



REPUBLIKA HRVATSKA

MINISTARSTVO ZAŠTITE  
OKOLIŠA I ENERGETIKE



## LIFE radionica

*„Podrška u pripremi LIFE projektnog prijedloga“*

## Financijski obrasci (F)

Zagreb, 28. srpnja 2017.

# Prihvatljivi troškovi

**Moraju zadovoljavati sljedeće uvjete:**

- Nastali su tijekom razdoblja trajanja projekta
- Navedeni su u projekciji ukupnog proračuna projekta
- Potrebni su za provedbu projektnih ciljeva
- Mogu se utvrditi i provjeriti
- Poštuju zahtjeve primjenjivog poreznog i socijalnog zakonodavstva
- Razumni su, opravdani i poštuju načelo dobrog finansijskog upravljanja

# Iskustva monitora – česte greške

- Dnevnice (trošak plaća) previsoke ili korišten paušalni iznos
- Izravna dodjela ugovora za relativno velike iznose
- „Cjepkanje“ iznosa kako bi izbjegli javnu nabavu
- Troškovi u krivim kategorijama:
  - Catering → treba biti *Other costs*
  - *Software* → treba biti *Equipment*
  - Troškovi za diseminaciju → treba biti *Other costs*



# Iskustva evaluacije – česte greške

- Projekt ne pruža vrijednost za novac u odnosu na učinke na okoliš i rezultate
- Troškovi nisu potkrijepljeni i objašnjeni da bi se mogla procijeniti relevantnost i dodana vrijednost projektu
- Ograničeni geografski pristup i rezultati u smislu podizanja svijesti i promjene nisu dovoljno jasni i ambiciozni da bi pružili vrijednost za investiciju
- Zatraženi iznos se ne čini dostatan za obećani značajni doprinos na EU razini

# Iskustva evaluacije – česte greške

- Preveliki troškovi monitoringa, diseminacije i upravljanja projektom u odnosu na implementacijske aktivnosti
- Prenaglašeni troškovi pripremnih i istraživačkih aktivnosti (39 %)
- Nema navedenih troškova namijenjenih aktivnostima monitoringa
- Ostali EU izvori financiranja su nedovoljno analizirani

# Direct personnel costs- F1

- Dnevni bruto trošak po zaposleniku

Days/year

Less 52 weekends

Less annual holidays

Less statutory holidays

Less illness / other (when relevant)

= Total productive time

Item	Text
1	Annual gross salary including 13 <sup>th</sup> and 14 <sup>th</sup> salaries, if applicable.
+ 2	Holiday allowance, if not included in #1 above
365 days	+ 3 Obligatory/compulsory social charges imposed by law, such as pension schemes, health schemes, insurance schemes, contribution to labour market funds, etc
104 days	+ 4 Pension schemes according to general trade union agreements
21 days	+ 5 Company specific pension schemes (that existed before the submission of project proposal) if offered to all employees in a non-discriminatory manner
15 days	- 6 Compensation received from insurance or other schemes in case of sickness, maternity leave, re-employment schemes to reactivate unemployed people, etc
<u>215 days</u>	= Annual personnel cost (sum of 1-5 minus 6)

# Direct personnel costs- F1

- Odabratи tip ugovora (*Additional ili Non-Additional Staff*)
- Opisati kategoriju osoblja i ulogu u projektu:
  - ✓ Assumptions related to major costs of the action (*C forms*): **Senior researcher in the field of Agricultural Economics** (opis uloge u projektu/projektnim aktivnostima)
  - ✓ Proračun (*F forms*): **Senior researcher**

# Direct personnel costs- F1

[Back to actions list](#) [Save and next](#) [Save](#)

## Project action details

Category \* C. Monitoring of the impact of the project actions (obligatory)

Action title \* Monitoring of the impact of the project actions

Beneficiary responsible for implementation \* CB

Maximum characters 0 / 500

Responsibilities in case several beneficiaries are implicated

Description [Cost estimation](#)

Total of cost items entered for this Action: 30.000 €

Assumptions related to major costs of the action:

A set of small, light-gray icons typically found in rich text editors, including arrows for navigation, a bold/italic/underline button, a list button, a table button, and a font size button.

