INSTRUCTIONS FOR APPLICANTS TO THE PUBLIC TENDER FOR THE SUBMISSION OF PROGRAMS/PROJECTS BY CROATIAN DIASPORA ORGANIZATIONS IN OVERSEAS AND EUROPEAN COUNTRIES FOR 2025

Introduction

Dear applicants, we kindly ask that before completing the online application form for the *Public Tender for the Submission of Programs/Projects by Croatian Diaspora Organizations in Overseas and European Countries for the Purpose of Obtaining Financial Support for 2025*, you carefully read these instructions to ensure that your application is submitted correctly, and the electronic form is completed properly.

We recommend that you access the application from a desktop computer or laptop. Please make sure you have enough time at your disposal and that you prepare all the documentation necessary to complete the application in advance.

Please note that all attached documentation must be legible and valid, and the size of each file must not exceed 30 MB.

Keep in mind that all submitted electronic application forms that are incomplete, or those that don't have the required documentation attached, will not be considered.

If you have not yet registered or created a User Account to apply to previous public calls/tenders through the system, you must first register.

Registration and Application

The electronic application form can be accessed and completed by clicking on the link provided by the Central State Office for Croats Abroad on its official website. You can initiate your registration by clicking the “Prijava” (“Login”) button and then “Registriraj se” (“Register”). To register in the system, you must enter a username and a password. Your username should be your email address, and your password should be a combination of at least 7 characters, including at least 1 uppercase letter, 1 special character, and 2 numbers.

After registering, you will receive an activation link by email. Complete your registration by clicking the link provided in that email. Only then will you be able to log in with your username and password, access the electronic form and begin completing it.

If you forget your username and/or password, click “Forgot your password?” and follow the instructions. If you still cannot access your account, you must register again using a new email address, different from the one used in the initial registration.

New Application

To start a new application, select the **“Moji zahtjevi” (“My applications”)** button on the toolbar at the top of the page and choose the public tender you are applying for: **“Javni natječaj za organizacije hrvatskog iseljeništva” (“Public Tender for Croatian Diaspora Organizations”)**. After selecting the tender, click **“Kreiraj zahtjev” (“Create application”)**.

The application process consists of several sections:

1. Basic Information
2. Information about the Applicant
3. Information about the Program/Project
4. Evaluation and Sustainability of the Program/Project
5. Program/Project Budget
6. Attachments (Upload Files)

By following these sections and question groups, you access the electronic form in which you need to fill in all fields with your application and program/project information.

NOTE: After completing each section, click "Spremi" ("Save") to save your information.

If you have not filled in all required fields, a red warning will appear when attempting to submit the application, indicating the section and field that have not been completed. You must return to that field, enter the required information, and save it before submitting the application.

The electronic form can be completed in multiple sessions: simply save all data after entering it. Your application will be saved with the status "u izradi" ("In progress"), allowing you to exit the application and return later to continue completing it.

Attaching Files

In Section 6, "Prilozi" ("Attachments"), you must upload all mandatory (and, if applicable, optional) documents as indicated in the Public Tender. Each document is added by clicking the "Dodaj" ("Add") button, selecting the desired file, and then clicking "Spremi" ("Save").

Added documents can be deleted using the "Obriši datoteku" ("Delete file") button or downloaded by clicking on the attached file.

Submitting the Application

Once all sections are complete, click the "Pošalji" ("Submit") button to finalize your application. After this step, it will no longer be possible to modify the application, so review all information carefully before submitting.

Before submitting your application, it is necessary to download the attachment „Izjava prijavitelja - organizacije o točnosti podataka" ("Declaration of the applicant/organization on the accuracy of the data"), print it, sign it (by the person authorized to represent the organization), stamp it, upload it back into the system, and prepare to send it (the original) by postal mail in its physical form.

The applicant organization must send only the following documents by registered mail:

- The Declaration of the applicant/organization on the accuracy of the data, signed and stamped (original, not scanned)
- Criminal Record Certificate: a certificate from the competent court (no older than six months) confirming that there is no ongoing criminal process against the person authorized to represent the organization, and/or a certificate confirming that such person has not been convicted of any crime (original or certified copy).

The documentation must be sent by registered mail to:

Središnji državni ured za Hrvate izvan Republike Hrvatske

Ulica Pavla Šubića 29, 10000 Zagreb, Republic of Croatia

indicating:

s naznakom:

"za Javni natječaj za prijavu programa/projekata organizacija hrvatskog iseljeništva u prekomorskim i europskim državama radi ostvarenja financijske potpore za 2025. Godinu"

The deadline for submitting electronic and paper applications (by postal mail) is **September 8, 2025, to October 8, 2025.**

Applications submitted after the deadline, as well as those that are incomplete, inconsistent, not in accordance with the Public Tender and its required documentation, not completed in the official electronic form, or submitted in a manner other than specified, will not be considered.

Review of Applications

Applicants can review their submitted applications and entered data by clicking "Moji zahtjevi" ("My applications") on the toolbar at the top of the page, and also by clicking "Predani" ("Submitted") on the left side of the page.

If necessary, the applicant can initiate a new application by selecting the corresponding public tender/call and clicking "Kreiraj novi zahtjev" ("Create new application"), then entering the necessary data as previously described.

You can request additional information about the application process via email: iseljenistvo-projekti@hrvatiizvanrh.hr or by calling +3851 6444 673 (Monday to Friday, 10:00–15:00).

Due to the potentially large volume of written inquiries, they will be addressed in the order they are received, so we ask for your understanding if you do not receive a response within 72 hours of submitting your inquiry. Likewise, an immediate response is not guaranteed if the inquiry is received within 48 hours prior to the application deadline.