

2005 ANNUAL REPORT

We help those helping others



INTRODUCTION

2005, the 14th year of ICN's existence, was a great test for the whole organization. During the year the effects of changes in NGO financing in the Czech Republic, which concerned ICN also, demonstrated themselves in practice. As expected, there was a period when projects from the EU pre-accession funds terminated and it was not possible to draw support from the structural funds. At the same time, based on new legislation, ICN became a VAT payer in 2005. All that had a negative influence on the stability of the organization. Nevertheless, ICN met its obligations and during the course of the year provided services contributing to the development of NGOs.

We would like to express our enormous thanks to all whom, in spite of the de-motivating attitude of the Czech government - supported and keep supporting ICN both financially and by providing work or know-how.

You can evaluate the results of ICN's efforts yourself in the following pages of this annual report.

Marek Šedivý
ICN, March 2006

Information Centre of Non-profit Organizations (ICN) is a public benefit organization founded in 1993 to serve all those having made the decision to work for the functioning of a civil society.

ICN's mission

To support the development of non-profit organizations and inform the public about their contribution to society.

ICN's primary goals

- to support the professionalization of NGO activities
- to educate and inform the professional as well as general public about non-profit organizations
- to intensify the development of cooperation between non-profit organizations and public administration bodies, business, and the media
- to intensify the development of cooperation between regional and foreign non-profit organizations

ICN services

- information services– the informational web portal www.neziskovsky.cz, Database of non-profit organizations in the CR, Database of financial resources, Grant calendar, Job market, Bazaar, Calendar of non-profit organizations' events, Library, ICN Club
- educational and consultation services – open vocational seminars, turn-key seminars, professional consultations
- Public Relations services – organization of the media campaign „30 days for the non-profit sector“, conference organization
- publishing services – “GRANTIS – a non-profit sector monthly” magazine, vocational publications
- agency services – administration of selection processes

ICN clients and customers

- non-profit organizations
- public administration
- companies
- media organizations
- students
- volunteers
- general public

ICN Employees (as of the end of 2005)

- Marta Adamová – Assistant to the Executive Director
- Eva Holečková – Information Specialist/Librarian
- Aleš Jungman – Assistant
- Heda Jungmanová – Head of Grant Programs Department
- Miroslav Konečný – Information Specialist / Database of financial resources
- Linda Lopezová – Head of Information Department
- Lada Šenoltová – Head of Department of Education
- Hana Prchalová – Fundraiser
- Kristina Rasmussenová – Open Courses Coordinator

- Květa Řeháková – Office Manager
- Marek Šedivý – Executive Director / Public Relations
- Josef Šplíchal – Services Manager
- Jolana Turnerová – Coordinator of ICN's Lecturers and Consultants Alliance



ICN team

External collaborators

- David Dvořák – Network Administrator
- Miriam Vránová – GRANTIS magazine Editor

Interns

- Florence Bony – Manchester Metropolitan University

Board of Directors

- Irena Brichta, Brichta & Partners – member
- Kateřina Jurigová, QandA, consultant – member
- Kateřina Bouda Kašparová, Paganini Arts – member
- Vladimír Lich, A.T. Kearney GmbH, Vice President – member
- Alexander Papánek, Adastra Apliqua, s.r.o., Software Engineer – member
- Charlotte Sommer, management consultant and tutor – Chairperson

ACKNOWLEDGEMENTS

The Information Centre of Non-profit Organizations would like to thank the following figures and institutions who care about NGO development in the Czech Republic

Partners and sponsors are listed in alphabetical order.

ICN PARTNERS

CentroNet, CP Online, ČESKÝ TELECOM, Microsoft, Nadace Roberta Bosche (Robert Bosch Foundation), Newton IT, Pfizer, QandA

CORPORATE DONATIONS

Financial donations: 3M, Alfa Software, Amos Software, Ar dum & Partners, Atel CZ, Barter BioScience, Bohemia Piano, Brichta & Partners, Diners Club, Happy Day, Japan International Laboratories, NetDirect, NJK Unicos, Paganini Arts, PART agency, Schneider Electric, Tesco Stores ČR

In kind donations/Services: Atel CZ, České vinařství Chrámce, Kampa Group, Clivia, Orrero, Protocol Catering, S.O.S. – Dekorace

INDIVIDUAL DONATIONS

Permanent financial donors: Olga Medlíková

Financial donations: Hana Čepová, Barbara Day, Lenka Deverová, Michal Donath, Michele DuBach, Adam Gratz, Elizabeth Hallin, Monika Kavanová, Michal Kuzmiak, Brigitte Lintner, Aniko Modestin, Alexander Papánek, Christoph Rufener, Josef Růžička, Charlotte Sommer, Roman Spáčil, Marek Šedivý, Jana Zahradníčková

In kind donations/Services: Štěpánka Duchková, Petr Jiříkovský, Iva Kočíková, Tomáš Krejčíř, Olga Medlíková, Jiří Pazour, Eva Pilarová, Zdenka Polívková, Chantal Poullain, Pavel Šporcl, Petr Šporcl, David Tieku, Marie Tomsová, Jaromír Tureček

DONATIONS AND GRANTS FROM PUBLIC ADMINISTRATION BODIES, EMBASSIES AND FOUNDATIONS

Contributions and grants from municipalities: Prague Capital, Prague 5 Town Hall, European Community, Czech Ministry of Labor and Social Affairs

Donations from foreign embassies: Kingdom of the Netherlands Embassy in the Czech Republic, Embassy of the United States of America

Donations from foundations: Academia Medica Prague, The Central European University, Nadace Auxilia (Auxilia Foundation), Nadace barokního divadla zámku Český Krumlov (Český Krumlov Chateau Baroque Theatre Foundation), Nadace pro podporu hasičského hnutí v ČR (Firefighters' Support Foundation of the CR), Robert Bosch Foundation, Nadační fond obětem holocaustu (Foundation for Holocaust Victims)

VOLUNTEERS

Eva Holečková ml.

