

CALL

FOR ADDITIONAL ACTIVITIES OF

ALREADY APPROVED PROJECTS

under

„Improving Energy Efficient Public Schools” (HU-02-2013) call for proposals

THE EEA FINANCIAL MECHANISM 2009-2014

Energy Efficiency Programme

(HU02)

Valid from: 18 January, 2017. until withdrawal

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1. THE OBJECTIVES AND THE BACKGROUND OF THE DOCUMENT

The Ministry of National Development as programme operator responsible for the implementation of the EEA Financial Mechanism 2009-2014, Energy Efficiency programme (HU02) based on the Article 6.9. of the Regulation on the implementation of the European Economic Area (EEA) financial Mechanism 2009-2014 published by the donor countries and on the Article 58. of the Government Decree 326/2012. (XI.16.) concerning the EEA and Norwegian Financial Mechanisms 2009-2014. is **launching the present call for supporting additional activities contributing to the objectives of the already approved projects under ‘Improving Energy Efficient Public Schools’ (HU-02-2013) call for proposals and through this the outcomes of the Energy Efficiency (HU02) programme, namely:**

The Memorandum of Understanding (MoU) on the Implementation of the EEA Financial Mechanism 2009-2014 between the Donor the Republic of Hungary lays down the expectations concerning the Programme “Energy Efficiency”, i. e.:

- Improving energy efficiency in buildings
- Improving capacity at national, regional and local level to undertake energy efficiency measures
- Increasing awareness of and education in energy efficiency

Please note that the publication of the present call does not imply any commitment. Submission of the request for additional activities does not approved automatically. The request will be assessed by the institutions responsibly for the implementation, based on the recommendation of the Selection Committee the grant decision is taken by the head of the Programme Operator, which will take effect by modification of the grant agreement.

1.1. The scope of the call

The present call together with the ‘Improving Energy Efficient Public Schools’ (HU-02-2013) call for proposals and with the ‘General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014’ provides information about the conditions of the request of the additional activities.

1.2. The framework and background of the implementation of the Funds in Hungary

Please refer to the ‘General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014’.

Present call is launched by the Ministry of National Development as programme operator providing the grant for the additional activities.

2. CONDITIONS OF THE REQUEST

2.1. Identification of the range of possible applicants

Under present call only promoters of already approved under 'Improving Energy Efficient Public Schools' (HU-02-2013) call for proposals are allowed to submit request for grant.

3. CONDITIONS CONCERNING THE CONTENT OF THE ADDITIONAL ACTIVITY

3.1. Eligible activities

The additional activities shall contribute to the objectives of the already approved projects and thus the outcomes of the Energy Efficiency (HU02) programme.

3.2. Eligibility rules

Eligibility rules are the same as described in the 'Improving Energy Efficient Public Schools' (HU-02-2013) call for proposals.

3.3. Implementation period of the additional activity

Implementation of additional activities can be started following the receipt of the notice concerning the grant decision regarding the approval of the grant for additional activities.

The costs are eligible until 30 April 2017. (Further regulations concerning the final date of eligibility can be found in 1.1. Eligibility period, of Annex I. Eligibility Guideline for the EEA and Norwegian Financial Mechanisms 2009-2014 of the 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014')

4. FINANCIAL CONDITIONS

4.1. The form, rate and amount of the grant

4.1.1. Total grant amount

Name of financial resource: European Economic Area Financial Mechanism 2009-2014.

Name of the programme area: Energy Efficiency (HU02)

Planned amount for funding the additional activities under Energy Efficiency programme area at the time of publishing the present call: 631.670.253 Ft (2.024.584 EUR, applied exchange rate: 312 HUF/EUR)

Please note that the available source above is not only the budget of this call, but a common budget of other call for the already approved projects under other calls for proposals of the programme area.

4.1.2. Grant rate

Grant rate of the additional activity is the same as the already approved project's grant rate.

Please note (in particular because of the tight deadline for implementation available) the relevant provisions of the Government Decree 326/2012. (XI. 16.) concerning to the implementation of the EEA Financial Mechanism and the Norwegian Financial Mechanism 2009-2014:

73. § (1) The Beneficiaries and applicants qualified as contracting authorities under Kbt.¹ or receive a grant of at least 50% in the framework of the Financial mechanisms, shall be obliged to proceed according to Kbt. and the present Subtitle.

(2) Non-governmental organisations shall only apply Paragraph (1) if

- a) they are qualified as contracting authorities under Kbt, or
- b) they are not qualified as contracting authorities under Kbt, but the value of their purchase exceeds the Union thresholds.

4.1.3. Amount of grant

Minimum: 5.000.000 Ft (16.025 EUR, applied exchange rate: 312 HUF/EUR)

Maximum: available total grant amount

4.2. Certification of co-financing

The availability of co-financing shall be certified when submitting the grant request for additional activities.

4.3. Obligation relating to the provision of collateral

The disbursement of the grant related to the additional activities may only be authorised if the correct amount of the collateral is available in accordance with the Grant Agreement.

5. SELECTION AND DECISION MAKING

5.1. General conditions of the submission and the selection

5.1.1. The mode of the submission of the request

The submission of the grant request (including annexes in English and Hungarian detailed under section 5.1.3) is possible via post mail.

