boni (Studio of Rights), Petr Babouček, Venuše Benešová, Roman Branberger, Lenka Deverová, Milošlav Hnátek, Radek Kolář, Romana Křížová, Jana Ledvinová, Olga Medlíková, Karel Pešta, Blažena Petrčílková, Marek Piech and Alena Strunová

### Regional Coordinators of the "30 Days for the Civic Sector 2001" Campaign

Marcela Bergerová, Jan Eichler, Jana Hajduchová, Zuzana Hloušková, Blažena Hušková, Miroslav Chromeček, Zdeněk Jakubka, Darina Kosorinová, Pavel Kozák, Ladislav Krajdl, Milan Marenčák, Martin Nawrath, Marie Svobodová and Richard Tichý

### Contact Persons in Co-operating Public Libraries, in particular:

Soňa Bosáková, Marie Dočkalová, Ivana Knorková, Dana Kotrchová, Květa Lachmanová, Marie Mudrová, Marie Pokorná, Ivana Rösslerová and Dagmar Trochtová

### Volunteers

Miroslav Konečný, Leona Krejčí, Šárka Mádlová, Zdeňka Ornsteinová, Markéta Prášková, Petra Štiková, Jan Tupý and Tereza Žohová

### Other Co-operating Organisations and Individuals Indispensable to the activities of ICN

Agentura PART (PART Agency), ASD Software, Český rozhlas (Czech Radio), Česká televize (Czech Television), David Dvořák, DTP Altair, Jan Hloušek, Ludmila Horáková, Zuzana Ježková, Lena Knilli, Růt Kolínská, Jan Lontschar, Lucie Lukavská, Nadační fond Kapka naděje (Drop of Hope Endowment Fund, Ministerstvo financí ČR (CR Ministry of Finance), Jana Podrápská, týdeník Respekt (Respekt weekly magazine), Irena Ryantová, Otakara Stavovčíková, Daniela Špeldová, Tiskárna Tobola (Tobola Printing House), Jana Vinšová and Zbyněk Zavadil

## THANK YOU

### ICN PROJECTS

(1. 1. 2001–31. 12. 2001)

#### I. Projects

NROS Infoservices	197 450
NROS Training 2000 – the difference paid	75 000
Robert Bosch Foundation*	1 414 662
ICN Foundation – Grantis	187 950
Royal Netherlands Embassy	380 000
Ministry of Foreign Affairs	2 717 436
Ministry of Foreign Affairs Fund	100 000
Ministry of Labour and Social Affairs	349 500
Bona Marrow Transplantation Foundation – Grantis	50 000
Charles Stewart Mott Foundation*	307 805
Robert Bosch Foundation – "30 days Campaign 2002"	69 399
VIA Foundation – Grantis	29 342

#### TOTAL PROJECT COSTS

5 878 545

#### II. Gifts

McCann-Erikson Prague	95 000
-----------------------	--------

#### TOTAL GIFTS

95 000

#### TOTAL

5 973 545

/\* This indicates actual costs. The rest of the grant has been transferred – with the donor's approval – to the year 2002

**INCOME STATEMENT**

[1. 1. 2001-31. 12. 2001]

**REVENUE**

Revenues from own products	59 346
Revenues from the sale of services	1 290 117
Revenues from publicity and advertising	0
Revenues from the sale of goods	4 125
Interest received	26 157
Exchange rate profit	50
Fund accounting	1 287 730
Other revenues	26 601
Operation subsidies / gifts from legal entities	95 000
Operation subsidies	4 615 045

**TOTAL REVENUE 7 404 170****COSTS****Material**

Material consumption	247 966
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**Total Material Costs 247 966****Services**

Goods sold	3 025
Tangible investment assets repair and maintenance	5 556
Travel expenses	292 378
Representation costs	192 677
Other services	4 968 639

**Total Services 5 462 275****Personnel Costs**

Wage costs	2 060 450
Social security	420 931
Other social insurance	143 094
Legal social costs	2 454

**Total Personnel Costs 2 626 929****Other**

Bad debt write-off	83 938
Indirect taxes and fees	7 030
Interests	47
Exchange rate losses	249
Contribution provided	100 000
Other losses	55 485
Tangible investment assets depreciation	84 815
Other fines and penalties	10 468
Income tax	4 650

**Total Other 346 682****TOTAL COSTS 8 683 852**

The difference between costs and revenues is partly caused by the fact that ICN received funds for projects that were started in 2001 only in early 2002.

