



# **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 SERVICE LEARNING**

PUBLIC CALL REFERENCE CODE:  
2SD-DKU

### **GUIDELINES FOR APPLICANTS**

**Deadline for submission project proposals:**

October 16, 2025, 11:59 AM

**Zagreb, July 21, 2025**



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## **1. BASIC AND GENERAL PROVISIONS**

The Framework Agreement on the implementation of the second Swiss Contribution or the 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 Union<sup>1</sup> entered into force on May 17, 2023. The conditions have been met for the utilization of CHF 45,700,000.00 from the second Swiss Contribution, which will finance four programmes: the Research Programme with two components — Multilateral Joint Research Projects (MJRP) and EUROSTARS, worth CHF 8,000,000.00; Water and Waste Water Management Programme (CHF 23,000,000.00); Palliative Care Programme (CHF 5,500,000.00); and Civic Engagement, with a total value of CHF 7,600,000.00.

These Guidelines for Applicants for the Call for Proposals "Strengthening the Contribution of Civil Society Organisations to Service-Learning" (hereinafter: the Guidelines) regulate the method for submitting project proposals, outlining the selection criteria and eligibility criteria for Applicants and Partners, activities, costs, and the rules for the implementation of projects funded under this Call (hereinafter: the Call). The Call is conducted in accordance with the Law on Associations<sup>2</sup> and the Regulation on the Criteria, Benchmarks, and Procedures for Financing and Contracting Programmes and Projects of –Public Interest Implemented by Associations<sup>3</sup>.

## 1.1.GLOSSARY

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

Targeted group	Group on which project activities directly influence; direct 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 (Applicant) and his/her Partners. The Applicant is the organisation whose application is positively assessed and which signs a grant agreement. They are directly responsible for the initiation, management, implementation and results of the project.

<sup>1</sup> Official Gazette 6/23.

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

<sup>3</sup> Official Gazette 26/15, 37/21.



National Coordination Unit (NCU)	State administration body competent for coordination Swiss-Croatian Cooperation Programme (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.
Service Learning (SL)	Service-learning is a teaching method that connects academic expertise with societal needs in order to deepen the learning process, develop long-term solutions to concrete community problems, and contribute to the creation of new knowledge and the building of a knowledge-based society. <sup>4</sup>
Community Engaged Learning (CEL)	A broader term than service learning that does not emphasize ECTS scores and learning outcomes, but uses other forms of community participation, such as community research, civic engagement or partnerships that prioritize the community.
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 organisation.
Partner	A civil society organisation, institution or unit of local and regional self-government unit that participates in the implementation of the project alongside the Applicant and uses part of the project funds.
Call for proposals (Call)	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 <sup>5</sup> .
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. <sup>6</sup>
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.
Collaborator	All legal entities collaborating on the implementation of project activities with the successful Applicant/Grant Beneficiary and Partners. The Collaborator is not entitled to funding under the grant

<sup>4</sup> Preradović, N. M. (2009). Learning Towards a Knowledge Society: Theory and Practice of Service-Learning. Institute for Information Studies, Faculty of Humanities and Social Sciences, University of Zagreb.

<sup>5</sup> Official Gazette 106/18, 98/19, 151/22.

<sup>6</sup> Project Management Institute (PMI), PMBOK Guide: <https://iehouse.org/wp-content/uploads/2021/07/PMBOK7.pdf>.



	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, the Swiss Contribution Office of the Swiss Embassy, and representatives of civil society organisations.

## 1.2. BACKGROUND AND RATIONALE OF THE CALL

The Act on Higher Education and Scientific Activity (2022)<sup>7</sup> lists, among other things, the obligation to develop social responsibility among students and other members of the academic community, as well as interaction with the wider society, as one of the fundamental principles of higher education and artistic activity. The most common way young people take on responsibility for the development of the communities in which they live is through participation in the work of civil society organisations. In Croatia, 15,490 associations — 34% of a total of 45,121 registered associations<sup>8</sup> — deal with young people as a general population group.

Enabling young people to shape their own future by empowering them and providing the necessary resources to become active citizens is part of the EU Youth Strategy 2019–2027.<sup>9</sup> This approach promotes inclusive democratic participation of young people and youth organisations in society and policy implementation. Especially policies affecting youth employment, education, health, and social inclusion.

Civil society organisations in Croatia are highly effective as key intermediaries and knowledge catalysts, contributing to the active engagement of citizens in the

<sup>7</sup>Available at: [https://narodne-novine.nn.hr/clanci/sluzbeni/2022\\_10\\_119\\_1834.html](https://narodne-novine.nn.hr/clanci/sluzbeni/2022_10_119_1834.html).

<sup>8</sup> Register of Associations on date 16 July 2025.

<sup>9</sup> Available at: <https://eur-lex.europa.eu/HR/legal-content/summary/eu-youth-strategy-2019-2027.html?fromSummary=15>.



development processes of their communities. This applies regardless of whether the context involves legal provisions, policies, strategic documents, global trends, or best practices across various societal domains. By applying a bottom-up approach and understanding what is most needed in the communities in which they operate, they help drive changes toward a citizen-centered society.

Eager to influence change, young people—especially students—collaborate with civil society organisations through service-learning and community engaged learning programme/projects. Together, students and civil society organisations design projects they have identified as necessary for the community.

