

Call 1:

ACTIVE CITIZENS FUND IN CROATIA

Call for applicants for »AD-HOC ACTION« PROJECTS and Guidelines for applicants

Ongoing call re-opens on June 30, 2020

Announcement of the call: 30, June 2020

The earliest date for submission of project applications: August 3, 2020

The on-going call will be open until August 24, 2023 or until the available funds are exhausted.

Monthly cycle of administrative check, evaluation and final selection of submitted project proposals is available on <https://acfcroatia.hr/en/ad-hoc-action-projects/>.*

Note: The Croatian version of the full document "Poziv za prijavu Ad hoc akcijskih projekata i upute za prijavitelje is the official document, in case of differences between the two texts; the Croatian version is the valid one.

* At the end of the current year, we will announce the plan for the next year

Table of contents

1. EEA AND NORWEGIAN FINANCIAL MECHANISMS 2014 – 2021	3
1.1. ABOUT THE ACTIVE CITIZENS FUND.....	3
1.2. OBJECTIVES AND EXPECTED OUTCOMES OF ACTIVE CITIZENS FUND IN CROATIA	3
1.3. MANAGEMENT OF ACTIVE CITIZENS FUND IN CROATIA.....	4
2. PROVISIONS OF THE CALL FOR AD-HOC ACTION PROJECTS 2020.....	5
2.1. INDICATIVE BUDGET FOR AD-HOC ACTION PROJECTS CALL	5
2.2. ELIGIBILITY RULES FOR AD-HOC ACTION PROJECTS.....	5
2.2.1. ELIGIBLE APPLICANTS.....	5
2.2.2. ELIGIBLE PARTNERS.....	7
2.3. MAIN PURPOSE OF THE CALL.....	8
2.4. FOCUS OF THE CALL	9
2.4.2. ELIGIBILITY OF ACTIVITIES	10
2.5 EXPECTED PROGRAMME OUTCOMES.....	11
2.6. FINANCIAL PROVISIONS OF THE CALL	20
2.6.1. GENERAL RULES	20
2.7.2. ELIGIBLE EXPENDITURES	21
2.6.3. INELIGIBLE EXPENDITURES.....	23
3. CALL DOCUMENTATION AND APPLICATION PROCEDURE	23
3.1. APPLICATION PROCESS	23
4. PROVISIONS ON PROJECT IMPLEMENTATION	28
4.1. CONTRACT PROVISIONS.....	28
4.2. REPORTING AND PAYMENTS	29
4.3. INFORMING THE PUBLIC	31
4.4. INFORMATION CONCERNING THE PROCESSING OF PERSONAL DATA SUBMITTED BY PROJECT APPLICANTS TO THE ACTIVE CITIZENS FUND IN CROATIA	31
5. COMPLAINT MECHANISM.....	32
6. ADDITIONAL INFORMATION AND SUPPORT FOR THE APPLICANTS.....	32
7. PUBLIC CALL STEP BY STEP TIMELINE.....	33

1. EEA AND NORWEGIAN FINANCIAL MECHANISMS 2014 – 2021

1.1. ABOUT THE ACTIVE CITIZENS FUND

Support to civil society is a key priority for the EEA and Norwegian Financial Mechanisms (FMs) 2014 – 2021¹, funded by Iceland, Liechtenstein and Norway. Their aim is to contribute to the reduction of economic and social disparities in the European Economic Area and to strengthen bilateral relations between the Donor States and the Beneficiary States. They cooperate with 15 beneficiary countries, EU member states, one of which is also Croatia.

Overall focus of Active Citizens Fund (ACF) 2014-2021 as a part of Civil society programme of FMs is set to long-term sustainable development and capacity building of non-governmental sector. **Main objective of Active Citizens Fund is ‘Civil society and active citizenship strengthened and vulnerable groups empowered’**. Programme aims at strengthening the role of non-governmental organisations in promotion of democracy, public inclusion in decision-making processes on national and local level and human rights protection. An important priority of the programme is also strengthening of bilateral cooperation between civil society organisations from Croatia and organisations from donor countries - Iceland, Liechtenstein and Norway.

Active Citizens Fund priority areas of support are:

- Democracy, active citizenship, good governance and transparency,
- Human rights and equal treatment through combating any discrimination on the grounds of racial or ethnic origin, religion or belief, gender, disability, age, sexual orientation or gender identity,
- Social justice and inclusion of vulnerable groups,
- Gender equality and gender-based violence,
- Environment and climate change.

Programme is based on common values of respect for human dignity, freedom, democracy, equality, the rule of law and the respect for human rights including the rights of persons belonging to minorities.

1.2. OBJECTIVES AND EXPECTED OUTCOMES OF ACTIVE CITIZENS FUND IN CROATIA

Expected outcomes of the ACF in Croatia are:

- Strengthened civil society watchdog/advocacy role;
- Increased support for human rights, rule of law and good governance
- Strengthened democratic culture and civic awareness and engagement
- Enhanced capacity and sustainability of civil society (organisations and sector)
- Enhanced collaboration between Croatia and donor state entities involved in the Programme.
- Strengthened regional (cross-border) cooperation in the civil society sector.

To realise these outcomes and address challenges identified in common effort with CSOs in Croatia, Programme is set to:

¹ More on EEA and Norwegian Financial Mechanisms: www.eeagrants.org.

- address funding gaps and provide targeted financing to CSOs performing a watchdog role, CSOs engaged in human rights protection, environmental protection and social inclusion of vulnerable groups and CSOs working in under-served geographic areas and with under-served target groups
- improve the financial sustainability and autonomy of CSOs, especially those working in the fields of democracy and human rights by improving their ability to fundraise and diversify income sources
- build resilience of human rights defenders and CSOs committed to the empowerment and the social inclusion of ethnic and sexual minorities
- foster a culture of collaboration and solidarity among CSOs in managing common resources and in addressing common problems through broader and effective cross-thematic and cross-sectoral collaboration, a common human rights approach to social development and closer relations with socially responsible business community, non-profit and independent media
- encourage development of innovative capacity building methods to improve transparent and accountable management/governance procedures as well as skills in monitoring and evaluation, fundraising and evidence-based advocacy
- support community outreach and innovative methods for civic engagement, including new approaches to empower vulnerable groups
- encourage youth inclusion across all priorities by encouraging CSOs to engage youth workers and volunteers in their activities and to target their projects to young people where such actions have the most impact and
- foster results and impact-oriented bilateral activities through partnerships on thematic areas of particular interest for bilateral cooperation between Croatian CSOs and CSOs from donor countries.

The Programme in Croatia shall address the following country-specific areas and concerns:

- Strengthen the capacity and sustainability of the civil society sector;
- Improve outreach to under-served geographic areas and target groups;
- Empowerment and inclusion of vulnerable groups, including Roma;
- Promote initiatives strengthening inter-cultural dialogue with special emphasis on national minorities,
- Promote initiatives aimed at intergenerational cooperation

1.3. MANAGEMENT OF ACTIVE CITIZENS FUND IN CROATIA

Active Citizens Fund is managed by Financial Mechanism Office – FMO, Brussels based secretariat for the three EEA Grants’ donor countries, Iceland, Liechtenstein and Norway.

Community Foundation Slagalica (hereafter: CF Slagalica), in consortium with SOLIDARNA - Foundation for Human Rights and Solidarity, Association for Civil Society Development SMART and CNVOS – Centre for Information Service, Co-operation and Development of CSOs were selected to operate Active Citizens Fund in Croatia.

2. PROVISIONS OF THE CALL FOR AD-HOC ACTION PROJECTS 2020

2.1. INDICATIVE BUDGET FOR AD-HOC ACTION PROJECTS CALL

Total available budget for this call for »Ad-Hoc Action« projects was €215.000,00, for expectedly around 43 projects.

The call was originally opened on 10 March and closed 17 May 2020. During that period, seven (7) projects were contracted for a total amount of 33,411.80 euros].

This is the re-opening of the Call 1 with remaining available budget of € 181,588.

The total budget is divided into three thematic allocations which correspondent the Programme outcomes:

Expected outcome	Indicative budget in euros
Strengthened civil society watchdog/advocacy role	72.211
Increased support for human rights, rule of law and good governance	70.980
Strengthened democratic culture and civic awareness and engagement	38.397
Total	181.588

Each project must contribute to at least one of these expected outcomes.

