



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

IPA 2010

Supporting CSOs' in promoting and monitoring of equal opportunities and non-discrimination related policies

Guidelines for grant applicants

Budget line: HR-2010-01-35-03

National Programme for Croatia under the IPA – Transition Assistance
and Institution Building Component for 2010
(under Civil Society Facility)

Reference: EuropeAid/131842/M/ACT/HR

Deadline for submission of proposals: 29th November 2011

Notice

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form. Further to the evaluation of the Full Applications, 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. SUPPORTING CSOS' IN PROMOTING AND MONITORING OF EQUAL OPPORTUNITIES AND NON-DISCRIMINATION RELATED POLICIES

1.1 BACKGROUND

The overall institutional framework for supporting civil society development in Croatia is based on the close cooperation of three institutions: the Government Office for Cooperation with NGOs, the Council for Civil Society Development and the National Foundation for Civil Society Development, each fulfilling its distinctive role. The strategic priorities on the civil society development for the period 2006 – 2011 are set in the *National Strategy for the Creation of an Enabling Environment for Civil Society Development*¹. The further implementation of the *National Strategy for the Creation of an Enabling Environment for Civil Society Development*, and the related *Operational Implementation Plan*, continues to be the key priority also of the *2009 National Programme for the Integration of the Republic of Croatia into the European Union*², in the area of Freedom of Association, likewise during previous years. Moreover within the *Program of the Government of the Republic of Croatia for assumption and implementation of the *acquis communautaire** from January 2010³ it is pointed out that further improvements should be implemented in the area of public consultation, new classification model of civil society organisations according to the status of public benefit organisations, and in the area of protection of the rights of the child and the rights of young people, protection against domestic violence, persons with disabilities, gender equality, free legal aid, national minorities, return of refugees, etc.

Following the good practice from the previous programming years, in autumn 2009, the Government Office for NGOs conducted a sectoral analysis in close partnership with the Council of the Civil Society Development and other representatives of civil society organisations. Particular attention has been given to the capacities and strategic priorities of the Croatian CSOs in the context of the final phase of negotiations and forthcoming EU membership. The analysis provided vital input into the specifics of the Croatian CSOs needs for institutional strengthening, policy advocacy and innovative activities at the level of civil society sub-sectors, with particular attention given to those promoting human rights, more precisely, equal opportunities and non-discrimination related policies.

The cooperation between CSOs and the Croatian Government in the area of human rights, anti-discrimination and equal opportunity policies is anticipated by numerous strategic documents. The field of anti-discrimination is particularly underscored in the *Accession Partnership*⁴, Chapter 2. Priorities: Political Criteria – Human Rights and the Protection of Minorities as number one priority that calls for wide application of anti-discrimination activities, which includes protection and promotion of minorities, ensuring equal access to judiciary system for all, and effective implementation of the anti-discrimination strategy.

The *Anti-Discrimination law*⁵, which came into force in 2009, has made the Ombudsman the central body to deal with discrimination. In their *2009 Report*⁶ the office of the Ombudsman identifies numerous social groups which face discrimination, but also identify inadequate access to information as discrimination.

Moreover, the *2009 Report of the office of the Ombudsman for Persons with Disabilities*⁷ notes that since the Anti-Discrimination Law came into force there has been an increasing number of reports of discrimination against people with disabilities.

Within the *2009 National Programme for the Integration of the Republic of Croatia into the European Union* the field of anti-discrimination and protection of human rights is also highlighted in the Chapter 1.3 Human

¹ http://www.uzuvrh.hr/userfiles/file/Nacionalna_Strategija_ENG.pdf

² http://www.mvpei.hr/ei/download/2009/04/24/NPPEU_2009.pdf (Croatian only)

³ http://www.mvpei.hr/ei/download/2010/03/16/Program_of_the_Government_of_the_Republic_of_Croatia_for_assumption_and_implementation_of_the_acquis_communautaire.PDF