Maximum characters: 0 / 2000

# Direct personnel costs- F1

Proposals / TESTLife / Financial Forms / F1 - Direct Personnel costs

Last update at null by      Proposal status: Draft

Direct Personnel costs							<a href="#">Delete all</a>	
Beneficiary short name	Action number	Type of contract	Category/Role in the project	Calculation =>	A	B	A X B	
				Daily rate	Number of person-days	Direct personnel costs		Actions
								<a href="#">Refresh</a>
<b>Total</b>							0	0 €
<a href="#">Delete all</a>								

ⓘ How to create costs lines quickly? Use your keyboard keys!  
 -by default the cursor is on the first field of the new line to be created  
 -then use tab key to move to the next field (shift+tab keys to move to previous field)  
 -press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Type of contract	Category/Role in the project	Daily rate	Number of person-days	Actions
npva ▾	▼	Permanent ▾	*	* 0	€ * 0	<a href="#">Add</a>

[Switch to view mode](#)

# Pravilo 2 %

- **Zbroj doprinosa javnih tijela (kao korisnika koordinatora i/ili pridruženog korisnika) proračunu projekta mora premašivati (za najmanje 2 %) zbroj troškova plaća pripisanih projektu za osoblje koje se ne smatra „dodatnim”.**
- Provjerava se na razini **ukupnih troškova projekta**
- **Automatska provjera** pod „*Report R4 – Compliance with 2 % rule*“ pri validaciji projektnog prijedloga u eProposal-u

# Primjer 1 – nije u skladu s pravilom 2 %

	<b>Ukupni troškovi projekta</b>	<b>% od ukupnog troška</b>	<b>Prihvatljivi troškovi projekta</b>	<b>% od prihvatljivog troška</b>
Plaće već zaposlenih javnih službenika ("non -additional")	100.000 €		100.000 €	52,80%
Plaće novo zaposlenih ("additional")	0 €		0 €	0,00%
Oprema	40.000 €		20.000 €	10,56%
Ostali direktni troškovi	57.000 €		57.000 €	30,10%
Indirektni troškovi (7 %)	12.390 €		12.390 €	6,54%
<b>Ukupno</b>	<b>209.390 €</b>	<b>100%</b>	<b>189.390 €</b>	<b>100,00%</b>
<b>EU requested</b>	<b>113.634 €</b>	<b>54,27%</b>	<b>113.634 €</b>	<b>60,00%</b>
<b>Doprinos korisnika (Javna tijela)</b>	<b>95.756 €</b>	<b>45,73%</b>	<b>75.756 €</b>	<b>40,00%</b>
<b>Sufinancijer</b>	<b>0 €</b>	<b>0,00%</b>	<b>0 €</b>	
<b>Pravilo "2 %" - minimalni doprinos korisnika:</b>				<b>102.000 €</b>

Doprinos korisnika se mora uvećati na iznos od 102.000 € kako bi bilo zadovoljeno pravilo 2 %.

Pravilo 2 % se primjenjuje na doprinos korisnika ukupnim troškovima projekta.

# Primjer 2 – u skladu s pravilom 2 %

	<b>Ukupni troškovi projekta</b>	<b>% od ukupnog troška</b>	<b>Prihvatljivi troškovi projekta</b>	<b>% od prihvatljivog troška</b>
Plaće već zaposlenih javnih službenika ("non -additional")	60.000 €		60.000 €	31,68%
Plaće novo zaposlenih ("additional")	40.000 €		40.000 €	21,12%
Oprema	40.000 €		20.000 €	10,56%
Ostali direktni troškovi	57.000 €		57.000 €	30,10%
Indirektni troškovi (7 %)	12.390 €		12.390 €	6,54%
<b>Ukupno</b>	<b>209.390 €</b>	<b>100%</b>	<b>189.390 €</b>	<b>100,00%</b>
<b>EU requested</b>	<b>113.634 €</b>	<b>54,27%</b>	<b>113.634 €</b>	<b>60,00%</b>
<b>Doprinos korisnika (Javna tijela)</b>	<b>95.756 €</b>	<b>45,73%</b>	<b>75.756 €</b>	<b>40,00%</b>
<b>Sufinancijer</b>	<b>0 €</b>	<b>0,00%</b>	<b>0 €</b>	
<b>Pravilo "2 %" - minimalni doprinos korisnika:</b>				<b>61.200 €</b>

Troškovi plaća su isti iznos kao u primjeru 1, ali uključivanjem novo zaposlenih, udjel plaća već zaposlenih javnih službenika je smanjen, čime se i smanjuje iznos na koji se odnosi pravilo 2 %.

