

**National Programme for Croatia under the IPA – Transition Assistance and Institution Building Component for 2009**

***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***

**Reference: EuropeAid/130302/M/ACT/HR**

**QUESTIONS AND ANSWERS**

Date: 24 September 2010

NOTE: The final decision concerning eligibility of an applicant, a partner, an action or specific activities will be made by the Evaluation Committee during the process of Evaluation of applications (subject to ex-ante control of the CFCA and Delegation of the EU).

NOTE: Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the submission of applications. Final version of Q&A will be published no later than 11 days before the deadline for the submission of applications.

no.	QUESTIONS	ANSWERS
1.	<p>In the call for proposals it is stated that the applicants are obligated to apply in partnership with minimum one partner's organisation.</p> <p>Is it defined that partners organisations are from Croatia or the partner's organisations must be located outside Croatia?</p>	<p>In Guidelines for Applicants two options are defined:</p> <p>a) If the applicant is a national of Croatia, it may apply with one or more partner organisations from Croatia or other eligible country, according to the Chapter 2.1.2. <i>Partnerships and eligibility of partners</i>.</p> <p>b) If the applicant is a national of a country other than Croatia, following Guidelines for Grant Applicants, Chapter 2.1.2 <i>Partnerships and eligibility of partners</i>, it must act with an eligible partner organisation from Croatia.</p> <p>Also, additional criterion has been stipulated: If 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).</p>

		<p>In addition, please note that 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. According to a.m. in order to define other eligible countries please refer to the <i>Guidelines for Grant Applicants</i>, Chapter 2.1.1 <i>Eligibility of Applicants: who may apply</i>, were it is stated:  "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 31<sup>st</sup> July 2006 establishing an Instrument for Pre-Accession Assistance (IPA)"</p>
2.	<p>Can the applicant be located/registered outside the County where the Action is to take place?  If yes, where must a (local) partner be registered? If no, can our organisation be a partner to a local applicant?</p>	<p>A distinction should be made between the requirements related to location of the action on the one hand and nationality of applicants and partners on the other.</p> <p>The applicants do not have to be located in the counties where the actions must take place. They have to be nationals of countries eligible under this Call:</p> <p>In line with point 2.1.1 <i>Eligibility of Applicants: who may apply?</i> of the <i>Guidelines for Applicants</i>, <u>applicants may be</u> nationals 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 31<sup>st</sup> July 2006 establishing an Instrument for Pre-Accession Assistance (IPA).</p>
3.	<p>Can we submit under this Call for Proposals a project which very specifically includes delivery of social services (concerning Social Call Centre with innovative technology), which would include equipment and software for the users in the Areas of Special State concern and topping up of salaries of Call centre employees?</p>	<p>List (in a non-exhaustive breakdown) of eligible activities is included under section 2.1.3 of the Guidelines for Applicants. Specifically, this Call for Proposals, under <i>Types of actions</i>, includes <i>Direct assistance actions for the benefit of the final beneficiaries in the Areas of Special State Concern</i>.</p> <p>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. Specifically, following costs are considered eligible:</p> <ul style="list-style-type: none"> <li>- <i>purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the Action, and costs of services, provided they correspond to market rates</i></li> <li>- <i>the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or its partners.</i></li> </ul>

4.	<p>Is this Call for Proposal intended only for Areas of Special State Concern? Our Association is in town of Osijek and activities would be in Osijek, so can we ask for a grant and can the theme of our project be children with difficulties in development who are not from minorities groups?</p>	<p>In line with point 2.1.3 of the GfA, <u>Actions must take place</u> in Croatia, specifically in the Ličko-senjska, Vukovarsko-srijemska, Zadarska, Šibensko-kninska, Sisačko-moslavačka, Požeško-slavonska, Karlovačka, Virovitičko-podravska, Brodsko-posavska, and Osječko-baranjska county. 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 (as stated in the paragraph above).</p> <p>Furthermore, in line with point 2.1.1 Eligibility of Applicants: who may apply? Of the <i>Guidelines for Applicants</i>, <u>applicants may be</u> nationals 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 31<sup>st</sup> July 2006 establishing an Instrument for Pre-Accession Assistance (IPA). //</p> <p>Please note a non-exhaustive list of eligible activities is included under point 2.1.3 of the GfA; however, 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.</p>
5.	<p>Where should we look for the criteria on eligibility, i.e. whom should we consult in order to find out the answer on eligibility of applicants/partners/activities related to the <i>IPA 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?</i></p>	<p>In line with section 2.2.4 of the <i>Guidelines for Applicants</i> 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.</p> <p>Verification of eligibility of the applicant and partner(s) will be carried out by the Evaluation Committee during evaluation procedure, specifically Step 4, in line with section 2.3 of the <i>Guidelines for Applicants: Evaluation and Selection of Applications</i>.</p> <p><i>Guidelines for Applicants</i> in detail define eligibility of applicants within the chapter 1.1 <i>Eligibility of Applicants: who may apply?</i></p> <p>In addition, the eligibility of partners is defined in <i>Guidelines for Grant Applicants</i>, section 2.1.2. <i>Partnerships and eligibility of partners</i>.</p> <p>Eligibility of actions, however, is defined within the section 2.1.3 <i>Eligible actions: actions for which an application may be made</i>. This chapter defines the number of applications and grants per applicant.</p> <p>It is recommended that attention should be also paid on following footnotes:</p> <p><i>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).</i></p>

		<p>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).</p> <p>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).</p> <p>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).</p> <p>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.</p>
6.	<p>Related to the <i>IPA 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</i>, can the planned activity be connected with protection of rights and prevention of discrimination of the person with mental disabilities which were deinstitutionalised, i.e. dislocated from the stationary centre and moved to the local community within the Area of Special State Concern?</p>	<p>Please note that a non-exhaustive list of eligible activities is included under point 2.1.3 of the <i>Guidelines for Applicants</i>; however, 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.</p>
7.	<p>Within the Application Form, p.11 and 29, an applicant should insert its Legal Entity File Number if it has already signed a contract with the European Union. Where to check if an institution has the above mentioned number?</p>	<p>If the applicant has already signed a contract with the European Union, Legal Entity File number can be checked within the Delegation of the European Union to the Republic of Croatia. Contacts: Trg žrtava fašizma 6, 10000 Zagreb / Tel: 00 385 (0) 1 4896 500 / Fax: 00 385 (0) 1 4896 555 / E-mail: <a href="mailto:delegation-croatia@ec.europa.eu">delegation-croatia@ec.europa.eu</a> / Working hours: Monday - Thursday: 9.00 - 17.00 hours, Friday: 9.00 - 15.00 hours.</p>