⁴ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2006:055:0030:0043:EN:PDF>

⁵ Narodne Novine 85/08., narodne-novine.nn.hr

⁶ <http://www.ombudsman.hr/dodaci/IZVJESCE%20ZA%202009.pdf>

⁷ http://www.posi.hr/download/Izvjescje_2009.pdf

Rights and Protection of Minorities, where the implementation of relevant measures foreseen in the *National Strategy for Civil Society Development from 2006 to 2011*⁸ and the *National Programme for the Protection and Promotion of Human Rights from 2008 to 2011*⁹ is mentioned among the priorities, whereas the freedom of association and the role of civil society is highlighted in the context of meeting political criteria for the membership in the EU. Anti-discrimination policies are also mentioned in the context of the *2009 National Programme for the Integration of the Republic of Croatia into the European Union* in the Chapter 3.19 Social Policy and Employment, where various priorities are set, such as fight against discrimination of minorities, awareness-raising campaigns on the issues of socially vulnerable groups, expert public discussions and round tables on the issues of various forms of discrimination etc.

National Programme of Protection and Promotion of Human Rights from 2008 to 2011 encompasses the protection and promotion of human rights at local, regional, national and international levels. This enables a systematic approach to human rights protection and promotion, while highlighting the importance of appropriate education, as well as awareness rising on the importance of knowledge on human rights and implementing of human rights. Improving cooperation with CSOs acting in this priority area is of special concern.

The *2009 Progress Report* emphasizes the exact areas for further improvements, one of which is protection against discrimination. The document states that in this policy area: “there has been a good progress, and although a number of awareness-raising activities are on-going, still some aspects of the level of protection against discrimination in practice and the judicial prosecution of acts of discrimination are still being brought in line with EU standards’ and ‘effective implementation of the National Policy for the Promotion of Gender Equality is not entirely ensured¹⁰”. Therefore, the aim of this Call is to give an impetus to the sustainability of work of CSOs acting as independent advocates, policy setters in strengthening and providing incubators for innovative actions in the area of human rights, equal opportunities and non-discrimination related policies. A particular attention will be given to ensuring the adequate support to smaller, local CSOs.

The *2010 Progress Report* notes that persons with disabilities still face discrimination in the workplace and that since the passing of the Anti-Discrimination Law, although “Some steps have been taken to raise public awareness of the law..., knowledge of its scope is limited among authorities and citizens and only a small number of discrimination complaints reach court.”¹¹

Anti-discrimination and protection of human rights are also mentioned among the short and medium-term priorities of the *European Partnership*¹² document (Chapter 3.1 Short-term Priorities: Political Criteria – Human Rights and the Protection of Minorities and Chapter 3.2 Medium-term Priorities: Political Criteria – Human Rights and the Protection of Minorities). Special emphasis is given to the actions directed towards respect of the rights of minorities, return of refugees, enhancement of the freedom of expression and the freedom of media, as well as the increased importance of the role of Croatian Ombudsman.

The Title 1 of the Agreement (Article 2) of the *Stabilisation and Association Agreement*¹³ mentions also “respect for the democratic principles and human rights as proclaimed in the Universal Declaration of Human Rights and as defined in the Helsinki Final Act and the Charter of Paris for a New Europe, respect for international law principles and the rule of law“.

Multi-annual Indicative Planning Document (MIPD) 2009-2011 for Croatia¹⁴ dedicates a special attention to the CSOs, mentioning, among others, the field of human rights: “focusing among other on taking measures to protect persons belonging to minorities including the Serb minority and the Roma, improving access to justice and prison conditions, enhancing freedom of expression, guaranteeing the protection of women's and children's rights, adopting and implementing a comprehensive anti-discrimination strategy, as well as fostering related local community development in order to create the economic and social conditions necessary for the sustainability of refugee return, and the reconciliation among communities.“

⁸ http://www.uzuvrh.hr/userfiles/file/Nacionalna_Strategija_ENG.pdf

⁹ <http://www.ljudskaprava-vladarh.hr/Default.aspx?art=543&sec=173>

¹⁰ http://www.eu-pregovori.hr/files/Izvjesce/Progress_report_2009.pdf

¹¹ http://ec.europa.eu/enlargement/pdf/key_documents/2010/package/hr_rapport_2010_en.pdf

