



## **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 intercultural – Roma/non-Roma - dialogue**

**Code no.: HU07PA17-B2-2014**

including amendments  
in effect as of 16th March 2016

## Table of contents

<b>A. GENERAL INFORMATION .....</b>	<b>4</b>
<b>A1. Main and specific objectives of the Action .....</b>	<b>4</b>
<b>A2. Eligible Applicants and Partners.....</b>	<b>5</b>
<b>A3. Financial allocation and grant rate .....</b>	<b>6</b>
<b>A4. Own contribution .....</b>	<b>6</b>
<b>A5. Advance payment.....</b>	<b>7</b>
<b>B. THE CONTENT OF THE PROJECTS .....</b>	<b>8</b>
<b>B1. Eligible activities .....</b>	<b>8</b>
<b>B1.1 Eligible activities .....</b>	<b>8</b>
<b>B1.2 Optional additional eligible activities .....</b>	<b>8</b>
<b>B1.3 Obligatory additional eligible activities .....</b>	<b>8</b>
<b>B.2. Specific provisions related to the contents of the project .....</b>	<b>8</b>
<b>B.2.1. Specific obligatory provisions related to the technical content of the project ....</b>	<b>9</b>
<b>B.2.2. Specific provisions related to the quality of the project .....</b>	<b>10</b>
<b>B.3. Provisions made for eligible costs.....</b>	<b>11</b>
<b>B.3.1. Eligible costs.....</b>	<b>11</b>
<b>B3.3 Non eligible costs.....</b>	<b>12</b>
<b>B3.4. Budget's internal limitations.....</b>	<b>12</b>
<b>B3.5. Eligible indirect costs of the Action .....</b>	<b>13</b>
<b>B.4. Duration of the project implementation and the project maintenance period .....</b>	<b>14</b>
<b>B.6. Claiming and disbursement of the grant .....</b>	<b>14</b>
<b>C. PROJECT SELECTION PROCEDURE .....</b>	<b>15</b>
<b>C.1 Criteria for the acceptance of the proposals.....</b>	<b>15</b>
<b>C.2 Formal criteria .....</b>	<b>16</b>
<b>C.3 Technical/professional evaluation criteria .....</b>	<b>16</b>
<b>C.4 Indicators .....</b>	<b>20</b>
<b>D. ADMINISTRATIVE INFORMATION.....</b>	<b>21</b>
<b>D.1 Place and deadline for the submission of the applications .....</b>	<b>21</b>
<b>D.2 Documents to be attached.....</b>	<b>21</b>
<b>D.3 Further information.....</b>	<b>22</b>
<b>D.4 Annexes and guides of the Call for Proposals.....</b>	<b>24</b>

**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 intercultural – Roma/non-Roma - dialogue 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 Hungarian and English 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](http://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**

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 Donor countries contribute to the Financial Mechanism according to their population and economic wealth. 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.

Hungary is extremely rich in cultural heritages in international context as well, their elements are part of our national and local identity, have outstanding importance regarding our welfare and economic perspectives, it has significant added value in the field of economy and employment as well. The EEA Financial Mechanism therefore contributes these overall objectives as well.

In addition to promoting cultural diversity, in the framework of the 'Conservation and Revitalisation of Cultural Heritage and Natural Heritage' programme it is also a further objective to promote bilateral partnerships between organisations dealing with arts, culture and Roma integration from Hungary and similar organisations Norway, Liechtenstein, Iceland.

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 preferred in the appraisal of the project application.

### **A1. Main and specific objectives of the Action**

It is five years, since Hungary chaired the Presidency of the Council of the European Union in the first semester of 2011 and as a main challenge it has targeted to design 'Roma Strategy'. The National Strategy on Social Inclusion 2011-2020 identified the proportion of underprivileged Roma people affected:

*'Every third person (around 3 million people) is affected with poverty, and 1.2 million of them suffer from extreme poverty. Regarding risk factors, mainly children and people living in disadvantaged regions are endangered with poverty. Most of Roma, around 500-600 thousand people (their overall number is around 750 thousands of people according to estimations) belongs to that group.'*

Therefore Roma community is not just the most numerous nationality but Roma people are overrepresented among the underprivileged by the mechanisms of social exclusion for decades.

