



GUIDELINES

for application with a description of the basic criteria and conditions for

expression of interest in engagement in Strategic Partnerships for society development in Croatia and in the Euro-Mediterranean within the framework of the “Community Potentials” i3.0 program



**Twenty years
of weaving
support**



DEVELOPMENT OFFICE
FOR PHILANTHROPY AND
STRATEGIC PARTNERSHIPS
ON EURO-MEDITERRANEAN

I. THE AIM OF THE CALL

The goal of this Call for expression of interest in engagement in i3.0 Strategic Partnerships for society development in Croatia and in the Euro-Mediterranean within the framework of the “Community Potentials” i3.0 program (hereinafter: i3.0 Strategic Partnerships) is to create a new, innovative investment model in the development of society, that creates sustainability and increase the potential of local communities in Croatia and the Euro-Mediterranean.

II. TYPE OF CALL

The Call's procedures are in accordance with the Rulebook on the Conditions and Procedures for the Allocation of Funds for Achieving the Purpose of the National Foundation, and the Act on the Criteria, Standards and Procedures for Financing and Contracting Programmes and Projects in the Public Good Interest (Official Gazette 26/15).

Interested applicants for establishing partnership with the National Foundation, both from Croatia and the international community, express their interest for engaging in the i3.0 Strategic Partnerships through an innovative contribution to the development of society and local communities in the areas determined by this Call and submit their offer for cooperation/partnership with the National Foundation.

III. CATEGORIES OF CALL FOR EXPRESSIONS OF INTEREST – APPLICATION CONDITIONS AND NUMBER OF SUPPORTS

Acceptable applicants are:

(a) foundations

(b) institutions

that are registered and operate in Croatia or other countries.

Two types of possible applications are distinguished:

(a) applicants that are registered and operating in the Republic of Croatia apply independently (as one applicant);

(b) international applicants can only apply in cooperation with at least one or at most three organizations (from the non-profit or for-profit sector) that are registered and operate in the Republic of Croatia.

One financial support may be granted per each area referred to in this Call.

Applicants who receive the financial support under the i3.0 Strategic Partnerships program will utilize it in a period of 5 years, with the possibility of further extending the duration of the support.

The annual amount of funds that may be approved is the following:

- i3.0 to strategic partners from Croatia from EUR 50.000,00 to 100.000,00;
- international i3.0 strategic partners (with 1-3 Croatian organizations involved) from EUR 100.000,00 to 250.000,00.

IV. APPLICATION

IV.1. WHO CAN APPLY?

- The organization is registered as foundation or institution in the Republic of Croatia or in other country in accordance with the positive regulations and legislation;
- The organization fulfils its obligation of paying pension and health insurance contributions as well as taxes and other charges to the state budget and budgets of local self-government units;
- No criminal proceedings are conducted against the person authorised to represent the organization for criminal offences prosecuted ex officio (evidence to be submitted before the signing of the contract);
- The person authorised to represent the organization has not been convicted by a final judgment of a misdemeanour referred to in Article 48(2)(c), and has not been convicted by a final judgment of a criminal offence referred to in Article 48(2)(d) of the Regulation on the Criteria, Standards and Procedures for Financing and Contracting Programmes and Projects of Public Benefit Interest Implemented by Associations (OG 26/15), for which the National Foundation may request a certificate from the Ministry of Justice;

- The organization has: a model of sound financial management and control and of preventing conflict of interest in disposing of public funds, established by a general act, an appropriate way of publishing the programme and financial report for the previous year (on the association's website or by any other appropriate means);
- The organization has paid all the contributions and taxes, as evidenced by a certificate issued by the Ministry of Finance – Tax Administration;
- The organization has provided organizational, human, spatial and partly financial resources for the performance of its core activity in accordance with the its Financial Plan and Work Programme;
- The association has adopted the Financial Plan and Work Programme (Operational Plan) for 2023.

IV.2. WHO CANNOT APPLY?

- The organization that is not registered as foundation or institution in the Republic of Croatia or in other country in accordance with the positive regulations and legislation;
- The organization that in 2023 has already been granted support from the National Foundation, including multi-year support with the start of implementation in 2023 or 2024;
- The organization whose at least one of the founders is a political party or a religious organization.

V. HOW TO APPLY TO THE CALL?

V.1. APPLICANTS WHO ARE REGISTERED AND OPERATE IN THE REPUBLIC OF CROATIA - INDEPENDENT APPLICATION

Application to this Call represents an online application, executed through the system www.financijskepodrske.hr.

