



Public call for submission of project proposals for the Civic Engagement Programme of the second Swiss Contribution

STRENGTHENING THE CONTRIBUTION OF CIVIL SOCIETY ORGANISATIONS TO THE ENHANCEMENT OF VOLUNTEERING

**PUBLIC CALL REFERENCE CODE:
2SD-VOLONTERSTVO**

GUIDELINES FOR APPLICANTS

Deadline for submission project proposals:

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1. BASIC AND GENERAL PROVISIONS

The Framework Agreement on the implementation of the second Swiss Contribution or Swiss-Croatian Cooperation Programme for the period 2019–2029 between the Republic of Croatia and the Swiss Confederation was signed on October 18, 2022. The Act on the Ratification of the Framework Agreement between the Government of the Republic of Croatia and the Swiss Federal Council on the implementation of the second Swiss Contribution to selected European Union Member States for the reduction of economic and social inequalities within the European Union¹ entered into force on May 17, 2023. This created the necessary conditions for the utilization of 45,700,000.00 CHF, of which 7,600,000.00 CHF is allocated to the Civic Engagement Programme.

These Guidelines for Applicants for the Call for Proposals titled "Strengthening the Contribution of Civil Society Organisations to the Enhancement of Volunteering" (hereinafter referred to as: Guidelines) regulate the submission process for project proposals by specifying the selection criteria, eligibility criteria for Applicants and Partners, activities, costs, and implementation rules for projects funded under this Call for Proposals (hereinafter referred to as: Call). The selection process is carried out in accordance with the Law on Associations² and the Regulation on Criteria, Standards, and Procedures for Financing and Contracting Programs and Projects of Public Interest Implemented by Associations.³

1.1. GLOSSARY

The terms and their abbreviations used in these Guidelines have the following meanings (Table 1):

Table 1.

Target group	Group on which project activities directly influence; direct or end beneficiaries of project activities.
NGO Grant	Grants awarded by the Office for Cooperation with NGOs through public calls as part of the second Swiss Contribution to civil society organisations for projects aimed at promoting the role of civil societies to economic and social cohesion through education for sustainable development, volunteerism, micro-projects for the development of the local community and service learning.
Beneficiary	Term Beneficiary includes project promoter and his/her Partners. Project promoter is a successful Applicant which signs the grant agreement. He is directly responsible for the initiation, management, implementation and results of the project.
National Coordination Unit (NCU)	State administration body competent for coordination Swiss-Croatian Cooperation Program (Ministry of Regional Development and EU Funds).
Decision on financing	The decision of the Programme Operator (the Office for Cooperation with NGOs) on financing, which defines which projects will be financed, is the basis for signing the contract.

¹ Official Gazette 6/23.

² Official Gazette 74/14, 70/17, 98/19, 151/22.

³ Official Gazette 26/15, 37/21.

Civil Society Organisations (CSO)	Civil society organisations are organisational structures outside the public sector which on voluntary basis gather different social stakeholders who represent a wide range of interests, and include associations, foreign associations, foundations, religious communities, legal entities of religious communities, artistic organisations, trade unions, employers' associations and private non-profit institutions, non-profit cooperatives and other non-profit organisations which they work as intermediaries between authorities and citizens.
Partner	A civil society organisation, institution or unit of local and regional self-government that participates in the implementation of the project alongside the Applicant and uses part of the project funds.
Call for proposals (Call)	Refers to a tender procedure inviting potential Applicants to prepare and application for project proposals for financing according to in advance defined criteria and procedures.
Applicant	An association that is founded, registered and operates in accordance with the Associations Act. A foundation that has been established, registered, and operates in accordance with the Foundations Act ⁴ .
Project	A temporary endeavour undertaken to create a unique product, service, or result, characterized by a defined beginning and end, specific objectives, and resource constraints. ⁵
Participant	A natural person who participates in project activities and directly benefits from second Swiss Contribution – the Civic Engagement Programme, who is not responsible for initiating or implementing the project and who can be identified by being asked for personal data.
Associate	All legal entities collaborating on the implementation of project activities with the successful Applicant/Grant Beneficiary and Partners. The Associate is not entitled to funding under the grant agreement from this Call.
Grant Agreement (contract)	Contract assembled between Beneficiary and the Programme Operator (the Office for Cooperation with NGOs) which determines the amount of funds who is assigned to project from the second Swiss Contribution and national budget and other financial and implementation conditions.
Programme Operator	The state administration body responsible for managing the Civic Engagement Programme within the second Swiss Contribution, the Swiss-Croatian Cooperation Programme (the Office for Cooperation with NGOs of the Government of the Republic of Croatia).
Steering Committee	The body appointed by the NCU at the Civic Engagement Programme level, which approves the tender documentation for each Call, monitors the progress of the implementation of the programme components, makes proposals for improvements, approves the programme components and all amendments to the Civic Engagement Programme based on the proposal of the Programme Operator. It consists of nine members: representatives of state administration bodies (Ministry of Labour, Pension System, Family and Social Policy, and Ministry of Science, Education and Youth), the National Coordination Unit, the Programme Operator, the Ministry of Finance,

⁴ Official Gazette 106/18, 98/19, 151/22.

⁵ Project Management Institute (PMI), PMBOK Guide: <https://iehouse.org/wp-content/uploads/2021/07/PMBOK7.pdf>.

	the Swiss Contribution Office of the Swiss Embassy, and representatives of civil society organisations.
Volunteering	Volunteering is a voluntary investment of personal time, effort, knowledge, and skills to carry out services or activities for the benefit of another person or for the general good, performed by individuals in accordance with the Law on Volunteering ⁶ , without any entitlement to financial compensation or other material gain for the volunteer work performed.

1.2. BACKGROUND AND RATIONALE OF THE CALL

The European Volunteer Charter⁷ highlights volunteering as an activity that serves the interests of people and is not motivated by financial gain. It improves quality of life and encourages active civic engagement for the benefit of the community. Volunteering promotes solidarity and social cohesion and represents one of the factors that contribute to the development of democracy and shape positive changes in society.

As stated in the National Programme for the Development of Volunteering for the period 2020–2024⁸, the priority is to ensure an enabling environment for the further development of volunteering in the Republic of Croatia. The benefits of promoting volunteering are manifold, both for the community and for individuals. In addition to actively contributing to community development, volunteers gain valuable knowledge and skills through the process, expand their social networks, and develop a sense of solidarity, thereby increasing the overall level of social trust within the community. According to [Benevol.ch](https://www.benevol.ch)⁹ volunteering is an altruistic activity where an individual or group makes a social contribution to fellow human beings and the surrounding environment. It is a service provided free of charge and for a limited amount of time. Volunteering supplements paid work, but it does not compete with it.

The strengthening of volunteering to achieve the Sustainable Development Goals (SDGs) and the principle of leaving no one behind is emphasized in a resolution adopted by the United Nations General Assembly¹⁰ in late December 2024. The resolution underlines the universal human desire to contribute through volunteering and stresses the importance of ensuring the safety and protection of volunteers. It also recognizes the key role of youth and welcomes the participation of persons with disabilities.

Although volunteering is one of the most common and widespread forms of civic participation, it is still insufficiently valued and encouraged in Croatian society.

The results of the research presented in the Volunteerism 2024 Status Report¹¹ show that 25% of citizens in our country over the age of 16 have volunteered at least once in their lifetime. Between 2020 and 2022, 11% of the population volunteered, while in June 2023, only 7% of respondents volunteered.

⁶ Official Gazette 58/2007.

⁷ European Charter on Volunteering (PDF), available at: <https://www.volonterski-centar-ri.org/wp-content/uploads/europska-povelja-o-volonterstvu.pdf>.

⁸ Draft Proposal of the National Programme for the Development of Volunteering for the Period 2020–2024, available at: <https://esavjetovanja.gov.hr/Econ/MainScreen?EntityId=14091>.

⁹ [Umbrela organisation for volunteer services in Switzerland](https://www.benevol.ch/fr/benevol-suisse/benevol-suisse.html), available at: <https://www.benevol.ch/fr/benevol-suisse/benevol-suisse.html>

¹⁰ n2441190.pdf, available at: <https://documents.un.org/doc/undoc/gen/n24/411/90/pdf/n2441190.pdf>.

¹¹ HCRV - Publications in the Category of Volunteering Status Reports, available at: https://www.hcrv.hr/publications/volunteering_reports

Furthermore, according to the Report on Volunteer Services or Activities Performed by Volunteer Organizers for the Year 2024,¹² published by the Ministry of Labour, Pension System, Family and Social Policy, it is evident that civil society organisations (CSOs) are the predominant volunteer organizers, accounting for 89% of submitted volunteering reports out of a total of 1,612 volunteer organizers in 2024. In contrast, public institutions represent only 7%, and regional and local self-government units are significantly underrepresented, with only one submitted volunteering report. In general, volunteering is still not highlighted as a resource that could be used in public institutions that provide services of public interest. Therefore, in addition to activities aimed at strengthening the capacities of civil society organisations, it is necessary to additionally strengthen the capacities for volunteer management in public institutions, especially those in the education, social welfare and health systems. Namely, without effective volunteer management, it is difficult to ensure the successful use of the numerous potentials that volunteers can provide to any organisation, or to guarantee the sustainability of the implementation of volunteer programmes that lead to better management and quality of services of public interest. Also, volunteering should not be misused or considered as a cheap labour.

Various programs and projects led by civil society organisations aimed at strengthening the volunteering development infrastructure have been funded in Croatia. However, several structural challenges remain. For example, there is a lack of capacity among volunteer organizers for effective volunteer management and coordination, as well as a lack of implementation of quality standards in the work of volunteer organizers, which results in an insufficient number of quality volunteer programs.

Another challenge is the relatively low participation of young people in volunteering within civil society organisations (as indicated in the annual volunteering reports of the Ministry of Labour, Pension System, Family and Social Policy). This is largely due to the insufficient representation of volunteering in school curricula, and the lack of systematic attention to volunteering at all levels of the education system—particularly in primary and secondary schools. An additional problem is the fact that educational institutions, even if they recognize the need to design volunteer programmes and evaluate the engagement of involved teachers and students, often do not have adequate resources or the ability to provide support for teacher training in this area, as well as for the implementation of sustainable volunteer programmes. Previous initiatives to develop and implement volunteer programmes in primary and secondary schools are the result of years of intensive work by a number of civil society organisations, especially regional and local volunteer centers. Therefore, it is necessary to provide additional support for the development of partnership cooperation between schools and civil society organisations in the design and implementation of quality volunteer programmes, which will gradually lead to an increase in volunteering among young people in all counties in Croatia.

Out of 64,510 volunteers in 2024, only 3,868 (or 6%) were children and young people under the age of 14. The figures for slightly older youth—secondary school students aged 15 to 17—were somewhat better, with 7,489 volunteering, which accounts for 12% of the total

¹² Ministry of Labour, Pension System, Family and Social Policy – Volunteering, available at: <https://mrosp.gov.hr/istaknute-teme/obitelji-i-socijalna-politika/socijalna-politika-11977/udruge-humanitarni-rad-i-volonterstvo-12006/volonterstvo-12023/12023>.

number of volunteers in 2024. The highest volunteering rate is seen among young people aged 18 to 30, who contributed one-third of all volunteer hours completed in 2024—20,932 hours in total.

Volunteering analysis from 2023¹³ shows an increase in informal initiatives, which until recently were only sporadically recognized as a form of citizen engagement. This indicates a shift toward community-oriented local initiatives. Croatia has a long tradition of formal civil society (associations, foundations), but the concept of informal initiatives (grassroots self-organization without legal status) has gained strength only in the past 10–15 years. An increasing number of young people and local communities are using this form of organizing because it is more flexible, faster, and less bureaucratic. Informal initiatives assure quick response to local needs, ability to involve a wider circle of citizens without formal procedures and strengthen participatory democracy and civic solidarity.

At the same time, a trend of short-term volunteering prevails, as fewer individuals are able to commit to long-term volunteer engagements, reflecting changes in lifestyle patterns and availability. There is growing interest in online volunteering, highlighting the increasing role of technology in facilitating flexible and remote volunteer engagement. Motivations for volunteering are changing due to shifts in social values, lifestyles, personal goals, and the work culture. However, the analysis also reveals some more concerning findings, such as the decline in cooperation between organisations that engage volunteers. This may negatively impact the effectiveness and influence of volunteer programs in communities. Availability of volunteer programs and opportunities is decreasing, which could lead to a drop in overall volunteer engagement and gaps in service provision. Furthermore, the interest of decision-makers and key stakeholders in promoting and supporting the development of volunteering is diminishing, potentially hindering the growth and structural support of the volunteering sector.