By enabling the application of academic knowledge in the community and helping to dismantle institutional barriers, they create new, inclusive solutions. A sense of community belonging is also important, as it allows individuals to influence the ongoing improvement of citizens' quality of life, foster civic engagement, and contribute to the development of a so-called "social identity" sparked by new ideas and initiatives. This form of engagement is also one of the most direct and impactful ways of influencing the community, as knowledge flows directly from students (higher education institutions) through civil society organisations to the citizens.

For civil society organisations collaborating with universities can lead to long-term partnerships, funding opportunities, and shared resources. Also, practicing Service Learning and Community Engaged Learning for NGOs means gaining access to academic expertise, research, and innovation. Students bring new perspective, digital skills and energy. NGOs benefit from up-to-date knowledge in areas like data analysis, communications, or social media. Being involved in education increases the NGO's visibility among young people and academic institutions. It helps build a positive public image and attract future volunteers or donors.

The role of civil society organisations is crucial in providing students with opportunities to apply their acquired knowledge through concrete activities in real-world settings. These organisations offer authentic contexts for students to engage in service-learning (SL), as well as professional support and logistical assistance. Their involvement contributes to the development of students' skills and generates tangible benefits for the local community. In doing so, they shape new knowledge and contribute to building a knowledge-based society.

Service-learning (SL) is a teaching method through which students apply "structured knowledge and skills acquired in an academic course to develop a project that addresses a specific social problem. The goal is to enrich the learning process through critical reflection on the complex causes of social problems and through collaboration on a joint project".<sup>10</sup> As an innovative teaching method, service-learning transforms the learning and teaching experience equally for all participants. At the same time, service learning is not volunteer work, but rather work aimed at the common good, carried out based on the curriculum.

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<sup>10</sup> Preradović, N. M. (2009). *Learning for a Knowledge Society: Theory and Practice of Service-Learning*. Institute for Information Studies, Faculty of Humanities and Social Sciences, University of Zagreb.



On the other hand, service-learning is often confused with professional internships, which are curriculum-based but not necessarily connected to the common good or consideration of community needs.

Unlike the few hours of practice that students typically complete during their studies, this is a method through which students can spend, for example, up to thirty hours per semester working independently and/or in team on a project that is both interesting and beneficial to them. Service-learning is primarily focused on solving specific problems defined by a particular course. It forms part of that course's seminar-based instruction, and students' work is supervised by the course instructor. Through this process, students gain new skills, learn teamwork, and often continue cooperating with civil society organisations they connect with during the project implementation.<sup>11</sup>

Universities that strive for stronger integration (and institutionalization) of their activities with the local community systematically develop and promote this learning model that encourages civic engagement through service-learning. The study *"Determinants of Students' Interest in Service-Learning"* (University of Zagreb, 2016)<sup>12</sup> indicates that students are generally interested in service-learning — 90.5% of students are willing to consider enrolling in an elective course with a service-learning component, while 85% see it as an opportunity to acquire specific knowledge and skills, as well as develop teamwork and communication skills. Within the University of Zagreb, the Office for Service-Learning<sup>13</sup> has been operating for six years with the aim of supporting service-learning as a pedagogical approach that includes and fosters civic engagement in higher education. Also University of Split and University of Rijeka had long tradition in service learning project implementation, and Rijeka additionally through community engaged learning with emphasis on community, partnerships, civic engagement.

In the renewed EU Agenda for Higher Education<sup>14</sup> (2017), the European Commission committed to supporting higher education institutions that wish to award ECTS credits to students for voluntary activities and community work, based on existing best practices. Integrating civic engagement into higher education curricula is a process of institutionalizing service-learning<sup>15</sup>, thereby making it a part of the strategic plans of higher education institutions. This ensures the allocation of resources for its implementation, including staff, facilities, training, recognition, evaluation, and programme assessment.

Service-learning benefits all involved stakeholders: students invest their time and intellectual capital, gaining a deeper understanding of the course material as well as the dynamics and challenges of the local community. Lecturers improve their pedagogical approaches through SL methodology, enabling students to better integrate the knowledge

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<sup>11</sup> Preradović, N. M. (2009). *Learning for a Knowledge Society: Theory and Practice of Service-Learning*. Institute for Information Studies, Faculty of Humanities and Social Sciences, University of Zagreb.

<sup>12</sup> [Interes studenata za drutveno korisno uenje.pdf](https://bib.irb.hr/datoteka/850185.Interes_studenata_za_drutveno_korisno_uenje.pdf) available at: [https://bib.irb.hr/datoteka/850185.Interes\\_studenata\\_za\\_drutveno\\_korisno\\_uenje.pdf](https://bib.irb.hr/datoteka/850185.Interes_studenata_za_drutveno_korisno_uenje.pdf).

<sup>13</sup> [Available at](https://www.unizg.hr/drutveno-korisno-ucenje/) <https://www.unizg.hr/drutveno-korisno-ucenje/>

<sup>14</sup> Available at: <http://eur-lex.europa.eu/legal-content/AUTO/?uri=COM:2017:247:FIN&qid=1496304694958&rid=3>

<sup>15</sup> The European Observatory of Service-Learning in Higher Education is available at <https://www.eoslhe.eu/>.





they acquire. Civil society organisations, as community-engaged partners, invest their time as co-educators and, in return, by involving students, achieve better results in implementing their own missions.

This Call for Proposals represents a continuation of the previous call funded under the European Social Fund 2014–2020, *"Support to the Development of Partnerships between Civil Society Organisations and Higher Education Institutions for the Implementation of Service-Learning Programmes"*, announced by the Office for Cooperation with NGOs in 2016.

