



Amendment/supplement to the call for project proposals documentation of the Call for Project Proposals

"Strengthening the Contribution of Civil Society Organisations to Education for Sustainable Development"

The Call for Project Proposals "Strengthening the Contribution of Civil Society Organisations to Education for Sustainable Development" published on April 7, 2025 on the website of the Office for Cooperation with NGOs is amended as follows:

1. Guidelines for Applicants, Chapter 1.1. Terms, second clarification of the term Steering Committee, " It consists of ten members: representatives of state administration bodies (Ministry of Labor, Pension System, Family and Social Policy, and Ministry of Science, Education and Youth), the National Coordination Unit, the Programme Operator, Ministry of Finance, Swiss Contribution Office of the Swiss Embassy, and representatives of civil society organisations".

It is changed to read as follows:

"It consists of nine members: representatives of state administration bodies (Ministry of Labor, Pension System, Family and Social Policy, and Ministry of Science, Education and Youth), the National Coordination Unit, the Programme Operator, the Ministry of Finance, the Swiss Contribution Office of the Swiss Embassy, and representatives of civil society organisations.

2. Guidelines for Applicants, chapter 1.4. Indicators, footnote in the indicator Number of employees/civil society organisation volunteers who have completed training on sustainable development, MANDATORY INDICATOR, "Each CSO employee/volunteer will be counted as contributing to the indicator only once, regardless of how many activities they participate in."

It is changed to read as follows:

"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."

3. Guidelines for Applicants, chapter 1.4. Indicators, footnote in the indicator Number of employees of educational institutions / educators from other institutions who have completed training on sustainable development, MANDATORY INDICATOR "Each employee of an educational institution will be counted as contributing to the indicator only once regardless of how many activities they participate in".



It is changed to read as follows:

"Each employee of an educational institution/educator from other institution 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."

4. Guidelines for Applicants, chapter 1.4. Indicators, table 2. footnote to the indicator Number of preschool children/primary and secondary school students (young people) participating in project activities activities that acquire knowledge and skills (competences) related to sustainable development, MANDATORY INDICATOR "Each child/student will be counted as contributing to the indicator only once, regardless of how many activities they participate in."

It is changed to read as follows:

"Each child/student 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."

5. Guidelines for Applicants, chapter 1.4. Indicators, table 2, evidence of achievement of indicators Number of preschool children/primary and secondary school students (young people) participating in project activities that acquire knowledge and skills (competences) related to sustainable development, MANDATORY INDICATOR "Statement from the Project Leader with a list of names and number of children/young people who participate in project activities that acquire knowledge and skills (competences) related to sustainable development: workshops, trainings, volunteer programs, courses in accordance with chapter 3.5. Eligible activities".

It is changed to read as follows:

"Signature lists or Statement of the responsible person of the kindergarten/school (e.g. principal) with a list of names and number of children/young people from their institution who participate in project activities that acquire knowledge and skills (competences) related to sustainable development: workshops, trainings, volunteer programs, courses in accordance with chapter 3.5. Acceptable activities, presentations (if applicable), photographs".

6. Guidelines for Applicants, chapter 1.4. Indicators, table 2, Number of designed and implemented training programmes for sustainable development intended for children and young people, MANDATORY INDICATOR evidence of achievement "Training plan and program with mandatory program content (objectives, description of activities, beneficiaries) lasting at least 20 school hours, signature lists, presentations (if applicable), photographs".

It is changed to read as follows:

"Training plan and program with mandatory program content (objectives, description of



activities, beneficiaries) lasting at least 20 school hours,
Statement from the responsible person of the kindergarten/school (e.g. principal) that the training program has been implemented, photographs."

7. Guidelines for Applicants, chapter 2.1. Requirements for Applicants, table 4 Review conditions acceptability and source checks conditions acceptability for Applicants, table subtitle Condition of Applicant eligibility, condition "No criminal proceedings are being conducted against the person authorized to represent and the project manager and they have 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".

It is changed to read as follows:

"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".

8. Guidelines for Applicants chapter 2.3. Eligibility Conditions Relating to the Partner, Table 5. Overview of eligibility criteria and sources for verifying eligibility criteria for Croatian partners who are not registered as associations/foundations, the condition

"No criminal proceedings are being conducted against the person authorized to represent the organisation and the project manager and they have 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 Pubic Interest Implemented by Associations".

It is change to read as follows:

"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 Pubic Interest Implemented by Associations".

