



Call 5:

# ACTIVE CITIZENS FUND IN CROATIA

## Call for applicants to Call for medium projects and Guidelines for applicants

CONCEPT NOTES: Deadline for submission November 30, 2021, 12:00 Croatian time

FULL PROJECT PROPOSALS: Indicative deadline for submission March 7, 2022, 12:00 Croatian time (or 1 month after applicants receive invitations to proceed with preparation and submission of full project proposals)

Note: The Croatian version is the official document, in case of differences between the two texts the Croatian version is the valid one.



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## 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 – 2021<sup>1</sup>, 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 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’.** The 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.

The 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.

Active Citizens Fund priority programme 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.

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In addition, 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.

### 1.2. 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;

<sup>1</sup> More on EEA and Norwegian Financial Mechanisms: [www.eeagrants.org](http://www.eeagrants.org).

- 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 goals and address challenges identified in common effort with CSOs in Croatia, Programme is set to:

- 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 including Roma 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.

### 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.

### 1.4. INDICATIVE BUDGET OF ACTIVE CITIZENS FUND IN CROATIA

Total budget of ACF in Croatia is € 8.500.000, and out of that € 7.420.000 are intended for project co-financing.

The projects co-financing budget will be distributed via six public calls:

- Public call for large projects – with a budget of € 3.150.000, for expectedly about 21 projects.
- Public call for micro or »Ad-Hoc Action« projects – with a budget of €215.000, for expectedly around 43 projects.

- Public call for sectoral innovation projects – with a budget of €600.000, for expectedly 3 projects.
- Public call for medium projects – with a budget of €2.625.000, for expectedly around 44 projects.
- Two public calls for small projects – with a budget of €630.000, for expectedly around 42 projects.

In addition, ACF in Croatia includes co-financing budget for Fund for bilateral cooperation and Regional civil society initiatives as follows:

- Bilateral cooperation between Croatian and donor countries' CSOs - € 85.000,00 and
- Regional Civil Society Initiatives - € 115.000,00.

## 2. PROVISIONS OF THE CALL FOR MEDIUM PROJECTS 2021

### 2.1. INDICATIVE BUDGET FOR MEDIUM PROJECTS CALL

Total available budget for this Call for medium projects (Call) is €2.625.000,00 for expectedly around 44 projects divided into two groups of the Call. The budget for the first group of the Call is €660.000 and the budget for Second group of the Call is €1.965.000.

### 2.2. FOCUS OF THE CALL

All proposed projects within the ACF Programme must clearly contribute to the **overall objective** Civil society and active citizenship strengthened and vulnerable groups empowered and its the corresponding indicator "Number of people engaged in civil society activities".

This Call will support projects lasting from twelve (12) to fifteen (15) months whose implementation will contribute to the achievement of long-term positive social changes in one of the five priority programme areas of the ACF Programme.

Proposed projects within this Call must contribute to achieving at least one of the expected outcomes of the ACF Programme:

1. Strengthened civil society watchdog/advocacy role;
2. Increased support for human rights, rule of law and good governance;
3. Strengthened democratic culture and civic awareness and engagement

and at least one corresponding outcome level indicator.

Proposed projects within this Call must include at least one project activity whose implementation will directly contribute to the achievement of at least one of the expected outputs of the Fund and the corresponding indicator(s) within the chosen outcome.

In addition to contributing to one of the above three expected outcomes, all proposed projects must also contribute to achieving outcome 4 *Enhanced capacity and sustainability of civil society (organisations and sector)*. Projects must include activities aimed at strengthening the capacity of applicant (and partners, if applicable) in order to successfully implement proposed project as well as contributed to the overall work and development of organization(s). The applicants are obliged to

allocate mandatory 13% of the total value of the proposed project for the implementation of these activities.

The focus of this Call are project interventions that include the development and implementation of existing and / or new activities, approaches and methodologies, with achieving results that have a **pronounced multiplier effect**, which may include:

- transfer of lessons learned, gained experience, developed practices and methodologies and any other possible products of the project, to other local communities and other target groups by applicants and partners (if applicable) and other relevant actors inside and outside the civil society sector;
- development of plans for continuous implementation or re-implementation of the same or similar activities in the same or other local communities for the same or other target groups by applicants and partners (if applicable);
- making available lessons learned, gained experiences, developed practices and methodologies and any other possible products achieved to other relevant actors inside and outside the civil society sector;
- the possibility of free use and further development/upgrade of activities, methodology and any other possible products achieved during the project, by other relevant actors inside and outside the civil society sector;
- the possibility of further use of the developed practices and methodology and any other possible products of the project by the beneficiaries involved in the implementation of the project;
- providing support/assistance in future activities and further use of developed practices and methodologies and any other possible products of the project by other relevant actors inside and outside the civil society sector, if possible and necessary;
- including lessons learned, gained experience, developed practices and methodologies and any other possible products of the project in public and other policies, professional practices, when and if possible.

**The Call is divided into two groups:**

**Group 1 is designated for:**

- CSOs whose average total annual turnover in the period between year 2018 to 2020 was equal to or less than Kn 376,650.00;
- organizations whose activities are entirely or mostly focused on a specific geographical area (one or more connected local self-government units within one or more neighbouring regional self-government units);
- for projects implemented in one local community (the project is implemented by one applicant or in partnership) or for projects implemented in several local communities (the project is implemented in partnership);
- for projects involving activities with a strong potential for their re-implementation, upgrading, dissemination and transfer to other local communities.

**Group 2 is designated for:**

- CSOSs whose average total annual turnover in the period from years 2018 to 2020 was equal to or more than Kn 376,650.01;
- organizations whose activities go beyond a specific, narrow geographical area;

- for projects that include upgrading existing and / or developing new activities, approaches and methodologies based on the needs and problems of the target group / local community;
- for projects that must include activities for dissemination and transfer of project results to other local communities in different geographical areas and / or to other target groups before the end of the project implementation.

When designing and developing a project, applicants are required to **propose project activities** whose implementation directly contributes to achieving **at least one of the expected outputs of the ACF Programme within the previously selected expected outcome** of the ACF Programme. Projects must include indicators of the selected outcome and output to which the proposed project contributes.

Namely, each of the four outcomes in the focus of this Call has defined outcome level indicators, outputs and output level indicators. The four tables below provide a detailed overview of each of the outcomes, related outcome level indicators and related outputs, and each output is further clarified through predefined output level indicators and suggestions for possible activities. The table presents a complete result framework of the expected results of this Call, and details the focus of applicants when developing project proposals.

### *Outcome 1: Strengthened civil society watchdog/advocacy role*

Fund Operator has, under this Call allocated €850.576,00 for the implementation of projects that contribute to achieving Expected Outcome 1, and designated expected programme results and indicators. For:

**Group 1: €103.448**

**Group 2: €747.128**

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**Outcome 1 is aimed** at strengthening the role of CSOs in the processes of preparation, adoption and/ or monitoring of the implementation of public policies, regulations and practices. The impact will be visible through an increase in the number of public policies and regulations that have been influenced by CSOs through their advocacy activities. Empowering CSOs in verified data-based advocacy, monitoring the work and decision-making process of public authorities and other organizations, and conducting public campaigns supports building a positive public image of CSOs as relevant, professional and credible actors in policy making and implementation.