There are three basic conditions for completing the application process:

- A. Registration of the organization in the [financijskepodrske.hr](http://www.financijskepodrske.hr) system**
- B. User registration for this Call**
- C. Submission of the verification document (certified and signed)**

A. Registration of the organization in the [financijskepodrske.hr](http://www.financijskepodrske.hr) system

Basic requirement for access to the application system via the www.financijskepodrske.hr system is the registration of the organization in the system.

Registration of the organization and opening of a user account (hereinafter: User) will enable your organization to search for Calls, download the documentation of open Calls, and send projects or applications electronically.

By selecting “Registration” and filling in the requested data and selecting Register the organization, the User fulfils the condition for a potential application to the Call via the system www.financijskepodrske.hr.



Important:

Each organization can only register once!!!

If an organization that is already registered in the www.financijskepodrske.hr system applies to this Call, the application procedure starts from point **B**.

B. User application for the Call

Only a *User* who has been registered in the www.financijskepodrske.hr system can apply to published Calls.

1. User sign in to the system

By selecting *Calls/Open* calls, the *User* can see the currently opened Calls for which they wish to download the application documentation and start applying to the selected Call.

- in preparation,
- sent,
- approved/refused.

2. Selecting the Call and downloading the application documents

By selecting *Calls/Open* calls, the *User* can see the currently opened calls for which they wish to download the application documentation and start applying to the selected Call.

3. Applying to the Call

By selecting *Apply*, the *User* starts with the first of the 4 steps to submit the application:

Step 1 – Information on the applicant

The first step is to confirm the information on the applicant (*User*) entered during the *Registration*, located on the home page under the *User profile*. The *User* needs to make changes if there have been any and choose to *Save changes and proceed to the next step*.

Step 2 – Application details


In the second step, the *User* specifies the Application details. After entering the requested data, the *User* chooses *Save changes and proceed to the next step*.

Step 3 – Documentation submission

In the third step, the *User*, by clicking on *Select file*, selects the file from their computer (completed prescribed forms in open format – .DOC, .XLS, and scanned other prescribed documentation in .PDF format) that they wish or must enclose with the application form in accordance with the terms of the Call.

To add multiple files, repeat the selection for each individual file from the computer. By clicking on *Attach file*, the file is added to the application.

Once all the files are attached, the *User* selects to *Save changes* and proceed to the next step.

**Important:**

The *User* can change the information indefinitely in each of the first three steps.

Step 4 – Check and Send

After successful completion of the first three steps, in the fourth step the *User*:


1. Has an overview of all the steps in one place, and
2. Submits the application (submission of the application is only possible within the prescribed period for e-application).

By clicking on *Submit application* on the *Applications & Reporting/Applications in preparation page*, the *User* will be shown the following text:

Dear Madam/Sir,

Your application has been received successfully. An acknowledgement of receipt has been sent to your e-mail address with a summary of the application (verification document).

To successfully complete the application process, print the e-application verification document that you received by e-mail, certify it with the signature of the authorised representative and the organization's stamp, and send it to the institution that published the Call as stipulated.

**Important:**

The *User* cannot modify the data, the attached documentation, or the Call or Sub-call after the application has been submitted.

The application must be sent through the system www.financijskepodrske.hr within the prescribed period, until January 25, 2024 at 12:00 (noon - CET).

C. Submission of the verification document – certification and signature

After successfully completing the online application via the www.financijskepodrske.hr system, a document will be sent to the *User's* email address indicated in the first step – *Information on the applicant*, which the applicant should:

- Print,
- Certify with the organization's stamp and the signature of the person authorized to represent the *User* (note: 1. a certified electronic signature is also acceptable in accordance with the Electronic Signature Act; 2. if the organization does not use a stamp, when sending the verification document by e-mail it is necessary to attach a Declaration of Non-use of a Stamp signed by the person authorised for representation),
- Scan the certified and signed original of the verification document;

- Send exclusively by e-mail, within the prescribed period for application by 3 PM (CET) on 25 January 2024 to: kodoviprijava@zaklada.civilnodrustvo.hr, with the subject line “i3.0 Strategic Partnerships”.

Important:



If the applicant fails to send the verification document by e-mail within the prescribed period, the application (documentation uploaded to the www.financijskepodrske.hr system) will be considered invalid because it has not been certified and signed by the person authorised for representation (who should have a valid mandate), which can only be proved by the above verification document.

The full documentation to be sent to this Call is described in section VI.1. of these Guidelines.