In addition, under the European Social Fund (ESF) 2014–2020, Call issued in 2016 by the Office for Cooperation with NGOs, titled *"Support to the Volunteering Organisers for the Improvement of Volunteer Management and Implementation of Volunteering Programmes"*, a total of 827 employees from civil society organisations completed training (in volunteer management), 9,251 individuals participated in project activities, including 2,807 volunteers, and 606,530 volunteer hours were recorded.

This Call is building on need for further empowerment of volunteers and efficient volunteering management together with building foundation for growth through new volunteering programmes specifically targeting educational, health and social sectors. According to the responses in the Beneficiaries Questionnaire¹⁴ for the ESF Call *"Support to the Volunteering Organisers for the Improvement of Volunteer Management and Implementation of Volunteering Programmes"*, the priority is a systematic approach to volunteering in civil society organisations, including funding for positions dedicated to volunteer coordination, due to the need for practical, continuous work such as developing programs, regular communication with volunteers, collecting feedback from both

¹³ Report on the Work of Volunteer Centers in 2023, Croatian Volunteer Development Center, available at: <https://hcrv.hr/storage/images/reports/files/01JF3YENQ4JNKGRRTNFVK3MQW0.pdf>.

¹⁴ Questionnaire from the Office for Cooperation with NGOs.

volunteers and beneficiaries, and maintaining records of volunteer hours. As the organisations state in the questionnaire, it is crucial to continuously improve volunteer management and the development of volunteer programs (including methodology for volunteer roles and volunteer engagement), as well as to strengthen communication skills, and the skills and knowledge of staff for motivating and mentoring volunteers. All of this is necessary for organisations to effectively design and organize volunteer tasks and engage as many volunteers as possible in ongoing activities, thus allowing volunteers to fulfill the purpose of their engagement.

1.3. CALL OBJECTIVES AND TARGET GROUPS

The objective of the Call is to strengthen the contribution of volunteerism in the implementation of reforms for social and economic growth and democratic development.

Specific objectives are:

1. to improve the capacities of volunteer organizers for efficient volunteer management in order to enhance the quality of services of general interest particularly those in the education, social, and healthcare systems
2. focusing on increasing the number of high-quality and sustainable volunteer programmes in general
3. promoting volunteering and its values in general

Target groups of the Call (end beneficiaries):

The target groups of the Call are

- volunteers
- employees of partner organisations/institutions (educational/healthcare/social institutions)
- the beneficiaries of educational/ healthcare/ social institutions (or partner institutions)
- civil society organisations
- citizens of local communities

1.4. INDICATORS

Project proposals must contribute to meeting the objectives of this Call, which will be measured by the following indicators of implementation (table 2):

Table 2.

Name indicators	Description indicators	Evidence of achievements:	Minimum number/amount of indicators:
Number of employees/volunteers of	It refers to the employees/volunteers of the Applicant/Partner	Education and training programs, certificates, and	At least two volunteers/employees of the



the Applicant/Partner ¹⁵ trained in volunteering and volunteer management MANDATORY INDICATOR	who have completed training on effective volunteer coordination and management methods, as well as other necessary training to improve skills in working with volunteers	confirmations of participation in training	Applicant/Partner attended and completed one training program lasting a minimum of 16 hours during the implementation of the project
Number of volunteers¹⁶ involved in the implementation of volunteer programme(s) MANDATORY INDICATOR	Refers to volunteers, long-term and short- term, who participate in the implementation of project activities inside volunteer programmes	Statement by the Applicant including a list of names and the number of participants/volunteers involved in project activities through which they acquire knowledge and skills (competencies) related to volunteering, in accordance with chapter 3.5. Eligible Activities	At least 110 volunteers per project
Number of developed and implemented volunteer programmes in partnerships with relevant educational and/or social and/or healthcare institutions MANDATORY INDICATOR	It refers to the volunteering programs developed and implemented in partnerships between the Applicant/Partner institutions (educational, social, healthcare) and civil society organisations	A program lasting a minimum of 20 school hours, certificates and/or confirmations of participation or completion, photographs documenting the activities and participation, attendance sheets or sign- in sheets confirming the presence of volunteers, event programs and documentation of the implementation of volunteer programmes	At least one volunteer program must be developed and implemented during the project
Number of publications on the Office for Cooperation with NGOs' online Platform for the Exchange of Knowledge and Experiences among Beneficiaries	It applies to all Beneficiaries/Partners who will publish their knowledge transfer content, examples of good practice and exchange of experiences that contribute to civic engagement in the field of volunteering on the online Platform of the Office for Cooperation with NGOs for the Exchange of Knowledge	Comprehensive content information with the aim of transferring knowledge, experience and results of work with other organisations (educational materials, manuals, brochures, working materials, etc.) publications on the online platform of the Office for Cooperation with NGOs	Minimum 5 publications during the project implementation

¹⁵ Each CSO employee/volunteer can contribute to a particular indicator only once, regardless of how many activities within that indicator they participated in. However, if the same person participates in activities related to different indicators, their contribution is recorded within each of those indicators separately.

¹⁶ Each volunteer can contribute to a particular indicator only once, regardless of how many activities within that indicator they participated in. However, if the same person participates in activities related to different indicators, their contribution is recorded within each of those indicators separately.



MANDATORY INDICATOR	and Experiences among Beneficiaries during the implementation of project activities	for the Exchange of Knowledge and Experiences among Beneficiaries	
Aggregate results of a surveys ¹⁷ /research on the attitude of citizens (participants in project activities) on the possibility of influencing changes (development) in the local community MANDATORY INDICATOR	It refers to the Beneficiary/Partners/Associates who will conduct a surveys/research with the Participants of the activities (volunteers, volunteers/employees of civil society organisations, employees of partner organisations/institutions (educational/healthcare/social institutions) etc.) at the beginning and end of the project activities on the possibility of influencing changes in the local community using the prescribed forms (included in the Call for Proposals documentation). The Beneficiary will report on the aggregate results of the surveys/research in the interim report.	Aggregate results of the entry/exit surveys/research, completed Questionnaire 1 (entry) questionnaire ¹⁸ upon entry of the Participant into the project activities and Questionnaire 2 (exit) questionnaire ¹⁹ upon exit of the Participant from the project activities (questionnaire templates are an integral part of the tender documentation of this Call). Data collected and processed from both questionnaires, and shaped into the results of the project surveys/research	A surveys/research on citizens' attitudes towards the possibility of influencing changes (development) in the local community was conducted on a sample of at least 30 ²⁰ participants in project activities per project, results attached to the interim report

In the project application, the Applicant must provide all the information related to the mandatory indicators and the way in which the project will use them contribute. Projects that do not directly contribute to the defined indicators will not to consider acceptable for financing. The Applicant does not need to enter additional indicators in the project application because they will not be taken into account during the assessment of the quality of the application.

When defining mandatory indicators, it is necessary to determine the baseline and target values that the Applicant should quantify the mandatory indicators in a realistic manner considering that the failure to achieve the reported indicators will result in a financial correction.

¹⁷ Beneficiaries/Partners are required to use the templates of Questionnaire 1 (ENTRY) and Questionnaire 2 (EXIT) which are an integral part of the tender documentation and to prepare an analysis of the answers to Questionnaire 1 at the beginning of the project activities and an analysis of the answers to Questionnaire 2 at the end of the project activities and to report on them in the interim report.

¹⁸At the beginning of the first project activity in which the Participant participates within the project.

¹⁹ At the end of the project activity(ies), when the Participant exits the project activity(ies) and will no longer participate in their implementation within the project.

²⁰ The Applicant should ensure, when entering the target value of the indicator for the number of participants of surveys/research in Chapter IV – Project Description of the Project Description Form, (Application Form) to specify at least 30 participants for the conducted surveys/research.

The achievement of indicators represents the percentage ratio of the achieved value of the indicator in relation to the target value of the indicator, in accordance with the grant agreement. Based on the defined achievement rates of indicators, the average achievement at the project level is calculated. Depending on the achievement coefficient, the appropriate correction rate is determined as described in the Table 3. unless the Beneficiary can provide a valid justification for not achieving the planned (target) value of the indicator.

Table 3. Financial corrections

Mandatory indicator	Value achieved during implementation compared to the value set in the project application (%)	Percentage of financial correction (% of total eligible project costs)
Indicator	$X \geq 85$	0
	$85\% > X \geq 70$	3
	$70\% > X \geq 55$	5
	$55\% > X \geq 40$	7
	$40\% > X$	10

IMPORTANT NOTE: For the purpose of monitoring the sustainability of results, the Beneficiary is required to participate in one meeting and submit a Sustainability Report to the Office for Cooperation with NGOs one year after the completion of the project.

1.5. TOTAL FINANCIAL FUNDS AND AMOUNT OF GRANTS

For financing projects in within this Call the total available amount is EUR **1,191,000.00**

AMOUNT OF GRANTS PER INDIVIDUAL PROJECT

Lowest value

85,000.00 EUR

Highest value

170,000.00 EUR

Approximate number projects that are planned to be financed within this Call is 7-14.

Projects can be financed up to a maximum of 90 % of the total eligible project costs, with the following potential Applicants and Partners lengthwise to ensure co-financing of the remaining 10% (or more) from own funds or other sources²¹.

²¹ The Office for Cooperation with NGOs will, through Public Calls for Submission of Applications for the Co-financing of Projects of Civil Society Organisations Contracted under European Union Programmes and Foreign Funds, co-finance the mandatory contributions of Beneficiaries and Partners in projects contracted under this Call, in accordance with the Co-financing Rules that will be in force in the year in which the co-financing is requested/approved. More information is available at the following link: <https://udruga.gov.hr/istaknute teme/financiranje-programa-i-projekata-udruga-iz-javnih-izvora/sufinanciranje/sufinanciranje-2024/5806>.

Within 30 days²² of concluding the contract, the Office for Cooperation with NGOs will pay the Beneficiary an advance payment in the amount up to 40% of the approved grant. The advance funds can be used until the end of the project implementation, and the advance can be offset during the entire project implementation so that the offset covers at least 90% of the total amount of the advance paid by the final interim report. The remaining approved amount will be paid, as a rule, in six-month instalments during project implementation what will be specified in the contract. A precondition for the final payment is that the Beneficiary has been approved for the costs incurred during and prior to the completion of the project implementation, and the disbursed amount cannot exceed the total approved grant funds.

The Office for Cooperation with NGOs, as the Programme Operator of the Civic Engagement Programme, reserves the right to finance a larger number of projects than initially planned under the available amount of the Call, based on the reserve list of project proposals (project proposals that achieved the minimum score prescribed by the Call in the evaluation process but, due to limited financial resources, were not included in the provisional list of selected project proposals), should additional funds become available within the Swiss-Croatian Cooperation Programme – second Swiss Contribution.

2. APPLICANT/PARTNER ELIGIBILITY REQUIREMENTS

2.1. REQUIREMENTS FOR APPLICANTS

2.1.1. ELIGIBLE APPLICANTS

Applicants can be:

- **civil society organisations** with the following status:
 - **association** - established, registered and operating in accordance with the Associations Act²³, registered for at least one year on the date of the call for applications;
 - **foundation** - established, registered and operating in accordance with the Foundations Act²⁴; registered for at least one year on the date of the call for applications;

The applicant must meet all the requirements listed in Table 4.

Table 4. Review conditions acceptability and source checks conditions acceptability for Applicants

CONDITION OF APPLICANT ELIGIBILITY	SOURCE CHECKS/CONFIRMATION ON THE FULFILMENT CONDITIONS
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²² Days in deadlines relationships on calendar days, except if otherwise it is not indicated.

²³ Official Gazette 74/14, 70/17, 98/19, 151/22.

²⁴ Official Gazette, 106/18, 98/19, 151/22.

It operates in the service of the public/common good and in accordance with the fundamental values established by the Constitution of the Republic of Croatia, and its statute defines its commitment to carrying out activities that are the subject of this funding	Register of Associations Register of Foundations If the Statute is not available for download in the Register of Associations/Foundations, a copy of the Statute must be submitted, clearly demonstrating compliance with the provisions set out in point 2.1.1. for the Applicant.
Registered on the date of publication of the Call for Proposals for at least one year, and if the applicant is an association, its Statute is in line with the provisions of the Associations Act	Register of Associations Register of Foundations
Registered in the Register of Non-Profit Organisation and leads transparently financial business in accordance with regulations on accounting non-profit organisations	Register of Non-Profit Organisation Transparent financial operations are considered to be when the non-profit organisation in accordance with the Law on Financial Operations and Accounting of Non-profit Organisations, ²⁵ is registered in the Register of Non-profit Organisations and has submitted the following reports to FINA on a timely basis: - Those obliged to use double-entry bookkeeping shall submit a balance sheet, annual report on income and expenses and notes for the previous business year or Those subject to simple accounting shall submit an annual financial report on receipts and expenditures for the previous business year and notes or - Statement of inactivity
The Applicant has a model of good financial management and control and a method of preventing conflicts of interest when disposing of public funds, an appropriate method of public publication of the program and financial report on work for the previous year (on the website or in another appropriate manner)	Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure
The Applicant is not in a pre-bankruptcy settlement procedure, bankruptcy procedure, procedure closing, procedure forced billing or in procedure liquidations	Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure

²⁵ Official Gazette No. 121/2014.



