



**Contracting Authority:
Central Finance and Contracting Agency (CFCA)**

IPA 2009

Building Capacities of the CSOs for Monitoring and Advocacy in the Field of Democratization, Human Rights, Minority Integration and Sustainable Refugee Return in the Areas of Special State Concern

**Guidelines
for grant applicants**

Budget line: 22.020100

National Programme for Croatia under the IPA – Transition Assistance and Institution Building Component for 2009 (under Civil Society Facility)

Reference: EuropeAid/130302/M/ACT/HR

Deadline for submission of proposals: 5 October 2010

NOTICE

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out. Further to the evaluation of the full proposals, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

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1. Building Capacities of CSOs for Monitoring and Advocacy in the Field of Democratisation, Human Rights, Minority Integration and Sustainable Refugee Return in the Areas of Special State Concern

1.1 BACKGROUND

The participation and the contribution of the Civil Society Organisations (in further text CSOs) in developing, implementing and monitoring public and *acquis*-related policies as well as raising awareness on the challenges of EU accession has been highlighted through intra-sectoral and cross-sectoral cooperation, partnership and networking on local, regional, national and trans-national levels¹ in each component of the IPA programme, in particular as a part of the first Strategic Objective under IPA Component I, where the CSOs are recognised as those who ‘play an important role in the promotion and protection of human rights, democracy and protection of minorities², although there are some difficulties, particularly in ‘influencing policy debate’³ and some weaknesses within the capacities of the CSOs. Generally, in the area of comprehensive anti-discrimination strategy, in the last years a significant progress has been made related to the legislative access for the CSOs on two levels: in the process of policy-making and in the process of implementation, i.e. pointing out the discrimination within the Croatian society. Therefore, CSOs are encouraged ‘to further improve Croatia’s alignment with the political criteria, including a reinforced support to civil society’⁴.

A number of key priorities have been set in 2009 National Programme for the Integration of the Republic of Croatia (NPPEU) under the civil and political rights, economic and social rights and minority rights, cultural rights and protection of minorities⁵. The priorities in the NPPEU 2009 are in line with the activities and measures set in a number of laws, national programmes and strategies in this field such as: Constitutional Law on the Rights of National Minorities, Anti-discrimination Law, National Programme for Protection and Promotion of Human Rights 2008 – 2011⁶, National Plan for the fight against discrimination (2008 – 2013)⁷, National Strategy for equal opportunities for persons with disability (2007 – 2015)⁸, Gender Equality Act⁹, National policy for promotion of gender equality (2006 – 2010)¹⁰, National Plan of activities for rights and interests of children (2006 – 2012)¹¹ etc.

¹ Multi-annual Indicative Planning Document (MIPD) 2007 – 2009 - CSOs’ effectiveness is particularly vital in the overall monitoring of the final phase of Croatia’s accession, the fight against corruption, enhanced transparency and service orientation of the public administration, the development and monitoring of the comprehensive anti-discrimination strategy and the deployment of the EU standards in the field of sustainable development across relevant policy areas (http://ec.europa.eu/enlargement/pdf/mipd_croatia_2007_2009_en.pdf)

² Croatia 2009 Progress Report, November 2009; www.mvpei.hr (page 12)

³ Ibid.

⁴ Multi-annual Indicative Planning Document (MIPD) 2009 – 2011 for the Republic of Croatia, November 2008, www.strategija.hr; National Programme for Protection and Promotion of Human Rights (2008 – 2011) http://uik.hr/propisi/nacionalni_program_zastite_i_promicanja_ljudskih_prava_od_2008_do_2011_godi/

⁵ National Programme for the Integration of the Republic of Croatia (NPPEU), www.mvpei.hr; pages

⁶ www.vlada.hr/hr/content/download/32533/443644/file/271-03.pdf;

⁷ <http://www.suzbijanjediskriminacije.hr>

⁸ www.unizg.hr/.../nacionalna_strategija_izjednacavanja_mogucnosti.pdf

⁹ <http://hidra.srce.hr/arhiva/263/33321/www.nm.hr/clanci/sluzbeno/2008/2663.htm>

¹⁰ <http://www.ured-ravnopravnost.hr/lib/attachment.php?id=58>

¹¹ http://www.dijete.hr/attachments/069_Nacionalni%20plan%20aktivnosti%20za%20prava%20i%20interese%20djec%202006%20-%202012.pdf

Although recognising the early phase, still the achievements of the implementation of the new Anti-discrimination law¹², has been qualified as follows: ‘the level of protection against discrimination in practice and the judicial prosecution of acts of discrimination is not in line with EU standards’. More precisely, there has been noticed ‘no progress with implementation of hate crime legislation’ and ‘no convictions for the criminal offence of the initiation of racial and other hatred’. Also, ‘more needs to be done to tackle discrimination on grounds of sexual orientation. Lesbian, gay, bisexual and transgender people are subjected to threats and attacks. Many cases are not followed up adequately by the police and prosecutors, or remain unreported¹³’.

