



**Contracting Authority: Central Finance and Contracting Agency
Republic of Croatia**

CORRIGENDUM No. 1

Support for Increasing the Competitiveness of Croatian SMEs

Budget line IPA 2007 HR 16 IPO 001 Regional Competitiveness
Operational Programme 2007-2011 for Community Assistance under
the IPA Regional Development Component in Croatia

Reference: EuropeAid/132357/M/ACT/HR

In the Call for Proposals published on the EuropeAid on 19/12/2011, the provisions under:

(1) deadline
of the Local publication for call for proposals

(1) Cover Page;
(2) 2.1.1 Eligibility of applicants: who may apply?;
(3) 2.2.3 Deadline for submission of the Concept Notes;
(4) 2.4 Submission of supporting documents for provisionally selected applications;
(5) 2.5.2 Indicative time table;
of the Guidelines for Applicants:

(1) Cover Page;
(2) 8. Assessment Grid of the Full Application Form;
of the Grant Application Form,

have been altered and corrected as described further in the document.
All modifications have been marked in yellow.

LOCAL PUBLICATION FOR CALL FOR PROPOSALS

The former text:

The deadline for submission of proposals is 20 February 2012 at 16:00 Zagreb local time.

Shall read as new text:

The deadline for submission of proposals is 09 March 2012 at 16:00 Zagreb local time.

GUIDELINES FOR APPLICANTS

Cover Page:

The former text:

Deadline for submission of proposals: 20 February 2012

Shall read as new text:

Deadline for submission of proposals: 09 March 2012

The former text:

2.1.1 Eligibility of applicants: who may apply?

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

- Be a registered SME¹⁰ according to the Croatian definition¹¹; and
- Be located in Croatia¹²; and

¹⁰ During Step 3: Verification of Eligibility of the Applicant and Partners (in accordance with section 2.4 of the GfA), applicants will be required to demonstrate their eligibility as an SME, according to the relevant legal act of the country where they are established, by presenting the excerpt from the relevant register, for previous fiscal year from date of request for submission of supporting documents by the CFCA. If the applicant is established in Croatia, they must prove their eligibility as an SME using Bon Plus, and DOH template for crafts. Relevant documents must be submitted for the applicant and each partner organization.

¹¹ As defined in Article 2 and 3 in the SME Encouragement Act (Official Gazette, 29/02), and Article 1 and 2 of the Law on Amendments to the SME Encouragement Act (Official Gazette, 63/07) – An unofficial translation of these acts is provided as part of the Tender Dossier as Annex K.

- Be registered for the activities envisaged by the proposed action; and
- Be able to demonstrate a profit after taxation¹³ in the fiscal year (2010) preceding the date of grant application; and
- Be able to demonstrate solvency¹⁴ of the company; and
- Be able to demonstrate that all contributions and taxes have been settled¹⁵; and
- Be nationals^{16,17} of a Member State of the European Union, a Member State of the European Economic Area, Croatia, Turkey, the former Yugoslav Republic of Macedonia, Bosnia and Herzegovina, Albania, Montenegro, Serbia and Kosovo under UNSC Resolution 1244/99 as well as of other countries eligible under the Council Regulation (EC) No 1085/2006 of 31 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

Must be fully compliant with the “de minimis aid”¹⁸ provisions as specified in the Government Decree on publishing “de minimis” rules (Official Gazette, 45/2007)

¹² During Step 3: Verification of Eligibility of the Applicant and Partners (in accordance with section 2.4 of the GfA), the applicant will be required to provide their excerpt from Court Registry or Central Crafts Registry for the applicant and each partner organisation.

¹³ During Step 3: Verification of Eligibility of the Applicant and Partners (in accordance with section 2.4 of the GfA), applicants will be required to demonstrate profit after taxation for the fiscal year preceding the date of grant application (full application) by presenting the relevant financial reports and certificates, in accordance with the legislation of the country where they are established. If the Applicant, as well as each partner organisation (if applicable) is established in Croatia, they must demonstrate profit after taxation required to provide their yearly financial report for small, medium and large enterprises (GFIPod).

