



Contracting Authority:

The Ministry for Regional Development, Forestry and
Water Management (Agency for Regional Development,
when operational), Croatia
and
Delegation of the European Commission to Bosnia and
Herzegovina

**Cross-Border Programme
Croatia-Bosnia and Herzegovina 2007-2013
IPA Component II – Cross-border Cooperation**

Guidelines for Grant Applicants Call for Proposals 2007 & 2008

Budget line:
IPA 2007 & 2008 Cross-Border Programme
Croatia-Bosnia and Herzegovina (22.02.04.01)

Publication reference: EuropeAid/128-860/L/ACT/IPA

Deadline for submission of proposals: 16th October 2009

Table of contents

1. IPA CROSS-BORDER PROGRAMME CROATIA-BOSNIA AND HERZEGOVINA	3
1.1 Background.....	3
1.2 Objectives of the programme and priority issues	4
1.3 Financial allocation provided by the contracting authority	6
2. RULES FOR THIS CALL FOR PROPOSALS	8
2.1 Eligibility criteria.....	8
2.1.1 Eligibility of applicants: who may apply?	8
2.1.2 Partnerships and eligibility of partners	11
2.1.3 Eligible actions: actions for which an application may be made	12
2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant.....	16
2.2 How to apply and the procedures to follow.....	19
2.2.1 Application form	19
2.2.2 Where and how to send the Applications	20
2.2.3 Deadline for submission of Applications.....	21
2.2.4 Further information for the Application	21
2.3 Evaluation and selection of applications	22
2.4 Submission of supporting documents for provisionally selected applications	25
2.5 Notification of the Contracting Authority's decision	27
2.5.1 Content of the decision	27
2.5.2 Indicative time table.....	27
2.6 Conditions applicable to implementation of the action following the Contracting Authority's decision to award a grant.....	28
3. LIST OF ANNEXES	29

1. IPA CROSS-BORDER PROGRAMME CROATIA- BOSNIA AND HERZEGOVINA

1.1. BACKGROUND

These Guidelines are intended for grants under the 1st Call for Proposals (CfP) for the **Cross-Border Programme Croatia-Bosnia and Herzegovina 2007-2013 (CBC Programme HR-BiH)**. The CBC Programme HR-BIH analyses the socio-economic situation of the Croatian-Bosnian and Herzegovina border region, sets out a common strategy for remedying problems identified and formulates joint priorities and measures for development. The result of 1st Call for Proposals will be a selection of cross-border cooperation projects that will contribute to the strategy's objectives and fall into identified priorities and measures. A cross-border co-operation project is defined as a project involving final beneficiaries from both Croatia and Bosnia and Herzegovina cooperating in at least one of the following ways: joint development, joint implementation, joint staffing and joint financing.

The programme area of the CBP Croatia – Bosnia and Herzegovina is made up of the following 'eligible' and 'adjacent' regions:

CROATIA		
	Eligible area	Adjacent area
Vukovarsko-Srijemska County	✓	
Brodsko-Posavska County	✓	
Sisačko-Moslavačka County	✓	
Karlovačka County	✓	
Ličko-Senjska County	✓	
Zadarska County	✓	
Šibensko-Kninska County	✓	
Splitsko-Dalmatinska County	✓	
Dubrovačko-Neretvanska County	✓	
Osječko-Baranjska County		✓
Požeško-Slavonska County		✓
Zagrebačka County		✓
Bjelovarsko-Bilogorska County		✓
Primorsko-Goranska County		✓
BOSNIA and HERZEGOVINA		
Eligible area ¹		
<p>North-East: Bijeljina, Teočak, Ugljevik, Lopare, Tuzla, Lukavac, Čelić, Brčko Distrikt BiH, Srebrenik, Petrovo, Gračanica, Doboj Istok, Gradačac, Pelagićevo, Donji Žabar, Orašje, Domaljevac-Šamac, Šamac, Modriča, Vukosavlje, Odžak, Bosanski Brod, Srebrenica, Bratunac, Milići, Han-Pijesak, Vlasenica, Kladanj, Šekovići, Kalesija Osmaci, Zvornik, Banovići, Živinice, Sapna.</p> <p>North-West: Prnjavor, Srbac, Laktaši, Čelinac, Kotor Varoš, Skender Vakuf/Kneževo, Dobretići, Šipovo, Jajce, Jezero, Mrkonjić Grad, Banja Luka, Bosanska Gradiška, Bosanska Dubica, Prijedor, Oštra Luka, Sanski Most, Ključ, Ključ/Ribnik, Mrkonjić Grad/Vlasinje, Glamoč, Bosansko Grahovo, Drvar, Istočni Drvar, Petrovac-Drinić, Bosanski Petrovac, Bosanska Krupa, Krupa na Uni, Novi Grad, Kostajnica, Bužim, Velika Kladuša, Cazin, Bihać, Doboj, Derventa</p> <p>Herzegovina: Prozor/Rama, Konjic, Nevesinje, Gacko, Bileća, Trebinje, Ravno, Ljubinje, Berkovići, Mostar, Jablanica, Kupres, Kupres (RS), Tomislavgrad, Posušje, Široki Brijeg, Čitluk, Stolac, Neum, Čapljina, Ljubuški, Grude, Livno, Istočni Mostar.</p>		

¹ All municipalities that are part of the below mentioned regions are eligible even if they are not explicitly listed.

The border between Croatia and Bosnia and Herzegovina extends almost over 1,000 km. Despite the heterogeneity of the area, bordering regions are facing similar challenges: an economic downturn linked to the collapse of traditional industries/markets in the wake of Yugoslavia's disintegration, large-scale migrations during and after the war accompanied by continuous depopulation since then and heavy damages to public infrastructure only partly remedied by insufficient investment. Traditional economic and cultural links between the two countries in the border areas have also been severely affected by the conflict and its aftermath. This programme will therefore seek to revive these former cross-border links and activities while addressing some of the common socio-economic and environmental issues.