Discrimination against minorities remains a particular problem especially ‘in the area of employment, both in terms of under-representation in the State administration, the judiciary and the police as well as in the wider public sector. Limited progress has been made with regard to the implementation of the Constitutional Law on the Rights of National Minorities¹⁴ (a key Accession Partnership¹⁵ priority).

Over the years the improvement of the position of minorities in Croatia is noticeable, still ‘many problems remain for the Serb and Roma minorities’. More precisely, the Serb minority ‘face difficulties concerning access to employment, especially in the war-affected areas. Discrimination continues, particularly in the public sector at the local level. Croatia needs to encourage a spirit of tolerance towards Serb minority and take appropriate measures to protect those who may still be subject to threats or acts of discrimination, hostility or violence’¹⁶

On the other hand, on the issue of refugee return some progress was made but ‘efforts to provide housing solutions and ensure sustainability of refugee return need to be accelerated’ especially in relation to the obstacles to sustainable return of Serb refugees ‘the main one being housing, particularly for former tenancy rights holders. Implementation of the Croatian government’s housing care programmes (HCP) within and outside the Areas of Special State Concern¹⁷ for former tenancy rights holders who wish to return to Croatia has progressed well over the past year but is lagging behind the planned timetable¹⁸, (which is a key Accession Partnership¹⁹ priority).

The Government’s *National Strategy for the Creation of an Enabling Environment for Civil Society Development*²⁰ is based on broad consensus among civil society and government representatives, about the strategic priorities in the period 2006-2011. The measures set in the Strategy are to ensure adequate legislative, administrative and social conditions for the development and agency of civil society, as a fully independent and highly relevant social agent for social innovation, promotion of participatory democracy, protection of human rights and competent and efficient monitoring of public policies in the context of Croatia’s final phase of accession to the EU

¹² Anti-discrimination Law (Zakon o suzbijanju diskriminacije) from July 2008 (<http://narodne-novine.nn.hr/clanci/sluzbeni/340327.html>); 2008 Croatia Progress Report (ec.europa.eu/enlargement/pdf/key.../2009/hr_rapport_2009_en.pdf; http://www.mvpei.hr/ei/download/2009/11/11/Izvijesce_EK_o_napretku_RH_2009.doc)

¹³ 2009 Croatia Progress report (http://www.mvpei.hr/ei/download/2009/11/11/Izvijesce_EK_o_napretku_RH_2009.doc)

¹⁴ Ibid.

¹⁵ http://europa.eu/legislation_summaries/enlargement/ongoing_enlargement/e50024_en.htm

¹⁶ 2009 Croatia Progress report (http://www.mvpei.hr/ei/download/2009/11/11/Izvijesce_EK_o_napretku_RH_2009.doc)

¹⁷ According to the Law on Areas of Special State Concern (National Gazzete 86, 2008)

¹⁸ Ibid.

¹⁹ http://europa.eu/legislation_summaries/enlargement/ongoing_enlargement/e50024_en.htm

²⁰ The National Strategy for the Creation of an Enabling Environment for Civil Society Development adopted at the of the Government of the Republic of Croatia on July 12th 2006 together with the Operational Implementation Plan (2007) [http://www.uzuvrh.hr/UserFiles/NacionalnaStrategija\(1\).pdf](http://www.uzuvrh.hr/UserFiles/NacionalnaStrategija(1).pdf) ;

and its immediate aftermath. Two reports²¹ on the implementation of the Strategy point out the significant progress made in the inclusion of CSOs in the accession process over the past two years.

Although previous years CSOs have build their capacities for advocating and participating in public policy process related to harmonisation with *Acquis*, there are still insufficient capacities of CSOs to create and deliver non-formal education programs for democratic and active citizenship, including coordination and partnership with academic institutions, public institutes and other education and research-based organizations especially emphasising their ‘weak analytical capacities’²².

In the process of refugee return, the non-profit, non-governmental organizations were involved in providing assistance to refugees by intermediating with the administration bodies, and by representing them in front of the Court of Law. The provision of conditions for refugee return remains to be the precondition for Croatia’s accession to the EU²³. Therefore, this grant scheme is to support the efforts of CSOs active in the field of democratisation and human rights, with special emphasis on minority integration and sustainable refugee return.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is:

The global objective is to improve the environment conducive to development and sustainability of civil society organizations in Croatia as proactive social actors in the implementation of the EU *Acquis*.

The **specific objective (s)** of this Call for Proposals is/are:

The specific objective is to strengthen the capacities of civil society organisations to act both as proactive policy advocates and watchdogs in important areas of EU accession such as democratisation, human rights, sustainable refugee return and minority integration, particularly of Serb minority.