¹⁴ During Step 3: Verification of Eligibility of the Applicant and Partners (in accordance with section 2.4 of the GfA), applicants will be required to demonstrate solvency by presenting the excerpt from the relevant register not older than three months from request for submission of supporting documents by the CFCA, according to the relevant legal act of the country where they are established. If the Applicant, as well as each partner organisation (if applicable) is established in Croatia, they must provide their certificate from FINA Register in order to demonstrate solvency.

¹⁵ During Step 3: Verification of Eligibility of the Applicant and Partners (in accordance with section 2.4 of the GfA), applicants partner(s) (if applicable) will be required to demonstrate that all contributions and taxes have been settled or an agreement reached where incremental payments are made by the applicant and each partner organisation (if applicable), by presenting the certificate from the relevant register according to the relevant legal act of the country where they are established. If the Applicant, as well as each partner organisation (if applicable) is established in Croatia, they must provide their certificate issued by the Tax Administration. The certificate in not to be older than three months from request for submission of supporting documents by the CFCA.

¹⁶ 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 internal 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 they are registered locally or accompanied by a “Memorandum of Understanding”.

¹⁷ If the applicant's legal personality has been recognised in a country eligible under this section pursuant to the Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations (<http://conventions.coe.int/Treaty/Commun/QueVoulezVous.asp?NT=124&CM=8&DF=07/03/2011&CL=ENG>), the official evidence issued by the country concerned under the said Convention shall determine the nationality of the organisation.

¹⁸ Statement by the applicant declaring the type and the amount of “de-minimis” aid received during three fiscal years (2010, 2011, 2012 - until receipt of request for submission of supporting documents by the CFCA), certified by a notary

Shall read as new text:

2.1.1 Eligibility of applicants: who may apply?

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

- Be a registered SME¹⁰ according to the Croatian definition¹¹; and
- Be located in Croatia¹²; and
- Be registered for the activities envisaged by the proposed action; and
- Be able to demonstrate a profit after taxation¹³ in the fiscal year (2011) preceding the date of grant application; and
- Be able to demonstrate solvency¹⁴ of the company; and
- Be able to demonstrate that all contributions and taxes have been settled¹⁵; and
- Be nationals^{16,17} of a Member State of the European Union, a Member State of the European Economic Area, Croatia, Turkey, the former Yugoslav Republic of Macedonia, Bosnia and

¹⁰ During Step 3: Verification of Eligibility of the Applicant and Partners (in accordance with section 2.4 of the GfA), applicants will be required to demonstrate their eligibility as an SME, according to the relevant legal act of the country where they are established, by presenting the excerpt from the relevant register, for previous fiscal year from date of request for submission of supporting documents by the CFCA. If the applicant is established in Croatia, they must prove their eligibility as an SME using Bon Plus, and DOH template for crafts. Relevant documents must be submitted for the applicant and each partner organization.

¹¹ As defined in Article 2 and 3 in the SME Encouragement Act (Official Gazette, 29/02), and Article 1 and 2 of the Law on Amendments to the SME Encouragement Act (Official Gazette, 63/07) – An unofficial translation of these acts is provided as part of the Tender Dossier as Annex K.

¹² During Step 3: Verification of Eligibility of the Applicant and Partners (in accordance with section 2.4 of the GfA), the applicant will be required to provide their excerpt from Court Registry or Central Crafts Registry for the applicant and each partner organisation.

¹³ During Step 3: Verification of Eligibility of the Applicant and Partners (in accordance with section 2.4 of the GfA), applicants will be required to demonstrate profit after taxation for the fiscal year preceding the date of grant application (full application) by presenting the relevant financial reports and certificates, in accordance with the legislation of the country where they are established. If the Applicant, as well as each partner organisation (if applicable) is established in Croatia, they must demonstrate profit after taxation required to provide their yearly financial report for small, medium and large enterprises (GFIPod).