¹² <http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:297:0019:0028:EN:PDF>

¹³ <http://www.mvpei.hr/ei/download/2011/01/24/SAACouncilProposal1.pdf>

¹⁴ http://ec.europa.eu/enlargement/pdf/mipd_croatia_2009_2011_en.pdf

Lastly, the last UN's Universal Periodic Review¹⁵ on human rights underscores that despite a sound normative and institutional framework for protection and promotion of human rights in Croatia, more efforts are needed in order to both improve the effective implementation of the relevant legislature and enhance administrative and financial capacities of relevant institutions. Furthermore, the need of support to civil society organizations active in this field is particularly emphasized.

Areas proposed under IPA 2010 grant scheme *Supporting CSOs' in promoting and monitoring of equal opportunities and non-discrimination related policies* represent a continuation of the previously funded projects in the area of anti-discrimination, democracy and rule of law (CARDS, 2003/2004, PHARE 2006, IPA 2008 and IPA 2009). The aim of this IPA 2010 grant scheme is to support those CSOs' projects that contribute to successful accession related reform processes, meeting the political criteria for EU membership and full implementation of the *Acquis*. By applying intra-sectoral and cross-sectoral approach through cooperation, partnership and networking, the expected results of the project will be increased public participation in developing, implementing and monitoring of human rights, antidiscrimination and equal opportunities policies at all levels and improved capacity of CSOs to influence this public policy area. In addition, the result will be enhanced absorption capacity of Croatian CSOs taking part in the implementation of the *Acquis*. The project will generate added values by encouraging engagement of partners from different sectors, thus contributing to the cross-sectoral cooperation and to the effectiveness of the implementation of public policies in question. The further value added of the project will be to encourage engagement of a number of smaller, local CSOs as partners to the projects what shall contribute to the capacity building and sustainability of local, grass-roots initiatives in Croatia. Also, by encouraging partnerships with CSOs at the European level this project will contribute to the networking activities (strengthening existing and building new partnerships) and be a part of Croatian CSOs preparation for forthcoming EU memberships. The overall objective of the IPA 2010 project is to foster structured dialogue in the consultation process in the triangle (Croatian CSOs, Croatian state administration and EU institutions) within the process of shaping, monitoring and evaluation of public policies at the national and EU level, with the aim of building capacity of the Croatian CSOs, acting as independent monitoring agents and advocates in the policy fields where civil society dialogue is particularly valuable for Croatia's successful accession to the EU. In order to better meet the needs of the target area, support to civil society development and dialogue will be coordinated and streamlined by focusing on areas of intervention constituting the new *DG Enlargement's civil society facility (CSF)*.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is to consolidate the cooperation between public sector and civil society organisations in the Republic of Croatia in the process of implementation of non-discrimination and equal opportunities policy.

The **specific objective** of this Call for Proposals is to enhance the impact of Croatian CSOs through their involvement in non-discrimination and equal opportunities policies whose implementation require further development and upgrading of civil dialogue, as well as stronger active contribution of civil society actors to the full meeting of political criteria for EU membership, namely in the field of comprehensive anti-discrimination strategy.

The **priorities** of this Call are:

1. Building capacities of the CSOs for quality cooperation with the public sector in the context of their engagement in democratisation, human rights, non-discrimination and equal opportunities initiatives;
2. Development, further improvement and/or implementation of cooperation between CSOs and public entities in the field of democratisation and protection of human rights, through the promotion of principles of non-discrimination and equal opportunities;
3. Public awareness raising on prevention and dealing with the cases of discrimination and violation of human rights.

¹⁵ http://lib.ohchr.org/HRBodies/UPR/Documents/session9/HR/A_HRC_WG.6_9_HRV_1_Croatia_eng.pdf

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 630.000,00 (this allocation consists of EUR 560.000,00 from IPA funds and EUR 70.000,00 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 180.000,00

Any grant awarded under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action

- Minimum percentage: 50% of the total estimated eligible costs of the action.
- Maximum percentage: 90% of the total eligible costs of the action (see also section 2.1.4).

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from the applicant's or partners' own resources, or from sources other than the European Union budget.

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 EU 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).

