



CALL FOR PROPOSALS
under
THE EEA FINANCIAL MECHANISM 2009-2014
Energy Efficiency Programme

HU-02-2013-B1

for

Exchange of experience for Public Schools

Valid from: 20th December 2013



Table of contents

1. THE OBJECTIVE AND THE BACKGROUND OF THE DOCUMENT	4
1.1. The scope of the guide	4
1.2. The framework and background of the implementation of the Funds in Hungary 4	4
1.3. Organisational background	4
1.4. The goals of the grants	4
1.4.1. Aim of the Call for proposals	5
1.5. Contact information	6
2. CONDITIONS OF APPLICATION	6
2.1. Application types	6
2.2. Identification of the range of possible applicants	6
2.3. Conditions to be met by the partners	7
2.4. Other conditions concerning the submission of applications for grants	8
2.4.1. General conditions of submission and eligibility.....	8
2.4.2. Standard professional conditions.....	8
3. CONDITIONS CONCERNING THE CONTENT OF THE PROJECTS	9
3.1. Eligible activities	9
3.1.1. Sharing and transfer of best practices and experience.....	10
3.1.2. Adaptaion, dissemination.....	10
3.1.3. Publicity	11
3.1.4. Non-eligible activities	12
3.2. Eligibility rules	12
3.2.1. Eligible costs	12
3.2.2. Non-eligible costs	14
3.3. Project implementation period	14
3.3.1. Project start date.....	14
3.3.2. The completion and closure of a project.....	15
3.3.3. Maintenance period	15
3.4. Observing the cross-cutting principles	15
4. FINANCIAL CONDITIONS	15
4.1. The form, rate and amount of the grant	15
4.1.1. Total grant amount.....	16
4.1.2. Project grant rate	16
4.1.3. Amount of grant	16
4.1.4. Type of grant	16
4.2. Composition and certification of co-financing	16
4.3. Obligations relating to the provision of collateral	16
4.4. Rules on the disbursement of grants	17
4.4.1. Advance	17
4.4.2. Claiming and disbursement of the grant.....	17
4.4.3. Withholding.....	17
4.5. Rules on procurements	17
4.6. State aid rules	17
5. SELECTION AND DECISION MAKING	18
5.1. General conditions applying to the submission of applications	18
5.1.1. The mode of the submission of applications.....	18
5.1.2. Deadline for the submission of the application	18

5.1.3.	Mandatory content elements of the applications	19
5.1.4.	Request for supplementary information.....	20
5.2.	Project selection	21
5.2.1.	Check of formal eligibility criteria.....	21
5.2.2.	Formal administrative check	21
5.2.3.	Strategic/content related eligibility and scoring	21
5.2.4.	Decision making.....	25
5.3.	Complaint management	25
6.	CONCLUSION AND PERFORMANCE OF THE CONTRACT	26
6.1.	The prerequisites for the conclusion of the project contract	26
6.2.	Monitoring and controlling of the implementation of the project	26
6.2.1.	Indicators.....	26
6.3.	Maintenance of the project.....	28
6.4.	Receivable management	28
7.	ANNEXES	28

1. THE OBJECTIVE AND THE BACKGROUND OF THE DOCUMENT

1.1. The scope of the guide

The present call for proposal together with the 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014' provides information about the conditions of the present call.

The present call for proposals does refer to the General Application Guide as the conditions described in the General Application Guide are also valid to the present call (if there is not possibility to differ from it).

The call for proposals and the General Application Guide contain general information and rules, the regulations concerning the specific projects are included in the project contract.

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'.

1.3. Organisational background

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

1.4. The goals of the grants

General information on the funds can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

The specific description concerning the present call for proposals:

EAA Financial Mechanism 2009-2014

The 235/2011. (XI. 15.) Government Decree concerning the annunciation of the Program Agreement on the implementation of the EEA Financial Mechanism 2009-2014 between Iceland, the Principality of Liechtenstein, the Kingdom of Norway and Hungary has created the financial mechanism in Hungary, which provides the framework for the contribution of the Donor States to reduce the economic and social disparities in the European Economic Area.

The EEA Financial Mechanism 2009-2014 aims to strengthen relations between the Donor States and the Beneficiary State to the mutual benefit of their people; whereas the enhanced co-operation between the Donor States and the Beneficiary State will contribute

to securing a stable, peaceful and prosperous Europe, based on good governance, democratic institutions, the rule of law, respect of human rights and sustainable development.

