

Information Days
Third Call for Proposals(CfPs)
Europe
Aid/136602/DD/ACT/Multi
-open call-

IPA Cross-border program
Croatia-Serbia 2007. -2013.

Where and when the Call was published?

The third CfP was published on **2nd March 2015**.

- **Daily newspapers:**

„Večernji list” (Croatia) and „Politika” (Serbia)

- **Internet** www.croatia-serbia.com; www.arr.hr; www.mrrfeu.hr; www.evropa.gov.rs; <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?ADSSChck=1425245891934&do=publi.detPUB&searchtype=QS&orderby=upd&orderbyad=Desc&nbPubliList=15&page=1&aoref=136602>
- The call is open **91 days** from the date of publication.
- The deadline for submission of proposals is **1st June 2015**.

The purpose of the information days

To inform about:

- IPA Cross-border program Croatia-Serbia 2007 - 2013.
- Rules for this Call
- Application forms and other documents

Information sessions Agenda

10.00 -10.30	IPA Cross-border Programme Croatia-Serbia 2007-2013- Model of implementation of the program
10.30 - 11.15	Application Package - Instructions for Applicants
11.15 - 12.00	Application Package - Forms and Documents
12.00 - 12.30	Coffee break
12.30 - 13.00	Procedure for selection of the projects
13.00 - 13.30	Questions and Answers

IPA Cross-border Programme Croatia-Serbia 2007- 2013

The program area

- **Eligible areas:**

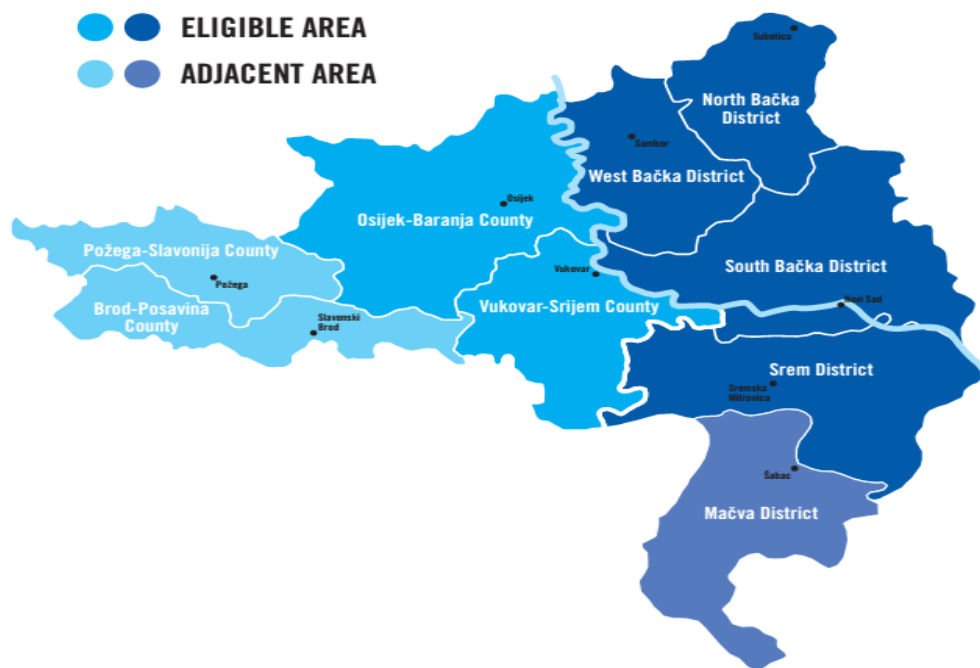
- Croatia: Vukovar-Srijem and Osijek-Baranja County
- Serbia: North, West and South Bačka and Srem District

- **Adjacent areas:**

- Croatia: Brod-Posavina and Požega-Slavonija County
- Serbia: Mačva District

 IPA IR art. 88

The program area



Structures for program management

OS Croatia	OS Serbia
Ministry of Regional Development and EU Funds	European Integration Office of Government of RS
Joint bodies	
Joint Monitoring Committee (JMC) Joint Technical Secretariat (JTS)	

The Contracting Authority in CRO A decentralized system (without ex-ante)	The Contracting Authority in SER The centralized system
Agency for Regional Development of the Republic of Croatia	Delegation of the European Union to the Republic of Serbia

Operating Structure (OS)

- Participate in programming
- Responsible for the management of the program and its implementation

The Contracting Authority (CA)

- Announces the Calls and signs Grant contracts
- Disburses funds to the beneficiaries
- Monitors project implementation and checks financial reports.