Through the implementation of projects in cooperation with civil society organisations, higher education institutions managed to organize practical learning components and bring students closer to the needs of end-users — the people living in local communities. A total of 27 civil society organisation projects were funded, with an overall value of more than 3.5 million euros. Among the higher education institutions where SL programmes were implemented, social sciences dominated with 81.5% (22 projects), followed by technical sciences with 38% (8 projects), while humanities represented only 14.81%. This Call supported the design and implementation of the service-learning component in 51 courses, where students conducted virtual advocacy campaigns, field research, developed marketing strategies and crowdfunding campaigns, increased visibility of NGOs, delivered STEM workshops in schools, analysed policies and presented them to peers and university authorities, wrote their own research papers, performed energy audits of households, and led tourist tours.

Another call addressing student practice (work based learning) was launched by Ministry of Science, Education and Youth in May 2025 under the European Social Fund Plus (2021–2027), titled *'Improving Employability through Professional Practice in Higher Education'*, aimed at enhancing student employability by enabling the acquisition of practical work skills. Since this call focuses on cooperation with employers and further development of higher education institutions' capacities in terms of connecting with the labour market through professional practice, student engagement with civil society organisations in identifying and addressing community needs is not its primary focus. Service-learning programmes and community-engaged learning programmes are still not recognized as mandatory part of the official curriculum, but rather remain project-funded and optional.

A survey<sup>16</sup> sent in February 2025 to organisations that had implemented SL programmes under the previous ESF Call showed that Beneficiaries found the most challenging aspects to be the planning of SL programmes, connecting civil society organisations (CSOs) with universities/faculties, and coordinating the flow of activities and the needs of all three involved parties (project timeline, semester-based teaching organisation, exam periods, limited time for SL implementation, or deferring SL implementation to the next semester). On the other hand, the interdisciplinary approach and networking of students from different faculties (and their teachers) proved to be one of the advantages and innovations,

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<sup>16</sup> Sent by the Office for Cooperation with NGOs.



especially in environmental protection SL programmes.

This Call for Proposals aims to enable greater student involvement in the community, based on the collaboration between civil society organisations and higher education institutions taking into account the results and conclusions of the previous Call *"Support to the Development of Partnerships between Civil Society Organisations and Higher Education Institutions for the Implementation of Service-Learning Programmes"*.

At the same time, it seeks to support civil society organisations in working with higher education institutions, students, and professors on SL projects. On the other hand, higher education institutions will be encouraged to design and implement courses with a service-learning component focused on topics important to citizens. Finally, students will be guided towards choosing courses where they can gain experience in implementing SL programmes, working with citizens and NGO teams, and learning that they can help make their community a better place to live.

### 1.3. CALL OBJECTIVES AND TARGET GROUPS

**The objective of the Call is to** support the development of sustainable partnerships between civil society organisations and higher education institutions for the implementation of service-learning programmes, contributing to the strengthening of the professional and analytical capacities of civil society organisations by engaging students and higher education staff in service-learning activities, and enhancing active citizenship and youth engagement in the community.

#### Specific objectives are:

1. Building the capacities of civil society organisations and higher education institutions for the implementation of service-learning
2. Designing and implementing service-learning programmes in collaboration between civil society organisations (CSOs) and Higher Education Institutions (HEIs)<sup>17</sup>
3. Increasing interest and/or participation of students in civic engagement through service-learning activities
4. Establishing partnerships with other higher education institutions.

#### Target groups of the Call (end beneficiaries):

- students
- professors / teaching staff
- volunteers
- civil society organisations

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<sup>17</sup> In accordance with the Act on Higher Education and Scientific Activity (Official Gazette 119/2022) – university, faculty, art academy, and polytechnic.



## 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 achievements:	Minimum number/amount of indicators:
<b>The number of developed service-learning programmes</b>  <b>MANDATORY INDICATOR</b>	It refers to work-based learning programmes for the benefit of the community (service-learning) developed in partnerships between the beneficiaries of the funds and partners (higher education institutions, civil society organisations)	A finalized (or officially approved) syllabus or curriculum document, or Teaching and Assessment Plans Detailed teaching strategies and assessment methods for each course, or Programme Handbook or Guide	At least one developed service-learning programme during the project (syllabus or curriculum document or Teaching and Assessment Plan, Detailed teaching strategy and assessment method per course, Programme Handbook or Guide
<b>The number of implemented service-learning programmes</b>  <b>MANDATORY INDICATOR</b>	It refers to work-based learning programmes for the benefit of the community (service-learning) implemented in partnerships between the beneficiaries of the funds and partners (higher education institutions, civil society organisations)	A programme with a duration of minimum 30 school hours, certificates, confirmations Statements of participation or attendance), photographs, or Attendance sheets, Event programmes and implementation schedules of service-learning activities	At least one implemented service-learning programme during the project
<b>The number of employees/volunteers of civil society<sup>18</sup></b>	It refers to the employees/volunteers of civil society	Training programme, certificates or confirmation of	A minimum of two employees/volun

<sup>18</sup> Each CSO employee/volunteer can contribute to a particular indicator only once, regardless of how many activities within that indicator