The arrears in the field of education and employment and the existing difficulties regarding the integration to the mainstream society cause dissatisfaction both in the Roma and non-Roma communities.

Social inclusion can not be achieved by only economic and social measures for the faithful co-existence. For achieving social inclusion and creating equal opportunities it is an effective method to get acquainted with other communities' culture, values and community life and establishing joint creative and education forums. The European public policies also recognize the positive effects of culture on creating values and strengthening social cohesion. In this philosophy the Roma strategy defines overall objectives and definite tasks in the field of culture as well.

The overall objective of the Call for Proposals is to facilitate Roma and non-Roma intercultural dialogue and moderate stereotypes through workshops, events, innovative and/or alternative cultural products and implementation of activities that strengthens the identity of local communities and their accessibility of cultural assets.

The Call for Proposals promotes partnerships and cooperation where the facilitators, actors or active participants of Roma communities have potential roles, adapting the main principle 'nothing about us without us'. It is a high priority to reach and shift Roma communities living in areas endangered and promote their cultural values to the mainstream society. Outstanding objective is to facilitate mutual understanding between Roma and non-Roma communities living together to process and tackle the difficulties of co-existence by culture as a tool.

Non-Roma organisations may also be supported to exchange their knowledge, experiences to develop Roma and non-Roma communities together by cultural assets.

## **A2. Specific objectives**

- Promotion of understanding, dialogue and cooperation between Roma and non-Roma communities through the implementation of cultural activities;
- Promotion of self-expression of Roma through works of art and creative processes;
- Adaption and spread of best practices and introduction, development of new, innovative practices in the target area in the fields mentioned above;
- Strengthening cultural diversity and the depth of Roma and non-Roma intercultural dialogue in the wider range of the society;
- Establishment of wide range of partnership during the planning of the programmes and activities;
- Involvement of underprivileged regions and/or underprivileged target groups during the implementation;
- Establishment and consolidation of intercultural dialogue through regular, frequent and long-running implementation of programmes;
- Addressing target groups living next to Roma communities that have limited access to cultural assets.

## **A3. Eligible Applicants and Partners**

In case of the present Call for Proposals NGOs<sup>1</sup> in Hungary are eligible for funding that have relevant experiences in the field of culture and/or arts and/or social integration:

- Unions, and other associations (GFO 521,528,529)
- Foundations (GFO 563,565,569)

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<sup>1</sup> According to the definition of NGO in Regulation Article 1. 5. (m)

- Non-profit companies (GFO 572,573,575,576)
- Other non-profit legal entities (GFO 599)

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

Regarding the legal status of Hungarian partners the same eligibility rules apply as to Project promoters.

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.

#### **A4. Financial allocation and grant rate**

The financial allocation available for granting under this Call for Proposals is EUR 1,269,000, that is **HUF 385.395.300**. 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.

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

<b>minimum</b>	<b>maximum</b>
25,000 EUR (7.592.500 HUF)	200,000 EUR (60.740.000 HUF)

#### **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.

#### **A5. 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 conclude 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.**

## **A6. 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**

### **B1. 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.

#### **B1.1 Eligible activities**

Project promoters should note that from the activities listed below **at least one must be carried out** in the framework of the project in order to promote Roma and non-Roma intercultural dialogue.

- 1) Creation of works of arts as *theatre, dance, music, literature, film, photo, paintings, sculpture, crafts, installations, design, street art and any of their variant forms* and providing their accessibility to the target group by the events specified in point 2.
- 2) Organisation and implementation of cultural events, performances and exhibitions for the target group;
- 3) Development and/or utilization of non-formal knowledge transfer, education, educational methodologies, informal study opportunities (e.g. art pedagogy, art therapy) and providing their accessibility to the target group through the tools of genres of arts specified in point 1 and by the events listed in point 2.