When we talk about public policies, we are not talking about politics in general, but about policies that relate to a particular area of activity (i.e. *public education policy*) or a particular group of people (i.e. *public policy for young people*). There are public policies formed according to the content that they are regulating; e.g. public policies on education, transport and energy policy or environmental protection. There are also public policies that are formed according to the target groups that they are regulating, special societal groups such as children, families, the elderly or people with disabilities. In Croatia we have municipal, regional, urban, rural, national, state or European public policies. Civil society organizations are an important stakeholder in the process of preparing, adopting and monitoring implementation of public policies and public affair in general. Expected outcome 1 is therefore aimed supporting civil society organization in advocating and lobbying for a particular societal group(s) in representing their needs and problems. Often, civil society organizations are providers of certain services and through direct contact with the beneficiaries can gain legitimacy to participate in and create public policies.

The watchdog/ advocacy role of CSOs and citizens is crucial in all phases of drafting, amending, adopting and / or implementing public policies and regulations as well as the work and decision-making process of public authorities and other organizations. The involvement also includes timely and substantiated response when common good or the well-being of a local community is at risk or endangered. CSOs play watchdog/advocacy role at different levels and in different ways, and their reach and influence largely depends on their capacities (human, technical and financial). Therefore, smaller local organizations with insufficient capacity can operate through an existing network or can join a new network or coalition and thus strengthen their capacities, gaining support and legitimacy.

Applicants who are addressing above mentioned, similar or the same areas will contribute to the Outcome 1.

Outcome/ Output	Expected programme results	Indicator
Outcome 1	Strengthened civil society watchdog/advocacy role	Number of national policies and laws influenced by the CSOs
		Number of media reports of CSOs' engagement in public policy
Output 1.1	Strategic litigation supported	Number of strategic litigation cases supported
		Number of CSOs engaged in strategic litigation
Output 1.2	Research conducted to inform public policymaking and debate	Number of CSOs using evidence/research to support their advocacy and policy work
		Number of evidence-based policy submissions by CSOs
Output 1.3	Policy-monitoring and advocacy supported	Number of CSOs engaged in monitoring private/ public decision-making
Output 1.4	Network and coalition building supported	Number of CSO platforms, coalitions and networks supported

Some of the possible activities within the applications are: *(Note: the list is not prescriptive or exhaustive)*

- **Working groups and/or initiatives** (cross-sectoral and / or intra-sectoral) that participate in the preparation and/or adoption of public policies
- **Conduct research and analysis of public policies, regulations and practices** in order to give concrete written recommendations through systematic advocacy (reports, submission paper recommendations for improvement, etc.)
- **Monitor and report on the process of implementation** of local, regional, national public policies and decision-making processes (i.e. monitoring of public procurement, implementation of public services, decision-making in the municipality, county, Parliament, etc.)
- **Prepare and / or implement strategic litigation;**
- **Prepare and implement public campaigns, public hearings, protests, petitions** etc., directed at preparation and/or adoption of public policies
- **Conduct a needs assessments of target groups** (especially vulnerable groups) in order to improve the quality of services and/or prepare and adopt public policies with concrete written recommendations /conclusions
- **Work through new or existing informal and formal networks and coalitions of CSOs** for stronger impact and legitimacy of advocacy work
- Other activities not explicitly mentioned here that contribute to Expected Outcome 1



**Outcome 2: Increased support for human rights, rule of law and good governance**

Fund operator has, under this Call allocated €843.103 for the implementation of projects that contribute to achieving Expected outcome 2, and designated expected programme results and indicators. For:

**Group 1: €153.448**

**Group 2: €689.655**

Civil society organizations have an important role to play in promoting and respecting human rights, the rule of law and good governance. They work on issues that are important to citizens, monitor the activities of governments, parliament and local and regional self-government and through different activities encourage and demand from the authorities to take responsibility for their actions. Performance 2 contributes to promoting the rule of law, involving citizens in the public sphere, raising public awareness on various social issues, community development and seeking to contribute to the establishment of an equal level and inviolability of universal rights for all people regardless of race, ethnicity, religion, politics, class or gender, affiliation, education or economic status. This area of work includes the issue of valuing and respecting diversity (by gender, race, cultural identity, education, economic power, sexual orientation, etc.), supporting the promotion of tolerance and positive action towards particularly vulnerable and minority groups. Activities include direct assistance to persons whose rights are violated, monitoring and analysis of existing laws, launching legislative initiatives to amend existing or enact new laws, monitoring the application and compliance with internationally accepted human rights standards included by the Republic of Croatia in its domestic legislation. citizens to associate and connect in the protection and exercise of their rights. Applicants that address some of the similar or the same issues mentioned above will contribute to the Programme Outcome 2.

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
		Share of people who know it is a crime to incite hatred based on race, ethnicity and gender
		Number of victims supported by CSOs
Output 2.1	Victims of human rights violations supported	Number of CSOs providing services to victims of human rights violations
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.
Output 2.3	International human rights standards promoted	Number of CSOs engaged in advocacy and watchdog work on women's rights
		Number of public awareness-raising campaigns carried out
		Number of CSOs engaged in advocacy work on human rights
		Number of people reached by

		campaigns
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Some of the possible activities within the applications are: *(Note: the list is not prescriptive or exhaustive)*

- **Advocacy campaigns** related to the promotion of human rights, the rule of law and good governance;
- **Conduct research and analysis of public policies, regulations and practices** in order to give concrete written recommendations through systematic advocacy (reports, submission paper recommendations for improvement, etc.);
- **Monitor and report on the process of implementation** of local, regional, national public policies and decision-making processes (i.e. monitoring of public procurement, implementation of public services, decision-making in the municipality, county, Parliament, etc.);
- **Prepare and implement public campaigns, public hearings, protests, petitions** etc., related to the promotion of human rights, the rule of law and good governance;
- **Monitoring media coverage of hate speech and/or hate crimes** based on race, ethnicity, skin colour, religion or nationality, age, sex, gender, sexual orientation, gender identity, any physical or mental characteristics or disease, property status or level of education;
- **Organise festivals, parades, performances, radio shows and other types of public presentation of the work of associations in order to mobilize the community, increase the number of volunteers**, raise public awareness (community) about the work of civil society organizations and / or raise awareness of problems and / or needs of the target group;
- **Develop publicly available promotional materials, mobile applications, websites, videos, manuals, posters, audio and / or video recordings, etc.**, related to the promotion and awareness raising of international human rights standards;
- **Provide counselling, legal assistance and other types of support** to socially vulnerable, vulnerable groups, victims of human rights violations, persons discriminated against on the grounds of race, ethnicity, gender, **ONLY as a part of wider actions addressing awareness-raising, advocacy, empowerment and reform initiatives oriented to increased support for human rights, rule of law and good governance**
- **Independent research** on human rights, the rule of law and good governance;
- **Establishing new, formal or informal, ad-hoc or long-term, cross-sectoral bodies, platforms, networks, alliances, coalitions and other forms of collaboration** in the relevant program/ thematic area related to human rights, the rule of law and good governance;
- Other activities not explicitly mentioned here that contribute to Programme Outcome 2

### *Outcome 3: Strengthened democratic culture and civic awareness and engagement*

Fund operator has, under this Call allocated €931.321 for the implementation of projects that contribute to achieving Expected outcome 3, and designated expected programme results and indicators. For:

**Group 1: €403.103**

**Group 2: €528.218**

Effective citizen participation is key to good governance. Elected representatives, officials and citizens have important roles in governing the local community, region or state. Cooperation between the government, local self-government units and citizens leads to the best political and developmental

policy decisions. Therefore, promoting and creating an environment that will stimulate citizen's participation is of uttermost importance.