Ad-Hoc Action project support is available on an ongoing basis during the whole period of implementation of the Programme until August 24, 2023 under the condition that the available funding is not exhausted earlier.

As indicated in table PUBLIC CALL STEP BY STEP TIMELINE, the selection process will be organized on a monthly basis, including all evaluation steps (administrative assessment of project's eligibility, evaluation of eligible projects, and selection of projects, undertaken by the Selection Committee on a monthly basis (meetings on every 5th working day of the current month), followed by notification of applicants and the preparation and signing of the contract.

2.2. ELIGIBILITY RULES FOR AD-HOC ACTION PROJECTS

2.2.1. ELIGIBLE APPLICANTS

Eligible applicants are civil society organisations (CSOs) established in Republic of Croatia if they meet following definition:

“A non-profit voluntary organization established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organizations. Religious institutions and political parties are not considered NGOs”.

More specifically, eligible candidates must meet the following general conditions set in the Chapter 7.1 of the Manual for fund operators of the Active Citizens Fund.:

- 1) Are **non-profit** organizations that have not been created nor operate to generate personal profit. Although they may have paid staff and may engage in revenue-generating activities, they do not distribute profits to their members nor to their board. Where revenue-generating activities are undertaken, these should not represent the purpose of the NGO but should be solely a means to support its mission and values;
- 2) Have members who do not have any direct commercial interest in the outcome of the work of the organizations or of its commercial activities and should not pursue the commercial or professional interests of their members. This requirement therefore excludes trade and professional associations, where the aims and purposes of the association are to further the specific interests of its members only;
- 3) Are voluntary in nature, formed voluntarily by groups or individuals and usually involving an element of voluntary participation in the organization;
- 4) Act in the public arena and for the public good on concerns and issues related to the well-being of people, groups or society as a whole;
- 5) Have some degree of formal or institutional existence, unlike informal or ad hoc groups, involving formal statutes or other governing document(s) defining their mission, objectives and scope;
- 6) Have transparent structures and an elected chair / board, and are accountable to their members and donors;
- 7) Are independent of local, regional and national government and other public authorities;
- 8) Are independent of political parties and commercial organizations,
- 9) Conducts transparent financial operations validated through Register of Non-profit Organizations (RNO) with Croatian Ministry of Finance.²

Political parties, religious institutions, social partners or profit-distributing cooperatives are not considered CSOs.

Foundations and the Croatian Red Cross societies are considered eligible CSOs if they fulfil the above principles.

Faith-based organisations are eligible if they meet the principles identified above and if the funded activities do not directly or indirectly promote a religious doctrine, mission or proselytism related to the beliefs of a particular faith (beyond basic religious/cultural awareness raising).

Organisations that have not recovered amounts due, following a final court decision in connection with the CSO Programme 2009-2014 in Croatia, shall not be considered eligible applicants and/or partners.

All eligible applicants, partners and project proposals shall follow the principles of common values of respect for human dignity, freedom, democracy, equality, the rule of law, and the respect for human

²Applicants who are CSO by their legal status, by transparent financial operations, are considered to have submitted to the FINA, for the Croatian Ministry of Finance, an annual revenue and expenditure account from 1 January to 31 December for the previous financial year and a balance sheet or annual financial statement of receipts and expenditures for previous financial year, in accordance with the accounting regulations of non-profit organizations, whereby the Annual Financial Report for the previous financial year is visible in the Register of Non-profit Organizations.

rights, including the rights of persons belonging to minorities³ (based on race or ethnicity, gender, disability, age, sexual orientation or identity). The applicants and partners will confirm this in the Applicant and Partner declarations of compliance accordingly. Selection Committee will have the authority and obligation to propose the rejection of the project application in case the aforementioned principles are not respected or disregarded.

Under this Call, **each individual organization can receive the maximum of 3 grants** in the role of lead applicant. One organisation can implement only **one project at the time**.

While the application is still in the selection or implementation phase, the same applicant cannot submit another application, but it may do so after first application is rejected or the final report of the previous project has been approved.

2.2.2. ELIGIBLE PARTNERS

Partnership is not obligatory. It is important that partnerships are based on quality and concrete challenges that are common to all organisations involved in the project. Partnership shall strive to address such challenges based on a long-term, mutual relationship reflected in common ownership of the project. All partners shall be included in preparation as well as actual and financial implementation of the project. In project proposal evaluation and selection process, capacity of the whole partnership will be considered. It is expected that partnerships will continue to exist also after the conclusion of the project.

A project partner is a public or private-law entity, commercial or non-commercial, as well as non-governmental organisation established as a legal person in any of the ACF donor countries – Iceland, Liechtenstein and Norway, any of the ACF beneficiary countries (beside Croatia, also Bulgaria, Cyprus, Czech Republic, Estonia, Greece, Hungary, Latvia, Lithuania, Malta, Romania, Slovakia, Slovenia, Poland, Portugal), and/or Countries outside the European Economic Area that have a common border with Croatia (Bosnia and Herzegovina, Montenegro and Serbia) or any inter-governmental organisation or a body or agency thereof that is actively involved in, and effectively contributing to, the implementation of a project.

Eligible project partners are also informal groups under following conditions:

- informal group is not established for the purpose of personal gain;
- work for public good;
- are voluntary and non-discriminatory;
- are independent of local, regional and national authorities and other public institutions, political parties, religious communities, chambers and corporate entities.

Informal group shall be represented by a chosen individual as a signatory of partnership agreement. Informal group cannot be a direct beneficiary of project funding; their costs shall be carried by the project applicant organization.

³ Article 1.2 of Protocol 38c on the EEA and Norwegian Financial Mechanisms (2014-2021)

A special emphasis is put on partnerships that are including partners from the donor countries. Projects including bilateral partnerships shall be scored with 2 additional points.

All partners are requested to sign a Partnership statement in the process of project submission. The form of Partnership statement is a part of the call documentation.

Important: There are no limitations to the number of projects submitted by organizations in the role of project partners. One organisation may be partner in several projects at the same time.

Support in finding partners

For easier search for partners from Donor states and beneficiary countries you can use a portal of Norwegian Helsinki committee: <https://ngonorway.org/>. Applicants searching for Icelandic partners are advised to turn to the Icelandic Human Rights Centre (margret@humanrights.is). Especially welcome are the upgrades of already existing partnerships.

2.3. MAIN PURPOSE OF THE CALL

The main purpose of the Ad-hoc Action Call is to **support civil society organisations and civic initiatives when urgent responses are needed** either to tackle immediate challenges (e.g., pressures on civic space and incidences of hate speech) or to **seize very specific windows of opportunity for influencing public opinion and policy process** through various forms of citizen participation and public action including campaigning and advocacy, **legal, communicational or other.**

Under the Call for Ad-hoc Action projects, the Programme will **support immediate civic action as a rapid response to an urgent situation or identified problems, within the Programme's Priority Areas** (see section Focus of the call, page 10) that affect citizens and/or the CSOs.

Proposed actions need to **justify the need for a rapid response** and the **organizers' ability to react quickly, in a way that open avenues for the solution** to the identified problem, threat or opportunity arising in the urgent situation.

Please note: This Call is NOT intended for regular activities that CSOs that do NOT require immediate reaction in an unexpected, urgent situation.

Indicative examples of urgent situations and immediate problems that require rapid civic action:

- A new legal proposal has just entered the urgent parliamentary procedure, and you find some of its provisions harmful to the rule of law. You need to act immediately if you want to influence the parliamentary process.
- You need support to engage a constitutional law expert to help you prepare the amendments to be submitted to parliamentary clubs. You also need funding to cover the costs of public advocacy.
- You have detected a social network disinformation and smear campaign against human rights NGOs and individual activists. In case it hits mainstream media, it will be very harmful for the public image of your sector. You need to react fast, by engaging a media and legal analyst that will help you prepare the base for legal action and communication plan for your own campaign focused on informing citizens about the impact of human rights activism on the quality of lives of citizens.