# Pravilo 2 % - R4

Proposal status: Draft

## Compliance with 2% rule

Beneficiary n° (only public sector beneficiaries)	A. Financial contributions of public sector beneficiary	B. Permanent staff or civil servant in the proposal budget
1 (CB)	43.570	18.460
2 (AB)	35.000	2.025
<b>Total</b>	<b>78.570</b>	<b>20.485</b>

The Compliance with the 2% rule is checked at the level of the global project budget by comparing the total of column 'B. Permanent staff or civil servant in the proposal budget' with the total for column 'A. Financial contributions of public sector beneficiary.'

The total of column A should always be equal or greater than 102% of the total in column B.

# *Direct personnel costs- F1*

- Uzeti u obzir predvidive **povišice plaće** kada izračunavate prosječni iznos dnevnog bruto troška
- Samo za potrebe izračuna prijedloga proračuna **dnevni trošak** se može računati prema **prosječnoj plaći** za kategoriju osoblja, sektor, tip organizacije, državu i slično

# Direct personnel costs- F1

## Iskustva evaluacije – česte greške:

- Broj uključenog osoblja se čini pretjeranim obzirom na strukturu i sadržaj aktivnosti
- Nedovoljno obrazloženje kategorija i uloga osoblja na projektu (npr. *junior expert*)
- Iako su troškovi razumni, nedovoljni tehnički opis ne dozvoljava odgovarajuću financijsku evaluaciju
- Različiti iznosi dnevnica unutar iste kategorije koji nisu objašnjeni (npr. *researcher*)

# Travel and subsistence costs – F2

- Obračunavaju se prema zakonodavnom okviru i internim pravilima korisnika
- Uključiti trošak sudjelovanja 2 osobe na Kick off u organizaciji EASME
- Jasno obrazloženje izračuna troška:
  - ✓ *2 persons x 1 dissemination event 'xxx' for 2 days*
  - ✓ *1 person x 1 technical co-ordination meeting x 1 day*
  - ✓ *3 persons x 3 project area visit x 2 days*



- Troškovi kotizacija za sudjelovanje na konferencijama  
→ *Other costs*
- Troškovi sudjelovanja na konferenciji prihvatljiv ukoliko je predstavljen projekt

# Travel and subsistence costs – F2

Proposals / TESTLife / Financial Forms / F2 - Travel and subsistence costs

◀ Start ▶ Prev ▶ Next ▶ End ▶

Last update at null by      Proposal status: Draft

## Travel and subsistence costs

[Delete all](#)

				Calculation =>	A	B	A X B	
↳ Beneficiary short name	↳ Action number	Destination	Explanations of assumptions	Travel and subsistence rate	Number of travels	Total travel and subsistence costs	Actions	
							<a href="#">Refresh</a>	
							<a href="#">Delete all</a>	
							<a href="#">Total</a> 0 €	

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- press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Destination	Explanations of assumptions	Travel and subsistence rate	Number of travels	Actions
npvaijssep npvaijssep caioueh	▼	National ▼	*	* 0 €	* 0	<a href="#">Add</a>

[Switch to view mode](#)

# Travel and subsistence costs – F2

## Iskustva evaluacije – česte greške:

- Nije navedeno trajanje putovanja
- Nije uključen obvezni trošak za sudjelovanje na tematskom *Kick off* sastanku u Brusselu
- Putni troškovi za članove savjetodavnog odbora i nacionalne platforme trebaju bit uključeni pod *Other costs*
- Nisu navedeni destinacija, broj osoba koje putuju i/ili svrha putovanja

# External assistance costs – F3

- Do 35% ukupnih troškova projekta
- Troškovi ugovaranja usluga/radova
- Navesti proceduru nabave u skladu s internim pravilima:
  - ✓ Javna tijela: *public procurement*
  - ✓ Ostali: *direct treaty, open tendering procedure, multiple offers, framework contract, multiple offers, framework contract*
  - ✓ iznad 135.000 € - *open tendering procedure* (ll. 10. 1)

