



**Contracting Authority:  
The Central Finance and Contracting Agency (CFCA),  
Republic of Croatia**

**IPA 2009**

**Building Capacities of CSOs for Implementing Innovative Social  
Service Delivery Programmes in the Areas of Special State Concern**

Guidelines  
for grant applicants

Budget line: 22.020100

National Programme for Croatia under the IPA – Transition Assistance  
and Institution Building Component for 2009

Reference: **EuropeAid/130189/M/ACT/HR**

Deadline for submission of proposals: **21 September 2010**

## **NOTICE**

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and full proposal). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the applicants whose Concept Notes have been pre-selected, evaluation of the full proposal will be carried out. Further to the evaluation of the full proposals, 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. Building Capacities of CSOs for Implementing Innovative Social Service Delivery Programmes in the Area of Special State Concern

## 1.1 BACKGROUND

The participation and the contribution of the Civil Society Organisations (CSO) in developing, implementing and monitoring public and acquis-related policies as well as raising awareness on the challenges of EU accession has been highlighted through intra-sectoral and cross-sectoral cooperation, partnership and networking on local, regional, national and trans-national levels<sup>1</sup> in each component of the IPA programme, in particular as a part of the first Strategic Objective under IPA Component I: 'To further improve Croatia's alignment with the political criteria, including a reinforced support to civil society<sup>2</sup>'.

In the scope of the first area of intervention of the IPA Component – I (political criteria) CSOs already act as relevant providers of direct assistance, 'promotion and protection of human rights, democracy and protection of minorities<sup>3</sup>'. Their contribution is increasingly recognised, particularly in the process of 'creation of an adequate network of community-based services and supporting innovative models of social service especially in the process of de-institutionalisation for particular target groups, namely elderly, children and children with disabilities<sup>4</sup>'.

The Government's *National Strategy for the Creation of an Enabling Environment for Civil Society Development*<sup>5</sup> is based on broad consensus among civil society and government representatives, about the strategic priorities in the period 2006-2011. The measures set in the Strategy are to ensure adequate legislative, administrative and social conditions for the development and agency of civil society, as a fully independent and highly relevant social agent for social innovation, promotion of participatory democracy, protection of human rights and competent and efficient monitoring of public policies in the context of Croatia's final phase of accession to the EU and its immediate aftermath.

Meeting the priorities and implementing the measures set out in the Joint Inclusion Memorandum<sup>6</sup> document are slowly progressing followed by the key element - strengthening the administrative capacities in good time before accession to ensure proper implementation and enforcement of the *Acquis* in this field. In that sense, although in previous years CSOs have been continuously building their capacities for advocating and participating in public policy process related to harmonisation with *Acquis*, still, there are insufficient capacities of CSOs to promote and provide innovative social services<sup>7</sup> especially in the implementation of the planned de-institutionalisation for, among others, children and adults with disabilities<sup>8</sup>.

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<sup>1</sup> Multi-annual Indicative Planning Document (MIPD) 2009 – 2011 for the Republic of Croatia, November 2008, [www.strategija.hr](http://www.strategija.hr)

<sup>2</sup> Multi-annual Indicative Planning Document (MIPD) 2008 – 2010 for the Republic of Croatia, April 2008, [www.strategija.hr](http://www.strategija.hr)

<sup>3</sup> Croatia 2009 Progress Report, November 2009; ([www.mvpei.hr](http://www.mvpei.hr); [http://www.eu-pregovori.hr/files/Izvjesce/Progress\\_report\\_2009.pdf](http://www.eu-pregovori.hr/files/Izvjesce/Progress_report_2009.pdf))

<sup>4</sup> Croatia 2009 Progress Report, November 2009, ([www.mvpei.hr](http://www.mvpei.hr); [http://www.eu-pregovori.hr/files/Izvjesce/Progress\\_report\\_2009.pdf](http://www.eu-pregovori.hr/files/Izvjesce/Progress_report_2009.pdf))

