



On the basis of Council Regulation (EC) **No 1085/2006** of 17 July 2006 laying down general provisions on the Instrument for Pre-accession Assistance Fund (IPA) and its amendments in Commission Regulation (EC) **No 540/2010** of 16 June 2010, Commission Regulation (EC) **No 718/2007** of 12 June 2007 implementing Council Regulation (EC) No 1085/2006 establishing an Instrument for Pre-accession Assistance (IPA) and its amendments in Commission Regulation (EC) **No 80/2010** of 28 January 2010 and in Commission Regulation (EC) **No 1292/2011** of 9 December 2011, Operational Programme Slovenia-Croatia 2007-2013 and of Decree on the implementation of procedures for the use of funds of ETS and IPA in the Republic of Slovenia in the programming period 2007-2013 (Official Gazette RS No.45/2010), the Managing Authority hereby issues the

3rd Call for Proposals
in the frame of the IPA Operational Programme Slovenia-Croatia 2007-2013

Reference number: 4300-303/2011

1. Managing Authority

The Government Office of the Republic of Slovenia for Local Self-Government and Regional Policy, Dunajska 58, 1000 Ljubljana, represented by the Sector for the Management of Cross-border Programmes acts as the Managing Authority.

The Managing Authority is the contracting authority for IPA funds.

2. Call for Proposals

This Call for Proposals is issued by the Managing Authority and is applicable for eligible applicants from Croatia and Slovenia.

The Application Pack, consisting of the Practical Implementation Manual (PIM), Application Form and its Annexes, sample IPA Subsidy Contract, sample Partnership Agreement and IPA Operational Programme Slovenia-Croatia 2007-2013, is available on the web page <http://www.si-hr.eu>.

Regarding the limited time of project implementation the project should be ready to go with concrete outputs and results.





3. Subject of the Call for Proposals

The subject of this Call for Proposals is co-financing operations that contribute efficiently to the **overall objective of the programme:**

To create a dynamic cross-border area with intense interactions of development actors and their stakeholders on both sides of the border towards the jointly defined goals.

The subject of this Call for Proposals is co-financing of operations from the IPA funds corresponding to the following measures within Priorities 1 and 2 of the IPA Operational Programme Slovenia-Croatia 2007-2013.

Priority 1: Economic and Social Development

- Measures:
 - Tourism and rural development
 - Development of entrepreneurship
 - Social integration

Priority 2: Sustainable Management of Natural Resources

- Measures:
 - Environmental protection
 - Preservation of protected areas

For detailed information on the description of measures, their objectives and main activities under each priority refer to chapter 6 of the Operational Programme. In order to make your project compliant with the programme it is compulsory to read and take into account the description under each priority and corresponding measure.

Each project proposal can address only **one** of the above-mentioned priorities. Activities have to indicate cross-border impact on the eligible area of this Programme.

The project partners must fulfil at least one of the cross border cooperation criteria: joint development, joint implementation, joint staffing and joint financing.





4. Available funds, share of co-financing and project size

The indicative amount of 10.817.946 EUR from the IPA Fund under this Call for Proposals will be available for co-financing operations.

The indicative funds are subdivided by priority as follows:

Priorities	Community IPA funding
1. Economic and Social Development	5.408.973
2. Sustainable Management of Natural Resources	5.408.973
Total	10.817.946

Joint Monitoring Committee reserves the right:

- not to grant all available funds in the 3rd Call for Proposals if the quality of received applications is not high enough and the programme objectives and indicators can not be reached;
- to increase the 3rd Call for Proposals indicative amount of available funds up to the programme financial resources available for projects.

Only eligible expenditures can be co-financed by the programme, whereby the Community co-financing from the IPA fund can amount to max. 85,00% of the public funding. Each Slovene partner must ensure at least 5,00% of own contribution. Each Croatian partner must ensure at least 15,00% from public sources.

The projects eligible for participation in the programme are those with the total IPA amount requested from 75.000,00 EUR to 1.000.000,00 EUR for Priority 1 (Economic and Social Development) and from 75.000,00 EUR to 1.500.000,00 EUR for Priority 2 (Sustainable Management of Natural Resources).

5. Programme Area

The programme area of the cross-border cooperation IPA Operational Programme Slovenia–Croatia 2007-2013 includes the following territorial units on the NUTS level 3:





- **in the Republic of Slovenia:** Pomurska, Podravska, Savinjska, Spodnjeposavska, Jugovzhodna Slovenija, Notranjsko-kraška, Obalno-kraška, Osrednjeslovenska region
- **in the Republic of Croatia:** Međimurska, Varaždinska, Krapinsko-zagorska, Zagrebačka, Karlovačka, Primorsko-goranska, Istarska county and City of Zagreb.

Osrednjeslovenska region and City of Zagreb are included in the eligible area of the programme as adjacent regions. Expenditure incurred in implementing operations in adjacent regions may be financed up to a limit of 20% of the IPA amount of the programme. This means that expenditure incurred in implementing operations in Osrednjeslovenska region and City of Zagreb refers to the programme and not to the project level.