<p>The provisions on the intended use of funds from public sources have not been violated, and the contractual obligations undertaken under previous grant agreements with the Office for Cooperation with NGOs and all other public fund providers have been fulfilled</p>	<p>Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure</p>
<p>The person authorized to represent the organisation (and signing of the grant agreement) is in the mandate</p>	<p>Register of Associations Register of Foundations</p>
<p>No criminal proceedings are being conducted against the person authorized to represent and he/she has not been finally convicted of a misdemeanour specified in these Guidelines, or finally convicted of committing a criminal offense specified in Article 48, paragraph 2, indent d of the Regulation on Criteria, Standards and Procedures for Financing and Contracting Programmes and Projects of Interest to the Common Good Implemented by Associations.²⁶</p>	<p>Certificate of No Criminal Record (to be submitted immediately before the signing of the grant agreement)</p> <p>Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure</p>
<p>The Applicant or the person authorized to represent the Applicant (a person who is a member of the administrative, management or supervisory body or has the authority to represent, make decisions or supervise that economic entity) has not been convicted by a final judgment for any of the following criminal offenses or for corresponding criminal offenses under the regulations of the country of headquarters or the country of which the person authorized by law to represent them is a citizen:</p> <ul style="list-style-type: none"> • has been convicted by a final judgment of the criminal offence of financing terrorism, money laundering, breach of trust in business transactions, fraud in business transactions, causing bankruptcy, favouring creditors or breach of the obligation to keep commercial and business records under the law governing criminal offences and criminal sanctions or previously valid criminal offences of abuse of bankruptcy and abuse of bankruptcy proceedings, for the duration of the legal consequences of the conviction, as well as for whom international measures restricting the disposal of property have been introduced, while these measures are in force, or has not been convicted by a final judgment of a criminal offence of another country which, in terms of its 	<p>Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure</p> <p>A certified statement by the person authorized to represent the association that he/she has not been convicted by a final judgment of the criminal offense of financing terrorism, money laundering, abuse of trust in business operations, fraud in business operations, causing bankruptcy, favouring creditors or violating the obligation to keep commercial and business records under the law regulating criminal offenses and criminal sanctions or previously valid criminal offenses of bankruptcy abuse and abuse in bankruptcy proceedings, for the duration of the legal consequences of the conviction, as well as for which international measures restricting the disposal of assets have been introduced, while these measures are in force, or that he/she has not been convicted by a final judgment of a criminal offense of another country that corresponds in its essential characteristics to the aforementioned criminal offenses;</p> <p>A certified and signed statement from a person authorized to represent the association that is in direct contact with children stating that he or she has not been convicted by a final judgment of any</p>

²⁶ Official Gazette, No. 26/15, 37/21.

<p>essential characteristics, corresponds to the aforementioned criminal offences; the person authorized to represent who is in direct contact with the child has not been convicted by a final judgment of any of the criminal offenses of sexual abuse and exploitation of a child pursuant to the law regulating criminal offenses and criminal sanctions; in accordance with Article 19, paragraphs 2 and 3 of the Associations Act</p>	<p>criminal offense of sexual abuse and exploitation of a child pursuant to the law regulating criminal offenses and criminal sanctions.</p> <p>Remark: Both statements of the person authorized to represent the Applicant must be certified by a notary public, they are attached in free form, and one statement covering both allegations is sufficient. Both statements are to be submitted immediately before the signing of the grant agreement.</p>
<p>The Applicant fulfils the obligations to pay contributions for pension and health insurance and to pay taxes and other payments to the state budget and the budgets of local self-government units and has no debt on the basis of public payments, of which the Tax Administration keeps official records, or has been granted a deferral of payment of due tax liabilities.</p>	<p>Certificate from the Ministry of Finance/Tax Administration on the state of public debt (not older than 30 days) showing that the organisation has no debt based on public payments.</p> <p>The mentioned certificate is to be submitted immediately before the signing of the grant agreement.</p>

The Applicant and Partners confirm by statements (Applicant statement, Partner statement) that for the persons who will be in contact with the children through the implementation of project activities will submit additional documentation subsequently as follows:

- a scanned version of the completed and signed Form for access to criminal and misdemeanour records, signed by the person authorized to represent the Beneficiary;
- certificate that no criminal proceedings are being conducted against the person (not older than 8 days);
- In addition to the above documentation, foreigners must also submit a certified translation of a certificate of good conduct from their home country.

The Beneficiary is required to submit the additional documentation once the names of the individuals who will be in direct contact with children during the implementation of project activities are known.

For persons who will be in contact with children through the implementation of project activities, the Office for NGOs will check that:

- that he/she has not been convicted by a final judgment for any of the criminal offenses from Chapters IX, X, XVI, XVII and XVIII of the Criminal Code²⁷, or the corresponding criminal offenses from the previously valid Criminal Code²⁸
- that the person(s) is/are not subject to a security measure of mandatory psychiatric

²⁷ Official Gazette, No. 125/11, 144/12, 56/15 and 61/15, 101/17, 118/18, 126/19, 84/21, 114/22, 114/23, 36/24.

²⁸ Official Gazette 110/97, 27/98, 50/00, 129/00, 51/00, 111/03, 190/03, 105/04, 84/05, 71/06, 110/07, 152/08, 57/11.



treatment, mandatory addiction treatment, mandatory psychosocial treatment, prohibition of performing a certain duty or activity, prohibition of approaching, harassing and stalking, removal from the common household, prohibition of internet access or a security measure of protective supervision upon full execution of a prison sentence imposed pursuant to the Criminal Code²⁹, or pursuant to the previously valid Criminal Code³⁰

- they have not been issued a misdemeanour sanction and/or they are not under a protective measure prescribed by the Act on Protection from Domestic Violence³¹
- has not been punished for a misdemeanour based on Articles 25 and 26 of the Law on Suppression of Discrimination³², Articles 31 and 32 of the Law on Gender Equality³³ and Article 229, Paragraph 2 of the Law on Road Traffic Safety³⁴.

The association/foundation that applies for the project is fully responsible for its implementation, reporting and results.

2.1.2. WHO CANNOT APPLY

- legal entities that are not registered as associations/foundations;
- associations that have not harmonized their statutes with the provisions of the Associations Act ³⁵ nor have they submitted a request for harmonization of their statutes to the competent office;
- associations/foundations that are not registered in the Register of Non-Profit Organisations and/or do not conduct transparent financial operations in accordance with the Law on Financial Operations and Accounting of Non-Profit Organisations;
- branches, subsidiaries and similar organisational forms of associations that are not registered as legal entities in accordance with the Associations Act;
- associations/foundations that have spent previously allocated funds from public sources for purposes other than their intended purpose (they are not eligible to apply for the next two years, counting from the year in which they implemented the project);
- associations/foundations that are bankrupt or in liquidation proceedings;
- associations/foundations that have not fulfilled their obligations related to the payment of contributions or taxes;

2.2. ELIGIBLE PARTNERS

²⁹ Official Gazette, No. 125/11, 144/12, 56/15 and 61/15, 101/17, 118/18, 126/19, 84/21, 114/22, 114/23, 36/24.

³⁰ Official Gazette 110/97, 27/98, 50/00, 129/00, 51/00, 111/03, 190/03, 105/04, 84/05, 71/06, 110/07, 152/08, 57/11.

³¹ Official Gazette, No. 70/17, 126/19, 84/21, 114/22, 36/24.

³² Official Gazette, No. 85/08 and 112/12.

³³ Official Gazette, No. 82/08 and 69/17.

³⁴ Official Gazette, No. 67/08, 48/10, 74/11, 80/13, 158/13, 92/14, 64/15, 108/17, 70/19, 42/20, 85/22, 114/22 and 133/23.

³⁵ Official Gazette 74/14, 70/17, 98/19 and 151/22.

The Applicant must apply and implement the project in partnership with one or more Partners.

The Applicant must operate in partnership³⁶ with at least one public educational institution and/or public social institution and/or public healthcare institution founded in Croatia.

The roles and responsibilities of both the Applicant and the Partner(s) must be clearly described in the project proposal.

In addition to the above mandatory partnership, the Applicant may apply and implement the project in partnership with other legal entities.

In the evaluation and selection process, the capacities of the entire partnership will be taken into account.

After signing the grant agreement, it is mandatory to conclude a Partnership Agreement/Contract with all Partners (the template of this agreement is part of the tender documentation for this Call).

A Partner can be one of the following Croatian or Swiss legal entities:

- **Croatian organisations** with the following status:
 - **association** – established, registered and operating in accordance with the Associations Act,³⁷ registered for at least one year on the date of publication of the Call;
 - **foundation** – established, registered and operating in accordance with the Foundations Act³⁸ on the date of publication of the Call for Proposals, registered for at least one year;
 - **cooperative**- registered in the Register of Non-Profit Organisations - established according to the article 66., item 1. Law on cooperatives³⁹; registered for at least one year on the date of publication of the Call;
 - **legal entity of a religious community** – established in accordance with The Law on the Legal Status of Religious Communities⁴⁰, registered in the Register of Religious Communities, and registered for at least one year on the date of the Call publication;
 - **artistic organisation** – registered in accordance with The Act on the Rights of Independent Artists and the Promotion of Cultural and Artistic Creativity⁴¹ register in the Register of Artistic Organisations, and registered for at least one year on the date of the Call publication;

³⁶ The meaning and scope of the partnership will be defined in the Partnership Agreement and include the Partner's obligations to cooperate in the implementation of project activities throughout the entire duration of the project.

³⁷ Official Gazette, No. 74/14, 70/17, 98/19, 151/22.

³⁸ Official Gazette, No. 106/18, 98/19, 151/22.

³⁹ Official Gazette No. 34/11, 125/13, 76/14, 114/18, 98/19.

⁴⁰ Official Gazette, No. 83/02, 73/13.

⁴¹ Official Gazette, 43/96, 44/96, 127/100, 177/04.

- **trade union/association of higher-level trade unions** – established, registered, and operating in accordance with the Labor Act⁴², and registered for at least one year on the date of the Call publication;
- **employers' association/employers association of higher-level** – established, registered, and operating in accordance with the Labor Act⁴³, and registered for at least one year on the date of the Call publication;
- **institutions (public and private⁴⁴)** operating in accordance with the Institutions Act⁴⁵; registered in the Court Register for at least one year on the date of publication of the Call;
- **local and regional self-government units**
 - **Swiss organisations with the following status⁴⁶:**
 - **association** – established under the legislation of the Swiss Confederation and operating for at least one year as of the date of the Call's publication;
 - **foundation** – established under the legislation of the Swiss Confederation and operating for at least one year as of the date of the Call's publication;
 - **cooperative** – established under the legislation of the Swiss Confederation and operating for at least one year as of the date of the Call's publication;
 - **legal entity of a religious community** – established under the legislation of the Swiss Confederation and operating for at least one year as of the date of the Call's publication;
 - **artistic organisation** – established under the legislation of the Swiss Confederation and operating for at least one year as of the date of the Call's publication;
 - **trade union** – established under the legislation of the Swiss Confederation and operating for at least one year as of the date of the Call's publication;
 - **employers' association** established under the legislation of the Swiss Confederation and operating for at least one year as of the date of the Call's publication;
 - **institutions (public and private⁴⁷)** established according to the legislation of the Swiss Confederation ;
 - **Swiss administrative units (cantons, municipalities).**

Partnerships with Swiss organisations are not mandatory, but will be given additional points.

⁴² Official Gazette 93/14, 127/17, 98/19, 151/22, 46/23, 64/23.

⁴³ Official Gazette 93/14, 127/17, 98/19, 151/22, 46/23, 64/23.

⁴⁴ Private institutions, in order to be eligible Partners, must have their non-profit activity clearly stated in their Statute.

⁴⁵ Official Gazette 76/93, 29/97, 47/99, 35/08, 127/19, 151/22.

⁴⁶ Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

⁴⁷ Private institutions, in order to be eligible Partners, must have their non-profit activity clearly stated in their Statute.

2.3. ELIGIBILITY CONDITIONS RELATING TO THE PARTNER

Partners should satisfy the applicable **conditions** acceptability which apply to the Applicant, while Partners registered as associations/foundations must meet all the eligibility requirements as Applicants, and which are listed in Chapter 2.1.1. (Table 4.)⁴⁸.