V.2. INTERNATIONAL APPLICANTS APPLYING IN COOPERATION WITH ORGANIZATIONS REGISTERED AND OPERATING IN THE REPUBLIC OF CROATIA

Submission of expressions of interest for international applicants who apply exclusively in cooperation with at least one or at most three organizations (from the non-profit or for-profit sector) that are registered and operate in the Republic of Croatia implies an online application made via the [DropBox](#) platform.

A. Applying to the Call

To submit an expressions of interest, it is necessary to upload complete documentation in a compressed .zip/.rar file to the following link:

- <https://www.dropbox.com/request/haPzR45tiAIUtCJYDIqS>

When uploading the documentation, it is necessary to name the file by stating the name of the international applicant who is attaching the documentation, as well as their official e-mail address.

The documentation must be submitted within the prescribed application deadline of **January 25, 2024, by 12:00 (noon - CET)**.

B. Submission of the Verification Document – *certification and signature*

After successfully uploading the documentation to the [DropBox](#) platform, the applicant should do the following steps with the Verification Document, that is part of the supporting documentation:

- Complete it;
- Print it;

- Certify it with the organization's stamp and the signature of the person authorized to represent the User (*note: 1. a certified electronic signature is also acceptable in accordance with the Electronic Signature Act; 2. if the organization does not use a stamp, when sending the verification document by e-mail it is necessary to attach a Declaration of Non-use of a Stamp signed by the person authorised for representation*);
- Scan the certified and signed original of the Verification Document;
- **Send exclusively by e-mail, within the prescribed period for application by 3 PM (CET) on 25 January 2024 to: kodoviprijava@zaklada.civilnodrustvo.hr, with the subject line "i3.0 Strategic Partnerships".**

The full documentation to be sent to this Call is described in section VI.2. of these Guidelines.

VI. SUPPORTING DOCUMENTATION

VI.1. APPLICANTS WHO ARE REGISTERED AND OPERATE IN THE REPUBLIC OF CROATIA - INDEPENDENT APPLICATION

A. Supporting documentation to be uploaded to the www.financijskepodrske.hr system:

1. Completed Application Form in open format - .doc (*on the form provided by the National Foundation*);
2. Completed Budget in open format - .xls (*on the form provided by the National Foundation*);
3. Proof of registration for each involved organization - in the original - *scanned*;
4. Tax Administration's Certificate on the state of debt in terms of public levies of which the official record is kept by the Tax Administration and from which it is evident that the organization has no outstanding debt – in the original. The certificate shall not be older than 30 days counting from the day of this Call's publication – *scanned*.

B. Supporting documentation to be sent by e-mail

Scanned verification document:

- Certified by the organization's stamp and signed by the person authorized to represent the organization (*note: 1. a certified electronic signature is acceptable in accordance with the Electronic Signature Act; 2. if the organization does not use a stamp, when sending the verification document by e-mail it is necessary to attach the Declaration of Non-use of a Stamp signed by the person authorised for representation*);
- To be sent only by e-mail, within the prescribed period for application by **3 PM (CET) on 25 January 2024**, to: kodoviprijava@zaklada.civilnodrustvo.hr with the subject line "i3.0 Strategic Partnerships"

Application forms can be downloaded from:

- The National Foundation's official website <https://zaklada.civilnodrustvo.hr> or
- www.financijskepodrske.hr.

VI.2. INTERNATIONAL APPLICANTS APPLYING IN COOPERATION WITH ORGANIZATIONS REGISTERED AND OPERATING IN THE REPUBLIC OF CROATIA

A. Supporting documentation to be uploaded to the DropBox platform:

1. Completed Application Form in open format - .doc (*on the form provided by the National Foundation*);
2. Completed Budget in open format - .xls (*on the form provided by the National Foundation, with separate sheets for each partner included in the application*);
3. Completed Declaration on participation in the i3.0 Strategic Partnership – only for international applicants in partnership with at least 1 and at most 3 organizations (non-profit or profit sector) from Croatia – (*on the form provided by the National Foundation*) - scanned (note: 1. a certified electronic signature in accordance with the Electronic Signature Act is also acceptable; 2. if the organization does not use a seal, when sending the document for verification via e-mail, it is necessary to attach a Declaration on non-use of the seal signed by a person authorized to represent);
4. Proof of registration for each involved organization - in the original - scanned;
5. Tax Administration's Certificate on the state of debt in terms of public levies of which the official record is kept by the Tax Administration and from which it is evident that the organization has no outstanding debt – in the original. The certificate shall not be older than 30 days counting from the day of this Call's publication – scanned (*only for partner organisations from the Republic of Croatia*).

