



REPUBLIC OF CROATIA  
Ministry of Regional  
Development and EU Funds

Iceland  
Liechtenstein  
Norway grants

## ”LOCAL DEVELOPMENT AND POVERTY REDUCTION” PROGRAMME

### CALL FOR PROPOSALS - SMALL GRANT SCHEME

”Improved Skills and Competencies of Teachers and Other  
Educational Workers in Primary Education”

Modality: temporary call



Opening date: 3/5/2021

**Deadline for submission for the project proposals: 2/8/2021**

**Note:** The Croatian version is the official document. In case of any discrepancies between the two versions, the Croatian version is the one that prevails.

The consolidated text after first amendment of the Call published on 11.6.2021.



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## INTRODUCTION

### General provisions of the SGS call and legal basis

The following Call for Proposals outlines the general provisions of the Small Grant Scheme (hereafter referred to as “SGS Call”) of the Programme “Local Development and Poverty Reduction” financed by the European Economic Area (EEA) Financial Mechanism 2014-2021 (hereafter referred to as: EEA Grants) in the Republic of Croatia.

This SGS Call is in accordance with the Programme Agreement “Local Development and Poverty Reduction” and the Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021, in particular with the Article 7.3 of this Regulation, as well in accordance with the national strategic and legislative framework related to the programme and the relevant sectors.

The Programme “Local Development and Poverty Reduction” (hereafter referred to as: LDPR Programme) is in line with the following legal and strategic framework:

|  |   |
|--|---|
| Regulation   | Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2014-2021 defines the general rules governing the operation of the EEA by a financial mechanism for the current financial period. Available for download at: <a href="https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021">https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021</a>   |
| Memorandum of Understanding                          | The Memorandum of Understanding (MoU) on the implementation of the EEA Financial Mechanism 2014-2021 between Iceland, the Principality of Liechtenstein, the Kingdom of Norway, and the Republic of Croatia defines the legal, financial, thematic, and the organisational framework for the implementation of the EEA financial mechanism in the Republic of Croatia. Available for download at: <a href="https://eeagrants.org/resources/croatia-memorandum-understanding-eea-grants-2014-2021">https://eeagrants.org/resources/croatia-memorandum-understanding-eea-grants-2014-2021</a> . |
| The Act on approving the Memorandum of Understanding | By the Act on approving the Memorandum of Understanding on the implementation of the EEA Financial Mechanism 2014-2021 between Iceland, the Principality of Liechtenstein, the Kingdom of Norway and the Republic of Croatia (Official Gazette of No 7/18 - International Treaties), the Croatian Parliament adopted a Memorandum of Understanding (MoU) and all its provisions. The Croatian version is available at: <a href="https://narodne-novine.nn.hr/clanci/medunarodni/full/2018_10_7_56.html">https://narodne-novine.nn.hr/clanci/medunarodni/full/2018_10_7_56.html</a> .          |

|   |   |
|---|---|
| The Programme Agreement                                 | The Programme Agreement “Local Development and Poverty Reduction” was concluded on 16 September 2020 between the National Focal Point, the Financial Mechanism Committee and the Ministry of Foreign Affairs of the Kingdom of Norway. It defines the legal, financial, thematic and organisational framework for the implementation of the Programme. Available at: <a href="https://eeagrants.hr/wp-content/uploads/2020/12/PA-Annex-I-II-scan.pdf">https://eeagrants.hr/wp-content/uploads/2020/12/PA-Annex-I-II-scan.pdf</a> .                      |
| MCS Decision  | The Decision establishing the management and control systems for the use of the European Economic Area Financial Mechanism 2014-2021 and the Norwegian Financial Mechanism for the period 2014-2021 (Official Gazette No 58/18) defines the authorities in the management and control system in the EEA and in the Norwegian Financial Mechanisms. Available at: <a href="https://narodne-novine.nn.hr/clanci/sluzbeni/2018_06_58_1189.html">https://narodne-novine.nn.hr/clanci/sluzbeni/2018_06_58_1189.html</a> .                                    |
| Programme Implementation Agreement (PIA)                | Decision on the Programme Implementation Agreement of the “Local Development and Poverty Reduction” Programme adopted by the Minister for Regional Development and EU Funds.<br><a href="https://eeagrants.hr/wp-content/uploads/2021/04/Odluka-o-provedbi-Programa-Lokalni-razvoj-i-smanj enje-siromastva.pdf">https://eeagrants.hr/wp-content/uploads/2021/04/Odluka-o-provedbi-Programa-Lokalni-razvoj-i-smanj enje-siromastva.pdf</a>   |
| The Financial Guidance                                  | The Financial Guidance for the implementation of the financial management and reporting under EEA and the Norwegian Financial Mechanism 2014-2021 are available for download at: <a href="https://eeagrants.org/resources/2014-2021-financial-guidance">https://eeagrants.org/resources/2014-2021-financial-guidance</a> .  |
| Communication from the Commission                       | Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions „School development and excellent teaching for a great start in life“ (SWD(2017) 165 final) defines the broad lines of EU policies in the field of pre-school, primary and secondary education. Available for download at: <a href="https://eur-lex.europa.eu/legal-content/hr/TXT/?uri=COM%3A2017%3A248%3AFIN">https://eur-lex.europa.eu/legal-content/hr/TXT/?uri=COM%3A2017%3A248%3AFIN</a> . |
| Council Conclusions                                     | Council Conclusions on school development and excellent teaching (2017/C 421/03) defines the positions of the Council of the EU in the field of pre-school, primary and secondary education. Available for download at: <a href="https://eur-lex.europa.eu/legal-content/HR/TXT/?uri=CELEX%3A52017XG1208%2801%29">https://eur-lex.europa.eu/legal-content/HR/TXT/?uri=CELEX%3A52017XG1208%2801%29</a> .   |
| The Croatian Education, Science and Technology Strategy | The Croatian Education, Science and Technology Strategy (Official Gazette No 124/14) is a document defining national investment policy in the education sector. The Croatian version is available on the following link: <a href="http://novebojeznanja.hr/UserDocsImages/datoteke/KB_web.pdf">http://novebojeznanja.hr/UserDocsImages/datoteke/KB_web.pdf</a> .  |



|  |   |
|--|---|
| Education Act  | The Primary and Secondary School Education Act (Official Gazette No 87/08, 86/09, 92/10, 105/10, 90/11, 5/12, 16/12, 86/12, 126/12, 94/13, 152/14, 07/17, 68/18, 98/19, 64/20), governs the activity of the primary and secondary education in public institutions in Croatia.  |
| Strategy for combating poverty and social exclusion in the Republic of Croatia (2014-2020) | The Strategy for combating poverty and social exclusion in the Republic of Croatia (2014-2020) is a fundamental document that enables a sustainable and common approach of all relevant stakeholders to tackle poverty and social exclusion.<br>The Croatian version is available on the following link:<br><a href="https://vlada.gov.hr/UserDocsImages/ZPPI/Strategije/Strategija%20borbe%20protiv%20siroma%C5%A1tva.pdf">https://vlada.gov.hr/UserDocsImages/ZPPI/Strategije/Strategija%20borbe%20protiv%20siroma%C5%A1tva.pdf</a>                                   |
| Results Guideline 2014-2021  | Results Guideline provides the relevant stakeholders – National Focal Points, Programme Operators, Donor Programme Partners, project promoters, donor project partners, and staff of the Financial Mechanism Office (FMO) secretariat –with the rules and obligations to complement the Regulation, and to assist them with recommendations in designing, implementing and reporting on programmes. Available for download at:<br><a href="https://eeagrants.org/resources/2014-2021-results-guideline">https://eeagrants.org/resources/2014-2021-results-guideline</a> |
| Other applicable sectoral acts and specific legislations.                                  |   |



## GLOSSARY

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**Applicant** - any private or public entity submitting a grant application to this SGS Call.

**Applicant's/partner statement** – a statement by which an applicant/partner guarantees the veracity of the information provided in the grant application, absence of double funding and complying with the pre-conditions for participating in the award procedure.

**Call for Proposals** - a procedure by which potential applicants are invited to prepare and submit grant applications for financing according to pre-defined criteria and procedures.

**Communication Plan** - a planning document setting out information and communication activities during and, if applicable, after the implementation of the project.

**Cost** - amount of resources, expressed in currency, employed for purpose of implementation of one or more project activities and/or achieving one or more project results.

**Donor Programme Partner** - the Norwegian Agency for International Cooperation and Quality Enhancement in Higher Education (DIKU), an agency responsible for supporting the Programme Operator during implementation of the Programme.

**Donor States** - EEA Member States that provide funding through the EEA and the Norway Grants, namely Iceland, the Principality of Liechtenstein and the Kingdom of Norway.

**Educational worker** - educational worker in primary education institutions in Croatia, in accordance with the Education Act. This refers to school principals, teachers, expert associates, and other educational experts in primary schools.

**Evaluation Committee** - a Committee appointed by the Programme Operator for the purpose of conducting the quality assessment phase and project selection.

**Final Beneficiary** – an organisation and/or individual that is not directly involved in the project implementation, but has an indirect benefit from the project.

**Financial Mechanisms Office** - the organisation which assists the Financial Mechanism Committee in the management of the EEA Grants.



**Funding Decision** - the decision adopted by the Programme Operator that defines the provisions of funding eligible costs of the approved project by the EEA Grants and the Croatian state budget, and which is the basis for the conclusion of the Project Contract.

**Grant Application** - a formal request for funding submitted by the applicant, composed of the Application Form and other annexes and documents prescribed by the SGS Call.