#### **B1.2 Optional additional eligible activities**

- 1) Establishment and maintenance of knowledge sharing and communicational platforms (physical areas, printed and online surfaces) made for works of arts and events.

#### **B1.3 Obligatory additional eligible activities**

- 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**

***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.***



### **B.2.1. Specific obligatory provisions related to the technical content of the project**

- 1) The projects shall be implemented in Hungary, except the professional activities, participation on professional programmes implemented in Donor states in the framework of bilateral cooperation.
- 2) The Project promoter must have at least one complete closed business year of operation documented.
- 3) The personnel responsible for project management –at least one person working in the management- as a whole must meet the following conditions:
  - a. at least one person shall have at least 3 years of professional experience in financial management of projects,
  - b. at least one person shall have at least 3 years of professional experience in project management.

One person may fulfil more than one condition. If the Applicant intends to outsource the 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.

- 4) In the project proposal the professional leader/manager shall be appointed that shall have at least 3 years of professional experience in the field of culture/art/social inclusion of disadvantaged people . The CV of the professional leader/manager shall be attached to the Applications, and the relevant experience shall be described in the project data sheet.
- 5) Equal opportunities, environmental awareness and good governance in the Project promoter's organisation and in the project organisation have to be adequately elaborated and presented in the electronic application form according to the point 3.4 of the Guide, in other case the evaluators may propose conditions for granting.
- 6) At the time of submission of project proposal, the Project promoter must have building permit in force, if relevant. The copy of the permit must be attached to the application.
- 7) The real estate involved in the project must be free from any claim and litigation, except for any easement right that may be required for the implementation and maintenance of the project.
- 8) In case the project contains infrastructural development, the property's ownership status involved in the project must be certified at the time of submission of the proposal and shall be as follows:
  - a) The property is in the sole ownership of the Project promoter.
  - b) The Project promoter obtains sole ownership over the property by the completion of the project (by acquisition, transfer).
  - c) The Project promoter is in hold of the rights and authorisations required for the implementation of the project and for the maintenance obligations following completion (though rental, use, asset management or lease contract).

## **B.2.2. Specific provisions related to the quality of the project**

- 1) During the project, the implementation of intercultural dialogue by the tools of culture and the involvement of target group through innovative, unique practices, methodologies and tools are obligatory. The intercultural dialogue shall be implemented by the series of events.
- 2) In the dialogue the members of the Roma and non-Roma communities shall participate on the same level as partners. The dialogue has active and proactive elements, neither part can be passive beholder of the events.
- 3) During the dialogue the sequent points of the 10 principles of Roma integration shall be adapted:
  - a. expressed but not exclusive target,
  - b. intercultural approach,
  - c. participation of civil society;
  - d. active participation of Roma.
- 4) The inclusion of the sequent aspects (horizontal concerns) is recommended, but the joint assessment and utilisation of them cannot be part of the project: hate speech, racism, exclusion and trafficking.
- 5) It is a requirement that Roma and non-Roma people must participate directly in the consultation of the development and implementation of the project proposal. It can be managed by official partnership according to the point A2 of the Call or by the involvement of natural person. That case their involvement has to be presented in the project data sheet in details.
- 6) The Applicant shall define and present the target group(s) to be addressed by the activities planned.
- 7) Projects shall promote and foster sustainable dialogue, therefore at least 6 months for the professional programme shall be ensured, when the continuity and regularity of programmes can be ensured.
- 8) Moreover for achieving social acceptance the involvement of relevant professional organisations and citizens is strongly encouraged during the preparation of project proposal (as nationality local governments, educational and cultural organisations, Roma organisations, communities). The condition is only an advantage, not an exclusion criterion.
- 9) As a result of the projects it is obligatory to prepare a summary assessment additionally to the final project progress report that shall contain the main effects of the activities, results achieved and the conclusions of project staff referring to the feedback received from the target group.
- 10) Every events implemented as the results of the project shall be archived in moving pictures or stills for further use as a whole or partly according to the nature of programme. 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 by the final project progress report as the part of the documentation.