The CBC Programme HR-BiH is implemented jointly by Croatia and Bosnia and Herzegovina. In Croatia, the responsible institution is:

- ❑ The Ministry for Regional Development, Forestry and Water Management (Agency for Regional Development when operational) which will bear overall responsibility for the Programme and sign contracts, as well as all contract and payment issues.

In Bosnia and Herzegovina, the responsible institutions are:

- ❑ The Directorate for European Integration (DEI) responsible for the overall coordination of the programme
- ❑ The Delegation of the European Commission to Bosnia and Herzegovina (DEC) responsible for all contract and payment issues including contract signature.

Moreover, the implementation of the CBC Programme is overseen by a Joint Monitoring Committee (JMC) composed of officials from Croatia and Bosnia and Herzegovina. The JMC is also responsible for selecting projects to be financed under the programme.

Both countries are assisted by a Joint Technical Secretariat (JTS) based in Zagreb and composed of Croatian and BiH nationals. The JTS is responsible for the day-to-day management of the programme including support and advice to potential applicants in the eligible area. The JTS has two antennae located in Bosnia and Herzegovina: one in Banja Luka and another in Mostar. The JTS will be the main contact point for applicants to the CBC Programme HR-BiH.

Additional information regarding the Programme area, related development strategy, priority measures and implementation system are available in the Cross-Border Programme, which can be downloaded on the website of the Ministry of Regional Development, Forestry and Water Management in Croatia, www.mrrsvg.hr and Directorate for European Integration in Bosnia and Herzegovina, www.dei.gov.ba.

1.2. OBJECTIVES OF THE PROGRAMME AND PRIORITY ISSUES

The strategy underlying the CBC Programme HR-BiH aims to foster actual integration and to strengthen the cross-border cooperation process by pursuing the programme objectives.

These Guidelines for Applicants (GfA) relate to the 1st Call for Proposals (CfP) under CBC Programme HR-BiH Priority 1: '*Creation of a Joint Economic Space*' and Priority 2 '*Improved Quality of Life and Social Cohesion*'.

The global objective of the CBC Programme HR-BiH is to encourage the creation of cross-border networks and partnerships and the development of joint cross-border actions with a view to revitalizing the economy, protecting the nature and the environment and increasing social cohesion of the programme area.

The overall objective of Priority 1: ‘*Creation of a Joint Economic Space*’ is to contribute to the integration of the economy in border areas by encouraging cooperation in the field of tourism and SME support and entrepreneurship promotion.

The specific objectives of this priority are:

- To develop recognisable joint tourist offers based on common environmental and cultural heritage and improve the competitiveness of the local tourism economy.
- To foster the development of the regional economy by strengthening the SME sector and business support institutions and services.

The overall objective of Priority 2 ‘*Improved Quality of Life and Social Cohesion*’ is to enhance the quality of life in border areas by reducing damages/risks to the environment and increasing social cohesion in local communities.

The specific objectives of this priority are:

- To protect and preserve the environment and encourage the sustainable use of natural resources in border regions through joint actions and awareness raising campaigns
- To enable access to community based services that impact on the well-being and social cohesion of local citizens and communities.

The objectives of Priorities 1 and 2 will be achieved through the implementation of actions under the following set of CBC Programme HR-BiH Measures:²

Cross-Border Programme Croatia-Bosnia and Herzegovina: 2007-2013 (CBC Programme HR-BiH)

Priority 1: <i>Creation of Joint Economic Space</i>
<i>Measure 1.1:</i> Development of joint tourist offers
<i>Measure 1.2:</i> Promotion of entrepreneurship
Priority 2: <i>Improved Quality of Life and Social Cohesion</i>
<i>Measure 2.1:</i> Protection of nature and environment
<i>Measure 2.2:</i> Improved accessibility to community-based services in the border area

² As regards Croatia, care will be taken to ensure that there is no operational or financial overlap, including at the participant level, with any of the measures incorporated in the Operational Programmes for Croatia under IPA Components III, IV and V (Regional, Human Resources, and Agriculture and Rural Development).

1.3. FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The overall, indicative, amount of CBC Programme HR-BiH financing made available under this Call for Proposals (CfP) for actions implemented in the eligible and adjacent areas³ is **3,600,000 €** (IPA allocation 2007&2008), of which 1.800.000 € is available to Croatia and 1.800.000 € to Bosnia and Herzegovina. This amount will be equally divided into the Programme's two priorities⁴. In case there are no sufficient quality projects under one of the two priorities, the JMC may recommend using unspent funds on projects belonging to the other priority.

The IPA CBC HR-BiH programme only identifies adjacent areas on the Croatian side and NO on the BiH side. In accordance with Article 97, item 1 of the IPA IR, in duly justified cases, Community funding to Croatia may finance expenditure incurred in implementing operations or parts of operations in areas adjacent **up to a limit of 20 %** of the amount of the Croatian allocation at Programme level.

In the Application form applicants must clearly state if they will perform any activities in adjacent areas. In case of positive statement (activities/part of the activities will be performed in adjacent areas) their project proposals will be treated as **"adjacent areas projects"**. Project proposals with activities in adjacent areas must meet all eligibility criteria set up at these Guidelines for CfP.

All project proposals (from adjacent and eligible areas) will be evaluated according to Evaluation Grid. The projects with highest scores will be recommended for financing.

The best actions with activities in adjacent areas will be funded until exhaustion of funds available for these areas under this Call for Proposals (360.000€ for 2007 & 2008 Programme's allocation).