The Joint Monitoring Committee (JMC)

- 8 representatives from HR, and 7 from RS,
- Representatives of national, regional and local institutions,
- DEU representatives in an advisory role...

What is the role of JMC ?

- To regularly control the performance and quality of the implementation of the Programme,
- To select projects for funding...

The Joint Technical Secretariat

- HQ located in Zagreb, whit Antenna office in Sremska Mitrovica,
- Joint staff from both countries.

What is the role of JTS?

- Technical assistance and support to the work of the JMC and Oss,
- Daily management of the program,
- support and advice to potential applicants,
- Support to beneficiaries during the process of applying proposals and in the implementation of projects,
- Tasks are defined by the OP, IPA regulations and in the JTS Manual.

Model of implementation of cross-border IPA programs

The most important features of the implementation of this program

1. Joint projects and compulsory cross-border partnership - **one application - two applicants**
2. Separate funding - one application **two contracts**
3. Principle of the **Functional lead partner**
4. The principle of **pre-financing**

Contractual obligations:

- The principle of reporting
- The secondary procurement principle

The Functional Lead Partner

- Coordinates project activities on both sides of the border,
- Organizes joint meetings of project partners,
- Regularly exchanges information,
- Reports to the Contracting Authority on the overall progress of the project.

Application package - Instructions for Applicants

[Guidelines for Applicants HR-RSup FINAL.doc](#)

The contents of the application package

- Guidelines for Applicants
- Documents for filling
- Documents for information

[Guidelines for Applicants HR-RSup FINAL.doc](#)

Contents of the Guidelines

1. IPA Cross-Border Programme Croatia-Serbia

2. Rules for this Call for Proposals

- Eligibility criteria
- How to apply and the procedures to follow
- Evaluation and selection of applicants
- Submission of supporting documents for provisionally selected applicants

3. List of Annexes

- Documents for filling
- Documents for information

Introduction - GfA

- About the program
- Program area
- Responsible structures

More information about the program at:

www.croatia-serbia.com ;

www.mrrfeu.hr ; www.arr.hr;

www.evropa.gov.rs; www.seio.gov.rs

Background of the 3rd CfP

In May 2014, Croatia and Serbia have been affected by heavy rains that caused one of the worst floods in history. At least 60 people were killed and about 40,000 had to be evacuated from their homes in Serbia and at least 15,000 people in Croatia. Floods have caused very heavy damage. Initial damage assessment showed that more than 10,000 km² were flooded, and that a lot of local infrastructure, public utilities, public buildings, private homes, businesses, livestock and agricultural land was completely destroyed or suffered significant damage.

Global objective of the 3rd CfP

- The global objective of this Call for Proposals is therefore to promote the sustainable development of the cross-border region through effective use of the region's economic potential, in synergy with friendly and appropriate use of natural resources ensuring the preservation of regional biodiversity and also through providing help in the recovery effort in the flooded areas in within the Programme area in Serbia and Croatia.

Specific objectives of the 3rd CfP

- Protection and conservation of natural resources of cross-border region by taking joint measures and increase of public awareness,
- Promotion of good neighborly relations across the border between local communities,
- Support to Croatia and Serbia in an effort to recover that will help individuals, businesses and public service providers to continue its normal functioning as soon as possible.

Specific objectives of the 3rd CfP

The objectives will be achieved through the implementation of activities within Priority 1:

Sustainable Socio-Economic Development

and a corresponding set of measures:

- Measure 1.2. **Environmental protection**
- Measure 1.3. **People-to-people**

Available funds

- Available IPA financial allocations for 2012 and 2013.
- IPA funds HR: € 1,800.000
- IPA funds RS: € 1,800.000
- **IN TOTAL: € 3,600.000**

EU funding and size of grants

- EU funding from the IPA is max 85% and 20% min
- mandatory co-financing is 15% min

Measure	Size contract (Grant) (€)
Measure 1.2: Environmental protection	Minimum amount: 300,000 Maximum amount: 600,000
Measure 1.3: People to People	Minimum amount: 300, 000 Maximum amount: 600,000

Funding of Adjacent areas

“Adjacent areas Projects ”

- Actions or part of actions in adjacent areas may be financed up to 20% of the total available funds per country under this call,
- for Croatia 360,000 EUR
- for Serbia 360,000 EUR

See GfA part 1.3.2!

