



VLADA REPUBLIKE HRVATSKE
Ured za udruge



Švicarsko-hrvatski program suradnje

GUIDELINES FOR APPLICANTS

STRENGTHENING CROATIAN-SWISS PARTNERSHIPS FOR LOCAL
SOCIAL AND ECONOMIC GROWTH AND DEVELOPMENT

Call for Project Proposals

Final deadline the submission of applications:

1 October 2018



TABLE OF CONTENTS

1. Legal Basis And General Information	4
1.1. Terms And Abbreviations	4
1.2. The Purpose of the Call for Application.....	5
1.3. The Goals and Objectives of the Call	7
1.4. Indicators.....	8
1.5. Total Financial Allocation and Grant Amount	8
Applicant Eligibility	10
2.1. Eligibility Requirements for Applicants/Partners	10
2.1.1. Eligible Applicants	10
2.1.2. Eligible Partners	12
2.1.3. Exclusion Criteria for Applicants and Partners.....	15
2.2. Number of Applications Allowed Per Applicant	15
3. Conditions For Submitting Project Proposals	16
3.1. Location	16
3.2. Duration and Beginning of Implementation.....	16
3.3. Eligible Activities.....	16
3.4. Ineligible Activities.....	17
3.5. Publicity/Communication and Visibility	17
4. Financial Requirements	19
4.1. Eligibility of Expenditures	19
4.1.1. Eligible Expenditures	19
4.1.2. Ineligible Expenditures	21
4.2. Income Generated From Project Activities	22
5. Application Process.....	23
5.1. How to Submit a Project Proposal.....	23
5.2. Deadlines for the Submission of Project Proposals	26
5.3. Withdrawing a Project Proposal	26
5.4. Modifying a Project Proposal After Its Submission	26
5.5. Amendments of the Call for Project Proposals	26
5.6. Additional Information	27
6. Award Procedure	27



VLADA REPUBLIKE HRVATSKE
Ured za udruge



Švicarsko-hrvatski program suradnje

6.1. Selection of Applications	27
Administrative Check	27
6.2. Submission of Supporting Documents	31
6.3. Decision on Financing.....	32
6.4. Complaints.....	32
6.5. Provisions on Additional Clarifications During the Grant Award Procedure	33
6.6. Grant Award Contract	34
6.7. Indicative Timeline	34
8. Tender Documentation.....	35



1. LEGAL BASIS AND GENERAL INFORMATION

The “Strengthening Croatian-Swiss Partnerships for Local Social and Economic Growth and Development” call is a Call for Grant Proposals issued under the Swiss-Croatian Cooperation Programme. In 2006 the Swiss Confederation established the Financial Mechanism of Swiss Contribution to the EU Enlargement Process, which is aimed at the new EU Member States represents the expression of Swiss solidarity with Europe in taking over a part of the burden related to the activities undertaken to reduce economic and social inequalities in the European Union.

These Guidelines for Applicants (hereinafter: Guidelines) regulate the project proposals submission procedure, specifying the selection and eligibility criteria related to applicants and their partners, activities, expenditure, as well as the rules for implementation of the projects funded under this Call for Grant Proposals (hereinafter: Call).

The tender procedure is conducted pursuant to the Law on Associations¹ and the Regulation on the Criteria, Standards and Procedures of Financing and Contracting Programs and Projects of Interest to the Public Good Implemented by Associations².

1.1. TERMS AND ABBREVIATIONS

Partnership Block Grant	Grants awarded by the Office for Cooperation with NGOs through public Call for Applications to civil society organisations for projects enhancing the economic and social development at local levels in Croatia through cooperation and partnership between Croatian and Swiss institutions, local and regional self-government units and civil society organisations.
Target group	Group directly influenced by project activities; direct beneficiaries of project activities.
Executing Agency (EA)	Government of the Republic of Croatia Office for Cooperation with NGOs (Department for Implementation of EU Programmes and International Cooperation and Department for Financial Management and Quality Assurance), whose goal is to implement the block grant and monitor the achievement of objectives and results through beneficiaries' projects.
Beneficiary	Successful applicant with whom the Grant Contract is signed, and who is directly responsible for starting the project, its management, implementation and results. The term “beneficiary” refers to the project applicant and its partners.
Final (indirect) beneficiaries	Individuals, groups, organisations which are not directly involved in project implementation, but are indirectly affected by the project.
National Coordination Unit (NCU)	State administrative body in charge of the coordination of the Swiss-Croatian Cooperation Programme (the Ministry of Regional Development and EU Funds).

¹(Official Gazette, no. 74/2014, 70/2017)

²(Official Gazette, no. 26/2015.)



Decision on financing	Decision of the Intermediary Body, which defines the obligation to reimburse eligible expenditures of the awarded project from the state budget, and which represents the basis for signing the Grant Agreement.
Civil society organisations (CSOs)	Civil society organisations are non-public sector entities which voluntarily gather different social stakeholders which represent a wide specter of interests, and include associations, foundations, trade unions, employers' associations, legal persons of religious communities and other non-profit organisations, which act as intermediaries between citizens and authorities.
Partner	Every legal person of public or private law, which together with the applicant uses a part of project funds and participates in project implementation.
Intermediary Body (IB)	Government of the Republic of Croatia Office for Cooperation with NGOs (Department for Strategic Planning, Programming and Informing), responsible for the overall management of the Block Grant and ensuring good financial management of the Block Grant, its timely implementation, and supervising the EA.
Civil society organisations (CSOs)	Civil society organisations are non-public sector entities which voluntarily gather different social stakeholders which represent a wide specter of interests, and include associations, foundations, trade unions, employers' associations, legal persons of religious communities and other non-profit organisations, which act as intermediaries between citizens and authorities.
Partner	Every legal person of public or private law, which together with the applicant uses a part of project funds and participates in project implementation.
Intermediary Body (IB)	Government of the Republic of Croatia Office for Cooperation with NGOs (Department for Strategic Planning, Programming and Informing), responsible for the overall management of the Block Grant and ensuring good financial management of the Block Grant, its timely implementation, and supervising the EA.

1.2. THE PURPOSE OF THE CALL FOR APPLICATION

Local economic development (LED) is the process by which public, business and nongovernmental sector partners work collectively to create better conditions for economic growth and employment generation, aiming to improve the quality of life for all³.

Contemporary understanding of local development envisages the creation of development models, in which local administration units, rather than central authorities, have the key role – but also the responsibility – for the creation of an enabling and stable institutional, infrastructure and fiscal environment for the local economic development. One of the basic factors of creating such developmental

³ Svjetska banka, 2001. Lokalni ekonomski razvoj, available (in Croatian) at http://siteresources.worldbank.org/INTLED/552648-1107469860149/22262566/led_pamphlet_local.pdf



model (the 'bottom-up' approach) is economic globalisation, which led to the decrease in the importance of national policies. In 21st century traditional economic development instruments (the 'top down' development model) are becoming inefficient, while towns and municipalities are increasingly affected by the events on the global world market. Therefore, the LED model – the model which places the individual as the key subject in the decision-making process at local level at the centre of its development paradigm – has emerged in developed economies. In these countries local economic development has become the major development instrument of individual regions, towns and municipalities⁴.

Civil sector in Croatia comprises some 60,000 organisations active in various areas and having different organisational capacities. According to legal structure, civil society organisations in Croatia include associations, foundations, private institutions, trade unions and employers' associations, organisational entities of religious communities and different forms of civic initiatives. There are more than 555 units of local and regional self-governance (428 municipalities, 127 cities/towns, 20 counties and the City of Zagreb) established in Croatia.

