



**Contracting Authority: Central Finance and Contracting
Agency, Republic of Croatia**

Science and Innovation Investment Fund Grant Scheme

**Guidelines
for grant applicants**

**Budget line: IPA 2007 HR 16 I PO 001 Regional Competitiveness
Operational programme 2007 - 2011 for Community Assistance under the
IPA Regional Development Component in Croatia**

Reference: EuropeAid/131920/M/ACT/HR

Deadline for submission of proposals: 21 October 2011

NOTICE

This is a restricted Call for Proposals. In the first instance, only Concept Notes must be submitted for evaluation. Thereafter, applicants whose Concept Notes have been pre-selected will be invited to submit a Full Application Form. Further to the evaluation of the Full Applications, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed "Declaration by the Applicant" sent together with the application.

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1. SCIENCE AND INNOVATION INVESTMENT FUND GRANT SCHEME

1.1 BACKGROUND

By strongly and firmly placing competitiveness at the heart of the European political agenda, the reinvigorated 'Lisbon process' aims at making Europe a more attractive place to invest, by boosting the entrepreneurial initiative and creating a productive environment where innovation capacity can grow and develop.

Successful integration of the Republic Croatia to the EU therefore requires a shift towards knowledge economy where relationship between science, technology and economy is interrelated more than ever before, producing growing demand for knowledge transfer.

The most likely sources of enhanced knowledge and economic growth are Foreign Direct Investment (FDI) and/or national Research and Development (R&D) and Technology Development. R&D and high tech sectors are key elements of economic competitiveness: Market oriented R&D results in commercially exploitable innovations, applicable to business (including small and medium enterprises, SMEs), and are essential to enhancing the value added and competitiveness of the private sector.

The Ministry of Science, Education and Sports (MSES) is the central government institution responsible for implementation, coordination and monitoring in the science, innovation and technology sectors.

Research activity in Higher Education Institutions (HEI) and Public Research Organizations (PRO) generates knowledge and technologies that yield high quality jobs, successful businesses, better goods and services and more efficient production and management processes. Therefore, the process of knowledge transfer from HEI and PRO to business and wider community for the benefit of economy and ultimately for wealth creation has the pivotal role in national policy agenda for strategic development (as set out in the Science and Technology Policy of the Republic of Croatia 2006-2010).

- ***Regional Competitiveness Operational Programme (2007–2011).***

This document presents a multi-dimensional programme for development in the Croatian regions and it forms the basis for planned actions for the purpose of building regional competitiveness.

Regional Competitiveness Operational Programme (2007–2011) for Croatia (RCOP) focuses mainly on the SMEs, R&D and Innovation sectors and is being run in parallel with the Human Resources Development Operational Programme (HRDOP). The RCOP supports the targeted sectors by addressing the shortcomings at the national level, as well as proposing investment into the growth potential of the regional economies, particularly the so called *Lagging Behind Regions*. Under the RCOP, Priority Axis 2 – *Enhancing the Competitiveness of the Croatian Economy* and under Measure 2.2 *Technology Transfer and Support Services for Knowledge-based Start-ups*, the financial allocation for the Measure 2.2. from IPA funds for the years 2007, 2008 and 2009 was EUR 10.562.000,00 (75% IPA contribution). The total allocation for Measure 2.2. is divided between two Operations:

- Operation 1 consists of Science and Innovation Investment Fund Grant Scheme and Technical Assistance project which provide advice and support for the successful applicants in implementation of their projects (January 2010 – July 2012). Five contracts were signed in October 2010 after evaluation of proposals submitted to the first deadline of the first Call had been completed.
- Operation 2 has a main target of the construction and equipping of the Biosciences technology commercialisation and incubation centre (BioCenter) in Zagreb.

1.2 OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The **global objective** of this grant scheme is to build technology transfer and commercialization capacities of Higher Education Institutions (HEI) and Public Research Organizations (PRO) in order to contribute to sustainable regional development and industry competitiveness of high value added sectors of the economy and knowledge based SMEs.

The **specific objective** of this Call for Proposals is to support innovation commercialization in public R&D sector in order to bridge the gap between the pre-commercial and commercial phases of R&D in Croatia, and thus create a productive environment where innovation capacity can grow and develop.

The priority issues for this Call for Proposals include the following:

Lot 1

- Improvement of regional and national innovation system by establishment/development of professionally facilitated technology transfer services across regional/national networks of HEIs and/or PROs.

Lot 2

- Enhancement of the science-industry/business collaboration in order to enable the HEIs and PROs to effectively interact with business sector and thus to better serve the needs of industry.

1.3 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall indicative amount made available under this call for proposals is EUR 6.700.000. The Contracting Authority reserves the right not to award all available funds.

This Call for Proposals is divided into two lots. Each lot has specified financial allocation, type of actions and type of activities (see sections 2.1.2 and 2.1.3).

Indicative allocation of funds by lot:

LOT	PERCENTAGE
Lot 1	60
Lot 2	40

In the case where the minimum percentage foreseen for a specific lot cannot be used due to insufficient quality or number of proposals received, the Contracting Authority reserves the right to reallocate the remaining funds to another lot.

Size of grants

Any grant requested under this Call for Proposals must fall between the following minimum and maximum amounts:

- minimum amount: EUR 50.000
- maximum amount: EUR 750.000

Any grant requested under this Call for Proposals must fall between the following minimum and maximum percentages of total eligible costs of the action

- Minimum percentage: 50 % of the total estimated eligible costs of the action.
- Maximum percentage: 100% of the total estimated eligible costs of the action (see also section 2.1.4).

Any grant requested under this Call for Proposal must be limited to 85% of the estimated total accepted costs¹².

The balance (i.e. the difference between the total cost of the action and the amount requested from the Contracting Authority) must be financed from applicant's or partner's own resources, or from sources other than the European Community budget.

