



## DEAR FRIENDS,

you hold in your hands the 2002 Annual Report of the *Information Centre of Non-profit Organisations* (ICN). In spite of unfortunate events – the August floods – this year can be viewed as positive for ICN. Moving to a new location on Malé náměstí in Prague 1 was a major change. Now ICN can work in a better space under more favourable conditions.

As in previous years, the main goal for the whole ICN team in 2002 was the satisfaction of those who made use of our services. All ICN staff members and external associates worked intensely on enhancing the quality of our services, which are becoming a widely used and sought product. We will soon be joining the European Union, and if non-profit organisations hope to operate in the future they will need sufficient, up-to-date information and high-quality training. The entire non-profit sector will be facing changes that will gradually sharpen the already difficult conditions in which NGOs in the Czech Republic must operate. Only well-prepared and well-functioning non-profits will survive. We at ICN have been preparing for this time, and we believe that we will be able to offer services that will be useful for the future development of the non-profit sector. And ICN does not provide services exclusively to NGOs. Our clients include representatives from the business sector, decision-makers, and the media. For these clients, ICN is preparing new services to facilitate their contact with NGOs.

I would like to conclude by thanking all of our associates, partners, and donors, without whom ICN's activities would not be possible.

I wish you all a lot of strength, enthusiasm, prosperity, and success.

Ing. Marek Šedivý  
Executive Director of ICN

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# WHAT IS THE ICN?

## *Service centre for the non-profit sector*

ICN

*The Information Centre of Non-profit Organisations (Informační centrum neziskových organizací, further only ICN) was founded in 1993 for the purpose of serving and assisting all those who want to contribute to creating a functioning civil society any way they can – some by financial means, others through their knowledge, free time, or daily work.*

### MISSION OF ICN

ICN supports the development of NGOs and informs the public about their benefits to society.

### MAIN GOALS OF ICN:

- increased professionalism of NGO activities
- developing and enhancing regional and foreign cooperation among NGOs and across individual sectors
- educating and informing specialists and the lay public about the non-profit sector
- helping NGOs attain financial stability

### STAFF

**Barbora Bauerová** – *information staff member*  
**Tomáš Hrdina** – *civil service*  
**Barbora Hrdličková** – *project coordinator, treasurer*  
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**Miroslav Konečný** – *information staff member*  
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**Lucie Prachčevová** – *office manager*  
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**Miriám Vránová** – *GRANTIS magazine editor*

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### THANKS FOR YOUR SUPPORT

#### DONORS AND SPONSORS

CP Online; Charles Stewart Mott Foundation; Market Vision; McCann-Erickson Prague; the Prague 1 Municipal Authority; Microsoft; Ministry of Education, Youth, and Sports of the Czech Republic; Ministry of Foreign Affairs of the Czech Republic; Civilia Foundation; ICN Foundation; Mariastar Humanity Foundation; Nadace pro transplantace kostní dřeně (Bone Marrow Transplant Foundation); Foundation for the Rescue and Restoration of the Jizerské hory Mountains; Robert Bosch Foundation; Foundation for the Promotion of Civic Society (NROS – Nadace rozvoje občanské společnosti); VIA Foundation; Newton IT; Open Society Fund Prague; QandA; The Committee of Good Will – Olga Havel Foundation; Jan Hus Educational Foundation

#### ASSOCIATES

##### Trainers, consultants, and advisors

Petr Babouček, Aleš Bednařík, Roman Branberger, Finlay Craig, František Čálek, Lenka Deverová, Martin Elger, Jan Hloušek, Miloslav Hnátek, Kateřina Jurigová, Radek Kolář, Olga Konečná, Zdeňka Konečná, Romana Křížová, Františka Kulhánková, Jana Ledvinová, Olga Medlíková, Lukáš Novák, Miroslava Nováková, Blažena Petrlíková, Marek Piech, Peter Robl, Daniel Roučka, Martin Souček, Alena Strunová, Hana Vosmíková

##### Volunteers

Zdeněk Borýsek, Karel Eliáš, Miroslav Konečný, Zdeňka Ornsteinová, Dušan Slepíčka, Tereza Žohová

##### Other associates and organisations without whom ICN's activities would not be possible

Czech Radio, Czech Television, IDOR, Robert Bosch Foundation, Stefan Batory Foundation, Kapka naděje Endowment Fund, Zuzana Ježková, Spiralis, Tobola printers, Simeona Zikmundová, and others, who are mentioned in the text of the annual report.



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# INFORMATION FROM ICN

*All your needs for professional work can be found at [www.neziskovky.cz](http://www.neziskovky.cz)*

JOSEF ŠPLÍCHAL

*ICN offers a complete collection of information needed for the professional operation of NGOs and other organisations.*

## OUR RELIABLE AND TAILORED INFORMATION IS USED BY:

### 1. NON-PROFIT ORGANISATIONS

- ~ for improving their long-term financial stability
- ~ for their professional functioning
- ~ for increasing their competitiveness
- ~ for improving the effectiveness of their staff

### 2. CIVIL SERVANTS AND LOCAL GOVERNMENTS

- ~ for good communication with NGOs
- ~ to be better informed about NGOs
- ~ for publishing calls for grant and subsidy applications
- ~ for seeking out partners for joint projects
- ~ for increasing their capabilities for working in the non-profit sector

### 3. JOURNALISTS AND MEDIA

- ~ to find out about events in the non-profit sector
- ~ for finding topics for articles and reports

### 4. ENTREPRENEURS AND BUSINESSES

- ~ for seeking out serious NGOs for financial or material support
- ~ to be informed about the reliability of individual NGOs
- ~ for presenting information on their sponsoring activities
- ~ for seeking out partners for joint projects
- ~ for good communication with NGOs

### 5. STUDENTS

- ~ for finding specialised information essential for their studies
- ~ for researching possible internships or volunteer positions
- ~ for finding possibilities for study abroad, scholarships, or fellowships
- ~ for getting in touch with specialists in order to consult their MA theses

### 6. THE PUBLIC

- ~ to be informed about the importance and work of NGOs
- ~ for seeking out serious NGOs for financial or material support
- ~ to be informed about the reliability of individual NGOs

## WHAT IS EXCEPTIONAL ABOUT NEZISKOVKY.CZ?

- ~ comprehensive information
- ~ daily updated news service from the regions of the Czech Republic
- ~ information about NGO activities
- ~ unique database
- ~ up-to-date information on legislation and accounting
- ~ the information on [Neziskovky.cz](http://Neziskovky.cz) is organised into logical thematic units.

## STATISTICAL DATA

The daily average number of visits at the beginning of 2002 was about 100; towards the end of the year it reached almost 300.

## WHERE & HOW TO FIND FUNDING FOR NON-PROFIT ORGANIZATIONS ?

### GRANT CALENDAR

- ~ Includes basic information on the announced deadlines for grant applications. The data is organised according to deadlines. The Calendar includes information about European grants and calls for grant applications announced by Czech ministries, district and municipal authorities, foundations, endowment funds, and embassies.
- ~ The Grant Calendar can be mailed to NGOs that rely exclusively on printed materials.
- ~ The Grant Calendar is updated daily.

### STATISTICAL DATA

- ~ In 2002, the Grant Calendar included 391 entries on grants, 231 entries more than in 2001 (a 144% increase).
- ~ The Grant Calendar was regularly mailed to 1200 recipients, an increase of 680 (130%) compared to 2001.