The JMC will monitor the total value of "adjacent area projects" at the level of the Programme in order to ensure compliance with the 20% rule.

The CBC Programme HR-BiH Contracting Authorities, the Ministry for Regional Development, Forestry and Water Management (Agency for Regional Development when operational) in Croatia and the EC Delegation in Bosnia and Herzegovina, reserve the right not to award all the available programme funds in this CfP.

SUSPENSION CLAUSE:

The conclusion of contracts with Croatian applicants resulting from this call for proposals is subject to the fulfilment of the following two events:

- 1. The adoption by the European Commission of a decision conferring to the national authorities of Croatia management powers to implement funds under the "Cross-border cooperation component" of the Instrument for Pre-accession Assistance (Council Regulation (EC) No 1085/2006 of 17 July 2006); and*
- 2. The conclusion between the European Commission and Croatia of Financing Agreement concerning the Cross-border programme between the Republic of Croatia and Bosnia and Herzegovina under the IPA-Cross-border Co-operation component for the year 2008.*

³ See 2.1.3 Location and 1.1. Background for more information about the eligible and adjacent areas.

⁴ Priority 1: 'Creation of a Joint Economic Space' and Priority 2: 'Improved Quality of Life and Social Cohesion'

Size of grants

Any grant awarded under this programme must fall between the following minimum and maximum amounts as shown below. Each action will consist of **two grants**: one awarded in Croatia and one in Bosnia and Herzegovina.

Measure	Size of Available Grant (€)*
<i>Measure 1.1</i> : Development of joint tourist offers	Maximum amount: 300,000 Minimum amount: 50,000
<i>Measure 1.2</i> : Promotion of entrepreneurship	Maximum amount: 300,000 Minimum amount: 50,000
<i>Measure 2.1</i> : Protection of nature and environment	Maximum amount: 300,000 Minimum amount: 50,000
<i>Measure 2.2</i> : Improved accessibility of community based services in the border area	Maximum amount: 50,000 Minimum amount: 20,000

**The minimum and maximum amount refers to the value of each of the two grants separately, i.e. not to the sum of the 2 grants.*

The grant requested by an applicant may not be for less than 50% of the total eligible costs included in the applicant's budget.

In addition, no grant may exceed 85% of the total eligible costs included in the applicant's budget (see also section 2.1.4). The balance must be financed from the applicant's or partners' own resources, or from sources other than the European Community budget.

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 EC 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). Grant award procedures shall follow the provisions of Part One, Title VI of the Financial Regulation and Part One, Title VI of its Implementing Rules. Where appropriate, the Contracting Authorities shall also use the standard templates and models facilitating the application of the above rules provided for in the “Practical Guide to contract procedures for EC external actions” (“Practical Guide”).⁵

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 grants, applicants **must**:

- be non profit legal persons established by public or private law for the purposes of public interest or specific purpose of meeting needs of general interest;
- be established⁶ in Croatia, Bosnia and Herzegovina, a Member State, a country that is beneficiary of IPA, a country that is beneficiary of EU Neighbourhood and Partnership Instrument, or a Member State of the European Economic Area;
- belong to one of the following categories:

⁵ Standard PRAG documents and procedures have been amended whenever required by the IPA Implementing Regulation and the specific nature of Cross-Border Cooperation programmes.

⁶ 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.

P r i o r i t y 1	<input type="checkbox"/> Regional and local public authorities; <input type="checkbox"/> Public bodies (funds, institutions, agencies) established by the state or a regional/local self-government such as: research and development institutions, education and training institutions, health care institutions, institutions for protecting natural and cultural heritage, local and regional development agencies, tourist agencies and associations, etc.; <input type="checkbox"/> Private institutes established by private law entities for meeting needs of general interest (such as educational or research institutes) as long as they operate on non-profit basis; <input type="checkbox"/> Non-governmental organizations such as associations and foundations; <input type="checkbox"/> Chambers of commerce, agriculture, crafts and industry, clusters registered as non-profit legal persons; <input type="checkbox"/> Agricultural associations and cooperatives.
P r i o r i t y 2	<input type="checkbox"/> Regional and local public authorities; <input type="checkbox"/> Public bodies (funds, institutions, agencies) established by the state or a regional/local self-government such as: research and development institutions, education and training institutions, health care institutions, institutions for protecting natural and cultural heritage, local and regional development agencies, tourist agencies and associations, etc.; <input type="checkbox"/> Private institutes established by private law entities for meeting needs of general interest (such as educational or research institutes) as long as they operate on non-profit basis; <input type="checkbox"/> Non-governmental organisations such as associations and foundations <input type="checkbox"/> Chambers of commerce, agriculture, crafts and industry, clusters registered as non-profit legal persons; <input type="checkbox"/> Agricultural associations and cooperatives; <input type="checkbox"/> National and Regional Parks, Landscape Parks.

- be directly responsible for the preparation and management of the action with their partners, not acting as an intermediary and
- not be affected by potential conflict of interest with the Joint Structures of the Programme (Joint Monitoring Committee, Joint Steering Committee, Joint Technical Secretariat) and the Operating Structures of the participating countries. Should such situation arise during performance of the contract the beneficiary must immediately inform the Contracting Authority.
- Be registered at least 12 months before the deadline for the submission of this Call for Proposals.

(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 EC external actions (available from the following Internet address:

http://ec.europa.eu/europeaid/work/procedures/index_en.htm);

1. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);
3. they have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;

4. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
5. they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;
6. they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation.