<p><b>organisations trained for the implementation of service-learning programmes</b></p> <p><b>MANDATORY INDICATOR</b></p>	<p>organisations who have completed training on service-learning (SL) methods, integrating new teaching methods into existing courses, and familiarization with best practice examples of involving youth in the development of local communities</p>	<p>participation in the training</p>	<p>teens have attended and completed one training lasting at least 16 hours during the implementation of the project</p>
<p><b>The number of students<sup>19</sup> involved in the service-learning programme(s)</b></p> <p><b>MANDATORY INDICATOR</b></p>	<p>It refers to students who participate in project activities through which they acquire knowledge and skills (competencies) related to service-learning</p>	<p>Statement of the Applicant Including the List of names and the number of students participating in project activities related to service-learning gathering knowledge and skills (competencies) about service learning In accordance with Chapter 3.5 – Eligible Activities</p>	<p>At least 14 students per project</p>
<p><b>The number of trained higher education institution teachers<sup>20</sup> for implementation of service learning programmes</b></p>	<p>It refers to the employees of higher education institutions who have completed training on service-learning, integrating new teaching methods into existing courses, and familiarization with best practice examples of involving youth in the development of</p>	<p>Training programme, certificates, or confirmation of participation in the training</p>	<p>A minimum of two employees have attended and completed one training lasting at least 16 hours during the implementation of the project</p>

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.

<sup>19</sup> Each 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.

<sup>20</sup> Each higher education institution teacher 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.



<b>MANDATORY INDICATOR</b>	local communities		
<b>Number of volunteers<sup>21</sup> involved in the implementation of project activities</b>	Refers to volunteers, long-term and short-term, who participate in the implementation of project activities	Agreement on volunteering, record of volunteer hours spent performing volunteer activities within the project, certificate of volunteering (short-term volunteering)	At least one volunteer who participated in the implementation of project activities
<b>MANDATORY INDICATOR</b>			
<b>Number of publications on the Office for NGOs' online Platform for the Exchange of Knowledge and Experiences among Beneficiaries</b>	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 service learning on the online Platform of the Office for NGOs for the Exchange of Knowledge and Experiences among Beneficiaries during the implementation of project activities	Comprehensive content information with the aim of transferring knowledge, experience and results of work with other organisations (educational materials, manuals, curricula, brochures, working materials, etc.) publications on the online platform of the Office for NGOs for the Exchange of Knowledge and Experiences among Beneficiaries	Minimum 5 publications during the project implementation
<b>MANDATORY INDICATOR</b>			
<b>Evaluation of the impact of the implementation of the service-learning (SL) project on students, civil society organisations, higher education institutions, and the community in which the project is implemented</b>	Applies to the Applicant/Partners who, through evaluation conducted at the beginning and end of the project activities (internal or external), will assess the changes resulting from the implementation of the service-learning project at the level of: student learning outcomes, improvement of the work of the civil society	Evaluation (internal or external) will assess changes as direct result of SL implementation at four levels: students learning outcomes, civil society organisations work improvements, higher education institutions improvement in practical work patterns, impact on community through completed evaluation	Minimum one evaluation implemented
<b>MANDATORY INDICATOR</b>			

<sup>21</sup> Students participating in service-learning programmes are not considered volunteers.



	organisation, enhancement of practical work at the higher education institution, and impact on the community in which the project is implemented	questionnaire on the beginning and on the end of project activities (entry/exit) for students, civil society volunteers/employees, higher education teachers/employees, representatives of the community	
<b>Aggregate results of a surveys<sup>22</sup>/research on the attitude of citizens (participants in project activities) on the possibility of influencing changes (development) in the local community</b>  <b>MANDATORY INDICATOR</b>	It refers to the Beneficiary/Partners/Associates who will conduct a surveys/research with the Participants of the activities (volunteers/employees of civil society organisations, higher education institutions teachers, students) at the beginning and end of the project activities on the possibility of influencing changes in the local community, using the prescribed forms (part of the Call for Proposals). The Beneficiary will report on the aggregate results of the survey/research in the interim report	Aggregate results of the entry/exit survey/research, completed Questionnaire 1 (entry) <sup>23</sup> questionnaire upon entry of the Participant into the project activities and Questionnaire 2 (exit) <sup>24</sup> questionnaire 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 survey/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 10 participants <sup>25</sup> 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

<sup>22</sup> Beneficiaries/Partners/Associates are required to use the templates of Questionnaire 1 (INPUT) and Questionnaire 2 (OUTPUT) 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.

<sup>23</sup> At the beginning of the first project activity in which the Participant participates within the project.

<sup>24</sup> 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.

<sup>25</sup> 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, to specify at least 10 participants for the conducted surveys/research.

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.

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 2,210,000.00**

### AMOUNT OF GRANTS PER INDIVIDUAL PROJECT

**Lowest value**

**147,000.00 EUR**

**Highest value**

**276,000.00 EUR**

Approximate number projects that are planned to be financed within this Call is 8-15.



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 sources <sup>26</sup>.

Within 30 days <sup>27</sup> 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 Act <sup>28</sup>, registered for at least one year on the date of the call for applications
  - **foundation** - established, registered and operating in accordance with the Foundations Act <sup>29</sup>; registered for at least one year on the date of the call for applications;

<sup>26</sup> The Office for Cooperation with NGOs, through Public Calls for submitting applications for co-financing projects of civil society organizations contracted under European Union programmes and foreign funds, co-finances the mandatory shares of Beneficiaries and Partners in projects contracted through this Call, in accordance with the Rules for Co-financing that will be in force in the year in which the co-financing is requested. More details are available at the following link: <https://udruga.gov.hr/istaknute-teme/financiranje-programa-i-projekata-udruga-iz-javnih-izvora/sufinanciranje/sufinanciranje-2024/5806>.

<sup>27</sup> The days in the deadlines refer to calendar days, unless otherwise specified.

<sup>28</sup> Official Gazette 74/14, 70/17, 98/19, 151/22.