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 non-governmental organisations or formal networks of non-governmental organizations of the following legal status: associations¹⁶, business associations¹⁷, trade unions¹⁸ and foundations¹⁹, and**
- **be nationals^{20 21} 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**

¹⁶ During evaluation process, applicants will be required to prove that they are founded as association according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Associations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If applicants are of nation of Croatia, associations must prove that they are founded according to the Act on Associations (O. G. 88/01) and submit the Extract from the Register of Associations, administered by the Ministry of Public Administration of the Republic of Croatia.

¹⁷ During evaluation process, applicants will be required to prove that they are founded as business association according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Associations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If applicants are of nation of Croatia, business associations must prove that they are founded according the Act on Labour (O. G. 149/09) and submit the Extract from the Register of Associations, administered by the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia.

¹⁸ During evaluation process, applicants will be required to prove that they are founded as trade unions according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Associations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If applicants are of nation of Croatia, trade unions must prove that they are founded according the Act on Labour (O. G. 149/09) and submit the Extract from the Register of Associations, administered by the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia.

¹⁹ During evaluation process, applicants will be required to prove that they are founded as foundation according to relevant legal Act of the Country involved, by presenting the Extract from the relevant register of Foundations proving specified legal status or justification in case the latter requirement is not applicable for the Country involved. If Croatian, foundations must prove that they are founded according to the Act on Foundations and Funds (O. G.36/95) and Act on Amendments to the Law on Foundations and Funds (O. G. 64/01) and submit the Extract from the Register of Foundations, administered by the Ministry of Public Administration of the Republic of Croatia.

²⁰ 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.

²¹ 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

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.

(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 EU external actions (available from the following Internet address:

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

In Part A, section 3 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),
- 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

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. 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)²²;
2. local and regional self-government²³ may be involved as partners in projects;
3. institutions and legal entities in public services delivery- including public media, founded according to Institutions Act (O.G. 76/93; 29/97; 47/99 and 35/08) in case a partner is a national of Croatia, or to

(<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.

²² The status of transnational organisations should be proved by providing the most recent membership list.

²³ 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. In case a partner is a national of Croatia, they will be required to prove that they are founded according **Act on Local and Regional Self-Governments**, O.G. 33/01, 60/01, 129/05, 109/07, 125/08, 36/09).

relevant legal Act of the Country involved in case a partner is a national of a country other than Croatia, may be involved as partners;

4. **public** preschool education institutions²⁴ may be involved as partners;
5. **public** elementary and secondary schools²⁵ may be involved as partner;
6. **public** higher education institutions, **public** academic institutions and **public** research organizations²⁶ may be involved as partners.

There is an unlimited number of partners allowed; however, an action must involve a minimum of two partner organisations from Croatia acting in the field relevant for this call for proposals (namely: human rights, equal opportunities and non-discrimination policy).

In addition, at least two partner organisations are to be registered in two different Counties of the Republic of Croatia (in case of the applicant being a national of Croatia, in two Counties different from the County (ies) where the applicant is registered)²⁷.

Applications that involve more than two partners with clearly identified roles and responsibilities of each partner will be given priority (preferably with more than two different legal statuses).

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 intergovernmental organizations. Nevertheless, private sector companies and central government bodies can be project co-financers, and the profit-making media may act as sponsors of media coverage.

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

- Associates

Other organisations 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 5 - “Associates of the Applicant participating in the Action” of the Grant Application Form.

- Contractors

The grant beneficiaries have the possibility to award contracts. Contractors 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").

²⁴ Partners will be required to prove that they are founded as public preschool education institutions according to relevant legal Act of the Country involved. If Croatian, public preschool education institutions should prove that they are founded according to Preschool Education Act, (O.G. 10/97, 107/07).

²⁵ Partners will be required to prove that they are founded as elementary or secondary schools according to relevant legal Act of the Country involved. If Croatian, elementary and secondary schools should prove that they are founded according to Act on Elementary Education or Act on Secondary Education (O.G. 69/03).