COOPERATING ORGANIZATIONS

Ar dum & Partners, ASPI Publishing, Česká televize (Czech TV), Český rozhlas (Czech radio), Market Vision, Nadace Stefana Batoryho (Stefan Batory Foundation), PART agency, Spiralís, Tobola printing house

Special thanks to all those who participated in the organization and running of the **2nd year of the ICN Benefit Event** held on October 6th 2005 in the palace gardens below Prague Castle. Similar thanks to those who accepted our invitation and thus supported ICN.



Ch. Sommer, T. Krejčíř and M. Šedivý at the ICN Benefit Event

ICN CLUB

The ICN Club comprises a package of advantageous services designed foremost for the employees of NGO, public administration bodies and media organizations as well as other interested people.

Any organization or individual may become a member of the club regardless of their field of focus or a region of activity.

ICN Club members are mostly non-profit organizations and public administration institutions.

In 2005 the ICN Club offered its members:

- Monthly information services (printed or electronic)
- GRANTIS magazine – the non-profit sector monthly
- Grant calendar
- Up to date job market listings for the non-profit sector
- Education and training offers for the coming month
- Up to date events calendar of non-profit organizations in the CR
- Selected information on happenings within the non-profit sector
- Free usage of the ICN library
- Discounts on consultations provided on the ICN premises on selected topics
- Discounts on open ICN seminars, ICN publications, advertisements in Grantis
- Press monitoring concerning the subscribing organization
- Specially prepared seminars for the Club members on selected topics
- Free basic consulting
- Distribution of information from ICN Club members through the monthly information service

By December 31st, 2005, **296** organizations were ICN members.

INFORMATION SERVICES

www.neziskovsky.cz

Web portal containing information about NGO development, discussion forums, online consultation services, document samples etc. The portal has the following sections:

Job market – for those both seeking and offering job opportunities and voluntary work in the non-profit sector. In 2005 1446 ads were placed.

Bazaar – goods for sale, materials, technology and services from companies and individuals. In 2005 103 ads were placed.

Reporting – regularly updated reporting from regions around the CR regarding the non-profit sector. In 2005 141 news items were published.

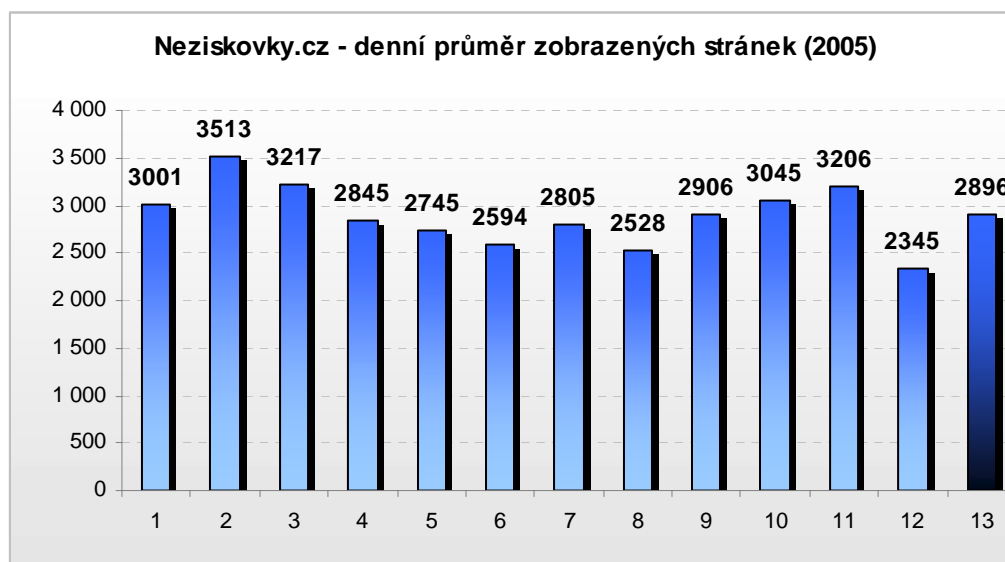
Events Calendar – NGO events throughout the CR – exhibitions, lectures, seminars, concerts, theatre performances, open doors days, conferences, round tables etc. In 2005 there were 1275 event announcements on www.neziskovsky.cz.

Library – on-line database of the contents of the library focusing at non-profit sector. By the end of 2005 the library contained 3790 volumes and 58 periodical titles. 389 readers used the library services.

Education and consultation – survey of courses, seminars, lectures, workshops and professional consultations.

Legislature – legal information and survey of legal documents aimed at non-profit organizations.