Printed, signed original request has to be sent to the following address via registered post mail:

Energiahatékonyság program / Energy Efficiency programme

Nemzetközi Fejlesztési és Forráskoordinációs Ügynökség Zrt. / International Development and Fund
Coordination Agency Private Company Limited by Share

¹ Public Procurement Act

1037 Budapest, Montevideo u. 16/A

It is not possible to submit the request via courier service nor personally.

Digital copy (scanned and editable versions) of grant request (including annexes detailed under section 5.1.3) shall be sent to the contact e-mail address stipulated in the Grant Agreement, no later than on the date of posting.

5.1.2. Deadline for the submission of the request

Deadline for submission is the 3th weeks following the publishing of the call, i. e.:

- The deadline for submission the filled annexes electronically through the website:
8th February, 2017, 15:59 hrs,
- Deadline for submitting documents by conventional mail:
8th February, 2017, 23:59 hrs

5.1.3. Mandatory content elements of the request

1. Narrative description of the additional activity (objectives, specific activities, results to be achieved)
2. Budget
3. Schedule

5.2. Selection procedure

5.2.1. Check of formal eligibility criteria

	Formal eligibility criteria	Yes/No
1.	Applicant belongs to eligible applicants	Yes/No
2.	The request is submitted by the deadline set in the call.	Yes/No
3.	Documents submitted via post is signed according to the signature specimen	Yes/No
4.	The requested grant is in line with the minimum and maximum thresholds set by the call	Yes/No
5.	The project implementation period and the end date of the implementation are in line with the deadlines set in the call	Yes/No
6.	The planned grant rate of the additional activity is in line with the call	Yes/No

If any of the above formal eligibility criteria receives 'NO' assessment, the request will be rejected. In this phase of the selection the applicant cannot be requested to provide clarifications.

5.2.2. Formal administrative check

	Formal administrative criteria	Yes/No
1.	The submitted documents are complete and filled in according to formal requirements	Yes/No
2.	The scope of annexes submitted electronically is complete and they are filled in according to formal requirements	Yes/No
3.	There are no numerical or other contradictions among the different parts of the request and the attached documents	Yes/No
4.	Sum of costs and funding are equal in the request (and its annexes)	Yes/No
5.	Co-financing is available	Yes/ No

If necessary the Implementing Agency will request the Applicant to provide clarifications and additional supporting documents.

The Applicant must submit clarifications and additional supporting documents at one time.

Failure to provide clarifications and additional supporting documents, as well as erroneous, incomplete or late submission may result in the rejection of the request without further consideration.

If any of the above formal administrative criteria receives 'NO' assessment then the request will be rejected.

5.2.3. Strategic/content related eligibility check

Strategic/content related eligibility check will be implemented together by the Implementing Agency and the Programme Operator.

Criteria regarding the eligibility check are listed below:

	Content related/strategic eligibility criteria	Yes/No
1.	The additional activities contribute to the objectives of the already approved projects and through this the outcomes of the Energy Efficiency (HU02) programme.	Yes/No
2.	The submitted schedule corresponds to the call and the additional activity can be implemented by the planned deadline.	Yes/No
3.	The budget of the planned additional activity is realistic and efficient	Yes/No
4.	Compliance with state aid rules (e.g. grant rate).	Yes/No

5.2.4. Decision making

Please note that the publication of the present call does not imply any commitment. Submission of the request for additional activities does not approved automatically.

Following the formal and content related assessment of the request for supporting additional activity the Selection Committee, previously established by the Programme Operator, provides a recommendation with regards to the eligibility. The Selection Committee may provide the following recommendations for decision making:

- a) approval of the request
 - aa) with unchanged conditions
 - ab) with reduced eligible total cost, reduced grant amount and/or subject to conditions, or
- b) rejection of the request

The grant decision is taken by the head of the Programme Operator based on the recommendation of the Selection Committee. The Implementing Agency notifies the beneficiaries of the decision. In case of approval the existing grant agreement will be modified.

5.3. Complaint management

General information on the complaint management can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014' and in the 'General terms and conditions for projects approved under EEA Financial Mechanism 2009-2014 Energy Efficiency (HU02) and Renewable Energy (HU03)'.

Annex 1.

Narrative description of the additional activity (objectives, specific activities, results to be achieved)

Name of project promoter:	
Title of the project:	
Project ID:	

1. Description of the objectives

Please briefly describe how the planned additional activity contributes to the objectives of the already approved projects and through this the outcomes of the Energy Efficiency (HU02) programme.

2. Description of the specific activities

Please briefly describe the planned specific activities.

3. Description of the results to be achieved

a) Please briefly describe narratively the objectives and results to be achieved.

b) Please sum up the results to be achieved by the following table:

Name of the indicator	Base value	Target value	Unit	Target date	Source of indicators

....., ... day ... month, 2017

.....

signature

Annex 2.

Please find the template for budget in the attached Excel sheet.

Annex 3.

Schedule

Name of project promoter:	
Title of the project:	
Project ID:	

Please attach (besides the schedule of the additional activities) the updated schedule of the already approved elements of the project.

Please also provide the actual status (readiness) of the project.

1. Updated schedule of the already approved elements of the project:

Working package	Start date	End date	Expected derivable	Target date of the expected derivable

2. Actual status of the project:

- a) physical readiness: %
- b) financial readiness: %

3. Schedule of the additional activity:

Working package	Start date	End date	Expected derivable	Target date of the expected derivable

....., ... day ... month, 2017

.....

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