²⁶ Partners will be required to prove that they are founded as a public higher education institution, public academic institution or a public research organisation according to relevant legal Act of the Country involved. If Croatian, eligible are those higher education institutions and research organizations that are founded according to Act on Scientific Activity and Higher Education of the Republic of Croatia (O.G. 123/03 and 46/07).

²⁷ The County of registration is to be determined on the basis of the official address of the association, stated in the extract from the Register of Associations, administered by the Ministry of Public Administration of the Republic of Croatia.

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 18 months.

Sectors or themes

In order for the proposal to be eligible, actions' activities should further strengthen the capacities and the engagement of CSOs in active collaboration with public institutions in fighting discrimination and violation of human rights at the local level, addressing concrete issues of relevance for the quality implementation of the *National Programme of Protection and Promotion of Human Rights from 2008 to 2011* as well as the measures identified within the *Action Plan of the National Plan for Fight against Discrimination from 2008 to 2013*²⁸; more specifically, projects under this Call are to improve the environment for joint cooperation between civil society and government in monitoring the progress of anti-discrimination measures as well as in raising public awareness regarding equal opportunities and human rights, and to promote the principles of equal opportunities and non-discrimination.

The specific, **relevant themes** to which the action must relate for the benefit of the final beneficiaries in the target area are:

- Fostering and strengthening public support in fighting discrimination and violation of human rights.
- Developing new tools to identify (potential) discrimination and violation of human rights practices.
- Designing and/or implementing new mechanisms to prevent and/or combat discrimination and violation of human rights where they have been identified.
- Advocating the principle of cooperation with civil society in prevention and combating of discrimination as well as of violation of human rights and equal opportunities principle.

Location

Actions must take place in at least three different Counties of the Republic of Croatia. However, part of the action (but not more than two individual activities) may take place in a 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 must contribute to the specific and global 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, namely in at least three different Counties of the Republic of Croatia, benefit from them.

Types of action

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

- 1) Capacity building actions;
- 2) Awareness raising and education actions;

²⁸ <http://www.ljudskaprava-vladarh.hr/Default.aspx?art=543&sec=173>

- 3) Advocacy actions;
- 4) Direct assistance actions;
- 5) Combined actions, including more than one type of action quoted under 1-4.

Types of activity

Types of activity, within each type of action identified, which may be financed under this call, are the following:

- 1) Capacity building actions;
 - developing and implementing non-formal educational programmes aiming to educate CSOs on policy research and advocacy related to issues relevant for quality implementation of the *Action Plan of the National Plan for Fight against Discrimination from 2008 to 2013* and other national strategic documents in the field of promotion and protection of human rights,
 - developing and implementing training and mentorship initiatives focusing on strengthening analytical capacities of CSOs for their engagement in procedures aimed at enabling quality implementation of non-discrimination and equal opportunities policy,
 - designing and applying innovative instruments aiming to enhance the effectiveness and quality of independent monitoring and policy advocacy initiatives related to issues relevant for quality implementation of *National Programme of Protection and Promotion of Human Rights from 2008 to 2011* as well as *Action Plan of the National Plan for Fight against Discrimination from 2008 to 2013*, and generally on non-discrimination and equal opportunities policy,
 - developing innovative programmes of cooperation with policy research and academic institutions,
 - strengthening existing and/or establishing new sectoral and/or cross-sectoral partnerships, networks and coalitions at all levels (local, regional and/or EU level), focusing on enhancement of effectiveness of implementation of non-discrimination and equal opportunities policy,
 - subscribing to specialized databases related to issues relevant for enabling quality implementation of non-discrimination and equal opportunities policy,
 - exchanging experience and know-how among EU and Croatian organisations on issues related with CSOs' engagement in non-discrimination and equal opportunities policy area proposing and implementing improvements related with internal procedures and organisational structures of organisations involved in the action, based on sharing experience and know-how.
- 2) Awareness raising and education actions;
 - developing and implementing training programmes aiming to inform and educate all relevant stakeholders on issues relevant for quality implementation of *National Programme of Protection and Promotion of Human Rights from 2008 to 2011* as well as *Action Plan of the National Plan for Fight against Discrimination from 2008 to 2013*,
 - developing and implementing non-formal educational programmes on non-discrimination and equal opportunities policy at the local level,
 - executing information and awareness rising initiatives at the local level, focusing on fight against discrimination and protection of human rights.
- 3) Advocacy actions;
 - executing public policy advocacy campaigns at the local level,
 - advocating and lobbying for legislative and regulatory solutions conducive to prevention or combat of discrimination and violation of human rights at the local level,
 - monitoring the quality of implementation of measures of *National Programme of Protection and Promotion of Human Rights from 2008 to 2011* as well as *Action Plan of the National Plan for Fight against Discrimination from 2008 to 2013*, and proposing relevant improvements at the local level,