<sup>29</sup> Official Gazette, 106/18, 98/19, 151/22.





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
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 <sup>30</sup>	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, <sup>31</sup> is registered in the Register of Non-profit Organisations and has submitted the following reports to FINA on a timely basis: <ul style="list-style-type: none"> <li>- 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</li> <li>- Those subject to simple accounting shall submit an annual financial report on receipts and expenditures for the previous business year and notes or</li> <li>- Statement of inactivity</li> </ul>

<sup>30</sup> Official Gazette 74/14, 70/17, 98/19, 151/22.

<sup>31</sup> Official Gazette No. 121/2014.



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 programme 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
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	Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure
The person authorized to represent the organisation (and signing of the grant agreement) is in the mandate	Register of Associations  Register of Foundations
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 <sup>32</sup> .	Certificate of No Criminal Record (to be submitted immediately before the signing of the grant agreement)  <b>Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure</b>

<sup>32</sup> Official Gazette, No. 26/15, 37/21.



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:

- 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 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

#### **Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure**

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;

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 criminal offense of sexual abuse and exploitation of a child pursuant to the law regulating criminal offenses and criminal sanctions.

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



sanctions; in accordance with Article 19, Article 19, paragraphs 2 and 3 of the Associations Act <sup>33</sup>	one statement covering both allegations is sufficient. Both statements are to be submitted immediately before the signing of the grant agreement.
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.	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.  The mentioned certificate is to be submitted immediately before the signing of the grant agreement.

**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 <sup>34</sup> 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

<sup>33</sup> Official Gazette 151/2022.

<sup>34</sup> 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 act in partnership<sup>35</sup> with at least one higher education institution, which may be a university and/or a faculty and/or an academy of arts and/or a polytechnic<sup>36</sup> enrolled<sup>37</sup> in the Register of Higher Education Institutions<sup>38</sup>.

The role of the Applicant and the Partner in the implementation must be clearly indicated in the project proposal.

## **OPTIONAL PARTNERSHIPS**

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 important for activities implementation of this Call 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).

### **Optional partnerships**

The role of non mandatory/optional partners in this Call is crucial for enabling students to apply their acquired knowledge through concrete activities in the community.

In addition to a mandatory partnership, a Partner can also 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, <sup>39</sup>registered for at least one year on the date of publication of the Call;
  - **foundation**-established, registered and operating in accordance with the Foundations Act <sup>40</sup>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-

<sup>35</sup> 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.

<sup>36</sup> In accordance with the Act on Higher Education and Scientific Activity (Official Gazette No. 119/2022).

<sup>37</sup> Ministry of Science, Education and Youth [Ustanove iz sustava visokog obrazovanja](http://mzos.hr/dbApp/pregled.aspx?offset=0&appName=ustanove_VU)  
[http://mzos.hr/dbApp/pregled.aspx?offset=0&appName=ustanove\\_VU](http://mzos.hr/dbApp/pregled.aspx?offset=0&appName=ustanove_VU).

<sup>38</sup> Private higher education institutions, in order to be eligible Partners, must have their non-profit activity clearly stated in their Statute.

<sup>39</sup> Official Gazette, No. 74/14, 70/17, 98/19, 151/22.

<sup>40</sup> Official Gazette, No. 106/18, 98/19, 151/22.

established according to the article 66., item 1. Law on cooperatives <sup>41</sup>;  
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 Communities<sup>42</sup>, 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 Creativity<sup>43</sup> register in the Register of Artistic Organisations, and registered for at least one year on the date of the Call publication;
- **trade union/higher level trade unions association**-established, registered, and operating in accordance with the Labor Act<sup>44</sup>, and registered for at least one year on the date of the Call publication;
- **employers'association/higher level employers association**-established, registered, and operating in accordance with the Labor Act<sup>45</sup>, and registered for at least one year on the date of the Call publication;
- **institutions (public and private)**<sup>46</sup>-operating in accordance with the Institutions Act <sup>47</sup>; 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 status**<sup>48</sup>:
    - **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

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<sup>41</sup> Official Gazette No. 34/11, 125/13, 76/14, 114/18, 98/19.

<sup>42</sup> Official Gazette, No. 83/02, 73/13.

<sup>43</sup> Official Gazette, 43/96,44/96, 127/100, 177/04.

<sup>44</sup> Official Gazette 93/14, 127/17, 98/19, 151/22, 46/23, 64/23.

<sup>45</sup> Official Gazette 93/14, 127/17, 98/19, 151/22, 46/23, 64/23.

<sup>46</sup> Private institutions, in order to be eligible Partners, must have their non-profit activity clearly stated in their Statute.

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

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



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 private<sup>49</sup>)** 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.**

## 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.)<sup>50</sup>.

Partner(s) who are not established as associations<sup>51</sup> or foundations must meet the following requirements<sup>52</sup>:

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 Confederation<sup>53</sup> 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, employers association: Register of trade unions or employers'

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<sup>49</sup> Private institutions, in order to be eligible Partners, must have their non-profit activity clearly stated in their Statute.

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

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

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

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

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);

- Swiss cooperative<sup>54</sup>, legal entity of religious community<sup>55</sup>, artistic organisation<sup>56</sup>, trade union<sup>57</sup>, employers organisation<sup>58</sup>
  - 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-government<sup>59</sup>
2. Fulfil 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, higher-level trade union association, employers' association, higher-level employers' association, 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. (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
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<sup>54</sup> Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

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

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

<sup>57</sup> Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

<sup>58</sup> Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

<sup>59</sup> <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>.