11) In case the Applicant plans costs related to 'Real estates and related concessions, licences and similar rights' in the framework of the eligible activities (purchase, renovation, etc.) it is obligatory to prepare needs analysis and utilization plan according to the sequent criteria:

- a. it is obligatory to define and present the planned function and the surrounding catchment area of the building (that can be the settlement, more settlement or the part of the settlement),
- b. during the needs analysis the needs of the target group concerned with the development shall be analysed, and analysis of institutions, service providers with identical or similar functions, the analysis of services provided and its complementary of development planned shall be concluded and presented. The methodology of the analysis (questionnaires, focus groups, interviews, etc.) shall be presented on the project data sheet. In case if questionnaires, the data collection should be representative regarding the age group and the gender of the target group.

*The aspects of the needs analysis are presented in the project data sheet.*

- c. the utilization plan shall contain that in the framework of the project proposal how many people the activities planned attract from the target group and how wide capacity can be provided by the programme, and what kind of activities can be offered in the free timeline.

*The aspects of the utilisation plan are presented in the project data sheet.*

12) Sustainability of the development is an important factor therefore the revenues (including the contributions to be paid by the entity running the real estate) and the planned operating costs must be presented in the proposal. Every revenues generated in the project shall be re-invested according to project objectives.

## **B.3. Provisions made for eligible costs**

### **B.3.1. Eligible costs**

During the preparation of Applications, only those costs are eligible that are related to the eligible activities and listed in the Call for Proposals as eligible costs.

**Only and exclusively costs incurred after the grant decision may be qualified as eligible costs that are listed in the table below!**

<b>Eligible costs</b>	<b>Creation of works of arts</b>	<b>Organisation of events, performances, exhibitions</b>	<b>Development and/or utilisation of non-formal studying</b>	<b>Establishment and maintenance of platforms</b>	<b>Project management</b>	<b>Publicity</b>	<b>Audit</b>
Intangible assets (eg. software)	x	x	x	x	x		
Real estates and related concessions, licences and similar rights	x	x	x	x			
Plant, machinery, equipment and vehicles	x		x	x			
Other equipment, fixtures and fittings, vehicles	x		x	x			
Material costs	x	x	x	x	x	x	
Services	x	x	x	x	x	x	x
Costs of other services	x	x	x	x	x	x	x
Staff costs	x	x	x	x	x		
Other staff costs	x	x	x	x	x		
Contributions related to staff costs according to national legislations	x	x	x	x	x		
Depreciation	x	x	x	x	x		
Non-refundable VAT	x	x	x	x	x	x	x
Reserve	x	x	x	x			

Investments implemented / procured in the framework of the project (eg. buildings, infrastructural development, procurement of equipments and immaterial assets) can only be activated by the Project Promoter!

### **B3.2. 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:

- purchase of vehicle;
- purchase of works of art;
- cost of new construction.

### **B3.3. 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 Action<sup>2</sup>.
- 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:

<b>Cost type</b>	<b>Maximum % limit as a proportion of the eligible costs of the project</b>
Project management: <b>of which</b>	10%
Public procurement services	2%
Costs of legal services	0.5%
Real estates and related concessions, licences and similar rights	10%
Costs of equipment	10%
Costs of publicity and visibility	2%
Costs of audit services	0,5%, in case of donor partnership project: 3%
Reserve	5%
<b>Cost type</b>	<b>Maximum % limit referred to the definition of point 3.4</b>
Indirect costs	10%
<b>Cost type</b>	<b>Maximum % limit referred to the own contribution</b>
Voluntary work	50%

### **B3.5. 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.

Indirects 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, telecommunicational costs (telephone, internet), postal charges,

<sup>2</sup> 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

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**

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 30<sup>th</sup> 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 Implementation Agency 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 – events, performances, exhibitions - of the project in digitalized form (as photos and moving pictures, etc.) and provides their operational, availability via internet for at least 1 year after the project closure.