Rules for this Call for Proposals

2.1. Eligibility criteria

2.1.1. Eligibility of applicants – **Applicants and Co-Applicants**

2.1.2. Eligibility of *Affiliated entities*

2.1.3. Other participants in the project
(*Associates and Contractors*)

2.1.4. Eligibility of actions

2.1.5. Eligibility of costs

2.1.1. Who can apply?

- Legal entities established in:
 - ✓ **Croatia (When applying for HR allocation)**
 - ✓ **Serbia (When applying for RS allocation)**and who are also:
- **Non-profit legal persons established by public or private law for the purposes of public and general interest,**
be directly responsible for the preparation and management of the action with the co-applicant(s) and affiliated entity(ies), not acting as an intermediary
- and belong to one of the following groups:

2.1.1. Eligible applicants for Measure 1.2.

- ✓ Regional and local public authorities,
- ✓ Public / non-profit organizations including universities, colleges, secondary and primary schools,
- ✓ Public utility companies (communal and waste)
- ✓ Agencies responsible of environment and nature protection,
- ✓ Agencies dealing with emergency planning,
- ✓ Regional and local development agencies (In Croatia only).

2.1.1. Eligible applicants for Measure 1.3.

- ✓ Public non-profit making organizations including secondary and elementary schools,
- ✓ Organizations that provide social and health services,
- ✓ Regional and local development agencies (In Croatia only).

Who can be the Co-Applicant in the project?

- Actively participate in the preparation and implementation of the project.
- Must meet the criteria of legal status as Applicant, except the criterion of country of establishment.
- Must be registered in:
 - ✓ Member State of the EU or the European Economic Area
 - ✓ Beneficiary country of the IPA instrument or EU Neighborhoods and Partnership Instrument (ENPI)
 - ✓ All other countries that are beneficiaries of EU external assistance
 - ✓ International Organizations can not be co-applicants.
- The costs of the co-applicant are acceptable in the same way as those incurred by the Applicant.

2.1.2. Eligibility - Affiliated entities

- **Affiliated entities** must satisfy the criterion of legal status, as well as applicants, except the criterion of the country of establishment.
- Their costs can be an integral part of the budget.
- They must sign Affiliated entity(ies) statement.

Following are not considered entities affiliated to a beneficiary:

- Entities that have entered into a (procurement) contract or subcontract with a beneficiary, act as concessionaires or delegates for public services for a beneficiary,
- Entities that receive financial support from the beneficiary,
- Entities that cooperate on a regular basis with the beneficiary on the basis of a memorandum of understanding or share some assets,
- Entities that have signed a consortium agreement under the grant contract.

2.1.3. Other participants in the project

Associates (associates)

- Cannot receive funding from the grant, with the exception of per diem or travel costs. They can be profitable entities.

Contractors (subcontractors)

- The grant beneficiaries and their affiliated entities are permitted to award contracts. Contractors are subject to the procurement rules set out in Annex IV to the standard contract.

Number of application and grants per applicants

- **The Applicant** can submit only **one application**, and can be awarded with **only one grant** under this CfP.
- The applicant may be a co-applicant in another application at the same time.
- **Co-applicant** and **Affiliated entity** may participate in **only one** application and in **only one** grant awarded.
- Co-applicant **may be** the Applicant or an Affiliated entity in another application at the same time.
- Affiliated entity(es) **may not** take part in more than one application.
- Applicants from the two countries **may not** have the same co-applicant or affiliated entity in the same project proposal.
- The same entity can not be the applicant in one country and Co-applicant or Affiliated entity in another country in the same project proposal.

2.1.4. Eligible actions

- Implemented in the programming area in Croatia and/or Serbia,
 - Have results on both sides of the program area border,
 - Are in line with the objectives of the program (Guidelines, 1.2.),
 - Last at least 12 and no longer than 24 months,
 - Cooperation of the two cross-border applicants in at least one of the following areas:
 - ⇒ **joint preparation of the project**
 - ⇒ **joint financing**
 - ⇒ **creation of a joint project team**
 - ⇒ **joint implementation of the project**
- Belong to **ONLY ONE** program measure.