¹⁴ During Step 3: Verification of Eligibility of the Applicant and Partners (in accordance with section 2.4 of the GfA), applicants will be required to demonstrate solvency by presenting the excerpt from the relevant register not older than three months from request for submission of supporting documents by the CFCA, according to the relevant legal act of the country where they are established. If the Applicant, as well as each partner organisation (if applicable) is established in Croatia, they must provide their certificate from FINA Register in order to demonstrate solvency.

¹⁵ During Step 3: Verification of Eligibility of the Applicant and Partners (in accordance with section 2.4 of the GfA), applicants partner(s) (if applicable) will be required to demonstrate that all contributions and taxes have been settled by the applicant and each partner organisation (if applicable), by presenting the certificate from the relevant register according to the relevant legal act of the country where they are established. The certificate in not to be older than three months from request for submission of supporting documents by the CFCA.

¹⁶ 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 internal 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 they are registered locally or accompanied by a "Memorandum of Understanding".

Herzegovina, Albania, Montenegro, Serbia and Kosovo under UNSC Resolution 1244/99 as well as of other countries eligible under the Council Regulation (EC) No 1085/2006 of 31 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

Must be fully compliant with the “de minimis aid”¹⁸ provisions as specified in the Government Decree on publishing “de minimis” rules (Official Gazette, 45/2007)

¹⁷ If the applicant's legal personality has been recognised in a country eligible under this section pursuant to the Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations (<http://conventions.coe.int/Treaty/Commun/QueVoulezVous.asp?NT=124&CM=8&DF=07/03/2011&CL=ENG>), the official evidence issued by the country concerned under the said Convention shall determine the nationality of the organisation.

¹⁸ Statement by the applicant declaring the type and the amount of “de-minimis” aid received during three fiscal years (2010, 2011, 2012 - until receipt of request for submission of supporting documents by the CFCA), certified by a notary

The former text:

2.2.3 Deadline for submission of the Concept Notes

The deadline for the submission of Concept Note is 20 February 2012 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 time as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

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

Shall read as new text:

2.2.3 Deadline for submission of the Concept Notes

The deadline for the submission of Concept Note is **09 March 2012** 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 time as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

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

The former text:

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 organisation and of each partner organisation¹. 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.
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).

¹ Where Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations is applied please refer to footnote n. 19.

3. Eligibility of the Applicant and Partners as SMEs must be demonstrated. For applicants and each partner organization(s) established in Croatia Bon Plus, and DOH template for crafts, for previous fiscal year from date of request for submission of supporting documents by the CFCA must be submitted. For applicants and partner organizations established in a country other than Croatia an excerpt from the relevant register according to the relevant legal act of the country where they are established must be provided for previous fiscal year from date of request for submission of supporting documents by the CFCA.
4. Legal entity sheet (see annex D) 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.
5. 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 Contracting Authority or where the Contracting Authority has been in charge of the payments 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. In the case of local applicant, bank account must be in local currency (kuna).
6. For applicants and each partner organization established in Croatia Certificate from FINA Register, not older than three months from request for submission of supporting documents by the CFCA, must be provided in order to demonstrate solvency of the organisation. For applicants and partner organizations established in a country other than Croatia an excerpt from the relevant register according to the relevant legal act of the country where they are established, not older than three months from request for submission of supporting documents by the CFCA, must be provided in order to demonstrate solvency of the organisation.
7. For applicants and each partner organisation established in Croatia annual financial report for small, medium and large enterprises (GFIPod) for the fiscal year prior to date of grant application (full application) must be provided for each, in order to demonstrate profit after taxation. For applicants and partner organizations established in a country other than Croatia the relevant financial reports and certificates according to the relevant legal act of the country where they are established, must be provided in order to demonstrate profit after taxation for the fiscal year prior to date of grant application (full application).
8. Certificate stating that the applicant and its person in charge is not having its affairs administered by the courts in procedure issued by the Commercial Court, or any other certificate/statement relevant according to the national law of the country of their establishment, not older than three months from request for submission of supporting documents by the CFCA. The certificate/statement is requested for the applicant and each partner organisation.
9. Certificate stating that the applicant and its person in charge is not having its affairs administered by the courts in procedure issued by the Municipal Court, or any other certificate/statement relevant according to the national law of the country of their establishment, not older than three months from request for submission of supporting documents by the CFCA. The certificate/statement is requested for the applicant and each partner organisation.
10. Certificate not older than three months from request for submission of supporting documents by the CFCA, proving that all obligations have been paid, or an agreement reached where incremental payments are made by the applicant and each partner organisation. For applicants and each partner organisation established in Croatia a certificate from the Tax Administration is required. For applicants and partner organizations established in a country other than Croatia a certificate from the relevant register according to the national law of the country of their establishment.
11. Excerpt from Court Registry or Central Crafts Registry of the applicant and each partner organisation.

