

# **Second phase of the Preparatory Measures for the opening of the Youth in Action Programme in the Republic of Croatia**

## **Call for proposals for the submission of Pilot Projects in 2010**

### **1. INTRODUCTION AND BACKGROUND**

This call for proposals refers to the support to pilot projects in 2010 in the framework of preparatory measures, which have been put in place in order to prepare the Republic of Croatia to the full participation in the Youth in Action Programme.

It is based on the following legal instruments:

- Decision N° 1719/2006/EC of the European Parliament and of the Council of 15 November 2006<sup>1</sup> establishing the 'Youth in Action' programme for the period 2007 to 2013;
- Commission Decision (C/2009/9520) of 1 December 2009 on the adoption of preparatory measures for the participation of Croatia in the Lifelong Learning and Youth in Action programmes under the IPA-Transition Assistance and Institution Building Component for 2009.

The Agency for Mobility and EU Programmes (hereinafter called "the Agency") established in Croatia is responsible for implementing this call.

The implementation of this call for proposals is subject to the signature of a Grant Agreement between the European Commission and the Agency for the operational implementation of the preparatory measures for the Youth in Action Programme.

### **2. OBJECTIVES AND PRIORITIES**

#### **2.1 General objectives and priorities of the Youth in Action Programme**

The general objectives stated in the Decision establishing the Youth in Action Programme are the following:

- promote young people's active citizenship in general and their European citizenship in particular;
- develop solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union;
- foster mutual understanding between young people in different countries;
- contribute to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field;
- promote European cooperation in the youth field.

These general objectives shall be implemented at project level taking into consideration the following permanent priorities:

- European citizenship
- Participation of young people

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<sup>1</sup> OJ L 327 of 24 November 2006, pp.30-44.

- Cultural diversity
- Inclusion of young people with fewer opportunities
- In addition to the abovementioned permanent priorities, the 2010 annual priorities are:  
European Year for Combating Poverty and Social Exclusion

This priority is intended to encourage projects aimed at raising young people's awareness of everyone's responsibility in tackling poverty and marginalisation as well as at promoting the inclusion of groups with fewer opportunities. This concerns in particular, projects aimed at stimulating young people's reflection on the prevention, ways out and consequences of poverty; projects tackling the issue of marginalisation and various forms of discrimination, such as those based on gender, disability or ethnic, religious, linguistic or migrant grounds. In this context, particular attention will be paid in particular to projects promoting the active involvement of: a) disabled young people, encouraging exchange between young people with and without disabilities, as well as projects focusing on the issue of disability in our society; b) young people from migrant backgrounds or ethnic, religious or linguistic minorities. In this context, projects involving Roma young people shall be encouraged wherever relevant.

- Youth unemployment and promotion of young unemployed people's active participation in society

This priority is intended to encourage projects tackling the issue of youth unemployment and aimed at stimulating young unemployed people's active participation in society.

- Awareness-raising and mobilization of young people around global challenges (such as sustainable development, climate change, migrations, the Millennium Development Goals)

This priority is intended to encourage projects aimed at raising young people's consciousness of their role as active citizens in a globalized world as well as at fostering their sense of global solidarity and commitment vis-à-vis current issues.

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## 2.2 Scope of this call for proposals

This call for proposals supports projects which promote youth exchanges, youth initiatives, youth democracy projects, voluntary service as well as training and networking activities in the field of youth and non-formal education.

## 3. TIME SCHEDULE

Project applications must be submitted for the deadline corresponding to the start date of the project. Three application deadlines are foreseen under this call (Please read carefully Section 13 of this call for proposals concerning the procedures for submitting applications.):

<b>Projects starting between</b>	<b>Application deadline</b>
1 May 2010 and 30 September 2010	1 February 2010

1 July 2010 and 30 November 2010	1 April 2010
1 September 2010 and 31 January 2011	1 June 2010

In the event of unused funds at the end of the three selection rounds, the National Agency might decide to open a new selection round with a deadline set at 1<sup>st</sup> September 2010.

Applicants should, in principle, be notified of the outcome of the selection procedure during the second month after the application deadline.

All successful and unsuccessful applicants will be informed in writing. After completion of the selection procedure, the application files and accompanying material will not be sent back to the applicant, independently of the outcome of the procedure.

It is intended that successful beneficiaries should receive the agreements for signature by the third month after the application deadline.

The eligibility period for costs will start on the date specified in the contract, i.e. the project start date. The date on which expenses first become eligible may not in any event be earlier than the date on which the grant application was submitted.