Civil society organizations can make a significant contribution to shaping a better, socially sensitive and just society. Greater involvement of citizens in the work of civil society organizations gives legitimacy to the work of civil society organizations and / or in solving problems and needs in the local community. Participatory democracy is a form of democracy that ensures the continuous participation of responsible and informed citizens in political decision-making processes. Thus, it is a socially inclusive decision-making process, public policy or implementation of projects of common interest, which enables the creation of a cooperative relationship between citizens and government representatives. Cooperation and joint problem solving results in more appropriate solutions in accordance to the needs, and with the ultimate goal of long-term community development.

Equally important on several levels is civic engagement through volunteering, activism which are a social value as well as a way that allows citizens to get involved in creating the desirable community and society as a whole. Volunteering empowers individuals, builds a sense of solidarity, encourages participation, protects vulnerable groups from economic, social and political marginalization and has the potential of a cohesive element in society. Applicants that address some of the similar or the same issues mentioned above will contribute to the Outcome 3.

Outcome 3	Strengthened democratic culture and civic awareness and engagement	Share of persons who show civic awareness
		Number of vulnerable individuals reached by empowerment measures
Output 3.1	Civic and human rights education supported	Number of CSOs (project promoters and project partners) engaged in civic education
		Number of public and educational institutions partnering with CSOs on civic and human rights education
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
		Number of CSO initiatives consulting vulnerable groups on public policy decisions
Output 3.3	Citizen mobilization and engagement promoted	Number of volunteers engaged in CSOs and the community

Some of the possible activities within the applications are: *(Note: the list is not prescriptive or exhaustive)*

- **Develop new or innovate existing methodology** in working with vulnerable groups (proposed methodology has to have new or innovative methods/approach to working with vulnerable groups);
- **Build new or improve work of existing informal and formal initiatives, coalitions, networks, etc.**, in order to contribute to democratic culture, civic awareness and engagement, connecting relevant actors in the field of civil and human rights and working with vulnerable groups and their empowerment and involvement in legislative changes and public policies;

- **Needs assessments of target groups and / or evaluation of the overall methodology / approach** in working with vulnerable groups and suggestions for improvement;
- **Conducting systematic consultations with vulnerable groups and gathering information** for a better status of vulnerable groups;
- **Implementation of relevant programs** aimed at empowering vulnerable groups for active citizenship;
- **Educational programs** <sup>2</sup>(workshops, counselling, mentoring, coaching), in the area of civic and human rights education
- **Develop publicly available promotional materials, mobile applications, websites, videos, manuals, posters, audio and / or video recordings, etc.,** on active citizenship, citizen awareness and activism
- **Implementation of relevant public and/or promotional campaigns** and other public events related to raising visibility and raising awareness of the issues and rights of vulnerable groups;
- **Implementing volunteer programs in CSOs and other relevant organisations;**
- **Organising and implementing volunteer actions and ad-hoc actions** to mobilize citizens in the local community;
- **Implementing relevant educational programs on the topic of active participation of citizens;**
- **Implementing relevant public, advocacy and/or promotional campaigns and public events** related to the active participation of citizens in the society;
- Other activities not explicitly mentioned here that contribute to Programme Outcome 3

***Outcome 4: Enhanced capacity and sustainability of civil society (organisations and sector)***

Funds aimed at achieving the expected results and accompanying performance indicators 4 under this Call are an integral part of the allocations allocated to the other three outcomes, i.e. they represent a mandatory allocation of 13% of the total value of the proposed projects.

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Outcome 4 refers to the identified needs in the area of capacity and sustainability of organisation and civil sector. This call is focused on strengthening capacity of small organisation in the framework of 5 programme areas. In order to contribute to the social development, civil society organizations need to be more efficient and effective in implementing their work programs and more transparent in their work and more accountable to the communities in which they operate, as well as to the general public. Therefore, it is important to build both human and technical and technological capacities of organizations. Capacity building of the organization refers to the planning, implementation, monitoring and evaluation of the performance of the organization, bearing in mind the needs and problems of the societal group(s) with which it works and the sectoral and geographical area. Within this effect, two more aspects are important; activities and connecting and exchanging competencies of civil society organizations within the sector and involving and expanding members of civil society organizations. Of particular interest is the solidarity and support of the larger, more experienced organizations to smaller, less developed organizations, especially those not in city centres.

Outcome 4	Enhanced capacity and sustainability of	Number of CSOs that are members of
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<sup>2</sup> Civic education programs for human rights can be implemented only in cooperation / partnership with public educational institutions

	civil society (organisations and sector)	civil society networks/platforms
		Number of CSOs demonstrating diversification in funding sources
		Number of CSOs with transparent and accountable governance procedure
		Number of CSOs that regularly disseminate information on their activities and results to the public
Output 4.1.	Capacity-building provided to CSOs	Number of CSOs participating in learning initiatives supported by the programme
		Number of CSO leaders trained on leadership skills
		Number of supported CSOs with effective management procedures
		Number of CSOs conducting an assessment of their organisational capacity
Output 4.2.	Partnerships between CSOs supported	Number of partnerships between established/strong and less established/weaker/smaller CSOs
Output 4.3.	CSOs' outreach to citizens and local communities supported	Number of CSO paid staff trained in public communications and community outreach
		Number of CSOs trained in public communications and community outreach

Some of the possible activities within the applications are: *(Note: the list is not prescriptive or exhaustive)*

- **Assess organizational capacities and develop action plan** for organizational development
- **Educational and / or advisory and / or mentoring programs** for building the capacity of human resources in the area of non-profit management
- **Educational and / or advisory and / or mentoring programs** for developing transparent and accountable governance procedure in the organisation
- **Development of a communication plan, fundraising plan (increase diversification)**
- **Development of volunteering programme in CSO's and /or public educational institutions** including implementation of standards for volunteer organisers
- **Development of long-term strategic and/or operational plan** of the organization
- **Job-shadowing, study visits within Croatia**
- **Fundraising events to support implementation of CSOs programme to vulnerable groups**
- Other activities not explicitly mentioned here that contribute to Programme Outcome 4

### 2.2.1. SPECIAL PROVISIONS OF THE CALL

**At least 50% of the total available funds** under this Call will be allocated to organizations registered and working in **underserved geographic areas and/or organizations working with vulnerable groups, including Roma.**

**Applications coming from organization(s) registered and working in a local self-government** unit with a development index below 100% according to the Croatian Government's Decision on classifying local and regional self-government units<sup>3</sup> according to the level of development may receive up to 4 (four) additional points in the process of assessing the quality of concept note proposals.