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 <sup>60</sup>	Copy of corresponding valid founding act-submitted by the Applicant for the Partner(s)	✓	✓	
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	✓	✓	✓

<sup>60</sup> Public institutions are not required to submit a copy of the relevant valid founding act.



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  <b>The Partner is obliged to deliver the certificate immediately upon signing of the grant agreement</b>	✓	✓	✓



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  <b>The Partner is obliged to submit the aforementioned confirmation immediately before signing the grant agreement</b>	✓	✓	
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Table 5a. Overview of eligibility criteria and sources for verifying eligibility criteria for Croatian partners: legal entities of religious communities, artistic organisations, trade unions, higher level trade union associations, employers' associations, higher level employers association

CONDITION	SOURCE OF VERIFICATION/CONFIRMATION OF COMPLIANCE WITH REQUIREMENTS	LEGAL ENTITY OF RELIGIOUS COMMUNITY	ARTISTIC ORGANISATION	TRADE UNION/HIGHER LEVEL TRADE UNION ASSOCIATIONS	EMPLOYERS ASSOCIATION/HIGHER LEVEL EMPLOYERS ASSOCIATION
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	Copy of corresponding valid founding act-submitted by the Applicant for the Partner(s)	✓	✓	✓	✓



with the general values established by the Constitution of the Republic of Croatia and by law					
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	Partner Statement on the Truthfulness of Data and Fulfilment of Eligibility Criteria for Participation in the Grant Award Procedure	✓	✓	✓	✓



public sources					
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	Certificate that no criminal procedures are conducted <b>The Partner is obliged to deliver the certificate immediately upon signing of the grant agreement</b>	✓	✓	✓	✓



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	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  <b>The Partner is obliged to submit the aforementioned confirmation immediately before signing the grant agreement</b>	✓	✓	✓	✓

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, COMMUNES
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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 <sup>61</sup> - 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 <sup>62</sup> - 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	✓	✓	✓	✓	✓

<sup>61</sup> Mandatory submission of a copy of the founding act of the Swiss organization in English.

<sup>62</sup> Mandatory submission of a copy of the founding act of the Swiss organization in English.

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, 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	<p>Certificate<sup>63</sup> that no criminal procedures are conducted<sup>64</sup></p> <p><b>The Partner is obliged to deliver the certificate immediately upon signing of the grant agreement</b></p>	✓	✓	✓	✓	✓

<sup>63</sup> Mandatory submission in English language.

<sup>64</sup> Organisations established in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.



Fulfills 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 <sup>65</sup> from the Swiss debt collection register <sup>66</sup> or Extract from the EasyGov.swiss <sup>67</sup> online platform <sup>68</sup>  The Partner is obliged to submit the aforementioned confirmation immediately before signing the grant agreement	✓	✓	✓	✓	
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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 <sup>69</sup> submitted by the Applicant for the Partner(s)	✓	✓	✓	✓

<sup>65</sup> Swiss organizations are required to submit an extract from the Swiss Debt Register in English.

<sup>66</sup> Requesting an extract from the debt enforcement register: <https://www.ch.ch/en/documents-and-register-extracts/extract-from-the-debt-enforcement-register/>.

<sup>67</sup> [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>.

<sup>68</sup> Swiss organizations are required to submit an extract from EasyGov.swiss in English.

<sup>69</sup> Mandatory submission of a copy of the founding act of the Swiss organization in English.



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 <sup>70</sup> - 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 <sup>71</sup> that no criminal procedures are conducted <sup>72</sup>  <b>The Partner is obliged to deliver the certificate immediately upon signing of the grant</b>	✓	✓	✓	✓

<sup>70</sup> Mandatory submission of a copy of the founding act of the Swiss organization in English.

<sup>71</sup> Mandatory submission in English language.

<sup>72</sup> 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 Pubic Interest Implemented by Associations	<b>agreement</b>				
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<sup>73</sup> from the Swiss debt collection register<sup>74</sup> or</p> <p>Extract<sup>75</sup> from the EasyGov.swiss<sup>76</sup> online platform</p> <p><b>The Partner is obliged to submit the aforementioned confirmation immediately before signing the grant agreement</b></p>	✓	✓	✓	✓

Both the Applicant and the Partner(s) must jointly have prior experience in project implementation<sup>77</sup> in the field of education, science, research, 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

<sup>73</sup> Swiss organizations are required to submit an extract from the Swiss Debt Collection Register in English.

<sup>74</sup> Requesting an extract from the debt enforcement register: <https://www.ch.ch/en/documents-and-register-extracts/extract-from-the-debt-enforcement-register/>.

<sup>75</sup> Swiss organizations are required to submit an extract from EasyGov.swiss in English.

<sup>76</sup> [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>.

<sup>77</sup> 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.

designated spending of approved funds, regular reporting and the achievement of project results.

### **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 24 months and at most 36 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 grant agreement.

#### **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 will 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 adaptation<sup>78</sup>. 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 impacts<sup>79</sup>, and the necessity of integrating the concept of climate change adaptation into all aspects of society.<sup>80</sup>

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

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<sup>78</sup> Social inclusion activities within this Call include ensuring that the gap between persons from disadvantaged backgrounds and/or those living in poverty and other participants in the activities is bridged and their effective inclusion in project activities, ensuring the inclusion of people from other excluded social groups in project activities while adapting to their individual needs, adapting the space, and adapting teaching methodologies and teaching materials for young people with disabilities, and similar.