¹ Estimated total accepted costs = estimated total eligible costs + taxes, including VAT, where the beneficiary can show it cannot reclaim it

² For more information on the new approach for co-financing, please see http://ec.europa.eu/europeaid/work/procedures/faq/index_en.htm

2. RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call, in conformity with the provisions of the Practical Guide to contract procedures for EU external actions, which is applicable to the present call (available on the Internet at this address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- applicant(s) which may request a grant (2.1.1), and their partners (2.1.2);
- actions for which a grant may be awarded (2.1.3);
- types of cost which may be taken into account in setting the amount of the grant (2.1.4).

2.1.1 Eligibility of applicants: who may apply?

(1) In order to be eligible for a grant, **applicants must:**

- be legal persons **and**
- be non-profit making **and**
- be a public higher education institution³ or a public research organisation⁴ **and**
- be nationals⁵⁶⁷ of a Member State of the European Union, a Member State of the European Economic Area, Croatia, The former Yugoslav Republic of Macedonia, Turkey, Albania, Bosnia and Herzegovina, Montenegro, Serbia, including Kosovo under UNSC Resolution 1244/99 as well as of other countries eligible under the Council Regulation (EC) No 1085/2006 of 31 July 2006 establishing an Instrument for Pre-Accession Assistance (IPA), and

³ During the Evaluation and selection process step (3), Verification of Eligibility of the Applicants and Partners, Applicants will be required to prove that they are founded as a Public Body according to relevant legal Act and that majority of their budget (50,01% of their annual budget) is continuously (estimated as average percentage over a period of three successive years - 2008, 2009 and 2010) financed from the public sources. If Croatian, public Higher Education Institutions are founded by the Republic of Croatia and they are listed in the Registry of Higher Education Institutions under the authority of the Ministry of Science, Education and Sports.

⁴ During the Evaluation and selection process, step (3), Verification of Eligibility of the Applicants and Partners, Applicants will be required to prove that they are founded as a Public Body according to relevant legal Act and that majority of their budget (50,01% of their annual budget) is continuously (estimated as average percentage over a period of three successive years - 2008, 2009 and 2010) financed from the public sources. If Croatian, Public Research Organisations are founded by the Republic of Croatia and they are listed in the Registry of Scientific Organizations under the authority of the Ministry of Science, Education and Sports.

⁵ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a "Memorandum of Understanding" has been concluded.

⁶ If the applicant's legal personality has been recognised in a country eligible under this section pursuant to the Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations (<http://conventions.coe.int/Treaty/Commun/QueVoulezVous.asp?NT=124&CM=8&DF=07/03/2011&CL=ENG>), the official evidence issued by the country concerned under the said Convention shall determine the nationality of the organisation.

⁷ Such nationality being determined on the basis of the organisation's statutes which should demonstrate that it has been established by an instrument governed by the national law of the country concerned. In this respect, any legal entity whose statutes have been established in another country cannot be considered an eligible local organisation, even if the statutes are registered locally or a "Memorandum of Understanding" has been concluded.

- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary.

(2) Potential applicants may not participate in calls for proposals or be awarded grants if they are in any of the situations which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions (available from the following Internet address: http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm);

In Part A, section 3 of the grant application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of these situations.

(3) Potential applicants and, if they are legal entities, persons who have powers of representation, decision-making or control over them, are informed that, should they be in one of the situations mentioned in:

- Commission decision (2008/969/EC, Euratom) of 16 December 2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and the executive agencies (OJ, L 344, 20.12.2008, p. 125),
- Commission Regulation (2008/1302/EC, Euratom) of 17 December 2008 on the central Exclusion Database – CED (OJ, L 344, 20.12.2008, p.12),

their personal details (name, given name if natural person, address, legal form and name and given name of the person with powers of representation, decision-making or control, if legal person) may be registered in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned decision and regulation, in relation to the award or the execution of a procurement contract or a grant agreement or decision.

2.1.2 *Partnerships and eligibility of partners*

Applicants must act with partner organisations as specified hereafter.

Partners

Lot 1

There is a minimum of **four** partners required.

The requirement is included in order to develop professionally facilitated technology transfer services across regional/national networks of HEIs and PROs. Requirement of minimum four partners should encourage project applicants to include as many partners as possible in this network, respective to the management capacity of the project applicant.

Lot 2

There is a minimum of **one** partner required.

Applicants’ partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the grant beneficiary. **They must therefore satisfy the eligibility criteria as applicable on the grant beneficiary himself.**

In case an applicant is not Public Higher Education Institution or a Public Research Organisation founded by the Republic of Croatia (as defined under footnote 2 and 3 of these Guidelines) but founded by a country other than Croatia (as per section 2.1.1, bullet 4) one of the partners must be a Public Higher Education Institution (HEI) or a Public Research Organisation (PRO) founded by the Republic of Croatia (as defined under footnote 6 and 7 of these Guidelines), i.e. one of the partners must be from the Republic of Croatia.

The following are not partners and do not have to sign the “partnership statement”:

• **Associates**

Other organisations may be involved in the action. Such associates play a real role in the action but may not receive funding from the grant with the exception of per diem or travel costs.

Associates do not have to meet the eligibility criteria referred to in section 2.1.1. The associates have to be mentioned in Part B section 5 - “Associates of the Applicant participating in the Action” of the Grant Application Form.

Note that although associates are not obligatory, they are desirable in the achievement of the objectives of the grant scheme, which relates particularly to the commercial associates (e.g. SMEs) and intermediary associates (e.g. industrial associations, business parks etc.). Level of their involvement in the action will be evaluated in the evaluation grids (see section 2.3, Concept Note Evaluation Grid, section 1.4).

• **Contractors**

The grant beneficiaries have the possibility to award contracts. Contractors are neither partners nor associates, and are subject to the procurement rules set out in Annex IV to the standard grant contract.