**National Focal Point** - the Ministry of Regional Development and EU Funds, Directorate for Strategic Planning and Coordination of EU Funds, Sector for EU Programmes and International Financial Mechanisms Service for Coordination of EU Programmes and Programming of International Financial Mechanisms, as the national body responsible for overall implementation of financial mechanisms for the period from 2014-2021 and for the implementation, monitoring, verification and evaluation of individual programmes and projects within the Financial Mechanisms. As such, it is responsible for monitoring the work of the Programme Operator.

**Partner** - any public or private entity, commercial or non-commercial, that is using part of the project funds and is actively involved in project implementation, carrying out project activities entrusted to it, in line with the Partnership Agreement between the Project Promoter and the Partner. The Partner must comply with all conditions applicable to the Project Promoter, except for the conditions relating to the legal entity type.

**Partnership Agreement** - an agreement governing mutual rights and obligations between the Project Promoter and the project partners. Under the SGS Call, the Partnership Agreement is concluded in accordance with the Annex 2.

**Programme Operator** - the Ministry of Regional Development and EU Funds, Directorate for Strategic Planning and Coordination of EU Funds, Sector for EU Programmes and International Financial Mechanisms, Service for Management, Monitoring and Evaluation of EU Programmes and International Financial Mechanisms, as the body responsible for preparation and implementation of the LDPR Programme.

**Project Contract** - a contract concluded between the Project Promoter and the Programme Operator, defining roles and responsibilities between the parties, the maximum funds allocated to the project from EEA Grants and the state budget, and setting out other financial and implementation conditions.

**Partnership Declaration** - a statement by which the applicant and envisaged project partners declare their intent to form a partnership in the event of the grant application being selected for funding; and by which they outline their roles and responsibilities in the project.



**Project Participant** – an individual who has a direct benefit from the project activities, for which a cost is incurred and is identified by the collected personal data.

**Project Promoter** - an entity formally responsible for submitting the proposal and implementing the project under the LDPR Programme. It is responsible for submitting interim and final reports to the Programme Operator and generally managing all activities related to project implementation, monitoring and conclusion.

**Project** - a set of undividable activities that meet the specific purpose and is clearly linked to the expected outcomes and outputs of the LDPR Programme.

**Public institutions responsible for the implementation of educational policies** - public institutions responsible for education, established in line with Article 1 and Article 7 of the Act on Institutions (Official Gazette, no. 76/93, 29/97, 47/99, 35/08, 127/19) and departments responsible for education at primary school founders in accordance with Article 90 of the Education Act are considered public institutions responsible for the implementation of educational policies.

**Pupils with special educational needs** - in accordance with Article 62. of the Education Act, pupils with special educational needs are:

- gifted pupils, and
- pupils with difficulties

**Gifted pupil** - in line with the Ordinance on primary education of gifted pupils (Official Gazette No 34/91), gifted pupils possess a combination of features which enable them to accomplish continuous achievements of excellent results in one or more areas of personal activity, caused by a highly developed individual capacities, personal motivation, and external encouragement. A gifted pupil possesses characteristics of three elementary groups: more than average general or specific competencies, motivation, and a high degree of creativity.

**Pupil with difficulties** - in accordance with Article 65. of Education Act, pupils with difficulties are:

- pupils with disabilities
- pupils with learning, behaviour, and emotional difficulties
- pupils with educational, social, economic, cultural, and/or linguistic disadvantages

**STEM** - Science, Technology, Engineering, Mathematics - transversal and basic knowledge and skills of science, technology, engineering and mathematics (The Croatian Education, Science and Technology Strategy, Official Gazette No 124/14).



**Target Group** – organisations or individuals directly affected by the project, directly involved in project implementation achieving measurable and tangible benefits from the project.

## 1. “LOCAL DEVELOPMENT AND POVERTY REDUCTION” PROGRAMME

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### 1.1. About the “Local Development and Poverty Reduction” Programme

The LDPR Programme shall contribute to the general objectives of EEA Grants 2014-2021, respectively to the reduction of economic and social disparities in the European Economic Area (EEA) and to strengthening bilateral relations between Donor States (Iceland, Liechtenstein and Norway) and Beneficiary States. The LDPR Programme aims to strengthen social and economic cohesion with the emphasis on strengthening support for equal opportunities in primary school education and developing skills and competences transferable to the labour market, including measures in:

- natural sciences (chemistry, physics, nature and society, nature, biology, geography, technical culture) and mathematics
- information and communication technology in education
- entrepreneurship in skills development and increased job prospects
- active citizenship

To create a solid foundation for social and economic growth, the LDPR Programme focuses on developing the capacities of the primary education system in Croatia in teaching skills transferable to the labour market, while encouraging excellence and creating an inclusive educational environment. Providing support to teachers and other educational workers in the system of primary education in the application of STEM in education, the application of information and communication technology in education (ICT), the application of entrepreneurship in education and the application of active citizenship in education will increase the expertise of teachers and other educational workers, and indirectly and in the long run lead to increase of the employability of pupils.



## 1.2. Management of the „Local Development and Poverty Reduction” Programme

LDPR Programme is managed by the Ministry of Regional Development and EU Funds - Service for Management, Monitoring and Evaluation of EU Programmes and International Financial Mechanisms which performs role of the Programme Operator. All communication regarding the Programme shall be addressed to the Programme Operator. Information about the Programme can be found at the Programme Operator official website <https://eeagrants.hr/en/programs/local-development-and-poverty-reduction/>.

## 1.3. Budget of the LDPR Programme

The total budget of EUR 30.588.235 for the LDPR Programme in Croatia is co-financed by EEA and Norway grants (85%) and the State Budget of the Republic of Croatia (15%).



## 2. SGS Call "Improved skills and competencies of teachers and other educational workers in primary education"

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### 2.1. Focus of the SGS Call

The Focus of this SGS Call is given to the improvement of skills and competencies of teachers and other educational workers (professionals) in the primary education system to provide quality education in the following priority thematic areas:

- STEM education
- Information and communication technologies (ICT) in education
- Entrepreneurship in skills development and increased job prospects
- active citizenship.

#### **STEM in education**

In accordance with the scope of STEM education and taking into account the existing curricula for primary schools, the STEM area includes subjects from natural, technical and related sciences: biology, physics, geography, informatics, chemistry, mathematics, nature and society or any extracurricular activities related to the field of natural, biotechnical and technical sciences. STEM education should place emphasis on interdisciplinarity, application of knowledge from various fields and practical teaching.

#### **Information and communication technologies (ICT) in education**

The thematic area of information and communication technology (ICT) in education includes activities and programmes aimed at improving the ability of teachers and other educational workers in terms of the functional use of ICT in the educational process, indirectly fostering development of pupil's skills.

#### **Entrepreneurship in skills development and increased job prospects**

This thematic area of entrepreneurship in skills development and increased job prospects includes activities and programmes aimed at improving the skills of teachers and other educational workers in educating pupils in entrepreneurship and entrepreneurial competencies. This refers to the development of the individual's ability to turn ideas into action, which includes



creativity, innovation, the ability to take reasonable risks as well as the ability to plan, organize and manage projects to achieve specific pre-defined goals.

### **Active citizenship**

The thematic area of active citizenship includes activities and programmes aimed at improving the ability of teachers and other educational workers in teaching skills in the field of active citizenship and indirectly fostering development of pupils' social and democratic skills. This refers to the active encouragement of pupil's participation in the society, raising awareness of responsible behaviour in the society and working for the common (social) good, encouraging solidarity behaviour, development of common spirit, social skills (in terms of adaptability and positive behaviour in the society), learning non-violent communication, raising awareness of the importance of volunteering, including pupils in volunteering actions etc.

In order to enhance teaching competencies of educational professionals in the priority thematic areas, this SGS Call shall support in-service teacher training for primary education professionals, as well as developing teaching models, practical training models, new teaching materials, methods and strategies for teaching as well as developing learning models in STEM field, information and communication technology (ICT), entrepreneurship and active citizenship which would facilitate effective teaching and learning, and ultimately contribute to the development of the skill-set necessary for tackling present-day and future societal and economic challenges from an early age, and for better employment opportunities.

Moreover, the LDPR Programme recognizes the importance of inclusive education and development of special tailor-made programmes for the pupils with special educational needs. The selection of this area is related to the importance of integration of pupils with special needs in the primary education system, the number of which, both at the EU level and at the level of the Republic of Croatia, is not negligible. In order to provide equal opportunities for the pupils with special educational needs, improve their quality of life, as well as facilitate their successful future integration to the labour market, it is necessary to continuously educate teachers and develop activities tailored to their special educational needs. Alongside pupils with disabilities, the SGS Call recognises the importance of focused and individualized work with gifted children, not only in terms of early identification of their talent and helping them to achieve their full potential, but also in terms of investing in their development, adaptation and integration into a school system that recognizes their needs, in spite of the fact that it is "tailored" to the needs of the average child/pupil.



In accordance with the objectives of the LDPR Programme, as a special focus of this SGS Call, the institutional cooperation between stakeholders in Donor States and in Croatia shall be encouraged. The bilateral component shall be achieved through enhanced collaboration between the Croatian and Donor State organisations involved in the Programme through institutional cooperation and exchange of knowledge and good practices, skills and competencies at all levels of education.

Institutional cooperation and development of competencies of educational professionals will contribute to strengthening capacities of relevant institutions and other stakeholders in order to better respond to the needs of today's pupils, to prepare them for work, life and future challenges and provide them with lifelong learning skills.

Teachers and other educational workers shall improve their knowledge and skills and gain access to practical teaching and learning methods and resources useful in their daily work, leading to the increase of quality and relevance of education and improvement of the overall learning environment.

In line with the LDPR Programme's objective, special attention shall be given to less developed areas in the Republic of Croatia<sup>1</sup>.

