

## Introduction

Esteemed applicants, please read these instructions carefully before submitting your online application for The *2nd Public Call for the application of specific needs and projects of interest to Croats abroad for the purpose of obtaining financial support for 2024* in order to submit it properly.

We recommend accessing this application software through a desktop internet browser as well as ensuring enough time for applying and preparing all necessary documentation beforehand.

We would like to note that the documentation sent as attachments must be readable and valid and that the size of each attachment is limited to 30 MB.

Incomplete e-application forms as well as applications without the required documentation will not be considered.

## Registration and Logging in

The e-application form is accessed via the link available on the website of the Central State Office for Croats Abroad. Before accessing and filling out the form, you will have to register and activate your user account. The first step prior to registration is selecting the category of the applicant - **prijavni obrazac A za prijavitelje-neprofitne organizacije** (for non-profit organizations); **prijavni obrazac B za prijavitelje-fizičke osobe** (for individuals) or **prijavni obrazac C za prijavitelje-ugrožene pojedince pripadnike hrvatskog naroda izvan Republike Hrvatske** (for vulnerable individuals with affiliation to Croatian nation outside of the Republic of Croatia). Follow the registration process depending on the chosen form/category. The registration will begin by clicking on "Prijava" and then the "Registriraj se" button. You will have to enter your e-mail address as your new username and a password containing at least 7 characters (1 capital letter, 1 symbol, 2 numbers).

After registering and creating your user account, you will receive an e-mail (at the e-mail address you provided) an account activation confirmation. By clicking on the link in the e-mail, you will complete the registration process. Now you can access the e-application system using your username and password and begin your online application submission.

In case you forgot your username and/or password, click on "Zaboravili ste lozinku?" and follow the given instructions. If you still cannot access your account, you will have to create a new one providing a different e-mail address than the one used initially.

## New application

Application submission process begins by clicking on „Moji zahtjevi“ in the toolbar of the application software at the top of the page and selecting the tender/call you wish to apply for or the category of an applicant you wish to apply as: Javni poziv za prijavu posebnih potreba i projekata od interesa za Hrvate izvan Republike Hrvatske u svrhu ostvarenja financijske potpore za 2024. godinu – **neprofitne organizacije (A-kategorija)** for non-profit organizations, Javni poziv za prijavu posebnih potreba i projekata od interesa za Hrvate izvan Republike Hrvatske u svrhu ostvarenja financijske potpore za 2024. godinu – **fizičke osobe (B-kategorija)** for individuals, Javni poziv za prijavu posebnih potreba i projekata od interesa za Hrvate izvan Republike Hrvatske u svrhu ostvarenja financijske potpore za 2024. godinu – **ugrožene pojedince pripadnike hrvatskog naroda izvan Republike Hrvatske (C-kategorija)** for vulnerable individuals. After registering and selecting one of the tenders/calls in one of the given applicant categories, you can start filling out the application form by clicking on **Kreiraj zahtjev**.

Filling out the form consists of several steps:

1. Basic information,
2. Information about the applicant,
3. Information about the project,
4. Project evaluation and sustainability,
5. Budget,
6. Attachments (uploading attachments)

You have to fill out the form by following the previously mentioned steps and groups of questions. All fields have to be filled out.

**NOTE:** After filling out each field it is necessary to save entered data by clicking on Spremi.

If any of the fields is left blank, a red warning indicating a missing step and a blank field will appear after submitting the application form. In that case, return to the missed step/blank field, fill in the required information, save and submit the form.

It is possible to edit an unfinished application form. All you have to do is save the data before logging out. This process will mark it's status as „u izradi“. By doing so, you can continue filling out the form later.

### **Uploading attachments**

In step 6, Prilozi, you will have to upload the required attachments and documentation as well as optional documents if needed, as stated in The Public Call. Each attachment can be uploaded by clicking on „Dodaj“ next to the selected attachment, selecting and uploading the chosen file and clicking on „Spremi“.

Each of the uploaded attachments can be deleted by clicking on „Obriši datoteku“ or downloaded by clicking on the uploaded file.

### **Submitting and sending the application**

After completing all the steps, you have to click on „Pošalji“ in order to submit the e-application form. After that, you can no longer edit your application which is why we recommend checking the information you put in before sending by clicking on „Pošalji“.