Cooperation with civil society organisations in the implementation of public policies is most often manifested through various forms of financial and non-financial support that public authorities provide to projects and programmes of public benefit interest. This kind of cross-sectoral cooperation has great potential to generate a number of positive changes and create the necessary synergies for sustainable social and economic development.

Civil society organisations (CSOs) have an important role in a setting up the dialogue on the development and implementation of EU sustainable development. Croatian CSOs can contribute to the achievement of ambitious targets set in the Europe 2020 Strategy, presenting opportunities for the development of new skills and new jobs within the emerging green sector. Their inputs are particularly valuable in channelling the views of citizens to the decision making processes, participating in preparatory work and expert groups and conducting research and studies in the development and implementation of policies, initiating social, cultural and economic innovations, particularly in the field of asocial economy and social entrepreneurship, and the development of local philanthropy, human rights and social inclusion of marginal social groups. Building partnerships between local community actors (CSOs and local authorities, as well as public education institutions and other non-profit organisations that act in the public interest) can help contribute to the effectiveness of interventions (especially with respect to marginalized and vulnerable groups) and raise the levels of civic engagement and the effectiveness of public policies.

In a decentralised country such as Switzerland, subnational authorities, i.e. the cantons and municipalities, play an important role. It is therefore a key concern for the Swiss Confederation to factor sustainable development principles into all levels of government. Swiss experience can help in finding ways to achieve sustainable development goals in the Republic of Croatia. Croatian local authorities can gain an insight into the very important role that Swiss cantons and municipalities play in the implementation of sustainable development. Local sustainability processes and projects and networks between the relevant local stakeholders – such as the Sustainable Development Forum – facilitate an exchange of information, and builds links between the federal government, cantons and municipalities in specific sustainability-related areas (spatial planning, tourism, education, and business development, public procurement, energy and sustainable neighbourhood development etc.).

According to the Sustainable Development in the Republic of Croatia report⁵, the central government often prescribes and implements measures and procedures, not sufficiently considering the diversity of local conditions, especially economic ones. Long-term incentives are missing, together with favorable conditions

⁴ Črnac Rocco, M.; Denona Bogović, N: Upravljanje lokalnim ekonomskim razvojem – primjer općine Bale

⁵ Pavić-Rogošić, L.: Održivi razvoj u Republici Hrvatskoj, 2009



VLADA REPUBLIKE HRVATSKE

Ured za udruge



Švicarsko-hrvatski program suradnje

for the realization of local initiatives beneficial to the state, and no attention is paid to the local capabilities to fulfill various tasks. Counties have low power and resources and cannot perform the role of the mediator between national and local levels. Local authorities are accustomed to wait for orders and funds from 'above', and they share the responsibility for ineffective implementation of the principle of subsidiarity. Few communities and cities have decided to choose their own development path and select the form of sustainable development. Sustainable development of the local community seeks the partnership of government, economy and the civil sector – civil society organisations should prove to be a relevant partner to local administration, which should recognize the benefits of the cooperation with the civil sector. This Call encourages the development of bilateral cooperation and partnership between Croatian and Swiss civil society organisations, public authorities and public institutions focused on the transfer of knowledge and experiences and best practices in achieving sustainable development goals. These include: no poverty; zero hunger; good health and well-being; quality education; gender equality; clean water and sanitation; affordable and clean energy; decent work and economic growth; industry, innovation, infrastructure; reduced inequalities; sustainable cities and communities; responsible consumption and production; climate action; life below water; life on land; peace, justice and strong institutions; partnership for the goals. The goal is to explore possibilities of cooperation between the two countries in areas important for sustainable local community development, and give emphasis on the issues related to the promotion of the partnership principle and networking.

The Call is in line with national and EU strategic documents (Europe 2020 Strategy) and the principles of the Community-Led Local Development, notably encouraging local communities to develop integrated bottom-up approaches in circumstances where there is a need to respond to territorial and local challenges calling for structural change; building community capacity and stimulating innovation (including social innovation), entrepreneurship and capacity for change by encouraging the development and discovery of untapped potential from within communities; promoting community ownership by increasing participation within communities and building the sense of involvement and ownership that can increase the effectiveness of EU policies. A special Lot of this Call is dedicated to the issue of road safety, which represents one of the major safety risks for Croatian citizens and tourists who visit Croatia from Europe and the whole world, which is as such an important factor of local economic development. Through cooperation of all relevant stakeholders – from public, private and civil sector – solutions and best practices can be identified and applied in local communities, with a common goal to increase road safety. One of the goals of the National Programme of Road Safety in the Republic of Croatia 2011 – 2020 is to encourage cooperation and activities between relevant public administration bodies, private and public sector and civil society. The question of governance is essential: in accordance with the principles of subsidiarity and proportionality, which in road safety are embodied in the concept of shared responsibility, commitment and concrete actions are required at the governance level of the European authorities, the Member States, regional and local bodies and civil society organisations⁶.

1.3. THE GOALS AND OBJECTIVES OF THE CALL

The overall goal of the Call is to improve local economic and social development in Croatia through cooperation and partnership between Croatian and Swiss institutions, local governments and civil society organisations.

⁶ National Programme of Road Traffic Safety in the Republic of Croatia 2011 – 2020 (OG 59/11)



VLADA REPUBLIKE HRVATSKE
Ured za udruge



Švicarsko-hrvatski program suradnje

Specific objectives are:

1. to contribute to sustainable local development and improving the quality of life through knowledge and experience exchange;
2. to empower partnerships of Croatian and Swiss institutions, local governments and civil society organisations;
3. to contribute to improving the capacities for governing local economic and social development.

1.4. INDICATORS

Project proposals need to contribute to achieving the goals of this Call, as measured by the following implementation indicators:

Indicator	Description of the indicator	Evidence of achievement:
Number of best practice models for achieving sustainable development goals - MANDATORY	Refers to developed i.e. implemented models (patterns, systems) of good practice for achieving sustainable development goals in local communities. These models have been developed in cooperation with Swiss partners and are based on their experiences.	Project Implementation Report
Number of participants in project activities related to the exchange of knowledge and experience between Swiss and Croatian partners	Refers to participants in project activities related to the exchange of knowledge and experience (seminars, workshops, trainings) between Swiss and Croatian institutions, units of local and regional self-government and civil society organisations.	Signatory lists

In the project application the applicant has to specify – and tailor its activities to contribute to the indicator “Number of best practice models for achieving sustainable development goals”.

Indicators should be realistically quantified with an established baseline and the target value to be achieved by the project need to be established.

1.5. TOTAL FINANCIAL ALLOCATION AND GRANT AMOUNT

The total funds available for this Call for the submission of applications are HRK 12,300,000.00. The maximum co-financing rate is 90% of eligible expenditures, and is provided through the Swiss-Croatian Cooperation Program, based on the Framework Agreement. The Potential applicants and their partners have to contribute to the remaining 10% of co-funding from other resources.



VLADA REPUBLIKE HRVATSKE
Ured za udruge



Švicarsko-hrvatski program suradnje

Two groups of activities (i.e. two lots) will be supported. The first lot is focused on cooperation between the two countries in the areas important for sustainable development of local communities, and the other on the cooperation between the two countries in the area of road safety. A total of HRK 8,800,000.00 have been allocated to **Lot 1** activities and a total of HRK 3,500,000.00 to **Lot 2**.

The minimum grant amount that can be awarded to an individual project is **HRK 400,000.00**, and the maximum grant amount that can be awarded to a project is **HRK 1,500,000.00**.

