



Europa za građane

Proces prijave projekta

Križevci, 8. studenog 2018.

Upute za prijavu projektnih prijedloga

Proposal Submission User Guide

1. Korak – EU login tj. izrada ECAS računa

(<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>)

2. Korak – Registracija u Portal za korisnike

(<http://ec.europa.eu/education/participants/portal/desktop/en/organisations/register.html>)

3. Korak – Preuzimanje e-obrasca

(https://eacea.ec.europa.eu/documents/eforms_en)

1. **EU login** (prije ECAS- European Commission Authentication System) – servis Europske komisije koji omogućava pristup digitalnim sustavima europskih institucija → prijavljujete se kao **fizička osoba** → preduvjet za registraciju u Portal za korisnike

EU Login
One account, many EU services

Where is ECAS? English (en)

Create an account Login

Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language
English (en)

Enter the code

By checking this box, you acknowledge that you





2. Portal za korisnike (Participants portal) – registracija organizacija → unos pravnih i financijskih podataka → dobivanje **PIC** (*Participant Identification Code*) deveteroznamenkastog broja





Register an Organisation

To participate in proposals and projects, you must register your organisation first.

After registration, a unique identifier is assigned to your organisation

This is the 9-digit **PIC (Participant Identification Code) number** that will be used as a reference by the Commission in any future interactions. A **single registration** is required for each organisation in the system.

Please keep the legal data of the organisation and programme related information at hand. You can check the information you will need for the registration in the documentation of the call for proposals. Please note that you have to register your organisation before submitting a project application.

You can pause the registration process at any time and continue it later. The system automatically saves your draft registration and will keep it until you complete it or for up to one year after its last edit.

[REGISTER ORGANISATION](#)

[RESUME REGISTRATION](#)

How to update your organisation data?

[Modify registered data](#)

If the Validation Services have not started the validation of your data yet:

[Upload supporting documents](#)

If the Validation Services have already started the validation process:

[Modify validated data](#)

If your data has been validated by the Validation Services:

European Commission

BUDGET

European Commission > ... > contracts and grants > information for contractors > financial identification

Home

EU Budget Focused on Results

The budget explained

Figures

Documents

Library

Contracts and grants

Information for contractors

Doing business with the EU Commission

InforEuro

Financial identification

Legal entities

Low value contracts

Call for tenders

EU Results
Collection of EU funded projects. [Find out more >](#)

Financial identification

[ΦΙΝΑΝΣΟΒΑ ΙΔΕΝΤΙΦΙΚΑΚΙΑ](#)
[FINANČNÍ IDENTIFIKACE](#)
[BANKOPLYSNINGER](#)
[FINANZANGABEN](#)
[ΕΝΤΥΠΟ ΟΙΚΟΝΟΜΙΚΩΝ ΣΤΟΙΧΕΙΩΝ](#)
[FINANCIAL IDENTIFICATION](#)
[IDENTIFICACIÓN FINANCIERA](#)
[FINANTSTEARE VORM](#)
[SIGNALET DUE FINANCIERE](#)
[FINANCIJSKA IDENTIFIKACIJA](#)
[PÉNZÜGYI ADATLAP](#)
[IDENTIFICAZIONE FINANZIAR](#)



KONTAKT TOČKA
Europa za građane

European Commission > Budget > contracts and grants > information for contractors > legal entities

Home

EU Budget Focused on Results

The budget explained

Figures

Documents

Library

Contracts and grants

Information for contractors

Doing business with the EU Commission

InforEuro

Financial identification

Legal entities

Low value contracts

Call for tenders

Getting a grant

Who has received funding?

EU Results
Collection of EU funded projects. [Find out more >](#)

Legal entities

[ΠΡΑΒΗΛ ΣΥΒΕΚΤ](#)
[PRÁVNÍ SUBJEKT](#)
[RETLIG ENHED](#)
[RECHTSTRÁGER](#)
[NOMIKH ONTOHTHA](#)
[LEGAL ENTITIES](#)
[ENTIDAD LEGAL](#)
[JURIIDILINE ISIK](#)
[ENTITES LEGALES](#)
[PRAVNI SUBJEKT](#)
[JOGALDANT](#)
[SOGGETTO DI DIRITTO](#)
[TEISÉS SUBJEKTAS](#)
[JURIDISKA VIENĪBA](#)
[ENTITÀ LEGALI](#)
[JURIDISCHE ENTITEIT](#)
[OSOBA PRAWNA](#)
[ENTIDADE LEGAL](#)
[ENTITATE JURIDICĂ](#)
[PRÁVNÝ SUBJEKT](#)
[PRAVNA OSEBA](#)
[OIKEUSSUBJEKTI](#)
[RÄTTSSUBJEKT](#)

The Adobe-Acrobat forms which you will find hereafter are intended to help you in communicating to the Commission departments, who would request you to forward your legal, so that those can be recorded in the "Legal Entity File (LEF)" managed.