12. Solemn statement signed by each partner that the partner will not derive any profit from the grant.
13. Statement by the applicant declaring the type and the amount of “de-minimis” aid received during three fiscal years (2010, 2011, 2012 - until receipt of request for submission of supporting documents by the CFCA), certified by a notary.²
14. Location permit, building permit and/ or any other appropriate permit related to the works component of the action according to the Act on Spatial Planning and Construction³.
15. Letter of Intent from bank stating that it will, as necessary, provide loan/line of credit to grant applicant to enable the grant applicant to implement all planned activities and continue normal operation until final report is approved and final payment made.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. 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 the language of this call for proposals 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 the language of the call for proposals.

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.

Shall read as new text:

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 organisation and of each partner organisation⁴. Where the Contracting Authority has recognized the applicant’s eligibility for another

² NB: The applicants must fully respect the “de minimis aid” provisions as specified in the Government Decree on publishing de minimis rules (Official Gazzette, 45/2007)

³ Official Gazette 76 / 2007

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.

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).

3. Eligibility of the Applicant and Partners as SMEs must be demonstrated. For applicants and each partner organization(s) established in Croatia Bon Plus, and DOH template for crafts, for previous fiscal year from date of request for submission of supporting documents by the CFCA must be submitted. For applicants and partner organizations established in a country other than Croatia an excerpt from the relevant register according to the relevant legal act of the country where they are established must be provided for previous fiscal year from date of request for submission of supporting documents by the CFCA.

4. Legal entity sheet (see annex D) 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.

5. 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 Contracting Authority or where the Contracting Authority has been in charge of the payments 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. In the case of local applicant, bank account must be in local currency (kuna).

6. For applicants and each partner organization established in Croatia Certificate from FINA Register, not older than three months from request for submission of supporting documents by the CFCA, must be provided in order to demonstrate solvency of the organisation. For applicants and partner organizations established in a country other than Croatia an excerpt from the relevant register according to the relevant legal act of the country where they are established, not older than three months from request for submission of supporting documents by the CFCA, must be provided in order to demonstrate solvency of the organisation.

7. For applicants and each partner organisation established in Croatia annual financial report for small, medium and large enterprises (GFIPod) for the fiscal year prior to date of grant application (full application) must be provided for each, in order to demonstrate profit after taxation. For applicants and partner organizations established in a country other than Croatia the relevant financial reports and certificates according to the relevant legal act of the country where they are established, must be provided in order to demonstrate profit after taxation for the fiscal year prior to date of grant application (full application).

8. Documentary proof or statements required under the law of the country in which the company is established, to show that it does not fall into any of the exclusion situations listed in section 2.3.3 of the Practical Guide to contract procedures for EU external actions. This evidence or these documents or statements must carry a date, which cannot be more than 3 months from the date of request for submission of supporting documents. This is required for the Applicant and each partner organisation.

9. Excerpt from Court Registry or Central Crafts Registry of the applicant and each partner organisation.

10. Solemn statement signed by each partner that the partner will not derive any profit from the grant.

⁴ Where Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations is applied please refer to footnote n. 19.