The applicant will act as the lead organisation and, if selected, as the contracting party (the "Beneficiary").

<i>2.1.3 Eligible actions: actions for which an application may be made</i>

Definition:

An action (or project) is composed of a set of activities.

Duration

The planned duration of an action applied may not be lower than 12 months nor exceed 24 months.

Sectors or themes

Specific sectors or themes to which the actions must relate:

Lot 1

- Improvement of networking-oriented technology transfer system as a part of HEIs and PROs infrastructure within regional and national innovation system.
- Reorganising technology/knowledge transfer system in HEIs and PROs for better serving the cooperation between research and industry/business organisations within regional and national R&D system.

Lot 2

- Gearing research and development activities in HEIs and PROs towards industrial/business needs, enabling access to technology knowledge and facilitating industrial exploitation which could have high impact for development of competitive national economy.

Location

Actions must take place in Croatia.

Types of action

The following types of actions may be financed under this Call with respect to the specified Lots:

Action type under Lot 1

- Implementation of **complex** technology transfer, R&D commercialisation and knowledge transfer **services** for the project network (applicant organisation, partners, associates) and the market. An additional effort should be made in development of start-up companies and industrial exploitation of Intellectual Property Rights (IPR) (regional or national, whichever scope is appropriate) of existing R&D results and technology knowledge.

Action type under Lot 2

The action under Lot 2 should embrace two directions of activities:

- Preparation and implementation of R&D activities in cooperation with industry/business stakeholders/associates, resulting in potential commercial application and/or creation of relevant know-how.
- Implementation of knowledge transfer activities based on existing R&D competence and capacity, on results of (basic and) industrial R&D projects, proof of concept development and industrial testing.

Types of activity

Lot 1

For provision of envisaged specialised innovation and technology transfer services, the **action must be implemented as a complex of activities from all groups a-f** (*at least one activity from each group of activities under Lot 1 should be included in a proposal*).

It is the applicant's choice to decide the scope (by effort, resources, and outputs) of activities to be implemented under each group of activities.

Activities might include but would not be restricted to the following:

a) Assistance in technology and product development

Activities should lead towards establishment/development of permanent services in technology and product development.

1. Development of the proposal(s) for the new and innovative technology transfer activities;
2. Creation of research projects/R&D activities in cooperation with industry/business stakeholders/associates;
3. Testing of new innovative products;
4. Technology screening and patent valorisation;
5. Proof of concept development and prototyping;
6. Activities related to development of technology commercialization strategies and spin-out programmes.

The activities in this group should exclusively have **advisory and assistance** nature.

b) Capacity building for upgrade and development of services

1. Self-development of project personnel (training for development of competences and skills relevant for commercialisation and innovation support, study visits, staff exchange, etc.);
2. Implementation of training activities related to technology transfer and product development and capacity building to the management teams of the existing and new business liaison offices, technology transfer offices, knowledge transfer centres and university researchers, spin-offs / start-ups.

c) Commercialisation and technology transfer

Activities should lead towards establishment/development of permanent services in commercialisation and technology transfer. The group of activities is structured into three mandatory sub-groups that **are to be implemented in parallel: marketing, contact and assistance**.

I – marketing-oriented:

1. promotion of the service through targeted mail shots, publications, seminars, info-visits, telematic and other means;

II – contact/group-oriented:

1. implementing technology scouting for identification of the competencies, services and possibilities of cooperation in HEIs and PROs according to the needs of companies and society;
2. technological audits/technological surveys or sectorial group meetings for identification of local needs;
3. organisation of brokerage and technology transfer events, workshops, open days, seminars; participation at exhibitions;
4. technology mapping and development of databases of the HEI/PRO offers and also requirements of local companies;

III – individual assistance-oriented:

1. identification of R&D results as technology solutions suitable for commercialisation and technology transfer (technology profiles and partner searches);
2. finding the best mode for commercialisation and/or technology transfer;
3. search for external requests to match the identified technology solutions/dissemination of technology-profiles and partner-search for exploitation of the identified technology solutions through regional, national or transnational co-operation;
4. assistance in the setting up of face to face negotiations between potential partners;
5. assistance in the preparation and conclusion of agreements and on technology-absorption/technology exploitation plans;
6. search for additional expert services on these matters and signposting to appropriate service providers.

d) IPR management

Activities should lead towards establishment/development of permanent services in IPR management.

1. Drafting of patents;
2. Technology and patent licensing;
3. Training on IPR management and promotion;
4. Identification, assessment and evaluation of potential IP.

The activities 1 and 2 should exclusively have **advisory and assistance** nature.

e) Networking

Networking gives opportunities for recognition and better positioning of technology transfer services within international/national/regional innovation system. Concretely, the proper networking activities increase **direct** accessibility to the **targeted** audience and also contribute to the development of (future) **partnerships** for better utilisation of services within the Action.

Networking should follow multi-target approach embracing major stakeholders - R&D community and business community - within appropriate wider – local/regional, national and international environment

1. Set-up of technology scouting system (within partner institutions) to be used as a primary source of research results and technological solutions for commercialisation and technology transfer;
2. Organisation of networking events for exchange of practices and experiences;
3. Dissemination of materials on good practices;
4. Establishment of cooperation/working relationships with regional/national innovation stakeholders interested in R&D commercialisation and domestic knowledge and technology transfer;
5. Promotion of opportunities provided by partner institutions through their business liaison divisions, technology transfer offices, knowledge transfer centres, etc.

f) Awareness raising

The purpose of the activities is to contribute to **openness** of science-business relationships, to engage the attention to the possibilities and benefits of science commercialisation and technology transfer, to involve and to affect the **broader community** in development of regional and national economy.