#### **4. AVAILABLE BUDGET**

The total budget allocated to the co-financing of projects under this call for proposals is estimated at **approximately EUR 436.849,00 for the three deadlines in the Republic of Croatia.**

The Agency reserves the right not to allocate all the funds available.

The funding rules applying to each eligible activity are specified in Annex 1.

#### **5. ELIGIBILITY CRITERIA**

Only applications that comply with the following criteria will be considered eligible and will be subject to in-depth evaluation.

##### **5.1.1 Eligible Applicants**

Eligible applicants for each eligible activity covered by this call for proposals are specified in Annex 1.

Eligible applicants under this call for proposals must be legally established in Croatia.

##### **5.1.2 Legal Entity**

In order to prove its legal existence, the applicant must submit the following documents:

*Non-governmental organisations:*

- an extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required)

*Public entities:*

- a legal resolution or decision or other official document established in respect of the public body

*Informal groups of young people:*

- a copy of the group representative's identity card or passport.

## **5.2 Eligible Countries**

This call for proposal is open to the participation of promoters legally established in one of the following Programme Countries:

- the Member States of the European Union: Germany, Austria, Belgium, Bulgaria, Cyprus, Denmark, Spain, Estonia, Finland, France, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, the Czech Republic, Romania, the United Kingdom, Slovakia, Slovenia, Sweden
- those countries of the European Free Trade Association (EFTA) which are parties to the agreement on the European Economic Area (EEA): Iceland, Liechtenstein and Norway
- candidate countries for which a pre-accession strategy has been established, in accordance with the general principles and general terms and conditions laid down in the framework agreements concluded with these countries with a view to their participation in EU projects: Turkey
- the countries of the western Balkans, in accordance with the arrangements to be established with these countries following the framework agreements providing for their participation in EU programmes: Croatia, the former Yugoslav Republic of Macedonia.

## **5.3 Eligible Activities**

This call for proposals concerns the following Actions and sub-Actions:

- **Sub-Action 1.1 - Youth Exchanges**

Youth Exchanges offer an opportunity for groups of young people from different countries to meet and learn about each other's cultures. The groups plan together their Youth Exchange around a theme of mutual interest.

- **Sub-Action 1.2 – Youth Initiatives**

Youth Initiatives are projects where young people participate actively and directly in activities of their own devising in which they play the key roles, in order to develop their initiative, enterprise and creativity.

- **Sub-Action 1.3 – Youth democracy projects**

Youth democracy projects support young people's participation in the democratic life of their local, regional or national community or at international level.

- **Action 2 - European Voluntary Service**

The aim of the European Voluntary Service is to support young people's participation in various forms of voluntary activities, both within and outside the European Union. Under this Action, young people take part individually or in groups in non-profit, unpaid activities.

- **Sub-Action 4.3 - Training and networking of those active in youth work and youth organisations**

This sub-Action supports the training of those active in youth work and youth organisations, in particular the exchange of experiences, expertise and good practice as well as activities which may lead to long-lasting quality projects.

The specific eligibility criteria relating to the above-mentioned activities are specified in Annex 1.

#### **5.4 Eligible proposals**

Only proposals submitted using the official application form, completed in full, signed (original signatures required) and received by the deadline specified in Section 3 of this call for proposals will be considered.

The application form must be accompanied by an official letter from the applicant organisation, documents attesting to its financial and operational capacity, and all the other documents referred to in the application form.

All the other conditions set out in Section 13 of this call for proposals must be complied with.

#### **6. EXCLUSION CRITERIA**

Applicants must certify that they are not in any of the situations described in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation applicable to the general budget of the European Communities [Council Regulation (EC, Euratom) No 1605/2002, as amended] and set out below.

Applicants will be excluded from participating in the call for proposals if they are in any of the following situations:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the project is to be performed;
- e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) they are currently the subject of an administrative sanction under Article 96(1) of the Financial Regulation [Council Regulation (EC, Euratom) No 1605/2002, as amended].
- g) they are subject to a conflict of interests;

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- a) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition for participation in the grant award procedure, or fail to supply this information;

b) fall within one of the cases of exclusion from the award procedure mentioned in Article 93(1) of the Financial Regulation and are the subject of a sanction involving their exclusion for a period of at least ten years from the contracts and grants financed by the budget of the European Communities.

In accordance with Articles 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their contractual obligations under a previous contract award procedure.