9. Guidelines for Applicants, chapter 2.3. Eligibility Conditions Relating to the Partner Table 6. Overview of eligibility criteria and sources for verifying eligibility criteria for Swiss partners: associations, foundations, cooperatives, institutions, cantons and municipalities, the condition ""No criminal proceedings are being conducted against the person authorized to represent the organisation and the project manager and they have 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”.

It is changed to read as follows:

“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”.

10. Guidelines for Applicants, chapter 4.1. Eligible costs, 4.1.2. Eligible indirect 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 all relevant provisions of national legislation in terms of costs and expenses incurred during the implementation of the project."

It is changed to read as follows:

"Regardless of the use of a flat rate, the Beneficiary is obliged to make all payments during the duration of the contract, comply with the provisions of national legislation in terms of costs and expenses incurred during the implementation of the project."

11. Guidelines for Applicants, Chapter 4.1. Eligible Costs, 4.1.2. Eligible indirect costs, "In addition, although the Beneficiary does not attach supporting financial documentation related to the occurrence and payment of indirect costs to the interim reports on the implementation of the project, 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. "

It is changed to read as follows:

"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 bodies upon request during the period prescribed by the contract.

12. Guidelines for Applicants, chapter 6. Award procedure, 6.2. Administrative checking the compliance with the prescribed conditions of the call " If 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”.

It is changed to read as follows:

"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”.

13. Guidelines for Applicants, chapter 6.3. Evaluation of project proposals, sentence “Based on the assessment of applications that met the prescribed competition conditions, the Committee compiles a provisional list of selected project proposals, a provisional 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.”

It is changed to read as follows:

“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.”

14. Guidelines for Applicants, Chapter 6.3. Evaluation of Project Proposals, sentence “The reserve list consists of projects that were not included in the list due to limited financial resources provisionally selected project proposals”.

It is changed to read as follows:

"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".

15. Guidelines for Applicants, Chapter 6.3. Evaluation of Project Proposals, sentence "The provisional list of selected project proposals and the provisional list of reserve project proposals will be published on the website of the Office for Cooperation with NGOs".

It is changed to read as follows:

"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."

16. Guidelines for Applicants, 6.4. Delivery of additional documentation, table 10 Documents to be submitted before signing the contract, document "Certificate of No Criminal Record for persons authorized to representing the organisation (which will sign the grant agreement), the leader of the project, and the person representing the Partner on the project (not older than 8 days from the date of submission of additional documentation)".

It is changed to read as follows:



"Certificate of No Criminal Record against person authorized to representing the organisation (which will sign the grant agreement), and person representing the Partner on the project (not older than 8 days from the date of submission of additional documentation)".

17. Guidelines for Applicants, chapter 6.5. Financing decision, 6.5.1. Subsequent review of the quality assessment of the project proposals, "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 Submitted Project 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.or@udruga.vlada.hr. The Request for Subsequent Review of the Quality Assessment of the Submitted Project is not considered an appeal. The deadline for submitting the request for subsequent review of the quality assessment of the submitted project is eight days from the date of delivery of the letter to unsuccessful applicants".

It is changed to read as follows:

"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.or@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 submitted project is eight days from the date of delivery of the notification to unsuccessful applicants".

18. Guidelines for Applicants, chapter 6.6. Complaints, sentence "On the Decision on the allocation of financial resources, within eight working days from the date of publication of the Decision on the Office's for Cooperation with NGOs website".

It is changed to read as follows:

"2. Decision on financing, within eight working days from the date of publication of the Decision on the website of the Office".

19. Guidelines for Applicants, 7. Call for Project Proposals Documentation, "9. Certificate of No Criminal Record for persons authorized to representing the organisation and for the project manager (delivered before signing the contract)

It is changed to read as follows:

"9. Certificate of No Criminal Record for persons authorized to representing the organisation (delivered before signing the contract)

20. Project Description Form, cover page "Please carefully read the Guidelines for Applicants before filling out the form. Complete the form carefully and as clearly as possible. Be precise



and provide sufficient details to enable a quality assessment of the project proposal. Please fill out the form in Croatian using a computer”.

It is changed to read as follows:

„Please carefully read the Guidelines for Applicants before filling out the form. Complete the form carefully and as clearly as possible. Be precise and provide sufficient details to enable a quality assessment of the project proposal. The Project Description Form is limited to a maximum of 50 pages. Any pages exceeding this limit will not be taken into consideration during the evaluation of the project proposal. The document must be completed using Calibri (Body) font, size 11. Please fill out the form in Croatian using a computer”.