- Through your community work, you have detected a tendency that might indicate a rapid rise of a social problem, of which the public and authorities are not yet aware. You need support for a rapid field assessment of the scope of the problem. You will use this evidence-based problem analysis to alert local authorities and local community to act quickly and come up with possible solutions.
- A serious environmental accident has happened close to an industrial facility. There is little information in the media on follow-up investigation. You want to mobilise experts and citizens to keep the pressure on respective authorities to take responsibility for investigation and mitigation measures.
- A state budget review is being prepared due to the new economic circumstances and expected fall of revenues. This puts in question budgetary allocations that you had previously successfully advocated for and consider vital for mitigating social inequalities. You need to gather detailed information on the budget revisions and prepare your advocacy plan to influence policy makers directly since there is little time for a public campaign.

2.4. FOCUS OF THE CALL

Active Citizens Fund follows a common results-based framework, based on which fund operators in each beneficiary country in cooperation with FMO and with help of public consultation identify and set their outcomes and outputs that shall contribute to realisation of the expected results on the level of the Programme.

PRIORITY AREAS AND SPECIFICS OF THE CALL

Project proposals must address immediate situations and problems that fall within one of the Programme priority areas of support:

- Democracy, active citizenship, good governance and transparency,
- Human rights and equal treatment through combating any discrimination on the grounds of racial or ethnic origin, religion or belief, gender, disability, age, sexual orientation or gender identity,
- Social justice and inclusion of vulnerable groups,
- Gender equality and gender-based violence,
- Environment and climate change.

In addition, applicants must take into account the following special conditions of the Programme:

- **Protection of the environment and climate change** will **only** be supported as part of measures to promote civic participation, advocacy, awareness raising, social innovation and active citizenship.
- **Provision of welfare and basic services** will **only** be supported as part of wider actions addressing awareness raising, advocacy, civic participation, and empowerment and reform initiatives. In practice, it means that direct assistance and support to socially deprived individuals should be closely linked with awareness raising, advocacy, civic participation, and empowerment and reform initiatives into a coherent action project.
- **Youth inclusion** will be an important part of the projects. (e.g. in civic education and civic mobilisation) and organisational development (leadership succession, rejuvenation of staff, etc.) and young people will be highlighted as a target group. For the activities targeted at youth, entering partnership with youth organisations is advisable.

The call addresses the following **country-specific concerns** through following measures:

1. **Projects targeting under-served regions**⁴ (Bjelovarsko-bilogorska County, Brodsko-posavska County, Ličko-senjska County, Sisačko-moslavačka County, Virovitičko-podravska County, Vukovarsko-srijemska County, Karlovačka County, Koprivničko-križevačka County, Krapinsko-zagorska County, Osječko-baranjska County, Požeško-slavonska County and Šibensko-kninska County) will be awarded additional 2 points during the evaluation process if the project is evaluated by experts as beneficial and relevant for one of the under-served counties.
2. **Projects targeting under-served groups** (such as: persons belonging to minorities⁵ (based on race or ethnicity, gender, disability, age, sexual orientation or identity), Roma, refugees/migrants, domestic violence survivors, children at risk, etc.) will be awarded 3 additional points during the evaluation process if the project is evaluated by experts as beneficial and relevant for targeted vulnerable group
3. **Inter-generational cooperation and inter-cultural dialogue** will be treated as horizontal priorities of the call. The cooperation and dialogue will concern specific issues in improving societal conditions, social cohesion, knowledge transfer and learning, promoting human rights, equality and building peace and tolerance. Inter-generational cooperation refers to continuing participation, interdependence, intergenerational solidarity, as permanent learning among generations that should be enhanced. Inter-cultural dialogue is, as a horizontal issue, a tool for the prevention and resolution of conflicts by enhancing the respect for human rights, democracy and the rule of law. The project orientation towards these horizontal priorities should be demonstrated through the formulation of the specific project outcomes, the choice of project methodology, and selection of target groups and communities in which project operates. Project proposals including activities and/or partnerships clearly oriented towards either of these two horizontal priorities will be awarded up to additional 5 points during the evaluation process.

Under Call for Ad-hoc Action projects, the Programme will support initiatives that best respond to an emerging situation or detected problems that relate to Programme's Priority Areas and that require immediate action and affect the citizens and/or the CSOs sector. Proposed actions need to demonstrate the rationales for rapid response and ability to open avenues for the solution to the identified problem, threat or opportunity arising in the emerging situation.

2.4.2. ELIGIBILITY OF ACTIVITIES

Type of activities that are eligible (the list is non-exhaustive):

- Independent monitoring of public authorities as a basis for policy advocacy
- Investigative journalist research or rapid field assessment of identified problems or needs of affected social groups as a basis for policy advocacy and awareness raising
- Campaigns and petitions
- Legal or policy proposal development in order to influence a current and urgent policymaking process

⁴ In accordance to the document "Values of Development Index and Indicators for Calculating Development Index for Regional Self Government", source: <https://razvoj.gov.hr/o-ministarstvu/regionalni-razvoj/indeks-razvijenosti/112>"

⁵ Article 1.2 of Protocol 38c on the EEA and Norwegian Financial Mechanisms (2014-2021)

- Solidarity actions (e.g. through volunteering, crowdfunding, direct actions, petitions) with individuals or social groups gravely affected in the immediate problem situation, which provide them with urgently needed resources and at the same time mobilise social energy and political will towards better system solutions.
- Legal analysis as a basis for starting an urgent strategic litigation case
- Independent cultural productions and public performances to raise public awareness of a detected urgent problem
- Citizen mobilization and direct civic actions around a detected urgent problem/solution
- Direct assistance to victims of human rights violations in an immediate situation, as a basis for further awareness raising and advocacy.
- Countering hate speech, including support to networks working with hate crime victims.
- Developing operational capacities in CSOs to meet COVID-19 related challenges, including development of organizational policies and approaches to target groups, support to staff, activists and vulnerable communities to adjust their working modalities and operate in digital environment in relation to COVID-19 etc.

The following types of projects are not eligible under the Call for Ad hoc Action projects:

- Projects which do not justify need for urgent action outside regular scope of programming.
- Projects or activities that CSOs can predict in advance, plan ahead, fundraise for and implement in the scope of their regular annual programming.
- Day to day activities of the applicant (the project application must be elaborated for a specific project, as a set of well- defined and correlated activities, which will lead to concrete results within a well-defined time frame.)
- Projects that exclusively or essentially target academic research, feasibility studies, conferences and other individual/unique events, infrastructure, individual sponsorships for participation in workshops, seminars, conferences and congresses;
- Projects that involve obtaining / awarding individual scholarships;
- Projects involving only training activities;
- Projects for emergency financial support to individuals;
- Refinancing activities (e.g. re-granting or loans given to other organizations or individuals/ legal entities);
- Projects that mainly focus on the purchase of equipment,
- Projects that are supporting any partisan election campaign,

2.5 EXPECTED PROGRAMME OUTCOMES

Project applicants **are advised to closely follow the Results Framework when designing their ad hoc action project.**

In the scope of project's Implementation Plan that they need to design and fill out in the application form, project applicants are required to **define their main project goal, expected project outcomes, outputs and indicators** in respect to main project activities.

Each project application **must indicate at least one of the three Programme outcomes** that it contributes to, and **select at least one outcome indicator**. In case a proposed project contributes to more than one outcome, the primary outcome (i.e the one to which the project contributes the most) **should be clearly indicated in the application form.**

Below are the outcomes and indicators for the ACF in Croatia. This **should serve as a guide in development of project ideas.**

Each of the three outcomes has indicators, outputs and output indicators.

Programme outcome 1: Strengthened civil society watchdog/advocacy role

This outcome aims at increasing the number of **national laws and policies influenced by CSOs'**, contributing to improved legislation and a more influential CSO sector. The intention is **to strengthen the advocacy role and build the public image of CSOs as experts**, hence the Fund Operator aim at increasing the number of media appearances where CSOs are invited to provide expert opinions on current societal issues.

In the area of democracy, the focus will be on developing sustainable Programmes for **monitoring of decision-making institutions** and innovative methods for **advocacy and campaigning**. Environmental CSOs will be encouraged to address the “democratic deficit” in their work, i.e. to build their constituency and involve more people in their advocacy activities.

