



CALL FOR PROPOSALS

EEA Financial Mechanism 2009-2014

Conservation and revitalisation of cultural heritage and natural heritage programme

Promotion of diversity in culture and arts within European cultural heritage programme area

Promoting bilateral cooperation in contemporary performing arts

Code No.: HU07PA17-B1-2014

**including amendments
in effect as of 16th March 2016**

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All conditions required for the preparation of proposals are covered by the annexes listed at the end of the call and the Project Data sheet as inseparable parts of the Call for Proposals. The general application guide (hereinafter: Guide) is an guide supplementing this call for proposals. The generally applicable provisions of the relevant regulations concerning the tendering process and project implementation are demonstrated in the Guide while the relevant technical/professional criteria and specific conditions and regulations to the Promoting bilateral cooperation in contemporary performing arts measure are laid down in this Call for Proposals. **We draw your attention to the fact that in the case of any inconsistency between the English and Hungarian versions of the Call for Proposals the Hungarian version prevails.**

We call your attention to the fact that the Programme Operator (PO) reserves the right of modification in relation to the Call for Proposals and its annexes as well as their documents, therefore you are kindly asked to regularly visit the website www.egtalap.hu for new announcements. Before submitting your proposal, please make sure that you applied the required application package in accordance with the templates provided on the website. Proposals deviating from them (in format or content) may be rejected.

A. General information

A1. Background of the Programme

Promotion of cultural diversity and diversity in Arts within European cultural heritage (Programme Area 17), and supporting sustainable local communities and strengthening social cohesion are important objectives of the EEA Financial Mechanism in Hungary and in 14 beneficiary countries. The EEA Financial Mechanism is jointly set up by Iceland, Liechtenstein and Norway as Donor countries. The contribution of EEA Financial Mechanism for Hungary is 70.10 million EUR. Of this amount 1,7 million EUR is available for granting under this Call for Proposals.

A2. Main and specific objectives of the Action

In the framework of the programme area 'Promotion of diversity in culture and arts within European cultural heritage' (Programme Area 17 under the EEA Financial Mechanism) the aim of this call is to serve the strengthening of cultural diversity for example through cultural exchange between cultural players from Hungary and the donor states. On this purpose, this overall objective can be achieved through cooperation in the field of performing arts, through stimulating and building professional networks facilitating the flow of cultural works between the countries concerned or by the development, implementation and promotion of joint training programmes, study trips, workshops, professional platforms and co-productions.

The aim can be achieved through bilateral and multilateral international (Hungarian-donor country) cooperation to promote cooperation in the field of performing arts, the building of the professional networks between countries and the facilitation of the flow of cultural products which serves cultural exchange between the donor and the beneficiary states.

Therefore donor partnership is preferred in the projects.

Although donor partnerships are not mandatory under this call, it should however be noted that projects developed in partnership with a donor project partner with the intention of strengthening bilateral cooperation between cultural players from donor and beneficiary countries will be awarded points in the appraisal of the project application.

A3. Eligible Applicants

In case of the Call for Proposals the sequent organisations are eligible for funding:

- Cultural organisations (public, NGO¹) in Hungary are eligible to apply as project applicants under the call for proposals

¹ According to the definition of NGO in Regulation Article 1.5 m)

A4. Eligible Partner organisations

During the implementation of projects it is **optional to involve one or more project partner with a seat registered in a donor country** (Kingdom of Norway, Republic of Iceland, Principality of Liechtenstein), in addition the involvement of further partners having their seat registered in Hungary is optional.

The letter of intent of the Project Partner(s) or the Partnership Agreement shall be attached to the Applications submitted, the contribution of the Partner to the project objectives and activities, the costs and applied financial support - if relevant - shall be demonstrated in the Applications.

Regarding the legal status of Hungarian partners, the following cultural organisations with registered seat in Hungary may submit project proposals in response to this Call for Proposals²:

- Central government institutions (GFO 31)
- Local municipalities and their associations (GFO 32,34,35,362,37,38)
- Non-profit organisations (GFO 517,525,529,54,599,699)
- Foundations (GFO 561,562,563,565,569)
- Non-profit companies (GFO 572)
- Associations of local municipalities in case they are legal entities (GFO 327).

Donor project partners can be public or private entities, commercial or non-commercial, as well as non-governmental organisations, from the Donor States, actively involved in, and effectively contributing to, the implementation of the project. Donor project partners share with the Project Promoter a common cultural, artistic or social goal which is to be realised through the implementation of that project.

In addition to the optional donor bilateral cooperation, the Project promoter may also involve other national or donor partners active in the cultural sector to the project as a 'cooperating partner' that does not receive any grants.