11. Statement by the applicant declaring the type and the amount of “de-minimis” aid received during three fiscal years (2010, 2011, 2012 - until receipt of request for submission of supporting documents by the CFCA), certified by a notary.⁵

12. Location permit, building permit and/ or any other appropriate permit related to the works component of the action according to the Act on Spatial Planning and Construction⁶.

13. Letter of Intent from bank stating that it will, as necessary, provide loan/line of credit to grant applicant to enable the grant applicant to implement all planned activities and continue normal operation until the final report is approved and final payment made.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. 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 the language of this call for proposals 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 the language of the call for proposals.

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.

The former text:

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	TBA ⁷	To be announced

⁵ NB: The applicants must fully respect the “de minimis aid” provisions as specified in the Government Decree on publishing de minimis rules (Official Gazzette, 45/2007)

⁶ Official Gazette 76 / 2007

⁷ A date and place of the information session for this Call for Proposals will be published on the CFCA web-page www.safu.hr (in section: Tenders/IPA component IIIC; natjecaji/IPA komponenta IIIC), within 7 days of the launch of this Call for Proposals.

Deadline for request for any clarifications from the Contracting Authority	30 January 2012	16:00
Last date on which clarifications are issued by the Contracting Authority	09 February 2012	-
Deadline for submission of Concept Notes	20 February 2012	16:00
Information to applicants on the opening & administrative checks and concept note evaluation (step 1)	14 May 2012*	-
Invitations for submission of Full Application Form	14 May 2012*	-
Deadline for submission of Full Application Form	29 June 2012**	-
Information to applicants on the evaluation of the Full Application Form (step 2)	October 2012*	-
Notification of award (after the eligibility check) (step 3)	November 2012*	-
Contract signature	December 2012*	-

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

** **Provisional date.** Date minimum 45 days after invitations for submission of Full Application Form.

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the CFCA website www.safu.hr.

Shall read as new text:

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	TBA ⁸	To be announced
Deadline for request for any clarifications from the Contracting Authority	17 February 2012	16:00

⁸ A date and place of the information session for this Call for Proposals will be published on the CFCA web-page www.safu.hr (in section: Tenders/IPA component IIIC; natjecaji/IPA komponenta IIIC), within 7 days of the launch of this Call for Proposals.

Last date on which clarifications are issued by the Contracting Authority	27 February 2012	-
Deadline for submission of Concept Notes	09 March 2012	16:00
Information to applicants on the opening & administrative checks and concept note evaluation (step 1)	28 May 2012*	-
Invitations for submission of Full Application Form	28 May 2012*	-
Deadline for submission of Full Application Form	13 July 2012**	-
Information to applicants on the evaluation of the Full Application Form (step 2)	October 2012*	-
Notification of award (after the eligibility check) (step 3)	November 2012*	-
Contract signature	December 2012*	-

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

****Provisional date.** Date minimum 45 days after invitations for submission of Full Application Form.

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the CFCA website www.safu.hr.

GRANT APPLICATION FORM

The former text:

Deadline for submission of concept notes: 20 February 2012

Deadline for submission of applications: 29 June 2012

Shall read as new text:

Deadline for submission of concept notes: 09 March 2012

Deadline for submission of applications: 13 July 2012

The former text:

8 ASSESSMENT GRID OF THE FULL APPLICATION FORM

(TO BE USED BY THE CONTRACTING AUTHORITY)

OPENING & ADMINISTRATIVE CHECK		
1. The submission deadline has been respected		
2. The checklist of the Application form has been duly completed.		
<u>DECISION :</u> The Committee has decided to evaluate the full application form after having passed the administrative check.		
The administrative verification has been conducted by: Date:		
EVALUATION OF THE FULL APPLICATION FORM		
<u>DECISION :</u> A. The Committee has recommended the proposal for Eligibility verification after having been provisionally selected within the top ranked scored proposals within the available financial envelope.		
B. The Committee has recommended the proposal for Eligibility verification after having been put on the reserve list according to the top ranked scored proposals		
The evaluation of the proposal has been conducted by:		

