

**CALL**

**FOR ADDITIONAL ACTIVITIES OF  
ALREADY APPROVED PROJECTS**

**under**

**the title „Preservation of urban built cultural heritage” code no. HU07PA16-A1-2013 and the title „Preservation of rural cultural and natural heritage” code no. HU07PA16-A2-2013 calls for proposals**

**THE EEA FINANCIAL MECHANISM 2009-2014**  
**Conservation and revitalization of cultural and natural heritage programme**  
**(HU07)**

Valid from: 24 February 2017 until withdrawal

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## **1. THE OBJECTIVES AND THE BACKGROUND OF THE DOCUMENT**

The Prime Minister's Office (State Secretariat for Cultural Heritage) as Programme Operator responsible for the implementation of the EEA Financial Mechanism 2009-2014, Conservation and revitalization of cultural and natural heritage programme (HU07) based on the Article 6.9. of the Regulation on the implementation of the European Economic Area (EEA) financial Mechanism 2009-2014 published by the donor countries and on the Article 58. of the Government Decree 326/2012. (XI.16.) concerning the EEA and Norwegian Financial Mechanisms 2009-2014 is launching the present call for supporting additional activities contributing to the objectives of the already approved projects under

**„Preservation of urban built cultural heritage” (HU07PA16-A1-2013) and „Preservation of rural cultural and natural heritage” (HU07PA16-A2-2013) calls for proposals**

and through this the outcomes of the Conservation and revitalization of cultural and natural heritage (HU07) programme.

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

### **1.1. The scope of the call**

The present call together with the „Preservation of urban built cultural heritage” (HU07PA16-A1-2013) and the „Preservation of rural cultural and natural heritage” (HU07PA16-A2-2013) calls for proposals and with the 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014' provides information about the conditions of the request of the additional activities.

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

Please refer to the 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014', 6. Conclusion and performance of the contract.

Present call is launched by the Prime Minister's Office as Programme Operator providing the grant for the additional activities.

## **2. CONDITIONS OF THE REQUEST Identification of the range of possible applicants**

Under present call only promoters of already approved projects under „Preservation of urban built cultural heritage” (HU07PA16-A1-2013) and „Preservation of rural cultural and natural heritage” (HU07PA16-A2-2013) calls for proposals are allowed to submit request for grant.

## **3. CONDITIONS CONCERNING THE CONTENT OF THE ADDITIONAL ACTIVITY**

### **3.1. Eligible activities**

The additional activities shall contribute to the objectives of the already approved projects and thus the outcomes of the Conservation and revitalization of cultural and natural heritage (HU07) programme.

### **3.2. Eligibility rules**

Eligibility rules are the same as described in the „Preservation of urban built cultural heritage” (HU07PA16-A1-2013) and the „Preservation of rural cultural and natural heritage” (HU07PA16-A2-2013) calls for proposals.

The condition of the eligibility is to increase any of the indicators that were originally undertaken at the grant constructions HU07PA16-A1-2013 and HU07PA16-A2-2013.

### **3.3. Implementation period of the additional activity**

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

**The costs are eligible until 30 April 2017.**

## **4. FINANCIAL CONDITIONS**

### **4.1. The form, rate and amount of the grant**

#### **4.1.1. Total grant amount**

<u>Name of financial resource:</u>	European Economic Area Financial Mechanism 2009-2014
<u>Name of the programme area:</u>	Conservation and revitalization of cultural and natural heritage (HU07)

Planned amount for funding the additional activities under HU07 Conservation and revitalization of cultural and natural heritage programme area at the time of publishing the present call: **308 336 003 HUF** (988 256,42 EUR, 312 HUF/EUR applied exchange rate)

#### **4.1.2. Grant rate**

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

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

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

*a)* they are qualified as contracting authorities under Kbt, or

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

**Please note that additional grant can be requested with NO LIMITATION regarding the threshold set out in the original calls for proposals HU07PA16-A1-2013 and HU07PA16-A2-2013.**

#### **4.2. Certification of co-financing**

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

The certification for the availability of the co-financing is included in the relevant parts of the 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014' (see General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014 4. Financial Conditions 4.2. Composition and certification of co-financing).

#### **4.3. Obligation relating to the provision of collateral**

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

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<sup>1</sup> Public Procurement Act

## 5. SELECTION AND DECISION MAKING

### 5.1. General conditions of the submission and the selection

#### 5.1.1. The mode of the submission of the request

The grant request (including annexes in English and Hungarian detailed under section 5.1.3) shall be submitted in one original copy with authorized signature either via post mail or courier service, or personally by the deadline set under section 5.1.2.