### **Horizontal principles of implementation**

In accordance with the Article 1.3 of the Regulation, the following horizontal principles have been established:

1. All programmes and activities funded by the EEA Grants shall be based on the common values of respect for human dignity, freedom, democracy, equality, the rule of law and the respect for human rights, including the rights of persons belonging to minorities.
2. All programmes and activities funded by the EEA Grants shall follow the principles of good governance; they shall be participatory and inclusive, accountable, transparent, responsive, effective and efficient. There shall be zero-tolerance towards corruption.

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<sup>1</sup> The Decision of the Government of the Republic of Croatia on the classification of local and regional self-government units according to the level of development is currently valid (Official Gazette No.132/2017). The Decision in force on the day of publication of the SGS Call will be used during selection process.



3. All programmes and activities funded by the EEA Grants shall be consistent with sustainable development, long-term economic growth, social cohesion and environmental protection.
4. All programmes and activities funded by the EEA Grants shall follow a results and risk management approach.

The grant award procedure under this SGS Call will be guided by the above horizontal principles and their contribution will be further scored in the selection of project proposal.

### 2.1.1. Objectives of the SGS Call

**The general objective of the SGS Call** is to provide support to teachers and other primary education workers for the purpose of long-term development of skills that meet the needs of the labour market and to provide pupils with equal opportunities for primary education and acquisition of competencies for becoming active and responsible citizens and ultimately successfully integrating into the labour market.

#### **Specific objectives of the SGS Call**

1. Encouragement and promotion of teaching skills and competencies development in STEM, information and communication technology (ICT), entrepreneurship and active citizenship.
2. Strengthening of institutional cooperation in sharing knowledge and good practices and improving capacities of institutions for adapting to the challenges of today's and future education.

### 2.1.2. Target Groups and Final Beneficiaries

#### **Target groups of the SGS Call**

- Teachers and other educational workers in institutions for primary education
- experts working in public institutions responsible for the implementation of educational policies
- employees of education institutions (on all levels of education)



Applicants are obliged to ensure that the participants in the project activities are members of the target groups and keep in mind that successful applicants (project promoters) will have to provide evidence and personal data for each participant when reporting on the project activities implementation.

Further elaboration of determining the contribution to the indicators and the evidence of achievement is stated in the Methodology for identifying project participants and monitoring indicators (which will be available to Project Promoters in Croatian).

### **Target Groups and Final Beneficiaries of the Projects**

Within the Application form, the Applicant defines the target groups of his projects (individuals and organisations participating in project activities), in order to demonstrate the relevance of the project. Target groups for individual participants are defined in the paragraph above, while the targeted organisations could be the applicant, partners and other organisations participating in project activities, i.e., primary schools, higher education institutions (universities, faculties, polytechnics, colleges) involved in primary education of educational workers in institutions for primary education, non-governmental organisations and foundations active in the field of education, and public institutions responsible for the implementation of educational policies.

Alongside target groups, i.e. those who are directly affected by the project through the implementation of project activities, it is important to define and quantify final beneficiaries of the project in order **to demonstrate the long-term sustainability of the project and project results**. Examples of final beneficiaries are primary schools, institutions involved in primary education, public institutions responsible for the implementation of educational policies, educational workers in institutions for primary education, students in higher education institutions, pupils in primary education institutions (including pupils with special educational needs), parents and the general public.

### **2.1.3. Expected Outcomes and Outputs of the SGS Call**

In accordance with the Programme Agreement, project proposals have to demonstrate a contribution to the expected outcomes and outputs as follows:

**Programme Objective:** Strengthened social and economic cohesion

**Outcome:** Improved skills and competencies of teachers and other educational professionals in the primary education system

**Outputs:**

1. Upgraded approaches and practices in promoting skills and competencies in the field of STEM, ICT, entrepreneurship and active citizenship
2. Institutional cooperation for the exchange of knowledge and good practices regarding skills and competencies at all levels of education

**Bilateral output:** Supported bilateral cooperation

The table below are lists the performance indicators:

| Outcome   | Indicator  | Unit of measurement   | Source of verification | Target value <sup>2</sup> |
|---|--|---|------------------------|---------------------------|
| <b>1. Improved skills and competencies of teachers and other professionals in primary education</b><br><br><b>MANDATORY INDICATORS FOR ALL GRANT APPLICATIONS</b> | 1.1. Share of teachers and other professionals in primary education who declare improved skills/competences in areas of STEM, ICT, entrepreneurship and active citizenship | Baseline value:<br>Nr. of teachers participating in the survey<br><br>Target value: Nr. of teachers reporting on improved competences | Survey results         | 70%                       |
|   | 1.2. Level of satisfaction with the quality of enhanced competences  | Scale 1-7   | Survey results         | 3,5                       |

| Output   | Indicator   | Unit of measurement | Source of verification        | Target value <sup>3</sup> |
|--|---|---------------------|-------------------------------|---------------------------|
| <b>1.1. Approaches and practices in promoting skills and competences for stem area, ict,</b> | 1.1.1. Number of intellectual outputs generated by improving skills and competences (teaching | Number              | Digitally submitted documents | 30                        |

<sup>2</sup> Target value of indicators at the level of the Call and the Programme.

<sup>3</sup> Target value of indicators at the level of the Call and the Programme.



|   |   |        |                            |    |
|---|---|--------|----------------------------|----|
| <i>entrepreneurship and active citizenship upgraded</i>   | models, methods and strategies, learning and teaching resources, didactical tools)  |        |                            |    |
| <b>ALL GRANT APPLICATIONS MUST CONTRIBUTE TO AT LEAST ONE OUTPUT 1.1. INDICATOR</b>   | 1.1.2. Number of professionals trained on the use of teaching models, methods, strategies upgraded  | Number | Project Promoters' records | 75 |
| <b>1.2. Institutional cooperation in sharing knowledge and good practices on skills and competencies at all levels of education</b> | 1.2.1. Number of institutions involved in cooperation activities (established inter-institutional cooperation in the exchange of knowledge and good practice, which contributes to the development of skills and competencies at all levels of education) | Number | Project Promoters' records | 7  |
| <b>MANDATORY INDICATOR FOR ALL GRANT APPLICATIONS</b>   |   |        |                            |    |

| Bilateral Output                       | Indicator   | Unit of measurement | Source of verification | Target value <sup>4</sup> |
|--|---|---------------------|------------------------|---------------------------|
| <b>Bilateral cooperation supported</b> | Number of projects involving cooperation with a donor project partner | Number              | Partnership agreements | 15                        |

A grant application must indicate and realistically quantify the contribution to the SGS Call indicators in the Application Form.

In line with objectives and in accordance with outcomes, outputs and indicators of the SGS Call, grant applicants **should**:

- contribute to both Outcome 1 indicators
- contribute to at least one indicator of Output 1.1. and indicator of Output 1.2.

Contribution to the Bilateral Output indicator “number of projects involving cooperation with a donor project partner” is not mandatory but, by contributing to the achievement of this indicator, the grant application can earn **additional points**.

<sup>4</sup> Target value of indicators at the level of the Call and the Programme.



Moreover, projects implementing inclusive education activities can achieve contribution to following sub-categories of indicators:

1.1.1. Number of intellectual outputs for education of pupils with special educational needs

1.1.2. Number of professionals trained to use improved teaching models, methods and strategies targeting pupils with special educational needs

The contribution to sub-categories of indicators (1.1.1. and 1.1.2.) is not mandatory, but through contributing to the realization of these sub-categories of indicators, the project proposal can be awarded additional points.

The connection between the project results and the outcomes and outputs of the Call as well as the contribution to the mandatory indicators is an integral part of the project eligibility check, while the contribution level is subject to project quality assessment, i.e., grant application selection criteria for funding, in accordance with Annex 4.

The Programme Operator reserves the right to adjust the planned contribution when concluding the Project Contract following the conclusions of the grant award procedure.

The successful applicant (Project Promoter) is obliged to report on the contribution to the contracted indicator target values during project implementation and at the project completion and submit verification documents prescribed by the Project Contract. This refers to the verification documents proposed by the applicant in the Application form and agreed upon with the Programme Operator in the contracting phase of the grant award procedure. This includes e.g., surveys, attendance sheets, time sheets, or any other suitable source of verification for the contribution to the relevant outcome/output indicator. If the indicator refers to project participants, the source of verification should include evidence that the participants are members of target groups (e.g., employment contracts or equivalent proof of employment).

Further elaboration of determining the contribution to the indicators and the evidence of achievement is stated in the Methodology for identifying project participants and monitoring indicators (which will be available to Project Promoters in Croatian).



The Project Promoter shall report on the achieved contribution to the indicator quarterly, through interim reports, and the final project report. In the event of not achieving the contracted indicator target value, the Programme Operator shall apply financial corrections/conduct recovery of payments according to the Project Contract's relevant provisions.

## 2.2. Eligible Applicants and Partners

The eligible applicants are:

- Any public or private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person in Croatia.

The eligible partners are:

- Any public or private entity, commercial or non-commercial, as well as non-governmental organisations established as a legal person in Norway, Iceland, Liechtenstein, or Croatia.

The applicant and partners must be registered in the Republic of Croatia (or, in the case of a donor project partner, in one of the Donor States) for at least one year prior to the date of submission of the project proposal.

The applicant must be active in one of the priority thematic areas, in line with paragraph 2.1. "Focus of the Call."

If the grant application includes a collaboration with one or more partners, the applicant is obliged to attach a signed Partnership Declaration to the grant application. The Partnership Declaration defines the roles and responsibilities of partners.

Additional criteria for eligibility of applicants and partners are stated in Paragraph 3.1. "Grant Award Procedure", Stage 2: Eligibility Check.

## 2.3. Number of Applications and Partnerships

Each applicant can submit **only** one grant application in this call.

An applicant can be a partner in another application.