- conducting independent policy research and analyses aimed at investigating the processes of democratisation, human rights, anti-discrimination and equal opportunities at the local level,
- drafting shadow reports of local level relevance in the fields of democratisation, human rights, anti-discrimination and equal opportunities,
- conducting studies and similar analytical documents in the field of democratisation, protection of human rights, non-discrimination and equal opportunities policies of local level relevance,
- designing specific programmes conducive to prevention or combat of discrimination, violation of human rights and equal opportunities principle, focusing on the local level,
- advocating concrete initiatives related to cooperation between CSOs and other stakeholders in prevention and combating of discrimination, violation of human rights and equal opportunities principle at the local level,
- developing specialized innovative tools, tailor-made for specific local level environment, conducive to prevention or combat of discrimination, violation of human rights and equal opportunities principle,
- mobilizing CSOs to active engagement in activities and measures relevant to a quality implementation of *National Programme of Protection and Promotion of Human Rights from 2008 to 2011* as well as *Action Plan of the National Plan for Fight against Discrimination from 2008 to 2013*.

4) Direct assistance actions;

- providing counselling and legal services in relation to concrete (potential) cases of discrimination, violation of human rights and equal opportunities principle at the local level,
- developing and/or administrating innovative instruments aimed at enabling and strengthening citizens' engagement in the field of prevention or combat of discrimination, protection of human rights and equal opportunities principle, focusing on the local level.

5) Combined actions:

- combining various activities stated under types of action 1 - 4.

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

Note that the applicant must comply with the objectives and priorities and guarantee the visibility of the EU-financing (see the Communication and Visibility Manual for EU external actions laid down and published by the European Commission at (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

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 limited 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 application 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 the EU 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**.

Contingency reserve

A contingency reserve not exceeding 5% of the estimated 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 estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of the standard grant contract. The applicant may be asked to justify the requested percentage before contracting. However, once the flat-rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

If the applicant is in receipt of an operating grant financed from the EU, 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.

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:

- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings;
- fines, financial penalties and expenses of litigation;
- second-hand equipment;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contribution in kind;
- any leasing costs;
- depreciation costs;
- debts and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- credit to third parties.

By way of derogation from Article 34 (3) of *IPA Implementing Regulation*²⁹ and Article 16 of *the Amendment to IPA Implementing Regulation*³⁰ it shall be decided on case by case basis whether the following expenditure is eligible:

- a) Operating costs, including rental costs, exclusively related to the period of co-financing of the operation.
- b) Value added taxes, if the 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.
- c) Costs relating to a bank guarantee or comparable surety to be lodged by the final beneficiary of a grant.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is not obligatory. Information in PADOR will not be drawn upon in the present Call.

2.2.1 Concept Note content

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

Applicants must apply in English.

In the Concept note, the applicants must only provide an estimate of the amount of contribution requested from the Contracting Authority. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget. The elements assessed on the basis of the concept note may not be modified by the applicant in the full application form. The EU contribution may not vary from the initial

²⁹ Commission Regulation (EC) No 718/2007 of 12 June 2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA)

³⁰ Commission Regulation (EU) No 80/2010 of 28 January 2010 amending Regulation (EC) No 718/2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA)

estimate by more than 20%. The applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in the present Guidelines under section 1.3.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note may lead to the rejection of the Concept Note.

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

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2 *Where and how to send concept notes*

The Concept note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in one original and 3 copies in A4 size, each bound.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** application as the paper version enclosed.