# External assistance costs – F3

- ✓ Izrada loga projekta
  - ✓ Dizajn diseminacijskih proizvoda
  - ✓ Usluge rada vanjskih stručnjaka (analize, istraživanja...)
  - ✓ Izrada web stranice
  - ✓ ....
- 
- !
- Troškovi povezani s razvojem prototipa → *Prototype costs*
  - Troškovi kupovine ili leasinga opreme i infrastrukture → *Durable goods* (ukoliko se primjenjuje amortizacija)

# External assistance costs – F3

- Jasno opis (maximum 200 characters):
  - ✓ *carrying out impact assessment*
  - ✓ *maintenance of ...*
  - ✓ *renting of ...*
  - ✓ *consultancy on ...*
  - ✓ *web page development*
  - ✓ *intra-muros assistance*
  - ✓ *organisation of dissemination event*

# External assistance costs – F3

Proposals / TESTLife / Financial Forms / F3 - External assistance costs

◀ Start ▶ Prev ▶ Next ▶ End ▶

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## External assistance costs

[Delete all](#)

Beneficiary short name	Action number	Procedure	Description	Cost	Actions
					<a href="#">Refresh</a>
<b>Total</b>					0 €
					<a href="#">Delete all</a>

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Beneficiary short name	Action number	Procedure	Description	Cost	Actions
npvaijsšep ▾	▼	*	*	* 0	€ <a href="#">Add</a>

[Switch to view mode](#)

# External assistance costs – F3

## Iskustva evaluacije – česte greške:

- Troškovi poput *legal and external experts* nisu dovoljno obrazloženi kako bi se procijenila prikladnost i iznosi dnevnih naknada za vanjske stručnjake
- Nedostaje pojašnjenje svrhe, lokacije i trajanja
- Nekoliko troškova je iskazano kao paušalni iznos te uz nedovoljan opis, otežava procjenu vrijednosti za novac
- Krivo navedeni troškovi: trošak cateringa, smještaja za vanjske suradnike, oglašavanje →*other costs*

# *External assistance costs – F3*

## **Iskustva evaluacije – česte greške:**

- Trošak IT podrške za razvoj aplikacije nije spomenut u C obrascima
- Terensko istraživanje je navedeno kao paušalni iznos i nije adekvatno obrazloženo
- Troškovi uglavnom uključuju savjetovanja i pomoć u provedbi što nije pojašnjeno u odnosu na visoki udjel troškova osoblja

# Durable goods – F4

## F4a **Infrastructure**

„eco-duct the bridge, barriers, signposting“

**amortizacija do max 25% ukupne vrijednosti**

## F4b **Equipment**

„laptop computer, database software, measurement equipment“

**amortizacija do max 50 % ukupne vrijednosti**

## F4c **Prototype**

„never been commercialised, not available as a serial product“

**100 % ukupne vrijednosti**

Iznimka: 100% za **javna tijela i nevladine organizacije** za prioritetno područje **Priroda i bioraznolikost**

# Infrastructure costs - F4a

- Navesti proceduru nabave
- Troškovi infrastrukture: *single item of infrastructure* do 500.000 €
- Jasan opis po stavkama troška:
  - *supporting steel construction*
  - *foundation of installation*
  - *fencing*
- Svi troškovi povezani s infrastrukturom idu u ovu stavku,  
čak i ako su podugovoreni s vanjskim izvođačem
- ! • Pravna osoba u čijem je ili će biti vlasništvu  
infrastruktura, treba biti uključena kao partner

# Infrastructure costs - F4a

Proposals / TESTLife / Financial Forms / F4a - Durable goods: Infrastructure costs

◀ Start ▶ Prev ▶ Next ▶ End ▶

Last update at null by

Proposal status: Draft

## Durable goods: Infrastructure costs

Beneficiary short name	Action number	Procedure	Description	Actual cost	Depreciation cost (eligible cost)	Actions
						<button>Refresh</button>
<b>Total</b>				0 €	0 €	

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- press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Actual cost	Depreciation cost (eligible cost)	Actions
npvaijs̱ep ▾	▼	*	*	* 0	€ * 0	<button>Add</button>

[Switch to view mode](#)

# Equipment costs - F4a

- Navesti proceduru nabave
- Jasan opis po stavkama troška:
  - ✓ *laptop computer*
  - ✓ *database software (off-the-shelf or developed under subcontract)*
  - ✓ *measurement equipment*
  - ✓ *mowing machine*