Objectives

1. The **overall objectives** of the EEA Financial Mechanism 2009-2014 are to contribute to the reduction of economic and social disparities in the European Economic Area and to the **strengthening of bilateral relations between the Donor States and the Beneficiary States through financial contributions in the priority sectors listed in paragraph 2.**

2. The financial contributions shall be available in the following priority sectors:

- (a) Environmental protection and management;
- (b) Climate change and renewable energy;**
- (c) Civil society;
- (d) Human and social development; and
- (e) Protection of cultural heritage.

The present Call for proposals aims to improve bilateral relations under the Energy efficiency programme area within the Climate change and renewable energy priority sector.

1.4.1. Aim of the Call for proposals

Bilateral relations

Donor countries have good practices in the area of awareness of and education in energy efficiency, including the adequate use of processes and technologies for energy efficiency suitable for households, the efficient operation of public buildings and public schools and education of energy-efficient lifestyle. This Call for proposals provides an opportunity to **strengthen relations in the field of energy efficiency between the beneficiary and donor countries** through getting familiar with the prevailing best practices in the donor countries and the involvement of donor project partners. Applicants may **integrate the shared best practices into their everyday operations** thus improving their activities related to environmental protection, awareness of and education in energy efficiency. **Further aim of the call for proposals is the propagation and dissemination of the shared best practices for students, teachers, school staff, parents, local residents.**

Only the best practices of donor project partners regarding the following areas are eligible for application:

- application of energy efficiency and renewable energy solutions in buildings
- energy efficient building usage
- energy efficient facility management
- intersection of energy efficiency and health on the field of building energy
only related to the following building types:
 - residential buildings
 - school buildings

The shared best practice should have a link with the goals of project to be implemented under 'Improving Energy Efficient Public Schools' call for proposals.

1.5. Contact information

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

2. CONDITIONS OF APPLICATION

2.1. Application types

Awarding procedure: **open call, one-step procedure**

The project call has a **fixed deadline**, thus the project proposals handed in until a given deadline will be evaluated at the same time and the winners will be chosen following a regional ranking. The call for proposals will be opened during 4 months following its publication. (See in more details chapter 5 Selection and Decision)

General information on the type of call for proposals can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

2.2. Identification of the range of possible applicants

General regulations concerning the specification of eligible applicants can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

In the framework of the present Call for proposals only those institutions and organisations may submit proposals whose projects were approved under Improving Energy Efficient Public Schools (HU02-2013) call for proposals:

According to the Hungarian Central Statistical Office's GFO Code¹:

- 312, Budgetary unit supervised by central government
- 321, Local government
- 322, Budgetary unit supervised by local government
- 351, Nationwide nationality self-government
- 352, Budgetary institution supervised by nationwide nationality self-government
- 382, Other local government units operated similarly to budgetary unit
- 551, Church
- 552, Church institution
- 555, Internal ecclesiastic unit with legal entity according to Church
- 559, Other Church organisation

¹ http://www.ksh.hu/docs/osztalyozasok/gfo/gfo2013_struktura_tartalom.pdf

- 563, Institution of other foundation
- 569, Other foundation

Other constraint:

- The applying organizations must have **seat** in Hungary and must be listed in the point '2.2. Identification of the range of possible applicants'.

2.3. Conditions to be met by the partners

General regulations concerning the partners can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

Specifications concerning partner organisations in the framework of the present Call for proposals:

Due to the main goal of present call for proposals it is essential to involve at least one Donor project partner during the project implementation.

Hungarian project partner and Donor project partner can only be involved in the implementation of the project if they are active in the field related to the project and they have added value.

In case of consortia only one Hungarian project partner is allowed to be involved. In case of donor project partners, there is no limitation on the maximum number of donor project partners whom can be involved in a consortium.

The listed categories in point '2.2. Identification of the range of possible applicants' also apply to the Hungarian project partners.

In case of donor project partners there is no limitations related to their legal status.

Other constraints concerning the seat of partners:

- **Hungarian project partner:** only those organizations can be project partner who have their seat in Hungary or in the European Economic Area and also have premises, branch offices in Hungary, furthermore comply with the point "2.3 Conditions to be met by the partners".
- **Donor project partner:** only those organizations can be donor partners who have their seat in a Donor Country² and also comply with the point "2.3 Conditions to be met by the partners".