Outcome/Output	Expected programme results	Indicator	Clarification
Outcome 1	Strengthened civil society watchdog/advocacy role	Number of national policies and laws influenced	Indicator refers to the impact that CSOs have on the policy formulation and legislative process, through proposals of public policies and specific legislation that are being generated and placed in the public debate and the policy-making process, including the formal political decision-making and legislative procedure. Policies refer to strategies, Programmes, action plans, guidelines etc. adopted by the government, ministries or other public institutions on the national level. Regulations are laws, by-laws and other procedural acts that have been submitted into legislative procedure, adopted and/or enacted through legislative process at the national level, which also includes the public consultation process on legislative proposals. Indicator refers also to research work, evidence-based advocacy, monitoring of decision-making process or work of executive bodies and institutions (for instance, monitoring and collection of relevant data, development of monitoring methodologies and mechanisms for monitoring public policy decision-making or implementation). It refers also to monitoring and measuring of the effects of own (CSOs') services and activities, such as monitoring of impacts and changes reached by campaigns or services implemented by organisations. Impact on national policies and legislation can

Outcome/Output	Expected programme results	Indicator	Clarification
			<p>be achieved in various ways, for instance through direct cooperation with relevant public bodies, through stakeholder and public consultation, participation in legislative working groups, campaigning, advocacy initiatives, petitions and popular referenda etc.</p> <p>Above mentioned activities can also be implemented on the local level if they are intended to enforce national-level policy advocacy.</p>
		Number of media reports of CSOs' engagement in public policy	The indicator refers to media publications and articles on the competent and professional participation of CSOs in the processes of preparation and adoption of public policies.
Output 1.1	Strategic litigation supported	Number of strategic litigation cases supported	<p>Indicator is promoting development/introduction of CSO practice in the field of strategic litigation.</p> <p>Strategic litigation is the identification and pursuit of legal cases as part of a strategy to promote human rights with the focus on long-term legal, social, political and/or economic change fostered by the case. Successful strategic litigation will mobilise public opinion and citizens around the broader human rights and the rule of law agenda.</p>
		Number of CSOs engaged in strategic litigation	Number of CSOs refers to the total number of CSOs (associations, foundations, private institutions, informal coalitions and civic initiatives) that have taken part in the preparation and implementation of the legal and/or advocacy components of a strategic litigation case supported by the ACF.
Output 1.2	Research conducted to inform public policymaking and debate	Number of CSOs using evidence/research to support their advocacy and policy work	The purpose of this indicator is to promote professional advocacy in CSOs. It refers to a total number of CSOs which can clearly demonstrate that they have generated evidence-based policy and advocacy initiatives. Evidence-based means that policy proposals promoted by CSOs are backed up by logical arguments that are grounded in qualitative and quantitative data, transparent sources of information, which can be validated by external review. In addition, research-based means that CSOs have taken into account the findings of more comprehensive research of

Outcome/Output	Expected programme results	Indicator	Clarification
			the topic in the formulation of their policy proposal.
		Number of evidence-based policy submissions by CSOs	The purpose of this indicator is to promote professional advocacy in CSOs. It refers to evidence-based policy initiatives and proposals including concrete solutions for changes or amendments of policies and regulations, or even introduction of new policies and regulations. Evidence-based means that policy proposals are backed up by logical arguments that are grounded in qualitative and quantitative data and transparent sources of information, which can be validated by external review.
Output 1.3	Policy-monitoring and advocacy supported	Number of CSOs engaged in monitoring private/ public decision-making	This indicator includes development and/or implementation of diverse methodologies, web tools, Programmes and mechanisms for long-term monitoring of decision-making processes (for example, monitoring of public procurement, implementation of public services, decision-making in parliament or municipality, as well as decision-making processes in companies and institutions). Indicator refers also to CSOs that are being newly included in existing monitoring mechanisms where CSOs had no representatives yet, in case of systemic solutions being introduced (for example, new regulation stipulates inclusion of at least one CSO representative into the monitoring mechanism).
Output 1.4	Network and coalition building supported	Number of CSO platforms, coalitions and networks supported	This indicator refers to network development among CSOs, i.e. continuous exchange of information and joint creation of new opportunities for collaboration among a fixed, yet open set of CSOs which share common values and interests and are focused on common objectives. Networks, platforms or coalitions can be formal (registered) or informal (self-regulated) and need to engage 3 or more CSOs.

Programme outcome 2: Increased support for human rights, rule of law and good governance

This outcome will contribute to an increased share of the target group showing concern for human rights and disapproving of public statements that express negative views or hatred against minorities. The Programme will enable CSOs to address the implementation gap between the legislation and practice through **monitoring and reporting violations of human rights**. The Programme also addresses

the pressing need to resist populist rhetoric, hate speech and increased degradation of human rights and foster **greater awareness of civic and human rights**.

Programme priority *Gender equality and gender-based violence* is also covered under this outcome.

The end beneficiaries are different **vulnerable groups**, such as Roma, LGBTIQ, migrants, minorities, and victims of human rights violations and other victims of discrimination.

Outcome/Output	Expected programme results	Indicator	Clarification
Outcome 2	Increased support for human rights, rule of law and good governance	Share of people who disapprove of public statements that express negative views or hatred towards specific groups in society	Indicator refers to increased number of individuals or groups disapproving of public statements that express negative views or hatred towards specific groups in society. The indicator will be measured by the FO through public survey (state of affairs at the beginning and at the end of the project).
		Share of people who know it is a crime to incite hatred based on race, ethnicity and gender	Indicator refers to increased number of individuals or groups who know it is a crime to incite hatred based on race, ethnicity and gender. The indicator will be measured by the FO through public survey (state of affairs at the beginning and at the end of the project).
		Number of victims supported by CSOs	Indicator refers to the number of individuals who have experienced HR violations and have been supported by PPs. The indicator will be measured by project promoters at their target groups (state of affairs at the beginning and at the end of the project).
Output 2.1	Victims of human rights violations supported	Number of CSOs providing services to victims of human rights violations	This indicator refers to CSOs providing legal, psycho-social services, education, cultural engagement, humanitarian and advocacy support to victims of human rights violations in their full spectrum as defined by international human rights documents.
Output 2.2	Intra and inter-sectoral collaboration and synergies supported	Number of joint initiatives conducted by CSOs in collaboration with other CSOs and/or private/public entities.	This indicator refers to public actions (regardless of size and duration) that have been undertaken in close collaboration of multiple actors within civil society and/or across civil society and other sectors (at least 2 in total), including trade unions, business sector, local and regional government, academic community, public sector, state administration and government bodies, including independent institutions.
Output 2.3	International human rights	Number of CSOs engaged in	This indicator refers to CSOs that are actively engaged

Outcome/Output	Expected programme results	Indicator	Clarification
	standards promoted	advocacy and watchdog work on women's rights	in public policy advocacy for protection and promotion of women's human rights, hence contributing to the promotion of international human rights standards. Civil society advocacy is critical for maintaining and enhancing public support and political commitment to international human rights standards and their implementation in the national context.
		Number of public awareness-raising campaigns carried out	Raising awareness is the key in achieving good results in all priority areas. The purpose of this indicator is to encourage CSOs to implement well-thought out and result-oriented campaigns (good problem understanding, clear definition of the objective, selection of methods based on the objective and target groups, etc.).
		Number of CSOs engaged in advocacy work on human rights	This indicator refers to CSOs that are actively engaged in public policy advocacy for protection and promotion of international human rights standards. Civil society advocacy is critical for maintaining and enhancing public support and political commitment to international human rights standards and their implementation in the national context.
		Number of people reached by campaigns	Raising awareness is the key in achieving good results in all priority areas. The purpose of this indicator is to encourage CSOs to mobilize citizens in public campaigns by creating opportunities for live and online action and interaction and orient campaign messages towards broad public outreach. Number of people reached by campaigns will be based on evidence from CSO records of citizen reach through public events and media through audio/ video/ print/internet media outlets and social media.

Programme outcome 3: Strengthened democratic culture and civic awareness and engagement

This outcome will contribute to an increased share of the target group showing civic awareness and to increase shares of empowered vulnerable individuals. The Programme will **enable supported CSOs to engage more in civic and human rights education**. In the scope of this outcome, we will prioritise **youth** as the main target group of civic education and awareness-raising campaigns to increase the concern for human rights.