3. E-obrazac (eForm) – preuzimanje obrasca u pdf obliku (uz pomoć vašeg PIC broja) → izrada projektnog prijedloga → prijava isključivo elektronski (***SUBMIT THIS FORM*** – na kraju obrasca), uz obavezne priloge (Izjava o časti)

Korisne mrežne poveznice:

E-obrasci Agencije su dostupni na : http://eacea.ec.europa.eu/eforms/index_en.php

Korisnički vodič (proposal submission user guide) za ispunjavanje e-obrasca:

http://eacea.ec.europa.eu/eforms/index_en.php

Najčešće poteškoće i odgovori: http://eacea.ec.europa.eu/eforms/index_en.php#issues

The screenshot shows the 'Electronic Application Forms - eForms' page on the EACEA website. The page features a navigation bar at the top and a main content area with a table of available eForms. The table has the following columns: PROGRAMME AND ACTION, STRAND / ACTION, ELECTRONIC APPLICATION VERSION, RELEASED ON, ACCESS TO THE ELECTRONIC APPLICATION, and USER GUIDE. The 'USER GUIDE' column is circled in red. The row for 'Europe for Citizens, Strands, Democratic engagement and civic participation, Civil society projects' is also circled in red.

PROGRAMME AND ACTION	STRAND / ACTION	ELECTRONIC APPLICATION VERSION	RELEASED ON	ACCESS TO THE ELECTRONIC APPLICATION	USER GUIDE
Erasmus+, Key Action 2: Cooperation for innovation and the exchange of good practices, Knowledge alliances	Knowledge Alliances 2018	2.4	30/11/2017	Application eForm homepage	
Erasmus+, Key Action 1: Learning Mobility of Individuals, Erasmus Mundus Joint Master Degrees	Key Action 1 - Erasmus Mundus Joint Master Degrees	2.4	22/12/2017	Application eForm homepage	
Europe for Citizens, Strands, Democratic engagement and civic participation, Civil society projects	Civil Society Projects - 2018	3.4	22/12/2017	Application eForm homepage	
Erasmus+, Sport, Collaborative partnerships, Not-For-Profit European Sport Events	ERASMUS+ SPORT 2018	1.4	15/01/2018	Application eForm homepage	
Erasmus+, Key Action 2: Cooperation for innovation and the exchange of good practices, Capacity-building in higher education	Capacity building in the field of Higher Education - 2018	1.3	08/12/2017	Application eForm homepage	
EU Aid Volunteers, Certification Mechanism for Sending and Hosting Organisations	EU Aid Volunteers - Certification mechanism for sending and hosting organisations	1.0	04/01/2018	Application eForm homepage	
Erasmus+, Key Action 2: Support for policy reforms, European policy experimentations	European Policy Experimentations EACEA/28/2017	2.4.1	08/12/2017	Application eForm homepage	
Creative Europe, MEDIA, Support to Film Education	Support for Film Education 2018	3.4	14/11/2017	Application eForm homepage	
Erasmus+, Key Action 2: Cooperation for innovation and the exchange of good practices,	Capacity Building in the Field of Youth 2018	2.3	21/12/2017	Application eForm	



Kontakti za programska pitanja:

- Cjelina 1. – Europsko sjećanje: EACEA-C1-REMEMBRANCE@ec.europa.eu
- Cjelina 2. – Demokratski angažman i građansko sudjelovanje:
 1. Bratimljenje gradova i umrežavanje gradova: EACEA-C1-TT-NT@ec.europa.eu
 2. Projekti civilnog društva: EACEA-C1-CIVILSOCIETY@ec.europa.eu
- Tehnička podrška pri ispunjavanju e-obrasca: eacea-helpdesk@ec.europa.eu



Proračun projektnih prijedloga

NAČIN IZRAČUNA:

- **paušali (Lump sums)** za Mjeru 2.1. Bratimljenje gradova – **broj pozvanih sudionika ili jedinični iznosi (Unit costs)** za Mjeru 1. Europsko sjećanje, Mjeru 2.2. Umrežavanje gradova i Mjeru 2.3. Projekti civilnog društva – **broj sudionika i broj uključenih zemalja**
- Ne postoji izrada detaljnog proračuna putem posebnog obrasca niti se pravdaju pojedini troškovi – važno je ostvariti prijavljeni broj sudionika i imati popratnu dokumentaciju koja to potvrđuje (potpisne liste, fotografije, web stranica)

TABLICA 1.