<sup>5</sup> National Strategy for the Creation of an Enabling Environment for Civil Society (<http://www.uzuvrh.hr/page.aspx?pageID=80>)

<sup>6</sup> The Commissioner Vladimir Špidla and the Croatian Minister Neven Ljubičić signed on 05 March 2007 a joint memorandum on tackling poverty and social inclusion. The purpose of the "Joint Memorandum on Social Inclusion of the Republic of Croatia (JIM)" exercise is to assist Candidate Countries to combat poverty and social exclusion and to modernise their systems of social protection as well as to help preparing their full participation in EU policies in the area. (<http://www.delhrv.ec.europa.eu/?lang=en&content=180&keyword=memorandum>)

<sup>7</sup> CARDS 2004 - 10 projects have been financed focusing on social service delivery by CSOs (<http://www.safu.hr/en/tenders/view/66/social-service-delivery-by-the-non-profit-sector>)

<sup>8</sup> As one of the key priority in the National Programme for the Integration of the Republic of Croatia into the EU 2009 the De-institutionalisation Plan consists of 4 phases – children and adults with disability being the 1st phase.

The capacity building of the CSOs for the future social services delivery is in line with the Ministry of Health and Social Welfare actions towards social contracting and compatible with the planned prospects within the National Implementation Plan on Social Inclusion 2009 – 2010<sup>9</sup> and Human Resources Development Operational Programme (component IV of IPA programme)<sup>10</sup> and valuable preparation for the future participation in the EU Structural funds, more particular the European Social Fund.

Along with that, CSOs which are social service providers are advocating for setting legal and institutional framework for social service delivery by CSOs, for affirmation of social contracting and for fostering social economy. Consequence of lack of legal and institutional framework and lack of financial support for development of social contracting resulted in lack of capacities of CSOs to promote and implement models of innovative social service delivery, especially in the areas of special State concern.

The sectoral analysis made by the Council for Civil Society Development conducted specifically for the IPA 2009 suggests that the vital input should be given to the sub-sectors which are not covered by previous IPA interventions such as: CSOs contribution to the EU policy-making processes, participation in European networks and capacity of monitoring and advocating for implementation of the *Acquis*, as well as strengthening their capacities in the fields of non-formal education programmes for active democratic citizenship, improving standards and criteria for concluding high-quality social contracts with civil society organisations on the provision of social services, as well as the effective absorption of the post-accession EU funds.

Due to insufficient capacities, lack of information and geographical distance from main decision making bodies there has been considerable unbalance of capacities for public advocacy and social service delivery among national and regional /local CSOs (especially those active in the Areas of Special State concern). In that sense, strengthening of the capacities of CSOs for the implementation of innovative social services at the local level (especially in the Areas of special State concern) would contribute to the establishment of social contracting model, and to the sustainable development of social services delivery which are also in line with the National Plan for Employment Policy Priorities 2009 - 2010<sup>11</sup>. Innovative high-quality social contracting initiatives require the establishment of intra-sectoral and cross-sectoral cooperation and partnership networks on local, regional, national and EU level as well as the replication and multiplication of successful projects and effective participation in development of public policies related to social services delivery through social contracting.

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<sup>9</sup> National Implementation Plan on Social Inclusion 2009 – 2010 was adopted by the Government of the Republic of Croatia, June 26, 2009. The National Implementation Plan is compatible with the 'Joint Memorandum on Social Inclusion of the Republic of Croatia (JIM) signed by the European Commission and the Republic of Croatia in 2007 on tackling poverty and social inclusion aiming at assisting the Republic of Croatia as a Candidate Countries to combat poverty and social exclusion and to modernise its system of social protection as well as to help preparing Croatian full participation in EU policies in the area. ([www.mzss.hr](http://www.mzss.hr))

<sup>10</sup> Human Resources Development Operational Programme 2007 – 2009 (<http://www.strategija.hr/Default.aspx?sec=2>)