² Iceland, Principality of Liechtenstein, the Kingdom of Norway

2.4. Other conditions concerning the submission of applications for grants

2.4.1. General conditions of submission and eligibility

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

2.4.2. Standard professional conditions

I. Applicant requirements (in case of a partnership project the following requirements apply to all partners)

Only the following applicants are eligible:

1. who has not unfinished or pending 'Zöld Forrás' and/or EEOP-6.1.0 and/or EEOP-6.2.0 projects; and if has got, then the applicant must apply with a clearly new content, and can certify it
2. who did not submit any application and/or does not participate as partner in project implementation under EEA FM 2009-2014 Energy Efficiency HU-02-2013-B2, 'Exchange of experience for non-governmental organisations' call for proposals or if submitted an application and/or involved as partner in project implementation, withdraws it;
3. who did not submit any other application and/or does not participate as partner in project implementation under present call for proposals or if submitted an application and/or involved as a partner, withdraws it;
4. who does not have unpaid debts in connection with other grants from the national budget, and fulfilled the previous commitment objectives concerning the grants received from it;
5. who fulfils the defined horizontal requirements.

6. In case of the applicant is a budgetary unit supervised by central government or local government:

Local governments and budgetary unit supervised by central government which are supervised by treasury commissioner because of the critical financial situation, may not participate in the call for proposals.

Further requirements for the applicants:

7. Following the Article 72 (2) C of the government decree on the Implementation decree on the Public Finance Act, those enumerated in the decree can have access to the data included into the monitoring system operated by the State Treasury. As stated in Article 79 (1) of the government decree on the Implementation decree on the Public Finance Act, the State Treasury and the agriculture and rural development granting institution provide data electronically concerning the public

dues of the beneficiary. As stated in Article 52 (3) of the Act on Public Finances the possible grant received can be withheld for the sake of the fulfilment of the public dues – not concerning any duties in the assistance contract –and sent to the specific revenue account of the public tax authority.

8. The applicant consents that based on the Government decree on the Implementation decree on the Public Finance Act, the National Tax and Customs Administration of Hungary can provide data to the Implementing Agency and Grant provider.
9. The applicant consents to the control of the regular and intended use of the grant by the authorities specified by the law.

II. Other professional standard conditions concerning the content of the project

1. Relevance of Hungarian and/or Donor project partner is described on the application form and it is appropriate;
2. Participants of the exchange visit are selected transparently manner and based on the relevance of the participants, in accordance with the principle of maximum added value.
3. Only those projects are eligible which comply with the followings:
 - a) the criteria included in Chapter 5.2 Selection process.
 - b) The total cost of the project implementation cannot exceed the following specific, gross cost level:
maximum 1.500 Euro (425.100 HUF) / person / visit
4. The project has to contribute to achieve the aims of the programme thus the fulfilment of the indicators detailed in chapter 6.2.1. Indicator is compulsory as a result of the project.
5. The project can not lead to direct profit for the beneficiary, so the interest paid on the grant amount and any other revenues generated during the project can only be used in line with the aims of the project and before the termination of the assistance contract and for costs occurring linked to the realisation of the project outside the budget of the project. An account of these payments has to be given.

3. CONDITIONS CONCERNING THE CONTENT OF THE PROJECTS

3.1. Eligible activities

General information about regulations concerning eligible activities can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

Other regulations concerning the present Call for proposal:

In the framework of the present Call for proposal only those projects are eligible for a grant which **cover all of the following project components:**

3.1.1 Sharing and transfer of best practices and experience

3.1.2. Adaptation, dissemination

3.1.3. Providing publicity

3.1.1. Sharing and transfer of best practices and experience

Main goal of present activity is learning about the donor countries' best practices related to awareness of and education in energy efficiency, by sharing and transfer of knowledge, technology, experience and best practice through an exchange visit between beneficiary and donor states.

In order to achieve this goal the following are required:

1. to organise at least one exchange visit to a relevant donor partner and
2. to learn about donor partner's best practises related to this area through the participation in an exchange visit

and further optional activity:

1. to participate in a relevant conference/seminar organized in one of the donor countries

Selection of the participants shall be carried out before the submission of the application. Selection shall be based on professional criteria and shall be carried out in a transparent way, which needs to be described on the application form.

It is important that participants of the exchange visit learn the best practice used by the donor project partner in the most efficient way then share the acquired knowledge as widely and efficiently as possible.

Please note that the involvement of student(s) in the exchange visit is not required however it is preferred by scoring (see 5.2.3.)

3.1.2. Adaptaion, dissemination

Main goal of present activity: in accordance with chapter 1.4.1 of present call, through activity 3.1.1. acquired knowledge and experience should be utilized and shared with domestic stakeholders in a fullest extent manner.