Also, at least 60% of the total project budget should be spent in the Republic of Croatia.

Aproximately 20 projects will be funded under this Call, all of which have to be implemented in partnership.

The Office for Cooperation with NGOs is not obliged to use the total amount allocated for funding the activities for strengthening Croatian-Swiss partnerships for local social and economic growth and development.

In the period od 30 days from the conclusion of the contract, the Office for Cooperation with NGOs will make the advance payment in the amount of 40% of the approved grant. The remaining amount of grant will be paid in a series of 6-month installments, as specified in the Grant Contract.



APPLICANT ELIGIBILITY

2.1. ELIGIBILITY REQUIREMENTS FOR APPLICANTS/PARTNERS

2.1.1. ELIGIBLE APPLICANTS

An applicant can be an association which is established, registered and active in line with the Law on Associations (OG 74/14, 70/17).

The applicant also has to cumulatively meet the following criteria:

Table 1: overview of eligibility requirements and sources of verification of applicant eligibility

REQUIREMENT	SOURCE OF VERIFICATION / COMPLIANCE CERTIFICATE
The Statute of the association establishes that the association is active in the area of public good, in line with the fundamental values established by the Croatian Constitution and laws, and is active in providing public benefit services (volunteering; education; health prevention activities; social welfare; protection of the environment and nature; anticorruption; antidiscrimination; local community development; philanthropy development, etc.) and is registered for implementing activities aimed at achieving the goals of the proposed project.	Register of Associations or The Statute
The organisation has been registered for at least one year prior to the date of submitting project application.	Register of Associations
The organisation's basic act establishes its non-profit operation. The organisation has been registered in the Register of Nonprofit Organisations for at least one year, and has transparent financial operations in line with the regulations on the accounting for non-profit organisations (i.e. financial statements for the relevant period, which were previously been submitted to FINA-a, can be accessed in the Register of Nonprofit Organisations .	The Statute of association can be accessed in the Register of Associations or A copy of the valid Statute and the proof that the request has been made to align the Statute with the Law on Associations Register of Nonprofit Organisations
The organisation has professional, organisational, and human resources and experience, which guarantee high quality of project implementation (in cooperation with partners).	Declaration of Honour by the applicant, certifying that the information provided is correct and complete and that the organisation meets the prerequisites for participating in the grant procedure, and the Partnership Statement
The organisation is not undergoing a pre-bankruptcy settlement procedure, insolvency procedure, closure procedure, enforced recovery proceedings or liquidation procedure.	Declaration of Honour by the applicant, certifying that the information provided is correct and complete and that the organisation meets the prerequisites for participating in the grant procedure, and the Partnership Statement



VLADA REPUBLIKE HRVATSKE

Ured za udruge



Švicarsko-hrvatski program suradnje

The organisation has not infringed the provisions concerning the intended use of public funds, and has met contractual obligations arising from previous grant agreements towards the Office for Cooperation with NGOs and all other providers of public funds.	Declaration of Honour by the applicant, certifying that the information provided is correct and complete and that the organisation meets the prerequisites for participating in the grant procedure, and the Partnership Statement
The organisation has transparent financial operations.	<p>Register of Nonprofit Organisations</p> <p>In line with the Act on Financial Operations and Accountancy of Nonprofit Organisations (OG 121/2014), transparent financial operations means that the applicant organisation has been registered in the Register of Nonprofit Organisations for at least one year, and that it submitted the following financial statements to FINA for the Ministry of Finance in time:</p> <p>Organisations subject to double-entry bookkeeping prepare semi-annual financial statements (from 1st January to 30 June) and annual financial statements (for a business year).</p> <p>For a business year, non-profit organisations prepare a balance sheet, annual income and expenditure account and notes. For the semi-annual report, non-profit organisations prepare an income and expenditure account.</p> <p>Organisations subject to single-entry bookkeeping prepare annual financial report on income and expenditure with notes for a previous business year.</p>
The mandate of the person authorised to represent the organisation (and sign the Grant Agreement) has not expired.	Register of Associations
The person authorised to represent the organisation and the project manager are not undergoing criminal procedure, and are not convicted by a final judgement of an offence from Article 48 paragraph 2, indent c, or convicted of a criminal offence from Article 48, paragraph 2, indent d of the Regulation on the criteria, standards and procedures of financing and contracting programs and projects of interest to the public good implemented by associations (Official Gazette no. 26/15)	<p>Extract from the register of ongoing criminal procedures</p> <p>The applicant has to submit the Certificate before signing the Grant Agreement.</p>
The organisation has no debt based on public contributions of which official records are kept by the Tax Administration, or has been approved a deferral of payment of tax liabilities and pension and health insurance liabilities.	<p>Tax Administration/Ministry of Finance Certificate on the debt based on public contributions showing that the organisations has no outstanding debt based on public contributions.</p> <p>The applicant has to submit the Certificate before signing the Grant Agreement.</p>

The applicant and partners will provide statements (Applicant's Statement and Partnership Statement) in which they will commit to supply the supporting documentation for the persons who will be in contact with children through the implementation of project activities, including the following:



- copies of the extract from the register of ongoing criminal procedures proving that the person is not undergoing criminal procedures (not older than 6 months);
- filled in and signed form of a Declaration of Consent to a criminal records check, and
- copies of ID or passport.

Supporting documentation will be requested during the implementation, i.e. when the names of the persons to be in direct contact with children for the purpose of implementing project activities will be known.

2.1.2. ELIGIBLE PARTNERS

The project must be implemented in partnership with one or more project partners.

The applicant must act in partnership with at least one partner from Switzerland.

The following entities may be accepted as partners:

- I. associations established in line with the Law on Associations (OG 74/14, 70/17), or according to the legislation of the Swiss Confederation;
- II. foundations established in line with the Law on Foundations (OG 36/95, 64/01), or according to the legislation of the Swiss Confederation;
- III. social partners (trade unions and employers' associations) established in line with the Labour Act (OG 93/14, 127/17), or according to the legislation of the Swiss Confederation;
- IV. institutions established in line with the Institutions Act (OG 76/93, 29/97, 47/99, 35/08), or according to the legislation of the Swiss Confederation;
- V. cooperatives established in line with Article 66, paragraph 1 of the Cooperations Act (OG 34/11, 125/13, 76/14), or according to the legislation of the Swiss Confederation;
- VI. companies established by non-profit organisations in line with the Companies Act (OG 111/93, 34/99, 121/99, 52/00, 118/03, 107/07, 146/08, 137/09, 125/11, 152/11, 111/12, 68/13, 110/15),); or according to the legislation of the Swiss Confederation;
- VII. units of local and regional self-government;
- VIII. Swiss administrative divisions (cantons, municipalities).

Partners from point I. have to meet **all eligibility requirements** as applicants from Section 2.1.1. (see Table 1⁷)

Partners from points II. – VI. have to meet the following requirements⁸:

Table 2: overview of eligibility requirements and sources of verification of eligibility of partners

REQUIREMENT	SOURCE OF VERIFICATION / COMPLIANCE CERTIFICATE
Registered to operate in Croatia i.e. Switzerland	Document proving the registration of Swiss organisations Declaration of Honour by the Partner, certifying that the information

⁷ Organisations registered in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.

⁸ Same as footnote 7.