To comply with these provisions, applicants must sign a declaration on honour certifying that none of the situations mentioned in Articles 93(1), 94 and 96(2)(a) of the Financial Regulation apply to them.

## **7. SELECTION CRITERIA**

The applicants' ability to complete the proposed measure will be assessed using the selection criteria. Applicants must have stable sources of funding sufficient to maintain their business throughout the period during which the project is being carried out and to participate in its funding. They must have the professional competencies and qualifications required to complete the proposed action.

Applicants must submit completed and signed declaration on their honour attesting to their status as a legal entity and to their financial and operational capacity to complete the proposed activities.

### **7.1 Technical capacity**

For the purpose of assessing technical capacity, the applicant must show that they have the necessary competences and motivation to carry out the proposed project. This constitutes a specific section of the application form.

### **7.2 Financial capacity**

In order to permit an assessment of their financial capacity, organisations applying for a grant from the Youth in Action programme amounting to over EUR 25 000 must submit the following documents together with their applications:

- the bank identification form duly completed by the beneficiary and certified by the bank (original signatures required) - please note that certification by the bank is not necessary if the bank identification form is accompanied by **a copy of a recent bank account statement**;
- the profit and loss accounts, together with the balance sheet for the most recent financial year for which the accounts have been closed.

Verification of financial capacity does not apply to public bodies.

N.B. If, on the basis of the documents submitted, the Agency is of the opinion that financial capacity has not been proven or is unsatisfactory, it may:

- reject the application;
- request additional information;
- require a guarantee (see 9.2);
- offer a grant agreement without prefinancing and make an initial payment based on the costs incurred.

## **8. AWARD CRITERIA**

Projects will be assessed against the following criteria:

- i. sub-Actions 1.1, 1.2, 4.3 and Action 2:
  - the relevance to the objectives and priorities of the Programme (30%)
  - the quality of the project and methods proposed (50%)
  - the profile of participants and promoters (20%)
  
- ii. sub-Action 1.3:
  - the relevance to the objectives and priorities of the Programme (30%)
  - the quality of the thematic concept (20%)
  - the quality of the project and methods proposed (30%)
  - the profile and number of participants and promoters (20%)

A detailed description of the above-mentioned criteria can be found in Annex 1.

## **9. FINANCIAL CONDITIONS**

EU grants are incentives to carry out projects that would not be feasible without the European Union's financial support, and that are based on the principle of co-financing. They complement the applicant's own financial input and/or national, regional or private assistance that has been obtained elsewhere. Acceptance of an application by the Agency does not constitute an undertaking to award funding equal to the amount requested by the applicant. The awarding of a grant does not establish an entitlement for subsequent years.

The amount allocated may not exceed the amount requested.

Grant applications must include a detailed provisional budget in which all costs are given in euro.

Applicants from countries outside the eurozone must use the conversion rates published in the Official Journal of the European Union, series C, in the month in which they are submitting the application. In any case, the National Agencies in these countries will apply an accounting rate established by the European Commission. The accounting rate will be established by each round of selections (monthly accounting rate applicable on the month before the given deadline), or, failing that, at the monthly accounting rate published on Commission's website applicable on the day when a payment order is issued. For more information on the rates applied, please consult the Commission's website at [www.ec.europa.eu/budget/inforeuro/](http://www.ec.europa.eu/budget/inforeuro/).

The budget for the project attached to the application must show revenue and expenditure in balance and clearly show the costs that are eligible for financing from the European Union.

The applicant must indicate the source and the amount of any other financing from which it benefits, or which it has requested, during the same financial year, for the same project or other projects and in respect of its current activities. It must justify the amount of the co-financing provided either in terms of own capital, of financial transfers from third parties, or in kind.

Grants may not have the purpose or effect of producing a profit for beneficiaries. Profit is defined as a surplus of receipts over costs. The amount of the grant will be reduced in proportion to the amount of any surplus.

### **9.1 Methods of payment**

If the application is finally approved by the Agency, a financing agreement, expressed in euro and specifying the terms and the level of financing, will be entered into between the Agency and the beneficiary. The original version of this agreement must be signed and returned to the Agency immediately. The Agency will be the last party to sign.

The account or subaccount indicated by the applicant must make it possible to identify the funds paid by the Agency. If the funds paid into this account give rise to interest or equivalent profits in accordance with the legislation of the country where the account is held, such profit or interest will be recovered by the National Agency where it results from the prefinancing payment by the Agency of an amount greater than EUR 50 000.