Project partnership is not mandatory, but partnership, especially with entities from Donor States, is highly encouraged and grants additional points.

A successful applicant (Project Promoter) shall sign a Partnership Agreement with all project partners prior to signing the Project Contract. A draft Partnership Agreement is available in Annex 2 of the SGS Call. In the application process, Applicant and partners are obliged to sign a Partnership Declaration as part of the grant application.

## 2.4. Available Amount for SGS Call

The total allocation for the Call is **1.264.706,00 EUR**.

The Call is co-financed 85% by EEA Grants and 15% by the State Budget of the Republic of Croatia, as shown in the table below:

|   |                         |
|---|-------------------------|
| <b>Total available amount (100%)</b>          | <b>1.264.706,00 EUR</b> |
| EEA Grants (85%)                              | 1.075.000,00 EUR        |
| State Budget of the Republic of Croatia (15%) | 189.706,00 EUR          |

### 2.4.1. Project Financing and Duration

The project duration is from **12 to 18 months**.

The minimum grant that can be awarded to an individual project is **50.000,00 EUR**, and the maximum is **EUR 200.000,00 EUR**.

This Call may cover up to **100% eligible costs** of the project.

When planning a grant application, all planned costs must be expressed in Croatian Kuna (HRK) in compliance with the conversion rate of the European Commission's official monthly accounting rate for the euro (Infor euro) prevailing in the month of publication of the SGS Call:

[https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro\\_en](https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en).



### 2.4.2. Cost Eligibility Period

The period of eligibility of costs begins with the adoption of the Funding Decision for the project and ends with the date defined in the Project Contract.

The final cost eligibility date is **30 April 2024**.

Costs incurred prior to the adoption of the Funding Decision are not eligible.

Applicants are strongly recommended to thoroughly verify if the project is realistic and feasible taking into consideration the final cost eligibility date in the Programme and project duration. The first and final dates of eligibility of each project will be stated in the respective Project Contract.

### 2.4.3. Grant Rates and Co-financing

The maximum grant rate is **100% of the eligible costs** of the project.

For projects and/or activities constituting *de minimis* aid, applicants and/or partners may be required to secure own co-financing of the project, determined on a case-by-case basis, in line with the provisions of the De minimis Scheme for the LDPR Programme. Also, project proposals must be drafted in line with State Aid Rules. The total amount of *de minimis* aid than can be awarded to a single undertaking is EUR 200.000,00 over the period of three years.

If applicable, the applicant is obliged to provide funds to finance the total non-eligible costs within the grant application, which includes funds for potential non-eligible costs incurred during the project implementation, such as possible financial corrections due to identified irregularities.

Programme Operator shall ensure that payments to projects are made in a timely manner. Interim payments and final payments to the projects shall be based on approved project reports and will follow the verification procedure for declared costs.



#### 2.4.4. Currency

The currency used for filling out the application form, payments from the Programme Operator and settlements between Programme Operator and the Project Promoter is the Croatian kuna (HRK).

As stated earlier, when preparing a project proposal, all planned costs must be expressed in HRK, in relation to the monthly exchange rate list of the European Commission according to the InforEUR exchange rate in the month of publication of the Call:

[https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro\\_en](https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en)

The Project Contract shall state the maximum amount of the project grant in EUR.

### 2.5. Eligible Activities

The applicant may apply for funding to cover expenses of the following types of activities:

#### 1. Development and implementation of informal and formal educational activities and programmes for teachers and other educational workers in the field of STEM, ICT, entrepreneurship and active citizenship education

Examples of such activities are:

- education of teachers and other educational workers in primary schools, including special programmes for working with pupils with special educational needs
- application of formal and informal programmes and/or modules of education/training in the fields of STEM, ICT, entrepreneurship and active citizenship
- ToT - *training of trainers* - application of formal and informal programmes and/or modules of education of future trainers (teachers and other educational workers in primary schools in the fields of STEM, ICT, entrepreneurship and active citizenship, including special programmes for working with pupils with special educational needs
- organising summer schools for teachers and other educational workers in primary schools, in-service teachers and pre-service teachers



- design and implementation of programmes advancing teaching competences of novice teachers in STEM, ICT, entrepreneurship and active citizenship
- participating in and organising seminars (workshops), lectures (live, online webinars, e-courses, learning platforms) on STEM, ICT, entrepreneurship and active citizenship education.

## **2. Development of learning, practical work in teaching models and other teaching strategies and conducting research to improve the quality of primary education in the field of STEM, ICT, entrepreneurship and active citizenship education**

Examples of such activities are:

- development of new models, methods and/or teaching strategies (learning, concrete application in teaching)
- development of up to 15% of the content of school curriculum in the fields of STEM, ICT, entrepreneurship and active citizenship that schools independently propose in accordance with legal legislation in the Republic of Croatia
- change and/or amendment of up to 20% of approved study programmes (curricula) of polytechnics and colleges in the fields of STEM, ICT, entrepreneurship and active citizenship, which higher education institutions independently propose in compliance with legal provisions in the Republic of Croatia
- preparation of innovative and/or interactive contents for pupils in primary schools in the fields of STEM, ICT, entrepreneurship, and active citizenship
- research on the impact of new technologies on the success and competencies of primary school pupils
- research on the impact of new technologies on the success and competencies of primary school pupils
- development of tools to encourage non-formal learning in children with special emphasis on self-learning skills and training for presentation in class to other pupils
- development of models for the application of STEM, ICT, entrepreneurship and active citizenship in new circumstances - the global pandemic COVID 19.

## **3. Cooperation in capacity building and joint programme implementation in STEM, ICT, entrepreneurship and active citizenship education**

Examples of such activities are:



- participation in thematic conferences, fairs on STEM, ICT, entrepreneurship and active citizenship education
- organisation of study visits in Croatia and in donor states (exchange of experience, examples of good practice, learn/job shadowing)
- mentoring of partner institutions from Croatia and donor states on STEM, ICT, entrepreneurship and active citizenship education
- exchange of experiences of teachers and other educational workers in primary schools, relevant stakeholders in Croatia and in Donor States
- support to the development and transfer of innovative practices through peer learning and the exchange of good practice in the field of teaching methodologies between schools and the donor partners.

4. **Project management and administration - mandatory** (implementation of management and administrative obligations in line with the provisions of project contract)

Examples of such activities are:

- implementing management, coordination, reporting and monitoring project activities (in-house or procured services)
- carrying out public procurement activities in line with the procurement plan.

5. **Information and visibility activities - mandatory** (implementation of information and communication activities in line with Article 1.7 Regulations and with the provisions of communication plan)

Examples of such activities are:

- organising events at the local level in order to raise awareness of the importance of STEM, ICT, entrepreneurship and active citizenship
- production of project promotional materials (brochures, leaflets, manuals, etc.)
- dissemination of information about the project through other media channels (press, radio, television, website development, advertising on social networks, etc.)
- organisation of information events.

Activities must be implemented within the priority thematic areas as defined in paragraph 2.1. "Focus of the Call".



The list (examples) of activities is not exhaustive. Other activities contributing to the objective, outcomes, outputs and indicators of the SGS Call shall be taken into account in the eligibility check, unless explicitly stated as non-eligible.

### 2.5.1. Non-eligible Activities

The following types of activities are non-eligible for funding:

- activities related to the development of school curricula in the field of STEM, ICT, entrepreneurship and active citizenship more than 15% of the content that schools independently propose in accordance with legal legislation
- activities related to amendments and/or supplementation to approved study programmes of polytechnics and higher education institutions more than 20%, which higher education institutions independently propose in accordance with legal legislation
- activities related exclusively to the financing of participation in workshops, seminars, conferences, congresses
- activities related exclusively to individual educational workshops
- activities that generate income or profit from target groups and indirect users, **except the *de minimis aid* awarded in accordance with Annex 4**
- which do not comply with the listed eligible activities.



## 2.6. Costs

Eligible costs of projects are those actually incurred by the Project Promoter and Project Partner(s), which meet the following criteria:

- they incurred between the first and final dates of eligibility of a project as specified in the Project Contract and in accordance with the Funding Decision
- they are connected with the subject of the project contract and they are indicated in the estimated overall budget of the project
- they are proportionate and necessary for the implementation of the project
- they must be used for the sole purpose of achieving the objectives of the project and its expected outcomes, in a manner consistent with the principles of economy
- efficiency and effectiveness
- they are identifiable and verifiable, in particular through being recorded in the accounting records of the Project Promoter and/or Project Partner and determined according to the applicable accounting standards in the Republic of Croatia, or the resident county of the Project Partner, and according to generally accepted accounting principles
- they comply with the requirements of applicable tax and social legislation
- they comply with the requirements of the applicable public-procurement act, as described in article 8.15 of the Regulation and the requirements concerning public procurement
- they are consistent with the principle of equal opportunities and non-discrimination, including accessibility for people with disabilities and the principle of equality between women and men.

Costs are considered to have been incurred when the cost has been invoiced, paid and the subject matter delivered (in case of goods) or performed (in case of services and works).

Exceptionally, costs in respect of which an invoice has been issued in the final month of eligibility are also deemed to be incurred within the dates of eligibility if the costs are paid within 30 days of the final date for eligibility. Overheads and depreciation of equipment are considered to have been incurred when they are recorded on the accounts of the Project Promoter/Project Partner.

**Costs incurred after 30 April 2024 shall not be eligible.**

The Project Promoter's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the project with the corresponding accounting statements and supporting documents.