In case expenditure incurred in implementing operation in adjacent regions (Osrednjeslovenska region and City of Zagreb) exceeded 20% of the IPA amount to the programme, the IPA amount requested by the projects will have to be reduced accordingly.

6. Eligible applicants and partners

Beneficiaries of the two priorities must:

1. be non-profit legal persons established by public or private law for the purpose of public and general interest, belonging to one of the following groups:

- Regional and local public authorities;
- Public bodies and public equivalent bodies such as: funds, institutions, agencies established by the state or a municipality, research and development institutions, education and training institutions, health care institutions, institutions for protecting natural and cultural heritage, local and regional development agencies etc.;
- Non-governmental organisations such as associations, foundations;
- Chambers of commerce, agriculture, crafts and industry, clusters registered as non-profit legal persons;
- Legal entities established by private law with non-profit status and purpose of operating, such as societies, local and regional development agencies registered as companies, local tourism organizations, training organizations, private institutions, etc.





2. The minimum requirement is to have **at least one project partner from Slovenia and one from Croatia**. The upper number of project partners is not limited;

3. The partners must have their headquarters or a regional/local branch registered and acting in the eligible programme area. However, an exception can be possible, in cases where the discrepancy is deriving from different organisational setup of a partner. The situation where the headquarters of the partner is **not located in the eligible programme area** can be solved in the following ways:

a. in case the national/regional organisations headquarters is not registered in the eligible area and the local branch office **is a legal entity** then the local branch office has to be the potential project partner and in cases of contracting it shall be the Final Beneficiary.

b. in case the national/regional organisations headquarters is not registered in the eligible area and its local branch office **is not a legal entity** then the national/regional organisation has to be the potential project partner. In this case, the organisation shall prove its distinct role in the border region with the following:

- at least one year of operation of a local organisational unit in the eligible area must be justified;
- the leader of the branch office has to be an authorised representative of the legal person to act in connection to the implementation of the relevant project part and
- project activities have to be implemented in the eligible programme area and must have a cross-border character, with the local staff being involved in project management.

4. must have legal, financial and operational capacity to participate in the programme.

7. Eligible period of co-financing

The earliest possible start of the project is the date of the decision of the project approval by the Joint Monitoring Committee. The project end is the date when the last payment has been executed by the project partners. In any case, all projects have to end 15 months after the date of the Joint Monitoring Committee decision on the project approval at the latest.

8. Duration

Projects eligible for participation in the programme are those with the duration of maximum 15





months from the date of the Joint Monitoring Committee decision on the project approval.

9. Eligible costs

- 1) Personnel cost;
- 2) External service costs,
- 3) Investment costs;
- 4) Administrative costs.

A detailed description of the eligible costs is included in the Practical Implementation Manual under Chapter 4.1.

Expenditure can be considered to be eligible at the earliest from the date of the decision of the project approval by the Joint Monitoring Committee. The start of the eligibility period of expenditure can also be determined on a later date if national or European legislation requires so.

10. Project development support

In the course of the Call for Proposals, questions may be sent by e-mail to the following addresses:

Joint Technical Secretariat Slovenia-Croatia 2007-2013

Government Office RS for Local Self-Government and Regional Policy

Sector for the Management of Cross-border Programmes

Dunajska 58, SI-1000 Ljubljana

Contact person: Gordana Stanišić, M.Sc. **(information in Slovene language)**

e-mail: jts-si-hr.svlr@gov.si

or by telephone +386 1 3201 411 (Office hours: Tuesday, Wednesday, Thursday: 9.00 -12.00)

Info Point

Ministry of Regional Development and EU Funds

Trg kralja Petra Krešimira IV br.1,

HR-10000 Zagreb

Contact person: Viktorija Rončević **(information in Croatian language)**

e-mail: viktorija.roncevic@mrrfeu.hr

or by telephone +385 1 6391 991 (Office hours: Tuesday, Wednesday, Thursday: 9.00 -12.00)





The Joint Technical Secretariat and Info Point shall provide support to potential applicants by providing information concerning the programme and technical support in preparing the applications.

Check the programme website www.si-hr.eu for dates on planned informative workshops and for frequently asked questions and answers or contact directly the JTS or the Info Point.

11. Submission of the applications

Each Lead Partner can submit several applications. The application can be submitted at any time between the launch date and the closing date of the Call for Proposals.

The application pack is available on the web site: **www.si-hr.eu**

The deadline for the **receipt** of applications under this Call is **16.4.2012 by 15.30 hours on the following address:**

Joint Technical Secretariat Slovenia-Croatia 2007-2013
Government Office for Local Self-Government and Regional Policy
Sector for the Management of Cross-border Programmes
Dunajska 58
SI-1000 Ljubljana

Applications can be submitted to the indicated address only.

The application must be submitted in paper and electronic form.

12. Opening of the applications

The opening of applications is not public.

The envelope has to be sealed and properly marked and should include:

- a) The address to which the application is submitted
- b) The full name and address of the Lead Partner
- c) The reference number of the Call for Proposals: 4300-303/2011
- d) The acronym of the project proposal
- e) The wording: **»Do not open – 3rd Call for Proposals for OP IPA SI-HR 2007-2013«.**

In order for the application to be accepted, the application must arrive at the indicated address on time and the envelope must be marked in such a way that it can be seen to which Call for





Proposals it refers to.