A5. Financial allocation and grant rate

The financial allocation available for granting under this Call for Proposals is EUR 1,700,000, that is HUF 516.290.000. The reference exchange rate at planning: 303.7 HUF/EUR.

The grant is financed by EEA Financial Mechanism 2009-2014 and co-financed by the budget of Hungary.

In the framework of the Call for Proposals non-refundable financial support - that is not qualified as operational financial support - can be granted as Aid for cultural purposes according to the SA.35368 (2012/N) decision of the European Commission.

The requested **amount of grant** must be in line with the table below:

minimum	maximum
25,000 EUR (7.592.500 HUF)	200,000 EUR (60.740.000 HUF)

² This limitation does not apply on the status of eligible partners from the donor states.

The applicable grant rate regarding the percentage of overall eligible costs:

In the framework of the present Call for Proposals the maximum percentage of the grant for which the applicant organisations may apply is **90%** of the total eligible expenditures.

A6. Own contribution

For projects implemented in the framework of present Call for Proposals Project promoters shall provide at least 10% of the eligible expenditures as own contribution according to the point A5 of the Call. Own contribution shall be provided free of any other support or aid as specified in the point 4.2 of the Guide.

In case of independent non-profit organisations (that are independent of local, regional and central government, public entities, political parties and commercial organisations) voluntary work as in-kind contribution may be considered as own contribution. In that case voluntary work shall be calculated according to the point 4.2 of the Guide according to the following method: 1 hour voluntary work is calculated on the basis of 1/160 of the national minimum wage.

According to the provisions described in the 4.5 point of the Guide the project budget shall contain the calculation regarding the value of the in-kind contribution and during the implementation of the project time sheeting is necessary for verifying the working time spent related to the project.

Voluntary work can be executed in the framework of official volunteering according to the Act LXXXVIII. of 2005 on voluntary work on public interest for that voluntary contract shall be concluded between the volunteer and the host organisation. The voluntary contract shall include the following elements:

- content of the volunteer activity on public interest,
- place of the execution of volunteer activity on public interest,
- time and rest period ensured for the volunteer activity on public interest,
- all allowances applicable by the Act that are provided for the volunteer(s) including the stipulations that entry into force in case of the termination of the contract.

Organisations hosting volunteer(s) shall be registered at the register of the Ministry for Human Resources, Department for Equal Opportunities.

(<http://www.civil.info.hu/web/guest/bejelenteshez-szukseges-urlap>)

In-kind contribution can only be used where the promoter of the project is an NGO, by the promoter and any partners that are also NGOs. In kind contributions shall be eligible up to 50% of the own contribution.

A7. Advance payment

Advance payment may be requested not exceeding the 75% of the total support granted in the framework of the present Call for Proposals.

B. The content of the projects

B. 1. Eligible activities

Project promoters may request funding exclusively for the implementation of the activities specified in this section. No further activities are eligible for funding.

B.1.1. Eligible activities

Project promoters should note that the activity mentioned below must be carried out in the framework of the project.

1. Professional consultations / joint trainings / workshops / study trips and/or organization of professional platforms (in documented format) that facilitates the joint implementation of new work of art in the framework of the project implementation with or without donor partner.

B.1.2. Obligatory additional eligible activities

Project promoters should note that all of the activities listed below must be carried out in the framework of the project.

1. Project management including administrative activities (monitoring, financial, accounting, legal and technical, public procurement related) according to the point 3.1.1 of the Guide.
2. Publicity, promotion and dissemination according to the point 3.1.2 of the Guide.
3. Project audit – obligatory for projects achieving or exceeding 50 million HUF overall budget.

B. 2. Specific provisions related to the contents of the project

1. The professional content of the project proposal must meet the criteria set in section C3. If the content does not meet all the criteria set out in this section, the proposal will be rejected, unless the given points allow the alternative.
2. During the implementation of the project, bilateral cooperation is a preferred criterion: after contacting the Donor Project Partner, the participation on professional consultations, workshops, study trips and the resulting professional platforms have to be implemented jointly with the Donor Project Partner.

3. Only the sequent arts are eligible for granting: contemporary theatre, dance, music, circus, street arts and any of their variants (e.g. puppet-show, opera, theatre of movement and art pedagogy).
4. The CVs of key personnel shall be attached to the Applications and their relevant experiences have to be described in details on the Project Data Sheet according to the description of the Data Sheet, because the eligibility of the professional criteria will be examined according to the data provided. The sequent personal competencies shall be ensured during the implementation of the project by internal capacities of the Applicant and/or Project Partner:

- professional project leader;
- professional organizer.