### 2.6.1. Eligible Costs

Within this SGS Call, eligible costs are direct and indirect costs. **Direct costs** are costs that the successful applicant/project partner, in accordance with its accounting principles and usual internal legislation, has determined as costs directly related to the implementation of the project/activity, which can therefore be directly recorded as project costs. **Indirect costs** are eligible costs that the Project Promoter and/or project partner as being directly attributed to the project, but which can be identified and justified within its accounting system as being incurred in direct relationship with the eligible direct costs attributed to the project.. They may not include any eligible direct costs. Indirect project costs represent a fair distribution of the overall overheads of the Project Promoter or the project partner.

Direct costs incurred within the project may fall into one of the following categories:

- the cost of staff assigned to the project, comprising actual salaries plus social security charges and other statutory costs included in the remuneration, provided that this corresponds to the Project Promoter's and Project Partner's usual policy on remuneration
- travel and subsistence allowances for staff taking part in the project, provided that they are in line with the Project Promoter's and Project Partner's usual practices on travel costs
- cost of new or second-hand equipment
- costs of consumables and supplies, provided that they are identifiable and assigned to the project
- costs entailed by other contracts awarded by a Project Promoter for the purposes of carrying out the project, provided that the awarding complies with the applicable rules on public procurement
- costs arising directly from requirements imposed by the Project Contract for each project.

**Costs of equipment are only eligible if they are clearly related, justified and necessary for the implementation of project activities. Costs of equipment can amount up to 20% of the total eligible project costs.**

**Indirect costs** shall be calculated by the Project Promoter and project partners as a flat rate of **up to 15% of the direct eligible costs of the staff** without there being a requirement for the Programme Operator to perform a calculation to determine the applicable rate.



The method of calculating indirect costs and their maximum amount must be specified in the Project Contract. The method of distributing the indirect costs between project partners must be prescribed in the Partnership Agreement between Project Promoter and project partners.

## 2.6.2. Non-eligible Costs

The following costs shall not be considered eligible:

- interest on debt, debt service charges and late payment charges
- charges for financial transactions and other purely financial costs, except costs related to accounts and financial services imposed by the Project Contract
- provisions for losses or potential future liabilities
- exchange losses
- recoverable VAT
- costs that are covered by other sources (double funding)
- fines, penalties and costs of litigation, except where litigation is an integral and necessary component for achieving the outcomes of the project and
- excessive or reckless expenditure.

## 2.7. Location of the Project

The selected projects shall be implemented in Republic of Croatia.

Activities including bilateral cooperation can be implemented on the territory of Donor States.

## 2.8. Submission and Withdrawal of Grant Application

Grant applications must be submitted to Programme Operator exclusively via email: [ldpr@mrrfeu.hr](mailto:ldpr@mrrfeu.hr) **in Croatian language**<sup>5</sup> containing the Application Form and its annexes, which can be downloaded on the Programme web page:

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<sup>5</sup> The summary and description of the project within the Application Form is filled in Croatian and English language. An Applicant/Partner statement is prepared in English for the partners from Donor States. Partnership Declaration shall be submitted in English in case when project proposal provides partnership with partners from Donor States.



[https://eeagrants.hr/en/programs/local-development-and-poverty-reduction/.](https://eeagrants.hr/en/programs/local-development-and-poverty-reduction/)

Grant application consists of the following documents:

| DOCUMENT   | COMPULSORY<br>(YES/if applicable) | EXPLANATION   |
|--|-----------------------------------|---|
| <b>Application Form</b>  | Yes                               | The Application Form must be completed in an appropriate format (Form 1).   |
| <b>Applicant/Partner Statement</b>                               | Yes                               | The statement must be completed in the appropriate format (Form 2).<br>A separate declaration must be submitted for the Applicant and each partner. The Statement must be signed by the authorised person and stamped with the organisation's official stamp.   |
| <b>Communication Plan</b>  | Yes                               | The communication plan must contain mandatory activities in accordance with the paragraph 4.3. "Information and Communication".   |
| <b>Partnership Declaration</b>                                   | If applicable                     | The declaration shall be submitted where the project includes the participation of one or more partners in the project activities.<br>The declaration must be completed in an appropriate format (Form 3). The Declaration must be signed by the authorised person of each partner organisation and stamped with the organisations' official stamp.   |
| <b>De minimis Declaration</b>                                    | If applicable                     | The declaration must be completed in the appropriate format (Form 4).<br>A separate declaration must be submitted for the Applicant and for each partner, who is the beneficiary of the <i>de minimis</i> aid.  |
| <b>Proof that the applicant/partner is eligible legal entity</b> | If applicable                     | If the relevant electronic database does not contain updated data on the applicant/ partner, it is necessary to submit an official document (request for entry in the register, statute or other basic act, etc.) as part of the grant application, which shows that there is a change in relation to the stated in the register and proving the eligibility of the applicant/ partner to participate in this Call. |
| <b>Applicant's funding document</b>                              | If applicable                     | If the applicant's funding document (e.g., statute) is not published (e.g., in the relevant register), the applicant needs to submit it as a part of grant application to demonstrate that it is active in priority thematic areas listed in paragraph 2.1.   |



Proposals must be submitted **no later than 16:00 (CET) on the day of the relevant submission deadline**. The time of application is the time and date of sending the e-mail by which the project proposal is submitted to the e-mail address: [ldpr@mrrfeu.hr](mailto:ldpr@mrrfeu.hr). Only the duly authorized representative of the Applicant is authorized to submit the Grant Application.

The deadline for submission of Grant Application shall be **ninety (90) days** from the day of the announcement of the SGS Call.

The Call will be published on the web-site: <https://eeagrants.hr/en/programs/local-development-and-poverty-reduction>.

**Grant applications submitted outside the deadline shall automatically be excluded from the further procedure.**

An applicant can submit **only** one grant application.

An applicant can be a partner in another project.

A partner can participate in several projects.

The Programme Operator shall confirm each submitted grant application with an e-mail reply. Only grant application submitted by the deadline and in accordance with the requirements specified in the SGS Call will be accepted.

The Applicant shall inform the Programme Operator about any involvement of consultants in the process of preparing the application. The identity and the role of the consultant(s) shall be disclosed in the Application Form.

**Please note:** Versions of proposals sent on paper, removable electronic storage medium (e.g. CD-ROM, portable drive etc.) or by fax shall not be regarded as having been received by the Programme Operator. If more than one copy of the same proposal is received, only the first version is evaluated. A grant application may be withdrawn at any stage of the award procedure, that is until the moment of signing of the Project Contract. To withdraw a proposal, an applicant submits a written statement, signed by Project Promoter's legal representative to the Programme Operator to [ldpr@mrrfeu.hr](mailto:ldpr@mrrfeu.hr).



REPUBLIC OF CROATIA  
Ministry of Regional  
Development and EU Funds

Iceland   
Liechtenstein  
Norway grants

The statement has to clearly indicate the proposal in question and Project Promoter's intent to withdraw it. Date of delivery of the abovementioned statement to the Programme Operator will be regarded as date of proposal withdrawal.



## 3. THE GRANT AWARD PROCEDURE

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In accordance with Article 7.4 (1) of the Regulation, the award procedure will be carried out by the Programme Operator, guided by the principles of good governance, transparency, equality of treatment, efficiency and a zero-tolerance rate for corruption.

A Grant Application shall be assessed based on a set of eligibility and selection criteria. The said criteria are based on the objectives and the outcome that the SGS Call and the LDPR Programme seeks to achieve.

### 3.1. Grant Award Procedure

The grant award procedure shall be carried out through the following stages:

1. Formal / Administrative check
2. Eligibility check
  - 2.1. Eligibility of Applicant/Partner
  - 2.2. Eligibility of Project
  - 2.3. Eligibility of Project Activities
3. Quality Assessment
4. Budget Clearing of Grant Applications
5. Adoption of the Funding Decision

The next stage of the award procedure for each individual grant application can start while the previous stage is still ongoing, however, it cannot be completed before the completion of all preceding stages. Also, a grant application that has not successfully passed one stage of the award procedure cannot be referred to further stages of the award procedure, or further stages of the award procedure are suspended if they have previously started.

The award procedure lasts a **maximum of one hundred and eighty (180) calendar days**, counting from the first day following the deadline for submission of grant application to the date of the Funding Decision.

During each stage of the award procedure, the Programme Operator may request additional information from the applicant in accordance with paragraph 3.1.1. "Delivery of Additional Information".

Upon completion of each stage of the award procedure, the Programme Operator shall inform the Applicant of each submitted project proposal of the outcome. The Applicant may request clarifications related to the implementation of award procedure via e-mail: [ldpr@mrrfeu.hr](mailto:ldpr@mrrfeu.hr).

If an Applicant deems that it has been damaged in a particular stage of the award procedure, it shall have eight (8) working days on its disposal, following the receipt of the notification on the status of the Grant Application, to file a complaint in accordance with point 3.1.2. "Complaints".