Date:		
ELIGIBILITY VERIFICATION		
3. The checklist of the Application form has been duly completed.		
4. The supporting documents listed hereunder, submitted according to the Guidelines (Section 2.4), satisfied all the eligibility criteria of the applicant and its partner(s) (if any)		
a. The applicant's statutes		
b. The statutes or articles of association of <u>all partners</u> (if applicable)		
c. The applicant's external audit report (if applicable)		
d. The Legal Entity File (see annex D of the Guidelines for Applicants) is duly completed and signed by the applicant and is accompanied by the justifying documents requested.		
e. A Financial Identification form (see annex E of the Guidelines for Applicants).		
f. Copy of the applicant's latest accounts.		
g. Bon Plus, or excerpt from relevant register according to relevant act demonstrating eligibility as SME, of the applicant for the previous fiscal year from date of request for submission of supporting documents by the CFCA		
h. Bon Plus, or excerpt from relevant register according to relevant act demonstrating eligibility as SME, of the partner(s) for the previous fiscal year from date of request for submission of supporting documents by the CFCA (if applicable)		
i. DOH template, or excerpt from relevant register according to relevant act demonstrating eligibility as SME, for the crafts (if applicable)		
j. Certificate from FINA Register, or excerpt from relevant register according to relevant act demonstrating solvency, for the applicant, not older than three months from request for submission of supporting documents by the CFCA		
k. Certificate from FINA Register, or excerpt from relevant register according to relevant act demonstrating solvency, for the partners, not older than three months from request for submission of supporting documents by the CFCA (if applicable)		
l. Yearly financial report for small, medium and large enterprises (GFIPod), or excerpt from relevant register according to relevant act demonstrating profit after taxation, of the applicant for the previous fiscal year		
m. Yearly financial report for small, medium and large enterprises (GFIPod), or excerpt from relevant register according to relevant act demonstrating profit after taxation, of the partner(s) for the previous fiscal year (if applicable)		
n. Certificate issued by the Commercial Court, or other certificate/statement relevant according to national law, stating that the applicant and its person in charge is not having its affairs administered by the courts in procedure, not older than three months from request for submission of supporting documents by the CFCA.		
o. Certificate issued by the Commercial Court, or other certificate/statement relevant according to national law, stating that partners and its person in charge is not having its affairs administered by the courts in procedure, not older than three months from request for submission of supporting documents by the CFCA (if applicable)		
p. Certificate issued by the Municipal Court, or other certificate/statement relevant according to national law, stating that the applicant and its person in charge is not having its		

affairs administered by the courts in procedure, not older than three months from request for submission of supporting documents by the CFCA.		
q. Certificate issued by the Municipal Court, or other certificate/statement relevant according to national law, stating that partners and its person in charge is not having its affairs administered by the courts in procedure, not older than three months from request for submission of supporting documents by the CFCA (if applicable)		
r. Certificate issued by the Tax Administration, not older than three months from request for submission of supporting documents by the CFCA, proving that all obligations have been paid, or an agreement reached where incremental payments are made by the applicant.		
s. Certificate issued by the Tax Administration, not older than three months from request for submission of supporting documents by the CFCA, proving that all obligations have been paid, or an agreement reached where incremental payments are made by (each) partner organisation (if applicable)		
t. Excerpt from Court Registry or Central Crafts Registry for the applicant		
u. Excerpt from Court Registry or Central Crafts Registry for each partner (if applicable)		
v. Solemn statement signed by each partner that the partner will not derive any profit from the grant (if applicable)		
w. Statement by the applicant declaring the type and the amount of “de-minimis” aid received during three fiscal years (2010, 2011, 2012 - until receipt of request for submission of supporting documents by the CFCA), certified by a notary		
x. Location permit, building permit and/ or any other appropriate permit related to the works component of the action according to the Act on Spatial Planning and Construction		
y. Letter of intent from bank		
The assessment of the eligibility has been conducted by: Date:		
<u>DECISION:</u> The Committee has selected the proposal for funding after having verified its eligibility according to the criteria stipulated in the Guidelines for Applicants.		