The sequent personal competencies shall be ensured during the implementation of the project by internal or external capacities:

- financial manager, that shall have at least 3 years of professional experience in the field of financial management of projects. If the Applicant intends to outsource the financial project management to external service provider, in the project proposal the minimum professional criteria shall be described that will be applied during the procurement procedure that shall meet at least the minimum criteria defined in the Call.
5. Applicants shall assign the address of their available and continuously updated webpage in the relevant part of the project data sheet (own webpage, facebook site, etc.) according to that the previous activities of the organisation can be checked (only those cases, when the Applicant has any of them).
 6. For the submission of Application the sequent analyses/plans shall be prepared that shall be presented in the project data sheet:
 - target group analysis;
 - needs analysis: the analysis of the availability and potential attendance regarding the selected performing art is necessary in the beneficiary country, and - in case of bilateral cooperation - in the donor country;
 - professional programme: description of project aims and its innovative (out of the ordinary, creative and effective) approaches;
 - description of long-term effects and sustainability of the project results (on the organisations, target groups, sector, etc.) and the potential opportunities of further cooperation;
 - analysis of the added value of possible cooperation and its indicators;
 - documentation plan of the possible professional cooperation (documentation plan);
 - dissemination plan.
 7. During the professional-technical evaluation of the Applications, it is an advantage if the project is implemented in a most disadvantaged or disadvantaged micro region, or in a disadvantaged town and/or contributes to the accessibility of cultural assets for inhabitants living there. The condition is only an advantage, not an exclusion criterion.

8. The activities and performances (such as the workshops, exchanges, performances and works of art) resulting in the framework of the Action shall be captured in moving pictures or stills and archived for further use as a whole or partly according to the nature of the work of arts. The costs related to the archiving are eligible at the costs of implementation of the Applicants/Partners.

The minimum requirement set for the moving pictures is HD quality.

The moving pictures and stills shall be archived in DVD disc as well, and it shall be sent with the declarations on use in hard-copy with the final project progress report as the part of the documentation.

9. If Project Partner is involved, the form of donor partnership shall be described in detail in the project data sheet: the form of the involvement of partner(s), detailed roles and responsibilities.
10. Any revenues generated within the project shall be re-invested into the project's objectives or its maintenance.

B. 3. Eligible costs

During the preparation of Applications, only those costs are eligible that are related to the eligible activities and stated in the Call for Proposals as eligible costs. The detailed prescriptions related to the eligible cost are available at the Annex I of the Guide (hereinafter: Eligibility Guideline).

Only and exclusively costs incurred after the grant decision may be qualified as eligible costs!

Eligible costs	Project management	Professional programmes	Publicity	Audit	Bilateral cooperation
Intangible assets (e.g. software)	x	x			
Material costs	x	x			
Services	x	x	x	x	x
Costs of other services	x	x	x	x	x
Staff costs	x	x	x		
Other staff costs	x	x	x		x
Contributions related to staff costs according to national legislations	x	x	x		x
Depreciation	x	x			

Non-refundable VAT	x	x	x	x	x
Reserve		x			

B.3.1 Budget's internal limitations

During the preparation of project budget the sequent internal limitations set in percentages of the total eligible expenditures shall be taken into account.

- Internal limits may refer to sub-activities, but in all cases the percentages refer to the total budget of the Action³.
- The percentage rates indicate upper limits, that are not obligatory to be achieved, and their sum is not 100%. Project promoter is enabled to establish the final composition of the project budget applying the sequent internal limits.
- In case a cost type is not indicated in the table below but it is eligible according to the Call for Proposals, then there is no internal limit for the cost type.

In case of the present Call for Proposals the following internal limits are applicable on an obligatory basis referring to the eligible costs of the Action:

Cost type	Maximum % limit as a proportion of the eligible costs of the project
Project management: of which	10%
Public procurement services	2%
Costs of legal services	0.5%
Costs of publicity and visibility	2%
Costs of audit services	3%
Cost of depreciation	10%
Cost of immaterial assets	20%
Services of which	
Marketing costs	20%
Reserve	5%
Cost type	Maximum % limit referred to the definition of point 3.4
Indirect costs	10%
Cost type	Maximum % limit referred to the own contribution
Voluntary work	50%

³ Except the voluntary work and the indirect cost eligible, that shall be counted referring to the own contribution or the definition indicated at point 3.4

We draw your attention to the fact that the internal limits prescribed will be checked by two decimals accuracy.

B.3.2 Non eligible costs

In the framework of the Action costs that are not listed in the point 2 of the Eligibility Guideline are not eligible costs.

