



**Szent István University – Programme Operator**

**Call for proposals**

**under the Norwegian Financial Mechanism 2009-2014**

**for Green industry innovation programme (HU-09)**

**Strengthening bilateral relations through supporting matchmaking**

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## I. Objective of the call and expected results

The objective of the call serving the strengthening of bilateral relations is to achieve the cooperation of Hungarian and Norwegian partners in order to submit common project proposals to the call for green industry innovation programme (HU09) financed by Norwegian Financial Mechanism (Norway Grants). The grant can be used for the preparatory visits and background studies related to the elaboration of the application for „Reduced production of waste and emissions to air, water and ground (Sub-programme 1)” or „More use of environmentally friendly technologies (Sub-programme 2)”.

Through the support of matchmaking the call enhance the cooperation of Hungarian applicants with Norwegian enterprises, budgetary entities and non-profit organisations.

Detailed information about the call of green industry innovation (HU-09) can be found: <http://www.norvegalap.hu/en/zold-ipari-innovacio>

## II. Eligible applicants

Application for the call for strengthening bilateral relations shall be submitted by legal entities having their seats or place of business in Hungary planning to submit a proposal for the call for green industry innovation in partnership with Norwegian entities.

Project Promoter shall be profit oriented corporation with legal entity of which less than 25% of its capital or voting right are controlled directly or indirectly, jointly or individually by one or more public bodies

- Corporation with legal entity (Based on the classification of statistical units by legal forms (GFO)<sup>1</sup>:11)

The Project Promoter may submit an application on its own or with maximum 4 project partners having their seats or place of business in Hungary.

Hungarian Project Partners can be:

- corporations with legal entity and cooperatives;
  - corporations with legal entity (11);
  - cooperatives (12),
- budgetary units and entities (e.g. higher education institutions, municipalities; GFO code: 3);
- non-profit organisations with legal entity;
  - federations and other forms of association (52);
  - public law corporations (54);

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<sup>1</sup> GFO: classification of statistical units by legal forms – Decree No. 21/2012 KIM on the elements and nomenclature of a statistical code

- foundations (56);
- non-profit corporations (57);
- other non-profit organisations with legal entity (59).

### **Identification of Norwegian partners**

Szent István University helps the identification of potential Norwegian partners through Innovation Norway. Hungarian entities (in case they have not got a Norwegian partner) have to send a partner request to <http://www.norvegalap.hu/cimoldal> and to describe the planned project concept, the expertise and activity expected from Norwegian partner. Application for the call for strengthening bilateral relations shall be submitted after the identification of a Norwegian partner.

Norwegian Project Partners can be:

- corporations with legal entity and cooperatives;
  - corporations with legal entity (11);
  - cooperatives (12),
- budgetary units and entities (e.g. higher education institutions, municipalities; GFO code: 3);
- non-profit organisations with legal entity;
  - federations and other forms of association (52);
  - public law corporations (54);
  - foundations (56);
  - non-profit corporations (57);
  - other non-profit organisations with legal entity (59).

Application shall be submitted only by a Hungarian partner and the eligible costs of the Norwegian partner have to be covered through the Hungarian Project Promoter.

### **III. Eligible activities**

The following activities are supported in the framework of the matchmaking call:

#### **a. Making personal contact**

- travel of representatives of Hungarian entities (Project Promoter and Project Partner) to Norway to Norwegian entities written in the application
- travel of representatives of Norwegian entities to Hungary to Hungarian entities submitted the application
- participation in conferences, seminars, courses, meetings and workshops in Norway by Hungarian entities and in Hungary by Norwegian partners

#### **b. Preparation of studies:**

Buying or common preparation of studies (e.g. background study, business plan) related to the planned application to be implemented with the involvement of Norwegian partner

**Activities in the framework of this call shall be related to an application for green industry innovation prepared with the involvement of Norwegian partner. Personal contact making is compulsory activity.**

#### **IV. Eligible costs**

Eligible costs related to eligible activities are summarized in the following table according to the accounting categories

	personal contact	studies
52. Services used	X	X
54. Wage costs		X
55. Other staff expenses	X	
56. Contributions		X

#### **Services used**

Only the following costs are eligible under services (the related activity is in the bracket)