Partner(s) who are not established as associations⁴⁹ or foundations must meet the following requirements⁵⁰:

1. On the date of publication of the Call, it has been registered to carry out activities in the Republic of Croatia or in the Swiss Confederation⁵¹ for at least one year. For individual Partners, depending on the type of legal form, verification is carried out through the following sources:
 - Cooperative, institution: Court register
 - Legal entity of religious community: Register of Religious Communities in the Republic of Croatia, Register of Non-Profit Organisations, for legal entities of the Catholic Church: Register of Legal Entities of the Catholic Church in the Republic of Croatia, Register of Non-Profit Organisations
 - Artistic organisation: Register of Artistic Organisations
 - Trade union, association of higher-level trade unions, employers association, employers association of higher-level: Register of trade unions or employers' associations, maintained by the Ministry of Labour, Pension System, Family and Social Policy (for associations and higher-level associations operating in the territory of the Republic of Croatia or in two or more counties), or by the county administrative offices (for associations and higher-level associations operating only within one county); Register of Non-Profit Organisations
 - Swiss cooperative⁵², legal entity of religious community⁵³, artistic organisation⁵⁴, trade union⁵⁵, employers organisation⁵⁶
 - Unit of local and regional self-government: list of counties, cities, municipalities maintained by the Ministry of Justice, Administration and Digital Transformation for units local and regional self-

⁴⁸ Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

⁴⁹ Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

⁵⁰ Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

⁵¹ Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

⁵² Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

⁵³ Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

⁵⁴ Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

⁵⁵ Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

⁵⁶ Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

government⁵⁷

2. Fulfills financial reporting obligations prescribed by applicable law - it is checked whether the Partner has submitted the annual financial report for the previous business year on time. For individual Partners, depending on the type of legal form, the check is performed through the following sources:
 - Cooperatives, legal entity of religious community, artistic organisation, trade union, trade union association of higher level, employers association, employers association of higher level, institutions registered in Register of Non-Profit Organisations; **submitted annual financial report for the previous business year visible in the Register of Non-Profit Organisations**
3. Must also meet the eligibility criteria specified in Table 5., Table 5a., Table 6. and Table 6a.(v) indicates the obligation to meet the criteria for each legal entity:

Table 5. Overview of eligibility criteria and sources for verifying eligibility criteria for Croatian partners who are not registered as associations/foundations

CONDITION	SOURCE OF VERIFICATION/CONFIRMATION OF COMPLIANCE WITH REQUIREMENTS	INSTITUTION	COOPERATIVE	LOCAL AND REGIONAL SELF GOVERNMENT UNIT
It has been registered for carrying out activities in the Republic of Croatia for at least one year on the date of the Call's publication	Corresponding registry	✓	✓	
By its founding act, it has committed to operating in the service of the public good and the community, in accordance with the general values established by the Constitution of the Republic of Croatia and by law ⁵⁸	Copy of corresponding valid founding act-submitted by the Applicant for the Partner(s)	✓	✓	

⁵⁷ <https://mpudt.gov.hr/o-ministarstvu/ustrojstvo/uprava-za-politicki-sustav-i-opcu-upravu/lokalna-i-podrucna-regionalna-samouprava/popis-zupanija-gradova-i-opcina/22319>.

⁵⁸ Public institutions are not required to submit a copy of the relevant valid founding act.



It is not in a pre-bankruptcy settlement procedure, bankruptcy procedure, closure procedure, forced collection procedure, liquidations or in liquidation procedure	Partner Statement on the Truthfulness of Data and Fulfilment of Eligibility Criteria for Participation in the Grant Award Procedure	✓	✓	✓
He has not violated the provisions on the intended use of funds from public sources and has fulfilled the contractual obligations undertaken under previous agreements on the allocation of financial resources to the Office for Cooperation with NGOs and all other providers of financial resources from public sources	Partner Statement on the Truthfulness of Data and Fulfilment of Eligibility Criteria for Participation in the Grant Award Procedure	✓	✓	✓
Conducts transparent financial operations	Register of non-profit organisations or a certified and signed confirmation from FINA on the financial report received for the year preceding the year of application to the Call-submitted by the Applicant for the Partner(s)	✓	✓	✓

No criminal proceedings are being conducted against the person authorized to represent the organisation and he/she has not been finally convicted of a misdemeanour as defined in Article 48, paragraph 2, indent c, or finally convicted of a criminal offense as defined in Article 48, paragraph 2, indent d of the Regulation on Criteria, Standards and Procedures for Financing and Contracting Programmes and Projects of Public Interest Implemented by Associations	Certificate that no criminal procedures are conducted The Partner is obliged to deliver the certificate immediately upon signing of the grant agreement	✓	✓	✓
Fulfils obligations to pay contributions for pension and health insurance and to pay taxes and other contributions to the state budget and the budgets of local self-government units, and there is no debt based on public benefits, for which the Tax Administration keeps official records or has been granted a deferral of payment of due tax liabilities and obligations for pension and health insurance	A confirmation of the Ministry of Finance/Tax Administration of non existence of public debt from which it is visible that the organisation has no debt with regards to public benefits The Partner is obliged to submit the aforementioned confirmation immediately before signing the grant agreement	✓	✓	

Table 5a. Overview of eligibility criteria and sources for verifying eligibility criteria for Croatian partners: legal entities of religious communities, artistic organisations, trade unions/ trade unions association of higher level, employers associations/employers associations of higher level

CONDITION	SOURCE OF VERIFICATION/CONFIRMATION OF COMPLIANCE WITH REQUIREMENTS	LEGAL ENTITY OF RELIGIOUS COMMUNITY	ARTISTIC ORGANISATION	TRADE UNION/ TRADE UNIONS ASSOCIATION OF HIGHER-LEVEL	EMPLOYERS ASSOCIATION/E MPLOYERS ASSOCIATION OF HIGHER LEVEL
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It has been registered for carrying out activities in the Republic of Croatia for at least one year on the date of the Call's publication	Corresponding registry	✓	✓	✓	✓
By its founding act, it has committed to operating in the service of the public good and the community, in accordance with the general values established by the Constitution of the Republic of Croatia and by law	Copy of corresponding valid founding act-submitted by the Applicant for the Partner(s)	✓	✓	✓	✓
It is not in the process of pre-bankruptcy settlement, bankruptcy proceedings, closure procedure, enforced collection, or liquidation procedure	Partner Statement on the Truthfulness of Data and Fulfilment of Eligibility Criteria for Participation in the Grant Award Procedure	✓	✓	✓	✓
He has not violated the provisions on the intended use of funds from public sources and has fulfilled the contractual obligations undertaken under previous agreements on the allocation of financial resources to the Office for Cooperation with NGOs and all other providers of financial resources from public sources	Partner Statement on the Truthfulness of Data and Fulfilment of Eligibility Criteria for Participation in the Grant Award Procedure	✓	✓	✓	✓
Conducts transparent financial operations	Register of non-profit organisations or a certified and signed confirmation from FINA on the financial report received for the year preceding the year of application to the Call, submitted by the Applicant for the Partner(s)	✓	✓	✓	✓

No criminal proceedings are being conducted against the person authorized to represent the organisation and he/she has not been finally convicted of a misdemeanour as defined in Article 48, paragraph 2, indent c, or finally convicted of a criminal offense as defined in Article 48, paragraph 2, indent d of the Regulation on Criteria, Standards and Procedures for Financing and Contracting Programmes and Projects of Public Interest Implemented by Associations	Certificate that no criminal procedures are conducted The Partner is obliged to deliver the certificate immediately upon signing of the grant agreement	✓	✓	✓	✓
Fulfils obligations to pay contributions for pension and health insurance and to pay taxes and other contributions to the state budget and the budgets of local self-government units, and there is no debt based on public benefits, for which the Tax Administration keeps official records or has been granted a deferral of payment of due tax liabilities and obligations for pension and health insurance	A confirmation of the Ministry of Finance/Tax Administration of non existence of public debt from which it is visible that the organisation has no debt with regards to public benefits The Partner is obliged to submit the aforementioned confirmation immediately before signing the grant agreement	✓	✓	✓	✓

Table 6. Overview of eligibility criteria and sources for verifying eligibility criteria for Swiss partners: associations, foundations, cooperatives, institutions, cantons and municipalities

CONDITION	SOURCE OF VERIFICATION/CONFIRMATION OF COMPLIANCE WITH CONDITIONS	ASSOCIATION	FOUNDATION	COOPERATIVE	INSTITUTION	CANTONS, MUNICIPALITIES
Founded for performance of activities in Swiss Confederation for at least one year on the date of the Call's publication	Copy of corresponding valid founding act- submitted by the Applicant for the Partner(s)	✓	✓	✓	✓	

By its founding act, it has committed to operating in the service of the public good and the community, in accordance with the general values established by Swiss Federal Constitution and Law	Copy of corresponding valid founding act- submitted by the Applicant for the Partner(s)	✓	✓	✓	✓	
It is not in the process of pre-bankruptcy settlement, bankruptcy proceedings, closure procedure, enforced collection, or liquidation procedure	Partner Statement on the Truthfulness of Data and Fulfilment of Eligibility Criteria for Participation in the Grant Award Procedure	✓	✓	✓	✓	✓
It has not violated the provisions on the designated use of funds from public sources and has fulfilled the contractual obligations undertaken based on previous agreements on the allocation of financial resources with all public funding providers	Partner Statement on the Truthfulness of Data and Fulfilment of Eligibility Criteria for Participation in the Grant Award Procedure	✓	✓	✓	✓	✓
No criminal proceedings are being conducted against the person authorized to represent the organisation and he/she has not been finally convicted of a misdemeanour as defined in Article 48, paragraph 2, indent c, or finally convicted of a criminal offense as defined in Article 48,	Certificate that no criminal procedures are conducted ⁵⁹ The Partner is obliged to deliver the certificate immediately	✓	✓	✓	✓	✓

⁵⁹ Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

paragraph 2, indent d of the Regulation on Criteria, Standards and Procedures for Financing and Contracting Programmes and Projects of Public Interest Implemented by Associations	upon signing of the grant agreement					
Fulfils obligations to pay contributions for pension and health insurance and to pay taxes and other contributions to the state budget and the budgets of local self-government units, and there is no debt based on public benefits, for which the Tax Administration keeps official records or has been granted a deferral of payment of due tax liabilities and obligations for pension and health insurance	Extract from the Swiss debt collection register ⁶⁰ or Extract from the EasyGov.swiss ⁶¹ online platform The Partner is obliged to submit the aforementioned confirmation immediately before signing the grant agreement	✓	✓	✓	✓	

Table 6a. Overview of eligibility criteria and sources for verifying eligibility criteria for Swiss partners: legal entities of religious communities, artistic organisations, trade unions, employers associations

CONDITION	SOURCE OF VERIFICATION/CONFIRMATION OF COMPLIANCE WITH REQUIREMENTS	LEGAL ENTITY OF RELIGIOUS COMMUNITY	ARTISTIC ORGANISATION	TRADE UNION	EMPLOYERS ASSOCIATION
Founded for performance of activities in Swiss Confederation for at least one year on the date of the Call's publication	Copy of corresponding valid founding act-submitted by the Applicant for the Partner(s)	✓	✓	✓	✓

⁶⁰ Requesting an extract from the debt enforcement register: <https://www.ch.ch/en/documents-and-register-extracts/extract-from-the-debt-enforcement-register/>.

⁶¹ [EasyGov - Request for an extract from the debt enforcement register](https://www.easygov.swiss/easygov/#/en/landing/debt-enforcement-register-extract): <https://www.easygov.swiss/easygov/#/en/landing/debt-enforcement-register-extract>.



By its founding act, it has committed to operating in the service of the public good and the community, in accordance with the general values established by Swiss Federal Constitution and Law	Copy of corresponding valid founding act-submitted by the Applicant for the Partner(s)	✓	✓	✓	✓
It is not in the process of pre-bankruptcy settlement, bankruptcy proceedings, closure procedure, enforced collection, or liquidation procedure	Partner Statement on the Truthfulness of Data and Fulfilment of Eligibility Criteria for Participation in the Grant Award Procedure	✓	✓	✓	✓
It has not violated the provisions on the designated use of funds from public sources and has fulfilled the contractual obligations undertaken based on previous agreements on the allocation of financial resources with all public funding providers	Partner Statement on the Truthfulness of Data and Fulfilment of Eligibility Criteria for Participation in the Grant Award Procedure	✓	✓	✓	✓
No criminal proceedings are being conducted against the person authorized to represent the organisation and he/she has not been finally convicted of a misdemeanour as defined in Article 48, paragraph 2, indent c, or finally convicted of a criminal offense as defined in	Certificate that no criminal procedures are conducted ⁶² The Partner is obliged to deliver the certificate immediately upon signing of the grant agreement	✓	✓	✓	✓

⁶² Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

Article 48, paragraph 2, indent d of the Regulation on Criteria, Standards and Procedures for Financing and Contracting Programmes and Projects of Public Interest Implemented by Associations					
Fulfils obligations to pay contributions for pension and health insurance and to pay taxes and other contributions to the state budget and the budgets of local self-government units, and there is no debt based on public benefits, for which the Tax Administration keeps official records or has been granted a deferral of payment of due tax liabilities and obligations for pension and health insurance	<p>Extract from the Swiss debt collection register⁶³ or</p> <p>Extract from the EasyGov.swiss⁶⁴ online platform</p> <p>The Partner is obliged to submit the aforementioned confirmation immediately before signing the grant agreement</p>	✓	✓	✓	✓

Both the Applicant and the Partner(s) must jointly have prior experience in project implementation⁶⁵ in the field of volunteering, education, social inclusion, work with young people and/or other relevant areas related to the subject of this Call. Additionally, they must cumulatively have experience in project implementation the financial value of which corresponds to the minimum requested amount of grants under this Call. Partners actively participate in implementation of the project, and costs which while achieve acceptable are in to the same extent as well as costs which achieves Applicant. The contract on the allocation of financial resources will be concluded with the Applicant, who is also responsible for the quality implementation of the entire project, the designated spending of approved funds, regular reporting and the achievement of project results.

