



**Contracting Authority:** Ministry of Finance of the Republic of Croatia  
Central Finance and Contracting Unit (CFCU)

**Enabling the Civil Society Sector for active contribution in  
the pre-accession process  
in the Area of Democratisation and Human Rights**

Guidelines  
for grant applicants

**Budget line: Croatia 2006 Phare National Programme**

Reference: 2006-0202-0203

Deadline for submission of proposals: 31 March 2008

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# **1. THE PROGRAMME “ENABLING THE CIVIL SOCIETY SECTOR FOR ACTIVE CONTRIBUTION IN THE PRE-ACCESSION PROCESS IN THE AREA OF DEMOCRATISATION AND HUMAN RIGHTS”**

## **1.1 BACKGROUND**

On 20 December 2004 the Council of the European Union adopted a Regulation (EC) No 2257/2004 amending the Council (EEC) Regulation No 3906/89 taking into account of Croatia’s candidate status. This Regulation provides for Croatia to be the beneficiary of the pre-accession assistance, PHARE programme.<sup>1</sup>

The Accession partnership, adopted by the Council on 9 November 2005 and based on the findings of the Commission’s Opinion on Croatia’s application for membership, identifies short and medium term priorities for Croatia’s accession preparation for further integration to the EU. These priorities identify key areas for EU pre-accession financial assistance. Croatia committed itself to fulfilling the Copenhagen criteria and conditions set out by the Stabilisation and Association Agreement. These criteria include the obligation of each country to “ensure stability of institutions that guarantee democracy, the rule of law, respect and protection of minorities” and underline the existence of a thriving and active civil society.

The CARDS Country Strategy for Croatia 2002-2006 stresses that well-developed civil society is a key requirement for a modern democratic society. Civil society holds an important position in monitoring government activities and possible abuses of power and provides a source of grassroots initiatives which can lead to new social practices and legislation. The CARDS programme supported CSOs’ projects through several Grant schemes, which contributed to the promotion of democracy and human rights, enhancement of civic society, better understanding and spread of principles of good governance and the rule of law and social service delivery by non-profit organisations.

The Communication of the European Commission “*Civil Society Dialogue between the EU and Candidate Countries*” highlights that “it would be of benefit if the civil society dialog with Croatia further develops in fields related more directly to the practical impact of the EU accession process. This should generate greater understanding of the benefits and challenges of EU integration. This document identifies civil and human rights, combating social exclusion and discrimination of all kinds, gender-equality as part of the priority areas.

The National programme for Integration to the EU 2005 (NPIEU 2005) further emphasises the priorities such as strengthening the fight against corruption both at the normative and implementation level, with a particular emphasis upon public awareness activities, civil, political, economic and social rights, gender equality and protection of the rights of child.

The protection and promotion of the above mentioned rights should be therefore further pursued. Particular attention should be given to raising awareness on corruption as a serious criminal offence, on anti-discrimination measures and the improvement of vulnerable groups’ status in general. A culture of transparency and public participation needs to be promoted and strengthened within all levels of public administration.

Civil Society Organisations have proven their capacity and expertise to contribute to the promotion and protection of the above-mentioned rights. They have the potential to respond with a unique energy to areas of needs where the Government does not have the necessary flexibility.

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<sup>1</sup> Regulation (EC) No 2257/2004 provides basis for full use and makes amendments of regulations connected to all three pre-accession instruments – PHARE (EEC) Regulation No 3906/89, ISPA (EC) No 1267/99 and SAPARD (EC) No 1268/99.

The above raised issue should be addressed both at the national and local level through fostering dialogue and networking of CSOs, but also intra-sectoral and multi-sectoral cooperation.

## **1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES**

The overall objective of the Programme is to:

*Enable participation and active contribution of CSOs' in developing, implementing and monitoring public policies and Acquis related policies (at all levels) in Croatia and contributing in raising of awareness of the benefits and challenges of EU accession.*

The specific objective of this call for proposal:

*Support CSO projects that contribute to successful accession related reform processes and meeting of political criteria for EU membership in the field of democratization and human rights.*

The project proposals should fall within one or more of the following priorities:

- Enhancing local development and citizens' participation;
- Setting up of cross-sectoral partnerships with the aim of enhancing democratisation and human rights processes and practice;
- Supporting intra-sectoral cooperation, partnership and networking of CSOs with the aim of strengthening civil society influence and participation in development, implementation and monitoring of public policies related to democratisation and human rights issues.

