

National Programme for Croatia under the IPA – Transition Assistance and Institution Building Component for 2010

IPA 2010 - Supporting the efforts of CSOs for the prevention of violence among youth and children and fostering youth volunteering

Publication reference: EuropeAid/131825/M/ACT/HR

QUESTIONS AND ANSWERS

Date: 6th October 2011

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

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

QUESTIONS

ANSWERS

Date: August 25, 2011

1. Which organisational requirements has to fulfil an association which applies for this tender, i.e.:
- a) How many staff has to be employed on the basis of contract of employment?
 - b) How big has to be the working space of the association?
 - c) What is the minimum amount of the yearly budget?

In line with the *Guidelines for Applicants*, chapter 2.1.1. *Eligibility of applicants – Who may apply?*, 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, association 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. There is no minimum criterion specified in *Guidelines for Applicants* with regard to number of staff, the size of the working space or the minimum amount of the yearly budget of the applicant.

	<p>However, please note that in the General Conditions article 1.2 it is stated „The Grant Beneficiary shall implement the Action with the requisite care, efficiency, transparency and diligence, in line with best practice in the field concerned and in compliance with this Contract. For this purpose the Grant Beneficiary shall mobilize all the financial, human and material resources required for full implementation of the Action as specified in the Description of the Action.“</p> <p>In line with a.m. the Grant Beneficiary is free to organize project team it considers needed for the successful implementation of the project activities.</p>
Date: August 30, 2011	
<p>2. Can regional development agencies (RDAs) from Croatia participate in project applications as partners? Our agency is publicly owned and delivers public services as a public equivalent body. However, it is registered as a d.o.o. (Ltd).</p>	<p>According to the <i>Guidelines for Applicants</i>, chapter 2.2.4. <i>Further information for Concept Note</i>, in the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities. Eligibility of the Applicants and Partners will be assessed by the Evaluation Committee during the evaluation process and it will be subject of <i>ex-ante</i> control performed by the EU Delegation. List of criteria that partners have to fulfil is stated in the Guidelines for Applicants, chapter 2.1.2 <i>Partnerships and eligibility of the partners</i>.</p>
Date: September 13, 2011	
<p>3. We would like to enquire if we are eligible to apply for funding Program of violence among youth and children. We are public institution with long tradition and experience (but with very limited budget) caring for the children with intellectual disabilities and delinquent children between the ages of 14 - 21. We developed a Program, specially designed to reduce violence and improve general behavior by providing a secure environment, whereby we could reeducate or educate such children, by professional intervention and direction.</p>	<p>In case an applicant or a partner is a national of the Republic of Croatia, they will be required to prove that they are founded according to the relevant legal acts specified within the <i>Guidelines for Applicants</i>.</p>
Date: September 20, 2011	
<p>4. As we have not found detailed information on how and when the approved project budget would be available to the Grant Beneficiary, we need answers</p>	<p>a) Payment procedures are set out in Article 4.2 of the Special Conditions and correspond to one of the options set in the Annex II –</p>

