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Democracy
and human
rights

Call for proposals

Open call: "Democracy and Human Rights"

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

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

Call for proposals Democracy and Human Rights

AIM OF THE CALL FOR PROPOSALS

This call is aimed at projects that develop methods that raise awareness and include citizens in the process of advocacy, informal education and campaigns for the principles of good governance and rule of law to be more effective and to improve the democratic institutions of the society. The emphasis in this call will also be given to promotion of democratic values, fundamental human rights and European values, as one of the major objectives. What is more, special emphasis of this call will be given to horizontal concerns (please see section I.2.1), gender equality and ethnic minorities. *(for a more detailed description please refer to the Guidelines for Applicants, Section II.1.)*

GENERAL INFORMATION ON THE CALL

Total provisional allocation available for this Call: Kn 3.877.500 (516 999 €)

Applications approved under the Call 'Democracy and human rights' will be divided into two categories: single application (a) and application in partnership (b). Depending on the type of the application, there will be two different amounts allocated to successful applicants:

(a) from Kn 150.000,00 (20.000 €) up to Kn 262.500,00 (35.000 €)

(b) from Kn 262.500,00 (35.000 €) up to Kn 600.000,00 (80.000 €)

Provisional number of projects to be approved: up to 15

Deadline for the submission of project proposals: **20th of March 2015, 24:00 (verified by post stamp)**

Duration of the project: minimum 12 months to a maximum of 18 months, starting with the day of the contract signature (provisionally set to June 2015)

ELIGIBLE APPLICANTS

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

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

For the open call "Democracy and Human Rights" other than Associations, foundations that are founded according to the *Act on Foundations*, are also eligible applicants, if not founded by public institutions.

In addition to the before mentioned applicant has to be registered at least 3 years prior to the date of the opening of the Call.

PARTNERSHIP

The application in partnership to this Open Call is not obligatory by any means (as specified in Section II.3., II.4. of the Guidelines for Applicants and the Application form) but is very much encouraged in the NGO Programme, given the fact the EEA and Norway Grants are promoting the prospect of bilateral cooperation and strengthening the links between Donor and Beneficiary countries. Should interested organisations decide to apply in partnership, the Applicant shall be the project coordinator in a project implemented in cooperation with two or more partners.

A project partner is a public or private entity, commercial or non-commercial, or non-governmental organisation, whose primary location is in a Donor State, Beneficiary State of the EEA and Norwegian Financial Mechanisms 2009-2014, or a country outside the European Economic Area that has a common border with Croatia, or any inter-governmental organisation, actively involved in, and effectively contributing to, the implementation of a project. It shares with the project promoter a common economic or social goal which is to be realised through the implementation of the project.

Project coordinator has to be registered in Croatia at least 3 years prior to the date of the opening of the Call, and partner organisations at least 1 year.

CONTRIBUTION TO THE PROGRAMME OUTCOMES

The projects financed under this Call should contribute to one of the two outcomes of the EEA/Norway NGO programme where the following allocations are planned:

- *Advocacy and watchdog role developed*: with the allocation of approximately 2.250.000,00 HRK (300.000 €)
- *Democratic values, including human rights promoted*: with the allocation of approximately 1.627.500,00 HRK (216.999 €)

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

APPLICATION

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

Application forms can be downloaded from the National Foundation for Civil Society Development website <http://zaklada.civilnodrustvo.hr/>.

Each organisation can submit only one application. The organisation submitting two or more applications (either as project coordinator or partner) will be rejected on the basis of the breach of the Call for proposal conditions.

All documents should be submitted by post, with notice "For the Call for proposals - "Democracy and human rights" and "Do not open until the Selection Opening Committee meeting" on the envelope, to the following address:

National Foundation for Civil Society Development
"For the Call for proposals – Democracy and human rights"
Štrigina 1a
10 000 Zagreb
-Do not open until the Selection Committee meeting-

Specific questions relating to the application for this Call for proposals can be sent exclusively by e-mail to the following address: dem.eeang@zaklada.civilnodrustvo.hr from the opening date of the Call until 6th of March 2015 (until 2pm) with a note: "For the Call for proposals – Democracy and human rights". The organisation will receive the answer to the questions within 5 working days.

Questions relevant to other applicants will be posted on the website of the National Foundation for Civil Society Development together with the answers in Q&A section. The National Foundation will organise a workshop (several if needed) for the potential applicants for this Call. The workshop for the potential applicants will be held on 22nd January 2015 in hotel Dubrovnik in Zagreb, Ljudevita Gaja 1 at 11:00 in Centrum Hall and will be organised live streaming of the workshop.

DOCUMENTATION

In hard copy:

1. Proof of registration:
 - a) For associations – Extract from the Register of Associations of Croatia, or the Extract from the Register of Foreign Associations of Croatia (not older than 3 months from the date of opening the call for proposals) from which it is clear that the organisation was registered at least 3 years (for applicant/project coordinator) or 1 year (for partner organisations) prior to the date of opening the Call for proposals (in accordance with the Regulations on the forms and manner of keeping the Register of associations of Croatia and Register of foreign association in Croatia – Official Gazette no. 11/02);

- b) For foundations – a copy of the Certificate of Registration of the foundation from which it is clear that the organisation was registered at least 3 years (for applicant/project coordinator) or 1 year (for partner organisations) prior to the date of opening the Call for proposals;
 - c) Foreign associations or foundations and organisations of any other legal status (domestic or foreign), according to Section 4.1.1. will be required to provide a copy of the relevant register proving the legal status or justification in case the latter requirement is not applicable for the Country involved;
2. Duly filled, signed and verified Application Form (on the prescribed form);
 3. Duly filled, signed and verified Budget Form (on the prescribed form);
 4. CV of person responsible for the implementation of the project (on the prescribed form);
 5. Original Tax Administration Certificate on the debt based on public contributions of which official records are kept by the Tax Administration proving that the organisations has no outstanding debt. The certificate must be dated no longer than 30 days prior to the date of opening the Call for proposals;
 6. Copy of the Decision on non-compilation of the financial statements adopted by the governing body of the organization and a copy of the Book of income and expense for the year 2014 - for taxpayers included in simple bookkeeping;
 7. Relevant documentation related to VAT issue (as in I.20. and 21. of the Application Form).

In electronic form on CD:

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

If the project is applied in partnership, the partner organisations should submit the following:

A) Domestic partners:

1. Proof of registration of their legal status (see above, 1.c.);
2. Original Tax Administration Certificate on the debt based on public contributions of which official records are kept by the Tax Administration proving that the organisations has no outstanding debt. The certificate must be dated no longer than 30 days prior to the date of opening the call for proposals;
3. Copy of the Decision on non-compilation of the financial statements adopted by the governing body of the organization and a copy of the Book of income and expense for the year 2014 - for taxpayers included in simple bookkeeping;
4. Financial annual report for 2013 - for profit organisations;
5. Relevant documentation related to VAT issue (as in I.a 20. and 21. of the Application Form);
6. Partner Declaration.

B) Foreign partners:

1. Proof of registration of their legal status (see above, 1.c.);
2. Copy of the Statute of the organization or equivalent;
3. Financial annual report for 2013. - for profit and non- profit organisations
4. Relevant documentation related to VAT issue (as in I.b 18. and 19. of the Application Form);
5. Partner Declaration.

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

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

ANNOUNCEMENT OF RESULTS

The deadline for announcing the results is 1st of June 2015. The decision will be posted on the website of the National Foundation for Civil Society Development <http://zaklada.civilnodrustvo.hr>.