Non-eligible costs are listed in the point 3 of the Eligibility Guideline and the following costs are further non-eligible:

- project preparation costs;
- purchase of vehicle;
- procurement of equipment and accessories and (except depreciation);
- purchase of land and property
- cost of construction, refurbishment and expansion activities.

B.3.3 Special conditions related to the direct costs of the Action⁴

This chapter only contains special conditions related to the eligible direct costs. The detailed prescriptions are available at the Eligibility Guideline. In case of discrepancy between the Eligibility Guideline and the present Call for Proposals, the Call for Proposals prevails.

For Project Partners only the following costs are eligible:

- material costs
- services
- costs of other services
- staff costs
- other staff costs
- contributions related to staff costs according to national legislations
- depreciation of equipment and/or intangible assets
- non-refundable VAT

1. Special conditions related to costs in the framework of project management eligible activity:

Background studies, research documents, expert's reports, preparation and implementation of public procurement procedures are eligible costs in the project management eligible activity that emerged after the award decision.

Travel costs are eligible at budget line Services according to the point 2.1.2 of the Guide applying the following restrictions:

- 2nd class on public transport facilities are eligible (in case it is divided to classes) according to the percentage that is related to the implementation of the project;

⁴ Referring to the Regulation Article 7.3 (eligible direct expenditures in a project) and Article 7.3.1 (a) (the cost of staff assigned to the project)

- In case of foreign travel expenses second class airline tickets and airport taxes are eligible. Expenses of travel insurance are also eligible.

2. Special conditions related to the purchase of equipment and intangible assets:

We draw your attention that depreciation cost of equipment and purchase of intangible assets are eligible according to the sequent criteria:

In case of equipment and intangible asset achieving minimum 200,000 HUF unit costs, **depreciation cost** is eligible in accordance with the extent determined for the depreciation of similar equipment applied in the accounting policy as well as with the provisions of Act C of 2000 on Accounting and the proportion of the use for project purposes.

The useable lifetime of the equipment, the methodology for calculation of depreciation and the annual value of depreciation shall be described in the Application.

The eligible equipments shall meet the following criteria:

- they shall be utilised only for the activities supported,
- they shall be depreciable assets;
- they shall be purchased from third person that is neither Project Partner, neither affiliated company according to the Act on Accounting.

The eligible intangible assets shall meet the following criteria:

- they shall be utilised only for the activities supported,
- they shall be purchased from third person that is neither Project Partner, neither affiliated company according to the Act on Accounting.

3. Special conditions related to staff costs for the professional implementation of the projects

Staff costs are eligible according the proportionate of their contribution to project objectives. The wages of the members of the professional implementation are eligible as well as the taxes and contributions settled in compliance with the national legislation in force.

4. Special conditions related to the costs of bilateral activities:

Travel costs are eligible at budget line Services according to the point 2.1.2 of the Guide applying the following restrictions:

- 2nd class on public transport facilities are eligible (in case it is divided to classes) according to the percentage that is related to the implementation of the project;
- In case of foreign travel expenses second class airline tickets and airport taxes are eligible. Expenses of travel insurance are also eligible.

Regarding the participation on consultations, trainings, workshops and study trips registry fees, the proportionate daily allowances and its related contributions are eligible for granting.

The travel cost shall not exceed 150.000 HUF/person/travel unit cost (including flight ticket, taxes and travel insurance) and living costs shall not exceed 75.000 HUF/person/day unit cost in case travelling from Hungary or Donor states to Donor state. The travel cost shall not exceed 150.000 HUF/person/travel unit cost (including flight ticket, taxes and travel

insurance) and per diem shall not exceed 45.000 HUF/person/day unit cost in case travelling from Donor states to Hungary.

B.3.4 Eligible indirect costs of the Action

Indirect costs are those costs that contribute to the successful implementation of the project but they are connected indirectly to the Action.

Indirect cost as a lump sum is eligible till the maximum 10% of the direct costs emerged decreased with cost of subcontracting and services provided by third person that are not implemented in the seat or premise of the Project Promoter or the Project Partner. Therefore the basis of calculation is: 51. Material costs; 54. Staff costs; 55. Other personal costs; 56. Contributions that meet the conditions specified above. General indirect costs are public utility fees, rental fees, telecommunication costs (telephone, internet), postal charges, cleaning and waste disposal charges, maintenance costs, costs of separate project bank account and stationary.

For the general indirect costs the Eligibility Guideline provides further prescription.

B. 4. Duration of the project implementation and the project maintenance period

Duration of project implementation:

The project can start only after the award decision.