<sup>11</sup> National Implementation Plan for Employment 2009 – 2010 is in line with the priorities set in the 'Joint Assessment of Employment Priorities' (JAP) signed between the European Commission and the Republic of Croatia in 2007 on the main strengths and challenges for the Croatian labour market with a view to preparing accession to the EU. The JAP proposes improving the skills match between supply and demand on the labour market and taking measures to improve the employment rates for women, older workers and youth unemployment. The National Implementation Plan for Employment 2009 – 2010 as one of the priority emphasises the modernisation of the social protection system and the increase of the investments in human resources (education and skills); <http://www.mingorp.hr/default.aspx?id=1599>

## 1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this Call for Proposals is:

The global objective is to improve the environment conducive to development and sustainability of civil society organizations in Croatia as proactive social actors in the implementation of the EU *Acquis*.

The **specific objective** of this Call for Proposals is:

The purpose of the project is to provide CSOs with relevant knowledge, skills and experience required for strengthening their role as relevant actors at the local level in the fields of social service through innovative social service delivery programmes in the Areas of Special State Concern<sup>12</sup>.

The project proposals should fall within one or more of the following priorities, for the benefit of the final beneficiaries in the Areas of Special State Concern:

- Supporting initial investments in innovative, high-quality social contracts with CSOs for the provision of delivering social services;
- Encouraging networking and partnerships between CSOs and different local actors in social service delivery, as well as networking on local, regional, national and EU level with similar organisations;
- Strengthening capacities of CSOs for promotion and implementation of social economy programmes through social contracting at the local level;
- Building capacities of local administration and CSOs on new models and innovative approaches to social service delivery;
- Raising awareness on the advantages and benefits of contracting CSOs for providing innovative social services;
- Effective participation of CSOs in development of public policies related to social contracting.

## 1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this Call for Proposals is EUR 1.012.500 (this allocation consists of EUR 900.000 from IPA funds, EUR 112.500 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
- maximum amount: EUR 250.000

A grant may not be 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 (minimum 10 % of the total eligible costs of the action) 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.

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<sup>12</sup> As defined by the Act on Areas of Special State Concern (O.G. 86/08).

## 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](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 specific types of organisations such as: non-governmental organization or formal networks of non-governmental organizations of the following legal status: citizens' associations<sup>13</sup>, business associations and trade unions<sup>14</sup>, foundations<sup>15</sup>, and other institutions<sup>16</sup> **and**
- be nationals<sup>17</sup> 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 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**

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<sup>13</sup> During evaluation process, applicants will be required to prove that they are founded as citizens' associations according to relevant legal Act of the Country involved. If Croatian, citizens' associations should prove that they are founded according to the Law on Associations (O. G. 88/01).

<sup>14</sup> During evaluation process, applicants will be required to prove that they are founded as business associations and trade unions according to relevant legal Act of the Country involved. If Croatian, business associations and trade unions should prove that they are founded according the Law on Labour (O. G. 38/95, 149/09).

<sup>15</sup> During evaluation process, applicants will be required to prove that they are founded as foundations according to relevant legal Act of the Country involved. If Croatian, foundations should prove that they are are founded according to the Law on Foundations and Funds (O. G.36/95) and Law on Amendments to the Law on Foundations and Funds (O. G. 64/01).

<sup>16</sup> During evaluation process, applicants will be required to prove that they are founded as public institutions according to relevant legal Act of the Country involved. If Croatian, public institutions should prove that they are founded according to the Public Institutions Act (O.G. 76/93; 29/97; 47/99 and 35/08).

<sup>17</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 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.

- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary **and**
- be legally registered.

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

There is a minimum of one partner required.