1. Development and dissemination of information and advertising materials (leaflets/brochures/newsletters)
2. Organisation of conferences, workshops
3. Development of the action's web site
4. Organisation of press conferences
5. Organisation of visibility events
6. Dissemination of project outputs (good practice guides, recommendations, etc.)
7. Implementation of trainings for development of competences and skills relevant to innovation development

The awareness raising should include visibility activities for the action as required by EU rules, in compliance with the Communication and Visibility Manual for European Union External Actions⁸.

⁸ http://ec.europa.eu/europeaid/work/visibility/index_en.htm

Lot 2

For provision of envisaged implementation of R&D activities in cooperation with industry/business and knowledge transfer services, the action **must** be implemented **as a complex of activities from both groups** (*at least one activity from each group of activities under Lot 2 should be included in a proposal*) resulting in potential commercial applications and/or creation of relevant know-how.

It is the applicant's choice to decide the scope (by effort, resources, and outputs) of activities to be implemented under each group of activities.

Activities might include but would not be restricted to the following:

a) Research result-related activities:

1. Assistance and advice in identification of opportunities for research and development (R&D) in favour of business development;
2. Industrial/applied R&D in cooperation with business stakeholder(s);
3. Proof of concept development;
4. Developing a prototype with the involvement of a commercialising partner;
5. Undertaking trials and testing with a commercialising partner;
6. Technical development that will offer a competitive edge or improve points of differentiation;
7. Incorporation of the technology into an existing product, service or process;
8. Market research which validates the commercial strategy and route to market;
9. Undertaking an assessment of potentially competing technologies to validate unique selling points;
10. Undertaking product demonstrations to potential customers or evaluation of the technology by potential end users.

b) Knowledge diffusion and networking activities

Knowledge diffusion and networking gives opportunities for recognition and better positioning of technology and knowledge transfer services within economical system. Concretely, the proper activities increases **direct** accessibility to the **targeted** audience and also contributes to the development of (future) **partnerships** for better utilisation of services within the Action. Networking should follow multi-target approach embracing major stakeholders: firstly, it should include R&D community and business community but also local/regional communities and networks, national and international networks.

1. Development and dissemination of information and advertising materials (leaflets/brochures/newsletters)
2. Organisation of conferences, workshops and dissemination of materials on good practices for (i) promotion of industrial exploitation of new technologies and (ii) strengthening of market-orientedness of HEIs and PROs
3. Training on industrial technology exploitation in/for specific technology sector
4. Organisation of networking activities with companies, other national innovation support units, other HEIs and PROs, financial institutions, and similar.
5. Development of the action's web site
6. Organisation of press conferences
7. Organisation of visibility events

Knowledge diffusion activities should also include visibility activities for the proposed action as required by EU rules.

Note that the applicant must comply with the objectives and priorities and guarantee the visibility of the EU-financing (see the Communication and Visibility Manual for EU external actions laid down and published by the European Commission at (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm).

The following types of action **are ineligible**:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses;
- actions concerned only or mainly with individual scholarships for studies or training courses;
- general information campaigns;
- language courses;
- actions confined only or mainly to purchase of equipment, restoration of buildings, construction and all capital investments;
- consultancy services that are continuous or periodic activity or relate to applicant's operating expenditures, particularly if related to tax counselling, legal services and similar;
- proposals with provisions for financing the usual (routine) activities, especially covering their operational costs (not related to the implementation of the project);
- establishing, assisting or developing any project or activity that contributes to the violation of internationally recognised workers' rights rules and regulations in force in Croatia;
- projects that already receive funds from any other sources for the same activity (double funding is strictly prohibited).

Please note that in case an Action is to be performed in one of the 10 Croatian Counties designated as „lagging behind regions“⁹ appropriate scoring will be provided in the evaluation grids (see section 2.3, Concept Note Evaluation Grid, section 1.4).

Number of applications and grants per applicant

An applicant may submit more than one application under this Call for Proposals.

An applicant may not be awarded more than one grant per Lot 1 under this Call for Proposals.

An applicant may be awarded more than one grant per Lot 2 under this Call for Proposals but only under condition that same organisation unit (unit at the first lower level of applicant's organisation, e.g. institute, department, division, section) within eligible institution does not receive more than one grant.

An applicant may at the same time be partner in another application.

Partners may take part in more than one application.

Please note that in case applicant is recommended to receive more than one Grant (or is recommended to be awarded a grant and is designated partner in another project recommended for financing), its operational and financial capacity will be verified in that respect.

⁹ Counties in which 50% or more of the surface area is classified as an Area of Special State Concern. The “Lagging Behind Regions” are the following Croatian Counties: Ličko-senjska, Vukovarsko-srijemska, Zadarska, Šibensko-kninska, Sisačko-moslavačka, Požeško-slavonska, Karlovačka, Virovitičko-podravska, Brodsko-posavska, Osječko-baranjska.

Only "eligible costs" can be taken into account for a grant. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies)¹⁰.

Recommendations to award a grant are always subject to the condition that the checking process which precedes the signing of the contract does not reveal problems requiring changes to the budget (for instance arithmetical errors, inaccuracies or unrealistic costs and other ineligible costs). The checks may give rise to requests for clarification and may lead the Contracting Authority to impose modifications or reductions to address such mistakes or inaccuracies. The amount of the grant and the percentage of co-financing as a result of these corrections may not be increased.

It is therefore in the applicant's interest to provide a **realistic and cost-effective budget**.

Eligible direct costs

To be eligible under the Call for Proposals, costs must comply with the provisions of Article 14 of the General Conditions to the Standard Grant Contract (see Annex F of the Guidelines).

Contingency reserve

A contingency reserve not exceeding 5% of the direct eligible costs may be included in the Budget of the Action. It can only be used with the **prior written authorisation** of the Contracting Authority.

Eligible indirect costs (overheads)

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding fixed at not more than 7% of the estimated total eligible direct costs. Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of the standard grant contract. The applicant may be asked to justify the requested percentage before contracting. However, once the flat-rate has been fixed in the special conditions of the standard grant contract, no supporting documents need to be provided.