The Programme will promote social inclusion by supporting CSOs to improve existing or pilot new participatory methods for involving vulnerable groups in the development of **new approaches for**

addressing of their needs. The Programme will also support CSOs to **enhance the capacities of vulnerable groups to advocate for their needs** and the needs of their communities through **participatory advocacy methods** and **awareness raising campaigns**. Special attention will be paid to empowering social groups with **multiple factors of vulnerability**, e.g. Roma and migrants (ethnicity combined with poverty), elderly living in poverty etc.

In the scope of this outcome, we will also foster **constituency building and mobilisation of citizens in civic activities**. The program will contribute to increasing the citizens' capacity to act at local and community levels and strengthening CSOs with volunteers and their support to CSOs.

Outcome/Output	Expected programme results	Indicator	Clarification
Outcome 3	Strengthened democratic culture and civic awareness and engagement	Share of persons who show civic awareness	Democratic political culture depends on the acceptance by both citizens and political elites of a shared system of democratic norms and values. These include tolerance of diversity, interpersonal trust, social capital and a sense of political efficacy on the part of individuals. A democratic political culture also requires that citizens have knowledge about their system of government. Civic awareness refers to citizens' attitudinal adherence to this system of democratic norms and values, evidenced by public opinion research, based on scientific studies of citizenship.
		Number of vulnerable individuals reached by empowerment measures	Empowerment measures refer to activities contributing to improvement of conditions and building of skills of individuals of the vulnerable groups to enact their rights and to enable them for active participation in social and economic life. Hence, this indicator refers only to individuals included in empowerment measures, not all individuals included in other project activities. Target of this indicator are new approaches to development of services for vulnerable groups, especially participatory methods for inclusion of vulnerable groups in service development aimed at their needs (development of services in collaboration with end users). Ensuring access of services for vulnerable groups can be one of the activities, if it represents a service in a wider awareness raising, advocacy, empowerment efforts, or as a part of reform and change initiatives, litigation. Addressing needs of vulnerable groups with multiple factors of

Outcome/Output	Expected programme results	Indicator	Clarification
			vulnerability (such as, Roma and poverty, migrants and gender, asylum seekers and sexual orientation,) is encouraged.
Output 3.1	Civic and human rights education supported	Number of CSOs (project promoters and project partners) engaged in civic education	To enhance outreach and impact of civic and human rights education, active engagement of specialised CSOs in designing, delivering and promoting best practices in civic education is an instrumental catalyst of the education reform undertaken by the Government, and serves as a complementary incentive for innovation, quality and broader and deeper outreach to different target groups, among whom children and youth are of principal importance. Therefore, this indicator is intended to promote CSO work in designing and implementing of such education, viewed as the Programme's contribution to the public education reform objectives.
		Number of public and educational institutions partnering with CSOs on civic and human rights education	To enhance outreach and impact of civic and human rights education, cooperation between CSOs and public and educational institutions is necessary. Therefore, this indicator is intended to promote cross-sectoral partner work in designing and implementing of, viewed as the Programme's contribution to the public education reform objectives.
Output 3.2	Outreach to and empowerment of vulnerable groups supported	Number of new or improved methods developed to address the needs of vulnerable groups	This indicator refers to identification of needs of vulnerable groups and development and implementation of new or upgraded methods, i.e. methods not being in use in the organisation before. The expression 'vulnerable groups' refers to women, ethnic, minorities, immigrants, and other disadvantaged groups, who in many countries have not been part of the traditional mainstream that has benefitted from economic growth. For this reason, these disenfranchised groups have tended not to participate in the political process, nor have they learned the advocacy or monitoring skills needed to represent or safeguard their own interests.

Outcome/Output	Expected programme results	Indicator	Clarification
		Number of CSO initiatives consulting vulnerable groups on public policy decisions	Due to their disenfranchised and marginal position, citizens who are members of vulnerable groups have tended not to participate in the political process, nor have they learned the advocacy or monitoring skills needed to represent or safeguard their own interests. This indicator intends to document and affirm the CSOs' catalyst role in enhancing political participation and policy-making engagement of vulnerable groups.
Output 3.3	Citizen mobilization and engagement promoted	Number of volunteers working in supported CSOs	Democratic political culture depends on the acceptance by both citizens and political elites of a shared system of democratic norms and values. These include tolerance of diversity, interpersonal trust, social capital and a sense of political efficacy on the part of individuals. A democratic political culture also requires that citizens have knowledge about their system of government. Civic efficacy is demonstrated by civic collaborative action through volunteering through CSOs, on causes of common civic concern which regard the protection and promotion of the shared system of democratic norms.

2.6. FINANCIAL PROVISIONS OF THE CALL

2.6.1. GENERAL RULES

Budget for micro or Ad-Hoc Action projects: € 181,588

The grant requested must be between following minimum and maximum amounts:

- Minimum: € 1.000,00
- Maximum: € 5.000,00.

Project grant rate

The project grant rate indicated in the application may be up to 100% of the total eligible project costs. Where co-financing is provided, in-kind contribution in the form of voluntary work may constitute up to 100% of the co-financing.

For the calculation of the in-kind contribution, the price for each hour of voluntary work shall be set in a range from the minimum gross hourly wage (currently €3,01) to the average net wage published by the Croatian Bureau of Statistic (Državni zavod za statistiku) and documented in accordance with The Law on Voluntarism. Calculation of the in-kind contribution for voluntary work shall be included in the financial plan form under heading "Volunteers expenses". The hourly price of voluntary work will be adjusted in case there is an official change of the minimum gross hourly wage.

Project duration

Project duration is limited to minimum 1 and maximum 3 months. In the case of objective reasons that affected timely implementation of the project, the project promoter can ask for a non-cost extension for a period of maximum 3 months. Application for prolongation is considered and decided upon by the fund operator.

Value added tax

Value added tax (VAT) is eligible cost only in case the applicant is not entitled for recoverable VAT. Applicants shall be aware of this rule when preparing their financial plan for the projects, and consider only those VAT costs that are non-recoverable by the state.

Applicants whose project proposals will be selected for the grant will be asked to provide a statement on non-recoverable VAT.

Changes to the financial structure during project implementation period

Reallocation of budget between cost headings of up to 15 % of total heading amount are possible without consent of the grant officer on the side of the Fund Operator; for reallocation of budget between cost headings higher than 15 % of total heading amount project promoter will have to get Fund Operator's grant officer's approval and an annex to the contract will be signed.

Procurement rules

National and European Union law on public procurement shall be complied with at any level in the implementation of the projects.

Notwithstanding provisions of national law that exempt CSOs from public procurement, any procurement procedures related to amounts above the European Union thresholds for procurement shall be undertaken in accordance with the applicable laws on procurement without regard for such an exemption.

In cases where contracts concluded as part of the implementation of the projects fall below the national or European Union thresholds set for public procurement or outside the scope of the applicable public procurement laws, the awarding of such contracts (including the procedures prior to the awarding) and the terms and conditions of such contracts shall comply with best economic practices, including accountability, allow a full and fair competition between potential providers, for example by way of effective price comparison, and ensure the optimal use of resources from the ACF in Croatia. To this end, and in the absence of stricter national laws, in cases of procurement related to an amount of € 5.000,00 or higher but below the relevant European Union thresholds, the project applicant shall invite at least three suppliers/service providers to submit offers.

The highest ethical standards shall be observed during the procurement and execution of contracts. The project applicant shall ensure the application of adequate and effective means to prevent illegal or corrupt practices. No offer, gifts, payments or benefit of any kind, which would or could, either directly or indirectly, be construed as an illegal or corrupt practice, e.g. as an inducement or reward for the award or execution of procurement contracts, shall be accepted.

2.7.2. ELIGIBLE EXPENDITURES

Eligible expenditures of projects are those actually incurred by the project applicant or the project partner, which meet the following criteria:

- they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;
- they are proportionate and necessary for the implementation of the project;
- they are used for the sole purpose of achieving the objective of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness;
- they are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and determined according to the applicable accounting standards and generally accepted accounting principles; and
- they comply with the requirements of applicable tax and social legislation.

Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date of eligibility. Indirect costs and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the project promoter.

The internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenues declared with the corresponding accounting statements and supporting documents.

Project promoters and partners are obliged to keep a separate account card for the project.