Applications that involve more than one partner with clearly identified roles and responsibilities of each partner will be given priority (preferably with the different legal status) as indicated in the Evaluation grid under section 3.3. In case of applicant being professional and business association, trade union, foundation, academic and research institution/organisation, it must act in formal partnership with citizens association(s) acting in the field relevant for this call for proposal. In addition, an applicant being a national of a country other than Croatia, it must act with an eligible partner organisation from Croatia (i.e. in case the applicant is not a citizens' association acting in the field relevant for this call for proposals, it must act in formal partnership with a citizens' association in the relevant field from Croatia).

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) Local and regional self-government, institutions and legal entities in social services delivery<sup>18</sup>, secondary schools<sup>19</sup>, higher education institutions and research organizations<sup>20</sup> may be involved as partners in projects but may not apply as applicants.
- 2) 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 States; and
  - b) more than half of member organizations are NGOs/Non profit Organisations (NPOs)<sup>21</sup>.

Types of organizations and institutions which are not eligible neither as project applicants nor as project partners include private sector companies (private limited companies, partnerships, joint-stock companies, SMEs, etc.), central government bodies (ministries, central government departments and agencies, etc.), political parties, international organisations created by States as well as inter-governmental organizations.

Nevertheless, private sector companies and central government bodies can participate in the project as co-financers.

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

- Associates

Other organisations<sup>22</sup> 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.

- 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").

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<sup>18</sup> Such institutions include: Centres for Social Care (founded according to Law on Social Care, O.G. 73/97, Law on Changes and Amendments to the Law on Social Care, O.G. 27/01, 59/01, 82/01, 103/03, 44/06, 79/07 and Public Institutions Act, O.G. 76/93; 29/97; 47/99 and 35/08), Health Centres (founded according to Law on Health Care, O.G. 121/03, 44/05, 48/05 and Public Institutions Act (O.G. references as above), Children’s Homes (founded according to Law on Social Care (O.G. references as above) and Public Institutions Act (O.G. references as above)), Family Centres (founded according to Public Institutions Act (O.G. references as above), Law on Social Care and the Law on Changes and Amendments to the Law on Social Care (O.G. references as above)), neighbourhood councils (founded according to Law on Local and Regional Self-Governments, O.G. 33/01, 60/01, 129/05, 109/07, 125/08, 36/09). 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.

<sup>19</sup> Partners will be required to prove that they are founded as secondary schools according to relevant legal Act of the Country involved. If Croatian, secondary schools should prove that they are founded according to Law on Secondary Education (O.G. 69/03).

<sup>20</sup> Partners will be required to prove that they are founded as a higher education institution or a research organisation according to relevant legal Act of the Country involved. If Croatian, eligible are those higher education institutions and research organizations that are registered in the official registers under the authority of the Ministry of Science, Education and Sports (Register of Scientific Organisations and Register of Higher Education Institutions), in line with Act on Scientific Activity and Higher Education of the Republic of Croatia – O.G. 123/03 and 46/07, as covered by Articles 22 (1), 23 and 51.

<sup>21</sup> The status of transnational organisations should be proved by providing the most recent membership list.

<sup>22</sup> Examples of such institutions include local and regional development agencies and entrepreneurial centres.

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 24 months.

Sectors or themes

In order to be eligible, the projects' activities must address a concrete issue of national, regional or local relevance to the engagement of civil society in monitoring, advocating for or directly contributing to effective implementation of the Social Care Law (1997; O.G. 73/97)<sup>23</sup> and/or be in line with the public policy documents such as the Joint Inclusion Memorandum (2007) and the Joint Assessment Paper on Employment Policy Priorities of Croatia (2008).