The cases referred to in point (5) applicable are the following:

- a. cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests drawn up by the Council Act of 26 July 1995;
- b. cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997;
- c. cases of participation in a criminal organization, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council;
- d. cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC;

In Sections VIa and VIb of the Grant Application form (“Declaration by the applicant”), applicants must declare that they do not fall into any of the situations.

Grant 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

- *the Commission Decision of 16.12.2008 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), or*
- *the Commission Regulation of 17.12.2008 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 persons with powers of representation, decision making or control, if legal person) may be registered in the EWS only or both 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 exclusion of a procurement contract or a grant agreement or decision.

Please note that profit making organizations and political parties are not eligible, neither as applicants nor as partner.

2.1.2 Partnerships and eligibility of partners

Each proposal must have 2 cross-border applicants acting in partnership. Each applicant will act as the lead partner for the part of the action financed from the respective financial allocation of each of the participating countries. In case a project is approved for financing, each applicant will act as contracting party (the “Beneficiary” and sign the separate contract with the respective “Contracting Authority”⁷.

If the applicant for funds from the Contracting Authority in Croatia is not originating from Croatia, he must have at least one partner originating from Croatia. If the applicant for funds from the Contracting Authority in Bosnia and Herzegovina is not originating from Bosnia and Herzegovina, he must have at least one partner originating from Bosnia and Herzegovina.

Applicants will also appoint between themselves a Functional Lead Partner, who will be responsible for:

- the overall coordination of the project activities on both sides of the border;
- organizing joint meetings of project partners, regular information exchange and correspondence;
- reporting to the Joint Technical Secretariat on the overall project progress.

Partner(s):

Applicants may have as many other partners as they consider appropriate. Partners of the applicants 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 same eligibility criteria as applicants, referred to in section 2.1.1.

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 Section IV - “Associates of the Applicant participate in the Action” of the Grant Application Form.

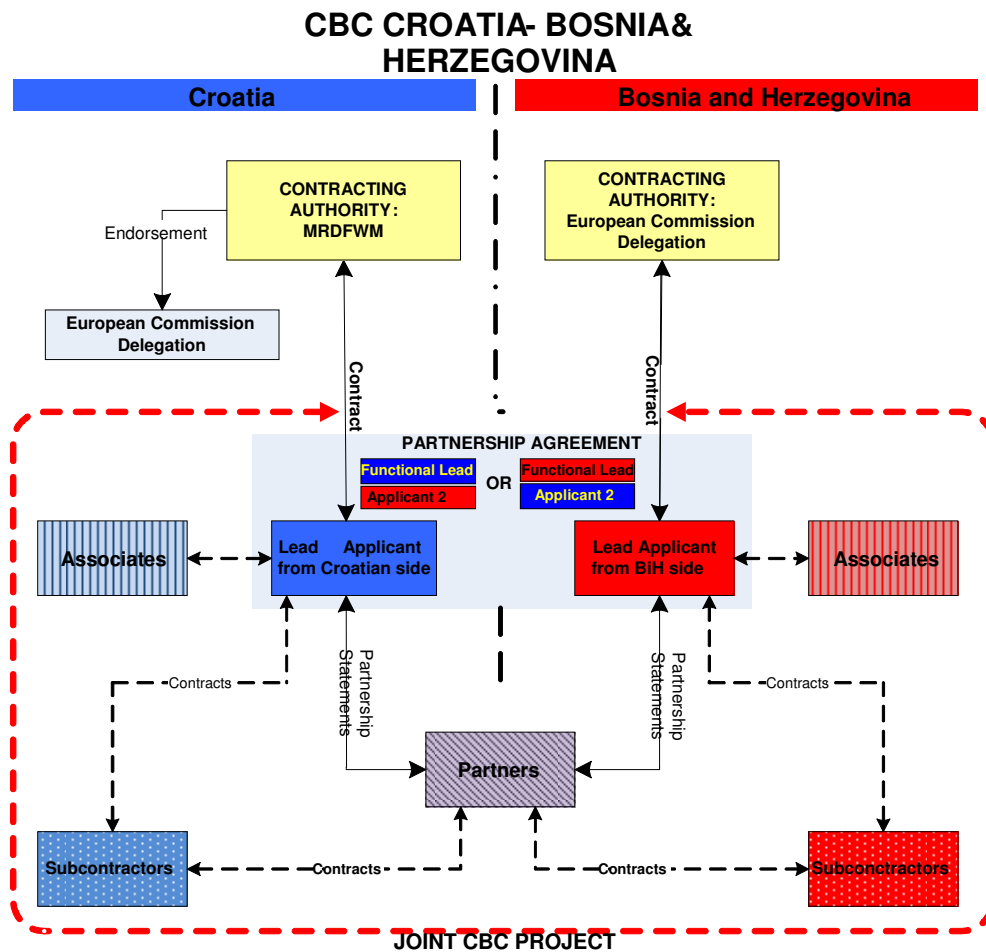
- Subcontractors

The grant beneficiaries have the possibility to award contracts to subcontractors. Subcontractors 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”).

The chart below illustrates the relationships between the various partners of a CBC project:

⁷ In Croatia, the MRDFWM and in Bosnia and Herzegovina, The Delegation of the EC to Bosnia and Herzegovina.



2.1.3 Eligible actions: actions for which an application may be made

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

The action must involve cross-border cooperation in order to be eligible i.e. it must:

- take place both in Croatian and Bosnian and Herzegovinian part of the Programme Area
- have effect both in Croatian and Bosnian and Herzegovinian part of the Programme Area
- foresee cooperation of the 2 cross-border applicants in **at least one** of the following ways (IPA IR Art.95):
 - Joint project development: common design of the action, filling in a joint application form and drawing up (a) common budget(s);
 - Joint financing: costs of project activities are shared;
 - Joint staffing: staff in charge of implementing project activities on both sides of the border act as one project team
 - Joint implementation: activities are implemented in common across the border;

Advantage will be given to actions with **balanced levels** of activities and budgets on both sides of the border.