VLADA REPUBLIKE HRVATSKE
Ured za udruge



Švicarsko-hrvatski program suradnje

	provided is correct and complete, and the organisation meets the prerequisites for participating in the grant procedure, and the Partnership Statement
The Statute of the association establishes that the association is active in the area of public good, in line with the fundamental values as established by the Croatian Constitution and laws, and is active in providing public benefit services (volunteering; education; health prevention activities; social welfare; protection of the environment and nature; anticorruption; antidiscrimination; local community development; philanthropy development, etc.) and is registered for implementing activities aimed at achieving the goals of the proposed project.	A copy of a relevant basic act
Registered for at least one year prior to the date of submitting the project application.	Relevant register or records
Has sufficient financial, expert and implementation capacities and experience to implement the project in cooperation with partners.	Declaration of Honour by the Partner, certifying that the information provided is correct and complete and that the organisation meets the prerequisites for participating in the grant procedure, and the Partnership Statement
The organisation is not undergoing a pre-bankruptcy settlement procedure, insolvency procedure, closure procedure, enforced recovery proceedings or liquidation procedure.	Declaration of Honour by the Partner, certifying that the information provided is correct and complete and that the organisation meets the prerequisites for participating in the grant procedure, and the Partnership Statement
The organisation has not infringed the provisions concerning the intended use of public funds, and has met contractual obligations arising from previous grant agreements towards the Office for Cooperation with NGOs and all other providers of public funds.	Declaration of Honour by the Partner, certifying that the information provided is correct and complete and that the organisation meets the prerequisites for participating in the grant procedure, and the Partnership Statement
The organisation has transparent financial operations.	Register of Nonprofit Organisations or certified and signed FINA certificate on submitted financial statement for 2017
The person authorised to represent the organisation and the project manager are not undergoing criminal procedure, and are not	Extract from the register of ongoing criminal procedures The applicant has to submit the Certificate before signing the Grant



VLADA REPUBLIKE HRVATSKE
Ured za udruge



Švicarsko-hrvatski program suradnje

convicted of an offence from Article 48 paragraph 2, indent c, or convicted of a criminal offence from Article 48, paragraph 2, indent d of the Regulation on the criteria, standards and procedures of financing and contracting programs and projects of interest to the public good implemented by associations (Official Gazette no. 26/15)	Agreement.
The organisation has no debt based on public contributions of which official records are kept by the Tax Administration, or has been approved a deferral of payment of tax liabilities and pension and health insurance liabilities.	<p>Tax Administration/Ministry of Finance Certificate on on the debt based on public contributions showing that the organisations has no outstanding debt based on public contributions – for Croatian organisations;</p> <p>Extract from the Swiss debt collection register;</p> <p>The partner has to submit the Certificate before signing the Grant Agreement.</p>

Legal personality of Croatian partners will be checked on the basis of the following:

- for foundations: in the the Foundation Book (*Zakladna knjiga*) in the Register of Foundations; for institutions, cooperatives and companies established by non-profit organisations: in the u companies register, for trade unions and employers' associations: register of the Ministry of Labour and Pension System
- The List of Counties, Towns and Municipalities in the Republic of Croatia, maintained by the Ministry of Administration for all units of local and regional self-governance⁹

Partners take an active part in the project implementation, and the expenditures they incur in implementing project activities are equally eligible as the expenditures made by the applicant.

⁹ <http://data.gov.hr/dataset/popis-zupanija-gradova-i-opcina>



2.1.3. EXCLUSION CRITERIA FOR APPLICANTS AND PARTNERS

An applicant or a partner **is not eligible** to participate in the Call for the submission of project proposals, and no Grant Award contract will be made in the following situations:

- a) if the applicant/partner organisation or a person authorised to represent the applicant/partner organisation is convicted for any of the following criminal offences:
 - fraud, receiving or giving bribes, misuse of public procurement procedures, tax or customs duty evasion, subsidy fraud, money laundering, abuse of position and authority, unlawful favouritism,
 - criminal association in order to commit criminal offences, abuse of state power, trading in influence¹⁰,
- b) if the applicant/partner has submitted false information when providing evidence in line with the above items;
- c) if the applicant/partner is in the conflict of interest¹¹;
- d) if the applicant/partner was found guilty of providing false information to bodies in charge of managing the Swiss-Croatian Cooperation Programme to reduce economic and social disparities within the enlarged European Union;
- e) if the applicant/partner has attempted to obtain confidential information or influence the Selection Committee or bodies in charge of managing the Swiss-Croatian Cooperation Programme to reduce economic and social disparities within the enlarged European Union.

The applicant and partner¹² prove that they meet the requirements from subitem a) of item 2.1.3 by submitting the Extract from the register of ongoing criminal procedures not older than 6 months.

2.2. NUMBER OF APPLICATIONS ALLOWED PER APPLICANT

An applicant may submit more than one application under this Call for Proposals, but may not be awarded more than one grant.

In case an applicant submits more than one application that meets the administrative and eligibility requirements of this Call for Proposals, the application that receives a higher score will be selected for financing.

In case two or more applications submitted by the same applicant receive the same score, the applicant will decide which of these applications will be selected for financing.

The applicant may act as a partner in another application at the same time. Partners may participate in more than one application submitted by the same applicant or different applicants under this Call for Proposals.

¹⁰ Pursuant to the Criminal Code (OG 125/11, 144/12, 56/15, 61/15)

¹¹ Pursuant to the Act on Preventing the Conflict of Interest (OG 48/2013) and Article 52 of the Council Regulation (EC, Euroatom) No. 1605/2002 (OJ L 298/1 26.10.2012.)

¹² Organisations registered in Switzerland should provide the documentation that proves the stated eligibility requirements accordingly.



3. CONDITIONS FOR SUBMITTING PROJECT PROPOSALS

3.1. LOCATION

Project activities have to be implemented in the Republic of Croatia and Swiss Confederation, while at least 60% of the total project budget should be spent in the Republic of Croatia.

3.2. DURATION AND BEGINNING OF IMPLEMENTATION

Planned duration of project implementation is from 12 to 20 months, from the date of signing the Grant Agreement

Project implementation period begins on the date of the last signature on the Grant Agreement and expires upon the completion of project activities. The final deadline for completing project activities is 20 months following the signature of the Grant Agreement. The dates of the beginning and envisaged end of the project will be clearly established in the Grant Agreement.

3.3. ELIGIBLE ACTIVITIES

Eligible activities within Lot 1 focused on providing support to local social and economic development, (volunteer development, provision of social services and public benefit services, strengthening social capital and promotion of social cohesion, employment, development of social entrepreneurship and social innovation, sustainable development and protection of human rights) include:

- seminars in Croatia, which have been prepared and implemented in cooperation with Swiss partner organisations;
- participation of Croatian representatives in seminars and workshops in Switzerland, organised by Swiss partner organisations;
- transfer of knowledge and best practices;
- mentorship programmes;
- study visits of Croatian public servants to relevant institutions in Switzerland;
- public/expert discussions;
- research activities;
- raising public awareness on topics related to the support to social and economic local development.

Eligible activities within Lot 2 focused on improving road traffic safety include:

- implementing preventive-educational and promotional activities focused on the issue of road traffic safety;
- adapting the infrastructure for the circulation of pedestrians, cyclists and persons with disability;
- using new technologies to increase road safety;
- transfer of knowledge and best practices;
- research activities.



Project activities which are related to the above activities and which clearly contribute to the pursuit of the overall goals and specific objectives of the Call for the submission of project applications may also be eligible for financing (the lists of activities in both lots are not exhaustive).

In the implementation of project activities the applicant has to ensure that the principles of equal opportunities, gender equality and non-discrimination are respected, and develop the activities in line with the community needs.