As a result of the Action it is obligatory to prepare an assessment that shall summarize the effects of the activities, the summary of the results achieved and the conclusions of the project staff according to the feedback received from the target group. The assessment shall be made available via internet for at least 1 year after the project closure.

The Project promoter is obliged to maintain the outputs created and established with the financial support of the Programme for a period of 5 years from the completion of the project. Particularly real estates purchased, restored and/or renovated and equipment purchased in the framework of the project have to be maintained according to the conditions undertaken in the project proposal, provided for the corresponding project's objectives.

#### **B.6. Claiming and disbursement of the grant**

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.

### **C.1 Criteria for the acceptance of the proposals**

<b>Acceptance criterion</b>	<b>Yes</b>	<b>No</b>
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 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.

## C.2 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.

## C.3 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 I. obligatory technical/professional criteria 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.**

During the scoring at point III. Preferred technical-professional content the project proposal must reach **at least 30 overall points**, other case the project proposal cannot be supported.

**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.**



## I. Obligatory professional criteria

	<b>Criterion</b>	<b>Professional criterion</b>
1.	The project is in line with the objective of the Call for Proposals.	Yes/No
2.	The project includes an independently eligible activity.	Yes/No
3.	The project includes the activities that must be carried out on a mandatory basis.	Yes/No
4.	The project promoter and the donor project partner (if applicable) has relevant expertise in the field of culture and/or arts and/or social integration of disadvantaged people.	Yes/No
5.	The Project promoter and the project meet the general criteria specified in Section 2.4 of the Guide.	Yes/No
6.	The Project promoter and the project meet the minimum professional criteria set in Section B.2.1 of the Call for Proposals (criterion 1, 2, 6).	Yes/No
<b>JUSTIFICATION</b>		
7.	The identification of target group is adequate and it is in line with the planned activities.	Yes/No/Partly
8.	The activities planned in the project are demonstrated.	Yes/No/Partly
9.	The innovative, unique involvement of target group, methodologies, and use of tools are demonstrated in the project proposal.	Yes/No
10.	The involvement of Roma and non-Roma community members during the project implementation is demonstrated in the proposal.	Yes/No
11.	The need analysis and the utilization plan are adequately elaborated and support the justification of the project.	Yes / No / Partly / Not relevant
<b>FEASIBILITY</b>		
12.	During the dialogue the principles of Roma integration defined in point B2.2 of the Call are met.	Yes/No
13.	The project ensures at least 6 months for the implementation of the professional activities, when the continuity and regularity of programmes are ensured.	Yes/No
<b>SUSTAINABILITY</b>		
14.	The financial sustainability of the project is well-supported, the Project Promoter counted with its potential costs (operational costs, maintenance costs and replacement costs).	Yes/No/Partly
<b>MANAGEMENT</b>		
15.	The references and resources of project management capacities are met the criteria defined.	Yes/No
16.	The professional management is demonstrated, their experiences/person could be a guarantee for the successful implementation of the programme.	Yes/No

## II. Other technical/professional criteria

	<b>Criterion</b>	<b>Professional criterion</b>
<b>1.</b>	The project proposal requests for funding only for the eligible activities according to the point B1 of the Call, and the content of the project proposal meets the defined criteria.	<b>Yes/No</b>
<b>2.</b>	All of the costs planned for funding are eligible according to the	<b>Yes/No</b>

	eligible costs defined at point B3 of the Call.	
<b>3.</b>	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.	<b>Yes/No/Partly</b>
<b>4.</b>	In the project proposal it is clearly described what kind of risk factors endanger the proper implementation of the project, their probability, their potential effects and the contingency plan offered to the mitigation.	<b>Yes/No/Partly</b>
<b>FINANCIAL PLAN</b>		
<b>5.</b>	The project budget contains no arithmetic errors.	<b>Yes/No</b>
<b>6.</b>	The internal limits prescribed in the Call for Proposals concerning the budget were applied.	<b>Yes/No</b>
<b>7.</b>	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.)	<b>I Yes/No/Partly</b>
<b>8.</b>	The budget was planned in accordance with the VAT status of Project promoter/Partner specified in the project data sheet.	<b>Yes/No</b>
<b>9.</b>	The cost of each activities planned with its justification is value for money referring to the results to be achieved, there are no over budgeted item.	<b>Yes/No</b>

