

QUESTIONS AND ANSWERS

ESTABLISHING SUPPORT IN SOCIAL INTEGRATION AND EMPLOYMENT OF DISADVANTAGED AND MARGINALIZED GROUPS

Republic of Croatia

1. Publication reference

EuropeAid/129121/M/ACT/HR

2. Procedure

Open

3. Programme

IPA

4. Financing

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5. Contracting Authority

Croatian Employment Service, Department for Financing and Contracting of EU Projects

QUESTIONS	ANSWERS
<p>Q1. The objective of our project would be support in social integration of prisoners who are not social assistance beneficiaries yet but they will be in the future after leaving the prison. Is that in accordance with Your theme of the project?</p>	<p>Please note that objectives of this Call for Proposals are defined in Guidelines for Applicants (GfA), section 1.2 <i>Objectives of the programme and priority issues</i>. The objective of your project should be in accordance with the global and specific goal of this Call for Proposals.</p> <p>Furthermore, in the same section, target groups are defined and as such should be respected. Please note that assessment of the relevance of the target group is the task & responsibility of the Evaluation Committee.</p>
<p>Q2. Concerning the definition of long-term unemployed persons, which documents are required to verify this status; is it necessary to be registered at the Employment Office, or is it sufficient to be registered at the Social Services as an unemployed person.</p>	<p>Regarding verification of long-term unemployment status of target groups, it is sufficient to be registered at the Social Welfare Centre as permanent assistance beneficiary.</p>
<p>Q3. The definition of social assistance beneficiaries is used according to Article 15 of the Social Welfare Act. It is translated in Croatian as “korisnici stalne pomoći”. Does it</p>	<p>Yes, definition of target groups refers to beneficiaries of permanent social assistance, as stated in the GfA, section 1.1 <i>Background</i> under the footnote No 4.</p>

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<p>mean that the accent is on permanency? Most persons with disabilities that are social assistance beneficiaries have some other sort of permanent benefits like “osobna invalidnina” (personal compensation for disability) and “naknada do zaposlenja” (unemployment benefit). Would it be permitted to bring such persons into the project?</p>	<p>Regarding other sorts of benefits like personal disability allowance and the unemployment allowance which are also granted by the Social Welfare Act (Article 55 and Article 59a), please note that beneficiaries of these rights can at the same time be beneficiaries of the right to permanent assistance, and only in this case can they be included in the project activities.</p>
<p>Q4. Concerning the eligibility of applicants, how firm is the rule that applicants must be legally registered for at least two years as an organization or institution. Could you please elaborate on this point in order to provide an explanation regarding how this is considered? Please also advise which documents would have to be provided for this.</p>	<p>Regarding eligibility of applicants, please note that all requirements stated under GfA, section 2.1.1 <i>Eligibility of applicants: who may apply</i> must be satisfied.</p> <p>Regarding your question on documents to be provided, please note that during evaluation process Step 4 (verification of eligibility of the applicant and partners), applicant is asked by the Contracting Authority to submit additional documentation, which is stated in the GfA, section 2.4 <i>Submission of supporting documents for provisionally selected applications</i>. Your legal status will be checked by the Legal entity sheet (enclosed to this Call for Proposals as Legal entity File – public/company) duly completed and signed by the applicant, accompanied by the justifying documents which are requested therein.</p>
<p>Q5. We would like you to confirm to us that the LIF and FIF documents (and the following documents- a copy of the resolution, law, decree or decision establishing the entity in question; or, failing that, any other official document attesting to the establishment of the entity by the national authorities if this field is completed, please attach an official vat document”) are not an obligated part of a full application form, or obligated annex to the application form. That is should we, or should we not send them?</p>	<p>Only the applicants who have been provisionally selected after the evaluation of the Concept Note and the Full Application Form will be asked to submit documents in question by the Contracting Authority for the purpose of eligibility verification.</p> <p>For details please see section 2.4 <i>Submission of supporting documents for provisionally selected applications</i> of the Guidelines for Applicants.</p>
<p>Q6. We would ask you to clarify the confusion regarded packing of the concept note. We are not sure whether it is required from us to submit the concept not twice in hard copy, for original application, as well as twice for each copy? That is, should we prepare the concept note as a part A of the application, and then again as a part of the part B of the application (full application form), or it is not necessary to insert it again in the application form?</p>	<p>Please note that the Application Form itself consists of two integral parts, part A: Concept Note and part B: Full Application Form, which both have to be filled in and submitted.</p> <p>For detailed procedures please consult GfA, section 2.2.2 <i>Where and how to send the Applications</i>.</p>
<p>Q7. Is the list of the target groups final?</p>	<p>Target groups for this Call for Proposals are defined in GfA, section 1.2 <i>Objectives of the programme and priority issues</i> and as such should be respected.</p>

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Q8. How many partners applicant can have? Is it applicant + 3 partners or applicant + 2 partners?	As indicated in the GfA, section 2.1.2 <i>Partnerships and eligibility of partners</i> , Applicant should have a maximum of three partners.
Q9. Is it allowed to use table sheets for describing activities in paragraph 1.7.?	<p>According to the GfA, section 2.2.1 <i>Application form</i> applications must be submitted in accordance with the instruction on the Concept Note and the Full application form included in the Application Form enclosed to this Call for Proposals.</p> <p>Please note that there is no prescribed form how the action in section 1.7 of Application Form should be described. As long as you follow the instructions indicated in the section 1.7. of Application Form and provide relevant information, any form you choose to describe the action is acceptable and suitable.</p>