In order to achieve this goal the following are required:

1. Domestic adaptation of the experience learned through the exchange visit: integration in the daily operation of the applicant (and partner) organisation(s)
2. To share with and dissemination for domestic stakeholders of the experience learned through the exchange visit

main **domestic stakeholders:** students, teachers, school staff, parents, local residents

With the active cooperation of the participants of the exchange visit linked to the dissemination activity the following are required:

- a) to prepare at least one paper-based or electronic brochure reaching at least 600 capita and publish it on the website of the organisation as well;

min. contents of the brochure:

- summary of the acquired experiences, knowledge and learned best practices
- adaptation possibilities of the acquired experiences, knowledge, learned best practices by stakeholders
- further information of the project being implemented under present call

- b) hold at least one event with two-way communication³, via the event reach of all students is required.

3.1.3. Publicity

Required activities related to publicity under present call for proposals:

1. The project promoter has to ensure that project participants (including partners, involved experts, contractors, other contributors and the affected persons) are informed about the funding is from EEA financial mechanism, under Energy Efficiency programme area.
2. The Project Promoter must provide for the availability and continuous updating of information on the project on the Internet. On-line presentation of information on the project may take place through a **separate homepage** or **on a separated sub-page of an already existing website**. The separate homepage or separated sub-page must contain regularly updated information on the progress, results and impacts of the project, and on cooperation with organisations of the Donor State. Contact information must also be presented on a mandatory basis.

The design elements to be applied in the course of the publicity activities are set out in the **Communication and design manual** of the Grants, attached to this Guide as Annex 4. The Manual contains detailed technical rules and requirements³ concerning the use of logos, advertisement boards, memorial plaques, posters, publications, web pages and audio-visual materials that have to be applied by the Project Promoter. In the case of participation in various organised events, conferences, seminars, exhibitions etc. the Project Promoter must provide for the display of the **design elements** of the application scheme.

Joint implementation of activities 3.1.1., 3.1.2. and 3.1.3. is required.

³ Type of communication, when participant has option (and use of it) to respond, ask questions or try new actions, for example: competitions, workshops, seminars, etc.

3.1.4. Non-eligible activities

Chapter 3.1. Eligible activities include all eligible activities, other activities are not eligible:

- Environmental protection, landscape protection, tourism, healthy diet, healthy food, promotion of active living, organic farming, research and development, preservation of historical monuments, community development are not eligible.
- Business or trading campaign (including tourism), and organisations, products, services marketing are not eligible.
- Communication activity which includes discrimination or harassment is not eligible.
- Campaign, which includes politics, is not eligible.
- Forest school programs, campaigns are not eligible.
- Consumer awareness campaign is not eligible.
- Public educations, vocational trainings, fieldworks are not eligible.

3.2. Eligibility rules

Only those costs are eligible in the framework of the EEA and Norwegian Financial Mechanisms 2009-2014 that are included in the 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014' and the 'Eligibility Guideline for the 2009-2014 period of the EEA and Norwegian Financial Mechanisms'. The scope of these eligible costs are further narrowed by the present call for proposals.

3.2.1. Eligible costs

Accounting categories	Eligible activities		
	3.1.1 Sharing and transfer of best practices and experience	3.1.2. Adaptation, dissemination	3.1.3. Publicity
11. Intangible assets	not eligible		
12. Real estate and associated property rights	not eligible		
13. Technical equipment, machines, vehicles	not eligible		
14. Other equipment, accessories, vehicles	not eligible		
51. Material cost	x	x	x
52. Services	x	x	x
53. Costs of other services	not eligible		
54. Salary cost	not eligible		
55. Other personal expenses	x	not eligible	
56. Social securities	x	not eligible	

11. Intangible assets

-

12. Real estate and associated property rights

-

13. Technical equipment, machines, vehicles

-

14. Other equipment, accessories, vehicles

-

51. Material cost

For the activities:

3.1.1. Sharing and transfer of best practices and experience

3.1.2. Adaptation, dissemination

3.1.3. Publicity

The equipments and current assets have to be recorded as materials cost which can be written off in one amount following the regulations of the Act on Accounting. Only new small value equipments and current assets necessary for the implementation of the project can be recorded and written off in at once on the material cost line.