## **1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY**

The overall indicative amount made available under this call for proposals is EUR **967.500,00**. (This allocation consists of EUR 860.000,00 Phare funds and EUR 107.500,00 contribution of 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 programme must fall between the following minimum and maximum amounts:

- minimum amount: EUR 50.000,00
- maximum amount: EUR 100.000,00

A grant may not be for less than 50 % of the total eligible costs of the action.

In addition, no grant may exceed 90% of the total eligible costs of the action (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget or the European Development Fund.

## 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 EC external actions, which is applicable to the present call (available on the Internet at this address: [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/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
- be non-for-profit and non-governmental organizations or formal networks of non-for-profit and non-governmental organizations **and**
- be nationals<sup>2</sup> of a Member State of the European Union or be nationals of Croatia, Albania, Bosnia and Herzegovina, the former Yugoslav Republic of Macedonia, Serbia, Montenegro and Turkey **and**
- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**

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

[http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm));

In part B section VI of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of the situations.

#### 2.1.2 *Partnerships and eligibility of partners*

Applicants may act individually or with partner organisations.

##### 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 same eligibility criteria as applicants.

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<sup>2</sup> Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the internal law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if they are registered locally or accompanied by a “Memorandum of Understanding”.

In addition to the categories referred to in section 2.1.1, the following are however also eligible:

1. Local and regional self-governments and local and regional development agencies may be involved as partners and/or co-financers in projects but may not apply as applicants
2. Educational, development and research institutions, upon condition that they will not derive any profit and that the results will be of public benefit.

Please note that, according to the instruction of the European Commission, salaries/fees of current employees that will be engaged on the project by the applicant or partner being any institution that is continuously financed at any part from the local/state level budget, will only be accepted as eligible and considered as co-financing up to the level of co-financing paid from the Beneficiary or its partners or other donors from sources other than PHARE.

**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 IV - “Associates of the Applicant participating in the Action” of the Grant Application Form.

In particular, **private sector** companies (consultancies, individual enterprises, etc.) **are not eligible** as project partners, but as associates. Furthermore, **central government** bodies (ministries, central government departments and agencies, etc.) **are not eligible** as project partners, but are eligible as associates. Nevertheless, both types of entities can be project co-financers.

- Subcontractors

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

**2.1.3 Eligible actions: actions for which an application may be made**

Definition: An action (or project) is composed of a set of activities.

Duration

The planned duration of an action may not exceed 12 months.

Sectors or themes

| Sector                                     | Themes  |
|--|---|
| <b>1. Democratization and Human Rights</b> | a) Anticorruption measures<br>b) Local community mobilization and |

|  |   |
|--|---|
|  | organising for: <ul style="list-style-type: none"> <li>- solving local problems, especially of marginalized groups<sup>3</sup>, and</li> <li>- fostering dialogue and reconciliation</li> </ul> c) Protection of children's rights<br>d) Promotion of gender equality |
|--|---|

### Location

Actions must take place in Croatia

### Types of action

The following types of action may be financed under this call:

- Promoting and implementing anti-corruption activities, including raising awareness on issues related to conflict of interest;
- Promoting and protecting principles of the rule of law, transparent and responsible public administration through involvement of citizens in decision making processes and increasing of the level of accountability of all sectors;
- Increasing CSOs and citizens participation in developing, implementing and monitoring of public policies, programmes and plans important for local community development;
- Promoting development of voluntary work, solidarity and philanthropy in the communities;
- Promoting values of tolerance, pluralism, inter-culturalism and combating any form of discrimination;
- Promoting equal access to services and rights for disadvantaged or discriminated groups;
- Promoting and developing non-violent methods for conflict resolution and reconciliation;
- Developing and implementing activities in local communities for improving quality of life of families and children;
- Ensuring optimal early development and safe environment for children;
- Increasing participation of children in local communities projects and programmes;
- Training of major stakeholders in equality standards, equal opportunities policies, etc;
- Advocacy for women's rights, economic empowerment, participation in politics especially at local level and other areas of civic influence.