JEDINIČNI TROŠAK ZA MJERU 1. EUROPSKO SJEĆANJE, 2.2 MREŽE GRADOVA I 2.3 PROJEKTI CIVILNOG DRUŠTVA

Broj sudionika →	25/50	51/75	76/100	101/125	126/150	151/175	176/200	201/225	226/250	251/275	276/300	>300
Broj zemalja ↓												
1-3	12.600	15.120	17.640	20.160	22.680	25.200	27.720	30.240	32.760	35.280	37.800	37.800
4-6	15.120	17.640	20.160	22.680	25.200	27.720	30.240	32.760	35.280	37.800	40.320	40.320
7-9	17.640	20.160	22.680	25.200	27.720	30.240	32.760	35.280	37.800	40.320	42.840	42.840
10-12	20.160	22.680	25.200	27.720	30.240	32.760	35.280	37.800	40.320	42.840	45.360	45.360
13-15	22.680	25.200	27.720	30.240	32.760	35.280	37.800	40.320	42.840	45.360	47.880	47.880
>15	25.200	27.720	30.240	32.760	35.280	37.800	40.320	42.840	45.360	47.880	50.400	50.400

Tablica 3 – paušali (Lump sums)

- vrijedi samo za mjeru 2.1. Bratimljenje gradova jer je maksimalni dopušteni iznos **25.000 EUR** i jedini parametar koji je važan jest broj **međunarodnih (*invited participants*)** sudionika koji će sudjelovati u projektu.

TABLICA 3.

Broj sudionika	Paušalni iznos (EUR)
>175	25.000
161/175	24.190
146/160	22.175
131/145	20.160
116/130	18.145
101/115	16.630
86/100	14.615
71/85	12.095
56/70	10.080
41/55	7.560
25/40	5.040



Troškovi pripremnih aktivnosti

- primjenjivo je samo za mjeru 1.2. Europsko sjećanje i 2.3. Projekti civilnog društva
- namjena je pokriti troškove pripremnog sastanka članova projektnog tima

TABLICA 2.

Ukupni broj sudionika u pripremnim aktivnostima	Paušalni iznos (EUR)
≤ 5	2.270
$> 5 \text{ i } \leq 10$	5.290
$> 10 \text{ i } \leq 15$	7.560
> 15	10.080



Prihvatljivi troškovi:

- troškovi osoblja izravno povezane s djelovanjem,
- putni **troškovi** i troškovi **boravka** sudionika na događaju,
- **najam dvorane**, usmeno i pismeno **prevođenje** za potrebe održavanja događaja,
- troškovi **komunikacije/informiranja** povezanih s događajima,
- troškove **koordiniranja** koji su nastali sudjelovanjem nekoliko organizacija.



Važni rokovi i brojke nakon dobivanja bespovratnih sredstava:

- Odobreni projekt- EACEA šalje **odluku o dodjeli bespovratnih sredstava** ili **ugovor o dodjeli bespovratnih sredstava** (samo kod pridruženih članica Programa)
- Za projekte 2.2. umrežavanja gradova, 1.2. europskog sjećanja i 2.3. civilnog društva, predfinanciranjem se isplaćuje od **40 % do 60 %** iznosa bespovratnih sredstava.
- Isplata predfinanciranja izvršava se **u roku od 30 dana** od dana slanja odluke tj. kada EACEA potpiše ugovor s korisnikom
- Projekti kojima je odobreno **iznos veći od 60 000 EUR**, EACEA može zahtijevati da korisnik unaprijed dostavi jamstvo za predfinanciranje ukoliko procijeni da je njegov financijski kapacitet slab, i to u **iznosu jednakom iznosu predfinanciranja**
- **E-izvješće** treba biti dostavljeno **u roku od dva mjeseca** od dana isteka razdoblja prihvatljivosti troškova i mora sadržavati opis rezultata projekta u odnosu na prvotne ciljeve.
- Za projekte **do 60.000 EUR** dokumentacija se mora čuvati **3 godine**, a za projekte iznad tog iznosa- **5 godina**.

EfC Partner Search Platform



- međunarodna platforma za traženje projektnih partnera (*partner search platform*):
<http://www.europacittadini.it/index.php?it/232/searching-partner-database> (potrebno je registrirati se- *sign up/sign in*)
- pretraživanje: tip organizacije, tema projekta, zemlja i mjera, interesa drugih organizacija (kriteriji programa)
- vlastiti iskaz interesa za partnerstvom na projektima Europa za građane (na engleskom jeziku)



Sufinancira Europska
unija u okviru programa
Europa za građane

Hvala na pažnji!

Ured za udruge Vlade RH

mrežna stranica: www.europazagrađane.hr

e-pošta: europazagrađane@udruge.vlada.hr