Where an applicant sends several different concept notes (if allowed to do so by the Guidelines of the Call), each one must 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 projektnih prijedloga".

Concept Notes 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, Objekt C, 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, Objekt C, 5th floor
10000 Zagreb
Croatia

Concept Notes 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 Concept Note is complete using the Checklist for Concept Note (Part A section 2 of the grant application form). Incomplete concept notes may be rejected.

2.2.3 *Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Note is 29th November 2011 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 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)

2.2.4 *Further information for Concept Note*

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 be sent by e-mail or by fax no later than 21 days before the deadline for the submission of concept notes to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address: procurement@safu.hr

Fax: +385 1 4591 075

The 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 concept notes.

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 as well as other important notices to applicants during the course of the evaluation procedure, may be published on the internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and www.safu.hr, as the need arises. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

2.2.5 *Full Application form*

Applicants invited to submit a full application form following the pre-selection of the Concept Note must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

The elements assessed on the basis of the concept note cannot be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines under section 1.3.

Applicants must submit their applications in the same language as their concept note.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error related to the points listed in the Checklist (Part B, Section 6 of the Grant Application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget worksheets are inconsistent) 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 full application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No supplementary annexes should be sent.**

2.2.6 *Where and how to send the Full Application form*

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, Objekt C, 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, Objekt 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.

Applications must be submitted in one original and 3 copies in A4 size, each bound. The 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 full application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version.

The Checklist (Section 6 of Part B of the grant application form) and the Declaration by the applicant (Section 7 of Part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer envelope must bear the **reference number and the title of the Call for Proposals**, together with the number and title of the lot 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 projektnih prijedloga".

Applicants must verify that their application is complete using the checklist (Section 6 of Part B of the grant application form). Incomplete applications may be rejected.

2.2.7 Deadline for submission of the Full Application form

The deadline for the submission of applications will be indicated in the letter sent to the applicants whose application has been preselected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of evaluation report for full applications (see indicative calendar under Section 2.5.2)

2.2.8 Further information for the Full Application form

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the submission of applications to the addresses listed below, indicating clearly the reference of the Call for Proposals:

E-mail address: procurement@safu.hr

Fax: +385 1 4591 075

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 or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at 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.

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 & ADMINISTRATIVE CHECKS AND CONCEPT NOTE EVALUATION

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 Concept Note satisfies all the criteria specified in points 1-5 of the Checklist Section 2 of Part A 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.

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance and design of the action.

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.

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	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?	5x2**	
1.2 How relevant to the particular needs and constraints of the target country(ies) or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	5x2	
1.3 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	
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices?	5	
2. Design of the action	Sub-score	20
2.1 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 relevant stakeholders?	5x2**	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2**	

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.

First, only the Concept Notes which have been given a score of a minimum 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 1.260.000,00 EUR, at least twice the available budget, for this Call for Proposals, taking into account the indicative financial envelopes foreseen by lot.

Following the Concept Note evaluation, 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 the Concept Note were evaluated and the results of that evaluation. The preselected applicants will subsequently be invited to submit full applications.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, 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 full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section 6 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.

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be subsequently 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. 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 of the action	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5

3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen?	5
3.4 Is the partners' level of involvement and participation in the action satisfactory?	5
4. Sustainability of the action	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 of the action	15
5.1 Are the activities appropriately reflected in the budget?	5x2*
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	100

*the scores are multiplied by 2 because of their importance

Note on Section 1. Financial and operational capacity

If the score is less than 12 points for section 1, 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.