The duration of project implementation shall not exceed 12 months from project start. In case the project had not been started before Grant Contract's entry into force, the project has to be implemented in 12 months from Grant Contract's entry into force. **In all cases, projects shall be implemented until the 30th of April 2016 according to point 3.3.2 of the Guide.**

The Programme Operator intends to request the donors for an exceptional extension of the deadline for the final eligibility of expenditures taking account of the conditions set out by the donors. If the donors were to grant an exceptional extension for the projects selected under this call, the final date of eligibility for these would be 30 April 2017. The Programme Operator will be in a position to inform successful applicants through the IA about a possible extension of the final date of eligibility of expenditures after it has received the donor decision following the Programme Operator's and National Focal Point's request for an exceptional extension.

The Applicants shall undertake to maintain the results and professional developments of the project (as studies, training materials, photos and moving pictures, etc.) and provides their operational, availability according to the objectives of the project and the professional content defined in the Application.

B. 5. Stipulations related to collateral

Collateral as **collection order** shall be provided in case of all projects according to the point 4.3 of the Guide.

B. 6. Claiming and disbursement of the grant

Direct payment to the contractor is not applicable in the framework of the present Call for Proposals, only ex-post financing is applicable. The project budget shall be presented in HUF and the settlement of grant will be made in HUF. For claiming and disbursement of the grant the provisions of 4.4.2 point of the Guide is applicable.

C Project selection procedure

In case the Applicant fails to submit by post the declaration with properly authorised signature alongside the online submitted project data sheet, the online submitted project proposal shall not be qualified as an application and shall be rejected.

Submitted applications are evaluated in a single-round assessment procedure with fixed submission deadlines, applications submitted till the deadline indicated in point D1 of the Call will be evaluated in the same time and the rank of applications will be set up according to the scores achieved.

The detailed description of project selection procedure is available at point 5.2 Selection process of the Guide.

C1. Criteria for the acceptance of the proposals

Acceptance criterion	Yes	No
The project promoter is eligible for the support		
The project partner is eligible for the support (if relevant)		
The proposal, and the printed declaration after filling the electronic proposal form was submitted by post (registered mail service is recommended) in the way and by the deadline specified in the Call for Proposals.		
The declaration submitted by post was signed by the authorised representative of the Project promoter.		
The period of project implementation is in line with the deadline specified in the Call for Proposals.		
The amount of support applied for is not less than the minimum and do not exceed the maximum support amount specified in the Call for Proposals.		
The application sheet was filled out in the language (in Hungarian, if project partner is involved in English) as specified in the Call for Proposals.		

If the application submitted does not meet the criteria described above, the application will be rejected without any call for completion. If the application submitted meets the criteria described above, the Implementing Agency (hereinafter: IA) accepts it and sends it to the formal evaluation.

The Implementing Agency notifies the applicant of the acceptance of the application within 3 days following the expiry of the deadline for the submission of the applications or the rejection if the application does not meet the criteria defined.

C2. Formal criteria

Formal criteria	Yes	No
The application sheet submitted by the Project promoter is completely filled in line with the formal requirements		
All the required annexes have been electronically attached and they are filled in line with the formal requirements		

In case of any shortcoming the Implementing Agency calls on the applicant for completion within a deadline of 5 days. Failure to complete the identified shortcomings at all, failing to properly complete all shortcomings or submitting the required elements beyond the deadline results in the rejection of the application for reasons of format. Notification of rejection or of having met the format requirements will also be sent to the Project Promoter at the e-mail address specified in the application form.

If the project proposal contains false data or information that turns out during the evaluation, it may result the rejection of the project proposal.

C3. Substantive/professional evaluation criteria

Regarding the technical/professional eligibility evaluation criteria yes/no/partly answers can be set, in case of answers 'no' and 'partly' the evaluator shall justify its decision in details.

In case the fulfilment of criteria is not clear according to the information provided, call for clarification will be sent to the Applicant with 3 days provided for the clarification.

If the Applicants does not fulfils the request for clarification until the deadline defined or after the final call, or the answer for the criteria is still not adequate, the evaluation will be continued according to the information provided.

In case any of the criteria 1 to 5 is evaluated 'No', the expert carrying out the technical/professional evaluation shall propose the rejection of proposal with a score of '0' without any further content/technical evaluation.

If the proposal's budget includes any cost element that is linked to ineligible activities or any ineligible costs and/or if the requested funding rate exceeds the maximum specified in the Call for Proposals, the project's eligible cost or the amount of the support shall be deducted during the technical/professional evaluation.