3.4. INELIGIBLE ACTIVITIES

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

- activities concerned only or mainly with individual participation in workshops, seminars, conferences and congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- activities concerned solely with the development of strategies, plans or other similar documents;
- activities concerned solely with public relations;
- activities concerned only or mainly with capital investments, such as renovation or construction of buildings;
- activities concerned solely with research actions;
- activities concerned with establishment of private companies.

Generally, the activities which do not contribute to the realisation of the overall goal and specific objectives of this Call are not eligible for financing.

3.5. PUBLICITY/COMMUNICATION AND VISIBILITY

The applicant and all partners have to ensure the visibility of financing of the Swiss-Croatian Cooperation Programme in line with the "[Visibility Guidelines](#)" of the Office for Cooperation with NGOs.

By signing the Grant Agreement the Beneficiary accepts that information about its organisation as the lead organisation, the project title and the amount of co-financing can be published. In line with the contract the Beneficiary shall implement the publicity/communication activities proposed in the project application documentation, which forms an integral part of the Grant Agreement, and is obliged to conform with the instructions provided in the "Visibility Guidelines".

The beneficiaries are also obliged to ensure the sustainability of visibility marks, in line with the provisions of the Grants Agreement related to the deadlines/rules for maintaining documentation, and visibility marks have to be documented (photographed) and stored as evidence in various stages of the project.

In order to ensure the publicity and visibility of spending of public funds of the Swiss-Croatian Cooperation Programme, all publicity and communication activities, all materials produced, all equipment purchased and all printed and electronic publications have to include the following basic elements:



VLADA REPUBLIKE HRVATSKE

Ured za udruge



Švicarsko-hrvatski program suradnje

- logos of the Government of the RoC – Office for Cooperation with NGOs and the Swiss-Croatian Cooperation Programme
- the disclaimer: *The contents of this publication /broadcast material are the sole responsibility of (the name of the Beneficiary - organisation).*

The contents of the materials aimed at providing publicity and communication has to be in Croatian, and if necessary in English.



4. FINANCIAL REQUIREMENTS

4.1. ELIGIBILITY OF EXPENDITURES

Project budget is an estimate of expenditure relating to all project activities. The amounts given in the project budget have to be realistic and cost effective, i.e. the specified expenditures have to be necessary for achieving the intended outcomes and results, and based on market prices.

4.1.1. ELIGIBLE EXPENDITURES

Eligible expenditures consist of **direct and indirect** costs of the project.

Direct costs are those which are directly related to achieving one or several goals of the project, i.e. are directly related to project activities. When justifying individual costs as many details as possible need to be given (link to individual activity/purpose, quantity, unit cost).

Eligible direct expenditures are:

- salary of project manager/coordinator and salaries of other persons directly participating in project activities, i.e. directly contributing to the achievement of one or several project goals, according to the amount of working hours the person spends implementing project activities [including all related taxes and surcharges, contributions from salaries, bonuses stipulated by law, regulations and or internal acts of organisations/institutions, and which arise from an employment relationship; acceptable reimbursements in line with the provisions of the Ordinance on Income Tax (OG 1/17) – subsistence allowance, transportation costs, employees' service awards equal to the amount actually paid, and not higher than the maximum annual tax-free allowance; payments which the employer is unable to recover from other sources (e.g. sick leave up to 42 days); other remuneration in line with labour legislation in force];
- payments for external services related to the implementation of project activities (e.g. service contracts for appropriate experts, if the needs of final beneficiaries require their participation in the implementation of project activities). When engaging external service providers under service or author's/copyright contracts, legal provisions establishing such works as temporary and occasional need to be taken into account;
- travel costs of participants in project activities and project staff (transportation costs, accommodation, subsistence allowances);
- costs related to the participation of target groups members in project activities;
- volunteers' costs¹³:
 - pocket money for travel paid to volunteers, provided that the amount is not higher than the maximum amount of subsistence allowances provided for civil servants (if the pocket money is paid no subsistence allowance can be paid);

¹³ In order to be eligible, these costs have to be supported by volunteering contracts and records of hours spent on implementing volunteer activities. Pursuant to Article 11, paragraph 1 of the Volunteering Act (OG, 22/13), volunteering which fully replaces work conducted by employees in line with the employment contract or other providers in line with the service contract is forbidden.



- allowances paid to cover the costs of travel, accommodation and subsistence costs incurred in relation to volunteering;
- allowances paid for work clothing, equipment or other protection/safety items necessary for volunteering, supported by invoices;
- allowances paid to cover the costs of medical services and vaccinations received for volunteering-related purposes;
- allowances paid for costs related to education outside of school which is necessary for volunteering-related purposes;
- allowances paid for expenditures incurred in relation to providing volunteer services and activities, supported by invoices;
- allowances paid for insurance premiums of volunteers in the event of death, injury or occupational disease occurring during volunteering, or allowances paid for insurance against liability for damage done to the volunteering organiser or a third party;
- allowances paid to reimburse the costs of obtaining documents or other payments necessary to enable volunteering activities;
- allowances paid to cover other expenditures related to the implementation of volunteer services and activities, supported by invoices;
- rent of premises for implementation of project activities;
- rent and purchase of equipment for implementation of project activities;
- minor reconstruction or renovation works;
- production and procurement of material for the implementation of project activities;
- entertainment costs related to the organisation of project activities;
- graphic design and printing services (prepress production, printing of leaflets, brochures, magazines, etc.);
- publicity and promotion services (TV and radio presentations, website maintenance, notices in printed media, promotional materials, etc.);
- ICT services;
- translation/interpretation costs;
- consulting services (e.g. study or research);
- other expenditure directly related to implementation of project activities.

Travel costs, accommodation costs and subsistence allowances are accepted if the travel is necessary for the implementation of activity/ies and directly related to the project activities.

Eligible costs of subsistence allowance within the country for the costs related to direct implementation of project activities have been prepared in line with the provisions of the Collective Agreement for Civil Servants and Employees (Official Gazette no. 112/2017).

Subsistence allowance within the country, which is directly related to the implementation of project activities is acceptable in the amount of HRK 170,00 (for travel lasting from 12 to 24 hours) and HRK 85,00 (for travel between 8 and 12 hours).

Partners registered in Switzerland have to justify the travel costs, accommodation costs and subsistence allowances according to Swiss regulation and related to real costs.

The expenditure related to travel abroad, which is directly related to the implementation of project activities (subsistence allowance, transportation costs/allowance, accommodation) have to be justified according to the real costs, with supporting documentation proving that the costs were incurred and paid.



Indirect expenditure

Indirect expenditure refers to costs which are not directly related to the implementation of the project, but indirectly contribute to achieving its goals and objectives. These costs also have to be specified and justified.

Indirect expenditure may include:

- accounting (cost of bookkeeping services);
- administration and management;
- rent of office space for administrative implementation of the project;
- costs related to electricity and heating, gas and water, waste-water treatment, and other overhead costs;
- postal services, telephone, internet, courier services;
- costs of services which are not directly related to implementation of a project activity but are a part of overall operations of an entity (e.g. services related to preparing the public procurement documentation, implementing the public procurement procedure) and which indirectly contribute to achieving the goals and objectives of the project;
- expenditure related to certification of the blank debenture.

The value of the purchase of machinery, equipment, furniture and small reconstruction and renovation works cannot exceed 40% of the total eligible costs of the project. Purchase of vehicles is not considered as the purchase of equipment for project activities implementation.