**Projects implemented within local self-government units** with a development index below 100% according to the Croatian Government's Decision on classifying local and regional self-government units<sup>4</sup> according to the level of development may receive up to 4 (four) additional points in the process of assessing the quality of full applications.

Project proposals aimed at marginalized and deprived groups such as members of minority groups (based on race or ethnicity, gender, disability, age, sexual orientation or identity - Roma, refugees / migrants, victims of violence, survivors of domestic violence, children and young people at risk, etc.) may up receive 4 (four) additional points in the process of assessing the quality of full applications.

This Call responds to the identified **horizontal social priorities** and will support applications that contribute to:

- strengthening intercultural dialogue, with special emphasis on national minorities;
- strengthening intergenerational cooperation.

Project proposals that **include activities, working methods and/or project partnership** aimed at achieving one or both of these priorities will receive up to 3 (three) additional points in the process of assessing the quality of full application.

When designing project proposal, applicants must take into account that projects who do not fulfil following will not be supported:

- do not include at least one project activity whose implementation will directly contribute to the achievement of at least one of the expected results of the Fund and the corresponding indicator (s);
- do not show OR explain a clear link between the implementation of the proposed project activities and the achievement of at least one of the expected results of the Fund and the associated indicator (s);
- do not have the potential to re-implement, upgrade, disseminate and transfer activities and results to other local communities (Group 1) or do not include activities to disseminate and transfer project results (multiplication) to other geographical areas and/or to other target groups before project completion (Group 2 );
- are primarily based on the provision of social services and assistance. Under this Call, the provision of social services and assistance will be supported only if these activities are part of a broader project intervention aimed primarily at implementing development and awareness-raising activities of the general and interested public, advocacy activities, empowering

<sup>3</sup> Full list available at: <https://bit.ly/3bKwNFs>

<sup>4</sup> Full list available at: <https://bit.ly/3bKwNFs>

vulnerable groups to represent their interests and defend their human rights and for relevant public reform initiatives;

- focus on environmental protection and climate change activities while these activities are not part of a broader project intervention that is primarily aimed at promoting civic participation and active citizenship, social innovation and advocacy.

## 2.3. ELIGIBILITY OF APPLICANTS AND 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 rights, including the rights of persons belonging to minorities<sup>5</sup> (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.

### 2.3.1. ELIGIBLE APPLICANTS

Eligible lead applicants are civil society organisations (CSOs) established and registered 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”.

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More specifically, eligible candidates must meet all of the following general conditions:

- 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;

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

- 9) Conducts transparent financial operations validated through Register of Non-profit Organizations (RNO) with Croatian Ministry of Finance<sup>6</sup>;

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).

Organizations implementing projects funded under the Call for large projects in the role of lead applicant are not eligible applicants.

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

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

**Eligible lead applicants in Group 1** must have an average annual turnover for 2018, 2019 and 2020 financial years equal or less than Kn 376,650.00.

**Eligible lead applicants in Group 2** must have an average annual turnover for 2018, 2019 and 2020 financial years equal or more than Kn 376,650.01.<sup>7</sup>

### 2.3.2. ELIGIBLE PARTNERS

Partnership is not obligatory under this Call, however the proposed project can be implemented in partnership with one or more eligible organizations. It is important that partnership is based on mutual capacity upgrade between involved organizations as well as common values and 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.

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

<sup>6</sup> 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 from 1 January to 31 December 2020 and a balance sheet or annual financial statement of receipts and expenditures for 2020, in accordance with the accounting regulations of non-profit organizations, whereby the 2020 Annual Financial Report is visible in the Register of Nonprofit Organizations.

<sup>7</sup> The Fund Operator shall verify submitted data by examining the publicly available data in the Register of Non-profit organizations during the administrative and eligibility check.



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.

A special emphasis is put on partnerships that are including **partners from the donor countries**. Projects including bilateral partnerships shall be **scored with up to 5 additional points** in the process of assessing the quality of full application.

**Important: A project partnership shall not be mistaken for sub-contracting. Contractors providing services and supply of goods awarded by a beneficiary organization under the Fund do not fall within the category of partners and are selected by the respective organization under the rules for the procurement of goods and/or services, i.e. selection of contractor. The partner must have a clear and well-grounded role in achieving the goals of the project!**

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.

If a project is implemented in partnership, in case of financial support to the project, the applicant shall sign a partnership agreement with each of the project partners. A model agreement is a part of the call documentation.

#### *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](mailto:margret@humanrights.is)). Especially welcome are the upgrades of already existing partnerships.

## 2.4. NUMBER OF PROPOSALS AND PARTNERSHIPS

Each individual applicant can submit **only one project proposal** in this call as a **lead applicant**.

Lead applicant can be a partner in another application.

Each organization can participate in **no more than two project proposals in a partner role**. This limitation applies to both partners in Croatia as well as in other eligible countries (including the donor countries). If during the administrative and eligibility check the Fund Operator determines that partner organisation participates in more than two applications in the role of a partner, the lead applicant will

receive the request for supplementation allowing them to exclude the partner; otherwise the application will be rejected

## 2.5. GENERAL RULES AND INFORMATION

Available budget for this Call is € 2.625.000 divided in two groups: € 660.000 for medium projects in Group 1 and € 1.965.000 for medium projects in Group 2.

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

### Group 1:

- Minimum: € 15.000,00
- Maximum: € 30.000,00

### Group 2:

- Minimum: € 30.001,00
- Maximum: € 90.000,00

### *Project grant rate*

The maximum project grant rate indicated in the application may equal **100% of the total eligible project costs.**

### *Organisational development budget*

Each applicant has to allocate 13% of its budget for activities contributing to their organisational development or building capacity of actors in the civil society. For applications that include a Financial plan with organizational development component of less than 13% of their total budget, the maximum requested grant is therefore reduced accordingly.

### *Project duration*

Project duration is between twelve (12) and fifteen (15) months.

### *Location of the project*

While there are no limitations to the geographic location of project activities, all activities need to contribute to the agreed outputs, outcomes and objective of the Programme as well as the overall objective of the EEA and Norwegian Financial Mechanisms, i.e. to reduce social and economic inequalities in the EEA and strengthen bilateral relations between the Croatia and donor states.

### *Payments*

Payments of the project grant shall take the form of advance payments, interim payments and a final payment. The level of advance payment to projects shall be set out in the project contract. The maximum level of advance payment shall be linked to the project budget and duration as follows:

	Grant size	Project implementation duration	Advance payment	Interim payment(s)	Final payment
<b>Group 1</b>	€15.000- €30.000	12-15 months	Max 40%	Max 50%	Minimum 10% or the remaining balance

<b>Group 2</b>	€30.001- €90.000	12-15 months	Max 40%	Max 50%	Minimum 10% or the remaining balance
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### *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*

General principle regarding possible reallocation between cost headings is: 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 and an annex to the contract; 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 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.

## 2.6. ELIGIBLE EXPENDITURE

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

- a) they are incurred between the first and final dates of eligibility of a project as specified in the project contract;
- b) they are connected with the subject of the project contract and they are indicated in the detailed budget of the project;

- c) they are proportionate and necessary for the implementation of the project;
- d) 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;
- e) 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
- f) 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 and/or project partner.

