

GENERAL INSTRUCTIONS TO GRANT APPLICANTS

Legal disclaimer

Central Finance and Contracting Unit (CFCU) accepts no responsibility or liability whatsoever with regard to the information in the following instructions.

This information is:

- of a general nature only and is not intended to address the specific circumstances of any particular individual or entity;
- not professional or legal advice (for specific advice, you should always consult **Guidelines for Applicants** with reference to other documents).

Before you start filling in the Application Form please read these Instructions and complete the Application Form with all due care. The aim of these Instructions is to ensure that all project applicants present their applications in a standardized manner so that they may be dealt with and judged on an equal basis.

These instructions should not be regarded as an official document; they are intended to provide general guidance only, please, read them with care and note that for specific information relating to the preparation of project proposals, reference should be made to the GUIDELINES FOR APPLICANTS!

We would like to draw your attention to the fact that the European Commission is continuously updating the rules relating to grant applications. These are published in the ‘Practical Guide to Contract Procedures for EC External Actions’ (PRAG), (please ALWAYS refer to the latest version http://ec.europa.eu/comm/europeaid/tender/gestion/index_en.htm) Applicants must follow the PRAG when preparing and submitting their project proposals.

In line with the new PRAG rules;

- The Application Form contains a template for a ‘Concept Note’
- The evaluation of your full application will only be performed if your Concept Note is selected;
- An eligibility conformity check will only be performed for those proposals that have been selected on the basis of the scores awarded during the evaluation. The eligibility conformity check will be carried out on the basis of the supporting documents supplied by the applicant, as requested by the Central Finance and Contracting Unit (CFCU), plus an accompanying, signed, Declaration by the Applicant.

There are **2 stages of the evaluation procedure.**

1. The first stage is the evaluation of the application;
2. The second stage is the verification of supporting documents to allow the CFCU to authenticate the eligibility of the applicants and their partners.



Before sending the application, please bear in mind the following:

- Use the Application Form annexed to the Guidelines for Applicants (Annex A). Do not forget to include a **concept note**, which must also be completed. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in the order given;
- Send the application in **English**;
- Use the **checklist** (section V of the grant application) before submitting the proposal. Any error or any major inconsistency in the Application Form may lead to the immediate rejection of the proposal;
- **Do not** send **hand-written** applications. They will not be accepted;
- When applying, please **DO NOT send supporting documents** with the application form. Supporting documents (such as organisational statutes, external audit reports, building permits...) will be asked for by the CFCU if, and only if, your proposal has been provisionally selected or listed under the reserve list;
- The Application Form must be submitted in **hard copy** (1 original and 3 copies) and in **electronic form** (floppy disc or CD);
- Faxed or e-mailed applications will not be accepted
- The **Checklist** (Section V of the grant application form) and the **Declaration by the Applicant** (Section VI of the grant application form) must be **stapled separately** and enclosed in the envelope;
- Applications must be received 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 stated in the Guidelines for Applicants;
- Applicants must verify that their application is complete using the **Checklist** (section V of the grant application form). Incomplete applications will be rejected.

Firstly, you have to send the application form, including:

- **Concept Note (maximum 4 pages long)**
- **full Application Form,**
- **Budget, (when designing the budget, please make it cost-realistic and specific activities related)**
- **Logical Framework**
- **Checklist** (Section V of the grant application form)
- **Declaration by the Applicant** (Section VI of the grant application form), which must be **stapled separately** and enclosed in the envelope.

Please DO NOT submit supporting documents with the application, as these will be required in the later stage.

The outer envelope **must** bear:

- the reference number (e.g. HR2005/8/1,2004-0102-0105) **and the title of the call for proposals**,
- the full name and address of the applicant, and
- the words “Not to be opened before the opening session” and “Ne otvarati prije sastanka odbora za ocjenjivanje”.



➤ EVALUATION AND SELECTION

During the 1st stage (evaluation), you will be contacted by the CFCU up to 3 times if:

- a.) your application has passed the administrative check (i.e. the deadline has been respected and the Application Form satisfies all criteria mentioned in the Checklist);
- b.) the concept note assessment indicates that full Application Form will be evaluated;
- c.) the evaluation of the full Application Form shows that your proposal will be taken to further verification.

STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

Following the opening session and the administrative check, the CFCU will send a letter to all applicants, indicating whether their application was received prior to the deadline, informing them of the reference number they have been allocated, whether their application has satisfied all the criteria mentioned in the Checklist and whether their Concept Note has been recommended for further evaluation.

STEP 2: EVALUATION OF THE CONCEPT NOTE

Following the evaluation of the Concept Note, the CFCU will send a letter to the applicants, whose Concept Note has been assessed, indicating the scores obtained for this part of the evaluation and whether their full Application Form will be further evaluated.

Only those which will have passed the Concept note selection will see their full application assessed!!

STEP 3: EVALUATION OF THE APPLICATION FORM

An evaluation of the quality of the proposals, including the proposed budgets, and of the capacity of the applicants and their partners to implement the proposed action, will be carried out in accordance with the evaluation criteria given in the Guidelines for Applicants.

PROVISIONAL SELECTION

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

STEP 4: ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the CFCU will ONLY be performed for the proposals that have been provisionally selected according to their scores and within the available budget for the call.

If following the above analysis a proposal is rejected, the rejected proposal will be replaced by the next best scored proposal from the reserve list falling within the available financial envelope. This reserve proposal will then, in turn, be examined for the eligibility of the applicant and partners.



➤ SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED PROPOSALS

In this stage, applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the CFCU.

They will be requested to supply the supporting documents in order to allow the CFCU to verify the eligibility of the applicants and their partners, such as:

-the statutes or articles of association of the applicant organisation and of each partner organisation; external audit report produced by an approved auditor; copy of the applicant's latest accounts; legal entity sheet; financial identification form; location permit, building permit and/or any other appropriate permit and/or any other documents requested by the CFCU at that stage and depending on the requirements stated in Guidelines for Applicants.

The supporting documents can be in **Croatian or English** language.

If these documents are not provided before the set deadline (set in the letter sent to the applicant from the side of CFCU), the application will be rejected.

Please note:

Even in the case the applicant has passed evaluation and verification of eligibility phases, 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. The checks may give rise to requests for clarification and may lead the Contracting Authority to impose reductions. Thus, please take care and compose cost realistic and activities related budget. Costs that are ineligible will have to be removed from the budget, prior to signing of the contract. Possible modifications of the budget may not lead to an increase of the amount of the grant requested from the European Commission nor of the percentage of the co-financing.

➤ NOTIFICATION OF THE CFCU's DECISION

Applicants will be informed in writing of the CFCU decision concerning their application.

The CFCU decision to reject an application or not to award a grant is final.

GENERAL NOTES

- **CFCU discourages applicants to try to obtain any additional info during evaluation phase and verification of eligibility phase, additional to the information that will be provided by CFCU in writing to applicants.**
- During the period when the call is open, CFCU will answer questions posed until 21 days before the deadline. The response will be given until 11 days before the deadline, at the latest. The questions should be sent by e mail to grants.cfcu@mfin.hr, and the mail should bear the reference no. and the title of the Call. We strongly discourage phone calls and faxes towards CFCU as these will not be answered.

We wish you all the best in developing your project ideas!

Central Finance and Contracting Unit