### **III. Preferred technical-professional content**

	<b>Criterion</b>	<b>Sub-criterion</b>	<b>Scores</b>
<b>PARTNERSHIP</b>			<b>max 10</b>
<b>1.</b>	In the partnership set up Donor project partner participates in the Action.		<b>0/2</b>
<b>2.</b>	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.		<b>0-4</b>
<b>3.</b>	The activities are implemented with the involvement of relevant organisations <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>		<b>0/2/4</b>
<b>3/a</b>	In the project proposal Partner with own project part is involved with separate budget.		0/4
<b>3/b</b>	In the project proposal professional partner is involved (as contributing partner).		0/2
<b>PROFESSIONAL PROGRAMME</b>			<b>max 20</b>
<b>4.</b>	Programmes facilitate sustainable dialogue		<b>0-4</b>
<b>5.</b>	The frequency of activities planned is excellent, the concept		<b>0-4</b>

	elaborated ensures continuity and systematic approach.	
<b>6.</b>	The project proposal establishes a conceptual and coherent proposal according to the objectives, tools, implementing staff and results to be achieved.	<b>0-5</b>
<b>7.</b>	Innovative, unique, out of usual involvement of target groups, methodologies, utilization of tools is adapted that is in line with overall project concept.	<b>0-4</b>
	The innovation prevails according to the previous activities of the Applicant.	0-2
	The innovation prevails according to the activities planned itself.	0-4
<b>8.</b>	The Project Promoter utilizes methodology that may be adapted for other locations, it may be multiplicable.	<b>0-3</b>
	<b>FEASIBILITY</b>	<b>max 25</b>
<b>9.</b>	The Project Promoter has supported that it has justified local-knowledge and knowledge regarding the target group(s), and utilizes this knowledge for the successful implementation of the project.	<b>0-6</b>
	In the project data sheet it is supported that the Applicant/Project Partner has justified local-knowledge regarding the area targeted.	0-3
	In the project data sheet it is supported that the Applicant/Project Partner has justified knowledge regarding the target-group defined.	0-3
<b>10.</b>	The activities will be implemented in disadvantaged areas and/or reaches underprivileged people	<b>0-11</b>
	Most of the activities will be implemented in disadvantaged area	0/3
	Most of the activities will be implemented in a most disadvantaged or disadvantaged micro region or in a disadvantaged town.	0/3
	Most of the activities will be implemented in settlement under 5,000 inhabitants without urban status.	0/2
	The activities targets people with low educational background and disadvantaged in labour market, and their children.	0/3
<b>11.</b>	Duration of programmes is longer that the minimum prescribed (6 month)	<b>0/2/4</b>
	The duration of programmes is at least 8 months	0/2
	The duration of programmes is at least 9 and maximum 12 months	0/2
<b>12.</b>	The presentation and dissemination of project results will be available for the wide public.	<b>0/2/4</b>
	The presentation and dissemination of project results will be available on at least county level.	0/2
	The presentation and dissemination of project results will be available on at least national level.	0/4
	<b>SUM</b>	<b>55 points</b>