Duration

The planned duration of an action may not be shorter than 6 months nor exceed 24 months.

Sectors or themes

Actions have to fall under only one of the 4 priority measures described below:

Measure 1.1 Development of joint tourist offers

This measure will support the joint development and promotion of tourist offers. It will encourage the development, improvement and diversification of tourism products and services, the integration of cultural heritage and environment into tourism products and the joint marketing of these products. This will mobilize the productive, environmental and cultural potentialities of the areas involved and contribute to their sustainable development.

The measure will also aim at improving the knowledge of people working in tourism, culture and agriculture. In particular, the measure will encourage the use of ICT tools for developing and marketing products and training people.

Care will be taken to ensure that there is no operational or financial overlap with any of the measures incorporated in the Operational Programmes for Croatia under IPA Component III Regional Development.

Measure 1.2 Promotion of entrepreneurship

Measure 1.2 will strengthen connections between Croatian and BiH enterprises and the involvement of regional development agencies and business support organisations in SME development activities. It will foster a common understanding of cross-border regional economic opportunities.

The Measure will also aim at promoting entrepreneurship in border regions and support initiatives that promote up-to-date technology, export orientation, innovativeness and partnership between SMEs and R&D organisations to commercialize scientific innovation.

It will stimulate regular interaction between businesses located on both sides of the border via: business-to-business networks and clustering; development of SME support services and joint access to these; joint marketing and promotion on domestic and EU markets; exchange of know-how; selected investments in small-scale business-related infrastructure.

Measure 2.1 Protection of nature and environment

The Measure will support joint initiatives that contribute to the preservation and protection of the environment and natural diversity. The Measure will also encourage the sustainable use of natural resources and promote the utilisation of renewable energies. It will also support joint actions that seek to prevent or remedy environmental degradation resulting from economic activity.

Measure 2.2 Improved accessibility to community-based services in border area

The Measure will support the development of people-to-people actions across the border addressing the needs of local communities in the field of education and labour, social and health care, culture and sport. In particular, activities under this measure are meant to facilitate access to basic community services to all citizens and groups in the border region.

The Measure will encourage the establishment or the strengthening of cross-border partnerships and networks around social cohesion activities and involving local authorities, civil society and social partners. The initiatives promoted under this Measure should also contribute to the improvement of cross-border relations.

Location

Actions **must be implemented** in the Programme area. The programme area is made up of 'eligible' and 'adjacent' (only in Croatia) regions described in section 1.1 of these guidelines.

Types of action

The actions should relate to the objectives as stated in section 1.2. The following list is not exhaustive and appropriate innovative activities that are not mentioned below may also be considered for support. By way of illustration projects could contain a range of the following activities:

Measure 1.1 Development of joint tourist offers

- Development of new tourist products/services with clear cross-border identity (development of thematic routes, site exploitation, etc);
- Development of small-scale tourist infrastructure related to attractions such as walking and wellness paths, hiking, riding and bicycling trails, picnic places, signposting, visitor centres, leisure and sport facilities, landscaping, lighting, renovation of cultural/historical heritage objects of cross-border importance;
- Complementary training of staff required for the operation of supported attractions and facilities;
- Certification of local products and services
- Joint tourism promotion and marketing initiatives, including in particular initiatives to promote cross-border regional identity as a tourist area: promotion activities such as preparation and distribution of information and promotional materials on the cross border area and its products, participation and organization of joint tourism fairs, visits by travel agents and tour operators and travel journalists, public awareness activities and information services to the local businesses and communities, communication campaigns to improve awareness of natural and cultural heritage and tourism contribution to development etc;
- Establishment and improvement of joint marketing and promotion of tourism and agriculture products and services;
- Integration of cultural heritage into tourism products by revitalization and preservation of cultural heritage and stimulation of cultural exchange and events;
- Implementation of modern technology and information systems aimed at improving visitors' information servicing, marketing and planning of tourist destinations, such as establishment, reconstruction and equipment of tourist information centres, their inclusion in regional or broader networks and information systems, web-based regional information and distribution systems (e-marketing), IT based data-bases etc;
- Creation and implementation of common tourism development strategies and elaboration of analysis, reports, studies, programmes and conferences oriented to protection and promotion of natural and cultural heritage.

Measure 1.2 Promotion of entrepreneurship

- Development and implementation of training and educational activities for SMEs;
- Support to schemes promoting the development of innovation and research and development especially involving partnerships between SMEs, universities, R&D institutions;
- Networking of SMEs and establishment of cross border clusters;
- Planning and development of cross border business related infrastructure (industrial areas and business zones);
- Development of joint business support institutions (business centres, business incubators, technology transfer centres, start-up centres);

- Development of services to assist SMEs in the development of related business activities (general advice and training, joint marketing of SMEs, awareness rising about market conditions, etc.).