A pre-financing payment of 80% will be transferred to the beneficiary within 45 days of the date on which the two parties sign the agreement and any necessary guarantees have been received. Prefinancing is intended to provide the beneficiary with a float.

The Agency will establish the amount of the final payment to be made to the beneficiary on the basis of the final report. If eligible costs actually incurred by the organisation during the project are lower than anticipated, the beneficiary will, where applicable, be required to repay any excess amounts paid by the Agency under pre-financing.

## **9.2 Guarantee**

The Agency may require any organisation which is in receipt of a grant to provide a guarantee in advance, in order to reduce the financial risks linked to the prefinancing payment.

The purpose of such a guarantee is to make a bank or financial institution, a third party or the other beneficiaries, irrevocably liable or to make it stand as first-request guarantor in respect of the grant beneficiary's obligations.

This guarantee, which must be made out in euros, shall be provided by a bank or approved financial institution established in a European Union Member State. When the beneficiary is established in a non-EU country, the competent authorising officer may agree to a bank or financial institution established in that country supplying the guarantee if he considers that the latter can provide the same assurance and has a status equivalent to that of a bank or financial organisation established in a Member State.

The guarantee may be replaced by a joint and several guarantee by a third party or by a joint guarantee from the beneficiaries of an action who are parties to the same grant agreement.

The guarantee shall be released when the amount of the guarantee is covered by a final payment by the Agency, under the conditions laid down in the grant agreement.

Public bodies are exempt from this provision.

## **9.3 Certificate concerning financial statements and related accounts**

A certificate concerning the financial statements and related accounts drawn up by an approved auditor or, in the case of public bodies, by a qualified, independent public official, may be required in support of any payments by the competent authorising officer on the basis of an analysis of risks. In the case of an action or operating grant, this certificate must be attached to the payment request. In accordance with methodology approved by the competent authorising officer, this document shall

certify that the costs declared by the beneficiary in the financial statements on which the request for payment is based are real, exact and eligible in accordance with the rules in the grant agreement.

#### **9.4 Double financing**

Projects funded may not benefit from any other EU funding for the same activity.

Applicants may receive only a single operating grant financed out of the budget of the European institutions. To this end, mention must be made in the form of any other application for a grant which has been or will be submitted to the European institutions during the same operating year, specifying for each grant the budget line, the EU programme and the amount.

#### **9.5 Eligible costs**

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

- a) they are incurred during the action or work programme, with the exception of costs relating to final reports and to audit certificates;
- b) they are mentioned in the global provisional budget for the action or work programme;
- c) they are necessary for performing the action or work programme for which a grant has been awarded;
- d) they are identifiable and verifiable, and are recorded in the beneficiary's accounts in accordance with the applicable accounting principles of the country in which the beneficiary is established and with the beneficiary's usual cost accounting practices;
- e) they comply with the requirements of the applicable tax and social security legislation;
- f) they are reasonable, justified and comply with the requirements of sound financial management, in particular as regards economy and efficiency.
- g) The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action with the corresponding accounting statements and supporting documents.

#### **Eligible direct costs**

Eligible direct costs for the project are those costs that, with due regard for the eligibility conditions set out in the previous paragraph, can be identified as specific costs with a direct link to the project's realisation and directly chargeable to it.

The categories of eligible costs are specified in the "Funding Rules" sections in Annex 1.

#### **9.6 Ineligible costs**

The following costs shall not be considered eligible:

- return on capital,
- debt and debt service charges,
- provision for possible future debts or losses,
- other interest expenses,
- bad debts,
- exchange rate losses,
- VAT, unless the beneficiary can show that it is unable to recover it under current national legislation;
- costs declared and covered in connection with another project or work programme giving rise to an EU grant,

- inordinate or ill-considered costs,
- expenses for travel to or from countries other than those participating in the project/programme, unless explicit prior authorisation is granted by the Agency.

## **10. SUBCONTRACTING AND AWARD OF CONTRACTS**

When implementation of the project requires subcontracting or the awarding of a procurement contract<sup>2</sup>, the beneficiary and, where applicable, its partners must issue a call for tenders from potential candidates and award the contract to the economically most advantageous tender, i.e. the tender which has the best quality/price ratio, observing the principles of transparency and equal treatment of potential contractors and taking care to avoid conflicts of interest.

## **11. PUBLICITY**

All grants awarded under this call for proposals shall be published on the Agency's website.

In agreement with the beneficiary, the Agency will publish the following information (unless this information is of such a nature as to jeopardise the beneficiary's security or to prejudice its financial interests):

- name and address of the beneficiary,
- the purpose of the grant,
- amount awarded and rate of funding.