52. Services

For the activities:

3.1.1. Sharing and transfer of best practices and experience

3.1.2. Adaptation, dissemination

3.1.3. Publicity

3.1.1. Sharing and transfer of best practices and experience

- Travel cost: cost of roundtrip, including economy class or equivalent priced airline tickets, airport fees, and the cost of the transfer to/from the airport (including in-country transport).
- Accomodation cost: only maximum three-star hotel or equivalent cost of accomodation are eligible
- Cost of travel insurance: only availabe for the duration of the trip
- Registration fee: registration (participation) fee related to the conferences, seminars, courses, workshops
- Maintenance cost: catering or other food service incurred related to a meeting of Hungarian and donor partys, incurred on the venue of the meeting

53. Costs of other services

-

54. Salary cost

-

55. Other personal expenses

3.1.1. Sharing and transfer of best practices and experience

Subsistence allowance of the participants of the exchange visit

56. Social security

3.1.1. Sharing and transfer of best practices and experience

Social security contributions of subsistence allowance of the participants of the exchange visit

Further information about eligible costs can be found in document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014', Annex 1

3.2.2. Non-eligible costs

Those costs are not eligible that do not fulfil the general criteria linked associated to the eligible costs and are not connected directly with project's objective.

The chapter 3.2.1. includes the entire eligible cost types, other costs are not eligible.

We draw attention to highlighted non-eligible costs:

- a) costs of used technical and other equipment, machines, devices;
- b) basic office software;
- c) allowances in kind;
- d) costs of insurances (except direct services in connection with the project's objective);
- e) finance charges, bank charges;
- f) currency exchange gains and losses;
- g) costs of tender writing;
- h) indirect costs;
- i) accelerated depreciation, impairment, depreciation.

Further information about non-eligible costs can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014', Annex 1,.

3.3. Project implementation period

3.3.1. Project start date

With regard to the fact that the costs are eligible only from the grant decision, the **project may only be started from the grant decision more specifically following the receipt of the notice concerning the grant decision.**

Granted projects must begin the implementation within 3 months after signature of the project contract.

Further regulations concerning project start date can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

3.3.2. The completion and closure of a project

The project must be completed in 12 months; the costs are eligible until 30 April 2016. After this date, the costs are not eligible in the framework of the project.

If the eligibility period allows it, the laid deadline can be extended justifiable case by the program operator.

Further regulations concerning project implementation can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

3.3.3. Maintenance period

The starting date of the maintenance period is the day following the submission of the final project report and the final payment claim. Maintenance period lasts for 2 years from the day on which the final project report is accepted by the Programme Operator, that is, **from the date of project closure.**

The forms of the obligations concerning maintenance are detailed in subsection 6.3. The fulfilment of the maintenance obligations are overseen by the Programme Operator during the period prescribed in the project contract.

3.4. Observing the cross-cutting principles

Regulations concerning cross-cutting principles can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

The fulfilment of cross-cutting principles has to be presented in the application form.

4. FINANCIAL CONDITIONS

4.1. The form, rate and amount of the grant

General information about this chapter can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

4.1.1. Total grant amount

Name of financial resource: European Economic Area Financial Mechanism 2009-2014, Energy Efficiency programme area, Bilateral fund.

Name of the programme area: Energy Efficiency

Planned amount for funding the projects at the time of publishing the present Call for proposals:

66.801 EUR (18.931.446 HUF⁴), which is composed of 85% EEA Norwegian Financial Mechanism funding and of 15% co-funding provided by the Hungarian state budget.

4.1.2. Project grant rate

Project grant rate in this Call for proposals: 100%

4.1.3. Amount of grant

Co-financing per project in the framework of this Call for proposals:

Minimum 1.500 EUR (425.100 HUF), maximum 15.000 EUR (4251.000 HUF)

4.1.4. Type of grant

Type of grants: non-refundable funds

Relevance of state aid: not relevant

4.2. Composition and certification of co-financing

Co-financing is not required under present call, but voluntary co-financing is preferred by scoring (see 5.2.3.)

The requirements concerning co-financing are detailed in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

In the present call in-kind contribution cannot be considered as co-financing.

4.3. Obligations relating to the provision of collateral

Please note that the provision of collateral security is compulsory for all applicants in the present call for proposals!

Regulations concerning provision of collateral can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

⁴ Applied exchange rate: 283.4HUF/Euro

In the framework of the present call for proposals it is compulsory to provide **collection order** from the list of collaterals in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'

4.4. Rules on the disbursement of grants

General information about this chapter and the related regulations can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

4.4.1. Advance

In the present call for proposals the beneficiary can ask for maximum 90% of the received grant as an advance payment.

4.4.2. Claiming and disbursement of the grant

In the framework of the present call for proposals grant moneys may be disbursed by way of reimbursement.

In addition to the advance, the rest will be payed in one installment in the same time of the approval of the final project report.

4.4.3. Withholding

In the present call for proposals the grant provider does not apply withholding.