- travel costs back and forth including economy class (or for the price of economy class) tickets for plane, airport taxes as well as travel costs to the airport and back, including the travel within the country (personal contact)
- accommodation in a three-star hotel or for the price of a three-star hotel (personal contact)
- travel insurance for the duration of the travel (personal contact)
- registration fee for conferences, seminars, workshops (personal contact)
- expert fee used according to the market rules and conditions for the preparation of background studies, business plan necessary for the elaboration of the green industry innovation application (studies)
- catering services (e.g. restaurant) provided at the place of the meeting of Hungarian and Norwegian entities (personal contact)

#### **Wage costs, other staff expenses, contributions**

- contract of services and related contributions concerning the preparation of studies (studies)
- daily allowances assigned for travel according to the internal regulations of the applicant but maximum 120 €/ person (personal contact)

We call the attention of applicants that only the costs listed above are eligible. Please, find detailed instructions regarding eligible costs in the Eligibility Guideline which is annex 1. of

General Application Guideline. Only those invoices are eligible which are issued to the name of Project Promoter or Hungarian Project Partner receiving the grant or in case of accommodation to the name of the guest and the costs are incurred during project implementation at Project Promoter or Project Partner.

#### **V. Ineligible costs**

- exchange rate losses;
- refundable VAT;
- fines, penalties and costs of litigation;
- excessive expenditure or expenditure not meeting the criterion of economic rationality.

Please, find detailed instructions regarding ineligible costs in the chapter 3 of Eligibility Guideline.

#### **VI. Project implementation period**

Projects launched before the submission of the application shall not be eligible for funding. The final date of the eligibility of costs shall be 30 September 2013. Please, find the detailed rules for starting and completing the project in the chapter 3.3 of General Application Guideline.

The report and the payment claim have to be submitted within 90 days after finishing the implementation.

#### **VII. Financial information**

##### **1. Available funding**

Funding shall be provided by the Norwegian Financial Mechanism 2009-2014 within Green Industry Innovation Programme earmarked for programme level bilateral cooperation. The total available amount of funds for bilateral matchmaking is EUR 210,000.

##### **2. Amount of the grant**

The maximum amount of the non-repayable grant per person involved to the project (travelling in or out) for this call shall be EUR 3,000. On average the cost of travel with two-night stay is EUR 1,500 per person which can be increased up to EUR 3,000 by the cost of justified longer stay and studies, business plan necessary for the preparation of green industry innovation application. The number of travellers is limited to two per entity. The amount of grant requested at an application is minimum 500 EUR, maximum 36.000 EUR.

The exchange rate to apply when calculating costs in euros shall be HUF 283.4/EUR 1. The budget proposal and the amount of the requested grant shall be expressed in HUF on the application form.

### 3. The grant rate and type of the grant

The maximum grant rate is 100%. The type of the grant is de minimis aid if the applicant or the supported activity is considered as economic activity.

Detailed rules regarding de minimis aid are set out in Commission Regulation (EC) No 1998/2006 of 15 December 2006 on the Application of Articles 87 and 88 of the Treaty to de minimis aid.

The total de minimis aid granted to any one undertaking from any source shall not exceed, over the current fiscal year and the previous two fiscal years, the HUF amount which is the equivalent of EUR 200,000, and, for the road transport sector, the HUF amount which is the equivalent of EUR 100,000. Aid payable in several instalments shall be discounted to its value at the moment of its being granted.

Prior to granting the aid, a declaration must be made by the undertaking concerned in written form stating any other de minimis aid granted or not yet assessed during the previous two fiscal years and the current fiscal year.

De minimis aid should not be cumulated with state aid in respect of the same eligible costs if such cumulation would result in an aid intensity exceeding that fixed by a block exemption regulation or Decision adopted by the European Commission.

De minimis aid may be granted to undertakings in all sectors, with the exception of:

(a) aid granted to undertakings active in the fishery and aquaculture sectors, as covered by Council Regulation (EC) No 104/2000;

(b) aid granted to undertakings active in the primary production of agricultural products as listed in Annex I to the Treaty on the Functioning of the European Union;

(c) aid granted to undertakings active in the processing and marketing of agricultural products as listed in Annex I to the Treaty on the Functioning of the European Union, in the following cases:

- when the amount of the aid is fixed on the basis of the price or quantity of such products purchased from primary producers or put on the market by the undertakings concerned,

- when the aid is conditional on being partly or entirely passed on to primary producers;

(d) aid to export-related activities towards third countries or Member States, namely aid directly linked to the quantities exported, to the establishment and operation of a distribution network or to other current expenditure linked to the export activity;

(e) aid contingent upon the use of domestic over imported goods;

- (f) aid granted to undertakings active in the coal sector, as defined in Regulation (EC) No 1407/2002;
- (g) aid for the acquisition of road freight transport vehicles granted to undertakings performing road freight transport for hire or reward;
- (h) aid granted to undertakings in difficulty.

