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## **Guidelines for applicants**

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

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

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## I. General Information about the EEA and Norwegian Financial Mechanism 2009- 2014

Iceland, Liechtenstein and Norway are partners with the EU through the Agreement on the European Economic Area (EEA). Through the EEA and Norway Grants, the donor countries are contributing to reduce disparities and address the economic, political and social challenges in Europe. Funding is channelled through 150 programmes in the 16 beneficiary countries. Under the Grants, the NGO Funds reach out to the core values of civil society – social justice, democratic engagement and citizens’ empowerment.

On 20th of November 2013 the agreement was reached on Croatia’s entry to the European Economic Area (EEA). This made Croatia the 16th beneficiary country of the existing EEA and Norway Grants scheme for the period 2009-2014. National Foundation for Civil Society Development, acting as the Fund Operator (FO) has afterwards signed on 2nd of June 2014 the Agreement with the Financial Mechanism Office in Brussels on the implementation of the NGO Programme in Croatia.

The total allocation made available for the NGO Programme in Croatia is 1.300.000,00 € This amount is divided between Calls for proposals and Predefined projects, bilateral projects, complementary projects and management cost of the Programme Operator.

### 1. Allocation per Calls

After the consultation process organised with the interested public, by the Fund Operator and together with the Financial Mechanism Office, the following allocation of funds to three open calls has been agreed, in order to best represent the needs of the Croatian civil society. The following table indicates the provisional amount allocated per Calls for proposals to be launched in scope of the NGO fund.

Open call	Provisional allocation
Democracy and Human Rights	516.999,00 €
Supporting Innovative Initiatives for Children and Youth in Local Communities	98.550,00 €
Solidarity and Social Capital in Local Communities	100.000,00 €
Enabling Environment for Human Rights Organisations Development	294.200,00 €
<b>TOTAL:</b>	<b>1.009.749,00 €</b>

### 2. Objectives and Areas of Support

The general objective establishing the EEA and Norway NGO Programme in Croatia is:

”To strengthen civil society development and enhanced contribution to social justice, democracy and sustainable development in Croatia.”

### *2.1. Cross cutting issues and horizontal concerns*

The following cross cutting issues are a major concern in the EEA and Norway NGO Programme:

- Principles of Good Governance
- Sustainable Development
- Gender Equality

These cross cutting issues shall be applied in all implementation phases. These three issues (or at least some) must be reflected in the general approach and everyday operation of the organisations. Therefore no organisation can be supported whose mode of operation contradicts the cross-cutting issues and only those organisations can be supported which incorporate and promote the realization of these principles in everyday practice as well. It must be demonstrated in the application how these are present in the project and the activity of the organisation – as appropriate according to its type and nature.

Projects should also address as many of the following horizontal concerns of the EEA/Norway Grants to the greatest extent possible:

- non-hate speech;
- combat extremism and hate crime;
- combat racism and xenophobia;
- combat homophobia;
- combat anti-Semitism;
- tolerance and multicultural understanding;
- Roma;
- combat sexual harassment;
- combat violence against women;
- combat trafficking.

There will be a corresponding category in the application form where the applicants will have place to answer how these issues will be addressed in the project, and in the evaluation these concerns shall play an important role.

### *2.2. Areas of support under the EEA and Norway NGO Programme*

In general, the following areas shall be supported by the NGO Programme:

- Democracy;
- Human rights including minorities rights (ethnic, religious, linguistic and sexual orientation);
- Good governance and transparency;
- Combat racism and xenophobia;
- Combat gender-based violence;
- Gender equality;
- Combat social inequalities, poverty and exclusion, including in rural areas;
- Capacity building of CSOs.

### *2.3. Eligible activities under the EEA and Norway NGO Programme*

The following activities may be eligible under the areas of support referred to in the

above mentioned paragraph:

- Advocacy, watchdog and monitoring activities;
- Awareness-raising activities;
- Multicultural dialogue activities;
- Participation in policy and decision-making processes;
- Capacity-building and organisational support to CSOs;
- Promoting social inclusion and integration of minority groups or of groups at risk (particularly children and youth, Roma and ethnic Serbs);
- Community development and social solidarity;
- Network and coalition building;
- Mutual learning and dissemination;
- Education and training activities;
- Provision of welfare and basic services;
- Transnational cooperation.