Measure 2.1 Protection of nature and environment

- Planning documentation for water supply and water waste systems with cross border impacts;
- Joint environmental programming and initiatives: river catchments management, air pollution, thermal water extraction, awareness campaign targeting industries and general public;
- Prevention of natural risks – intervention actions (in case of floods and fire)
- Studies and direct actions on applicability of renewable energy sources
- Studies on environmental impacts of human activities
- Protection and/or preparation of documentation for nature protected areas
- Awareness raising activities on environmental management and protection
- Education and know how transfer in environmental protection
- Clean-up actions in the border area
- Promotion of renewable sources of energy

Measure 2.2 Improved accessibility to community based services

- Joint youth initiatives and networks
- Assistance to marginalised groups
- Easier access to health services
- Easier access to education
- Development of joint local development plans and strategies in areas of local governance, social development, education, sport and culture

The following types of actions 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;
- Actions aimed at the upgrading of infrastructure and equipment in privately owned facilities;
- Preparatory studies or preparation of preliminary designs for works to be carried out within the project;
- Actions without cross-border impact;
- Actions related to profit making activities;
- Actions linked to political parties;
- Actions which fall within the general activities of competent state institutions or state administration services, including local government;
- Actions with provisions for financing the usual (routine) activities of the local organisations especially covering their running costs;
- Actions confined to charitable donations;
- Actions related to:
 - the tobacco industry (CAEN code 16);
 - production of alcoholic distilled beverages (CAEN code 1591);
 - arms and munitions (CAEN code 296).

Number of applications and grants per applicant

An applicant may submit more than 1 proposal under this Call for Proposals.

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

2.1.4 Eligibility of costs: costs which may be taken into consideration for the grant

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).

As a general rule, amounts indicated in the budget should always indicate a unit rate and a number of units. Applicants are therefore advised against the use of lump sums. However, the applicant may request lump sums in well justified cases.

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**.

The European Commission places great deal of importance to the visibility of the Operation. Therefore applicants are encouraged to set aside some financial resources for marking of buildings, goods, locations, etc. with the EU logo as well as for brochures or other visibility activities such as reasonable costs associated with opening ceremonies and other such functions. For more information on requirements for the visibility please visit

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

Eligible direct costs

Eligible costs are costs actually incurred by the beneficiary of this grant which meet all the following criteria:

- they are incurred during the implementation of the action as specified in Article 2 of the Special Conditions with the exception of costs relating to final reports, expenditure verification and evaluation of the action, whatever the time of actual disbursement by the Beneficiary and/or its partners. Procedures to award subcontracts for goods/services/works used/provided/delivered during the implementation period, as referred to in the article 1.3 paragraph 3, may have been initiated but contracts may not be concluded by the Beneficiary or its partners before the start of the implementation period of the Action, provided the provisions of Annex IV were respected,
- must be indicated in the estimated overall budget of the action,
- must be necessary for the implementation of the action which is the subject of the grant,
- they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary,

- must be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency.

Subject to the above and, where relevant, to the provisions of Annex IV of the Standard Grant Contract (see Annex F of the Guidelines), the following direct costs of the Beneficiary and its partners shall be eligible:

- the cost of staff assigned to the Action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Beneficiary or its partners, as the case may be, unless it is justified by showing that it is essential to carry out the action;
- travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne by the Beneficiary or its partners, as the case may be. Any flat-rate reimbursement of the subsistence costs must not exceed the rates set out in Annex III of the Standard Grant Contract (see Annex F of the Guidelines), which correspond to the scales published by the European Commission at the time of signing this contract;
- purchase costs of supplies and new equipment and rental costs for equipment and supplies specifically for the purposes of the Action, and costs of services, provided they correspond to market rates;
- cost of consumables;
- subcontracting expenditure;
- costs deriving directly from the requirements of the Contract (dissemination of information, evaluation specific to the Action, audits, translation, reproduction, insurance, etc.)
- value added taxes, if the following conditions are fulfilled:
 - they are not recoverable by any means;
 - it is established that they are borne by the final beneficiary; and
 - they are clearly identified in the project proposal.
- charges for trans-national financial transactions;
- where the implementation of an operation requires a separate account or accounts to be opened, the bank charges for opening and administering the accounts;
- legal consultancy fees, notaries fees, costs of technical or financial experts, and accountancy or audit costs, if they are directly linked to the co-financed operation and are necessary for its implementation;
- the cost of guarantees provided by a bank or other financial institutions, to the extent that the guarantees are required by national or Community legislation;
- the purchase of land for an amount up to 10% of the total eligible costs of the Action.

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 total eligible direct costs.

If the applicant is in receipt of an operating grant financed from the Community 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 Beneficiaries.

The cost of staff assigned to the Action is not a contribution in kind and may be considered as co-financing in the Budget of the Action when paid by the Beneficiaries or their partners.

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

Contributions involving real estate shall be excluded from the calculation of the amount of co-financing.

Ineligible costs

The following costs are not eligible:

- taxes, including value added taxes (value added taxes may exceptionally be eligible, see eligible costs above);
- 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 costs;
- second hand equipment;
- bank charges, costs of guarantees and similar charges (such charges may be eligible, see eligible costs above);
- 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;
- credits to third parties;
- interest on debt.

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 operations/ activities financed under the Grant.

Civil servants or other public employees of central or 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. 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.

2.2. HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Please note that the prior registration in PADOR for applicants and their partners for this Call for proposal is not obligatory. However the applicant and partners can register their organisation data, and upload supporting documents in PADOR.

PADOR is an on-line database in which organisations register themselves and update regularly their data. Data provided by organisations in PADOR is used by the European Commission for checking the eligibility of the organisations that participate in calls for proposals.

In PADOR, organisations introduce the same data that is requested in the chapters II (for the main applicants) and III (for the partners of the main applicant) of the paper application form. This data concerns the organisation itself, it is not linked to the project proposal.

Organisations obtain their EuropeAid ID after having completed the registration process. The registration process consists in encoding, saving and submitting consistent information on all the PADOR screens (such as Sectorial and Geographical experience, Financial data, etc.).

Before starting the registration of your organisation in PADOR, please check:

- the Frequently Asked Questions
- the PADOR user's guide
- the e-training

These 3 documents are available on the website:

http://ec.europa.eu/europeaid/work/onlineservices/pador/index_en.htm

Before starting the registration of your organisation in PADOR, please check whether there already is a person, within your organisation, who has registered it before you. In case a colleague of yours has already registered the organisation, please get in touch with him/her for obtaining the EuropeAid ID of your organisation.

