

Project Office of the City of Ivanec

Grad Ivanec
1396



Project Office of the City of Ivanec has been established for the purpose of informing, preparation and development of entrepreneurs projects and their application to EU funds and national sources of financing. Goal is to overcome difficulties that entrepreneurs have to face with in their daily bussines operations.

What makes us different?

⇒ **availability** – individual approach to every client, *services free of charge until December 31st 2016*

⇒ **expertise** – Project Office employees hold a certificate for EU projects development and implementation

⇒ **responsibility** – of the City of Ivanec as a project coordinator, and personal responsibility of the Project Office employees

⇒ **motivation** – based on the creativity and education through various workshops

⇒ **cooperation** – with all relevant entrepreneurs support institutions and among clients and Project Office employees

www.ivanec.hr/projektni-ured



Our services:

- ◆ Desk research
- ◆ Informing and consulting on a regular basis
- ◆ Recommending an acceptable Call for proposals and a source of financing
- ◆ Definition and elaboration of the project concept
- ◆ Assistance in choosing the best partners in the project
- ◆ Assistance with the development preparation of detailed plan of project activities
- ◆ Assistance in the budget preparation
- ◆ Assistance in collecting the necessary documentation
- ◆ Filling out the application forms
- ◆ Assistance in preparing the required reports during project implementation

*We develop
project ideas
for you!*

Cooperation

1.

INITIAL MEETING

Presentation of your ideas and definition of future cooperation.

2.

OPTIONS ANALYSIS

Analysis of european national funding sources.

3.

ELIGIBILITY ANALYSIS

Project team analyzes the terms of eligibility of the project and the applicant.

4.

LETTER OF INTENT

Offers an insight into the initial meeting, results and a list and reviews of available and acceptable options.

5.

PREPARATION OF DOCUMENTATION

Providing services to collect the necessary documentation and filling in application forms.

6.

SUBMITTING AN APPLICATION

The project team will regularly contact and inform you about all changes.

The Project Office is new form of benefits of the City of Ivanec to encourage a favorable entrepreneurial climate.

Contacts

HEAD OF THE OFFICE:

LANA LABAŠ, M. Sc.

+385 42 492 870 / lane.labas@ivanec.hr

ANA JAGETIĆ, M. A. poli. sci.

+385 42 645 482 / ana.jagetic@gmail.com

TAMARA KLJUNIĆ, M. A. poli. sci.

+385 42 645 484 / tamara.kljunic@gmail.com

MARKO KROBOT, B.Sc IT

+385 42 645 485 / krobotm@gmail.com

GABRIJELA PASKA, M. Econ.

+385 42 645 488 / gabrijelapaska@gmail.com

IVANA PLAHTARIĆ, M. Econ.

+385 42 645 483 / plahtaric.ivana@gmail.com

NIKOLA TURČIN, B.Sc IT

+385 42 645 435 / nturin@gmail.com

Official e-mail: Project Office of the City of Ivanec: projektni.ured@ivanec.hr

Official Internet forum: Project Office of the City of Ivanec: <http://forum.ivanec.hr/>

Facebook page Project Office of the City of Ivanec: <https://www.facebook.com/Projektni-ured-Grada-Ivanca-1283365401677853/>



European Union
European Structural
and Investment Funds



The European Agricultural
Fund for Rural Development:
Europe investing in rural areas.



To encourage, support and promote the use of grant funds from European and national funds for entrepreneurs, craftsmen and all other interested users.