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.

### 2.6.1. Direct expenditure

- the cost of staff 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 eligible<sup>8</sup>;

<sup>8</sup> 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.

- 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.

### 2.6.2. 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.

Project promoters have to be able to demonstrate that indirect costs of the project are proportionate to total administrative costs of their organisation.

In case beneficiaries are international organisations or bodies or agencies thereof, indirect costs can be identified in accordance with existing rules of such organisation.

## 2.7. INELIGIBLE EXPENDITURES

The following costs shall not be considered eligible:

- Costs related to preparation of project application;
- Costs of construction work, i.e. construction of new buildings, facilities, objects;
- 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;
- Excessive or reckless expenditure;
- Scholarships and stipends;
- Re-granting of project funds and/or financial aid to third parties;
- Subcontracting costs between partner organisations.

### 3. CALL DOCUMENTATION AND APPLICATION PROCESS

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

Call documentation consist of:

- Call for medium projects and guidelines for applicants (pdf);
- Application form:
  - 1<sup>st</sup> phase: concept note (presentation of the project idea, including the total cost estimate)(word)
  - 2<sup>nd</sup> phase: full project proposal (action plan, timeline, expected outcomes and outputs, communication plan etc.) (word);
- Financial plan - for the 2<sup>nd</sup> phase of the Call (excel);
- Applicant's statement;
- Partner's statement;
- Contract sample;
- Partnership agreement sample;

Application process of this call is divided into two phases: in the first phase, concept notes prepared and submitted by applicants will be evaluated by external evaluators. Based on the evaluation, the Selection Committee will select those with highest scoring to be invited to the second phase of the application process – preparation and submission of full project proposals. The final decision is on the Fund Operator.

#### 3.1. FIRST PHASE - CONCEPT NOTE PROPOSAL

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Applicants submit the concept note on a designated form in accordance with the instructions. In the form, applicants will also have to indicate total value of the project, primary Programme area addressed by the project (democracy, human rights, social inclusion, gender equality, environment and climate change) and primary outcome addresses by the project.

**Please note: total amount of requested co-financing of the project cannot be higher in the second phase of the application process.**

In addition to the Concept note, applicants will also have to submit Applicant statement, Partner statement, and current statute or the founding act of the applicant, if such a document is not available in an on-line public register.

**Please note: in the second phase of the application process, changes of existing partnership are possible only exceptionally. In case a change is inevitable due to objective reasons, partner shall be replaced with another partner of similar nature and characteristics (for instance, if the partner that needs to be replaced was a municipality, it can be replaced only by another municipality or another appropriate public institution of the municipality; it cannot, for instance, be replaced by an CSO). Reasons for change will have to be explained in the full application form. Expansions of partnerships are possible in the second phase.**

Deadline and submission process for the first phase: November 30, 2021, 12:00 (noon, Croatian time).

Complete application in the first phase of the application process consists of:

- Completed Concept note for the first phase of the application process (word and pdf);
- Scan of Applicant statement, (signed and stamped), (pdf);
- Scan of Partner statement (signed and stamped), (pdf);
- A scan of a current statute or the founding act of the applicant if the document is not available in electronic public register.

Application shall be submitted **only in electronic form** to the following e-mail address: [prijava.srednji@acfcroatia.hr](mailto:prijava.srednji@acfcroatia.hr) (this e-mail is intended exclusively for submission of applications for this call and will therefore not be checked before the deadline for submission of project proposals. In case you have questions regarding the call, Fund, etc., please contact us at: [podrska@acfcroatia.hr](mailto:podrska@acfcroatia.hr)).

The subject of the submitting e-mail shall be: **Application to call for medium projects**

**Please note: The concept 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 without possibility of re-submission.**

The Concept note applications must **be delivered** to the e-mail provided above by **November 30, 2021 before 12 p.m. (noon, Croatian time)**. Concept note applications delivered to the respective e-mail past the deadline will be rejected. 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.). Therefore, applicants are recommended to not delay the submission of their applications until the last day.

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 e-mail, please contact the Fund Operator at 031 213 255 during working hours, so the Fund Operator can check the status of your application on its side.

#### Language of the concept note

The concept note form and all the required annexes should only be submitted in Croatian with a project summary in English, irrespective of whether the project is submitted by a national entity only or in cooperation with a partner from a Donor State.

#### Administrative and Eligibility check

Prior to the quality evaluation of the project proposals, the eligibility of the applicants and administrative compliance assessment will be done based on the administrative and eligibility compliance criteria presented in tables below. The Fund Operator can request for additional information or clarifications referring to administrative compliance criteria.

#### ADMINISTRATIVE COMPLIANCE CRITERIA

Criteria	Meeting the criteria		Notes
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
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 (if applicable).	YES	NO	request for supplementation
Applicant submitted only one proposal to the Call	YES	NO	Only the first delivered proposal may remain in the process of assessment, while other are rejected as ineligible <sup>9</sup> .
Partner organisation participates in more than two application in the role of a partner	YES	NO	Request for supplementation – exclusion of a partner, otherwise the application will be rejected

## APPLICATION ELIGIBILITY CRITERIA

Criteria	Meeting the criteria		Notes
Applicant is an eligible civil-society organization.	YES	NO	rejection
Partner organisation(s) is (are) eligible.	YES	NO	rejection
Project duration is between 12 and 15 months.	YES	NO	rejection
Grant amount corresponds to determined frames in each group: Group 1: €15.000 - €30.000 Group 2: €30.001 - €90.000.	YES	NO	rejection
Average annual turnover of the applicant organization in 2018-2020 period was <b>(for Group 1):</b> equal or less than Kn 376,650.00; <b>(for Group 2):</b> equal or more than Kn 376,650.01 <sup>10</sup>	YES	NO	rejection
Applicant organisation is not implementing projects funded under the Call for large projects in the role of lead applicant	YES	NO	rejection
Applicant is registered at RNO and conducts transparent financial operations <sup>11</sup>	YES	NO	rejection
Applicant (and partner organizations - if applicable) have no unrecovered amounts due, following a final	YES	NO	rejection

<sup>9</sup> If the applicant determines that it has submitted an incomplete application before the application deadline, the applicant may send an official message to the e-mail address [prijava.srednji@acfcroatia.hr](mailto:prijava.srednji@acfcroatia.hr) to withdraw such application and send a new application before the application deadline. It is not possible to send a new application, correction of the submitted application or supplement to the application after the deadline for application as defined in these Guidelines.

<sup>10</sup> The Fund Operator shall verify submitted data by examining the publicly available data in the Register of Non-profit organizations during the administrative and eligibility check.

<sup>11</sup> 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.



court decision in connection with the CSO Programme 2009-2014 in Croatia			
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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 five (5) calendar 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 concept note from further evaluation. Applicants of ineligible concept notes will have 8 calendar days available for 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](mailto:prigovori@acfcroatia.hr). The appeal will be formulated in writing and will include the reason for which such a request is well justified. The contestant cannot modify the content of the initial submitted application, but the Appeal Committee may request additional information from the contestant. The FO will take into consideration only the appeals submitted by the legal representative of the applicant or by the person empowered on his behalf. The appeal will be considered by the Appeal Committee of the FO and applicants will be informed within ten (10) calendar days. The decision on the appeal is irrevocable. No further appeal on the same application could be formulated afterwards.