## Stage 1: Formal/Administrative Check

| No | Verification criteria   | Possibility to request clarification (Yes/No) | Meeting the criteria | If "NO" |           |
|----|---|---|----------------------|---------|-----------|
| 1. | The grant application was submitted in the prescribed manner ( <a href="mailto:ldpr@mrrfeu.hr">ldpr@mrrfeu.hr</a> ) and is in line with the provisions on number of applications per applicant. | NO  | YES                  | NO      | REJECTION |
| 2. | A grant application was submitted within the prescribed deadline: 2.8.2021., till 16:00 CET.  | NO  | YES                  | NO      | REJECTION |
| 3. | The grant application is filled in the correct template (Form 1).   | NO  | YES                  | NO      | REJECTION |
| 4. | The grant application contains all mandatory annexes, in line with paragraph 2.8. Submission and Withdrawal of Grant Application  | YES   | YES                  | NO      | REJECTION |
| 5. | Where applicable, the Annexes are filled in using the correct templates, in accordance with paragraph 2.8. Submission and Withdrawal of Grant Application                                       | YES   | YES                  | NO      | REJECTION |
| 6. | Where applicable, the documents were signed by the authorised person and stamped with the organisation's official stamp.  | YES   | YES                  | NO      | REJECTION |
| 7. | The application is written in Croatian, or in English in the relevant sections of the Application Form.   | NO  | YES                  | NO      | REJECTION |



| No | Verification criteria   | Possibility to request clarification (Yes/No) | Meeting the criteria |    | If "NO"   |
|----|---|---|----------------------|----|-----------|
| 8. | If applicable, a Partnership Declaration was submitted which included all envisaged project partners. | NO  | YES                  | NO | REJECTION |

## Stage 2: Eligibility Check

### Stage 2.1. Eligibility of Applicant/Partner

Verification of the applicant's and partner's eligibility will include the assessment of the following elements:

| No | Verification criteria  | Possibility to request clarification (Yes/No) | Meeting the criteria |    | If "NO"   |
|----|--|---|----------------------|----|-----------|
| 1. | The applicant/partner is eligible in accordance with the provisions of paragraph 2.2. Eligible Applicants and Partners   | YES   | YES                  | NO | REJECTION |
| 2. | Applicant's funding act explicitly states that the lead applicant is active in priority thematic areas as listed in paragraph 2.1. Focus of the SGS Call – <b>applicable only to the applicant.</b>  | YES   | YES                  | NO | REJECTION |
| 3. | The applicant/partner is registered to perform activities in the Republic of Croatia (or, in the case of a donor project partner, in the territory of one of the Donor States, if applicable) for at least one year until the date of submission of the grant application. | YES   | YES                  | NO | REJECTION |
| 4. | The applicant/partner has the legal, financial and operational capacity to implement the activities to the extent described in the grant application   | YES   | YES                  | NO | REJECTION |
| 5. | The applicant/partner has paid all taxes and other mandatory obligations in accordance with national legislation due for payment up to and including the last  | YES   | YES                  | NO | REJECTION |

| No  | Verification criteria   | Possibility to request clarification (Yes/No) | Meeting the criteria | If "NO"      |
|-----|---|---|----------------------|--------------|
|     | day of the month before the application for the Call <sup>6</sup>   |   |                      |              |
| 6.  | The applicant/partner is not in the process of termination of work, in the procedure of pre-bankruptcy settlement, bankruptcy procedure, procedure of forced collection or in the procedure of liquidation  | YES   | YES                  | NO REJECTION |
| 7.  | The applicant/partner or a person authorized by law to represent it has not been convicted of criminal offences related to business and professional conduct (e.g., fraud, bribery, tax evasion, abuse of position and authority, illegal favouritism, participation in a criminal association) | YES   | YES                  | NO REJECTION |
| 8.  | The applicant/partner or a person authorized by law to represent him is not in a conflict of interest in the award procedure in question  | YES   | YES                  | NO REJECTION |
| 9.  | The applicant/partner is not guilty of providing false information or of violating the provisions on the intended use of funds and other provisions of the contract concluded for the purpose of awarding grants from public sources  | YES   | YES                  | NO REJECTION |
| 10. | The applicant/partner is not subject to an outstanding recovery order following a previous European Commission decision declaring the aid illegal and incompatible with the internal market   | YES   | YES                  | NO REJECTION |
| 11. | The applicant/partner is not in the process of recovering State aid or de minimis aid granted by the EU Member State  | YES   | YES                  | NO REJECTION |

<sup>6</sup> By way of derogation, it is considered acceptable that the applicant / partner has not complied with the said obligations, if, in accordance with a special regulation, he has not been allowed to pay these obligations or has been granted a deferral of payment.



The Programme Operator shall verify the compliance of the applicant and each partner with the eligibility criteria no. 1 and 3 within the award procedure by inspecting publicly available electronic databases, depending on the legal personality of the applicant/partner, e.g.:

- Register of primary school institutions under the jurisdiction of the Ministry of Science and Education
- List of counties, cities and municipalities kept by the Ministry of Administration
- Register of higher education institutions under the jurisdiction of the Ministry of Science and Education
- Register of scientific organisations under the jurisdiction of the Ministry of Science and Education
- Court Register of the Ministry of Justice and Administration
- Register of Non-governmental Organisations of the Ministry of Justice and Administration
- Register of Foundations of the Ministry of Justice and Administration etc.

**If the relevant electronic database does not contain updated data on the applicant/partner, it is necessary to submit an official document (request for entry in the register, statute, or other basic act, etc.) as part of the grant application, which shows that there is a change in relation to the stated in the register and proving the eligibility of the applicant/partner to participate in this SGS Call.**

The Programme Operator shall verify the compliance of the applicant with the eligibility criteria 2. by reviewing their respective funding document (e.g., statute). If the funding act is not published (e.g., in the appropriate database), the applicant is obliged to attach it to the grant application.

The applicant/partner declares that it meets the eligibility criteria 4-11 by signing the Applicant/Partner Statement (Form 2). The Programme Operator reserves the right to verify compliance with these requirements by consulting other publicly available information, as well as seeking additional clarifications from the applicant/partner.

### **Stage 2.2. Eligibility of the project**

All project activities must comply with all eligibility provisions set out in this SGS Call and its annexes. Moreover, the grant application must comply with all applicable national and EU legislation.



Applicants may not apply for the funding of project activities for the implementation for which they have already received full funding from other public sources of funding as such activities would be considered non-eligible. This especially refers to projects co-financed from ESI funds in the Republic of Croatia in the field of elementary education capacity building. Alongside ESI funds, double funding is not permissible from any other public source such as local and regional budgets, international funding sources, or private donations. However, the complementary of implementation and co-funding with other public funding sources such as state budget, local and/or regional budget, EU funds, or any other financial mechanisms is allowed and encouraged, whereas double funding of the same activities for the same end users must be avoided.

Applicants and (if applicable) Partners guarantee the compliance of the grant application with all applicable legislative and regulatory framework and the absence of double funding by signing the Applicant/Partner Statement (Form 2). The Programme Operator reserves the right to verify compliance with these requirements by consulting other publicly available information, as well as seeking additional clarifications from the applicant/partner, in line with paragraph 3.1.1. “Delivery of Additional Information”.

| No | Verification criteria  | Possibility to request clarification (Yes/No) | Meeting the criteria |    | If “NO”   |
|----|--|---|----------------------|----|-----------|
| 1. | The project is implemented within the eligible geographical area, in accordance with paragraph 2.7. “Location of the Project”. | YES   | YES                  | NO | REJECTION |
| 2. | The duration of the project is in line with paragraph 2.4.1. “Project financing and duration”.                                 | YES   | YES                  | NO | REJECTION |
| 3. | The requested grant amount meets the thresholds set out in paragraph 2.4.1. “Project financing and duration”.                  | YES   | YES                  | NO | REJECTION |
| 4. | The project activities shall not be double funded.   | YES   | YES                  | NO | REJECTION |
| 5. | The project complies with applicable national and EU legislation.  | YES   | YES                  | NO | REJECTION |
| 6. | The project complies with the state aid rules.   | YES   | YES                  | NO | REJECTION |
| 7. | The project contributes to the mandatory indicators, set out in paragraph 2.1.3. “Expected Outcomes and Outputs of the Call”.  | YES   | YES                  | NO | REJECTION |



| No | Verification criteria   | Possibility to request clarification (Yes/No) | Meeting the criteria |    | If "NO"   |
|----|---|---|----------------------|----|-----------|
| 8. | The Communication Plan contains all mandatory activities in accordance with paragraph 4.3. "Information and Communication". | YES   | YES                  | NO | REJECTION |

Project proposals that meet all the verification criteria move to the next stage of the award procedure. Failure to meet one of the above verification criteria will result in the exclusion of the project proposal from the award procedure. If the Programme Operator determines that a particular project proposal does not meet a particular verification criterion, the Programme Operator shall assess the project proposal as ineligible for funding and terminate the award procedure for the project proposal (including the current stage of grant award procedure).

After the completion of each stage of grant award procedure, each applicant will receive a notification on the status of their project proposal electronically (by e-mail). Applicants who do not meet the verification criteria will be entitled to submit an objection in accordance with paragraph 3.1.2. "Complaints". Receipt of an objection for an individual project proposal does not delay the start of the next phase of the award procedure for other project proposals.

### 2.3. Eligibility of Project Activities

Eligibility check of project activities involves the verification of the compliance of the proposed project activities with the provisions on eligible activities, thematic areas, and target groups. It is carried out by the Programme Operator on the basis on the recommendations of the independent external evaluators.