13. Project selection

The project selection procedure will be conducted in two phases.

13.1 Administrative and eligibility check

After registration of the received project applications, the JTS shall perform the administrative and eligibility check.

The application is complete if:

1. An original paper version of the completed Application Form (all sections of Part A and Part B, plus Annexes) must be submitted. Supporting documents may be copies in case they correspond to the original. All supporting documents which are applicable in line with the List of Supporting Documents have to be enclosed.
2. One electronic version of the completed Application Form (all sections of Part A and Part B, plus authorised Annexes) must be submitted on a CD-Rom or Memory stick.

The electronic version must contain all the documents (Application Form including Annex II and scanned, signed and stamped¹ Annex I, Annex III² and Section 5 of Application Form – part A). The e-version of the Application Form must be identical to the printed one.

In case of missing documents or clarifications needed, the Lead Partner shall be contacted.

13.2 Rejection of the application

The application will not be opened and will be rejected automatically if the requirements listed in points 11 and 12 are not fulfilled:

1. The application in hard copy did not arrive on time,
2. The envelope was not appropriately marked in line with Point 12.

The application will be rejected without any requests for missing documents if:

¹ If stamp exists

² If applicable





1. The Application Form was hand-written instead of typed,
2. The application was not submitted in the required languages (except for Annex II to Application Form),
3. The application did not arrive in forms demanded (1 original hard copy, 1 e-version).

The application will be rejected also for the following reasons:

1. The application does not fulfill the opening, administrative or eligibility conditions.
2. The reply to the request for missing documents or request for clarifications did not arrive within the deadline indicated in the request or if the materials/answers sent in were incomplete or inappropriate.
3. The score the application obtained on the ranking list was not high enough to receive the IPA funds available.
4. In case no more IPA funds were available.

The applications have to fulfill all the conditions in the administrative and eligibility check. Ineligible costs do not have the influence on the eligibility of the whole application. Ineligible costs will not be co-financed.

In case of missing data/supporting documents or clarifications needed, the Managing Authority/JTS can invite the applicants to complete or provide missing documentation or clarifications to specific parts of the application in 10 calendar days. In case the reply is not submitted on time the applications will be rejected. **Rejected applications will not be returned to the applicants, neither will applications recommended for co-financing.**

Please note that in case any section of the Application Form is not filled in, the application will not be automatically rejected. If some parts are missing which are not vital for the project implementation, the project will obtain a lower score for the aspects missing.

The applications that fulfill the conditions in administrative and eligibility check will proceed to Quality assessment.

13.3 Quality Assessment

The projects that pass the administrative compliance and eligibility check shall be further assessed by assessors using the criteria presented in Chapter 5.3 of the Practical Implementation Manual.

Only applications receiving at least 89 points in the quality assessment can be co-financed within the 3rd Call for Proposals.





14. Projects Approval

The **final decision** on the project is made by the Joint Monitoring Committee of the IPA Operational Programme Slovenia-Croatia 2007-2013.

The Joint Monitoring Committee formally decides on the approval or rejection of projects and on the IPA contribution.

15. Informing on the project selection

On the basis of the decision of the Joint Monitoring Committee, the Managing Authority will inform the Lead Partner on the approval/rejection of the application with an official letter within 30 days of the decision of the Joint Monitoring Committee.

For the approved projects, further information about the following steps for contracting will be provided within this letter.

16. Amendments to the Call for Proposals

Should the Call for Proposals and its Application Pack be amended before the closing date of the Call for Proposals, corrigenda will be published on the following web site: www.si-hr.eu. In the Official Journal of the Republic of Slovenia only Amendments of the Call for Proposals will be published.

Applicants are obliged to respect eventual amendments to the Call for Proposals and its Application Pack published in the manner as described above.

17. Language

The Call for Proposals and the Application Pack are published in Slovene and Croatian language. In case of discrepancies between the Slovene and Croatian text of the application pack, harmonized English version will be used as a tool for common understanding.

The application must be submitted in **Slovene AND Croatian** only, except for Annex II to Application Form which must be submitted also in English, and supporting documents which can be submitted only in the original language.





18. Suspensive clauses

1. For Croatian beneficiaries the project expenditure is eligible under the condition it is incurred after the Financing Agreement between the European Commission and the Republic of Croatia for the 2012-2013 period is signed.
2. In case the Commission Decision amending Commission Decision No. C(2010) 3779 as of 17 June 2010 amending Commission Decision C(2008)739 as of 27 February 2008 adopting the Operational Programme IPA Slovenia-Croatia 2007-2013 will not be adopted by the time of the project selection the Call for Proposals will be cancelled.

19. Other provisions

The results of this Call for Proposals are information of public nature and will be published on the web site www.si-hr.eu after signing the IPA Subsidy Contracts with the selected Lead Partners.

Government Office of the Republic of Slovenia
for Local Self-Government and Regional Policy