2.1.4. Eligible activities under Measure 1.2.

- Cross-border cooperation between organizations involved in the protection of environment and management of protected areas,
- Joint action to develop a solid waste management system,
- Joint action to establish a system for monitoring the state of the environment,
- Joint management and joint preservation of water resources and water quality improvement,

2.1.4. Eligible activities under Measure 1.2.

- Detecting and cleaning of uncontrolled waste disposal sites and development of prevention measures,
- Construction of a small, regional level infrastructure for emergency preparedness in environmental cases;
- Direct activities related to renewable energy sources;
- Awareness and information campaigns in relation to environment and emergency preparedness in environmental cases that focus on key areas of interest, such as waste management, conservation of biodiversity and responses to flooding.

2.1.4. Eligible activities under Measure 1.3.

- ✓ Joint provision of health services,
- ✓ Development of cross-border cooperation among organizations providing social care services.

IMPORTANT: In case that the applicants propose activities that should be implemented outside of the programme area, such activities may be ineligible unless they bring a clear added value / they clearly reinforce the prospects of achieving the project purpose which otherwise would not have been achieved within the programme area.

2.1.4. Ineligible activities

- Actions that are solely or mainly related to the financing of participation in seminars, conferences and congresses and individual scholarships for studies or training courses,
- Actions aimed at the upgrading of infrastructure and equipment in private owned facilities,
- Preparation of technical documentation for works which are carried out within the project,
- Projects with no cross-border impact,
- Activities that directly generate profit,
- Project activities related to the tobacco industry, the production of alcohol or weapons, etc.

2.1.5. What costs are eligible?

According to the General Conditions of the contract (art.14.1. and 14.2.) Eligible costs are:

- listed in the budget,
- are necessary for the implementation of the project,
- they are incurred during the project,
- documented and verifiable,
- are justified and economical.

Applicant's interest is to provide a realistic and cost-effective budget!

2.1.5. What costs are eligible?

- gross salaries of project staff (“bruto 2”),
- travel and daily allowance / per diem expenses for project team members and other persons involved in the project,
- costs of external services,
- purchase or rental of equipment, goods and services,
- Indirect costs - up to 7%,
- *Contingency reserve* - a maximum of 5%,
- Land purchase up to 10% of the total eligible costs...

See GfA 2.1.5.1. Eligible direct costs!



Framework overview per diem - GFA Appendix G or
(http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)

2.1.5. What costs are ineligible?

- contributions in kind,
- debts and debt service charges (interest),
- items already financed by other means,
- second-hand equipment,
- losses on exchange rate differences,
- taxes and duties,
- loans to third parties,
- costs that are funded through another project/
program...

VAT and other - see Guidelines 2.1.5.5. Ineligible costs

Please note that:

- The grants may not have the purpose or effect of producing a profit for the beneficiary as the direct result of the activities financed under the grant (PRAG 6.3.).
- Civil servants or other public employees of the central, regional and local administrations which participate under this call for proposals may not receive fees for their contribution to the action other than their salaries in the respective institution.
- However, salaries of civil servants and other public employees of central, regional and local governments can be represented as co-financing contribution only with prior approval of CA during contracting phase.
- Segment of the budget "Human Resources" cannot exceed 20% of the total direct eligible costs of each individual budget (not joint).
- It is strongly advised to use Croatian budget for financing the activities which take place in Croatia, and to use Serbian budget for financing activities in Serbia.

Please note that:

- Procurement of **works** under a grant contract may not exceed 80 % of the total eligible costs of the action (budget heading 13 of the grant budget) of each individual grant budget (not joint budget).
- Procurement of **supplies** under a grant contract may not exceed 80 % of the total eligible costs of the action (budget heading 13 of the grant budget) of each individual grant budget (not joint budget).
- Procurement of **services** under a grant contract may not exceed 10 % of the total eligible costs of the action (budget heading 13 of the grant budget) of each individual grant budget (not joint budget).