### Concept note quality assessment

Each concept note application that meets the administrative and eligibility criteria shall be evaluated by two impartial external experts according to the evaluation criteria set below. For the purposes of ranking the concept note applications, the average of the scores awarded by the experts shall be used.

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.

### EVALUATION CRITERIA FOR CONCEPT NOTE (Max. total points: 100)

Relevance of the concept note (40 points)		
*exclusion criterion: if the total number of points achieved in this criterion is less than 32, the concept note will be rejected.		
Criteria	Description of the criteria	Score
Relevance of the described problem in relation to the purpose of the Call	<i>To what extent is the described problem related to the selected priority program area of the Fund's support and the selected expected outcome, result (s) and related indicator (s) of the Fund?</i>  <i>Has the problem been clearly and specifically described? To what extent is the described problem supported by arguments and evidence and other relevant data?</i>	/10
Relevance of the project in relation to the purpose of the Call	<i>To what extent will the implementation of the proposed project contribute to achieving the selected outcome of the Fund and the accompanying</i>	/ 10

	<p>indicators?</p> <p><i>To what extent will the proposed project activities contribute to the achievement of the Fund's results and accompanying indicators?</i></p> <p><i>To what extent will the implementation of the proposed project contribute to achieving positive social changes in the selected priority program area of the Fund's support?</i></p>	
Relevance of the project with regard to target groups of the project	<p><i>Are the target groups of the project clearly identified and quantified?</i></p> <p><i>Are their problems and / or needs clearly and in detail described? To what extent are the problems and / or needs described supported by arguments and evidence and other relevant data?</i></p> <p><i>Are the end users of the project indicated? To what extent will the implementation of the proposed project have a short-term and long-term positive impact on the identified target groups and end users?</i></p>	/10
Relevance of the project in relation to the specific focus of the Call	<p><i>Group 1: To what extent project has the potential for transferability and application in other local communities?</i></p> <p><i>Group 2: Does the project envisage and to what extent does it propose appropriate/adequate activity (s) / methodology / direct results to ensure multiplication, transfer and dissemination during and after the implementation of the project?</i></p>	/10
<b>Project design (30 points)</b>		
<b>Criteria</b>	<b>Description of the criteria</b>	<b>Score</b>
Logical interconnectedness of individual parts of project proposal	<p><i>To what extent are the problems and solutions interconnected and coherent?</i></p> <p><i>To what extent concept note is a coherent, rounded and logically connected whole?</i></p>	/ 15
Feasibility of the activities	<p><i>To what extent is the project feasible given the described problem, proposed solution(s) and the capacities of the applicant (and the partner, if applicable)?</i></p> <p><i>Is the project feasible given the expected duration and the requested amount of financial support?</i></p>	/15
<b>Capacity for project implementation (20 points)</b>		
Capacity for project implementation	<i>To what extent do applicants (and partner (s), if applicable) have management competencies and relevant program and financial experience for project implementation?</i>	/20

	<p><i>To what extent do the applicant (and partner (s), if applicable) have the overall organizational capacity and resources (employees, associates, volunteers and technical and spatial conditions) for the successful implementation of the project?</i></p> <p><i>To what extent do the applicant (and partner (s), if applicable) have the competencies and experience to carry out activities similar to those foreseen in the project?</i></p> <p><i>Are there objective reasons for involvement / affiliation with the proposed partner organizations? (if applicable)</i></p>	
<b>Organizational development (6 points)</b>		
<b>Criteria</b>	<b>Description of the criteria</b>	<b>Score</b>
Justification for investment in organizational development	<p><i>Are the needs for capacity building for the implementation of activities and achievement of the results clearly and relevantly described and will they contribute to the achieving the focus of the Call?</i></p> <p><i>Are the needs for investment in organizational development clearly and relevantly described and to what extent will they contribute to the selected results and indicators from Expected Outcome 4?</i></p>	/ 6
<b>Country specifics areas and concerns (4 points)</b>		
<b>Criteria</b>	<b>Description of the criteria</b>	<b>Score</b>
Outreach to underdeveloped and deprived areas	<i>The applicant is an organization based in a local self-government unit with a development index below 100%</i>	/4
		<b>/100</b>

After the conclusion of expert evaluation of all eligible concept note proposals, the Fund Operator will prepare the ranking list of applications based on received scoring by. Proposed ranking list will be examined by the Selection Committee, who will make recommendations to the Fund Operator on which concept notes shall enter the second phase of the application process. The Fund Operator may modify the recommendations of the Selection Committee in justified cases. If such a modification results in a rejection of a project that would otherwise have been approved, the applicant in question shall be informed in writing about the justification for the modification. Final decision is made by the Fund Operator.

The threshold for inclusion of the concept note into the next phase of application process is 70 out of 100 possible points.

Selection committee will make recommendations to the Fund Operator on around 90 best scored concept note proposals to enter the second phase of application process. Final decision is made by the Fund Operator. The decision of the Fund Operator on the selection of the concept notes for the second phase of the application process is not subject to complaint/appeal, but general complaints/alerts related to the selection process as such can be submitted to the Complaints Committee providing the information as outlined in section 6 of this document.

## Notification on selection

Applicants will be notified on the selection of their project proposals to enter the second phase of the application process via e-mail indicated in application form (e-mail address of the contact person), in February 2022.

## 3.2. SECOND PHASE - FULL PROJECT PROPOSAL

Applicants invited to submit full project proposals in the second phase of the application process shall prepare and fill in the form »Cjelovita projektna prijava« (Full Application Form) in accordance with instructions. Full proposal shall be based on the concept note submitted in the first phase of the application process.

### Deadline and submission process

Deadline for the second phase: March 7, 2022, 12:00 (noon, Croatian time) or 1 month after applicants receive invitations to proceed with preparation and submission of full project proposals.

Complete application in the second phase of the application process consists of:

- Complete application form – Full project proposal (word, .pdf),
- Complete form for project financial plan (excel),
- Scan of partner statement (signed and stamped), pdf, for those partners that have not been included in the first phase.

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

### Language of the application form

The application form and all the required annexes should only be submitted in Croatian with a project summary in English, irrespective of whether the project is submitted by a national entity only or in cooperation with a partner from a Donor State.

The project application shall be submitted **only in electronical form** to the following e-mail address: [prijava.srednji@acfcroatia.hr](mailto:prijava.srednji@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](mailto:podrska@acfcroatia.hr)).

The subject of the submitting e-mail shall be: **Application to call for medium projects – second phase.**

**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 without possibility of re-submission.**

Full applications must **be delivered** to the e-mail provided above by March 7, 2020 **before 12 p.m. (noon, Croatian time).**

Applications delivered to the respective e-mails after that deadline will be rejected. 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.). Therefore, applicants are recommended to not delay the submission of their applications until the last day.

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 31 213255 (Community Foundation Slagalice), so we can check the status of your application on our side.

### Full project proposal 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.

In case the full 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 5 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).