Direct expenditure

Eligible expenditures of projects are those actually incurred by the project promoter or the project partner, which meet the following criteria:

- the cost of personnel assigned to the project (employments contracts, civil law contracts, private entrepreneurs, who are part of the project team), comprising actual salaries plus social security charges provided that this corresponds to the project promoter's and project partner's usual policy on remuneration;
- travel and subsistence allowances for staff taking part in the project, provided that they are in line with the project promoter's and project partner's usual practices on travel costs;
- cost of new or second hand equipment provided that it is depreciated in accordance with generally accepted accounting principles applicable to the project promoter and generally accepted for items of the same kind. Only the portion of the depreciation corresponding to the duration of the project and the rate of actual use for the purposes of the project may be taken into account by the Fund Operator. In case the Fund Operator determines that the equipment is an integral and necessary component for achieving the outcomes of the project, the entire purchase price of that equipment may be eligible⁶;
- costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- costs entailed by other contracts awarded by a project applicant for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement;
- costs arising directly from requirements imposed by the project contract for each project (e.g. dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of any financial services (especially the cost of financial guarantees) and
- reconstruction, renovation or refurbishment of a real estate up to 50% of the eligible direct cost of the project.

Indirect costs

Indirect costs incurred in carrying out the project may be eligible for flat-rate funding, but the total must not exceed **15 % of the estimated total eligible personnel costs**. Indirect costs do not have to be proven or evidenced in the separate account evidence of the project. The rate of indirect costs applies to the whole partnership; however, the rate can differ between partner organisations.

⁶ Where the entire purchase price of equipment is eligible in accordance with this paragraph, the project promoter shall: a) keep the equipment under its ownership for a period of at least five years following the completion of the project and continues to use the equipment for the benefit of the overall objectives of the project for the same period; b) keep the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five years following the completion of the project; and c) set aside appropriate resources for the maintenance of the equipment for at least five years following the completion of the project. The specific means for the implementation of this obligation shall be specified in the project contract.

Project promoters have to be able to demonstrate that indirect costs of the project are proportionate to total administrative costs of their organisation. They may not include any eligible direct costs. In case beneficiaries are international organisations or bodies or agencies thereof, indirect costs can be identified in accordance with existing rules of such organisation.

2.6.3. INELIGIBLE EXPENDITURES

The following costs shall not be considered eligible:

- Costs related to preparation of project application;
- Costs of construction work (construction), i.e. cost of building a new building, facility or object;
- Costs for purchasing of equipment, which is not necessary for implementation of the project;
- Fees for regular work of civil servants or other public officials engaged in project implementation;
- Costs of debt, interest on debt, debt service charges and late payment charges;
- Charges for financial transactions and other purely financial costs, except costs related to accounts required the contract with Fund Operator;
- Costs related to purchase of land or real estate;
- Provisions for losses or potential future liabilities;
- Exchange losses;
- Recoverable VAT;
- Costs that are covered by other sources;
- Fines, penalties and costs of litigation, except they are an integral and necessary component for achievement of project objectives;
- Re-granting;
- Cost of scholarships;
- Excessive or reckless expenditure.

3. CALL DOCUMENTATION AND APPLICATION PROCEDURE

All of the call documentation can be found at: <https://acfcroatia.hr/>

Call documentation consist of:

- Call for proposals »Ad-Hoc Action« projects with Guidelines for applicants
- Application form for project proposal (word)
- Financial plan (excel)
- Applicant's statement
- Partner's statement
- Contract sample
- Partnership agreement sample

3.1. APPLICATION PROCESS

Applicants shall prepare and fill in the form » Projektna prijava« (Application Form) in accordance with instructions.

In addition to the Application Form, applicants will also have to submit Financial plan, Applicant statement, Partner statement (in case of submission of partnership project), and current statute or the founding act of the applicant and partner organization(s), if such a document is not available in an on-line public register.

Deadline and submission process

Complete application consists of:

- Complete application form – Project proposal (word and .pdf),
- Complete financial plan (excel and .pdf),
- Scan of Applicant's statement (signed and stamped, .pdf)
- Statute or the founding act of the Applicant Organisation, legally published (scanned, .pdf)⁷
- Scan of Partner statement (signed and stamped) - if applicable
- Scan of Statement on the establishment of the informal group (signed, .pdf) - if applicable

Application shall be submitted **only in electronic form** to the following e-mail address: prijava.aha@acfcroatia.hr (this e-mail is intended exclusively for submission of applications for this call. In case you have questions regarding the call, Fund, etc., please contact us at: podrska@acfcroatia.hr).

The subject of the submitting e-mail shall be: Application to call for Ad-Hoc Action projects

Please note: Applications submitted in any other form or way (for example via fax, regular mail, etc.) or to any other e-mail, shall be rejected

Opening date of the application submission for Ad Hoc Action Projects is August 3, 2020.

Applications must be delivered to the e-mail provided above by the deadline indicated in the Public call step by step timeline⁸ (before the August 24, 2023) or until the funds are exhausted.

As indicated in table PUBLIC CALL STEP BY STEP TIMELINE, the selection process will be organized on a monthly basis, including all evaluation steps (the following steps: (1) administrative assessment of project's eligibility (maximum working 5 days), (2) evaluation of eligible projects, quality by evaluators (maximum 5 working days) and; (3) final selection of projects, undertaken by the Selection Committee which will meet on a monthly basis (meetings on every 5th working day of the current month), followed by (4) notification of applicants and the preparation and signing of the contract.

Project applications that are received less than 10 working days prior to the Selection Committee meeting will be reviewed during the next monthly meeting of the Selection Committee.

⁷ if such a document is not available in an on-line public register

⁸ Please see section 7 in this document

Please note: Due to the ongoing application and evaluation process for the Ad Hoc Action projects, the budget can be exhausted before the above specified closing date. Applicants should regularly check the Programme website for updates.

Applications delivered to the respective e-mail after that deadline will be rejected (after the August 24, 2023 or until the funds are exhausted). Date and time of the arrival of the e-mail with a complete application and all necessary attachments will be considered based on the records of the Fund Operator's server, regardless of the date and time of when it was sent and regardless of the date and time of sending recorded by the sending server. Fund Operator assumes no responsibility for any delays in the delivery of application e-mail (for example, due to large attachments and server occupancy or network disruption, etc.).

Applicants will receive an automatic response on the delivery of their e-mail to the sending e-mail address. In case such response does not arrive to applicant's e-mail inbox or spam within two (2) hours after sending the application by e-mail, please contact us at + 385 1 5544 722, so we can check the status of your application on our side.

Application administrative assessment procedure and criteria

After the delivery of project proposals, Fund Operator will check their eligibility based on the administrative compliance criteria. Fund Operator can request for additional information or clarifications referring to administrative compliance criteria.

Application administrative criteria

Criteria	Meeting the criteria		Notes
	YES	NO	
Application is submitted to designated email.	YES	NO	Rejection
Application is submitted within the deadline.	YES	NO	Rejection
Application form is completed in Croatian language.	YES	NO	Rejection
Primary program outcome and priority Programme area of the application are clearly indicated.	YES	NO	request for supplementation
Short brief on the project is prepared in English language.	YES	NO	request for supplementation
Financial plan form is attached and adequately completed in Euros.	YES	NO	Rejection
Applicant's statement, signed and stamped, by the applicant's representative by law is submitted.	YES	NO	request for supplementation
Partner statement of each partner, signed and stamped, by the legal representative of partner is submitted.	YES	NO	request for supplementation
Statement on the establishment of the informal group, signed is submitted.	YES	NO	request for supplementation

Application eligibility criteria

Criteria	Meeting the criteria		Notes
	YES	NO	
Applicant is an eligible civil-society organization.	YES	NO	rejection

Partner organisation(s) is (are) eligible.	YES	NO	rejection
Project duration is between 1 and 3 months.	YES	NO	rejection
Grant amount corresponds to determined frames of 1.000 € and 5.000 €.	YES	NO	rejection
Applicant does not have any other active applications to this call (in the process of selection or implementation).	YES	NO	rejection
Applicant is registered at RNO and conducts transparent financial operations ⁹	YES	NO	rejection
Applicant (and partner organizations - if applicable) have no unrecovered amounts due, following a final court decision in connection with the CSO Programme 2009-2014 in Croatia	YES	NO	rejection

In case the application will miss certain parts (documents or information) that can be supplemented according to the above criteria, applicants will be invited to provide respective missing parts within three (3) working days. An invitation to provide the missing parts of the application will be sent to the e-mail address of the applicant listed in the application form (e-mail address of the contact person).