#### 2.4. Target groups of the EEA and Norway NGO Programme

Under the Programme there are specific target groups already prescribed that are in line with the NGO programme in all beneficiary states. Therefore, applied projects need to target one or several groups specified below:

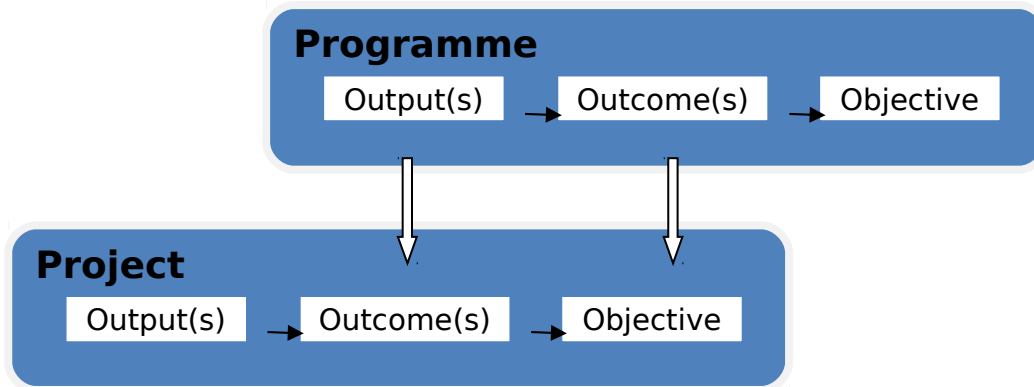
- |   |  |   |
|---|--|---|
| - children                              | - migrants for settlement              | - people with mental health issues              |
| - young adults                          | - foreign migrant worker               | - people with communicable diseases             |
| - minorities                            | - unemployed                           | - people with addictions (drug, alcohol, other) |
| - Roma                                  | - victims of intimate-partner violence | - victims of conflict/catastrophes              |
| - disabled                              | - people at risk of poverty            | - prisoners                                     |
| - victims of trafficking                | - juvenile and young offenders         | - civil servants / public administration staff  |
| - non governmental organisation         | - researchers or scientists            | - elderly people                                |
| - small and medium-sized enterprises    | - students                             |   |
| - entrepreneurs                         | - people with HIV/AIDS                 |   |
| - asylum-seekers                        | - people with cancer                   |   |
| - unaccompanied asylum-seeking children | - drug consumers                       |   |
|   | - people with rare diseases            |   |

#### 2.5. Expected outcomes (RBM)

The EEA and Norway financial mechanism is based on the methodology of results based management (RBM) which is internationally recognized and used widely in programme cycle management. The essence is to focus on achievement of goals rather than on activities and processes.

Therefore, the EEA and Norway NGO Programme as a whole has a complete set of

outcomes, outputs and associated indicators which it is expected to achieve through its various activities. All projects funded by the EEA and Norway Fund Mechanism are expected to contribute to the achievement of the programme outcomes within the scope of their activities. The following logic is applied to link the activities conducted on the project level and those foreseen in the Programme as a whole:



The desired outcomes of the Programme, on which the Programme Operator will report to the Donors, are as follows:

- Advocacy and watchdog role developed
- Empowerment of vulnerable groups
- Democratic values, including human rights, promoted
- Strengthened capacity of NGOs and an enabling environment for the sector promoted

## II. Specific guidelines for the Call - "Enabling Environment for Human Rights Organisations Development"

### 1. Eligible activities and target groups

All approved projects under the EEA and Norway Grants will have to, in some way, address the already mentioned horizontal and cross cutting issues (see *Section 1.2.1.*). In addition, every Call will have its own explanation of eligible activities, areas of support and target groups that can be applied per individual call.

#### Eligible activities:

- Awareness-raising activities;
- Multicultural dialogue activities;
- Capacity-building and organisational support to CSOs;
- Advocacy;
- Networking or coalition building.

#### Areas of support:

- Democracy;
- Human rights including minorities rights (ethnic, religious, linguistic and sexual orientation);
- Capacity building of CSOs.

The primary target group under this Call are civil society organisations (CSO), i.e. non governmental organisation. The Open Call is targeted towards the Associations that are dealing with human rights protection, with the end result being a stable and sustainable development of human rights organisations (HROs).