The average daily number of visitors was **585** in 2005 and the daily average of pages displayed was **2896**.



Neziskovsky.cz – daily average of pages displayed (2005)

In 2005 the portal www.neziskovsky.cz was financed from the proceeds of ICN's own activities.

Database of non-profit organizations – DBNO

The database contains detailed information about civic associations, public benefit organizations, foundations, foundation funds, church related legal bodies and other types of non-profit organizations.

ICN has maintained a database of non-profit organizations since 1993. Since 2001 it has cooperated contractually with the Czech Ministry of Finance exchanging data between the DBNO and the CEDR III information systems (the central registry of public budget subsidies).

DBNO advantages

- It is the biggest and the most used database of non-profit organizations in the CR.
- It includes all areas in which non-profit organizations are active.
- It covers all regions in the CR.
- It is the only NGO database of this scope in which it is possible to search according to area of activity and target groups.
- Non-profit organizations themselves can modify their data any time thus ensuring data accuracy.

Who uses DBNO?

- company donors and sponsors
- individual donors from the general public
- organizations seeking partners for project implementation
- journalists
- non-profit organization employees
- state and regional administration employees
- students

By registering in the DBNO database non-profit organizations can:

- address potential partners, donors and sponsors
- make it easier for journalists to contact them
- promote their activities for free
- obtain new clients

By December 31st 2005 the database of non-profit organizations in the CR contained **3816** records.

	2004	2005
Total of registered organizations by December 31st	3489	3 816
New registrations during the year	515	416
Updates during the year	978	243

DBNO operations were financed in 2005 from the proceeds of ICN's own activities.

Database of financial sources – DBFZ

This is a publicly accessible and regularly updated listing of grant and subsidy programs of the following entities including descriptions, contact people and deadlines:

- Czech and foreign foundations
- foundation funds
- ministries
- regional administration offices and town halls
- European Union funds
- foreign missions in the Czech Republic

The listing provides easy searching of programs and deadlines according to target group, areas of support, regions of activity and deadline date.

The database serves all those seeking financial resources for public benefit projects. It is used primarily by non-profit organizations, and after that by individuals.

Average number of DBFZ pages displayed per month	26 837
Average number of individual log-ins to DBFZ per month	3 054

In 2004 altogether **503** grant announcements were published in DBFZ.

Grant calendar

This weekly updated listing of grant deadlines is sent by e-mail to those who request it.

By the end of 2004 the list was distributed to **655** e-mail addresses. Altogether **558** grant deadlines were publicized via the grant calendar.

DBFZ operations were financed in 2005 from the proceeds of ICN's own activities.

NGO world

Free electronic newsletter not only for fundraisers, distributed in 2005 to **1335** e-mail addresses.

Contains information on:

- announced foundation and foundation funds programs
- corporate donorship
- public collections
- public administration subsidies
- European funds
- supported and successful projects
- seminars concerning NGO financing
- the nearest grant deadlines etc.

ICN Library

This is a unique source of information on the non-profit sector in the Czech Republic and in the world. It is the largest specialist library in the CR covering all areas of NGO activity. Internet access is provided to the public in the library.

The library catalogue is accessible on-line at www.neziskovsky.cz.

The library collection contains:

- professional publications, magazines
- student diploma theses
- conference materials
- annual reports of non-profit organizations
- NGO promotional materials archive
- database of articles published in the Czech media.

As of December 31st, 2004, **3790** volumes and **58** print media titles were registered. During the year the library was visited by **389** users. Altogether **1002** borrowings were registered.

Library operations were financed in 2005 from the proceeds of ICN's own activities.

Professional consulting and counseling

At the request of an NGO, ICN arranges consultations which are necessary for the organization's professional development.

In 2005 ICN offered consultations in the following areas:

Legal consulting

- Creating, modifying and liquidating a non-profit organization
- Legal aspects of NGOs' public activities (freedom of speech, publishing, Internet, copyright etc.)
- Contractual relationships (rental and subletting of business space, purchase and sales contracts, work or service contracts, contracts of mandate)
- Profitable activities of non-profit organizations
- Legal aspects of fundraising (donation and sponsorship contracts, grant contracts, public collections, membership fees)
- Tactics for legal disputes (positioning in legal actions, arbitration and mediation)

Project counseling

- Project preparation
- Logical framework
- Project cycle
- Budgets
- Interim and final reports
- Financial resources

Accounting, taxes, auditing

- Accounting consultations
- Accounting and tax legislation updates

- Project auditing and accounting for non-profit organizations
- Tax issues
- Consultations on making tax returns
- Corporate income tax

Financial resources, fundraising

- Financial resources for public benefit projects
- Fundraising methods
- Fundraising with the aid of the board of directors
- Public collection organizations
- Fundraising plan

Boards of Directors

- Working with the board of directors
- Motivation and duties of board members
- Relationship between the executive director and the board

In 2005 ICN arranged altogether **58** consultations.

External professional consultants working with ICN:

JUDr. Lenka Deverová, Mgr. Martin Elger, Františka Kulhánková, Mgr. Jan Hloušek, Ing. Miloslav Hnátek, Mgr. Romana Křížová, Ing. Markéta Novotná.

ICN employees answered **3145** e-mail, **797** phone and **251** personal enquiries concerning the non-profit sector in 2005 within the framework of basic consulting services.