4.5. Rules on procurements

General information and regulations concerning this chapter can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

4.6. State aid rules

Grant provided in the framework of the present Call for proposals is not to be considered as State Aid, however the relevant regulations and information can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

5. SELECTION AND DECISION MAKING

5.1. General conditions applying to the submission of applications

5.1.1. The mode of the submission of applications

General relevant rules and information can be found in the document entitled 'General Application Guide for the EEA and Norwegian financial Mechanisms 2009-2014'.

The application form has to be filled online and the Annexes have to be submitted electronically through the www.egtalap.hu webpage.

Following the submission of the application form the printed original statement has to be sent to the Implementing Agency's address via registered post mail:

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

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

5.1.2. Deadline for the submission of the application

Deadline of submitting applications is at least 120th day following the publishing of the call for proposals, under present call it is 161th day, i. e.:

The deadline for the submission of the application form and of the annexes through the webpage:

30th of May 2014, 15:59 hrs,

Deadline for submitting documents by conventional mail:

30th of May 2014, 23:59 hrs

Further general rules and information on the submission of applications can be found in the document entitled 'General Application Guide for the EEA and Norwegian financial Mechanisms 2009-2014'.

5.1.3. Mandatory content elements of the applications

A. Application form

An **application form** shall be filled in for requesting grant. The content of the application form is defined by the filling in guide on the electronic platform. The content of the application form:

Generally:

- basic data of the applicant, the partners and the project;
- summary of the professional experience of the applicant and the partners;
- summary of the project content, detailed project description;
- indicators;
- schedule of activities;
- detailed budget per applicants/partners, justification of budget and budget summary of the project;
- procurement plan;
- a declaration stating the undertaking to meet the conditions of the call for proposals.

Specifically defined by this call:

- Compliance to horizontal requirements
- Description of the awareness raising plan

The application form must be filled in Hungarian language, however the project summary has to be provided both in English and Hungarian.

B. Supporting documents to be attached to the application

I. Supporting documents to be attached at submission:

A. The following supporting documents have to be electronically uploaded to the application form

- 1.** The curriculum vitae of the persons involved into the project implementation and the participants of the exchange visit **(scanned, in pdf format)**.
- 2.** Transparency declaration (see annexe 4) necessary for the submission, **(printed and signed)**.
- 3.** Letter of intent of the partners concerning cooperation **(signed, scanned, in pdf format)**.

B. It is necessary to attach the following documents only if they have been changed since their submission with the application approved under Improving Energy Efficient Public Schools (HU-02-2013) call for proposals. If these documents have not been changed, applicant makes a related statement on the application form and the re-submission of these documents is not required.

1. Official proof of the Applicant's legal status:

- a) A copy of the **deed of foundation / deed of association** certified by the applicant from which the link between the extent of the proposed activity and the basic business activity of the organisation can be examined (if relevant) **(in scanned pdf format)**.
- b) Original version or attested copy by a public notary (issued during the past 30 days) of the applicant's **registration**, depending on legal status. Municipalities should submit the attested copy of the valid deed of foundation certified of the applicant. In case the applicant is a budgetary authority / institution, the submission of the valid registration deed / its attested copy is necessary **(in scanned pdf format)**.
- c) The original **specimen signature** of the authorised person for signature on behalf of the applicant or attested copy by a notary public, or the copy of the **sample signature** attested by the bank, or sample signature or its copy certified by a lawyer according to the Article 9 of Act V of 2006 on Public Company Information, Company Registration and Winding-up Proceedings. **(in scanned pdf format)**.
- d) In case the applicant is a non-profit organisation and its application relates to a public interest task, the contract for the provision of the public interest task (or the document equivalent to this) or the decision of the local municipality on the handover of the public task has to be submitted. **(in scanned pdf format)**

In case of annexes to be submitted electronically the electronic application form limits their size (500 MB).

II. Documents to be submitted at the signature of the project contract

1. Partnership agreement between the partners – in case of partners from donor countries the agreement has to be provided also in English – containing the conditions of the chapter 6.1 The prerequisites for the conclusion of the project contract in General Application Guide **(signed by the partners scanned in pdf format)**.

Please note that grant decision and the project contract offer may impose further conditions and request further documents for submission.

5.1.4. Request for supplementary information

If there is any question related to the Energy Efficiency programme area, please contact the Implementing Agency's helpdesk via any of the further e-mail address: energyefficiency@egtalap.hu or info@egtalap.hu.

The general rules concerning the request for supplementary information can be found in the document entitled "General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014".

5.2. Project selection

The general rules of project selection can be found in the document entitled "General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014".