The priorities of this Call for Proposals are:

1. Further development and/or implementation of a comprehensive legal framework on all forms of discrimination in the Areas of Special State Concern, including enhancement of effective and sustainable legal protection, counselling services and social support to the vulnerable, marginalised groups, with special attention to Serb returnees.
2. Enhancement of public awareness concerning human rights, democracy, rule of law, good governance, non violence policies, anti-discrimination and equal opportunities policies, social inclusion, peace-building, youth, and promotion of tolerance, reconciliation and need of creating economic and social conditions necessary for sustainable refugee return policy in

²¹ *Izvešće o provedbi mjera Operativnog plana Nacionalne strategije stvaranja poticajnog okruženja za razvoj civilnog društva od 2007.-2011. godine za izvještajno razdoblje 1. veljače 2007. do 1. veljače 2008.* [Report on The Implementation of the Measures of the Operational Plan of the National Strategy for the Creation of an Enabling Environment for Civil Society Development 2007-11, for the Reporting Period February 1, 2007 – February 1, 2008], Government Office for Cooperation for NGOs, 2008; *Izvešće o provedbi mjera Operativnog plana Nacionalne strategije stvaranja poticajnog okruženja za razvoj civilnog društva (2007.-2011). za 2008.* [Report on The Implementation of the Measures of the Operational Plan of the National Strategy for the Creation of an Enabling Environment for Civil Society Development 2007-11, for 2008], Government Office for Cooperation for NGOs, 2008 (www.uzuvrh.hr)

²² 2009 Croatia Progress Report (ec.europa.eu/enlargement/pdf/key.../2009/hr_rapport_2009_en.pdf); http://www.mvpei.hr/ei/download/2009/11/11/Izvijesce_EK_o_napretku_RH_2009.doc)

²³ Ibid.

- the Areas of Special State Concern, including development and implementation of relevant non-formal educational programmes with the focus on the Areas of Special State Concern.
3. Building capacities of the CSOs for monitoring and advocacy of sustainable refugee returns and minority integration, particularly of Serb minority in the Areas of Special State Concern²⁴.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for proposals is EUR 1.800.000,00. (This allocation consists of EUR 1.600.000,00 from IPA funds and EUR 200.000,00 from the Government Office for Cooperation with NGOs.) The Contracting Authority reserves the right not to award all available funds.

Size of grants

Any grant awarded under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 50.000,00
- maximum amount: EUR 250.000,00

A grant may not be less than 50% of the total eligible costs of the action.

In addition, no grant may exceed 90% of the total eligible costs of the action (see also section 2.1.4). The balance (minimum 10%) must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EC external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

²⁴ According to the Law on Areas of Special State Concern (National Gazzete 86, 2008)

2.1.1 Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant, applicants **must**:

- be legal persons **and**
- be non profit making **and**
- be specific types of organisations such as: non-governmental organization or formal networks of non-governmental organizations of the following legal status: citizens' associations²⁵, business associations and trade unions²⁶, foundations²⁷, and other institutions²⁸ **and**
- be nationals²⁹ of a Member State of the European Union, a Member State of the European Economic Area, Croatia, The former Yugoslav Republic of Macedonia, Turkey, Albania, Bosnia and Herzegovina, Montenegro, Serbia, including Kosovo under UNSC Resolution 1244/99 as well as of other countries eligible under Council Regulation (EC) No 1085/2006 of 31st July 2006 establishing an Instrument for Pre-Accession Assistance (IPA) **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- be legally registered.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address:

http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In part B section VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

(3) Potential applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission decision (2008/969/EC, Euratom) of 16 December 2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125),

²⁵ During evaluation process, applicants will be required to prove that they are founded as citizens' associations according to relevant legal Act of the Country involved. If Croatian, citizens' associations should prove that they are founded according to the Law on Associations (O. G. 88/01).

²⁶ During evaluation process, applicants will be required to prove that they are founded as business associations and trade unions according to the relevant legal Act of the Country involved. If Croatian, business associations and trade unions should prove that they are founded according the Law on Labour (O. G. 137/04).

²⁷ During evaluation process, applicants will be required to prove that they are founded as foundations according to relevant legal Act of the Country involved. If Croatian, foundations should prove that they are founded according to the Law on Foundations and Funds (O. G.36/95) and Law on Amendments to the Law on Foundations and Funds (O. G. 64/01).

²⁸ During evaluation process, applicants will be required to prove that they are founded as public institutions according to relevant legal Act of the Country involved. If Croatian, public institutions should prove that they are founded according to the Public Institutions Act (O.G. 76/93; 29/97; 47/99 and 35/08).

²⁹ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a “Memorandum of Understanding” has been concluded.