The specific, relevant themes to which the action must relate, for the benefit of the final beneficiaries in the Areas of Special State Concern:

- Delivering social services in local communities
- Establishing new and/or strengthening existing partnerships between CSOs and relevant actors on local, regional and national level in the area of social service delivery
- Promoting networking with the similar EU organizations
- Designing, developing, implementing and evaluating educational and training programmes focusing on quality social service delivery in local communities, in line with the EU standards and best practices
- Advocating improvement of standards, benchmarks and priorities for contracting CSOs for social service delivery
- Developing and/or analysing social delivery policies and protocols at the level of individual institutions and organizations in the public and the private sector

Location

Actions must take place in Croatia, specifically in the following 10 counties, recognized as counties in which 50% or more share of land area is covered by Area of Special State Concern<sup>24</sup>: Ličko-senjska, Vukovarsko-srijemska, Zadarska, Šibensko-kninska, Sisačko-moslavačka, Požeško-slavonska, Karlovačka, Virovitičko-podravska, Brodsko-posavska, and Osječko-baranjska.

However, part of the action (but not more than two individual activities) may take place in the other Croatian counties and/or in the 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

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<sup>23</sup> Social Care Law (<http://narodne-novine.nn.hr/clanci/sluzbeni/266916.html>)

There have been a number of amendments to the Social Care Law from 2001 (O.G. 27/01, 59/01, 82/01), 2003 (O.G.103/03) and 2007 (O.G. 79/07).

<sup>24</sup> The 10 counties listed above are selected on the basis of determining geographic concentration through focusing on counties which are experiencing the most significant disadvantage and are lagging behind national development levels, where more than 50% of territory is categorised as Area of Special State Concern and which are within the two NUTS II regions whose GDP is below the national average (Panonian Croatia, Adriatic Croatia). They also feature the highest unemployment rate among Croatia's counties. The same categorisation was done for the purpose of establishing geographic concentration of assistance within the Regional Competitiveness Operational Programme (2007-2009), under Component IIIC of IPA programme.

countries eligible under Council Regulation (EC) No 1085/2006 of 31st July 2006 establishing an Instrument for Pre-Accession Assistance (IPA).

Since the actions should contribute to the specific objective of this Call for Proposals, i.e. should contribute to strengthening the role of CSOs as relevant actors at the local level in the fields of social service through innovative social service delivery programmes in the Areas of Special State Concern, it is especially required that all the results/outputs remain at disposal of the target groups and that the final beneficiaries in Croatia, specifically in the Areas of Special State Concern, benefit from them.

### Types of action

Types of actions which may be financed under this call are as follows:

- a. Direct assistance actions; and/or
- b. Networking actions among project beneficiary and partners; and/or
- c. Capacity-building actions; and/or
- d. Educational and training programmes development actions; and/or
- e. Entrepreneurial skills development actions; and/or;
- f. Awareness raising actions; and/or
- g. Public policy advocacy actions.

### Types of activity

Types of activity which may be financed under this call are as follows:

a) *Direct assistance actions for the benefit of the final beneficiaries in the Areas of Special State Concern; and/or*

- Direct social service delivery to individuals or vulnerable groups<sup>25</sup> such as:
  - personal assistance services;
  - adult day-care or half-day care centres (senior citizens, persons with disability including children);
  - temporary housing services (shelters for homeless and victims of violence);
  - housing improvements within families or other forms of substitution for family care;
  - nursing and long term care (including hospice care);
  - counselling (individuals and families, victims of family and any other form of violence, support to youth, treatment for abusers);
  - on-the-spot service to individuals, families or groups of users, transport service for persons with disabilities and senior citizens;
  - extra-curricular and extra-institutional education, specialization and vocational training,;
  - legal counselling, direct support and other types of legal service (free legal aid);
  - humanitarian service for impoverished citizens;
  - assisted living services;
  - psycho-social support
  - improvements of the quality of living and culture of living;
  - informing and raising the awareness in the community
  - developing non-profit entrepreneurship;
  - etc.

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<sup>25</sup> Children and youth without adequate parental care, children and youth with dysfunctional behaviour, persons with disability (including children, and youth), people with psychological disorder, elderly people, social serves for other vulnerable groups such as homeless, drug addicts, family abuse victims, asylum seekers etc.