The authentication of the blank debenture note is an eligible cost of the project, which needs to be included in the Budget Form as a separate item under indirect costs (the debenture note has to be certified at the closest amount higher than the amount of the advance payment, and will kept by the Office for Cooperation with NGOs until the end of project implementation).

Blank debenture note has to be submitted only before signing the Grant Agreement, i.e. it is not necessary to submit it at the application stage.

4.1.2. INELIGIBLE EXPENDITURES

Ineligible expenditures include:

- capital contributions or credit investments, guarantee funds;
- purchase of land or real estate;
- costs related to purchase of equipment, furniture and small reconstruction and renovation, if these exceed the value of 40% of the total eligible costs of the project;
- interest on debt;
- fines, penalties and costs of litigation;
- contributions for voluntary health or pension insurances, which are not mandatory under national legislation;
- payment of tax-free bonuses to employees;



VLADA REPUBLIKE HRVATSKE

Ured za udruge



Švicarsko-hrvatski program suradnje

- administrative fees;
- bank charges related to account opening and maintaining, fees for financial transfers and other fees of solely financial nature;
- costs which have already been funded from public sources, or costs which are funded from other sources during project implementation;
- purchase of second hand equipment, machinery or furniture;
- purchase of equipment used for project management rather than direct implementation of project activities;
- in-kind contributions: non-financial contributions (goods or services) of third parties which are made available to the beneficiary free of charge;
- expenditures unforeseen in the Grant Agreement;
- charitable donations;
- loans to other organisations or individuals;
- other costs not directly related to the project contents and goals.

4.2. INCOME GENERATED FROM PROJECT ACTIVITIES

As a rule, a project should not generate income from project activities. It is not allowed to charge members of target groups for participation in project activities. In case certain income is still generated during project implementation, the total amount of grant will be reduced by the amount of the generated income, based on the final report.



5. APPLICATION PROCESS

5.1. HOW TO SUBMIT A PROJECT PROPOSAL

The full application is the application which contains all completed application forms and mandatory annexes, as requested in the Call for the submission of applications:

DOCUMENT	DOCUMENT VERSION	TO BE SUBMITTED BY:
Application form	Hard copy (printout) signed by authorised person and endorsed by the official stamp of the organisation ¹⁴ and electronic copy of the said document submitted on a CD-R in Croatian and English.	Applicant
Budget form	Hard copy (printout) signed by authorised person and endorsed by the official stamp of the organisation ¹⁵ and electronic copy of the said document submitted on a CD-R in Croatian and English.	Applicant
Declaration of Honour by the applicant, certifying that the information provided is correct and complete and that the organisation meets the prerequisites for participating in the grant procedure, and the Partnership Statement	Hard copy (printout) signed by authorised person and endorsed by the official stamp of the organisation ¹⁶ and electronic copy submitted on a CD-R.	Applicant
Declaration of Honour by the partner, certifying that the information provided is correct and complete and that the organisation meets the prerequisites for participating in the grant procedure, and the Partnership Statement	Hard copy (printout) signed by authorised person and endorsed by the official stamp of the organisation ¹⁷ and electronic copy submitted on a CD-R in Croatian and English.	All partners

¹⁴ If the organisation in its statute has provisions concerning the use of stamp.

¹⁵ Ibid.

¹⁶ Ibid.

¹⁷ Ibid.



<p>A copy of the basic act (the statute for associations and foundations, the rules for cooperatives, etc.) which clearly shows that the applicant and all partners meet the provisions from items 2.1.1. and 2.1.2.</p>	<p>Electronic copy submitted on a CD-R (if applicable)</p> <p>If the applicant or partner is an association which has aligned its statute with the provisions of the Law on Associations (OG 74/2014), the statute does not need to be submitted (however, the statute has to be available for download in the Register of Associations).</p> <p>In case the statute is aligned, but is not available for download in the Register of Associations, a copy of the certified aligned statute needs to be enclosed. If the applicant/partner has submitted the request to align the statute with the Law, but the procedure before the competent office is ongoing, a copy of the current statute (if it is not in the Register's electronic database) and a copy of the evidence on the submitted request for alignment of the statute with the Law, if it is not available in the Register.</p> <p>Note: Associations which have not aligned their Statutes with the Law on Associations (OG 74/14) by the time of submitting project proposals, nor have submitted the request to register the changes competent state administration office, do not meet the requirements for using public funds in line with Article 5 of the Regulation on the criteria, standards and procedures of financing and contracting programs and projects of interest to the public good implemented by associations (OG 26/15) all will be excluded from further participation in the project selection procedure.</p>	<p>Applicant and partners (if applicable)</p>
<p>Certified and signed FINA certificate on submitted financial statement for 2017</p>	<p>Electronic copy submitted on a CD-R (if applicable)</p>	<p>All partners except associations from Section 2.1.1.</p>
<p>Certificate of ownership of real estate or use/lease contract (if funds are requested for reconstruction and renovation of</p>	<p>Electronic copy submitted on a CD-R (if applicable)</p> <p>If the applicant and/or partner is the owner of the real estate where the works</p>	<p>Applicant and/or partner</p>



VLADA REPUBLIKE HRVATSKE
Ured za udruge



Švicarsko-hrvatski program suradnje

premises)	<p>will take place, a certificate of ownership has to be supplied (land register file from the e-citizens system or the land register), proving the ownership of the real estate concerned by the project proposal).</p> <p>If the applicant and/or partner has the right to use the real estate where the works envisaged by the project will be conducted, or has leased it, a use/lease contract/agreement of the real estate (owned by the Republic of Croatia or units of local and regional self-governant) has to be supplied.</p> <p>Original documents or their certified copies shall be submitted later, at the request of the Office for Cooperation with NGOs.</p>	
------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Project proposals should be submitted solely by registered mail sent to the following address:

Ured za udruge (Government of the Republic of Croatia - Office for Cooperation with NGOs)

Opatička 4

10000 Zagreb.

The outer envelope should indicate the title of the Call, and bear the full name and address of the applicant and the words "Do not open until the meeting of the Administrative Compliance Check Committee", indicating the lot to which the application is submitted (*adjust the text in brackets*):

<p style="text-align: center;">Ured za udruge Government of the Republic of Croatia - Office for Cooperation with NGOs Opatička 4 10000 Zagreb</p> <p style="text-align: center;">Strengthening Croatian-Swiss Partnerships for Local Social and Economic Growth and Development</p> <p style="text-align: center;">"Do not open until the meeting of the Administrative Compliance Check Committee" [Application to Lot1/Lot2]</p>

The date on the shipment/envelope specified by the post office is considered the moment of submission of application. The application with no date indicated on the shipment/envelope will not be taken into account.

When applicants send several applications, each has to be in a separate shipment/envelope and contain full documentation required in all points. The fact that the applicant is submitting several proposals is not considered as an exemption from sending full documentation.



VLADA REPUBLIKE HRVATSKE
Ured za udruge



Švicarsko-hrvatski program suradnje

The applications sent by any other means, mislabelled applications, delivered to a different address or after the deadline will be rejected. Rejected applications, and those not selected for financing will not be returned to the applicants.

5.2. DEADLINES FOR THE SUBMISSION OF PROJECT PROPOSALS

Applications may be sent until the following deadline:

1st October 2018

The application is submitted within the deadline if the postal stamp makes it clear that the post received it by the end of the date specified as the deadline for submitting the application. Applications sent after the deadline shall not be taken into account.