- Commission Regulation (2008/1302/EC, Euratom) of 17 December 2008 on the central Exclusion Database – CED (OJ, L 344, 20.12.2008, p.12),

their personal details (name, given name if natural person, address, legal form and name and given name of the person with powers of representation, decision-making or control, if legal person) may be registered in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned decision and regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

2.1.2 *Partnerships and eligibility of partners*

Applicants must act with partner organisations as specified hereafter.

Partners

There is a minimum of one partner required.

Applications that involve more than one partner with clearly identified roles and responsibilities of each partner will be given priority (preferably with the different legal status) as indicated in the Evaluation grid under section 3.3. In case of applicant being professional and business association, trade union, foundation, academic and research institution/organisation, it must act in formal partnership with citizens association(s) acting in the field relevant for this call for proposal (namely, human rights, democracy, rule of law, good governance, non violence policies, anti-discrimination and equal opportunities policies, social inclusion, peace-building, youth, and promotion of tolerance).

In addition, an applicant being a national of a country other than Croatia, it must act with an eligible partner organisation from Croatia (i.e. in case the applicant is not a citizens' association acting in the field relevant for this call for proposals (namely, human rights, democracy, rule of law, good governance, non violence policies, anti-discrimination and equal opportunities policies, social inclusion, peace-building, youth, and promotion of tolerance), it must act in formal partnership with a citizens' association from Croatia acting in the field relevant for this call for proposals (namely, human rights, democracy, rule of law, good governance, non violence policies, anti-discrimination and equal opportunities policies, social inclusion, peace-building, youth, and promotion of tolerance).

Applicants' partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself. In addition to the categories referred to in section 2.1.1, the following are however also eligible:

- 1) Local and regional self-government, institutions and legal entities in social services delivery³⁰, secondary schools³¹, higher education institutions and research organizations³² may be involved as partners in projects but may not apply as applicants.

³⁰ Such institutions include: Centres for Social Care (founded according to Law on Social Care, O.G. 73/97, Law on Changes and Amendments to the Law on Social Care, O.G. 27/01, 59/01, 82/01, 103/03, 44/06, 79/07 and Public Institutions Act, O.G. 76/93; 29/97; 47/99 and 35/08), Health Centres (founded according to Law on Health Care, O.G. 121/03, 44/05, 48/05 and Public Institutions Act (O.G. references as above), Children's Homes (founded according to Law on Social Care (O.G. references as above) and Public Institutions Act (O.G. references as above)), Family Centres (founded according to Public Institutions Act (O.G. references as above), Law on Social Care and the Law on Changes and Amendments to the Law on Social Care (O.G. references as above)), neighbourhood councils (founded according to Law on Local and Regional Self-Governments, O.G. 33/01, 60/01,

- 2) Trans-national organisations (i.e. organisations representing a series of organisations based in different countries) may be involved as partners in projects but may not apply as applicants, provided that:
- a) their member organizations include at least one EU Member State
and
 - b) more than half of member organizations are CSOs/non-profit organisations (NPOs)³³.

Types of organizations and institutions which are not eligible neither as project applicants nor as project partners include private sector companies (Ltd, joint-stock companies, SMEs), central government bodies (ministries, central government departments and agencies, bodies founded by national parliaments), political parties, international organisations created by States as well as inter-governmental organizations.

Nevertheless, private sector companies and central government bodies can be project co-financers.

The following are not partners and do not have to sign the “partnership statement”:

- Associates

Other organisations³⁴ may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs. Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

129/05, 109/07, 125/08, 36/09). In case a partner is a national of a country other than Croatia, they will be required to prove that they are founded as any of the listed eligible partners according to relevant legal Act of the Country involved.

³¹ Partners will be required to prove that they are founded as secondary schools according to relevant legal Act of the Country involved. If Croatian, secondary schools should prove that they are founded according to Law on Secondary Education (O.G. 69/03).

³² Partners will be required to prove that they are founded as a higher education institution or a research organisation according to relevant legal Act of the Country involved. If Croatian, eligible are those higher education institutions and research organizations that are registered in the official registers under the authority of the Ministry of Science, Education and Sports (Register of Scientific Organisations and Register of Higher Education Institutions), in line with Act on Scientific Activity and Higher Education of the Republic of Croatia – O.G. 123/03 and 46/07, as covered by Articles 22 (1), 23 and 51.

³³ The status of transnational organisations should be proved by providing the most recent membership list.

³⁴ Examples of such institutions include local and regional development agencies.

Definition:

An action (or project) is composed of a set of activities.

Duration:

The planned duration of an action may not be lower than 12 nor exceed 24 months.