*In 2002, the Database of Financial Resources in the Czech Republic was supported by the Foundation for the Promotion of Civic Society, using resources from the European Union's Phare programme, and by the Charles Stewart Mott Foundation. A part of the costs was covered by ICN.*

### DATABASE OF FINANCIAL RESOURCES (DBFZ)

- ~ ICN's new information product nominated for the PROROK Award (project of the year).
- ~ DBFZ facilitates effective research of information on grant programmes.
- ~ You can search for grant information according to various criteria.
- ~ DBFZ allows funding organisations (foundations and endowment funds, ministries, district and municipal authorities, foreign foundations, embassies, foreign donors, potential donors or sponsors) to publicise their grant policies in an established forum.

### STATISTICAL DATA

- ~ At the end of 2002 the DBFZ included 600 deadlines and data on 450 programmes.
- ~ The DBFZ is visited by about 50 users a day.

## LOOKING FOR A JOB IN AN NGO?

### *Our Job Market can help*

JOSEF ŠPLÍCHAL

*Our listing of job opportunities, available at [Neziskovky.cz](http://Neziskovky.cz), is a regular component of the ICN Club Information Service and GRANTIS magazine, and is also available for browsing at the ICN office.*

- The largest resource for job seekers and employers in the non-profit sector; includes volunteer work.

- The Job Market is used by NGOs and people interested in working in the non-profit sector.
- The Job Market covers the entire country and is regularly updated.
- Ads are published for free.

#### STATISTICAL DATA

In 2002, some 308 ads were placed in the Job Market, compared to 240 in 2001 (a 28% increase).

## DO YOU NEED ADVICE OR CONSULTATION?

### *Contact us or visit the ICN Library for more information*

JOSEF ŠPLÍCHAL

*ICN arranges professional consultations with advisors specialising in NGO legislation, accounting, taxes and projects.*

#### DO YOU NEED ADVICE OR CONSULTATION?

ICN is the only organisation offering specialised advisory services including all the areas important for the professional development of non-profit organisations. Consultations are provided to NGOs, businesses, civil servants and local governments, students, and the public. Specialised advisory services are provided by ICN staff and external specialists in particular fields.

#### ICN ARRANGES SPECIALISED CONSULTATIONS IN THE FOLLOWING FIELDS:

- law (labour relations, founding and winding up NGOs, organisational statute and charter ...)
- taxes

- accounting/bookkeeping (accounting and bookkeeping in NGOs, final accounts for grants...)
- writing projects (projects, applications for grants and subsidies...)
- funding sources for NGOs
- the non-profit sector in the Czech Republic (general information, basic statistics...)
- cooperation among the business and non-profit sectors (funding possibilities, grants and tendering processes...)

#### STATISTICAL DATA

In 2002, we provided 92 consultations with external specialists and 194 consultations with ICN staff. The most frequent topics were the legislative field and advisory services on funding sources for NGOs.

In comparison with 2001, the number of consultations dropped by 46%. The reason is the launching of the [Neziskovky.cz](http://Neziskovky.cz) website, which contains information on legislation, accounting etc.

SEEKING  
CONTACTS

The Database of Non-profit Organisations (DBNO) has been administered by ICN since 1993. In 2001 a contract was signed with the Ministry of Finances of the Czech Republic on exchanging data between DBNO and the CEDR III information system - the central registry of subsidies from the state budget.

- The largest and most used database of NGOs in the Czech Republic.
- DBNO includes comprehensive, up-to-date information on NGOs in the Czech Republic.
- DBNO offers free access to information on NGOs in the Czech Republic.

*In 2002, the Database of Non-profit Organisations was supported by the Foundation for the Promotion of Civic Society, using resources from the European Union's Phare programme, and by the Open Society Fund Prague.*

- The database offers all types of NGOs direct registration free of charge.
- The DBNO permits fulltext searching.
- The database includes all fields in which NGOs are active.
- The DBNO disseminates information on NGOs among other target groups: donors, sponsors, partners, journalists, civil servants, local governments etc.

#### STATISTICAL DATA

- By the end of 2002 the DBNO included 2700 entries, up 208 from 2001 (an 8% increase).
- Some 691 updates were registered.

DATABASE  
OF NON-PROFIT ORGANISATIONS



## WHAT IS THE PURPOSE OF THE ICN LIBRARY?

*A unique source of information about the Czech and international non-profit sectors*

JOSEF ŠPLÍCHAL

*The ICN Library is the only professionally run library in the Czech Republic covering all fields of NGO activity.*

- ~ The ICN Library is used by NGO staff, students, trainers and consultants specialising in the non-profit field, board members, members of NGO statutory bodies, civil servants, people interested in the non-profit sector etc.
- ~ The resources are organised using the Clavius cataloguing system, and are searchable via Internet.
- ~ The ICN Library serves as an archive of selected annual reports of NGOs from the Czech Republic and abroad.

- ~ The ICN Library also functions as a resource centre with a computer connected to the Internet.
- ~ The ICN Library is the only library in the Czech Republic that includes a complete collection of resources focusing on all fields concerning the non-profit sector.

### STATISTICAL DATA

At the end of 2002 the Library contained 3140 books, 2250 brochures, and 135 periodicals. The Library was visited by 339 users, the number of items checked out was 328, and the number of in-house loans was 812. The number of volumes increased by 3.5% from 2001.

In 2002, the ICN Library was supported by the Prague 1 Municipal Authority.

**LOOKING FOR  
NGO EVENTS?**

- ~ Overview of events organised by non-profits in all the regions of the Czech Republic.
- ~ Searchable calendar - you can filter data according to specified criteria.
- ~ The Calendar is used by the public and media. The number of visitors increases during the 30 Days for the Civic Sector PR campaign.
- ~ The Calendar covers the entire country.
- ~ Non-profits can list their events themselves free of charge.

### STATISTICAL DATA

In 2002, the Calendar contained some 920 events; in the previous year (2001) some 252 events were posted from the Calendar's August launch to December.

*In 2002, the Calendar of Events was financially supported by the Foundation for the Promotion of Civic Society, using resources from the European Union's Phare programme, and by the Charles Stewart Mott Foundation. A part of the costs was covered by ICN.*

**KCALENDAR  
OF EVENTS**

# WHAT IS THE ICN CLUB?

*Comprehensive information, training, and advisory services for NGOs*

JANA ZAHRADNÍČKOVÁ

*The ICN Club is intended for all those interested in regular, up-to-date information from the non-profit sector.*

## WHO CAN BECOME A MEMBER OF THE ICN CLUB?

Club membership is open to all; anyone interested in the non-profit sector can become a member. The ICN Club is open to NGOs, public authorities, students, companies supporting the non-profit sector, and individuals. The ICN Club is intended for NGOs without access to the electronic version of the information service. They receive the information service by regular mail.

## WHY BECOME THE ICN CLUB MEMBER?

Club members receive our regular information service containing the latest news from ICN and other NGOs.

Advantages of ICN Club membership:

- Discounts on ICN seminars.
- Discounts on specialised consultations, consultations on funding sources, and registration fees at conferences and other events organised by ICN.
- Discounts on ICN publications.
- Discounts on advertising in GRANTIS magazine.
- 40% discount on a membership card for the ICN Library.
- Possibility for disseminating information through ICN's information network.
- Up-to-date information on the non-profit sector by registering for the ICN mailing list.