**BALANCE SHEET**

[1. 1. 2001-31. 12. 2001]

**ASSETS****Fixed Assets**

Software	14 565
Adjustments to software	-14 565
Independent movables and related sets of movables	633 300
Adjustments to independent movables	-517 357
Small long-term tangible assets	5 499
Adjustment to small long-term assets	-5 499
Other long-term assets	356 382
Adjustments to other long-term assets	-264 541

**Total Fixed Assets 207 784****Currents Assets**

Customers	23 559
Operating advance payments provided	482
Cash	15 356
Bank accounts	1 135 354
Deffered expense	-156 880

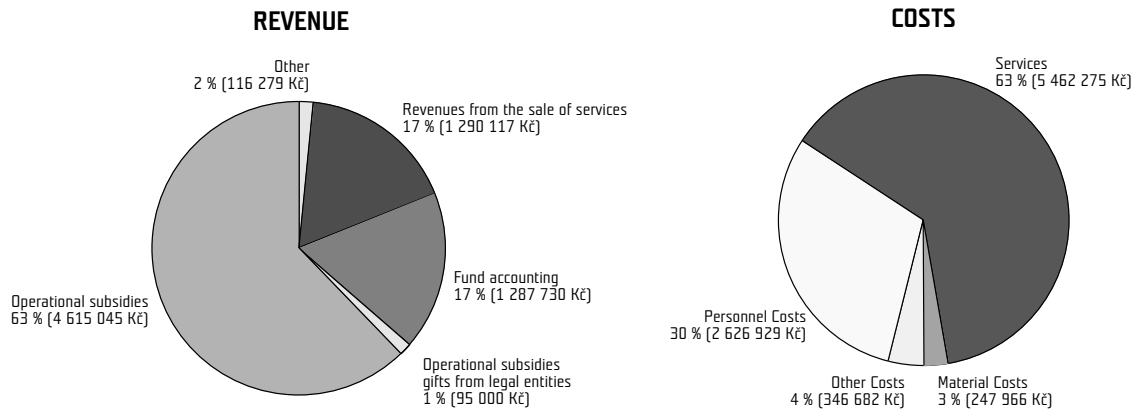
**Total Currents Assets 1 017 871****TOTAL ASSETS 1 225 654****LIABILITIES****Own Sources**

Equity capital fund	1 397 211
Retained earnings uncovered loss	-131 569
Profit and loss account	-1 279 681
Income from operations in approval proceedings	-49 026

**Total Own Sources -63 065****External Sources**

Suppliers	721 490
Payables to employees	129 986
Payables to social security and health insurance institutions	57 112
Other payables	353 600
Income tax	4 650
Other direct taxes	21 881

**Total External Sources 1 288 719****TOTAL LIABILITIES 1 225 654**



## AUDIT

The Auditor expresses his opinion that the financial statement in all significant areas shows a true picture of assets, liabilities, equity capital and financial situation of the Information Centre for Non-profit Organisations, o.p.s. entity as of 31 December 2001, as well as 2001 income from operations, in compliance with accounting laws and relevant provisions of the Czech Republic.

The auditor notifies the user that as of the financial statement date the company's coverage of fixed and current assets shows negative results.

**Declaration: No reservations**

Report date:

Prague, 15 May 2002

Auditor's signature:

Ing. Josef Růžička, MBA  
Auditor  
Agent

Business name, registered address and auditor's licence number:  
Ing. Josef Růžička, s.r.o., licence number 339

Name, surname and licence number:  
Ing. Josef Růžička, licence number 1562



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<http://www.icn.cz>

## RESPONSES TO ICN'S SERVICES:

...Thank you for the grant calendar I receive from you – it is great and it saves a lot of time. There have been several people interested in the calendar in the course of the six months I have been using it and all are enthusiastic about your activity and the activities of the whole organisation.



...There is nothing to thank for. It should be the other way round. If more people regularly saved my time like you do I would be quite happy. So I should actually apologise for not having expressed my thanks earlier. Have a nice day.

ROBERT BOSCH STIFTUNG

ING NATIONALE-NEDERLANDEN



...On behalf of our civic association "The Comfort", I would like to thank you for your most comprehensive service.



**Microsoft**

...I like reading your pleasant comments on the calendar. Thank you very much for their distribution and update. Very deserving work. No grants have been provided yet, hopefully next year will be more successful.



...I am very grateful for the work you are doing. It will definitely continue to be a great help to me.

...I can see you have to face some ingratitude. I would like to thank you for your work. It is professional and useful. Please, do not get discouraged.

Ford & Catherine Nicholson

Ministry of Foreign Affairs  
of the Czech Republic

Grisoft Brno

ICN Foundation

International Visegrad Fund

Mariastar Humanity Foundation

Ministry of Labour and Social Affairs  
of the Czech Republic

Foundation for Rescue and Restoration  
of Jizera Mountains

...On behalf of our Civic Association, I would like to express my thanks for the way you provide us with information. You can't imagine how useful it is. I have been working abroad for some time, and I have to manage the Civic Association from there... Thank you once more and I wish you a lot of success.

Thank you for your work. It is a wonderful guide, saving an incredible amount of time...

Thank you for this and for the useful work you are doing.