<sup>79</sup> 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](https://narodne-novine.nn.hr/clanci/sluzbeni/2020_04_46_921.html)

<sup>80</sup> 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.

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

Acceptable project activities are:

##### 1. Development of Service-Learning Programmes

Activities focused on designing and preparing service-learning (SL) programmes in collaboration with relevant stakeholders:

- Co-designing SL programmes with civil society and academic partners,
- Developing systems for assessing and recognizing learning outcomes from SL activities in higher education,
- Organizing preparatory events such as student debates, training sessions, workshops, seminars, and public/professional discussions,
- ...

**NOTE:** The Applicant is required select the activity **Co-designing the SL programme with civil society and the academic partners** and ensure the achievement of the specified indicators in accordance with Chapter 1.4. *Indicators* (specifically: „Number of developed service-learning programmes“).

##### 2. Implementation of Service-Learning Programmes

Activities related to the delivery and integration of SL programmes into academic and community settings:

- Implementing SL programmes in collaboration with civil society organisations,
- Training students to apply academic knowledge to address local community needs through social innovation,
- Revising existing syllabus or developing new courses to incorporate SL components,
- ...

**NOTE:** The Applicant is required to select the activity **Implementing SL programmes in collaboration with civil society organisations** and ensure the achievement of the specified indicators in accordance with Chapter 1.4. *Indicators* (specifically: “Number of implemented service-learning programmes” and “Number of students involved in service-learning programme(s)”).

### 3. Capacity Building for Civil Society Organisations' (CSO) Staff and Volunteers

Activities aimed at preparing CSO personnel to effectively engage in SL programmes:

- Organising study visits and exposure to good practices,
- Training CSO employees and volunteers for SL programme implementation,
- Providing ongoing support and mentorship during the introduction and delivery of SL activities,
- ...

**NOTE:** The applicant is required to select the activity ***Training of CSO employees and volunteers for SL programme implementation***<sup>81</sup> and ensure the achievement of the set indicator in accordance with Chapter 1.4. *Indicators* "The number of employees/volunteers of civil society organisations trained for the implementation of service-learning programmes".

### 4. Capacity building for Higher Education Institution (HEI) Teachers

Activities to equip academic staff with the skills and knowledge to implement and evaluate SL:

- Organising study visits and showcasing examples of good practice,
- Training HEI teachers in SL methodology and student performance evaluation,
- Providing support and mentorship during SL programme implementation,
- ...

**NOTE:** The applicant is required to select the activity ***Training HEI teachers in SL methodology and student performance evaluation***<sup>82</sup> and ensure the achievement of the set indicator in accordance with Chapter 1.4. *Indicators* "The number of trained higher education institution teachers for implementation of service learning programmes".

### 5. Promotion and visibility and Knowledge Exchange

Activities to enhance awareness and share experiences:

- Promoting SL activities and outcomes through various channels,
- Facilitating the exchange of knowledge and experiences among beneficiaries via the Office for NGOs' online platform.

Ensuring the visibility of project activities and the possibility of participating in them, as

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<sup>81</sup>Employees/volunteers of civil society organisations and HEI teachers may attend the same training.

<sup>82</sup> HEI teachers and employees/volunteers of civil society organisations may attend the same training.

well as the visibility of financing through the second Swiss Contribution, within the Swiss-Croatian Cooperation Programme, 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.

Activities of exchange of knowledge, experiences and examples of good practice among Beneficiaries on the implementation of service learning programmes 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 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.

## 6. Volunteer activities in the local community

Activities that support the practical application of SL through community engagement:

- Organising volunteer programmes that align with SL objectives.
- Facilitating student participation in community-based volunteer initiatives.
- Strengthening the link between academic learning and civic responsibility.

The Applicant is required to ensure the achievement of the set indicators in accordance with Chapter 1.4. Indicators (specifically, the indicator Number of volunteers involved in the implementation of project activities), and to record all volunteers participating in the implementation of project activities.

## 7. Management and administration

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

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 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 establishing 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 AND 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 service learning programmes 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 Guidelines<sup>83</sup> 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

<sup>83</sup> 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.

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).

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<sup>84</sup>, 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;

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<sup>84</sup> 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.

- 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<sup>85</sup>;
- 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.

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<sup>85</sup> 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. 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).

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.
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
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<b>Project Description Form</b>	Project Description Form* - scanned version handwritten signed by an authorized person of the Applicant and certified with the official seal <sup>86</sup> of the organisation or electronically signed	Applicant
<b>Project Budget Form</b>	Project Budget Form - scanned version handwritten signed by an authorized person of the Applicant and certified with an official seal <sup>87</sup> or signed electronically	Applicant
<b>Applicant Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure</b>	Applicant Statement* - scanned version handwritten signed by an authorized person of the Applicant and certified with an official seal <sup>88</sup> or electronically signed	Applicant
<b>Partner Statement on the Truthfulness of Data and Fulfillment of Eligibility Criteria for Participation in the Grant Award Procedure</b>	Partner Statement * - scanned version handwritten signed by an authorized person of the Partner and certified with an official seal <sup>89</sup> or electronically signed	All Partners
<b>Partnership Statement</b>	Partnership Statement* - scanned version handwritten signed by the authorized person of the Applicant and the Partner, and certified with the official seal <sup>90</sup> of the Applicant and Partner, or electronically signed	Applicant

<sup>86</sup> If the organisation's Statute contains provisions that foresee the use of a seal.

<sup>87</sup> If the organisation's Statute contains provisions that foresee the use of a seal.