	Criterion	Evaluation criterion
I.	Technical/professional eligibility criteria	
1	The aim of the project proposal is clear from the application and it is in line with the objective of the Call for Proposals.	Yes/No
2	The project includes the activities that must be carried out on	Yes/No

	a mandatory basis according to B1.	
3	The project requires funding only for the activities to be carried out on a mandatory basis as specified in point B1. of the Call for Proposals and the contents of the proposed project are in line with the criteria specified in the point B.2 of the Call for Proposals.	Yes/No/Partly
4	Both the Project promoter and the project meet the general criteria specified in Section 2.4 of the Guide	Yes/No
5	All of the costs applied for funding are eligible as specified in the point B3 of the Call for Proposals.	Yes/No/Partly
6	The internal limits prescribed in the Call for Proposals concerning the budget were applied.	Yes/No
7	The project budget contains no arithmetic errors.	Yes/No
8	After the completion of missing elements the budget is in line with the supporting documents. The budget is fully justified. The amount indicated in the supporting documents matches or exceeds the amount of the budgeted cost item. (If after the completion the Project promoter/proposal does not meet this criterion, the cost will be reduced.)	Yes/No/Partly
9	The budget was planned in accordance with the VAT status of Project promoter/Project Partner specified in the project data sheet.	Yes/No
10	The project and the Project promoter are adequately in line with the environmental, sustainability principles and the principles of the equal of opportunities and of good governance.	Yes/No/Partly
11	The resources and references of the Project promoter / Partner are in line with the human resource requirements.	Yes/No/Partly
12	The project management resources and references are in line with the requirements.	Yes/No/Partly
13	The professional activity of the organisation according to available online sources is well traceable and relevant regarding the Call for Proposals.	Yes/No

In addition to the above mentioned criteria the applications will be further scored according to the following criteria.

Ser. No.	Criteria of technical/professional evaluation	Score/ evaluation criterion
I	Professional content	max 30
1.	The attributions of the professional content of the programme: <ul style="list-style-type: none"> • covers existing niches • responds to real needs • contains innovative solutions 	0-10
2.	The evaluation of the professional content of the programme it is ascertained that: <ul style="list-style-type: none"> • it contains well defined outputs appropriate to the overall objectives; • contains unique, creative and effective approaches; • activity implemented in the framework of the project contributes to strengthening cultural diversity; • involves outstanding specialists / experts / artists / organisations / talented young artists; • professional activities rely on the professionalism and experience of artists involved. 	0-15
3.	The way of promoting cultural diversity in the project shall be subject to the appraisal, including: <ul style="list-style-type: none"> • clearly defined activities aimed at minorities in the project promoting cultural diversity, for example, through the participation of ethnic/cultural minorities, planned within the project; • strengthening of inter-cultural dialogue and more profound understanding of cultural diversity (e.g. project activities addressing the issues of cultural diversity/intercultural dialogue); • reflecting the principle of anti-discrimination and tolerance through the project activities; • effectiveness of promoting attitudes based on awareness of own cultural identity. 	0-5
II	Partnership	max 25
1.	In the partnership set up Donor project partner participates in the Action.	5
2.	In the framework of partnership involvement, if relevant professional organisations were identified for the preparation of the activities or if the local governments, public organisations, NGOs and local inhabitants were involved in the preliminary professional consultations of the preparation of the project proposal.	10

3.	The activities are implemented with the involvement of relevant organisations	3/a In the project proposal Partner with own project part is involved with separate budget.	10
	<i>In case of 3/a or 3/b criterias are met the higher score shall be given, the score shall not be aggregated.</i>	3/b In the project proposal professional partner is involved (as contributing partner).	5
III	Justification		max 23
1.	Target group analysis <ul style="list-style-type: none"> was conducted with adequate methodology; the target group analysis is exhaustive, its results were properly summarized, therefore it provides proper solutions for the needs emerged and it justifies the relevance of the project proposal; the target group(s) of the performing art activity were properly identified regarding age groups and potential interest. 		0-8
2.	During the preparation of needs analysis the accessibility of the art sector concerned is clearly assessed in the beneficiary country and under the frame of bilateral cooperation in the Donor countries and there is potential demand for the activities proposed.		0-4
3.	According to the dissemination plan it is identified that: <ul style="list-style-type: none"> the promotion of performances / works of arts is adequate, suitable to reach adequate publicity and make attractive the performances; The declarations of host organisations are attached to the application in case the professional programme / performances are not implemented in the premises of the partners. 		0-8
4.	According to the project's documentation plan the long-term accessibility of the results achieved is ensured for the wide publicity.		0-3
IV	Feasibility		max 17