Application package - Forms and Documents

Documents for filling

- [Application form for the project \(Appendix A\)](#)
- [Budget \(Annex B\)](#)
- [Logical Framework \(Appendix C1\)](#)
- [List of indicators \(Appendix C2\)](#)
- [Legal entity form \(Appendix D\)](#)
- [Financial identification form \(Appendix E\)](#)

Project Application Form (I)

A. CONCEPT NOTE

1. Instructions for drafting the concept note
 - 1.1. Summary of the action
 - 1.2. Description of the action
 - 1.3. Relevance of the action

B. FULL APPLICATION FORM

1. General information
2. The action
 - 2.1. Description of the Action
 - 2.2. Applicant's experience
 - 2.3. Co-applicant(s)'s experience
 - 2.4. Affiliated entity(ies) experience
3. The applicants
 - 3.1. Identity
 - 3.2. Profile
 - 3.3. Capacity to manage and implement actions
 - 3.4. List of the management board/committee of organisation

Project Application Form (II)

4. The Co-applicant(s)
 - 4.1. Capacity to manage and implement actions
 - 4.2. Experience by sector
5. AFFILIATED ENTITY
 - 5.1. Description of the affiliated entity
 - 5.2. Capacity to manage and implement actions
 - 5.3. Experience by sector
 - 5.4. Affiliated entity(ies)'s Statement
6. Associates

Project Application Form (III)

7. Checklist for the full application form
8. Declaration by the applicant
 - (A) DECLARATION BY THE APPLICANT 1
 - (B) DECLARATION BY THE APPLICANT 2
 - (C) PARTNERSHIP AGREEMENT BETWEEN APPLICANTS
9. Assessment grid - the full application form

Budget

1st worksheet: Joint Budget

The following costs for both budgets must be entered:

- Human Resources (*Human resources*)
- Travel expenses (*Travel*)
- Equipment and materials (*Equipment and supplies*)
- Cost of a local office (*Local office*)
- Other costs and services (*Other costs, services*)
- Others (*Other*)
- Reserve (*Contingency reserve*)
- Indirect costs (*Indirect costs*)

Both applicants must sign the joint budget!

Budget

2nd worksheet: Budget -Applicant 1 and 5th worksheet: Budget-Applicant 2

To be filled in accordance with the instructions!

- Human Resources (*Human resources*)
- Travel expenses (*Travel*)
- Equipment and materials (*Equipment and supplies*)
- Cost of a local office (*Local office*)
- Other costs and services (*Other costs, services*)
- Others (*Other*)
- Reserve (*Contingency reserve*)
- Indirect costs (*Indirect costs*)

Budget

3rd worksheet: Budget Justification for Applicant 1 and 6th worksheet: Budget Justification for Applicant 2

- To be completed after the end of the first sheet and it should contain all budget items,
- The first column must be identical to the first column of the budget items page.

4th worksheet: Sources of Funding for Applicant 1 (Sources of funding) and 7th worksheet: Sources of Funding for Applicant 2

- Co-financing of the project in the amounts and percentages, by actors and donors,
- Signed and dated on behalf of Applicant 1 and for Applicant 2 on behalf of Applicant 2.

Budget

- Expenses are acceptable only from the contract signature date!
- All items in the budget must be numbered!
- Carefully check the accuracy of the budget and formulas if you are adding new rows!
- The amounts for salaries in the budget must include all taxes and charges = GROSS SALARY!
- Watch out for: transparency and adequacy of cost and the accuracy of the budget!

Budget

- Annex K of the contract explains simplified cost options, which will be checked in detail in budget clearing process,
- " Unit costs", " Lump sums", " Flat rate financing" principle.
- The total amount of funding based on the "simplified cost" approach approved by the Contracting Authority, for each applicant individually (including affiliated entities), should not exceed 60 000 (indirect costs are not taken into account).

(See Guidelines 2.1.5)

Logical Framework (*logframe matrix*)

Data in matrix must be equal to the data in other documents related to:

- The overall objective,
- Specific objective / purpose of the project,
- Results,
- Activities,
- Assumptions and preconditions,
- Indicators of progress and achievement of project objectives (indicators).

List of Indicators *(Appendix C2)*

There are two types of indicators for each measure: "outputs" and "results,, (see GfA 2.1.4.4). Fill in the information relevant only for the measure your project belongs to.