<sup>88</sup> If the organisation's Statute contains provisions that foresee the use of a seal.

<sup>89</sup> If the organisation's Statute contains provisions that foresee the use of a seal.

<sup>90</sup> If the organisation's Statute contains provisions that foresee the use of a seal.

<p><b>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, employers associations, private higher education institution, private institutions<sup>91</sup>) demonstrating compliance with the provisions set out in points 2.2 for Partners</b></p>	<p>Electronic copy delivered by email.</p> <p>If the 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 Partner(s)</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. <sup>92</sup></p>		
<p><b>In the event that the 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</b></p>	<p>Electronic copy delivered by email</p>	<p>Applicant and all Partners</p>

Project proposals are submitted exclusively via email to the address:

[svicarskiprogram.dku@udruga.vlada.hr](mailto:svicarskiprogram.dku@udruga.vlada.hr)

<sup>91</sup> The statute of private higher education institutions and other private institutions must explicitly state their non-profit activities.

<sup>92</sup> 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 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).**

**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.

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 **October 16 2025 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.dku@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.dku@udruga.vlada.hr](mailto:svicarskiprogram.dku@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 phases<sup>93</sup>:

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

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<sup>93</sup> 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.

## 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 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 are 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 <sup>94</sup> (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 147,000.00- 276,000.00 EUR <sup>95</sup>		
5. The duration of the project application activities is between 24-36 months		
6. Location of project implementation is acceptable (area of the Republic of Croatia and area of the Swiss Confederation and/or the European Union)		
7. Project proposal is written in Croatian language (except summary in English language) and filled out on the computer		
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 and activities are listed and described in Questions 5 and 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 days to submit an objection on the results of the administrative check of compliance with the prescribed conditions (more about objections in section 6.6. "Complaints").

<sup>94</sup> It is not necessary to indicate the full title of the Call.

<sup>95</sup> 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.

### 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
<b>1. Relevance of the project</b>			
To what extent is the project proposal relevant and important for solving the identified problems in the field of service learning programmes 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 national and EU regulations and contribute to national strategic documents and documents EU (strategies, guidelines, action plans, programmes) important for service learning programmes 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
<b>2. Quality of project proposals</b>			
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 consisted with the objectives and (expected) project results? Is 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
<b>3. Financial and economic justification</b>			
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
<b>4. Managing and operational capacities</b>			
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

<b>5. Risk management</b>			
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	5	1	5



measures are identified and relevant?			
<b>6. Impact and sustainability of the project</b>			
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	1	5
To what extent does the proposal present a clear, collaborative, and feasible plan for the joint development of a new or revised higher education syllabus/course that integrates service-learning (SL), to be developed during the project implementation phase? How clearly and thoroughly is the plan presented, including its objectives, timeline, and methodology. What is the quality of collaboration between the Applicant and the Partners in co-designing the syllabus. Furthermore, to what extent are the service-learning principles meaningfully integrated into the proposed course content and structure. Is the development and implementation of the syllabus feasible within the project timeframe—even if its formal adoption occurs after the project has ended?	5	1	5
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).	<b>Electronic copy</b> 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).	<b>Electronic copy</b> 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 corresponds in its essential characteristics to the	A scanned version personally signed by the authorized person of the Applicant and certified with the official stamp <sup>96</sup> , certified by a notary public, submitted to the email address of the Call.	Applicant

<sup>96</sup> If the organisation's Statute contains provisions that foresee the use of a seal.



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 stamp <sup>97</sup> , 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 <sup>98</sup> 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 leased to the Applicant	Applicant and/or Partner

<sup>97</sup> If the organisation's Statute contains provisions that foresee the use of a seal.

<sup>98</sup> If the organisation's Statute contains provisions that foresee the use of a seal.



	<p>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<sup>99</sup> to 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.

## 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

<sup>99</sup> This is the same or the first larger amount than the advance payment amount.

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.

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.dku@udruga.vlada.hr](mailto:svicarskiprogram.dku@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.dku @udruga.vlada.hr](mailto:svicarskiprogram.dku@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 objection,
- 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 leader) 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 TENDER PROCEDURE	DATE/TIMEFRAME
Publication of the Calls	July 21 2025
Deadline for submitting applications	October 16 2025, 11:59 AM
Announcement of information workshops	at least 10 days before they take place



<b>Information workshops</b>	no later than 14 days from the publication of the Call (exceptionally later)
<b>Deadline for publication of materials from the informative workshop</b>	no later than 5 days from the workshop
<b>Deadline for sending questions tied with Call</b>	14 days before the deadline for submitting applications
<b>Deadline for reference answers on questions tied with Call</b>	7 days before the deadline for submitting applications
<b>Deadline for announcement Decisions on financing and sending notifications to Applicants</b>	120 days from the last day of the application submission deadline
<b>Deadline for contracting</b>	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 act of the Partner ( for cooperatives, artistic organisations, legal entities of religious communities, trade unions, employers associations, private higher education institutions<sup>100</sup>, private institutions <sup>101</sup>)
7. Certificate of ownership of the real estate or 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

<sup>100</sup> Private higher education institutions, in order to be eligible Partners, must have their non-profit activity clearly stated in their Statute.

<sup>101</sup> Private institutions, in order to be eligible Partners, must have their non-profit activity clearly stated in their Statute.





- 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 Inspection of Criminal and Misdemeanor Records

#### Sample implementation forms

6. Interim report on project progress
7. Final report on project implementation
8. Sustainability report
9. Questionnaire 1. INPUT
10. 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.