⁶³ Requesting an extract from the debt enforcement register: <https://www.ch.ch/en/documents-and-register-extracts/extract-from-the-debt-enforcement-register/>.

⁶⁴ [EasyGov - Request for an extract from the debt enforcement register](https://www.easygov.swiss/easygov/#/en/landing/debt-enforcement-register-extract): <https://www.easygov.swiss/easygov/#/en/landing/debt-enforcement-register-extract>.

⁶⁵ Projects are eligible regardless of the source of funding and regardless of whether the Applicant or any of the project Partners in the project proposal has participated in previous projects (implemented alone or in partnership with other Applicants) as an Applicant or Partner. It is sufficient to list one project whose value corresponds to at least the requested grant amount, or several projects of smaller value may be listed that cumulatively amount to at least the requested amount in the project application over the past six years.



3. CONDITIONS FOR SUBMISSION OF PROJECT PROPOSALS

3.1. NUMBER OF PROJECT PROPOSALS PER APPLICANT

An Applicant can submit only one project proposal and can simultaneously be a Partner in one or more projects.

Partners may participate in one or more project proposals from different Applicants under this Call.

In the event that the Applicant submits more than one application, the application that was submitted first chronologically will be considered in the administrative evaluation process, while the others will be rejected.

3.2. LOCATION

Project activities must be implemented in the territory of the Republic of Croatia, or for the benefit of target groups in the territory of the Republic of Croatia.

If it is justified and necessary to achieve the goals of the project, certain activities (e.g. study trips) can be organized outside the Republic of Croatia, exclusively in the territory of the Swiss Confederation and the European Union. Project activities carried out outside the borders of the Republic of Croatia may not exceed 15 % of the total eligible project costs.

3.3. PROJECT IMPLEMENTATION PERIOD

The project must be implemented for a period of at least 12 months and at most 24 months (except in cases of contract extension based on an addendum to the contract).

The start and expected completion dates of the project will be clearly established by contract on financial allocation of funds.

3.4. APPLICATION OF HORIZONTAL PRINCIPLES AND INTERNATIONAL DOCUMENTS

Applicants are required to ensure their contribution to the horizontal themes defined by this Call:

- social inclusion,
- mitigating climate change.

Contribution to social inclusion:

Applicants are required to ensure that their project proposals contribute to social inclusion, taking into account the needs of beneficiaries of project activities who are members of vulnerable groups, ensuring their active participation in accordance with their individual

needs, with support, empowerment, and, if necessary, appropriate adaptation⁶⁶. The applicants may also consider aspects related to the promotion of gender equality, i.e. the representation of women in civil society organisations, and their meaningful participation in political decision-making processes, the empowerment of women's rights organisations, networks or collective initiatives, awareness raising and dialogue to overcome restricting social norms and institutional barriers.

Contribution to climate change mitigation:

Project activities should contribute to climate change mitigation by raising awareness among project participants and the wider community about the importance of the impact of climate change on society, as well as the potential threats of climate change impacts⁶⁷, and the necessity of integrating the concept of climate change adaptation into all aspects of society.⁶⁸

The project's compliance with horizontal principles is described in the Application Form.

Also, all project proposals must comply with the Charter of Fundamental Rights of the European Union, a document containing a list of human rights as set out in the constitutions of the Member States, the European Convention on Human Rights and international human rights treaties. The Charter brings together in one place all the personal, civil, political, economic and social rights of EU citizens.

The Applicant must ensure respect for all rights protected by the Charter, which reflect the six fundamental values: dignity (Articles 1-5), freedom (Articles 6-19), equality (Articles 20-26), solidarity (Articles 27-38), citizens' rights (Articles 39-46) and justice (Articles 47-50).

Likewise, the Applicant should ensure compliance with the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), which is the first binding international human rights instrument on disability. The Convention promotes, protects and ensures the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities and promotes respect for their inherent dignity. Persons with disabilities are those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

3.5. ELIGIBLE ACTIVITIES

MANDATORY ACTIVITIES

⁶⁶ Social inclusion activities within this Call include ensuring that the gap between persons with fewer opportunities (individuals who face obstacles to participation in the project, such as: social and economic barriers, geographical barriers (e.g. remote or rural areas), disability, educational difficulties, migrant background, etc.) and other participants in the activities is bridged and their effective inclusion in project activities is assured while adapting to their individual needs.

⁶⁷ Croatia (together with three other European countries) has the highest cumulative share of damages from extreme weather and climate events in relation to gross national product (GNP) according to [the Climate Change Adaptation Strategy in the Republic of Croatia for the period until 2040 with a view to 2070](https://narodne-novine.nn.hr/clanci/sluzbeni/2020_04_46_921.html), available at https://narodne-novine.nn.hr/clanci/sluzbeni/2020_04_46_921.html

⁶⁸ Climate change adaptation activities within this Call include all forms of education, raising awareness of local communities about climate change adaptation, practical teaching, ecological initiatives and similar.



Acceptable project activities are:

Eligible project activities are:

1. **Training of employees/volunteers of the Applicant /Partner in volunteering and volunteer management**

- Training of volunteer coordinators in CSOs and Partners
- Training of volunteering organisers on volunteer management
- Introduction of innovative tools and mechanisms for volunteering in health and the social system
- Providing education on volunteering within education institutions
- Improving the knowledge and skills of employees and volunteers in CSOs, schools and other public institutions to provide specific services
- Mentoring CSOs, education and other public institutions for the introduction of quality standards for volunteer programmes
- Support in the development of new volunteer programmes
- Providing education about the needs and constraints of beneficiaries of educational, healthcare, and social institutions
- Providing education about examples of best practices for working with beneficiaries of educational, healthcare, and social institutions
- Knowledge exchange with Swiss organisations
- ...

NOTE: The Applicant is required to ensure the achievement of the set indicators in accordance with Chapter 1.4. Indicators (indicator: “Number of employees/volunteers of the Applicant/Partner trained in volunteering and volunteer management”).

2. **Designing and implementing volunteer programmes in partnerships between civil society organisations and educational and/or social and/or healthcare Partner institutions**

- Design and implementation of volunteer programmes in cooperation between Applicant and Partner institutions
- Design and implementation of volunteer programmes for the beneficiaries of the partner institutions
- Knowledge exchange with Swiss organisations
- ...

NOTE: The Applicant is required to ensure the achievement of the set indicators in accordance with Chapter 1.4. Indicators (indicator: “Number of developed and implemented volunteer programmes in partnerships with relevant educational and/o social and/or healthcare institutions”).

3. **Promotion and visibility and activity of exchanging knowledge and experiences of Beneficiaries on the online platform of the Office for Cooperation with NGOs**



Ensuring the visibility of project activities and the possibility of participating in them, as well as the visibility of financing through the second Swiss Contribution, within the Swiss-Croatian Cooperation Programme, activities of exchange of knowledge, experiences and examples of good practice among Beneficiaries on the implementation of volunteering as a contribution to shaping a sustainable society as a whole and strengthening civic inclusion. The activities relate to the publication of substantive information and news during the implementation of project activities on the online platform of the Office for Cooperation with NGOs, through which they will share their implementation experiences and present the activities they are implementing, innovative practices and methodologies (including strengthening partnerships with local stakeholders), and share the material outcomes of their activities such as educational materials, manuals, curricula, brochures, working materials with other Beneficiaries and interested civil society organisations in accordance with Chapter 3.7. Information and Visibility and exchange of knowledge and experiences among Beneficiaries on the online platform of the Office for NGOs.

4. Management and administration

Project management activities, ensuring timely, efficient, and administratively correct implementation of project activities in accordance with the signed contract.

OPTIONAL ACTIVITIES

5. Promoting volunteering and its values in general

- Raising public awareness of the values of volunteering through campaigns and other forms of promoting volunteering
- Encourage cooperation of public, private and civic entities, as well as the implementation of pilot voluntary actions
- Knowledge exchange with Swiss organizations
- ...

The list of project activities is not exhaustive, but merely illustrative. Therefore, appropriate activities that contribute to the achievement of the general and specific objectives of the Call, and that are not mentioned above or explicitly listed as ineligible, will also be considered for funding.

During the implementation of project activities, the Applicant must ensure the respect of principles equal opportunities, equality and non-discrimination and develop activities in accordance with needs in community.

Additionally, the Applicant should ensure that project activities, in the broadest sense, contribute to the mobilization of citizens (both individually and collectively) in society, enabling them to become active members of the community in which they live. Understood as a process that begins with a change in citizens' perception of their ability to influence the initiation of the community.

3.6. INELIGIBLE ACTIVITIES



The following types of activities **are not eligible** for financing:

- activities which relate exclusively or mostly to individual financing of participation in workshops, seminars, conferences and congresses;
- activities that are exclusively or mostly related to strengthening the capacity of Applicants and Partners;
- activities which relate exclusively or in majority to individual scholarships for studies or workshops;
- activities which relate exclusively to developing strategies, plans and others similar documents;
- activities concerning exclusively public relations;
- activities which relate exclusively or mostly on capital investments, such as the renovation or construction of a building;
- activities which consist exclusively of research actions;
- activities related to the establishment of a private company.

In general, activities that do not contribute to the achievement of the general and specific objectives of this Call are not eligible for funding.

3.7. INFORMATION AND VISIBILITY AND EXCHANGE OF KNOWLEDGE, EXPERIENCES AMONG BENEFICIARIES ON THE ONLINE PLATFORM OF THE OFFICE FOR COOPERATION WITH NGOS

The Beneficiary and all Partners must ensure the visibility of the financing through the second Swiss Contribution, according to “Guidelines for Beneficiaries Related to Information and Communication Activities under the Swiss-Croatian Cooperation Programme” issued by the Office for Cooperation with NGOs.

By signing the grant agreement, the Beneficiary also accepts that the information about him as the bearer of the project, name of project and amount co-financing project will be publicly published. In accordance with the agreement, the Beneficiary carries out public information activities as per the project proposal, which is an integral part of the contract, and is obliged to follow the instructions outlined in the “Guidelines for Beneficiaries Related to Information and Communication Activities under the Swiss-Croatian Cooperation Programme”. Also, Beneficiaries are obliged to ensure the durability of visibility signs in accordance with the provisions of the contract, regarding deadlines and rules for maintaining documentation. Visibility signs must be documented (photographed) and archived as proof at different phases of the project. Information about the project must be visible on the website (on a subpage of the existing website or on a separate project website). The initial announcement about the project should contain information about the project, its objectives and expected results, the Applicant and partner organisations, information about the funding, as well as the logo of the second Swiss Contribution and the Office for Cooperation with NGOs.

The final project announcement must contain information on the achieved project results

and web links to project outcomes such as publications, research, implemented educational programmes, renovated space, etc. Beneficiaries are also required to participate in activities of exchange of knowledge, experiences and examples of good practice among Beneficiaries on the implementation of volunteering as a contribution to shaping a sustainable society as a whole and strengthening civic inclusion. The activities relate to the publication of substantive information and news during the implementation of project activities on the online platform of the Office for Cooperation with NGOs, through which they will share their implementation experiences and present the activities they are implementing, innovative practices and methodologies (including strengthening partnerships with local stakeholders), and share the material outcomes of their activities such as educational materials, manuals, curricula, brochures, working materials with other Beneficiaries and interested civil society organisations.

4. ELIGIBILITY OF COSTS

The funds of this Call may only finance actual and eligible costs incurred in implementing the project during the period specified in these Guidelines⁶⁹ and grant agreement. The project budget is an estimate of the costs of implementing all project activities, and the Applicant is obliged to develop a budget of all planned costs necessary for the implementation of the project proposal. The costs included in the project budget must be based on the principles of economy, efficiency and effectiveness, i.e. the specified costs must be necessary to achieve the expected outcomes and results and based on market prices. When evaluating project proposals, consideration will be given to the necessity of the indicated costs in relation to the planned activities and the justification of the amounts of the stated costs.

4.1. ELIGIBLE COSTS

The eligibility of costs applies equally to the Applicant and the Partners in the project.