Sectors or themes

In order to be eligible, the projects' activities must address a concrete issue of the local relevance to the implementation and/or monitoring of the implementation of the provisions of the Constitutional Law on the Rights of the National Minorities, National Programme for the Protection and Promotion of Human Rights 2008 – 2011, Anti-discrimination Act and other national programmes for the protection of human rights and specific marginalized groups. More specifically, projects should focus on engaging greater prevention and protection against discrimination in general, or in respect to one or more specific bases of discrimination, such as age, disability, ethnic origin, sex / sexual orientation, gender, religion, social or economic status, health status, citizenship, race, war experience etc. Also, the projects should further strengthen the capacities and the role of CSOs as relevant actors at the local level in the fields of democratisation and human rights with the special attention to the promotion of the spirit of tolerance and sustainable integration of the national minorities (more specifically the Serb minority) in the Areas of Special State Concern. Furthermore, project should focus on ensuring sustainable refugee return, especially Serbs in the Area of Special State Concern.

The specific, relevant themes to which the action must relate for the benefit of the final beneficiaries in the Areas of Special State Concern are:

- Improving practical use of the legal framework mechanisms as well as implementation of existing comprehensive strategy/es and action plan/s and protocols in the field of democratisation and human rights and anti-discrimination policy and equal opportunities policy in both the public and the private sphere, including enhancement of consistency between domestic legal framework, institutional practices and international human rights conventions ratified by Croatia, with active contribution to the implementation of the EU *acquis* and best practices in the EU.
- Providing assistance in ensuring effective counselling services, social support and sustainable legal protection to the vulnerable, marginalised groups, with special attention to Serb returnees and further improved solidarity at the level of local communities with marginalized and discriminated groups.
- Enhancing public/expert discussions in the field of human rights, democracy, rule of law, good governance, non violence policies, anti-discrimination and equal opportunities policies, social inclusion, peace building and youth policy in the Areas of Special State Concern
- Providing support to existing and building of new partnership/s and coordination with academic and/or educational institutions and public institutes in delivering non-formal education programmes for democratic citizenship citizens' active participation and further enhanced cross-sectoral partnership/s on the local level in ensuring effective conditions for sustainable refugee return, especially Serbs.
- Promoting active engagement among different social groups at local and regional level (youth in particular) concerning effective implementation of provisions on human rights, democracy, rule of law, good governance, non violence policies, anti-discrimination and equal opportunities policies, social inclusion, peace-building, youth policy, inter-culturalism,

equality and tolerance and further extended citizens' engagement in non-discrimination practices and protection of victims of discrimination.

- Enhancing specific knowledge and skills of the CSOs for monitoring and advocacy in the field of sustainable refugee returns and minority integration, as well as generally in the fields of democratisation, human rights, anti-discrimination and equal opportunities policies and processes within the context of further alignment with the EU *acquis*.

Location

Actions must take place in Croatia, specifically in the following 10 counties, recognized as counties in which 50% or more share of land area is covered by Area of Special State Concern³⁵: Ličko-senjska, Vukovarsko-srijemska, Zadarska, Šibensko-kninska, Sisačko-moslavačka, Požeško-slavonska, Karlovačka, Virovitičko-podravska, Brodsko-posavska, and Osječko-baranjska.

However, part of the action (but not more than two individual activities) may take place in the other Croatian counties and/or in the country other than Croatia (a Member State of the European Union, a Member State of the European Economic Area, The former Yugoslav Republic of Macedonia, Turkey, Albania, Bosnia and Herzegovina, Montenegro, Serbia, including Kosovo under UNSC Resolution 1244/99 as well as of other countries eligible under Council Regulation (EC) No 1085/2006 of 31st July 2006 establishing an Instrument for Pre-Accession Assistance (IPA).

Since the actions should contribute to the specific objective of this Call for Proposals, it is especially required that all the results/outputs remain at disposal of the target groups and that the final beneficiaries in Croatia, specifically in the Areas of Special State Concern, benefit from them.

Types of action

Types of actions which may be financed under this call are the following:

- a. Policy advocacy actions; and/or
- b. Awareness raising and education actions; and/or
- c. Direct assistance actions; and/or
- d. Capacity building actions.

Types of activity

Types of Activity within each of the types of actions which may be financed under this call are as follows:

³⁵ The 10 counties listed above are selected on the basis of determining geographic concentration through focusing on counties which are experiencing the most significant disadvantage and are lagging behind national development levels, where more than 50% of territory is categorised as Area of Special State Concern and which are within the two NUTS II regions whose GDP is below the national average (Panonian Croatia, Adriatic Croatia). They also feature the highest unemployment rate among Croatia's counties. The same categorisation was done for the purpose of establishing geographic concentration of assistance within the Regional Competitiveness Operational Programme (2007-2009), under Component IIIC of IPA programme.

a. Policy advocacy actions for the benefit of the final beneficiaries in the Areas of Special State Concern; and/or