There is a need for raising the sustainability of organisations working in the field of Human Rights (HR). The solution should be to create a model which will be self-sustainable and as a result contribute to the sustainability of organisations, by generating financial, human and infrastructural resources.

As there is only a limited number of sources devoted to HROs and their programs (from donors of both national and international origin), and since the existing funds are sometimes considered as not acceptable from the HRO perspective because of the possible unwanted influence on the independence and autonomy of the HROs and their programs, the model of a sustainable and nonpartisan source of financial support to HROs is considered being vital for their long-term sustainability.

With the existing support schemes targeting mostly consortia and/or specifically oriented CSOs, acting in accordance with the donor's needs and expectations, hence becoming project-oriented and project-driven organisations, the model of a sustainable support for

CSOs in the field of promotion and protection of human rights in the Republic of Croatia should provide an independent, self-sustainable and nonpartisan source of financial support to such CSOs - the organisational form/internal structure of such a source is not prescribed, but a feasibility study or analysis would be needed in order to describe the roles, activities and legal framework of the model, stressing the comparative advantages.

This being said, the goal of the Open Call is to give the associations an opportunity to raise their sustainability.

The Open Call describes sustainability as having 4 components:

1. Financial sustainability - being the core of the sustainability of any organisation, HROs have always struggled with this component, in managing financial viability in an evolving funding landscape, contending with “competing” nonprofit organizations while establishing collaborative partnerships, demonstrating value and accountability to funders and supporters, and maximizing the contribution of leadership within the community.

2. Leadership and human resources - people working in a HRO are the sole heart of the organisation. Their intrinsic motivation is what keeps the organisation going, and their internal beliefs are the ones giving the organisation its mark. However in an ever evolving world, the problem of giving the people working for the organisation the knowledge they need in order to overcome barriers is a challenge on its own. Forming a strong team with divided roles, and creating leaders that will know the path for the organisation is something vital for the sustainability of each organisation, and therefore, the plan of developing human resources is vital for every HRO. This could be achieved through capacity-building trainings or study visits to organisations outside of Croatia.

3. Infrastructure - a successful organisation has to grow infrastructurally as well, but determining the guidelines and priorities of such an infrastructural improvement is dependent on the problems that persist. Creating a model and progressive path of development for HRO is key to their success. Such examples could include problems of record keeping about human rights violation or the challenge of creating a documentation/info center about the protection of human rights.

4. Transparency and openness to the general public - knowing how to present the results to the public, and how to be transparent in the work that the organisation is doing, is key to attracting funds and to gaining trust in the community (being local or national) which ultimately makes the activities successful or not, long lasting or trivial. In addition, the visibility aspect is important as well, including increasing awareness of journalists and general public on human rights.

The successful applicants will have to explain in the application their planned activities and plans for the sustainability of the Association/Consortia of organisations **in all 4** above mentioned components. What is more, these plans should be applicable not only for their organisations but to others as well. Therefore the planned activities should also include an analysis of the needs for sustainability and how the activities plan to tackle the problems. This analysis should be presented to the public/within the relevant sector as



one of the activities of the project, in order to possibly improve the ideas and plans and make them accessible to other organisations.

In case there are funds unspent under this Call, the Programme Operator (National Foundation) may reallocate the remaining funds to future calls or launch additional calls for proposals within EEA/Norway grants.

### *1.1. What activities cannot be applied?*

1. Activities with mainly religious objectives;
2. activities that mainly seek funding for purchase and distribution of humanitarian aid;
3. activities depending on any political option or party which could affect the independence and feasibility of the project and are oriented towards the strengthening of any political option;
4. activities seeking investments for the construction of capital investments;
5. activities whose sole purpose is personal gain of the members of the organisation;
6. projects in which the majority of activities relate to the organisation of conferences, round tables, seminars, jubilees, trips, pilgrimages, etc., unless these activities are part of a permanent and comprehensive programme;
7. larger scope activities in need of additional funding to close the financial construction;
8. projects in which the majority of activities are solely based on printing books and/or brochures and creating websites;
9. activities that are generally considered to be the responsibility of the Croatian Government, such as formal education, basic health care and similar;
10. activities that have solely profit or commercial purpose;
11. projects that are subcontracting most of the implementation/activities of the project to profit or non-profit organisations;
12. activities related to the allocation of funds to other users via public tenders or other forms of allocation (sub-granting or re-granting);
13. projects in which the majority of activities are not implemented in the Republic of Croatia.