If the applicant is in receipt of an operating grant financed from the EU budget no indirect costs may be claimed within the proposed budget for the action.

Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Beneficiary.

Notwithstanding the above, if the description of the action as proposed by the beneficiary foresees the contributions in kind, such contributions have to be provided.

Ineligible costs

The following costs are not eligible¹¹:

¹⁰ Please note that civil servants or other public employees of central or local administrations which participate under this Call for Proposals as applicant or partners may not receive fees for their contribution to the action other than their salaries in the respective institution. The salaries of the civil servants or other public employees of the central and local administrations may be presented as co-financing contribution of the applicant.

¹¹ In line with the provisions of Article 34 (3) and Article 148 (2) of the COMMISSION REGULATION (EC) No 718/2007 of 12 June 2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA), and section 46 (amending Article 148 (2)) of the COMMISSION REGULATION (EU) No 80/2010 of 28 January 2010 amending Regulation (EC) No 718/2007 implementing Council Regulation (EC) No 1085/2006 establishing an instrument for pre-accession assistance (IPA)

- taxes, including value added taxes; nevertheless, these may be considered as part of the estimated total accepted costs of the action for the purpose of co-financing where the Beneficiary (or the Beneficiary's partners) can prove it cannot reclaim them. In such cases, the cost should be included in the Budget under the heading "taxes". Please note however that for the purpose of co-financing, taxes are the only ineligible costs that will be considered within the total accepted costs of the action. Information on taxes can be found in Annex J to these Guidelines
- customs and import duties, or any other charges;
- purchase, rent or leasing of land and existing buildings;
- fines, financial penalties and expenses of litigation;
- operating costs¹²;
- second-hand equipment;
- bank charges, costs of guarantees and similar charges;
- conversion costs, charges and exchange losses associated with any of the component specific euro accounts, as well as other purely financial expenses;
- contributions in kind;
- depreciation costs for the infrastructures.

Other not eligible costs:

- debts and debt service charges;
- provisions for losses or potential future liabilities;
- interest owed;
- costs declared by the beneficiary and covered by another action or work programme;
- purchases of land or buildings, except where necessary for the direct implementation of the Action, in which case ownership must be transferred to the final beneficiaries and/or local partners, at the latest at the end of the Action;
- currency exchange losses;
- credits to third parties;
- costs incurred before the signing of the contract, including project preparation costs;
- contracting of services which are part of the regular activities of the applicant;
- fees for civil servants or other public employees of central or local administration of the beneficiary country, regardless of their administrative situation (civil servants or other public employees of central or local administration of the beneficiary country must not be engaged as experts by grant beneficiaries unless the prior approval of the Contracting Authority has been obtained);
- associated intellectual property costs e.g. patenting costs.

2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Prior registration in PADOR for this Call for Proposals is not obligatory. Information in PADOR will not be drawn upon in the present Call

2.2.1 *Concept Note content*

Applications must be submitted in accordance with the instructions on the Concept Note included in the Grant Application Form annexed to these Guidelines (Annex A).

Applicants must apply in English.

¹² Amendment to IPA Implementing Regulation (COMMISSION REGULATION (EU) No 80/2010) - By way of derogation from Article 34(3), operating costs, including rental costs, exclusively related to the period of co-financing of the operation, may be eligible.

In the Concept Note, the applicants must only provide an estimate of amount of contribution requested from the Contracting Authority. Only the applicants invited to submit a full application in the second phase will be required to present a detailed budget. The elements assessed on the basis of the concept note may not be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%. The applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in the present Guidelines under section 1.3

Any error or major discrepancy related to the points listed in the instructions on the Concept Note may lead to the rejection of the Concept Note.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written Concept Notes will not be accepted.

Please note that only the Concept Note form will be evaluated. It is therefore of utmost importance that this document contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2 *Where and how to send concept notes*

The Concept note together with the Checklist for the Concept Note (Part A section 2 of the grant application form) and the Declaration by the applicant for the Concept Note (Part A section 3 of the grant application form) must be submitted in one original and three (3) copies in A4 size, each bound.

Concept Notes must be submitted as well in electronic format (CD-Rom). The electronic format must contain **exactly the same** application as the paper version enclosed.

Where an applicant sends several different concept notes (if allowed to do so by the Guidelines of the Call), each one must be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the lot title (Lot 1 or Lot 2), the full name and address of the applicant, and the words "Not to be opened before the opening session" and "Ne otvarati prije sastanka za otvaranje projektnih prijedloga".

Concept Notes must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

Central Finance and Contracting Agency (CFCA)
(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)
Ulica grada Vukovara 284, objekt C, 5th floor
10 000 Zagreb
Croatia

Address for hand delivery or by private courier service

Central Finance and Contracting Agency (CFCA)
(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)
Ulica grada Vukovara 284, objekt C, 5th Floor
10 000 Zagreb
Croatia

Concept Notes sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applicants must verify that their Concept Note is complete using the Checklist for Concept Note (Part A section II of the grant application form). Incomplete concept notes may be rejected.

2.2.3 *Deadline for submission of the Concept Notes*

The deadline for the submission of Concept Note is as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In the case of hand-deliveries, the deadline for receipt is at 16:00 hours local time as evidenced by the signed and dated receipt. Any Concept Note submitted after the deadline will automatically be rejected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any Concept Note received after the effective date of approval of the Concept note evaluation (see indicative calendar under section 2.5.2)

2.2.4 *Further information for Concept Note*

A date and place of the information session on this Call for Proposals will be published on CFCA web-page www.safu.hr (in section: Tenders/IPA component IIIC; natječaji/IPA komponenta IIIC), within 7 days of the launch of this Call for Proposals.