<p>to the following:</p> <p>a) Will the allocated budget be available to the Grant Beneficiary immediately after contract signing or the project has to be financed for certain period by the association that was awarded the aid?</p> <p>b) Is it allowed that an association that would like to apply to this Call for proposals applies for the project budget significantly bigger than the actual association's financial annual revenue, and if so, is there a limit to it?</p> <p>c) In case of applying to this Call for proposal with a number of partners, will financial strength of all project partners be taken into consideration or will only financial data of the project leader be taken into consideration?</p>	<p>General Conditions Article 15.1. For the a.m. grant scheme one of the following options will apply:</p> <p>Option 1: Actions with an implementation period not exceeding 12 months or where the financing provided by the Contracting Authority does not exceed EUR 100 000</p> <p>The Contracting Authority will pay the grant to the Grant Beneficiary in the following manner:</p> <ul style="list-style-type: none"> • pre-financing of 80% of the sum referred to in Article 3.2 of the Special Conditions following the provisions in Article 4.3 of the Special Conditions. • the balance within 45 days of the Contracting Authority approving the final report in accordance with Article 15.2, accompanied by a request for payment. <p>Option 2: Actions with an implementation period of more than 12 months and where the financing provided by the Contracting Authority is more than EUR 100 000</p> <p>The Contracting Authority shall pay the grant to the Grant Beneficiary in the following manner:</p> <ul style="list-style-type: none"> • an initial pre-financing installment of 80% of that part of the estimated budget for the first 12 months financed by the Contracting Authority by applying the percentage to eligible costs laid down in article 3.2 of the Special Conditions, following the provisions in Article 4 of the Special Conditions. <p>b) There is no minimum annual revenue of an applicant specified in the <i>Guidelines for Applicants</i>. However, the applicants need to 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. Financial capacity of an applicant is to be assessed in the frame of evaluation of the full application in accordance with the evaluation criteria set out in the Evaluation Grid (<i>Guidelines for Applicants</i>, chapter 2.3. <i>Evaluation and selection of applications, Step 2: evaluation of the full application, Ev grid: 1. Financial and operational capacity</i>).</p> <p>c) Bear in mind that the financial capacity of the Applicant will be</p>
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	<p>evaluated in accordance with Evaluation grid provided in the chapter 2.3 (2) of Guidelines for Applicants. Question 1.4. in the quoted grid refers solely to applicants sources of finance rather than project partners. According to the <i>Guidelines for Applicants</i>, chapter 2.4. <i>Submission of supporting documents for provisionally selected applications</i>, point 2., only the applicant submits data on its financial capacity.</p>
Date: September 23, 2011	
<p>5. The Guidelines for applicants do not mention whether refurbishment of premises (to be used for education of the target group) and purchase of the equipment is eligible or non-eligible cost. Please clarify.</p>	<p>In line with the <i>Guidelines for Applicants</i>, chapter 2.1.3. <i>Eligible actions: actions for which an application may be made</i>, actions (projects) limited <u>only or mainly</u> to restoration of buildings, construction and all capital investments are ineligible. In accordance with the <i>General Conditions</i>, article 14.2., purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the project in question are eligible cost.</p> <p>Please note that the refurbishment has to be related to the project activities, i.e. made specifically for the purposes of the project in question.</p>
Date: September 26, 2011	
<p>6. Can a CSO without employees be an applicant (our CSO exists and works for 20 years, but we are all volunteers, there is no permanently employed person)?</p>	<p>Please refer to the answer on question number 1.</p>
Date: September 26, 2011	
<p>7. Is there another Call for Proposals planed with the same objectives (prevention of violence among children and youth) after this one and if, when?</p>	<p>Decision on financing specific objectives is being done by the body responsible for programming, i.e. Government of the Republic of Croatia, Office for Cooperation with NGOs. On the basis of GOfNGOs decision, Contracting Authority elaborates Annual Work Programme for Grants.</p>

	<p>According to the Annual Work Programme for Grants, published at the EuropeAid and CFCA webpages, <i>Supporting the efforts of CSOs for the prevention of violence among youth and children and fostering youth volunteering</i> is the only Call for Proposals regarding stated objectives in 2011. As for the schedule of Calls for Proposals for 2012, in line with the <i>Practical Guide to Contract procedures for EU external actions</i>, chapter 6.2.4. <i>Programming</i>, the work programme will be adopted by the Contracting Authority and published on its Internet site (or any other appropriate media) and on the EuropeAid website, if necessary during the previous year and no later than 31 March of each financial year.</p>
Date: September 26, 2011	
<p>8. What percentage of finance are the CSO supposed to contribute to the project, and can this be financed by the Croatian Government institution (like Ministry of education)?</p>	<p>According to the <i>Guidelines for Applicants</i>, chapter 1.3. <i>Financial allocation provided by the Contracting Authority</i>, any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action:</p> <ul style="list-style-type: none"> • 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). <p>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. In that sense, financing from the Croatian public institutions (e.g. ministries) may be considered as source other than EU budget.</p>
Date: September 26, 2011	
<p>9. Should we with the Concept Note just give an estimate of the amount of contribution requested - as one total estimate, or as the budget - specified and divided by the activities that are planned?</p>	<p>According to the <i>Guidelines for Applicants</i>, chapter 2.2.1. <i>Concept Note Content</i>, 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</p>

	<p>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 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.</p>
<p>Date: September 26, 2011</p>	
<p>10. Regarding the submission of the Concept Note, we have the following technical questions regarding filling in the template:</p> <p>a) While sending Concept Note, do we send the whole application (empty part B included) or just the part A? If we don't print it and it is part of the Concept Note on CD, sent application will not be the same as the application submitted on CD.</p> <p>b) Do the sub-questions from Concept Note count in number of pages (5 pages) or only the answers?</p>	<p>a) Detailed instructions for submission of concept note are provided in the Guidelines for applicants, chapter 2.2.2. Mentioned instructions clearly refer to submission of <u>only part A of the Grant Application form</u>. Same applies to the content of CD: It is important that the content of the Concept Note that you fill in within the hard copy and the one on CD is the same. The evaluation will be based solely on the information provided by the applicant in the Concept Note.</p> <p>b) No. In particular, text in the template after remark <i>“Please provide all the following information:”</i> represents guidance concerning issues to be addressed under relevant title rather than sub-questions. In that sense, applicant is expected to insert own text under corresponding titles (e.g. 1.2.,1 <i>Relevance to the objectives/sectors/themes/specific priorities of the call for proposals</i>) whilst following the logic of guidance itself, instead of copying it from the template.</p>