The eligibility check of project activities is conducted in line with the following verification criteria:

| No | Verification criteria   | Possibility to request clarification (Yes/No) | Meeting the criteria |    | If No                                   |
|----|---|---|----------------------|----|---|
| 1. | The grant application is aligned with the objectives and purpose of the SGS Call.   | YES   | YES                  | NO | REJECTION                               |
| 2. | Project activities are carried out within one or more priority thematic areas: <ul style="list-style-type: none"> <li>• STEM education</li> </ul> | YES   | YES                  | NO | Exclusion of certain project activities |



| No | Verification criteria   | Possibility to request clarification (Yes/No) | Meeting the criteria |    |   | If No |
|----|---|---|----------------------|----|---|-------|
|    | <ul style="list-style-type: none"> <li>information and communication technology (ICT) in education</li> <li>entrepreneurship in skills development and increased job prospects</li> <li>active citizenship</li> </ul>                 |   |                      |    |   |       |
| 3. | Project activities are eligible in accordance with the paragraph 2.5. "Eligible Activities".  | YES   | YES                  | NO | Exclusion of certain project activities |       |
| 4. | Project activities are intended for eligible target groups from paragraph 2.1.2. "Target Groups and Final Beneficiaries".   | YES   | YES                  | NO | Exclusion of certain project activities |       |
| 5. | If applicable, following the exclusion of activities ineligible for funding from the project proposal, there is no risk that the project results or mandatory SGS Call indicators in line with paragraph 2.1.3. shall not be realized | YES   | YES                  | NO | REJECTION                               |       |
| 6. | If applicable, following the exclusion of activities non-eligible for funding from the project proposal, the amount of the grant requested meets the thresholds set out in paragraph 2.4.1. "Project financing and duration".         | YES   | YES                  | NO | REJECTION                               |       |

Eligibility assessment of project activities is based on the verification criteria set out in the Project Activities Eligibility Verification Form (Annex 2 to this SGS Call). The eligibility check of project activities is preliminary performed by 2 evaluators for each grant application. Each evaluator separately reviews the grant application by filling in the Project Activities Eligibility Check Form. Based on the conclusions of their eligibility check, the evaluators may propose to the Programme Operator to exclude certain activities from the project proposal implementation plan and budget as non-eligible and/or to exclude the entire grant application from the grant award procedure. The final decision on the eligibility of project activities shall be made by the Programme Operator, upon the recommendations of the independent external evaluators.



## Stage 3: Quality Assessment

In the quality assessment stage, Grant Applications are evaluated in accordance with the selection criteria. The quality assessment is coordinated by the Programme Operator, and it is carried out by independent evaluators and the Evaluation Committee.

The Evaluation Committee is formed by the Programme Operator. The Committee will consist of an odd number, at least 3 voting members, a representative of the Programme Operator, a representative of the Donor Programme Partner and a representative of the sectoral competent authority or another body independent from the Programme Operator. The Committee shall appoint a Chairperson and a Secretary, representatives of the Programme Operator, without voting rights. Members of Donor States, the National Focal Point and the Financial Mechanism Office will be invited to participate in the work of the Committee as observers. The Committee shall also appoint substitute members who will participate if a permanent member is unable to attend the Committee meeting.

Each grant application will be evaluated by at least two independent evaluators, each of whom will complete a Quality Assessment Form based on the following criteria:

1. The relevance of the grant application to the achievement of expected outcomes and outputs of the SGS Call - **10 points**
2. Contribution to the SGS Call indicators - **10 points**
3. Contribution to inclusive education - **5 points**
4. Implementation capacity of the applicant (and partner, if applicable) - **10 points**
5. Project sustainability - **20 points**
6. Project feasibility - **20 points**
7. Project budget formulation - **10 points**
8. Bilateral partnership - **10 points**
9. Contribution to the regional development - **15 points**
10. Contribution to the horizontal principles - **5 points**

The maximum points that a grant application can achieve based on the abovementioned criteria is **115**.



**Grant applications that do not score at least 65 points will not be considered for funding** and will be excluded from the further award procedure.

Selection criteria are elaborated in more detail in the Grant Application Quality Assessment Form (Annex 3).

After the conclusion of the quality assessment of all eligible grant applications, the Programme Operator shall prepare a ranking list of grant applications ranking above the threshold for funding.

The ranking of an individual grant application is calculated as the average of the scores of the two evaluators appointed to the grant application. If the difference between the scores given by the two experts is higher than 30% of the higher score given by one evaluator, Programme Operator shall assign the third evaluator to the Grant Application. In such cases, the average score of the two closest scores shall be used for ranking the project.

In case two or more different grant applications achieve the same number of points, the priority in funding will be realized for those grant applications that achieve a higher cumulative number of points in Criteria 5 and 6.

The ranking list will also include a reserve list of grant applications that will be considered for funding in case of availability of additional funding after budget clearing for selected projects from the ranking list. The reserve list will include grant applications scoring over the defined thresholds, but not covered by the available funds for the SGS Call.

The Programme Operator shall present the ranking list to the Evaluation Committee. The Evaluation Committee shall review the ranking list and decide on its adoption. In justified cases, the Committee may propose a change in the ranking, in accordance with transparent criteria and the Committee's rules of procedure. The minutes of the meetings of the Committee must include a record of such a proposal. The Committee decides on the adoption of the ranking list by consensus of all voting members. In case of impossibility to reach a consensus, the decision can be made by a majority vote. Any dissenting opinion must be included in the Minutes of the Committee meetings.

The Programme Operator shall monitor the compliance of the recommendations of the Committee with the provisions of the SGS Call and the legal and legislative framework applicable

to the SGS Call and the Programme. If it does not identify any irregularities, the Programme Operator will issue a final ranking list of grant applications.

## Stage 4: Budget Clearing of the Grant Application

The Programme Operator shall perform budget clearing (verification of eligibility of costs) for grant applications covered by the available funds under the Call, based on the following verification criteria:

| No | Verification criteria   | Possibility to request clarification (Yes/No) | Meeting the criteria |    | If "NO"           |
|----|---|---|----------------------|----|-------------------|
| 1. | The project costs are in line with the provision on eligible costs in accordance with Paragraph 2.6. "Costs"  | YES   | YES                  | NO | Budget correction |
| 2. | The costs presented in the project budget are realistic and based on market prices.   | YES   | YES                  | NO | Budget correction |
| 3. | The indirect costs are calculated by flat rate amounting up to 15% of the eligible (direct) staff costs.  | YES   | YES                  | NO | Budget correction |
| 4. | If applicable, following verification of the eligibility of costs or excluding, where appropriate, the non-eligible costs, the requested grant amount complies with the thresholds set out in Paragraph 2.4.1. Project Financing and Duration"                    | YES   | YES                  | NO | REJECTION         |
| 5. | If applicable, after verification of the eligibility of costs or, where appropriate, exclusion of the non-eligible costs, there is no risk that the project results or mandatory SGS Call indicators from paragraph 2.1.3. of the SGS Call shall not be realized. | YES   | YES                  | NO | REJECTION         |

When verifying the eligibility of the costs estimated in the grant application, the Programme Operator takes into account the conclusions of the previous phase of the award procedure (quality assessment of the grant application). The Programme Operator, in cooperation with the



applicant, amends the budget of the grant application by excluding non-eligible and adjusting excessive costs only to the extent that it does not affect the results of previous award phases, does not change the concept of the eligible project or activities and does not affect the objectives of the proposed grant application. If the same is not possible, the grant application will be considered non-eligible for funding.

In the event of additional funds made available within the SGS Call, the Programme Operator shall perform budget clearing for the next grant application from the reserve list, until the total budget is allocated.

As part of the Budget clearing phase, and before drafting a Funding Decision, the Programme Operator will require each applicant to submit a certificate from the Tax Administration on the absence of the public debt for the applicant and partner organisations.

### 3.1.1. Delivery of Additional Information

In case the data submitted in the Grant Application are not clear or contain errors and in cases when for the stated reasons is not able to objectively carry out the award procedure, the Programme Operator may request additional information from the applicant at any stage during the award procedure. Applicants are obliged to act in accordance with the request of the Programme Operator within the specified period of five (5) working days, otherwise their grant application is excluded from the award procedure. Communication between the Programme Operator and the applicant is done electronically (by e-mail).

The content of the Grant Application cannot be modified by the additional information.

### 3.1.2. Complaints

Applicants who consider that they have been harmed by improper treatment during the award procedure, shall have the right to file a complaint within eight (8) working days, from the date of the receipt of the notification on the status of the Grant Application after the end of each stage of the award procedure.

The complaint, to be decided upon, must be comprehensible and contain at least:

- data on the applicant (name, address, OIB– personal identification number)
- SGS Call name
- reasons for complaint



- signature of the applicant or the authorized person of the applicant
- if applicable, a power of attorney to lodge a complaint
- applicant's stamp
- documentation proving the allegations set out in the complaint.

The burden of proving these facts is on the applicant.

Complaints are submitted electronically (scan of the signed document) to the e-mail address:  
[prigovori.nft@mrrfeu.hr](mailto:prigovori.nft@mrrfeu.hr)

Complaints that do not contain the minimum information listed above shall not be taken into consideration.

A Complaint Committee consisting of representatives of National Focal Point and Programme Operator shall decide on the complaint within ten (10) working days from the date of receipt of the complaint and shall notify the applicant thereof by an e-mail. The Committee's decision is irrevocable.

### *Stage 5: Adoption of the Funding Decision*

A Funding Decision can only be adopted for grant applications that have successfully passed all the previous stages of the grant award procedure. The Funding Decision shall be adopted jointly for all grant applications that are included in the financial envelope according to the ranking list, and additional funding decisions can be made in case additional funds are available.

The Funding Decision cannot be made before the expiry of the **standstill period**.

The standstill period includes the period (two (2) working days) within which the applicant is notified in writing of the status of his grant application after the budget clearing phase and the period of eight (8) working days) which he has on his disposal to file a complaint to the Committee. The stated period cannot be longer than ten (10) working days.

If the complaint has been filed in this period, the Funding Decision cannot be adopted before the Committee has made its decision. In such cases, the standstill period shall also include the period within which the Committee shall decide on the complaint. This period may not exceed ten (10)



working days. In total, the standstill period cannot exceed twenty (20) working days, counting from the day when the applicant was notified in writing of the status of his grant application after the completion of the budget clearing stage of the award procedure.

Prior to drafting the Funding Decision, the Programme Operator verifies whether there have occurred any changes or circumstances that could prevent the inclusion of the grant application in the Funding Decision or affect the integrity of the award procedure and may request additional information and statements from the applicant/partner.