The grant request submitted by post has to be sent to the following address via registered post mail:

**Kulturális és természeti örökség megőrzése és megújítása program  
Nemzetközi Fejlesztési és Forráskoordinációs Ügynökség Zrt  
1037 Budapest, Montevideo u. 16/A**

The grant request can also be sent via courier service, or be submitted personally at the above address.

**Digital copy** (scanned and editable versions) of grant request (including annexes detailed under section 5.1.3) shall be sent to the contact e-mail address stipulated in the Grant Agreement, no later than by the deadline set under section 5.1.2.

#### 5.1.2. Deadline for the submission of the request

Deadline for the submission of the grant application cannot be later than 3 weeks after the publication of the call.

- Accordingly, the deadline for submitting documents is the ultimate **date and time of receipt** of the conventional mail, delivery via courier or personal delivery:  
**17<sup>th</sup> March, 2017, 15:59 hrs**
- Deadline for the submission of the filled in annexes electronically via e-mail:  
**17<sup>th</sup> March, 2017, 15:59 hrs**

It is mandatory to submit the grant request both paper-based (via conventional mail/courier service/personally) and electronically!

#### 5.1.3. Mandatory content elements of the request

The mandatory content elements need to be submitted according to the annexes below attached to the call:

Annex 1.: Narrative description of the additional activity (objectives, specific activities, results to be achieved, the amount of the improvement of the original indicator(s))

Annex 2.: Budget

Annex 3.: Schedule

## 5.2. Selection procedure

### 5.2.1. Check of formal eligibility criteria

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

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

### 5.2.2. Formal administrative check

The application shall meet the following criteria:

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

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

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

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

### 5.2.3. Strategic/content related eligibility check

Strategic/content related eligibility check will be implemented by the Programme Operator with the involvement of the Implementing Agency.

Criteria regarding the eligibility check are listed below:

	<b>Content related/strategic eligibility criteria</b>	<b>Yes/No</b>
1.	The additional activities contribute to the objectives of the already approved projects and through this the outcomes of the Conservation and revitalization of cultural and natural heritage (HU07) programme.	Yes/No
2.	The submitted schedule corresponds to the call and the additional activity can be implemented by the planned deadline.	Yes/No
3.	The budget of the planned additional activity is realistic and efficient.	Yes/No
4.	Compliance with state aid rules (e. g. grant rate).	Yes/No

### 5.2.4. Decision making

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

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

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



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

### **5.3. Complaint management**

General information on the complaint management can be found in the document entitled 'General Application Guide for the EEA and Norwegian Financial Mechanisms 2009-2014' and in the 'General terms and conditions for projects approved under EEA Financial Mechanism 2009-2014 'Conservation and revitalization of cultural and natural heritage (HU07)'.

**Annex 1.**

Narrative description of the additional activity (objectives, specific activities, results to be achieved, the amount of the improvement of the original indicator(s))

<b>Name of project promoter:</b>	
<b>Title of the project:</b>	
<b>Project ID:</b>	

**1. Description of the objectives**

Please briefly describe how the planned additional activity contributes to the objectives of the already approved projects and through this the outcomes of the Conservation and revitalization of cultural and natural heritage (HU07) programme. (max 5.000 characters)

**2. Description of the specific activities**

Please briefly describe the planned specific activities. (max 5.000 characters)

**3. Description of the results to be achieved**

a) Please briefly describe narratively the objectives and results to be achieved. (max 5.000 characters)

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

<b>Name of the indicator</b>	<b>Base value</b>	<b>Target value according to the original contract</b>	<b>New, modified target value</b>	<b>Unit</b>	<b>Target date</b>	<b>Source of indicators</b>

In case new indicators will be specified above the indicators contained in the already concluded grant agreement for the use of the additional grant then in this case the target value that wants to be reached needs to be specified in the „New, modified target value” column.

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

.....  
Authorized signature

**Annex 2.**

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

**Annex 3.**

Schedule

<b>Name of project promoter:</b>	
<b>Title of the project:</b>	
<b>Project ID:</b>	

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

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

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

<b>Working package</b>	<b>Start date</b>	<b>End date</b>	<b>Expected result</b>	<b>Target date of the expected result</b>

**2. Actual status of the already granted project:**

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

**3. Schedule of the additional activity:**

<b>Working package</b>	<b>Start date</b>	<b>End date</b>	<b>Expected result</b>	<b>Target date of the expected result</b>

**4. Is it necessary to have a public procurement procedure for the use of the additional grant?**

- a) yes
- b) no

In case the answer is yes, please fill in the table:

<b>Subject of the procedure</b>	<b>Net estimated value</b>	<b>Type of procedure</b>	<b>State of procedure</b>	<b>Date of the launch of the procedure</b>	<b>Date of conclusion of the contract</b>
			launched/to be launched/conditionally launched		

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