*b) Networking actions among project beneficiary and partners for the benefit of the final beneficiaries in the Areas of Special State Concern; and/or*

- Development of partnership between CSOs and local partner institutions in delivering social services and focusing on specific issues and challenges in providing services in this area
- Establishing new networks and coalitions at the national and regional/local levels engaging CSOs and, where appropriate, cutting across sectors, that focus on specific problems related to social service delivery,
- Identifying and establishing cooperation with relevant EU-based networks, coalitions, think-tanks and individual organizations specializing in issues of social service delivery with a view to transferring good practice tools.

*c) Capacity-building actions for the benefit of the final beneficiaries in the Areas of Special State Concern; and/or*

- Generic and specific trainings in enhancing capacities of civil society organisations in provision of social services;
- In-house mentorship, training, pilot projects, set-up of specialized organizational units, aimed at strengthening of analytical capacities of civil society organisations engaged in policy advocacy in the field of social service delivery;
- Identification and attendance of specialized trainings and further education in the field of social service delivery;
- Exchange of knowledge and good practice with relevant EU organisations with a view to enhancing specific expertise and organizational skills of the CSOs related to the social service delivery policies and procedures.

*d) Educational and training programmes development actions for the benefit of the final beneficiaries in the Areas of Special State Concern; and/or*

- Development of educational and training programmes and activities focused on introducing new models and innovative approaches related to social service delivery policies and regulations, standards for major stakeholders;
- Development of educational and training programmes based on labour market needs with a view to generating a pool of well skilled and educated providers of social service delivery programmes
- Development of manuals, guides and similar user documents, presenting ideas, concepts and good practice for use in educational programmes and activities, specifically in the area of social service delivery;
- Setting-up information and knowledge management systems or instruments that can enhance the efficiency and quality of promotion and implementation of innovative social service delivery programmes in the area of non-institutional forms of social care for elderly people, people with physical disabilities, palliative care and similar.

*e) Entrepreneurial skills development actions for the benefit of the final beneficiaries in the Areas of Special State Concern; and/or*

- Delivering tailor-made training for development of entrepreneurial skills of target groups in the area of delivering social service;
- Enhancing productivity of target providers of social service delivery programmes, based on needs assessment and labour market trends, through specialized educational programmes, on-the-job trainings, supervised practical trainings (internships);
- Organising study visits to organisations on national and EU level active in the field of social service delivery with a purpose to sharing experience in developing initiative in implementing social service programmes by civil society organisations.

f) *Awareness raising actions for the benefit of the final beneficiaries in the Areas of Special State Concern; and/or*

- Promoting the role of CSOs in improving social inclusion and improvement of living conditions for vulnerable groups;
- Raising awareness actions for further affirmation of social contracting and for fostering of social economy aimed at setting legal and institutional framework for social service delivery by civil society organisations;
- Organising public mobilization activities, aimed at local, regional and national government, such as information and education campaigns (direct activities, creative use of media channels, public meetings) with a view to promoting the role of civil society organisation in the field of social service delivery;
- Encouraging civil society participation and citizens' active involvement in the consultation processes related to implementation of social service delivery.

g) *Public policy advocacy actions for the benefit of the final beneficiaries in the Areas of Special State Concern.*

- Encouraging advocacy actions aimed at improving the standards, benchmarks and priorities for contracting civil society organisations for social service delivery;
- Advocacy and policy analysis for setting legal and institutional framework for social contracting and social economy;
- Further developing the legal framework for social service delivery through social contracting model;
- Advocating for the widening of the scope of service provision by CSOs, involving volunteers and promoting stronger CSO-local administration partnership;
- Monitoring the implementation of legislative mechanisms regarding social service delivery at the level of individual institutions or organizations;
- Drafting of quality standards, codes of conduct, follow-up or continuation of previous successful projects;
- Monitoring the quality and scope of civil society dialogue in social service delivery policy-making process.

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

The applicants must integrate networking and capacity-building activities as a horizontal issue into their overall project design, in order to maximize the chances for sustainability of their advocacy and education efforts, beyond the scope of this project. Establishing or strengthening cooperation with EU counterpart organizations and networks is of particular importance in this respect.