The Funding Decision is made by the Minister and contains at least the following information on the selected grant applications:

- legal basis for making the Decision
- name, address and OIB of the applicant
- title of the grant application
- the maximum funds allocated to finance the eligible costs of the project
- co-funding rate
- technical data on State Treasury classifications and allocation codes
- if applicable, other elements related to financing (for example, provisions concerning *de minimis* aid)

The Programme Operator will inform the applicants whose grant applications have been selected for funding by e-mail, containing the Funding Decision and instructions on further action.

**The decision of the Programme Operator on funding is definite and is not the object of complaint.**

The Funding Decision shall be published on the Programme's web page: <https://eeagrants.hr/en/programs/local-development-and-poverty-reduction/>.

## 3.2. The Project Contract

For each approved project, a Project Contract shall be concluded between the Programme Operator and the Project Promoter.

The Project Contract shall include Special Conditions for project implementation, the Standard Terms and Conditions which are in accordance with the terms of the EEA Programme managed by the Programme Operator, the Project's Logical Framework, the project proposal (the Application Form which can be amended following the conclusions of the award procedure) and the Partnership Agreement (if applicable). These documents shall set out the terms and conditions of the grant assistance, as well as the roles and responsibilities of the Parties. The Project Contract form is available in Annex 1.

Before signing of the Project Contract, the successful applicant (Project Promoter) must submit a binding confirmation on the co-financing of the project to the Programme Operator (if applicable). The project approval notice shall contain a deadline for submitting such a confirmation. If the deadline is not met, the Grant shall be considered to have been withdrawn, unless a prolongation of the deadline is granted by the Programme Operator in writing.

Also, if applicable, the successful applicant (Project Promoter) shall also submit a signed Partnership Agreement with the partners he stated in the Partnership Declaration when submitting the project proposal. The Programme Operator shall inspect the compliance of the Agreement with the grant application submitted to the SGS Call.

The obligations of the Project Promoter under the Project Contract shall be valid and enforceable under the law applicable to the Project Contract.

The grant award will be subject to the acceptance of the Project Contract, including the Special Conditions and the Standard Terms and Conditions for the LDPR Programme operated by Programme Operator.



## 4. IMPLEMENTATION OF THE PROJECTS

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All provisions and requirements related to the implementation of projects are set out in the Project Contract with the Special Conditions, as well as the Standard Terms and Conditions, available in Annex 1.

Following the signing of the Project Contracts under this SGS Call, the Programme Operator will organize at least one implementation workshop for Project Promoters related to all aspects of project management, payment requests and reporting to the Programme Operator.

### 4.1. Payments to the Projects

Under the SGS Call, Project Promoters will be granted advance payments and interim payments (in one or more payments) and final payments, as follows:

| Project duration    | Advance payment | Interim payments | Final payment |
|---------------------|-----------------|------------------|---------------|
| <b>12-18 months</b> | Up to 30%       | At least 40%     | At least 30%  |

The methods of payments will be further regulated by the provisions of the Project Contract.

The dynamics of the payments to the beneficiaries will be defined by the Project Contract and will be linked to the prior approval of the Project Promoter's report by the Programme Operator.

### 4.2. Reporting

The submission of narrative and financial reports is a mandatory condition for the execution of the interim and final payments. Interim reports shall be submitted quarterly and the final report at the project completion.

Reports must be approved and costs verified by the Programme Operator before payments are executed. Programme Operator can request additional information on implementation progress



at any time. The number and the dynamics of submission of Interim Monitoring Reports (includes narrative and financial part) by the Project Promoter will be defined in the Project Contract.

The final narrative and financial report supporting the final payment claim shall be submitted by the Project Promoter within 45 calendar days after the project completion.

### 4.3. Information and Communication

In accordance with the provisions of Article 1.7 of the Regulation, Project Promoters are obliged to carry out information and communication activities to ensure the visibility and availability of project information to all relevant stakeholders. The Project Promoter is particularly obliged to highlight the funding of Donor States, as well as the general objective of the Financial Mechanisms. Applicants are required to prepare a Communication Plan alongside Grant Application. In accordance with the paragraph 2.3. Annex 3 to the Regulation, the Communication Plan shall cover at least the project implementation period and shall include at least the following elements:

1. communication objectives and target groups, including stakeholders at national, regional and/or local level and the general public – project promoters must ensure that they reach the widest possible audience, including important stakeholders at the appropriate (e.g., local/regional) level
2. the strategy and content of information and communication measures, including activities, communication tools and timeframe, having regard to the added value and impact of the EEA and Grants' funding
3. at least two information activities on progress, achievements and results in the project4. measures for making information on the project available on the web, either through a dedicated website or through a dedicated webpage on the organisation's existing website with linking between the pages, or, alternatively, through an active social media profile for the project where a website does not already exist.  
Where a social media profile is created for a project and, the social media profile must remain visible and all information shall remain accessible after the final eligibility date of the project
4. all projects receiving a minimum of EUR 150.000 support (in HRK equivalent on the day of publication of the SGS Call), or having a Donor Project Partner shall be required to have the dedicated project information in English as well as in Croatian



5. information on the administrative departments or bodies responsible for implementation of the information and communication measures, including a contact person
6. an indication of how the information and communication measures are to be evaluated in terms of visibility and awareness of the project and the EEA Grants, their objectives and impact, and the role of Donor States

When designing, planning and organising all communication activities, applicants/project promoters must explicitly point out the support of Iceland, the Principality of Liechtenstein and the Republic of Norway through the EEA Grants (logo and financing statement).

Also, participants in project activities must be informed about funding from the LDPR Programme, as well as funding from Donor States.

Annex 3 to the Regulation in English is available for download at the following link:

<https://eeagrants.org/resources/regulation-implementation-eea-grants-2014-2021-annex-3-information-and-communication>

Visibility standards, materials and information boards are available in the Communication and Design Manual for Project Promoters funded by the EEA and the Norwegian Grants, developed by the Financial Mechanisms Office, available for download at the following link:

<https://eeagrants.org/resources/2014-2021-communication-and-design-manual>

When verifying the eligibility of the project and activities, the Programme Operator shall assess the compliance of the Communication Plan with the requirements of the Regulation, specified in this point of the SGS Call.

#### 4.4. Requirements Regarding the Sustainability of Project Results

The applicant is required to ensure that achieved project results will be in function for at least 5 years after the Programme Operator approves the Final Project Report.

In accordance with Article 8.3 (2) of the Regulation, the project promoter is required to:

- keep the equipment in its ownership for a period of at least five (5) years following the completion of the project and continue to use the equipment for the benefit of the overall objectives of the project for the same period



- keep the equipment properly insured against losses such as fire, theft or other normally insurable incidents both during project implementation and for at least five (5) years following the completion of the project and
- set aside appropriate resources for the maintenance of the equipment for at least five (5) years following the completion of the project.

The Project Promoter is obliged to ensure the sustainability of all project results for a period of at least five years after the project completion.

A prerequisite for this is to ensure financial and institutional sustainability of the project. Financial sustainability means securing sources of revenue to finance activities which shall be carried out in the period after the project completion, as well as securing sources of revenue to finance maintenance of the equipment. Institutional sustainability means ensuring the necessary human resources and business processes to continue the implementation of activities after the project completion, and also appropriate institutional support to ensure the sustainability of project results after completion of funding.

In view of the abovementioned, the obligations of the Project Promoter will be defined in the Project Contract.



## 5. OTHER

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The Programme Operator reserves the right to amend the SGS Call during its implementation, provided that the amendments do not jeopardize the equal treatment of the grant applicants in quality assessment.

The Programme Operator reserves the right to extend the deadline for submission of grant applications, as well as to suspend and/or close the SGS Call before its planned deadline for applications if it deems necessary.

Notice of any amendments to the SGS Call shall be published on the LDPR Programme's website <https://eeagrants.hr/en/programs/local-development-and-poverty-reduction/>.

### 5.1. Questions and Answers

All inquiries concerning the SGS Call should be directed to [ldpr@mrrfeu.hr](mailto:ldpr@mrrfeu.hr). The question asked should include a signature and a clear reference to the SGS Call. All answers will be published on the LDPR Programme's website at <https://eeagrants.hr/en/programs/local-development-and-poverty-reduction/> no later than seven (7) calendar days before the deadline for the submission of grant applications.

Questions may be sent to the Programme Operator no later than fourteen (14) calendar days before the deadline for the submission of grant applications. The Programme Operator has no obligation to provide clarifications to questions received after this date.



## 5.2. Workshops for Applicants

Workshops for applicants on the SGS Calls' purpose and focus, as well as on how to fill in the application form will be organized as an online event and video from the event will be available at the Programme's web site. Workshops for applicants will be organized no later than twenty one (21) calendar days before the deadline for submission of grant applications. Information on the exact date and place of the workshops will be published on the LDPR Programme's website: <https://eeagrants.hr/en/programs/local-development-and-poverty-reduction/>.

## 5.3. Schedule of Events

|   |   |
|---|---|
| Deadline for the submission of questions          | 19/7/2021   |
| Deadline for publication of the answers           | 26/7/2021   |
| Workshops for applicants                          | No later than 21 calendar days before the deadline for the submission of grant applications |
| Deadline for the submission of grant applications | 2/8/2021, 16:00 (CET)   |
| Deadline for the adoption of Funding Decision     | 28/1/2022   |

## 5.4. Publication of the Results of the SGS Call

Information on the Funding Decision, signed contracts with project promoters, the amount of awarded grants and a brief description of projects will be published on the LDPR Programme's website: <https://eeagrants.hr/en/programs/local-development-and-poverty-reduction/>.



## 6. FORMS AND ANNEXES

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### Forms:

1. Application Form
2. Applicant's/Partner's Statement
3. Partnership Declaration
4. De minimis Declaration

### Annexes:

1. Draft Partnership Agreement
2. Project Activities Eligibility Verification Form
3. Quality Assessment Form
4. Rules Regarding State Aid