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Call for proposals

Open call: "Enabling Environment for Human Rights Organisations Development"

EUROPEAN ECONOMIC AREA (EEA) FINANCIAL MECHANISM
and the
NORWEGIAN FINANCIAL MECHANISM
2009. - 2014.

On the basis of the Decision of the Management Board of the National Foundation for Civil Society Development dated October 2nd, 2014 and the Agreement signed by the National Foundation for Civil Society Development and the Financial Mechanism Office the National Foundation for Civil Society Development announces a

Call for proposals "Enabling Environment for Human Rights Organisations Development"

AIM OF THE CALL FOR PROPOSALS

The main aim of this Open Call is to strengthen the capacity and sustainability of CSOs and promote an enabling environment for the sector.

The Open Call is targeted towards the Associations that are dealing with human rights protection, with the end result being stable and sustainable development of human rights organisations (HROs) separately and the sector as a whole.

There is a need for raising the sustainability of organisations working in the field of HROs. The solution should be to create models which will be self-sustainable and as a result contribute to the sustainability of organisations in all 4 aspects of the sustainability of an organisation.

(for a more detailed description please refer to the Guidelines for Applicants, Section II.1.)

GENERAL INFORMATION ON THE CALL

Applications approved under the Call "Enabling Environment for Human Rights Organisations Development " will be divided into two categories: single applicant and application in partnership. Depending on the type of the application, there will be two different amount allocated to successful applicants:

- individual application - up to 50.000 €;
- application in partnership of at least 3 organisations - from 50.000 € up to 150.000 €.

Depending on succesful applicants and their form of application, the number of projects to be approved is strictly provisional, and will amount up to 6.

Deadline for the submission of project proposals: **30th of September 2015**, 24:00 (verified by post stamp)

Duration of the project:

- from 12 up to 14 months - starting with the day of the contract signature (provisionally set to 1st of January 2016).

ELIGIBLE APPLICANTS

Eligible applicants are organisations that are established and registered in Croatia as Associations, i.e. organisations that fall within the following definition: "A non-profit voluntary organisation established as a legal entity, having a non-commercial purpose, independent of local, regional and central government, public entities, political parties and commercial organisations. Religious institutions and political parties are not considered CSOs". Eligible applicants shall abide by the principles of democratic values and human rights.

It is recognised that the registration of CSOs, and therefore their establishment as legal entities, differs from country to country, and therefore CSOs in Croatia are considered to be in line with the *Legal Act on Associations*.

Organisations applying should deal with human rights defined as minimum standards to ensure that a person is treated with dignity, whether this is the right to be free from discrimination on the basis of age, disability or ethnic background, the right to the protection of personal data, or the right to get access to justice, these rights should all be respected, promoted and protected. The definition of human rights in this Open Call is provided with respect to the rights proclaimed in the Charter of Fundamental Rights of the European Union.

PARTNERSHIP

Partnership in this Open Call is not obligatory, but is very much encouraged in this Open Call, since one of the desired aim is to promote coalitions, partnerships and sharing of knowledge and experience.

Should one decide to apply in partnership the application is submitted by a consortium of at least 3 organisations. Mentioned members of the consortium have to be Associations registered in Croatia at least 3 years prior to the date of the opening of the Call.

Should you decide to apply in partnership, the Applicant shall be the project coordinator in a project implemented in cooperation with two partners from Croatia, which benefit financially from the project. The eligibility of expenditures incurred by a project partner is subject to the same limitations as would apply if the expenditures were incurred by the project coordinator.

The EEA and Norway Grants are promoting the prospect of bilateral cooperation and strengthening the links between Donor and Beneficiary countries. Therefore, an additional foreign partner organisation, as a fourth member of the consortia, could be a public or private entity, commercial or non-commercial, or non-governmental organisation, whose primary location is in a Donor State, Beneficiary State of the EEA and Norwegian Financial Mechanisms 2009-2014, or a country outside the European Economic Area that has a common border with Croatia, or any inter-governmental organisation, actively involved in, and effectively contributing to, the implementation of a project. It shares with the project promoter a common economic or social goal which is to be realised through the implementation of the project. Foreign partners have no limit regarding the year of operation, but should be involved in the project as the providers of knowledge, experience and best practices. Should the consortium include a partner from Donor countries (Iceland, Lichtenstein, Norway) in addition to the 3 members of the consortium from Croatia, this application will be additionally scored in the second phase of evaluation (extra 5 points). The expenses that relate to the foreign partner are limited to the fees, accommodation expenses and travel to the Republic of Croatia, while the potential expenses for travelling to foreign countries must be presented by domestic partners.