1.	<p>Project budget:</p> <ul style="list-style-type: none"> • adequately, logically and cost effectively planned; • the costs planned are in line with the activities of the professional programme; • the overall budget with its justification is value for money referring to the results to be achieved; • only those costs are budgeted that are relevant for the implementation for the project. 	0-7
2.	The activities are planned step by step, they rely on each other and are proportionately scheduled in the timeline. The timeline was prepared ensuring continuity and sustainability.	0-5
3.	The analysis of the project related risks and contingency plan are adequate.	0-3
4.	During the implementation of the project the environmental strains are reduced to the potential minimum.	0-2
	SUM	95

C4. Indicators

Name of indicator	Type (output)	Unit of measurement	Minimum required target value	Date of reaching target value	Source of indicator
Number of the implemented activities/and events/ workshops	output	pcs	1	end of project implementation	Project reporting
Number of international travels	output	pcs	NA	end of project implementation	Project reporting
Number of artists / contributors involved to the professional activity	output	ppl	NA	end of project implementation	Project reporting
Target group / Number of people reached	output	ppl	NA	end of project implementation	Project reporting

- The above indicators must be presented in the proposal on a mandatory basis, if an indicator indicated with no bold fonts is not applicable in a given project the relevant value must be entered as '0'.
- Data on the actual value of the indicator must be presented for all indicators contained in the proposal that has been submitted.
- In case of the indicators marked with bold fonts, failure to meet the target indicator may entail a reduction in the amount of the support.
- The project promoter has to undertake the minimum required target values.

D. Administrative information

D1. Place and deadline for the submission of the applications

The project proposal shall be submitted **in Hungarian language (in case of bilateral cooperation both in Hungarian and English)** with a brief English summary, exclusively on the proposal form through the online system. The project data sheet must not be modified in terms of content or format. The project data sheet must be submitted in an electronic form, the electronic submission system is available at the homepage nora.norvegalap.hu. All of the **attachments shall be submitted online** and the duly signed **Declaration** stating the undertaking to meet the terms and conditions of the Call for Proposals (according to point 9 of Chapter D2) **in one original version shall be submitted in hard copy as well.**

The project package must be posted in sealed packaging, by a registered mail service, addressed to the Implementing Agency.

The process of submission is described in the Section 5.1 of the Guide.

Place of submission:

Promoting bilateral cooperation in contemporary performing arts
NFFKÜ - Nemzetközi Fejlesztési és Forráskoordinációs Ügynökség Zrt.
1037 Budapest Montevideo u. 16/A

Please note that following the submission of the proposal the implementing agency can start checking the acceptance criteria!

Please note that proposals cannot be submitted by hand-delivery!

Period open for submission:

The proposals may be submitted **between the following dates: 27th of February, 2016 until the 27th of March, 2016.**

It qualifies as submission before the deadline when the application is submitted electronically before the expiry of the deadline specified, while in the case of documents to be submitted by conventional mail if the date of the postal stamp falls **not later than 29th of March, 2016.**

D2. Annexes to be attached

At this point those documents and their obligatory formal-technical elements are listed as a checklist that shall be attached to the application and/or to the conclusion of project contract.

In addition to the table below further documents may be required for the conclusion of the project contract. In this table only those requirements are listed that are obligatory for the submission of the application.

The Annexes must be attached regarding every partner on a mandatory basis in case the table below does not refer only the Project promoter.

An attachment needs to be re-filed if any change affecting its content occurs after the submission. In this case the properly modified document has to be filed again.

The **following supporting documents** need to be attached (uploaded) to the online submission system - as specified in the Call for Proposals:

Ser. No.	Type of attachment
1.	Project promoter's and the Partner's signature, in case of donor partners, the scanned copy of the signature is sufficient. (if relevant)
2.	Project promoter's financial reports for the last enclosed financial year. (if relevant)
3.	Applicant's statutes/extract of register and the Project Partner's statutes/extract of register or other supporting document which describes the main activities or objective of the Project Partner. (if it relevant)
4.	Letter of intent concerning partnership cooperation from the project partners assigned in the proposal. (if relevant)
5.	CVs of the artists/professionals participating in the implementation of the project highlighting experience of relevant for the necessary fields of expertise.
6.	Declarations on hosting – or other equivalent document, e.g. agreement on cooperation, preliminary contract, etc. in case that the performances will not be held in the premises of the Project Promoter / Project Partners.
7.	At least 1 price offer or public price list / procurement in case of services exceeding net 5,000,000 HUF with the detailed description/division into lots of the Applicants.
8.	Declaration of transparency (according to the Act CXCV. of 2011 paragraph 50 (1) and the Act of CXCVI of 2011 paragraph 3 (1) in case of Project Promoter and Hungarian Project Partners that receives grant.
9.	Duly signed declaration stating the undertaking to meet the terms and conditions of the Call for Proposals (generated automatically after the electronic submission, by post).