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

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions confined only or mainly to restoration of buildings, construction and all capital investments
- actions concerned only or mainly with individual scholarships for studies or training courses;

### Number of proposals and grants per applicant

An applicant may submit more than 1 proposal under this call for proposals.

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<sup>3</sup> This does not exclude participation and engagement for changing and improving national policies or measures.

An applicant may not be awarded more than 1 grant under this call for proposals.

#### *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. These are detailed below. The budget is therefore 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 apply).

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 co-financing as a result of these corrections may not be increased in any case.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

##### Eligible direct costs

To be eligible under the call for proposals, costs must respect the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F).

##### Contingency reserve

A contingency reserve not exceeding 5% of the 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 total eligible direct costs, save where the beneficiary is in receipt of an operating grant financed from the Community budget.

##### Contributions in kind

Any contributions in kind, which must be listed separately at Annex III, do not represent actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiary or his partners.

Notwithstanding to the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

If co-financing in kind is proposed, they have to be included in Annex B (worksheet 3) to the Guidelines for applicants related to the expected sources of funding for the action.

##### Ineligible costs

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest by the end of the action;
- currency exchange losses;

- taxes, including VAT, unless the Beneficiary (or the Beneficiary's partners) cannot reclaim them and the applicable regulations do not forbid coverage of taxes;
- credits to third parties.

Please note that, according to the instruction of the European Commission, salaries/fees of current employees that will be engaged on the project by the applicant or partner being any institution that is continuously financed at any part from the local/state level budget, will only be accepted as eligible and considered as co-financing up to the level of co-financing paid from the Beneficiary or its partners or other donors from sources other than PHARE.

## 2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

### 2.2.1 *Application form*

Applications must be submitted using the application form annexed to these Guidelines (Annex A). This form includes guidance for concept note, which must also be drafted. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order. Please provide budget with round figures.

Applicants must apply in English.

Please complete the 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 (section V of part B of the grant application form) or any major inconsistency in the application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the proposal.

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 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.**

### 2.2.2 *Where and how to send the Applications*

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

Ministry of Finance of the Republic of Croatia  
 Department for Financing EU Assistance Programmes and Projects  
 Central Finance and Contracting Unit (CFCU)  
 (Ministarstvo financija Republike Hrvatske  
 Uprava za financiranje programa i projekata  
 pomoći EU - SJFU)

Katančićeva 5  
 10 000 Zagreb  
 Croatia

Address for hand delivery or by private courier service  
Ministry of Finance of the Republic of Croatia  
Department for Financing EU Assistance Programmes and Projects  
Central Finance and Contracting Unit (CFCU)  
(Ministarstvo financija Republike Hrvatske  
Uprava za financiranje programa i projekata  
pomoći EU - SJFU)

Katančićeva 5  
10 000 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 (1) original and three (3) copies in A4 size, each bound. The complete application form (part A: concept note and part B: 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 application form must not be split into several different files). The electronic format must contain **exactly the same** proposal as the paper version enclosed.

The Checklist (Section V of part B the grant application form) and the Declaration by the applicant (Section VI of part B of the grant application form) must be stapled separately and enclosed in the envelope

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

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the title, 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 ponuda".

**Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.**

### 2.2.3 *Deadline for submission of Applications*

The deadline for the submission of applications is 31 March 2008 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is 31 March 2008 at 10.00 hours local time as evidenced by the signed and dated receipt. Any application submitted after the deadline will automatically be rejected.

### 2.2.4 *Further information for Applications*

Questions may be sent by e-mail no later than 21 days before the deadline for the submission of proposals to the address listed below, indicating clearly the reference of the call for proposals: 2006-0202-0203

E-mail address: [grants.cfcu@mfin.hr](mailto:grants.cfcu@mfin.hr)

Replies will be given no later than 11 days before the deadline for the submission of proposals.

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 the EuropeAid website: [http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm) and <http://cfcu.mfin.hr>

## 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:

### (1) STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected. (see paragraph 2.2.3).
- The Application Form satisfies all the criteria mentioned in the Checklist (section V of part B of the grant application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that **sole** basis and the proposal will not be evaluated further.

Following the opening session and the administrative check, 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, whether they have satisfied all the criteria mentioned in the checklist and whether their Application Form/Concept Note has been recommended for evaluation.