Records regarding de minimis aid granted under the above title shall be retained by the Recipient for 10 years from the date on which it was granted, and shall be presented to the grant provider on his request.

In case of support to non-economic activities of budgetary entities and their institutions with a legal entity and non-profit organisations with a legal entity the grant shall not be considered state aid pursuant to Article 107 of the Treaty on the Functioning of the European Union, thus the grant rate for them may be up to 100 %.

#### **4. Provisions regarding the disbursement of the grant**

The grant shall be disbursed by means of reimbursement based on the submitted documents.

In the case of reimbursement the amount of the grant shall be transferred directly to the account of the Project Promoter or in case of assignment to the bank account of the Project Partner or other assignee. A payment request only may be submitted on condition that the total eligible costs of the project have been paid by the Project Promoter or Hungarian Project Partner in a manner that can be certified.

Please, find detailed instructions regarding eligible costs in the General Application Guideline.

#### **VIII. Indicators**

Applicants have to state the relevant indicators in the application form from the following indicator list:

- Number of personal contacts (piece)
- Number of women travelling to Norway (person)
- Number of men travelling to Norway (person)
- Number of women travelling to Hungary (person)
- Number of men travelling to Hungary (person)
- Number of common studies prepared (piece)



## IX. Administrative specifications

The necessary official information concerning the Call for Proposals and the Green Industry Innovation Programme is available on the following site: [www.norvegalap.hu](http://www.norvegalap.hu). Annexes to the Call such as guidelines, documents and forms may be downloaded from this site.

### 1. Content of the Application

#### a. Application form

The application form can be reached by clicking on the file name beside the Call for Proposals. The application form shall be completed in English. The form includes data of travelling and host entities (Hungarian and Norwegian), their professional experience related to the green industry innovation programme, the description of the project concept, division of labour among partners (including the Norwegian partner). The requested grant amount shall represent the costs of all participants calculated with unit prices.

#### b. Supporting documents to be attached in an electronic form

- Specimen signature or sample of signature of the Project Promoter;
- Report on the previous two completed financial years of the Project Promoter (if the Project Promoter has only completed one financial year, report on that one year)
- Declaration on de minimis aid
- Letter of intent signed by the project partners

#### c. Method, place and deadline for the submission of applications

The application form and the annexes to be attached shall be completed and sent electronically via the site [www.norvegalap.hu](http://www.norvegalap.hu). After the submission of the electronic application form, one original copy of the printable declaration with an authorized signature shall be sent by post, by registered mail at the latest by **24.00 hrs on 10 September 2013** (date on post stamp) to the following address:

Zöld ipari innováció program  
Nemzetközi Fejlesztési és Forráskoordinációs Ügynökség Zrt.  
1037 Budapest Montevideo u. 16/A

*Applications may not be submitted in person or by courier service.*

#### **d. Further information**

Information in relation to the application criteria and other specifications may be requested by phone from the customer service of the International Development and Fund Coordination Agency Ltd.: +36-1-999-4400 (acting as Implementing Agency) and via e-mail addressed to [greenindustry@norvegalap.hu](mailto:greenindustry@norvegalap.hu) . Replies shall be given and uploaded on the site [www.norvegalap.hu](http://www.norvegalap.hu) within 8 days.

#### **X. Project proposal selection process**

Tasks in preparation of the decision-making in relation to the submitted applications shall be carried out by the International Development and Fund Coordination Agency Ltd. (acting as Implementing Agency) and the Programme Operator. The evaluation of the applications is continuous, the decision making process starts immediately after receiving the application. Preparation of the decisions shall consist of the following steps:

- Review of eligibility criteria;
- Formal review;
- Technical evaluation;
- Decision making.