The table contains data for:

- A) **Baseline**- refers to the starting point within the target area that your project proposal tries to solve
 - B) **Target** - new situation that your project will accomplish by the end of the project cycle
 - C) **Means of verification** - how and to what extent the level of achievement of this goal will be measured
 - D) **Additional Comments** - indicate specifically what will be the way to achieve your indicators in the project (type of workshops, beneficiaries...)
-
- The information in the indicator column should match the information presented at the 'results' of the Logical Framework C1.

Documents for information

Documents for information

- Standard grant contract (Appendix G)
- EU Per diem rates (Appendix H)
- Instructions for project cycle management

How to apply and the procedures to follow

Where, how and when to submit a project?

- Deadline for submission is **01.6. 2015. at 16.00 CET (personal delivery to the address)**
- **In case of post delivery, deadline for delivery is 01.6.2015 until 00,00 CET.**
- to the following address:

Ministry of Regional Development and EU Funds

**Joint Technical Secretariat
Cross-Border Programme Croatia-Serbia**

Račkoga 6
10 000 ZAGREB
Croatia

In what form project should be submitted?

- 1) **Hard copy:** 1 original and 2 copies in A4 size, each bound separately,
- 2) **Electronic:** Concept note, full application form, budget, logical framework and a list of indicators, each individually as a comprehensive document on CD,
- 3) Checklist, Declarations by the applicants and Partnership Agreement, and, if applicable, Mandate for co-applicants and Affiliated entity Statement - must be stapled separately,
4. Registration in PADOR for this Call for Proposals is not mandatory, but regardless of whether you are registered in PADOR, you will still need to fill in all parts of the form.

Attention: Electronic and paper version must contain identical documents!

What must be indicated on the outside envelope?

- Reference number of the CfP,
- Title of the Call,
- Title of your project proposal,
- Number and name of the programme measure for which you are applying,
- The full name and address of the FLP,

And the words:

*„Not to be opened before the opening session”, and
„Ne otvarati prije sastanka za otvaranje ponuda „.*

Do not forget ...

- Use the correct version of the application package published for this CfP and stick strictly to the provided templates,
- Mark the envelope correctly as presented,
- Do not send additional documents unless it was explicitly asked for them,
- Be consistent when entering data in all documents.

Do not forget ...

- Checklist must be properly filled and enclosed,
- Applicants sign Partnership agreement and Declaration by the applicant (signed by legitimate representative)
- All documents and budget must be signed and stamped
- Each co-applicant must sign "Mandate", and each Affiliated entity "Affiliated entity's statement"
- Take care of the limits of given percentages and sizes of the contracts
- Harmonize amounts in the budget and application.

[Mandate.doc](#)

[Affiliated entity Statement.doc](#)

Evaluation and selection of applicants

1st step

Opening & administrative checks and concept note evaluation

The application will be rejected if its ...

- Sent after the deadline,
- Sent to the wrong address,
- Sent by fax or e-mail,
- Handwritten,
- The application Form **do not** satisfies all the criteria specified in point 1-9 of the Checklist (*section VII of part B of AF*)
- Written in any language other than English.

The selection criteria

- [Checklist](#) (*Section VII Application Form*)

What could be the reason for rejection of your application?

- 1) Missing required information / documents,
- 2) The application contains errors or inaccurate information,
- 3) Inconsistent filling of your application.

What is assessed?

- **Relevance**
 - how well the project responds to regional needs and the needs of the target group?
 - how the project is in line with the objectives and priorities of the Guidelines?
- **Design of the Action**
 - how coherent is the overall design of the action?

The selection criteria - Step 1

- [Evaluation grid](#) (2.3 Guidelines)

What could be the reason for rejection of your application?

- Project has received a total of less than 30 points (out of 50 possible) on the Concept Note,
- Project does not have enough points to enter the ranking list of the narrower selection,
- Number of accepted Concept notes will be also decreased (taking into account the ranking list) if the cumulative amount of all budgets exceeds 200% of the total amount of funds available for this Call.

Assessment results of the 1st step

- One list will be drawn up with the proposed actions ranked according to their score.
- Only Concept note with the score of at least 30 will be considered for pre-selection.
- Letters will be sent to all applicants indicating whether their application was submitted by the deadline, informing them on their reference number they have been allocated and the assessment result.
- All pre-selected applicants will be requested to submit supporting documents in accordance with section 2.4 of the GfA.