Questions may be sent by e-mail or by fax no later than 21 days before the deadline for the submission of concept notes to the below address(es), indicating clearly the reference of the Call for Proposals:

E-mail address: grants@safu.hr

Fax: +385 1 4591 075

The Contracting Authority has no obligation to provide further clarifications after this date.

Replies will be given no later than 11 days before the deadline for the submission of concept notes.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, an action or specific activities.

Questions that may be relevant to other applicants, together with the answers as well as other important notices to applicants during the course of the evaluation procedure, may be published on the internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the CFCA website www.safu.hr, as the need arises. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

2.2.5 *Full Application form*

Applicants invited to submit a full application form following the pre-selection of the Concept Note must do so by using the Part B of the application form annexed to these Guidelines (Annex A). Applicants should keep strictly to the format of the application form and fill in the paragraphs and the pages in order.

The elements assessed on the basis of the concept note cannot be modified by the applicant in the full application form. The EU contribution may not vary from the initial estimate by more than 20%, while the applicant is free to adapt the percentage of co-financing required within the minimum and maximum amount and percentages of co-financing, as laid down in these Guidelines under section 1.3.

Applicants must submit their applications in the same language as their concept note.

Please complete the full application form carefully and as clearly as possible so that it can be assessed properly.

Any error or major discrepancy related to the points listed in the Checklist (Part B, Section 6 of the Grant Application form) or any major inconsistency in the full application form (e.g. the amounts mentioned in the budget are inconsistent with those mentioned in the full application form) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the application form and the published annexes which have to be filled in (budget, logical framework) will be transmitted to the evaluators and assessors.

It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. **No other supplementary annexes should be sent.**

2.2.6 *Where and how to send the Full Application form*

Applications must be submitted in a sealed envelope by registered mail, private courier service or by hand-delivery (a signed and dated certificate of receipt will be given to the deliverer) at the address below:

Postal address

Central Finance and Contracting Agency (CFCA)
(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)
Ulica grada Vukovara 284, objekt C, 5th floor
10 000 Zagreb
Croatia

Address for hand delivery or by private courier service

Central Finance and Contracting Agency (CFCA)
(Središnja agencija za financiranje i ugovaranje programa i projekata EU – SAFU)
Ulica grada Vukovara 284, objekt C, 5th floor
10 000 Zagreb
Croatia

Applications sent by any other means (e.g. by fax or by e-mail) or delivered to other addresses will be rejected.

Applications must be submitted in one original and three (3) copies in A4 size, each bound. The full application form, budget, logical framework and must also be supplied in electronic format (CD-Rom) in a separate and unique file (e.g. the full application form must not be split into several different files). The electronic format must contain **exactly the same** application as the paper version enclosed.

The Checklist (Section 6 of part B the grant application form) and the Declaration by the applicant (Section 7 of part B of the grant application form) must be stapled separately and enclosed in the envelope.

Where an applicant sends several different applications (if allowed to do so by the Guidelines of the Call), each one has to be sent separately.

The outer envelope must bear the **reference number and the title of the call for proposals**, together with the lot title (Lot 1 or Lot 2), the full name and address of the applicant, and the words "Not to be opened before the opening session" and "Ne otvarati prije sastanka za otvaranje projektnih prijedloga".

Applicants must verify that their application is complete using the checklist (section V of part B of the grant application form). Incomplete applications may be rejected.

2.2.7 *Deadline for submission of the Full Application form*

The deadline for the submission of applications will be indicated in the letter sent to the applicants whose application has been preselected.

However, for reasons of administrative efficiency, the Contracting Authority may reject any application received after the effective date of approval of evaluation report for full applications (see indicative calendar under section 2.5.2).

2.2.8 *Further information for the Full Application form*

Questions may in addition be sent by e-mail or by fax no later than 21 days before the deadline for the submission of applications to the below address, indicating clearly the reference of the Call for Proposals:

E-mail address: grants@safu.hr

Fax: +385 1 4591 075

Contracting Authority has no obligation to provide further clarifications after these dates.

Replies will be given no later than 11 days before the deadline for the submission of applications.

In the interest of equal treatment of applicants, the Contracting Authority cannot give a prior opinion on the eligibility of an applicant, a partner, or an action.

Questions that may be relevant to other applicants, together with the answers, will be published on the internet at the EuropeAid website: <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and the CFCA website www.safu.hr. It is therefore highly recommended to regularly consult the abovementioned websites in order to be informed of the questions and answers published.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

Applications will be examined and evaluated by the Contracting Authority with the possible assistance of external assessors. All actions submitted by applicants will be assessed according to the following steps and criteria:

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the application shall be rejected on this sole basis.

(1) STEP 1: OPENING & ADMINISTRATIVE CHECK AND CONCEPT NOTE EVALUATION

The following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The Concept Note satisfies all the criteria specified in points 1-5 of the Checklist (section 2 of part A of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance and design of the action.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the Evaluation Grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Scores

1. Relevance of the action	Sub-score	30
1.1 How relevant is the proposal to the objectives and priorities of the Call for Proposals?*	5x2*	
1.2 How relevant to the particular needs and constraints of the target country or region(s) is the proposal? (including synergy with other EU initiatives and avoidance of duplication)	5x2	
1.3 How clearly defined and strategically chosen are those involved (final beneficiaries, target groups)? Have their needs been clearly defined and does the proposal address them appropriately?	5	
1.4 Does the proposal contain specific added-value elements, such as environmental issues, promotion of gender equality and equal opportunities, needs of disabled people, rights of minorities and rights of indigenous peoples, or innovation and best practices? Will the action contribute to improvement of national innovation system or enhancement of the science-industry/business collaboration? Is the action being performed in the Lagging Behind Regions ¹³ ? Does the proposal include associates?	5	
2. Design of the action	Sub-score	20
2.1 How coherent is the overall design of the action? ** In particular, does it reflect the analysis of the problems involved, take into account external factors and relevant stakeholders?	5x2*	
2.2 Is the action feasible and consistent in relation to the objectives and expected results?	5x2*	
TOTAL SCORE		50

*the scores are multiplied by 2 because of their importance.