## **2. Aims of the project**

The outcome specified in the table below is following the logical framework of the EEA and Norway NGO Programme in Croatia. Therefore, it **must** be included in your application together with the indicators that are prescribed, following your choice specified in the application form. Applicants are eligible to specify more indicators per prescribed outcome as well as additional outcomes that are not specified below. Please be advised, if indicator values are not met, there may be the case for full or partial recovery of funds at the end of the project.

*Programme Outcome/Project Objective: Strengthening capacity of NGOs and enabling environment for the sector promoted*

Project Outcome/s	Indicator/s
Model of sustainable development of human rights and advocacy CSOs implemented	Number of analysis documents for improving the enabling environment for human rights and advocacy CSOs in Croatia presented
	Number of different models envisaged for all components
	Number of public consultations regarding the models of sustainability
	Number of public awareness events
	Number of journalists educated about the human rights protection in Croatia

### 3. Project size and duration of projects

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 €.

The Programme can provide up to 90% of the eligible cost of the CSO project. The applicant shall provide or obtain the remaining co-financing in the form of cash or in-kind contribution as voluntary work. The in-kind contribution may constitute up to 50% of the co-financing required by the Programme for the project. For the calculation of the in-kind contribution, the price for each hour voluntary work shall range from 20 to 35 HRK depending on the level of expertise of the volunteer (3 to 5 €). Additional hours contributed by otherwise paid staff of the project, cannot be reported as voluntary work.

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).

### 4. Applicants

#### 4.1. Eligible

Eligible applicants are organisations that are established and registered in Croatia as Associations, i.e. organisations 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 NGO's". Eligible applicants shall abide by the principles of democratic values and human rights, as well as horizontal concerns in their everyday practices.

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*. In addition, the applicant has to be working in field of human rights protection, which is visible from the Statute of the organisation.

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.

#### 4.1.1. 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.

Partnership means that the project coordinator and the Partners jointly implement the project, each of them implementing their own predefined part. Partner's costs can be included in the project budget, and project partner can thus use the grant funds, but the project coordinator has to have 50% (+/- 2%) of the total project cost. Nevertheless, the project coordinator cannot transfer to the Partners a larger part of the project activities and funds than the project coordinator implements themselves. It is also not possible for the project coordinator to delegate their coordination role and overall responsibility for the implementation of the project. Project coordinator will be responsible for the transfer of the respective funds to the Partners. This, together with the principles and specific terms and conditions of project partnership shall be defined in a partnership agreement between the project coordinator and each project partner. The partnership agreements shall be submitted to the Fund Operator before the signing of the project contract.

The partnership agreement shall contain the following provisions on the roles and responsibilities of the parties;

1. provisions on the financial arrangements between the parties, including, but not limited to, which expenditure the project partners can get reimbursed from the project budget;
2. currency exchange rules for such expenditure and its reimbursement (for foreign partners);

3. provisions on the method of calculating indirect costs and their maximum amount;
4. provisions on audits of the project partners;
5. a detailed budget, with itemised costs and provisions on dispute resolution and unit prices; and jurisdiction;
6. the partnership agreement shall be in English if one of the parties to the agreement is registered outside of Croatia.

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.

#### *4.2. Non-eligible applicants*

1. Organisations that don't possess a legal status of any kind;
2. organisations which have received a grant from the National Foundation for Civil Society Development, but failed to perform their contractual obligations;
3. organisations that have not fulfilled their contractual obligations in the implementation of approved financial support from the government bodies, which have lost the right to apply for donor funding from public sources over a period of 2 (two) years from the date this Call was published;
4. organisations which have not settled their legal obligations regarding public contributions, i.e. taxes and other contributions;
5. organisations that are not in the Registry of non-profit organisations;

6. private and public institutions and foundations;
7. organisations that are not registered in Croatia.