**Before you send the e-application form, it is necessary to download the attachment „Izjava prijavitelja o točnosti podataka“ za neprofitne organizacije (A-kategorija) for non-profit organizations, „Izjava prijavitelja o točnosti podataka“ za fizičke osobe (B-kategorija) for individuals or „Izjava prijavitelja o točnosti podataka“ za ugrožene pojedince pripadnike hrvatskog naroda izvan Republike Hrvatske (C-kategorija) for vulnerable individuals. It must then be printed, filled out, verified by a handwritten signature of an authorized representative of the non-profit organization/individual/vulnerable individual and an official seal (applicable only for non-profit organizations), uploaded and prepared for mailing as described below.**

Non-profit organizations must mail the following: a verified statement on the accuracy of information for the non-profit organization – category A/„Izjava prijavitelja o točnosti podataka“ za neprofitne organizacije (A-kategorija) and a certificate of no ongoing criminal proceedings against the authorized representative of the organization, no older than six months, issued by the court or a confirmation stating that the aforementioned person had not been convicted of a criminal offence (original or a certified copy).

Individuals must mail the following: a hand-signed statement on the accuracy of information for the individual – category B/„**Izjava prijavitelja o točnosti podataka“ za fizičke osobe (B-kategorija)** and a certificate of no ongoing criminal proceedings against the applicant, no older than six months, issued by the court or a confirmation stating that the aforementioned had not been convicted of a criminal offence (original or a certified copy).

Vulnerable individuals in affiliation with the Croatian nation outside of the Republic of Croatia have the option of submitting their applications and delivering documentation in one of the following ways: electronically via the application software in which case they must mail a verified statement on the accuracy of information for the vulnerable individual/„**Izjava prijavitelja o točnosti podataka“ za ugrožene pojedince pripadnike hrvatskog naroda izvan Republike Hrvatske (C-kategorija)** and the certificate of no ongoing criminal proceedings against the applicant, no older than six months, issued by the court or a confirmation stating that the aforementioned had not been convicted of a criminal offence (original or a certified copy) in paper or they can submit their application exclusively in paper form in which case the application must contain all documentation listed in the Public Call.

The aforementioned documentation must be mailed to the following address:

**Središnji državni ured za Hrvate izvan Republike Hrvatske  
Pantovčak 258, 10000 Zagreb, Republika Hrvatska**

With the indication:

**„za Javni poziv za prijavu posebnih potreba i projekata od interesa za Hrvate izvan Republike Hrvatske u svrhu ostvarenja financijske potpore za 2024. godinu“**

The deadline for both online and paper application submission is **November 7, 2024**.

Applications submitted after the deadline, incomplete applications or applications containing deviations or parts not in accordance with the Public Call and the necessary documentation, applications not filled out in an appropriate e-application form, applications not written in the prescribed Public Call forms and those submitted in other ways contradictory to the Public Call, will not be considered.

### **Application overview**

Users can access applications they submitted and information they contain by clicking on „Moji zahtjevi“ in the application software toolbar at the top of the page and on „Predani“ on the left.

It is possible to create a new application by selecting a Public Call and clicking on „Kreiraj novi zahtjev“ followed by entering the information as previously described.

Additional information regarding application submission can be obtained at [programi-projekti@hrvatiizvanrh.hr](mailto:programi-projekti@hrvatiizvanrh.hr) or on weekdays between 10:00 AM and 3:00 PM by calling:

Information for applicants from Bosnia and Herzegovina

The department for projects and programs of Croats from Bosnia and Herzegovina  
+385(0)1/6444-651

Information for applicants belonging to the Croatian national minority

The department for projects and programs of the Croatian national minority  
+385(0)1/6444-653

Information for applicants from the Croatian diaspora

The department for projects and programs of the Croatian Emigrants/Diaspora,  
+385(0)1/6444-699

Due to the increased number of inquiries, the aforementioned will be answered in order received. We would appreciate your understanding in case you do not receive a written response within 72 hours of sending the inquiry. Thus we cannot guarantee a prompt response if your inquiry is received less than 48 hours before the Public Call application submission deadline.