The project could include the associate partners, which could not benefit financially from the project, be it a single application or an application in partnership with other organisations that benefit financially from the project. An associate partner can be any legal person, public or private, commercial or non-commercial, as well as the civil society organisation that can be actively involved in the project implementation and contribute to the project effectively. The expenses incurred by associate partners are not acceptable for financing within the Programme. Associate partners also do not represent the members of the consortia.

APPLICATION

Interested organisations should fill in the application form for receiving grants and other supporting documents and send them to the address of the National Foundation for Civil Society Development.

Application forms can be downloaded from the National Foundation for Civil Society Development website <http://zaklada.civilnodrustvo.hr> and the specially designed [NGO Fund - Croatia website www.eea-ngo-croatia.hr](http://www.eea-ngo-croatia.hr).

Each organisation can submit only one application to this Open Call, regardless of the category they are applying to. The organisation submitting two or more applications (either as project coordinator or partner) will be rejected on the basis of the breach of the Call for proposal conditions.

All documents should be submitted by post, with notice "For the Call for proposals - Enabling Environment for Human Rights Organisations Development" and "Do not open until the Selection Opening Committee meeting" on the envelope, to the following address:

National Foundation for Civil Society Development
"For the Call for proposals - Enabling Environment for Human Rights Organisations Development"
Štrigina 1a
10 000 Zagreb
- Do not open until the Selection Committee meeting -

Specific questions relating to the application for this Call for proposals can be sent exclusively by e-mail to the following address: hro.eeang@zaklada.civilnodrustvo.hr from the opening date of the Call until 15th of September (until 2pm) with a note: "For the Call for proposals - Enabling Environment for Human Rights Organisations Development". The organisation will receive the answer to the questions within 5 working days.

Questions relevant to other applicants will be posted on the website of the National Foundation for Civil Society Development together with the answers in Q&A section. The National Foundation will organise a workshop (several if needed) for the potential applicants for this Call. The workshop for the potential applicants will be held in July 2015 in Zagreb and live streaming of the workshop will be organised.

DOCUMENTATION

In hard copy:

1. Proof of registration:
 - a) For associations - Extract from the Register of Associations of Croatia, or the Extract from the Register of Foreign Associations of Croatia (not older than 3 months from the date of opening the call for proposals) from which it is clear that the organisation was registered in the period as specified in general terms (in accordance with the Regulations on the forms and manner of keeping the Register of associations of Croatia and Register of foreign association in Croatia -

Official Gazette no. 11/02) - a copy

2. Duly filled, signed and verified Application Form (on the prescribed form);
3. Duly filled, signed and verified Budget Form (on the prescribed form);
4. CV of person responsible for the implementation of the majority of programmes (on the prescribed form);
5. Original Tax Administration Certificate on the debt based on public contributions of which official records are kept by the Tax Administration proving that the organisations has no outstanding debt. The certificate must be dated no longer than 30 days prior to the date of opening the Call for proposals - *in original*
6. Copy of the Statute of the organization or equivalent;
7. Copy of the Decision on non-compilation of the financial statements adopted by the governing body of the organisation and a copy of the Book of income and expense for the year 2014 - for taxpayers included in simple bookkeeping;
8. Relevant documentation related to VAT issue (as in I.20. and 21. of the Application Form) - *if applicable*;
9. Partner Declaration - if applicable.

In electronic form on CD:

1. Filled in Application Form (on the prescribed form);
2. Filled in Budget Form (on the prescribed form);
3. CV of person responsible for the implementation of the project (on the prescribed form);
4. Partner Declaration.

If the project is applied with additional foreign partner:

1. Proof of registration of their legal status;
2. Copy of the Statute of the organization or equivalent;
3. Financial annual report for 2014. - for profit and non- profit organisations
4. Relevant documentation related to VAT issue (as in I.b 18. and 19. of the Application Form);
5. Partner Declaration.

If the organisation fails to submit all the supporting documents in the proscribed manner it shall be considered to have failed to meet the conditions of the call for proposals and shall therefore be rejected.

* all documents mentioned above need to be delivered in one copy

ANNOUNCEMENT OF RESULTS

The deadline for announcing the results is January 2016. The decision will be posted on the website of the National Foundation for Civil Society Development <http://zaklada.civilnodrustvo.hr> and the specialized website for the NGO Fund in Croatia, www.eea-ngo-croatia.hr.