# Equipment costs - F4b

Proposals / TESTLife / Financial Forms / F4b - Durable goods: Equipment costs

**Start** **Prev** **Next** **End**

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Proposal status: Draft

## Durable goods: Equipment costs

Beneficiary short name	Action number	Procedure	Description	Actual cost	Depreciation cost (eligible cost)	Actions
						<b>Refresh</b>
<b>Total</b>				0 €	0 €	

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- press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Actual cost	Depreciation cost (eligible cost)	Actions
nvpaijs̆ep ▾	▼	*	*	* 0	€ * 0	<b>Add</b>

# *Equipment costs - F4b*

## **Iskustva evaluacije – česte greške:**

- Troškovi su previsoki i čine se pretjerani kada se usporede s očekivanim rezultatima
- Troškovi održavanja su previsoki i nisu dobro obrazloženi
- Troškovi se čine opravdanima, ali nisu dobro objašnjeni

# Prototype costs - F4c

## Prototip

- Infrastruktura i/ili oprema posebno razvijena za provedbu projekta
- Nikad nije bila komercijalizirana i nije dostupna kao serijski proizvod

# Prototype costs - F4c

Proposals / TESTNatLIFE / Financial Forms / F4c - Durable goods: Prototype costs

◀ Start ▶ Prev Next ▶ End ▶

Last update at null by      Proposal status: Draft

Beneficiary short name	Action number	Procedure	Description	Cost	Actions
<input type="text"/>	<input type="text"/>				<button>Refresh</button>
<b>Total</b>					<b>0 €</b>

ⓘ How to create costs lines quickly? Use your keyboard keys!

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- press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Cost	Actions
<input type="text"/> jbcoezfch ▼	<input type="button" value="▼"/>	* <input type="text"/>	* <input type="text"/>	* 0 <input type="button" value="€"/>	<button>Add</button>

# Prototype costs - F4c

## Iskustva evaluacije – česte greške:

- Nekoliko stavki troška (materijali, dizajn i izrada prvog modula) su nedostatno specificirani da bi se moglo potvrditi da su u ispravnoj proračunskoj kategoriji
- Nije jasno da li je predloženi dio (npr. grijač) stvarno dio prototipa ili bi trebao biti uvršten u troškove opreme

# Financijski obrasci (F)

- **Troškovi trajnih dobara - F4**
  - Infrastruktura (F4a)
  - Oprema (F4b)
  - Prototip (F4c)
- **Kupovina zemljišta (F5a)**
- **Dugoročni zakup zemljišta (F5b)**
- **Troškovi jednokratnog plaćanja naknadne (F5c)**

# Consumables – F6

- Kupovina, proizvodnja, popravak ili uporaba predmeta koji nisu uneseni u inventar trajnih dobara
- Jasan opis:
  - ✓ *Raw materials for experiments action 2*
  - ✓ *Stationery for dissemination products (deliverable 5)*
- Primjer troškova:
  - ✓ Materijali za pokuse
  - ✓ Hrana za životinje
  - ✓ Materijali za širenje informacija
  - ✓ Troškovi poštarine (ukoliko je značajan trošak)

# Consumables – F6

Proposals / TESTNatLIFE / Financial Forms / F6 - Consumables

◀ Start ▶ Prev ▶ Next ▶ End ▶

Last update at null by

Proposal status: Draft

## Consumables

Beneficiary short name	Action number	Procedure	Description	Cost	Actions
					<button>Refresh</button>
Total					0 €

ⓘ How to create costs lines quickly? Use your keyboard keys!  
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 -press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Cost	Actions
jbcoezfch	▼	*	*	* 0	€ <button>Add</button>

# Consumables – F6

## Iskustva evaluacije – česte greške:

- Troškovi za funkcioniranje centra su navedeni kao paušalni iznosi te nije jasno na koji način će se koristiti

# Other costs – F7

- Troškovi koji se ne mogu uvrstiti u druge kategorije
- Primjer troškova:
  - ✓ Bankovne naknade
  - ✓ Kotizacije za konferencije
  - ✓ Troškovi osiguranja (nastali tijekom provedbe)
  - ✓ Revizija (audit) na kraju projekta
  - ✓ Prijevodi

# Other costs – F7

- Primjer troškova:
  - ✓ Diseminacijski materijali (kupovina/tiskanje promotivnih materijala)
  - ✓ Bankovna garancija (ukoliko je zatražena od ugovornog tijela)
  - ✓ Troškovi organizacije seminara, radionica, konferencija (osim ako nisu podugovoreni, npr. s turističkom agencijom)
  - ✓ Putni troškovi i troškovi boravka osoba koje nisu osoblje projekta (govornici na konferencijama, volonteri...)