The day of submission is the day on which the proposal is posted as shown by the official postal stamp.

The proposal's content cannot be modified after the submission of the proposal. No requests for modification of this type can be taken into account.

D3. Further information

The addresses of the official **website** of the EEA and Norway Grants is www.egtalap.hu, and www.norvegalap.hu. Information on the various application schemes can be found on these websites along with the electronic submission system, project partner finders list, the basic statutory regulations applying to the Grants, relevant guides and other information.

The contact data of the **customer service** run by the implementing agency:

NFFKÜ - Nemzetközi Fejlesztési és Forráskoordinációs Ügynökség Zrt.
1037 Budapest Montevideo u. 16/A
e-mail address: culture@norvegalap.hu
telephone number: +36-1-999-4400

We kindly inform the Applicants that after the submission of the application, the staff assigned to the management and selection of the applications are not entitled to publish any information in person. Applicants will be informed by the official letters sent by the Implementing Agency about the progress of the evaluation process.

For facilitating donor partnerships, the Donor Program Partner and the intermediary organisations in the Donor States are able to provide information about the potential donor partners.

The contact data of the Donor states:

Arts Council Norway
Thea Breivik
Senior adviser
e-mail address: eeagrants@kulturrad.no
Mølleparken 2, postadresse: Postboks 8052 Dep, 0031 Oslo

Minjastofnun Íslands / The Cultural Heritage Agency of Iceland / Islands kulturarvsstyrelse
Agnes Stefánsdóttir
Suðurgata 39
101 Reykjavík
telephone number: 5701300
e-mail address: agnes@minjastofnun.is

Senior Advisor to the Minister of Cultural Affairs
Government – Principality of Liechtenstein
Kerstin Appel-Huston
Regierungsgebäude
Peter-Kaiser-Platz 1,
P.O. Box 684 9490 Vaduz, LIECHTENSTEIN
telephone number: +423 236 60 24
e-mail address: Kerstin.Appel@regierung.li

D4. Legal background

1. Acts

Act CXCVI of 2011 on national wealth
Act CLXXXIX of 2011 on local governments
Act XXVI of 1998 on equal opportunities
Act C. of 2000 on Accounting
Act LXXXVIII of 2005 on voluntary work on public purpose
Act CXCIV of 2011 on public finance

2. Government Decrees

326/2012 (XI.16) Government Decree
235/2011. (XI. 15.) Government Decree
236/2011. (XI. 15.) Government Decree
37/2011. (III. 22.) Government Decree on state aid rules
368/2011. (XII. 31.) Government Decree

4. Acts on EEA Financial Mechanism

Regulation on the implementation of the European Economic Area (EEA) Financial Mechanism 2009-2014
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D5. Glossary of terms

NGO: organisation which defined in the Regulation Article 1.5. (m).

Dissemination plan: the plan made for the dissemination of art and capacity building activities to the wide public, that contains factual concepts to the distribution (supported with declarations of the hosting organisations) and the modes of addressing and involving the target audience, the tools of project documentation, publication and the assessing evaluation.

Performing arts: sum of art products that are created by professional artists appearing in their physical presence and using artistic forms, implemented in the front of and/or with the involvement of one-time audience in the same time and location. Regarding genres it can be theatre, dance, music, street arts and any of these variants (e.g. puppet-show, opera, theatre of movement and art pedagogy).

Intangible assets: technical know-how and patents, other intangible assets – e.g. softwares – experimental development, property rights that was purchased in the framework of the given activity serving this activity.

Contemporary: artistic initiative that works on contemporary themes by contemporary language, involves the needs and reflects of the target audience, uses its forms for expression with innovative purposes and challenges its own artist team.

Cultural diversity: "Cultural diversity" refers to the manifold ways in which the cultures of groups and societies find expression. These expressions are passed on within and among groups and societies. Cultural diversity is made manifest not only through the varied ways in which the cultural heritage of humanity is expressed, augmented and transmitted through the variety of cultural expressions, but also through diverse modes of artistic creation, production, dissemination, distribution and enjoyment, whatever the means and technologies used.

D6. Annexes and guides of the Call for Proposals

1. Application Guide
2. Project data sheet (Project Application)
3. Letter of Intent sample
4. Partnership agreement sample
5. Project Contract sample
6. Declaration sample of transparency