Eligible costs include **direct and indirect** project costs.

The eligibility period for cost incurrence is from the project implementation start date to the project implementation end date, as specified in the contract, and the costs must be paid by the deadline for submitting the final interim report. An exception is the cost of solemnization of blank promissory notes, which is eligible even before the specified dates.

4.1.1. Eligible direct costs

Direct costs are those costs that are directly related to the achievement of one or more project objectives, or directly related to project activities. When explaining each cost, it is necessary to provide as many details as possible (related to a particular activity/purpose, quantity).

⁶⁹ Please note that June 30, 2029, is the deadline for cost eligibility at the level of the entire Civic Engagement Programme, not for the cost eligibility of individual projects contracted under the aforementioned Programme.



Eligible direct costs are:

- salaries of the project manager/coordinator and salaries of other persons who directly participate in the implementation of project activities, i.e. directly contribute to the achievement of one or more project objectives, according to the share of working time that the person spends on the implementation of project activities [including all applicable taxes and surtaxes, contributions from salary, salary supplements arising from laws, regulations and/or internal acts of organisations/institutions, and awarded on the basis of employment; acceptable cost reimbursements according to the provisions of the Income Tax Ordinance ⁷⁰, meals, transportation, occasional rewards to the employee in the amount actually paid, and up to a maximum of the non-taxable annual amount that were agreed upon by the organisation's internal acts prior to the publication of these Guidelines for Applicants; salary reimbursements for which the employer cannot obtain reimbursement from other sources (e.g. sick leave up to 42 days); other personal receipts in accordance with applicable labour legislation];
- fees for external services directly related to the implementation of project activities: e.g. invoices for external services, service contracts for relevant professionals if the project activities involve their participation; when engaging external service providers through service contracts or author's contracts, legal provisions that define these jobs as temporary and occasional should be taken into account;
- contract for performing student work related to the implementation of project activities;
- production and procurement of working materials necessary for the implementation of project activities and the achievement of project results (as opposed to supporting materials that are not necessary for the achievement of results and which fall under indirect costs);
- graphic services (graphic preparation, printing services for leaflets, brochures, magazines, etc., where the type and purpose of the service, quantity, service prices should be specified);
- advertising services (television and radio presentations, website maintenance, announcements in the press and on internet portals, advertising material, etc., where it is necessary to specify the type of advertising, duration and price of the service);
- representation costs related to the organisation of project activities (where the purpose, frequency and expected number of participants, etc. should be stated);
- costs of purchasing equipment necessary for the implementation of project activities, which must be specified by type and amount;
- travel expenses of project activity participants and project activity implementers: transportation costs, daily allowances, accommodation (as a rule 3 stars, with the possibility of approving a higher categorization in exceptional and thoroughly explained situations);
- volunteer costs ⁷¹;

⁷⁰ Official Gazette No. 10/17, 128/17, 106/18, 1/19, 80/19, 1/20, 74/20, 1/21, 102/22, 112/22, 156/22, 1/23, 56/23, 143/23

⁷¹ In accordance with Article 11, paragraph 1 of the Volunteering Act (OG 58/07, 22/13, 84/21), volunteering that completely replaces work performed by workers employed in accordance with the law regulating employment relations is prohibited.



- rental of premises for the implementation of project activities (when necessary for achieving project results and does not refer to premises in which the Applicant operates independently of the project activities);
- minor adaptation works;
- services in the field of information and communication technology related to the contracted project (e.g. creation of web pages/ subpages on which information about the project and project activities are provided, lease of domains related to project activities, lease of space on social networks, etc.);
- translation or interpretation services (e.g. translation into sign language/simpler language for people with disabilities);
- advisory services (e.g. study or research);
- other costs directly related to the implementation of project activities.

The above list of eligible costs is indicative. The eligibility of costs not included in the list above will be assessed on the basis of their relevance to the proposed activities.

Eligible costs must follow the planned activities in time and logically, and the Office for Cooperation with NGOs will take this into account when approving costs (e.g. the purchase of equipment at the end of the project implementation is considered ineligible, unless there is a prior explanation of the need and approval from the Office for Cooperation with NGOs for such a purchase).

Travel expenses, accommodation costs and per diem costs for travel are recognized if the travel is necessary for the implementation of project activities, and are calculated according to the actual travel costs incurred, based on a proper and authentic travel order and attached documents proving the expenses and other data specified on the travel order, in accordance with the Income Tax Ordinance.

Eligible transportation costs:

1. Transportation by private car for official purposes – the amount of the allowance is determined depending on the number of kilometres travelled for official purposes, and the proof of the expense is the travel order and accompanying documentation. According to the provisions of the Income Tax Ordinance, the non-taxable amount of the allowance is up to EUR 0.50 per kilometre travelled. This allowance includes all costs that an employee/organisation may have in connection with the use of a car for private purposes, such as depreciation, current maintenance costs, fuel costs, repairs in the event of traffic accidents on a business trip, etc., in other words, these costs are not eligible as separately stated travel costs. If several people travel in the same car to the same location, the expense can only be recognized for one person.

In order to be acceptable, these costs must be supported by a volunteering contract and a record of volunteer hours spent performing volunteer activities, and in the case of short-term volunteering, the proof is a volunteering certificate. For minor volunteers, it is necessary to attach the written consent of the legal representative as proof. For a person deprived of business capacity in the part of independently undertaking actions related to concluding a contract, the volunteering contract is concluded by the guardian in written form with respect for the volunteer ward's opinion.

Eligible volunteer costs are all costs listed in the Volunteering Act (OG 58/07, 22/13, 84/21).



2. Transportation by company car - the amount of the allowance is determined depending on the number of kilometres travelled for official purposes, and proof of the expense is determined according to the records of the use of the company car. According to the provisions of the Income Tax Ordinance, the non-taxable amount of the allowance is up to EUR 0.50 per kilometre travelled. This allowance includes all costs that an employee/organisation may have in connection with the use of the company car, such as depreciation, current maintenance costs, fuel costs, repairs in the event of traffic accidents on a business trip, etc., in other words, these costs are not eligible as separately stated travel costs. If several people travel in the same car to the same location, the expense can only be recognized by one person.
3. Transportation by public transport is reimbursed in the amount of the price of the public transport ticket, based on the documents attached to the travel order proving these expenses (the ticket or invoice for the means of transport must be attached).

The cost of daily allowances for the Applicant from the Republic of Croatia, incurred within the country and related to the direct implementation of project activities, is eligible in the amount of EUR 15.00 (half of daily allowance for travel lasting more than 8 hours and less than 12 hours per day, i.e. from 08:01 to 12:00 hours) and up to EUR 30.00 (for travel lasting more than 12 hours per day, i.e. from 12:01 hours and beyond), in accordance with the relevant regulations of the Republic of Croatia in force at the time the cost is incurred.

The Applicant shall justify the costs of travel abroad for activities related to the direct implementation of project activities (daily allowances, transportation costs, accommodation) based on actual costs incurred, with the submission of documentation proving the occurrence and settlement of costs, and the daily allowances shall be calculated in accordance with the relevant regulations in the Republic of Croatia valid at the time the cost was incurred.

The value of the purchase of machinery, equipment, furniture, and minor adaptation works must not exceed 40% of the total eligible project costs.

4.1.2. Eligible indirect costs

Indirect **costs** are understood to be costs that **are not directly** related to the implementation of project activities, but indirectly contribute to the achievement of its objectives, and these costs should also be specified and explained.

Indirect project costs will be financed using a flat rate, up to **8%** of the total eligible direct costs. In order to assess the justification of the requested percentage of indirect project costs during the qualitative evaluation of the project proposal, the Applicant is required to briefly describe the types of indirect costs that will be covered during the project implementation, within the budget form which is part of the call documentation.

Total eligible cost = actual direct costs + indirect costs (up to 8% of direct costs).

Note: During the review and approval of the reports, no control will be carried out on the supporting documentation for indirect project costs calculated using a fixed rate of up to 8% of the direct costs except in the case of suspicion of an irregularity/fraud. In other words, when reporting on the implementation of the project, the Beneficiary will not

submit the supporting financial documentation for indirect costs, the corresponding amount of eligible indirect costs is determined as a percentage of direct costs.

Regardless of the use of a flat rate, the Beneficiary is obliged to make all payments during the duration of the contract, to comply with the provisions of national legislation in terms of costs and expenses incurred during the implementation of the project. In addition, although the Beneficiary does not attach supporting financial documentation related to the occurrence and payment of indirect costs to the interim progress reports, he is obliged to keep it and make it available to the Office for Cooperation with NGOs and other competent authorities upon request during the period prescribed by the contract.

Eligible indirect costs include:

- cost of accounting services (salary of accounting employees/external accounting);
- rent of the Applicant's office space for the administrative implementation of the project;
- charges for electricity and heat, gas and water, charges for wastewater disposal and other overhead costs;
- costs of postage, telephone, internet, courier service;
- costs of cleaning the premises;
- costs of purchasing office supplies and equipment related to the administrative management of the project: paper, pens, printer toners, etc.);
- bank costs (bank fees for opening and maintaining accounts, fees for financial transfers and other fees of a purely financial nature);
- fees for services not directly related to the implementation of the project activity (e.g. fees for services related to the implementation of the public procurement procedure) ;
- the cost of solemnizing a blank promissory note;
- costs of attending training/capacity building that are not directly related to the implementation of project activities, or to the goals and purpose of the project;
- other costs that are indirectly related to the implementation of project activities and are not on the list of unacceptable costs.

4.2. INELIGIBLE COSTS

Ineligible **costs** include:

- equity or credit investments, guarantee funds;
- purchase of real estate and land;
- costs of purchasing equipment, furniture and minor adaptation works if they exceed the value of 40% of the total eligible project costs;
- interest costs on debt;
- penalties, financial fines and litigation costs;
- contributions to voluntary health or pension insurance which are not compulsory under national legislation;
- payment of tax-free bonuses to employees; separation benefits;
- severance pay and jubilee benefits;
- costs of academic education, except in cases where they are necessary to achieve the goals and purposes of the project;

- administrative fees;
- costs financed from other sources during the project implementation period;
- purchase of used equipment, machinery and furniture;
- purchasing equipment whose purpose cannot be linked to the purpose and objectives of the project;
- contributions in kind: non-financial contributions (goods or services) from third parties that do not involve expenses for the Applicant;
- donations for charitable purposes and donations to third parties;
- loans to other organisations or individuals;
- costs not foreseen in the contract;
- other costs that are not directly related to the content and objectives of the project.

4.3. INCOME FROM PROJECT ACTIVITIES

As a rule, the project must not generate income from project activities. Not allowed for target groups charge for participation in project activities. If, during the implementation of the project, a certain income is nevertheless generated, the total amount of non-refundable funds will be diminished by the amount of the achieved income, based on the submitted final interim report.

4.4. DOUBLE FINANCING

By completing and signing the Statement on the non-existence of double financing for the project, the Applicant and Partner(s) declare that during the implementation of the project there will be no double funding of the same activities intended for the same Beneficiaries, thus ensuring the rational use of public funds.

5. APPLICATION PROCEDURE

5.1. METHOD OF SUBMITTING A PROJECT PROPOSAL

A complete application is considered an application that contains all completed application forms and mandatory attachments as prescribed in these Guidelines (Table 7):

Table 7: Content of the project application

DOCUMENT	DOCUMENT FORM	OBLIGED PARTY FOR DOCUMENT SUBMISSION
Project Description Form	Project Description Form* - scanned version handwritten signed by an authorized person of the Applicant and	Applicant



	certified with the official seal ⁷² of the organisation or electronically signed	
Project Budget Form	Project Budget Form - scanned version handwritten signed by an authorized person of the Applicant and certified with an official seal ⁷³ or signed electronically	Applicant
Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure	Applicant Statement* - scanned version handwritten signed by an authorized person of the Applicant and certified with an official seal ⁷⁴ or electronically signed	Applicant
Partner Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure	Partner Statement * - scanned version handwritten signed by an authorized person of the Partner and certified with an official seal ⁷⁵ or electronically signed	All Partners
Partnership Statement	Partnership Statement* - scanned version handwritten signed by the authorized person of the Applicant and the Partner, and certified with the official seal ⁷⁶ of the Applicant and Partner, or electronically signed	Applicant

⁷² If the organisation's Statute contains provisions that foresee the use of a seal.

⁷³ If the organisation's Statute contains provisions that foresee the use of a seal.

⁷⁴ If the organisation's Statute contains provisions that foresee the use of a seal.

⁷⁵ If the organisation's Statute contains provisions that foresee the use of a seal.

⁷⁶ If the organisation's Statute contains provisions that foresee the use of a seal.