The selection criteria for the grant scheme will favour projects that demonstrate a positive impact on the lasting partnerships engaging partners with different legal statuses, as indicated in the Evaluation grid under section 3.3.

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 confined 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 cost (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<sup>26</sup>.

#### **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 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**.

Civil servants or other public employees of central or local administrations which participate under this call for proposals may not receive fees for their contribution to the action other than their salaries in the respective institution. The salaries of the civil servants or other public employees of the central and local administration may be presented as co-financing contribution of the applicant.

#### Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

#### 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.

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<sup>26</sup> Please note that in case applicant is recommended to be awarded a grant and is designated partner in another project recommended for financing, its operational and financial capacity will be verified in that respect.

### 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.

If the applicant is in receipt of an operating grant financed from the Community budget 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.

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 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:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchase, rent or leasing of land and existing buildings;
- taxes, including VAT unless 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 (to be decided on a case by case basis);
- credits to third parties;
- customs and import duties, or any other charges;
- fines, financial penalties and expenses of litigation;
- operating costs;
- second hand equipment;
- bank charges, costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contributions in kind;
- any leasing costs;
- depreciation costs;
- costs incurred before the signing of contract including project preparation costs;
- subcontracting of services which are part of the regular activities of the applicant.

## 2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR<sup>27</sup> for applicants and their partners for this Call for proposal is not obligatory. However the applicant and partners can register their organisation data, and upload supporting documents in PADOR.

### 2.2.1 *Application form*

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

Applicants must apply in English.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note 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 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 application form and the published annexes which have to be filled in (budget, logical framework) will be evaluated. It is therefore of utmost importance that these documents contain all relevant information concerning the action. No additional annexes should be sent.

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

Applications must be submitted in one original and 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** application 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 applications, 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 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".

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)

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<sup>27</sup> For further information on PADOR, please consult the following website:

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

Helpdesk for questions related to the functioning of PADOR:

*Europeaid-ON-LINE-REGISTRATION-HD@ec.europa.eu*

(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)  
Ulica grada Vukovara 284 (block C), 5<sup>th</sup> 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 (block C), 5<sup>th</sup> 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.

**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 September 21<sup>st</sup> 2010 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 application submitted after the deadline will automatically be rejected.

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

**2.2.4** *Further information for the Application*

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

Questions may in addition be sent by e-mail or by fax no later than 21 days before the deadline for the submission of applications to the below address(es), indicating clearly the reference of the call for proposals:

E-mail address: [grants@safu.hr](mailto:grants@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, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and at the CFCA web-site: [www.safu.hr](http://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.

All questions related to PADOR registration should be addressed to the PADOR helpdesk: [europeaid-on-line-registration-hd@ec.europa.eu](mailto:europeaid-on-line-registration-hd@ec.europa.eu)

## **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 SESSION AND ADMINISTRATIVE CHECK**

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 Application Form satisfies all the criteria specified in points 1-5 of the Checklist (section V 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.

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 and whether they have been recommended for further 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 not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding full applications.

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.

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.

|  | <b>Scores</b> |           |
|--|---------------|-----------|
| <b>1. Relevance of the action</b>  | Sub-score     | 15        |
| 1.1 Relevance of the action 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)*        |           |
| 2.3 Assessment of the role and involvement of all stakeholders and, if applicable, proposed partners.  | 5(x2)*        |           |
| <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 EUR 2.025.000, i.e. at least twice the available budget for this Call for proposals, taking into account the indicative financial envelopes foreseen. The Evaluation Committee will subsequently proceed with the applicants whose proposals have been pre-selected.