### (2) STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The Contracting Authority reserves the right to skip the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of proposals are received) and to go straight to the evaluation of the corresponding full proposals.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

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, part A of the grant application form.

If the examination of the Concept Note reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the proposal shall be rejected on this sole basis.

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    |    |
|--|-----------|----|
| <b>1. Relevance of the action</b>  | Sub-score | 15 |
| 1.1 Relevance of the problems to needs and constraints of the country/region to be addressed in general, and to those of the target groups and final beneficiaries in particular | 5         |    |
| 1.2 Relevance to the priorities and objectives mentioned in the Guidelines   | 5(x2)*    |    |
| <b>2. Effectiveness and Feasibility of the action</b>  | Sub-score | 25 |
| 2.1 Assessment of the problem identification and analysis  | 5         |    |

|   |           |           |
|---|-----------|-----------|
| 2.2 Assessment of the proposed activities (practicality and consistency in relation to the objectives, purpose and expected results). | 5(x2)*    |           |
|   | 5(x2)*    |           |
| 2.3 Assessment of the role and involvement of all stakeholders and proposed partners.   |           |           |
| <b>3. Sustainability of the action</b>  | Sub-score | 10        |
| 3.1 Assessment of the identification of the main assumptions and risks, before the start up and throughout the implementation period. | 5         |           |
| 3.2 Assessment of the identification of long-term sustainable impact on the target groups and final beneficiaries.                    | 5         |           |
| <b>TOTAL SCORE</b>  |           | <b>50</b> |

\*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.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category "Relevance" as well as a minimum total score 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 at least two times the available budget for this Call for proposals. The Evaluation Committee will subsequently proceed with the evaluation of the full proposals of the pre-selected applicants.

### **(3) STEP 3: EVALUATION OF THE FULL APPLICATION**

#### **EVALUATION OF THE FULL APPLICATION**

An evaluation of the quality of the proposals, including the proposed budget, and of the capacity of the applicant and his partners, will be 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 proposals 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 proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing. 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.

If the examination of the proposal reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the proposal shall be rejected on this sole basis.

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 |
|---|---------------|
| <b>1. Financial and operational capacity</b>  | <b>20</b>     |
| 1.1 Do the applicant and partners have sufficient <b>experience of project management</b> ?   | 5             |
| 1.2 Do the applicant and partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed.)   | 5             |
| 1.3 Do the applicant and partners have sufficient <b>management capacity</b> ? (including staff, equipment and ability to handle the budget for the action)?  | 5             |
| 1.4 Does the applicant have stable and sufficient sources of <b>finance</b> ?   | 5             |
| <b>2. Relevance</b>   | <b>25</b>     |
| 2.1 How relevant is the proposal to the <b>objectives</b> and one or more of the <b>priorities</b> of the call for proposals?<br>Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least <b>one priority</b> .<br>Note: A score of 5 (very good) will only be allocated if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...       | 5 x 2         |
| 2.2 How relevant to the particular <b>needs and constraints</b> of the target country/countries or region(s) is the proposal? (including avoidance of duplication and synergy with other EC initiatives.)   | 5             |
| 2.3 How clearly defined and strategically chosen are those involved (final beneficiaries, <b>target groups</b> )? Have their <b>needs</b> been clearly defined and does the proposal address them appropriately?  | 5 x 2         |
| <b>3. Methodology</b>   | <b>25</b>     |
| 3.1 Are the <b>activities</b> proposed appropriate, practical, and consistent with the objectives and expected results?   | 5             |
| 3.2 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 anticipate an <b>evaluation</b> ?)  | 5             |
| 3.3 Is the <b>partners' level of involvement and participation in the action</b> satisfactory?<br>Note: If there are no partners the score will be 1.   | 5             |
| 3.4 Is the <b>action plan</b> clear and feasible?   | 5             |
| 3.5 Does the proposal contain <b>objectively verifiable indicators</b> for the outcome of the action?   | 5             |
| <b>4. Sustainability</b>  | <b>15</b>     |
| 4.1 Is the action likely to have a tangible <b>impact</b> on its target groups?   | 5             |
| 4.2 Is the proposal likely to have <b>multiplier effects</b> ? (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 <b>sustainable</b> :<br>- financially ( <i>how will the activities be financed after the funding ends?</i> )<br>- 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> )<br>- at policy level (where applicable) ( <i>what will be the structural impact of the</i> | 5             |