**A score of 5 (very good) and 4 (good) will only be allocated if the proposal includes respective activity groups of the lot as indicated in section 2.1.3 of these guidelines.

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

First, only the Concept Notes which have been given a score of a minimum of 30 points will be considered for pre-selection.

Secondly, the list of Concept Notes will be reduced in accordance to the ranking to those whose sum of requested contributions amounts to at least twice the available budget for this Call for Proposals, taking into account the indicative financial envelopes foreseen by lot.

Following the Concept Note evaluation, the Contracting Authority will send a letter to all applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether the Concept Note were evaluated and the results of that evaluation. The preselected applicants will subsequently be invited to submit full applications.

¹³ Counties in which 50% or more of the surface area is classified as an Area of Special State Concern. The "Lagging Behind Regions" are the following Croatian Counties: Ličko-senjska, Vukovarsko-srijemska, Zadarska, Šibensko-kninska, Sisačko-moslavačka, Požeško-slavonska, Karlovačka, Virovitičko-podravska, Brodsko-posavska, Osječko-baranjska.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

First, the following will be assessed:

- The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.
- The full application form satisfies all the criteria specified in points 1-8 of the Checklist (Section 6 of part B of the grant application form). If any of the requested information is missing or is incorrect, the application may be rejected on that **sole** basis and the application will not be evaluated further.

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be subsequently carried out in accordance with the evaluation criteria set out in the Evaluation Grid included below. There are two types of evaluation criteria: selection and award criteria.

The selection criteria are intended to help evaluate the applicants' financial and operational capacity to ensure that they:

- have stable and sufficient sources of finance to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding;
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any partners of the applicant.

The award criteria allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and grants to be awarded to actions which maximise the overall effectiveness of the Call for Proposals. They enable the selection of applications which the Contracting Authority can be confident will comply with its objectives and priorities. They cover such aspects as the relevance of the action, its consistency with the objectives of the call for proposals, quality, expected impact, sustainability and cost-effectiveness.

Scoring:

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 in accordance with the following guidelines: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

Evaluation Grid

Section	Maximum Score
1. Financial and operational capacity	20
1.1 Do the applicant and, if applicable, partners have sufficient experience of project management ?	5
1.2 Do the applicant and, if applicable partners have sufficient technical expertise ? (notably knowledge of the issues to be addressed.)	5
1.3 Do the applicant and, if applicable, partners have sufficient management capacity ? (including staff, equipment and ability to handle the budget for the action)?	5
1.4 Does the applicant have stable and sufficient sources of finance ?	5
2. Relevance	30
<i>Score transferred from the Concept Note evaluation</i>	
3. Effectiveness and feasibility of the action	20
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results?	5
3.2 Is the action plan clear and feasible?	5
3.3 Does the proposal contain objectively verifiable indicators for the outcome of the action? Is evaluation foreseen?	5
3.4 Is the partners' level of involvement and participation in the action satisfactory?	5
4. Sustainability of the action	15
4.1 Is the action likely to have a tangible impact on its target groups?	5
4.2 Is the proposal likely to have multiplier effects ? (Including scope for replication and extension of the outcome of the action and dissemination of information.)	5
4.3 Are the expected results of the proposed action sustainable : <ul style="list-style-type: none"> - financially (<i>how will the activities be financed after the funding ends?</i>) - institutionally (<i>will structures allowing the activities to continue be in place at the end of the action? Will there be local "ownership" of the results of the action?</i>) - at policy level (where applicable) (<i>what will be the structural impact of the action — e.g. will it lead to improved legislation, codes of conduct, methods, etc?</i>) - environmentally (if applicable) (<i>will the action have a negative/positive environmental impact?</i>) 	5
5. Budget and cost-effectiveness of the action	15
5.1 Are the activities appropriately reflected in the budget?	5x2*
5.2 Is the ratio between the estimated costs and the expected results satisfactory?	5
Maximum total score	100

*the scores are multiplied by 2 because of their importance

Note on Section 1. Financial and operational capacity

If the score is less than 12 points for section 1, the application will be rejected.

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

(3) STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the applicant (Section 7 of part B the grant application form) will be cross-checked with the supporting documents provided by the applicant. Any missing supporting document or any incoherence between the Declaration by the applicant and the supporting documents may lead to the rejection of the application on that sole basis.
- The eligibility of the applicant, the partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

Following the above analysis and if necessary, any rejected application will be replaced by the next best placed application in the reserve list that falls within the available financial envelope, which will then be examined for the eligibility of its applicant and the partners.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by the Contracting Authority. They will be requested to supply the following documents in order to allow the Contracting Authority to verify the eligibility of the applicants and their partners:

1. The statutes or articles of association of the applicant organisation¹⁴ and of each partner organisation¹⁵. Where the Contracting Authority has recognized the applicant's eligibility for another call for proposals under the same budget line within 2 years before the deadline for receipt of applications, the applicant may submit, instead of its statutes, copy of the document proving the eligibility of the applicant in a former Call (e.g.: copy of the special conditions of a grant contract received during the reference period), unless a change in its legal status has occurred in the meantime.¹⁶
2. Copy of the applicant's latest accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed)¹⁷.
3. Legal entity sheet (see annex D of these Guidelines) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein. If the applicant has already signed a contract with the Contracting Authority, instead of the legal entity sheet and its supporting documents the legal entity number may be provided, unless a change in its legal status occurred in the meantime.

¹⁴ Where the applicant and/or (a) partner(s) is a public body created by a law, a copy of the said law must be provided

¹⁵ Where Council of Europe Convention n. 124 on the Recognition of the Legal Personality of International Non-Governmental Organisations is applied please refer to footnote n. 6.