5.2.1. Check of formal eligibility criteria

General rules and information on the check of the formal eligibility criteria can be found in the document entitled "General Application Guide for the EEA and Norwegian financial Mechanisms 2009-2014".

5.2.2. Formal administrative check

General rules and information on the check of the formal administrative criteria can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

5.2.3. Strategic/content related eligibility and scoring

General information and regulations concerning the verification of the strategic/content related eligibility can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

Strategic/content related eligibility and scoring contains on one hand compliance to **strategic/content related eligibility criteria (I.)**. On the other hand it contains a scoring against relevant **content-related scoring criteria (II.)**. **If the application receives a No assessment at any of the below listed strategic/content related eligibility criteria (I.), then the application is rejected without further assessment.**

Following compliance to the strategic content related eligibility criteria **a scoring is carried out (II.)**. For approval of an Application it should reach at least 4 points, Maximum 70 points can be reached in the scoring. No minimum threshold is set in terms of scores.

Applications are ranked based on their average scores, and will be approved up to the available budget.

Experts can raise questions during the assessment of the application. The questions are forwarded to the email address of the applicant included in the application form by the Implementing Agency. The questions shall be answered by the deadline included in the email letter with the questions. If the applicant fails to answer the questions or the

answers are not adequate then the assessment of the project is carried out based on the existing information.

Based on the scores of the two experts the average score of the application is determined. If the scores given by the two independent experts differs by more than 30% then a third expert reviews the application. The final score of the application is the average of the two scores closest to each other.

The Programme Operator sends a project contract offer to the supported project applicants, in which the PO details the **conditions for signing the project contract**. If these conditions cannot be met by the applicant by the given deadline the support decision is withdrawn and the next application on the project reserve list receives a project contract offer.

The Programme Operator builds a reserve list for eligible and scored applications that cannot be supported because of the ceiling of the financial allocation.

I.	Content related/strategic eligibility criteria	Yes/No
1.	The submitted project schedule corresponds to the call for proposals and the project can be implemented by the planned deadline. At the same time the project is implemented after the project start date within at most 12 months.	Yes/No
2.	The application is in line with the conditions of 2.4 Other conditions of application, exclusion criteria	Yes/No
3.	Compliance with horizontal criteria <i>Good governance, equal opportunities for men and women, sustainable development</i>	Yes/No
4.	The relevance of Hungarian or Donor project partner is appropriate	Yes/No
5.	The relevance of the project: the scope of the eligible activities is in line with the 3.1. Eligible activities and 1.4. The goals of the grants chapter of the call for proposals and thus contributes to the achievement of the programme's aims	Yes/No
6.	Motivation of the applicant has been described and it is appropriate	Yes/No
7.	Selection of the participants (method of the selection has been described and it is appropriate, relevance of the participants based on the selection is appropriate)	Yes/No
8.	The planned dissemination (3.1.2) activity and its effects are described and appropriate	Yes/No

II.	Scoring	Max.	Exclusion criteria
1.	Rate of voluntary co-financing (%)	0-5	-
	under 1%	0	-
	1-3%	1	-
	4-6%	2	-
	7-9%	3	-
	10-12%	4	-
	at least 13%	5	-
2.	Number of the participants involved to the exchange visit between beneficiary and donor states (capita)	0-10	E
	less, than 1 capita	0	E
	1-2 capita	1	-
	3-4 capita	2	-
	5-6 capita	3	-
	7-8 capita	4	-
	9-10 capita	5	
	11-12 capita	6	
	13-14 capita	7	
	15-16 capita	8	
	17-18 capita	9	
	at least 19 capita	10	
3.	Number of students involved to the exchange visit between beneficiary and donor states (capita)	0-15	-
	less, than 1 student	0	-
	at least 1 student	5	-
	2-3 students	6	-
	4-5 students	7	-
	6-7 students	8	-
	8-9 students	9	-
	10-11 students	10	-
	12-13 students	11	-
	14-15 students	12	-

II.	Scoring	Max.	Exclusion criteria
	15-16 students	13	-
	17-18 students	14	-
	at least 19 students	15	-
4.	Number of reached stakeholders by event linked to the Dissemination activity (3.1.2.) (capita)	0-20	E
	less, than 600 capita	0	E
	600-610 capita	1	-
	611-620 capita	2	-
	621-630 capita	3	-
	631-640 capita	4	-
	641-650 capita	5	-
	651-660 capita	6	-
	661-670 capita	7	-
	671-680 capita	8	-
	681-690 capita	9	-
	691-700 capita	10	-
	701-710 capita	11	-
	711-720 capita	12	-
	721-730 capita	13	-
	731-740 capita	14	-
	741-750 capita	15	-
	751-760 capita	16	-
	761-770 capita	17	-
	771-780 capita	18	-
	781-790 capita	19	-
	at least 791 capita	20	-
5.	Number of reached individuals by brochure prepared linked to the Dissemination activity (3.1.2.) (capita)	0-10	E
	less, than 600 capita	0	E
	601-650 capita	1	-
	651-700 capita	2	-