In 2005 consulting services were financed from the proceeds of ICN's own activities and from the proceeds of a public collection organized during the "30 days for the non-profit sector" campaign.



The ICN library is being used especially by students

EDUCATIONAL SERVICES

The purpose of ICN's educational activities is to develop the following areas in non-profit organizations:

- long term sustainability and financial stability of an organization
- effectiveness of employees
- higher levels of client satisfaction with the quality of services provided
- familiarity with financial resources in the CR and the EU and the ability to make use of them
- professional and personal growth of employees
- employee job satisfaction, favorable working environment
- improvement of NGOs' public image

Further advantages of education at ICN:

- seminar topics are up-to-date and if there is interest we repeat them often
- sessions take place in the centre of Prague
- 20% discount provided under the ICN Club
- follow-up services (library, consultations) provided

In 2005 ICN offered the following forms of education:

- **Basic educational program**
Reacts flexibly to current needs of NGOs with its selection of seminar topics.
- **Turn-key program (seminars, workshops)**
Focuses on stability of support of individual NGOs and their long term development.

The following are topics covered in courses and seminars held in 2005:

- Fundraising
- Financial resources, structural funds
- Project writing and project cycle management
- Managerial knowledge and skills
- Public relations
- Marketing
- Personnel and human resources management
- Accounting
- Legislature
- Taxes
- Personal development
- Communication and presentation skills
- Supervision
- Social work with criminals

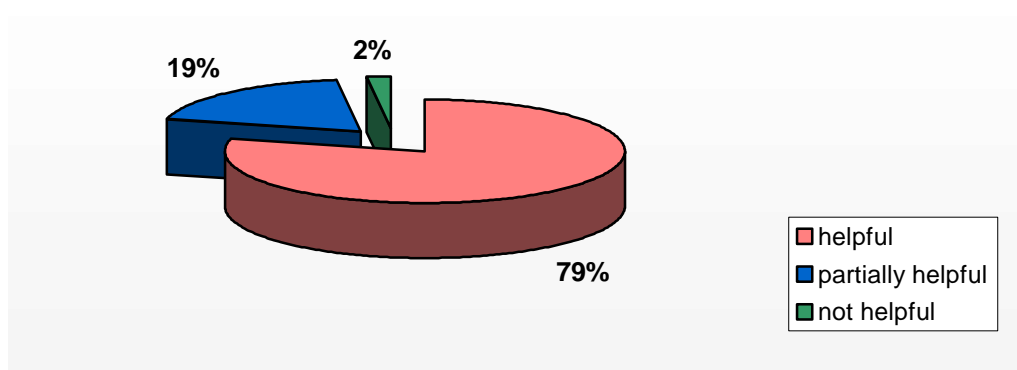
Forms of training:

- interactive
- presentation
- model situations
- case studies
- consultations with training manager during the seminar

In 2004 **50** seminars were held within the framework of the basic educational program. Altogether **524** NGOs' employees took part in these seminars.

During the year **16** turn-key seminars were held at which **154** NGO employees were trained.

Evaluation of seminars by participants



Focus of open seminars	Number of seminars
Fundraising, financial resources, project writing	21
Organizational management – strategic development, marketing, public relations, personnel, managerial skills, communication skills	28
Accounting, legislature	1

NGO Process Analysis – PAN Model

This is a new ICN product that came in to existence and was piloted in 2005.

- optimal model of operations for each NGO
- maps, describes and analyzes individual NGO processes
- a step towards fully professional NGO operations
- increases chances of obtaining financial support from companies and public sources including the EU
- contributes to trustworthiness and transparency of an organization – improves the image of the organization
- provides a competitive advantage over other organizations

Professional trainers cooperating with ICN:

PhDr. Jarmila Čierná, JUDr. Lenka Deverová, Mgr. Dušan Dvořák, Mgr. Iva Dušková, Mgr. Kateřina Jurigová, Mgr. Olga Konečná, Mgr. Petr Konečný, PaedDr. Olga Medlíková, Ing. Pavel Němeček, Mgr. Lukáš Novák, Ing. Markéta Novotná, Blažena Petrlíková, Ing. Josef Podhorský, Jana Popovičová, Ing. Lucie Rástočná, Helena Stöhrová, Mgr. Pavel Sumec, Alena Špačková, PhDr. Tatjana Šišková, Mgr. Jolana Šopovová, Lada Šenoltová, MgA Irena Swiecicki, PhDr. Daniela Vodáčková, Karel Ženíšek, Mgr. Aneta Zemanová.

The operations of the educational department were financed in 2005 from the proceeds of ICN's own activities and from individual donorship.



The "Snake likes records" collection took place in five cities of the Czech Republic

PUBLICATION SERVICES

GRANTIS – the non-profit sector monthly

GRANTIS magazine is a nationwide periodical devoted to all areas of NGOs' interests.



