

Call 8:

ACTIVE CITIZENS FUND IN CROATIA FUND FOR BILATERAL RELATIONS

Restricted Ongoing Call for proposals to Call for Bilateral Initiatives and Guidelines for applicants

Last version: October 16, 2023

Open from February 21, 2023

PROJECT PROPOSAL DEADLINE: Ongoing call until **December 31, 2023**

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

ACF Programme in Croatia

ACF's overall objective is to strengthen civil society, promote active citizenship and empower vulnerable groups. In the period of 2014–2021 special emphasis of the ACF is put on long-term sustainable development and capacity building of NGO sector. Enabling that, ACF programme aims at strengthening the role of CSOs in promotion of democratic governance of the country, inclusion of public in decision- making processes on national and local level and strengthening human rights. An important priority of the programme is also strengthening cooperation between Croatian civil society organisations and organisations from donor countries - Iceland, Liechtenstein and Norway.

Aim of the Fund for Bilateral Relations

The Fund for Bilateral Relations is established within ACF Programme in Croatia in order to support bilateral initiatives by providing funding for networking, sharing experiences and best practice and knowledge transfer between Croatian CSOs and organizations from the donor states (Norway, Iceland, and Liechtenstein).

The Fund for Bilateral Relations is one of the tools put in place to achieve the objective of strengthened bilateral relations between the donor and beneficiary countries and will contribute to strengthening the cooperation between the donor and the beneficiary states in the areas of mutual interest.

Who can apply

Organizations eligible for funding within the Fund for Bilateral Relations are project promoters from Croatia, who implemented or are still **implementing projects under the ACF Programme in partnership with organizations from the donor countries at the moment of submission of the application for funding**. Also, organizations from the donor states who are acting as partners in supported projects under the ACF Programme are eligible for application.

Eligible activities

Eligible activities under the Fund for Bilateral Relations are those, which facilitate networking, exchange, sharing and transfer of knowledge, technology, experience and best practice between project promoters and entities in the Donor States. The activities must be related to the current or previous project supported through the ACF programme and represent an up-grade of the existing activities.

All project promoters with donor state partners will be obliged to participate at the FMO survey on the outcomes of partnerships (improved knowledge, methods and/or approaches).

Eligible expenditures

- Staff costs
- Fees and costs for participation in conferences, seminars, courses, meetings and workshops,
- Travel costs for study trips, travel and external experts,
- Costs of conferences, seminars, courses, meetings and workshops,
- Costs for promotion and information activities,
- External consultancy fees,
- Etc.

This is a non-comprehensive list of eligible costs. All costs that are eligible project costs are also eligible costs for this initiative.

The amount of funds and duration of the call

Within the Fund FOR Bilateral Relations in Croatia, there are **70.000 €** available, which will be granted to the interested project promoters under the simplified selection process. The funds will be available throughout the implementation period until the consumption. Co-financing rate is up to 100 % of eligible costs, and the maximum grant amount per initiative is 8.000 €. Successful applicants will receive 90% of the grant amount as prefinancing and the remaining 10% upon approval of the final report for bilateral activities.

Duration of the initiative

The final date for the completion of the bilateral initiative is **30. 9. 2024**. The final date of the eligibility of cost is **30. 9. 2024**.

Availability of funds

The call for proposal is a »rolling call« which means that applications shall be submitted any time during the implementation period, but not later than **31 December 2023**.

How to apply

Beneficiaries shall apply for additional funding by filling in the application form attached to this call, where they explain the need for additional funding, describe purpose of the funding and its contribution to the project objectives, duration of the activities and anticipated costs. Applications shall be sent to the e-mail address: prijava@acfcroatia.hr

Evaluation criteria and selection procedure

Fund Operator will review the applications and allocate additional funds for bilateral cooperation in accordance with the following criteria:

- Requested funds were not included into the basic financial plan for the project,
- The proposed activities are appropriate and relevant for the project and contribute to bilateral cooperation,
- The expected outputs and results of the proposed activities constitute a quality upgrade project,
- Application demonstrates value for money.

Fund Operator reserves the right to request appropriate corrections from the applicant or reject the applications in case that the application doesn't meet the above criteria.

The proposals will be reviewed and evaluated by the two members of the FO staff. The final recommendation for funding will be given by the Selection Committee.

Applicants will be notified on the selection of their project proposals via e-mail indicated in application form. The selection process will not take more than 1 month.

Reporting on the use of funds for bilateral cooperation

Project promoters or their partners from the donor states who will receive additional funding for bilateral cooperation will have to take into account the reporting requirements and submit a report on the activities and results. They will have to prove expenditure and attach relevant documents, in accordance with the reporting requirements valid for other project costs for ACF Program in Croatia (e.g. salary slips or accounting documents of equivalent probative value., timesheets, travel order, invoices, confirmation of payments, ...). In the case of inaccuracies or poor grounds regarding the expenses, the FO has the right to demand explanation and reimbursement of funds. Exceptionally, with reference to expenditures incurred by project partners whose primary location is in one of the donor states, 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 PIA, the relevant law and national accounting practices.

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 and restricted 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 and restricted 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.

Financing of selected bilateral initiatives 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 this 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, Avenue des Arts 19H, 1000 Brussels, Belgium)

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.

FUND FOR BILATERAL RELATIONS

Application form

Applicant:	
Partner:	
Title of the project funded under the ACF Croatia Programme:	

The reason for applying for additional funding and the connection to the project activities:	
Expected outputs and results of additional funding:	
Proposed activities:	
Duration:	
Estimated costs: (cost category and amount)	