5.3. WITHDRAWING A PROJECT PROPOSAL

In any stage of the grant award procedure until the moment of signing the Grant Agreement, the applicant may withdraw the proposal from further procedure, by sending a written notification signed by the authorised person the competent body. This written notice should be sent by post at the following address:

Government of the Republic of Croatia - Office for Cooperation with NGOs

Opatička 4

10000 Zagreb

5.4. MODIFYING A PROJECT PROPOSAL AFTER ITS SUBMISSION

Until the respective deadline for submission of project applications, applicants may submit an amended and/or corrected version of the application. In such cases, in addition to the information specified in Section 5.1. it is necessary to clearly indicate on envelope that it contains the modification and/or amendment of the application.

5.5. AMENDMENTS OF THE CALL FOR PROJECT PROPOSALS

If the Call for the submission of project proposals and tender documentation are modified or amended before the closing date of the Call, all amendments will be published on the following website
<https://udruge.gov.hr/>.



5.6. ADDITIONAL INFORMATION

Any questions related to the Call can be posed solely by sending e-mail to the address svicarskiprogram@udruga.vlada.hr no later than 14 days prior to the application deadline.

Answers to the questions shall be provided by email, directly to the address from which the questions were sent. Answers to frequently asked questions shall be posted on the website <https://udruga.gov.hr/> no later than 7 days prior to the application deadline.

In order to ensure equal treatment of all potential applicants, the grant giver cannot provide preliminary opinions on the eligibility of applicants, partners, activities or expenditures included in the applications.

Information workshops for potential applicants shall be organised no later than 21 calendar days prior to the application deadline.

Information on the date and place of individual workshops shall be published on the website <https://udruga.gov.hr/>.

6. AWARD PROCEDURE

6.1. SELECTION OF APPLICATIONS

All received and registered applications shall be submitted to the following procedure:

ADMINISTRATIVE CHECK

The Office for Cooperation with NGOs will establish the Committee charged with checking the compliance with the requirements of the Call (Administrative Compliance Check Committee).

The members of the Committee must not be in the conflict of interest. They have to sign a declaration of no conflict of interest.

Administrative check is a process of verifying whether the project proposals meet the administrative criteria applicable to the award procedure. During the administrative check the Office for Cooperation with NGOs may request from the applicants additional clarification related to the submitted documentation. This however does not include subsequent submission or amendment of mandatory documentation which may lead to changing the project application, as this would be contrary to the principle of equal treatment of applicants.

Applicants are required to act in line with the request within the deadline given.



The Office for Cooperation with NGOs will perform the administrative check of all applications and applicants according to the following criteria:

Required (administrative) criteria	YES	NO
1. Envelope is sealed.		
2. Envelope is labelled „Do not open until the meeting of the Administrative Compliance Check Committee“.		
3. Envelope bears the date and exact time of submission of the application.		
4. Envelope bears the title of the Call.		
5. Project application has been submitted to the relevant Call for the submission of proposals.		
6. Project application has been submitted within the deadline.		
7. The requested grant amount is within the permissible limits provided in the call.		
8. The proposed implementation period is within the permissible limits provided in the call.		
9. Location of project implementation is acceptable.		
10. The applicant and all partners are eligible in line with the requirements provided for in the Guidelines for Applicants.		
11. All documents requested in the Guidelines for applicants have been submitted using the required forms.		
12. Project proposal is written in Croatian or in English and filled out electronically on the computer.		

If the project proposal does not meet one administrative criteria it will be excluded from further procedure, with further check of the remaining administrative criteria not being necessary.

Following the administrative check of all received applications, the Committee will prepare a list of all organisations whose applications meet the required criteria, and the list of all organisations whose applications do not meet the required criteria of the Call. The applications which meet all required administrative criteria shall be forwarded to the quality evaluation.

Within eight days following the adoption of the Decision on forwarding the applications to expert evaluation, the Office for Cooperation with NGOs shall inform in writing all applicants whose applications do not meet the required criteria, on the reasons for rejecting their application.

Applicants who are notified that their applications do not meet the required administrative criteria have the right to submit a complaint to the Decision on forwarding the applications to expert evaluation within eight days (additional information on complaints is available in Section 6.4. „Complaints“).

QUALITY EVALUATION

The Office for Cooperation with NGOs will establish the Project Proposal Evaluation Committee, which will evaluate project proposals against the criteria adopted by the Steering Committee. During the evaluation stage the members of the Committee will prepare a rank list of provisionally selected project proposals, a



provisional reserve rank list, and a list of project proposals which did not obtain a minimum required score (70 points), based on the result of quality evaluation conducted by the evaluators.

Reserve list is composed of projects which, due to financial constraints were not included in the list of provisionally selected project proposals. If any of the provisionally selected projects from the main list does not sign the Grant Agreement following the submission of supporting documentation, it will be replaced by the first project application from the reserve list, provided that it fits the available financial framework.

The purpose of evaluation is to assess the quality of project proposals against the award criteria.

A minimum of two evaluators will assess the quality of each project proposal against the below criteria, and the final score being the average of their marks. If necessary, in the event of a significant difference in the awarded points, a third evaluator will be involved in the evaluation process, which will be regulated in detail in the Rules of Procedure of the Project Proposal Evaluation Committee.

The Project Proposal Evaluation Committee will prepare the Quality Evaluation Report, containing the results of each individual project proposal.

Scoring:

The project proposal evaluation form is divided into sections and subsections. Each subsection will be given a score between 1 and 5, in accordance with the following guidelines: 1 = poor, 2 = sufficient, 3 = good, 4 = very good, 5 = excellent.

Selection criteria and quality evaluation questions	Points	Coefficient	Maximum score
1. Relevance of the project			30
How relevant and important is the proposal for addressing the identified problems?	5	2	10
To what extent is the proposal relevant to achieving the objectives of the Call?	5	2	10
To what extent will the proposed activities impact the local community? Are the project objectives and activities in line with the needs of the local community?	5	2	10
2. Quality of the project proposal			30
How clearly defined are the target groups? To what extent does the project proposal explain the expected	5	2	10



Selection criteria and quality evaluation questions	Points	Coefficient	Maximum score
benefit from the intervention?			
Are the activities appropriate, practical and aligned with the goals and expected results of the project? Is the action plan clear and feasible?	5	2	10
Is it likely that the indicators will be met, taking into account the expected results of project activities? Does the proposal contain objectively verifiable indicators for the outcome of the project?	5	2	10
3. Financial and economic justification			15
Is the project budget aligned with project activities? Is the ratio between the estimated costs and the expected results satisfactory?	5	3	15
4. Management capacities			15
Do the applicant and partner(s) have enough experience in project management, and sufficient managing capacities? Is the level of involvement and participation of partner(s) sufficient, and is the choice of partner(s) justified?	5	3	15
5. Project sustainability			10
What impact will the project have on its target groups or the sector? Does the proposal include concrete measures for future replicability of project results and/or activities, and if yes, to what extent? (replicability – potential for replication of similar activities by other civil society organisations) projektnih rezultata/aktivnosti?	5	1	5
How clearly defined are the measures aiming to ensure project sustainability (financial sustainability, institutional sustainability, sustainability at the level of promoting public policies, environmental sustainability)?	5	1	5
TOTAL			100



Project applications which do receive a score of at least 70 points (70 per cent of the total score) cannot be admitted to the rank list of evaluated projects.

In such case the applicant will be informed in writing that its project proposal has not been accepted.

The rank list of provisionally selected project proposals, and the reserve rank list will be drawn up and published on the Office for Cooperation with NGOs' website.