B. Supporting documentation to be sent by e-mail

Scanned Verification Document:

- Certified by the organization's stamp and signed by the person authorized to represent the organization (*note: 1. a certified electronic signature is acceptable in accordance with the Electronic Signature Act; 2. if the organization does not use a stamp, when sending the verification document by e-mail it is necessary to attach the Declaration of Non-use of a Stamp signed by the person authorised for representation*);
- To be sent only by e-mail, within the prescribed period for application **by 3 PM (CET) on 25 January 2024**, to: kodoviprijava@zaklada.civilnodrustvo.hr with the subject line "i3.0 Strategic Partnerships"

Application forms can be downloaded from:

- The National Foundation's official website <https://zaklada.civilnodrustvo.hr> or
- www.financijskepodrske.hr system.

VII. DOCUMENTATION PREPARATION – IMPORTANT TO KNOW!

Completion of forms

Application Form

- All questions listed in the form must be answered;
- To further verify the prepared supporting documentation, please use the checklist for the attached documents (and tick with **X**) on the last page of the descriptive form;

- The descriptive form should be uploaded to the system in open format .doc and is valid without the signature of the person authorised for representation, but with their signature and the organization's stamp on the verification document for the uploaded documentation, which the applicant is obliged to submit by e-mail, they confirm that they are familiar and agree with the content of the completed descriptive form.

Budget

- The budget form has been prepared with a formula which sums up on its own the amounts you enter in each category of costs foreseen in the form, and the final amounts of all costs. As a result of this formula, you will not be able to add rows in individual cost categories on your own. If you need to increase the number of rows, please contact i3.0@zaklada.civilnodrustvo.hr for instructions;
- The budget form includes the costs for a one-year period of use of financial support (from 1 January to 31 December 2024) in Euro. If the costs for a multi-year period are entered in the budget form, the application will be deemed not to have met the prescribed conditions of the Call;
- In the budget form, international applicants, in addition to their planned costs, should also include planned costs for each involved partner from the Republic of Croatia, that must be entered in separate (already prepared) excel worksheets of the form;
- Items 3.1. 'Visibility costs for the implementation of i3.0 Strategic partnership' and 3.2. 'Training implementation costs in 10 local communities in Croatia' are already included in the budget form, with costs planned in the amount of EUR 10.000 per each of them, regardless of the specific area of i3.0 Strategic Partnerships you are applying for;
- When creating the budget form, bear in mind that the salary/fee for one person cannot be shown on two or more items of the form and that, in addition to the salary/fee, the names and surnames of the persons to whom the said salary/fee is to be paid must be indicated.

VIII. DEADLINE FOR APPLICATIONS

VIII.1. DEADLINE FOR APPLICANTS WHO ARE REGISTERED AND OPERATE IN THE REPUBLIC OF CROATIA - INDEPENDENT APPLICATION

The complete documentation should be uploaded in the prescribed manner (as described in section V.1. of these Guidelines) to the www.financijskepodrske.hr system by **January 25, 2024 at 12:00 (noon - CET)**.

Only a verification document (with the unique application number) on the successful application and upload of the documentation to the www.financijskepodrske.hr system is to be sent by e-mail.

This document will be accepted only if it is sent to: kodoviprijava@zaklada.civilnodrustvo.hr by **3 PM (CET) on 25 January 2024** with the subject line "i3.0 Strategic Partnerships".

VIII.2. DEADLINE FOR INTERNATIONAL APPLICANTS APPLYING IN COOPERATION WITH ORGANIZATIONS REGISTERED AND OPERATING IN THE REPUBLIC OF CROATIA

The complete documentation should be uploaded in the prescribed manner (as described in section V.2. of these Guidelines) to the [DropBox](https://www.dropbox.com) platform by **January 25, 2024 at 12:00 (noon - CET)**.

It is necessary to submit by e-mail a Verification Document on the uploading of documentation to the [DropBox](#) platform. This document will be acceptable only if it is sent to the e-mail address: kodoviprijava@zaklada.civilnodrustvo.hr by **January 25, 2024 at 3:00 PM (CET)**, with the subject "i3.0 Strategic Partnerships".

IX. ADDITIONAL INFORMATION

Interested applicants can obtain all additional information required for the expression of interest by asking questions at the e-mail address: i3.0@zaklada.civilnodrustvo.hr no later than **January 18, 2024 at 12:00 (noon - CET)**.