## **5. Expenditure**

### *5.1. Eligible*

Eligible expenditures of the project are those actually incurred by the project promoter which meet the following criteria: they are incurred between the first and final dates of eligibility of the project as specified in the agreement of the project; they are connected with the subject of the project agreement and they are indicated in the estimated overall budget of the project; they are proportionate and necessary for the implementation of the project; they must be used for the sole purpose of achieving the objective(s) of the project and its expected outcome(s), in a manner consistent with the principles of economy, efficiency and effectiveness and shall comply with the best economic practices and ensure the optimal use of resources from the EEA and Norway grants.; they are identifiable and verifiable, in particular through being recorded in the accounting records of the project promoter and determined according to the applicable accounting standards and generally accepted accounting principles; and they comply with the requirements of applicable tax and social legislation.

Expenditures are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works). Exceptionally, costs in respect of which an invoice has been issued in the final three 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. The promoter's internal accounting and auditing procedures must permit direct reconciliation of the expenditures and revenue declared in respect of the project with the corresponding accounting statements and supporting documents. Indirect costs and depreciation of the equipment are considered to have been incurred when they are recorded on the accounts of the project promoter.

In cases where contracts concluded as part of the implementation of the Programme 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 EEA and Norwegian Financial Mechanisms 2009-2014. In cases of procurement related to an amount of EUR 5,000 or higher but below the relevant European Union thresholds, the project promoter shall invite at least three suppliers/service providers to submit offers. 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 a possible exemption for CSOs according to the national law. All cost and expenditure should be appropriate, realistic and detailed in their relation to the planned activities.

### Direct costs

In general, the eligible direct expenditures for the project are those expenditures which are identified by the project promoter in accordance with their accounting principles and usual internal rules, as specific expenditures directly linked to the implementation of the project. In more detail, the following cost are considered to be directly linked to the project (the list is non-exhaustive):

- the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration;
- travel and subsistence allowances for staff taking part in the project;
- 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, except in the following cases, provided such exceptions are in compliance with the applicable rules on state aid: the entire purchase price of new and second hand equipment may be eligible if the equipment is an integral and necessary component for the implementation of the project and is essential for achieving the goals of the project. In the latter case this should be justified in the application form. Cost of such equipment cannot exceed 20% of the total eligible expenditures of projects;
- costs of consumables and supplies, provided that they are identifiable and assigned to the project;
- costs entailed by other contracts awarded by the project promoter 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 agreement of the project for each project (e.g. dissemination of information, specific evaluation and audits of the project (max. 3% of eligible cost), translations, reproduction), including the costs of any financial services (especially the cost of financial guarantees);
- costs related to reconstruction, renovation, or refurbishment of a real estate shall not exceed 50% of the eligible direct cost of the project.

### Indirect costs

Indirect costs are all eligible costs that cannot be identified by the promoter of the project or the project partner as being directly attributed to the project but which can be identified and justified by its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project. They may not include any eligible direct costs. Indirect cost will not exceed 7% of the total direct eligible cost for the open call 'Democracy and Human Rights' excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on premises of the project promoter.

#### e.g. how to calculate indirect costs:

- |                                       |    |
|---------------------------------------|----|
| • Staff Costs                         | €A |
| • Fees                                | €B |
| • Expenses for project implementation | €C |
| • Equipment                           | €D |

- Travel and subsistence allowances €E
- TOTAL DIRECT ELIGIBLE COSTS (sum of €A to €E)=€F
- Indirect Costs @ 7% Max.:
  - € F - € G (direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on premises of the project promoter) = € H
  - € H x 7% - € I being the indirect costs to be claimed under project

## 5.2. Non eligible

The following costs shall not be considered eligible:

- interest on debt, debt service charges and late payment charges;
- charges for financial transprojects and other purely financial costs, except costs related to accounts required by the FMO or the Fund Operator;
- costs related to purchase of land or real estate;
- provisions for losses or potential future liabilities; exchange losses;
- exchange losses;
- recoverable VAT;
- costs that are covered by other sources;
- fines, penalties and costs of litigation;
- excessive or reckless expenditure.

## 6. Financial parameters

The advance payment shall be paid within 10 days after the signature of the agreement for financing the project and shall amount up to 30% of the approved grant. Interim payments shall be paid within 10 days after the approval of the interim reports and provided that 70% of previously requested funds have been spent. The final balance of 10% shall be paid after the approval of the final report.

The project promoter shall submit quarterly interim reports and a final report. The first and each odd interim report shall provide a short description of the implementation status, including the financial needs; the second and each even interim report shall include in addition a more elaborated narrative part and complete financial information, including supporting documents together with the financial needs for the following period.