<h3>2.2.1 <i>Application form</i></h3>
--

Applications must be submitted using the application form annexed to these Guidelines (Annex A – Grant Application form). The Application Form must be filled jointly by the applicants and partners. Applicants should keep strictly to the format of the application and fill in the paragraphs and the pages in order. Please provide budget with round figures.

Applicants must apply in English.

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

Any error related to the points listed in the Checklist (Section V 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 evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2 *Where and how to send the Applications*

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:

Joint Technical Secretariat

Cross-Border Programme Croatia-Bosnia and Herzegovina
Ministry of Regional Development, Forestry and Water Management
Vlaška 106
10000 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 two (2) copies in A4 size, each bound. The full **Application form (Annex A), Joint Action Budget (Annex B), Logical framework (Annex C1) and Indicators (Annex C2)** 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.

The Checklist (Section V of the Grant Application form), the Declarations by the applicants (Sections VIa and VIb of the Grant Application form) and Partnership Agreement (Section VIc) 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 must be sent separately.

The outer envelope must bear:

- the **reference number and the title of the call for proposals**
- the title of the call for proposals
- the number and title of the component (Measure no. and Measure title)
- the full name and address of the applicant
- the words "*Not to be opened before the opening session*" and "*Ne otvarati prije sastanka za otvaranje prijedloga projekata*".

Applicants must verify that their application is complete using the Checklist (Section V of the Grant Application form). Incomplete applications may be rejected.

2.2.3 *Deadline for submission of Applications*

The deadline for submission of applications is 16th October 2009 as evidenced by the date of dispatch, the postmark or the date of the deposit slip. In case of hand-deliveries, the deadline for receipt is at 16:00 hours local time as evidenced by the signed and dated receipt issued by the Joint Technical Secretariat. Any application submitted after the above deadline will automatically be rejected.

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

2.2.4 *Further information for the Application*

Information sessions on this call for proposals will be held in Croatia and in Bosnia and Herzegovina. The dates and location of these sessions will be announced, within 14 days of the launch of this call for proposals, on the web sites of the Programme (www.cbc-cro-bih.net), Ministry of Regional Development, Forestry and Water Management (www.mrrsvg.hr) and Directorate for European Integration in Sarajevo (www.dei.gov.ba).

Questions may in addition be sent by e-mail or by fax no later than 21 days before the deadline for the submission of proposals to the addressee(s) listed below, indicating clearly the reference of the call for proposals: cbc-hr-bih@mrrsvg.hr and fax number +385 /0/1 6391-993.

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

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

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 websites of the Programme (www.cbc-cro-bih.net), Ministry of Regional Development, Forestry and Water Management (www.mrrsvg.hr) and Europe Aid web site at: (http://ec.europa.eu/europeaid/work/funding/index_en.htm)

It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

2.3 EVALUATION AND SELECTION OF APPLICATIONS

The evaluation and selection of applications under cross-border programmes is the responsibility of the Joint Monitoring Committee (JMC), composed of representatives of both participating countries. The Joint Monitoring Committee (JMC) may delegate the evaluation to a Steering Committee. Both committees are assisted in their tasks by the Joint Technical Secretariat (JTS), which will administer the process of evaluation and selection of proposals.

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 SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:

- The deadline has been respected. If the deadline has not been respected the proposal will automatically be rejected.
- The Application Form satisfies all the criteria mentioned in the Checklist (section V of the Grant Application form). If any of the requested information is missing or is incorrect, the proposal may be rejected on that sole basis and the proposal will not be evaluated further. Please note that applicants will be informed about the result of their application only at the end of step 3.

(2) STEP 2: EVALUATION OF THE FULL APPLICATION

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the applicant and its partners, will be 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 proposals 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 proposals which the Contracting Authority can be confident will comply with its objectives and priorities and guarantee the visibility of the Community financing (see http://ec.europa.eu/europeaid/work/visibility/index_en.htm). 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	Reference to the Application Form	Maximum Score
1. Financial and operational capacity		20
1.1 Do the applicants and partners have sufficient experience of project management ?	I.4. & II.3.	5
1.2 Do the applicants and partners have sufficient technical expertise ? (Notably knowledge of the issues to be addressed.)	II.3.	5
1.3 Do the applicants and partners have sufficient management capacity ? (Including staff, equipment and ability to handle the budget for the action)?	II.3.	5
1.4 Do the applicants have stable and sufficient sources of finance ?		5
2. Relevance		25
2.1 How relevant is the proposal to the objectives and one or more of the priorities of the call for proposals? How relevant is the proposal to one of the priority measures selected? Note: A score of 5 (very good) will only be allocated if the proposal specifically addresses at least one priority and if the proposal contains specific added-value elements, such as promotion of gender equality and equal opportunities...	I.1.5. & I.1.6.	5
2.2 How relevant to the particular needs and constraints of the programme area is the proposal? (Including avoidance of duplication and synergy with other EC initiatives.)	I.1.6.	5
2.3 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? Does the proposal address the needs of target groups on both sides of the border?	I.1.6. & I.1.7.	5
2.4 Does the proposal involve genuine cross-border cooperation (at least one of the following: joint development, joint staffing, joint implementation, joint financing)? Give more points if there is more than one form of cooperation.	I.1.9.	5
2.5 Are the activities proposed likely to have a clear cross-border benefit?	I.1.6.	5
3. Methodology		25
3.1 Are the activities proposed appropriate, practical, and consistent with the objectives and expected results? Is the level of activities undertaken on both side of the border balanced?	I.1.7. & I.1.9.	5
3.2 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 anticipate an evaluation ?)	I.1.7. & I.1.9. ; I.1.12. (annex C1) & I.1.8. (annex C2)	5
3.3 Is the applicants' and partners' level of involvement and participation in the action satisfactory? How well is the cross-border partnership organised?	I.1.7. & I.1.9.	5
3.4 Is the action plan clear and feasible?	I.1.10.	5
3.5 Does the proposal contain objectively verifiable indicators for the outcome of the action?	I.1.8. ; I.1.12. (annex C1) & I.1.8. (annex C2)	5