¹⁶ To be inserted only where the eligibility conditions have not changed from one call for proposals to the other.

¹⁷ This obligation does not apply to natural persons who have received a scholarship, nor to public bodies nor to international organisations. It does not apply either when the accounts are in practice the same documents as the external audit report already provided pursuant to section 2.4.2.

4. A financial identification form conforming to the model attached at Annex E of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered. If the applicant has already signed a contract with the European Commission or where the European Commission has been in charge of the payments of a contract, a copy of the previous financial identification form may be provided instead, unless a change in its bank account occurred in the meantime.
5. Sworn statement confirming non-profit making status or the explanation in an accompanying letter quoting the relevant article and the provision in the applicant and each partner organisation Statutes, Articles of association or the provision from relevant registration document.
6. Extract from the Registry of Higher Education Institutions or Registry of Scientific Organisations under the authority of the Ministry of Science, Education and Sports for the applicant and each partner organisation, in case applicant and partner organisations are Croatian entities, or extract from other applicable registry of institutions or document according to the applicable law of the country involved proving the status of public higher education institution or a public research organisation (in the case the other applicable registry or document according to the applicable law of the country involved does not exist, a statement or an explanation in the accompanying letter quoting the relevant article and the provision in the applicant and each partner organisation Statutes, Articles of association or the provision from relevant registration document will suffice).
7. Copy of the accounts or other applicable document for the applicant and each partner organisation for the years 2008, 2009 and 2010 proving that the majority of their budget (50,01% of their annual budget) is continuously (estimated as average percentage over a period of three successive years - 2008, 2009 and 2010) financed from the public sources.

Where the requested supporting documents are not uploaded in PADOR they must be supplied in the form of originals, photocopies or scanned versions (i.e. showing legible stamps, signatures and dates) of the said originals. However, the Legal entity sheet and the financial identification form must always be submitted in original.

Where such documents are not in one of the official languages of the European Union or in Croatian, a translation into the language of this Call for Proposals of the relevant parts of these documents, proving the applicant's eligibility, must be attached and will prevail for the purpose of analysing the application.

Where these documents are in an official language of the European Union other than English, it is **strongly** recommended, in order to facilitate the evaluation, to provide a translation of the relevant parts of the documents, proving the applicant's eligibility, into English.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the applicant by the Contracting Authority, the application may be rejected.

Based on the verification of the supporting documents by the Evaluation Committee it will make a final recommendation to the Contracting Authority which will decide on the award of grants.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing of the Contracting Authority's decision concerning their application and, in case of rejections, the reasons for the negative decision.

Applicants believing that they have been harmed by an error or irregularity during the award process may file a complaint. See further section 2.4.15 of the Practical Guide.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting (if any)	To be announced ¹⁸	-
Deadline for request for any clarifications from the Contracting Authority	30 September 2011	16:00
Last date on which clarifications are issued by the Contracting Authority	10 October 2011	-
Deadline for submission of Concept Notes	21 October 2011	16.00
Information to applicants on the opening & administrative checks and Concept Note evaluation (step 1)	17 February 2012*	-
Invitations for submission of Full Application Form	17 February 2012*	-
Deadline for submission of Full Application Form	9 April 2012*	-
Information to applicants on the evaluation of the Full Application Form (step 2)	9 July 2012*	-
Notification of award (after the eligibility check) (step 3)	24 September 2012*	-
Contract signature	24 October 2012*	-

***Provisional date.** All times are in the time zone of the country of the Contracting Authority

¹⁸ A date and place of the information session for this Call for Proposals will be published on the CFCA web-page www.safu.hr (in section: Tenders/IPA component IIIC; natjecaji/IPA komponenta IIIC), within 7 days of the launch of this Call for Proposals.

“ In case of postal deliveries, delivery is evidenced by the date of dispatch, the postmark or the date of the deposit slip. Deadline is set only to the date (not time).

In case of hand deliveries, delivery is evidenced by the signed and dated receipt. Deadline is set to date and time.

This indicative timetable may be updated by the Contracting Authority during the procedure. In such case, the updated timetable shall be published on internet at the EuropeAid web site <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and on the CFCA webpage www.safu.hr.

2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE CONTRACTING AUTHORITY'S DECISION TO AWARD A GRANT

Following the decision to award a grant, the Beneficiary will be offered a contract based on the Contracting Authority's standard contract (see Annex F of these Guidelines). By signing the Application form (Annex A of these Guidelines), the applicant declares accepting, in case where it is awarded a grant, the Contractual conditions as laid down in the standard grant contract.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests. To this end, the Beneficiary must follow the procedures set out in Annex IV to the Contract.

3. LIST OF ANNEXES

DOCUMENTS TO BE COMPLETED

ANNEX A: GRANT APPLICATION FORM (WORD FORMAT)

ANNEX B: BUDGET (EXCEL FORMAT)

ANNEX C: LOGICAL FRAMEWORK (EXCEL FORMAT)¹⁹

ANNEX D: LEGAL ENTITY SHEET (EXCEL FORMAT)²⁰

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX G: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN UNION-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EÜ FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS
- ANNEX IX: STANDARD TEMPLATE FOR TRANSFER OF OWNERSHIP OF ASSETS

ANNEX H: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index_en.htm

ANNEX J: INFORMATION ON THE TAX REGIME APPLICABLE TO GRANT CONTRACTS SIGNED UNDER THE CALL.

PROJECT CYCLE MANAGEMENT GUIDELINES

http://ec.europa.eu/europeaid/multimedia/publications/publications/manuals-tools/t101_en.htm

¹⁹ Optional where the total amount of the grants to be awarded under the call for proposals is EUR 100 000 or less.

²⁰ Only applicable where the European Commission is the Contracting Authority or will make the payments under the contracts to be signed.