### Administrative eligibility

Criteria	Meeting the criteria		Notes (if NO)
	YES	NO	
Application is submitted as instructed to the designated e-mail address.	YES	NO	rejection
Application is submitted within the deadline.	YES	NO	rejection
Application is completed in Croatian language.	YES	NO	rejection
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
Partner statement, signed and stamped, for each partner is attached (only for those partners that have not been included in the first phase of application process).	YES	NO	request for supplementation

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 8 calendar days available for 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](mailto:prigovori@acfcroatia.hr). The appeal will be formulated in writing and will include the reason for which such a request is well justified. The contestant cannot modify the content of the initial submitted application, but the Appeal Committee may request additional information from the contestant. The FO will take into consideration only the appeals submitted by the legal representative of the applicant or by the person empowered on his behalf. The appeal will be considered by the Appeal Committee of the FO and applicants will be informed within ten (10) calendar days. The

decision on the appeal is irrevocable. No further appeal on the same application could be formulated afterwards.

### *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.

### **FULL APPLICATION QUALITY ASSESSMENT CRITERIA (MAX. TOTAL POINTS: 120)**

<b>Relevance of the project (40 points)</b>
Points for relevance of the project are carried over from the Concept note quality assessment

<b>Project design and methodology (23 points)</b>		
<b>Criteria</b>	<b>Description of the criteria</b>	<b>Score</b>
Feasibility of the projects implementation	<i>Do the activities emerge from the described problems and needs and are they in line with the goals and expected results?</i> <i>Will the proposed methodology ensure the planned contribution to the expected results of the project and the selected results of the ACF?</i>	8
	<i>To what extent is the implementation plan clear and feasible?</i>	5
	<i>To what extent has the applicant clearly and coherently defined objectively verifiable indicators?</i>	5
	<i>To what extent does the applicant (and partner (s), if applicable) have the competencies and resources to secure feasibility of proposed project?</i>	5

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<b>Sustainability of the project (15 points)</b>		
<b>Criteria</b>	<b>Description of the criteria</b>	<b>Score</b>
Long-term effect on target group	<i>To what extent will the project have a concrete influence on the target groups in the long run in terms of improved quality of different aspects of target groups' problems/needs?</i>	5
Transferability of activities/results (Group 1)	<i>Have the applicants clearly and in detail described how will the planned activities and results be re-implemented / upgraded / extended or transferred to other local/thematic communities after the project ends?</i>  <i>To what extent is the proposed re-implementation/upgrade/transfer to other local/thematic communities potentially feasible?</i>	10
Multiplication of	<i>To what extent will the planned activities and proposed</i>	10

activities/results (Group 2)	<p><i>methodology for re-implementation/upgrade /extension or transfer will lead to concrete changes in thinking and /or practices, policies etc. in other local/thematic communities?</i></p> <p><i>Will the multiplication involve different stakeholders in planning and implementing multiplication activities?</i></p> <p><i>To what extent is the proposed re-implementation/upgrade/transfer to other local/thematic communities potentially feasible?</i></p> <p><i>To what extent is the implementation/upgrade/transfer to other local/thematic communities relevant to their current needs and problems?</i></p>	
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<b>Organisational development (10 points)</b>		
Criteria	Description of the criteria	Score
Justification of investment in organizational development	<p><i>To what extent do the capacity building activities to implement the activities and achieve the results of the proposed project are clearly and relevantly described?</i></p> <p><i>To what extent will the proposed capacity building activities of the organization contribute to the long-term sustainability and growth / development of the applicant / partner organization and / or sector?</i></p>	10

<b>Financial efficiency (15 points)</b>		
Criteria	Description of the criteria	Score
Cost – action plan compliance	<p><i>To what extent are proposed costs compliant with action plan?</i></p> <p><i>Are the planned costs logically related to planned activities and outputs?</i></p> <p><i>To what extent does the cost justification clarify what the cost entails and at what price?</i></p> <p><i>To what extent are cost estimations based on realistic assumptions?</i></p>	5
Financial efficiency of the project	<p><i>To what extent is the value of the project adequate in regard to set objectives (are project objectives achievable with indicated project budget)?</i></p>	10

<b>Bilateral partnership (5 points)</b>		
Criteria	Description of the criteria	Score
Bilateral partnership	<p><i>Does the project envisage a purposeful and relevant partnership between Croatian CSOs and CSOs from donor countries? (If yes,)</i></p>	5

	<i>To what extent does this partnership add value to the proposed project and its implementation and strengthen bilateral cooperation?</i>	
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Country specifics areas and concerns (12 points)		
Criteria	Description of the criteria	Score
Outreach to underdeveloped and deprived areas	<i>The project is implemented in a local self-government unit with a development index below 100%</i>	4
Inclusion of vulnerable groups, including Roma	<i>Does proposed project include marginalized and deprived groups such as members of minority groups (based on race or ethnicity, gender, disability, age, sexual orientation or identity - Roma, refugees / migrants, victims of violence, survivors of domestic violence, children and young people at risk, etc.) Roma?</i>	4
Relevance of the project in relation to horizontal social priorities (intercultural dialogue and intergenerational cooperation)	<i>To what extent do the proposed project include activities, working methods and / or a project partnership aimed at achieving one or both of these priorities?</i>  <i>To what extent will the implementation of the proposed activities will improve/contribute to intercultural dialogue and intergenerational cooperation?</i>	4
		<b>/120</b>

After the conclusion of expert evaluation of all project proposals, based on received scoring, the ranking list of applications will be prepared by the Fund Operator. Proposed ranking list will be examined by the Selection Committee, who will make recommendations to the Fund Operator on project proposals that shall be funded. Final decision is made by the Fund Operator.

Project proposals scoring a minimum of 84 points in quality assessment will be recommended for funding. Only the highest scoring project proposals will be awarded with ACF grant.

The final decision of the Fund Operator whether to approve or reject support to a project is not subject to complaint/appeal, but general complaints/alerts related to the selection process as such can be submitted to the Complaints Committee providing the information as outlined in section 6 of this document.

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*

Applicants will be notified on the selection of their project proposals via e-mail indicated in application form, in accordance with the indicative timeline in section 7.



## 4. PROVISIONS ON PROJECT IMPLEMENTATION

After final decision on selection of project for co-financing by ACF, the applicant will receive a project contract based on standard contract sample as presented in the call documentation. Before the signature of the contract, negotiations between applicants and Fund Operator to determine final definition of project activities and costs are possible.

### 4.1. CONTRACT PROVISIONS

For each approved project, a project implementation contract shall be concluded between the Community Foundation Slagatica 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, the 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 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.

**Interim Monitoring Reports** (includes narrative and financial part) have to be submitted by the project promoter within 30 calendar days in 6 to 9 month intervals, depending on the contracted project implementation duration.

**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 of the project grant shall take the form of advance payment, interim payments and final payment. The level of advance payment to projects shall be set out in the project contract.

	Grant size	Project duration	Advance payment	Interim payment(s)	Final payment
<b>Group 1</b>	15.000 - €30.000	12-15 months	Max. 40%	Max. 50%	Minimum 10% or the remaining balance
<b>Group 2</b>	€30.001- €90.000	12-15 months	Max. 40%	Max. 50%	Minimum 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).