21. Project Description Form, Chapter IV Project Description, Question 5 Refer to the indicators of the Call to which the project contributes, define the baseline and target values, explain the activities related to the indicator, and provide evidence of achievement that will be verified during the project implementation. (NOTE: Evidence of indicator achievements is listed in the Guidelines for Applicants.) description evidence of achievement of indicator Number of preschool children/primary and secondary school students (young people) participating in project activities that acquire knowledge and skills (competences) related to sustainable development, MANDATORY INDICATOR “Statement from the Project Leader with a list of names and number of children/young people who participate in project activities that acquire knowledge and skills (competences) related to sustainable development: workshops, training, volunteer programmes, courses in accordance with chapter 3.5. Eligible activities”.

It is changed to read as follows:

"Signature lists or Statement of the responsible person of the kindergarten/school (e.g. principal) with a list of names and number of children/young people from their institution who participate in the project activities that acquire knowledge and skills (competences) related to sustainable development: workshops, training, volunteer programmes, courses in accordance with chapter 3.5. Acceptable activities, presentations (if applicable), photographs".

22. Project Description Form, Chapter IV Project Description, Question 5 Refer to the indicators of the Call to which the project contributes, define the baseline and target values, explain the activities related to the indicator, and provide evidence of achievement that will be verified during the project implementation. (NOTE: Evidence of indicator achievements is listed in the Guidelines for Applicants.) description evidence of achievement of indicator Number of designed and implemented training programmes for sustainable development intended for children and young people “Training plan and program with mandatory program content (objectives, description of activities, beneficiaries) lasting at least 20 school hours, signature lists, presentations (if applicable), photographs”.

It is changed to read as follows:

"Training plan and program with mandatory program content (objectives, description of activities, beneficiaries) lasting at least 20 school hours, Statement from the responsible person of the kindergarten/school (e.g. principal) that the training program has been implemented, photographs."



23. Form of the Contract on the Allocation of Financial Funds,

Article 3, Funds disbursement model, sentence “The funds from Article 1 of the Special Terms and Conditions will be paid to the Lead Applicant bank account, IBAN HRxxxxxxxxxxxx, (*specify bank*) according to the following payment model:

- The Office for Cooperation with NGOs pays an advance payment of up to 40% of the approved grant amount to the Lead Applicant within 30 days from the conclusion of the contract based on the received correct Request for the Payment of the Advance Payment.

It is changed to read as follows:

“The funds from Article 1 of the Special Terms and Conditions will be paid to the Lead Applicant bank account, IBAN HRxxxxxxxxxxxx, (*specify bank*) according to the following payment model:

- The Office for Cooperation with NGOs pays an advance payment of up to 40% of the approved grant amount to the Lead Applicant within 30 days from the conclusion of the contract based on the received correct completed Request for Payment of Funds or Advance Payment.

24. Form of the Contract on the Allocation of Financial Funds, Article 5, sentence

“During the verification and approval of reports, no control of supporting documentation for project costs calculated using a flat rate will be carried out, except in the case of suspicion of irregularity/fraud”.

It is changed to read as follows:

"During the verification and approval of reports, no control of supporting documentation for indirect project costs calculated using a flat rate will be carried out, except in the case of suspicion of irregularity/fraud."

25. Form of the Contract on the Allocation of Financial Funds, Article 5, sentence

“Regardless of the use of a flat rate, the Lead Applicant and Partner are obliged to make all payments during the term of the Contract, to comply with all relevant provisions of national legislation in terms of costs and expenses incurred during the implementation of the project. In addition, although the Lead Applicant/Partner does not attach accompanying financial documentation related to the occurrence and payment of indirect costs to the interim reports on the implementation of the project, it 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”.

It is changed to read as follows:

“Regardless of the use of a flat rate, the Lead Applicant and Partner are obliged to make all payments during the term of the Contract, to comply with provisions of national legislation in terms of costs and expenses incurred during the implementation of the project. In addition, although the Lead Applicant/Partner does not attach accompanying financial documentation related to the occurrence and payment of indirect costs to the interim reports on the implementation of the project, it 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”.

26. Form of the Contract on the Allocation of Financial Funds, Article 12, sentence “The financial correction will be determined simultaneously with the approval of the final report and will be implemented in such a way that the amount of funds approved according to the final report is reduced by the percentage of the financial correction, if the conditions for it are met”.

It is changed to read as follows:

“The financial correction will be determined simultaneously with the approval of the final interim report and will be implemented in such a way that the amount of funds approved according to the final interim report is reduced by the percentage of the financial correction, if the conditions for it are met”.

27. Guidelines for Beneficiaries related to information and communication activities, page 26. Visibility-review of materials, added sentence "It is recommended that the Lead Applicant keeps one copy of all materials produced during the implementation of the project".