<p>A copy of the relevant founding act of the Partner (statute for associations, foundations, rules for cooperatives, legal entities of religious communities, artistic organisations, trade unions, trade unions association of higher level, employers associations, employers associations of higher level, private institutions⁷⁷) demonstrating compliance with the provisions set out in points 2.2 for Partners</p>	<p>Electronic copy delivered by email</p> <p>If the Applicant or Partner is an association that has harmonized its Statute with the provisions of the Associations Act, the Statute does not need to be attached (whereas the Statute must be available for download in the Register of Associations)</p> <p>If The Statute is compliant, but not available for download in Register of Associations, necessary is enclose copy certified harmonized Statute</p> <p>If the valid founding act of the Partner is not available in the relevant register or is not publicly accessible, an electronic copy shall be submitted by email</p>	<p>Applicant for Partners</p>
<p>*NOTE: Forms must be signed by an authorized person of the Applicant/Partner, whether it is a scanned document with a handwritten signature and stamp or an electronically signed document.⁷⁸</p>		

<p>In the event that the association's financial report is not available in the Register of Non-Profit Organisations, a certified and signed confirmation from FINA on the annual financial report for the previous business year shall be submitted</p>	<p>Electronic copy delivered by email</p>	<p>Applicant and all Partners</p>
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Project proposals are submitted exclusively via email to the address:

svicarskiprogram.volonterstvo@udruga.vlada.hr

The subject of the email in which the project proposal and all tender documentation are sent should include: **the name of the Applicant, and the indication - Application to the public Call (reference number of the public Call).**

⁷⁷ The statute of private institutions must explicitly state their non-profit activities.

⁷⁸ In accordance with the Act on the Implementation of Regulation (EU) No. 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (Official Gazette 62/17).

The text of the email must contain a list of all attachments that the Applicant sends as an attachment.

The date of the email message is considered the moment of submission of the application to Call. The Applicant will receive an email from the Office for Cooperation with NGOs as confirmation of receipt of the application. If the project application contains documents whose file size in electronic form exceeds the maximum size limit of the email server, the project application documentation may be sent in several consecutive email messages. Applications submitted via WeTransfer, Jumbo Mail, Google Drive, or similar file-sharing services will not be accepted.

Late, incomplete or otherwise submitted applications that do not comply with the terms of this public call and the Guidelines will not be considered.

5.2. DEADLINES FOR SUBMISSION OF PROJECT PROPOSALS

Deadline for submission of project proposals is **February 10 2026 11:59 hrs.**

The application is submitted on time if the email message clearly shows that it was sent by the deadline date specified for the call for proposals.

Applications sent beyond deadlines will not be considered.

5.3. WITHDRAWAL OF A PROJECT PROPOSAL

Until the signing of the grant agreement, at any stage of the award process, the Applicant may withdraw their project proposal from the award procedure by submitting an official withdrawal request signed by the authorized person and addressed to the Office for Cooperation with NGOs. Such a written notice must be sent via email to: svicarskiprogram.volonterstvo@udruga.vlada.hr.

5.4. AMENDMENTS TO THE PROJECT PROPOSAL AFTER SUBMISSION OF THE PROJECT PROPOSAL TO THE CALL

Applicants may submit a revised and/or corrected version of their application by the application submission deadline. In such cases, the email message must include the information specified in section 5.1., along with a note indicating that the submission is a modification and/or supplement to the application.

5.5. AMENDMENTS TO THE CALL FOR PROJECT PROPOSALS

In the event that the Call for submission of project proposals and the Calls documentation are amended or supplemented earlier the closing date of the Call, all amendments and supplements will be published on the website of the Office for Cooperation with NGOs: <https://udruga.gov.hr/>.

If applications are submitted before changes to the documentation are published, such



Applicants will be notified by email of the changes to the documentation and the opportunity to supplement or amend their application if they wish until the application deadline.

5.6. ADDITIONAL INFORMATION

All questions related to the Call can be submitted exclusively via email by sending an inquiry to: svicarskiprogram.volonterstvo@udruga.vlada.hr no later than 14 days before the application deadline.

Answers to submitted questions will be published on the website of the Office for Cooperation with NGOs: <https://udruga.gov.hr/> no later than seven days before the application deadline.

To ensure equal treatment of all potential Applicants, the Office for Cooperation with NGOs cannot provide prior opinions on the eligibility of Applicants, Partners, activities, or costs stated in the application.

Informational workshops will be organized for potential applicants no later than 14 calendar days after the publication of the Call (exceptionally later).

Information about the exact date and location of the workshops will be published on the website of the Office for Cooperation with NGOs: <https://udruga.gov.hr/>.

6. AWARD PROCEDURE

6.1. ASSESSMENT OF PROJECT PROPOSALS

All submitted and received applications will undergo the following procedure, which is carried out in two phases⁷⁹:

1. **administrative verification of compliance with the prescribed conditions of the Call**
2. **evaluation of project proposals**

6.2. ADMINISTRATIVE CHECKING THE COMPLIANCE WITH THE PRESCRIBED CONDITIONS OF THE CALL

The Office for Cooperation with NGOs will establish a Committee for verifying the fulfilment of the prescribed conditions of the Call (Committee for administrative verification).

The members of the Committee must not have a conflict of interest, which they are required to confirm by signing a special declaration.

The administrative check is a procedure that verifies the compliance of project proposals with the prescribed conditions of the Call. During the verification process, the Office for Cooperation with NGOs may ask the Applicant additional clarifications tied with delivered

⁷⁹ The Applicant/Partner who attempts to obtain confidential information or influence the funding allocation process, either directly or through a third party, may be excluded from the selection process.

documentation, what not implies subsequent submission or modification of mandatory documentation that could lead to changes in the content of the project application, which would be contrary to equal treatment towards other Applicants.

Applicants are obliged to comply with the request within the specified deadline. If the Applicant fails to provide the requested additional explanations or information within the specified deadline, the application will be rejected.

Application elements that cannot be subsequently corrected or supplemented:

- one or more mandatory forms for the project application is missing,
- the application was not completed on a computer in Croatian as well (except for the summary in English),
- the Applicant is requesting a higher or lower amount than prescribed,
- the Applicant has requested a shorter or longer duration of project activities than prescribed,
- the project implementation location is not in accordance with the prescribed requirements,
- the application does not include a contribution to the mandatory indicators.

The project proposal (Project Description Form) is limited to a maximum of 50 pages. Evaluators will not consider any additional pages.

Office for Cooperation with NGOs will spend administrative verification of applications and Applicants according to next criteria:

Table 8: Administrative criteria that each application must meet

PRESCRIBED (ADMINISTRATIVE) CRITERIA	YES	NO
1. The subject of the email message (subject) contains the name of the Applicant and the indication - Application to the Public Call ⁸⁰ (reference number of the Call)		
2. The project application was submitted to the email address of the actual Call for Project Applications.		
3. Project application is delivered within the given deadline		
4. Requested amount funds is from 85,000.00 - 170,000.00 EUR ⁸¹		
5. The duration of the project application activities is between 12-24 months		
6. Location of project implementation is acceptable-the project activities must be carried out in the areas of Republic of Croatia and area of the Swiss Confederation and/or the European Union according to chapter 3.2. Location		
7. Project proposal must be completed on computer and written in Croatian (except summary in English)		
8. The project application contributes, in accordance with the submitted Project Description Form, to the minimum requirements for mandatory indicators as outlined in the Guidelines for Applicants, Chapter 1.4. Indicators, as well as to the requirements related to mandatory activities, as specified in Chapter 3.5. Eligible Activities. All mandatory indicators are listed and described in Questions 5 and all mandatory activities		

⁸⁰ It is not necessary to indicate the full title of the Call.

⁸¹ Projects may be financed up to a maximum of 90% of the total eligible project costs, whereby potential Applicants and Partners are required to provide co-financing for the remaining 10% (or more) from their own funds or other sources.

are listed in Question 6, Chapter IV: Project Description, of the Project Description Form		
9. Applicant and all Partners are acceptable according to conditions prescribed in Guidelines for Applicants, point 2. Applicant/Partner Eligibility Requirements		
10. All documents required by the Guidelines for Applicants are signed and delivered in the prescribed manner forms are stamped (if applicable), or are certified by electronic signature (in accordance with Chapter 7. Calls Documentation, forms that must be signed and certified are listed under points 1., 2., 3., 4., 5. of these Guidelines) and submitted together with other required forms		

As soon as the project proposal does not meet one of the administrative verification criteria, it will be excluded from the further award process, and the verification of the remaining administrative conditions will no longer be required.

After administrative checks of applications, and possible additions and corrections that do not affect the content of the application that are important for the evaluation the Committee will create list of all applications that comply and do not comply with the prescribed conditions of the Call.

Applications that meet all the prescribed conditions of the Call will be forwarded for quality assessment.

The Office for Cooperation with NGOs will, in writing, inform all Applicants whose applications did not meet the prescribed conditions of the reasons for rejection of their applications.

Applicants who receive notification that their applications do not meet the prescribed conditions have the right, within 8 working days to submit a complaint on the results of the administrative check of compliance with the prescribed conditions (more about complaints in section 6.6. "Complaints").

6.3. EVALUATION OF PROJECT PROPOSALS

The Office for Cooperation with NGOs establishes the Committee for Project Proposal Evaluation, which conducts the evaluation according to the selection criteria adopted by the Steering Committee.

Members of the Committee for Project Proposal Evaluation must not have a conflict of interest, which they are required to confirm by signing a special declaration.

The aim of the evaluation is a qualitative assessment of project proposals in accordance with the award criteria.

Based on the assessment of applications that met the prescribed competition conditions, the Committee compiles a provisional list of selected project proposals, a list of reserve project proposals and a list of project proposals that did not achieve the prescribed minimum number of points less than 70 points and based on the results of the quality assessment by the evaluators.

Based on the assessment of the Committee for Project Proposal Evaluation, the Office for Cooperation with NGOs may request a revision of the budget form (*budget cleaning*) in order for the estimated costs to correspond to the actual costs in relation to the proposed activities, or if the project cannot be fully financed.

The provisional list consists of project proposals ranked according to the number of points, the requested amount of which together does not exceed the total planned amount of the Call.

The reserve list consists of projects that achieved the minimum number of points prescribed by the Call in the evaluation process but due to limited financial resources were not included in the list provisionally selected project proposals. If any of the provisionally selected project proposals are removed from the list if no contracts are awarded after the process of submitting additional documentation, or if funds are released after the budget form is revised, the first following project proposal is included in the list of provisionally selected project proposals from the spare lists which fits within the available financial framework.

The quality assessment of each project proposal is carried out by at least two evaluators according to the criteria set out below, and the final score is determined as the average of their evaluations. If necessary, in cases of significant discrepancies in the awarded scores, a third evaluator may be involved in the quality assessment, which will be further regulated by the Rules of Procedure of the Committee for Project Proposal Evaluation. The Committee for Project Proposal Evaluation prepares an Evaluation Report with results for each individual project proposal.

Project proposal evaluation form

The application evaluation form is divided into sections and subsections. A subsection can be evaluated with a rating between 0 and 5 as follows: 0 = no information is provided in the Project Description Form and the Project Budget Form, 1 = insufficient, 2 = sufficient, 3 = good, 4 = very good, 5 = excellent.

Table 9: Project application evaluation form

SELECTION CRITERION AND QUESTIONS FOR QUALITATIVE ASSESSMENT	Points value	Coefficient	Maximum achievable evaluation
1. Relevance of the project			
To what extent is the project proposal relevant and important for solving the identified problems in the field of volunteering, and the needs of the beneficiaries of the Partner institutions and mobilization of citizens individually and collectively in a society to become an active part in the society they are living in?	5	2	10
To what extent is the project proposal relevant for achieving objectives of the Call?	5	1	5
To what extent are the proposed activities and project objectives aligned with the Call, national and EU regulations and contribute to national strategic documents and documents			



EU (strategies, guidelines, action plans, programmes) for volunteering, the needs of the beneficiaries of the Partner institutions and mobilization of citizens individually and collectively in a society to become an active part in the society they are living in?	5	1	5
To what extent do the planned activities and objectives of the project contribute to the achievement of the horizontal objectives of the Call – Social Inclusion and Climate Change Mitigation (have the issues been addressed and to what extent, is the consideration relevant, and well explained, is there potential for positive impact)?	5	1	5
2. Quality of project proposals			
How clearly are the target groups identified and to what extent project proposal explains expected benefit which will they have from the intervention (are they identified, and in line with the requirements, have the expected benefits been explained, and if yes – are they plausible)?	5	1	5
Are the activities appropriate, practical and consistent with the objectives and (expected) project results? Is the action plan clear and feasible? Do the activities involve participatory processes?	5	1	5
To what extent does the project proposal surpass the minimum values of the indicators prescribed by the Call (targeted indicator values (cumulative) are higher than the prescribed ones by 10-20%,21-50%, 51-80%,81-100%, 101-120% or more)?	5	2	10
Are the indicators likely to be achieved, taking into account the expected results of the project activities? Does the proposal contain objectively verifiable indicators of the outcome of the project?	5	1	5
3. Financial and economic justification			
Is the project budget aligned with the project activities and realistic considering the planned results of the project proposal?	5	2	10
Are the proposed costs economical and do they ensure the best value for money?	5	1	5
4. Managing and operational capacities			

Do the Applicant and Partner(s) have sufficient experience in project management, management skills? Is the level of involvement and participation of the partners in the project satisfactory and is the selection Partner justified? Do they have sufficient operational capacity?	5	1	5
Is the Applicant implementing the project in cooperation with Swiss partners? Is the level of involvement and participation of the Swiss partners in the project satisfactory and is the selection of the Partner justified? Is the partnership relevant in terms of complementarity in the implementation of the project, broadening perspectives, will there be some physical exchanges or in any other way?	5	1	5

5. Risk Management			
Does the project proposal adequately identify one or more than one risks and propose risk mitigation measures? Are risks only partially identified, or all most important risks are identified, are mitigation measures partially explained, or mitigation measures are identified and relevant?	5	1	5
6. Impact and sustainability of the project			
Does the proposal include concrete measures for the continuation and sustainability (financial, institutional, sustainability at the level promotion public policies, environmental) of project activities after the end of the project? If so, to what extent are they elaborated and implementable? Does the continuation of the implementation of the activities involve long-term cooperation with Partners?	5	2	10
Does the proposal include, and to what extent, specific measures for future multiplication (replication – repetition similar activities by other civil society organisations, companies that were not directly involved in the implementation of project activities) and the exchange of project experiences, results/activities?	5	1	5
To what extent does the proposal elaborate on the project impact on the beneficiaries and the target groups? To what extent does the proposal elaborate on the project impact on the local and national level?	5	1	5

Project proposals that do not achieve at least 70 points in the selection process will not be eligible for funding through this Call.