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or on the occasion of activities for which the grant is used.

Furthermore, beneficiaries are required to clearly show the name and emblem of the European Commission on all publications, posters, programmes and other products produced under the cofinanced project. To that end, they shall use the logo of the 'Youth in Action' programme and the European flag, which the Agency will provide.

If this provision is not fully complied with, the beneficiary's grant may be reduced.

## **12. DATA PROTECTION**

All personal data are processed in accordance with the provisions of Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data. The data are processed only in the context of the performance and monitoring of the agreement by the Agency, without prejudice to their possible communication to the bodies responsible for control and auditing pursuant to EU legislation.

The information required in the application form is necessary for assessing the grant application. It will be used only for this purpose by the department responsible for managing the Youth in Action programme.

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<sup>2</sup> Contracts for a value of EUR 60 000 or less can be the subject of a negotiated procedure with consultation of at least five candidates. Contracts for a value of EUR 25 000 or less can be the subject of a negotiated procedure with consultation of at least three candidates. The beneficiary is obliged to document clearly the competition procedure carried out and to keep this evidence in the case of audit. Contracts for a value of EUR 5 000 or less can be the object of a single tender [see Article 120 of Council Regulation (EC, Euratom) No 1605/2002 and Article 184 of Commission Regulation (EC, Euratom) No 2342/2002].

Beneficiaries may, by means of a request in writing, obtain their personal data and correct any erroneous or incomplete data. They may contact the Agency when they have any request regarding the processing of their personal data. Beneficiaries may appeal at any time to the European Data Protection Supervisor in relation to the processing of their personal data.

## **13. PROCEDURE FOR THE SUBMISSION OF PROPOSALS**

### **13.1 Publication**

This call for proposals is published on the Agency's website at the following address:

[www.mobilnost.hr](http://www.mobilnost.hr)

### **13.2 Application form**

Grant applications must be drawn up using the application form specifically designed for this purpose. Please note that only typed applications will be considered.

Application forms can be obtained from the following website:

[www.mobilnost.hr](http://www.mobilnost.hr)

or by writing to:

**AGENCIJA ZA MOBILNOST I  
PROGRAME EUROPSKE UNIJE  
Gajeva 22  
HR – 10 000 Zagreb  
Za program: Mladi na djelu**

### **13.3 Submission of the grant application**

Only applications that are submitted using the **correct form, duly completed and dated** will be accepted. They must be **signed by the person authorised to enter into legally binding commitments on behalf of the applicant organisation**.

Applications which have not been submitted within the specified deadline will be disregarded.

Applications must be sent by the application deadline specified in section 3 of this Call at the latest to the following address:

- **by post**, date as postmark:

**AGENCIJA ZA MOBILNOST I  
PROGRAME EUROPSKE UNIJE  
Gajeva 22  
HR – 10 000 Zagreb  
For the Call (deadline of the application) - Youth in Action-  
Project proposal**

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Additionally, for administrative purposes, an electronic copy should also be sent by e-mail to the address [via@mobilnost.hr](mailto:via@mobilnost.hr). Such copy does not need to bear the signature and stamp of the legal representative and it has no legal value.

In case the two versions of the application are sent on two different days, the date of the postmark shall prevail.

Applications sent by fax or e-mail only will not be accepted.

Applicants will be informed of the receipt of their proposals within 20 working days.

Only applications that meet the eligibility criteria will be considered for possible award of a grant.

Ineligible applicants will be notified of the reasons for their ineligibility.

The Agency will allow applicants the opportunity to correct formal errors within a given time limit. All unsuccessful applicants will be informed in writing.

The proposals selected will be subjected to a financial analysis, in connection with which the Agency may ask the persons responsible for the proposed projects to provide additional information and, if appropriate, financial guarantees.

#### **13.4 Rules applicable**

- Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 (OJ L 390, 30.12.2006, p. 1) amending Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248, 16.9.2002, p. 1).
- Commission Regulation (EC, Euratom) No 478/2007 of 23 April 2007 (OJ L 111, 28.4.2007, p. 13) amending Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 357, 31.12.2002, p. 1).
- Decision No 1719/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing the Youth in Action programme for the period 2007 to 2013.

#### **FURTHER INFORMATION**

Detailed criteria can be found in Annex 1.

For any further information please contact:

Youth in action department at:

E-mail: [via@mobilnost.hr](mailto:via@mobilnost.hr) or +385 1 5005 635