Grant will not exceed 90% of total eligible project costs. The applicant shall provide or obtain the remaining co-financing (minimum 10%) in the form of cash or in-kind contribution as voluntary work. The in-kind contribution may constitute up to 50% of the co-financing.

If the applicant or any partner is registered with the Ministry of Finance as being subject to VAT, and thus can refund the VAT, it should clearly mark this in the Application Form (I.a.20., I.a.21.). In such cases, this organisation/s will need to submit additional relevant documentation.

The National Foundation shall continuously monitor projects during their implementation. The selected project promoters will submit to the National Foundation the reports (both

financial and narrative with corresponding documentation included) using templates that the National Foundation will provide on its website. All of the projects may be subject to monitoring visits carried out by the National Foundation and/or audits carried out by independent certified auditors.

## **7. Application process**

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 in all applications submitted, i.e. the whole application will be rejected.

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](mailto: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".

### *7.1. Supporting documents to be submitted*

#### In hard copy:

##### 1. Proof of registration:

- 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 project (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;
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

*7.2. Useful tips for applicants*

- Give short and clear answers to questions on project description;
- it is obligatory to answer all the questions listed in the project description;
- eligible cost for the project are as follows (*mentioned in article 5*):
  - directly linked to the activity proposed and in accordance to the general goals of the activity;
  - occurred and paid by the applicant which can be proved with the respective

- financial documentation;
  - occurred in the eligible period;
  - have invoices that can prove the costs.
- in case the association is not registered in the Register of non-profit organisations (at the Ministry of Finance) which is proved by filling in the RNO number in the project description, the proposal will be rejected due to failure to meet conditions of the call for proposal;
- make sure to separate the items in the project budget;
- while filling in the project budget make sure to record the fee for one person only once, it cannot be recorded under two or more items;
- cost of new or second hand equipment is eligible 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, except in the following cases, provided such exceptions are in compliance with the applicable rules on state aid: the entire purchase price of new and second hand equipment may be eligible if the equipment is an integral and necessary component for the implementation of the project and is essential for achieving the goals of the project. In the latter case this should be justified in the application form. Cost of such equipment cannot exceed 20% of the total eligible expenditures of projects;
- maximum of 7% of the total funds for the implementation of the project is approved for indirect costs excluding its direct eligible costs for subcontracting and the costs of resources made available by third parties which are not used on premises of the project promoter;
- if the organisation fails to submit the prescribed documentation as a proof of registration in its supporting documentation the proposal shall be rejected due to incomplete documentation;
- Extract from the Register of Associations of Croatia is a document issued by local (regional) government offices and city offices for general administration and it is NOT identical to the Certificate of the registration of the Association. If the organisation fails to submit the Extract from the Register of Associations of Croatia as a proof of registration, the proposal shall be rejected due to incomplete documentation.

If the organisation submits the Certificate of the registration of the association instead the Extract from the Register of associations of Croatia it shall be considered to have failed to meet the basic prescribed conditions of the call for proposals and the proposal shall therefore be rejected;

- if it would be clear from the Extract from the Register of Associations of Croatia that the mandate of the person(s) responsible for the representation of the organisation has expired, or any other data is inconsistent with the facts given in the Application Form, the proposal shall be rejected due to failure to meet the requirements for the associations as prescribed by the Legal Act on Associations and for not being in accordance with the expected level of promptness and

- efficiency of the organisation, i.e. being negligent in fulfilling the obligations;
- all forms must be verified with the official seal of the organisation (in the place where it says MP = place of the seal) and duly signed by responsible persons as indicated in the form. Unsigned and unverified forms shall not be accepted and the proposal shall be rejected due to failure to meet the prescribed conditions of the call for proposals;
  - in case of any changes or modifications to the application documentation provided by the National Foundation, the application will be rejected;
  - users of financial support will not take part in the election or promotion of other political parties, coalitions or candidates, will not provide direct support to a political party, coalition or candidate or collect funds for the financing of political parties, coalitions or candidates during the financial support;
  - if an organisation specifies a lower or higher amount than the prescribed amount for this Call, the application will be rejected for non compliance with the formal terms;
  - while preparing the budget form, one must avoid any conflict of interest that arises from partial and subjective exercise of the functions / tasks of any persons involved in the project for reasons of family cohesion, economic interest or any other common interest with the responsible person in the organisation or other persons for which the funding from the National Foundation;
  - for the obligors of double-entry bookkeeping, the National Foundation will check whether the organisation has submitted the financial report for the year 2014. to the relevant institutions in the prescribed timeframe by accessing the Registry of non-profit organisations led by the Ministry of finance. Should it be concluded that the organisation has failed to do so, the application will be rejected because of non-compliance with the formal terms;
  - the organisation that presents itself as a simple bookkeeping organisation, and by accessing the Registry of non-profit organisations led by the Ministry of finance is concluded otherwise, the application will be rejected because of non-compliance with the formal terms.