In this case, the Applicant is notified in writing of the non-acceptance of his project proposal within eight working days.

The provisional list of selected project proposals and the list of reserve project proposals will be published on the website of the Office for Cooperation with NGOs.

6.4. DELIVERY OF ADDITIONAL DOCUMENTATION

In accordance with Chapter 5.1. the Office for Cooperation with NGOs will request additional documentation only from those Applicants who, after the quality assessment phase, are on the provisional list of selected project proposals for the award of grants. The additional documentation includes the following (Table 10):

Table 10: Documents to be submitted before signing the contract

DOCUMENT	DOCUMENT FORM	RESPONSIBLE FOR DELIVERY
Certificate issued by - Tax Administration of non-existence of public debt (not older than 30 days from the date of submission of additional documentation).	Electronic copy delivered to the Call's email address	Applicant and all Partners
Certificate of No Criminal Record against person authorized to representing the organisation (which will sign the grant agreement) and the person representing the Partner on the project (not older than 8 days from the date of submission of additional documentation).	Electronic copy delivered to the Call's email address	Applicant and all Partners
Statement of the person authorized to represent the Applicant association that they have not been finally convicted of a criminal offense of financing terrorism, money laundering, abuse of trust in business transactions, fraud in business transactions, causing bankruptcy, creditor favouritism, or violation of the obligation to maintain commercial and business records under the law regulating criminal offenses and criminal sanctions, or previously applicable criminal offenses related to the abuse of bankruptcy and abuse during bankruptcy proceedings, for the duration of the legal consequences of the conviction, as well as whether they have been subjected to international asset management restrictions while such measures are in force, or whether they have been finally convicted of a criminal offense in another country that	A scanned version personally signed by the authorized person of the Applicant and certified with the official seal⁸², certified by a notary public, submitted to the email address of the Call	Applicant

⁸² If the organisation's Statute contains provisions that foresee the use of a seal.

corresponds in its essential characteristics to the aforementioned criminal offenses.		
Statement of the person authorized to represent the Applicant association, who is in direct contact with children, that they have not been finally convicted of any criminal offense related to sexual abuse and exploitation of children under the law regulating criminal offenses and criminal sanctions.	A scanned version personally signed by the authorized person of the Applicant and certified with the official seal ⁸³ , certified by a notary public submitted to the email address of the Call	Applicant
Statement on non-existence of double financing.	Scanned version personally signed by an authorized person of the Applicant and certified with an official seal ⁸⁴ or electronically signed submitted to the email address of the Call	Applicant and all Partners
Notarized blank promissory note.	Original	Applicant
Confirmation on ownership of real estate or valid contract on use/lease (if financial resources are requested for the arrangement and adaptation of the space) with Republic Croatia, or rather local and regional self-government unit.	Electronic copy delivered by email (if applicable) If the Applicant and/or Partner is the owner of the property to which the works relate, they are required to provide proof of ownership (land registry extract from the e-Citizens system or from the land registry) that proves ownership of the property for which the project proposal is being submitted. If the property to which the works outlined in the project proposal relate is given for use or is	Applicant and/or Partner

⁸³ If the organisation's Statute contains provisions that foresee the use of a seal.

⁸⁴ If the organisation's Statute contains provisions that foresee the use of a seal.

	<p>leased to the Applicant and/or Partner, the Applicant must provide the agreement/decision on use/lease (owned by the Republic of Croatia or a local and regional self-government unit).</p> <p>Original documents or certified copies will be submitted later exclusively upon request from the Office for Cooperation with NGOs</p>	
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Before signing the contract, and after the Decision on Financing is made, the Applicant shall submit the original of a solemnized blank promissory note for the amount of the advance payment ⁸⁵to the address of the Office for Cooperation with NGOs. The promissory note will not be activated in the case of duly fulfilled contractual obligations and will be returned to the Beneficiary after acceptance of the Project Sustainability Report.

Additional documentation must be submitted within the timeframe specified by the Office for Cooperation with NGOs. Applicants who do not submit the additional documentation within the given deadline will have their project proposal rejected and replaced by the next project proposal from the reserve list that fits within the available financial framework.

The additional documentation is checked by Committee for administrative verification and the draft of the Financing Decision is prepared by the competent unit of the Office for Cooperation with NGOs (Department for Financial Management and Quality Assurance).

After revision of the budget form and verification of additional documentation, a Financing Decision is made and it is prepared by the competent unit of the Office for Cooperation with NGOs (Department for Financial Management and Quality Assurance).

6.5. FINANCING DECISION

The Director of the Office for Cooperation with NGOs makes the decision on financing project proposals for those proposals that have successfully passed the previous two stages of the grant awarding procedure, taking into account the Report on the conducted administrative check, the provisional list of selected project proposals from the Committee for Project Proposal Evaluation, including the Minutes, as well as the final Report on the conducted quality assessment process, which includes the budget form revision activities.

Previously, the Financing Decision is confirmed by the Steering Committee.

After the Decision on Financing is made, the Office for Cooperation with NGOs will publicly announce the results of the Call with information on the Applicants and projects that have been approved for funding, as well as the amount of approved funding.

⁸⁵ This is the same or the first larger amount than the advance payment amount.

The Office for Cooperation with NGOs will notify the Applicants whose project proposals have been selected for funding via e-mail within 8 working days of the adoption of the Financing Decision.

All Applicants whose applications have entered the assessment process will be notified of the

Decision on financing project proposals within the Call. The decision will also be published on the website of the Office for Cooperation with NGOs: <https://udruga.gov.hr>, and each Applicant who has submitted a project will receive a written response with information on the acceptance or reasons for not accepting the project proposal, i.e. disapproval of financial resources.

6.5.1.Subsequent review of the quality assessment of the project proposal

Applicants who have not been granted financial resources have the right to access the summary evaluation of their project proposal. The Request for Subsequent Review of the Quality Assessment of the Project Proposal must be submitted by the unsuccessful Applicant to the Office for Cooperation with NGOs via email to the address of the Office for Cooperation with NGOs: svicarskiprogram.volonterstvo@udruga.vlada.hr.

The Request for Subsequent Review of the Quality Assessment of the Project Proposal is not considered an appeal. The deadline for submitting the request for subsequent review of the quality assessment of the project proposal is eight days from the date of delivery of the notification to unsuccessful Applicants.

6.6. COMPLAINTS

Applicants can file a complaint to:

1. on the results of the administrative check and the procedure for assessing the formal conditions of the Call, within eight working days of received notifications of non-fulfillment of formal requirements,
2. on the Decision of financing within eight working days from the date of publication of the Decision on the Office's for Cooperation with NGOs website.

Complaints should be submitted by email to the Office for Cooperation with NGOs: svicarskiprogram.volonterstvo@udruga.vlada.hr.

Complaints submitted in any other way, as well as complaints submitted after the deadline, submitted by an unauthorized person (a person who is not the Applicant or not authorized by the Applicant) and submitted to an unauthorized body, are not considered valid and will not be taken into consideration, which will be communicated in writing with the Applicant.

In order for a decision to be made, the complaint must contain at least:

- information about the Applicant (name, address, OIB) and reference number of the Call
- the reasons for the complaint,
- signature of the authorized person of the Applicant,
- if applicable, a power of attorney to file an objection.

The Director of the Office for Cooperation with NGOs establishes a Committee for Handling

Complaints, which may not include persons who participated in the preparation and implementation of the public Call and the evaluation of project proposals. Members of the Committee may not have a conflict of interest, which they must sign a special statement about.

The Director of the Office for Cooperation with NGOs decides on the complaint within 8 days of receiving the complaint, based on the previous opinion of the Complaints Handling Committee.

Applicants will be notified of the decision on the received complaint via e-mail. The complaint does not postpone the execution of the aforementioned decisions and the implementation of the Call.

6.7. CONTRACT ON THE ALLOCATION OF FINANCIAL FUNDS

Within a maximum of 30 days after and the adoption of the Financing Decision, a Financial Grant Agreement is concluded with the successful Applicants. The Financial Grant Agreement is an agreement between the Beneficiary (Project promoter) and the Office for Cooperation with NGOs, which determines the maximum amount of grant funds allocated to the project and other financial and implementation conditions of the Project.

6.8. INDICATIVE CALENDAR OF THE CALL FOR PROJECT PROPOSALS PROCEDURE

PHASES CALL FOR PROJECT PROPOSALS PROCEDURE	DATE/TIMEFRAME
Publication of the Calls	10 November 2025
Deadline for submitting applications	10 February 2026, 11:59 AM
Announcement of information workshops	at least 10 days before they take place
Information workshops	no later than 14 days from the publication of the Call (exceptionally later)
Deadline for publication of materials from the informative workshop	no later than 5 days from the workshop
Deadline for sending questions tied with Call	14 days before the deadline for submitting applications
Deadline for reference answers on questions tied with Call	7 days before the deadline for submitting applications
Deadline for announcement Decisions on financing and sending notifications to Applicants	120 days from the last day of the application submission deadline
Deadline for contracting	30 days from the date of the Decision on financing



7. CALL FOR PROJECT PROPOSALS DOCUMENTATION

List of registration forms and attachments that are an integral part of these Guidelines for applicants, i.e. application to the Call:

1. Project Description Form
2. Project Budget Form
3. Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure
4. Partner Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure
5. Partnership Statement
6. A copy of the relevant founding act⁸⁶ of the Partner (for associations, foundations, cooperatives, artistic organisations, legal entities of religious communities, trade unions, employers associations, private institutions⁸⁷)
7. Certificate of ownership of the real estate or valid contract for use/lease (*must be attached if requested*) financial means for renovation and adaptation space (delivered before signing the contract)
8. Certificate issued by - Tax Administration of non-existence of public debt (delivered before signing the contract)
9. Statement on Non-Existence of Double Financing for Applicant/Partner (to be submitted before signing the contract)
10. Certificate of No Criminal Record for persons authorized to representing the organisation (delivered before signing the contract)
11. Certified statement of the person authorized to represent the Applicant that he/she has not been convicted of a criminal offense pursuant to Article 19, paragraphs 2 and 3 of the Associations Act (delivered before signing the contract)
12. Solemnized blank promissory note (delivered before signing the contract)

Sample examples of other Call documents and others accompanying documents

1. Form contract on grant agreement
2. Partnership contract/agreement form
3. Procurement procedures for persons not subject to the Public Procurement Act
4. Guidelines for Beneficiaries Related to Information and Communication Activities under the Swiss-Croatian Cooperation Programme
5. Form for access to criminal and misdemeanour records related to work with children (to be submitted before the start of project activities)
6. Partner Statement on Non-Profit Activity

Sample implementation forms

7. Interim report on project progress
8. Final report on project implementation

⁸⁶ If it is not available in the competent register or publicly accessible.

⁸⁷ Private institutions, in order to be eligible Partners, must have their non-profit activity clearly stated in their Statute.



9. Sustainability report
10. Questionnaire 1. INPUT
11. Questionnaire 2. OUTPUT

NOTE: These Guidelines for applicants have been machine-translated. In case of any ambiguities, please refer to the Croatian version of the Guidelines for applicants.