# Other costs – F7

Proposals / TESTNatLIFE / Financial Forms / F7 - Other costs

Start Prev Next End ►

Last update at null by      Proposal status: Draft

## Other costs

Beneficiary short name	Action number	Procedure	Description	Cost	Actions
<input type="text"/>	<input type="text"/>				<button>Refresh</button>
<b>Total</b>					0 €

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- press Enter key to create that line and move to creating a new line

Beneficiary short name	Action number	Procedure	Description	Cost	Actions
<input type="text"/> jbcuezfch ▼	<input type="button" value="▼"/>	<input type="text"/> *	<input type="text"/> *	<input type="text"/> * 0	<input type="button" value="€"/> <button>Add</button>

# Other costs – F7

## Iskustva evaluacija:

- Troškovi revizije projekta nadmašuju uobičajene iznose za LIFE projekte
- Troškovi mobitela, telefona i interneta trebaju bit evidentirani pod *Overheads*
- Troškovi u F obrascima nisu obrazloženi u C obrascima

# Overheads (*indirect costs*) – F8

- Ne veći od 7% ukupnog prihvatljivog proračuna projekta
- Primjeri:
  - ✓ Najam prostora
  - ✓ Grijanje
  - ✓ Struja
  - ✓ Uredski materijal
  - ✓ Toneri
  - ✓ Telefon
  - ✓ Mobitel
  - ✓ Internet
  - ✓ ...

# Overheads (indirect costs) – F8

## Overheads

Beneficiary short name	Sum of eligible direct costs excluding land purchase/lease/one-off compensation	Overhead amount	Overhead amount/Sum of eligible direct costs excluding land purchase/lease/one-off compensation
CB	116.770 €	10000 €	8,57%
AB	70.510 €	4500 €	6,39%
<b>Total</b>	<b>187.280 €</b>	<b>14.500 €</b>	

Save

# Financijska potpora (FC)

! Total costs must equal total contributions. You may refer to Report R1 - Budget (menu Proposal / Reports / R1 - Budget) to identify the change(s) to be made.

## Coordinating Beneficiary's contribution

Member State code	Beneficiary short name	Total costs of the project actions in € (including overheads)	Beneficiary's own contribution in €	Amount of EU contribution requested in €
HR	CB	134.770	43.570	60.000

## Associated Beneficiaries' contribution

Member State code	Beneficiary short name	Total costs of the project actions in € (including overheads)	Beneficiary's own contribution in €	Amount of EU contribution requested in €
HR	AB	93.010	35.000	53.590
<b>Total</b>		<b>93.010</b>	<b>35.000</b>	<b>53.590</b>

## Co-financers contributions

Co-financer's name	Financial contribution
<b>Total</b>	<b>0</b>

# Izvještaji

Home Call for proposals

Proposal Messaging Account

!!! ACCEPTANCE ENVIRONMENT !!! <https://webgate.ec.europa.eu/eposproposal>

Proposals / TESTNatLIFE / Reports /

Last update at null by Propos

Budget breakdown cost c

		% of total eligible costs
1. Personnel	R1 - Budget	0,00%
2. Travel and subsistence	R2 - Costs per Action	0,00%
3. External assistance	R2a - Costs per Beneficiary	0,00%
4. Durable goods	R2b - Costs per Action per Beneficiary	0,00%
	R2c - Costs per Beneficiary per Action	0,00%
	R3 - Profit rule per beneficiary	0,00%
	R4 - Compliance with 2% rule	0,00%
	R5 - National allocation	0,00%
	R6 - List of project deliverables and milestones + activity reports	0,00%
	R7 - Project timetable	0,00%
	R8 - Staff overview table	0,00%
	R9 - Workload overview table	0,00%

Administrative part

Technical part

Financial part

Attachments

Reports

Proposal exports

Access rights

Proposal information

Last validation

Infrastructure

Equipment

Prototype

< Start < Prev Next > End >

# Preuzimanja

Proposals / LIFE example / Proposal exports

Proposal status: Draft

## Export of proposal in PDF format

Creates a PDF file containing all the data of the proposal.