2nd step

**Evaluation of the full application
and verification of the eligibility of
the applicants and affiliated
entity(ies)**

The selection criteria - Step 2

Evaluation grid (2.3 GfA)

What could be the reason for rejection of your application?

- If the total score for the financial part and operational capacity less than 12 points, the request will be rejected.
- If your score for at least one of the questions in this section is 1, the application will also be rejected.

Evaluation criteria's

Two types of evaluation criteria's:

- **Selection criteria's** (assessment of applicants and affiliated entity(ies) operational capacity and financial capacity)
- **Award criteria's** (assessment of the quality of the application in relation to the objectives, priorities and to award grant which maximize the overall effectiveness of the CfP).

What is assessed?

Evaluation grid (2.3. Guidelines)

Financial and operational capacity

- Do the applicants and (if applicable) their affiliated entities have sufficient experience in project management?...

Effectiveness and feasibility of the action

- Are the activities proposed appropriate, practical and consistent with the objectives and expected results?...

Sustainability of the action

- Is the action likely have a tangible impact on its target groups?...

Budget and cost-effectiveness of the action

- Are the activities appropriate reflected in the both budgets?...

Provisional selection

- After the evaluation a table will be drawn up listing the applications ranked according to their score and within the limits of the funds available.
- Supporting documents requested by the Contracting Authorities **will be** requested from all previously selected applicants after the first evaluation step.
- Eligibility verification check **will be only** performed for applications that have been provisionally selected and and for those put on the reserve list within the available financial envelope.

What is supporting documentation?

- Statute and the registration act of the organizations of each applicant, each co-applicant and (if any) of each affiliated entity(ies) and of all partners, and (for applicants only):
- The balance sheet and profit and loss account for the previous year
- [Legal entity sheet \(Appendix D\)](#)
- [Financial identification form \(Appendix E\)](#)

See GfA section 2.4.

Supporting documents for works

For infrastructure works following documents must be submitted:

- All necessary permits (location, construction, building, etc.).
- Positive decision on the environmental impact assessment/or statement from the relevant public authority that the latter is not needed for the specific activities, or, approved by the relevant authorities Environmental Impact Assessment.
- Proof of ownership or long-term lease of land / real estate.
- Preliminary Work Design or Detailed work design.
- Indicative Priced Bill of Quantities expressed in Euros.

Eligibility verification

- Based on the supporting documentation requested by the CAs.
- [Declaration by the applicants](#) (*Part VIII Application Form, Parts A & B*).
- Partnership Agreement between applicants (Part VIII Application Form, Part C).
- The eligibility of applicants, the affiliated entities and the action will be verified in accordance with points 2.1.1., 2.1.2. and 2.1.4. of GfA.

What could be the reason for rejection of your application?

- 1) Documentation is not submitted within the given deadline.
- 2) Incomplete supporting documents.
- 3) Inconsistency between statements of the applicants and supporting documents.

Notification on the evaluation result

- The applicants will be notified in writing of the CA's decision concerning their application and, if rejected, the reasons for the negative decision.
- An applicant believing that it has been harmed by an error or irregularity during the award process may lodge a complaint. (see PRAG 2.4.15.)

Who evaluates and selects projects?

- **Joint Monitoring Committee (JMC)** is responsible for the selection of projects.
- JMC has the right to appoint **Joint steering committee (JSC)** to conduct an evaluation of projects.
- **The Joint Technical Secretariat (JTS)** provides administrative support to the JMC and the JSC during the evaluation procedure.

QUESTIONS AND ANSWERS

Additional information during the open call

Questions may be sent by fax or e-mail only on english language indicating clearly the reference of the CfP „EuropaAid/136602/D.D./ACT/Multi”.

Fax: +385 1 644 6752

Email: cbc.hr-srb@mrrfeu.hr

- Deadline for sending questions is **21 days** before closing of the call
- The deadline for responses is **11 days** before closing of the call
- The answers will be published on www.croatia-serbia.com www.mrrfeu.hr, www.evropa.gov.rs , www.arr.hr and EuropaAid web site.

Thank you for your attention!