

INSTRUCTIONS TO APPLY ON THE PUBLIC TENDER FOR PROPOSALS OF PROGRAMS/PROJECTS OF CROATIAN EMIGRANT ORGANIZATIONS IN OVERSEAS AND EUROPEAN COUNTRIES FOR 2024

- **CONTENT** – the list of required documentation
- **MEANS OF APPLICATION SUBMISSION AND DEADLINE** – how to apply, where to send applications, the deadline
- **CONTACTS FOR ASSISTANCE AND HELP**

INTRODUCTION

To avoid application refusal due to incompleteness of documentation or other irregularities, it is advisable that applicants get carefully acquainted with these instructions before submitting applications for The Public Tender for Proposals of Programs/Projects of Croatian Emigrant Organizations in Overseas and European Countries for 2024 (Public Tender below).

The instructions include a list of required documentation and information on the means of applying, specifically, where and how to submit an application as well as deadlines and contacts for help regarding The Public Tender.

APPLICATION CONTENT

The application is considered complete if it contains all of the required application forms and attachments.

In the list found below, it is explicitly stated if an original of a certain document is required and what an original encompasses.

The list of required application documentation:

- 1. The form containing the program/project description (ORIGINAL)** - handwritten signatures of an authorized representative of the organization and the project manager are required at the end of the document
- 2. The form containing the program/project budget (ORIGINAL)** - a filled-out form must then be signed by hand by an authorized representative of the organization and the project manager
- 3. CV** – the form must be filled out by the project manager – besides the proposed CV-form, other CV-forms such as Europass etc. are also acceptable
- 4. Proof of registration of the organization** – a statement from a register or corresponding records of organizations in the country of origin; the aforementioned must provide insight into organization activities and proof of the organization being in existence/active for at least a year by the date of publishing this Public Tender - thus, not established after September 2nd, 2023.
- 5. A copy of a valid statute, rulebook or another founding memorandum of the organization** – required only if the organization activity isn't evident from the proof of registration of the organization in the country of origin
- 6. A certificate of no ongoing criminal proceedings against the authorized representative of the organization issued by the court or a confirmation that the aforementioned person had not been convicted of a criminal offence (ORIGINAL OR A CERTIFIED COPY)** - not older than six months; in case

of submitting an electronic certificate, the aforementioned must contain all the components that make up an electronic document which prove its authenticity (electronic signature)

A list of non-mandatory documentation:

1. **A partnership statement** - filled out and submitted only if applicable, meaning if the program/project is planned to be carried out in cooperation with a project partner
2. **Other documentation and attachments**

THE MEANS OF APPLICATION SUBMISSION AND DEADLINE

The application documentation may be delivered in three ways as follows:

- **By registered mail to the address of a corresponding embassy**
- **By personal delivery in a corresponding embassy**
- **By e-mailing a corresponding embassy** – regarding the documentation for which an original or a certified copy is required (program/project description, the program/project budget, a certificate of no ongoing criminal proceedings), if the application is submitted electronically, an original must also be delivered by registered mail or personally to the address of a corresponding embassy

The end date for application submission is 30 days after publishing this Public Tender on the websites of the Central State Office for Croats Abroad, the Ministry of Foreign and European Affairs of the Republic of Croatia and the corresponding embassies or October 2nd, 2024.

Applications submitted past the deadline, incomplete applications or applications that in other ways are not in accordance with the terms of this Public Tender and Regulations on Funding Programs/Projects of Croatian Emigrant Organizations in Overseas and European Countries will not be considered for financial support.

CONTACTS:

Additional information regarding application submission can be obtained at iseljenistvo-projekti@hrvatiizvanrh.hr or on working days between 10 AM and 3 PM CET by calling:

Department for projects and programs of the Croatian Emigrants/Diaspora, Sector for the Croatian Emigrants/ Diaspora

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