6.2. SUBMISSION OF SUPPORTING DOCUMENTS

In line with Section 2.1. the Office for Cooperation with NGOs will request supporting documents solely from those applicants who, after the evaluation stage feature on the list of projects provisionally selected for grant award. Additional documentation includes the following:

DOCUMENT	VERSION	TO BE SUBMITTED BY:
Tax Administration Certificate on the debt based on public contributions of which official records are kept by the Tax Administration, proving that the organisations has no outstanding debt (not dated prior to the date of opening the Call for Submitting Applications).	Electronic copy submitted on a CD-R.	Applicant and all partners
Extract from the register of ongoing criminal procedures for the person(s) authorised to represent the organisation and project manager	Electronic copy submitted on a CD-R.	Applicant and all partners
Declaration regarding the avoidance of double financing	Original submitted to the Office of NGOs	Applicant and all partners
Blank debenture note to the amount advanced	Original submitted to the Office of NGOs	Applicant

The applicant has to submit the supporting documents within the deadline given by the Office for Cooperation with NGOs. The applications from applicants who fail to submit the requested supporting documentation within the specified deadline will be rejected and replaced by the first project application from the reserve list, provided that it fits the available financial framework. The first applicant from the reserve list will be requested to submit supporting documentation.

The supporting documentation will be checked by the Administrative Compliance Check Committee. Upon completing the check, the Administrative Compliance Check Committee will prepare a report and submit it to the Project Proposal Evaluation Committee, which is in charge of preparing the draft Decision on Financing.

Prior to preparing the draft Decision on Financing, and based on the evaluation of the Project Proposal Evaluation Committee, the Office for Cooperation with NGOs may request the revision of the budget form



(*budget clearing*) to ensure that estimated costs are aligned with the realistic costs of the proposed activities, or in case that the project cannot be funded in its entirety.

Should any additional funds become available following the above revision of the budget form, the Office for Cooperation with NGOs may activate the reserve list, and request the first-ranked applicant from the reserve list to submit supporting documentation.

Following the revision of the budget form, the Project Proposal Evaluation Committee will prepare the draft Decision on financing, and propose its adoption to the Head of the Office for Cooperation with NGOs.

6.3. DECISION ON FINANCING

The Decision on financing is made for the applications which have successfully passed the previous two stages of the grant award procedure. The Office for Cooperation with NGOs of the Government of the Republic of Croatia will make the decision on financing project proposals taking into account the report on the administrative check, the rank list drawn up by the Project Proposal Evaluation Committee from the first stage of quality evaluation, including the Minutes, and the final Report on the quality evaluation, which includes the revision of the budget forms.

The Decision on financing shall previously be confirmed by the Steering Committee.

Upon its adoption, the Office for Cooperation with NGOs will publish the results of the Call, including the information on the applicants and the projects which were selected for financing, along with the awarded amounts.

Within eight working days following the adoption of the Decision on financing, the Office for Cooperation with NGOs of the Government of the Republic of Croatia will notify in writing the applicants whose project proposals have been selected for financing, the applicants whose project proposals have not been selected, and the applicants whose project proposals are placed on the reserve list, indicating the points awarded in each category, and the reasons for not financing the proposed project.

6.4. COMPLAINTS

Applicants may file a complaint:

1. on the list of applicants who do not meet the formal application criteria, within eight days following the receipt of written notification about the reasons for not meeting the formal requirements;
2. on the Decision on financing, within eight days following the receipt of written notification on the reasons for not awarding the grant.



VLADA REPUBLIKE HRVATSKE
Ured za udruge



Švicarsko-hrvatski program suradnje

Complaints are to be sent by registered mail with acknowledgement of receipt at the address of the Office for Cooperation with NGOs:

Government of the Republic of Croatia - Office for Cooperation with NGOs
Opatička 4
10000 Zagreb

Complaints sent by other means, complaints submitted outside the period specified, complaints submitted by an unauthorised person (the person other than the applicant or not authorised by the applicant) or complaints submitted to a non-competent body will not be considered valid and will not be taken into account, of which the applicant will be informed.

In order to rule on the complaint, the complaint has to include at least the following:

- information on the applicant (name/title, address, PIN) – the name of the Call,
- reasons for complaint,
- signature of the applicant or authorised person of the applicant,
- if applicable, power of attorney for making the complaint.

The Head of the Office for Cooperation with NGOs will rule on the complaint within eight days following the receipt of the complaint, based on the preliminary opinion of the special Complaints Processing Committee.

The Head of the Office for Cooperation with NGOs will establish the Complaints Processing Committee, consisting of members who did not participate in the preparation and implementation of the public call, nor in the project evaluation.

The members of the Committee must not be in the conflict of interest. They have to sign a declaration of no conflict of interest.

Applicants will be informed in writing about the ruling on the complaint received.

The complaint does not cause the suspension of the contract conclusion procedure or the further implementation of the Call.

6.5. PROVISIONS ON ADDITIONAL CLARIFICATIONS DURING THE GRANT AWARD PROCEDURE

If the project proposal contains unclear information or mistakes, which make objective award procedure impossible, the Office for Cooperation with NGOs may at any stage of the process, request clarification from the applicant. The applicants are obliged to respond to the request of the Office for Cooperation with NGOs within the time-limit given. Otherwise, their project proposal will be excluded from further award procedure.



6.6. GRANT AWARD CONTRACT

Following the completion of the evaluation of projects and the adoption of the Decision on financing, successful applicants will sign the Grant Agreement. The Grant Agreement is an agreement made between the Beneficiary and the Office for Cooperation with NGOs, which establishes the maximum amount of grant awarded to the project as well as other financial and other conditions guiding project implementation. The Grant Agreement will be signed within 30 calendar days following the adoption of the Decision on financing.

6.7. INDICATIVE TIMELINE

Stages of the tender procedure	Date
Publication of the Call	29 June 2018
Deadline for the submission of applications	1 October 2018
Deadline for submitting questions related to this Call	14 days prior to the deadline for submitting applications
Last date for sending answers to questions related to this Call	7 days prior to the deadline for submitting applications
Deadline for performing administrative check and eligibility compliance	30 days prior to the deadline for submitting applications
Deadline for sending information to applicants regarding the administrative check and eligibility compliance requirements	8 working days from the adoption of the Decision on forwarding the applications to expert evaluation
Deadline for publishing the award decision and sending notifications to applicants	120 days prior to the deadline for submitting applications
Deadline for contract signature	30 days from the Decision on Financing



8. TENDER DOCUMENTATION

A. Application form and appendices

1. Application Form (*form available in Croatian and English*)
2. Budget Form (*form available in Croatian and English*)
3. Declaration of Honour filled out by the applicant, certifying that the information provided is correct and complete and the organisation meets the prerequisites for participating in the grant procedure, including the Partnership Statement (*form available in Croatian and English*)
4. Declaration of Honour filled out by the partner certifying that the information provided is correct and complete and the organisation meets the prerequisites for participating in the grant procedure, including the Partnership Statement (*form available in Croatian and English*)
5. Certificate of ownership of real estate or use/lease contract (if funds are requested for reconstruction and renovation of premises)
6. *Tax Administration/Ministry of Finance Certificate that the organisations has no outstanding debt based on public contributions*
7. *Declaration regarding the avoidance of double financing (form available in Croatian and English)*
8. *Extract from the register of ongoing criminal procedures showing that the person(s) authorised to represent the organisation and project manager are not undergoing criminal procedure*
9. *Blank debenture note*

B. Sample documents and other supporting documents

1. Sample Grant Agreement
2. Procurement procedures for persons not subject to the Public Procurement Act
3. Visibility Guidelines
4. Reporting Forms