After the administrative eligibility assessment process is completed, ineligible applicants will be notified of the rejection of their project proposals from further evaluation. Applicants of ineligible project proposals will have eight (8) calendar days available to appeal against the eligibility decision. Appeals will be considered by the Appeal Committee. The decision of the Committee is final. Appeal can be submitted at: prigovori@acfcroatia.hr.

Application quality assessment

All eligible and administratively compliant project proposals will be evaluated by two independent evaluators in accordance with criteria set below.

If the difference between the scores given by the two experts will be higher than 30 % of the highest score, a third expert will score the project independently. In such cases the average score of the two closest scores shall be used for ranking the project. The latter shall not be used in cases where scoring of the third evaluator does not, in any way, contribute to granting the project proposal.

After the conclusion of expert evaluation of all project proposals, Selection Committee will make the final recommendation to the Fund Operator on project proposals that shall be funded. Final decision is made by the Fund Operator. The detailed timeline is presented in the Public Call Step by Step Timeline provided in the last section of these Guidelines.

⁹ Applicants who are CSO by their legal status, by transparent financial operations, are considered to have submitted to the FINA, for the Croatian Ministry of Finance, an annual revenue and expenditure account and a balance sheet or annual financial statement of receipts and expenditures for last closed financial year, in accordance with the accounting regulations of non-profit organizations, whereby the Annual Financial Report is visible in the Register of Nonprofit Organizations.

Evaluation criteria for submitted applications (max. total points: 100)

Evaluation criteria	No. of points	
	Score	Max
1. Importance and suitability of proposed project for Ad Hoc Action programme component (10 points) <i>*elimination criterion: if below 7, the project is automatically rejected</i>		10
1.1 Is the project in line with the purpose of the Ad hoc Action Call (addresses the problem that needs to be dealt with urgently or is corresponding to current advocacy/community opportunity)?		10
2. Relevance and importance of the project (35 points) <i>*elimination criterion: if below 18, the project is automatically rejected</i>		35
2.1 Is the project relevant to the objectives and priorities of the Active Citizens Fund, including contribution to the selected outputs and respective indicators?		10
2.2 Is the project relevant for and responsive to the needs of selected target groups?		10
2.3 Does the project contribute to the country-specific concern of the Call of supporting CSOs active in underserved and underdeveloped regions and communities?		2
2.4. Does the project contribute to the country-specific concern of the Call of supporting under-served social groups (such as: persons belonging to minorities, based on race or ethnicity, gender, disability, age, sexual orientation or identity, especially Roma; refugees and migrants; domestic violence survivors; children at risk, etc.)		3
2.5. Does the project contribute to horizontal priorities of the Call, - strengthening of inter-generational cooperation and intercultural dialogue?		5
2.6. Does the project envision a bilateral partnership that adds value to the project and strengthen bilateral cooperation within the ACF Croatia?		2
2.7. To which degree will the project contribute to community mobilisation and enrichment of collaborative relations and partnerships?		3
3. Methodology and feasibility of proposed solutions <i>critierion: if below 18, the project is automatically rejected</i> <i>*elimination</i>		35
3.1 Are proposed activities appropriate for targeted problem?		10
3.2 Are proposed activities feasible?		10
3.3. Are the project outputs and outcomes coherent and specific enough in respect to the main project objective?		10
3.4 Can proposed communication approach and activities help convey key messages and achieve the project's goal and expected results?		5
4. Capacity of the applicant (and partners, if applicable) to implement the project		5
4.1 Do the applicant and partner (if applicable) have appropriate organisational and expert capacities in the performance of activities similar to those foreseen in the project?		5
5. Financial and economic justification – value for money		15

5.1 Are the costs necessary and realistic? Is the volume of budgeted activities proportionate to the project objective, its expected outcome and results?		5
5.2 Is the project cost-effective and efficient? Is the budget economically sound and how realistic is the forecast of project costs?		10

Threshold for the application to be reviewed by the selection committee is 70 out of 100 possible points. Only the highest scoring project proposals within individual programme outcome will be awarded with ACF grant until the total indicative budget for this Call is exhausted. Selection Committee will provide their recommendation whether or not to approve the application on all applications that received 70 or more points in total and were above all eliminating criteria. In justified cases as specified in the Programme Implementation Agreement, the Selection Committee can propose to reject an application even though it received more than 70 points. Any such rejections have to be reflected in the minutes. The final decision will be made by the Fund Operator.

Acceptance of an application does not imply an obligation to award it up to the amount claimed by the applicant. The amount claimed may be decreased by the selection committee based on the evaluators' findings on the appropriateness of the financial plan. Based on the findings of the evaluators on the appropriateness of the activities for achieving the project objectives, the selection committee may reject financing of activities that do not contribute to the objectives.

Notification on selection and appeal procedure

Applicants will be notified on the selection of their project proposals via e-mail indicated in application form, according to Step by Step timeline.

The decision of the Fund Operator to approve or disapprove support is final. Any organization that has participated in the application process for this Call may file an appeal with the Fund Operator Appeal Committee within 8 calendar days from the date of receipt of the notification of the results of the Call in the event that it has noticed any deficiencies in the implementation of the established procedure for assessing the quality of its application. Appeals must be submitted exclusively to the following e-mail address: prigovori@acfcroatia.hr. The Appeal Committee is obliged to respond to the appeal within 10 calendar days from the day of receipt. The right to appeal can be exercised once. The decision of the Appeal Committee is final.

4. PROVISIONS ON PROJECT IMPLEMENTATION

4.1. CONTRACT PROVISIONS

For each approved project, a project implementation contract shall be concluded between the Community Foundation Slagalica and the project promoter setting out the terms and conditions of the grant, as well as the role and responsibilities of the parties. In case a delay in project implementation occurs due to objective reasons, beneficiary can request for a prolongation of the project for a maximum of 3 months. Request will be considered by the Fund Operator. Prolongation of the project does not impact financial plan of the project. The project contract shall contain, as a minimum, provisions on the following:

- Final grant amount – maximum grant amount and rate will be determined in EUR with the contract based on the financial plan of the project representing planned amount of costs. However, this amount will become final only after the conclusion of the project and after submission of the final financial statement of project account.
- Failure to fulfil obligations of project contract and provisions – In case beneficiary will not realise project in accordance with project contract obligations and provisions, Fund Operator reserves the right to stop payments or terminate the contract. ACF contribution can be reduced and Fund Operator can demand total or partial refund of already paid contribution in case beneficiary does not comply with the contractual provisions.
- Changes to the project – In the event of significant changes to the project, an annex to the contract has to be prepared and signed, while with smaller-scale changes, prior approval of contract guardian is sufficient.
- Changes to the financial plan – Original amounts of the categories in the financial plan may change under the following conditions:
 - when the change does not impact the original purpose of the project; and
 - reallocation of budget between cost headings of up to 15 % of total heading amount are possible without consent of the grant officer on the side of the Fund Operator; for reallocation of budget between cost headings higher than 15 % of total heading amount project promoter will have to get Fund Operator's grant officer's approval and an annex to the contract will be signed..
- The description and the project budget
- The duration of the project
- The obligations on project reporting
- The eligibility and the supporting documents on expenditure
- The method of calculation of indirect costs and its maximum amount
- The first and final date of the eligible costs
- Approval of reports and payment of grant
- Provisions that ensure that access for monitoring, audits and evaluations is provided without delay
- Provisions to ensure obligations regarding publicity
- Obligations regarding participation in the capacity building activities
- The right of the Fund Operator and the Office of the EEA Financial Mechanism for monitoring project implementation
- The obligation of the promoter as regards record keeping of the project files
- Resolution of disputes and jurisdiction
- Provisions on equipment for which the entire purchase price is eligible
- A reference to partnership agreement(s) or letter(s) of intent, if relevant
- Provisions in case of termination of the project contract
- Waiver of responsibility.

4.2. REPORTING AND PAYMENTS

The submission of narrative and financial reports is a mandatory condition for the execution of the interim and final payments. The number of project reports due by the project promoters depends on the project size and duration. Reports have to be approved by the Fund Operator before payments are made. Fund Operator can request for additional information on implementation progress at any time.