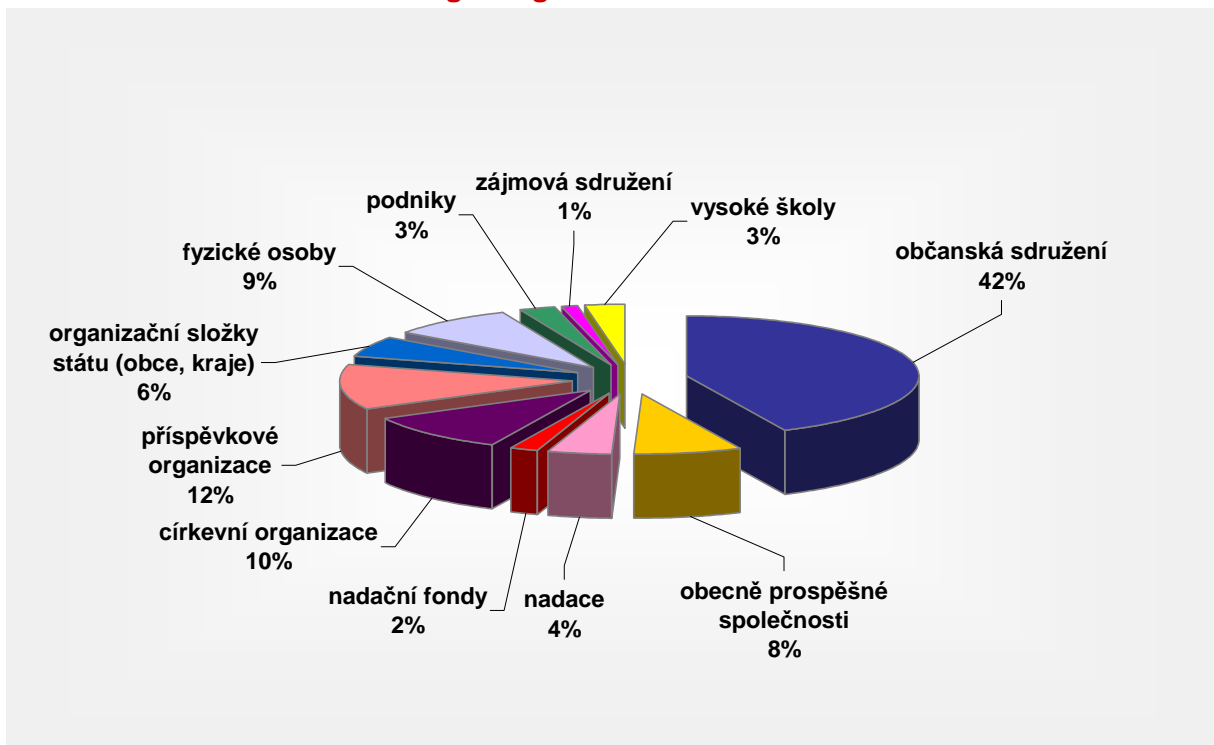
Main sections:

- Economic and legal services
- Finances
- Education
- Job market
- News
- EU news etc.

The pages of GRANTIS further contain interviews, public inquiries, coverage, commentary, experiences from abroad, regular topical special sections.

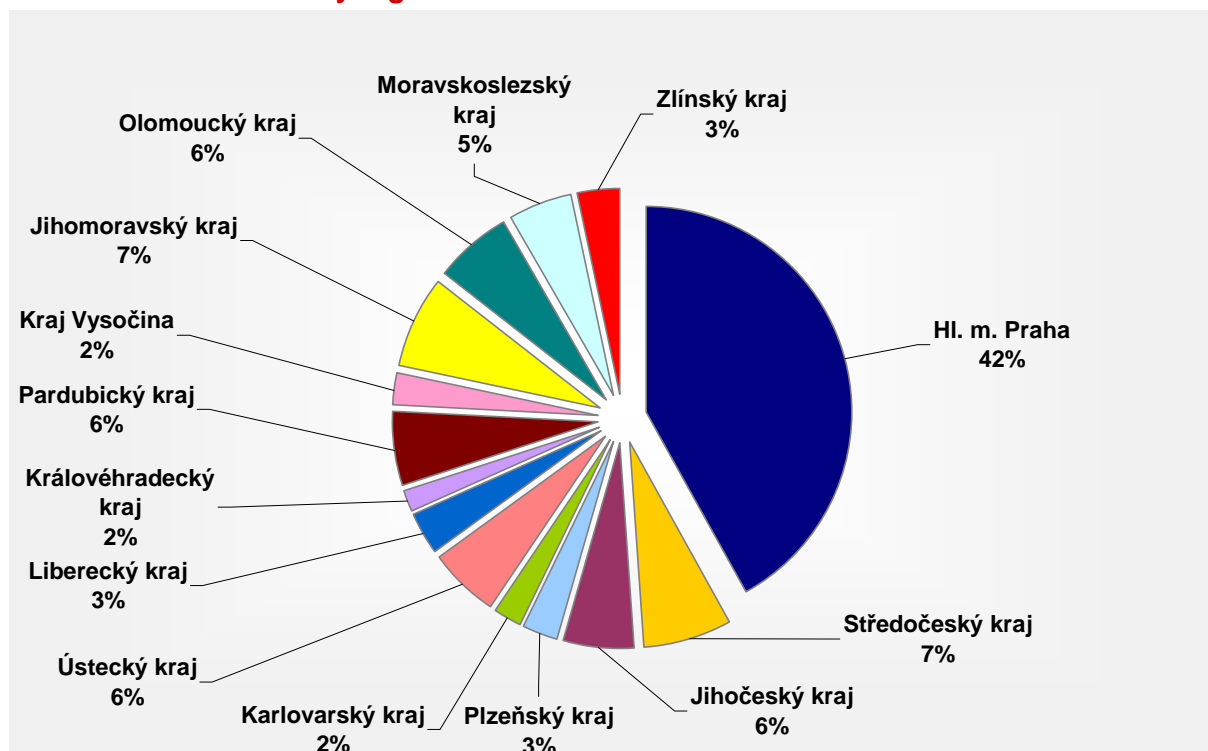
In 2005 GRANTIS had **579** subscribers and a print run of **800** copies.