II.	Scoring	Max.	Exclusion criteria
	701-750 capita	3	-
	751-800 capita	4	-
	801-850 capita	5	-
	851-900 capita	6	-
	901-950 capita	7	-
	951-1000 capita	8	-
	1001-1050 capita	9	-
	at least 1051 capita	10	-
6.	Effectiveness of the budget	0-10	E
	more, than 1.500 € / person / travel	0	E
	1.499-1.430 € / person / travel	1	-
	1.429-1.360 € / person / travel	2	-
	1.359-1.290 € / person / travel	3	-
	1.289-1.220 € / person / travel	4	-
	1.219-1.150 € / person / travel	5	-
	1.149-1.080 € / person / travel	6	-
	1.079-1.010 € / person / travel	7	-
	1.009-940 € / person / travel	8	-
	939-870 € / person / travel	9	-
	869 € / person / travel or under it	10	-
Total:		70 points	

5.2.4. Decision making

General information on decision making can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

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'.

6. CONCLUSION AND PERFORMANCE OF THE CONTRACT

6.1. The prerequisites for the conclusion of the project contract

General requirements concerning the prerequisites for the conclusion of the project contract can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

Other documents to be submitted at the signature of the project contract concerning the present Call for proposals:

Partnership agreement between the partners – in case of partners from donor countries the agreement has to be provided also in English – containing the conditions of the chapter 6.1 The prerequisites for the conclusion of the project contract in General Application Guide (signed by the partners scanned in pdf format).

Please note that the approval decision and the proposal for the conclusion of a contract may provide further specific conditions and/or documents to be submitted by the beneficiaries.

6.2. Monitoring and controlling of the implementation of the project

General information and requirements concerning the monitoring and controlling of the implementation of the project can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

6.2.1. Indicators

Indicators to be fulfilled at the project level and their verification:

In function of their budget each project has to fulfil the following specific values and indicators:

Minimum requirements for specific values:

The total cost of project implementation cannot exceed the following specific, gross cost level:

maximum 1.500 Euro (425.100 HUF) / person / visit

Indicators:

Name of the indicator	Indicator's target value		Source of verification
	minimum value of the indicator for minimal grant amount (1.5000 €, 425.100 HUF)	minimum value of the indicator for maximal grant amount (15.000 €, 4.251.000 HUF)	
Number of participants involved in exchange visit/conference between beneficiary and donor states (capita)	1	10	Supporting documents submitted with project progress report and/or final project report
Number of women involved in exchange visit/conference between beneficiary and donor states (capita)	0	4	
Number of men involved in exchange visit/conference between beneficiary and donor states (capita)	0	4	
Number of new technologies/new practises, including IT-systems, adopted in a beneficiary state, as a result of transfer of knowledge from a donor state partner (amount)	1	1	
Number of reached individuals by event linked to the Dissemination activity (capita)	Reach of all students of the school		Supporting documents submitted with project progress report and/or final project report for example: the photo documentation and pieces of art in electronic format or other documents justifying the participation at the event
Number of paper based or electronic brochure prepared linked to the Dissemination activity (amount)	at least 1		Electronic version of the prepared brochure submitted with project progress report and/or final project report

Name of the indicator	Indicator's target value	Source of verification
Number of reached individuals by paper-based or electronic brochure prepared linked to the Dissemination activity (capita)	at least 600	Supporting documents submitted with project progress report and/or final project report for example: the data provided by the used media and/or in case of newsletter the address list

6.3. Maintenance of the project

General information on the maintenance of the project can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

Other regulations of present Call for proposals:

In the framework of the maintenance obligations:

- The project promoter (and each project partner) undertakes to maintain the results related to the reach indicators until the end of the maintenance period and to maintenance of the created web-page linked to the dissemination activities, which can provide the preservation and accessibility of the generated information content.

6.4. Receivable management

Regulations concerning receivable management can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014'.

7. ANNEXES

1. Application form and guide
2. Declarations linked to the application form
3. 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014' and its annexes
4. Transparency declaration - templates following each type of applicant
5. Glossary