4. Sustainability		15
4.1 Is the action likely to have a tangible impact on its target groups?	I.1.11.	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.)	I.1.11.	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>)? 	I.1.11.	5
5. Budget and cost-effectiveness		15
5.1 Is the ratio between the estimated costs and the expected results satisfactory?	I. 2.(annex B)	5
5.2 Is the proposed expenditure necessary for the implementation of the action?	I. 2.(annex B)	5
5.3 Are costs well balanced across the border?	I. 2.(annex B)	5
Maximum total score		100

Note on Section 1. Financial and operational capacity

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

Note on Section 2. Relevance

If the total average score is less than 20 points for section 2, 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.

STEP 3: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the JTS (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 VIa and VIb of 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.

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

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 JTS⁸. 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 organisation⁹ and of each partner organisation. 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.
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)¹⁰.
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.
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.

For all the applicants whose project involves the execution of works, the following documents will be required in addition to the aforementioned ones:

- Positive Decision on Environmental Impact Assessment OR a statement from the relevant public authority that the latter is not needed for the specific activities;
- Proof of ownership or long term lease (10 years after the signature of the contract) of the land /assets
- Preliminary works design or detailed works design
- All necessary legal authorisations (e.g.: location and construction permits).
- Indicative priced bill of quantities – calculated in EUR.

⁸ The scanned letter will be sent by e-mail

⁹ 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

¹⁰ 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.

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.

The supporting documents requested must be supplied in the form of originals or photocopies 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 the language of the country where the action is implemented, a translation into one of the language(s) of the 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 proposal.

If the supporting documents are not provided before the set deadline (15 calendar days from the receipt of the letter sent by the Joint Technical Secretariat) 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 JMC which will decide on the award of grants.

2.5. NOTIFICATION OF THE CONTRACTING AUTHORITY'S DECISION

2.5.1 Content of the decision

The Joint Monitoring Committee recommends the selected applicants to the Contracting Authorities for the award of grant contracts.

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.

The JTS will send the letters to the successful applicants within 15 calendar days of the award decision and letters to the unsuccessful ones within a further 15 calendar days of the dispatch of the award letters.

Applicants believing that they have been harmed by an error or irregularity during the award process may petition to the Contracting Authority directly. The Contracting Authority shall reply within 90 days of receipt of the complaint.

The applicant may have recourse to procedures established under Community legislation. European citizens or residents, including legal entities with a registered office in the European Union, also have the right to complain to the European Ombudsman, who investigates complaints of maladministration by the European Community Institutions.

2.5.2 Indicative time table

	DATE	TIME*
Information meeting: to be published at web sites	To be announced within 14 days at www.cbc-cro-bih.net , www.mrrsvg.hr , www.dei.gov.ba (see 2.2.4 above)	
Deadline for request for any clarifications from the JTS	25/09/2009	16:00
Last date on which clarifications are issued by the JTS	05/10/2009	16:00
Deadline for submission of Application Form	16/10/2009	16:00
Information to applicants on the opening & administrative check (step 1)	November 2009*	
Request for the submission of supporting documents for provisionally selected proposals	December 2009*	
Information to applicants on the evaluation of the Full Application Form (step 2)	March 2010*	
Notification of award (after the eligibility check) (step 3)	April 2010*	
Contract signature	May 2010*	

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

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 Contract.

If the successful applicant is an international organisation, the model Contribution Agreement with an international organisation or any other contract template agreed between the international organisation concerned and the Contracting Authority will be used instead of the standard grant contract provided that the international organisation in question offers the guarantees provided for in article 53d (1) of the Financial Regulation, as described in Chapter 7 of the Practical Guide to contract procedures for EC external actions.

Implementation contracts

Where implementation of the action requires the Beneficiary to award procurement contracts, it must award the contract to the tender 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 C1: LOGICAL FRAMEWORK (EXCEL FORMAT)

ANNEX C2: LIST OF INDICATORS

ANNEX D: LEGAL ENTITY SHEET

ANNEX E: FINANCIAL IDENTIFICATION FORM

DOCUMENTS FOR INFORMATION

ANNEX F: STANDARD CONTRACT

- ANNEX II: GENERAL CONDITIONS APPLICABLE TO EUROPEAN COMMUNITY-FINANCED GRANT CONTRACTS FOR EXTERNAL ACTIONS
- ANNEX IV: CONTRACT AWARD PROCEDURES
- ANNEX V: STANDARD REQUEST FOR PAYMENT
- ANNEX VI: MODEL NARRATIVE AND FINANCIAL REPORT, FOUR- MONTHLY PROGRESS REPORT
- ANNEX VII: MODEL REPORT OF FACTUAL FINDINGS AND TERMS OF REFERENCE FOR AN EXPENDITURE VERIFICATION OF AN EC FINANCED GRANT CONTRACT FOR EXTERNAL ACTIONS

ANNEX G: DAILY ALLOWANCE RATES (PER DIEM), available at the following address:

http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm

ANNEX H: STANDARD CONTRIBUTION AGREEMENT, applicable in case where the beneficiary is an international organization

PROJECT CYCLE MANAGEMENT GUIDELINES

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