## STATISTICAL DATA

In 2002, the ICN Club had 370 members - a 12% increase over 2001. Some 3927 information service packages, which included 74,613 informational materials, were mailed to NGOs all over the Czech Republic.

**The ICN Club is intended for all NGOs irrespective of the region or field in which they are active. The services of the ICN Club are useful for all those who are interested in the current events of the non-profit sector.**

**SERVICES FOR ICN CLUB MEMBERS**

- ICN information service - monthly mailing to ICN Club members containing the Job Market, grant calendar, calendar of events, and other current information from the non-profit sector.
- GRANTIS - the monthly magazine of the non-profit sector
- 10% discount on ICN seminars, ICN publications, advertising in GRANTIS, specialised consultations, consultations on funding sources, and registration fees at conferences and other events organised by ICN.
- 40% discount on a membership card for the ICN Library
- Possibility for disseminating information through ICN's information network
- Up-to-date information on the non-profit sector by registering for the ICN mailing list (important announcements, invitations etc.)
- Access to regularly updated information on funding sources

**ELECTRONIC VERSION OF THE CLUB**

Members of the new electronic version of the ICN Club receive the same benefits as regular Club members, with the difference that the information service is sent in electronic version via e-mail and is available on the ICN website. GRANTIS magazine and selected publications that cannot be converted to electronic format are sent by regular mail. The advantages of electronic membership are a significantly lower price (due to lower mailing costs) and higher flexibility. Members of the electronic Club can receive larger amounts of information in shorter intervals than by regular mail. With this new version, we hope to serve organisations that prefer fast, electronic information to the printed version. More information about the electronic version and some samples can be found at [www.neziskovsky.cz](http://www.neziskovsky.cz).

# GRANTIS MAGAZINE

*Grants, advice, current issues...*

JANA POPOVIČOVÁ

*GRANTIS, the monthly magazine for the non-profit sector, offers up-to-date information on the non-profit sector.*

Our nationwide magazine is dedicated to all civic issues irrespective of field or region. Over its 11 years of existence, GRANTIS has become an indispensable guide to the non-profit sector.

## IMPORTANT INFORMATION PUBLISHED IN GRANTIS:

Provisions for submitting grant applications, deadlines, trainings in the Czech Republic and abroad, economic and legislative service, profiles of NGOs, annotations of specialised publications and articles from Czech periodicals on NGO activities and events, interviews, information from the Office of the Government of the Czech Republic, jobs wanted and jobs offered, announcements of important events, specialised appendices, and much more information.

## WHAT INTERESTING THINGS DOES GRANTIS OFFER?

- Important personalities' views on the non-profit sector.
- Opportunities for NGOs to present their activities.

- Up-to-date information from the non-profit sector, updates on changing conditions caused by the Czech Republic's accession to the EU, funding sources, news from the fields of accounting and legislation etc.

## WHO ARE GRANTIS READERS?

- GRANTIS offers information on the non-profit sector to NGOs, public administration officials, schools, students, and the public.

## STATISTICAL DATA

In December 2001, GRANTIS had 568 subscribers; by 31 December 2002, their number had grown to 677 (a 19% increase). At the beginning of 2002, the magazine's circulation was 900; starting with issue No. 10, the number of copies printed grew to 1000.

Publishing of GRANTIS magazine in 2002 was supported by the PHARE programme of the European Union through the Foundation for the Promotion of Civic Society. Other donations towards its publishing in 2002 were made by the ICN Foundation, the Foundation for the Rescue and Restoration of the Jizerské hory Mountains, The Committee of Good Will - Olga Havel Foundation, the Jan Hus Educational Fund, the Mariastar Humanity Foundation, and the VIA Foundation.

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M Ě S Í Č N Í K P R O  
N E Z I S K O V Ý S E K T O R

**GRANTIS, THE MONTHLY MAGAZINE FOR THE NON-PROFIT SECTOR, IS A NATIONWIDE PERIODICAL COVERING A BROAD RANGE OF ISSUES IMPORTANT FOR THE STAFF OF ALL TYPES OF NGOS REGARDLESS OF THE REGION OR FIELD OF THEIR ACTIVITIES.)**

- † **Information about events in the non-profit sector in the Czech Republic and abroad** - Reports and interviews with NGO staff from various fields and regions, results of public surveys, experience.
- † **Economic and legislative service** - Practical economic and legislative information needed for everyday work, up-to-date information on draft bills and legislation.
- † **Your finances** - Section on funding sources (grants, subsidies) for NGOs.
- † **Education** - Information on courses, seminars, workshops, and possibilities for study abroad.
- † **Documents** - Government resolutions and other important materials (analyses, draft bills etc.) concerning NGOs.
- † **Listing of job opportunities** in the non-profit sector
- † **Miscellaneous news** - Information and announcements of events organised by NGOs, book reviews.
- † **Specialised and regional appendices**

# WORKING WITH THE REGIONS

# PART 1

## *Why and how ICN collaborates with public libraries*

JANA ZAHRADNÍČKOVÁ, JOSEF ŠPLÍCHAL

*ICN is committed to long-term collaboration with libraries throughout the Czech Republic in order to provide services to NGOs in their respective regions.*

Libraries document the existence of NGOs in their regions, actively cooperate with them in organising events, and offer them basic advisory services in the fields of legislation, funding and project writing. At the same time, they provide the public with information on the non-profit sector and collaborate with NGOs on the promotional and educational campaign 30 Days for the Civic Sector.

In this process, ICN plays the role of methodical coordinator by:

- Training library staff on various issues regarding the non-profit sector.
- Sending the information service to libraries.
- Regularly supplying libraries with publications from the non-profit sector.
- Initiating regular meetings of involved libraries with the goal of exchanging experience and undertaking strategic planning of future activities.

### STATISTICAL DATA

In 2002, ICN collaborated with 45 public libraries in all the regions of the Czech Republic.

### LIST OF LIBRARIES

**Knihovna Jiřího Mahena –**  
REIS Brno, Koblížná 4  
Dr. Alena Šabatová  
tel.: 542 532 166  
e-mail: eu.brno@kjm.cz

**Městská knihovna Česká Lípa**  
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Moskevská 12  
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**Městská knihovna Náchod**

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**Knihovna Petra Bezruče Opava**

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**Krajská knihovna Pardubice**

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pardubice.cz

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e-mail: info@knih-pt.cz

**Městská knihovna Prostějov**

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**Městská knihovna Rokycany**

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**Šmidingerova knihovna Strakonice**

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**Městská knihovna Šumperk**

17. listopadu 6  
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**Městská knihovna Tábor**

Jiráskova 1775  
Hana Pfeiferová  
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**Regionální knihovna Teplice**

Lipová 13  
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teplice.cz

**Městská knihovna Třebíč**

Hasskova 2  
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**Severočeská vědecká knihovna v Ústí nad Labem**

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Vladimíra Řeháková  
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**Městská knihovna Ústí nad Orlicí**

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**Masarykova veřejná knihovna Vsetín**

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**Knihovna Karla Dvořáčka Vyškov**

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**Knihovna Františka Bartoše Zlín**

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Saša Šumpelová  
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**Městská knihovna Znojmo**

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Zdenka Falcová  
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e-mail: falcova@knihovnazn.cz



## WORKING WITH THE REGIONS PART 3

### *The project "Access to information about the non-profit sector in the regions of the Czech Republic through Neziskovky.cz"*

JOSEF ŠPLÍCHAL

*ICN has been building the [www.neziskovky.cz](http://www.neziskovky.cz) website in collaboration with its regional partners. ICN believes in close cooperation with regional organisations during this and similar projects.*

The aim of the project is to create an Internet portal with information about the non-profit sector in the regions of the Czech Republic and thus promote the activities of particular NGOs. Ten organisations are involved in the project, all of whom update the website's regional information and supplement the Calendar of Events and Database of Non-profit Organi-

sations. The project enables direct contact with NGOs in the respective regions, active searching for information about their activities, and the creation and maintenance of contacts with local authorities, governments and businesses with the goal of informing them about events in the non-profit sector and seeking possibilities for cooperation. The cooperating organisations research funding sources for NGOs in their respective regions at the level of local foundations, endowment funds, and local companies. The information is then published in the Database of Funding Resources. Also sought at the regional level are job opportunities to be published in the Job Market and possibilities for workshops, which are listed in the Calendar of Events.

#### COVERAGE OF REGIONS IN THE CZECH REPUBLIC:

**Kraj Praha a Středočeský kraj (a ostatní nepokryté kraje) – ICN, o. p. s.**

**Jihočeský kraj – INKANO**  
**Jihomoravský kraj – EkoCentrum Brno; Sdružení „Piáfa“ – IPSOA**

**Královéhradecký kraj – Občanské poradenské středisko, o. p. s.**

**Liberecký kraj – Společnost pro Jizerské hory, o. p. s.**

**Moravskoslezský kraj – VITA**

**Plzeňský kraj – RISS Plzeň**

**Ústecký kraj – ANOÚK – Asociace neziskových organizací Ústeckého kraje**

**Zlínský kraj – Knihovna Kroměřížska**

The project is supported by the European Union's Phare programme through the Foundation for the Promotion of Civic Society.

# TRAINING WITH ICN

## *A reliable investment in the future*

KAREL KMOCH

*ICN acknowledges the importance of the professional development of NGO staff. We have therefore been offering a wide range of seminars and workshops since our very beginning in 1993.*

### WHY DO WE OFFER TRAINING?

- ~ to enhance the financial stability of NGOs
- ~ to help NGOs achieve long-term sustainability
- ~ to assist the professional development of NGO staff and to improve their knowledge and skills in organisational management

### WHAT OTHER EDUCATIONAL SERVICES DO WE OFFER?

- ~ open seminars
- ~ specialised seminars
- ~ long-term courses
- ~ practical trainings

### WHAT IS SPECIFIC ABOUT OUR OFFER?

**We ensure:**

- ~ a team of specialised trainers
- ~ up-to-date and frequent seminars on specific issues
- ~ training facilities in the centre of Prague
- ~ discounts for ICN Club members
- ~ follow-up service (library, advisory services)

### WHAT TOPICS DO WE OFFER?

- ~ fundraising, funding sources
- ~ management
- ~ managerial knowledge and skills
- ~ project planning, writing and managing
- ~ Public Relations
- ~ human resource management
- ~ accounting/bookkeeping
- ~ taxes
- ~ legislation
- ~ personal growth

### STATISTICAL DATA

**Open seminars:**

- ~ we organised 19 seminars
- ~ we trained 309 staff members of NGOs
- ~ 93.1% of participants consider the open seminars beneficial

**Specialised seminars:**

- ~ we organised 39 seminars
- ~ we trained 1199 staff members of NGOs

The number of participants grew by 301% in comparison with 2001.

**Long-term course:**

“Course for fundraising trainers and consultants”

- ~ we trained 15 fundraising trainers/consultants from the regions of the Czech Republic
- ~ 12 participants were accredited by the Ministry of Education of the Czech Republic as professional fundraising trainers and consultants under Article 26 384/02-25/306
- ~ trainers and consultants who complete the course continue to train staff members of NGOs and provide individual consultations on fundraising

The course was funded by the European Union's Phare programme through NROS and from ICN resources.

### WHO WE TRAINED IN 2002

- Adra, Praha 5
- Amadeus Prague, s. r. o., Praha 2
- Amnesty International, Praha 1
- Amway Česká republika, s. r. o., Praha 7
- Aperio, společnost pro zdravé rodičovství, Praha
- Armáda spásy, Praha 5
- Armáda spásy, centrum sociální péče, Šumperk
- ARNIKA Děčín
- Asociace občanských poraden, Praha
- Borůvka, Borovany
- Brailcom, o. p. s., Praha 2
- Centrum pro rozvoj péče o duševní zdraví, Praha 7
- CESNET z. s. p. o., Praha
- Cesta, o. s. - stacionář pro postižené děti, Náchod
- Česká asociace pro geo informace - CAGI, Praha 2
- Česká pojišťovna a.s., Praha 1
- Česká společnost elektrotechniků, Pelhřimov
- Český helsinský výbor, Praha 1

Český zahrádkářský svaz, Praha

David a Goliáš, o. s., Plzeň

Děti Země Beroun (Děti Země Brno), Brno

Diakonie ČCE, Valašské Meziříčí

Diakonie ČCE - středisko

Milíčův dům, Jaroměř

Diakonie ČCE - středisko

Rolníčka, Soběslav

Diakonie ČCE, Litoměřice

Diakonie ČCE, Vrchlabí

Diecézní charita Litoměřice

Diecézní charita Plzeň

Divadelní ústav, Praha

Dobrovolnické centrum o. s., Ústí nad Labem

Domov Sue Ryder, o. p. s., Praha

Domov sv. Anežky, Týn n. Vltavou

Domov sv. Karla Boromejského,

Praha 6

Ekologický právní servis, Tábor

EPICO, o. s., Olomouc

Eurovision, Brno

Evropská Kontaktní Skupina

(ECG), Praha

Evropské poradenské

a informační centrum, Olomouc

Farní charita Veselíčko, Písek

Farní charita Vimperk

Farní obec Starokatolické církve -

Communio, Varnsdorf

FM VŠE Jindřichův Hradec

FOKUS Tábor

Fokus Vysočina, Havlíčkův Brod

Handicap Žatec

Horizont - penzion pro seniory,

středisko DM CČSM, Praha 6

Hospic sv. Lazara, Plzeň

Hospic sv. Štěpána, Litoměřice

HYJE Železná Ruda

Charita Nový Hrozenkov

Charita sv. Anežky Otrokovice

Charitní sdružení Děčín

Informační centrum pro mládež

institutu dětí a ml., Praha 1

Informační středisko pro rozvoj

Moravských Kopic, Starý

Hrozenkov II

Institut zdravotní politiky

a ekonomiky, Kostelec nad

Černými lesy

InternetPoradna.cz, Olomouc

ISZ - Institut pro systemickou

zkušenost, Praha 2

Junák - svaz skautů a skautek ČR,

Praha 1

KCR Heřmánek, Praha 9

Klub dvojčat a vícečat, Praha 5  
 Klub nemocných cystickou fibrosou, o. s., Praha  
 Kolpingova rodina Praha 8  
 Komunitní centrum Cheiron T, o. p. s., Tábor  
 Krajská vědecká knihovna v Liberci  
 Královéhradecká agentura regionálního rozvoje  
 Leica Gallery Prague  
 Magdaléna, o. p. s., Mníšek pod Brdy  
 Město Česká Lípa  
 Městská charita České Budějovice  
 Městské centrum sociálních služeb a prevence, Praha 3  
 Městský úřad Jablonec nad Nisou  
 Mezinárodní český klub, o. s., Praha  
 Most k životu, o. p. s., Trutnov 3  
 Na počátku, Brno  
 Nadace Betlém nenarozeným, Frýdek Místek  
 Nadace Bohuslava Martinů, Praha 1  
 Nadace Český Barok, Praha 4  
 Nadace na ochranu zvířat, Praha 4  
 Nadace Partnerství, Brno  
 Nadace Terezy Maxové, Praha 7  
 Nadace VIA, Praha 1  
 Nadační fond při SZŠ a VZŠ E. Pöttinga, Olomouc

Naděje, Brno  
 Nemocnice Milosrdných sester sv. Karla Boromejského, Praha  
 Nový život, o. p. s., Praha 5  
 o. s. Koník, České Budějovice  
 Občanské sdružení Rosnička, Uherské Hradiště  
 Občanské sdružení Salinger, Hradec Králové  
 Občanské sdružení Vaňkovka, Brno  
 Občanské sdružení Vzájemné soužití, Ostrava  
 Oblastní charita Česká Kamenice  
 Oblastní charita Havlíčkův Brod  
 Oblastní charita Přerov  
 Oblastní charita Strakonice  
 Oblastní charita Uničov  
 Oblastní charita Žďár nad Sázavou  
 Okresní úřad Kladno P - Centrum, Olomouc  
 Podané ruce - Společnost pro canisterapii, Frýdek - Místek  
 Podblanickem, o. s., Postupice  
 Pražská organizace vozíčkářů, Praha  
 PRO-BIO LIGA ochrany spotřebitelů potravin, Praha 4  
 Program pro mládež Cena vévody z Edinburghu, Praha  
 První obnovené reálné gymnázium, o. p. s., Praha 8  
 Radost, o. p. s., Praha 8  
 REMEDIA PLUS o. p. s., Břeclav  
 REXA, Praha

Salesiánské středisko mládeže, Plzeň  
 Salesiánská provincie Praha, Praha 8  
 Salesiánské středisko mládeže, České Budějovice  
 Sananim, Praha  
 Sdružení českých řemeslníků, Hradec Králové  
 Sdružení na podporu mezinárodních přátelství „Slunce“, Polná  
 Sdružení SOS dětských vesniček, Praha - Hrad  
 SEVEN, středisko pro efektivní využívání energie, Praha 2  
 SEVER - Středisko ekologické výchovy, Litoměřice  
 SHM Klub České Budějovice  
 Speciální škola, o. p. s., Prostějov  
 SPIN, Praha 4  
 Společenství (Jan 10), Dolní Žandov  
 Společnost „E“, Praha 4  
 Společnost mladých agrárníků ČR, Praha 1  
 Společnost pro ranou péči, Praha  
 Stacionář, o. s., Vsetín  
 Staří ochránci Jizerských hor, Liberec  
 Step by Step, Praha  
 SVR - společnost pro vývojovou rehabilitaci, o. p. s., Ostrov  
 Tvořivá škola o. s., Brno  
 Víta, o. s., Ostrava  
 VOPA, Šternberk  
 Výbor dobré vůle - Nadace Olgy Havlové, Praha 1  
 ZA TROJKU, Občanské sdružení, Praha 3

# ICN TRAININGS

## SEMINARS IN 2002:

Participants can register through our website ([www.neziskovky.cz](http://www.neziskovky.cz)) or contact the head of the training programme, Karel Kmoč, at 224 239 876, 603 502 648 or [vzdelavani@icn.cz](mailto:vzdelavani@icn.cz).

| Topic of seminar                                     | Trainer                           |
|--|-----------------------------------|
| Advanced Public Presentation                         | PaeDr. Olga Medlíková             |
| Double-entry bookkeeping and final accounts in NGOs  | Blažena Petřílková                |
| Public Presentation                                  | PaeDr. Olga Medlíková             |
| Legal Aspects of Fundraising                         | PhDr. Lenka Deverová, Radek Kolář |
| Accounting for Managers                              | Blažena Petřílková                |
| Volunteers in NGOs 1                                 | Jana Popovičová, Daniel Roučka    |
| Seeking Funding for Czech Projects from the EC Funds | Mgr. Romana Křížová               |
| Basic Methods of Fundraising for Beginners           | Ing. Jana Ledvinová               |
| Communication with Sponsors                          | Ing. Jana Ledvinová               |
| Double-entry bookkeeping and final accounts in NGOs  | Blažena Petřílková                |
| How to Be Seen - Public and Media Relations          | Radek Kolář                       |
| Fundraising - Practical Skills 1                     | Ing. Roman Branberger             |
| Fundraising - Practical Skills 2                     | Ing. Roman Branberger             |
| Advanced Public Presentation                         | PaeDr. Olga Medlíková             |
| Writing Projects and Grant Applications              | Radek Kolář                       |
| Fundraising - Practical Skills 3                     | Ing. Roman Branberger             |
| Fundraising - Practical Skills 4                     | Ing. Roman Branberger             |
| Strategic Planning                                   | Radek Kolář                       |
| Stress Management                                    | PaeDr. Olga Medlíková             |



## 30 DAYS FOR THE CIVIC SECTOR

*Theme of the year: Volunteering*

MAREK ŠEDIVÝ

*“30 Days for the Civic Sector” is a nationwide media campaign which takes place annually in February. ICN has organised and coordinated this event since 1998.*

### THE MAIN GOALS OF THE CAMPAIGN ARE:

- Increase NGOs' credibility in the eyes of the public.
- Inform the public about the importance of NGOs for society.

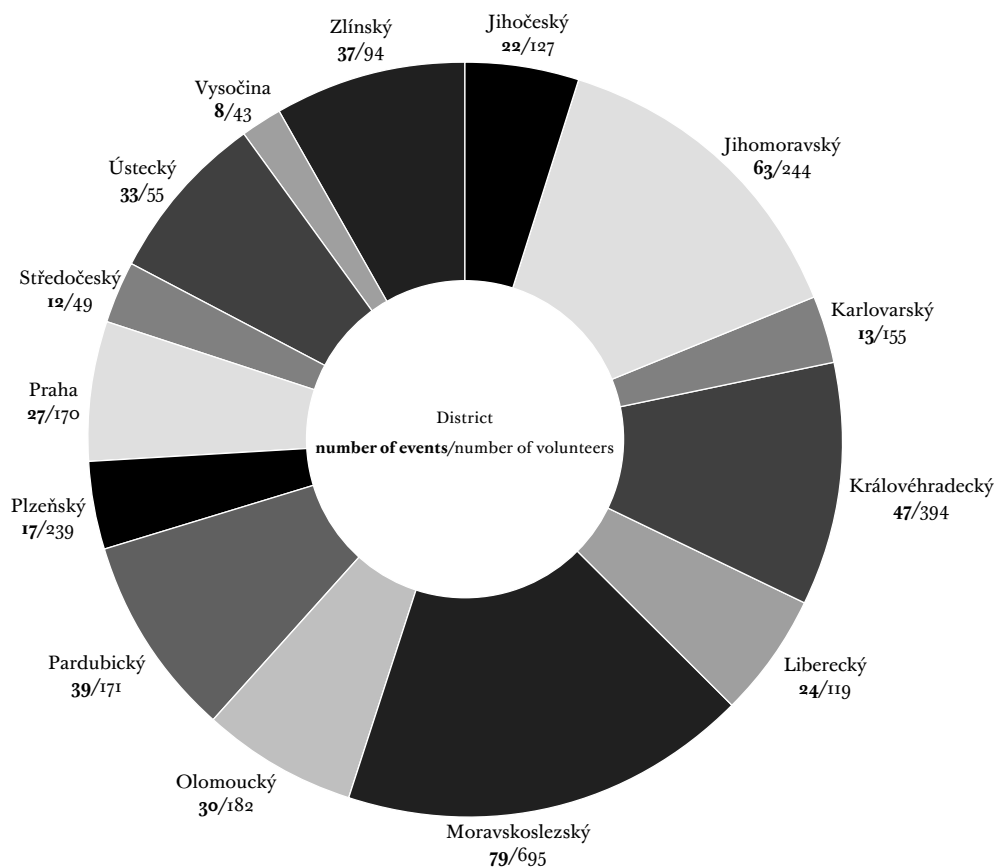
Experience and a survey carried out by ICN in collaboration with McCann-Erickson Prague in 2002 again showed that people have little idea about what an NGO is. There are numerous prejudices concerning wasteful use of finances by NGOs. During the campaign, which is also supported by the national and regional media, hundreds of NGOs try to counter these prejudices. NGOs organise many events all over the Czech Republic, and promotional and informational materials are distributed. Czech Television and Czech Radio broadcast promotional spots.

Comprehensive information for the public is posted at [Neziskovky.cz](http://Neziskovky.cz).

### 5<sup>th</sup> YEAR OF THE CAMPAIGN, 1 FEB. - 2 MAR. 2002

- Theme: Volunteering
- The campaign took place under the auspices of Petr Pithart, the chairperson of the Senate of the Czech Republic.
- Media partners: Czech Television, Czech Radio, MF Dnes
- The campaign was launched with a benefit concert, “Stars of Musicals for Kapka naděje and ICN”, which was held on 31 January 2002 at the State Opera House in Prague. The programme featured selections from the best-known Czech musicals. Revenues from the ticket sales in the amount of 505,000 CZK were used to support the organisers (ICN and the Kapka naděje Endowment Fund). The concert was broadcast live on the Czech Radio station Radiožurnál and shown twice on Czech Television.
- Communication strategy was designed in collaboration with the McCann-Erickson Prague advertising agency.

## NUMBER OF EVENTS AND VOLUNTEERS BY DISTRICT a total of 2737 volunteers participated in 451 events



- ~ The Newton IT media monitoring company registered 6,465 media items.
- ~ Some 451 events took place during the campaign. A special goal of the 5<sup>th</sup> annual “30 Days for the Civic Sector” was to let the public know that volunteering is a common phenomenon in every functional civil society, and to initiate broad debate about this issue.

Fourteen regional coordinators worked with ICN on the campaign. They coordinated on exchange of materials and information and on their approach towards the public, national and regional institutions, and NGOs.

### AWARDS

The controversial “Volunteers” advertising campaign designed by McCann-Erickson for “30 Days for the Civic Sector 2002” drew the attention of both the lay public and a jury of experts of a competition for the best creative advertisement – the advertisements were awarded the Golden Nutcracker in the “Print and Poster, Public Interest” category.

The posters also received the Silver Drumstick (second prize) at the 2002 Golden Drum Advertising Festival of the New Europe held in Portorož, Slovenia.

### MEANS OF PROMOTION:



~ 75 display cases in Prague for two weeks



~ 20 broadcasts of the spot on Czech Television in February



~ 400 posters on Prague trams in February



~ 100 posters in the Prague Metro in February



~ dozens of broadcasts of the radio spot on Czech Radio in February



~ full-page advertisements for the campaign in Mladá Fronta Dnes



~ advertising and articles about the campaign in Lidové noviny and in the magazines Reflex, Týden, Květy, and others



~ advertising banners on the CP Online Internet servers

# WE HELP THOSE WHO HELP OTHERS

## *Administration of grant and subsidy programmes*

DAGMAR ŠEVČÍKOVÁ



# PARTNERSTVÍ měst a občanů

Německo-polsko-český  
program na podporu  
občanských aktivit

Nadace Roberta Bosche (SRN) ve spolupráci s Informačním centrem neziskových organizací (ČR) a Nadací Stefana Batoryho (Polsko) vyhlašuje druhé kolo společného grantového programu na podporu přeshraniční spolupráce občanských iniciativ v rámci česko-německých a polsko-německých partnerství měst a obcí.

*ICN has ten years of experience in communicating with NGOs, donors, and sponsors. We are able to link sponsors' interests and needs with partners from the non-profit sector.*

## ROBERT BOSCH STIFTUNG

### ROBERT BOSCH FOUNDATION PROGRAMME - "PARTNERSHIP BETWEEN CITIES AND CITIZENS"

For 2002, the Robert Bosch Foundation announced a grant programme titled "Partnership between Cities and Citizens," which was promoted and implemented by ICN in the Czech Republic and by the Stefan Batory Foundation in Poland.

#### THE AIMS OF THE PROGRAMME ARE

- strengthening partnerships between civic initiatives in the Czech Republic and Germany and motivating them towards communicating and cooperating with each other
- supporting the commitment of locally active organisations
- enhancing cooperation between NGOs and local governments in both countries.

Project applications should be based on cooperation between Czech and German NGOs from partner towns. The programme supports activities focused on solving local problems where experience is mutually exchanged. The applicants and recipients of grants were Czech partners, which strengthens their position.

In the first round of the grant programme the international jury selected 6 projects to be supported by a total amount of 35,600 euros.

#### STATISTICAL DATA

- Number of grant deadlines: 1
- Total number of applications: 18
- Total supported: 6
- Total rejected: 12

#### LIST OF ORGANISATIONS SUPPORTED IN 2002

| Name of organisation   | Project title   | Approved amount in EUR |
|--|---|------------------------|
| Arnika, Děčín  | International Bathing Day on the Elbe                       | 7 800                  |
| Severočeské husitské centrum, středisko Peruc                  | Place where generations meet                                | 4 900                  |
| INEX - Sdružení dobrovolných aktivit, Brno                     | A World among the Buildings                                 | 8 000                  |
| Mateřské centrum Liberec                                       | 1st Czech-German Gathering                                  | 3 000                  |
| NONA - společnost zdravotně postižených, Nové Město nad Metují | International Creative Days                                 | 1 900                  |
| Tuž se, Broumovsko!, Broumov                                   | Czech-German Cooperation on Revitalising the Broumov Region | 10 000                 |

## THE "WITH CITIZENS OF THE CZECH REPUBLIC ABOUT THE EUROPEAN UNION" FUND



As in 2001, in 2002 the communications strategy department of the Ministry of Foreign Affairs approached ICN with a request to administer the "With Citizens of the Czech Republic about the European Union" fund for the support of NGO activities. The aim of the fund is to increase the awareness of the citizens of the Czech Republic about the European Union and about relations between the Czech Republic and the European Union. As the fund administrator, ICN received 78 applications for funding. The grant commission, consisting of prominent experts from the Czech non-profit sector, recommended 15 NGO projects to be supported by a total amount of 1,297,463 CZK.

### STATISTICAL DATA

Number of grant deadlines: 1  
 Total number of applications: 78  
 Total supported: 15  
 Total rejected: 63

### SUPPORTED ORGANISATIONS IN 2002

Spolek občanské sounáležitosti ZVONY, Velké Hamry  
 Sdružení romských podnikatelů a soukromníků  
 v ČR, Přerov  
 S. D. M. Sdružení dětí a mládeže, České Budějovice

Arnika Ostrava  
 Eurion, Brno  
 Nadační fond Olomoucké koalice neziskových organizací (OKNO)  
 Scio, o. p. s., Praha  
 Evropský klub Přerov  
 Sdružení obrany spotřebitelů ČR, Praha  
 Nadace Tomáše Bati, Zlín  
 Vlastenecký poutník, Budišov nad Budišovkou  
 Společnost pro trvale udržitelný život, Tábor  
 Občanské sdružení Tandem - SRPŠ, Opava  
 Rosnička - sdružení pro environmentální výchovu a vzdělávání, Uherské Hradiště  
 Centrum VIDA, Náchod

## MINISTRY OF EDUCATION OF THE CZECH REPUBLIC - DEPARTMENT OF PROFESSIONAL DEVELOPMENT AND INFORMATION POLICY

In 2001, ICN was commissioned by the Ministry of Education, Youth, and Sports of the Czech Republic to supervise juries at pedagogical centres. The juries voted on projects within the "Teachers' Professional Development" regional development programme. Selected ICN representatives participated in the sessions of grant commissions at 11 Czech pedagogical centres chosen by the Ministry: Olomouc, Jihlava, Liberec, Hradec Králové, Pilsen, Karlovy Vary, Prague, České Budějovice, Pardubice, Ostrava, and Central Bohemia.

As a follow-up activity, in 2002 ICN participated in the evaluation of 20 selected projects to be supported by the development programme. ICN prepared and submitted a comprehensive assessment report to the Ministry of Education on the workings of the individual commissions in the regions and on the results of the supported projects. The report included recommendations for future calls for grant proposals.

## WOULD YOU

## LIKE TO

## INVEST

## IN AN NGO?

- ~ we provide tax consultations for donations and sponsorships
- ~ we help you select an NGO or an entire target group
- ~ we assist you in choosing priorities for your company's strategy
- ~ we assist you at all stages of the grant procedure (call for applications, selection of projects, project monitoring, preparation of an evaluation report)
- ~ we provide you with complete support for all administrative and advisory activities
- ~ we help you with public relations of your sponsoring activities
- ~ we can organise seminars and consultations for your staff

## CONTACT

## ICN

**FOR MORE INFORMATION ABOUT OUR ACTIVITIES AND SERVICES PLEASE CONTACT US AT:**

Information Centre of Non-profit Organisations  
 Malé náměstí 12, 110 00 Prague 1, Czech Republic  
 tel: +420-224 239 876 E-mail: icn@icn.cz

# FINANCIAL REPORT

BARBORA HRDLÍČKOVÁ

## BALANCE SHEET

|  | 2002         | 2001         |
|--|--------------|--------------|
| <b>ASSETS</b>  |              |              |
| <i>Fixed assets</i>  |              |              |
| Long-term intangible assets  | 0            | 15           |
| Depreciation   | 0            | -15          |
| Long-term tangible assets  | 491          | 994          |
| Depreciation for individual movables, sets of movables and petty long-term tangible assets | -309         | -787         |
| Long-term financial assets   | 0            | 0            |
| <b>Total fixed assets</b>  | <b>182</b>   | <b>207</b>   |
| <i>Short-term assets</i>   |              |              |
| Reserves   | 0            | 0            |
| Liabilities  | 3 568        | 25           |
| Short-term financial assets  | 444          | 1 150        |
| Temporary asset accounts   | 23           | -157         |
| <b>Total short-term assets</b>   | <b>4 035</b> | <b>1 018</b> |
| <b>TOTAL ASSETS</b>  | <b>4 217</b> | <b>1 225</b> |

*in thousands CZK*

|                                 | 2002          | 2001         |
|---------------------------------|---------------|--------------|
| <b>LIABILITIES</b>              |               |              |
| <i>Own resources</i>            |               |              |
| Equity                          | 289           | 1,397        |
| Profit/loss                     | -753          | -1 280       |
| Profit/loss from previous years | -1 461        | -181         |
| <b>Total own resources</b>      | <b>-1 925</b> | <b>-64</b>   |
| <i>Outside resources</i>        |               |              |
| Legally required reserves       | 0             | 0            |
| Long-term liabilities           | 0             | 0            |
| Short-term liabilities          | 637           | 1 289        |
| Bank assistance and loans       | 0             | 0            |
| Temporary liability accounts    | 5 505         | 0            |
| <b>Total outside resources</b>  | <b>6 142</b>  | <b>1 289</b> |
| <b>TOTAL LIABILITIES</b>        | <b>4 217</b>  | <b>1 225</b> |

## PROFIT/LOSS REPORT

|  | 2002         | 2001         |
|--|--------------|--------------|
| <b>REVENUES</b>  |              |              |
| Income from own products                                     | 79           | 59           |
| Income from services   | 1 325        | 1 290        |
| Income from sold merchandise                                 | 0            | 4            |
| Interest   | 20           | 26           |
| Exchange rate profit   | 92           | 0            |
| Drawn from grants  | 1 397        | 1 288        |
| Other revenues   | 250          | 27           |
| Income from sale of long-term tangible and intangible assets | 113          | 0            |
| Grants accounted among the organisation's assets             | 31           | 0            |
| Grants received  | 1 496        | 95           |
| Operational subsidies  | 3 249        | 4 615        |
| <b>TOTAL REVENUES</b>  | <b>8 052</b> | <b>7 404</b> |

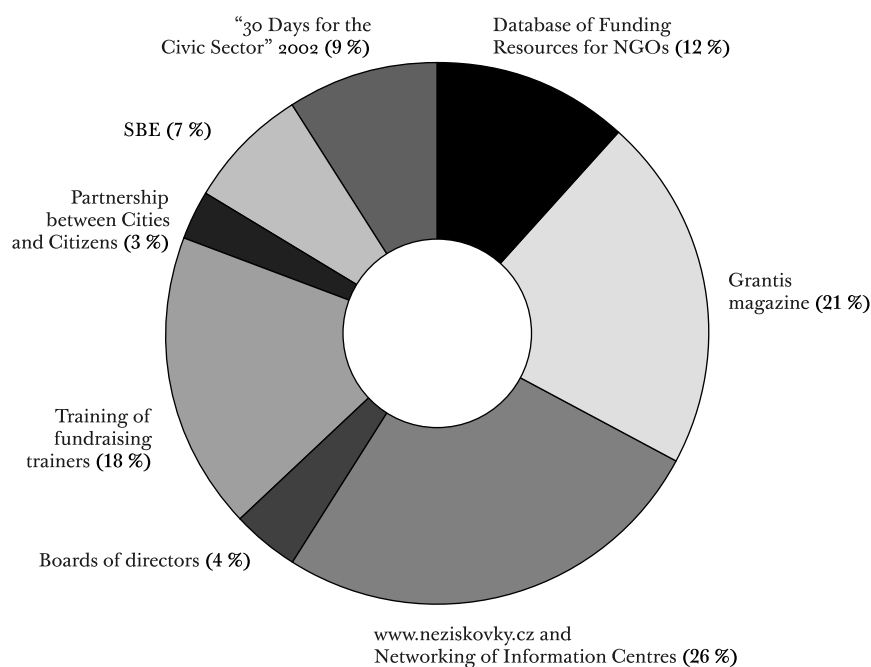
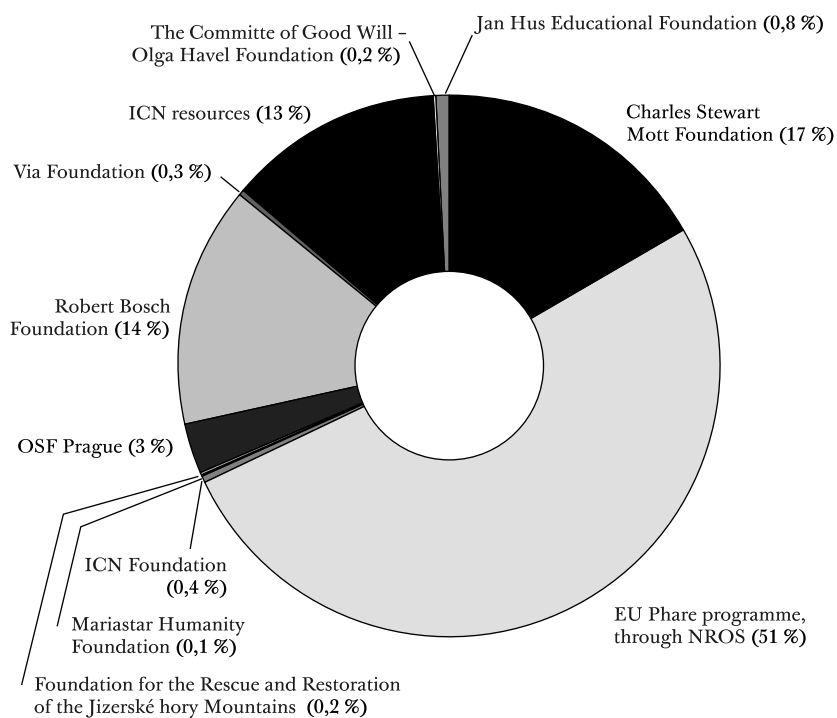
*in thousands CZK*

|  | 2002         | 2001         |
|--|--------------|--------------|
| <b>EXPENSES</b>  |              |              |
| Consumption of materials                                 | 226          | 248          |
| Sold merchandise   | 0            | 3            |
| Repairs and maintenance                                  | 3            | 6            |
| Travel expenses  | 193          | 292          |
| Representation expenses                                  | 73           | 193          |
| Other services   | 4 750        | 4 969        |
| Expenses on salaries                                     | 2 261        | 2 060        |
| Social insurance   | 609          | 421          |
| Social expenses  | 0            | 2            |
| Other taxes and charges                                  | 1            | 7            |
| Other fines and penalties                                | 16           | 10           |
| Amortisation of bad debts                                | 0            | 84           |
| Interest   | 8            | 0            |
| Exchange rate losses                                     | 203          | 0            |
| Other expenses   | 279          | 56           |
| Amortisation of long-term intangible and tangible assets | 183          | 85           |
| Grants   | 0            | 100          |
| Income tax   | 0            | 5            |
| <b>TOTAL EXPENSES</b>                                    | <b>8 805</b> | <b>8 683</b> |

*The difference between expenses and revenues is partially due to the fact that ICN will not receive some of the funding for projects implemented in 2002 until 2003.*

**FUNDING OF ICN PROJECTS**

|  | 2002      |
|--|-----------|
| <b>Database of Funding Resources for NGOs</b>                            | 734 516   |
| EU Phare programme, through NROS   | 546 516   |
| OSF Prague   | 188 000   |
| <b>Grantis magazine</b>  | 1 330 421 |
| EU Phare programme, through NROS   | 937 905   |
| ICN Foundation   | 24 635    |
| Via Foundation   | 20 657    |
| Foundation for the Rescue and Restoration of the Jizerské hory Mountains | 10 000    |
| Jan Hus Educational Foundation   | 50 000    |
| ICN resources  | 272 225   |
| The Committee of Good Will - Olga Havel Foundation                       | 9 999     |
| Mariastar Humanity Foundation  | 5 000     |
| <b>“Neziskovsky.cz“ and Networking of Information Centres</b>            | 1 647 042 |
| EU Phare programme, through NROS   | 600 996   |
| Charles Stewart Mott Foundation  | 1 046 046 |
| <b>Boards of Directors</b>   | 252 322   |
| EU Phare programme, through NROS   | 252 322   |
| <b>Training of Fundraising Trainers</b>                                  | 1 116 452 |
| EU Phare programme, through NROS   | 891 312   |
| ICN resources  | 225 140   |
| <b>Partnership between Cities and Citizens</b>                           | 184 292   |
| Robert Bosch Foundation  | 184 292   |
| <b>SBE</b>   | 461 420   |
| Robert Bosch Foundation  | 461 420   |
| <b>“30 Days for the Civic Sector”</b>                                    | 567 099   |
| Robert Bosch Foundation  | 257 621   |
| ICN resources  | 309 478   |
| <b>TOTAL</b>   | 6 798 209 |

*with costs exceeding 200,000 CZK***BREAKDOWN OF INDIVIDUAL ICN PROJECTS****BREAKDOWN OF FUNDING SOURCES FOR ICN PROJECTS**



## ZPRÁVA AUDITORA

Zpráva je určena zřizovateli a členům statutárních a dozorčích orgánů účetní jednotky Informační centrum neziskových organizací, o.p.s.


Provedli jsme audit přiložené účetní závěrky neziskové organizace Informační centrum neziskových organizací, o.p.s. k 31.prosinci 2002 za rok 2002. Za sestavení účetní závěrky odpovídá statutární orgán účetní jednotky. Naší úlohou je na základě provedeného auditu vyjádřit vlastní názor a vydat (výrok) na tuto účetní závěrku.

Audit účetní závěrky jsme provedli v souladu se zákonem o auditorech a auditorskými směrnici Komory auditorů České republiky. Tyto auditorské směrnice požadují, aby byl audit naplánován a proveden tak, aby auditor získal přiměřenou jistotu o tom, že účetní závěrka neobsahuje významné nesprávnosti. Audit zahrnuje výběrovým způsobem provedené ověření úplnosti a průkaznosti částek a informací uvedených v účetní závěrce. Audit rovněž zahrnuje posouzení správnosti a vhodnosti použitých účetních postupů a významných odhadů učiněných společností a zhodnocení celkové prezentace účetní závěrky. Jsme přesvědčeni, že provedený audit poskytuje přiměřený podklad pro vydání výroku.

Podle našeho názoru účetní závěrka zobrazuje věrně a poctivě ve všech významných ohledech aktiva, závazky, vlastní jmění a finanční situaci neziskové organizace Informační centrum neziskových organizací, o.p.s. k 31.prosinci 2002 a výsledek hospodaření za rok 2002 v souladu se zákonem o účetnictví a příslušnými předpisy České republiky.

Aniž bychom vydávali výrok s výhradou, upozorňujeme na skutečnost, že organizace dosáhla k 31.prosinci 2002 celkových ztrát 2.214 tis.Kč a její celkové závazky přesáhly celková aktiva o 1.925 tis.Kč.

V Praze dne 25.června 2003  
(datum dokončení auditu)

  
Ing. Václav Mudra  
nezávislý auditor  
osvědčení o zápisu do  
seznamu auditorů KAČR č.1212



  
Ardum & Partners s.r.o.  
Antala Staška 114/20  
PSC 140 00, Praha 4  
osvědčení KAČR č.224