(3) STEP 3: 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 7 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 organisation³¹ and of each partner organisation³². 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.³³
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)³⁴.
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 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. For applicants and/or partner organizations of the legal status of association from Croatia, the Extract from the Register of Associations administered by the Ministry of Public Administration of the Republic of Croatia. For applicants and/or partner organizations of the legal status of association which are nationals of a country other than Croatia, they will be required to provide an extract from the relevant register of associations proving their legal status or justification in case the latter requirement is not applicable for the Country involved. The Extract from the Register of Associations in both cases must not be older than 6 months from the deadline for submission of Full Application form³⁵.
6. For applicants and/or partner organizations of the legal status of business association from Croatia, the Extract from the Register of Associations administered by the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia. For applicants and/or partner organizations of the legal status of business association which are nationals of a country other than Croatia, they will be required to provide an extract from the relevant register of associations, proving their legal status, or justification in case the latter requirement is not applicable for the Country involved. The Extract from the Register of Associations in both cases must not be older than 6 months from the deadline for submission of Full Application form³⁶
7. For applicants and/or partner organizations of the legal status of trade union from Croatia, the Extract from the Register of Associations administered by the Ministry of Economy, Labour and Entrepreneurship of the Republic of Croatia. For applicants and/or partner organizations of the legal status of trade union which are nationals of a country other than Croatia, they will be required to provide an extract from the

³¹ 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

³² 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. 9.

³³ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

³⁴ 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.

³⁵ The exact deadline for submission of Full Application forms will be communicated to the applicants whose Concept notes are pre-selected after the first step of the evaluation

³⁶ The exact deadline for submission of Full Application forms will be communicated to the applicants whose Concept notes are pre-selected after the first step of the evaluation.

relevant register of associations, proving their legal status, or justification in case the latter requirement is not applicable for the Country involved. The Extract from the Register of Associations in both cases must not older than 6 months from the deadline for submission of Full Application form³⁷.

8. For applicants and/or partner organizations of the legal status of foundation from Croatia, the Extract from the Register of Foundations administered by the Ministry of Public Administration of the Republic of Croatia. For applicants and/or partner organizations of the legal status of foundation which are nationals of a country other than Croatia, they will be required to provide an extract from the relevant register of foundations, proving their legal status, or justification in case the latter requirement is not applicable for the Country involved. The Extract from the Register of Foundations must not be older than 6 months from the deadline for submission of Full Application form³⁸.
9. If the partner organisation is the trans-national organisation the most recent membership list must be provided.

The requested 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. 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 in the language of the country where the action is implemented, 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.

³⁷ The exact deadline for submission of Full Application forms will be communicated to the applicants whose Concept notes are pre-selected after the first step of the evaluation

³⁸ The exact deadline for submission of Full Application forms will be communicated to the applicants whose Concept notes are pre-selected after the first step of the evaluation

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	To be announced subsequently ³⁹	
Deadline for request for any clarifications from the Contracting Authority	08. 11. 2011	16:00
Last date on which clarifications are issued by the Contracting Authority	18. 11. 2011	-
Deadline for submission of Concept Notes	29. 11. 2011	16:00
Information to applicants on the opening & administrative checks and concept note evaluation (step 1)	19. 03. 2012*	-
Invitations for submission of Full Application Form	19. 03. 2012*	-
Deadline for submission of Full Application Form	08. 05. 2012**	-
Information to applicants on the evaluation of the Full Application Form (step 2)	03. 09. 2012*	-
Notification of award (after the eligibility check) (step 3)	02. 11. 2012*	-
Contract signature	30. 11. 2012*	-

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

** **Provisional date.** Date min. 45 days after invitations.

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 www.safu.hr.

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 grant contract (see Annex G of these Guidelines). By signing the 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 grant contract.

In addition to the Standard Contract the Beneficiary will also be obliged to submit regular quarterly reports according to the instructions of the Contracting Authority.

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 standard grant contract.

³⁹ The date and place of the information session on this call for proposals will be published on the CFCA web-page at: www.safu.hr (in section: Tenders/IPA component I) within 7 days of the launch of this call for proposals.

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)⁴⁰

ANNEX D: LEGAL ENTITY SHEET ⁴¹

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX G: STANDARD GRANT CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-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 IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS

ANNEX H: DAILY ALLOWANCE RATES (PER DIEM), AVAILABLE AT THE FOLLOWING ADDRESS:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

ANNEX J: INFORMATION ON THE TAX REGIME APPLICABLE TO GRANT CONTRACTS SIGNED UNDER THE CALL.

PROJECT CYCLE MANAGEMENT GUIDELINES

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

⁴⁰ Optional where the total amount of the grants to be awarded under the Call for Proposals is EUR 100 000 or less.

⁴¹ Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.