- Identification and mapping of discrimination and human rights violations concerning the group of Serb minority returnees.
- Research and setting up of statistics of marginalised groups in the relevant fields and tailor made advocacy initiatives (e.g. gender-based statistics of the position of woman in the labour market, statistic and research in position of marginalised population on the working place, perception of discrimination in the media and in the public, etc...).
- Collecting data followed by the analysis on the number of registered and unregistered refugee returnees, their economic and legal status together with the prospects of economic, cultural and/or social improvements of the mentioned group.
- Based on collected data identifying the mechanism of sustainable integration of Serb returnees.
- Accessing and studying of specialized data bases of statistical data, literature, case studies, thematic reports, education materials, research methodology etc. necessary for effective education, monitoring and advocacy of issues related to anti-discrimination and protection of human rights.
- Establishment of lasting partnerships with specialized policy research organizations and institutions.
- Developing inter-sectoral and multi-institutional national, regional and/or local policy analyses in the area of democratisation, human rights protection and sustainable refugee return and integration processes aiming at building towards consensus especially the peaceful conciliation of group interests and reconciliation.
- Developing efficient monitoring mechanism on the regional and local level concerning the human rights violations giving the special attention to the Serb minority.
- Conducting policy monitoring activities, including preparation and presentation of shadow reports and policy analyses of the implementation of the Constitutional Law on the Rights of the National Minorities, National Program for the Protection and Promotion of Human Rights 2008-11, the Anti-discrimination Act and other other national programs/documents for the protection of human rights and specific marginalized groups on part of local-level institutions, with a special attention to the Serb minority.
- Monitoring the implementation of legislative mechanisms regarding antidiscrimination policies at the level of individual institutions or organizations.
- Monitoring the quality and scope of the civil dialogue in democratization, human rights and anti-discrimination policy-making process.
- Continuation of monitoring of sanctioning of discrimination through penal, civil and administrative court proceedings and ensuring non-discrimination in inquiry and judicial proceedings.
- Applying innovative methods in policy analysis as well as prevention of human rights violations, especially the minority rights.

b) Awareness raising and education actions for the benefit of the final beneficiaries in the Areas of Special State Concern; and/or

- Development of effective, innovative and sustainable educational and training activities related to different models of human rights protection and antidiscrimination policies, regulations, equality standards, equal opportunities policies, etc. for major stakeholders.
- Awareness raising campaigns aimed at building consensus with special attention to the peaceful conciliation of different ethnic groups.
- Awareness raising campaigns aimed at increasing and enhancing the spirit of tolerance and sustainable integration of returnees, especially Serbs.

- Awareness raising campaigns as well as training activities on the regional and local level, aimed at lifting the level of knowledge on the specific rights of citizens belonging to minorities.
- Information and education campaigns, including creative use of media channels and public meetings) focusing on mobilizing citizens or particular social groups (youth, unemployed, ethnic minorities etc.).
- Mobilizing civil society participation and citizens' active involvement in the consultation processes related to the monitoring of anti-discrimination policies.
- Organizing public/expert discussions in the field of human rights, democracy, rule of law, good governance, non violence policies, anti-discrimination and equal opportunities policies, social inclusion, peace-building, youth policy.
- Further integration of human rights and anti-discrimination contents in the formal education system, at the level of primary, secondary and higher education.

c) *Direct assistance actions for the benefit of the final beneficiaries in the Areas of Special State Concern; and/or*

- Legal protection, counseling services and social support to the marginalized groups of citizens as potential victims of the human right violations and discrimination.
- Legal protection, counseling services and social support to refugees who decided to return to Croatia with special attention to the Serb minority.
- Legal protection, counseling services and social support to the returnees in particular the Serb minority.
- Undertaking local-level initiatives contributing to the effective integration of the returnees, in particular the Serb minority, in the Croatian society.
- Establishing and, where appropriate, improving cooperation among different vulnerable groups, marginalised groups, especially minority groups.
- Establishing and improving the cooperation as well as improving lasting partnerships with local and regional major stakeholders (preferably different legal statuses) in ensuring the democratization process, the decrease of any kind of human rights violations and building tolerance and understanding for the rights of the citizens belonging to minorities, especially the Serb minority.
- Development of efficient self-regulation mechanisms for the prevention and identification of any kind of human rights violations within the public and the business sector, at the level of individual institutions, organizations and professional associations.

d) *Capacity building actions for the benefit of the final beneficiaries in the Areas of Special State Concern*

- Increasing the scope of activities and membership, improving internal procedures and organizational capacities of existent civil-society networks and coalitions at the a) EU; b) national and c) regional/local level that advocate on issues of human rights and anti-discrimination.
- Establishing new networks and coalitions at the national and regional/local levels engaging CSOs and, where appropriate, cutting across sectors, that focus on specific problems related to violations of human rights and discrimination.
- Identifying and establishing cooperation with relevant EU-based networks, coalitions, think-tanks and individual civil society organizations specialized in the issues of human rights and anti-discrimination as well as intensifying the existing ties with the EU-based counterparts.