GRANTIS subscribers according to legal form



Interest groups, Universities, Civic associations, Public benefit organizations, Foundations, Foundation funds, Church organizations, Gov't supported organizations, Organisational bodies of gov't (municipalities, regions), Individuals, Legal entities

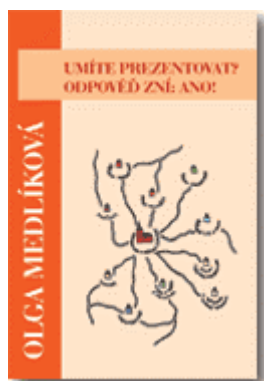
GRANTIS subscribers by region



Moravia-Silesia region, Zlin region, Prague region, Central Bohemia region, South Bohemia region, Pilsen region, Karlovy Vary region, Usti nad Labem region, Liberec region, Hradec Kralove region, Pardubice region, Vysocina region, South Moravia region, Olomouc region

In 2005 GRANTIS, the non-profit sector monthly, was supported by Nadační fond obětem holocaustu (Foundation for Holocaust Victims), Nadace na podporu hasičského hnutí (Firefighters' Support Foundation of the CR), Nadace barokního divadla zámku Český Krumlov (Český Krumlov Chateau Baroque Theatre Foundation). It was also supported by the European Community and the Czech Ministry of Labour and Social Affairs through the STOP Social Exclusion Project.

Publication “Do you know how to present yourself? The answer is: Yes!” (“Umíte prezentovat? Odpověď zní: Ano!”)



ICN and PART media have published the book “Do you know how to present yourself? The answer is: Yes!” (“Umíte prezentovat? Odpověď zní: Ano!”). The book was baptized in the Na Prádle Theatre in Malá Strana by Chantal Poullain a Štěpánka Duchková. The author is Olga Medlíková who has led ICN seminars since its inception in this area.

AGENCY SERVICES

Administration of the Robert Bosch Foundation grant program

In 2005 the Robert Bosch Foundation announced the fourth year of its grant program “**Cities and Citizens in Partnership**” which is implemented in the Czech Republic in cooperation with ICN.

The program is designed for Czech non-profit organizations which along with their German partner prepare projects involving citizens in solving problems in common with their partner cities.

The projects may be focused on working with young people, education, social areas, community development, or the environment. The program does not support exchange visits of children and students, tourist visits, cultural performances, construction and reconstruction investments, research projects and publishing.

The program has the following goals:

- to support cross-border cooperation
- to support the activities of local initiatives
- to strengthen cooperation between non-profit organizations and local administrations in both countries.

Statistics:

- Number of grant deadlines: **1**
- Number of grant applications: **27**
- Supported: **13**
- Rejected: **14**
- Total amount of support received: 64 925 Euro

Administration of Czech Telecom's Fund for Small Donorship (Fond drobného dárcovství ČESKÉHO TELECOMU)

In 2005, ČESKÝ TELECOM in cooperation with ICN announced a program called **Fund for Small Donorship** that is designed to support NGOs and individuals. The goal of this grant program is to help as many handicapped persons and NGOs as possible through the giving of small donations. A selection commission evaluates projects in five field categories (social and health, environment, education, cultural and sights protection, spare time activities) and supports applicants in all regions of the Czech Republic.

Fond drobného dárcovství ČESKÉHO TELECOMU

	NGOs			Individuals		
	Accepted applications	Supported applications	Amount of support	Accepted applications	Supported applications	Amount of support
I. quarter	57	13	CZK 295 000	17	7	CZK 125 000
II. quarter	121	10	CZK 275 000	31	9	CZK 150 000
III. quarter	117	11	CZK 270 000	25	9	CZK 150 000
IV. quarter	127	25	CZK 649 000	34	10	CZK 150 500
TOTAL	422	59	CZK 1 489 000	107	35	CZK 575 500

Total of accepted applications in 2005	529
Total of supported applications in 2005	94
Total support in 2005	CZK 2 064 500

Christmas market in ČESKÝ TELECOM premises

In December 2005 ICN cooperated in preparing a Christmas market for ČESKÝ TELECOM's employees and visitors to selected buildings. Protected workshops from individual regions presented products of handicapped craftspeople.

Date: 7. 12. 2005

Places: Prague, Brno, Ostrava

Number of vendors:

- Prague: **9** protected workshops and NGOs
- Brno: **6** protected workshops
- Ostrava: **4** protected workshops

In total, **19** protected workshops sold products for almost CZK 120 000. The proceeds went directly to the organizations mentioned.

The event was perceived very favorably both by ČESKÝ TELECOM employees and by the participating protected workshops.