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

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its 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 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 and guarantee the visibility of the EU financing (see [http://ec.europa.eu/europeaid/work/visibility/index\\_en.htm](http://ec.europa.eu/europeaid/work/visibility/index_en.htm)). 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 |
|---|---------------|
| <b>1. Financial and operational capacity</b>  | <b>20</b>     |
| 1.1 Do the applicant and, if applicable, partners have sufficient <b>experience of project management</b> ?   | 5             |
| 1.2 Do the applicant and, if applicable partners have sufficient <b>technical expertise</b> ? (notably knowledge of the issues to be addressed.)  | 5             |
| 1.3 Do the applicant and, if applicable, 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 synergy with other EC initiatives and avoidance of duplication.)   | 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 partners' and/or other stakeholders' level of involvement and participation in the action satisfactory?  | 5             |
| 3.3.1 Does the proposal involve more than one partner?  |               |
| 3.3.2 Are the partners involved entities with different legal statuses?   |               |
| 3.3.3 Are the roles and responsibilities of each partner clearly defined?   |               |
| 3.3.4 Does the proposal foresee the establishment or strengthening of cooperation with EU counterpart organizations and networks?   |               |
| 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 action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i> )?<br>- environmentally (if applicable) ( <i>will the action have a negative/positive environmental impact?</i> ) | 5          |
| <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 application will be rejected.

*Note on Section 2. Relevance*

If the total average score is less than 20 points for section 2, 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.

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 applications 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 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 organisation<sup>28</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>29</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>30</sup>.
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<sup>31</sup>. 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. If the partner organisation is the trans-national organisation the most recent membership list must be provided.

The 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, even if they are uploaded in PADOR. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or Croatian, a translation into 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.

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<sup>28</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>29</sup> To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

<sup>30</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.

<sup>31</sup> Please note the applicants from the Republic of Croatia should also submit *Extract from NGO register* ("Izvadak iz registra udruga") issued by relevant State Administration Office on county level.

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.

The conclusion of the contract resulting from this tender procedure is subject to the fulfilment of the following condition:

- Entry into force of a Financing Agreement implementing the National Programme for 2009 under the Instrument for Pre-accession Assistance ("Transition Assistance and Institution Building" Component, Part 1) concluded between the European Commission and the Republic of Croatia.

### 2.5.2 Indicative time table

|  | DATE                          | TIME*               |
|--|-------------------------------|---------------------|
| <b>Information meeting</b>   | To be announced <sup>32</sup> |                     |
| <b>Deadline for request for any clarifications from the Contracting Authority</b>        | 31 August 2010                | -                   |
| <b>Last date on which clarifications are issued by the Contracting Authority</b>         | 10 September 2010             | -                   |
| <b>Deadline for submission of Application Form</b>                                       | 21 September 2010             | 16:00 <sup>33</sup> |
| <b>Information to applicants on the opening &amp; administrative check (step 1)</b>      | 09 November 2010*             | -                   |
| <b>Information to applicants on the evaluation of the Concept Notes (step 2)</b>         | 01 February 2011*             | -                   |
| <b>Information to applicants on the evaluation of the Full Application Form (step 3)</b> | 29 April 2011*                | -                   |
| <b>Notification of award (after the eligibility check) (step 4)</b>                      | 13 June 2011*                 | -                   |
| <b>Contract signature</b>  | 14 July 2011*                 | -                   |

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

<sup>32</sup> 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](http://www.safu.hr) (in section: Tenders/IPA component I) within 7 days of the launch of this call for proposals.

<sup>33</sup> In case of postal deliveries, delivery is evidenced by the date of dispatch, the postmark or the date of the deposit slip. Deadline is set only to the date (not time). In case of hand deliveries, delivery is evidenced by the signed and dated receipt. Deadline is set to date and time.

## **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 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 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 BE COMPLETED**

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)

ANNEX E: FINANCIAL IDENTIFICATION FORM

#### **DOCUMENTS FOR INFORMATION**

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-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 EÜ FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS

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

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

PROJECT CYCLE MANAGEMENT GUIDELINES

[http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101\\_en.htm](http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm)