

PHARE 2006 “ Enabling the Civil Society Sector for active contribution in the pre-accession process in the Area of Environmental Protection and Sustainable Development”

1. Reference: 2006-0202-0202

2. Tender type: Grant

QUESTIONS AND ANSWERS

11 April 2008

NOTE: The final decision concerning eligibility of applicant & partners, activities and costs will be brought by the Evaluation Committee and CFCA (subject to ex-ante control of the EC Delegation), upon evaluation of the submitted project proposals.

List of Abbreviations:

CFCA – Central Finance and Contracting Agency (Središnja agencija za financiranje i ugovaranje – SAFU)

GfA – Guidelines for Applicants (Upute za prijavitelje)

PITANJE 1: Jesu li dječji vrtići, škole ili edukacijske ustanove za odrasle (u vlasništvu gradova i županija) prihvatljivi kao potencijalni aplikanti?	QUESTION 1: Are institutions such as nursery, schools, or educational institution for adults (owned by municipality or county) eligible as applicants?
ODGOVOR 1: U Uputama za prijavitelje, točka 2.1.1., nalazi se lista kriterija koje potencijalni aplikanti moraju zadovoljiti. U interesu jednakog tretmana svih aplikanata, SAFU ne može davati prethodno mišljenje o prihvatljivosti aplikanata, partnera ili projekta. O prihvatljivosti aplikanata i partnera odlučuje Odbor za ocjenjivanje u procesu ocjenjivanja ponuda.	ANSWER 1: List of criterion that applicants have to fulfil is mentioned in Guidelines for Applicants 2.1.1 In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action. Eligibility of the Applicants and Partners will be verified by the Evaluation Committee during the evaluation process.
PITANJE 2: Koliko godina iskustva mora imati aplikant da bi zadovoljio uvjet prihvatljivosti u vezi navedenog natječaja?	QUESTION 2: How many years of experience are necessary for potential applicants in order to be eligible to apply?
ODGOVOR 2: U Uputama za prijavitelje godine iskustva nisu navedene kao uvjet prijave na natječaj. Operativni i financijski kapacitet NVO će se ocjenjivati tijekom evaluacije Prijavnog obrasca (application form), sukladno kriterijima prikazanim pod točkom 2.3(3) u Uputama za prijavitelje. Traženi dodatni dokumenti uključuju račun dobiti i gubitka za prethodnu godinu	ANSWER 2: In the Guidelines for applicants no such specific eligibility condition is given. Operational and financial capacity of NGOs will be assessed during the Evaluation of the Application form, according to criteria set in bullet point 2.3(3) of the Guidelines for applicants. Requested supporting documents include the profit and loss account for the previous year imply that the applicants had to be in

što znači da prijavitelji moraju poslovati barem u razdoblju za koje su dodatni dokumenti traženi.	business at least for the period for which those supporting documents were requested.
PITANJE 3: Jesu li organizacije osnovane od strane općina prihvatljive kao potencijalni aplikanti?	QUESTION 3: Are institutions founded by the municipalities eligible as applicants?
ODGOVOR 3: U Uputama za prijavitelje, točka 2.1.1. i točka 2.1.2, nalazi se lista kriterija koje potencijalni aplikanti i njihovi partneri moraju zadovoljiti. U interesu jednakog tretmana svih aplikacija, SAFU ne može davati prethodno mišljenje o prihvatljivosti aplikacija, partnera ili projekta. O prihvatljivosti aplikacija i partnera odlučuje Odbor za ocjenjivanje u procesu ocjenjivanja ponuda.	ANSWER 3: List of criterion that applicants and their partners have to fulfil is mentioned in the Guidelines for Applicants 2.1.1 and 2.1.2 In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner or an action. Eligibility of the Applicants and Partners will be verified by the Evaluation Committee during the evaluation process.
PITANJE 4: Može li jedna institucija sudjelovati u natječaju kao nositelj projekta (<i>Applicant</i>) / biti korisnik darovnice (<i>grant beneficiary</i>) i istovremeno sudjelovati u natječaju kao partner u nekoliko prijedloga projekta / biti partner u provedbi drugih odobrenih projekata (npr. 2-3)?	QUESTION 4: Is it allowed for one institutions to participate in the call for proposal as an applicant / be a grant beneficiary and, in parallel, to participate in the call for proposal as a partner in several other grant applications / to participate in implementing of the several awarded grant contracts (e.g. 2-3)?
ODGOVOR 4: Ne postoji formalno ograničenje glede broja projekata u kojima jedna institucija može biti nositelj / korisnik darovnice, te istovremeno biti partner. Međutim, preporuka je da sama institucija relano procijeni svoje operativne kapacitete potrebne za učinkovitu provedbu / sudjelovanje u provedbi nekoliko projekata. U slučaju da tijekom trajanja Ugovora o darovnicama (<i>Grant Contract</i>) postane jasno da relevantni kapaciteti institucije nisu dostatni za sudjelovanje u nekoliko projekata, ista institucija će se načelno smatrati odgovornom za svu štetu nastalu uslijed nedostatka kapaciteta. Nastavno na gore navedena objašnjenja, molimo obratiti pozornost na činjenicu da jedna institucija u svojstvu nositelj projekta (<i>Applicant</i>) može prijaviti više od jednog prijedloga projekta na ovaj natječaj. Međutim, jedna institucija može biti korisnica samo jedne darovnice na temelju rezultata istog natječaja.	ODGOVOR 4: There are no formal restrictions as to the number of projects in which one institution can act in the capacity of an applicant / grant beneficiary and, in parallel, in the capacity of a partner. However, it is highly recommended to undertake an assessment of operational capacities of the institution with due care so as to identify the level of those capacities needed for efficient implementation / participation in the implementation of several projects. In the case of serious disrespect of the capacities needed for participation in several projects, the institutions will be held responsible for relevant damages caused during the implementation of grant contracts. Pursuant to the aforementioned clarifications, please note that an applicant may submit more than one proposal under this call for proposals. However, an applicant may not be awarded more than one grant under this call for proposals.
PITANJE 5: Koje su vrste akcija prihvatljive za financiranje?	QUESTION 5: What types of action are eligible for financing?
ODGOVOR 5: Prihvatljive akcije, i sektori i teme unutar kojih se nalaze, navedeni su u Uputama za aplikante, točka 2.1.3. O prihvatljivosti akcija odlučuje Odbor za ocjenjivanje u procesu ocjenjivanja ponuda. U skladu s tim, te u interesu jednakog tretmana svih aplikacija, SAFU ne može davati prethodno mišljenje o prihvatljivosti pojedinih akcija.	ANSWER 5: Eligible types of action under specific sectors and themes are listed in the Guidelines for Applicants, bullet-point 2.1.3. Eligibility of the proposed actions will be verified by the Evaluation Committee during the evaluation process. In accordance to said, and in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an action.
PITANJE 6: Molimo da razjasnite sljedeću rečenicu sa stranice 6, uputa za	QUESTION 6: Please can you clarify following sentence from the page 6 of the

<p>aplikante: „<i>Molimo uzmite u obzir da, prema smjernicama Europske komisije, plaće zaposlenika na projektu aplikanta ili partnera koji dolaze iz institucije koja je bilo kojim dijelom stalno financirana iz dijela lokalnog/državnog proračuna, bit će smatrane prihvatljivim troškovima samo kao dio sufinanciranja aplikanta, do razine sufinanciranja aplikanta ili drugih izvora različitih od programa Phare</i>”.</p>	<p>GfA: “<i>Please note that, according to the instruction of the European Commission, salaries of current employees that will be engaged on the project by the applicant or partner being any institution that is continuously financed at any part from the local/state level budget, will only be accepted as eligible and considered as co-financing up to the level of co-financing paid from the Beneficiary or it's partners or other donors from sources other than PHARE.</i>»</p>
<p>ODGOVOR 6: Ovo znači da je plaća bilo koje osobe zaposlene na specifičnom projektu, a koja je zaposlenik/ca institucije koja je bilo kojim dijelom stalno financirana iz dijela lokalnog/državnog proračuna, prihvatljiva samo kao sufinanciranje aplikanta, odnosno, njegova/njezina plaća ne može biti isplaćena iz proračuna programa Phare.</p>	<p>ANSWER 6: This means that, if person working on the project is an employee of any institution that is continuously financed at any part from the local/state level budget, his/her salary is eligible only as co-financing from the applicant, e.g. his/her salary cannot be paid out of Phare contribution.</p>
<p>PITANJE 7: Koji su troškovi partnera prihvatljivi tokom implementacije projekta?</p>	<p>QUESTION 7: What are the eligible costs incurred by partner in the implementation of the project?</p>
<p>ODGOVOR 7: Kao što je navedeno u Uputama za aplikante, točka 2.1.2., partnerstva i njihova prihvatljivost, partneri aplikanta sudjeluju u implementaciji akcije i njihovi troškovi prihvatljivi su u na jednak način kao i samog aplikanta.</p>	<p>ANSWER 7: As stated in GfA, point 2.1.2. Partnerships and eligibility of the partners, applicants’ partners participate in implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant Beneficiary.</p>
<p>PITANJE 8: Jesu li aplikanti obavezni dostaviti kopije računa za prethodnu godinu?</p>	<p>QUESTION 8: Is it necessary to send the copy of the applicant's latest accounts?</p>
<p>ODGOVOR 8: Kao što je navedeno u Uputama za aplikante, točka 2.4.(2), aplikanti koji su privremeno izabrani ili stavljeni na rezervnu listu o tome će biti pismeno obaviješteni od ugovornog tijela pri čemu će od njih biti tražena dostava spomenutih računa (računa dobiti i gubitka te bilance za prethodnu financijsku godinu za koju su računi zatvoreni), kako bi se ugovornom tijelu omogućilo da provjeri prihvatljivost aplikantata i njihovih partnera.</p>	<p>ANSWER 8: As stated in the GfA, point 2.4.(2), Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply Copy of the applicant’s latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed), in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners</p>
<p>PITANJE 9: Koliki bi bio prihvatljivi iznos naknade za stručnjake angažirane na projektu?</p>	<p>QUESTION 9: What would be the proper fee for experts hired within the project?</p>
<p>ODGOVOR 9: Istraživanje tržišta i procjena svih troškova projekta, uključujući naknade za stručnjake su isključiva odgovornost aplikanta. Troškovi projekta/naknada moraju biti zasnovani na tržišnim vrijednostima i moraju predstavljati najbolji omjer vrijednosti za novac.</p>	<p>ANSWER 9: Market research and estimation of all costs of the project, including fees of the experts are sole responsibility of the applicant. Project costs/fees have to be market based and have to secure best value-for-money practice.</p>
<p>PITANJE 10: Pravila u Uputama za aplikante ograničavaju troškove nastale izvan Hrvatske na maksimalno 10% ukupnog budžeta. Koji se troškovi smatraju takvim troškovima?</p>	<p>QUESTION 10: The rules limit the expenditure abroad at a maximum 10% of the total budget. Which of the costs are considered as the costs abroad and are subject to the 10% rule?</p>
<p>ODGOVOR 10: Sukladno Uputama za aplikante, točki 2.1.3. prihvatljivi troškovi,</p>	<p>ANSWER 10: In the GfA, point 2.1.3. Eligible actions, there is stated that actions</p>

<p>akcija mora biti provedena u Hrvatskoj. Dio akcije može se odvijati u zemlji partnera (ukoliko to nije Hrvatska) i može biti financirana do 10% od ukupnih troškova akcije ukoliko je direktno vezana na ostvarenje rezultata projekta. To znači da se svi troškovi, nastali za specifičnu akciju, računaju prema mjestu na kojem se ta akcija odvija.</p>	<p>must take place in Croatia. However, part of the actions may take place in the country of a partner and it can be financed with up to 10% of the total cost of action providing that it is directly contributing to achieving the results of the project. This means that all the costs related to specific action are calculated according to the place of performance.</p>
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