PUBLIC RELATIONS ACTIVITIES

30 days for the non-profit sector



The 30 days for the non-profit sector campaign has been organized in February of every year since 1998. Its main goal is to inform the public about the significance and role of NGOs. The project also provides an opportunity to the NGOs to present their work in all regions of the Czech Republic and thus improve their communication with the public. Traditionally, part of the media presentation is also an interesting, usually slightly controversial promotion.

Eighth year, February 1st – March 2nd 2005

Campaign slogan

“Everybody has the right to a comeback. Choose who you want to help. www.neziskovky.cz”

Theme of the campaign

Individual donorship

Media partners

Česká televize (Czech Television), Český rozhlas (Czech Radio), www.ihned.cz, PartŽurnál magazine, GRANTIS magazine, JCDecaux, euroAWK.

McCann-Erickson Prague advertising agency and QandA PR agency cooperated in the campaign. In contrast to previous years, the advertising campaign did not portray the wide range of fields in which NGOs operate but only one specific example. A TV spot told the story of a homeless person who wakes up one morning on a bench and with a smile joins a young couple in jogging. Authors of the advertising campaign from McCann-Erickson Prague created a spot full of positive emotions which shows that even people with problems can enjoy life. The spot was directed by Daniel Růžička. It was accompanied by the slogan: “**Everybody has the right to a comeback.**” www.neziskovky.cz. The place where you can help.“



At the end of the campaign, on March 1st, 2005 a **gala concert in honor of individual donors** was held in the Spanish Hall at Prague Castle. Pavel Šporcl and Eva Pilarová performed at the concert.

Results / Statistics of the campaign

- Visits at the www.neziskovsky.cz website increased significantly during February – ICN registered **21 718** visits which means on average **724** visits a day.
- During the campaign **263** NGO events took place in all regions of the Czech Republic.
- **6 131** media outcomes were registered by Newton IT selective monitoring.
- During the campaign **97** citylights were put up in Prague and altogether **90** radio spots broadcast at radio stations ČRo 1 Radiožurnál, ČRo 2 Praha, ČRo 3 Vltava and **30** TV spots in Czech TV.
- Within the framework of the campaign, the 6th Annual Photo Competition entitled “We are helping not only for 30 days“ was held. This was traditionally organized by GRANTIS, the non-profit monthly. Two categories were defined in the competition (free photography and photo story) and **43** NGOs participated (**189** photographs). In 2005, the exhibition of the winning and other selected photographs went on the road and on the last Saturday in January and every Saturday in February the public was able to view it at five Tesco Stores ČR hypermarkets and on March 1st in Prague Castle.

The history of all eight years of the 30 days campaign is available at www.neziskovsky.cz.



Eva Pilarová a Pavel Šporcl performed at the concert in Spanish Hall

ICN PROJECTS

STOP social exclusion

The first goal of the project led by ICN together with SKOK, NROS and MEPCO since January 2005 is to introduce to the Czech public the concept of the EU strategy for social inclusion and how the Czech Republic is and will be participating in it. **The second goal** of the project is to get those persons and groups of citizens who are immediately affected by poverty involved in decision-making during the time in which social policy relevant for them is being created.

Source: European Commission (Community Action Programme to Combat Social Exclusion 2002-2006), Ministry of Labor and Social Affairs

Managerial program for heads of Prague NGOs providing services to disadvantaged groups of citizens threatened by social exclusion

The goal of the program led by ICN since September 2005 is to strengthen the organizational stability of selected NGOs and increase the professionalism of their managers through training 30 employees at various NGOs. Professionalization of managerial work will support the organizational stability of organizations and therefore contribute to higher quality of services provided to their clients.

Source: ESF (JPD 3)

Development and further training of lecturers and consultants for NGOs in Prague

The goal of the project, underway since September 2005, is to create a system of formalized cooperation and development of further training of professional lecturers and consultants specializing in NGOs in Prague – the Association of Lecturers and Consultants. To offer high quality training of NGOs in Prague that is up-to-date and reflects the results of agency research.

Source: ESF (JPD 3)

People – the key source for NGO operations

The goal of the project was to train 15 lecturers and consultants specialized in human resources and also to create an internet market for jobs in the non-profit sector (Job Market).

Source: Kingdom of the Netherlands Embassy in the Czech Republic

COOPERATION / PARTNERSHIP

Representation of ICN employees in advisory bodies

- Government Council for non-governmental non-profit organizations (Rada vlády pro nestátní neziskové organizace) - Marek Šedivý
- Czech commission for UNESCO - Marek Šedivý
- Communications Committee of the Government Council for sustainable development (Rada vlády pro udržitelný rozvoj) - Josef Šplíchal

APIS membership (Association of Advisory Information Centers)

Since 2003 ICN has been a member of APIS civic association which associates service centres for non-profit sector in regions of the Czech Republic. The goal of APIS is to decentralize informational and consultation services for non-profit organizations and to create an Information Centre of Non-profit Organizations network which will provide services in similar scope and quality in all regions of the Czech Republic. In 2005 APIS had five members who provided services in five regions of the Czech Republic.

Orpheus network membership

ICN is a member of the Orpheus Civil Society Network which is a network of information and support centers for non-profit organizations in Middle and Eastern European countries. Currently the Orpheus network has 33 members and ICN has been the only representative of the Czech Republic since the network's establishment in 1994.