Shall read as new text:

8 ASSESSMENT GRID OF THE FULL APPLICATION FORM

(TO BE USED BY THE CONTRACTING AUTHORITY)

OPENING & ADMINISTRATIVE CHECK		
1. The submission deadline has been respected		

2. The checklist of the Application form has been duly completed.		
<u>DECISION :</u> The Committee has decided to evaluate the full application form after having passed the administrative check.		
The administrative verification has been conducted by: Date:		
EVALUATION OF THE FULL APPLICATION FORM		
<u>DECISION :</u> A. The Committee has recommended the proposal for Eligibility verification after having been provisionally selected within the top ranked scored proposals within the available financial envelope.		
B. The Committee has recommended the proposal for Eligibility verification after having been put on the reserve list according to the top ranked scored proposals		
The evaluation of the proposal has been conducted by: Date:		
ELIGIBILITY VERIFICATION		
3. The checklist of the Application form has been duly completed.		
4. The supporting documents listed hereunder, submitted according to the Guidelines (Section 2.4), satisfied all the eligibility criteria of the applicant and its partner(s) (if any)		
a. The applicant's statutes		
b. The statutes or articles of association of <u>all partners</u> (if applicable)		
c. The applicant's external audit report (if applicable)		
d. The Legal Entity File (see annex D of the Guidelines for Applicants) is duly completed and signed by the applicant and is accompanied by the justifying documents requested.		
e. A Financial Identification form (see annex E of the Guidelines for Applicants).		
f. Copy of the applicant's latest accounts.		
g. Bon Plus, or excerpt from relevant register according to relevant act demonstrating eligibility as SME, of the applicant for the previous fiscal year from date of request for submission of supporting documents by the CFCA		
h. Bon Plus, or excerpt from relevant register according to relevant act demonstrating eligibility as SME, of the partner(s) for the previous fiscal year from date of request for submission of supporting documents by the CFCA (if applicable)		
i. DOH template, or excerpt from relevant register according to relevant act demonstrating eligibility as SME, for the crafts (if applicable)		
j. Certificate from FINA Register, or excerpt from relevant register according to relevant act demonstrating solvency, for the applicant, not older than three months from request for submission of supporting documents by the CFCA		
k. Certificate from FINA Register, or excerpt from relevant register according to relevant		

act demonstrating solvency, for the partners, not older than three months from request for submission of supporting documents by the CFCA (if applicable)		
l. Yearly financial report for small, medium and large enterprises (GFIPod), or excerpt from relevant register according to relevant act demonstrating profit after taxation, of the applicant for the previous fiscal year		
m. Yearly financial report for small, medium and large enterprises (GFIPod), or excerpt from relevant register according to relevant act demonstrating profit after taxation, of the partner(s) for the previous fiscal year (if applicable)		
n. Documentary proof or statements required under the law of the country in which the company is established, to show that it does not fall into any of the exclusion situations listed in section 2.3.3 of the Practical Guide to contract procedures for EU external actions.		
o. Excerpt from Court Registry or Central Crafts Registry for the applicant		
p. Excerpt from Court Registry or Central Crafts Registry for each partner (if applicable)		
q. Solemn statement signed by each partner that the partner will not derive any profit from the grant (if applicable)		
r. Statement by the applicant declaring the type and the amount of “de-minimis” aid received during three fiscal years (2010, 2011, 2012 - until receipt of request for submission of supporting documents by the CFCA), certified by a notary		
s. Location permit, building permit and/ or any other appropriate permit related to the works component of the action according to the Act on Spatial Planning and Construction		
t. Letter of intent from bank		
The assessment of the eligibility has been conducted by:		
Date:		
<u>DECISION:</u>		
The Committee has selected the proposal for funding after having verified its eligibility according to the criteria stipulated in the Guidelines for Applicants.		

All other terms and conditions of the Call for Proposals remain unchanged. The above alterations and corrections to the Call for Proposals are an integral part of the Call for Proposals.