##### **1. Review of eligibility criteria**

After submission, the Implementing Agency shall verify compliance with the eligibility criteria of the application. If an application does not comply with the eligibility criteria, the Implementing Agency shall make a decision to reject the application excluding the option for the Applicant to remedy deficiencies. The review of compliance with eligibility criteria shall be completed within 7 days of receipt of the declaration submitted by post, which may be extended with another 7 days in duly justified cases.

Applications failing to meet the following eligibility criteria shall be rejected:

- the Project Promoter is eligible for funding (Y/N);
- the Project Partner is eligible for funding (Y/N);
- the application and the declaration printable after submission of the electronic Application Form was submitted by post by the deadline specified in the Call for Proposals (Y/N);
- the declaration was signed in compliance with the specimen signature (Y/N);
- the Project Promoter and/or the corporation with legal entity as Project Partner possesses at least one closed balance sheet covering at least one business year, its equity capital is in the positive domain, or its equity capital did not fall below the minimum rate of equity capital (share capital) prescribed by legislation (Y/N);

- the grant amount requested by any partner corresponds to the minimum and/or maximum amount of funding that can be awarded according to the Call for Proposals (Y/N);
- the grant amount requested for the project corresponds to the minimum and/or maximum amount of funding that can be awarded according to the Call for Proposals (Y/N)
- the closure deadline are in line with the Call for Proposals (Y/N);
- application form is filled in in English language (Y/N).

## 2. Formal review

After the eligibility check the Implementing Agency shall examine the following criteria in the formal review:

- all the necessary annexes are attached electronically and are duly completed;
- the submitted Application Form is fully and duly completed;

In case of deficiencies the Implementing Agency shall notify the Project Promoter thereof asking him to remedy the deficiencies. Failure to remedy deficiencies or submitting erroneous or incomplete documentation shall result in the formal rejection of the application. The Project Promoter shall be notified about the rejection of the application or the compliance with formal requirements at the e-mail address provided by him on the Application Form.

## 3. Professional evaluation

All applications that comply with the eligibility and formal requirements shall be evaluated continuously by the Programme Operator based on the information received from Donor Programme Partner (Innovation Norway).

Evaluation criteria	Maximum scores
Correspondence of the project concept with the goals of green industry innovation programme	10
Competence of Hungarian entities regarding the implementation of the planned green industry innovation project	10
Competence of Norwegian entities regarding the implementation of the planned green industry innovation project	10
Justification of matchmaking costs	10
Total	40

Applications receiving at least 25 scores will be supported.

Information about the decision is sent to the contact person to the address given in the application form. The data of funded projects (name of the applicant entity, amount of grant) is published on [www.norvegalap.hu](http://www.norvegalap.hu) and [www.szie.hu](http://www.szie.hu) websites.

#### **4. Conclusion of contracts**

Szent István University as Programme Operator concludes the grant agreement with supported applicants within 20 days after making the decision. The deadline for conclusion of the contract can be extended once in justified cases by maximum 30 days.

#### **5. Complaint management**

On the basis of Chapter 17 of Government Decree 326/2012 (XI.16.) on the Implementation of the Norwegian Financial Mechanism 2009-2014 the Applicant may submit a reasoned complaint not later than 5 working days after receipt of the decision rejecting its application for reasons of non-eligibility or non-compliance with formal requirements, provided that a violation of law or the provisions of the Call for Proposals has occurred.

Complaints may be sent to the Implementing Agency at the following address:

Nemzetközi Fejlesztési és Forráskoordinációs Ügynökség Zrt.  
1037 Budapest Montevideo u. 16/A

If the decision to reject the application was made by the Implementing Agency, the Programme Operator shall make the decision with regard to the complaint, in all other cases it shall fall under the competence of the National Development Agency.

### **XI. Rules for project implementation**

The applicants submit a travel report on the result of the matchmaking. The report contains the date of travel, presentation of Norwegian and Hungarian partners (persons and entities), results of discussions and/or agreements made concerning the green industry innovation project as well as the prepared study. Payment claim and the supporting financial documents prepared according to the Eligibility Guideline have to be submitted together with the final report (including the travel report). The grant amount is reimbursed to applicants after the verification of documents by Implementing Agency and the approval of the report by the Programme Operator.

### **XII. Annexes**

- Draft project contract
- General Application Guideline
- Declaration on de minimis aid - template
- Application Form User Guide