Cooperation with the Auxilia Foundation

At the end of 2005 ICN and the Auxilia Foundation (Nadace Auxilia) produced **The 2005 NGO Sustainability Index for the Czech Republic** (Zpráva o stavu neziskového sektoru v ČR za rok 2005). The Index was produced for USAID which has been monitoring the strengthening and development of the non-profit sector in Europe and Eurasia in this way since 1997. Every year the USAID publishes this document on the non-profit sector throughout the world. The report is available at www.neziskovky.cz.

Cooperation with the Faculty of Humanitarian Studies of Charles University

Within this cooperation ICN:

- arranges consultations for students and teachers on the non-profit sector
- manages an archive of theses on the civil sector
- supplies the library funds of ICN and FHS – news exchange.

ICN IN THE FIELD

ICN presentations at conferences, fairs etc.

- Non-Handicap 2005 fair, April, Výstaviště Prague
- Meeting of NGOs providing social services in the Central Bohemia region, April, Výstaviště Lysá nad Labem
- NGO Market, April, Muzeum hl. m. Prahy
- Charles University in Prague – Absolvent 2005 (2005 Graduate), May, Prague
- Rehaprotex fair, September, Brno
- Meeting of coordinators of projects supported by Robert Bosch Foundation, October, Františkovy Lázně
- St. Nicolas charity bazaar in Prague crossroad, December, Prague

WRITTEN ABOUT US

During 2005 ICN was featured in altogether **54** media outcomes in the following media:

Benešovský deník	Listy Strakonicka	Prostějovský týden
Břeclavska	Lobby	Rovnost - Brněnský deník
ČRo 1 - Radiožurnál	Marketing & Media	Rovnost – Deník Břeclavska
ČT 1	Medical Tribune	Rovnost - Deník Slovácka
Deník Jablonecka	Metro	Rovnost - Deník Vyškovska
Deník Litoměřicka	Mladá fronta DNES	Rovnost - Deník Znojemska
Deník Lučan	Olomoucký den	Sokolovský deník
Deník Pojizeří	Olomoucký den - Nové	Strategie
Ekonom	Přerovsko	Táborské listy
EuroFirma	Parlamentní listy	UNES
Hospodářské noviny	Pižeňský deník	Ústecký deník
Hradecké noviny	Počítač pro každého	Veřejná správa
Listy Jindřichohradecka	Právní rádce	Zpravodajství ČTK

FINANCIAL REPORT

BALANCE SHEET (in thousands of CZK)	As of 31.12.2005	As of 31.12.2004
ASSETS		
<i>Long term assets</i>	131	170
Long term intangible assets	0	0
Long term tangible assets	748	757
Long term financial assets	0	0
Depreciation reserves on long term assets	-617	-587
<i>Short term assets</i>	6 352	6 131
Reserves	23	0
Active debts	4 475	5 544
Short term financial assets	1 611	345
Other assets	243	242
Total assets	6 483	6 301
LIABILITIES		
<i>Capital and reserves</i>	-2 494	-1 116
Property	399	383
Funds	0	286
Account of economic outcomes	-1 393	428
Retained income, outstanding past loss	-1 500	-2 213
<i>External sources</i>	8 977	7 417
Reserves	0	0
Long term liabilities	0	0
Short term liabilities	5 356	2 663
Other liabilities	3 621	4 754
Total liabilities	6 483	6 301
STATEMENT OF PROFIT AND LOSS (in thousands of CZK)	As of 31.12.2005	As of 31.12.2004
REVENUE		
Sales of own products	116	153
Sales of services	2 833	3 506
Change in product inventory	26	0
Interest	3	2
Exchange rate earnings	51	12
Accounting of funds	30	0
Other revenue	173	85
Sales of long term intangible and tangible assets	0	0
Received contributions accounted among organizational bodies	0	0
Gift donations received	4 203	5 104
Provisional grants	1 856	1 931
Total revenue	9 291	10 793

COSTS		
Material consumption	125	330
Energy consumption	37	37
Repairs and maintenance	75	86
Travel	100	91
Representation costs	123	99
Other services	6 088	5 753
Salary costs	2 843	2 617
Obligatory social insurance	934	780
Other taxes and payments	13	0
Other fines and penalties	3	1
Interest	0	0
Exchange rate losses	174	215
Shortages and losses	0	0
Other costs	114	140
Depreciation of long term intangible and tangible assets	55	88
Membership fees	0	110
Tax on income	0	18
Total costs	10 684	10 365
Economic result after taxes	-1 393	428

FEEDBACK ON ICN SERVICES

...we would like to post the following ad in your offices: We really enjoy using your services and trust you; through your Job Market very many really good workers have come to us.

...we have been long term members and would like to thank you for your beneficial activities and for distributing very useful information.

...I have visited your library which I like very much due to its universality, international outlook and organization. It is very useful and I will definitely come back soon. I wish you henceforth much success.

...I've been following your website for a long time. Thanks, it is very useful (I found my current job thanks to it).

...and thanks for the regular distribution of "NGO World". It is of high quality and does not contain tens of pages of boring material. Thanks and keep it up, you are good!

...And thank you again for the possibility of attending your seminar. It was at least for me a huge benefit. I will be happy to attend other seminars.

...Thank you for the excellent professional level of the seminar "Social work with criminals" which I attended ...

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