[Download pdf](#)

## Working copy of proposal in MS WORD format

Creates a MS WORD document containing data from forms A7, B1 - B6, C0, C1 and C2.

[Download working copy](#)

## Export of financial forms and reports in EXCEL format

Creates an MS EXCEL file containing data from forms F1-F8, FC, R1 and R2.

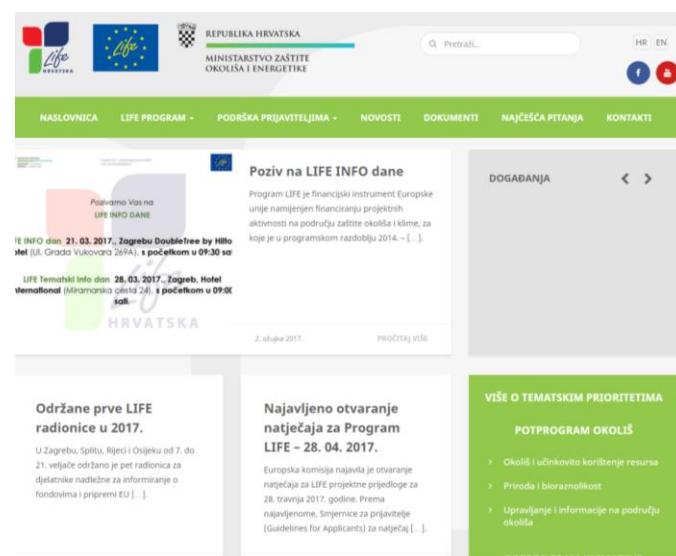
[Financial data export](#)

# Kontakti

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<b>Nacionalna kontakt točka</b>	<b>Nikolina Petković Gregorić</b> <a href="mailto:Nikolina.Petkovic.Gregoric@mzoip.hr">Nikolina.Petkovic.Gregoric@mzoip.hr</a>
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<b>FB</b>	<a href="http://www.lifeprogramhrvatska.hr">LIFE program Hrvatska</a>



The screenshot shows the official website for the LIFE programme. It features a top navigation bar with links to 'About this site', 'Contact', 'Sitemap', 'Search', and 'Legal notice'. Below this is a main menu with options like 'HOME', 'ABOUT LIFE', 'NEWS', 'FUNDING', 'PUBLICATIONS', 'TOOLKIT', 'CONTACT', 'SIZE MAP', and 'PROJECTS BY THEME'. A sidebar on the left provides links for 'Projects by theme' (Nature, Biodiversity, Climate Action, Info, Governance), 'Projects search' (Project database, Project publications), and 'More' (Best projects, Integrated projects, Other projects, By country, Nature 2000 sites). The central content area includes a 'Welcome to LIFE' section with a brief introduction to the programme's purpose and funding. It also lists 'LIFE preparatory projects for the European Solidarity Corps call for proposals' and a note from Commission President Juncker about the ESC. The bottom of the page features social media sharing buttons and a 'FOLLOW US' section.



The screenshot shows the website of the Ministry for Environmental Protection and Energy of the Republic of Croatia. It features a top navigation bar with links to 'Pretrazi...', 'HR/EN', and social media icons. Below this is a main menu with 'NASLOVNICA', 'LIFE PROGRAM', 'PODŠKA Prijaviteljima', 'NOVOSTI', 'DOKUMENTI', 'NAJČEĆA PITANJA', and 'KONTAKTI'. The central content area includes a 'Poziv na LIFE INFO dane' section with details about the event on March 21, 2017, in Zagreb. It also features sections for 'DOGAĐAJA' (Events) and 'VIŠE O TEMATSkim PRIORITETIMA' (More about thematic priorities), which include 'POTPROGRAM OKOLIŠ' (Environmental Subprogram) and 'POTPROGRAM KLIMATSKE' (Climate Subprogram).

Projekt LIFE – Jačanje kapaciteta za nacionalnu kontakt točku  
LIFE14 CAP/HR/000014