The deadline for the submission of application is 30th of September 2015. Late applications (postmarked after 30th of September 2015), incomplete applications, applications submitted by e-mail courier service or fax, written by hand and/or typewriter, applications without a completed project description or project budget or project promoters' CVs on CDs or applications otherwise contrary to the conditions of this Call for proposals or applications that have failed to provide proscribed amount of co-financing shall not be considered.

### *7.3. Workshops for applicants*

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 on 14th of July 2015 in Zagreb, Hotel International. 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.

## **8. Evaluation process**

The selection process will be conducted in three stages:

1. The Fund Operator shall review the applications for compliance with administrative and eligibility criteria. This will include:
  - a) date of submission;
  - b) checking if all the relevant documents have been submitted, with all the requirements (signature, stamps, proscribed forms) (see section 7.1);
  - c) eligibility of the applicant and planned costs;
  - d) required co-financing for the project.

After this stage, all of the applicants will be informed about their status and given a possibility to appeal within 8 days should they think there was a mistake in the administrative and eligibility check. The Programme Operator is obliged to answer to all appeals within 15 days upon the receiving of the appeal.

2. Each application that meets the administrative and eligibility criteria shall be reviewed by five independent and impartial experts appointed by the Fund Operator. The experts shall separately and independently score the project/project according to the selection criteria published with the Call for proposals. There will be a minimum threshold of the total points scored (60%) in order for the projects/projects to be shortlisted. The experts shall justify in writing the scores for each criterion they evaluate. For the purposes of ranking the projects/projects, the average of the scores awarded by the experts shall be used.

3. The scored list will be given to the Selection Committee (of which two members represent the Fund Operator and one is external) which shall review the ranked list of projects. It may modify the ranking of the projects in justified cases. The justification for the modifications shall be detailed in the minutes of the meeting of the Selection Committee. The final decisions taken by the Fund Operator in relation to the selection process shall be taken by the Management Board of the Fund Operator. The Fund Operator shall notify the applicants about the results of the selection process within a reasonable time and publicize the results. These results are definitive; there is no right of appeal at this stage.

## **9. Visibility (publicity and communication)**

The successful applicant must communicate the achievements of their project and must acknowledge the support received from the EEA and Norway Grants to the relevant audiences at national, regional and/or local levels.

Thus the following steps should preferably be followed:

- Develop a publicity plan as part of the project application that details the aims of the communication activities, target groups, methods and timescales.
- Make information about the project available on a dedicated website or a webpage on an existing website in both the national language(s) and in English.
- Where applicable, put up a billboard at the site of the project, which will be

replaced with a commemorative plaque upon completion.

All successful applicants will consult the document 'Rules and recommendations for EEA/Norway grants communication products' drafted by the Fund Operator and available on the website of the Fund Operator, in order to be in line with the visibility rules. This document is published together with other relevant documents of this Call.

## **10. Conflict of interest**

Conflict of interest is deemed to be present when a person involved in the selection process (e.g. independent experts, members of Selection Committees, staff involved in review of compliance with administrative and eligibility criteria or decision makers for the Fund Operator) has direct or indirect interests that are or appear to be incompatible with the impartial and/or objective exercise of the functions related to the selection process. A person who has direct or indirect interests shall not be involved in the selection process if these interests relate to any project application that is being considered. The Fund Operator shall take every reasonable measure to prevent conflict of interest from occurring. This includes ensuring that any person involved in the selection process signs a declaration of no conflict of interest and declares that if he later becomes aware of a risk of conflict of interest he or she will notify the Fund Operator immediately.

## **11. Contacts**

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](mailto: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".