**Interim payment(s) up to 50% of the grant**, based on payment request upon approval of the Interim Monitoring Report of the project (includes narrative and financial part) submitted by the project promoter within required deadlines according to the Project Contract. The number of interim payments and its amount depends on the length of the project (i.e. number of interim monitoring reports submitted along with the payment request. A condition to prove incurred expenditures in amount of at least 50% of previous payment must be fulfilled concurrently. The transfer of interim

payment is made in 15 working from the receipt of payment request signed by the promoter's entitled representative, following the approval of the individual report.

**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 approval of project interim/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. INFORMATION AND COMMUNICATION

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 are available on the ACF Croatia web site: <https://acfcroatia.hr/vidljivost/>. Project promoter will also have a wide pallet of communication support activities at their disposal.

Applicants are required to prepare a Communication Plan that is an integral part of the Full Application Form.

The Communication Plan shall cover at least the project implementation period and shall include at least the following elements:

1. communication objectives and target groups, including stakeholders at national, regional and/or local level and the general public – project promoters must ensure that they reach the widest possible audience, including important stakeholders at the appropriate (e.g., local/regional) level
2. the strategy and content of information and communication measures, including activities, communication tools and timeframe, having regard to the added value and impact of the EEA and Grants' funding
3. at least two information activities on progress, achievements and results in the project
4. measures for making information on the project available on the web, either through a dedicated website or through a dedicated webpage on the organisation's existing website with linking between the pages, or, alternatively, through an active social media profile for the project where a website does not already exist.

Where a social media profile is created for a project and, the social media profile must remain visible and all information shall remain accessible after the final eligibility date of the project

5. information on the administrative departments or bodies responsible for implementation of the information and communication measures, including a contact person
6. an indication of how the information and communication measures are to be evaluated in terms of visibility and awareness of the project and the EEA Grants, their objectives and impact, and the role of Donor States

When designing, planning and organising all communication activities, applicants/project promoters must explicitly point out the support of Iceland, the Principality of Liechtenstein and the Republic of Norway through the EEA Grants i.e. Active Citizens Fund (logo and financing statement). Also, participants in project activities must be informed about funding from the Active Citizens Fund, as well as funding from Donor States

## 5. 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, CF 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 selected project means establishing a contractual relation between CF Slagalica and the applicant in which CF 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 CF 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 CF Slagalica.

**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.**

## 6. COMPLAINT MECHANISM

In accordance with the terms and conditions for the Active Citizens Fund in Croatia, the Fund Operator has established a Complaints Committee. Complaints/alerts may be submitted in case of suspicion of irregularity, bad governance, corruption in implementation of Active Citizens Fund in Croatia programme, including those on possible misuse of funding projects submitted by general public.

Complaints/alerts can also be submitted anonymously. Complaint/report/alert must be justified and consisted of the following information:

- Description of the irregularity (including whether it is alleged or real and how it occurred);
- Period the irregularity refers to or the timeline of its occurrence;
- How did the reporting person become aware of the irregularity;
- Identification of the individuals or legal entities related to the irregularity, and other information.

The decisions related to the administrative compliance and eligibility verification as part of the selection process are not subject to verification by the Complaints Committee, but will be handled by the Appeal Committee referred to in section 3.1. The final decision of the Fund Operator whether to approve or reject support to a project is not subject to complaint/appeal, but general complaints/alerts related to the selection process as such can be submitted to the Complaints Committee providing the information as outlined above.

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 programme staff responsible for assessing project applications.

The complaints must be submitted electronically to the following email: [prigovori@acfcroatia.hr](mailto:prigovori@acfcroatia.hr).

## 7. ADDITIONAL INFORMATION AND SUPPORT FOR THE APPLICANTS

The support for preparing the project proposal will also be available **via the e-mail, up to 8 days** before the deadline for submission of project applications which is **November 22, 2021**. All written questions and requests for information related to this Call should be addressed **ONLY** to the e-mail address [podrska@acfcroatia.hr](mailto:podrska@acfcroatia.hr). The Fund Operator is under no obligation to provide answer after November 22, 2021. The deadline for submitting answers to all written queries is one week, and all relevant questions and answers will be published weekly on the Fund's website <https://acfcroatia.hr/faq/>.

The **first presentation of the Call** will be held online, on the Zoom cloud platform, on Wednesday, October 6, 2021 (link for the event: <https://bit.ly/39Qdg4F>). During October, **two regional information workshops** will also be held online, on the Zoom cloud platform, and a minimum of **four regional workshops** will be organized offline, on different locations in underdeveloped Croatian counties, depending on the current epidemiological measures. The objectives, purpose and focus of the Call, the application process and various forms of support to applicants will be presented in detail at the regional information workshops.

Fund Operator will organise three (3) workshops on development of concept note and three (3) workshops on development of full application form and budget for ACF Call for Medium projects.

In the second phase of developing full application form, the Fund Operator will give individual consultations/ technical support to all interested applicants.

More information on all available forms of support to applicants (application method, duration, etc.) will be available on the Fund's website <https://acfcroatia.hr/srednji-projekti/> and they will also be presented at regional information workshops.

Videos of the online information workshops and workshops on project proposal and budget development will be published on the Fund's website, for further support.

Event schedule:

Event	Main purpose	Date	Venue
Presentation of the Call	Presentation of key information about the Call and forms of support to applicants	October 6,	Online (Zoom)
Regional information workshops	Detailed presentation of the objectives, purpose and special conditions of the Call, application procedures and forms of support to applicants	October 12, October 13,	Online (Zoom)
Regional information workshops	Detailed presentation of the objectives, purpose and special conditions of the Call, application procedures and forms of support to applicants	October 19-26,	Planned counties: Karlovačka Ličko-senjska Koprivničko-križevačka Šibensko-kninska Sisačko-moslavačka Brodsko-posavska

Workshops on developing concept note- Group 1	Support to less experienced applicants in the development of concept note	November 4, November 10,	Online (Zoom)
Workshops on developing concept note - Group 2	Support to less experienced applicants in the development of concept note	November 9	Online (Zoom)
Workshops on development of full application form and budget - Group 1	Support to less experienced applicants in the development of full application	Two	Online (Zoom)
Workshops on development of full application form and budget - Group 2	Support to less experienced applicants in the development of full application	One	Online (Zoom)
Individual consultation second phase	Individual consultations with applicants whose concept notes are accepted to the second phase of application process	-	Online (Zoom)

#### INDICATIVE CALENDAR FOR CALL FOR MEDIUM PROJECTS

Date	Steps
October 1, 2021	Publication of Call for medium projects
Until November 22, 2021.	Consultations and e-mail communication
November 30, 2021	Deadline for submitting the Concept note
December 1- December 15, 2021.	Applicant and application eligibility check, additional information requests
December 2021/January 2022	Concept note assessment
January 2022	Selection Committee (SC) meeting
February 2022.	Informing applicant of the SC decision
March 7, 2022. (planned)	Deadline for submitting Full application
April 2022.	Deadline for Full application assessment
April 2022.	Selection Committee (SC) meeting
April/May 2022.	Informing applicant of the SC decision