## C.4 Indicators

Name of indicator	Type (output)	Unit of measurement	Minimum required target value	Date of reaching target value	Source of indicator
<b>Number of cultural products created</b>	<b>output</b>	<b>pcs</b>	nr	<b>end of project implementation</b>	<b>Project reporting</b>
<b>Number of programmes/events organised</b>	<b>output</b>	<b>pcs</b>	1	<b>end of project implementation</b>	<b>Project reporting</b>
<b>Number of created/utilised knowledge transfer, education, educational methodologies</b>	<b>output</b>	<b>pcs</b>	nr	<b>end of project implementation</b>	<b>Project reporting</b>
Number of platforms created for communication and know-how transfer	output	pcs	nr	end of project implementation	Project reporting
Number of capacity building activities focusing on promotion of cultural diversity*	output	pcs	1	end of project implementation	Project reporting
Established donor partnership	output	number of partnership	nr	end of project implementation	Project reporting
Target group / Number of people reached	output	ppl	nr	end of project implementation	Project reporting
Number of artists / contributors involved to the professional activity	output	ppl	nr	end of project implementation	Project reporting

- The above indicators must be presented in the proposal on a mandatory basis, if an indicator 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.

\*Equal with **Number of cultural products created+ Number of programmes/events organised+ Number of created/utilised knowledge transfer, education, educational**

methodologies+ Number of platforms created for communication and know-how transfer

## **D. ADMINISTRATIVE INFORMATION**

### **D.1 Place and deadline for the submission of the applications**

The project proposal shall be submitted **in Hungarian** with a brief Hungarian summary, exclusively on the proposal form through the online system. In case of donor partnership the application must be submitted in Hungarian and filling the English part of the data sheet is obligatory. 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](http://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 (attachment no. 12) **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 intercultural – Roma/non-Roma - dialogue**  
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: from the 27<sup>th</sup> of February, 2016 until the 27<sup>th</sup> 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 29<sup>th</sup> of March, 2016.**

### **D.2 Documents to be attached**

**The attachments must be filed for every single partner on a mandatory basis, if relevant.**

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 proposal form - as specified in the Call for Proposals:

Ser. No.	Type of attachment
1.	Project promoter's and the Partner's signature, in the case of donor partners, the scanned copy of the signature is sufficient.
2.	Project promoter's financial reports for the last two enclosed financial year (if relevant)
3.	Certificate of ownership or other document showing the proper ownership conditions of the real estate, e.g. owner's consent, rental or lease contract, preliminary contract for the sale and purchase of the real estate etc. (if relevant)
4.	Project Promoter's statutes or other equivalent supporting document
5.	Cost estimation of the architect/designer (if relevant)
6.	At least 1 price offer or public price list / procurement in case of procurements exceeding the procurement thresholds (if relevant)
7.	Plan documentation and technical documentation (if relevant)
8.	Building permit from the competent authority, or declaration of the designer referring to the legislation in force (if building permit is not applicable according to the legislation in force). Other permits shall be submitted for the signature of the Project Contract according to the point 5.1.3 of the Guide.
9.	Guide to proportionate (if relevant)
10.	Letter of intent or partnership agreement concerning partnership cooperation from the project partners assigned in the proposal (if relevant)
11.	CVs of the artists/professionals participating in the implementation of the project highlighting experience of relevant for the necessary fields of expertise
12.	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
13.	Duly signed declaration stating the undertaking to meet the terms and conditions of the Call for Proposals (generated automatically after the electronic submission, <b>by post</b> )

**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.**

### D.3 Further information

The addresses of the official **website** of the EEA and Norway Grants are [www.egtalap.hu](http://www.egtalap.hu), and [www.norvegalap.hu](http://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](mailto: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 point of the Donor Program Partner:

Riksantikvaren - The Directorate for Cultural Heritage in Norway  
Aleksandra Einen  
Dronningensgate 13  
Pb. 8196 Dep.  
0034 Oslo  
telephone number: + 00 +47 98 20 27 16  
e-mail address: [akpe@ra.no](mailto:akpe@ra.no)

Contact point of other Donor states:

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](mailto: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](mailto:Kerstin.Appel@regierung.li)

## **D.4 D.4 Glossary of terms**

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

## **D.5 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
7. Guide to proportionate