The final narrative and financial report supporting the final payment claim shall be submitted by the project promoter within 45 calendar days after the completion of the project.

Payments will be provided in two instalments:

Grant size	Project implementation duration	Advance payment	Final payment
»Ad-Hoc Action« projects: from €1,000 to € 5000	Min. 1 months Max. 3 months	Max. 90%	10% or the remaining balance

Advance payments are to be paid up to 15 working days from the start date of the project as stipulated in the Project Contract, or from the receipt of the project contract signed by the project promoter's statutory representative (if the latter executes after the start date of the project).

Final payment/payment of the final balance up to **10% of the grant, or** up to the maximum grant amount according to the actually utilised eligible project expenses, is based upon approval of the Final Monitoring Report and the final payment request. The transfer of interim payment is made in 15 working days from the receipt of payment request signed by the promoter's entitled representative.

The approval of project final financial report shall take place within 30 calendar days from the submission of all required information.

Rights and obligations of the project promoter and the Fund Operator regarding the monitoring and control of the use of the grant funds are detailed in the Project contract.

The project promoter and partner(s) must allow the FO/FMO/EFTA Board of Auditors/Office of the Auditor General of Norway to carry out audits and on-the-spot verifications and to examine supporting documents, accounting documents and any other documents relevant to the financing of the project. The supporting documents and records must be kept available for inspections and audits for a three-year period following the FMO's approval of the Final Program Report.

If the project is implemented with a partner(s) from Donor states, exceptionally, with reference to expenditures incurred by project partners whose primary location is registered in one of the donor states or project partners that are international organisations or bodies or agencies thereof, the proof of expenditure may take a form of a report by an independent auditor, qualified to carry out statutory audits of accounting documents, certifying that the reported costs are incurred in accordance with the guidelines, bilateral cooperation initiative implementation agreement, the relevant law and national accounting practices. In such a case:

- The cost of the report is considered an eligible cost, providing that it complies with the eligibility rules defined in the guidelines, Project contract and it is included in the budget;
- Upon request by the FMO, EFTA Board of Auditors/The Office of the Auditor General of Norway a project promoter or project partner shall grant access to the supporting documents on the basis of which the report was issued;
- The certification process can be governed by the International Standard on Related Services (ISRS) 4400 “Engagements to perform agreed-upon procedures regarding financial information” as published by the IFAC (International Federation of Accountants).

The annually audited financial statement of an entity cannot replace the specific auditor's certificate confirming that the claimed costs are incurred in accordance with the guidelines, Project contract, the relevant law and national accounting practices.

4.3. INFORMING THE PUBLIC

Project promoters are obliged to inform the public on receiving a grant from ACF. In all written publications, communications and products, at publication of project products, public events, such as conferences, seminars, fairs or exhibitions, related to project activities, project promoters are obliged to make explicit and visible the support of the donor countries.

Guidelines for informing and communicating will be published before the beginning of project implementation period on the ACF Croatia web site: <https://acfcroatia.hr/vidljivost/> and sent to all project promoters. Project promoter will also have a wide pallet of communication support activities at their disposal.

4.4. INFORMATION CONCERNING THE PROCESSING OF PERSONAL DATA SUBMITTED BY PROJECT APPLICANTS TO THE ACTIVE CITIZENS FUND IN CROATIA

With personal data submitted (included) in application to public calls of the ACF in Croatia and reporting documentation by the applicants, Community Foundation Slagalica as Fund Operator and SOLIDARNA - Foundation for Human Rights and Solidarity, Association for Civil Society Development SMART and CNVOS – Centre for Information Service, Co-operation and Development of CSOs as partners and fund co-operators will be acquainted. Hence, fund operator and co-operators enter the role of common personal data controllers. Submitted personal data will be used for the purposes of implementation of public calls (application assessment, informing of applicants) and in applications rewarded with grants also for preparation of grant agreements, for monitoring, control of co-financing and for related informing of beneficiaries or for other related business communication (request for additional information, informing on financial means) as well as for the purpose of proving of eligibility for funding.

Co-financing of a project selected means establishing a contractual relation between Community Foundation Slagalica and the applicant in which Community Foundation Slagalica assumes the liability of co-financing party and has therefore, together with its partners, the right to monitor and control the implementation of the project. Such contractual relationship as well as submission of application to a public call (as a request for such contractual relationship) represent legal basis for all personal data processing by Community Foundation Slagalica, SOLIDARNA - Foundation for Human Rights and Solidarity, Association for Civil Society Development SMART and CNVOS – Centre for Information Service, Co-operation and Development of CSOs as noted in this information.

With whole application, including personal data submitted with it, also third persons can get acquainted, and that is Financial Mechanism Office (Financial Mechanism Office, Rue Joseph II 12-16, 1000 Brussels, Belgium), donor states and their authorized persons.

In accordance with GDPR and respective national legislation, individuals whose personal data is included in application to public call have the right to be acquainted with all of their personal data, to correction, in the case of conditions as laid down by applicable regulations also the right to deletion, restriction of processing and to their portability. Individuals concerned can address their requests or questions regarding their personal data processing to CFS.

Please note: At submission of project proposal application to public call of ACF Croatia, legal representative of applicant organisation is obliged to sign a statement that they are aware of and in agreement with processing of personal data included in project proposal and relevant parts thereof.

5. COMPLAINT MECHANISM

In accordance with the terms and conditions for the *Active Citizens Fund* in Croatia, the Fund Operator has established a Complaints Committee to review complaints regarding the potential irregularities regarding the implementation of the Program, i.e. complaints about suspected non-compliance with the principles of good governance in relation to the implementation of the Programme. All complaints are first assessed by the Fund Operator. A complainant who is not satisfied with the conclusion made by the Fund Operator has the right to take the case to the Complaints Committee, which includes two members who are external to the Fund Operator and its Board and does not include program staff responsible for assessing project applications. The complaints must be fully justified and submitted electronically to the following email: prigovori@acfcroatia.hr

6. ADDITIONAL INFORMATION AND SUPPORT FOR THE APPLICANTS

From the moment the Call opens, applicants will have a wide range of support activities and services at their disposal: information workshops and brief counselling via phone or e-mail at podrska@acfcroatia.hr, until 17th August 2023.

Please note: Due to the ongoing application and evaluation process for the Ad Hoc Action projects, the budget can be exhausted before the above specified closing date. Applicants should regularly check the Programme's website <https://acfcroatia.hr/> for updates and the Frequently Asked Questions section, where answers to applicants' questions asked via phone or e-mail will also be published on a weekly basis on the ACF in Croatia web site <https://acfcroatia.hr/>

In the stage of application submission, individual personal assistance will be available upon request. Telephone and e-mail support will also be available until one week before the application deadline, August 17, 2023. All inquiries concerning the call for proposals should be directed to podrska@acfcroatia.hr. All questions and answers will be replied within one week and will be published on the Programme's website.

Timetable of workshops:

Event	Main purpose	Date	Venue
Information workshop and application and budget development workshop	Detailed presentation of the call for proposal, especially result framework; workshop on application and budget development	July 8, 2020 July 15, 2020	On line event(s)

7. PUBLIC CALL STEP BY STEP TIMELINE

Date	Step
June 30, 2020	Publication date of Call for »Ad-Hoc Action« projects (reopening)
July 8, 2020 July 15, 2020	On line Info workshop and budget and application development workshop
August 03, 2020 - until the closing date of the call for Ad hoc Action Projects	Submission of applications for Ad Hoc Action Projects
On a monthly basis –every 5 th working day of the month, announced on the Programme’s website	Selection Committee meeting (1 st Selection Committee meeting will be held on September 07, 2020)
Maximum 3 working day after Selection Committee meeting	Notification of applicants
Closing date of the call for Ad Hoc Action Projects	August 24, 2023 or until funds for each thematic allocation are exhausted.

Deadline for monthly submission in 2020* – Projects received between dates will be considered on specified Selection Committee meeting	Selection Committee meeting dates
August 03 - August 24, 2020	September 07, 2020

August 25 - September 23, 2020	October 07, 2020
September 24 - October 23, 2020	November 06, 2020
October 24 - November 23, 2020	December 07, 2020
November 24 - December 24, 2020	January 11, 2021

* At the end of the current year, we will announce the plan for the next year