- In-house mentorship, training, pilot projects, set-up of specialized organizational units, aimed at strengthening of analytical capacities of CSOs engaged in policy advocacy in the field of democratization, anti-discrimination and protection of human rights, in particular minority rights.
- Identification and attendance of specialized training and further education in policy research and advocacy methods/mechanisms relevant to the field of anti-discrimination and protection of human rights.
- Exchange of knowledge and good practice with relevant EU-based CSOs in the area of human rights protection with special attention to the protection of minority rights as well as regarding specific expertise and organizational skills of the CSOs related to the multi-partner monitoring of anti-discrimination measures and level of protection of human rights.
- Exchange of good practice among Croatian CSOs operating in the field of democratisation, human rights protection and especially in the area of refugee and returnee processes as well as the integration process of Serb minority.
- The set-up of information and knowledge management systems or instruments that can enhance the efficiency and quality of independent monitoring and policy advocacy efforts, at the level of individual CSOs and networks and coalitions in particular.

The above activities are listed in a non-exhaustive breakdown; appropriate innovative activities that are not mentioned may also be considered for support.

The selection criteria for the grant scheme will favour projects that demonstrate a positive impact on the lasting partnerships engaging partners with different legal statuses, as indicated in the Evaluation grid under section 3.3.

Also the selection criteria for the grant scheme will favour projects that include types of activities which will have direct impact for the benefit of final beneficiaries in the Areas of Special State Concern as indicated in the evaluation grid under section 2.3.

The following types of action are ineligible:

- Actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- Actions concerned only or mainly with individual scholarships for studies or training courses;
- Language courses;
- Actions confined only or mainly to restoration of buildings, construction and all capital investments;
- Consultancy services that are continuous or periodic activity or relate to applicants operating expenditures, particularly if related to tax counselling, legal services and similar;
- Proposals with provisions for financing the usual (routine) activities, especially covering their operational costs (not related to the implementation of the project);
- Establishing, assisting or developing any project or activity that contributes to the violation of internationally recognised worker's rights rules and regulations in force in Croatia;
- Actions that are already financed from any other sources for the same activity (double-funding is strictly prohibited).

Number of applications and grants per applicant

- An applicant may submit more than 1 proposal under this call for proposals.
- An applicant may not be awarded more than 1 grant under this call for proposals.
- An applicant may at the same time be partner in another application.
- Partners may take part in more than one application.

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Civil servants or other public employees of central or local administrations which participate under this call for proposals may not receive fees for their contribution to the action other than their salaries in the respective institution. The salaries of the civil servants or other public employees of the central and local administration may be presented as co-financing contribution of the applicant.

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners³⁶.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchase, rent or leasing of land and existing buildings,
- taxes, including VAT unless following conditions are fulfilled: (i) the value added taxes are not recoverable by any means; (ii) it is established that they are borne by the final beneficiary, and (iii) they are clearly identified in the project proposal (to be decided on a case by case basis);
- credits to third parties;
- customs and import duties, or any other charges;
- fines, financial penalties and expenses of litigation;
- operating costs;
- second hand equipment;
- bank charges, costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contributions in kind;
- any leasing costs;
- depreciation costs;
- costs incurred before the signing of contract including project preparation costs;
- subcontracting of services which are part of the regular activities of the applicant.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR³⁷ for applicants and their partners for this Call for proposal is not obligatory. However, the applicant and partners can register their organisation data, and upload supporting documents in PADOR.

2.2.1 Application form

Applications must be submitted in accordance with the instructions on the Concept Note and the Full Application Form included in the Grant Application Form annexes to these Guidelines (Annex A).

³⁶ Civil servants or other public employees of central or local administrations which participate under this call for proposals may not receive fees for their contribution to the action other than their salaries in the respective institution. The salaries of the civil servants or other public employees of the central and local administration may be presented as co-financing contribution of the applicant.

³⁷ For further information on PADOR, please consult the following website:

http://ec.europa.eu/europeaid/work/online-services/pador/index_en.htm

Helpdesk for questions related to the functioning of PADOR:

Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2 *Where and how to send the Applications*

Applications must be submitted in one original and 3 copies in A4 size, each bound. The complete application form (part A: concept note and part B: full application form), budget and logical framework must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section V of part B the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where an applicant sends several different applications each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the full name and address of the applicant, and the words "*Not to be opened before the opening session*" and "*Ne otvarati prije sastanka za otvaranje ponuda*".

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

Central Finance and Contracting Agency (CFCA)

(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)

Ulica grada Vukovara 284, 5th floor

10000 Zagreb

Croatia

Address for hand delivery or by private courier service

Central Finance and Contracting Agency (CFCA)

(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)

Ulica grada Vukovara 284 (block C), 5th floor

10000 Zagreb

Croatia

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is 5th October 2010 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:00 hours local Zagreb time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of the first evaluation step (i.e. Concept Note) (see indicative calendar under section 2.5.2).

2.2.4 *Further information for the Application*

The date and place of the information session on this call for proposals will be published on the internet at: <http://www.safu.hr/> (in section: Tenders/IPA component I) within 7 days of the launch of this call for proposals.

Questions may in addition be sent by e-mail no later than 21 days before the deadline for the submission of applications to the below address, indicating clearly the reference of the call for proposals:

E-mail address: grants@safu.hr

Contracting Authority has no obligation to provide further clarifications after this date.

Replies will be given no later than 11 days before the deadline for the submission of applications.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and www.safu.hr. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

All questions related to PADOR registration should be addressed to the PADOR helpdesk: europeaid-on-line-registration-hd@ec.europa.eu

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the application shall be rejected on this sole basis.

(1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Application Form satisfies all the criteria specified in points 1-5 of the Checklist (section V of part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Following the opening session and the administrative check, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether they have been recommended for further evaluation.

(2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the grant application form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

	Scores	
1. Relevance of the action	Sub-score	15
1.1 Relevance of the action needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular.	5	
	5(x2)*	
1.2 Relevance to the priorities and objectives mentioned in the Guidelines.		
2. Effectiveness and Feasibility of the action	Sub-score	25
2.1 Assessment of the problem identification and analysis.	5	
2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results).	5(x2)*	
2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.	5(x2)*	
3. Sustainability of the action	Sub-score	10
3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period.	5	
	5	
3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.		
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for proposals (EUR 3.600.000,00) taking into account the indicative financial envelopes foreseen. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

(3) STEP 3: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;

- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the call for proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the EU financing (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm). They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and, if applicable, partners have sufficient experience of project management ?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority . Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	5 x 2
2.2 How relevant to the particular needs and constraints of the target country/countries or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication.)	5
2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5 x 2
3. Methodology	25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 How coherent is the overall design of the action? (in particular, does it reflect the analysis of the problems involved, take into account external factors and anticipate an evaluation ?)	5
3.3 Is the partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?	5
3.4 Is the action plan clear and feasible?	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome	5

of the action?	
4. Sustainability	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects ? (including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local “ownership” of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>)? - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>)	5
5. Budget and cost-effectiveness	15
5.1 is the ratio between the estimated costs and the expected results satisfactory?	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	5 x 2
Maximum total score	100

Note on Section 1. Financial and operational capacity

If the total average score is less than 12 points for section 1, the application will be rejected.

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, the application will be rejected.

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

(4) STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

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 the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:

1. The statutes or articles of association of the applicant organisation³⁸ and of each partner organisation. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.³⁹
2. 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)⁴⁰.
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.
4. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments

³⁸ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

³⁹ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

⁴⁰ This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

5. If the partner organisation is the trans-national organisation the most recent membership list must be provided.

The supporting documents must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals, even if they are uploaded in PADOR. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or Croatian, a translation into English of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

The conclusion of the contract resulting from this tender procedure is subject to the fulfilment of the following condition:

Entry into force of the Financing Agreement implementing the National Programme for 2009 under the Instrument for Pre-accession Assistance ("Transition Assistance and Institution Building" Component, Part 1), concluded between the Commission and Croatia.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting	To be announced ⁴¹	
Deadline for request for any clarifications from the Contracting Authority	14 September 2010	-
Last date on which clarifications are issued by the Contracting Authority	24 September 2010	-
Deadline for submission of Application Form	05 October 2010	16:00
Information to applicants on the opening & administrative check (step 1)	26 November 2010*	-
Information to applicants on the evaluation of the Concept Notes (step 2)	18 February 2011*	-
Information to applicants on the evaluation of the Full Application Form (step 3)	20 May 2011*	-
Notification of award (after the eligibility check) (step 4)	30 June 2011*	-
Contract signature	1 August 2011*	-

*Provisional date. All times are in the time zone of the country of the Contracting Authority

2.6 Conditions applicable to implementation of the action following the Contracting Authority's decision to award a grant

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F of these Guidelines). By signing the

⁴¹ The date and place of the information session for this call for proposals will be published on the internet at: <http://www.safu.hr/> (in section: Tenders/IPA component I) within 7 days of the launch of this call for proposals.

Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the Contract.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

Annex A: Grant Application Form (Word format)

Annex B: Budget (Excel format)

Annex C: Logical Framework (Excel format)⁴²

Annex D: Legal Entity Sheet (Excel format)⁴³

Annex E: Financial Identification Form

DOCUMENTS FOR INFORMATION

Annex F: Standard Contract

- Annex II: General Conditions applicable to European community-financed grant contracts for external actions
- Annex IV: Contract Award Procedures
- Annex V: Standard Request for Payment
- Annex VI: Model Narrative and Financial Report
- Annex VII: Model report of factual findings and terms of reference for an expenditure verification of an EU financed grant contract for external actions

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

PROJECT CYCLE MANAGEMENT GUIDELINES

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

⁴² Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.

⁴³ Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.