|  |            |
|--|------------|
| <i>action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?)?</i> |            |
| <b>5. Budget and cost-effectiveness</b>  | <b>15</b>  |
| 5.1 is the ratio between the estimated costs and the expected results satisfactory?          | 5          |
| 5.2 Is the proposed expenditure <b>necessary</b> for the implementation of the action?       | 5 x 2      |
| <b>Maximum total score</b>   | <b>100</b> |

*Note on Section 1. Financial and operational capacity*

If the total average score is less than 12 points for section 1, the Evaluation Committee will reject the proposal.

*Note on Section 2. Relevance*

If the total average score is less than 20 points for section 2, the Evaluation Committee will reject the proposal.

*Provisional selection*

Following the evaluation, 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 following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the concept note of the same application.

**(4) STEP 4: 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 proposals that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section VI 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 proposal 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 proposal will be replaced by the next best placed proposal 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 PROPOSALS

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:<sup>4</sup>

1. The statutes or articles of association of the applicant organisation<sup>5</sup> and of each partner organisation. 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.<sup>6</sup>

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)<sup>7</sup>.

3. Legal entity sheet (see annex D) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

4. A financial identification form conforming to the model attached at Annex E, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the Contracting Authority or where the Contracting Authority has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.

In case of local applicant, bank account must be in local currency (kuna).

5. For Educational, development and research institutions, acting as partners: a solemn statement that they will not derive any profit from the Grant.

The supporting documents requested must be supplied in the form of originals or photocopies 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 Croatian, a translation into one of the language(s) of the call for proposals of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the proposal.

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 supporting documents are not provided before the set deadline (15 calendar days from the receipt of the letter sent by the Contracting Authority), the application may be rejected.

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<sup>4</sup> No supporting document will be requested for applications for a grant not exceeding EUR 25 000.

<sup>5</sup> 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

<sup>6</sup> To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

<sup>7</sup> 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.

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 the reasons for the decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may petition to the Contracting Authority directly. The Contracting Authority must reply within 90 days of receipt of the complaint.

Where the European Commission is informed of such a complaint, it must communicate its opinion to the Contracting Authority and do all it can to facilitate an amicable solution between the complainant (applicant) and the Contracting Authority. If this procedure fails, the applicant may have recourse to procedures established under the recipient's national legislation.

### 2.5.2 Indicative time table

|   | <b>DATE</b>        | <b>TIME*</b>   |
|---|--------------------|----------------|
| <b>Information meeting (if any)</b>   | Not applicable     | Not applicable |
| <b>Deadline for request for any clarifications from the Contracting Authority</b> | 10 March 2008      | -              |
| <b>Last date on which clarifications are issued by the Contracting Authority</b>  | 20 March 2008      | -              |
| <b>Deadline for submission of Application Form</b>                                | 31 March 2008      | 10.00          |
| <b>Information to applicants on the opening &amp; administrative check</b>        | 30 April 2008*     | -              |
| <b>Information to applicants on the evaluation of the Concept Notes</b>           | 05 June 2008*      | -              |
| <b>Information to applicants on the evaluation of the Full Application Form</b>   | 15 July 2008*      | -              |
| <b>Notification of award (after the eligibility check)</b>                        | 30 August 2008*    | -              |
| <b>Contract signature</b>   | 30 September 2008* | -              |

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

## **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 contract (see Annex F). By signing the Application form (Annex A), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the Standard Contract.

### 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 contract.

### **3. LIST OF ANNEXES**

#### **DOCUMENTS TO FILL IN**

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)

[http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)

ANNEX E: FINANCIAL IDENTIFICATION FORM

#### **DOCUMENTS FOR INFORMATION**

ANNEX F: STANDARD CONTRACT (WORD FORMAT), available at the following address:

[http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

[http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)

ANNEX H: STANDARD CONTRIBUTION AGREEMENT, applicable in case where the beneficiary is an International organisation, is available at the following address:

[http://ec.europa.eu/europeaid/work/procedures/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/index_en.htm)